



**VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA**

Online  
Essex Junction, VT 05452  
Tuesday, January 12, 2021  
6:30 PM

E-mail: [manager@essexjunction.org](mailto:manager@essexjunction.org)

[www.essexjunction.org](http://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:

- **WATCH:** the meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ONLINE:** [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 597 539 665#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use "Chat" to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [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. Consider approval of Champlain Valley Expo Sound Indemnification Agreement
  - b. Consider approval to amend the Wastewater facility FY2021 Capital Plan for pump station odor control
  - c. Consider authorization of revised Warranty Deed of Easement on 14 Corduroy Road
  - d. Discussion and possible action on postcard mailer to Village residents re: Town merger vote information
  - e. Discussion and possible action to repurpose residual miscellaneous funds for downtown development
  - f. Discussion and possible action to extend the Economic Development Tax
  - g. Discussion and possible action on expansion of sidewalk plowing during COVID pandemic
6. **CONSENT ITEMS**
  - a. Approve Annual Report dedication
  - b. Approve minutes: December 22, 2020, December 28, 2020 Joint
  - c. Check Warrants: #17231 – 12/18/20; #17232 – 12/31/20; #17233 – 1/8/21
7. **READING FILE**
  - a. Board member comments
  - b. Memo from Robin Pierce re: Village Center Development
  - c. Memo from Robin Pierce re: 1 Jackson Street Ground Lease and Possible GMP Easement
  - d. Proposed Town merger vote informational materials
  - e. Village Budget Status Report December 2020
  - f. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **ADJOURN**

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

Certification: 1/8/2021  
Date Posted Initials

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Approval of Champlain Valley Expo Sound Indemnification Agreement 2020-2023  
**Date:** January 7, 2021

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## Issue

The issue is whether the Trustees will approve the Champlain Valley Expo (CVE) Sound Indemnification Agreement for 2020 to 2023.

## Discussion

The one-year Sound Indemnification Agreement with CVE expired December 31, 2020. Tim Shea, Executive Director for CVE has reviewed the document. The only change to the agreement is to extend beyond a one-year period to allow the agreement to expire in 2023. The Financial Agreement approved last year will expire in 2022 and does not need to be extended at this time.

The draft agreement is attached for review.

## Cost

None.

## Recommendation

It is recommended that the Trustees approve the Champlain Valley Expo Sound Indemnification Agreement as amended to expire December 31, 2023.

# **SOUND INDEMNIFICATION AGREEMENT**

## **BETWEEN**

**THE CHAMPLAIN VALLEY EXPOSITION, INC.**

**AND THE VILLAGE OF ESSEX JUNCTION**

**FOR CHAMPLAIN VALLEY EXPOSITION EVENTS**

**20~~19~~20-202~~03~~**

THIS AGREEMENT made this       ~~12TH~~       day of       ~~November~~      , 20~~19~~2020 by and between CHAMPLAIN VALLEY EXPOSITION, INC., a Vermont corporation with its principal place of business in Essex Junction, Vermont, (hereinafter referred to as "Indemnitor" or "CVE") and THE VILLAGE OF ESSEX JUNCTION, a Vermont municipality located in Chittenden County, Vermont, (hereinafter referred to as "Indemnatee" or "the Village").

WHEREAS, Indemnitor desires to host one or more concerts and other events, including the Champlain Valley Fair, on its property located within Indemnatee's municipal corporate boundaries ("Indemnitor's premises") from **October 1, 20~~19~~20 to December 31, 202~~03~~**; and

WHEREAS, the Essex Junction Land Development Code regulates sound performance standards to help protect the public health, safety and general welfare; and

WHEREAS, the Essex Junction Land Development Code also regulates uses within the Planned Exposition District, which governs the events and concerts scheduled, or to be scheduled, to be held at the CVE Property ("Events"); and

WHEREAS, as an inducement to encourage Indemnatee to approve the Events under its Land Development Code, Indemnitor is willing to provide Indemnatee protection from any and all violations of the Noise Performance Standards with respect to the Events on CVE Property; and

WHEREAS, CVE and the Village, in the spirit of cooperation and trust, feel that this agreement will satisfy the intentions of the Village and the regulatory conditions of the ordinance by providing for among other things, professional third-party monitoring, and for continued discussions after each season.

NOW THEREFORE, in consideration of the above and other good and valuable consideration, the parties hereto agree as follows:

1. Indemnitor further agrees to (a) provide Indemnatee access at no charge to Indemnitor's premises throughout the duration of each Event with such communications equipment as the Indemnatee deems reasonably necessary to permit Indemnatee to communicate with CVE personnel on site at the Event capable of and authorized to adjust or moderate the broadcast sound levels at the Event if Indemnatee, its agents, employees or contractors, determine that one or more violations of the Noise Performance Standards is occurring; and (b) to cause any such violations to be abated as soon as possible after being notified by Indemnatee of a violation.
3. The Village of Essex Junction Administrative Procedures Regarding CVE Grandstand Event Sound Monitoring ("Administrative Procedures") shall be part of this Agreement attached as Appendix A and hereby incorporated by reference. Any change to the Administrative Procedures shall nullify the Agreement, unless otherwise agreed to in writing by both parties.
4. The following schedule shall determine the amount of the violation of the Noise Performance Standards. For the purpose of this Agreement Intermittent shall mean the average A-weighted decibels (dBA) reading measured over a continuous five (5) minute period:

A. Each violation of intermittent sound levels for first five violations

\$100

|  |         |
|--|---------|
| B. Each violation of intermittent sound levels for second five violations  | \$150   |
| C. Each violation of intermittent sound levels for third five violations   | \$300   |
| D. Each violation of intermittent sound levels for violations over fifteen | \$500   |
| E. Violation of hourly average sound levels for each hour                  | \$5,000 |

These forfeiture provisions are cumulative. However, if the intermittent violation fines exceed the hourly average fine level, the average hourly fine will be billed and not the intermittent sound level fines during the same hour. By way of example, if the event had 10 intermittent sound violations, but did not violate the hourly average limits, the fine would be \$1,000. However, if the event had 12 intermittent sound violations during the first hour, the fee would be \$5,000 to reflect a violation of the hourly average.

5. If the Village of Essex Junction Trustees amends any portions of the Essex Junction Land Development Code or the Village ordinance that addresses noise and sound, then this Agreement shall be modified to conform to the Essex Junction Land Development Code and/or the Village ordinance section; unless otherwise agreed to in writing by both parties.
6. It is agreed that CVE may request the Village to approve events that have performance dates beyond the end of this agreement. If these events are approved by the Village they will be considered to be part of this agreement.
7. Forfeiture and Appeal Procedure.
  - a) Within five (5) working days of receiving a written report on an event from the sound monitoring consultant, the Village Zoning Administrator will provide the Indemnitor written notice, by certified mail, return receipt requested, of any violations of the Noise Performance Standards and the amount of required forfeitures under this Agreement. The Indemnitor may appeal the Village Zoning Administrator's determination to the Unified Manager by filing a written notice of appeal with the Village Clerk within ten (10) working days of the Zoning Administrator's notice. If no appeal is taken, the decision of the Zoning Administrator shall become final.
  - b) If the decision of the Zoning Administrator is appealed, the Unified Manager shall conduct a review within ten (10) working days of the filing of the notice of appeal and shall determine to either uphold the decision of the Zoning Administrator or to recommend a review by the Board of Trustees. If the Unified Manager determines to uphold the decision of the Zoning Administrator, the Unified Manager shall give the Indemnitor written notice thereof by certified mail, return receipt requested. The decision of the Unified Manager shall be final and not otherwise subject to challenge or appeal by the Indemnitor.
  - c) If the Unified Manager recommends a review by the Board of Trustees, the Unified Manager shall give the Indemnitor written notice thereof by certified mail, return receipt requested. The Board of Trustees of the Village will conduct an appeal hearing within forty-five (45) days of the date of the Unified Manager's decision and shall give the Indemnitor written notice thereof by certified mail, return receipt requested, and post a notice of the meeting in a public place within the Village offices. The Board of Trustees shall make its decision, and notify the Indemnitor in writing of its decision, with respect to the appeal within fourteen (14) days of the hearing. The decision of the Trustees shall be final and not otherwise subject to challenge or appeal by the Indemnitor.
  - d) If the Zoning Administrator issues a notice that there were violations of the Noise Performance Standards and, pursuant to this Agreement, the Indemnitor shall deposit with the Indemnitee, within fifteen (15) days of a determination of the finality of the notice of the violation or on or before the date of the next Event, whichever first occurs, an amount equal to the amount determined as a result of the violation(s).

8. This Agreement and the fines contained herein shall apply to all events held on the CVE Property that may violate the sound standards contained herein. However, all sound emanating from the Indemnitor's property during events shall be included in the sound reading during an event and subject to both intermittent and average hourly fines as stipulated in this Agreement.
9. CVE agrees that all proposed concerts shall be compatible with, and appropriate for, a Village location which has a broad mix of families and individuals of all ages.
10. This Agreement shall be governed by the laws of the State of Vermont.
11. This is the whole agreement between the Parties on this subject, and any and all prior agreements, negotiations, and discussions between the Parties on this subject are hereby superseded. No modification, amendment or alteration shall be made to this Agreement unless in writing and signed by both parties.
12. Each and every one of the terms, provisions and conditions of this Agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective successors and assigns and all persons claiming under or through any of them.
13. The CVE shall hold a public information meeting in June of each year. CVE will review the required sound monitoring and provide notice by first class mail to abutting property owners residing 250 feet from CVE property lines. The Village will receive a notice of these meetings.
14. CVE agrees that fireworks will not take place during any event Sunday through Thursday during the school season. All requests for fireworks shall be made to the Unified Manager a minimum of sixty (60) days in advance of the event. Any fireworks permitted by the Village for CVE events shall include notice on the CVE electronic sign and a notice paid for by CVE in the Essex Reporter that details the time and day of the fireworks display.
15. In November of each year the Parties to this Agreement shall meet to make appropriate modifications to this Agreement, by mutual consent, based on data and experience gathered from Events and the Annual Fair in the calendar year of said meeting.
16. This Agreement will run to December 31, 2020~~3~~ with the understanding that the CVE may request approvals to extend it for specific events beyond that date (see Section #6). The Parties agree that they will start discussions for the renewal of this Agreement no later than September 30, 2020~~3~~.

Dated at Essex Junction, Vermont, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CHAMPLAIN VALLEY EXPOSITION, INC.**

By: \_\_\_\_\_  
A duly authorized agent

Dated at Essex Junction, Vermont, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

**VILLAGE OF ESSEX JUNCTION**

By: \_\_\_\_\_  
Evan Teich  
Unified Manager  
Its duly authorized agent

**APPENDIX A**

**VILLAGE OF ESSEX JUNCTION**  
**ADMINISTRATIVE PROCEDURES**  
**REGARDING CVE GRANDSTAND EVENT SOUND MONITORING**

**1) PURPOSE**

- a) To establish procedures to ensure compliance with the Essex Junction Land Development Code Noise Performance Standards.
- b) To acknowledge historical baseline noise levels for CVE and develop a monitoring protocol that will define reasonable sound levels for events at CVE, and provide sound waivers from the Village Land Development Code for no more than twenty (20) event days for each year of this Agreement. An “event day” is defined as a 24-hour period that begins at the start of the event. Municipal or government events not sponsored by CVE will not be part of the twenty (20) event cap.
- c) To establish a verifiable objective record of the noise levels at CVE waived events.

**2) MONITORING AND RECORDING PROCEDURES**

- a) Coverage: Any music concert or other outdoor event that may exceed the Noise Performance Standards shall be monitored by an employee of a private contractor that works for the Village of Essex Junction, but is paid for by the Champlain Valley Exposition.
- b) A third party will be hired on an event basis to provide professional sound monitoring during the event(s) (See paragraph #2 c on page 4 of 6). The services of the third party will include a project manager for coordination, a scientist for field measurements and two monitors (one stationary and one mobile) that are factory calibrated prior to each event. The third party will maintain readings per event in a database that can be retrieved later on.
- c) The events selected to be monitored will be mutually agreed upon by CVE and the Village at least sixty (60) days prior to the first event taking place. Complete reports on monitored events shall be provided to the Village Zoning Administrator and the Essex Police Department. A representative sample of sound monitor readings shall be taken from the grandstand seating during events held in the grandstand with the roving noise monitor.
- d) CVE will also perform, with its own equipment, roving monitoring throughout the event and will provide communications with sound board personnel during concerts, which will be a proactive approach toward this overall project.
- e) CVE will pay for all costs directly associated with sound monitoring, or preparation thereof, for CVE events including staff meetings, monitoring, data analysis and reporting. The Village will contract with the third party, pay for services and bill CVE following each event.
- f) The Village may at its own choice and cost retain the third party to monitor additional events. The Village of Essex Junction shall pay for the costs of any additional meetings to be attended by a representative(s) of the third party such as, but not limited to, public meetings.
- g) The professional monitoring will be in effect for the duration of the Sound Indemnification Agreement.

**3) SOUND WAIVER CATEGORIES**



- a) Category A. This is for the annual Fair. No Sound Waiver Application is required for a maximum of ten (10) Fair days, unless CVE anticipates exceeding the limits outlined in Categories B and C. The Annual Fair, excluding grandstand events, with an Agreement waiver will adhere to the following levels:

One (1) hour average – 72 dBA.

Maximum five (5) minute average – 75 dBA.

- b) Category B. For CVE events including the Annual Fair grandstand events. This sound waiver category requires Unified Manager or Designee Approval. These waivers, with limits, will adhere to all other aspects of the Village Land Development Code. Unified Manager or Designee shall not unreasonably withhold approval of this category of sounds waivers:

One (1) hour average – 78 dBA.

Maximum five (5) minute average – 83 dBA.

- c) Category C. CVE requested events, to a maximum of the twenty (20) waiver limit, that have regional and/or community worth. This sound waiver category requires Unified Manager and/or Designee Approval at which time specific dBA limits will be established. Time will be provided for Public Comment on this Category of sound waivers.

#### **4. SOUND MONITORING FOR WAIVED EVENTS**

- a) CVE will pay the fee for third party sound monitoring activities at waived events. The cost of other professional sound consulting services will be shared equally by CVE and the Village.
- b) A third party sound monitoring professional will have the capacity to record abnormalities in the sound recording that are the result of sounds outside of CVE's control that skew the sound testing results. Skewed sound noise level recordings can be caused by; rain, thunder, wind, or nonevent source noise. Such abnormalities will be noted by the sound engineer in any report, and enable the Unified Manger to make an informed decision regarding fine generating dba levels that were not a direct result of CVE sound activity.

#### **5. RECORDS**

- a) All reports on sound readings shall be provided to the Village Zoning Administrator and the Essex Police Department and kept on file in the Community Development Office for three years, along with any notes that record efforts to obtain compliance. These records will be available for public inspection.

#### **6. FINES**

- a) Fines shall be imposed in accordance with the Sound Indemnification Agreement between The Champlain Valley Exposition, Inc., and the Village of Essex Junction for Champlain Valley Exposition events.
- b) As with any zoning violation, the Village of Essex Junction's goal is to obtain compliance. If the CVE is notified of an intermittent sound level violation and brings the sound into compliance within ten (10) minutes for each act, they shall not be fined for an intermittent noise violation. If the noise violation is not corrected within the ten-minute compliance period then the appropriate fine schedule for intermittent noise level violations, as outlined on page 2 of 6 of this document under paragraph number four (4), will be imposed for the period that triggered the ten-minute compliance notification. Any sounds above permitted levels after the ten-minute compliance period has elapsed shall receive an intermittent sound level fine. The hourly average shall be based on a continuous reading and not

subject to a warning period to reduce the sound level. For purposes of establishing the fine, it shall be based on a stationary machine that is recording the hourly average.

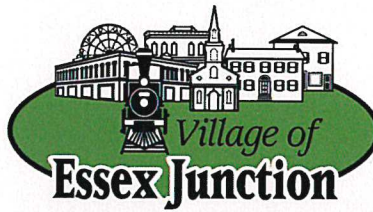
**7. COMMUNICATION**

- a) Municipal officials shall have contact with the Essex Police Department and the Champlain Valley Exposition officials at all times during an Event.

**8. CALIBRATION**

- a) The sound monitors shall be calibrated on an annual basis by the manufacturer or the State of Vermont and a copy of the current certificate of calibration shall be kept on file in the Village Office and at the Vermont Air Quality Testing Services Office. Also, the machines shall be calibrated with the calibrator before recording sound at a concert or other event.





## **MEMORANDUM**

TO: Essex Junction Board of Trustees via Evan Teich, Unified Municipal Manager  
FROM: James Jutras, Water Quality Superintendent  
cc: Gregory Duggan, Deputy Manager  
DATE: January 6, 2021  
SUBJECT: Wastewater Facility Capital Plan Modification FYE 2021 Pump Station Odor Control

**Issue:** Whether to modify the current year Wastewater facility capital plan to include odor control equipment for the Susie Wilson Road and West St Extension sewage pump stations.

**Discussion:** Historically, the wastewater facility has managed sewage collection system odor control and prevention in the sanitation systems for the communities we serve. Typically this work involves chemical or bacterial treatment at strategic pump stations to prevent odors as the sanitary sewer waste is conveyed through our communities to the Cascade St treatment facility. Control of odors before they form has proven to be the most cost effective manner to address odors. In the Fort Ethan Allen to Susie Wilson Road, West St Extension section of the collection system, our conventional means of odor control are becoming ineffective by all measures used to monitor and evaluate performance.

Collection system odors develop because of septic conditions (without oxygen) in the pump station pipeline (force main). Staff proposes an alternate means of odor control via mechanical aeration and ozone application to greatly supplement current methods used. The proposed equipment mixes, aerates and applies ozone for local odor oxidation in the pump station wet well prior to pumping. We propose the installation first at the Susie Wilson Road Pump Station (\$36,301 plus installation). This will reduce the odor and chemical load on West St pump station as well as ambient odors that we have had reported to us in the area. With favorable performance, we would then adjust the design parameters and install a similar system at West St Extension pump station (\$41,980 plus installation).

The proposed installation is calculated to have a 2-3 year Return on Investment (ROI) with chemical savings alone. There will be additional direct and indirect staff and monitoring savings not quantified as part of the ROI.

**Costs:** The estimated total project cost is not to exceed \$100,000 (equipment only \$78,281 with installation costs, power connection, concrete pad and associated sound control, if needed).

**Recommendation:** It is recommended that the Trustees amend the Wastewater facility FYE 2021 Capital Plan for pump station odor control in the amount of \$100,000



## Maryland Biochemical

## QUOTE

712 Tobacco Run Drive  
Bel Air, MD 21015  
Website: [www.marylandbiochemical.com](http://www.marylandbiochemical.com)  
Phone: 800-771-7252  
Fax: 410-734-9102

11-Sep-20

Prepared by: Dick Marcheski  
[marcheski@comcast.net](mailto:marcheski@comcast.net)

### CUSTOMER

Essex Junction WWTP  
Mr. Jim Jutrus, Utility Superintendent  
39 Cascade St.  
Essex Junction, VT 05452

Project: Susie Wilson PS

| DESCRIPTION  | Unit price   | Quantity | AMOUNT       |
|--|--------------|----------|--------------|
| Four HP Little John Digester w/ Ozone Injector                       | \$ 36,601.00 | one      | \$ 36,601.00 |
| Prewired Phase Soft Start Motor Starter with Lock Out Switch.        |              |          | \$ -         |
| 25 feet of 2" Industrial Grade Hose with Stainless Steel Cam         |              |          | \$ -         |
| Lock Fittings. Heavy Duty Lockable Aluminum Enclosure.               |              |          | \$ -         |
| Including 10 Ozone Tubes, Easily Accessable Air Filter Assembly.     |              |          | \$ -         |
| Emergency Shut Off Float Disconnect. Air Splitter and Assembly       |              |          | \$ -         |
| includes a 25 foot section of 2" Extreme Temperature Hose with       |              |          | \$ -         |
| Stainless Steel Cam Lock Fittings and a 10 ftSection of 2" Hose with |              |          | \$ -         |
| SS Cam Lock Fittings Connecting Blower to the Splitter. Four HP      |              |          | \$ -         |
| Little John Digester Body only.                                      |              |          | \$ -         |
|  |              |          | \$ -         |
|  |              |          | \$ -         |
| This recommended sizing of Blower & Little John HP as well as        |              |          | \$ -         |
| Ozone Tubes is based on hydrogen sulfide levels given as 40 to       |              |          | \$ -         |
| 60 PPM. Should those numbers be inaccurate, a larger Ozone           |              |          | \$ -         |
| Injector with more tubes would be needed. Generating a quote         |              |          | \$ -         |
| about 15, 550.00 higher in price. Please Verify Sulfide numbers.     |              |          | \$ -         |

Subtotal \$ 36,601.00

Tax rate 0%

Tax amount \$ -

Shipping Estimate

**TOTAL \$ 36,601.00**

If you have any questions about this price quote, please contact  
Design Engineer: Randy McGuffin © 850 698-6805 Or:  
Dick Marcheski, 410-459-2996  
[marcheski@comcast.net](mailto:marcheski@comcast.net)

**Thank you for your business!**



## Maryland Biochemical

712 Tobacco Run Drive  
Bel Air, MD 21015  
Website: [www.marylandbiochemical.com](http://www.marylandbiochemical.com)  
Phone: 800-771-7252  
Fax: 410-734-9102

# QUOTE

11-Sep-20

Prepared by: Dick Marcheski  
[marcheski@comcast.net](mailto:marcheski@comcast.net)

### CUSTOMER

Essex Junction WWTP  
Mr. Jim Jutrus, Utility Superintendent  
39 Cascade St.  
Essex Junction, VT 05452

Project: West St. Ext. PS

| DESCRIPTION   | Unit price   | Quantity | AMOUNT       |
|---|--------------|----------|--------------|
| Ten HP Little John Digester Unit with Ozone Injector                  | \$ 41,980.00 | one      | \$ 41,980.00 |
| Prewired 460 Volt, Three Phase Soft Start Motor Starter w/Lockout.    |              |          | \$ -         |
| Switch. 30 Feet Of 2" Industrial Grade Hose w/Stainless Steel Cam     |              |          | \$ -         |
| Lock Fittings. Heavy Duty Lockable Aluminum Enclosure.                |              |          | \$ -         |
| Including 16 Ozone Tubes, Easily Accessible Air Filter Assembly.      |              |          | \$ -         |
| Emergency Shut Off Float Disconnect. Air Splitter and Assembly        |              |          | \$ -         |
| includes a 30 foot section of 2" Extreme Temperature Hose with        |              |          | \$ -         |
| Stainless Steel Cam Lock Fittings and a 10 Foot section of 2" Hose w/ |              |          | \$ -         |
| SS Cam Lock Fittings Connecting Blower to the Splitter. Ten HP        |              |          | \$ -         |
| Additional Little John Digester Body Only.                            |              |          | \$ -         |
|   |              |          | \$ -         |
|   |              |          | \$ -         |
| This recommended sizing of Blower & Little John HP as well as         |              |          | \$ -         |
| Ozone Tubes is based on hydrogen sulfide levels given as 40 to        |              |          | \$ -         |
| 60 PPM. Should those numbers be inaccurate, a larger Ozone            |              |          | \$ -         |
| Injector with more tubes would be needed. Generating a quote          |              |          | \$ -         |
| about 5,000.00 higher in price. Please Verify Sulfide numbers.        |              |          | \$ -         |

Subtotal \$ 41,980.00

Tax rate 0%

Tax amount \$ -

Shipping Estimate

**TOTAL \$ 41,980.00**

If you have any questions about this price quote, please contact  
Design Engineer: Randy McGuffin © 850 698-6805 Or:  
Dick Marcheski, 410-459-2996  
[marcheski@comcast.net](mailto:marcheski@comcast.net)

**Thank you for your business!**



## **MEMORANDUM**

TO: Village of Essex Junction Trustees  
FROM: Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator *CHM*  
James Jutras, Water Quality Superintendent  
cc: Evan Teich, Unified Municipal Manager *ET*  
Gregory Duggan, Deputy Manager  
DATE: December 30, 2020  
SUBJECT: Authorization resolution of spring easement release on 14 Corduroy Road

**Issue:** Whether to sign the authorizing resolution and consent of the Village of Essex Junction Board of Trustees for release of a spring easement across 14 Corduroy Rd, Essex Junction.

**Discussion:** At the Trustee's October 13, 2020 meeting we requested through the consent agenda the Trustees authorize the public process to release a spring easement across 14 Corduroy Road as requested by the homeowners. This spring easement release was required by the property owner as part of stormwater outfall easement and maintenance work.

The Village Attorney prepared the attached documents required to act on this request. The public process involved posting the Notice of Terms of Conveyance of Village Real Estate in a local paper as well as three public places. The notice was published in the Essex Reporter legal notices and posted visible to the public at Brownell Library, 2 Lincoln Street and 81 Main Street on 11/24/2020. The notice had to remain posted for 30 days to allow for public comment. The public comment period concluded on 12/27/2020. No public comments were received.

**Costs:** There are indirect staff costs, public notice as well as legal and attorney fees that have been incurred to date.

**Recommendation:** It is recommended that the Trustees sign the attached "Authorizing Resolution and Consent of the Village of Essex Junction Board of Trustees" document. It is also recommended that the Trustees authorize the Unified Manager to sign the revised Warranty Deed of Easement once received from the Village's attorney.



**AUTHORIZING RESOLUTION AND CONSENT  
OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES**

The undersigned, being the Board of Trustees of the Village of Essex Junction, a municipal corporation duly created and validly existing under and pursuant to the laws of the State of Vermont (the "Village"), hereby resolve as follows:

**WHEREAS**, the Village owns an easement across a parcel of land located at 14 Corduroy Road, Essex Junction as referenced in a Warranty Deed from Mollie M. Ewing and Manford R. Ewing, Jr. to Karl K. Moody and Julianne Moody dated April 3, 1992 and recorded at Volume 278, Page 569 of the Essex Land Records (the "Spring Easement");

**WHEREAS**, the Spring Easement is a drainage easement relative to an existing spring located at the rear of Lots 32 through 37 and Lots 40 through 43, inclusive, as said lots are depicted on the plan entitled "Essex Park – Phase 2, 3 & 4, a planned residential development," prepared by Fitzpatrick – Llewellyn Associates, dated March, 1983, and recorded at Map Slide No. 129 of the Essex Land Records;

**WHEREAS**, the Village requested additional stormwater and drainage easements across 14 Corduroy Road from Karl K. Moody and Julianne Moody (the "Moody's"), and the Moody's have requested in exchange that the Spring Easement be extinguished;

**WHEREAS**, the Village no longer uses or requires the rights to the Spring Easement;

**WHEREAS**, the proposed conveyance is in the best interest of the Village and its taxpayers; and

**WHEREAS**, pursuant to 24 V.S.A. § 1061, the Village will publish notice of the terms of this proposed conveyance in the Essex Reporter on 11/27/2020, and will post notice in three locations in the Village of Essex Junction on 11/27/2020 and this conveyance is expressly contingent on the Village's receipt of any petition pursuant to 24 V.S.A. § 1061(a) by 4:00 p.m. on December 27, 2020.

**NOW THEREFORE, BE IT RESOLVED**, that the Village approves the conveyance extinguishing the existing Spring Easement with the consideration being an easement from the Moody's to the Village for stormwater and drainage over 14 Corduroy Road and the transfer of any interest and liabilities the Village may have in and to said Spring Easement;

**RESOLVED**, that the Village will execute and record a Quitclaim Deed to the Moody's conveying any rights the Village may have to the Spring Easement; and

**RESOLVED**, that the Village hereby authorizes the Unified Manager to execute on behalf of the Village any and all necessary and incidental documents,

papers and materials, including but not limited to agreements, contracts, assignments, and any and all other documents, written materials or other papers required in connection with the above-described conveyance.

**IN WITNESS WHEREOF**, the undersigned have executed this Authorizing Resolution and Consent on the dates set forth below.

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Andrew Brown, Village President

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
George A. Tyler, Vice President

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Daniel S. Kerin

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Raj Chawla

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Amber Thibeault

## **NOTICE OF TERMS OF CONVEYANCE OF VILLAGE REAL ESTATE**

NOTICE IS HEREBY GIVEN TO THE LEGAL VOTERS OF THE VILLAGE OF ESSEX JUNCTION, pursuant to 24 V.S.A. §1061, that the VILLAGE OF ESSEX JUNCTION proposes to convey certain real property by Quitclaim Deed to Karl and Julianne Moody (the "Moody's"). The real property to be conveyed unto the Moody's is more particularly described as follows:

Being an easement to the Village of Essex Junction referenced in a Warranty Deed from Mollie M. Ewing and Manford R. Ewing, Jr. to Karl K. Moody and Julianne Moody dated April 3, 1992 and recorded at Volume 278, Page 569 of the Essex Land Records. The easement is more particularly described as follows:

A drainage easement granted to the Village of Essex Junction which maintains and protects the natural flow and run-off of an existing spring located at the rear of Lots 32 through 37 and Lots 40 through 43, inclusive. Said lots are depicted on the plan entitled "Essex Park – Phase 2, 3 & 4, a planned residential development," prepared by Fitzpatrick – Llewellyn Associates, dated March, 1983, and recorded at Map Slide No. 129 of the Essex Land Records.

Said easement encumbers the property known as 14 Corduroy Road, Essex Junction.

Reference is hereby made to the above-mentioned instruments, the records thereof, the references therein made and their respective records and references in aid of this description.

The Village Board of Trustees proposes to convey the aforesaid premises to the Moody's with the consideration being an easement from the Moody's to the Village for stormwater and drainage easements and the transfer of any interest and liabilities the Village may have in and to said parcel of land. The Village Board of Trustees believes the proposed conveyance to be in the best interest of the inhabitants of the Village of Essex Junction.


Pursuant to 24 V.S.A. § 1061, this notice has been posted at three regular posting places in the Village of Essex Junction and will be published in the Essex Reporter, a newspaper of general circulation within the Village of Essex Junction on or before 11/27/2020.

If a petition signed by 5% of the legal voters of the Village of Essex Junction objecting to this sale is presented to the Village Clerk within 30 days of the date of the posting and publication of this notice, then the Village will cause the question of whether to convey the property as set forth above at a special or annual meeting called for that purpose.

The Village Board of Trustees will authorize the Unified Manager to effectuate the conveyance, unless the Village receives a petition in accordance with 24 V.S.A. § 1061 (a) by 4:00 p.m. on December 27<sup>th</sup> 2020.



# Memorandum

**To:** Trustees; Evan Teich, Unified Manager  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** Discussion and possible action to send a postcard mailer to Village residents re: updated merger information  
**Date:** January 7, 2021

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## Issue

The issue is whether the Trustees will approve sending a postcard mailer to Village residents regarding updated merger information.

## Discussion

On December 7, 2020, the Town of Essex Selectboard voted to commit to including a question asking Essex voters if the Town of Essex shall adopt the Plan of Merger and proposed Charter for the merged communities.

On January 11, 2021, the Town Selectboard will vote on whether to approve the Plan of Merger and proposed Charter, as well as Town merger vote informational materials for publishing in print and/or the websites.

If the Selectboard approves placing the question on the ballot, the Trustees may want to discuss mailing a postcard to Village residents regarding the final vote in March.

## Cost

The estimated cost for printing and postage to mail a black and white, two-sided post card to residential addresses is \$1,600.

## Recommendation

This memo is for discussion purposes.

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**Cc:** Sarah Macy, Finance Director  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Repurposing funds for downtown development  
**Date:** January 8, 2021

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## Issue

The issue is for the Trustees to discuss repurposing residual miscellaneous funds for downtown development.

## Discussion

The Trustees may want to discuss the use of residual funds designated as the Land Acquisition Capital Reserve Fund and the Economic Development Fund to complete the park at the foot of Maple Street and Main, in front of the Firebird Café.

At the April 2, 1997 Village Annual Meeting, Article 5 establishing the Land Acquisition Capital Reserve Fund was approved by the voters as read (follows).

“Article 5: Shall the Village establish a Capital Reserve Fund for the purpose of acquiring property, to be known as the Land Acquisition Capital Reserve Fund, the maximum accumulated amount of such fund not to exceed \$500,000 with any expenditure from this fund requiring voter approval at a regular or special meeting?”

The current balance in the Land Acquisition Capital Reserve Fund is \$82,248.93. A transfer from this fund will require voter approval. The Economic Development Fund has a balance of \$405,057.87 with anticipated tax revenue of an additional \$55,600 later this year. There is \$100,000 of this amount earmarked for parking.

## Cost

n/a

## Recommendation

Staff recommends the Trustees place a question on the 2021 Annual Meeting ballot asking voters to transfer the remaining balance in the Land Acquisition Capital Reserve Fund to the Economic Development Fund for downtown development.

## Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Sarah Macy, Finance Director/Assistant Manager  
**Re:** Discussion and possible action to extend Economic Development Tax  
**Date:** January 8, 2021

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### Issue:

The issue is for the Trustees to discuss the Economic Development tax and decide whether or not the continuation of this tax should be included on the ballot at annual meeting 2021.

### Discussion:

At annual meeting 2016 voters approved establishing and economic development fund and a one cent tax to fund that fund. A summary from the minutes of that meeting:

#### 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.

This tax is set to sunset after FY21 unless brought before the voters once again. Attached to this memo is a summary of accumulated funds and projects from inception through 12/31/2020. In addition to the projects listed, there is \$100,000 designated for the purchase of public parking. Potential other projects could include a park at 1 Main Street, future parking opportunities and projects, land acquisition, beautification, and special events. Staff recommends the trustees have a discussion about whether or not voters should be asked at Annual Meeting 2021 to extend the economic development tax and for how long.

### Cost:

No cost at this time

### Recommendation:

If so desired, staff recommends the trustees place a question on the 2021 annual meeting ballot asking voters to extend the economic development tax.

**Summary Economic Development Fund**

|                            |                                       | <b>Specific Projects:</b>     |                           |                                       |                           |  |
|----------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------------------|---------------------------|--|
|                            | <b>Economic Development<br/>Funds</b> | <b>3 Main<br/>Parking Lot</b> | <b>Street<br/>Banners</b> | <b>1 Main Street<br/>(Road Res-Q)</b> | <b>Park Terr.<br/>ROW</b> | <b>11 Park Street<br/>Public Parking</b> |
| Beginning Balance 7/1/2016 | \$ -                                  |                               |                           |                                       |                           |  |
| Penny Tax Revenue          | \$ 108,381.52                         |                               |                           |                                       |                           |  |
| Interest Earnings          | \$ 184.37                             |                               |                           |                                       |                           |  |
| Expenses                   | \$ (2,032.54)                         | \$ (2,032.54)                 |                           |                                       |                           |  |
| Ending balance 6/30/2017   | \$ 106,533.35                         | \$ (2,032.54)                 | \$ -                      | \$ -                                  | \$ -                      | \$ -                                     |


|                            |                                       | <b>Specific Projects:</b>     |                           |                                       |                           |  |
|----------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------------------|---------------------------|--|
|                            | <b>Economic Development<br/>Funds</b> | <b>3 Main<br/>Parking Lot</b> | <b>Street<br/>Banners</b> | <b>1 Main Street<br/>(Road Res-Q)</b> | <b>Park Terr.<br/>ROW</b> | <b>11 Park Street<br/>Public Parking</b> |
| Beginning Balance 7/1/2017 | \$ 106,533.35                         |                               |                           |                                       |                           |  |
| Penny Tax Revenue          | \$ 109,539.60                         |                               |                           |                                       |                           |  |
| Interest Earnings          | \$ 635.30                             |                               |                           |                                       |                           |  |
| Expenses                   | \$ (4,506.00)                         |                               | \$ (4,506.00)             |                                       |                           |  |
| Ending balance 6/30/2018   | \$ 212,202.25                         | \$ -                          | \$ (4,506.00)             | \$ -                                  | \$ -                      | \$ -                                     |

|                            |                                       | <b>Specific Projects:</b>     |                           |                                       |                           |  |
|----------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------------------|---------------------------|--|
|                            | <b>Economic Development<br/>Funds</b> | <b>3 Main<br/>Parking Lot</b> | <b>Street<br/>Banners</b> | <b>1 Main Street<br/>(Road Res-Q)</b> | <b>Park Terr.<br/>ROW</b> | <b>11 Park Street<br/>Public Parking</b> |
| Beginning Balance 7/1/2018 | \$ 212,202.25                         |                               |                           |                                       |                           |  |
| Penny Tax Revenue          | \$ 110,510.88                         |                               |                           |                                       |                           |  |
| Interest Earnings          | \$ 1,435.89                           |                               |                           |                                       |                           |  |
| Expenses                   | \$ (125.00)                           |                               |                           | \$ (125.00)                           |                           |  |
| Ending balance 6/30/2019   | \$ 324,024.02                         | \$ -                          | \$ -                      | \$ (125.00)                           | \$ -                      | \$ -                                     |

|                            |                                       | <b>Specific Projects:</b>     |                           |                                       |                           |  |
|----------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------------------|---------------------------|--|
|                            | <b>Economic Development<br/>Funds</b> | <b>3 Main<br/>Parking Lot</b> | <b>Street<br/>Banners</b> | <b>1 Main Street<br/>(Road Res-Q)</b> | <b>Park Terr.<br/>ROW</b> | <b>11 Park Street<br/>Public Parking</b> |
| Beginning Balance 7/1/2019 | \$ 324,024.02                         |                               |                           |                                       |                           |  |
| Penny Tax Revenue          | \$ 110,944.40                         |                               |                           |                                       |                           |  |
| Interest Earnings          | \$ 2,330.98                           |                               |                           |                                       |                           |  |
| Expenses                   | \$ (83,721.17)                        |                               |                           | \$ (73,417.17)                        | \$ (7,427.00)             | \$ (2,877.00)                            |
| Ending balance 6/30/2020   | \$ 353,578.23                         | \$ -                          | \$ -                      | \$ (73,417.17)                        | \$ (7,427.00)             | \$ (2,877.00)                            |

|                            |                                       | <b>Specific Projects:</b>     |                           |                                       |                           |  |
|----------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------------------|---------------------------|--|
|                            | <b>Economic Development<br/>Funds</b> | <b>3 Main<br/>Parking Lot</b> | <b>Street<br/>Banners</b> | <b>1 Main Street<br/>(Road Res-Q)</b> | <b>Park Terr.<br/>ROW</b> | <b>11 Park Street<br/>Public Parking</b> |
| Beginning Balance 7/1/2020 | \$ 353,578.23                         |                               |                           |                                       |                           |  |
| Penny Tax Revenue          | \$ 55,592.14                          |                               |                           |                                       |                           |  |
| Interest Earnings          | \$ -                                  |                               |                           |                                       |                           |  |
| Expenses                   | \$ (4,112.50)                         |                               |                           |                                       | \$ (4,112.50)             |  |
| Ending balance 12/31/20    | \$ 405,057.87                         | \$ -                          | \$ -                      | \$ -                                  | \$ (4,112.50)             | \$ -                                     |

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**Cc:** Rick Jones, Public Works Superintendent  
**From:** Tammy Getchell, Assistant to the Manager   
**Re:** Expansion of sidewalk plowing during COVID-19 pandemic  
**Date:** January 8, 2021

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## Issue

The issue is for the Trustees to discuss expansion of sidewalk plowing during the COVID-19 pandemic.

## Discussion

The Trustees requested staff consider expanding the current sidewalk plowing plan temporarily during the COVID-19 pandemic, as options for exercise and recreation are limited.

Currently, the Village Public Works plows and salts 31 miles out of a total 38 miles of sidewalk. It takes approximately 3 ½ hours with two machines to plow the current planned routes and 16 hours to snow blow. Village Public Works Superintendent, Rick Jones estimates it would take an additional hour to plow and 4 more hours to snow blow the remaining sidewalks and paths. At \$37.50 per hour for overtime and \$55.00 per hour for a sidewalk machine, plowing would cost an additional \$185 per storm and snow blowing is estimated at \$740 extra per storm.

Depending on how many storms the winter brings, there could be times when it would take longer to complete the plow routes and to dig out fire hydrants. Additionally, there is a potential for increased costs and time to repair lawn damage in the spring.

The Village of Essex Junction Trustees' Policy Regarding Sidewalks is attached.

## Cost

n/a

## Recommendation

This memo is for discussion purposes.

# **VILLAGE OF ESSEX JUNCTION**

## **Trustees' Policy Regarding Sidewalks**

### **A. PURPOSE & NEED**

Essex Junction has always prided itself on being a pedestrian friendly community. Pedestrians have access to the Village's commercial districts, schools, parks and residential areas via the public sidewalk network.

The primary purpose of sidewalks is to provide connectivity and give residents the ability to circulate within the community in a safe manner. Sidewalks are also used for recreation, exercise and serve as a place for social interaction. Finally, sidewalks are important from an economic development standpoint by providing access to commercial businesses and jobs.

Essex Junction does not provide bus services for Village students, so it is essential that Essex Junction have an adequate pedestrian network in place, which is adequately maintained. It is expected that sidewalks will be plowed prior to the start of school to allow children to walk to school.

The expectation that sidewalks be cleared prior to the start of school, the demand placed on the road crew to maintain an expanding sidewalk network, and the cost of reconstructing sidewalks is straining our limited municipal resources. The intent of this sidewalk policy is to better allocate our resources to enhance the safety and connectivity of the sidewalk network, prioritize winter sidewalk plowing and to establish a policy to guide the long term maintenance and reconstruction of the sidewalk network. The overall goal of this policy is to maintain and enhance pedestrian connectivity while maximizing the use of public resources.

### **B. EXISTING CONDITIONS**

#### *Sidewalk Network*

The Village of Essex Junction currently has 38 total miles of sidewalk to plow, reconstruct and maintain (See Figure 1). The sidewalk network evolved over time on a development by development basis with no community sidewalk master plan to serve as a guide. As a result some major state highways with high vehicular and pedestrian travel have a sidewalk only on one side of the street and some low traveled residential streets have sidewalks on both sides of the street. Generally the higher the vehicular and pedestrian travel, the greater the potential conflict between the two modes of travel and the need for sidewalks on both sides of the street.

Class 1 State highways have the highest vehicular travel and for the most part have sidewalks on both sides of the street and traffic signals at major intersections. Class 2 highways are roads that connect state highways and/or other class 2 highways. They have the next highest volume of vehicular travel. Although South Street from its intersection with Park to the West Street intersection has sidewalks on both sides of the street, the remainder of Class 2 highways only have sidewalks on one side of the street. Class 3 roads are residential roads, which include some major collectors. They generally have the lowest volume of vehicular travel. Some Class 3 residential streets have no sidewalks; some have a sidewalk on one side of the street, and some have a sidewalk on both sides of the street.

## **C. FUTURE CONDITIONS**

### *Methodology*

Several site specific conditions were considered in developing the future sidewalk plan including, but not limited to, safety, physical barriers in the right-of-way, traffic volumes, connectivity, school connections and density. The effect of these criteria on the development of the future sidewalk plan will be discussed more fully in the following section on the plan.

A study done for the Federal Highway Administration (FHWA) on sidewalk placement and safety played a significant role in developing the sidewalk plan. The guidelines were attained from the book entitled Best Development Practices by Richard Ewing.<sup>1</sup> The FHWA study recommends using the guidelines listed in Table 1 to assist in determining the best location for sidewalks. The basis for the guidelines is that generally there is a direct correlation between density, traffic volumes and safety. However, Ewing does note that the issue of connectivity must be considered because some neighborhoods might meet the density requirement for a sidewalk, but because the neighborhood does not provide a through connection, a sidewalk may not be required.<sup>2</sup>

**Table 1**

|  |            |
|--|------------|
| <b>Arterial Streets</b>  | Both Sides |
| <b>Collectors</b>  | Both Sides |
| <b>Residential Streets<br/>with a density greater<br/>than 4 units per acre</b>  | Both Sides |
| <b>Residential Streets<br/>with a density between<br/>1 and 4 units per acre</b> | One Side   |
| <b>Residential Streets<br/>with a density of less<br/>than 1 unit per acre</b>   | None       |

## **D. GOALS AND OBJECTIVES**

Based on the Purpose & Need and Existing Conditions, the following goals and objectives have been identified:

### *Goals*

1. Maintain and enhance pedestrian connectivity
2. Reduce future capital reconstruction liability
3. Stabilize maintenance costs (i.e. snow plowing, etc.)

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<sup>1</sup> R.L. Knoblach et al., Investigation of Exposure Based Pedestrian Accident Areas: Crosswalks, Sidewalks, Local Streets and Major Arterials, Federal Highway Administration, Washington, D.C. 1988, p. 143

<sup>2</sup> Ewing, Richard. Best Development Practices. Chicago, IL: American Planning Association, 1996



4. Establish a database to monitor the condition of the sidewalk network and prioritize future capital projects

#### *Objectives\*\**

1. Maintain one sidewalk on all residential streets that currently have at least one sidewalk
2. Sidewalks on both sides of Class 1 and 2 Highways and Major Collectors
3. Add sidewalks to Class 1 and 2 Highways that currently have only one sidewalk
4. Add one sidewalk to residential streets that currently have no sidewalks, a density between 1 and 4 units per acre AND which provide a key through connection
5. Add a second sidewalk on residential streets that have a density of at least 4 units per acre and provide an important pedestrian linkage
6. Remove sidewalks on residential streets with a density equal to or less than 4 units per acre and which do not provide a through connection
7. As resources become available a comprehensive inventory of the condition of the sidewalk infrastructure should be completed in concert with the roadway network. In the past, the Chittenden County Metropolitan Planning Organization (CCMPO) completed a similar assessment for the Village in 1990 and 1997. However, since that time the CCMPO has developed GIS based software to track the condition of infrastructure. The Village should develop a database of infrastructure conditions as resources permit.

### **E. SIDEWALK AND BIKE PATH PLAN**

Figure 2 shows the Future Sidewalk & Bike Path network in Essex Junction. The plan was established using the objectives listed above as guidance for the removal of sidewalks and sidewalk additions. However, several other site specific factors mentioned above played a significant role in establishing where to propose sidewalk additions. Several residential streets in the Village meet the guidelines in Table 1 for the addition of one or more sidewalks, but are not included on the future sidewalk map. Physical barriers such as excessive slopes, street trees and infrastructure (power poles, fire hydrants, etc.) precluded the ability to provide a sidewalk addition on several residential streets, particularly in the Village's traditional neighborhoods. Neighborhoods such as Indian Acres and the Villa Drive neighborhood met the density requirement for at least one sidewalk, but due to the absence of through traffic, houses having shallow front setbacks, large street trees and narrow street design to slow traffic, sidewalks are not recommended for these neighborhoods. The overall goal of the plan, to increase the connectivity of the sidewalk network and to maximize Essex Junction's capital resources appears feasible with an overall reduction in the length of sidewalks by approximately 26,022 feet while at the same time improving connectivity where possible.

**Table 2: Length of Sidewalk to be Added and Removed**

|                    |              |
|--------------------|--------------|
| <b>Additions:</b>  | 11,795 feet  |
| <b>Removed:</b>    | 43,103 feet  |
| <b>Difference:</b> | -31,308 feet |

\*\*Does not include 8,672 Feet for Route15 bike path (not a Village project)

Tables 3 and 4 list the sidewalks to be added and removed respectively.

## **F. IMPLEMENTATION**

The sidewalk plan will be implemented over an extended period of time. Essex Junction does not plan to immediately remove sidewalks. The Village will phase these sidewalks out over time in association with other reconstruction projects or when they are in a state of disrepair.

### *Removal of Sidewalks*

Remove sidewalks on residential streets that currently have sidewalks on both sides when any of the following occur:

- a. The sidewalk conditions become unsafe or are not in compliance with the Americans with Disabilities Act.
- b. The street and/or the sidewalk on the other side of the street are reconstructed.
- c. A major repair or construction of other municipal infrastructure that would impact a significant portion of the sidewalk that is not on the Future Sidewalk & Bike Path Plan.
- d. A majority of the residents on a street request the sidewalk be removed AND it is approved by the Village Trustees.

### *Sidewalk Additions*

Add sidewalks (as identified in Table 3) as money becomes available in the capital plan and/or outside funding sources are obtained. Also, the Planning Commission should require a developer to install future sidewalk and bike path connections that would service their development. The Official Map may be an effective tool for integrating private developments into the overall sidewalk plan or incorporation of the sidewalk and bike path plan into the Land Development Code.

