



VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA

Online  
Essex Junction, VT 05452  
Tuesday, February 9, 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: 400 899 176#
- **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. **PUBLIC HEARING** [6:35 PM]
  - a. Public hearing on Fiscal Year 2022 Proposed Budgets and Capital Programs
6. **BUSINESS ITEMS**
  - a. Consider approval of Bike/Walk Advisory Committee grant application
  - b. Consider approval of April 2021 ballot question for increase of Village Trustees stipend
  - c. Discussion and possible approval of research for Economic Development Commission on potential initiatives like Phoenix Project Events – Robin Pierce
  - d. \*Discussion about public records requests
  - e. \*\*Discuss the evaluation of a public official
7. **CONSENT ITEMS**
  - a. Approve minutes: January 25, 2021 – Joint; January 26, 2021
  - b. Check Warrants: #17236 – 1/29/21
8. **READING FILE**
  - a. Board member comments
  - b. Memo from Robin Pierce re: Village Center Development update
  - c. Email from Brad Luck re: Questions from Resident regarding merger booklet
  - d. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
  - a. \*An executive session may be necessary to discuss a legal matter
  - b. \*\*An executive session is anticipated to discuss the evaluation of a public official
10. **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: 2/5/2021 \_\_\_\_\_  
Date Posted Initials

**VILLAGE OF ESSEX JUNCTION  
NOTICE OF PUBLIC HEARINGS  
PUBLIC HEARINGS  
FY22 PROPOSED BUDGETS  
AND CAPITAL PROGRAMS  
February 9, 2021, 6:35 PM  
February 23, 2021, 6:35 PM**

The Trustees of the Village of Essex Junction, Vermont hereby give notice that public hearings shall be held at the following times online via Microsoft Teams:

- **Tuesday, February 9, 2021, 6:35 PM**, participate online or by telephone at (802) 377-3784 and enter meeting ID: 400 899 176#
- **Tuesday, February 23, 2021, 6:35 PM**, participate online or by telephone at (802) 377-3784 and enter meeting ID: 735 203 269#

The public is invited to attend and offer comments regarding the proposed FY22 Budget and Capital Programs. Complete details and information to connect to the meetings can be found at [www.essexjunction.org](http://www.essexjunction.org).



# Village of Essex Junction

FY2022 BUDGET PUBLIC HEARING

# General Fund Highlights

- ▶ Highway and Fire Rolling Stock capital transfers moved into department budgets
- ▶ Highway Rolling Stock transfer would be funded by the Town (pending voter approval of Town budget)
- ▶ Additional \$25k transferred to Buildings Maintenance fund to address priority building projects
- ▶ Staffing remains stable
- ▶ Budgeted benefits relatively stable from prior year as FY21 budgeted increases did not materialize

# Summary General Fund

Fund	FY21 Budget	FY22 Proposed Budget	\$ Change	% Change
General Fund	\$5,367,655	\$5,641,278	\$273,623	5.1%

Contributing Factor	Amount	Notes
Salaries & Benefits	\$76,217	Regular salaries and employee benefits
Capital Transfer	\$96,418	Planned increases in capital; additional for buildings
R&M Buildings	\$27,715	Address building maintenance needs
Board Stipends	\$23,700	Stipends for all boards, increases for Trustees, PC, ZBA
Professional Services	\$15,000	Land Development code update
Salary Study	\$15,000	Every other year
Paving	\$14,200	Additional paving projects
Salt costs	\$10,000	Bring closer to actual costs
Other	(\$4,626)	Net decrease all other items

# Estimated Tax impact

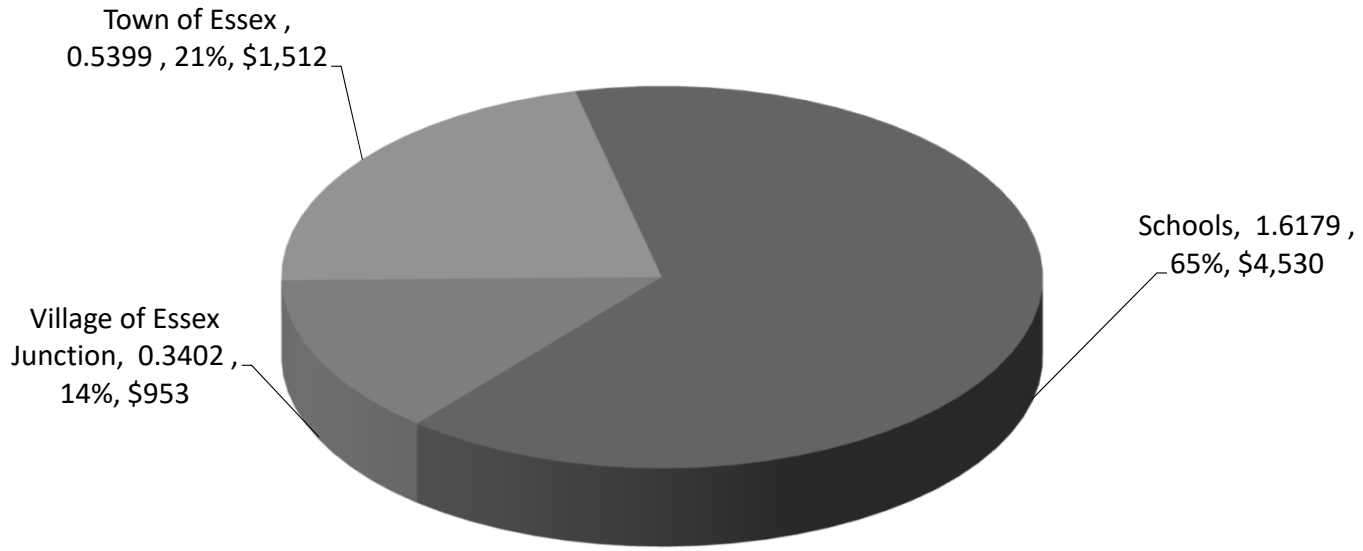
	FY21 Budget	FY22 Proposed Budget	\$ Change	% Change
Tax Levy	\$3,670,039	\$3,745,866	\$75,827	2.1%
Tax Rate	\$0.3302	\$0.3334	\$0.0032	0.97%

Estimated tax increase to a \$280,000 Village property is \$8.96

The tax rate increase is less than the budget increase because:

1. Other revenue sources have increased. Funding from the Town of Essex, which pays for Highway and Stormwater budgets increased \$204,069. This covers the normal increases and the change to include the rolling stock capital transfer in Highways.
2. A small estimated increase in the grand list of 0.84% has been included. This is equal to the average increase over the past seven years.

**FY21 Village of Essex Junction Homestead Tax Rates Totalling \$2.4980 and Tax Amount on \$280,000 assessed value Home**



Taxes on average home = \$6,994

# Summary Capital Funds

Capital Fund	Proposed Spending	Notes
Capital Reserve	\$800,000	Densmore Drive Culvert replacement and partial road reconstruction*
Rolling Stock	\$137,500	Vactor Truck^
EJRP Capital	\$113,580	Playground equipment, fencing, building repairs, pool chairs, and landscaping
Water Capital	\$62,558	Debt, Vactor Truck^
WWTF Capital	\$221,207	Debt, Vactor Truck^, Energy Conservation Measures
Sanitation Capital	\$347,000	Debt, Vactor Truck^, Manhole rehab
Total	\$1,681,845	

\*This does not include anticipated grant funding

^This item is split between multiple funds



# Summary Enterprise Funds

Fund	FY21 Budget	FY22 Proposed Budget	\$ Change	% Change
EJRP Program Fund	\$1,947,162	\$2,689,281	\$742,119	38.1%
Water Fund	\$4,144,010	\$4,230,631	\$86,621	2.1%
WWTF Fund	\$2,187,312	\$2,232,458	\$45,146	2.1%
Sanitation Fund	\$568,048	\$581,684	\$13,636	2.4%

# Enterprise Funds

- ▶ Wastewater treatment facility faces challenges with changing state regulations and unfunded mandates.
- ▶ WWTF Village flows have been increasing causing an increase in Village user fees.
- ▶ WWTF bond payment - the sanitation fund adds \$7,750 annually to fund bond payments which will gradually increased the sanitation rate to the point where it is sufficient to pay the SRF Loan beginning in FY17. We have been able to make this a more gradual increase due to the sale of capacity to Willison.
- ▶ The final stages of the water meter replacement program continue with approx. 500 left.