## **G. PRIORITIZATION FOR ADDING SIDEWALKS**

The following prioritization will be used in the expenditure of capital funds on the addition of sidewalks. The Village may choose to install a sidewalk that is lower on the priority list in association with the reconstruction of a sidewalk on the opposite side of the street

1. Add sidewalks on Class 1 Highways
2. Add sidewalks on Class 2 Highways
3. Add sidewalks on residential streets with a density of between 1 and 4 units and which provide a through connection
4. Add a second sidewalk on residential streets

## **H. PLOWING**

Figure 3 shows the current sidewalk plowing plan, which is broken down into two distinct plow routes. Based on the purpose and need for a comprehensive sidewalk network, the goals of the plowing plan are to maximize the Village's Public Works resources while maintaining a safe, efficient and interconnected sidewalk network in the winter months that provides access to all areas currently served by the sidewalk network. It is essential that children and residents alike have the ability to safely and efficiently access the schools and employment centers prior to their opening in the morning. Therefore, to meet the goals of the sidewalk plan the following criteria were used as general guidelines in developing the plow routes:

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets\*, except streets that have been identified as a key connection to Village Schools
3. Plow the right side of the dead end streets where sidewalks exist on both sides
4. Plow both sides of streets that provide key connections to the schools

\*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

**TABLE 3**  
**SIDEWALK ADDITIONS**

| <b>Street Location</b>                   | <b>Between</b>                        | <b>Priority</b> |
|--|---------------------------------------|-----------------|
| West Side of Main Street                 | Educational Drive and Athens Drive    | 1               |
| Route 15 Bikepath - Pearl St. and RR ROW | Park Street to Susie Wilson Road      | N/A             |
| Lincoln Street                           | 56 Lincoln Street to St. James Place  | 1               |
| River Street Sidewalk                    | Park Street to IBM Gate               | 2               |
| Along the Railroad ROW                   | Main Street and Maple Street          | N/A             |
| West Side of West Street                 | South Street and Hiawatha Avenue      | 2               |
| East Side of West Street                 | Killoran and West Street Ext.         | 2               |
| North Side of Iroquois Avenue            | Park Street and South Summit          | 4               |
| South Side of Central Street             | Railroad Avenue and Educational Drive | 4               |
| South Side of Park Terrace               | Park Street and School Street         | 3               |

**TABLE 4**  
**SIDEWALKS TO BE REMOVED**

| <b>Street Location</b>              | <b>Between</b>          | <b>Schedule Removal</b> |
|-------------------------------------|-------------------------|-------------------------|
| Outside loop of Beech Street        | All                     |                         |
| Western side of Aspen Drive         | All                     |                         |
| Western side of Tamarack            | All                     |                         |
| South side of Hubbel's Falls        | Bridge and Beech Street |                         |
| Outer Loop of Vale Drive            | All                     |                         |
| West side of Countryside Drive      | All                     |                         |
| Eastern side of Corduroy Road       | All                     |                         |
| Outer Loop of Kiln and Mason Drives | All                     |                         |
| Eastern side of Woods End Drive     | All                     |                         |
| West side of Rivendell              | All                     |                         |
| North Side of Briar Lane            | All                     | FY 07'                  |

|                                     |                       |        |
|-------------------------------------|-----------------------|--------|
| West side of Maplewood Lane         | All                   |        |
| South side of Taft Street           | All                   | FY 08' |
| East side of Drury Drive            | Upland and cul de sac |        |
| North side of Crestview Drive       | Drury and Upper Main  |        |
| North side of Densmore Drive        | All                   | FY 10' |
| West side of Killoran Drive         | All                   |        |
| West side of Loubier Drive          | All                   |        |
| West side of Orchard Terrace        | All                   | FY 07' |
| West side of Doon Way               | All                   |        |
| East side of Brownell Drive         | All                   |        |
| West side of Cascade Court          | All                   |        |
| Outer loop on Southhill Drive       | All                   |        |
| Outer loop of Greenwood and Redwood | All                   |        |
| Eastern side of Southview Road      | All                   |        |

Adopted by the Village Trustees 10/11/05. Revised 1/8/13.

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**Cc:** Town Selectboard  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Annual Report dedication  
**Date:** January 7, 2021

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## Issue

The issue is whether the Trustees will approve a joint Annual Report dedication for 2020.

## Discussion

I recently asked Selectboard members and the Trustees for suggestions on their respective annual report dedications for 2020. Overwhelmingly, the responses back were to dedicate the reports to those who have lost their lives to COVID-19, to the healthcare workers, essential workers, teachers, mask-makers, emergency workers, military, those working in food and agriculture, local, state and national government employees, manufacturing, delivery and any and all who volunteered or donated to assist their neighbor during the pandemic.

Since the Town and the Village print separate annual reports, staff propose the same dedication for both reports as a shared dedication by the Town of Essex Selectboard and the Village of Essex Junction Trustees in memory of lives lost and in celebration of those who stepped up.

## Cost

n/a

## Recommendation

It is recommended the Trustees approve a joint dedication with the Town Selectboard of the Town Annual Report and the Village of Essex Junction Annual Report in memory of those who died from the COVID pandemic and in honor of those who are essential to our economy and society and continue to sacrifice daily for our nation's safety and wellbeing.

**VILLAGE TRUSTEES  
(DRAFT)**

**VILLAGE OF ESSEX JUNCTION  
TRUSTEES MEETING MINUTES  
December 22, 2020**

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Tammy Getchell, Assistant to the Manager; Chelsea Mandigo, Stormwater Coordinator/ Wastewater Operator; Robin Pierce, Community Development Director

**OTHERS PRESENT:** Annie Cooper; Frank Naef; Judy Naef; Meghan O'Rourke; Mike Thorne; Irene Wrenner

**1. CALL TO ORDER**

Mr. Brown called the Village of Essex Junction Board of Trustees meeting to order at 6:31 PM.

**2. AGENDA ADDITIONS/CHANGES**

There were no additions or changes to the agenda.

**3. APPROVE AGENDA**

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

**4. PUBLIC TO BE HEARD**

**a. Comments from public on items not on the agenda**

Mr. and Mrs. Naef described their experience of multiple incidents with neighboring construction vehicles blocking their driveway and their street, Park Terrace. They said it has caused them heartache, duress, stress, and difficulty getting to their doctor appointments. They told the Trustees that traffic challenges have been happening on their street for many years, but it escalated with recent, new construction. Mr. and Mrs. Naef described their inability to exit their driveway and challenges they face every time they leave or return to their home, due to trucks parked in their one-way street. Mrs. Naef said they have called the police for help, but nothing has changed. They added that recently when construction start time was approved for 6 am, they were not notified in advance. They asked the Trustees what they should do.

The Trustees talked with Mr. and Mrs. Naef about their concerns. Mr. Brown said the police are the appropriate contact for them when they are facing these challenges. Mr. Tyler suggested mobile parking signs but Mr. Naef said these are already being used and are not working. Mr. Tyler asked if being able to drive the other way on the one-way street would help and Ms. Naef said this would not solve the driveway and street blocking problem. Mr. Chawla apologized to Mr. and Mrs. Naef and said he is appalled by the situation. He said he would make sure the conversation about this issue continues.

Mr. Teich and Mr. Pierce talked with Mrs. and Mr. Naef. Mr. Teich said he would discuss the matter with the police department and asked Mr. Pierce to talk with the owner of the building to request he monitor the construction workers' use of the road more closely. Mr. Pierce provided his phone number to Mr. or Mrs. Naef should they have any further issues.

Ms. Cooper commented that she was frustrated to hear about Mrs. and Mr. Naef's situation and said she would like to know who owns the building that is allowing this behavior.

**5. BUSINESS ITEMS**

**a. Interview and possible appointment: Annie Cooper, Bike/Walk Advisory Committee**

The Trustees interviewed Ms. Cooper for the Bike/Walk Advisory Committee. She described relevant experience discovering all of the ways people can get around without a car in Essex, with her children when they walked to school, and for herself when she walks or rides her bike. Ms. Cooper said she is interested in the Bike/Walk Advisory Committee to help Essex residents be able to better navigate walking and biking. She said she liked Darren Schibler's and Owiso Makuku's discussion about connecting points and the possibility of map making. She said she believes foot and bike path interconnectivity can empower people. Mr. Tyler asked if there is an improvement she would like to see and Ms. Cooper said she started a petition to establish a flashing-light, pedestrian right-of-way at a dangerous crosswalk in the Village. She told Ms. Thibeault that the term and meeting times of the position work well for her. Mr. Chawla thanked Ms. Cooper for her willingness to be on the committee and said she could bring a pedestrian-focused perspective to interconnectivity.

**b. Presentation of Town Meeting TV annual update**

Ms. O'Rourke, Town Meeting TV (TMTV) Channel Director, provided TMTV's annual update and funding request. She discussed TMTV's municipal meetings recording and archival services and described technical adaptations for virtual meetings during COVID-19. She said TMTV's new station number is 1087 and recordings are available on the website and YouTube. She requested level funding for FY22 and provided a multi-year overview of costs and funding requests. She said the request would be for 36 meetings. She explained a large drop in revenue from Cable over the past five years. Ms. O'Rourke said TMTV is exploring, along with Mr. Paluba, ways to move forward, post-pandemic, in a hybrid online/live meeting model. She talked about TMTV's grant-funded internships, advocacy, and community outreach.

The Trustees discussed Ms. O'Rourke's update. They all agreed that the hybrid meeting model sounded promising. Mr. Teich said staff were excited to see increased public engagement when the meetings went online. Ms. Thibeault clarified with Ms. O'Rourke that the level funding number for FY22 in the request looks different because of different fiscal year periods between the municipality and the TMTV. Mr. Tyler asked about how Comcast changing their station from channel 15 to one in the thousands has affected them. Ms. O'Rourke said people did not know where to find the station and the settlement gave only \$3000 to market and rebrand. She said all public access stations are now collaborating on a statewide channel.

Ms. Cooper expressed thanks to Ms. O'Rourke and TMTV staff for their work.

**c. Consider approval to accept grant award for stormwater outfall stabilization project on Rosewood Lane**

Ms. Mandigo described the Rosewood Lane stormwater outfall stabilization project and the Better Roads Grant for municipal roads to reduce stormwater runoff. She said the Chittenden County Regional Planning Commission (CCRPC) conducted a runoff inventory of hydrologically connected road segments and found seven outlets that need to be addressed, one of which is the Rosewood Lane location. She said the Regional Planning Commission provided support to design the location's stabilization plan and she described the work it would entail. She said the estimate is \$23,671, the grant request is \$19,725.84, and the local match will be 20%, at \$3,945.16. She said the grant approval notification would be received in July 2021, and the project would take place during the Summer/Fall of 2021.

The Trustees discussed the project and the grant with Ms. Mandigo. Mr. Brown asked if there would be ramifications if the grant is not received. Ms. Mandigo said the match money would go to a separate stabilization project. She said there will be no ramifications because the State requires 15% of the priority projects to be completed by 2023 and they are well on their way to



meeting this goal. Mr. Kerin asked how much of a role homeowners play in stormwater runoff. Ms. Mandigo said a regional education project has interns monitoring outfall and if there are changes, area residents receive education on runoff. She said people often affect outfalls when they discard yard debris. Mr. Kerin asked if the Village owns the property where this outfall stabilization will take place. Ms. Mandigo said the Village owns the pipe but the property does not yet have an easement. She said they are working on securing one.

**GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees grant permission to accept this grant and to authorize the Unified Manager to sign a Better Roads grant agreement for this outfall stabilization project. The motion passed 5-0.**

**d. Discussion and potential action on increasing stipend for Trustees and other appointed board members**

Mr. Teich reopened the discussion of increasing stipends for Trustees and other appointed board members as a follow up to the Village Budget Day discussion. He said increasing stipends would need to be a separate question on the ballot and if the article does not pass, there would be excess money in the budget. He said making stipends available could entice more people to join committees. Ms. Thibeault clarified that Trustee stipends would require a vote, but other stipends are at the discretion of the Trustees.

The Trustees discussed whether or not it is important to maintain privacy around who receives the stipends. Mr. Kerin suggested that anyone who receives a stipend should be undisclosed so volunteers avoid stigma or embarrassment. Mr. Chawla asked how the Public Records Act would affect privacy. Mr. Teich said he would ask this question to legal counsel. Mr. Brown said that if they provide all appointed board members stipends, it could solve the problem. Mr. Kerin suggested that the Trustee stipend be comparable to the Selectboard members' stipends.

Ms. Wrenner asked for clarification on what the current Trustee stipend is (\$500) and what the proposed stipend would be (\$1000). She said that in the past, some Selectboard members chose to not accept the stipend.

Ms. Cooper said a person she knows recently asked whether there was money associated with these public service positions. She said the money can be helpful and agreed that equal stipend rates are a good idea.

**6. CONSENT ITEMS**

- a. Approve minutes: December 8, 2020; December 9, 2020
- b. Check Warrants: #17229 – 12/8/2020; #17230 12/11/2020

**DAN KERIN made a motion, seconded by RAJ CHAWLA, to approve the Consent Agenda. The motion passed 5-0.**

**7. READING FILE**

**a. Board member comments**

- Mr. Brown wondered if a Microsoft Teams meeting link could be made accessible directly on the website to make it easier for the public to get into the meetings.
- Mr. Brown said, in response to seeing a large uptick of foot traffic during the pandemic, whether a change could be made so both sides of Class 3 streets could be plowed this winter. Mr. Tyler agreed with this idea but wondered whether Public Works has the capacity to do this. Mr. Chawla said other municipalities are doing creative things to respond to the increase in walkers and said he will put the issue on the next Bike/Walk Committee agenda.

- a. Letter from Governor Scott to Susan McNamara-Hill

- 156 • Mr. Brown congratulated Ms. McNamara-Hill for this recognition of her efforts related to voting  
157 during the pandemic.
- 158 b. Memo from Dennis Lutz re: Status of current Capital Projects
- 159 • Mr. Tyler said he would like to ask voters for permission to use land acquisition and the  
160 Economic Development Fund to complete the park near Firebird Café and he requested this  
161 item be on the next meeting agenda. He said it is important to make more space available  
162 during the spring and summer of the pandemic. He said the Village needs new, usable public  
163 space to keep up with current housing development. Mr. Kerin agreed with this suggestion.
- 164 c. Green Mountain Power Hydro Dam #19 licensing letter
- 165 d. Christmas Tree Pick-up 2020
- 166 • Mr. Teich said Christmas Tree pick up will be January 4-8. He reminded people to take off all  
167 ornaments before putting their trees out.
- 168 e. Connecting toward Recovery and Renewal November 2020
- 169 f. Upcoming meeting schedule
- 170

171 **8. EXECUTIVE SESSION**

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

174

175 **9. ADJOURN**

176

177 **RAJ CHAWLA made a motion, seconded by DAN KERIN, for the Trustees to adjourn the**  
178 **meeting. The motion passed 5-0 at 8:23 PM.**

179

180 Respectfully Submitted,  
181 Cathy Ainsworth  
182 Recording Secretary  
183

**TRUSTEES & SELECTBOARD  
(DRAFT)**

**December 28, 2020**

**VILLAGE OF ESSEX JUNCTION TRUSTEES  
TOWN OF ESEX SELECTBOARD  
SPECIAL MEETING MINUTES  
December 28, 2020**

**SELECTBOARD:** Elaine Haney, Chair; Patrick Murray, Vice-Chair; Vince Franco, Clerk; Dawn Hill-Fleury; Andy Watts.

**TRUSTEES:** Andrew Brown, President; Raj Chawla; Dan Kerin; Amber Thibeault.

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager.

**OTHERS PRESENT:** Alyssa Black, Alex Caron, Thomas Chittenden, Annie Cooper, Karen Dolan, Betsy Dunn, Dylan Giambatista, Lori Houghton, Adam Kavanaugh, Ethan Lawrence, Ginny Lyons, Linda Myers, Lynn Powers, Kesha Ram, Marybeth Redmond, Ken Signorello, Margaret Smith, Tanya Vyhovsky, Irene Wrenner, Lorraine Zaloom, Sharon Zukowski.

**1. CALL TO ORDER**

Andrew Brown called the meeting of the Village of Essex Junction Trustees to order at 6:30 PM.

Elaine Haney called the meeting of the Town of Essex Selectboard to order at 6:30 PM.

**2. AGENDA ADDITIONS/CHANGES**

Mr. Duggan requested to pull items C-E (regarding traffic ordinances) from the agenda since clarity is still needed in terms of process and management moving forward. He said that staff will work on providing additional information to the Joint Board prior to the discussion of these items.

**3. AGENDA APPROVAL**

**PATRICK MURRAY made a motion, and VINCE FRANCO seconded, to remove items 5c-e from agenda.**

**Motion withdrawn.**

**PATRICK MURRAY made a motion, and VINCE FRANCO seconded, to remove item 5d from the agenda. The motion passed 5-0.**

**VINCE FRANCO made a motion, and PATRICK MURRAY seconded, to swap the order of items 5f and 5g on the agenda.**

**VOTING (by roll): Andy Watts – nay, Dawn Hill-Fleury – nay, Vince Franco – aye, Patrick Murray – aye, Elaine Haney – aye. The motion passed 3-2.**

**RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to remove Item 5d and swap items 5f and 5g on the agenda. The motion passed 4-0.**

**4. PUBLIC TO BE HEARD**

**a. Comments from public on items not on agenda**

No comments at this time.

**5. BUSINESS ITEMS**

**a. Presentation of resolution of appreciation to Linda Myers**

Ms. Haney introduced Linda Myers, noting that she has been the Town of Essex Selectboard chair, a Selectboard member, and a state representative for many years. She said that the Selectboard has drafted a resolution of appreciation for her longtime services. Mr. Franco read the resolution into the record:

*WHEREAS, Linda K. Myers has concluded her meritorious service as a Representative of the Town of Essex (Chittenden-8-1) to the Vermont House of Representatives; and*

*WHEREAS, Linda has served the people of Essex in the Vermont Legislature as a state representative since 2002; and,*

*WHEREAS, Linda, as a member of the House Appropriations Committee, worked tirelessly with her Committee to meet the budgetary and economic challenges of the Covid-19 pandemic on the State of Vermont; and*

*WHEREAS, Linda, in her role as Vice-Chair of the House Corrections and Institutions Committee, played a vigorous and vital role in rebuilding Vermont's infrastructure following the devastation of Tropical Storm Irene; and,*

*WHEREAS, Linda also served on the Legislative Committee on Administrative Rules and the Special Committee on School Construction; and,*

*WHEREAS, Linda served on the Town of Essex Selectboard for 13 years from August 2001 to March 2014 and as its Chair from August 2010 through March 2014; and,*

*WHEREAS, Linda's service to Essex started long before taking elected office; and,*

*WHEREAS, Linda guided the Essex High School cheerleading team to four state championships and two second place finishes in six years as coach; and,*

*WHEREAS, Linda was active in teaching religious education at the Holy Family parish in Essex Junction; and,*

*WHEREAS, Linda served as a community journalist and editor for the Essex Reporter for nearly two decades;*

*NOW THEREFORE BE IT: RESOLVED, that the Selectboard and Board of Trustees, on behalf of the citizens of the Town of Essex, hereby extend our gratitude to Linda K. Myers on behalf of her many years of service to the people of Essex. Adopted this 28th day of December 2020.*

The boards expressed appreciation for Ms. Myers. Lori Houghton, Mary Beth Redmond, Ginny Lyons, Kesha Ram, and Tanya Vyhovsky all spoke about Ms. Myers' work and expressed their appreciation for her, thanked her for her years of service, and wished her luck in the future.

Ms. Myers thanked everyone for their kind words and the resolution.

Irene Wrenner raised a point of order noting that there was no opportunity for public input prior to a vote on this resolution.

**DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to approve the resolution as written. The motion passed 5-0.**

**RAJ CHAWLA made a motion, and AMBER THIBEAULT seconded, to approve the resolution as written. The motion passed 5-0.**

**b. Discussion with Essex delegation about Vermont legislative issues**

Introductions:

Representative Redmond, Representative Vyhovsky, Representative Houghton, Representative Black, Representative Giambatista, Representative Dolan, Senator Lyons, Senator Chittenden, and Senator Ram all introduced themselves as the legislative delegation of either Essex or Chittenden County to the state legislature.

## TRUSTEES & SELECTBOARD (DRAFT)

December 28, 2020

Andrew Brown introduced the item, thanking the delegation for their flexibility with municipalities during COVID-19 and the State of Emergency, and asked them for their initial thoughts for this upcoming legislative biennium.

Senator Lyons first noted a bill that the Government Operations Committee in the Senate has been working on, which would allow Selectboards to move their Town Meetings--should that need arise and would allow the use of paper ballots. She also noted a bill dealing with the increased selling prices of residential properties as more out-of-state buyers come into the market and how that could impact assessed valuation, saying that the bill would try to ensure that residential taxes don't skyrocket.

Mr. Watts asked about whether the bill allowing flexibility to different Town Meeting dates would apply to those towns that have specific Town Meeting dates called out in their charter. Senator Lyons replied that she believes that is part of the discussion around the bill.

Representative Redmond spoke about her work in human services and the legislature's work to: allocate Coronavirus Relief Funds (CRF) from the federal government to different areas of the state; develop report-back requirements on how the funds were used; and whether they were used effectively. She noted that funding was put towards: food security; increased mental health resources; and rental assistance. She said that part of the next package would look at addressing increased opioid overdoses, and assistance with childcare.

Representative Houghton spoke about her work on the House Health Care Committee, saying they are focused on the impacts of COVID-19 and how the relief funds distributed throughout the state can help ensure that the health system is stable through the duration of the pandemic. She also said that they will be looking to address: issues with mental health; workforce shortages; and healthcare disparities among different populations.

Senator Lyons noted that the legislature will spend the first year of the session looking at COVID-19-related issues including: federal funding; economic issues; a nursing workforce bill; and the vaccination process.

Mr. Murray asked about the postponed weighting study and talked about changes to the Common Level of Appraisal (CLA), and how both of those could greatly impact tax rates in Essex. Representative Giambatista said that there is a lot of complexity around making broad and quick changes to weights for tax rate calculation, and that there is interest in evaluating that weight application and more equitably funding educational opportunities in the state.

Mr. Watts noted a bill passed by the Senate on self-rule and asked for legislators' comments on it. He asked about the status on both a citizen-initiated charter change in Essex that went to the House Government Operations Committee and wasn't acted on, as well as a second charter charge to make charter language more gender-neutral. Senator Lyons said that the self-rule bill would allow areas of statute to be eliminated for pilot municipalities, and that it went to the House in 2019. Representative Houghton said that the self-rule bill has been controversial in the House and that she will look into its status. Representative Redmond said that she is working to reintroduce a draft of the citizen-initiated charter change bill back into the House Government Operations Committee. She added that the Town must vote on the merger and then it will be sent down to the State House for representatives to work up a bill to go through the legislative process. Senator Lyons said that charter changes traditionally started in the House and then come to the Senate where they are passed.

Board members spoke about other general concerns and topics of interest. Mr. Murray brought up the importance of arts funding and COVID-19's impact on that industry and asked that this be considered when legislators work on the allocation process for additional COVID-19 relief funds.

Ms. Haney brought up waiving requirements of Act 250 in downtowns and village centers, which would give businesses a way to expand or move into downtowns without the added expenses of Act 250 requirements. She said that towns like Essex have the capacity to conduct studies and issue permits related to Act 250 requirements and that asking developers to also conduct their own studies is duplicative. Senator Lyons agreed with that point, saying that many towns in Chittenden County have that capacity.

Mr. Watts voiced some concerns about the new cannabis legislation including: cannabis retail establishments; the licensing fee structure; and the proposed cannabis control board's lack of municipal representation. Ms. Haney said that municipal representation on that board is not provided for in the legislation. Mr. Chawla also voiced concern about the ability of the community to address zoning issues related to cannabis retail, since the Village is a walking district with schools in close proximity to where retailers may want to establish locations. Senator Lyons said that these are important points for legislators to be aware of, that there is a strong prevention component to the cannabis retail legislation, and that there will be opportunities during public hearings for Vermonters to weigh in on the rules. She added that the Vermont League of Cities and Towns is very engaged on the cannabis resolution.

Mr. Murray spoke about the racial justice work conducted by the Essex community and said that Essex was fortunate to be able to fund that work itself. He asked that legislators please consider creating programs or funding for programs to allow for community-wide introspection on policing and the community. Representative Vyhovsky said she has been in touch with the Racial Justice Alliance about how to bring forward concerns and issues at the state level. Mr. Watts added that the Essex Community Justice Center has funding concerns, and said that it would be important to provide more support for these types of organizations throughout the state. Senator Lyons said that the pandemic has exacerbated social disparity issues and that the Senate Health and Welfare Committee discusses this frequently. She said it is helpful to hear these types of comments when the legislature parses the federal guidelines for the use of the next round of funding. She said that building racial equity across the state is extremely important.

Mr. Brown requested that the legislature not level-fund organizations and budgets, especially given the lack of Cost of Living Allowances (COLA) increases. Representative Redmond agreed, saying that community organizations and the social safety net are consistently level-funded and that the legislature will need to figure out how to increase funding even with a lack of revenue.

Mr. Kerin mentioned some difficulties in Chittenden County around traffic and roadway improvements and asked about any legislation moving forward around these issues. Representative Redmond said that the next federal stimulus package will allocate funding for transportation issues such as infrastructure. She also said that there is a transportation modernization bill in the works to: electrify public buses; create better public transit systems; and provide assistance for low- and middle-income individuals to purchase hybrid and electric vehicles. Mr. Franco suggested a tax credit for teleworking. Mr. Watts added that this undertaking would address many of the issues around meeting the carbon-emission requirements.

Andrew Brown and Elaine Haney thanked the legislative delegation for their time and attention.

**TRUSTEES & SELECTBOARD  
(DRAFT)**

**December 28, 2020**

- c. **Discussion of potential revisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance (Selectboard) and Title 8, Motor Vehicles, Traffic and Parking, Village of Essex Junction Municipal Code (Trustees)**

**ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard authorize staff to adjust the language of the Title 7, Motor Vehicles, Traffic, and Parking of the Town of Essex Municipal Ordinance to modify the speed limit on Sand Hill Road in the area around Founders Road to be 25 mph and to warn a public hearing for January 11<sup>th</sup>. The motion passed 5-0.**

- d. **Adopt revisions to Title 8, Motor Vehicles, Traffic and Parking, Village of Essex Junction Municipal Code (Trustees only)**

This item was removed from the agenda.

- e. **Passage of revisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance, and warn public hearing (Selectboard only)**

This item was removed from the agenda.

- f. **Approve holding of annual meetings by Australian ballot (Selectboard only)**

Greg Duggan introduced this item, saying that the State has given municipalities the ability to hold town meetings by Australian ballot and that the voters had already elected to do that in November for the budget vote. The request is for the Selectboard to approve having Town meetings by ballot in 2021, in order to communicate it to voters.

Mr. Watts said it made sense to do this for Town Meeting but is unsure about committing to it for all meetings. Mr. Duggan replied that he'd be comfortable if the Board wants to authorize the annual meeting in March being held by Australian ballot. Mr. Murray agreed with Mr. Watts.

**ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard vote to hold the Annual Meeting during 2021 entirely by Australian ballot. The motion passed 5-0.**

- g. **\*Discuss the evaluation of a public official**

**VINCE FRANCO made a motion, and PATRICK MURRAY seconded, that the Selectboard and Trustees enter into executive session to discuss the evaluation of a public employee in accordance with 1 VSA Section 313(a)(3) and to include Human Resources Director Travis Sabataso.**

**VOTING (by roll): Andy Watts – nay, Dawn Hill-Fleury – nay, Vince Franco – aye, Patrick Murray – aye, Elaine Haney – aye. The motion passed 3-2.**

**DAN KERIN made a motion, and AMBER THIBEAULT seconded, that the Selectboard and Trustees enter into executive session to discuss the evaluation of a public employee in accordance with 1 VSA Section 313(a)(3) and to include Human Resources Director Travis Sabataso. The motion passed 4-0.**

The Selectboard and Trustees entered into executive session at 8:25 PM.

The Selectboard and Trustees exited executive session at 8:43 PM.



**TRUSTEES & SELECTBOARD  
(DRAFT)**

**December 28, 2020**

**6. READING FILE:**

- a. **Board member comments:** Ms. Haney asked the Selectboard to review their budget packet and materials prior to the daylong budget meeting on January 4<sup>th</sup>.
- b. **Memo from Susan McNamara Hill re: 2021 Candidate Information**
- c. **Upcoming meeting schedule**

**7. EXECUTIVE SESSION:**

- a. **\*An executive session is anticipated to discuss the evaluation of a public official**

**8. ADJOURN:**

**DAN KERIN** made a motion, and **Amber** seconded, that the Trustees adjourn the meeting. The motion passed 4-0 at 8:44 PM.

**VINCE FRANCO** made a motion, and **PATRICK MURRAY** seconded, that the Selectboard adjourn the meeting. The motion passed 5-0 at 8:58 PM.

Respectfully Submitted,  
Amy Coonradt  
Recording Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**(see minutes of this day for corrections, if any)**

12/18/20

## Town of Essex / Village of EJ Accounts Payable

Page 1 of 8

04:01 pm

Check Warrant Report # 17231 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01 (GENERAL FUND) All check #s 12/18/20 To 12/18/20 &amp; Fund 2

| Vendor |                           | Invoice<br>Date | Invoice Description<br>Invoice Number     | Account                                    | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|---------------------------|-----------------|---|--|----------------|-----------------|---------------|
| 14400  | ABOVE AND BEYOND          | 12/15/20        | OFFICE CLEANING 12/6-1/2<br>5623          | 210-41943.021<br>Contractual Svcs - Browne | 2212.75        | 31929           | 12/18/20      |
| 14400  | ABOVE AND BEYOND          | 12/15/20        | OFFICE CLEANING 12/6-1/2<br>5623          | 210-41943.020<br>Contractual Svc - 2 Linco | 600.00         | 31929           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/04/20        | shocks for sidewalk machi<br>552033959321 | 210-43110.610<br>SUPPLIES                  | 216.68         | 31931           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/07/20        | MM Bit Socket Set<br>552034259431         | 210-43110.610<br>SUPPLIES                  | 16.54          | 31931           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/08/20        | HEADLAMP HALOGEN<br>552034359458          | 210-43110.610<br>SUPPLIES                  | 35.87          | 31931           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/08/20        | Fluid Film GALLON<br>552034359461         | 210-43110.610<br>SUPPLIES                  | 39.18          | 31931           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/08/20        | Fluid Film 5 GALLON 5 GL<br>552034359466  | 210-43110.610<br>SUPPLIES                  | 182.24         | 31931           | 12/18/20      |
| 05290  | ADVANCE AUTO PARTS        | 12/08/20        | supplies<br>552034359474                  | 210-43110.610<br>SUPPLIES                  | 12.05          | 31931           | 12/18/20      |
| 07305  | AIRGAS USA LLC            | 12/11/20        | supplies for plasm cutter<br>9107975703   | 210-43110.610<br>SUPPLIES                  | 155.80         | 31932           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018552              | 210-45551.641<br>JUVEN COLLECTION-PRNT & E | 445.10         | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018552              | 210-45551.610<br>SUPPLIES                  | 33.60          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018553              | 210-45551.641<br>JUVEN COLLECTION-PRNT & E | 31.12          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018553              | 210-45551.610<br>SUPPLIES                  | 1.60           | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH REPLACEMENTS<br>B6018754            | 210-49346.002<br>JUVEN COLLECTION-PRNT & E | 56.41          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH REPLACEMENTS<br>B6018754            | 210-45551.610<br>SUPPLIES                  | 4.00           | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH PROGRAMS<br>B6018756                | 210-45551.837<br>CHILDRENS PROGRAMS        | 40.64          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH PROGRAMS<br>B6018756                | 210-45551.610<br>SUPPLIES                  | 6.40           | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018757              | 210-45551.641<br>JUVEN COLLECTION-PRNT & E | 15.04          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION<br>B6018757              | 210-45551.610<br>SUPPLIES                  | 1.60           | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION, SUPPLIE<br>B6018759     | 210-45551.641<br>JUVEN COLLECTION-PRNT & E | 63.47          | 31943           | 12/18/20      |
| 00530  | BRODART CO                | 11/23/20        | YOUTH COLLECTION, SUPPLIE<br>B6018759     | 210-45551.610<br>SUPPLIES                  | 5.60           | 31943           | 12/18/20      |
| 25120  | CLICKTIME.COM             | 12/03/20        | EJRP Online Timesheets No<br>332377       | 210-45110.330<br>OTHER PROFESSIONAL SVCS   | 532.00         | 31953           | 12/18/20      |
| 04940  | COMCAST                   | 11/27/20        | Internet EJFD 12/4-01/03/<br>0179210 1120 | 210-41945.022<br>Telephone - Fire Station  | 168.40         | 31954           | 12/18/20      |
| 31545  | COSTCO #314               | 12/10/20        | Supplies<br>12102020EJFD                  | 210-42220.610<br>SUPPLIES                  | 168.18         | 31955           | 12/18/20      |
| 38280  | CRYSTAL ROCK BOTTLED WATE | 12/08/20        | Water cooler rental<br>177222771220       | 210-41946.020<br>Gen Supplies - 2 Lincoln  | 2.00           | 31956           | 12/18/20      |

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| Vendor | Invoice Date              | Invoice Description<br>Invoice Number | Account                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|-------------|--------------|------------|
| 25715  | DONALD L. HAMLIN CONSULT  | 12/09/20 VEJ-Main Street Waterline    | 210-43110.330              | 623.25      | 31958        | 12/18/20   |
|        |                           | 20804120920                           | Professional Services      |             |              |            |
| 35260  | EAST COAST PRINTERS INC   | 11/06/10 Embroidery                   | 210-42220.612              | 367.50      | 31960        | 12/18/20   |
|        |                           | 11042010                              | UNIFORMS,BOOTS,ETC         |             |              |            |
| 35260  | EAST COAST PRINTERS INC   | 11/13/20 Embroidery                   | 210-42220.612              | 70.00       | 31960        | 12/18/20   |
|        |                           | 11112024                              | UNIFORMS,BOOTS,ETC         |             |              |            |
| 35260  | EAST COAST PRINTERS INC   | 12/07/20 Embroidery                   | 210-42220.612              | 251.50      | 31960        | 12/18/20   |
|        |                           | 12072027                              | UNIFORMS,BOOTS,ETC         |             |              |            |
| 24045  | EMPIRE JANITORIAL SUPPLY  | 12/15/20 Maint Supplies               | 210-45220.610              | 272.98      | 31961        | 12/18/20   |
|        |                           | 207060                                | SUPPLIES                   |             |              |            |
| 23215  | ESSEX EQUIPMENT INC       | 11/30/20 Chain Saw Maintenance        | 210-42220.570              | 206.17      | 31963        | 12/18/20   |
|        |                           | 107717350001                          | MAINTENANCE OTHER          |             |              |            |
| 11135  | EYE CARE OF VERMONT PLC   | 12/09/20 Eye Glass Inserts            | 210-42220.612              | 160.00      | 31965        | 12/18/20   |
|        |                           | 617929                                | UNIFORMS,BOOTS,ETC         |             |              |            |
| 04640  | FASTENAL INDUSTRIAL & CON | 12/11/20 supplies for sidewalk plo    | 210-43110.610              | 192.20      | 31966        | 12/18/20   |
|        |                           | VTBUR287704                           | SUPPLIES                   |             |              |            |
| 19005  | FIRSTLIGHT FIBER          | 12/01/20 MSP Internet Nov Dec         | 210-41945.026              | 660.00      | 31970        | 12/18/20   |
|        |                           | 8291910                               | Telephone - Maple St Park  |             |              |            |
| 16000  | FISHER AUTO PARTS         | 12/07/20 24 VOLT BULB                 | 210-43110.432              | 41.92       | 31971        | 12/18/20   |
|        |                           | 293313415                             | R&M Services - Vehicles    |             |              |            |
| 34895  | GAUTHIER TRUCKING, INC.   | 12/01/20 MSP Trash Removal Nov        | 210-41943.026              | 392.33      | 31975        | 12/18/20   |
|        |                           | 1524478                               | Contractual Svcs - Maple   |             |              |            |
| 09375  | GOOGLE INC                | 11/30/20 TECH ACCESS                  | 210-45551.530              | 114.06      | 31976        | 12/18/20   |
|        |                           | 3824609317                            | TECHNOLOGY ACCESS          |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-41947.020              | 98.44       | 31981        | 12/18/20   |
|        |                           | 120820d                               | Electricity - 2 Lincoln S  |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-41947.022              | 98.45       | 31981        | 12/18/20   |
|        |                           | 120820d                               | Electricity - Fire Statio  |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-43110.622              | 38.40       | 31981        | 12/18/20   |
|        |                           | 120820d                               | ELECTRICAL SERVICE         |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-41947.021              | 172.20      | 31981        | 12/18/20   |
|        |                           | 120820d                               | Electricity - Brownell     |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-43115.622              | 101.34      | 31981        | 12/18/20   |
|        |                           | 120820d                               | Electricity - St/Traffic   |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December      | 210-41947.023              | 192.66      | 31981        | 12/18/20   |
|        |                           | 120820d                               | Electricity - Park St Sch  |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 MSP Power                    | 210-41947.026              | 1051.11     | 31983        | 12/18/20   |
|        |                           | 1220ERD                               | Electricity - Maple St     |             |              |            |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 MSP Power Nov                | 210-41947.026              | 42.76       | 31984        | 12/18/20   |
|        |                           | 1220MSP                               | Electricity - Maple St     |             |              |            |
| 23595  | HAMMOND ELECTRIC INC      | 11/25/20 Electrical Work              | 210-41942.022              | 1475.68     | 31985        | 12/18/20   |
|        |                           | 9580JH                                | R&M Bldg - Fire Station    |             |              |            |
| 33495  | INGRAM LIBRARY SERVICES I | 11/25/20 ADULT COLLECTION, SUPPLIE    | 210-45551.640              | 93.10       | 31986        | 12/18/20   |
|        |                           | 49631185                              | ADULT COLLECTION-PRINT &   |             |              |            |
| 33495  | INGRAM LIBRARY SERVICES I | 11/25/20 ADULT COLLECTION, SUPPLIE    | 210-45551.610              | 0.45        | 31986        | 12/18/20   |
|        |                           | 49631185                              | SUPPLIES                   |             |              |            |
| 45410  | J B SIMONS INC            | 12/04/20 Uniforms                     | 210-42220.612              | 1100.50     | 31990        | 12/18/20   |
|        |                           | 111296                                | UNIFORMS,BOOTS,ETC         |             |              |            |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20 Life Prem Jan 21 Vill        | 210-41320.210              | 121.81      | 31999        | 12/18/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |

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| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-41510.210<br>Group Insurance           | 40.61       | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-43110.210<br>HEALTH INS & OTHER BENEFI | 133.86      | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-43151.210<br>HEALTH INS & OTHER BENEFI | 21.65       | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-45551.210<br>HEALTH INS & OTHER BENEFI | 243.60      | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-41970.210<br>HEALTH INS & OTHER BENEFI | 81.20       | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-45110.210<br>HEALTH INS & OTHER BENEFI | 162.40      | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20     | Life Prem Jan 21 Vill<br>010121V       | 210-45220.210<br>HEALTH INS & OTHER BENEFI | 78.73       | 31999        | 12/18/20   |
| 25625  | LOWE'S - 1080             | 12/02/20     | EJRP Lowes Supplies Nov<br>41910801220 | 210-45220.610<br>SUPPLIES                  | 180.42      | 32000        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL  | 12/01/20     | Nov 2020 Legal<br>NOV2020              | 210-41320.320<br>LEGAL SERVICES            | 87.50       | 32003        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL  | 12/01/20     | Nov 2020 Legal<br>NOV2020              | 210-41320.320<br>LEGAL SERVICES            | 602.50      | 32003        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL  | 12/01/20     | Nov 2020 Legal<br>NOV2020              | 210-15102.000<br>EXCHANGE - ENGI/LEGAL     | 735.00      | 32003        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL  | 12/01/20     | Nov 2020 Legal<br>NOV2020              | 210-41320.320<br>LEGAL SERVICES            | 30.00       | 32003        | 12/18/20   |
| 26965  | MOODY ANGELA              | 11/03/20     | Election work<br>201103                | 210-41320.820<br>ELECTIONS                 | 71.50       | 32004        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-41320.210<br>HEALTH INS & OTHER BENEFI | 241.85      | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-41510.210<br>Group Insurance           | 70.86       | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-43110.210<br>HEALTH INS & OTHER BENEFI | 358.28      | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-43151.210<br>HEALTH INS & OTHER BENEFI | 52.03       | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-45551.210<br>HEALTH INS & OTHER BENEFI | 609.54      | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-41970.210<br>HEALTH INS & OTHER BENEFI | 74.38       | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-45110.210<br>HEALTH INS & OTHER BENEFI | 535.16      | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V     | 210-45220.210<br>HEALTH INS & OTHER BENEFI | 108.05      | 32007        | 12/18/20   |
| 24410  | PRIORITY EXPRESS INC      | 12/06/20     | COURIER SERVICES 11/30-12<br>80272050  | 210-45551.536<br>POSTAGE/DELIVERY          | 41.48       | 32015        | 12/18/20   |
| 05380  | PURCHASE POWER            | 12/06/20     | Postage<br>120620D                     | 210-41320.536<br>POSTAGE                   | 201.00      | 32016        | 12/18/20   |
| 24350  | QUESTICA LTD              | 10/19/20     | Additional Users<br>INV104926          | 210-41510.570<br>Other Purchased Services  | 414.00      | 32017        | 12/18/20   |
| 18010  | REYNOLDS & SON, INC.      | 12/04/20     | Pant repair 11/11/2020<br>3382333      | 210-42220.612<br>UNIFORMS,BOOTS,ETC        | 38.60       | 32020        | 12/18/20   |

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| 18010  | REYNOLDS & SON, INC.      | 12/04/20 Insole<br>3382334                      | 210-42220.612<br>UNIFORMS,BOOTS,ETC        | 33.85       | 32020        | 12/18/20   |
| 18010  | REYNOLDS & SON, INC.      | 12/04/20 suspenders 2832<br>3382335             | 210-42220.612<br>UNIFORMS,BOOTS,ETC        | 48.00       | 32020        | 12/18/20   |
| 18010  | REYNOLDS & SON, INC.      | 12/11/20 Bauer Unicus 4i<br>3382707             | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS | 2372.00     | 32020        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-41947.026<br>Electricity - Maple St    | 758.92      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-41947.023<br>Electricity - Park St Sch | 130.16      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-41947.021<br>Electricity - Brownell    | 259.88      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-41947.022<br>Electricity - Fire Statio | 151.25      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-41947.020<br>Electricity - 2 Lincoln S | 151.25      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-43115.622<br>Electricity - St/Traffic  | 293.00      | 32027        | 12/18/20   |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                   | 210-43110.622<br>ELECTRICAL SERVICE        | 82.80       | 32027        | 12/18/20   |
| 11345  | SANITARY EQUIPMENT CO INC | 12/07/20 SS 5000 repair<br>0243676              | 210-43110.432<br>R&M Services - Vehicles   | 2198.15     | 32028        | 12/18/20   |
| 37680  | TARRANT, GILLIES & RICHA  | 11/30/20 Richardson Merger Legal I<br>14478     | 210-41320.330<br>OTHER PROFESSIONAL SERVIC | 470.00      | 32034        | 12/18/20   |
| 24770  | TROWEL TRADES SUPPLY INC  | 11/09/20 PAVILION PAD CONSTRUCTION<br>850727100 | 210-41942.021<br>R&M Bldg - Brownell       | 75.60       | 32040        | 12/18/20   |
| 11935  | VIKING-CIVES USA          | 12/08/20 AUGER BEARING<br>4501742               | 210-43110.432<br>R&M Services - Vehicles   | 201.16      | 32042        | 12/18/20   |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/08/20 EXT Cord<br>512348                     | 210-43110.610<br>SUPPLIES                  | 11.99       | 32043        | 12/18/20   |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/08/20 Step/ Ladder Tread<br>512349           | 210-43110.610<br>SUPPLIES                  | 13.29       | 32043        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/02/20 Office Supplies<br>215995095           | 210-45110.610<br>SUPPLIES                  | 29.98       | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/04/20 Office Supplies<br>216089664           | 210-45110.610<br>SUPPLIES                  | 108.97      | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/07/20 Disinfecting Wipes<br>216122838        | 210-45220.610<br>SUPPLIES                  | 263.94      | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/10/20 Desk Top Calendars<br>216248502        | 210-45110.610<br>SUPPLIES                  | 22.98       | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/14/20 Maint Supplies<br>216341410            | 210-45110.610<br>SUPPLIES                  | 340.91      | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/07/20 Return - Credit<br>CR8584970           | 210-45110.610<br>SUPPLIES                  | -29.98      | 32050        | 12/18/20   |
| 37985  | A T & T MOBILITY          | 11/27/20 EJR Cell Phones<br>1120D               | 226-45120.535<br>Telephone                 | 888.03      | 31927        | 12/18/20   |
| 37985  | A T & T MOBILITY          | 11/23/20 EJR Cell Phones<br>87279921120         | 226-45120.535<br>Telephone                 | 276.05      | 31928        | 12/18/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/07/20 RK Fleming Supplies<br>1CKJ7Y9NTVYK    | 226-45120.610<br>SUPPLIES                  | 62.98       | 31933        | 12/18/20   |

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| 19815  | AMAZON CAPITAL SERVICES   | 12/05/20 RK EES Supplies<br>1FTXYHGD3KW         | 226-45120.610<br>SUPPLIES                  | 48.98       | 31933        | 12/18/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/10/20 RK Westford Supplies<br>1HLM4QMGLKKR   | 226-45120.610<br>SUPPLIES                  | 49.98       | 31933        | 12/18/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/03/20 RK Founders Supplies<br>1KTF3LRFMG3G   | 226-45120.610<br>SUPPLIES                  | 41.51       | 31933        | 12/18/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/13/20 RK Westford Supplies<br>1TG7FNMQ66T4   | 226-45120.610<br>SUPPLIES                  | 2.87        | 31933        | 12/18/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/05/20 RK EES Supplies<br>1WLWPDFJ6YDL        | 226-45120.610<br>SUPPLIES                  | 262.44      | 31933        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20 Life Prem Jan 21 Vill<br>010121V       | 226-45120.210<br>HEALTH INS & OTHER BENEFI | 399.73      | 31999        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20 Life Prem Jan 21 Vill<br>010121V       | 226-45121.210<br>HEALTH INS & OTHER BENEFI | 157.27      | 31999        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20 Dental Prem Jan 21 Vill<br>010121V     | 226-45120.210<br>HEALTH INS & OTHER BENEFI | 371.90      | 32007        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20 Dental Prem Jan 21 Vill<br>010121V     | 226-45121.210<br>HEALTH INS & OTHER BENEFI | 341.96      | 32007        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/08/20 RecKids Summit Snack<br>408632         | 226-45120.610<br>SUPPLIES                  | 119.09      | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/08/20 RecKids Hiawatha Snack<br>408714       | 226-45120.610<br>SUPPLIES                  | 33.60       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/10/20 RK MSP Snack<br>410789                 | 226-45120.610<br>SUPPLIES                  | 71.87       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/14/20 RK Westford Snack<br>411539            | 226-45120.610<br>SUPPLIES                  | 27.75       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/14/20 RK FMS Snack<br>411796                 | 226-45120.610<br>SUPPLIES                  | 95.97       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/15/20 RK Summit Snack<br>411978              | 226-45120.610<br>SUPPLIES                  | 45.15       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/14/20 RK EES Snack<br>412147                 | 226-45120.610<br>SUPPLIES                  | 175.50      | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/15/20 RK Hiawatha Snack<br>412519            | 226-45120.610<br>SUPPLIES                  | 76.95       | 32019        | 12/18/20   |
| 24830  | REINHART FOODSERVICE      | 12/15/20 RK MSP Snack<br>412957                 | 226-45120.610<br>SUPPLIES                  | 28.59       | 32019        | 12/18/20   |
| 23495  | STUDENT TRANSPORTATION OF | 09/30/20 SLS Transportation<br>70109048         | 226-45123.330<br>Other Professional Svcs   | 437.40      | 32033        | 12/18/20   |
| 70855  | THE ESSEX                 | 12/08/20 NRPA Conf Meeting Room<br>37Z8P9       | 226-45110.500<br>TRAINING, CONF, DUES      | 1435.25     | 32035        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/10/20 Desk Top Calendars<br>216248502        | 226-45121.610<br>SUPPLIES                  | 34.47       | 32050        | 12/18/20   |
| 07565  | W B MASON CO INC          | 12/14/20 RK MSP/Fleming Supplies<br>216333078   | 226-45120.610<br>SUPPLIES                  | 5.99        | 32050        | 12/18/20   |
| 25715  | DONALD L. HAMLIN CONSULT  | 12/09/20 VEJ-Crescent Connector Pr<br>128331220 | 230-46801.008<br>CRESCENT CONNECTOR        | 3253.00     | 31958        | 12/18/20   |
| 36240  | DUBOIS & KING INC         | 11/10/20 Crescent Connector<br>74               | 230-46801.008<br>CRESCENT CONNECTOR        | 3457.75     | 31959        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL  | 12/01/20 Nov 2020 Legal<br>NOV2020              | 230-46801.008<br>CRESCENT CONNECTOR        | 290.00      | 32003        | 12/18/20   |