# Estimated Utility Rate Changes

<b>Utility Charges Comparison</b>		
<i>Property using 120 gallons/Day</i>		
	<b>FY21</b>	<b>FY22</b>
<b>Water</b>		
Fixed Charge	\$ 114.39	\$ 122.48
Usage (120 Gal/day, 5840 c.f./yr)	\$ 115.63	\$ 120.89
<b>Total</b>	<b>\$ 230.02</b>	<b>\$ 243.37</b>
<i>\$ Change</i>	<i>\$ 12.79</i>	<i>\$ 13.35</i>
<i>% Change</i>	<i>5.89%</i>	<i>5.80%</i>
<b>WWTF</b>		
Fixed Charge	\$ 113.95	\$ 116.23
Usage (120 Gal/day, 5840 c.f./yr)	\$ 62.84	\$ 64.10
<b>Total</b>	<b>\$ 176.79</b>	<b>\$ 180.32</b>
<i>\$ Change</i>	<i>\$ 16.28</i>	<i>\$ 3.54</i>
<i>% Change</i>	<i>10.14%</i>	<i>2.00%</i>
<b>Sanitation</b>		
Fixed Charge	\$ 102.63	\$ 104.68
Usage (120 Gal/day, 5840 c.f./yr)	\$ 35.04	\$ 35.74
<b>Total</b>	<b>\$ 137.67</b>	<b>\$ 140.42</b>
<i>\$ Change</i>	<i>\$ 6.46</i>	<i>\$ 2.75</i>
<i>% Change</i>	<i>4.93%</i>	<i>2.00%</i>
<b>Total All Utility Rates</b>		
<i>\$ Change</i>	<i>\$ 35.53</i>	<i>\$ 19.64</i>
<i>% Change</i>	<i>6.98%</i>	<i>3.61%</i>

Village of Essex Junction - General Fund Budget Summary

2/4/2021

Department Name:	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	FY22 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
<b>Revenues</b>								
Property Taxes	3,423,606	3,423,627	3,556,422	3,556,878	3,670,039	3,745,866	75,827	2.1%
PILOT Payments	7,000	11,220	11,200	10,419	11,200	11,200	-	0.0%
Licenses and Permits	58,000	16,318	35,000	40,795	25,000	28,000	3,000	12.0%
Funding from Town of Essex	1,160,126	1,160,126	1,259,376	1,296,855	1,341,811	1,545,880	204,069	15.2%
Intergovernmental Revenues	1,500	17,268	1,000	151,852	1,000	2,000	1,000	100.0%
Funding from Enterprise Funds	235,035	235,035	269,995	269,995	286,685	281,412	(5,273)	-1.8%
Miscellaneous	43,520	59,624	9,020	38,809	9,020	9,520	500	5.5%
Fees for Service	25,900	24,430	22,900	18,849	22,900	17,400	(5,500)	-24.0%
<b>Total General Fund</b>	<b>4,954,687</b>	<b>4,947,648</b>	<b>5,164,913</b>	<b>5,384,452</b>	<b>5,367,655</b>	<b>5,641,278</b>	<b>273,623</b>	<b>5.1%</b>
<b>Expenditures</b>								
Administration	467,906	530,688	465,314	439,097	486,997	514,791	27,794	5.7%
Buildings	205,196	196,413	240,375	244,117	253,191	281,300	28,109	11.1%
Community Development	243,310	217,065	245,294	216,323	251,288	279,840	28,552	11.4%
Debt Service	317,983	317,983	313,560	313,561	202,734	199,325	(3,409)	-1.7%
Economic Development	118,429	70,001	50,350	20,093	49,500	49,250	(250)	-0.5%
Finance	79,835	88,892	160,503	169,766	181,414	187,481	6,067	3.3%
Fire	331,369	332,297	351,860	345,430	346,880	460,623	113,743	32.8%
Highways	1,145,126	1,214,370	1,182,376	1,137,166	1,264,811	1,468,880	204,069	16.1%
Library	703,635	684,070	731,684	727,540	751,850	778,306	26,456	3.5%
Recreation	634,823	640,424	657,867	634,304	690,879	725,654	34,775	5.0%
Transfers and Misc.	707,075	725,863	765,730	936,806	888,110	695,828	(192,282)	-21.7%
<b>Total General Fund</b>	<b>4,954,687</b>	<b>5,018,065</b>	<b>5,164,913</b>	<b>5,184,203</b>	<b>5,367,654</b>	<b>5,641,278</b>	<b>273,624</b>	<b>5.1%</b>

Costing Center

210-00-00 - General Revenue - Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
010.000-Property Taxes	3,423,606	3,423,627	3,556,422	3,556,878	3,670,039	3,748,866	78,827	2.1%
020.001-PILOT - Tax Agreements	5,000	6,742	6,700	6,772	6,700	6,700	-	0.0%
020.022-Rents and Royalties	2,400	4,401	2,400	2,850	2,400	2,400	-	0.0%
020.054-Admin Fee - Water	94,014	94,014	107,998	107,998	114,674	112,565	(2,109)	-1.8%
020.055-Admin Fee - WWTF	47,007	47,007	53,999	53,999	57,337	56,282	(1,055)	-1.8%
020.056-Admin Fee - Sanitation	94,014	94,014	107,998	107,998	114,674	112,565	(2,109)	-1.8%
042.001-PILOT Revenue	2,000	4,478	4,500	3,647	4,500	4,500	-	0.0%
060.000-Interest Income	2,000	4,150	2,500	5,073	2,500	3,000	500	20.0%
080.001-State District Court Fines	1,500	2,903	1,000	2,703	1,000	2,000	1,000	100.0%
098.000-Miscellaneous Revenue	2,000	2,539	2,000	18,963	2,000	2,000	-	0.0%
099.000-Use of Fund Balance/Reserves	35,000	35,000	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>3,708,541</b>	<b>3,718,875</b>	<b>3,845,517</b>	<b>3,866,881</b>	<b>3,975,824</b>	<b>4,050,878</b>	<b>75,054</b>	<b>1.9%</b>
Net Village General Fund	3,708,541	3,718,875	3,845,517	3,866,881	3,975,824	4,050,878	75,054	1.9%

Costing Center

210-10-10 - Administration, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	-	-	50,000	50,000	50,000	50,000	-	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	208,400	245,609	164,294	157,864	180,929	199,124	18,195	10.1%
120.000-Part Time Salaries	5,025	4,097	4,798	899	4,798	5,200	402	8.4%
130.000-Overtime	6,500	2,018	-	-	-	-	-	n/a
150.000-Shared Employee Expense	90,763	86,593	90,386	90,386	92,133	92,687	554	0.6%
190.000-Board member payments	2,500	2,500	2,500	2,500	2,500	23,800	21,300	852.0%
210.000-Group Insurance	45,869	72,188	90,186	72,274	94,089	61,951	(32,138)	-34.2%
220.000-Social Security	17,096	21,275	14,382	14,910	14,399	15,896	1,497	10.4%
230.000-Retirement	20,840	25,498	18,321	16,887	20,022	19,911	(111)	-0.6%
290.000-Other Employee Benefits	1,600	45	1,600	-	-	980	980	n/a
320.000-Legal Services	15,000	20,258	17,000	11,628	22,000	22,000	-	0.0%
330.000-Professional Services	1,000	2,442	1,000	4,100	1,000	1,000	-	0.0%
340.000-Technical Services	2,220	2,085	2,220	808	3,824	-	(3,824)	-100.0%
442.000-Rental of Vehicles or Equipment	4,525	4,195	4,000	3,620	4,203	4,250	47	1.1%
500.000-Training, Conferences, Dues	9,300	4,118	6,000	1,934	6,000	1,750	(4,250)	-70.8%
505.000-Technology Subscription, Licenses	-	-	-	-	-	10,370	10,370	n/a
530.000-Communications	17,968	19,825	22,492	26,438	22,500	21,972	(528)	-2.3%
540.000-Advertising	-	1,729	-	-	-	-	-	n/a
550.000-Printing and Binding	5,000	683	3,000	916	3,000	3,000	-	0.0%
560.000-Postage	2,000	2,581	500	1,070	500	500	-	0.0%
570.000-Other Purchased Services	200	-	11,000	10,000	200	15,000	14,800	7400.0%
580.000-Travel	300	261	300	112	300	300	-	0.0%
610.000-General Supplies	5,000	4,840	5,000	1,708	5,000	5,000	-	0.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
810.000-Appropriations to committees	-	-	-	-	-	-	-	n/a
810.113-Trustee Expenditures	4,000	5,525	4,000	8,623	5,500	5,500	-	0.0%
820.000-Election Expenses	1,500	1,285	1,500	12,213	1,500	2,000	500	33.3%
845.000-Employee/Volunteer Recognition	1,300	1,038	835	207	2,600	2,600	-	0.0%
900.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>467,906</b>	<b>530,688</b>	<b>465,314</b>	<b>439,097</b>	<b>486,997</b>	<b>514,791</b>	<b>27,794</b>	<b>5.7%</b>
Net Village General Fund	(467,906)	(530,688)	(415,314)	(389,097)	(436,997)	(464,791)	(27,794)	6.4%

Costing Center

210-16-10 - Community Development, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
030.008-License and Zoning Fees	58,000	16,318	35,000	40,795	25,000	28,000	3,000	12.0%
<b>Total Revenues</b>	<b>58,000</b>	<b>16,318</b>	<b>35,000</b>	<b>40,795</b>	<b>25,000</b>	<b>28,000</b>	<b>3,000</b>	<b>12.0%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	145,419	146,044	151,846	153,596	157,800	165,243	7,443	4.7%
130.000-Overtime	-	125	-	-	-	-	-	n/a
190.000-Board member payments	3,600	3,450	3,600	3,450	3,600	6,000	2,400	66.7%
210.000-Group Insurance	32,128	19,853	23,680	20,560	24,636	24,260	(376)	-1.5%
220.000-Social Security	11,454	11,726	11,616	12,311	12,072	13,153	1,081	9.0%
230.000-Retirement	14,542	14,544	15,185	15,262	15,780	16,524	744	4.7%
290.000-Other Employee Benefits	-	-	-	-	-	700	700	n/a
320.000-Legal Services	12,000	740	12,000	(490)	6,000	6,000	-	0.0%
330.000-Professional Services	7,500	12,831	8,000	1,008	12,000	27,000	15,000	125.0%
340.000-Technical Services	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	3,000	918	2,000	492	4,000	3,000	(1,000)	-25.0%
530.000-Communications	567	575	567	1,158	600	1,260	660	110.0%
540.000-Advertising	-	-	-	-	-	-	-	n/a
550.000-Printing and Binding	3,000	1,128	3,000	2,884	2,500	3,000	500	20.0%
560.000-Postage	700	156	700	40	700	100	(600)	-85.7%
580.000-Travel	2,400	2,496	2,600	2,527	2,600	2,600	-	0.0%
610.000-General Supplies	2,000	1,019	2,000	548	2,000	1,000	(1,000)	-50.0%
750.000-Machinery and Equipment	-	-	1,500	-	-	-	-	n/a
810.111-Bike/Walk Committee	5,000	1,461	7,000	2,977	7,000	10,000	3,000	42.9%
<b>Total Expenditure</b>	<b>243,310</b>	<b>217,065</b>	<b>245,294</b>	<b>216,323</b>	<b>251,288</b>	<b>279,840</b>	<b>28,552</b>	<b>11.4%</b>
Net Village General Fund	(185,310)	(200,747)	(210,294)	(175,528)	(226,288)	(251,840)	(25,552)	11.3%

Costing Center

210-95-00 - Debt, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
950.902-EJRP Principal	105,000	105,000	105,000	105,000	-	-	-	n/a
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135	135,135	135,135	-	0.0%
955.902-EJRP Interest	4,788	4,788	2,843	2,843	-	-	-	n/a
955.903-Capital Imp Interest	73,060	73,060	70,582	70,583	67,599	64,190	(3,409)	-5.0%
<b>Total Expenditure</b>	<b>317,983</b>	<b>317,983</b>	<b>313,560</b>	<b>313,561</b>	<b>202,734</b>	<b>199,325</b>	<b>(3,409)</b>	<b>-1.7%</b>
Net Village General Fund	(317,983)	(317,983)	(313,560)	(313,561)	(202,734)	(199,325)	3,409	-1.7%



Costing Center

210-17-10 - Economic Development, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
050.151-Donations: Block Party	1,500	1,650	500	1,300	500	-	(500)	-100.0%
<b>Total Revenues</b>	<b>1,500</b>	<b>1,650</b>	<b>500</b>	<b>1,300</b>	<b>500</b>	<b>-</b>	<b>(500)</b>	<b>-100.0%</b>
Expenditure								
110.000-Regular Salaries	32,135	10,774	-	-	-	-	-	n/a
120.000-Part Time Salaries	4,950	2,700	-	-	-	-	-	n/a
130.000-Overtime	-	45	-	-	-	-	-	n/a
210.000-Group Insurance	28,513	11,806	-	-	-	-	-	n/a
220.000-Social Security	2,837	855	-	-	-	-	-	n/a
230.000-Retirement	3,214	1,078	-	-	-	-	-	n/a
730.000-Buildings and Improvements	-	-	-	-	-	-	-	n/a
800.000-Appropriations to other agencies	9,000	7,530	9,500	7,681	9,500	9,250	(250)	-2.6%
831.000-Special or New Programs	2,500	-	2,500	1,500	2,500	2,500	-	0.0%
850.000-Community Events and Celebrations	15,280	15,131	18,350	10,912	17,500	17,500	-	0.0%
899.000-Matching Grant Funds	20,000	20,082	20,000	-	20,000	20,000	-	0.0%
<b>Total Expenditure</b>	<b>118,429</b>	<b>70,001</b>	<b>50,350</b>	<b>20,093</b>	<b>49,500</b>	<b>49,250</b>	<b>(250)</b>	<b>-0.5%</b>
Net Village General Fund	(116,929)	(68,351)	(49,850)	(18,793)	(49,000)	(49,250)	(250)	0.5%