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|--------|----------------------------|--------------|--|--|-------------|--------------|------------|
| V10462 | MONAGHAN SAFAR DUCHAM PL   | 12/01/20     | Nov 2020 Legal<br>NOV2020                | 230-46801.008<br>CRESCENT CONNECTOR        | 67.50       | 32003        | 12/18/20   |
| V10462 | MONAGHAN SAFAR DUCHAM PL   | 12/01/20     | Nov 2020 Legal<br>NOV2020                | 230-46801.022<br>Densmore Dr, FEMA         | 1732.09     | 32003        | 12/18/20   |
| 05590  | STONE ENVIRONMENTAL INC    | 12/09/20     | Phosphorus Control Plan,<br>13922        | 230-46801.725<br>CA0530 Phosphorus Control | 1258.23     | 32032        | 12/18/20   |
| 18000  | FERGUSON WATERWORKS #590   | 12/11/20     | MUD PLUG<br>09747951                     | 254-43200.610<br>SUPPLIES                  | 266.22      | 31967        | 12/18/20   |
| 18000  | FERGUSON WATERWORKS #590   | 12/11/20     | ERIE CURB BX<br>0998099                  | 254-43200.610<br>SUPPLIES                  | 147.03      | 31967        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS  | 11/12/20     | Life Prem Jan 21 Vill<br>010121V         | 254-43200.210<br>HEALTH INS & OTHER BENEFI | 100.92      | 31999        | 12/18/20   |
| 24960  | NORTHEAST DELTA DENTAL     | 12/15/20     | Dental Prem Jan 21 Vill<br>010121V       | 254-43200.210<br>HEALTH INS & OTHER BENEFI | 261.89      | 32007        | 12/18/20   |
| 24350  | QUESTICA LTD               | 10/19/20     | Additional Users<br>INV104926            | 254-43200.340<br>COMPUTER EXPENSES         | 98.00       | 32017        | 12/18/20   |
| 11345  | SANITARY EQUIPMENT CO INC  | 12/07/20     | SS 5000 repair<br>0243676                | 254-43200.432<br>VEHICLE MAINTENANCE       | 366.36      | 32028        | 12/18/20   |
| V2227  | TI-SALES, INC.             | 12/11/20     | water meters supplies<br>INV0125541      | 254-43330.002<br>METER REPLACEMENT PROGRAM | 1540.96     | 32037        | 12/18/20   |
| 07465  | BIBENS ACE HARDWARE INC    | 12/11/20     | supplies<br>830296                       | 255-43200.610<br>SUPPLIES                  | 157.87      | 31940        | 12/18/20   |
| 29405  | BURLINGTON COMMUNICATIONS  | 12/14/20     | radio Repair<br>BCS7265                  | 255-43200.570<br>MAINTENANCE OTHER         | 113.50      | 31944        | 12/18/20   |
| 29405  | BURLINGTON COMMUNICATIONS  | 12/14/20     | Radio Repair #2<br>BCS7266               | 255-43200.570<br>MAINTENANCE OTHER         | 113.50      | 31944        | 12/18/20   |
| 23455  | CHITTENDEN SOLID WASTE DI  | 12/11/20     | 150.07 WT Cake<br>202010ESS              | 255-43200.568<br>SLUDGE MANAGEMENT         | 13185.15    | 31949        | 12/18/20   |
| 35260  | EAST COAST PRINTERS INC    | 10/29/20     | Embroidery Boutin<br>10292032            | 255-43200.612<br>UNIFORMS,BOOTS,ETC        | 15.00       | 31960        | 12/18/20   |
| 06870  | ENDYNE INC                 | 12/11/20     | Quarterly Metals<br>355986               | 255-43200.577<br>CONTRACT LABORATORY SERVI | 80.00       | 31962        | 12/18/20   |
| 06870  | ENDYNE INC                 | 12/16/20     | VPIC Bulkk and A Exp Test<br>356515      | 255-43330.014<br>VPIC Phase II Pilot Scale | 400.00      | 31962        | 12/18/20   |
| 19005  | FIRSTLIGHT FIBER           | 12/01/20     | November communications W<br>8251656     | 255-43200.535<br>TELEPHONE SERVICES        | 175.76      | 31969        | 12/18/20   |
| V10191 | GRAPHIC PRODUCTS           | 12/04/20     | Large Label supplies<br>2633206          | 255-43200.610<br>SUPPLIES                  | 394.23      | 31978        | 12/18/20   |
| 23980  | INTERSTATE BATTERY OF VT   | 12/11/20     | Shop Job Light batteries<br>903201014179 | 255-43200.570<br>MAINTENANCE OTHER         | 46.80       | 31987        | 12/18/20   |
| V10347 | J.C. EHRLICH               | 12/14/20     | December Service<br>18933                | 255-43200.570<br>MAINTENANCE OTHER         | 74.00       | 31991        | 12/18/20   |
| 33195  | LIMOGES & SONS GARAGE DOOR | 12/08/20     | Gate Service Rodents<br>70581            | 255-43200.570<br>MAINTENANCE OTHER         | 120.00      | 31997        | 12/18/20   |
| 14025  | LINCOLN NATIONAL LIFE INS  | 11/12/20     | Life Prem Jan 21 Vill<br>010121V         | 255-43200.210<br>HEALTH INS & OTHER BENEFI | 209.20      | 31999        | 12/18/20   |
| 34995  | MCMASTER CARR SUPPLY CO    | 10/27/20     | digester safety relief<br>47830437       | 255-43200.570<br>MAINTENANCE OTHER         | 130.22      | 32002        | 12/18/20   |
| 34995  | MCMASTER CARR SUPPLY CO    | 12/04/20     | flex connection materials<br>49750709    | 255-43330.014<br>VPIC Phase II Pilot Scale | 157.89      | 32002        | 12/18/20   |

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Check Warrant Report # 17231 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/18/20 To 12/18/20 &amp; Fund 2

| Vendor | Invoice<br>Date           | Invoice Description<br>Invoice Number        | Account                                     | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|---------------------------|--|---|----------------|-----------------|---------------|
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20 Dental Prem Jan 21 Vill<br>010121V  | 255-43200.210<br>HEALTH INS & OTHER BENEFIT | 454.15         | 32007           | 12/18/20      |
| 23420  | P & P SEPTIC SERVICE INC. | 12/09/20 Flow EQ 1 Cleaning<br>T546004       | 255-43200.570<br>MAINTENANCE OTHER          | 6450.00        | 32012           | 12/18/20      |
| 12775  | PRATT & SMITH ELECTRICAL  | 12/16/20 Fiber First Light Conduit<br>8726   | 255-43200.570<br>MAINTENANCE OTHER          | 1079.13        | 32014           | 12/18/20      |
| 25480  | SAC FASTENER COMPANY      | 12/08/20 supplies<br>51169                   | 255-43200.570<br>MAINTENANCE OTHER          | 9.54           | 32026           | 12/18/20      |
| 11345  | SANITARY EQUIPMENT CO INC | 12/07/20 SS 5000 repair<br>0243676           | 255-43200.432<br>VEHICLE MAINTENANCE        | 366.36         | 32028           | 12/18/20      |
| V2093  | SLACK CHEMICAL COMPANY IN | 12/02/20 Caustic 50% 6/30/21 Bid -<br>413180 | 255-43200.619<br>CHEMICALS                  | 8321.59        | 32030           | 12/18/20      |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December<br>120820d  | 256-43200.622<br>ELECTRICAL SERVICE         | 96.18          | 31981           | 12/18/20      |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December<br>120820d  | 256-43220.001<br>SUSIE WILSON PS COSTS      | 152.13         | 31981           | 12/18/20      |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/08/20 Solar Accounts December<br>120820d  | 256-43220.002<br>WEST ST PS COSTS           | 128.01         | 31981           | 12/18/20      |
| 14025  | LINCOLN NATIONAL LIFE INS | 11/12/20 Life Prem Jan 21 Vill<br>010121V    | 256-43200.210<br>HEALTH INS & OTHER BENEFIT | 95.15          | 31999           | 12/18/20      |
| 24960  | NORTHEAST DELTA DENTAL    | 12/15/20 Dental Prem Jan 21 Vill<br>010121V  | 256-43200.210<br>HEALTH INS & OTHER BENEFIT | 175.92         | 32007           | 12/18/20      |
| 24350  | QUESTICA LTD              | 10/19/20 Additional Users<br>INV104926       | 256-43200.340<br>COMPUTER EXPENSES          | 226.60         | 32017           | 12/18/20      |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                | 256-43220.002<br>WEST ST PS COSTS           | 190.73         | 32027           | 12/18/20      |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                | 256-43220.001<br>SUSIE WILSON PS COSTS      | 140.12         | 32027           | 12/18/20      |
| 17505  | SAND HILL SOLAR LLC       | 12/11/20 Village Solar<br>224                | 256-43200.622<br>ELECTRICAL SERVICE         | 49.21          | 32027           | 12/18/20      |
| 11345  | SANITARY EQUIPMENT CO INC | 12/07/20 SS 5000 repair<br>0243676           | 256-43200.432<br>VEHICLE MAINTENANCE        | 4396.30        | 32028           | 12/18/20      |
| V2227  | TI-SALES, INC.            | 12/11/20 water meters supplies<br>INV0125541 | 256-43330.002<br>METER REPLACEMENT PROGRAM  | 3081.92        | 32037           | 12/18/20      |



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Check Warrant Report # 17231 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/18/20 To 12/18/20 & Fund 2

| Vendor | Invoice | Invoice Description |         | Amount   | Check  | Check |
|--------|---------|---------------------|---------|----------|--------|-------|
|        | Date    | Invoice Number      | Account | Paid     | Number | Date  |
| -----  |         |                     |         | -----    |        |       |
|        |         | Report Total        |         | 85304.77 |        |       |
|        |         |                     |         | =====    |        |       |

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## Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17232 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor |                          | Invoice<br>Date | Invoice Description<br>Invoice Number     | Account                                    | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|--------------------------|-----------------|---|--|----------------|-----------------|---------------|
| 14400  | ABOVE AND BEYOND         | 11/16/20        | CLEANING 11/1 - 12/5<br>5542              | 210-41943.020<br>Contractual Svc - 2 Linco | 750.00         | 32052           | 12/31/20      |
| 14400  | ABOVE AND BEYOND         | 11/16/20        | CLEANING 11/1 - 12/5<br>5542              | 210-41943.021<br>Contractual Svcs - Browne | 2212.75        | 32052           | 12/31/20      |
| 05290  | ADVANCE AUTO PARTS       | 12/11/20        | paint<br>552034659622                     | 210-43110.610<br>SUPPLIES                  | 48.75          | 32053           | 12/31/20      |
| 25345  | ALA MEMBERSHIP           | 06/30/20        | ALA Yearly Membership<br>00878080620      | 210-45551.500<br>TRAINING, CONFERENCES, DU | 175.00         | 32055           | 12/31/20      |
| 19815  | AMAZON CAPITAL SERVICES  | 12/14/20        | Digital Cameras<br>191D9NHN9F9FJ          | 210-45220.610<br>SUPPLIES                  | 489.91         | 32056           | 12/31/20      |
| 42665  | AMAZON/SYNCB             | 12/10/20        | EP Supplies, Adult Collec<br>00698523 122 | 210-41320.600<br>Emergency Prep. Supplies  | 918.96         | 32058           | 12/31/20      |
| 42665  | AMAZON/SYNCB             | 12/10/20        | EP Supplies, Adult Collec<br>00698523 122 | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 25.72          | 32058           | 12/31/20      |
| 42665  | AMAZON/SYNCB             | 12/10/20        | EP Supplies, Adult Collec<br>00698523 122 | 210-45551.610<br>SUPPLIES                  | 161.73         | 32058           | 12/31/20      |
| 42665  | AMAZON/SYNCB             | 12/10/20        | EP Supplies, Adult Collec<br>00698523 122 | 210-45551.837<br>CHILDRENS PROGRAMS        | 126.18         | 32058           | 12/31/20      |
| 02420  | AUTOZONE                 | 12/14/20        | battery's<br>3236848138                   | 210-43110.610<br>SUPPLIES                  | 21.66          | 32061           | 12/31/20      |
| 07465  | BIBENS ACE HARDWARE INC  | 12/09/20        | VELCRO<br>39980                           | 210-43110.610<br>SUPPLIES                  | 5.99           | 32063           | 12/31/20      |
| 07465  | BIBENS ACE HARDWARE INC  | 12/16/20        | GORILLA CLR REPR TAPE9YD<br>40035         | 210-43110.610<br>SUPPLIES                  | 17.98          | 32063           | 12/31/20      |
| 00530  | BRODART CO               | 11/20/20        | Adult Collection, Supplie<br>B6017237     | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 122.45         | 32065           | 12/31/20      |
| 00530  | BRODART CO               | 11/20/20        | Adult Collection, Supplie<br>B6017237     | 210-45551.610<br>SUPPLIES                  | 6.40           | 32065           | 12/31/20      |
| 00530  | BRODART CO               | 11/23/20        | Adult Collection, Supplie<br>B6018719     | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 330.88         | 32065           | 12/31/20      |
| 00530  | BRODART CO               | 11/23/20        | Adult Collection, Supplie<br>B6018719     | 210-45551.610<br>SUPPLIES                  | 16.00          | 32065           | 12/31/20      |
| 00530  | BRODART CO               | 11/23/20        | Adult Collection, Supplie<br>B6018839     | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 123.34         | 32065           | 12/31/20      |
| 00530  | BRODART CO               | 11/23/20        | Adult Collection, Supplie<br>B6018839     | 210-45551.610<br>SUPPLIES                  | 7.20           | 32065           | 12/31/20      |
| 16030  | BROWN ELECTRIC           | 12/10/20        | Library/ Lincoln St. for<br>35285         | 210-41942.021<br>R&M Bldg - Brownell       | 837.16         | 32066           | 12/31/20      |
| 02035  | BURLINGTON FREE PRESS    | 11/01/20        | VARIOUS ADS<br>0003613341                 | 210-43110.572<br>Advertising and Interview | 165.00         | 32067           | 12/31/20      |
| 02035  | BURLINGTON FREE PRESS    | 11/01/20        | VARIOUS ADS<br>0003613341                 | 210-41320.550<br>PRINTING AND ADVERTISING  | 1415.50        | 32067           | 12/31/20      |
| 03000  | CARGILL SALT EASTERN INC | 12/08/20        | salt<br>2905852364                        | 210-43125.610<br>WINTER MAINTENANCE        | 2282.79        | 32069           | 12/31/20      |
| 03000  | CARGILL SALT EASTERN INC | 12/09/20        | SALT<br>2905855682                        | 210-43125.610<br>WINTER MAINTENANCE        | 2252.48        | 32069           | 12/31/20      |
| 03000  | CARGILL SALT EASTERN INC | 12/09/20        | Salt<br>2905855684                        | 210-43125.610<br>WINTER MAINTENANCE        | 2257.41        | 32069           | 12/31/20      |
| 03000  | CARGILL SALT EASTERN INC | 12/10/20        | SALT<br>2905858645                        | 210-43125.610<br>WINTER MAINTENANCE        | 2275.04        | 32069           | 12/31/20      |

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For Check Acct 01(GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor |                           | Invoice Date | Invoice Description<br>Invoice Number     | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--------------|---|--|-------------|--------------|------------|
| V04609 | CENTER POINT LARGE PRINT  | 12/01/20     | Adult Collection<br>1808984               | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 93.48       | 32073        | 12/31/20   |
| 21120  | CHAMPLAIN MEDICAL URGENT  | 12/16/20     | OSHA Questionnaire Review<br>0004177000   | 210-42220.566<br>PHYSICAL EXAMS            | 35.00       | 32075        | 12/31/20   |
| 04940  | COMCAST                   | 09/12/20     | Sept-Oct Tv/Internet 9/19<br>0091811 920  | 210-43110.610<br>SUPPLIES                  | 176.29      | 32077        | 12/31/20   |
| 04940  | COMCAST                   | 09/12/20     | Sept-Oct Tv/Internet 9/19<br>0091811 920  | 210-43125.610<br>WINTER MAINTENANCE        | 32.84       | 32077        | 12/31/20   |
| 04940  | COMCAST                   | 12/12/20     | TV internet 12/19-1/18/2<br>009181112122  | 210-43110.610<br>SUPPLIES                  | 209.07      | 32078        | 12/31/20   |
| 04940  | COMCAST                   | 12/03/20     | Cable TV EJFD 12/10-1/9/2<br>0207722 1220 | 210-41945.022<br>Telephone - Fire Station  | 21.32       | 32081        | 12/31/20   |
| 17025  | COONRADT AMY              | 12/14/20     | Recording secretary 12/8<br>0045          | 210-41320.530<br>COMMUNICATIONS            | 127.92      | 32083        | 12/31/20   |
| 33075  | DELL MARKETING LP         | 12/16/20     | EJRP Laptop Replacements<br>10449638297   | 210-45110.340<br>COMPUTER EXPENSES         | 6177.85     | 32086        | 12/31/20   |
| 25715  | DONALD L. HAMLIN CONSULT  | 12/11/20     | VEJ-Chittenden Crossing<br>18817121120    | 210-15102.000<br>EXCHANGE - ENGI/LEGAL     | 83.65       | 32089        | 12/31/20   |
| 25715  | DONALD L. HAMLIN CONSULT  | 12/11/20     | VEJ-Autumn Pond Phase 2<br>20806121120    | 210-15102.000<br>EXCHANGE - ENGI/LEGAL     | 494.00      | 32089        | 12/31/20   |
| 25715  | DONALD L. HAMLIN CONSULT  | 12/18/20     | VEJ-Park Terrace Resident<br>20807121820  | 210-43110.330<br>Professional Services     | 1572.25     | 32089        | 12/31/20   |
| 25715  | DONALD L. HAMLIN CONSULT  | 12/11/20     | VEJ-Misc Assistance 2020<br>20810121120   | 210-43110.330<br>Professional Services     | 407.70      | 32089        | 12/31/20   |
| 40025  | E J PRESCOTT INC          | 11/24/20     | manhole frame and cover<br>5801442        | 210-43150.430<br>Storm Sewer Maintenance   | 612.09      | 32092        | 12/31/20   |
| 25290  | EBSCO SUBSCRIPTION SERVIC | 12/02/20     | Periodical Renewals<br>7882423            | 210-45551.640<br>ADULT COLLECTION-PRINT &  | 7226.77     | 32094        | 12/31/20   |
| 25290  | EBSCO SUBSCRIPTION SERVIC | 12/02/20     | Periodical Renewals<br>7882423            | 210-45551.641<br>JUVEN COLLECTION-PRNT & E | 762.39      | 32094        | 12/31/20   |
| 05550  | ESO SOLUTIONS INC         | 12/17/20     | Training<br>ESO46400                      | 210-42220.500<br>TRAINING, CONFERENCES, DU | 1190.00     | 32097        | 12/31/20   |
| 23215  | ESSEX EQUIPMENT INC       | 12/11/20     | drill bit<br>107736880001                 | 210-43110.610<br>SUPPLIES                  | 24.16       | 32098        | 12/31/20   |
| 23215  | ESSEX EQUIPMENT INC       | 12/21/20     | TAPE,ANTI-SLIP<br>107744640001            | 210-43110.610<br>SUPPLIES                  | 23.60       | 32098        | 12/31/20   |
| 21835  | FIRST NATIONAL BANK OMAHA | 12/09/20     | Social Media Class<br>401-527-9111        | 210-42220.500<br>TRAINING, CONFERENCES, DU | 50.00       | 32105        | 12/31/20   |
| 25410  | FIRST NATIONAL BANK OMAHA | 12/18/20     | MAIL VOTE TABULATOR CARDS<br>6416 12/20   | 210-41320.820<br>ELECTIONS                 | 24.32       | 32106        | 12/31/20   |
| 19005  | FIRSTLIGHT FIBER          | 12/01/20     | Tech access, phone access<br>8251751      | 210-45551.530<br>TECHNOLOGY ACCESS         | 48.69       | 32107        | 12/31/20   |
| 19005  | FIRSTLIGHT FIBER          | 12/01/20     | Tech access, phone access<br>8251751      | 210-41945.021<br>Telephone - Brownell      | 89.24       | 32107        | 12/31/20   |
| 07160  | GREEN MOUNTAIN LIBRARY CO | 12/21/20     | Technology access<br>G212975              | 210-14301.000<br>PREPAID EXPENSES          | 1245.25     | 32113        | 12/31/20   |
| 07160  | GREEN MOUNTAIN LIBRARY CO | 12/21/20     | Technology access<br>G212975              | 210-45551.530<br>TECHNOLOGY ACCESS         | 1245.26     | 32113        | 12/31/20   |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/10/20     | non solar accounts<br>0206201 1220        | 210-43115.622<br>Electricity - St/Traffic  | 9178.07     | 32115        | 12/31/20   |

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## Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17232 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number | Account                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|-------------|--------------|------------|
| 07010  | GREEN MOUNTAIN POWER CORP | 12/10/20 non solar accounts           | 210-43115.622              | 676.88      | 32115        | 12/31/20   |
|        |                           | 0206201 1220                          | Electricity - St/Traffic   |             |              |            |
| 26330  | LAKE CHAMPLAIN CHAMBER    | 09/06/20 FY21 Membership              | 210-41335.811              | 637.50      | 32132        | 12/31/20   |
|        |                           | 75353                                 | ANNUAL SUPPORT OF ORGNIZA  |             |              |            |
| 26330  | LAKE CHAMPLAIN CHAMBER    | 09/06/20 FY21 Membership              | 210-14301.000              | 212.50      | 32132        | 12/31/20   |
|        |                           | 75353                                 | PREPAID EXPENSES           |             |              |            |
| 22885  | MAPLE LEAF CARPET & TILE  | 12/02/20 Carpet Cleaning              | 210-41943.021              | 1125.00     | 32136        | 12/31/20   |
|        |                           | 19190                                 | Contractual Svcs - Browne  |             |              |            |
| 26920  | MAYVILLE DARBY            | 12/22/20 Recording Secretary          | 210-41320.530              | 199.50      | 32138        | 12/31/20   |
|        |                           | 1                                     | COMMUNICATIONS             |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-41320.210              | 3966.02     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-43110.210              | 5286.20     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-43151.210              | 912.43      | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-45551.210              | 8484.96     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-41970.210              | 1365.24     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-45110.210              | 7672.64     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill      | 210-45220.210              | 2047.86     | 32142        | 12/31/20   |
|        |                           | 010121V                               | HEALTH INS & OTHER BENEFIT |             |              |            |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/    | 210-45551.442              | 80.72       | 32144        | 12/31/20   |
|        |                           | 66343797                              | Rental of Equipment        |             |              |            |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/    | 210-45551.442              | 80.74       | 32144        | 12/31/20   |
|        |                           | 66343797                              | Rental of Equipment        |             |              |            |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/    | 210-43110.442              | 72.59       | 32144        | 12/31/20   |
|        |                           | 66343797                              | EQUIPMENT RENTALS          |             |              |            |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/    | 210-41320.442              | 138.97      | 32144        | 12/31/20   |
|        |                           | 66343797                              | LEASED SERVICES            |             |              |            |
| 24410  | PRIORITY EXPRESS INC      | 12/13/20 COURIER Svc 12/7-12/13       | 210-45551.536              | 43.36       | 32149        | 12/31/20   |
|        |                           | 80272051                              | POSTAGE/DELIVERY           |             |              |            |
| 37430  | R R CHARLEBOIS INC        | 12/01/20 fan belt for sweeper         | 210-43110.432              | 37.56       | 32150        | 12/31/20   |
|        |                           | ID89621                               | R&M Services - Vehicles    |             |              |            |
| 37430  | R R CHARLEBOIS INC        | 12/14/20 heat shield truck 5          | 210-43110.432              | 128.98      | 32150        | 12/31/20   |
|        |                           | ID90057                               | R&M Services - Vehicles    |             |              |            |
| 24325  | RADIO NORTH GROUP INC     | 11/30/20 Radio Repair                 | 210-42220.443              | 285.00      | 32151        | 12/31/20   |
|        |                           | 24142708                              | RADIO MAINTENANCE          |             |              |            |
| 18010  | REYNOLDS & SON, INC.      | 12/16/20 Gloves / Eyewear             | 210-42220.612              | 257.28      | 32153        | 12/31/20   |
|        |                           | 3382943                               | UNIFORMS,BOOTS,ETC         |             |              |            |
| 18010  | REYNOLDS & SON, INC.      | 12/16/20 Hand Sanitizer               | 210-42220.610              | 25.96       | 32153        | 12/31/20   |
|        |                           | 3382949                               | SUPPLIES                   |             |              |            |
| 18010  | REYNOLDS & SON, INC.      | 12/16/20 Letter Patches for coats     | 210-42220.612              | 143.58      | 32153        | 12/31/20   |
|        |                           | 3382950                               | UNIFORMS,BOOTS,ETC         |             |              |            |
| 18010  | REYNOLDS & SON, INC.      | 12/16/20 Hand Sanitizer               | 210-42220.610              | 25.96       | 32153        | 12/31/20   |
|        |                           | 3382957                               | SUPPLIES                   |             |              |            |
| 43275  | RYCANDON MECHANICAL, INC. | 12/18/20 MAINT 2 LINCOLN FOR HEAT     | 210-41942.020              | 155.00      | 32156        | 12/31/20   |
|        |                           | 13520                                 | R&M Bldg - 2 Lincoln St    |             |              |            |

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Check Warrant Report # 17232 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor |                           | Invoice Date | Invoice Description<br>Invoice Number | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--------------|---------------------------------------|--|-------------|--------------|------------|
| 37965  | S D IRELAND CONCRETE      | 12/11/20     | CONCRETE<br>87374                     | 210-43124.570<br>Sidewalk and Curb Mainten | 249.00      | 32157        | 12/31/20   |
| 29835  | SHERWIN-WILLIAMS          | 12/16/20     | BRUSH 2"<br>08176                     | 210-43110.610<br>SUPPLIES                  | 28.24       | 32159        | 12/31/20   |
| 23855  | SOUTHWORTH-MILTON, INC.   | 12/16/20     | paint<br>INV2134642                   | 210-43110.432<br>R&M Services - Vehicles   | 48.53       | 32162        | 12/31/20   |
| 11935  | VIKING-CIVES USA          | 12/03/20     | sweeper maintenance<br>4501588        | 210-43110.432<br>R&M Services - Vehicles   | 255.00      | 32172        | 12/31/20   |
| 11935  | VIKING-CIVES USA          | 12/03/20     | truck maintenance #7<br>4501596       | 210-43110.432<br>R&M Services - Vehicles   | 742.50      | 32172        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-41320.210<br>HEALTH INS & OTHER BENEFI | 58.19       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-41510.210<br>Group Insurance           | 13.61       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-43110.210<br>HEALTH INS & OTHER BENEFI | 67.94       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-43151.210<br>HEALTH INS & OTHER BENEFI | 10.00       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-45551.210<br>HEALTH INS & OTHER BENEFI | 105.57      | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-41970.210<br>HEALTH INS & OTHER BENEFI | 18.76       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-45110.210<br>HEALTH INS & OTHER BENEFI | 86.81       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20     | Vision Prem Jan 21 Villag<br>010121V  | 210-45220.210<br>HEALTH INS & OTHER BENEFI | 32.37       | 32174        | 12/31/20   |
| 07565  | W B MASON CO INC          | 12/16/20     | Hand Soap<br>216413311                | 210-45220.610<br>SUPPLIES                  | 67.98       | 32179        | 12/31/20   |
| 23000  | WHITCOMB                  | 12/15/20     | SHUR PAC<br>00713064                  | 210-43125.610<br>WINTER MAINTENANCE        | 489.38      | 32181        | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 11/23/20     | 18"x12" Mesh<br>114006557056          | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS | 34.95       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 11/23/20     | 18"x12" Mesh<br>114783981561          | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS | 59.94       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 12/01/20     | Bottle Openers<br>12012020            | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS | 79.65       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 12/03/20     | SUBSCRIPTION<br>20201203              | 210-41320.530<br>COMMUNICATIONS            | 14.50       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 11/30/20     | keychain light<br>3418570             | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS | 53.99       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 12/01/20     | SUPPLIES<br>AMAZON                    | 210-41320.610<br>SUPPLIES                  | 25.56       | 37410680     | 12/31/20   |
| V9941  | COMMERCIAL CARD SVCS      | 11/12/20     | mesh bag<br>amazon111220              | 210-42220.615<br>EMS SUPPLIES              | 74.70       | 37410680     | 12/31/20   |
| 17765  | WAITE-HEINDEL ENVIRONMENT | 12/16/20     | Road RES-Q Village<br>4290            | 223-46802.004<br>Road Res-Q                | 2112.50     | 32180        | 12/31/20   |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20     | Copier leases 12/15-1/14/<br>66343797 | 225-45122.442<br>Rental of Equipment       | 94.15       | 32144        | 12/31/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/03/20     | VK Founders Supplies<br>11VXVMFFWF4T  | 226-45120.610<br>SUPPLIES                  | 11.77       | 32056        | 12/31/20   |

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For Check Acct 01 (GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number             | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---|--|-------------|--------------|------------|
| 19815  | AMAZON CAPITAL SERVICES   | 12/18/20 RK Westford Supplies<br>1LN1CDKFVQP9     | 226-45120.610<br>SUPPLIES                  | 10.89       | 32056        | 12/31/20   |
| 19815  | AMAZON CAPITAL SERVICES   | 12/10/20 VK Founders Supplies<br>1M6RLJG1XQXN     | 226-45120.610<br>SUPPLIES                  | 136.59      | 32056        | 12/31/20   |
| 25595  | AMERICAN RED CROSS        | 12/09/20 CPR First Aid Program<br>22313905        | 226-45115.330<br>OTHER PROFESSIONAL SVCS   | 120.00      | 32059        | 12/31/20   |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill<br>010121V       | 226-45120.210<br>HEALTH INS & OTHER BENEFI | 3413.10     | 32142        | 12/31/20   |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill<br>010121V       | 226-45121.210<br>HEALTH INS & OTHER BENEFI | 5201.56     | 32142        | 12/31/20   |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/<br>66343797    | 226-45110.442<br>Equipment Rentals         | 177.89      | 32144        | 12/31/20   |
| 24830  | REINHART FOODSERVICE      | 12/17/20 RK Fleming Snack<br>413258               | 226-45120.610<br>SUPPLIES                  | 93.14       | 32152        | 12/31/20   |
| 24830  | REINHART FOODSERVICE      | 12/21/20 RK EES Snack<br>414998                   | 226-45120.610<br>SUPPLIES                  | 60.32       | 32152        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20 Vision Prem Jan 21 Villag<br>010121V     | 226-45120.210<br>HEALTH INS & OTHER BENEFI | 93.80       | 32174        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20 Vision Prem Jan 21 Villag<br>010121V     | 226-45121.210<br>HEALTH INS & OTHER BENEFI | 67.56       | 32174        | 12/31/20   |
| 07565  | W B MASON CO INC          | 12/17/20 RK MSP Tables<br>216446335               | 226-45120.610<br>SUPPLIES                  | 235.98      | 32179        | 12/31/20   |
| 36240  | DUBOIS & KING INC         | 12/21/20 Crescent Connector<br>75                 | 230-46801.008<br>CRESCENT CONNECTOR        | 22002.93    | 32091        | 12/31/20   |
| V9632  | HOYLE, TANNER & ASSOC, IN | 12/17/20 Densmore Drive #2<br>0063879             | 230-46801.023<br>Densmore Drive, non-FEMA  | 19349.87    | 32120        | 12/31/20   |
| 38955  | F W WEBB COMPANY          | 12/11/20 water fittings<br>69732618               | 254-43200.610<br>SUPPLIES                  | 188.17      | 32100        | 12/31/20   |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/10/20 non solar accounts<br>0206201 1220       | 254-43200.622<br>ELECTRICAL SERVICE        | 60.50       | 32115        | 12/31/20   |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill<br>010121V       | 254-43200.210<br>HEALTH INS & OTHER BENEFI | 4740.11     | 32142        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20 Vision Prem Jan 21 Villag<br>010121V     | 254-43200.210<br>HEALTH INS & OTHER BENEFI | 48.71       | 32174        | 12/31/20   |
| 33075  | DELL MARKETING LP         | 12/16/20 Waste Water Laptop and De<br>10449607753 | 255-43200.570<br>MAINTENANCE OTHER         | 6746.57     | 32086        | 12/31/20   |
| 11115  | DOMINION TECH COMPUTER SV | 11/30/20 XG 310 Network Security/<br>20206993     | 255-43200.570<br>MAINTENANCE OTHER         | 12171.27    | 32088        | 12/31/20   |
| V10734 | ENCORE ESSEX JUNCTION SOL | 12/16/20 Fixed Monthly Payment (11<br>2012WWTP    | 255-43200.622<br>ELECTRICAL SERVICE        | 2969.11     | 32095        | 12/31/20   |
| 06870  | ENDYNE INC                | 12/18/20 Essex Jct. WWTF VPIC<br>356695           | 255-43330.017<br>Vt Phos Challenge PePhlo  | 200.00      | 32096        | 12/31/20   |
| 06870  | ENDYNE INC                | 12/18/20 Essex Jct. WWTF VPIC<br>356696           | 255-43330.017<br>Vt Phos Challenge PePhlo  | 400.00      | 32096        | 12/31/20   |
| 06870  | ENDYNE INC                | 12/23/20 Test Run C analysis<br>357218            | 255-43330.017<br>Vt Phos Challenge PePhlo  | 400.00      | 32096        | 12/31/20   |
| 06870  | ENDYNE INC                | 12/28/20 Sludge Holding Tank<br>357330            | 255-43200.577<br>CONTRACT LABORATORY SERVI | 15.00       | 32096        | 12/31/20   |
| V10616 | EVOQUA WATER TECH LLC     | 12/11/20 BIOXIDE<br>904717589                     | 255-43200.619<br>CHEMICALS                 | 9669.85     | 32099        | 12/31/20   |

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For Check Acct 01(GENERAL FUND) All check #s 12/31/20 To 12/31/20 &amp; Fund 2

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number              | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--|--|-------------|--------------|------------|
| 38955  | F W WEBB COMPANY          | 12/11/20 Septic receiving<br>69717058              | 255-43200.570<br>MAINTENANCE OTHER         | 86.67       | 32100        | 12/31/20   |
| 38955  | F W WEBB COMPANY          | 12/21/20 Circulators 2G Heat Excha<br>69794986     | 255-43200.570<br>MAINTENANCE OTHER         | 1304.32     | 32100        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 255-43200.570<br>MAINTENANCE OTHER         | 34.03       | 32103        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 255-43200.610<br>SUPPLIES                  | 263.84      | 32103        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 255-43200.500<br>TRAINING, CONFERENCES, DU | 419.00      | 32103        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 255-43200.570<br>MAINTENANCE OTHER         | 1211.79     | 32103        | 12/31/20   |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/16/20 39 Cascade 11/18 to 12/16<br>0132407 1220 | 255-43200.622<br>ELECTRICAL SERVICE        | 11764.05    | 32114        | 12/31/20   |
| 23980  | INTERSTATE BATTERY OF VT  | 12/28/20 CP2 UPS Batteries<br>903201014236         | 255-43200.570<br>MAINTENANCE OTHER         | 91.80       | 32125        | 12/31/20   |
| 23980  | INTERSTATE BATTERY OF VT  | 12/29/20 UPS batteries<br>903201014244             | 255-43200.570<br>MAINTENANCE OTHER         | 95.40       | 32125        | 12/31/20   |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill<br>010121V        | 255-43200.210<br>HEALTH INS & OTHER BENEFI | 7927.50     | 32142        | 12/31/20   |
| 05485  | NATIONAL BUSINESS LEASING | 12/21/20 Copier leases 12/15-1/14/<br>66343797     | 255-43200.442<br>Rental of Equipment       | 80.74       | 32144        | 12/31/20   |
| 03160  | P & H SENESAC INC         | 12/14/20 2 POLYMER DEWATERING<br>20244             | 255-43200.619<br>CHEMICALS                 | 6900.00     | 32148        | 12/31/20   |
| 21050  | TEMPERATURE CONTROLS OF V | 12/19/20 New Heat Pump controllers<br>21257        | 255-43330.019<br>Locker Room AC Expansion  | 3009.67     | 32164        | 12/31/20   |
| 02970  | USA BLUE BOOK INC         | 12/08/20 n95 respirator<br>439949                  | 255-43200.610<br>SUPPLIES                  | 18.79       | 32170        | 12/31/20   |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/23/20 poly tubing<br>512402                     | 255-43330.017<br>Vt Phos Challenge PePhlo  | 53.94       | 32173        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20 Vision Prem Jan 21 Villag<br>010121V      | 255-43200.210<br>HEALTH INS & OTHER BENEFI | 96.97       | 32174        | 12/31/20   |
| 07565  | W B MASON CO INC          | 12/15/20 paper,office supplies<br>Z16384759        | 255-43200.610<br>SUPPLIES                  | 38.98       | 32179        | 12/31/20   |
| 33850  | CENTRAL VERMONT PROPERTIE | 12/02/20 ROW 888610 Sanitation<br>9500219702       | 256-43200.441<br>RIGHT OF WAY AGREEMENTS   | 55.00       | 32074        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 256-43220.001<br>SUSIE WILSON PS COSTS     | 898.00      | 32103        | 12/31/20   |
| 21740  | FIRST NATIONAL BANK OMAHA | 12/19/20 Visa Nov_Dec statement<br>111820121920    | 256-43220.002<br>WEST ST PS COSTS          | 898.00      | 32103        | 12/31/20   |
| 07010  | GREEN MOUNTAIN POWER CORP | 12/10/20 non solar accounts<br>0206201 1220        | 256-43200.622<br>ELECTRICAL SERVICE        | 369.27      | 32115        | 12/31/20   |
| 23080  | MVP HEALTH CARE INC       | 12/18/20 Health Prem Jan 21 Vill<br>010121V        | 256-43200.210<br>HEALTH INS & OTHER BENEFI | 3387.16     | 32142        | 12/31/20   |
| 21230  | VISION SERVICE PLAN (CT)  | 12/19/20 Vision Prem Jan 21 Villag<br>010121V      | 256-43200.210<br>HEALTH INS & OTHER BENEFI | 33.98       | 32174        | 12/31/20   |

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Check Warrant Report # 17232 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/31/20 To 12/31/20 & Fund 2

| Vendor | Invoice<br>Date | Invoice Description<br>Invoice Number | Account | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|-----------------|---------------------------------------|---------|----------------|-----------------|---------------|
|        |                 |                                       |         | -----          |                 |               |
|        |                 | Report Total                          |         | 214707.33      |                 |               |
|        |                 |                                       |         | =====          |                 |               |

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For Check Acct 01 (GENERAL FUND) All check #s 01/08/21 To 01/08/21 &amp; Fund 2

| Vendor |                           | Invoice<br>Date | Invoice Description<br>Invoice Number  | Account                                     | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|---------------------------|-----------------|--|---|----------------|-----------------|---------------|
| 05290  | ADVANCE AUTO PARTS        | 12/16/20        | wax<br>552035159888                    | 210-43110.610<br>SUPPLIES                   | 7.81           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/16/20        | TRAILER ADAPTER<br>552035159902        | 210-43110.610<br>SUPPLIES                   | 19.41          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/18/20        | HYDRAULIC HOSE-BULK<br>552035350012    | 210-43110.610<br>SUPPLIES                   | 132.94         | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/28/20        | wax<br>552036334992                    | 210-43110.610<br>SUPPLIES                   | 8.27           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/28/20        | air chuck<br>552036350478              | 210-43110.610<br>SUPPLIES                   | 9.89           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/28/20        | WASHER FLUID<br>552036350503           | 210-43110.610<br>SUPPLIES                   | 56.33          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/28/20        | polish and pads<br>552036350509        | 210-43110.610<br>SUPPLIES                   | 58.35          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/29/20        | Goo Gone Auto<br>552036450536          | 210-43110.610<br>SUPPLIES                   | 10.11          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/29/20        | MUFFLER CLAMP<br>552036450540          | 210-43110.432<br>R&M Services - Vehicles    | 4.54           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/29/20        | Hardware<br>552036450543               | 210-43110.610<br>SUPPLIES                   | 19.76          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 12/31/20        | Paint Brush<br>552036650676            | 210-43110.610<br>SUPPLIES                   | 3.68           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 01/04/21        | HYDRAULIC hose<br>552100450885         | 210-43110.432<br>R&M Services - Vehicles    | 44.40          | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 01/04/21        | HYD AW32 55GAL<br>552100463807         | 210-43110.626<br>Vehicle Fuels              | 449.60         | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 01/06/21        | red tape<br>552100651008               | 210-43110.610<br>SUPPLIES                   | 3.24           | 32187           | 01/08/21      |
| 05290  | ADVANCE AUTO PARTS        | 01/06/21        | car wash soap<br>552100651013          | 210-43110.610<br>SUPPLIES                   | 17.27          | 32187           | 01/08/21      |
| 20440  | AINSWORTH CATHY L         | 12/30/20        | Recording Secretary<br>59              | 210-41320.530<br>COMMUNICATIONS             | 684.80         | 32189           | 01/08/21      |
| 07305  | AIRGAS USA LLC            | 11/20/20        | LEASE RENEWAL 02/01/2021<br>9976723365 | 210-14301.000<br>PREPAID EXPENSES           | 68.06          | 32190           | 01/08/21      |
| 07305  | AIRGAS USA LLC            | 11/20/20        | LEASE RENEWAL 02/01/2021<br>9976723365 | 210-43110.610<br>SUPPLIES                   | 65.86          | 32190           | 01/08/21      |
| 24455  | ALLEGIANCE TRUCKS         | 10/01/20        | Supplies Vac Truck<br>X1010046060A     | 210-43110.432<br>R&M Services - Vehicles    | 38.68          | 32191           | 01/08/21      |
| 24455  | ALLEGIANCE TRUCKS         | 10/21/20        | supplies vac truck<br>X1010046260A     | 210-43110.432<br>R&M Services - Vehicles    | 31.36          | 32191           | 01/08/21      |
| 24455  | ALLEGIANCE TRUCKS         | 11/04/20        | filters for Vac Truck<br>X1010059470A  | 210-43110.432<br>R&M Services - Vehicles    | 57.73          | 32191           | 01/08/21      |
| 07155  | AMERICAN ROCK SALT CO LLC | 12/18/20        | Bulk Ice Control Salt<br>0650767       | 210-43125.610<br>WINTER MAINTENANCE         | 2995.30        | 32195           | 01/08/21      |
| 07155  | AMERICAN ROCK SALT CO LLC | 12/22/20        | Bulk Ice Control Salt<br>0651640       | 210-43125.610<br>WINTER MAINTENANCE         | 7627.20        | 32195           | 01/08/21      |
| 02420  | AUTOZONE                  | 12/29/20        | Gas Can<br>3236855719                  | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS  | 40.68          | 32198           | 01/08/21      |
| 09345  | BASIC                     | 01/05/21        | Monthly Fee for COBRA Adm<br>40509017  | 210-41320.210<br>HEALTH INS & OTHER BENEFIT | 42.50          | 32200           | 01/08/21      |

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| Vendor |                           | Invoice<br>Date | Invoice Description<br>Invoice Number | Account                    | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|---------------------------|-----------------|---------------------------------------|----------------------------|----------------|-----------------|---------------|
| 09345  | BASIC                     | 01/07/21        | Annual Renewal Fee for CO             | 210-41320.210              | 75.00          | 32200           | 01/08/21      |
|        |                           |                 | 40509206                              | HEALTH INS & OTHER BENEFIT |                |                 |               |
| 07465  | BIBENS ACE HARDWARE INC   | 09/21/20        | FASTENERS                             | 210-43110.610              | 4.76           | 32201           | 01/08/21      |
|        |                           |                 | 39188                                 | SUPPLIES                   |                |                 |               |
| 07465  | BIBENS ACE HARDWARE INC   | 12/18/20        | FASTENERS                             | 210-43110.610              | 10.95          | 32201           | 01/08/21      |
|        |                           |                 | 40065                                 | SUPPLIES                   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.641              | 3.59           | 32204           | 01/08/21      |
|        |                           |                 | B6035640                              | JUVEN COLLECTION-PRNT & E  |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.610              | 0.80           | 32204           | 01/08/21      |
|        |                           |                 | B6035640                              | SUPPLIES                   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Adult Collection, Supplie             | 210-45551.640              | 652.81         | 32204           | 01/08/21      |
|        |                           |                 | B6035643                              | ADULT COLLECTION-PRINT &   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Adult Collection, Supplie             | 210-45551.610              | 33.60          | 32204           | 01/08/21      |
|        |                           |                 | B6035643                              | SUPPLIES                   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.641              | 252.74         | 32204           | 01/08/21      |
|        |                           |                 | B6035680                              | JUVEN COLLECTION-PRNT & E  |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.610              | 18.40          | 32204           | 01/08/21      |
|        |                           |                 | B6035680                              | SUPPLIES                   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.641              | 9.71           | 32204           | 01/08/21      |
|        |                           |                 | B6035689                              | JUVEN COLLECTION-PRNT & E  |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Youth Collection, Supplie             | 210-45551.610              | 0.80           | 32204           | 01/08/21      |
|        |                           |                 | B6035689                              | SUPPLIES                   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Adult Collection, Supplie             | 210-45551.640              | 14.04          | 32204           | 01/08/21      |
|        |                           |                 | B6035695                              | ADULT COLLECTION-PRINT &   |                |                 |               |
| 00530  | BRODART CO                | 12/14/20        | Adult Collection, Supplie             | 210-45551.610              | 0.80           | 32204           | 01/08/21      |
|        |                           |                 | B6035695                              | SUPPLIES                   |                |                 |               |
| 03000  | CARGILL SALT EASTERN INC  | 12/23/20        | salt                                  | 210-43125.610              | 2258.12        | 32205           | 01/08/21      |
|        |                           |                 | 2905890835                            | WINTER MAINTENANCE         |                |                 |               |
| 21210  | CINTAS LOC # 68M 71 M     | 12/24/20        | shop towels                           | 210-43110.610              | 80.17          | 32208           | 01/08/21      |
|        |                           |                 | 4071200368                            | SUPPLIES                   |                |                 |               |
| 21210  | CINTAS LOC # 68M 71 M     | 12/31/20        | WATER COOLER                          | 210-43110.610              | 93.87          | 32208           | 01/08/21      |
|        |                           |                 | 5047177096                            | SUPPLIES                   |                |                 |               |
| 21210  | CINTAS LOC # 68M 71 M     | 01/01/21        | WATERBREAK COOLER AGRMENT             | 210-43110.610              | 50.00          | 32208           | 01/08/21      |
|        |                           |                 | 9115676888                            | SUPPLIES                   |                |                 |               |
| 23525  | CLARK'S TRUCK CENTER INC  | 12/09/20        | DEF2.5, FLE'                          | 210-43110.626              | 53.94          | 32209           | 01/08/21      |
|        |                           |                 | 440883                                | Vehicle Fuels              |                |                 |               |
| 04940  | COMCAST                   | 12/19/20        | Internet 2 Lincoln 12/26-             | 210-41945.020              | 153.35         | 32214           | 01/08/21      |
|        |                           |                 | 0136343 1220                          | Telephone - 2 Lincoln St   |                |                 |               |
| 04940  | COMCAST                   | 12/19/20        | Internet 2 Lincoln 12/26-             | 210-33582.005              | -153.35        | 32214           | 01/08/21      |
|        |                           |                 | 0136343 1220                          | Town contribution other    |                |                 |               |
| 04940  | COMCAST                   | 12/23/20        | MSP Internet 12/30-1/29               | 210-41945.026              | 814.02         | 32215           | 01/08/21      |
|        |                           |                 | 0176315 1220                          | Telephone - Maple St Park  |                |                 |               |
| 04940  | COMCAST                   | 12/23/20        | Park St Internet 12/30-1/             | 210-41945.023              | 325.11         | 32215           | 01/08/21      |
|        |                           |                 | 0210908 1220                          | Telephone - Park St Sch    |                |                 |               |
| 19065  | CPL ELECTRICAL CONSTRUCTI | 01/04/21        | Front Desk Renovation                 | 210-45220.330              | 565.00         | 32217           | 01/08/21      |
|        |                           |                 | 1730                                  | OTHER PROFESSIONAL SVCS    |                |                 |               |
| 18025  | CREATIVE DISPLAYS INC     | 01/05/21        | Lights Display - Replacem             | 210-45220.610              | 357.94         | 32218           | 01/08/21      |
|        |                           |                 | 49563                                 | SUPPLIES                   |                |                 |               |
| 38280  | CRYSTAL ROCK BOTTLED WATE | 12/15/20        | Water                                 | 210-45110.610              | 113.00         | 32219           | 01/08/21      |
|        |                           |                 | 177527341220                          | SUPPLIES                   |                |                 |               |

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| Vendor | Invoice Date              | Invoice Description<br>Invoice Number | Account                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|-------------|--------------|------------|
| 35260  | EAST COAST PRINTERS INC   | 12/30/20 uniforms                     | 210-43110.612              | 566.40      | 32224        | 01/08/21   |
|        |                           | 11172018                              | UNIFORMS,BOOTS,ETC         |             |              |            |
| V10576 | ECOPIXEL LLC              | 01/01/21 Web hosting                  | 210-41320.530              | 129.00      | 32225        | 01/08/21   |
|        |                           | 2888                                  | COMMUNICATIONS             |             |              |            |
| 23215  | ESSEX EQUIPMENT INC       | 12/25/20 Staging halloween            | 210-45220.442              | 40.32       | 32227        | 01/08/21   |
|        |                           | 107695840002                          | EQUIPMENT RENTAL           |             |              |            |
| 23215  | ESSEX EQUIPMENT INC       | 12/28/20 Staging                      | 210-45220.434              | 192.00      | 32227        | 01/08/21   |
|        |                           | 107695840003                          | MAINTENANCE-BUILDINGS/GRO  |             |              |            |
| 21150  | FINDAWAY LLC              | 12/23/20 Youth Collection             | 210-45551.641              | 1822.21     | 32230        | 01/08/21   |
|        |                           | 337365                                | JUVEN COLLECTION-PRNT & E  |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJRP Credit Card December    | 210-45110.340              | 66.99       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | COMPUTER EXPENSES          |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJRP Credit Card December    | 210-45110.500              | 15.00       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | TRAINING, CONF, DUES       |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJRP Credit Card December    | 210-45110.340              | 233.00      | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | COMPUTER EXPENSES          |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJRP Credit Card December    | 210-45110.340              | 160.00      | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | COMPUTER EXPENSES          |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJRP Credit Card December    | 210-45110.610              | -2.16       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 19805  | FIRST NATIONAL BANK OMAHA | 12/24/20 Town Mgr closing date 12-    | 210-41320.340              | 317.95      | 32233        | 01/08/21   |
|        |                           | 9572 1220                             | COMPUTER EXPENSES          |             |              |            |
| 45400  | FIRST NATIONAL BANK OMAHA | 12/18/20 Royal Town Planning Membe    | 210-41970.500              | 286.23      | 32234        | 01/08/21   |
|        |                           | 2880 1220                             | TRAINING,CONF,DUES         |             |              |            |
| 19005  | FIRSTLIGHT FIBER          | 12/01/20 2 Lincoln st phone svc       | 210-41945.020              | 249.98      | 32235        | 01/08/21   |
|        |                           | 8251657                               | Telephone - 2 Lincoln St   |             |              |            |
| 19005  | FIRSTLIGHT FIBER          | 12/15/20 Phone svc 11/15-12/14/20     | 210-43110.530              | 35.52       | 32236        | 01/08/21   |
|        |                           | 8352819                               | Communications             |             |              |            |
| 34895  | GAUTHIER TRUCKING, INC.   | 01/01/21 11 JACKSON ST Dec            | 210-43110.565              | 100.11      | 32241        | 01/08/21   |
|        |                           | 1530883                               | RUBBISH REMOVAL            |             |              |            |
| 34895  | GAUTHIER TRUCKING, INC.   | 01/01/21 TRASH REMOVAL 2 Lincoln      | 210-41942.020              | 223.60      | 32241        | 01/08/21   |
|        |                           | 1530884                               | R&M Bldg - 2 Lincoln St    |             |              |            |
| 34895  | GAUTHIER TRUCKING, INC.   | 01/01/21 PEARL ST, MAIN ST MEMORIA    | 210-43110.565              | 455.85      | 32241        | 01/08/21   |
|        |                           | 1530885                               | RUBBISH REMOVAL            |             |              |            |
| 34895  | GAUTHIER TRUCKING, INC.   | 01/01/21 BARREL ON BIKE PATH          | 210-43110.565              | 61.97       | 32241        | 01/08/21   |
|        |                           | 1531017                               | RUBBISH REMOVAL            |             |              |            |
| V10186 | GEARGRID CORPORATION      | 12/10/20 Air Bottle Storage Rack      | 210-42220.889              | 220.00      | 32242        | 01/08/21   |
|        |                           | 0019478IN                             | ROUTINE EQUIPMENT PURCHAS  |             |              |            |
| 20470  | GLOBAL MONTELLO GROUP     | 12/31/20 Dec Fuel                     | 210-41946.022              | 267.71      | 32243        | 01/08/21   |
|        |                           | 266999                                | Gen Supplies - Fire Stati  |             |              |            |
| 20470  | GLOBAL MONTELLO GROUP     | 12/31/20 Dec Fuel                     | 210-43110.626              | 2244.52     | 32243        | 01/08/21   |
|        |                           | 266999                                | Vehicle Fuels              |             |              |            |
| 20470  | GLOBAL MONTELLO GROUP     | 12/31/20 Dec Fuel                     | 210-41944.026              | 33.15       | 32243        | 01/08/21   |
|        |                           | 266999                                | Gasoline - Maple St Park   |             |              |            |
| 21240  | HICKOK & BOARDMAN HRI     | 01/06/21 FY21Q2 Advisory Vill         | 210-41320.210              | 135.00      | 32246        | 01/08/21   |
|        |                           | 20210113                              | HEALTH INS & OTHER BENEFIT |             |              |            |
| 21240  | HICKOK & BOARDMAN HRI     | 01/06/21 FY21Q2 Advisory Vill         | 210-41510.210              | 45.00       | 32246        | 01/08/21   |
|        |                           | 20210113                              | Group Insurance            |             |              |            |
| 21240  | HICKOK & BOARDMAN HRI     | 01/06/21 FY21Q2 Advisory Vill         | 210-43110.210              | 108.00      | 32246        | 01/08/21   |
|        |                           | 20210113                              | HEALTH INS & OTHER BENEFIT |             |              |            |