Costing Center

210-13-10 - Finance, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
110.000-Regular Salaries	-	-	52,327	56,625	56,246	59,668	3,422	6.1%
130.000-Overtime	-	-	2,500	877	2,750	-	(2,750)	-100.0%
210.000-Group Insurance	-	-	6,334	5,989	6,365	5,699	(666)	-10.5%
220.000-Social Security	-	-	4,221	4,758	4,513	4,901	388	8.6%
230.000-Retirement	-	-	5,283	5,557	5,625	5,967	342	6.1%
250.000-Unemployment Insurance	3,672	2,181	1,520	3,757	1,520	1,720	200	13.2%
260.000-Workers Comp insurance	11,950	16,336	6,154	14,618	16,500	18,500	2,000	12.1%
290.000-Other Employee Benefits	-	-	-	-	-	350	350	n/a
335.000-Audit	6,160	7,315	6,256	7,505	7,500	7,500	-	0.0%
500.000-Training, Conferences, Dues	-	-	170	56	250	250	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	6,901	6,901	n/a
520.000-Insurance	58,053	63,060	74,720	68,548	75,000	75,725	725	1.0%
570.000-Other Purchased Services	-	-	768	1,265	4,895	-	(4,895)	-100.0%
580.000-Travel	-	-	100	-	100	100	-	0.0%
610.000-General Supplies	-	-	150	211	150	200	50	33.3%
<b>Total Expenditure</b>	<b>79,835</b>	<b>88,892</b>	<b>160,503</b>	<b>169,766</b>	<b>181,414</b>	<b>187,481</b>	<b>6,067</b>	<b>3.3%</b>
Net Village General Fund	(79,835)	(88,892)	(160,503)	(169,766)	(181,414)	(192,981)	(11,567)	6.4%

Costing Center

210-25-10 - Fire, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
098.000-Miscellaneous Revenue	20	950	20	-	20	20	-	0.0%
<b>Total Revenues</b>	<b>20</b>	<b>950</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>								
120.000-Part Time Salaries	189,000	192,350	206,000	179,540	186,000	194,250	8,250	4.4%
210.000-Group Insurance	3,600	3,549	3,600	3,527	3,600	3,600	-	0.0%
220.000-Social Security	14,510	14,095	15,392	11,866	14,436	14,859	423	2.9%
260.000-Workers Comp insurance	32,130	30,760	28,624	24,076	30,050	26,000	(4,050)	-13.5%
290.000-Other Employee Benefits	864	864	864	864	864	864	-	0.0%
330.000-Professional Services	6,600	3,060	6,800	7,291	9,500	9,000	(500)	-5.3%
430.000-R&M Vehicles and Equipment	19,800	28,011	24,000	52,707	32,250	32,250	-	0.0%
431.000-R&M Buildings and Grounds	15,480	16,311	15,480	9,209	15,480	15,000	(480)	-3.1%
500.000-Training, Conferences, Dues	4,000	4,281	4,000	989	4,000	4,000	-	0.0%
530.000-Communications	1,885	1,916	2,600	2,522	2,600	2,600	-	0.0%
610.000-General Supplies	1,000	1,232	1,000	1,985	1,000	1,000	-	0.0%
611.000-Small Tools and Equipment	1,500	910	1,500	2,602	1,500	1,500	-	0.0%
612.000-Uniforms	23,000	18,641	24,000	22,759	25,000	26,000	1,000	4.0%
613.000-Program Supplies	3,000	2,830	3,000	963	3,100	3,600	500	16.1%
750.000-Machinery and Equipment	15,000	13,488	15,000	24,530	17,500	17,500	-	0.0%
920.000-Transfer between funds (capital)	-	-	-	-	-	108,600	108,600	n/a
<b>Total Expenditure</b>	<b>331,369</b>	<b>332,297</b>	<b>351,860</b>	<b>345,430</b>	<b>346,880</b>	<b>460,623</b>	<b>113,743</b>	<b>32.8%</b>
Net Village General Fund	(331,349)	(331,347)	(351,840)	(345,430)	(346,860)	(460,603)	(113,743)	32.8%

Costing Center

210-35-10 - Brownell Library

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
050.000-Donation Revenue	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
098.000-Miscellaneous Revenue	500	678	500	856	500	500	-	0.0%
<b>Total Revenues</b>	<b>15,500</b>	<b>15,678</b>	<b>15,500</b>	<b>15,856</b>	<b>15,500</b>	<b>15,500</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	319,700	317,940	328,509	356,167	328,850	335,788	6,938	2.1%
120.000-Part Time Salaries	103,632	104,045	107,654	94,135	108,415	113,490	5,075	4.7%
210.000-Group Insurance	107,125	101,842	119,148	110,384	134,104	134,740	636	0.5%
220.000-Social Security	32,458	32,331	33,336	34,519	33,451	34,532	1,081	3.2%
230.000-Retirement	31,970	31,446	32,537	32,980	32,580	33,256	676	2.1%
290.000-Other Employee Benefits	-	-	-	-	-	2,100	2,100	n/a
340.000-Technical Services	4,000	3,878	4,000	3,917	4,000	4,000	-	0.0%
442.000-Rental of Vehicles or Equipment	-	-	-	1,871	1,500	1,900	400	26.7%
500.000-Training, Conferences, Dues	4,000	1,408	4,000	3,156	4,000	4,000	-	0.0%
505.000-Technology Subscription, Licenses	7,700	5,332	6,200	7,034	7,700	10,000	2,300	29.9%
540.000-Advertising	500	434	500	-	700	700	-	0.0%
560.000-Postage	3,500	1,654	3,500	1,633	2,500	2,500	-	0.0%
610.000-General Supplies	13,000	9,481	14,000	9,178	13,500	13,500	-	0.0%
640.201-Adult Collection	38,500	38,492	40,000	37,742	41,500	44,000	2,500	6.0%
640.202-Juvenile Collection	19,250	19,984	20,000	17,503	20,750	22,000	1,250	6.0%
651.000-Technology Supplies	-	-	-	-	-	-	-	n/a
730.000-Buildings and Improvements	-	-	-	-	-	-	-	n/a
735.000-Technology: Hardware, Software, Equipment	8,000	6,373	8,000	7,653	8,000	8,000	-	0.0%
750.000-Machinery and Equipment	4,000	3,767	4,000	4,307	4,000	7,500	3,500	87.5%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
840.201-Adult Programs	1,000	922	1,000	200	1,000	1,000	-	0.0%
840.202-Childrens Programs	4,500	4,118	4,500	4,419	4,500	4,500	-	0.0%
845.000-Employee/Volunteer Recognition	800	623	800	742	800	800	-	0.0%
<b>Total Expenditure</b>	<b>703,635</b>	<b>684,070</b>	<b>731,684</b>	<b>727,540</b>	<b>751,850</b>	<b>778,306</b>	<b>26,456</b>	<b>3.5%</b>
Net Village General Fund	(688,135)	(668,392)	(716,184)	(711,684)	(736,350)	(762,806)	(26,456)	3.6%

Costing Center

210-40-12 - PW, Highways Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	1,080,759	1,080,759	1,113,329	1,149,130	1,192,960	1,392,627	199,667	16.7%
098.000-Miscellaneous Revenue	4,000	4,157	4,000	2,670	4,000	4,000	-	0.0%
<b>Total Revenues</b>	<b>1,084,759</b>	<b>1,084,916</b>	<b>1,117,329</b>	<b>1,151,800</b>	<b>1,196,960</b>	<b>1,396,627</b>	<b>199,667</b>	<b>16.7%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	173,146	173,522	182,235	185,390	190,202	196,303	6,101	3.2%
120.000-Part Time Salaries	23,573	16,729	26,981	15,229	27,388	29,614	2,226	8.1%
130.000-Overtime	17,278	15,754	17,300	16,994	18,300	17,418	(882)	-4.8%
210.000-Group Insurance	72,154	69,711	75,918	69,855	78,989	87,740	8,751	11.1%
220.000-Social Security	16,448	15,935	17,328	16,729	18,046	18,705	659	3.7%
230.000-Retirement	17,315	17,486	18,235	11,958	19,020	19,632	612	3.2%
250.000-Unemployment Insurance	300	199	100	136	300	375	75	25.0%
260.000-Workers Comp insurance	13,985	13,963	20,275	19,255	20,275	18,350	(1,925)	-9.5%
290.000-Other Employee Benefits	-	-	-	-	-	1,190	1,190	n/a
330.000-Professional Services	10,000	17,448	15,000	8,301	16,000	17,000	1,000	6.3%
410.000-Water and Sewer Charges	2,100	2,317	2,000	2,319	2,500	2,500	-	0.0%
422.000-Snow Removal	20,000	35,895	20,000	6,113	20,000	20,000	-	0.0%
425.000-Trash Removal	8,000	9,139	8,500	8,339	9,000	9,000	-	0.0%
430.000-R&M Vehicles and Equipment	25,000	33,502	26,500	37,537	28,000	32,000	4,000	14.3%
431.000-R&M Buildings and Grounds	5,000	6,274	10,000	14,024	10,000	10,000	-	0.0%
441.000-Rental of Land or Buildings	12,472	11,922	12,890	11,785	12,890	13,000	110	0.9%
442.000-Rental of Vehicles or Equipment	8,000	2,211	2,500	4,323	3,000	3,000	-	0.0%
451.000-Summer Construction Services	225,000	188,895	210,000	141,697	255,800	270,000	14,200	5.6%
500.000-Training, Conferences, Dues	500	339	500	872	500	1,000	500	100.0%
520.000-Insurance	12,288	11,840	11,667	13,023	13,750	14,000	250	1.8%
521.000-Insurance Deductibles	1,000	1,096	1,000	2,189	1,000	1,000	-	0.0%
530.000-Communications	4,000	3,308	3,500	3,714	3,800	4,000	200	5.3%
540.000-Advertising	500	343	500	200	500	500	-	0.0%
571.000-Streetscape Maintenance	13,500	17,072	18,500	22,713	11,500	18,500	7,000	60.9%
572.000-Traffic Control	13,000	21,087	13,500	27,038	16,000	17,000	1,000	6.3%
573.000-Sidewalk and Curb Maintenance	5,000	5,338	5,000	5,604	5,500	6,000	500	9.1%
575.000-Storm Sewer Maintenance	30,000	24,002	15,000	14,301	15,000	20,000	5,000	33.3%
600.000-Salt, Sand and Gravel	118,000	179,055	121,000	140,754	125,000	135,000	10,000	8.0%
605.000-Summer Construction Supplies	9,000	13,295	24,000	42,468	24,000	24,000	-	0.0%
610.000-General Supplies	24,000	37,786	24,000	25,744	26,000	30,000	4,000	15.4%

Costing Center

210-40-12 - PW, Highways Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
610.200-Streetlight Supplies	12,000	7,941	12,000	9,463	12,000	12,000	-	0.0%
612.000-Uniforms	6,000	8,594	6,000	5,461	6,500	6,500	-	0.0%
621.000-Natural Gas/Heating	4,000	3,390	4,000	2,999	4,000	4,000	-	0.0%
622.000-Electricity	4,000	3,661	4,200	3,648	4,200	4,200	-	0.0%
622.200-Streetlight Electricity	128,200	130,835	128,200	137,087	132,000	134,000	2,000	1.5%
626.000-Gasoline	30,000	37,295	35,000	30,972	38,000	38,000	-	0.0%
750.000-Machinery and Equipment	6,000	3,139	10,000	2,934	14,000	7,000	(7,000)	-50.0%
810.112-Tree Advisory Committee	10,000	7,812	10,000	7,635	10,000	10,000	-	0.0%
920.000-Transfer between funds (capital)	-	-	-	-	-	140,100	140,100	n/a
<b>Total Expenditure</b>	<b>1,080,759</b>	<b>1,148,131</b>	<b>1,113,329</b>	<b>1,068,803</b>	<b>1,192,960</b>	<b>1,392,627</b>	<b>199,667</b>	<b>16.7%</b>
Net Village General Fund	4,000	(63,215)	4,000	82,997	4,000	4,000	-	0.0%

Costing Center

210-40-13 - PW, Stormwater Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	64,367	64,367	69,047	69,047	71,851	76,253	4,402	6.1%
<b>Total Revenues</b>	<b>64,367</b>	<b>64,367</b>	<b>69,047</b>	<b>69,047</b>	<b>71,851</b>	<b>76,253</b>	<b>4,402</b>	<b>6.1%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	44,011	44,793	45,487	45,325	47,232	48,979	1,747	3.7%
120.000-Part Time Salaries	-	-	-	565	-	-	-	n/a
210.000-Group Insurance	10,305	10,292	12,298	12,304	12,815	15,144	2,329	18.2%
220.000-Social Security	3,390	3,427	3,480	3,513	3,613	3,761	148	4.1%
230.000-Retirement	4,401	4,458	4,549	4,104	4,723	4,898	175	3.7%
250.000-Unemployment Insurance	40	41	5	22	30	35	5	16.7%
260.000-Workers Comp insurance	2,220	3,229	3,228	2,530	3,438	3,250	(188)	-5.5%
290.000-Other Employee Benefits	-	-	-	-	-	186	186	n/a
900.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>64,367</b>	<b>66,239</b>	<b>69,047</b>	<b>68,363</b>	<b>71,851</b>	<b>76,253</b>	<b>4,402</b>	<b>6.1%</b>
Net Village General Fund	-	(1,872)	-	684	-	-	-	n/a

Costing Center

210-30-10 - EJRP, Administration

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
020.000-Charges for Services	22,000	18,379	20,000	14,699	20,000	15,000	(5,000)	-25.0%
090.000-Transfer between Town/Village	-	-	12,000	12,000	12,000	12,000	-	0.0%
<b>Total Revenues</b>	<b>22,000</b>	<b>18,379</b>	<b>32,000</b>	<b>26,699</b>	<b>32,000</b>	<b>27,000</b>	<b>(5,000)</b>	<b>-15.6%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	217,566	220,090	234,240	234,243	244,792	264,146	19,354	7.9%
120.000-Part Time Salaries	7,076	3,811	8,800	3,726	-	-	-	n/a
210.000-Group Insurance	107,123	100,476	112,676	98,264	125,468	118,163	(7,305)	-5.8%
220.000-Social Security	17,185	17,328	18,593	18,511	18,727	20,308	1,581	8.4%
230.000-Retirement	24,234	24,503	26,003	26,341	27,182	26,415	(767)	-2.8%
290.000-Other Employee Benefits	-	-	-	-	-	1,312	1,312	n/a
330.000-Professional Services	8,220	11,155	8,220	12,406	21,742	18,622	(3,120)	-14.4%
500.000-Training, Conferences, Dues	9,988	10,796	10,288	2,838	8,453	8,147	(306)	-3.6%
505.000-Technology Subscription, Licenses	9,120	9,995	9,540	11,901	6,000	4,440	(1,560)	-26.0%
530.000-Communications	16,100	14,875	11,960	5,728	9,831	9,831	-	0.0%
540.000-Advertising	-	-	-	-	-	3,000	3,000	n/a
550.000-Printing and Binding	3,639	2,602	3,500	1,702	3,000	-	(3,000)	-100.0%
561.000-Credit Card Processing Fees	-	-	-	324	-	-	-	n/a
610.000-General Supplies	5,000	5,374	5,000	4,890	5,000	5,000	-	0.0%
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	6,000	6,000	n/a
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
<b>Total Expenditure</b>	<b>429,251</b>	<b>425,007</b>	<b>452,820</b>	<b>424,874</b>	<b>474,195</b>	<b>489,384</b>	<b>15,189</b>	<b>3.2%</b>
Net Village General Fund	(407,251)	(406,628)	(420,820)	(398,175)	(442,195)	(462,384)	(20,189)	4.6%