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| Vendor | Invoice Date | Invoice Description<br>Invoice Number                        | Account                                     | Amount Paid | Check Number | Check Date |
|--------|--------------|--|---|-------------|--------------|------------|
| 21240  | 01/06/21     | HICKOK & BOARDMAN HRI<br>FY21Q2 Advisory Vill<br>20210113    | 210-43151.210<br>HEALTH INS & OTHER BENEFIT | 23.85       | 32246        | 01/08/21   |
| 21240  | 01/06/21     | HICKOK & BOARDMAN HRI<br>FY21Q2 Advisory Vill<br>20210113    | 210-45551.210<br>HEALTH INS & OTHER BENEFIT | 270.00      | 32246        | 01/08/21   |
| 21240  | 01/06/21     | HICKOK & BOARDMAN HRI<br>FY21Q2 Advisory Vill<br>20210113    | 210-41970.210<br>HEALTH INS & OTHER BENEFIT | 90.00       | 32246        | 01/08/21   |
| 21240  | 01/06/21     | HICKOK & BOARDMAN HRI<br>FY21Q2 Advisory Vill<br>20210113    | 210-45110.210<br>HEALTH INS & OTHER BENEFIT | 180.00      | 32246        | 01/08/21   |
| 21240  | 01/06/21     | HICKOK & BOARDMAN HRI<br>FY21Q2 Advisory Vill<br>20210113    | 210-45220.210<br>HEALTH INS & OTHER BENEFIT | 90.00       | 32246        | 01/08/21   |
| 45410  | 12/30/20     | J B SIMONS INC<br>Uniforms<br>111812                         | 210-42220.612<br>UNIFORMS,BOOTS,ETC         | 206.78      | 32250        | 01/08/21   |
| V9454  | 10/20/20     | LENNY'S SHOE & APP<br>uniform credit for Cory<br>3318480     | 210-43110.612<br>UNIFORMS,BOOTS,ETC         | -4.00       | 32252        | 01/08/21   |
| V9454  | 12/16/20     | LENNY'S SHOE & APP<br>uniforms<br>3330086                    | 210-43110.612<br>UNIFORMS,BOOTS,ETC         | 155.00      | 32252        | 01/08/21   |
| V9454  | 12/16/20     | LENNY'S SHOE & APP<br>uniforms<br>3330113                    | 210-43110.612<br>UNIFORMS,BOOTS,ETC         | 109.00      | 32252        | 01/08/21   |
| V9454  | 12/29/20     | LENNY'S SHOE & APP<br>uniforms Trevor Barrows<br>3334730     | 210-43110.612<br>UNIFORMS,BOOTS,ETC         | 49.99       | 32252        | 01/08/21   |
| V9454  | 01/06/21     | LENNY'S SHOE & APP<br>uniforms Cory Beaudion<br>3336128      | 210-43110.612<br>UNIFORMS,BOOTS,ETC         | 169.97      | 32252        | 01/08/21   |
| 24410  | 12/20/20     | PRIORITY EXPRESS INC<br>Courier service 12/15 12<br>80272052 | 210-45551.536<br>POSTAGE/DELIVERY           | 41.48       | 32262        | 01/08/21   |
| 24410  | 12/27/20     | PRIORITY EXPRESS INC<br>Courier service 12-21 to<br>80272053 | 210-45551.536<br>POSTAGE/DELIVERY           | 20.00       | 32262        | 01/08/21   |
| 24325  | 12/18/20     | RADIO NORTH GROUP INC<br>Havis iPad Case<br>24142733         | 210-42220.611<br>NEW EQUIPMENT-RADIOS       | 282.00      | 32263        | 01/08/21   |
| 18010  | 12/30/20     | REYNOLDS & SON, INC.<br>Hand Sanitizer<br>3383599            | 210-42220.610<br>SUPPLIES                   | 61.06       | 32264        | 01/08/21   |
| 18010  | 12/30/20     | REYNOLDS & SON, INC.<br>Streamlight<br>3383600               | 210-42220.889<br>ROUTINE EQUIPMENT PURCHAS  | 127.14      | 32264        | 01/08/21   |
| 43275  | 12/18/20     | RYCANDON MECHANICAL,INC.<br>Park St HVAC<br>13519            | 210-41942.023<br>R&M Bldg - Park St School  | 1645.67     | 32268        | 01/08/21   |
| 05280  | 12/23/20     | S & D LANDSCAPES LLC<br>Park Street Snow Removal<br>173417   | 210-45220.330<br>OTHER PROFESSIONAL SVCS    | 41.05       | 32269        | 01/08/21   |
| 05280  | 01/05/21     | S & D LANDSCAPES LLC<br>Park St Snow Removal<br>21000        | 210-45220.330<br>OTHER PROFESSIONAL SVCS    | 41.05       | 32269        | 01/08/21   |
| 37965  | 12/15/20     | S D IRELAND CONCRETE<br>CONCRETE<br>87426                    | 210-43124.570<br>Sidewalk and Curb Mainten  | 332.00      | 32270        | 01/08/21   |
| 29835  | 11/25/20     | SHERWIN-WILLIAMS<br>paint<br>00611                           | 210-43110.610<br>SUPPLIES                   | 48.37       | 32275        | 01/08/21   |
| 29835  | 12/21/20     | SHERWIN-WILLIAMS<br>BRUSH 2" TRIM BARGAI<br>09760            | 210-43110.610<br>SUPPLIES                   | 28.33       | 32275        | 01/08/21   |
| 23855  | 12/22/20     | SOUTHWORTH-MILTON,INC.<br>loader parts<br>INV2139456         | 210-43110.432<br>R&M Services - Vehicles    | 110.64      | 32278        | 01/08/21   |
| 23855  | 12/23/20     | SOUTHWORTH-MILTON,INC.<br>parts for loader<br>INV2140290     | 210-43110.432<br>R&M Services - Vehicles    | 66.22       | 32278        | 01/08/21   |
| 24535  | 12/18/20     | STRYKER MEDICAL<br>ASSEMBLY BATTERY REPLACEM<br>3243558M     | 210-42220.570<br>MAINTENANCE OTHER          | 583.50      | 32280        | 01/08/21   |

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|--------|---------------------------|-----------------|---|--|----------------|-----------------|---------------|
| 19720  | VERIZON CONNECT NWF, INC. | 01/01/21        | DEC AVL SERVICE<br>OSV02321696          | 210-43110.442<br>EQUIPMENT RENTALS         | 113.33         | 32286           | 01/08/21      |
| 36130  | VERIZON WIRELESS          | 12/18/20        | WIRELESS CELL Svc PD<br>9869417455      | 210-43110.530<br>Communications            | 35.01          | 32287           | 01/08/21      |
| 36130  | VERIZON WIRELESS          | 12/19/20        | communication 11/20-12/19<br>9869458394 | 210-43110.530<br>Communications            | 192.75         | 32288           | 01/08/21      |
| 11935  | VIKING-CIVES USA          | 12/18/20        | BLADE CARBIDE 5HL<br>4502257            | 210-43110.432<br>R&M Services - Vehicles   | 1146.00        | 32290           | 01/08/21      |
| 11935  | VIKING-CIVES USA          | 12/29/20        | CYL 3 1/2 x 15 DA for tru<br>4502498    | 210-43110.432<br>R&M Services - Vehicles   | 351.71         | 32290           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 09/25/20        | SEED-SOIL CONSERVATION MI<br>512048     | 210-43110.610<br>SUPPLIES                  | 169.04         | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/09/20        | NUTS -BOLTS-SCREWS<br>512353            | 210-43110.610<br>SUPPLIES                  | 11.22          | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/15/20        | NUTS-BOLTS-SCREWS<br>512375             | 210-43110.610<br>SUPPLIES                  | 2.60           | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/16/20        | tape<br>512376                          | 210-43110.610<br>SUPPLIES                  | 18.99          | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/18/20        | NUTS-BOLTS-<br>512385                   | 210-43110.610<br>SUPPLIES                  | 38.30          | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/21/20        | SS Clamp<br>512390                      | 210-43110.610<br>SUPPLIES                  | 10.43          | 32292           | 01/08/21      |
| 23395  | VILLAGE HARDWARE - WILLIS | 12/31/20        | Padlock<br>512420                       | 210-43110.610<br>SUPPLIES                  | 28.95          | 32292           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-43110.226<br>WORKERS COMP INSURANCE    | 4520.76        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-43151.226<br>WORKERS COMP INSURANCE    | 1055.59        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-41510.226<br>Workers Comp Insurance    | 4569.42        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-41510.226<br>Workers Comp Insurance    | 2163.94        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-42220.226<br>WORKERS COMP INSURANCE    | 9345.50        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-41510.521<br>Liability & Property Ins  | 33400.16       | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-41510.522<br>Public Officials Liabilit | 6036.81        | 32293           | 01/08/21      |
| V2380  | VLCT PACIF                | 01/01/21        | FY21Q3 PACIF<br>210195Q1                | 210-43110.521<br>LIABILITY & PROPERTY INS. | 7692.86        | 32293           | 01/08/21      |
| 09930  | VT ELEVATOR INSPECTION SV | 12/21/20        | Building Maintenance - An<br>30440      | 210-41942.021<br>R&M Bldg - Brownell       | 200.00         | 32296           | 01/08/21      |
| 29825  | VT GAS SYSTEMS            | 12/21/20        | MSP Gas December<br>1578756 1220        | 210-41948.026<br>Natural Gas - Maple St    | 291.23         | 32298           | 01/08/21      |
| 29825  | VT GAS SYSTEMS            | 12/31/20        | service period 11/17 to 1<br>20610      | 210-41948.022<br>Natural Gas - Fire Statio | 498.82         | 32299           | 01/08/21      |
| 29825  | VT GAS SYSTEMS            | 12/31/20        | service period 11/17 to 1<br>20610      | 210-43110.623<br>HEATING/NATURAL GAS       | 365.69         | 32299           | 01/08/21      |
| 29825  | VT GAS SYSTEMS            | 12/31/20        | service period 11/17 to 1<br>20610      | 210-41948.021<br>Natural Gas - Brownell    | 805.33         | 32299           | 01/08/21      |

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| Vendor | Invoice Date              | Invoice Description<br>Invoice Number | Account                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|----------------------------|-------------|--------------|------------|
| 29825  | VT GAS SYSTEMS            | 12/31/20 service period 11/17 to 1    | 210-41948.020              | 657.37      | 32299        | 01/08/21   |
|        |                           | 20610                                 | Natural Gas - 2 Lincoln    |             |              |            |
| 29825  | VT GAS SYSTEMS            | 12/31/20 service period 11/17 to 1    | 210-41948.023              | 412.48      | 32299        | 01/08/21   |
|        |                           | 20610                                 | Natural Gas - Park St Sch  |             |              |            |
| 29825  | VT GAS SYSTEMS            | 12/21/20 MSP Gas December             | 210-41948.026              | 646.25      | 32300        | 01/08/21   |
|        |                           | 810044 1220                           | Natural Gas - Maple St     |             |              |            |
| 07565  | W B MASON CO INC          | 12/18/20 Supplies                     | 210-45110.610              | 36.02       | 32304        | 01/08/21   |
|        |                           | 216482602                             | SUPPLIES                   |             |              |            |
| 07565  | W B MASON CO INC          | 12/21/20 Supplies                     | 210-45551.610              | 44.98       | 32304        | 01/08/21   |
|        |                           | 216511112                             | SUPPLIES                   |             |              |            |
| 27220  | WILLIAMS DENNIS           | 01/05/21 mailbx replacement           | 210-43125.610              | 32.84       | 32307        | 01/08/21   |
|        |                           | 010521D                               | WINTER MAINTENANCE         |             |              |            |
| 37985  | A T & T MOBILITY          | 12/23/20 EJR Cell Phones              | 226-45120.535              | 276.05      | 32184        | 01/08/21   |
|        |                           | 287279921220                          | Telephone                  |             |              |            |
| 37985  | A T & T MOBILITY          | 12/23/20 CELL PHONE SERVICE PD        | 226-45115.330              | 43.20       | 32184        | 01/08/21   |
|        |                           | 878149869122                          | OTHER PROFESSIONAL SVCS    |             |              |            |
| 04640  | FASTENAL INDUSTRIAL & CON | 12/09/20 First Aid Supplies           | 226-45120.610              | 12.31       | 32229        | 01/08/21   |
|        |                           | VTBUR287599                           | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 100.18      | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 7.72        | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45110.536              | 8.25        | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | POSTAGE                    |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 45.55       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 64.20       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 140.65      | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 25390  | FIRST NATIONAL BANK OMAHA | 12/18/20 EJR Credit Card December     | 226-45120.610              | 13.29       | 32231        | 01/08/21   |
|        |                           | 4955 1220                             | SUPPLIES                   |             |              |            |
| 20470  | GLOBAL MONTELLO GROUP     | 12/31/20 Dec Fuel                     | 226-45120.626              | 85.17       | 32243        | 01/08/21   |
|        |                           | 266999                                | GAS, GREASE & OIL          |             |              |            |
| 21240  | HICKOK & BOARDMAN HRI     | 01/06/21 FY21Q2 Advisory Vill         | 226-45120.210              | 225.00      | 32246        | 01/08/21   |
|        |                           | 20210113                              | HEALTH INS & OTHER BENEFIT |             |              |            |
| 21240  | HICKOK & BOARDMAN HRI     | 01/06/21 FY21Q2 Advisory Vill         | 226-45121.210              | 180.00      | 32246        | 01/08/21   |
|        |                           | 20210113                              | HEALTH INS & OTHER BENEFIT |             |              |            |
| 14570  | METROCK STATION / VERTI   | 12/28/20 ESP/Enrichment Program       | 226-45120.330              | 1152.00     | 32255        | 01/08/21   |
|        |                           | 83394                                 | OTHER PROFESSIONAL SVCS    |             |              |            |
| 24855  | PETTY CASH - CAITLIN FAY  | 01/07/21 EJR Petty Cash               | 226-45121.610              | 20.00       | 32260        | 01/08/21   |
|        |                           | 010720D                               | SUPPLIES                   |             |              |            |
| 24855  | PETTY CASH - CAITLIN FAY  | 01/07/21 EJR Petty Cash               | 226-45120.610              | 105.72      | 32260        | 01/08/21   |
|        |                           | 010720D                               | SUPPLIES                   |             |              |            |
| 00275  | SB SIGNS INC              | 12/21/20 Holiday Lights Signs         | 226-45115.610              | 140.00      | 32273        | 01/08/21   |
|        |                           | 24499                                 | SUPPLIES                   |             |              |            |
| 36130  | VERIZON WIRELESS          | 12/18/20 WIRELESS CELL Svc PD         | 226-45121.610              | 48.54       | 32287        | 01/08/21   |
|        |                           | 9869417455                            | SUPPLIES                   |             |              |            |
| V2380  | VLCT PACIF                | 01/01/21 FY21Q3 PACIF                 | 226-45110.226              | 12956.74    | 32293        | 01/08/21   |
|        |                           | 210195Q1                              | WORKERS COMPENSATION INS   |             |              |            |

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For Check Acct 01 (GENERAL FUND) All check #s 01/08/21 To 01/08/21 &amp; Fund 2

| Vendor | Invoice Date | Invoice Description<br>Invoice Number   | Account                                     | Amount Paid | Check Number | Check Date |
|--------|--------------|---|---|-------------|--------------|------------|
| V9632  | 01/05/21     | Const Phase Winterization<br>0063943    | 230-46801.022<br>Densmore Dr, FEMA          | 7456.75     | 32247        | 01/08/21   |
| 24455  | 10/01/20     | Supplies Vac Truck<br>X1010046060A      | 254-43200.610<br>SUPPLIES                   | 6.45        | 32191        | 01/08/21   |
| 24455  | 10/21/20     | supplies vac truck<br>X1010046260A      | 254-43200.610<br>SUPPLIES                   | 5.22        | 32191        | 01/08/21   |
| 24455  | 11/04/20     | filters for Vac Truck<br>X1010059470A   | 254-43200.610<br>SUPPLIES                   | 9.63        | 32191        | 01/08/21   |
| 40025  | 12/18/20     | t handle wrench<br>5811399              | 254-43200.610<br>SUPPLIES                   | 84.21       | 32223        | 01/08/21   |
| 20470  | 12/31/20     | Dec Fuel<br>266999                      | 254-43200.626<br>GAS, GREASE AND OIL        | 130.17      | 32243        | 01/08/21   |
| 21240  | 01/06/21     | FY21Q2 Advisory Vill<br>20210113        | 254-43200.210<br>HEALTH INS & OTHER BENEFIT | 112.50      | 32246        | 01/08/21   |
| 36130  | 12/19/20     | communication 11/20-12/19<br>9869458394 | 254-43200.535<br>TELEPHONE SERVICES         | 177.14      | 32288        | 01/08/21   |
| 23395  | 12/30/20     | Torch Kit<br>512418                     | 254-43200.610<br>SUPPLIES                   | 70.29       | 32292        | 01/08/21   |
| V2380  | 01/01/21     | FY21Q3 PACIF<br>210195Q1                | 254-43200.226<br>WORKERS COMP INSURANCE     | 2674.64     | 32293        | 01/08/21   |
| V2380  | 01/01/21     | FY21Q3 PACIF<br>210195Q1                | 254-43200.521<br>LIABILITY & PROPERTY INS.  | 1112.62     | 32293        | 01/08/21   |
| 29825  | 12/31/20     | service period 11/17 to 1<br>20610      | 254-43200.623<br>HEATING/NATURAL GAS        | 337.79      | 32299        | 01/08/21   |
| V10609 | 01/05/21     | Exhaust Leak parts<br>415082100011      | 255-43200.570<br>MAINTENANCE OTHER          | 602.24      | 32182        | 01/08/21   |
| 24455  | 10/01/20     | Supplies Vac Truck<br>X1010046060A      | 255-43200.610<br>SUPPLIES                   | 6.45        | 32191        | 01/08/21   |
| 24455  | 10/21/20     | supplies vac truck<br>X1010046260A      | 255-43200.610<br>SUPPLIES                   | 5.23        | 32191        | 01/08/21   |
| 24455  | 11/04/20     | filters for Vac Truck<br>X1010059470A   | 255-43200.610<br>SUPPLIES                   | 9.62        | 32191        | 01/08/21   |
| 14685  | 11/30/20     | Filter Bldg Gas Valve, re<br>045301     | 255-43200.570<br>MAINTENANCE OTHER          | 1253.77     | 32192        | 01/08/21   |
| V10033 | 01/05/21     | invent mixer Gear Boxes<br>IN20225      | 255-43200.570<br>MAINTENANCE OTHER          | 10566.00    | 32196        | 01/08/21   |
| V10411 | 12/29/20     | Charge - Pack 140 ( 2,290<br>11411      | 255-43200.619<br>CHEMICALS                  | 3870.10     | 32210        | 01/08/21   |
| 04940  | 12/23/20     | Internet 12/30-1/29/21<br>0316028 1220  | 255-43200.535<br>TELEPHONE SERVICES         | 163.30      | 32215        | 01/08/21   |
| 20470  | 12/31/20     | Dec Fuel<br>266999                      | 255-43200.626<br>GAS, GREASE AND OIL        | 273.82      | 32243        | 01/08/21   |
| 21240  | 01/06/21     | FY21Q2 Advisory Vill<br>20210113        | 255-43200.210<br>HEALTH INS & OTHER BENEFIT | 232.65      | 32246        | 01/08/21   |
| 42805  | 10/08/20     | Bacteria for wastewater t<br>10NN1033   | 255-43330.002<br>DIGESTER CLEANING          | 5479.06     | 32253        | 01/08/21   |
| V1661  | 12/28/20     | lab supplies, pH meter<br>448683        | 255-43200.618<br>SUPPLIES - LABORATORY      | 2469.19     | 32259        | 01/08/21   |
| V2093  | 12/23/20     | 2463 Gal Sodium Bisulfite<br>413900     | 255-43200.619<br>CHEMICALS                  | 4131.52     | 32277        | 01/08/21   |

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For Check Acct 01(GENERAL FUND) All check #s 01/08/21 To 01/08/21 &amp; Fund 2

| Vendor | Invoice<br>Date          | Invoice Description<br>Invoice Number | Account                    | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------|--------------------------|---------------------------------------|----------------------------|----------------|-----------------|---------------|
| 36130  | VERIZON WIRELESS         | 12/18/20 WIRELESS CELL Svc PD         | 255-43200.535              | 56.61          | 32287           | 01/08/21      |
|        |                          | 9869417455                            | TELEPHONE SERVICES         |                |                 |               |
| 36130  | VERIZON WIRELESS         | 12/18/20 WIRELESS CELL Svc PD         | 255-43200.570              | 40.01          | 32287           | 01/08/21      |
|        |                          | 9869417455                            | MAINTENANCE OTHER          |                |                 |               |
| V2380  | VLCT PACIF               | 01/01/21 FY21Q3 PACIF                 | 255-43200.226              | 7552.76        | 32293           | 01/08/21      |
|        |                          | 210195Q1                              | WORKERS COMP INSURANCE     |                |                 |               |
| V2380  | VLCT PACIF               | 01/01/21 FY21Q3 PACIF                 | 255-43200.521              | 21926.31       | 32293           | 01/08/21      |
|        |                          | 210195Q1                              | LIABILITY & PROPERTY INS.  |                |                 |               |
| 29825  | VT GAS SYSTEMS           | 12/31/20 service period 11/17 to 1    | 255-43200.623              | 2620.73        | 32299           | 01/08/21      |
|        |                          | 20610                                 | HEATING/NATURAL GAS        |                |                 |               |
| 27210  | WESCOR ASSOCIATES INC    | 12/18/20 SC 1-2 scum pump lobes       | 255-43200.570              | 1060.00        | 32306           | 01/08/21      |
|        |                          | 7323                                  | MAINTENANCE OTHER          |                |                 |               |
| 24455  | ALLEGIANCE TRUCKS        | 10/01/20 Supplies Vac Truck           | 256-43200.610              | 77.36          | 32191           | 01/08/21      |
|        |                          | X1010046060A                          | SUPPLIES                   |                |                 |               |
| 24455  | ALLEGIANCE TRUCKS        | 10/21/20 supplies vac truck           | 256-43200.610              | 62.71          | 32191           | 01/08/21      |
|        |                          | X1010046260A                          | SUPPLIES                   |                |                 |               |
| 24455  | ALLEGIANCE TRUCKS        | 11/04/20 filters for Vac Truck        | 256-43200.610              | 115.46         | 32191           | 01/08/21      |
|        |                          | X1010059470A                          | SUPPLIES                   |                |                 |               |
| 38955  | F W WEBB COMPANY         | 12/31/20 High School heat T Stats     | 256-43200.434              | 1071.93        | 32228           | 01/08/21      |
|        |                          | 69821506                              | PUMP STATION MAINTENANCE   |                |                 |               |
| 20470  | GLOBAL MONTELLO GROUP    | 12/31/20 Dec Fuel                     | 256-43200.626              | 270.21         | 32243           | 01/08/21      |
|        |                          | 266999                                | GAS, GREASE AND OIL        |                |                 |               |
| 21240  | HICKOK & BOARDMAN HRI    | 01/06/21 FY21Q2 Advisory Vill         | 256-43200.210              | 108.00         | 32246           | 01/08/21      |
|        |                          | 20210113                              | HEALTH INS & OTHER BENEFIT |                |                 |               |
| 12775  | PRATT & SMITH ELECTRICAL | 12/31/20 service for Pump Station     | 256-43330.011              | 27264.00       | 32261           | 01/08/21      |
|        |                          | 8763                                  | West St Control Cabinet    |                |                 |               |
| 12775  | PRATT & SMITH ELECTRICAL | 12/31/20 service for Pump Station     | 256-43330.012              | 27264.00       | 32261           | 01/08/21      |
|        |                          | 8763                                  | SW St PS Control Cabinet   |                |                 |               |
| 36130  | VERIZON WIRELESS         | 12/23/20 communications 11/24-12/2    | 256-43200.434              | 147.62         | 32289           | 01/08/21      |
|        |                          | 9869851979                            | PUMP STATION MAINTENANCE   |                |                 |               |
| 36130  | VERIZON WIRELESS         | 12/23/20 communications 11/24-12/2    | 256-43220.002              | 38.03          | 32289           | 01/08/21      |
|        |                          | 9869851979                            | WEST ST PS COSTS           |                |                 |               |
| 36130  | VERIZON WIRELESS         | 12/23/20 communications 11/24-12/2    | 256-43220.001              | 38.03          | 32289           | 01/08/21      |
|        |                          | 9869851979                            | SUSIE WILSON PS COSTS      |                |                 |               |
| V2380  | VLCT PACIF               | 01/01/21 FY21Q3 PACIF                 | 256-43200.226              | 2399.15        | 32293           | 01/08/21      |
|        |                          | 210195Q1                              | WORKERS COMP INSURANCE     |                |                 |               |
| V2380  | VLCT PACIF               | 01/01/21 FY21Q3 PACIF                 | 256-43200.521              | 865.74         | 32293           | 01/08/21      |
|        |                          | 210195Q1                              | LIABILITY & PROPERTY INS.  |                |                 |               |
| 29825  | VT GAS SYSTEMS           | 12/31/20 service period 11/17 to 1    | 256-43220.001              | 40.36          | 32299           | 01/08/21      |
|        |                          | 20610                                 | SUSIE WILSON PS COSTS      |                |                 |               |
| 29825  | VT GAS SYSTEMS           | 12/31/20 service period 11/17 to 1    | 256-43220.002              | 41.12          | 32299           | 01/08/21      |
|        |                          | 20610                                 | WEST ST PS COSTS           |                |                 |               |
| 29825  | VT GAS SYSTEMS           | 12/31/20 service period 11/17 to 1    | 256-43200.623              | 78.64          | 32299           | 01/08/21      |
|        |                          | 20610                                 | HEATING/NATURAL GAS        |                |                 |               |



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Check Warrant Report # 17233 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 01/08/21 To 01/08/21 & Fund 2

| Vendor | Invoice | Invoice Description |         | Amount    | Check  | Check |
|--------|---------|---------------------|---------|-----------|--------|-------|
|        | Date    | Invoice Number      | Account | Paid      | Number | Date  |
| -----  |         |                     |         | -----     |        |       |
|        |         | Report Total        |         | 255961.48 |        |       |
|        |         |                     |         | =====     |        |       |

...



Community Development Department

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://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:** January 12<sup>th</sup> 2021.  
**SUBJECT:** Village Center Development

### **Issue**

The issue is whether the Trustees wish to know about development in the Village Center District.

### **Discussion**

Work on the new building at 11 Park Street is moving to inside work in the near future. The 3 Maple Street building has recommenced construction and progress is now obvious. Still no firm date for either building but summer is a target for both.

The parking agreement for 11 park Street has not moved further forward at the moment. One other property in the Village Center changed hands recently and may be a site for a parking garage.

The Hinsdale property has a new owner. Early thoughts are that a four storey building will be built on the site taking reference from the design that did not progress to construction.

No change in the Connector Road world: The Connector Road is moving forward, slowly. It is hoped to have a hearing to review a new alignment proposal by Roger Dickinson, acting on behalf of Bill Kalanges, by a court ordered Commission. No date has been set for the hearing currently.

### **Recommendation**

This is an information only memo. No action required at the moment by the Trustees.



Community Development Department

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://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:** January 12<sup>th</sup> 2021.  
**SUBJECT:** 1 Jackson Street Ground Lease and Possible GMP Easement

### **Issue**

The issue is whether the Trustees wish to know about 1 Jackson Street Ground Lease and Possible GMP Easement


### **Discussion**

1. The former Flexaseal property is under a P&S Agreement. The new owner would like the current Ground lease for parking to be transferred to them. Currently the lease is with the Village Attorney for review. Once we receive feedback from the Attorney it will come to the Trustees for review and approval.
2. Due to development occurring on the Lincoln Inn site and 3 Maple Street, new electrical lines are required. Potential conflicts with existing gas lines and site restrictions provide the opportunity to put new conduit and lines under the Village ROW on Park Terrace and remove two spans of existing overhead lines between 4 Pearl Street and 19 Park Street reducing the visual impact of the lines, and cleaning up the streetscape. GMP's will be entering into a similar agreement with the Village along the Crescent Connector. They have entered in to this type of agreement with other municipalities.

### **Recommendation**

Staff recommend that the Trustees approve moving forward with both of these projects and, when completed and approved by Staff and the Village Attorney, bring the Ground lease and Easement to the Trustees for review and approval.

# Memorandum

**To:** Town Selectboard, Evan Teich, Unified Manager  
**CC:** Village Trustees, Tammy Getchell, Assistant to the Manager  
**From:** Linda Mahns, Administrative Assistant   
**Re:** Informational materials about the March merger vote  
**Date:** January 8, 2021

---

## Issue

The issue is whether the Selectboard will approve the distribution of informational materials about the March vote to consider the Plan of Merger of the Village of Essex Junction and Town of Essex proposed Charter for the merged communities.

## Discussion

If the Selectboard confirms that the March 2021 ballots will have a question about merging the Village of Essex Junction and Town of Essex, they will likely want to distribute informational materials about the vote and the issue.

The document attached for review contains:

- Voter Information for the Upcoming Vote on the Merger Plan for the Town of Essex and Village of Essex Junction.
- Charter & FAQs
- Informational Meeting Monday, March 1, 2021

Materials can, at minimum, be posted on the Town website and the GreaterEssex2020.org website.

## Cost

\$4,733.00 plus the estimated cost of postage to send to all residents: \$1,775.00  
Staff time.

## Recommendation

Staff recommends that the Selectboard approve the distribution of informational materials about the March 2021 vote to merge the Village of Essex Junction and the Town of Essex.



For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## DATES TO REMEMBER & CONTACT INFORMATION

### Voter Information for the Upcoming Vote on the Merger Plan for the Town of Essex and the Village of Essex Junction

In this booklet you will find the proposed charter and frequently asked questions (FAQs) for your information as a resident of the Town of Essex including the Village of Essex Junction.

There is an Informational Meeting Monday, March 1, 2021 at 7:30 pm. Sign up to receive notifications about upcoming meetings at [www.essexvt.org](http://www.essexvt.org).

Due to the pandemic, the Vermont Legislature has authorized mail-in ballots for Town Meeting 2021. You can also vote in person.

- **The polls will be open on Town Meeting Day, Tuesday, March 2nd, from 7 am to 7 pm.**
- Village residents should vote at Essex High School.
- Town outside the Village residents should vote at Essex Middle School.

***If you didn't receive a mailed ballot in November, want to check whether you will receive a mailed ballot, or want to register to vote, please contact the Town Clerk's office at (802) 879-0413.***

**Please reach out to your elected officials to ask your questions!**

| Town of Essex Selectboard   | Village of Essex Junction Trustees  |
|---|---|
| Elaine Haney, Chair <a href="mailto:ehaney@essex.org">ehaney@essex.org</a>        | Andrew Brown, President<br><a href="mailto:abrown@essexjunction.org">abrown@essexjunction.org</a> |
| Patrick Murray <a href="mailto:pmurray@essex.org">pmurray@essex.org</a>           | George Tyler <a href="mailto:gt Tyler@essexjunction.org">gt Tyler@essexjunction.org</a>           |
| Vince Franco <a href="mailto:vfranco@essex.org">vfranco@essex.org</a>             | Dan Kerin <a href="mailto:dkerin@essexjunction.org">dkerin@essexjunction.org</a>                  |
| Andy Watts <a href="mailto:awatts@essex.org">awatts@essex.org</a>                 | Raj Chawla <a href="mailto:rchawla@essexjunction.org">rchawla@essexjunction.org</a>               |
| Dawn Hill-Fleury <a href="mailto:dhillfleury@essex.org">dhillfleury@essex.org</a> | Amber Thibeault <a href="mailto:athibeault@essexjunction.org">athibeault@essexjunction.org</a>    |



For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

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For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## LETTER FROM THE CHAIR OF THE TOWN OF ESSEX SELECTBOARD & PRESIDENT OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

**Dear Essex Residents,**

Over the last seven years the Selectboard and Trustees have worked together to chart a course for the future of our community. As equal partners, we have discussed, researched, and deliberated how best to position the Town of Essex and the Village of Essex Junction for a fiscally and operationally sustainable and strong future. As a conclusion to that work, we believe merging our two municipalities is the best way to achieve a more vibrant, equitable and sustainable community.

Our two communities have come a long way. Since 2014, we have been working together, consolidating services, eliminating duplication, and increasing efficiency. These efforts have already resulted in savings to Essex taxpayers of over \$3 million while maintaining the high level of services residents expect. The majority of the Selectboard and Trustees strongly believe that becoming one, unified Essex will continue that success and make our community stronger.

This booklet contains the culmination of our work. With the guidance of input from hundreds of Essex residents throughout the Town and Village—through surveys, focus groups, public meetings, and feedback from scores of individuals—together the boards drafted a new charter for a unified Town of Essex that has an unincorporated Village of Essex Junction within it for the voters to review and vote upon.

We also obtained guidance on the charter from attorneys specializing in municipal law, and statewide authorities including the Vermont Department of Taxes, the House Government Operations Committee of the Vermont Legislature, and its Legislative Council. Our focus all along has been drafting a charter that provides the best opportunity for each of our almost 22,000 residents to be fairly represented and to pay equally for our high quality municipal services.

In November, Village residents voted overwhelmingly in favor of a similar version of the charter for a unified Town of Essex. Over 70% of Town voters living in the Village approved merging the Village and the Town. Now, as required by state law, the entire Town will vote, including our Village residents, on whether to merge our two governments. If this vote is positive the merger plan will go to the State Legislature for ratification.

In this booklet you will find the official merger charter, as well as a summary of the charter in less “legalese” language. There is detailed information (including charts and tables) about taxation, a visual timeline, and answers to many frequently asked questions that we have gathered from residents at meetings, in surveys, and online. At the request of residents there is also a list of the many pros and cons of merger for voters to consider. This booklet has been mailed to every household in Essex to ensure that all residents have all the information they need to vote on the merger charter.



# GREATER ESSEX

For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

## LETTER FROM THE CHAIR OF THE TOWN OF ESSEX SELECTBOARD & PRESIDENT OF THE VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

Due to the pandemic, the Vermont Legislature has authorized mail-in ballots for Town Meeting 2021. You will receive your ballot in the mail by February 5 2021. **Just like in the November election, please fill it out and return it to the Town Clerk's office at 81 Main Street by March 1, 2021.** You can also vote in person.

- **The polls will be open on Town Meeting Day, Tuesday, March 2nd, from 7 am to 7 pm.**
- Village residents should vote at Essex High School.
- Town outside the Village residents should vote at Essex Middle School.

**If you didn't receive a mailed ballot in November, want to check whether you will receive a mailed ballot, or want to register to vote, please contact the Town Clerk's office at (802) 879-0413.**

**Prior to the vote there will be two public hearings about the merger charter. These meetings will be online on February 1, 2021 and February 16, 2021, both at 6:30 pm.** Also, printed copies of this booklet containing the proposed new charter are located outside of the Village Office at 2 Lincoln Street, outside the Town Office at 81 Main Street, and online at [www.EssexVT.org](http://www.EssexVT.org), [www.EssexJunction.org](http://www.EssexJunction.org), and [GreaterEssex2020.org](http://GreaterEssex2020.org).

**There will be an informational Town Meeting on Monday, March 1st at 7:30 pm.** Because Town voters in November voted to approve the budget via Australian ballot (that is, approving the budget at the polls rather than by voice vote at Town Meeting), the March 1st meeting will not include any voting. It will feature presentations about the FY2022 budget and about merger, with opportunity for public questions, but there will be no voting at the meeting. **Voting will happen the next day, March 2nd.**

Thank you to every resident who has participated in the merger conversation. Please don't hesitate to reach out to any Selectboard member or Trustee with your questions.

*Elaine Haney*

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**Elaine Haney**  
Chair, Town of Essex Selectboard

*Andrew Brown*

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**Andrew Brown**  
President, Village of Essex Junction  
Board of Trustees





For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## PROS & CONS OF MERGER

There have been lots of rumors and assumptions about how merger would affect Village and Town residents and unfortunately, misinformation has distorted the facts. Some have even said they believe that the other side must “give up something” before they’ll vote yes on merger.

The truth is that with merger there is give and take, the benefits outweigh the negatives, and all residents in both the Town and Village will give up some things but also gain some things.

This list of “gains and sacrifices” --the pros and cons--puts into perspective the things that aren’t great about merger alongside the things that actually are really good. While residents must make their own decisions about merger, this list will hopefully help everyone understand that merger is not the huge negative some are making it out to be. It’s actually an important step forward for our community towards a future that’s more equitable, affordable, and sustainable.

### What is the Village giving up?

**Their government.** Under merger, the Village Board of Trustees and Village Planning Commission would be dissolved. (The Village’s state Downtown Designation would remain.)

**Priority for certain services.** Once merged, there would not be any committees that only Village residents get to serve on or services that only Village residents get to use. Village residents would no longer have first pick of EJRP programming and Town outside the Village (TOV) residents would be eligible to become elected board members of the Brownell Library board of trustees.

**Their autonomy.** The Village budget would no longer exist as something only Village residents could vote on. There would be only a single Town budget covering expenses for the entire Town, including the Village, that all Town residents would vote on. All ballot initiatives, including the budget, would be Town-wide votes. Village residents would no longer vote twice on ballot items.

### What is the Village gaining?

**Lower taxes, temporarily.** Municipal property taxes for the average Village property (with a house valued at \$280K) would see an annual decrease of ~\$40 for 12 years. However, there would still be regular annual tax increases based on community need. After 12 years, the merger-related tax reduction would end and only regular annual increases would occur. After 12 years Village residents would pay approximately the same tax rate as TOV residents.

**Tax equity.** Village residents would pay taxes to only one municipality, not two. Village residents would no longer pay taxes to the Town for services they do not receive or for services they already tax themselves for.

**Predictable representation.** For the first time ever, Village residents would have their own representatives on the Town Selectboard, elected only by people who live in the Village.



### What is the Town outside the Village giving up?

**Higher taxes, temporarily.** Municipal property taxes for the average TOV resident (with a house valued at \$280K) would see an annual increase of ~\$26 for 12 years. This would be on top of regular annual tax increases based on community need. After the 12 years, the merger-related tax increase would end and only regular annual increases would occur. After 12 years TOV residents would be paying approximately the same tax rate as Village residents.

**Shared responsibility for all capital projects.** After the 12th year of merger, TOV residents will share with Village residents the full cost and responsibility for all capital expenditures Townwide.

### What is the Town outside the Village gaining?

**Predictable representation.** For the first time ever, TOV residents would have their own representatives on the Town Selectboard, elected only by people who live in the TOV district.

**Equal access.** For the first time, all TOV residents would be able to use EJRP recreation services and programs without paying extra for them and without waiting for Village residents to sign up first. This includes swimming lessons, camps, and childcare.

**More say over spending Townwide.** For the first time, TOV residents will have a say on total Town expenditures and services. TOV residents will be able to vote on budget expenditures, projects, and any other ballot questions related to the entire Town, including the Village.

**More input into planning and development.** TOV residents will have input on development in the entire Town, including the Village downtown.

**Better, less expensive childcare.** Under merger the EJRP childcare program, which is 5-star and state certified, would expand to serve the entire community and would cost less. Currently the Town contracts for childcare services with the YMCA, which is not 5-star and costs more than EJRP.

### What is everybody giving up?

**Potentially longer wait times for infrastructure projects.** TOV and Village infrastructure projects would be merged into a single capital project list, and priority projects would be selected from this prioritized list.

### What's not changing?

**Services.** Residents will still have plowed roads, police and firefighters, open libraries, clerk services, park maintenance, cleaned culverts, wastewater systems, and all the other amenities we currently enjoy. However, Town staff and the Selectboard will continue to review and adjust services to meet resident needs while maintaining a fiscally responsible budget.

**Our identities.** The Village of Essex Junction will be known as Essex Junction and the Town of Essex will remain the Town of Essex.



### What is everybody gaining?

**One government.** No more doubles of municipal departments, less confusion, one set of services paid for equally by everyone. One governing body and one community direction.

**More transparency.** Only one budget and one board means less confusion and more clarity about the municipal budget and policies.

**One set of ordinances.** Essex Police will not have to enforce two different sets of laws.

**Same day voting for everything.** You'll be able to vote on one, single day for the Town budget, Town-elected offices, and the EWSD budget. No more voting 3 - 5 different times every year.

**Australian ballot budget voting.** Everyone will be able to vote on the budget at the polls, instead of having the merged community's \$18M+ budget approved by a small group of people attending Town Meeting.

**Informational Town Meeting.** Town Meeting will still happen, but the voting will be at the polls the next day or by absentee ballot. So if you can't make it to Town Meeting, you can still vote.

**One land development code.** A single, consistent land development code means predictability and stability for businesses—those now located in Essex and those thinking about moving here.

**More organized, consistent planning.** One Planning Commission and a new Development Review Board will allow for consistent planning Townwide, with all residents able to participate.

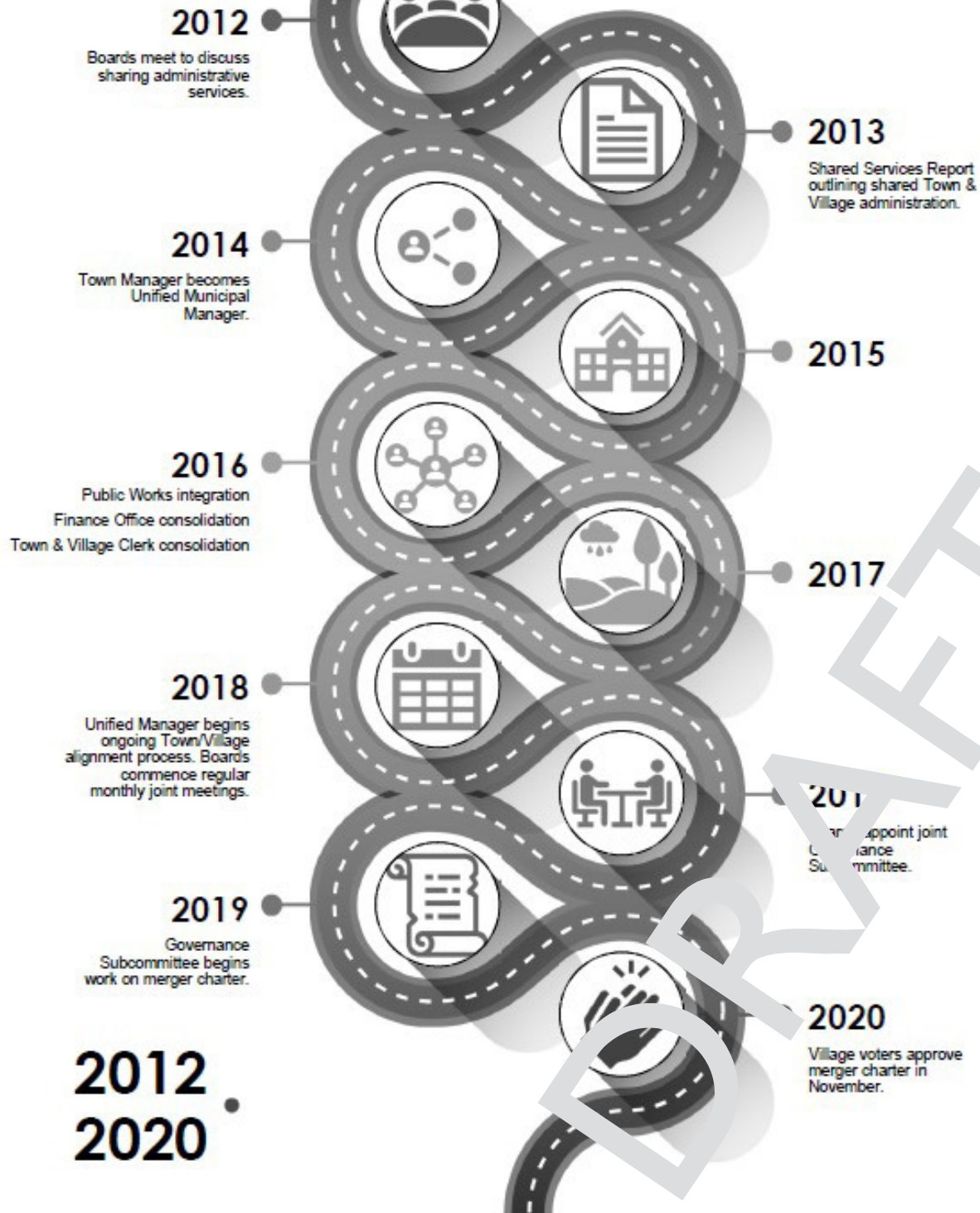
**One community setting its course together on a host of issues:**

- Ensuring racial justice, equity, and safety
- Becoming a welcoming and inclusive community
- Housing that meets the needs of our entire community
- Community and economic development
- Preservation of open space and stewardship of the environment
- First-class recreational facilities
- Building resiliency and sustainability

**The respect of Vermonters.** After decades of being seen as unable to get along, Essex residents would become a model for how communities can work together to resolve their differences.



## Town & Village Consolidations







For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## HISTORY, TAXATION & DISTRICTS

### How did we get here?

Since 2014 the Town and Village have been sharing and consolidating services in an effort to save taxpayer dollars, improve efficiency and eliminate duplication. Between 2014-2019, together we have saved over \$2.8 M. Please refer to the timeline on page 8 to see what we have done so far with regards to consolidation.

The minutes of the Selectboard and Trustees joint meeting on June 14, 2018 show that *“all members of the boards, at joint meetings on April 25 and May 14, have said they would like the current consolidation efforts to result in end goals of one community/municipality, one legislative body with equal representation, one budget and one tax rate.”* At that same meeting the boards unanimously agreed to appoint two members each to a Governance Subcommittee to “research governance issues for consolidation.”

#### The appointed members of the Subcommittee were:

- Irene Wrenner, Essex Selectboard
- Max Levy, Essex Selectboard
- Elaine Haney, Essex Junction Trustees
- George Tyler, Essex Junction Trustees

#### Their key tasks as directed by both boards were to:

1. Develop criteria for researching and assessing different forms of governance for potential reorganization/integration of Town and Village governments.
2. Recommend governance model(s) to the Selectboard and Trustees.

### How did you end up choosing merger?

The Subcommittee met multiple times between June 2018 and March 2019. In total the Subcommittee vetted 13 different scenarios and discussed them at length with counsel. The scenarios involved multiple models with various board configurations and charters; overlay districts; forming a city; and separation (more thorough descriptions of the scenarios are available in the [minutes from November 14, 2018](#)).

#### When conducting their research, the Governance Subcommittee agreed to a set of criteria that they used to assess multiple models of governance.