Costing Center

210-30-12 - EJRP, Parks and Facilities

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
110.000-Regular Salaries	93,636	98,740	101,109	105,211	105,360	109,856	4,496	4.3%
120.000-Part Time Salaries	24,977	19,428	20,500	20,021	22,798	25,240	2,442	10.7%
210.000-Group Insurance	21,775	19,391	26,097	21,418	27,076	35,851	8,775	32.4%
220.000-Social Security	9,074	9,217	9,303	9,934	9,804	10,389	585	6.0%
230.000-Retirement	9,364	9,708	10,111	10,210	10,536	10,985	449	4.3%
290.000-Other Employee Benefits	-	-	-	-	-	700	700	n/a
330.000-Professional Services	14,710	18,777	5,725	5,313	6,100	5,300	(800)	-13.1%
431.000-R&M Buildings and Grounds	9,996	12,861	11,073	14,037	11,739	12,559	820	7.0%
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-	0.0%
442.000-Rental of Vehicles or Equipment	7,300	5,872	1,800	1,946	1,980	2,160	180	9.1%
500.000-Training, Conferences, Dues	1,990	2,065	4,144	253	4,302	4,098	(204)	-4.7%
610.000-General Supplies	12,250	18,858	14,685	20,587	16,489	18,632	2,143	13.0%
<b>Total Expenditure</b>	<b>205,572</b>	<b>215,417</b>	<b>205,047</b>	<b>209,430</b>	<b>216,684</b>	<b>236,270</b>	<b>19,586</b>	<b>9.0%</b>
Net Village General Fund	(205,572)	(215,417)	(205,047)	(209,430)	(216,684)	(236,270)	(19,586)	9.0%

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	9,000	9,125	9,000	9,236	9,000	9,000	-	0.0%
410.000-Water and Sewer Charges	1,000	933	1,000	517	1,000	500	(500)	-50.0%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	600	600	n/a
431.000-R&M Buildings and Grounds	11,500	8,509	11,800	11,682	11,800	20,000	8,200	69.5%
530.000-Communications	3,676	3,249	3,676	5,248	3,700	4,500	800	21.6%
610.000-General Supplies	2,000	1,505	2,000	1,057	2,000	1,700	(300)	-15.0%
621.000-Natural Gas/Heating	6,400	5,855	6,400	4,763	6,400	4,800	(1,600)	-25.0%
622.000-Electricity	7,500	7,172	7,500	7,681	7,500	7,500	-	0.0%
755.000-Furniture and Fixtures	-	-	2,000	554	2,000	500	(1,500)	-75.0%
<b>Total Expenditure</b>	<b>41,076</b>	<b>36,348</b>	<b>43,376</b>	<b>40,738</b>	<b>43,400</b>	<b>49,100</b>	<b>5,700</b>	<b>13.1%</b>
Net Village General Fund	(41,076)	(36,348)	(43,376)	(40,738)	(43,400)	(49,100)	(5,700)	13.1%

Costing Center

210-41-21 - Buildings - Brownell Library

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	34,000	31,839	34,000	30,277	34,000	30,000	(4,000)	-11.8%
410.000-Water and Sewer Charges	900	704	900	616	900	600	(300)	-33.3%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	22,625	20,745	24,625	18,501	28,625	20,000	(8,625)	-30.1%
530.000-Communications	1,200	1,218	1,400	1,475	1,500	1,500	-	0.0%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	7,400	6,094	7,400	5,841	7,400	6,000	(1,400)	-18.9%
622.000-Electricity	15,250	13,752	15,000	13,604	15,000	13,700	(1,300)	-8.7%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>81,375</b>	<b>74,352</b>	<b>83,325</b>	<b>70,314</b>	<b>87,425</b>	<b>71,800</b>	<b>(15,625)</b>	<b>-17.9%</b>
Net Village General Fund	(81,375)	(74,352)	(83,325)	(70,314)	(87,425)	(71,800)	15,625	-17.9%

Costing Center

210-41-22 - Buildings - Village Fire Station

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	-	-	-	-	-	500	500	n/a
410.000-Water and Sewer Charges	610	564	500	576	500	500	-	0.0%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	6,000	5,028	6,000	10,955	12,000	15,000	3,000	25.0%
530.000-Communications	2,115	2,115	2,115	2,366	2,115	2,200	85	4.0%
610.000-General Supplies	2,000	2,000	2,000	2,432	2,000	1,700	(300)	-15.0%
621.000-Natural Gas/Heating	4,800	4,409	4,800	3,384	4,800	3,500	(1,300)	-27.1%
622.000-Electricity	7,300	7,172	7,300	7,681	7,300	7,500	200	2.7%
626.000-Gasoline	6,000	6,830	6,000	4,201	6,000	5,000	(1,000)	-16.7%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>28,825</b>	<b>28,119</b>	<b>28,715</b>	<b>31,595</b>	<b>34,715</b>	<b>35,900</b>	<b>1,185</b>	<b>3.4%</b>
Net Village General Fund	(28,825)	(28,119)	(28,715)	(31,595)	(34,715)	(35,900)	(1,185)	3.4%

Costing Center

210-41-23 - Buildings - Park Street School

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	-	-	-	681	-	600	600	n/a
410.000-Water and Sewer Charges	575	1,037	650	783	650	700	50	7.7%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	600	520	600	3,464	600	25,000	24,400	4066.7%
530.000-Communications	-	-	2,520	2,359	2,550	2,300	(250)	-9.8%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	2,500	3,229	3,300	2,807	3,300	3,000	(300)	-9.1%
622.000-Electricity	4,000	3,941	4,000	4,385	4,000	4,400	400	10.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>7,675</b>	<b>8,728</b>	<b>11,070</b>	<b>14,479</b>	<b>11,100</b>	<b>36,000</b>	<b>24,900</b>	<b>224.3%</b>
Net Village General Fund	(7,675)	(8,728)	(11,070)	(14,479)	(11,100)	(36,000)	(24,900)	224.3%

Costing Center

210-41-26 - Buildings - Maple Street Park and Pool

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	-	-	19,200	31,692	21,840	30,000	8,160	37.4%
410.000-Water and Sewer Charges	4,296	4,811	5,199	6,487	5,200	5,500	300	5.8%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	3,600	3,600	3,600	225	3,600	4,000	400	11.1%
530.000-Communications	-	-	5,340	6,108	5,350	6,000	650	12.1%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	5,574	5,049	6,960	4,457	6,960	4,500	(2,460)	-35.3%
622.000-Electricity	29,852	32,982	30,489	36,782	30,500	37,000	6,500	21.3%
626.000-Gasoline	2,923	2,425	3,101	1,240	3,101	1,500	(1,601)	-51.6%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>46,245</b>	<b>48,866</b>	<b>73,889</b>	<b>86,991</b>	<b>76,551</b>	<b>88,500</b>	<b>11,949</b>	<b>15.6%</b>
Net Village General Fund	(46,245)	(48,866)	(73,889)	(86,991)	(76,551)	(88,500)	(11,949)	15.6%