- |                                       |   |
|---------------------------------------|---|
| • Better integrated planning          | • Eliminate duplication   |
| • Better relations                    | • Equal representation  |
| • Better transparency                 | • “Eventual” single tax rate  |
| • Diversify tax base                  | • Improves communication  |
| • Economic and overall sustainability | • Maintain a high level of service  |
| • Maintain Heart & Soul values        | • Speaking with one voice, and having a seat at the table in relevant issues and bodies |
| • Maintain public safety              | • Tax equity  |
| • Makes public participation easier   |   |
| • Makes voting easier                 |   |
| • Preserve identity                   |   |



The Subcommittee assessed each potential governance model using the above criteria and determined that three models met the majority of them. The Subcommittee recommended these three possible governance models for further analysis to the full Selectboard and Trustees on April 9, 2019:

1. A unified town charter model
2. A 'special district' model
3. A 'modified status quo' model

Governance Subcommittee efforts continued, with a change in membership in 2019. The new membership was:

- Andy Watts, Essex Selectboard
- Max Levy, Essex Selectboard
- Raj Chawla, Essex Junction Trustees
- George Tyler, Essex Junction Trustees

### Gathering public input

From May 2019 through March 2020 the Governance Subcommittee turned to public outreach. Working with local market research firm KSV, they conducted community surveys and focus groups.

Survey results showed strong support for merger in the Village (Rep. Dist. 8-2) and moderate/negative support in the Town outside the Village (Rep. Districts 8-1 and 8-3). But many Town outside the Village respondents said they might favor merger contingent on 1) more information, and 2) assurance of designated seats for the Town outside the Village on the elected board.

Based on these findings, the Selectboard and Trustees tasked the Governance Subcommittee with developing a merger charter. When developing the draft charter, the Subcommittee changed its recommendation for an all "at-large" elected body to a Town/Village voting district model to address the preference for district representation.

Survey results also showed strong support for a gradual step-up to a single tax rate, with the majority of Town outside the Village residents supporting a 10-12 year timeframe.

### Four challenges for merger

Based on the results of the survey the Governance Subcommittee proceeded with developing a draft merger charter. The biggest challenges were to:

1. Integrate the \$3.5 M Essex Junction budget with the \$15 M Essex Town budget **AND**
2. Maintain the high level of municipal services residents expect and pay for **AND**
3. Achieve eventual tax equity **AND**
4. Preserve the identities of the Town and Village.

Currently, the Town of Essex levies taxes on all properties in the Town outside the Village and in the Village of Essex Junction to pay for Town expenditures. Essex Junction levies taxes only on properties in the Village to pay for Village expenditures.



Consolidating the Town's expenditures and the Village's expenditures into a single operating budget with a uniform, community-wide tax rate (that is, distributing the cost of Village expenditures throughout the community instead of just in the Village) all at once would result in approximately a **\$325 property tax increase on the average home in the Town outside the Village valued at \$280,000**. This increase would not be one-time. It would be built into all future Town budgets.

Such a dramatic tax increase on properties in the Town outside the Village could compel the newly consolidated Town/Village elected board to cut costs that could jeopardize the foundational aim of merger to maintain a high level of services and preserve Town and Village identities.

## **A gradual step-up is necessary and preferred.**

Town outside the Village survey respondents indicated they preferred a gradual, 10-12 year step-up to accomplish tax equity. Town staff recommended incrementally adding the cost of Village expenditures to the Town budget over 12 years, which is also how long it will take for the current Village bonded debt to be paid off (by Village taxpayers only). The Selectboard and Trustees agreed that tying the overall taxation step-up period to the Village's debt payment period would prevent a sudden and dramatic increase to taxes for Town outside the Village residents while allowing the Village to keep paying off its debt on schedule.

There are benefits to the gradual phasing-in of Village costs to the Town general fund over 12 years:

- The annual cost to the average Town outside the Village property owner (valued at \$280K) goes from approximately \$325 all at once to about \$26 per year for 12 years.
- Grand list growth (the value of total taxable properties) will help buffer the financial impact on current property taxpayers. The Town grand list grows annually at an average rate of 1%.
- Consolidation of Town/Village services from 2014-2020 resulted in overall cost savings of approximately \$3 M. Gradual consolidation of services after merger is very likely to provide additional savings by continuing to reduce costs.
- After merger, Town outside the Village residents will have more "say" in how Village services operate. "Town versus Village" perceptions of how services are provided will evolve into an overall sense of ownership and sharing.

## **Why do we need special taxing districts?**

Designating "special districts" in the transition portion of the merger charter (the first 12 years after merger) provides a clear, durable, and legal mechanism for paying down debt and phasing in costs. Special districts can only be modified or eliminated by a charter change, which must be voted on by the community and approved by the Vermont Legislature, which means the Selectboard cannot on its own simply change the number of years. The charter cannot specify dollar amounts to be raised or spent by the elected board. But it gives the board authority to levy a special tax within a district to pay for a specific purpose.



The merger charter includes five special districts:

1. **Debt Repayment District:** This district must be established to limit the repayment of the Village's bonded debt to only Village residents. This district does not affect the cost of merger.
2. **Tax Reconciliation District:** This district allows the Town to assess different tax rates to the Village in order to phase-in the cost of Village expenditures. This district does not affect the cost of merger.
3. **Sidewalk District:** This district allows the Town to raise taxes from Village residents to pay for the same level of sidewalk maintenance in the Village that Village residents are currently paying for (estimated at \$125K/year). This district reduces the cost of merger to Town outside the Village residents slightly.
4. **Capital Improvement District:** This district allows the Town to raise taxes from Village residents to enable some Village capital projects to be funded solely by Village taxpayers (the future Selectboard could add more projects to further reduce cost of merger to Town outside the Village residents.). This district reduces the cost of merger to Town outside the Village residents slightly.
5. **Downtown Improvement District:** This district allows Village residents to continue paying to facilitate the Village Redevelopment Program. This district does not affect the cost of merger.

The Sidewalk and Capital Improvement Districts together reduce the cost of merger to Town outside the Village residents by another approximately \$1-3 per year below the estimated \$26 per year for the average property of \$280K.

### What happens after 12 years?

At the end of the 12-year merger transition period, all special districts would cease to exist. The elected board would lose the authority to raise a specific Village-only tax to pay for a Village-only expenditure.

1. **Debt Repayment District:** After 12 years the Village debt would be retired. This district cannot be renewed.
2. **Tax Reconciliation District:** After 12 years the Village budget will have been entirely phased into the Town general fund and the tax rate should be equal for all at this point. There would be no reason to reestablish this district.
3. **Sidewalk District:** The additional cost and additional service for Village sidewalks would come to an end. The elected board and community could seek to continue the district and/or expand the district to include other areas of the Town, which would require a charter amendment and community vote. (Please refer to the FAQ on page 20 about the Sidewalk District for more information.)
4. **Capital Improvement District:** The costs of Village-only projects designated at the beginning of merger would be paid off. Going forward, costs of all capital projects, both Town and Village, would be paid by all taxpayers, as Town capital projects are currently paid.
5. **Downtown Improvement District:** The elected board's taxing authority for a specific Village downtown improvement fund would end.





For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## TAXATION PLAN EXPLAINED

### Taxation Plan for Merger of the Town of Essex with the Village of Essex Junction

The information below is meant to explain the taxation plan that is included in the plan of merger that would bring the entire Essex community to one tax rate over a period of 12 years.

#### What is the current tax rate structure?

This chart shows the current tax rate structure with FY2020 rates. It is broken down into the Town Outside the Village (TOV) and the Village, with Town-wide tax rates shown in both columns. The bottom line shows that the TOV residents' overall tax rate is 0.5396 while the Village's is higher, at 0.8592.

| Current Tax Rates & Structure | Town Outside the Village (TOV) | Village       |
|-------------------------------|--------------------------------|---------------|
| Town General Tax              | 0.5067                         | 0.5067        |
| TOV Highway Tax               | 0.0110                         | —             |
| Town Capital Tax              | 0.0200                         | 0.0200        |
| Tax Agreements                | 0.0019                         | 0.0019        |
| Village General Tax           | —                              | 0.3206        |
| Village Economic Dev. Tax     | —                              | 0.0100        |
| <b>Total</b>                  | <b>0.5396</b>                  | <b>0.8592</b> |

Merger means that these two different levels of taxation must meet somewhere in the middle. This requires the lower rate to rise as the higher rate falls. To get to one tax rate, through merger the rates in this chart that only appear in one column will be eliminated (the bolded boxes) or distributed across the entire community (the gray box). That includes the TOV Highway Tax, the Village Economic Development Tax, and the Village General Tax.

#### The following assumptions apply:

1. The first year of the 12-year merger transition starts July 1, 2022 (FY2023).
2. TOV Highway Tax and the Village Economic Development Tax (the bolded boxes) are both eliminated in year 1.
3. The Village and Town budgets become one budget with multiple funding sources in FY2023.
4. The amount previously raised by the Village General Tax (the gray box) is frozen and integrated incrementally over 12 years into the Town General Fund. This amount is raised annually from the Village-only grand list until it is phased out.

*NOTE: This amount is frozen only for the purposes of this exercise, to isolate the actual costs of merger. Over the course of 12 years there will still be annual increases to the budget due to the increasing cost to run a municipality. Therefore, the increases/decreases shown below are **approximate**.*

5. Village debt remains with the Village-only grand list until it is paid in FY2035. (12 years aligns with the termination of the Village's debt payments.)



6. The projected future expenses for debt are actual debt numbers based on current outstanding debt for the Town and Village. These steadily decrease over time and sunset in FY2034 for the Town and in FY2035 for the Village. The Town debt is for the police station bond and the renovation of the Town offices. The Village debt is for road construction and repair.

## How much will my taxes change as a result of merger?

In order to show the taxation changes related to merger, the figures below are frozen at FY2020 grand list and budget amounts. Annual growth in both the budgets and the grand list are assumed to be 0% only for the purposes of this exercise. This way the 12-year distribution of the Village General Fund tax revenue can be separated out.

Using FY2020 numbers, in order to eliminate the Village General Tax, a total of \$3,242,862 would be absorbed into the Town-wide tax rate incrementally over 12 years. *(This amount does not include Village debt, which will remain with the Village taxpayers until paid off in FY2035.)* The total impact of absorbing that amount into the entire grand list is as follows:

| Property Value | TOTAL Tax Increase/(Decrease) |           |
|----------------|-------------------------------|-----------|
|                | Town Outside the Village      | Village   |
| \$280K         | \$329                         | (\$487)   |
| \$350K         | \$412                         | (\$609)   |
| \$500K         | \$588                         | (\$871)   |
| \$1M           | \$1,176                       | (\$1,741) |

The amounts in the above table show the TOTAL approximate tax increase/decrease of merger. The following table shows those total amounts for different property values in the TOV and the Village spread out over 12 years.

| Property Value | ANNUAL Tax Increase/(Decrease) OVER 12 YEARS |         |
|----------------|--|---------|
|                | Town Outside the Village                     | Village |
| \$280K         | \$26   | (\$43)  |
| \$350K         | \$33   | (\$54)  |
| \$500K         | \$46   | (\$77)  |
| \$1M           | \$93   | (\$154) |



### Will increases in the Town budget and the grand list change these numbers?

Yes. Remember, the figures above are frozen at FY2020 levels just for the purpose of identifying the changes to taxation caused by merger. The Town budget and the grand list will not remain frozen. Though it's not possible to know exactly how these numbers will change in the future, we do know what the overall impact of those changes will be. Grand list growth alone would decrease these numbers. Budget growth alone would increase these numbers. It is expected that both the Town budget and the grand list will grow, causing slight changes to these numbers year-to-year.

### What else could be done to reduce the tax impacts of merger?

New, non-property tax revenue and reducing expenditures are two ways the taxation changes could be impacted:

- **New revenue, like a local option tax, would decrease the reliance on the property tax.** It would free up capacity in the existing property tax rate to absorb more of the transition, without increasing taxes. A local option tax could replace the funds Essex taxpayers currently pay towards capital by approximately \$1M annually. The resulting decreased reliance on property taxes would then be used to help ease the 12-year taxation transition. A local option tax is not part of the merger plan, but is a separate initiative voters could consider as a way to further reduce the financial impact of merger.
- **Increasing current non-tax revenues such as fees for services** would result in some additional revenue but would not make a noticeable difference because fees for services are a small part of the revenue budget.
- **Reduce expenditures or keep budget increases to a bare minimum**, outside of certain budget increases that can be expected each year as a result of contractual obligations, the cost of winter road materials, the cost of paving, and the cost of utilities. Increasing efficiency, eliminating duplication, and budgeting responsibly will continue to be goals to reduce overall expenditures.



For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## TAXATION CHANGE TABLES

### TOTAL Merger-Related Taxation Changes

What is the TOTAL impact of taking the amount raised by the Village general tax and spreading it over the entire grand list?

| Property Value | Town Outside the Village | Village   |
|----------------|--------------------------|-----------|
| \$280k         | \$329                    | (\$487)   |
| \$350k         | \$412                    | (\$609)   |
| \$500k         | \$588                    | (\$871)   |
| \$1M           | \$1,176                  | (\$1,741) |

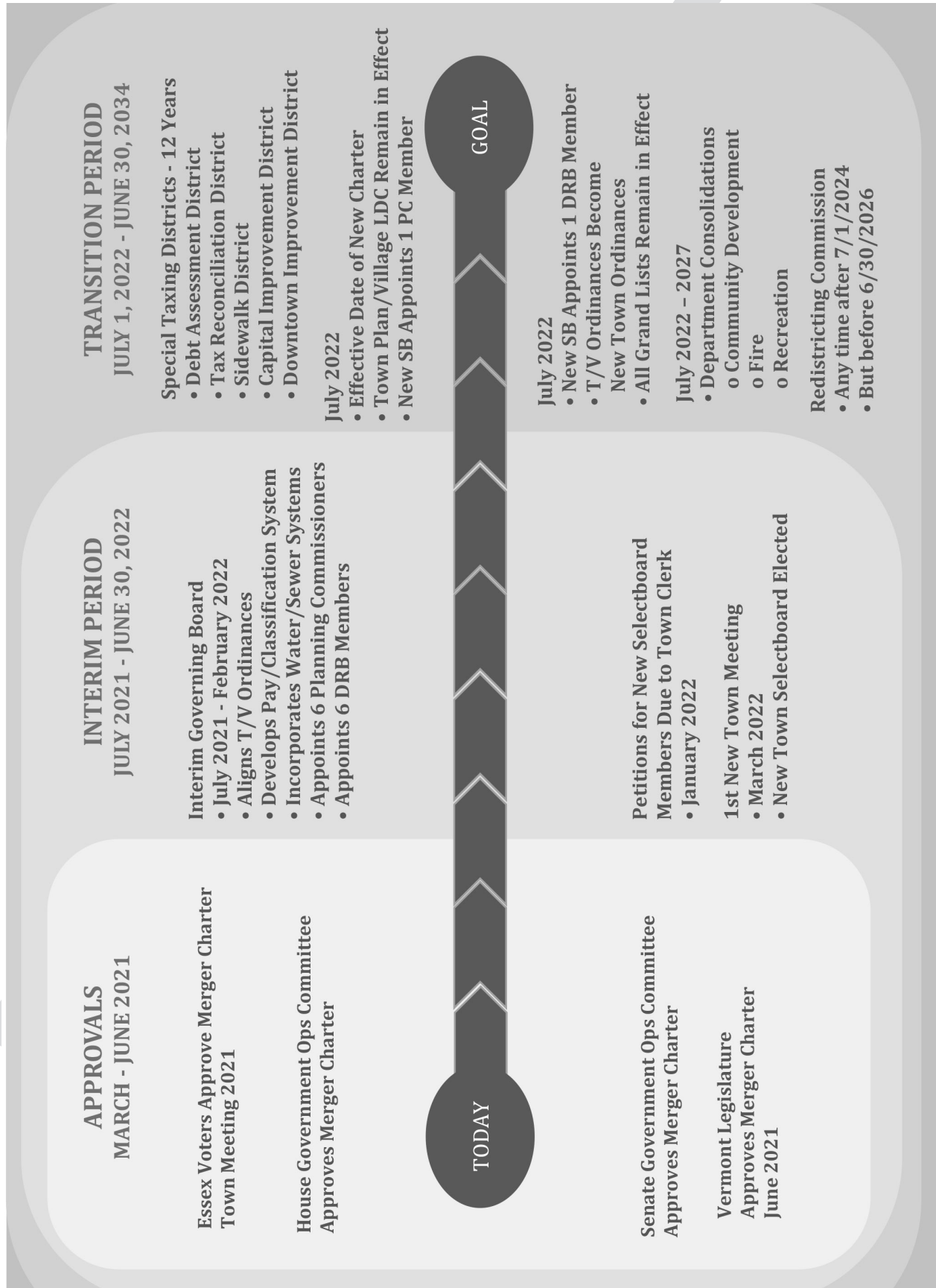
### ANNUAL Merger-Related Taxation Changes

| Town Outside the Village |        |        |        |        |        |        |        |        |         |         |         |         |                    |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|--------------------|
| Year 1                   | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Ave. over 13 years |
| \$11                     | \$24   | \$24   | \$24   | \$24   | \$24   | \$24   | \$24   | \$24   | \$24    | \$24    | \$24    | \$52    | \$25               |
| Village                  |        |        |        |        |        |        |        |        |         |         |         |         |                    |
| (\$20)                   | (\$35) | (\$34) | (\$34) | (\$34) | (\$34) | (\$34) | (\$35) | (\$34) | (\$35)  | (\$35)  | (\$34)  | (\$73)  | (\$36)             |

The total change is an increase of approximately \$330 for Town Outside the Village and a decrease of approximately \$470 for the Village.



## MERGER TIMELINE







For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## FREQUENTLY ASKED QUESTIONS (FAQs)

These are questions from residents gathered from social media, communications to board members, comments on surveys, and more.

### ***I received a ballot in the mail asking if I approve the Plan of Merger between the Village and the Town. What is it for and what does it mean?***

The Town of Essex Selectboard, the governing body of the Town of Essex, is asking Town voters if they want to merge the Town government with the government of the Village of Essex Junction.

All Village residents are citizens of two governments, the Essex Junction government and the Essex Town government. Therefore, Village residents are represented by both the Village Trustees and Town Selectboard, and are taxed by both municipalities. Town residents who do not live within the Village of Essex Junction are represented solely by the Town Selectboard, and pay taxes only to the Town of Essex.

The “Plan of Merger” refers to a municipal charter, a legally binding, founding document. The charter describes how the merged community will be governed and how elections will be held, among other things. If voters approve the Plan of Merger, the Vermont Legislature must then approve the new charter before it can become legally binding.

### ***Village voters already approved the merger charter. Do Town of Essex voters also need to approve the merger charter?***

Yes. The Town of Essex Selectboard has approved putting a merger question on the ballot for Town Meeting 2021 and will put it before Town voters, including Village voters, asking them if they wish to merge and form a new government with the Village of Essex Junction.

If approved, the two plans of merger – the Village’s and Town’s – would then be sent to the Vermont Legislature for approval. The two plans would then be consolidated into a single plan and new municipal charter. In Vermont, the Legislature controls municipal charters and can approve, amend, or reject charters independent of the outcome of local voting.

### ***The Village voted on this in November. Why did the Town delay sending our merger ballots until 2021?***

The Selectboard needed more time to complete its deliberations on the merger charter. In addition, the Selectboard asked the Legislature to clarify its feedback from May of 2020 regarding the voter-backed proposal to change the current Essex Town Charter to create a six-member Selectboard, with three members elected from inside the Village and three from outside the Village. The Selectboard had hoped to receive an answer from the Legislature before finalizing the merger charter. The Legislature has not provided direction on that question yet; it is anticipated they will discuss it in January 2021 when the new legislative session begins.



### ***Is the Town's plan of merger different from the Village's plan of merger?***

Yes. There are several minor differences between the two merger charters, and one major difference: the Selectboard version includes an even-numbered governing board, while the version Village voters approved includes an odd-numbered board. But that doesn't mean merger can't happen. The differences between the two versions can be reconciled by the Legislature.

### ***What happens if Town voters don't approve merger?***

If Town voters do not approve the merger charter, then the status quo continues, with no changes to taxation for Town outside the Village residents, and with Village residents continuing to pay taxes to both the Village and the Town. The Trustees and Village residents would consider alternative scenarios, including some form of status quo, although the Selectboard would continue to work with the Trustees to equalize the tax disparity between the Village and Town. The citizens of the Village may also decide to explore separation of the Village of Essex Junction from the Town of Essex and consider which services, if any, they wish to continue sharing with the Town.

### ***If merger does not pass and if separation is considered, would the schools also separate again?***

No. The Essex Westford School District is its own municipality, unrelated to the Town or Village and regulated by the state.

### ***What's a brief description of what taxation will look like for merger, separation, and status quo?***

**Merger:** Over a 12-year period, taxes levied on all properties will be equalized. This means that after 12 years an average \$280,000 property in the Village will pay the same amount in property taxes as a \$280,000 property in the Town outside of the Village. Over the 12-year period, taxes on a \$280,000 property in the Village would gradually go down by about \$30 per year, and taxes on a \$280,000 property in the Town outside the Village would go up about \$26 per year. Properties worth more than the average would see a larger increase/decrease, and properties worth less would see a smaller increase/decrease. After 12 years, the merger-related increases and decreases would stop.

**Separation:** It is not known what exactly will happen to taxes under separation because there are too many changes to services and decisions to be made in order to know for sure. Some calculations have been made by Town staff but they are very basic and include many assumptions that can all change.

**Here's what's known:** The Village grand list is 42% of the total grand list of the Town. If the Village were to become a completely separate municipality, it would keep all its property tax revenue to pay for its own services and no longer pay taxes to the Town. This would mean the Town would lose up to 42% of its annual property tax revenue, unless it continues to contract out for services with the (now separated) Village or other municipalities. If the Town lost that much revenue immediately, it would not be able to maintain its current level of services and would have to make some very serious and difficult choices: cut services, raise taxes, or most likely both.



## FREQUENTLY ASKED QUESTIONS (FAQs)

However, if separated, the Village would not necessarily save 42%. The Village would still need police protection and other essential services, like a clerk and a finance department, for example. The 42% the Village would no longer pay to the Town would have to be spent on getting those services from somewhere else or creating them in Village government. It's possible the Village would still partner with the Town to maintain some of these services, instead of creating new arrangements. If the Village and Town were to continue partnering on some services, the Town would most likely see an 18-24% increase in taxes. The Village would save the 42% usually given to the Town, but based on additional services it would have to establish, it would ultimately see only a small reduction in taxes.

**Status Quo:** Not changing anything means neither merger nor separation happens, and the Village and Town continue to share services. The Village would still have to pay extra taxes to the Town, so the tax inequity would continue. Going forward, the Town could work with the Village to find ways to share its tax revenue more equitably in areas it historically has not, like capital spending on road repairs and equipment. The Village and Town could continue to look for ways to equalize taxes over time. This would be similar to merger, but it would be dependent on the Town Selectboard's direction, which can change. It is also much more complicated and stressful for staff to maintain the status quo. It is less transparent, doesn't eliminate all duplications, and prevents both communities from moving together towards a shared vision.

### ***What happens after the 12 years?***

Over the 12-year period as the tax rates equalize, the Selectboard would work to:

1. Address the sidewalk district: During the 12-year transition period the Town would levy a special tax in the Village to help pay for the higher levels of sidewalk plowing and maintenance that it receives. But this special tax would end after 12 years unless the community wishes to continue it or expand it into the Town.
2. Continue debt reconciliation: During the 12-year transition the Village would pay off its residual bonded debt. The last payments would be in the 12th year (FY2035), eliminating the district and ending taxation for that purpose.
3. Maintain the capital district: During the 12-year transition the Village would also be considered a capital improvement district, which would allow the Town government to charge Village residents some additional tax for capital expenditures (infrastructure repair and large equipment, for instance) without impacting taxes in the Town. This will allow the Selectboard to limit some of the financial impact of transferring the Village's expenditures into the Town general fund budget over that-12 year period.

Towards the end of the 12-year period there will be decisions to be made. The Selectboard could choose to:

1. Taper down the amount levied on the Village over the last few years until the last year is a manageable amount to be absorbed into the entire Town budget in the last year. **Or,**
2. Tax Village residents the full amount for 12 years but address the entire amount being added into the Town budget in the 13th year. **Or,**
3. At the 13th year decide whether the entire remaining amount is needed by reducing the it or eliminating it altogether.





## FREQUENTLY ASKED QUESTIONS (FAQs)

There could be other options to address the 13th year but the important thing to know is that the Selectboard, as that 13th year approaches, will have the ability to take steps to ensure that last year does not have a significant financial impact on residents.

At the end of 12 years all these special districts/tax arrangements would cease and all Village expenditures would be paid for community-wide from the Town general fund.

### ***Is there a guarantee of a 12-year phase-in? Could the Selectboard shorten that time period or increase the number of years?***

The merger plan includes a 12-year phase-in plan to equalize taxes. This phase-in plan is an official part of the charter, and it would take a charter change approved by the entire community to change the terms of that agreement. That means the Selectboard could not unilaterally extend the 12 years – they would need voter approval. In addition, even if the voters did vote to change the 12-year term, the Legislature must approve any charter change. It is unlikely that the Legislature would approve a charter change that would economically harm a significant part of a municipality.

### ***What else does merging entail?***

In addition to the taxation plan there are still some departments to be consolidated: community planning, fire, and parks and recreation. All Town and Village employees would become employees of the new Town and many of our operations will be combined. Village and Town ordinances and land development codes and municipal plans will need to be combined.

### ***Is separation an option right now? What would separation mean for the Essex Police Department and Essex Rescue?***

The Selectboard and Trustees agree that merger is the best option. Therefore neither is pursuing separation. Separation does not provide as many benefits to the community as merger.

Essex Rescue is a standalone nonprofit organization, not a Village or Town department; the Town contributes financially to it on behalf of all residents. The Essex Police Department is 100% funded in the Town budget, which means the cost is levied equally against all Town and Village residential and business properties. If separation occurred, the Town and the newly separated, independent Village would have to negotiate whether the Village would “purchase” police services from the Town or pursue other options like contracting with the Vermont State Police, creating its own police department, or contracting for protective services with a neighboring community.

### ***What will happen to Town and Village ordinances if we merge?***

The Village Trustees have authority to pass ordinances for Essex Junction. The Town Selectboard has authority to pass ordinances for the area of the Town outside the Village. However, many of the Town and Village ordinances are the same. There are some significant differences; for example, it is illegal to discharge



# GREATER ESSEX

For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

## FREQUENTLY ASKED QUESTIONS (FAQs)

a firearm anywhere within the Village; the Town has zones where firearms discharge is legal. As part of the merger process, the ordinances of both the Town and Village would be aligned to ensure that all differences are reconciled.

### ***Will any positions be cut in order to save tax dollars?***

The Town Selectboard and Village Trustees made a commitment at the outset of merger discussions that there would be no reduction of current service levels due to merger. Because service levels generally are proportionate to staffing levels, this means there are no anticipated staff cuts as a result of merger. However, over time, organizations change, as do their priorities and funding abilities. It is likely that as the two municipalities come together, the Manager will assess service needs and reorganize resources as positions become vacant, or employees retire.

### ***Why not cut spending to equalize taxes? Why raise taxes on the residents in the Town?***

The Selectboard has decided not to “promise” specific tax cuts but instead has focused first on the efficiencies and elimination of duplication that merger would bring about. If merger is approved by voters, the process of integrating departments and services would include the review of expenditures for additional savings.

### ***Why does the Village need its own sidewalk district? Can the sidewalk district be expanded to include parts of the Town? What happens to the sidewalk district at the end of the 12 years? Who has more sidewalks, the Village or the Town outside the Village?***

Historically, the Village has had a robust sidewalk plowing plan. Almost every sidewalk in the Village gets plowed after every storm. This is because, up until 2017, the Village did not have busses to take kids to school. The sidewalks needed to be plowed throughout the Village so that all the kids could walk to school. That practice continues to this day because it is the level of service Village residents expect and pay for, and many Village children still walk to school. In addition, the Village puts a high priority on safe and walkable neighborhoods. It's estimated, the cost of this service in the Village is about \$125,000 per year.

The Selectboard and Trustees agreed it was very important to find ways to reduce the tax impact of merger on residents in the Town outside the Village. One way was for Village taxpayers to continue paying the cost of Village sidewalk maintenance, and not have Town outside the Village residents pay for it. The sidewalk district was suggested to allow the merged Town to levy that tax just on residents inside the Village to cover those costs. The sidewalk district is a concession—something Village residents are willing to continue paying to make it easier for Town outside the Village residents to afford merger.

In the charter, the sidewalk district ends after 12 years. At that time, the Selectboard can decide whether to continue the district, expand it to include more neighborhoods, or end it. Expanding the district would involve studying the new areas to include to understand the costs of delivering that service—especially equipment and manpower needs—and setting policy for how the Town would add new areas to the district. The desire to



## FREQUENTLY ASKED QUESTIONS (FAQs)

increase interconnectivity for pedestrians and to reduce the overall cost of plowing are two reasons why the district could be expanded.

The Town outside the Village has 53.6 miles of concrete or paved sidewalks and paths. Of those, 48.2 miles are plowed. The Village has 39.6 miles of sidewalks.

### ***How do we know merger would actually save money? What has been done already to help the Village and Town save money?***

Here is a list of Town services that were previously consolidated or aligned with Village services to provide greater efficiencies in service delivery and cost for the entire community:

- Police
- Senior bus
- Unified Town / Village Manager
- Tax billing and collecting
- Stormwater services
- Finance and administrative services
- Highway (excluding rolling stock)
- Information technology
- Public Works administration and paving
- Clerk / Elections / Records
- Human resources / benefits administration
- Fire departments alignment (pay and training)
- Recreation departments alignment (co-location)

In addition, the Town of Essex shares the wastewater treatment facility with the Village and Williston. The Town pays for the services of Essex Rescue and Green Mountain Transit for all residents. The Town also covers health insurance, employee benefits, buildings and property maintenance, and economic development for the entire community. The Town and Village share equipment and human resources wherever possible.

The improved services achieved over the last several years through consolidation resulted in significant savings in taxpayer dollars. Between FY14- FY20 consolidations have saved Essex taxpayers \$2.82 million dollars (and counting). This figure is the lowest estimate, based on the most easily quantifiable information. Other, less quantifiable savings have also been achieved through efficiencies and improved practices.

There have been many previous attempts at merger in the past. What's different about this one is that the Village and Town now have positive proof that consolidating services and increasing collaboration saves taxpayer dollars and improves efficiency. Merging will allow the maximum amount of savings and efficiency to be achieved and put the Town on a financially sustainable path for the future.

### ***How can we be sure that the rural character of the Town will not be lost to all the development that's happening in the Village?***

Right now the Town has its own municipal plan that lays out a vision for how the Town Center and all other areas of the rural Town will (or won't) develop. The Village has its own municipal plan for how the Village Center will develop. Under merger, these two plans would simply come together into a single document,



## FREQUENTLY ASKED QUESTIONS (FAQs)

without changing the goals or plans for either area. The Town has limitations on development due to sewer and water capacity issues, and due to open land commitments. There are no plans to change the rural nature of the Town beyond what has already been approved by voters, and the merger charter does not make any changes to existing municipal plans.

### ***Does IBM leaving the Village have anything to do with the desire to merge?***

There is a longstanding misunderstanding about IBM in the community. IBM paid property taxes to the Village and the Town. It also paid a “Machinery & Equipment” subsidy worth millions of dollars annually to both governments. Essex Town and Essex Junction annual reports from the 1980s and 1990s, available at local libraries, show that the Essex Town government routinely received substantially more IBM tax and M&E revenue annually than the Village government. The lingering misunderstanding in the community stems from the M&E compensation that IBM gave to the local Town and Village school districts. IBM, for unclear reasons, gave significantly more M&E revenue to the Village school district than the Town school district. This was a source of understandable resentment. However, when the Vermont Legislature approved Act 60 in 1995, it ended the M&E subsidy for Village schools. In 1999, IBM, the Town, and the Village agreed to phase out the M&E tax over 12 years.

### ***If Village residents voted in November on merger, why do they also get to vote on merger again in March? Shouldn't Town outside the Village residents get to have their own vote? Why do Village residents get to vote twice on merger?***

Village residents are also Town residents. This means that when the entire Town votes on something, it includes Village voters. Since Village residents also live and pay taxes to a second municipality (the Village), they also have to vote as that municipality. Village voters will vote in March because they are Town residents and the March vote will be a full Town of Essex vote. Residents of the Town outside the Village are not their own municipality. They vote as residents of the Town, which includes the Village. If merger passes, the need to hold two different votes would go away. Village residents would not vote twice on anything anymore. All Town residents, including Village residents, would vote only once on all ballot items.

### ***Why do we have to make changes to the Town Charter for merger? Can't the Village just dissolve its own charter to merge with the Town?***

The Selectboard and the Village Trustees agreed to create a new charter for a merged Town of Essex that would include aspects of the current Town and Village charters but also add new aspects—like the 12-year transition period—necessary for the merged community. By dissolving both the Town of Essex and the Village of Essex Junction charters and approving an entirely new charter, both communities would unite under a single governing document, which addresses concerns about one municipality “taking over” the other.



## FREQUENTLY ASKED QUESTIONS (FAQs)

### ***Why are we voting now? Why can't we wait on this until COVID is over?***

The Selectboard, the Trustees, and the community have worked on this charter and the merger process for close to three years. Multiple focus groups, two community-wide surveys, and dozens of public meetings with resident input were held. Both boards conducted research, consulted attorneys and experts, and vetted the plan with multiple authorities, including the Town's full legislative delegation, the Vermont Department of Taxes, Legislative Council, and the House Government Operations Committee. The Selectboard delayed voting on the plan in November 2020 to allow for two more public input sessions and to finish reviewing the plan. Selectboard members' concerns were continually addressed and adjustments were made to the plan accordingly. While the plan is not perfect, the majority of Selectboard members feel that it is ready for the public to vote on.

It's important to remember that charters are living documents. The charter can be changed if we find that something doesn't work, something was left out, or something needs to be added. The majority of the Selectboard feels that the current merger plan and charter is ready to be voted on.

While it is true that the pandemic has caused uncertainty and worry for everyone, the Town and Village both accomplished successful elections in November, safely and securely—with the largest turnout ever, because of mail-in balloting. We expect a similar, smooth process in March.

### ***Why 12 years? Why can't we just merge all at once?***

There are three primary reasons the transition period is 12 years long:

1. The majority of Town outside the Village residents who responded to the survey about merger indicated they preferred a 10-12 year transition period.
2. The Selectboard and Trustees wanted to avoid a large, one-time tax increase for Town outside the Village residents.
3. The 12-year period coincides with the end of the Village's construction bond debt.

### ***Why does the Village get to vote twice?***

Village residents are also Town residents. They voted in November as Village voters. They will vote in March as Town voters. If merger passes, Village residents will no longer vote twice on any ballot items.





### ***What about 3+3?***

In March 2020 Town voters approved a charter change to increase the Town Selectboard membership from 5 at-large representatives to 6 members, 3 from the Village and 3 from the Town outside the Village.

The approved charter change was then sent to the Vermont Legislature. The House Government Operations Committee did not officially approve the change and opted to wait until the results of an anticipated merger vote came to them.

The Town requested that the Committee make a determination regarding the 3+3 charter change, but the Committee has not responded. It is expected they will discuss it again during the new legislative session.

If the merger vote passes, the new charter will also go to the Legislature, along with the merger plan approved by Village voters in November. The two merger plans and the 3+3 charter change would then likely be considered together.

There is a small number of differences between the Village's version of the merger charter and the Town's version, the main one being that the Village version has an odd-numbered board and the Town version contains the 3+3 model. The Legislature is expected to reconcile the differences into a final merger charter.



For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## CHARTER SUMMARY

The actual charter is presented (beginning on page 34) in its final, legal form, section by section in plain text. What is listed below is a “less legalese” explanation.

### Preamble

All residents of the Town, including all residents of the Village, together are the residents of the new Town of Essex, and the new Town of Essex has all the rights and responsibilities of a Vermont municipality.

### Subchapter 1: Transitional Provisions

This section covers all the initial changes that have to happen between when this merger plan is approved by the Legislature and when the new Selectboard is elected and seated. It will last a year, from state approval of the merger through June 30th of the following year. All the sections in this chapter apply to this transitional period.

#### **§101 Adoption of town and village assets and liabilities**

All the buildings, property, equipment, and other assets of the Town and the Village will belong to the new Town of Essex. This includes fire trucks, underground pipes, parks, signs, the wastewater treatment plant, and all other things that the Town and Village purchased or owned before merger. They all will belong to the new Town. This also includes all debts owed to each municipality, for example, unpaid taxes, water bills, and other amounts owed to either the Town or Village.

Any contracts or agreements the Town or Village agreed to before merger will be agreed to by the new Town, EXCEPT FOR the Village’s current bond, which only Village residents will continue to pay (state law requires that only those who approved the debt are subject to its terms). Town outside the Village residents will NOT take on this debt. See §104 for more details on this.

#### **§102 Transition Period**

If voters approve merger in March 2021, the charter of the new Town of Essex will take effect after the state Legislature approves it. That is also when the transitional period begins. The transitional period ends on June 30th of the following year. Anything in Subchapter 1 (the transitional provisions) that goes beyond June 30, 2022 has to have a deadline when it must end. Anything that would happen after the transitional period ends would begin July 1, 2022.

#### **§103 Organizational Municipal Meeting**

Establishes the date of the first Town Meeting of the new Town. It will be an informational meeting, and voting on the budget and for the new Selectboard members will happen by Australian ballot. The meeting will be warned by the transitional board (more about the transitional board in §105).



## CHARTER SUMMARY

### §104 Transitional Districts

Instead of equalizing tax rates between the Village and Town all at once, this will happen over a 12-year period. That gradual change, along with the districts below, limits the tax increases that Town outside the Village residents will experience to about \$26 per year for 12 years, instead of about \$350 all at once. It slows down the tax decreases Village residents will receive to about \$30 per year for 12 years, instead of about \$400 all at once. The 12-year period would start July 1, 2023 (fiscal year 2023) and end June 30, 2035 (fiscal year 2035).

**Debt Assessment District:** From July 1, 2021 through the year 2035, the residents of the Village will continue to pay off their construction bond. Town outside the Village residents will NOT pay for this. When the bond is paid off in 2035, that debt will go away entirely.

**Tax Reconciliation District:** This sets up the Village as a special district so that it can be charged a different tax rate from the Town outside the Village during the transition period. After 12 years (2035) both the Village and Town outside the Village will be paying the same tax rate and the district will go away.

**Sidewalk District:** This means that until 2035, Village residents will continue to pay for the cost of maintenance, plowing, and repair of Village sidewalks. So for the first 12 years, Town outside the Village residents will not pay for this.

**Capital Improvement District:** For the first 12 years, until 2035, Village residents would continue to pay taxes for capital improvements that are on the Village's existing list of projects.

**Downtown Improvement District:** The Village's Comprehensive Plan lays out specific goals and plans for the Village Center. The Downtown Improvement District ensures that plans for this Village area will continue when it becomes part of the new Town. The area is currently designated by the state as a "Designated Downtown." This section ensures that designation continues after merger.

**FYI:** The Village Center is a zoned area of the Village that roughly runs from the Champlain Valley Expo on Pearl Street to Rocky's on Park Street to Maple Street Park to the tracks on Main Street to Whitcomb's Garage on Lincoln Street.

### §105 Interim Governing Body

After the Legislature approves the new charter, the current Selectboard and the current Board of Trustees will join together to form an Interim Governing Body (IGB). This section talks about how the IGB will handle adding new members if someone resigns, what its responsibilities are, and how it will make decisions.

The IGB will work with municipal staff to integrate the Town's existing ordinances with the Village's existing ordinances. More on ordinances in Subchapter 6.

### §106 Town Selectboard

This section describes the new Town Selectboard, which would be elected in 2022 and replace the Interim Governing Body. In the Town's version of the charter, the new Selectboard will have six members: three members will live in the Village, and three members will live in the Town outside the Village. The Town outside the Village is Ward 1 and the Village is Ward 2.

This section also sets out the terms of new Selectboard members for the first 3 elections so that they will be staggered. After that initial period, every member will serve 3-year terms. Between 3-5 years after the start of





## CHARTER SUMMARY

the new Selectboard, they will appoint a special commission to study the governance system and make recommendations if anything should be changed.

### **§107 Budget and Municipality Administration**

The Town Manager will create and present a budget to the Selectboard.

### **§108 Village and Town Department Transitional Provisions**

Within the first 5 years of merger the Town Manager will integrate the fire departments, community planning departments, parks and recreation departments, and any other necessary services. The Essex Fire Department and Essex Junction Fire Department will retain their chiefs and the Town Manager may at some point appoint one person to serve as chief of both. The libraries will remain unchanged.

### **§109 Planning and Development**

During the transition period, the land development code and zoning bylaws and municipal plans of both the Village and Town will remain in effect. After the transitional period, the new Town Selectboard will work with the new Town Planning Commission and the Chittenden County Regional Planning Commission (CCRPC) to merge the plans into one town plan, one land development code, and one set of zoning bylaws.

The current Town Selectboard and current Village Trustees will each appoint 3 members of the new Town Planning Commission and 3 members of the new Town Development Review Board. After the new Town Selectboard is elected, it will add a seventh member to each.

### **§110 Unification and Adoption of Ordinances, Bylaws, and Rules**

During the transition period, the IGB will integrate the ordinances of the Town and Village following specific guidance from state statute. The new Town Selectboard will follow specific procedures to make any changes to the ordinances. Specifics about how that would work (including warning at least one public hearing) are in Subchapter 6.

### **§111 Personnel**

The IGB will create a plan of classification and pay for all of the employees of the new Town. At the end of the transitional period, the new Town Selectboard can implement the plan. Existing Town personnel regulations will carry over into the new Town. They can be amended by the new Town Selectboard. Current Village and Town employees will all become employees of the new Town of Essex. Dates of hire and accrued benefits will carry over.

### **§112 Water and Sewer Districts**

During the transitional period the water and sewer systems will be integrated into one district made up of multiple systems. Users of each system will continue to be served by those systems. Costs associated with each system will be paid for by the users of each system. New costs for improvements to the overall system will be paid for by all users. New costs for improvements to a specific system will be paid for by the users of that system. The new Town Selectboard has the authority to change the water and sewer rates as needed.

### **§113 Finances**

The grand lists of the Town and Village will remain in effect upon merger. Taxes owed to the Village or Town at the time of merger will be payable to the new Town. Due dates will not change. The IGB will oversee the existing budgets of the Village and Town during the transitional period.



## CHARTER SUMMARY

Debts owed by Village taxpayers at the time of merger will stay with those taxpayers until they are paid off. This applies to the infrastructure bond Village residents approved in 2016, which will be paid off in 2035. Town outside the Village residents will NOT pay this debt.

Any existing legal obligations (like tax stabilization agreements) set up by the Village or the Town will be honored by the new Town.

### **§114 Terms Extended**

Anyone holding office on the current Selectboard and Village Board of Trustees at the time merger is approved by the Legislature will remain in their seats until the new Town Selectboard is elected or until they step down.

### **§115 Transitional Tax Districts and Transitional Tax Provisions**

This is a repetition of the tax districts laid out in §104.

### **§116 Repeals**

With the approval of the charter by the Legislature, the current charters of the Town of Essex and the Village of Essex Junction will be repealed.

## **Subchapter 2: Incorporation and Powers of the Town**

This section covers the specific powers the new Town will have, like the ability to collect taxes, to run a sewer system, and more. It confirms that the new Town of Essex replaces the current Town of Essex and Village of Essex Junction and that all Vermont laws that apply to municipalities will apply to the new Town of Essex. This section also outlines powers the Town has regarding acquiring property.

### **§204 Reservation of Powers**

The new Town may have other functions or powers that are not limited by or included in this charter.

### **§205 Form of Government**

Establishes that the new Town government will be the selectboard-manager form of government. All powers of the Town will be invested in the elected Selectboard. There will be voting districts (see Subchapter 3).

## **Subchapter 3: Voting District and Governance Structure**

The Village of Essex Junction will be Ward 2. The areas of the Town not within Village boundaries will be Ward 1. The new Town wards will be amendable by ordinance, not charter change. The Selectboard, or the Board of Civil Authority or a specially designated commission of the Selectboard, can recommend changes to ward boundaries and/or to the number of wards. US Census data would be the basis for any such changes.

### **§302 Powers and Duties of Governing Body**

This section sets forth what the Selectboard can and cannot do, and establishes how it will fill vacancies, member compensation, and meeting procedures, among other things.



## CHARTER SUMMARY

The new Town Selectboard will have the power to:

- Appoint/remove the Town Manager
- Create/change/abolish offices, commissions, and departments
- Appoint members of boards and commissions
- Provide for an audit by an independent Certified Public Accountant (CPA)
- Investigate the conduct of any municipal employee, elected official, committee, or department and investigate municipal affairs
- Make appointments to committees
- Authorize the purchase and sale of Town property
- Other powers not specified in the charter but that are allowable by Vermont statute

The new Town Selectboard will have 6 members with staggered 3-year terms. Selectboard members will represent the entire Town, not just their wards. If a Selectboard member moves out of their ward while still in office, then they must surrender their seat.

The Selectboard will fill vacancies until the next Town Meeting Day and newly elected Selectboard members will start their terms on the first day of the month after being elected (if elected in March they would start on April 1).

If a Selectboard member resigns, dies, or is unable to serve due to incapacity, the remaining Selectboard members will appoint someone to fill the vacancy until the next Town Meeting Day. Incapacity can include if a member misses at least half of all Selectboard meetings. At the next Town Meeting Day the seat will be up for election for the remainder of the term. If an appointment can't be made, the Selectboard can hold a special election.

Selectboard members will be paid a minimum of \$1,500 per year. There must be a specific line item in the budget for Selectboard pay. Selectboard members cannot be Town employees while they are in office, or for 1 year after leaving office (except for poll worker). A Selectboard member may serve on other boards as a representative of the Town.

Selectboard members may not interfere in the hiring or firing of any Town employee, which is a responsibility of the Town Manager. Selectboard members may not deal directly with Town staff unless they go through the Manager first, as is the norm for the selectboard-manager form of government.

The Selectboard must meet at least once a month. Special Town meetings can be called according to Vermont law. Voting at special Town meetings will be by Australian ballot. This section outlines how the Selectboard will conduct its meetings, keep minutes, follow Open Meeting Law, and use executive session.

### Subchapter 4 Other Elected Offices

This section talks about the other Town offices that are elected besides the Selectboard: the Brownell Library Trustees. It specifies that the Town Clerk and Town Treasurer are appointed and can be the same person. It also specifies that the Town Moderator will be appointed by the Selectboard to preside over the informational Town Meeting.



### Subchapter 5: Town Meetings

This section states that elections and voting on budgets and other ballot items will happen on Town Meeting Day as defined by Vermont law (usually the first Tuesday in March). It requires the Town to follow state law when conducting elections and special meetings. All voting will be by Australian ballot and will be conducted by the Town Clerk and Board of Civil Authority.

### Subchapter 6: Ordinances

The new Town will adopt ordinances following procedures laid out in state statute, and also a minimum of one public hearing. The Selectboard can pass the ordinance after the hearing(s), or it can amend the ordinance. If it amends the ordinance, it must warn another public hearing. This procedure would be followed until the ordinance is finally approved. This section also allows for an ordinance to be rescinded by voter petition and allows residents to petition for an ordinance to be enacted.

**FYI:** Holding one public hearing is a minimum. In the past, controversial topics have had two or more public hearings scheduled. This can be done by a simple majority vote of the Selectboard to warn such a hearing.

### Subchapter 7: Town Manager

This section outlines the responsibilities of the Manager. The Selectboard has the authority to hire and remove the Manager. The Manager is responsible to the Selectboard for the administration of the Town, the hiring of all Town employees, the appointment of several offices, the creation of the Town budget, and more. There is a removal process for the Manager and a plan for what to do if the Manager's office becomes vacant.

### Subchapter 8: Boards and Commissions

This section defines the new Town's Board of Civil Authority, Board of Abatement of Taxes, Planning Commission, Development Review Board, and Brownell Library Board of Trustees.

### Subchapter 9: Administrative Departments

This section focuses on personnel. There must be a personnel director as well as personnel rules and regulations, which the Selectboard must approve. This section also outlines the department of real estate appraisal.

### Subchapter 10: Budget Process

This section establishes the new Town's fiscal year and the requirements for what must be contained in the annual budget. It states the Selectboard's responsibility to review and approve the budget and reviews how it will be approved by voters. It also details what the Selectboard can do regarding additional appropriations and transfers of unencumbered appropriation balance and how the tax levy is based on the budget.



### **Subchapter 11: Taxation**

Property tax payments will still be due on March 15th and September 15th, and an 8% penalty will apply for late payments, as is current practice. (The 8% penalty matches the interest rate the state charges the municipality.) This section allows the Town to make tax agreements with residents.

### **Subchapter 12: Capital Improvements**

As is currently the practice, the manager must provide the Selectboard with a five-year capital program as part of the annual budget process.

### **Subchapter 13: Amendment of Charter and Initiatives**

The Town must follow state statute to make amendments to the charter.

### **Subchapter 14: General**

Changes to the charter will not affect ordinances or other bylaws. If one part of the charter is declared invalid, the rest of the charter still remains in effect.



For more info, go to: [GreaterEssex2020.org](http://GreaterEssex2020.org)

# GREATER ESSEX

## CHARTER & PLAN OF MERGER

### TOWN OF ESSEX

#### PREAMBLE

The inhabitants of the Town of Essex, including the historical, unincorporated Village of Essex Junction, are a corporate and political body under the name of "Town of Essex." As such, inhabitants enjoy all rights, immunities, powers, and privileges and are subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation.

#### Subchapter 1: Transitional Provisions

##### § 101 Adoption of town and village assets and liabilities

- (a) All assets and obligations formerly owned or held by the Town and Village shall become the assets and obligations of the new Town of Essex upon the effective date of the charter. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; assessed but uncollected taxes, rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary. Pursuant to § 104, the unincorporated Village shall become a debt assessment district until the Village's residual bond debt is retired.
- (b) All contracts, agreements, trusts, and other binding written documents affecting the Town or Village shall remain in effect on the effective date of the charter, and the new Town of Essex shall assume all the responsibilities formerly belonging to the Town and Village unless otherwise specified.