Costing Center

210-90-00 - Transfers and Misc

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
050.000-Donation Revenue	-	12,151	-	11,247	-	-	-	n/a
Grant Revenue	-	14,365	-	149,149	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>	-	<b>26,516</b>	-	<b>160,396</b>	-	-	-	<b>n/a</b>
<b>Expenditure</b>								
750.000-Machinery and Equipment	-	-	-	-	80,000	40,000	(40,000)	-50.0%
Grant Expenses	-	8,800	-	161,301	-	-	-	n/a
Donation Expenses	-	9,988	-	9,851	-	-	-	n/a
920.000-Transfer between funds (capital)								
Capital Transfer	317,751	317,751	365,414	365,414	401,955	462,248	60,293	15.0%
Rolling Stock Transfer	223,624	223,624	233,700	223,700	238,700	-	(238,700)	-100.0%
Buildings Transfer	50,000	50,000	50,000	50,000	50,000	75,000	25,000	50.0%
EJRP Capital Transfer	110,700	110,700	111,616	111,616	112,455	113,580	1,125	1.0%
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%
<b>Total Expenditure</b>	<b>707,075</b>	<b>725,863</b>	<b>765,730</b>	<b>926,882</b>	<b>888,110</b>	<b>695,828</b>	<b>(192,282)</b>	<b>-21.7%</b>
Net Village General Fund	(707,075)	(699,348)	(765,730)	(766,486)	(888,110)	(695,828)	192,282	-21.7%

**GENERAL FUND CAPITAL RESERVE PLAN**

Updated

2/4/2021

Rev.

PROJECTS FUNDED BY VILLAGE \$ ONLY	Rank	Ref. #	Project Total	Prior to FY20	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Future
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	77	W	109,300	8,294				100,000				
Facilities Assessment			10,000			10,000						
Lamoille Water Line Replacement	70	W	541,025		270,224	270,801						
Densmore Dr. Culvert & partial Road Reconstruction	112		900,000		91,311		800,000					
Iroquois Ave Road and Waterline rebuild	72	W	1,728,634					111,976	1,616,658			
Rosewood Lane Sidewalk/Roadway Reconstruction	62		1,672,265							127,897	1,544,367	
North St. Roadway and Waterline	60		1,903,505									1,903,505
Pleasant St. Road Reconstruction	57		1,557,433									1,557,433
Pearl St. Lighting & Sidewalk Wiley's Ct. to West st.	55		2,401,126									2,401,126
West St. Sidewalk South St. to Clems Dr.	55		1,039,466									1,039,466
West St. & West St. Ext. Intersection Improvements	54		128,790									128,790
Main St. Sidewalk & Lighting Bridge to Crestview	46		421,077									421,077
Lincoln Hall Parking Lot	45		65,292									65,292
Main St. Drainage Curb & Sidewalk Pleasant to Bridge	41		786,716									786,716
Abnaki Road Reconstruction	39		515,334									515,334
Pearl Sidewalk West St. to Susie Wilson	63	W	1,407,672									1,407,672
Orchard Terrace Sidewalk Replacement	39		271,360									271,360
<b>Totals Project Funded by Village \$ Only</b>				82,374	361,536	280,801	800,000	211,976	1,616,658	127,897	1,544,367	10,497,770
<b>PROJECTS FUNDED BY GRANTS</b>												
Stormwater Grants Summary		1	293,110	119,777	182,796							
Various Vtrans Grants			(293,110)									
<b>Cost to Village (match paid by Town)</b>			0									
Densmore Dr. Culvert Replacement Study		2	15,560	228	2,100	13,232						
Municipal Water Quality Asst.-FY19 UPWP Grant			(12,448)									
<b>Densmore Dr. Culvert Study Net Cost to Village</b>			3,112									
Crescent Connector Park St. to Main St.			4,590,000	1,983,817	1,155,048	2,257,108						
Fed & State Grants		4	(4,500,000)									
<b>Crescent Connector Net Cost to Village</b>			90,000									
Pearl St. Missing Link Project		5	2,491,102	2,447,183	18,917							
Federal & State Grants through CCRPC & Vtrans			(2,500,000)									
<b>Pearl St. Missing Link Net Cost to Village</b>			(8,898)									
<b>Totals Project Funded by Grants Awarded</b>				1,358,861	2,270,340	0	0	0	0	0	0	0
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>				<b>1,720,396</b>	<b>2,551,141</b>	<b>800,000</b>	<b>211,976</b>	<b>1,616,658</b>	<b>127,897</b>	<b>1,544,367</b>	<b>10,497,770</b>	

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

				Prior	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
<b>Beginning Fund Balance</b>					403,011	797,159	1,203,187	880,436	1,215,046	224,712	814,837	93,946
<b>Planned Spending</b>					(1,720,396)	(2,551,141)	(800,000)	(211,976)	(1,616,658)	(127,897)	(1,544,367)	(10,497,770)
<b>Funding Sources</b>												
Summary Stormwater Grants		1	494,217		213,470	187,105						
Municipal Water Quality Asst.-FY19 UPWP Grant		2	12,448			12,448						
Vtrans Structures Grant-Main St. Ped Bridge		3	89,639		64,828							
Crescent Connector Grant		4	4,500,000	1,435,362	1,442,572	2,138,539						
Pearl St. Missing Link Grants		5	2,500,000	245,601	5,070	202,123						
CVE Annual Contribution						15,000	15,000	15,000	15,000	15,000	15,000	15,000
Misc. Donations and Interest Earnings					23,191							
General Fund Transfer In					365,414	401,955	462,249	531,586	611,324	703,023	808,476	929,747
<b>Total Revenues</b>					2,114,545	2,957,170	477,249	546,586	626,324	718,023	823,476	944,747
<b>Ending Fund Balance</b>					<b>797,159</b>	<b>1,203,187</b>	<b>880,436</b>	<b>1,215,046</b>	<b>224,712</b>	<b>814,837</b>	<b>93,946</b>	<b>(9,459,078)</b>

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



**ROLLING STOCK FUND**

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Street	4Wd Pick Up	Chevy Silverado	2016	33,148	15,000	18,148						29,548		
Street	Pickup	Chevy Silverado	2013	31,000	1,000	30,000				39,448				
Street	Dumptruck -Diesel	Freightliner	2013	145,000	12,000	133,000					182,868			
Street	Dumptruck -Diesel	Freightliner	2014	145,000	12,000	133,000							194,735	
Street	Dumptruck -Diesel	International	2012	145,000	12,000	133,000				177,192				
Street	Jetter Vac Truck	Vac-On	2010	84,500	15,000	69,500			137,500					
Street	Loader	John Deere	2001	121,500	25,000	96,500								148,230
Street	Sidewalk Plow	Trackless	2015	118,500	18,000	100,500		123,495						
Street	Skid Steer Sidewalk Plow	Cat	2001	51,000	5,000	46,000								
Street	Sidewalk Plow	Prinoth	2017	148,000	20,000	128,000							184,867	
Street	Pickup 4/Wd 1 Ton	Chevy Silverado	2019	42,848	15,000	27,848								39,278.56
Street	4Wd Pickup	Chevy Silverado	2019	42,848	15,000	27,848								
Street	Compressor	Sullair	2017	14,880	2,500	12,380								
Street	Dump Truck -Diesel	Freightliner	2016	146,701	20,000	126,701								
Street	Vacuum Sweeper	Johnston	2013	225,000	10,000	215,000							301,453	
Street	Wheel Loader	Neuson Wacker	2019	60,020	5,000	55,020								
Street	Trailer Mounted Boom Lift		2019	31,800	5,000	26,800								
Fire	Pickup 8U61	GMC	2004	53,600	3,500	50,100	55,069							
Fire	Xt1500 Gmp Pumper	Pierce Arrow	2017	600,223	40,000	560,223								
Fire	105' Aerial 8L3	Pierce Arrow	2012	830,000	80,000	750,000								
Fire	Combination Rescue/Pumper	KME Predator	2008	564,202	50,000	392,202								
<b>TOTAL</b>				<b>3,649,770</b>			<b>55,069</b>	<b>123,495</b>	<b>137,500</b>	<b>-</b>	<b>216,640</b>	<b>212,416</b>	<b>486,319</b>	<b>382,244</b>