##### § 102 Transition Period

The transition period shall begin on the July 1, following approval of the charter by the Legislature, and end on June 30 the year after a approval of the charter. At the end of the transition period, any provision of the charter not otherwise triggered during the transition period will become effective. Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

##### § 103 Organizational Municipal Meeting

The first annual Town Meeting shall occur as follows: On the Monday before the first Town Meeting Day following the effective date of the charter, there shall be a unified, informational meeting of the new municipality, which shall be noticed and warned to all residents of the former Town of Essex and unincorporated Village of Essex Junction. This meeting shall be for the purpose of presenting and discussing a unified budget for the new Town. Other (new Town) business may also be presented and discussed but shall not be voted on during this meeting. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting on the election of officers, the Town budget, and any other business included in the warning for the meeting shall be by Australian ballot. Time and holding of the Meeting shall be pursuant to Subchapter 5 of the Town charter. The first annual Town Meeting shall be jointly warned by the Interim Governing Body pursuant to §105. The Interim Governing Body shall appoint a Moderator to run the informational meeting.

##### § 104 Transitional Districts

Transitional district rates shall be set by the new Town Selectboard.

- (a) For a transitional period commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Debt Assessment District for the purpose of retiring the Village's residual bonded debt in existence before the transitional period. This residual debt is scheduled to retire in FY 2035.
- (b) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Tax Reconciliation District for the purpose of transferring the cost of the Village's municipal operations into the Town's operational budget at a rate for each of those 12 years consistent with this purpose.



- (c) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Sidewalk District for the purpose of levying a special tax on properties within the Village for the purpose of maintaining the Village's sidewalks, including snow removal and routine maintenance, but not capital repairs, in accordance with its previous sidewalk maintenance procedures prior to the merger.
- (d) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the unincorporated Village of Essex Junction (formerly the incorporated Village of Essex Junction) shall be designated as a Capital Improvement District for the purpose of levying a special tax on properties within the Village for the purpose of paying for Village capital infrastructure projects on the Village's Capital Reserve Plan prior to the merger. The Capital Improvement District is not required to complete all projects in the plan prior to the end of the transitional period and the Selectboard shall designate in their proposed budgets which projects are to be completed in each new fiscal year of the transitional period.
- (e) For a transitional period of 12 consecutive years commencing from the July 1 effective date of the charter, the Village Center Zone, as designated in the Essex Junction zoning plan, shall be designated as a Downtown Improvement District for the purpose of continuing the Village's downtown revitalization efforts as outlined in the Village's municipal plan, and shall retain any and all state designations for the purposes of redevelopment in force at the time of adoption of the charter or until such designations are withdrawn or amended as per routine statutory process.

#### § 105 Interim Governing Body

- (a) For the transition period beginning as described in § 102 until the election of a new Selectboard, as described in § 103, and the new Board's seating in accord with § 305, all members of the former Town Selectboard and Village Board of Trustees shall comprise an Interim Governing Body. In no event shall the Interim Governing Body consist of fewer than three former trustees and three former selectpersons. In the event of a resignation, the remaining members of the board on which the resignation occurred shall appoint a replacement chosen from the registered voters in the communities over which they had jurisdiction. The Interim Governing Body shall schedule, warn, and hold meetings as appropriate. The selectperson members of the Interim Governing Body shall address details and issues relating to expenditures in the Essex Town budget approved by voters for the fiscal year of the transitional period. The trustee members shall address details and issues relating to expenditures in the Essex Junction budget approved by voters for the fiscal year of the transitional period. The selectpersons and trustees shall address all details and issues relating to the transition from a town and village to the new Town of Essex jointly. The Interim Governing Body with the assistance of the Unified Manager shall develop recommendations for whatever proposals or policies are needed to ensure a smooth transition. The new Town of Essex Selectboard may implement such proposals at the end of the transitional period.
- (b) During the transition period the Interim Governing Body will also, with the assistance of the Manager and staff, integrate the ordinances of the former Town of Essex with the ordinances of the former Village of Essex Junction, pursuant to § 110 below, by identifying conflicting ordinances and determining in each case whether the more or less restrictive ordinance will apply or a combination thereof.
- (c) In the event of a vacancy that results in fewer than three members of the former Town Selectboard or fewer than three members of the former Village Trustees, all remaining members shall vote to appoint a member from the district with a vacancy in a manner pursuant to § 304.
- (d) The Interim Governing Body will also, with the assistance of the Unified Manager and staff, propose and warn in the manner pursuant to this charter, the first annual budget of the new Town of Essex for consideration by the voters at the first annual meeting held pursuant to § 103. This meeting shall be informational only. Voting for the budget shall occur by Australian Ballot on Town Meeting Day pursuant to § 103.

#### § 106 Town Selectboard

- (a) There shall be a Town Selectboard consisting of six members.
- (b) Three members shall reside within the boundaries of the former incorporated Village of Essex Junction to be elected by the qualified voters within the boundaries of the former incorporated Village of Essex Junction. This area will become known as Ward 2. Boundary adjustments shall be made over time as necessary pursuant to § 301. Three members shall reside within the boundaries of the Town of Essex exclusive of the former Village of Essex Junction to be elected by the qualified voters of the Town of Essex exclusive of the former Village of Essex Junction. This area will become known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301.
- (c) The term of office of a Town Selectperson shall be three years and terms shall be staggered. For the first election cycle six people will be elected. One seat for each ward will be for three years; one seat for each ward will be for two years; one seat for each ward will be for one year. After that, every seat shall be a three-year term.
- (d) No sooner than three years, and no later than five years after the first election of the six-member Selectboard, the Selectboard shall appoint a special commission to study the composition of voting wards within the Town of Essex, including the former incorporated Village of Essex Junction, and, having regard to an equal division of population and other considerations deemed proper, recommend within one year, changes, if any, to the number and boundaries of wards by which members of the Selectboard are elected.

## § 107 Budget and Municipality Administration

Following the approval of the charter by the Legislature pursuant to § 103 and § 105, the Manager will propose a unified budget for the community for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, and debt, and that reflects any changes related to the merger.

## § 108 Village and Town Department Transitional Provisions

- (a) For a transitional period of five consecutive years commencing from the July 1 effective date of the charter, the Manager, with the advice and consent of the new Town of Essex Selectboard, shall integrate the fire departments, community development and planning departments, parks and recreation departments, and any other former town and village municipal services and operations, with special provisions and considerations outlined below.
- (b) The Town of Essex shall operate the former Essex Junction Fire Department and former Essex Town Fire Department, and each department shall have a chief appointed by the Manager. At the Manager's discretion, one person may be appointed chief for both departments. During the transitional period, pursuant to § 105, the Interim Governing Body may review options for integrating the operations of the two departments for the purpose of improving efficiency and service levels, with a preference for retaining the historic identities of the two departments and for the predominant level of service to remain "paid on call."
- (c) During the five-year transitional period the Manager shall integrate and reorganize the former town and village recreation and parks departments and the Manager shall appoint a department head.
- (d) During the five-year transitional period the Manager shall integrate and reorganize the former town and village community development and planning departments, and the Manager shall appoint a department head.

## § 109 Planning and Development

- (a) On the effective date of this charter, the former Town plan and Village plan, and the former Town zoning bylaws and subdivision regulations, and the former Village's zoning bylaws and Land Development Code shall remain in effect in their respective former geographic areas until amended or revised by the new Town Selectboard upon recommendation by the merged Planning Commission and in conjunction with the Chittenden County Regional Planning Commission and pursuant to 24 VSA 4350(a).
- (b) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Planning Commission. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member.
- (c) Prior to the effective date of the charter, the Town Selectboard shall appoint three members and the Village Trustees shall appoint three members to serve on the new Town Development Review Board. The duration of the first terms shall be staggered to establish ongoing, staggered appointment schedules. Once it has organized, the new Town Selectboard shall choose a seventh member for a three-year term.

## § 110 Unification and Adoption of Ordinances, Bylaws, and Rules

On the effective date of this charter, all ordinances, and bylaws of the Town of Essex and the Village of Essex Junction shall become ordinances and bylaws of the new Town of Essex. Any adoption, repeal, or amendment of ordinances shall happen according to the provisions of subchapter 6 of the charter. Whenever a power is granted by any such ordinance or bylaw to an officer or officers of the Town of Essex or the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new Town of Essex.

## § 111 Personnel

- (a) Pursuant to § 105, the Interim Governing Body shall develop a pay and classification plan and make recommendations to meet the Town's needs. The new Town of Essex Selectboard may implement such proposals.
- (b) The Town of Essex and Village of Essex Junction personnel regulations in effect at the time of approval of the charter shall carry over and control until amended by the new Town of Essex Selectboard. Any employment contracts or collective bargaining agreements with the former Town of Essex or Village of Essex Junction shall continue with the new Town of Essex as successor to the two former municipalities.
- (c) Employees of the Town of Essex and the Village of Essex Junction shall become employees of the new Town of Essex. The dates of hire with the Town of Essex and the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new Town of Essex and all accrued benefits shall carry over.

## § 112 Water and Sewer Districts

Upon the effective date of the charter, there shall be a transitional phase to incorporate the municipal water systems and municipal sewer systems into one service area district. The one district shall be made up of multiple systems which follow the boundaries of the legacy systems including those operated separately by the Village of Essex Junction and the Town of Essex. Each system will have its own user base consistent with the legacy systems. Costs specific to each system will be charged solely to the user base within the boundaries of that



system including capital and debt service costs. Any new costs incurred after the effective date of the charter of the merged municipality attributable to the entire district will be borne by all users. Costs attributable to specific users through a special assessment, surcharge, or other contractual arrangement shall continue to be assessed to the specific users until they are paid in full. The Selectboard may amend or establish new water and sewer rates as necessary and practicable. This does not preclude that at some time in the future, both systems could have the same rates.

#### § 113 Finances

- (a) The existing real property tax system of the Town shall become the system of the new Town of Essex. Upon the effective date of the charter, all grand lists will remain in effect and any remaining taxes due to the Village and Town will be payable to the new Town of Essex keeping all existing due dates. The new Town of Essex will manage the existing budget of the Village and Town with oversight by the Interim Governing Body.
- (b) All tax and indebtedness incurred by the Village tax payers at the time of merger are to remain with these properties until final payment of said obligations are made in full.
- (c) All existing legal obligations, including but not limited to tax stabilization agreements and any agreements to purchase real property, are to be considered obligations of the new governmental entity.

#### § 114 Terms Extended

All elected officials holding office at the time of Legislative approval of the charter shall remain in their seats until elections occur according to the provisions of this charter or until they step down from office.

#### § 115 Transitional Tax Districts and Transitional Tax Provisions

Transitional tax districts shall be established pursuant to § 104.

#### § 116 Repeals

24 App. V.S.A. chapters 117 (Town of Essex Charter) and 221 (Village of Essex Junction Charter) are repealed.

### **Subchapter 2: Incorporation and Powers of the Town**

#### § 201 Corporate Existence

The inhabitants of the Town of Essex, within the corporate limits as now established, shall be a municipal corporation by the name of the Town of Essex. This municipal corporation is a merger of and a successor to the Town of Essex (24 App. V.S.A. chapter 117 repealed) and the Village of Essex Junction (24 App. V.S.A. chapter 221 repealed).

#### §202 General Powers, Law

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the Town of Essex, all provisions of the statutes of this state applicable to municipal corporations shall apply to the Town of Essex.

#### § 203 Specific Powers

- (a) The Town of Essex shall have all the powers granted to towns and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted; and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.
- (b) The Town of Essex may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal, waste water collection and disposal, solid waste collection and disposal, provision of public water supply, provision of public parks and recreation facilities, provision of municipal facilities for office, fire protection, and police protection, provision of public libraries, provision of public parking areas, provision of sidewalks, bicycle paths, and green strips, provision of public roadways, provision of public view zones and open spaces, and such other purposes as are addressed under the general laws of the State of Vermont. The Town of Essex may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.
- (c) The Town of Essex may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States, or any agency thereof.
- (d) The Town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, and may sell, lease, mortgage, hold, manage, and control such property as its interests may acquire. The Town may further acquire property within its corporate limits by condemnation where granted to towns by the statutes of the State of Vermont.

- (e) The Town of Essex may establish and maintain an electric power system and regulate power line installations; provided, however, that the Town shall have no authority under this charter which conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency.
- (f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers which the Town of Essex would have if the particular power were not mentioned.

#### § 204 Reservation of Powers

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the Town of Essex and the Town Selectboard by general or special enactments in force or effect or hereafter enacted; and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments.

#### §205 Form of Government

- (a) The municipal government provided by this chapter shall be known as selectboard-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this chapter, all powers of the Town of Essex shall be vested in an elective Town Selectboard, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the Town Manager, who shall enforce the laws and ordinances and administer the government of the Town. All powers of the Town shall be exercised in the manner prescribed by this chapter or prescribed by ordinance.
- (b) Voting districts shall be established pursuant to § 301.

### **Subchapter 3: Voting District and Governance Structure**

#### § 301 Voting Wards

- (a) The former incorporated Village of Essex Junction shall be known as Ward 2. Boundary adjustments will be made over time as necessary pursuant to § 301(b). The Town of Essex exclusive of the former Village of Essex Junction shall be known as Ward 1. Boundary adjustments will be made over time as necessary pursuant to § 301(b).
- (b) The Town of Essex shall be divided into wards by ordinance. The Selectboard—or its designee being the Board of Civil Authority or a special commission appointed by the Selectboard—may make changes to the number and boundaries of the wards in order to provide an equal division of population among them in accordance with U.S. Census data. Ward changes shall not be made more frequently than once in ten years. Such changes shall be approved by the Selectboard and shall become effective immediately upon approval unless a later date is established therein.

#### § 302 Powers and Duties of Governing Body

- (a) The members of the Town of Essex Selectboard shall constitute the legislative body of the Town of Essex for all purposes required by statute, and except as otherwise herein specifically provided shall have all the powers and authority given to, and perform all duties required of town legislative bodies or selectboards under the laws of the State of Vermont.
- (b) Within the limitations of the foregoing, the Town of Essex Selectboard shall have the power to:
  - (1) Appoint and remove a Town Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.
  - (2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.
  - (3) Provide for an independent audit by a certified public accountant.
  - (4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.
  - (5) Exercise every other power which is not specifically set forth herein, but which is granted to selectboards or legislative bodies by the statutes of the state of Vermont.

#### § 303 Governing Body Composition and Term of Office

- (a) There shall be a Town Selectboard consisting of six members.
- (b) The term of office of a Town Selectperson shall be three years and terms shall be staggered.
- (c) Selectpersons shall represent the Town.

#### § 304 Vacancy in office

In case of a vacancy of a Selectboard seat, such vacancy shall be filled by the Town Selectboard until the next annual election pursuant to § 305(c) of this charter.

#### §305 Election of Governing Body Officers

- (a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual Town meeting, the Selectboard shall organize and elect a chairperson, vice chairperson, and clerk by a majority vote of the entire Selectboard, and shall file a certificate of the election for record in the office of the Town clerk.
- (b) The chairperson of the Selectboard or in the chairperson's absence, the vice chairperson, shall preside at all meetings of the Selectboard and shall be recognized as the head of the Town government for all ceremonial purposes.
- (c) In the event of death, resignation, or incapacity of any Selectboard member, the remaining members of the Selectboard may appoint a person to fill that position until the next annual election. Incapacity shall include the failure by any member of the board to attend at least 50 per cent of the meetings of the board in any calendar year. At the next annual Town Meeting Day, the vacancy shall be filled by election and the person so elected shall serve for the remainder of the term of office. In the event the Selectboard is unable to agree upon an interim replacement until the next annual Town election, a special election shall be held forthwith to fill the position.
- (d) Elected Selectpersons who move from their ward prior to the expiration of their terms shall surrender their seats.

#### § 306 Compensation

- (a) Compensation paid to the Selectboard members shall be set by the voters at the annual meeting, with a minimum of \$1500.00 a year per member. Selectboard members' compensation must be set forth as a separate item in the annual budget presented to the meeting.
- (b) The Selectboard shall fix the compensation of all officers and employees, except as otherwise provided in this charter.

#### § 307 Prohibitions and Conflicts of Interest

- (a) Holding Other Office. No Selectboard member shall hold any Town employment during the term for which they were elected to the Selectboard. A Selectboard member may be appointed to represent the Town on other boards except as pursuant to 17 V.S.A. § 2647. No former Selectboard member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.
- (b) Appointments and Removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the Manager or any of the Manager's subordinates are empowered to appoint.
- (c) Interference with Administration. Except for the purpose of inquiries and investigations under § 302 (b)(4), the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

#### § 308 Governing Body Meetings

As soon as possible after the election of the chairperson and vice chairperson, the Selectboard shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

#### § 309 Special Town Meetings

Special Town meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system.

#### § 310 Procedure

- (a) The Selectboard shall determine its own rules and order of business.
- (b) The presence of four members shall constitute a quorum. Four affirmative votes shall be necessary to take binding Selectboard action.
- (c) The Selectboard shall, in accordance with Vermont law, keep minutes of its proceedings. This journal shall be a public record.
- (d) All meetings of the Selectboard shall be open to the public unless, by an affirmative vote of the majority of the members present, the Selectboard shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont law.

## § 311 Appointments

The Selectboard shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment.

## § 312 Additional Governing Body Provisions

- (a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this chapter or by the general law. The compensation of all officers and employees of the Town shall be fixed by the Selectboard, except as herein otherwise provided.
- (b) The Selectboard may authorize the sale or lease of any real or personal estate belonging to the Town.

## Subchapter 4 Other Elected Offices

### § 401 Brownell Library trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The five permanent, self-perpetuating library trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925.

### § 402 Moderator

The Selectboard shall select a Moderator who shall preside at the informational portion of the Town Annual Meeting. The term of Moderator shall be one year. Only qualified voters of the Town of Essex shall be eligible to hold the office of Moderator.

### § 403 Town Clerk and Treasurer

The Town Clerk and Treasurer, who may be the same person, shall be hired as laid out in § 702 of this charter.

## Subchapter 5 Town Meetings

### § 501 Town of Essex Meetings/Elections

- (a) Annual meetings for the election of officers, the voting on the budgets, and voting on any other business included in the warnings for the meetings, shall be held on Town Meeting Day, as defined in 17 VSA § 2640(b).
- (b) The Town shall hold an informational meeting as part of the annual meeting on the Monday before Town Meeting Day. This informational meeting shall be for the purpose of presenting and discussing a budget for the Town. Other business may also be presented and discussed but shall not be voted on during this meeting. A Moderator designated by the Selectboard shall preside at such meetings. After presentation and discussion of the budget and any other business the meeting shall adjourn until the following day of Town Meeting Day when voting shall occur.
- (c) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.
- (d) The election of officers and the voting on all questions shall be by Australian ballot system. The Town Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

## Subchapter 6 Ordinances

### § 601 Adoption of Ordinances

Ordinances shall be adopted in accordance with state law pursuant to 24 V.S.A. §§ 1972 – 1976, with the additional requirements noted in this subchapter.

### § 602 Public Hearing

- (a) The Selectboard shall hold a minimum of one public hearing prior to the adoption of any ordinance.
- (b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.

- (c) After the hearing, the Selectboard may finally pass the ordinance with or without amendment, except that if the Selectboard makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsection (a) of this section at least once together with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. At the time so advertised or at any time and place to which the meeting may be adjourned, the amended ordinance shall be introduced, and after the hearing, the Selectboard may finally pass the amended ordinance, or again amend it subject to the same procedures as outlined herein.

#### § 603 Effective Date

Every ordinance shall become effective upon passage unless otherwise specified.

#### § 604 Rescission of Ordinances

All ordinances shall be subject to rescission by a special or annual Town meeting, as follows: If, within 44 days after final passage by the Selectboard of any such ordinance, a petition signed by voters of the Town not less in number than five percent of the qualified voters of the municipality is filed with the Town Clerk requesting its reference to a special or annual Town meeting, the Selectboard shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual Town meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual Town meeting exceeds five percent in number of the qualified voters of the municipality.

#### § 605 Petition for Enactment of Ordinance; Special Meeting

- (a) Subject to the provisions of §304 of this charter, voters of the Town may at any time petition in the same manner as in §304 for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the Town Clerk. The Selectboard shall call a special Town meeting (or include the ordinance as annual meeting business) to be held within 60 days of the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Selectboard. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting provided that voters as qualified in §304, constituting a majority of those voting thereon, shall have voted in the affirmative.
- (b) The proposed ordinance shall be examined by the Town Attorney before being submitted to the special Town meeting. The Town Attorney is authorized subject to the approval of the Selectboard, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clearness and preciseness in its phraseology, but the Town Attorney shall not materially change its meaning and effect.
- (c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Selectboard or to the appointment or designation of Selectboard, or to rules governing the procedure of the Selectboard.

### Subchapter 7: Town Manager

#### §701 Appointment/Hiring of Manager

The Selectboard shall appoint a Town Manager under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter. The Manager shall be appointed solely on the basis of the Manager's executive and administrative qualifications in accordance with the Vermont statutes.

#### § 702 Powers of Manager

The Manager shall be the chief administrative officer of the Town of Essex. The Manager shall be responsible to the Selectboard for the administration of all Town of Essex affairs placed in the Manager's charge by or under this charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

- (a) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all Town of Essex employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, or personnel rules adopted pursuant to this charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. § 495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.
- (b) The Town Manager shall hire: a Town Clerk and a Town Treasurer to serve in accordance with established personnel guidelines.
- (c) The Town Manager shall appoint, if needed, with the approval of the selectboard, constables, Grand Juror, a Town Agent if the Town Attorney is not a resident of the Town of Essex, cemetery commissioners, fire wardens, fence viewers, Inspector of Lumber and Shingles, and any other officer which the selectboard of a Town are authorized to appoint if the selectboard have not filled the office. The terms of the



appointed officials shall commence on the first day of July following appointment. Appointments to fill a vacancy in an office shall be effective at the time of appointment and shall run for the unexpired period of the term.

- (d) The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town of Essex, except as otherwise provided by this charter or by law.
- (e) The Manager shall recommend hiring of Town Attorney with Selectboard approval, and shall hire special attorneys as needed.
- (f) The Manager or a staff member designated by the Manager shall attend all Selectboard meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Selectboard may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to §302(b)(4) of this charter.
- (g) The Manager shall see that all laws, provisions of this charter, and acts of the Selectboard, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- (h) The Manager shall prepare and submit the annual budget and capital program to the Selectboard.
- (i) The Manager shall submit to the Selectboard and make available to the public a complete report on the finances and administrative activities of the Town of Essex as of the end of each fiscal year.
- (j) The Manager shall make such other reports as the Selectboard may require concerning the operations of Town of Essex departments, offices, and agencies subject to the Manager's direction and supervision.
- (k) The Manager shall keep the Selectboard fully advised as to the financial condition and future needs of the Town of Essex and make such recommendations to the Selectboard concerning the affairs of the Town of Essex as the Manager deems desirable.
- (l) The Manager shall be responsible for the enforcement of all Town of Essex ordinances and laws.
- (m) The Manager may when advisable or proper delegate to subordinate officers and employees of the Town of Essex any duties conferred upon the Manager by this charter, the Vermont statutes, or the Selectboard members.
- (n) The Manager shall perform such other duties as are specified in this charter or in State law, or as may be required by the Selectboard.

#### § 703 Hearing/Removal Process

- (a) The Selectboard may remove the Manager from office for cause in accordance with the following procedures:
  - 1. The Selectboard shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three days to the Manager.
  - 2. Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Selectboard a written request for a hearing; said hearing to be in a public or executive session by choice of the Manager. This hearing shall be held at a special Selectboard meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Selectboard a written reply not later than five days before the hearing.
  - 3. The Selectboard, if it determines cause exists, shall adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing if the Manager has requested one.
- (b) The Manager shall continue to receive the Manager's salary until the effective date of a final resolution of removal.

#### § 704 Vacancy in Office of Manager

The Deputy Manager, or the Manager's designee, shall perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation. If the Deputy Manager is unable or if the Manager fails to make such designations, then the Selectboard, may by resolution appoint an officer or employee of the Town to perform the duties of the Manager until the Manager is able to return to duty.

### Subchapter 8: Boards and Commissions

#### § 801 Board of Civil Authority

The Board of Civil Authority shall be defined by 17 VSA § 2103(5).

## § 802 Board of Abatement of Taxes

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions.

## § 803 Planning Commission

There shall be a Planning Commission and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Planning Commission shall consist of seven members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. §§ 4322-4323, as may be amended from time to time. Members of the Commission shall hold no other Town office.

## § 804 Development Review Board

A Development Review Board shall be established and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as they may be amended from time to time hereafter. The Development Review Board shall consist of seven regular members and alternate members as necessary, appointed by the Town Selectboard in accordance with 24 V.S.A. § 4460, as may be amended from time to time. .

## § 805 Brownell Library Trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system pursuant to § 501. Only qualified voters of the Town of Essex shall be eligible to hold the office of elected library trustee. The Trustees holding office at the time of enactment of the charter shall serve until their terms are completed. The Library Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Town Selectboard.

# Subchapter 9: Administrative Departments

## § 901 Personnel Administration and Benefits

- (a) The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the Town and of the employees. These rules and regulations must be approved by the Selectboard and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.
- (b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off, reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.
- (c) No person in the service of the Town shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

## § 902 Department of Real Estate Appraisal

There shall be established a department of real estate appraisal headed by a professionally qualified real estate assessor, who shall be appointed by the Manager.

## § 903 Appraisal of Property

The department of real estate appraisal shall appraise all real and business personal property for the purpose of establishing the grand list. Appraisals shall be reviewed periodically and kept up to date. Technically qualified individuals or firms may be employed as needed.

## § 904 Appraisal of Business Personal Property for Tax Purposes

Appraisal of business personal property shall be in accordance with the provisions of 32 V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995 shall be exempt from tax.

## § 905 Duties of Department

The duties and powers of the department of real estate appraisal shall be the same as those established for listers under the general statutes.

## § 906 Purpose

The purpose of the department of real estate appraisal is to provide for appointment of a qualified real estate assessor rather than the election of listers. The Town shall be governed by, and each taxpayer shall have rights granted by, the applicable statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation.

## Subchapter 10 Budget Process

### § 1001 Fiscal year

The fiscal year of the Town shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

### § 1002 Annual Municipal Budget

With support from the finance department, the Manager shall submit to the Selectboard a budget for review before annual Town Meeting or at such previous time as may be directed by the Selectboard. The budget shall contain:

- (a) An estimate of the financial condition of the Town as of the end of the fiscal year.
- (b) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
- (c) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.
- (d) A capital budget for the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
- (e) Such other information as may be required by the Selectboard.

### § 1003 Governing Body's Action on the Budget

The Selectboard shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Selectboard. The Selectboard shall fix the time and place for holding a public hearing for the budget and shall give a public notice of such hearing.

### § 1004 Meeting Warning and Budget

- (a) The Selectboard shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.
- (b) The Manager shall not less than 15 days prior to the annual meeting make available the Selectboard's recommended budget and the final warning of the pending annual meeting.
- (c) The annual Town report shall be made available to the legal voters of the Town not later than 10 days prior to the annual meeting.

### § 1005 Appropriation and Transfers

- (a) An annual budget shall be adopted at Town Meeting by the vote of a majority of eligible voters by Australian ballot. If, after the total budget has been appropriated, the Selectboard finds additional appropriations necessary, the appropriations shall be made and reported at the next Town Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency which may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.
- (b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.
- (c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Selectboard may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Selectboard budget from one department, office, or agency to another. Notwithstanding the above, no unexpended balance in any appropriation not included in the Selectboard budget shall be transferred or used for any other purpose.



## § 1006 Amount to be Raised by Taxation

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year, and the Selectboard shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

## Subchapter 11: Taxation

### § 1101 Taxes on Real Property

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Selectboard shall send notice to taxpayers no less than 30 days prior to when taxes are due.

### § 1102 Penalty

- (a) An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section § 1101 of this charter, and interest as authorized by Vermont statutes.

### § 1103 Assessment and Taxation Agreement

Notwithstanding section § 904 of this charter and the requirements of the general laws of the State of Vermont, the Selectboard is hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the Town and a taxpayer or taxpayers within the Town of Essex consistent with applicable requirements of the Vermont Constitution.

## Subchapter 12: Capital Improvements

### § 1201 Capital Programs

- (a) The Manager shall prepare and submit to the Selectboard a five-year capital program at least three months prior to the final date for submission of the budget.
- (b) Contents. The capital program shall include:
1. A clear general summary of its contents;
  2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
  3. Cost estimates, method of financing, and recommended time schedules for each such improvement; and
  4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

## Subchapter 13: Amendment of Charter and Initiatives

### § 1301 Laws Governing

This charter may be amended in accordance with the procedure provided for by state statutes for amendment of municipal charters.

## Subchapter 14: General

### § 1401 Savings Clause

Repeal or modification of this charter shall not affect the validity of previously enacted ordinance, resolution, or bylaw.

### § 1402 Separability of Provisions

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision.

## GENERAL FUND

| Account                                  | Budget              |                     |                     |                |                   |
|--|---------------------|---------------------|---------------------|----------------|-------------------|
|  | Budget              | Actual              | Balance             | % of Budget    | Pd to Date        |
| 210-31101.000 PROPERTY TAXES-CURRENT     | 3,670,039.00        | 1,852,665.85        | 1,817,373.15        | 50.48%         | 0.00              |
| 210-33546.000 STATE FOR VT PILOT & CURR  | 4,500.00            | 0.00                | 4,500.00            | 0.00%          | 0.00              |
| 210-33582.000 ESSEX TOWN CONTRIB. TO LI  | 15,000.00           | 7,500.00            | 7,500.00            | 50.00%         | 3,750.00          |
| 210-33582.001 TOWN STORMWATER PAYMENT    | 71,851.00           | 35,925.50           | 35,925.50           | 50.00%         | 17,962.75         |
| 210-33582.002 TOWN STREET DEPT PAYMENT   | 1,192,960.00        | 595,980.00          | 596,980.00          | 49.96%         | 297,990.00        |
| 210-33582.003 Town Recreation Contribut  | 12,000.00           | 6,000.00            | 6,000.00            | 50.00%         | 3,000.00          |
| 210-33582.004 Town Clerk Payment         | 50,000.00           | 25,000.00           | 25,000.00           | 50.00%         | 12,500.00         |
| 210-33582.005 Town contribution other    | 0.00                | 920.10              | -920.10             | 100.00%        | 153.35            |
| 210-34130.000 LICENSE AND ZONING FEE     | 25,000.00           | 21,050.00           | 3,950.00            | 84.20%         | 965.00            |
| 210-34131.000 WHITCOMB FARM SOLAR PILOT  | 6,700.00            | 0.00                | 6,700.00            | 0.00%          | 0.00              |
| 210-34221.000 MISCELLANEOUS FIRE RECEIP  | 20.00               | 20.00               | 0.00                | 100.00%        | 0.00              |
| 210-35130.000 STATE DISTRICT COURT FINE  | 1,000.00            | 2,027.50            | -1,027.50           | 202.75%        | 993.00            |
| 210-36102.000 INTEREST EARNINGS          | 2,500.00            | 0.75                | 2,499.25            | 0.03%          | 0.09              |
| 210-36201.000 PARKING SPACE FEES         | 2,400.00            | 1,400.00            | 1,000.00            | 58.33%         | 200.00            |
| 210-36202.000 LINCOLN HALL RENTALS       | 0.00                | 900.00              | -900.00             | 100.00%        | 0.00              |
| 210-36400.000 BLOCK PARTY CONTRIBUTIONS  | 500.00              | 0.00                | 500.00              | 0.00%          | 0.00              |
| 210-36603.000 MISC. - UNCLASSIFIED RECE  | 2,000.00            | 266.85              | 1,733.15            | 13.34%         | 30.87             |
| 210-36605.000 MISCELLANEOUS STREET RECE  | 4,000.00            | 2,327.00            | 1,673.00            | 58.18%         | 572.80            |
| 210-36606.000 MISCELLANEOUS LIBRARY REC  | 500.00              | 0.00                | 500.00              | 0.00%          | 0.00              |
| 210-36606.010 REC & PARK NON-RES FEES    | 20,000.00           | 2,315.04            | 17,684.96           | 11.58%         | 0.00              |
| 210-39154.000 SERVICE FEE - WATER        | 114,674.00          | 28,668.50           | 86,005.50           | 25.00%         | 0.00              |
| 210-39155.000 SERVICE FEE - WWTP         | 57,337.00           | 14,334.25           | 43,002.75           | 25.00%         | 0.00              |
| 210-39156.000 SERVICE FEE - SANITATION   | 114,674.00          | 28,668.50           | 86,005.50           | 25.00%         | 0.00              |
| <b>210-395 UNBUDGETED REVENUE</b>        |                     |                     |                     |                |                   |
| 210-39508.000 DONATIONS TO LIBRARY       | 0.00                | 6,098.00            | -6,098.00           | 100.00%        | 0.00              |
| 210-39508.001 BROWNELL LIBRARY GRANTS    | 0.00                | 200.00              | -200.00             | 100.00%        | 0.00              |
| 210-39510.000 MISC GRANTS                | 0.00                | 167,890.16          | -167,890.16         | 100.00%        | 157,890.16        |
| 210-39590.001 ADULT REPLACEMENT RECEIPT  | 0.00                | 326.00              | -326.00             | 100.00%        | 0.00              |
| 210-39590.002 JUVENILE REPLACEMENT RECE  | 0.00                | 194.00              | -194.00             | 100.00%        | 0.00              |
| <b>Total UNBUDGETED REVENUE</b>          | <b>0.00</b>         | <b>174,708.16</b>   | <b>-174,708.16</b>  | <b>100.00%</b> | <b>157,890.16</b> |
| <b>Total Revenues</b>                    | <b>5,367,655.00</b> | <b>2,800,678.00</b> | <b>2,566,977.00</b> | <b>52.18%</b>  | <b>496,008.02</b> |
| <b>210-41 GENERAL GOVERNMENT</b>         |                     |                     |                     |                |                   |
| <b>210-413 GENERAL EXPENSES</b>          |                     |                     |                     |                |                   |
| <b>210-41320 ADMINISTRATION</b>          |                     |                     |                     |                |                   |
| <b>210-41320.1 ADMIN SALARIES</b>        |                     |                     |                     |                |                   |
| 210-41320.110 SALARIES REGULAR           | 180,929.00          | 83,261.91           | 97,667.09           | 46.02%         | 17,732.65         |
| 210-41320.130 SALARIES OVERTIME          | 0.00                | 338.62              | -338.62             | 100.00%        | 0.00              |
| 210-41320.140 SALARIES PART TIME         | 4,798.00            | 0.00                | 4,798.00            | 0.00%          | 0.00              |
| 210-41320.150 MANAGER CONTRACT           | 67,500.00           | 33,750.00           | 33,750.00           | 50.00%         | 5,625.00          |
| 210-41320.152 SHARED EMPLOYEE EXPENSE    | 24,633.00           | 12,316.50           | 12,316.50           | 50.00%         | 2,052.75          |
| <b>Total ADMIN SALARIES</b>              | <b>277,860.00</b>   | <b>129,667.03</b>   | <b>148,192.97</b>   | <b>46.67%</b>  | <b>25,410.40</b>  |
| <b>210-41320.2 ADMIN BENEFITS</b>        |                     |                     |                     |                |                   |
| 210-41320.210 HEALTH INS & OTHER BENEFIT | 94,089.00           | 30,314.20           | 63,774.80           | 32.22%         | 4,901.92          |
| 210-41320.220 SOCIAL SECURITY            | 14,399.00           | 6,564.46            | 7,834.54            | 45.59%         | 1,430.71          |

## GENERAL FUND

| Account                                 | Budget            | Actual            | Budget<br>Balance | % of Budget   | Pd to Date       |
|---|-------------------|-------------------|-------------------|---------------|------------------|
| 210-41320.230 RETIREMENT                | 20,022.00         | 9,166.03          | 10,855.97         | 45.78%        | 1,924.00         |
| <b>Total ADMIN BENEFITS</b>             | <b>128,510.00</b> | <b>46,044.69</b>  | <b>82,465.31</b>  | <b>35.83%</b> | <b>8,256.63</b>  |
| 210-41320.310 BOARD MEMBER FEES         | 2,500.00          | 1,250.00          | 1,250.00          | 50.00%        | 625.00           |
| 210-41320.320 LEGAL SERVICES            | 22,000.00         | 8,449.80          | 13,550.20         | 38.41%        | 720.00           |
| 210-41320.330 OTHER PROFESSIONAL SERVIC | 1,000.00          | 4,135.83          | -3,135.83         | 413.58%       | 535.83           |
| 210-41320.340 COMPUTER EXPENSES         | 3,824.00          | 2,371.30          | 1,452.70          | 62.01%        | 655.46           |
| 210-41320.442 LEASED SERVICES           | 4,203.00          | 1,333.18          | 2,869.82          | 31.72%        | 487.91           |
| 210-41320.500 TRAINING, CONFERENCES, DU | 6,000.00          | 985.00            | 5,015.00          | 16.42%        | 0.00             |
| 210-41320.530 COMMUNICATIONS            | 22,500.00         | 17,212.62         | 5,287.38          | 76.50%        | 470.92           |
| 210-41320.536 POSTAGE                   | 500.00            | 402.00            | 98.00             | 80.40%        | 201.00           |
| 210-41320.550 PRINTING AND ADVERTISING  | 3,000.00          | 1,415.50          | 1,584.50          | 47.18%        | 1,415.50         |
| 210-41320.560 TRUSTEES EXPENDITURES     | 5,500.00          | 7.42              | 5,492.58          | 0.13%         | 0.00             |
| 210-41320.571 PAY & CLASSIFICATION STUD | 200.00            | 0.00              | 200.00            | 0.00%         | 0.00             |
| 210-41320.580 TRAVEL                    | 300.00            | 0.00              | 300.00            | 0.00%         | 0.00             |
| 210-41320.600 Emergency Prep. Supplies  | 0.00              | 52,438.68         | -52,438.68        | 100.00%       | 22,360.21        |
| 210-41320.610 SUPPLIES                  | 5,000.00          | 287.51            | 4,712.49          | 5.75%         | 25.56            |
| 210-41320.820 ELECTIONS                 | 1,500.00          | 7,469.99          | -5,969.99         | 498.00%       | 365.82           |
| 210-41320.835 HOLIDAY EXPENSE           | 2,600.00          | 0.00              | 2,600.00          | 0.00%         | 0.00             |
| <b>Total ADMINISTRATION</b>             | <b>486,997.00</b> | <b>273,470.55</b> | <b>213,526.45</b> | <b>56.15%</b> | <b>61,530.24</b> |
| <b>210-41335 ECONOMIC DEVELOPMENT</b>   |                   |                   |                   |               |                  |
| <b>210-41335.1 ECON DEV SALARIES</b>    |                   |                   |                   |               |                  |
| <b>Total ECON DEV SALARIES</b>          | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>  | <b>0.00</b>      |
| <b>210-41335.2 ECON DEV BENEFITS</b>    |                   |                   |                   |               |                  |
| <b>Total ECON DEV BENEFITS</b>          | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>  | <b>0.00</b>      |
| 210-41335.810 COMMUNITY EVENTS & PROGRA | 10,000.00         | 519.00            | 9,481.00          | 5.19%         | 0.00             |
| 210-41335.811 ANNUAL SUPPORT OF ORGNIZA | 9,500.00          | 7,421.50          | 2,078.50          | 78.12%        | 637.50           |
| 210-41335.812 NEW PROGRAMS              | 2,500.00          | 5,619.32          | -3,119.32         | 224.77%       | 0.00             |
| 210-41335.813 MATCHING GRANT FUNDS      | 20,000.00         | 658.18            | 19,341.82         | 3.29%         | 0.00             |
| 210-41335.835 BLOCK PARTY EXPENSE       | 7,500.00          | 0.00              | 7,500.00          | 0.00%         | 0.00             |
| <b>Total ECONOMIC DEVELOPMENT</b>       | <b>49,500.00</b>  | <b>14,218.00</b>  | <b>35,282.00</b>  | <b>28.72%</b> | <b>637.50</b>    |
| <b>Total GENERAL EXPENSES</b>           | <b>536,497.00</b> | <b>287,688.55</b> | <b>248,808.45</b> | <b>53.62%</b> | <b>62,167.74</b> |
| <b>210-41510 Finance</b>                |                   |                   |                   |               |                  |
| 210-41510.110 Salaries - Regular        | 56,246.00         | 29,565.13         | 26,680.87         | 52.56%        | 5,356.00         |
| 210-41510.130 Salaries - Overtime       | 2,750.00          | 726.41            | 2,023.59          | 26.41%        | 515.52           |
| 210-41510.210 Group Insurance           | 6,365.00          | 3,223.74          | 3,141.26          | 50.65%        | 871.03           |
| 210-41510.220 Social Security           | 4,513.00          | 2,503.52          | 2,009.48          | 55.47%        | 504.67           |
| 210-41510.226 Workers Comp Insurance    | 16,500.00         | 5,783.31          | 10,716.69         | 35.05%        | 0.00             |
| 210-41510.230 Retirement                | 5,625.00          | 2,742.27          | 2,882.73          | 48.75%        | 535.60           |
| 210-41510.250 Unemployment Insurance    | 1,520.00          | 3,119.29          | -1,599.29         | 205.22%       | 1,350.95         |

## GENERAL FUND

| Account                                 | Budget            | Actual           | Budget<br>Balance | % of Budget   | Pd to Date       |
|---|-------------------|------------------|-------------------|---------------|------------------|
| 210-41510.335 Audit                     | 7,500.00          | 5,613.75         | 1,886.25          | 74.85%        | 0.00             |
| 210-41510.521 Liability & Property Ins  | 63,000.00         | 30,602.38        | 32,397.62         | 48.58%        | 0.00             |
| 210-41510.522 Public Officials Liabilit | 12,000.00         | 5,021.45         | 6,978.55          | 41.85%        | 0.00             |
| 210-41510.560 Dues/Subscriptions/Meetin | 250.00            | 0.00             | 250.00            | 0.00%         | 0.00             |
| 210-41510.570 Other Purchased Services  | 4,895.00          | 3,393.49         | 1,501.51          | 69.33%        | 574.00           |
| 210-41510.580 Travel                    | 100.00            | 0.00             | 100.00            | 0.00%         | 0.00             |
| 210-41510.610 General Supplies          | 150.00            | 453.00           | -303.00           | 302.00%       | 453.00           |
| <b>Total Finance</b>                    | <b>181,414.00</b> | <b>92,747.74</b> | <b>88,666.26</b>  | <b>51.12%</b> | <b>10,160.77</b> |
| <b>210-4194 Buildings</b>               |                   |                  |                   |               |                  |
| <b>210-41940 LINCOLN HALL</b>           |                   |                  |                   |               |                  |
| <b>Total LINCOLN HALL</b>               | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>0.00%</b>  | <b>0.00</b>      |
| <b>210-41941 Water &amp; Sewer</b>      |                   |                  |                   |               |                  |
| 210-41941.020 W/S - 2 Lincoln St        | 1,000.00          | 377.56           | 622.44            | 37.76%        | 294.82           |
| 210-41941.021 W/S - Brownell            | 900.00            | 290.33           | 609.67            | 32.26%        | 157.94           |
| 210-41941.022 W/S - Fire Station        | 500.00            | 238.48           | 261.52            | 47.70%        | 0.00             |
| 210-41941.023 W/S - Park St School      | 650.00            | 427.32           | 222.68            | 65.74%        | 286.66           |
| 210-41941.026 W/S - Maple St Park       | 5,200.00          | 4,374.74         | 825.26            | 84.13%        | 3,215.30         |
| <b>Total Water &amp; Sewer</b>          | <b>8,250.00</b>   | <b>5,708.43</b>  | <b>2,541.57</b>   | <b>69.19%</b> | <b>3,954.72</b>  |
| <b>210-41942 R&amp;M Building</b>       |                   |                  |                   |               |                  |
| 210-41942.020 R&M Bldg - 2 Lincoln St   | 11,800.00         | 3,624.17         | 8,175.83          | 30.71%        | 671.44           |
| 210-41942.021 R&M Bldg - Brownell       | 28,625.00         | 4,613.61         | 24,011.39         | 16.12%        | 2,994.31         |
| 210-41942.022 R&M Bldg - Fire Station   | 12,000.00         | 5,316.38         | 6,683.62          | 44.30%        | 5,115.77         |
| 210-41942.023 R&M Bldg - Park St School | 600.00            | 2,142.43         | -1,542.43         | 357.07%       | 0.00             |
| 210-41942.026 R&M Bldg - Maple St Park  | 3,600.00          | 4,412.33         | -812.33           | 122.56%       | 326.56           |
| <b>Total R&amp;M Building</b>           | <b>56,625.00</b>  | <b>20,108.92</b> | <b>36,516.08</b>  | <b>35.51%</b> | <b>9,108.08</b>  |
| <b>210-41943 Contractual Svcs</b>       |                   |                  |                   |               |                  |
| 210-41943.020 Contractual Svc - 2 Linco | 9,000.00          | 3,900.00         | 5,100.00          | 43.33%        | 1,950.00         |
| 210-41943.021 Contractual Svcs - Browne | 34,000.00         | 17,141.45        | 16,858.55         | 50.42%        | 7,893.25         |
| 210-41943.023 Contractual Svcs - Park S | 0.00              | 905.69           | -905.69           | 100.00%       | 0.00             |
| 210-41943.026 Contractual Svcs - Maple  | 21,840.00         | 15,349.35        | 6,490.65          | 70.28%        | 4,942.33         |
| <b>Total Contractual Svcs</b>           | <b>64,840.00</b>  | <b>37,296.49</b> | <b>27,543.51</b>  | <b>57.52%</b> | <b>14,785.58</b> |
| <b>210-41944 Gasoline</b>               |                   |                  |                   |               |                  |
| 210-41944.022 Gasoline - Fire Station   | 6,000.00          | 903.53           | 5,096.47          | 15.06%        | 0.00             |
| 210-41944.026 Gasoline - Maple St Park  | 3,101.00          | 485.66           | 2,615.34          | 15.66%        | 0.00             |
| <b>Total Gasoline</b>                   | <b>9,101.00</b>   | <b>1,389.19</b>  | <b>7,711.81</b>   | <b>15.26%</b> | <b>0.00</b>      |
| <b>210-41945 Telephone</b>              |                   |                  |                   |               |                  |
| 210-41945.020 Telephone - 2 Lincoln St  | 3,700.00          | 2,167.85         | 1,532.15          | 58.59%        | 153.35           |
| 210-41945.021 Telephone - Brownell      | 1,500.00          | 406.48           | 1,093.52          | 27.10%        | 89.24            |

## GENERAL FUND

| Account                                 | Budget            | Actual            | Budget<br>Balance | % of Budget   | Pd to Date       |
|---|-------------------|-------------------|-------------------|---------------|------------------|
| 210-41945.022 Telephone - Fire Station  | 2,115.00          | 1,142.52          | 972.48            | 54.02%        | 239.90           |
| 210-41945.023 Telephone - Park St Sch   | 2,550.00          | 1,758.24          | 791.76            | 68.95%        | 293.67           |
| 210-41945.026 Telephone - Maple St Park | 5,350.00          | 5,222.80          | 127.20            | 97.62%        | 1,469.26         |
| <b>Total Telephone</b>                  | <b>15,215.00</b>  | <b>10,697.89</b>  | <b>4,517.11</b>   | <b>70.31%</b> | <b>2,245.42</b>  |
| <b>210-41946 General Supplies</b>       |                   |                   |                   |               |                  |
| 210-41946.020 Gen Supplies - 2 Lincoln  | 2,000.00          | 81.75             | 1,918.25          | 4.09%         | 2.00             |
| 210-41946.022 Gen Supplies - Fire Stati | 2,000.00          | 430.12            | 1,569.88          | 21.51%        | 278.84           |
| <b>Total General Supplies</b>           | <b>4,000.00</b>   | <b>511.87</b>     | <b>3,488.13</b>   | <b>12.80%</b> | <b>280.84</b>    |
| <b>210-41947 Electricity</b>            |                   |                   |                   |               |                  |
| 210-41947.020 Electricity - 2 Lincoln S | 7,500.00          | 2,329.49          | 5,170.51          | 31.06%        | 249.69           |
| 210-41947.021 Electricity - Brownell    | 15,000.00         | 4,185.49          | 10,814.51         | 27.90%        | 432.08           |
| 210-41947.022 Electricity - Fire Statio | 7,300.00          | 2,418.98          | 4,881.02          | 33.14%        | 339.18           |
| 210-41947.023 Electricity - Park St Sch | 4,000.00          | 2,110.90          | 1,889.10          | 52.77%        | 322.82           |
| 210-41947.026 Electricity - Maple St    | 30,500.00         | 14,239.85         | 16,260.15         | 46.69%        | 1,852.79         |
| <b>Total Electricity</b>                | <b>64,300.00</b>  | <b>25,284.71</b>  | <b>39,015.29</b>  | <b>39.32%</b> | <b>3,196.56</b>  |
| <b>210-41948 Natural Gas</b>            |                   |                   |                   |               |                  |
| 210-41948.020 Natural Gas - 2 Lincoln   | 6,400.00          | 802.32            | 5,597.68          | 12.54%        | 386.44           |
| 210-41948.021 Natural Gas - Brownell    | 7,400.00          | 939.50            | 6,460.50          | 12.70%        | 477.16           |
| 210-41948.022 Natural Gas - Fire Statio | 4,800.00          | 381.38            | 4,418.62          | 7.95%         | 179.37           |
| 210-41948.023 Natural Gas - Park St Sch | 3,300.00          | 817.33            | 2,482.67          | 24.77%        | 271.53           |
| 210-41948.026 Natural Gas - Maple St    | 6,960.00          | 1,138.85          | 5,821.15          | 16.36%        | 517.47           |
| <b>Total Natural Gas</b>                | <b>28,860.00</b>  | <b>4,079.38</b>   | <b>24,780.62</b>  | <b>14.14%</b> | <b>1,831.97</b>  |
| <b>210-41949 Capital Outlay</b>         |                   |                   |                   |               |                  |
| 210-41949.020 Capital Outlay - 2 Lincol | 2,000.00          | 0.00              | 2,000.00          | 0.00%         | 0.00             |
| <b>Total Capital Outlay</b>             | <b>2,000.00</b>   | <b>0.00</b>       | <b>2,000.00</b>   | <b>0.00%</b>  | <b>0.00</b>      |
| <b>Total Buildings</b>                  | <b>253,191.00</b> | <b>105,076.88</b> | <b>148,114.12</b> | <b>41.50%</b> | <b>35,403.17</b> |
| <b>210-41970 COMMUNITY DEVELOPMENT</b>  |                   |                   |                   |               |                  |
| <b>210-41970.1 COM DEV SALARIES</b>     |                   |                   |                   |               |                  |
| 210-41970.110 SALARIES REGULAR          | 157,800.00        | 78,677.29         | 79,122.71         | 49.86%        | 16,417.81        |
| 210-41970.130 SALARIES OVERTIME         | 0.00              | 108.71            | -108.71           | 100.00%       | 0.00             |
| <b>Total COM DEV SALARIES</b>           | <b>157,800.00</b> | <b>78,786.00</b>  | <b>79,014.00</b>  | <b>49.93%</b> | <b>16,417.81</b> |
| <b>210-41970.2 COM DEV BENEFITS</b>     |                   |                   |                   |               |                  |
| 210-41970.210 HEALTH INS & OTHER BENEFI | 24,636.00         | 10,574.35         | 14,061.65         | 42.92%        | 1,648.34         |
| 210-41970.220 SOCIAL SECURITY           | 12,072.00         | 6,291.02          | 5,780.98          | 52.11%        | 1,348.04         |
| 210-41970.230 RETIREMENT                | 15,780.00         | 7,751.68          | 8,028.32          | 49.12%        | 1,525.80         |
| <b>Total COM DEV BENEFITS</b>           | <b>52,488.00</b>  | <b>24,617.05</b>  | <b>27,870.95</b>  | <b>46.90%</b> | <b>4,522.18</b>  |

## GENERAL FUND

| Account                                 | Budget              | Actual            | Budget<br>Balance | % of Budget   | Pd to Date        |
|---|---------------------|-------------------|-------------------|---------------|-------------------|
| 210-41970.310 BOARD MEMBER FEES         | 3,600.00            | 1,800.00          | 1,800.00          | 50.00%        | 900.00            |
| 210-41970.320 LEGAL SERVICES            | 6,000.00            | 70.00             | 5,930.00          | 1.17%         | 0.00              |
| 210-41970.330 OTHER PROFESSIONAL SVCS   | 10,000.00           | 498.00            | 9,502.00          | 4.98%         | 0.00              |
| 210-41970.500 TRAINING,CONF,DUES        | 4,000.00            | 135.30            | 3,864.70          | 3.38%         | 0.00              |
| 210-41970.530 COMMUNICATIONS            | 2,000.00            | 0.00              | 2,000.00          | 0.00%         | 0.00              |
| 210-41970.535 TELEPHONE SERVICES        | 600.00              | 200.05            | 399.95            | 33.34%        | 40.01             |
| 210-41970.536 POSTAGE                   | 700.00              | 0.00              | 700.00            | 0.00%         | 0.00              |
| 210-41970.550 PRINTING AND ADVERTISING  | 2,500.00            | 0.00              | 2,500.00          | 0.00%         | 0.00              |
| 210-41970.580 TRAVEL                    | 2,600.00            | 1,120.00          | 1,480.00          | 43.08%        | 200.00            |
| 210-41970.610 SUPPLIES                  | 2,000.00            | 127.74            | 1,872.26          | 6.39%         | 0.00              |
| 210-41970.700 BIKE/WALK COMMITTEE       | 7,000.00            | 0.00              | 7,000.00          | 0.00%         | 0.00              |
| <b>Total COMMUNITY DEVELOPMENT</b>      | <b>251,288.00</b>   | <b>107,354.14</b> | <b>143,933.86</b> | <b>42.72%</b> | <b>22,080.00</b>  |
| <b>Total GENERAL GOVERNMENT</b>         | <b>1,222,390.00</b> | <b>592,867.31</b> | <b>629,522.69</b> | <b>48.50%</b> | <b>129,811.68</b> |
| <b>210-42220 FIRE DEPARTMENT</b>        |                     |                   |                   |               |                   |
| <b>210-42220.1 FIRE SALARIES</b>        |                     |                   |                   |               |                   |
| 210-42220.140 SALARIES - FIREFIGHTERS   | 186,000.00          | 80,393.50         | 105,606.50        | 43.22%        | 12,106.06         |
| <b>Total FIRE SALARIES</b>              | <b>186,000.00</b>   | <b>80,393.50</b>  | <b>105,606.50</b> | <b>43.22%</b> | <b>12,106.06</b>  |
| <b>210-42220.2 FIRE BENEFITS</b>        |                     |                   |                   |               |                   |
| 210-42220.200 EMPLOYEE ASSISTANCE PROGR | 864.00              | 432.00            | 432.00            | 50.00%        | 0.00              |
| 210-42220.210 ACCIDENT & DISABILITY INS | 3,600.00            | 3,222.08          | 377.92            | 89.50%        | 0.00              |
| 210-42220.220 SOCIAL SECURITY           | 14,436.00           | 6,119.34          | 8,316.66          | 42.39%        | 935.32            |
| 210-42220.226 WORKERS COMP INSURANCE    | 30,050.00           | 11,217.00         | 18,833.00         | 37.33%        | 0.00              |
| 210-42220.290 Other Employee Benefits   | 2,700.00            | 120.00            | 2,580.00          | 4.44%         | 120.00            |
| <b>Total FIRE BENEFITS</b>              | <b>51,650.00</b>    | <b>21,110.42</b>  | <b>30,539.58</b>  | <b>40.87%</b> | <b>1,055.32</b>   |
| 210-42220.432 VEHICLE MAINTENANCE       | 25,000.00           | 5,282.73          | 19,717.27         | 21.13%        | 0.00              |
| 210-42220.443 RADIO MAINTENANCE         | 7,250.00            | 4,591.00          | 2,659.00          | 63.32%        | 324.00            |
| 210-42220.500 TRAINING, CONFERENCES, DU | 4,000.00            | 1,742.25          | 2,257.75          | 43.56%        | 1,492.35          |
| 210-42220.535 TELEPHONE SERVICES        | 2,600.00            | 800.20            | 1,799.80          | 30.78%        | 160.04            |
| 210-42220.566 PHYSICAL EXAMS            | 6,800.00            | 1,297.00          | 5,503.00          | 19.07%        | 35.00             |
| 210-42220.570 MAINTENANCE OTHER         | 15,000.00           | 12,166.27         | 2,833.73          | 81.11%        | 206.17            |
| 210-42220.578 EMERGENCY GENERATOR MAINT | 480.00              | 0.00              | 480.00            | 0.00%         | 0.00              |
| 210-42220.610 SUPPLIES                  | 1,000.00            | 1,584.81          | -584.81           | 158.48%       | 220.10            |
| 210-42220.611 NEW EQUIPMENT-RADIOS      | 1,500.00            | 0.00              | 1,500.00          | 0.00%         | 0.00              |
| 210-42220.612 UNIFORMS,BOOTS,ETC        | 25,000.00           | 4,259.25          | 20,740.75         | 17.04%        | 2,705.13          |
| 210-42220.615 EMS SUPPLIES              | 1,000.00            | 1,081.91          | -81.91            | 108.19%       | 74.70             |
| 210-42220.838 FIRE PREVENTION           | 2,100.00            | 838.25            | 1,261.75          | 39.92%        | 0.00              |
| 210-42220.889 ROUTINE EQUIPMENT PURCHAS | 17,500.00           | 8,634.85          | 8,865.15          | 49.34%        | 3,851.06          |
| <b>Total FIRE DEPARTMENT</b>            | <b>346,880.00</b>   | <b>143,782.44</b> | <b>203,097.56</b> | <b>41.45%</b> | <b>22,229.93</b>  |
| <b>210-431 STREET DEPARTMENT</b>        |                     |                   |                   |               |                   |
| <b>210-43110 STREET GENERAL</b>         |                     |                   |                   |               |                   |

## GENERAL FUND

| Account                                    | Budget            | Actual            | Budget<br>Balance | % of Budget    | Pd to Date       |
|--|-------------------|-------------------|-------------------|----------------|------------------|
| <b>210-43110.1 STREET GENERAL SALARIES</b> |                   |                   |                   |                |                  |
| 210-43110.110 SALARIES REGULAR             | 190,202.00        | 92,250.00         | 97,952.00         | 48.50%         | 17,926.11        |
| 210-43110.130 SALARIES OVERTIME            | 18,300.00         | 5,172.63          | 13,127.37         | 28.27%         | 1,698.60         |
| 210-43110.140 SALARIES PART TIME           | 27,388.00         | 3,285.33          | 24,102.67         | 12.00%         | 523.18           |
| <b>Total STREET GENERAL SALARIES</b>       | <b>235,890.00</b> | <b>100,707.96</b> | <b>135,182.04</b> | <b>42.69%</b>  | <b>20,147.89</b> |
| <b>210-43110.2 STREET GENERAL BENEFITS</b> |                   |                   |                   |                |                  |
| 210-43110.210 HEALTH INS & OTHER BENEFIT   | 78,989.00         | 41,486.50         | 37,502.50         | 52.52%         | 6,082.98         |
| 210-43110.220 SOCIAL SECURITY              | 18,046.00         | 7,678.28          | 10,367.72         | 42.55%         | 1,544.22         |
| 210-43110.226 WORKERS COMP INSURANCE       | 20,275.00         | 5,360.21          | 14,914.79         | 26.44%         | 0.00             |
| 210-43110.230 RETIREMENT                   | 19,020.00         | 9,222.11          | 9,797.89          | 48.49%         | 1,811.85         |
| 210-43110.250 UNEMPLOYMENT INSURANCE       | 300.00            | 615.66            | -315.66           | 205.22%        | 266.64           |
| <b>Total STREET GENERAL BENEFITS</b>       | <b>136,630.00</b> | <b>64,362.76</b>  | <b>72,267.24</b>  | <b>47.11%</b>  | <b>9,705.69</b>  |
| 210-43110.330 Professional Services        | 16,000.00         | 13,420.09         | 2,579.91          | 83.88%         | 2,603.20         |
| 210-43110.410 WATER AND SEWER CHARGE       | 2,500.00          | 1,454.74          | 1,045.26          | 58.19%         | 0.00             |
| 210-43110.432 R&M Services - Vehicles      | 28,000.00         | 25,454.99         | 2,545.01          | 90.91%         | 7,331.82         |
| 210-43110.434 MAINT. BUILDINGS/GROUNDS     | 10,000.00         | 6,852.53          | 3,147.47          | 68.53%         | 0.00             |
| 210-43110.441 RIGHT OF WAY AGREEMENTS      | 12,890.00         | 12,268.74         | 621.26            | 95.18%         | 7,133.59         |
| 210-43110.442 EQUIPMENT RENTALS            | 3,000.00          | 1,643.43          | 1,356.57          | 54.78%         | 260.37           |
| 210-43110.500 TRAINING, CONFERENCES, DU    | 500.00            | 0.00              | 500.00            | 0.00%          | 0.00             |
| 210-43110.521 LIABILITY & PROPERTY INS.    | 13,750.00         | 6,641.48          | 7,108.52          | 48.30%         | 0.00             |
| 210-43110.530 Communications               | 3,800.00          | 1,287.33          | 2,512.67          | 33.88%         | 336.46           |
| 210-43110.565 RUBBISH REMOVAL              | 9,000.00          | 3,364.65          | 5,635.35          | 37.39%         | 617.93           |
| 210-43110.572 Advertising and Interview    | 500.00            | 365.00            | 135.00            | 73.00%         | 165.00           |
| 210-43110.573 ACCIDENT CLAIMS              | 1,000.00          | 0.00              | 1,000.00          | 0.00%          | 0.00             |
| 210-43110.610 SUPPLIES                     | 26,000.00         | 10,576.66         | 15,423.34         | 40.68%         | 4,121.06         |
| 210-43110.612 UNIFORMS,BOOTS,ETC           | 6,500.00          | 1,227.47          | 5,272.53          | 18.88%         | 39.30            |
| 210-43110.622 ELECTRICAL SERVICE           | 4,200.00          | 1,114.68          | 3,085.32          | 26.54%         | 121.20           |
| 210-43110.623 HEATING/NATURAL GAS          | 4,000.00          | 441.37            | 3,558.63          | 11.03%         | 158.12           |
| 210-43110.626 Vehicle Fuels                | 38,000.00         | 5,016.49          | 32,983.51         | 13.20%         | 592.44           |
| 210-43110.891 CAPITAL OUTLAY               | 14,000.00         | 0.00              | 14,000.00         | 0.00%          | 0.00             |
| <b>Total STREET GENERAL</b>                | <b>566,160.00</b> | <b>256,200.37</b> | <b>309,959.63</b> | <b>45.25%</b>  | <b>53,334.07</b> |
| 210-43115.610 Street Lights Supplies/Ma    | 12,000.00         | 10,086.24         | 1,913.76          | 84.05%         | 1,329.60         |
| 210-43115.622 Electricity - St/Traffic     | 132,000.00        | 56,296.38         | 75,703.62         | 42.65%         | 20,766.76        |
| 210-43117.000 Streetscape Maintenance      | 11,500.00         | 11,826.76         | -326.76           | 102.84%        | 0.00             |
| <b>210-43120 STREET-PAVEMENT MAINT</b>     |                   |                   |                   |                |                  |
| 210-43120.570 Summer Constr - Purchased    | 255,800.00        | 303,126.62        | -47,326.62        | 118.50%        | 0.00             |
| 210-43120.610 Summer Const - Supplies      | 24,000.00         | 30,637.03         | -6,637.03         | 127.65%        | 1,546.38         |
| <b>Total STREET-PAVEMENT MAINT</b>         | <b>279,800.00</b> | <b>333,763.65</b> | <b>-53,963.65</b> | <b>119.29%</b> | <b>1,546.38</b>  |
| <b>210-43123 STREETS - TRAFFIC LIGHTS</b>  |                   |                   |                   |                |                  |
| 210-43123.730 Traffic Control              | 16,000.00         | 8,548.81          | 7,451.19          | 53.43%         | 0.00             |
| <b>Total STREETS - TRAFFIC LIGHTS</b>      | <b>16,000.00</b>  | <b>8,548.81</b>   | <b>7,451.19</b>   | <b>53.43%</b>  | <b>0.00</b>      |

## GENERAL FUND

| Account                                       | Budget              | Actual            | Budget<br>Balance | % of Budget   | Pd to Date       |
|---|---------------------|-------------------|-------------------|---------------|------------------|
| 210-43124.570 Sidewalk and Curb Mainten       | 5,500.00            | 7,134.10          | -1,634.10         | 129.71%       | 249.00           |
| <b>210-43125 WINTER MAINTENANCE</b>           |                     |                   |                   |               |                  |
| 210-43125.570 CONTRACT SERVICES               | 20,000.00           | 250.00            | 19,750.00         | 1.25%         | 250.00           |
| 210-43125.610 WINTER MAINTENANCE              | 125,000.00          | 13,054.00         | 111,946.00        | 10.44%        | 12,767.05        |
| <b>Total WINTER MAINTENANCE</b>               | <b>145,000.00</b>   | <b>13,304.00</b>  | <b>131,696.00</b> | <b>9.18%</b>  | <b>13,017.05</b> |
| <b>210-43150 Storm Sewer</b>                  |                     |                   |                   |               |                  |
| 210-43150.430 Storm Sewer Maintenance         | 15,000.00           | 2,597.62          | 12,402.38         | 17.32%        | 757.59           |
| <b>Total Storm Sewer</b>                      | <b>15,000.00</b>    | <b>2,597.62</b>   | <b>12,402.38</b>  | <b>17.32%</b> | <b>757.59</b>    |
| <b>210-43151 STREET - STORMWATER</b>          |                     |                   |                   |               |                  |
| <b>210-43151.1 STREET-STORMWATER SALARIE</b>  |                     |                   |                   |               |                  |
| 210-43151.110 SALARIES - REGULAR              | 47,232.00           | 23,440.99         | 23,791.01         | 49.63%        | 4,573.40         |
| <b>Total STREET-STORMWATER SALARIE</b>        | <b>47,232.00</b>    | <b>23,440.99</b>  | <b>23,791.01</b>  | <b>49.63%</b> | <b>4,573.40</b>  |
| <b>210-43151.2 STREET-STORMWATER BENEFIT</b>  |                     |                   |                   |               |                  |
| 210-43151.210 HEALTH INS & OTHER BENEFIT      | 12,815.00           | 8,433.67          | 4,381.33          | 65.81%        | 1,145.46         |
| 210-43151.220 SOCIAL SECURITY                 | 3,613.00            | 1,820.80          | 1,792.20          | 50.40%        | 358.69           |
| 210-43151.226 WORKERS COMP INSURANCE          | 3,438.00            | 1,104.51          | 2,333.49          | 32.13%        | 0.00             |
| 210-43151.230 RETIREMENT                      | 4,723.00            | 2,354.04          | 2,368.96          | 49.84%        | 453.90           |
| 210-43151.250 UNEMPLOYMENT INSURANCE          | 30.00               | 61.56             | -31.56            | 205.20%       | 26.66            |
| <b>Total STREET-STORMWATER BENEFIT</b>        | <b>24,619.00</b>    | <b>13,774.58</b>  | <b>10,844.42</b>  | <b>55.95%</b> | <b>1,984.71</b>  |
| <b>Total STREET - STORMWATER</b>              | <b>71,851.00</b>    | <b>37,215.57</b>  | <b>34,635.43</b>  | <b>51.80%</b> | <b>6,558.11</b>  |
| <b>210-43160 STREET STREET LIGHTS</b>         |                     |                   |                   |               |                  |
| <b>Total STREET STREET LIGHTS</b>             | <b>0.00</b>         | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>  | <b>0.00</b>      |
| <b>210-43161 STREETS - CONSERVATION</b>       |                     |                   |                   |               |                  |
| 210-43161.003 Tree Advisory Committee         | 10,000.00           | 0.00              | 10,000.00         | 0.00%         | 0.00             |
| <b>Total STREETS - CONSERVATION</b>           | <b>10,000.00</b>    | <b>0.00</b>       | <b>10,000.00</b>  | <b>0.00%</b>  | <b>0.00</b>      |
| <b>Total STREET DEPARTMENT</b>                | <b>1,264,811.00</b> | <b>736,973.50</b> | <b>527,837.50</b> | <b>58.27%</b> | <b>97,558.56</b> |
| <b>210-45110 RECREATION &amp; PARKS ADMIN</b> |                     |                   |                   |               |                  |
| 210-45110.110 SALARIES - REGULAR              | 244,792.00          | 119,049.21        | 125,742.79        | 48.63%        | 22,940.42        |
| 210-45110.140 SALARIES - PART-TIME            | 0.00                | 9,457.42          | -9,457.42         | 100.00%       | 3,574.94         |
| 210-45110.210 HEALTH INS & OTHER BENEFIT      | 125,468.00          | 62,409.42         | 63,058.58         | 49.74%        | 8,756.58         |
| 210-45110.220 SOCIAL SECURITY                 | 18,727.00           | 9,971.70          | 8,755.30          | 53.25%        | 2,029.79         |
| 210-45110.230 RETIREMENT                      | 27,182.00           | 13,158.02         | 14,023.98         | 48.41%        | 2,570.00         |
| 210-45110.330 OTHER PROFESSIONAL SVCS         | 21,742.00           | 3,330.72          | 18,411.28         | 15.32%        | 532.00           |
| 210-45110.340 COMPUTER EXPENSES               | 6,000.00            | 24,258.08         | -18,258.08        | 404.30%       | 9,987.26         |



## GENERAL FUND

| Account                                   | Budget            | Actual            | Budget<br>Balance | % of Budget   | Pd to Date       |
|---|-------------------|-------------------|-------------------|---------------|------------------|
| 210-45110.500 TRAINING, CONF, DUES        | 8,453.00          | 2,285.14          | 6,167.86          | 27.03%        | 217.97           |
| 210-45110.530 COMMUNICATIONS              | 7,851.00          | 5,105.18          | 2,745.82          | 65.03%        | 68.49            |
| 210-45110.535 TELEPHONE SERVICES          | 1,980.00          | 662.52            | 1,317.48          | 33.46%        | 0.00             |
| 210-45110.550 PRINTING & ADVERTISING      | 3,000.00          | 3,906.86          | -906.86           | 130.23%       | 202.05           |
| 210-45110.561 CC Processing Fee           | 0.00              | 158.90            | -158.90           | 100.00%       | 0.00             |
| 210-45110.610 SUPPLIES                    | 5,000.00          | 2,827.46          | 2,172.54          | 56.55%        | 1,091.98         |
| 210-45110.813 SCHOLARSHIPS                | 4,000.00          | 0.00              | 4,000.00          | 0.00%         | 0.00             |
| <b>Total RECREATION &amp; PARKS ADMIN</b> | <b>474,195.00</b> | <b>256,580.63</b> | <b>217,614.37</b> | <b>54.11%</b> | <b>51,971.48</b> |
| <b>210-45220 PARKS &amp; FACILITIES</b>   |                   |                   |                   |               |                  |
| 210-45220.110 SALARIES - REGULAR          | 105,360.00        | 54,603.49         | 50,756.51         | 51.83%        | 10,354.41        |
| 210-45220.140 SALARIES - PART-TIME        | 22,798.00         | 10,328.38         | 12,469.62         | 45.30%        | 38.25            |
| 210-45220.210 HEALTH INS & OTHER BENEFIT  | 27,076.00         | 17,346.87         | 9,729.13          | 64.07%        | 3,019.06         |
| 210-45220.220 SOCIAL SECURITY             | 9,804.00          | 5,291.82          | 4,512.18          | 53.98%        | 848.83           |
| 210-45220.230 RETIREMENT                  | 10,536.00         | 5,166.48          | 5,369.52          | 49.04%        | 1,015.70         |
| 210-45220.330 OTHER PROFESSIONAL SVCS     | 6,100.00          | 3,743.35          | 2,356.65          | 61.37%        | 0.00             |
| 210-45220.434 MAINTENANCE-BUILDINGS/GRO   | 11,739.00         | 2,241.72          | 9,497.28          | 19.10%        | 720.00           |
| 210-45220.441 LAND LEASE                  | 500.00            | 550.00            | -50.00            | 110.00%       | 0.00             |
| 210-45220.442 EQUIPMENT RENTAL            | 1,980.00          | 3,075.85          | -1,095.85         | 155.35%       | 2,919.65         |
| 210-45220.500 TRAINING, CONF, DUES        | 4,302.00          | 77.00             | 4,225.00          | 1.79%         | 0.00             |
| 210-45220.610 SUPPLIES                    | 16,489.00         | 17,945.70         | -1,456.70         | 108.83%       | 1,452.87         |
| <b>Total PARKS &amp; FACILITIES</b>       | <b>216,684.00</b> | <b>120,370.66</b> | <b>96,313.34</b>  | <b>55.55%</b> | <b>20,368.77</b> |
| <b>210-453 SENIOR SUPPORT</b>             |                   |                   |                   |               |                  |
| <b>Total SENIOR SUPPORT</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>  | <b>0.00</b>      |
| <b>210-45551 BROWNELL LIBRARY</b>         |                   |                   |                   |               |                  |
| <b>210-45551.1 LIBRARY SALARIES</b>       |                   |                   |                   |               |                  |
| 210-45551.110 SALARIES REGULAR            | 328,850.00        | 161,088.63        | 167,761.37        | 48.99%        | 33,167.59        |
| 210-45551.140 SALARIES PART TIME          | 108,415.00        | 39,522.47         | 68,892.53         | 36.45%        | 8,255.61         |
| <b>Total LIBRARY SALARIES</b>             | <b>437,265.00</b> | <b>200,611.10</b> | <b>236,653.90</b> | <b>45.88%</b> | <b>41,423.20</b> |
| <b>210-45551.2 LIBRARY BENEFITS</b>       |                   |                   |                   |               |                  |
| 210-45551.210 HEALTH INS & OTHER BENEFIT  | 134,104.00        | 67,179.63         | 66,924.37         | 50.10%        | 11,027.48        |
| 210-45551.220 SOCIAL SECURITY             | 33,451.00         | 15,356.51         | 18,094.49         | 45.91%        | 3,170.81         |
| 210-45551.230 RETIREMENT                  | 32,580.00         | 16,063.78         | 16,516.22         | 49.31%        | 3,301.26         |
| <b>Total LIBRARY BENEFITS</b>             | <b>200,135.00</b> | <b>98,599.92</b>  | <b>101,535.08</b> | <b>49.27%</b> | <b>17,499.55</b> |
| 210-45551.340 COMPUTER EXPENSES           | 4,000.00          | 358.29            | 3,641.71          | 8.96%         | 0.00             |
| 210-45551.442 Rental of Equipment         | 1,500.00          | 1,088.23          | 411.77            | 72.55%        | 322.92           |
| 210-45551.500 TRAINING, CONFERENCES, DU   | 4,000.00          | 175.00            | 3,825.00          | 4.38%         | 175.00           |
| 210-45551.530 TECHNOLOGY ACCESS           | 7,700.00          | 5,595.12          | 2,104.88          | 72.66%        | 1,456.70         |
| 210-45551.536 POSTAGE/DELIVERY            | 2,500.00          | 963.84            | 1,536.16          | 38.55%        | 249.28           |
| 210-45551.572 INTERVIEW COSTS             | 700.00            | 0.00              | 700.00            | 0.00%         | 0.00             |
| 210-45551.574 VOLUNTEER EXPENSES          | 800.00            | 0.00              | 800.00            | 0.00%         | 0.00             |

## GENERAL FUND

| Account                                    | Budget            | Actual            | Budget<br>Balance | % of Budget    | Pd to Date        |
|--|-------------------|-------------------|-------------------|----------------|-------------------|
| 210-45551.610 SUPPLIES                     | 13,500.00         | 1,959.88          | 11,540.12         | 14.52%         | 261.15            |
| 210-45551.640 ADULT COLLECTION-PRINT &     | 41,500.00         | 17,244.38         | 24,255.62         | 41.55%         | 10,215.31         |
| 210-45551.641 JUVEN COLLECTION-PRNT & E    | 20,750.00         | 6,696.24          | 14,053.76         | 32.27%         | 1,447.05          |
| 210-45551.677 COMPUTER REPLACEMENT         | 8,000.00          | 373.80            | 7,626.20          | 4.67%          | 0.00              |
| 210-45551.836 ADULT PROGRAMS               | 1,000.00          | 127.11            | 872.89            | 12.71%         | 0.00              |
| 210-45551.837 CHILDRENS PROGRAMS           | 4,500.00          | 1,086.36          | 3,413.64          | 24.14%         | 379.22            |
| 210-45551.891 CAPITAL OUTLAY               | 4,000.00          | 0.00              | 4,000.00          | 0.00%          | 0.00              |
| <b>Total BROWNELL LIBRARY</b>              | <b>751,850.00</b> | <b>334,879.27</b> | <b>416,970.73</b> | <b>44.54%</b>  | <b>73,429.38</b>  |
| <b>210-47 DEBT SERVICE</b>                 |                   |                   |                   |                |                   |
| 210-47116.000 CAPITAL IMP PRINCIPAL        | 135,135.00        | 135,135.00        | 0.00              | 100.00%        | 0.00              |
| 210-47216.000 CAPITAL IMP - INTEREST       | 67,599.00         | 34,604.63         | 32,994.37         | 51.19%         | 0.00              |
| <b>Total DEBT SERVICE</b>                  | <b>202,734.00</b> | <b>169,739.63</b> | <b>32,994.37</b>  | <b>83.73%</b>  | <b>0.00</b>       |
| <b>210-491 CAPITAL/MISC TRANSFERS</b>      |                   |                   |                   |                |                   |
| 210-49100.030 CAP RESRV FND CONT - BEG     | 401,955.00        | 200,977.50        | 200,977.50        | 50.00%         | 100,488.75        |
| 210-49100.031 ROLLING STOCK FUND CONTRI    | 238,700.00        | 119,312.00        | 119,388.00        | 49.98%         | 59,656.00         |
| 210-49100.040 TRANS FOR BUILDING MAINT     | 50,000.00         | 25,000.00         | 25,000.00         | 50.00%         | 12,500.00         |
| 210-49100.802 EMP TERM BENEFITS TRANSFE    | 5,000.00          | 2,500.00          | 2,500.00          | 50.00%         | 1,250.00          |
| 210-49101.030 TRANS TO CAPITAL RESERVE     | 112,455.00        | 56,227.50         | 56,227.50         | 50.00%         | 28,113.75         |
| 210-49101.031 Fire Capital                 | 80,000.00         | 83,582.10         | -3,582.10         | 104.48%        | 0.00              |
| <b>Total CAPITAL/MISC TRANSFERS</b>        | <b>888,110.00</b> | <b>487,599.10</b> | <b>400,510.90</b> | <b>54.90%</b>  | <b>202,008.50</b> |
| <b>210-493 GRANT AND OTHER UNBUDGETE</b>   |                   |                   |                   |                |                   |
| <b>210-4930 TERMINATION BENEFITS FROM</b>  |                   |                   |                   |                |                   |
| <b>Total TERMINATION BENEFITS FROM</b>     | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>   | <b>0.00</b>       |
| <b>210-4934 GRANT EXPENDITURES</b>         |                   |                   |                   |                |                   |
| 210-49340.000 MISC GRANT EXPENDITURES      | 0.00              | 63,560.49         | -63,560.49        | 100.00%        | 20,250.00         |
| 210-49340.006 LIBRARY GRANT EXPENDITURE    | 0.00              | 200.00            | -200.00           | 100.00%        | 0.00              |
| <b>210-49345 DONATION EXPENDITURES</b>     |                   |                   |                   |                |                   |
| 210-49345.000 LIBRARY DONATION EXPENDIT    | 0.00              | 3,339.68          | -3,339.68         | 100.00%        | 2,900.00          |
| <b>Total DONATION EXPENDITURES</b>         | <b>0.00</b>       | <b>3,339.68</b>   | <b>-3,339.68</b>  | <b>100.00%</b> | <b>2,900.00</b>   |
| <b>210-49346 LIBRARY REPLACEMENT EXPEN</b> |                   |                   |                   |                |                   |
| 210-49346.002 JUVEN COLLECTION-PRNT & E    | 0.00              | 154.10            | -154.10           | 100.00%        | 56.41             |
| <b>Total LIBRARY REPLACEMENT EXPEN</b>     | <b>0.00</b>       | <b>154.10</b>     | <b>-154.10</b>    | <b>100.00%</b> | <b>56.41</b>      |
| <b>Total GRANT EXPENDITURES</b>            | <b>0.00</b>       | <b>67,254.27</b>  | <b>-67,254.27</b> | <b>100.00%</b> | <b>23,206.41</b>  |
| <b>Total GRANT AND OTHER UNBUDGETE</b>     | <b>0.00</b>       | <b>67,254.27</b>  | <b>-67,254.27</b> | <b>100.00%</b> | <b>23,206.41</b>  |
| <b>210-494 PARK ST. SCHOOL</b>             |                   |                   |                   |                |                   |
| <b>Total PARK ST. SCHOOL</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00%</b>   | <b>0.00</b>       |

## GENERAL FUND

| Account                               | Budget              | Actual              | Budget<br>Balance   | % of Budget     | Pd to Date         |
|---------------------------------------|---------------------|---------------------|---------------------|-----------------|--------------------|
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Expenditures</b>             | <b>5,367,654.00</b> | <b>2,910,046.81</b> | <b>2,457,607.19</b> | <b>54.21%</b>   | <b>620,584.71</b>  |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total GENERAL FUND</b>             | <b>1.00</b>         | <b>-109,368.81</b>  | <b>109,367.81</b>   |                 | <b>-124,576.69</b> |
| =====                                 |                     |                     |                     |                 |                    |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Revenues</b>                 | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>        |
| -----                                 |                     |                     |                     |                 |                    |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Expenditures</b>             | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>        |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total MEMORIAL PARK FUND</b>       | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>        |
| =====                                 |                     |                     |                     |                 |                    |
| 222-39110.000 GENERAL FUND TRANS IN   | 50,000.00           | 25,000.00           | 25,000.00           | 50.00%          | 12,500.00          |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Revenues</b>                 | <b>50,000.00</b>    | <b>25,000.00</b>    | <b>25,000.00</b>    | <b>50.00%</b>   | <b>12,500.00</b>   |
| -----                                 |                     |                     |                     |                 |                    |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Expenditures</b>             | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>        |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total BUILDING MAINT FUND</b>      | <b>50,000.00</b>    | <b>25,000.00</b>    | <b>-75,000.00</b>   | <b>50.00%</b>   | <b>12,500.00</b>   |
| =====                                 |                     |                     |                     |                 |                    |
| 223-31101.000 PENNY TAX               | 0.00                | 55,592.14           | -55,592.14          | 100.00%         | 0.00               |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Revenues</b>                 | <b>0.00</b>         | <b>55,592.14</b>    | <b>-55,592.14</b>   | <b>100.00%</b>  | <b>0.00</b>        |
| -----                                 |                     |                     |                     |                 |                    |
| -----                                 |                     |                     |                     |                 |                    |
| 223-46802.004 Road Res-Q              | 0.00                | 4,112.50            | -4,112.50           | 100.00%         | 2,112.50           |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Expenditures</b>             | <b>0.00</b>         | <b>4,112.50</b>     | <b>-4,112.50</b>    | <b>100.00%</b>  | <b>2,112.50</b>    |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total TRUSTEE CAP IMP PROJECTS</b> | <b>0.00</b>         | <b>51,479.64</b>    | <b>-51,479.64</b>   | <b>-100.00%</b> | <b>-2,112.50</b>   |
| =====                                 |                     |                     |                     |                 |                    |
| 225-34700.000 SR CTR MEMBERSHIPS      | 3,200.00            | 0.00                | 3,200.00            | 0.00%           | 0.00               |
| 225-34701.000 SR CTR FUND RAISING REV | 3,000.00            | 0.00                | 3,000.00            | 0.00%           | 0.00               |
| 225-34702.000 Program Fees            | 1,500.00            | 24.00               | 1,476.00            | 1.60%           | 0.00               |
| 225-34702.002 Meals Fees              | 2,600.00            | 0.00                | 2,600.00            | 0.00%           | 0.00               |
| 225-36400.000 SR CTR DONATIONS        | 2,000.00            | 0.00                | 2,000.00            | 0.00%           | 0.00               |
| -----                                 |                     |                     |                     |                 |                    |
| <b>Total Revenues</b>                 | <b>12,300.00</b>    | <b>24.00</b>        | <b>12,276.00</b>    | <b>0.20%</b>    | <b>0.00</b>        |
| -----                                 |                     |                     |                     |                 |                    |
| -----                                 |                     |                     |                     |                 |                    |
| 225-45122.330 OTHER PROF SERVICES     | 3,600.00            | 0.00                | 3,600.00            | 0.00%           | 0.00               |
| 225-45122.430 REPAIRS & MAINTENANCE   | 1,000.00            | 0.00                | 1,000.00            | 0.00%           | 0.00               |
| 225-45122.442 Rental of Equipment     | 0.00                | 585.43              | -585.43             | 100.00%         | 188.30             |
| 225-45122.610 OPERATIONAL SUPP/EXP    | 3,000.00            | 0.00                | 3,000.00            | 0.00%           | 0.00               |
| 225-45122.612 FUND RAISER EXPENSES    | 500.00              | 0.00                | 500.00              | 0.00%           | 0.00               |
| 225-45122.614 PROGRAM EXPENSES        | 2,500.00            | 76.98               | 2,423.02            | 3.08%           | 0.00               |

## SENIOR CENTER FUND

| Account                                 | Budget              | Actual              | Budget<br>Balance | % of Budget     | Pd to Date        |
|---|---------------------|---------------------|-------------------|-----------------|-------------------|
| 225-45122.812 Meals Expenses            | 1,500.00            | 0.00                | 1,500.00          | 0.00%           | 0.00              |
| <b>Total Expenditures</b>               | <b>12,100.00</b>    | <b>662.41</b>       | <b>11,437.59</b>  | <b>5.47%</b>    | <b>188.30</b>     |
| <b>Total SENIOR CENTER FUND</b>         | <b>200.00</b>       | <b>-638.41</b>      | <b>438.41</b>     | <b>-319.21%</b> | <b>-188.30</b>    |
| 226-34720.000 POOL DAY ADMISSION        | 71,727.00           | 30,927.11           | 40,799.89         | 43.12%          | 0.00              |
| 226-34721.000 POOL MEMBERSHIPS          | 42,868.00           | -135.00             | 43,003.00         | -0.31%          | 0.00              |
| 226-34722.000 SWIM LESSONS              | 52,235.00           | 4,208.77            | 48,026.23         | 8.06%           | 5.50              |
| 226-34725.000 CONCESSION SALES          | 2,500.00            | 0.00                | 2,500.00          | 0.00%           | 0.00              |
| 226-34750.000 FACILITY & FIELD RENTAL   | 13,074.00           | 3,540.00            | 9,534.00          | 27.08%          | 0.00              |
| 226-34779.115 Youth Prog - RP           | 185,451.00          | 17,728.08           | 167,722.92        | 9.56%           | 0.00              |
| 226-34779.120 Youth Prog - AS           | 40,500.00           | 6,080.50            | 34,419.50         | 15.01%          | 100.00            |
| 226-34780.000 ADULT PROGRAMS            | 74,070.00           | 34,679.50           | 39,390.50         | 46.82%          | 30.00             |
| 226-34781.120 Childcare - AS            | 676,683.00          | 476,518.51          | 200,164.49        | 70.42%          | 177,753.48        |
| 226-34781.121 Childcare - PS            | 373,037.00          | 186,004.74          | 187,032.26        | 49.86%          | 24,190.94         |
| 226-34781.122 Childcare - DC            | 338,010.00          | 133,375.31          | 204,634.69        | 39.46%          | 10.00             |
| 226-34781.123 Childcare - RK            | 0.00                | 250,000.00          | -250,000.00       | 100.00%         | 0.00              |
| 226-34782.000 SHARED STAFFING CONTRACT  | 50,046.00           | 25,537.50           | 24,508.50         | 51.03%          | 25,537.50         |
| 226-34783.000 Memorial Day Parade       | 20,000.00           | 190.00              | 19,810.00         | 0.95%           | 0.00              |
| 226-39505.000 SPONSORSHIP               | 7,550.00            | 0.00                | 7,550.00          | 0.00%           | 0.00              |
| <b>Total Revenues</b>                   | <b>1,947,751.00</b> | <b>1,168,655.02</b> | <b>779,095.98</b> | <b>60.00%</b>   | <b>227,627.42</b> |
| <b>226-45110 ADMINISTRATION</b>         |                     |                     |                   |                 |                   |
| 226-45110.140 SALARIES - PART-TIME      | 4,840.00            | 0.00                | 4,840.00          | 0.00%           | 0.00              |
| 226-45110.220 SOCIAL SECURITY           | 370.00              | 0.00                | 370.00            | 0.00%           | 0.00              |
| 226-45110.226 WORKERS COMPENSATION INS  | 35,376.00           | 12,793.53           | 22,582.47         | 36.16%          | 0.00              |
| 226-45110.330 OTHER PROFESSIONAL SVCS   | 3,750.00            | 0.00                | 3,750.00          | 0.00%           | 0.00              |
| 226-45110.442 Equipment Rentals         | 2,135.00            | 2,135.69            | -0.69             | 100.03%         | 355.78            |
| 226-45110.500 TRAINING, CONF, DUES      | 10,250.00           | 3,249.40            | 7,000.60          | 31.70%          | 2,335.25          |
| 226-45110.536 POSTAGE                   | 4,478.00            | 175.50              | 4,302.50          | 3.92%           | 65.50             |
| 226-45110.550 PRINTING & ADVERTISING    | 12,860.00           | 0.00                | 12,860.00         | 0.00%           | 0.00              |
| 226-45110.561 CC Processing Fee         | 0.00                | 13,158.84           | -13,158.84        | 100.00%         | 0.00              |
| <b>Total ADMINISTRATION</b>             | <b>74,059.00</b>    | <b>31,512.96</b>    | <b>42,546.04</b>  | <b>42.55%</b>   | <b>2,756.53</b>   |
| <b>226-45115 RECREATION PROGRAMS</b>    |                     |                     |                   |                 |                   |
| 226-45115.110 Salaries - Regular        | 27,028.00           | 13,076.90           | 13,951.10         | 48.38%          | 2,555.40          |
| 226-45115.140 SALARIES - PART -TIME     | 19,877.00           | 0.00                | 19,877.00         | 0.00%           | 0.00              |
| 226-45115.220 SOCIAL SECURITY           | 2,837.00            | 1,000.44            | 1,836.56          | 35.26%          | 195.50            |
| 226-45115.330 OTHER PROFESSIONAL SVCS   | 180,077.00          | 62,553.72           | 117,523.28        | 34.74%          | 6,688.20          |
| 226-45115.410 WATER & SEWER CHARGES     | 800.00              | 903.76              | -103.76           | 112.97%         | 0.00              |
| 226-45115.434 MAINTENANCE-BLDGS/GROUNDS | 250.00              | 0.00                | 250.00            | 0.00%           | 0.00              |
| 226-45115.440 RENTAL                    | 600.00              | 0.00                | 600.00            | 0.00%           | 0.00              |
| 226-45115.442 EQUIPMENT RENTALS         | 1,400.00            | 0.00                | 1,400.00          | 0.00%           | 0.00              |
| 226-45115.500 TRAINING, CONF, DUES      | 700.00              | 449.00              | 251.00            | 64.14%          | 295.00            |
| 226-45115.550 PRINTING & ADVERTISING    | 200.00              | 0.00                | 200.00            | 0.00%           | 0.00              |
| 226-45115.610 SUPPLIES                  | 24,519.00           | 3,759.84            | 20,759.16         | 15.33%          | 72.50             |

## EJRP PPROGRAMS FUND

| Account                                      | Budget            | Actual            | Budget<br>Balance | % of Budget   | Pd to Date        |
|--|-------------------|-------------------|-------------------|---------------|-------------------|
| 226-45115.850 Memorial Day Parade            | 19,500.00         | 0.00              | 19,500.00         | 0.00%         | 0.00              |
| <b>Total RECREATION PROGRAMS</b>             | <b>277,788.00</b> | <b>81,743.66</b>  | <b>196,044.34</b> | <b>29.43%</b> | <b>9,806.60</b>   |
| <b>226-45120 AFTER SCHOOL CARE</b>           |                   |                   |                   |               |                   |
| 226-45120.110 SALARIES - REGULAR             | 265,037.00        | 192,966.41        | 72,070.59         | 72.81%        | 58,590.10         |
| 226-45120.140 SALARIES - PART-TIME           | 187,302.00        | 130,101.97        | 57,200.03         | 69.46%        | 77,765.16         |
| 226-45120.210 HEALTH INS & OTHER BENEFIT     | 95,318.00         | 29,574.35         | 65,743.65         | 31.03%        | 5,405.45          |
| 226-45120.220 SOCIAL SECURITY                | 34,605.00         | 24,850.84         | 9,754.16          | 71.81%        | 10,381.19         |
| 226-45120.230 RETIREMENT                     | 32,142.00         | 18,040.40         | 14,101.60         | 56.13%        | 4,597.39          |
| 226-45120.330 OTHER PROFESSIONAL SVCS        | 40,960.00         | 4,982.58          | 35,977.42         | 12.16%        | 3,889.33          |
| 226-45120.421 TRUCK LEASE                    | 12,638.00         | 12,239.30         | 398.70            | 96.85%        | 0.00              |
| 226-45120.500 TRAINING, CONF, DUES           | 19,155.00         | 3,146.00          | 16,009.00         | 16.42%        | 2,915.00          |
| 226-45120.535 Telephone                      | 4,620.00          | 2,778.32          | 1,841.68          | 60.14%        | 1,164.08          |
| 226-45120.580 TRAVEL                         | 34,109.00         | 636.04            | 33,472.96         | 1.86%         | 0.00              |
| 226-45120.610 SUPPLIES                       | 37,296.00         | 17,724.95         | 19,571.05         | 47.53%        | 4,579.94          |
| 226-45120.626 GAS, GREASE & OIL              | 1,900.00          | 455.22            | 1,444.78          | 23.96%        | 43.85             |
| <b>Total AFTER SCHOOL CARE</b>               | <b>765,082.00</b> | <b>437,496.38</b> | <b>327,585.62</b> | <b>57.18%</b> | <b>169,331.49</b> |
| <b>226-45121 PRESCHOOL</b>                   |                   |                   |                   |               |                   |
| 226-45121.110 SALARIES - REGULAR             | 202,888.00        | 97,634.15         | 105,253.85        | 48.12%        | 21,824.80         |
| 226-45121.140 SALARIES - PART-TIME           | 24,970.00         | 17,530.08         | 7,439.92          | 70.20%        | 4,111.00          |
| 226-45121.210 HEALTH INS & OTHER BENEFIT     | 87,370.00         | 42,262.24         | 45,107.76         | 48.37%        | 6,160.91          |
| 226-45121.220 SOCIAL SECURITY                | 17,431.00         | 8,897.43          | 8,533.57          | 51.04%        | 1,985.46          |
| 226-45121.230 RETIREMENT                     | 18,921.00         | 9,149.11          | 9,771.89          | 48.35%        | 1,786.90          |
| 226-45121.330 OTHER PROFESSIONAL SVCS        | 3,114.00          | 664.00            | 2,450.00          | 21.32%        | 30.00             |
| 226-45121.500 TRAINING, CONF, DUES           | 8,902.00          | 4,016.00          | 4,886.00          | 45.11%        | 0.00              |
| 226-45121.580 TRAVEL                         | 1,728.00          | 0.00              | 1,728.00          | 0.00%         | 0.00              |
| 226-45121.610 SUPPLIES                       | 4,500.00          | 6,674.31          | -2,174.31         | 148.32%       | 312.11            |
| <b>Total PRESCHOOL</b>                       | <b>369,824.00</b> | <b>186,827.32</b> | <b>182,996.68</b> | <b>50.52%</b> | <b>36,211.18</b>  |
| <b>226-45122 SUMMER DAY CAMPS</b>            |                   |                   |                   |               |                   |
| 226-45122.110 SALARIES - REGULAR             | 42,714.00         | 22,886.20         | 19,827.80         | 53.58%        | 331.80            |
| 226-45122.140 SALARIES - PART-TIME           | 182,169.00        | 168,384.37        | 13,784.63         | 92.43%        | 0.00              |
| 226-45122.220 SOCIAL SECURITY                | 17,204.00         | 14,631.59         | 2,572.41          | 85.05%        | 25.38             |
| 226-45122.330 OTHER PROFESSIONAL SVCS        | 6,495.00          | 9,361.88          | -2,866.88         | 144.14%       | 90.00             |
| 226-45122.580 TRAVEL                         | 36,654.00         | 10,065.63         | 26,588.37         | 27.46%        | 0.00              |
| 226-45122.610 Supplies                       | 17,476.00         | 11,335.45         | 6,140.55          | 64.86%        | 0.00              |
| 226-45122.626 GAS, GREASE AND OIL            | 100.00            | 42.04             | 57.96             | 42.04%        | 0.00              |
| <b>Total SUMMER DAY CAMPS</b>                | <b>302,812.00</b> | <b>236,707.16</b> | <b>66,104.84</b>  | <b>78.17%</b> | <b>447.18</b>     |
| <b>226-45123 Rec Kids Supported Learning</b> |                   |                   |                   |               |                   |
| 226-45123.140 Salaries - Part-Time           | 0.00              | 65,187.73         | -65,187.73        | 100.00%       | 0.00              |
| 226-45123.220 Social Security                | 0.00              | 4,941.12          | -4,941.12         | 100.00%       | 0.00              |
| 226-45123.330 Other Professional Svcs        | 0.00              | 74,388.79         | -74,388.79        | 100.00%       | 5,516.40          |
| 226-45123.570 Other Purchased Service        | 0.00              | 1,350.00          | -1,350.00         | 100.00%       | 0.00              |
| 226-45123.580 Travel                         | 0.00              | 1,302.60          | -1,302.60         | 100.00%       | 0.00              |

## EJRP PPROGRAMS FUND

| Account                                 | Budget              | Actual              | Budget<br>Balance  | % of Budget        | Pd to Date        |
|---|---------------------|---------------------|--------------------|--------------------|-------------------|
| 226-45123.610 Supplies                  | 0.00                | 79,519.86           | -79,519.86         | 100.00%            | 269.99            |
| <b>Total Rec Kids Supported Learni</b>  | <b>0.00</b>         | <b>226,690.10</b>   | <b>-226,690.10</b> | <b>100.00%</b>     | <b>5,786.39</b>   |
| <b>226-45124 POOL</b>                   |                     |                     |                    |                    |                   |
| 226-45124.140 SALARIES - PART-TIME      | 93,462.00           | 83,629.62           | 9,832.38           | 89.48%             | 560.42            |
| 226-45124.220 SOCIAL SECURITY           | 7,150.00            | 6,429.29            | 720.71             | 89.92%             | 42.87             |
| 226-45124.330 OTHER PROFESSIONAL SVCS   | 5,812.00            | 3,613.65            | 2,198.35           | 62.18%             | 38.00             |
| 226-45124.410 WATER & SEWER CHARGES     | 2,749.00            | 0.00                | 2,749.00           | 0.00%              | 0.00              |
| 226-45124.434 MAINTENANCE-BLDGS/GROUNDS | 21,130.00           | 9,155.56            | 11,974.44          | 43.33%             | 0.00              |
| 226-45124.610 SUPPLIES                  | 6,121.00            | 2,628.80            | 3,492.20           | 42.95%             | 0.00              |
| <b>Total POOL</b>                       | <b>136,424.00</b>   | <b>105,456.92</b>   | <b>30,967.08</b>   | <b>77.30%</b>      | <b>641.29</b>     |
| <b>226-45125 CONCESSIONS</b>            |                     |                     |                    |                    |                   |
| <b>Total CONCESSIONS</b>                | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>        | <b>0.00%</b>       | <b>0.00</b>       |
| <b>226-45126 AQUATICS</b>               |                     |                     |                    |                    |                   |
| <b>Total AQUATICS</b>                   | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>        | <b>0.00%</b>       | <b>0.00</b>       |
| <b>226-45220 PARKS &amp; FACILITIES</b> |                     |                     |                    |                    |                   |
| 226-45220.140 Salaries - Part Time      | 7,225.00            | 7,213.27            | 11.73              | 99.84%             | 0.00              |
| 226-45220.220 Social Security           | 553.00              | 551.82              | 1.18               | 99.79%             | 0.00              |
| 226-45220.330 Other Prof Services       | 2,500.00            | 0.00                | 2,500.00           | 0.00%              | 0.00              |
| 226-45220.442 Equipment Rental          | 4,800.00            | 0.00                | 4,800.00           | 0.00%              | 0.00              |
| 226-45220.535 Telephone Services        | 1,320.00            | 441.68              | 878.32             | 33.46%             | 0.00              |
| 226-45220.550 TRAINING, CONF, DUES      | 3,500.00            | 0.00                | 3,500.00           | 0.00%              | 0.00              |
| 226-45220.610 PARKS & FACILITIES SUPPLI | 1,275.00            | 0.00                | 1,275.00           | 0.00%              | 0.00              |
| <b>Total PARKS &amp; FACILITIES</b>     | <b>21,173.00</b>    | <b>8,206.77</b>     | <b>12,966.23</b>   | <b>38.76%</b>      | <b>0.00</b>       |
| <b>Total Expenditures</b>               | <b>1,947,162.00</b> | <b>1,314,641.27</b> | <b>632,520.73</b>  | <b>67.52%</b>      | <b>224,980.66</b> |
| <b>Total EJRP PPROGRAMS FUND</b>        | <b>589.00</b>       | <b>-145,986.25</b>  | <b>145,397.25</b>  | <b>-24,785.44%</b> | <b>2,646.76</b>   |
| <b>230-331 GRANT REVENUE</b>            |                     |                     |                    |                    |                   |
| 230-33120.000 CRES CNCTR GRANT STP 5300 | 0.00                | 52,181.37           | -52,181.37         | 100.00%            | 15,956.66         |
| 230-33127.000 CA0530 Phosphorus Control | 0.00                | 9,670.86            | -9,670.86          | 100.00%            | 9,670.86          |
| 230-33131.000 02140-84474-020 FEMA Dens | 0.00                | 46,417.99           | -46,417.99         | 100.00%            | 0.00              |
| 230-33132.000 BR0670 Corduroy/Vale      | 0.00                | 6,389.86            | -6,389.86          | 100.00%            | 6,389.86          |
| <b>Total GRANT REVENUE</b>              | <b>0.00</b>         | <b>114,660.08</b>   | <b>-114,660.08</b> | <b>100.00%</b>     | <b>32,017.38</b>  |
| <b>230-341 CONTRIBUTIONS</b>            |                     |                     |                    |                    |                   |
| 230-34105.000 CVE CONTRIB FOR ECONOMIC  | 15,300.00           | 0.00                | 15,300.00          | 0.00%              | 0.00              |
| <b>Total CONTRIBUTIONS</b>              | <b>15,300.00</b>    | <b>0.00</b>         | <b>15,300.00</b>   | <b>0.00%</b>       | <b>0.00</b>       |

## GEN FUND CAP RESERVE

| Account                                 | Budget             | Actual            | Budget<br>Balance  | % of Budget    | Pd to Date        |
|---|--------------------|-------------------|--------------------|----------------|-------------------|
| <b>230-361 INTEREST EARNINGS</b>        |                    |                   |                    |                |                   |
| <b>Total INTEREST EARNINGS</b>          | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.00%</b>   | <b>0.00</b>       |
| 230-37000.000 BRICK/MANS STRM CAO462    | 0.00               | 104,258.55        | -104,258.55        | 100.00%        | 104,258.55        |
| <b>230-391 GENERAL FUND TRANSFER IN</b> |                    |                   |                    |                |                   |
| 230-39110.000 CONTRIB FROM GENERAL FUND | 401,955.00         | 200,977.50        | 200,977.50         | 50.00%         | 100,488.75        |
| <b>Total GENERAL FUND TRANSFER IN</b>   | <b>401,955.00</b>  | <b>200,977.50</b> | <b>200,977.50</b>  | <b>50.00%</b>  | <b>100,488.75</b> |
| <b>Total Revenues</b>                   | <b>417,255.00</b>  | <b>419,896.13</b> | <b>-2,641.13</b>   | <b>100.63%</b> | <b>236,764.68</b> |
| 230-46801.007 PEARL ST. LINKING SIDEWAL | 0.00               | 158.50            | -158.50            | 100.00%        | 0.00              |
| 230-46801.008 CRESCENT CONNECTOR        | 0.00               | 74,180.58         | -74,180.58         | 100.00%        | 29,071.18         |
| 230-46801.020 Densmore Culvert Scoping  | 0.00               | 2,884.50          | -2,884.50          | 100.00%        | 0.00              |
| 230-46801.021 Lamoille Water Line Repl  | 541,025.00         | 83,788.93         | 457,236.07         | 15.49%         | 0.00              |
| 230-46801.022 Densmore Dr, FEMA         | 0.00               | 79,976.50         | -79,976.50         | 100.00%        | 6,873.70          |
| 230-46801.023 Densmore Drive, non-FEMA  | 0.00               | 22,904.37         | -22,904.37         | 100.00%        | 22,904.37         |
| 230-46801.024 CCRPC UPWP Planning       | 0.00               | 3,599.60          | -3,599.60          | 100.00%        | 3,302.60          |
| 230-46801.710 BRICK/MANSF STRM CA0462   | 0.00               | 205,657.50        | -205,657.50        | 100.00%        | 0.00              |
| 230-46801.725 CA0530 Phosphorus Control | 0.00               | 8,865.94          | -8,865.94          | 100.00%        | 7,684.34          |
| 230-46801.735 BR0670 Corduroy/Vale      | 0.00               | 5,180.98          | -5,180.98          | 100.00%        | 5,180.98          |
| <b>Total Expenditures</b>               | <b>541,025.00</b>  | <b>487,197.40</b> | <b>53,827.60</b>   | <b>90.05%</b>  | <b>75,017.17</b>  |
| <b>Total GEN FUND CAP RESERVE</b>       | <b>-123,770.00</b> | <b>-67,301.27</b> | <b>191,071.27</b>  | <b>54.38%</b>  | <b>161,747.51</b> |
| 231-39000.004 VAC TRUCK RENTAL          | 0.00               | 1,350.00          | -1,350.00          | 100.00%        | 0.00              |
| 231-39110.000 CONTRIB FROM GENERAL FUND | 238,624.00         | 119,312.00        | 119,312.00         | 50.00%         | 59,656.00         |
| <b>Total Revenues</b>                   | <b>238,624.00</b>  | <b>120,662.00</b> | <b>117,962.00</b>  | <b>50.57%</b>  | <b>59,656.00</b>  |
| 231-43131.164 SIDEWALK PLOW             | 123,495.00         | 131,339.00        | -7,844.00          | 106.35%        | 0.00              |
| <b>Total Expenditures</b>               | <b>123,495.00</b>  | <b>131,339.00</b> | <b>-7,844.00</b>   | <b>106.35%</b> | <b>0.00</b>       |
| <b>Total ROLLING STOCK FUND</b>         | <b>115,129.00</b>  | <b>-10,677.00</b> | <b>-104,452.00</b> | <b>-9.27%</b>  | <b>59,656.00</b>  |
| <b>Total Revenues</b>                   | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.00%</b>   | <b>0.00</b>       |
| <b>Total LAND ACQUISITION FUND</b>      | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.00%</b>   | <b>0.00</b>       |
| 233-39110.000 CONTRIBUTION FROM GEN FUN | 112,455.00         | 56,227.50         | 56,227.50          | 50.00%         | 28,113.75         |
| <b>Total Revenues</b>                   | <b>112,455.00</b>  | <b>56,227.50</b>  | <b>56,227.50</b>   | <b>50.00%</b>  | <b>28,113.75</b>  |

## EJRP CAP RESERVE

| Account                                 | Budget              |                     | Budget              |                 | Pd to Date        |
|---|---------------------|---------------------|---------------------|-----------------|-------------------|
|   | Budget              | Actual              | Balance             | % of Budget     |                   |
| 233-46801.003 LANDSCAPING               | 10,000.00           | 0.00                | 10,000.00           | 0.00%           | 0.00              |
| 233-46801.005 RESURFACING               | 23,500.00           | 21,113.75           | 2,386.25            | 89.85%          | 0.00              |
| 233-46801.006 LIGHTING & TECHNOLOGY     | 9,040.00            | 0.00                | 9,040.00            | 0.00%           | 0.00              |
| 233-46801.008 FIELD MAINTENANCE         | 0.00                | 10,589.76           | -10,589.76          | 100.00%         | 0.00              |
| 233-46801.009 PARK AMENITIES            | 55,000.00           | 21,000.00           | 34,000.00           | 38.18%          | 0.00              |
| 233-46801.010 BUILDING & FACILITIES     | 4,000.00            | 0.00                | 4,000.00            | 0.00%           | 0.00              |
| 233-46801.011 Pool Improvements         | 10,915.00           | 0.00                | 10,915.00           | 0.00%           | 0.00              |
| <b>Total Expenditures</b>               | <b>112,455.00</b>   | <b>52,703.51</b>    | <b>59,751.49</b>    | <b>46.87%</b>   | <b>0.00</b>       |
| <b>Total EJRP CAP RESERVE</b>           | <b>0.00</b>         | <b>3,523.99</b>     | <b>-3,523.99</b>    | <b>-100.00%</b> | <b>28,113.75</b>  |
| <b>Total Revenues</b>                   | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>       |
| <b>253-468 CAPITAL PROJECTS</b>         |                     |                     |                     |                 |                   |
| <b>Total CAPITAL PROJECTS</b>           | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>       |
| <b>Total Expenditures</b>               | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>       |
| <b>Total BOND FUND</b>                  | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>       |
| <b>254-3 REVENUE</b>                    |                     |                     |                     |                 |                   |
| <b>254-34 OPERATING REVENUE</b>         |                     |                     |                     |                 |                   |
| 254-34403.000 MISC. - UNCLASSIFIED RECE | 0.00                | 2,380.00            | -2,380.00           | 100.00%         | 0.00              |
| <b>254-348 USER CHARGES</b>             |                     |                     |                     |                 |                   |
| 254-34801.000 SALE OF WATER-RESIDENTIAL | 1,171,588.00        | 701,501.93          | 470,086.07          | 59.88%          | -40,954.32        |
| 254-34811.000 WATER BILLING PENALTIES   | 4,500.00            | 4,157.96            | 342.04              | 92.40%          | 3,344.10          |
| 254-34812.000 WATER SALES - LARGE USERS | 95,000.00           | 45,649.01           | 49,350.99           | 48.05%          | 7,953.96          |
| 254-34821.000 HOOK ON FEES              | 7,000.00            | 3,850.00            | 3,150.00            | 55.00%          | 150.00            |
| <b>Total USER CHARGES</b>               | <b>1,278,088.00</b> | <b>755,158.90</b>   | <b>522,929.10</b>   | <b>59.09%</b>   | <b>-29,506.26</b> |
| <b>254-349 GF PASS THROUGH REVENUES</b> |                     |                     |                     |                 |                   |
| 254-34900.000 SALE OF WATER-GF          | 2,795,104.00        | 1,242,189.70        | 1,552,914.30        | 44.44%          | 216,441.29        |
| 254-34902.000 SALE OF WATER - GF VT TA  | 70,818.00           | 26,852.35           | 43,965.65           | 37.92%          | 4,678.80          |
| <b>Total GF PASS THROUGH REVENUES</b>   | <b>2,865,922.00</b> | <b>1,269,042.05</b> | <b>1,596,879.95</b> | <b>44.28%</b>   | <b>221,120.09</b> |
| <b>Total OPERATING REVENUE</b>          | <b>4,144,010.00</b> | <b>2,026,580.95</b> | <b>2,117,429.05</b> | <b>48.90%</b>   | <b>191,613.83</b> |
| <b>254-390 NON OPERATING REVENUE</b>    |                     |                     |                     |                 |                   |
| 254-39000.001 CURRENT YR CONTRIBUTION I | 0.00                | 155,000.00          | -155,000.00         | 100.00%         | 77,500.00         |
| 254-39000.004 VAC TRUCK RENTAL          | 0.00                | 225.00              | -225.00             | 100.00%         | 0.00              |
| <b>Total NON OPERATING REVENUE</b>      | <b>0.00</b>         | <b>155,225.00</b>   | <b>-155,225.00</b>  | <b>100.00%</b>  | <b>77,500.00</b>  |
| <b>Total REVENUE</b>                    | <b>4,144,010.00</b> | <b>2,181,805.95</b> | <b>1,962,204.05</b> | <b>52.65%</b>   | <b>269,113.83</b> |



## WATER FUND

| Account                                  | Budget              | Actual              | Budget<br>Balance   | % of Budget   | Pd to Date        |
|--|---------------------|---------------------|---------------------|---------------|-------------------|
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>Total Revenues</b>                    | <b>4,144,010.00</b> | <b>2,181,805.95</b> | <b>1,962,204.05</b> | <b>52.65%</b> | <b>269,113.83</b> |
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>254-43 EXPENSES</b>                   |                     |                     |                     |               |                   |
| <b>254-432 OPERATING EXPENSES</b>        |                     |                     |                     |               |                   |
| <b>254-4320 GENERAL EXPENSES</b>         |                     |                     |                     |               |                   |
| <b>254-43200.1 WATER FUND SALARIES</b>   |                     |                     |                     |               |                   |
| 254-43200.110 SALARIES REGULAR           | 123,321.00          | 59,930.50           | 63,390.50           | 48.60%        | 11,621.26         |
| 254-43200.130 SALARIES OVERTIME          | 15,000.00           | 3,517.17            | 11,482.83           | 23.45%        | 1,404.62          |
| 254-43200.140 SALARIES PART TIME         | 9,507.00            | 1,692.47            | 7,814.53            | 17.80%        | 269.52            |
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>Total WATER FUND SALARIES</b>         | <b>147,828.00</b>   | <b>65,140.14</b>    | <b>82,687.86</b>    | <b>44.06%</b> | <b>13,295.40</b>  |
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>254-43200.2 WATER FUND BENEFITS</b>   |                     |                     |                     |               |                   |
| 254-43200.210 HEALTH INS & OTHER BENEFIT | 68,513.00           | 39,792.11           | 28,720.89           | 58.08%        | 6,549.99          |
| 254-43200.220 SOCIAL SECURITY            | 11,309.00           | 5,020.23            | 6,288.77            | 44.39%        | 1,041.67          |
| 254-43200.226 WORKERS COMP INSURANCE     | 10,500.00           | 3,038.37            | 7,461.63            | 28.94%        | 0.00              |
| 254-43200.230 RETIREMENT                 | 12,332.00           | 6,028.33            | 6,303.67            | 48.88%        | 1,175.64          |
| 254-43200.250 UNEMPLOYMENT INSURANCE     | 75.00               | 153.92              | -78.92              | 205.23%       | 66.66             |
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>Total WATER FUND BENEFITS</b>         | <b>102,729.00</b>   | <b>54,032.96</b>    | <b>48,696.04</b>    | <b>52.60%</b> | <b>8,833.96</b>   |
| <hr/>                                    |                     |                     |                     |               |                   |
| 254-43200.330 OTHER PROFESSIONAL SERVIC  | 1,000.00            | 0.00                | 1,000.00            | 0.00%         | 0.00              |
| 254-43200.335 AUDIT                      | 4,200.00            | 3,392.50            | 807.50              | 80.77%        | 0.00              |
| 254-43200.340 COMPUTER EXPENSES          | 2,650.00            | 714.11              | 1,935.89            | 26.95%        | 98.00             |
| 254-43200.410 WATER AND SEWER CHARGE     | 200.00              | 55.40               | 144.60              | 27.70%        | 1.80              |
| 254-43200.411 CWD WATER PURCHASE         | 509,046.00          | 257,896.57          | 251,149.43          | 50.66%        | 39,785.91         |
| 254-43200.412 STATE WATER TAX            | 13,285.00           | 5,582.48            | 7,702.52            | 42.02%        | 860.05            |
| 254-43200.430 WATER LINES MAINT-BREAKS   | 16,000.00           | 1,307.81            | 14,692.19           | 8.17%         | 0.00              |
| 254-43200.432 VEHICLE MAINTENANCE        | 0.00                | 587.81              | -587.81             | 100.00%       | 366.36            |
| 254-43200.441 RIGHT OF WAY AGREEMENTS    | 150.00              | 91.66               | 58.34               | 61.11%        | 0.00              |
| 254-43200.491 CONTRACTUAL SERVICES       | 122,860.00          | 34,097.50           | 88,762.50           | 27.75%        | 2,714.50          |
| 254-43200.500 TRAINING, CONFERENCES, DU  | 2,000.00            | 525.00              | 1,475.00            | 26.25%        | 525.00            |
| 254-43200.521 LIABILITY & PROPERTY INS.  | 6,540.00            | 906.27              | 5,633.73            | 13.86%        | 0.00              |
| 254-43200.535 TELEPHONE SERVICES         | 2,500.00            | 889.63              | 1,610.37            | 35.59%        | 177.14            |
| 254-43200.536 POSTAGE                    | 3,100.00            | 1,207.57            | 1,892.43            | 38.95%        | 0.00              |
| 254-43200.550 PRINTING AND ADVERTISING   | 2,000.00            | 0.00                | 2,000.00            | 0.00%         | 0.00              |
| 254-43200.570 MAINTENANCE OTHER          | 2,500.00            | 638.50              | 1,861.50            | 25.54%        | 0.00              |
| 254-43200.610 SUPPLIES                   | 7,000.00            | 3,612.91            | 3,387.09            | 51.61%        | 636.42            |
| 254-43200.612 UNIFORMS,BOOTS,ETC         | 1,500.00            | 90.59               | 1,409.41            | 6.04%         | 93.60             |
| 254-43200.613 METERS AND PARTS           | 500.00              | 0.00                | 500.00              | 0.00%         | 0.00              |
| 254-43200.614 DISTRIBUTION MATERIALS     | 7,500.00            | 3,678.70            | 3,821.30            | 49.05%        | 0.00              |
| 254-43200.622 ELECTRICAL SERVICE         | 1,000.00            | 330.92              | 669.08              | 33.09%        | 127.19            |
| 254-43200.623 HEATING/NATURAL GAS        | 3,000.00            | 356.35              | 2,643.65            | 11.88%        | 170.95            |
| 254-43200.626 GAS,GREASE AND OIL         | 3,000.00            | 610.79              | 2,389.21            | 20.36%        | 90.50             |
| 254-43200.742 TRANS TO CAPITAL RESERVE   | 310,000.00          | 155,000.00          | 155,000.00          | 50.00%        | 77,500.00         |
| 254-43200.891 CAPITAL OUTLAY             | 6,000.00            | 0.00                | 6,000.00            | 0.00%         | 0.00              |
| <hr/>                                    |                     |                     |                     |               |                   |
| <b>Total GENERAL EXPENSES</b>            | <b>1,278,088.00</b> | <b>590,746.17</b>   | <b>687,341.83</b>   | <b>46.22%</b> | <b>145,276.78</b> |

## WATER FUND

| Account                                 | Budget              | Actual              | Budget<br>Balance   | % of Budget     | Pd to Date        |
|---|---------------------|---------------------|---------------------|-----------------|-------------------|
| <b>254-4321 GF WATER EXPENSES</b>       |                     |                     |                     |                 |                   |
| 254-43210.411 CWD WATER PURC - GF       | 2,795,104.00        | 1,199,263.69        | 1,595,840.31        | 42.91%          | 216,441.29        |
| 254-43210.412 STATE WATER TAX - GF      | 70,818.00           | 25,916.88           | 44,901.12           | 36.60%          | 4,678.80          |
| <b>Total GF WATER EXPENSES</b>          | <b>2,865,922.00</b> | <b>1,225,180.57</b> | <b>1,640,741.43</b> | <b>42.75%</b>   | <b>221,120.09</b> |
| <b>Total OPERATING EXPENSES</b>         |                     |                     |                     |                 |                   |
|   | <b>4,144,010.00</b> | <b>1,815,926.74</b> | <b>2,328,083.26</b> | <b>43.82%</b>   | <b>366,396.87</b> |
| <b>254-433 CAPITAL PROJECT EXPENSES</b> |                     |                     |                     |                 |                   |
| 254-43330.002 METER REPLACEMENT PROGRAM | 0.00                | 8,031.87            | -8,031.87           | 100.00%         | 1,640.96          |
| 254-43330.005 SERIES 3 BOND INTEREST    | 0.00                | 7,647.67            | -7,647.67           | 100.00%         | 0.00              |
| 254-43330.009 Lamaille St Water Line    | 262,797.00          | 41,268.17           | 221,528.83          | 15.70%          | 0.00              |
| 254-43330.010 Fairview Drive PRV        | 0.00                | 3,541.35            | -3,541.35           | 100.00%         | 0.00              |
| <b>254-43332 BONDED PROJECTS</b>        |                     |                     |                     |                 |                   |
| <b>Total BONDED PROJECTS</b>            | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>       |
| <b>Total CAPITAL PROJECT EXPENSES</b>   | <b>262,797.00</b>   | <b>60,489.06</b>    | <b>202,307.94</b>   | <b>23.02%</b>   | <b>1,640.96</b>   |
| <b>Total EXPENSES</b>                   | <b>4,406,807.00</b> | <b>1,876,415.80</b> | <b>2,530,391.20</b> | <b>42.58%</b>   | <b>368,037.83</b> |
| <b>Total Expenditures</b>               | <b>4,406,807.00</b> | <b>1,876,415.80</b> | <b>2,530,391.20</b> | <b>42.58%</b>   | <b>368,037.83</b> |
| <b>Total WATER FUND</b>                 | <b>-262,797.00</b>  | <b>305,390.15</b>   | <b>-42,593.15</b>   | <b>-116.21%</b> | <b>-98,924.00</b> |
| <b>255-3 REVENUE</b>                    |                     |                     |                     |                 |                   |
| <b>255-34 OPERATING REVENUE</b>         |                     |                     |                     |                 |                   |
| 255-34403.000 MISC - UNCLASSIFIED RECEI | 0.00                | 277.50              | -277.50             | 100.00%         | 0.00              |
| <b>255-348 VILLAGE USER CHARGES</b>     |                     |                     |                     |                 |                   |
| 255-34801.000 VILLAGE USER CHARGE       | 860,898.00          | 490,008.90          | 370,889.10          | 56.92%          | -22,131.88        |
| 255-34811.000 VILLAGE USER PENALTIES    | 3,500.00            | 2,666.61            | 833.39              | 76.19%          | 2,012.58          |
| 255-34812.000 VILL. SEPTAGE DISCHARGE I | 16,000.00           | 63,473.34           | -47,473.34          | 396.71%         | 10,647.25         |
| 255-34813.000 VILLAGE LEACHATE REVENUES | 0.00                | 2,294.11            | -2,294.11           | 100.00%         | 516.00            |
| <b>Total VILLAGE USER CHARGES</b>       | <b>880,398.00</b>   | <b>558,442.96</b>   | <b>321,955.04</b>   | <b>63.43%</b>   | <b>-8,956.05</b>  |
| <b>255-349 TRI-TOWN REVENUES</b>        |                     |                     |                     |                 |                   |
| 255-34900.000 WASTEWATER CHARGE - ESSEX | 536,828.00          | 268,414.02          | 268,413.98          | 50.00%          | 44,735.67         |
| 255-34901.000 WASTEWATER CHARGE - WILLI | 730,086.00          | 365,043.00          | 365,043.00          | 50.00%          | 0.00              |
| 255-34903.001 SHARED SEPTAGE REVENUES   | 8,000.00            | 0.00                | 8,000.00            | 0.00%           | 0.00              |
| 255-34903.005 PUMP STATION MAINT. FEES  | 32,000.00           | 16,000.00           | 16,000.00           | 50.00%          | 8,000.00          |
| <b>Total TRI-TOWN REVENUES</b>          | <b>1,306,914.00</b> | <b>649,457.02</b>   | <b>657,456.98</b>   | <b>49.69%</b>   | <b>52,735.67</b>  |
| <b>Total OPERATING REVENUE</b>          | <b>2,187,312.00</b> | <b>1,208,177.48</b> | <b>979,134.52</b>   | <b>55.24%</b>   | <b>43,779.62</b>  |
| <b>255-39 NON OPERATING INCOME</b>      |                     |                     |                     |                 |                   |
| 255-39000.001 CURRENT YR CONTRIBUTION I | 0.00                | 190,000.00          | -190,000.00         | 100.00%         | 95,000.00         |
| 255-39000.004 VAC TRUCK RENTAL          | 0.00                | 225.00              | -225.00             | 100.00%         | 0.00              |

## WASTEWATER FUND

| Account                                   |                     |                     | Budget             |                | Pd to Date        |
|---|---------------------|---------------------|--------------------|----------------|-------------------|
|   | Budget              | Actual              | Balance            | % of Budget    |                   |
| 255-39200.001 GAIN ON DISPOSAL OF ASSET   | 0.00                | 7,500.00            | -7,500.00          | 100.00%        | 0.00              |
| 255-39700.002 ESSEX - DEBT PAYMENT        | 0.00                | 219,572.36          | -219,572.36        | 100.00%        | 0.00              |
| 255-39700.003 WILLISTON - DEBT PAYMENT    | 0.00                | 214,943.13          | -214,943.13        | 100.00%        | 0.00              |
| 255-39700.004 ESSEX JCT - DEBT PAYMENT    | 0.00                | 222,902.18          | -222,902.18        | 100.00%        | 0.00              |
| <b>Total NON OPERATING INCOME</b>         | <b>0.00</b>         | <b>855,142.67</b>   | <b>-855,142.67</b> | <b>100.00%</b> | <b>95,000.00</b>  |
| <b>Total REVENUE</b>                      | <b>2,187,312.00</b> | <b>2,063,320.15</b> | <b>123,991.85</b>  | <b>94.33%</b>  | <b>138,779.62</b> |
| <b>Total Revenues</b>                     | <b>2,187,312.00</b> | <b>2,063,320.15</b> | <b>123,991.85</b>  | <b>94.33%</b>  | <b>138,779.62</b> |
| <b>255-43 EXPENSES</b>                    |                     |                     |                    |                |                   |
| <b>255-4320 GENERAL EXPENSES</b>          |                     |                     |                    |                |                   |
| <b>255-43200.1 WWTF SALARIES</b>          |                     |                     |                    |                |                   |
| 255-43200.110 SALARIES REGULAR            | 338,203.00          | 165,695.19          | 172,507.81         | 48.99%         | 32,507.31         |
| 255-43200.130 SALARIES OVERTIME           | 48,000.00           | 21,275.76           | 26,724.24          | 44.32%         | 4,881.61          |
| 255-43200.140 SALARIES PART TIME          | 33,158.00           | 3,156.72            | 30,001.28          | 9.52%          | 523.18            |
| <b>Total WWTF SALARIES</b>                | <b>419,361.00</b>   | <b>190,127.67</b>   | <b>229,233.33</b>  | <b>45.34%</b>  | <b>37,912.10</b>  |
| <b>255-43200.2 WWTF BENEFITS</b>          |                     |                     |                    |                |                   |
| 255-43200.210 HEALTH INS & OTHER BENEFIT  | 128,644.00          | 72,318.58           | 56,325.42          | 56.22%         | 9,679.54          |
| 255-43200.220 SOCIAL SECURITY             | 32,081.00           | 14,769.44           | 17,311.56          | 46.04%         | 3,061.03          |
| 255-43200.226 WORKERS COMP INSURANCE      | 30,000.00           | 8,588.94            | 21,411.06          | 28.63%         | 0.00              |
| 255-43200.230 RETIREMENT                  | 33,620.00           | 16,552.84           | 17,067.16          | 49.24%         | 3,254.18          |
| 255-43200.250 UNEMPLOYMENT INSURANCE      | 175.00              | 359.14              | -184.14            | 205.22%        | 155.54            |
| <b>Total WWTF BENEFITS</b>                | <b>224,520.00</b>   | <b>112,588.94</b>   | <b>111,931.06</b>  | <b>50.15%</b>  | <b>16,150.29</b>  |
| 255-43200.320 LEGAL SERVICES              | 4,000.00            | 695.00              | 3,305.00           | 17.38%         | 0.00              |
| 255-43200.330 OTHER PROFESSIONAL SERVICE  | 4,000.00            | 1,917.50            | 2,082.50           | 47.94%         | 975.00            |
| 255-43200.335 AUDIT                       | 4,400.00            | 3,982.50            | 417.50             | 90.51%         | 0.00              |
| 255-43200.410 WATER AND SEWER CHARGE      | 3,500.00            | 3,792.88            | -292.88            | 108.37%        | 2,038.79          |
| 255-43200.432 VEHICLE MAINTENANCE         | 4,000.00            | 802.82              | 3,197.18           | 20.07%         | 366.36            |
| 255-43200.442 Rental of Equipment         | 0.00                | 627.17              | -627.17            | 100.00%        | 161.48            |
| 255-43200.491 CONTRACTUAL SERVICES        | 61,430.00           | 17,608.05           | 43,821.95          | 28.66%         | 1,437.25          |
| 255-43200.500 TRAINING, CONFERENCES, DU   | 7,500.00            | 4,773.42            | 2,726.58           | 63.65%         | 519.00            |
| 255-43200.521 LIABILITY & PROPERTY INS.   | 30,221.00           | 14,803.07           | 15,417.93          | 48.98%         | 0.00              |
| 255-43200.535 TELEPHONE SERVICES          | 6,000.00            | 2,632.61            | 3,367.39           | 43.88%         | 504.16            |
| 255-43200.565 GRIT DISPOSAL               | 14,980.00           | 6,442.66            | 8,537.34           | 43.01%         | 976.98            |
| 255-43200.567 SLUDGE PROCESSING           | 150,000.00          | 75,418.03           | 74,581.97          | 50.28%         | 67,450.00         |
| 255-43200.568 SLUDGE MANAGEMENT           | 170,000.00          | 20,940.55           | 149,059.45         | 12.32%         | 13,185.15         |
| 255-43200.569 WWTF ANNUAL PERMIT FEE      | 9,900.00            | 0.00                | 9,900.00           | 0.00%          | 0.00              |
| 255-43200.570 MAINTENANCE OTHER           | 130,000.00          | 75,598.98           | 54,401.02          | 58.15%         | 33,089.85         |
| 255-43200.577 CONTRACT LABORATORY SERVICE | 22,000.00           | 8,264.00            | 13,736.00          | 37.56%         | 536.00            |
| 255-43200.610 SUPPLIES                    | 8,500.00            | 4,416.18            | 4,083.82           | 51.96%         | 2,522.67          |
| 255-43200.612 UNIFORMS,BOOTS,ETC          | 5,500.00            | 1,954.26            | 3,545.74           | 35.53%         | 219.75            |
| 255-43200.618 SUPPLIES - LABORATORY       | 18,000.00           | 7,794.69            | 10,205.31          | 43.30%         | 2,375.10          |
| 255-43200.619 CHEMICALS                   | 330,000.00          | 158,232.53          | 171,767.47         | 47.95%         | 36,647.22         |

## WASTEWATER FUND

| Account                                  | Budget              | Actual              | Budget<br>Balance   | % of Budget     | Pd to Date         |
|--|---------------------|---------------------|---------------------|-----------------|--------------------|
| 255-43200.622 ELECTRICAL SERVICE         | 150,000.00          | 75,152.22           | 74,847.78           | 50.10%          | 28,525.81          |
| 255-43200.623 HEATING/NATURAL GAS        | 25,000.00           | 4,521.28            | 20,478.72           | 18.09%          | 1,553.60           |
| 255-43200.626 GAS, GREASE AND OIL        | 4,500.00            | 866.47              | 3,633.53            | 19.25%          | 155.47             |
| 255-43200.742 TRANS TO CAPITAL RESERVE   | 380,000.00          | 190,000.00          | 190,000.00          | 50.00%          | 95,000.00          |
| <b>Total GENERAL EXPENSES</b>            | <b>2,187,312.00</b> | <b>983,953.48</b>   | <b>1,203,358.52</b> | <b>44.98%</b>   | <b>342,302.03</b>  |
| <b>255-433 CAPITAL PROJECTS/EXPENSES</b> |                     |                     |                     |                 |                    |
| 255-43330.001 RZEDB Interest             | 0.00                | 20,964.19           | -20,964.19          | 100.00%         | 0.00               |
| 255-43330.002 DIGESTER CLEANING          | 0.00                | 91.74               | -91.74              | 100.00%         | 91.74              |
| 255-43330.003 WWTF REFUBISH              | 0.00                | 781.07              | -781.07             | 100.00%         | 0.00               |
| 255-43330.010 20 YR CAPITAL PLANNING     | 0.00                | 12.50               | -12.50              | 100.00%         | 0.00               |
| 255-43330.012 ALKALINITY CNTRL INSTALLA  | 0.00                | 571.16              | -571.16             | 100.00%         | 0.00               |
| 255-43330.014 VPIC Phase II Pilot Scale  | 0.00                | 6,826.87            | -6,826.87           | 100.00%         | 1,044.09           |
| 255-43330.015 Primary Digester Block Re  | 0.00                | 45,872.05           | -45,872.05          | 100.00%         | 0.00               |
| 255-43330.016 Flow EQ Digester Reseal    | 0.00                | -29,155.40          | 29,155.40           | 100.00%         | 0.00               |
| 255-43330.017 Vt Phos Challenge PePhlo   | 50,000.00           | 2,471.94            | 47,528.06           | 4.94%           | 1,053.94           |
| 255-43330.018 Energy Conservation Measu  | 80,000.00           | 0.00                | 80,000.00           | 0.00%           | 0.00               |
| 255-43330.019 Locker Room AC Expansion   | 9,000.00            | 12,004.22           | -3,004.22           | 133.38%         | 11,189.67          |
| 255-43330.020 Effluent Filter Cloths     | 40,000.00           | 0.00                | 40,000.00           | 0.00%           | 0.00               |
| 255-43331.004 Plow Truck (With crane)    | 55,000.00           | 39,829.57           | 15,170.43           | 72.42%          | 7,660.59           |
| 255-43331.005 Site Utility Vehicle       | 15,000.00           | 22,891.81           | -7,891.81           | 152.61%         | 0.00               |
| <b>Total CAPITAL PROJECTS/EXPENSES</b>   | <b>249,000.00</b>   | <b>123,161.72</b>   | <b>125,838.28</b>   | <b>49.46%</b>   | <b>21,040.03</b>   |
| <b>255-434 NON-OPERATING EXPENSES</b>    |                     |                     |                     |                 |                    |
| <b>Total NON-OPERATING EXPENSES</b>      | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         | <b>0.00%</b>    | <b>0.00</b>        |
| <b>Total EXPENSES</b>                    | <b>2,436,312.00</b> | <b>1,107,115.20</b> | <b>1,329,196.80</b> | <b>45.44%</b>   | <b>363,342.06</b>  |
| <b>Total Expenditures</b>                | <b>2,436,312.00</b> | <b>1,107,115.20</b> | <b>1,329,196.80</b> | <b>45.44%</b>   | <b>363,342.06</b>  |
| <b>Total WASTEWATER FUND</b>             | <b>-249,000.00</b>  | <b>956,204.95</b>   | <b>-707,204.95</b>  | <b>-384.02%</b> | <b>-224,562.44</b> |
| <b>256-3 REVENUE</b>                     |                     |                     |                     |                 |                    |
| <b>256-33 INTERGOVERNMENTAL REVENUE</b>  |                     |                     |                     |                 |                    |
| 256-33900.000 ESSEX PUMP STATION FEES    | 28,750.00           | 4,967.93            | 23,782.07           | 17.28%          | 0.00               |
| 256-33900.001 PARTY AGREEMNT REV         | 15,000.00           | 3,750.00            | 11,250.00           | 25.00%          | 0.00               |
| <b>Total INTERGOVERNMENTAL REVENUE</b>   | <b>43,750.00</b>    | <b>8,717.93</b>     | <b>35,032.07</b>    | <b>19.93%</b>   | <b>0.00</b>        |
| <b>256-34 OPERATING REVENUE</b>          |                     |                     |                     |                 |                    |
| 256-34402.000 INTEREST EARNINGS          | 1,000.00            | 0.00                | 1,000.00            | 0.00%           | 0.00               |
| 256-34403.000 MISC. - UNCLASSIFIED RECE  | 3,000.00            | 0.00                | 3,000.00            | 0.00%           | 0.00               |
| <b>256-348 USER CHARGES</b>              |                     |                     |                     |                 |                    |
| 256-34801.000 ANNUAL CUSTOMER CHARGE     | 672,048.00          | 369,761.10          | 302,286.90          | 55.02%          | -12,410.40         |
| 256-34811.000 ANNUAL CUSTOMER CHARGE -   | 2,500.00            | 1,930.70            | 569.30              | 77.23%          | 1,342.63           |
| 256-34821.000 HOOK ON FEES               | 30,000.00           | 97,100.00           | -67,100.00          | 323.67%         | 0.00               |

## SANITATION FUND

| Account                                  | Budget            | Actual            | Budget<br>Balance  | % of Budget    | Pd to Date        |
|--|-------------------|-------------------|--------------------|----------------|-------------------|
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total USER CHARGES</b>                | <b>704,548.00</b> | <b>468,791.80</b> | <b>235,756.20</b>  | <b>66.54%</b>  | <b>-11,067.77</b> |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total OPERATING REVENUE</b>           | <b>708,548.00</b> | <b>468,791.80</b> | <b>239,756.20</b>  | <b>66.16%</b>  | <b>-11,067.77</b> |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>256-39 NON OPERATING REVENUE</b>      |                   |                   |                    |                |                   |
| 256-39000.001 CURRENT YR CONTRIBUTION I  | 0.00              | 47,500.00         | -47,500.00         | 100.00%        | 23,750.00         |
| 256-39000.004 VAC TRUCK RENTAL           | 0.00              | 2,700.00          | -2,700.00          | 100.00%        | 0.00              |
| 256-39200.001 WWTF CAPACITY SALE REVENU  | 0.00              | 100,000.00        | -100,000.00        | 100.00%        | 0.00              |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total NON OPERATING REVENUE</b>       | <b>0.00</b>       | <b>150,200.00</b> | <b>-150,200.00</b> | <b>100.00%</b> | <b>23,750.00</b>  |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total REVENUE</b>                     | <b>752,298.00</b> | <b>627,709.73</b> | <b>124,588.27</b>  | <b>83.44%</b>  | <b>12,682.23</b>  |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total Revenues</b>                    | <b>752,298.00</b> | <b>627,709.73</b> | <b>124,588.27</b>  | <b>83.44%</b>  | <b>12,682.23</b>  |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>256-43 EXPENSES</b>                   |                   |                   |                    |                |                   |
| <b>256-432 OPERATING EXPENSES</b>        |                   |                   |                    |                |                   |
| <b>256-43200.1 SANITATION SALARIES</b>   |                   |                   |                    |                |                   |
| 256-43200.110 SALARIES REGULAR           | 108,563.00        | 52,955.49         | 55,607.51          | 48.78%         | 10,236.34         |
| 256-43200.130 SALARIES OVERTIME          | 15,000.00         | 4,261.69          | 10,738.31          | 28.41%         | 1,706.10          |
| 256-43200.140 SALARIES PART TIME         | 9,564.00          | 1,692.47          | 7,871.53           | 17.70%         | 269.52            |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total SANITATION SALARIES</b>         | <b>133,127.00</b> | <b>58,909.65</b>  | <b>74,217.35</b>   | <b>44.25%</b>  | <b>12,211.96</b>  |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>256-43200.2 SANITATION BENEFITS</b>   |                   |                   |                    |                |                   |
| 256-43200.210 HEALTH INS & OTHER BENEFIT | 55,470.00         | 28,326.36         | 27,143.64          | 51.07%         | 3,842.87          |
| 256-43200.220 SOCIAL SECURITY            | 10,184.00         | 4,568.69          | 5,615.31           | 44.86%         | 940.53            |
| 256-43200.226 WORKERS COMP INSURANCE     | 9,400.00          | 2,519.64          | 6,880.36           | 26.80%         | 0.00              |
| 256-43200.230 RETIREMENT                 | 10,858.00         | 5,323.23          | 5,534.77           | 49.03%         | 1,039.11          |
| 256-43200.250 UNEMPLOYMENT INSURANCE     | 85.00             | 174.43            | -89.43             | 205.21%        | 75.55             |
| <hr/>                                    |                   |                   |                    |                |                   |
| <b>Total SANITATION BENEFITS</b>         | <b>85,997.00</b>  | <b>40,912.35</b>  | <b>45,084.65</b>   | <b>47.57%</b>  | <b>5,898.06</b>   |
| <hr/>                                    |                   |                   |                    |                |                   |
| 256-43200.330 OTHER PROFESSIONAL SERVIC  | 1,000.00          | 0.00              | 1,000.00           | 0.00%          | 0.00              |
| 256-43200.335 AUDIT                      | 2,000.00          | 1,761.25          | 238.75             | 88.06%         | 0.00              |
| 256-43200.340 COMPUTER EXPENSES          | 5,350.00          | 1,554.83          | 3,795.17           | 29.06%         | 226.60            |
| 256-43200.410 WATER AND SEWER CHARGE     | 500.00            | 165.48            | 334.52             | 33.10%         | 82.74             |
| 256-43200.430 SANITATION LINES MAINTENA  | 6,000.00          | 0.00              | 6,000.00           | 0.00%          | 0.00              |
| 256-43200.432 VEHICLE MAINTENANCE        | 0.00              | 7,254.16          | -7,254.16          | 100.00%        | 4,396.30          |
| 256-43200.434 PUMP STATION MAINTENANCE   | 14,000.00         | 3,167.79          | 10,832.21          | 22.63%         | 147.64            |
| 256-43200.436 SANIT. LINE BACK-UP CLEAN  | 1,000.00          | 0.00              | 1,000.00           | 0.00%          | 0.00              |
| 256-43200.441 RIGHT OF WAY AGREEMENTS    | 1,700.00          | 1,861.07          | -161.07            | 109.47%        | 55.00             |
| 256-43200.491 CONTRACTUAL SERVICES       | 154,860.00        | 50,097.50         | 104,762.50         | 32.35%         | 10,714.50         |
| 256-43200.500 TRAINING, CONFERENCES, DU  | 200.00            | 0.00              | 200.00             | 0.00%          | 0.00              |
| 256-43200.521 LIABILITY & PROPERTY INS.  | 6,014.00          | 5,564.34          | 449.66             | 92.52%         | 0.00              |
| 256-43200.536 POSTAGE                    | 5,500.00          | 2,415.15          | 3,084.85           | 43.91%         | 0.00              |
| 256-43200.550 PRINTING AND ADVERTISING   | 1,500.00          | 0.00              | 1,500.00           | 0.00%          | 0.00              |
| 256-43200.570 MAINTENANCE OTHER          | 2,000.00          | 2,243.59          | -243.59            | 112.18%        | 0.00              |




## SANITATION FUND

| Account                                 | Budget             | Actual              | Budget<br>Balance  | % of Budget     | Pd to Date         |
|---|--------------------|---------------------|--------------------|-----------------|--------------------|
| 256-43200.610 SUPPLIES                  | 1,000.00           | 0.00                | 1,000.00           | 0.00%           | 0.00               |
| 256-43200.612 UNIFORMS,BOOTS,ETC        | 1,500.00           | 46.98               | 1,453.02           | 3.13%           | 37.49              |
| 256-43200.622 ELECTRICAL SERVICE        | 14,000.00          | 2,901.13            | 11,098.87          | 20.72%          | 940.47             |
| 256-43200.623 HEATING/NATURAL GAS       | 1,800.00           | 237.90              | 1,562.10           | 13.22%          | 55.93              |
| 256-43200.626 GAS,GREASE AND OIL        | 4,000.00           | 973.43              | 3,026.57           | 24.34%          | 293.60             |
| 256-43200.742 TRANS TO CAPITAL RESERVE  | 95,000.00          | 47,500.00           | 47,500.00          | 50.00%          | 23,750.00          |
| 256-43200.891 CAPITAL OUTLAY            | 5,000.00           | 0.00                | 5,000.00           | 0.00%           | 0.00               |
| <b>256-43220 ESSEX PS COSTS</b>         |                    |                     |                    |                 |                    |
| 256-43220.001 SUSIE WILSON PS COSTS     | 12,000.00          | 9,956.11            | 2,043.89           | 82.97%          | 1,268.91           |
| 256-43220.002 WEST ST PS COSTS          | 13,000.00          | 10,491.02           | 2,508.98           | 80.70%          | 1,295.40           |
| <b>Total ESSEX PS COSTS</b>             | <b>25,000.00</b>   | <b>20,447.13</b>    | <b>4,552.87</b>    | <b>81.79%</b>   | <b>2,564.31</b>    |
| <b>Total OPERATING EXPENSES</b>         | <b>568,048.00</b>  | <b>248,013.73</b>   | <b>320,034.27</b>  | <b>43.66%</b>   | <b>61,374.60</b>   |
| <b>256-433 CAPITAL PROJECTS/EXPENSE</b> |                    |                     |                    |                 |                    |
| 256-43330.002 METER REPLACEMENT PROGRAM | 0.00               | 14,867.48           | -14,867.48         | 100.00%         | 3,281.92           |
| 256-43330.004 MANHOLE REHAB (INFILT REP | 40,000.00          | 0.00                | 40,000.00          | 0.00%           | 0.00               |
| 256-43330.011 West St Control Cabinet   | 0.00               | 436.43              | -436.43            | 100.00%         | 0.00               |
| 256-43330.012 SW St PS Control Cabinet  | 0.00               | 436.42              | -436.42            | 100.00%         | 0.00               |
| <b>Total CAPITAL PROJECTS/EXPENSE</b>   | <b>40,000.00</b>   | <b>15,740.33</b>    | <b>24,259.67</b>   | <b>39.35%</b>   | <b>3,281.92</b>    |
| <b>256-434 NON OPERATING EXPENSES</b>   |                    |                     |                    |                 |                    |
| 256-43455.001 TRANS TO WWTF FOR DEBT PY | 0.00               | 222,902.18          | -222,902.18        | 100.00%         | 0.00               |
| <b>Total NON OPERATING EXPENSES</b>     | <b>0.00</b>        | <b>222,902.18</b>   | <b>-222,902.18</b> | <b>100.00%</b>  | <b>0.00</b>        |
| <b>Total EXPENSES</b>                   | <b>608,048.00</b>  | <b>486,656.24</b>   | <b>121,391.76</b>  | <b>80.04%</b>   | <b>64,656.52</b>   |
| <b>Total Expenditures</b>               | <b>608,048.00</b>  | <b>486,656.24</b>   | <b>121,391.76</b>  | <b>80.04%</b>   | <b>64,656.52</b>   |
| <b>Total SANITATION FUND</b>            | <b>144,250.00</b>  | <b>141,053.49</b>   | <b>-285,303.49</b> | <b>97.78%</b>   | <b>-51,974.29</b>  |
| <b>Total All Funds</b>                  | <b>-325,398.00</b> | <b>1,148,680.48</b> | <b>-823,282.48</b> | <b>-353.01%</b> | <b>-237,674.20</b> |

# MEETING SCHEDULES

1/8/2021

***DUE TO THE COVID-19 PANDEMIC, ALL MEETINGS ARE HELD ONLINE UNTIL FURTHER NOTICE***

| TOWN SELECTBOARD MEETINGS   |                        | VILLAGE TRUSTEES MEETINGS   | JOINT MEETINGS  |
|---|------------------------|---|---|
|  |                        |  |  |
| January 11, 2021—6:30 PM  | SB Regular             |   | Cathy   |
| January 12, 2021—6:30 PM  | VB Regular             |   | Cathy   |
| January 19, 2021—6:30 PM  | SB Regular             |   | Cathy   |
| January 25, 2021—6:30 PM  | JT Special             |   | Cathy   |
| January 26, 2021—6:30 PM  | VB Regular             |   | Amy   |
| February 1, 2021—6:30 PM  | SB Regular             |   | Darby   |
| February 9, 2021—6:30 PM  | VB Regular             |   | Cathy   |
| February 16, 2021—6:30 PM   | SB Regular             |   | Darby   |
| February 22, 2021—6:30 PM   | JT Special             |   | Amy   |
| February 23, 2021—6:30 PM   | VB Regular             |   | Cathy   |
| March 1, 2021—7:30 PM   | Town Annual Meeting    |   | Cathy   |
| March 9, 2021—6:30 PM   | VB Regular             |   | Cathy   |
| March 15, 2021—6:30 PM  | SB Regular             |   | Cathy   |
| March 22, 2021—6:30 PM  | JT Special             |   | Cathy   |
| March 23, 2021—6:30 PM  | VB Regular             |   | Cathy   |
| April 5, 2021—6:30 PM   | SB Regular             |   | Cathy   |
| April 7, 2021—7:00 PM   | Village Annual Meeting |   | Cathy   |