**Rolling Stock Fund Funding and Fund Balance**

Beginning Cash Balance	140,668	295,683	378,187	457,587	576,787	520,247	477,931	171,712
Payment of Fire Truck Notes	(32,445)	(32,700)	(31,800)	(30,900)				
Planned Spending	(55,069)	(123,495)	(137,500)	0	(216,640)	(212,416)	(486,319)	(382,244)
Note for Fire Pumper 8E21 Replacement								
General Fund Contribution - Highway	233,624	238,700	140,100	150,100	160,100	170,100	180,100	190,100
General Fund Contribution - Fire			108,600					
Vac Truck Rental	3,600							
Sale of Assets	4,000							
Interest Income	1,304							
<b>Ending Balance</b>	<b>295,683</b>	<b>378,187</b>	<b>457,587</b>	<b>576,787</b>	<b>520,247</b>	<b>477,931</b>	<b>171,712</b>	<b>(20,432)</b>

## EJRP Capital Plan

Based on 1% of Village grand list with 1% annual growth  
FY21 Village grand list: \$112,455,000

Category	FY22	FY23	FY24	FY25	FY26
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ 4,050	\$ -	\$ 14,163	\$ 7,500	\$ 53,692
Playground Equipment	\$ 55,000	\$ 55,000	\$ 55,000	\$ 69,522	\$ 30,000
Lighting & Technology	\$ -	\$ -	\$ -	\$ -	\$ -
Fencing	\$ 5,121	\$ 8,500	\$ 9,700	\$ -	\$ -
Maintenance Equipment	\$ -	\$ 17,958	\$ 11,500	\$ 9,000	\$ 9,000
Park Amenities	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings & Facilities	\$ 31,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Pool	\$ 8,909	\$ 8,758	\$ -	\$ 5,500	\$ -
Landscaping	\$ 9,500	\$ 9,500	\$ 10,500	\$ 10,500	\$ 10,500
<b>TOTAL</b>	<b>\$113,580</b>	<b>\$114,716</b>	<b>\$115,863</b>	<b>\$117,022</b>	<b>\$118,192</b>

### FY22 Detail

Category	Items	Amount
Resurfacing	Baseball infield mix; playground chips	\$ 4,050
Playground Equipment	New Maple Street playground. Lease to own financed over five years.	\$ 55,000
Fencing	New bike park fencing	\$ 5,121
Buildings & Facilities	Large pavilion repair; Administration building roof replacement; Office furniture and floor	\$ 31,000
Pool	New chairs and umbrellas.	\$ 8,909
Landscaping	Landscaping, tree, and turf maintenance.	\$ 9,500
<b>TOTAL</b>		<b>\$113,580</b>

Department

30 - EJRP Program Fund - Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
020.002-Shared Employee Revenue	-	-	-	-	-	-	-	n/a
020.020-Extra Duty Revenue	-	-	-	-	-	-	-	n/a
020.304-Pool Day Admissions	72,737	86,451	68,136	70,434	71,727	53,795	(17,932)	-25.0%
020.305-Pool Memberships	36,631	50,566	38,897	14,028	42,868	32,151	(10,717)	-25.0%
020.306-Swim Lessons	46,803	47,329	50,018	26,455	52,235	42,327	(9,908)	-19.0%
020.307-Concession Sales	25,896	-	2,500	-	2,500	-	(2,500)	-100.0%
020.308-Facility & Field Rental	8,562	11,137	10,712	11,500	13,074	12,549	(525)	-4.0%
020.311-Youth Programs	153,677	241,550	169,480	135,999	225,951	293,162	67,211	29.7%
020.312-Adult Programs	45,483	78,723	51,236	76,105	74,070	87,585	13,515	18.2%
020.313-Childcare	1,261,091	1,304,470	1,310,540	1,291,168	1,387,730	1,957,305	569,575	41.0%
020.315-Shared Staffing Contract	51,181	42,375	41,646	50,046	50,046	104,193	54,147	108.2%
050.000-Donation Revenue	9,700	4,550	8,500	2,025	7,550	6,950	(600)	-7.9%
050.150-Donations - Memorial Day Parade	-	20,915	-	-	20,000	-	(20,000)	-100.0%
060.000-Interest Income	-	(650)	-	(169)	-	-	-	n/a
098.000-Miscellaneous Revenue	-	11,731	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>1,711,761</b>	<b>1,899,146</b>	<b>1,751,665</b>	<b>1,677,591</b>	<b>1,947,751</b>	<b>2,590,017</b>	<b>642,266</b>	<b>33.0%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	490,843	454,877	508,166	500,482	537,667	719,946	182,279	33.9%
120.000-Part Time Salaries	482,070	509,792	490,470	491,050	519,845	810,805	290,960	56.0%
130.000-Overtime	-	-	-	-	-	6,115	6,115	n/a
150.000-Shared Employee Expense	-	-	-	11,512	-	-	-	n/a
210.000-Group Insurance	167,114	143,373	169,161	125,820	182,688	234,770	52,082	28.5%
220.000-Social Security	74,427	73,789	76,447	75,249	80,150	118,753	38,603	48.2%
230.000-Retirement	46,589	43,863	48,794	46,708	51,063	66,998	15,935	31.2%
260.000-Workers Comp insurance	33,837	34,015	29,736	27,776	35,376	40,552	5,176	14.6%
290.000-Other Employee Benefits	-	-	-	-	-	5,108	5,108	n/a
330.000-Professional Services	125,889	261,454	161,693	221,432	242,708	313,737	71,029	29.3%
410.000-Water and Sewer Charges	2,788	4,930	2,837	-	3,549	4,228	679	19.1%
431.000-R&M Buildings and Grounds	23,266	25,203	21,496	49,518	21,380	22,087	707	3.3%
441.000-Rental of Land or Buildings	600	1,293	600	1,350	600	600	-	0.0%
442.000-Rental of Vehicles or Equipment	3,260	4,208	8,100	8,536	8,335	10,735	2,400	28.8%
500.000-Training, Conferences, Dues	43,890	22,256	40,104	23,941	42,507	44,498	1,991	4.7%
530.000-Communications	12,228	12,817	3,300	4,420	5,940	8,580	2,640	44.4%
540.000-Advertising	350	-	450	90	200	200	-	0.0%
550.000-Printing and Binding	15,000	21,522	22,123	7,832	12,860	12,860	-	0.0%
560.000-Postage	8,711	7,647	6,816	3,144	4,478	4,478	-	0.0%
561.000-Credit Card Processing Fees	-	35,280	-	32,389	-	-	-	n/a

**Department****30 - EJRP Program Fund - Village**

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580.000-Travel	58,726	57,481	69,192	53,692	72,491	120,539	48,048	66.3%
610.000-General Supplies	92,523	107,874	76,647	113,947	91,187	129,054	37,867	41.5%
626.000-Gasoline	1,900	1,481	2,000	1,523	2,000	2,000	-	0.0%
831.000-Special or New Programs	3,732	-	-	-	-	-	-	n/a
850.150-Memorial Day Parade	-	13,957	-	-	19,500	-	(19,500)	-100.0%
975.000-Interest Expense - Leases	24,005	2,080	24,145	517	12,638	12,638	-	0.0%
<b>Total Expenditure</b>	<b>1,711,748</b>	<b>1,839,191</b>	<b>1,762,277</b>	<b>1,800,928</b>	<b>1,947,162</b>	<b>2,689,281</b>	<b>742,119</b>	<b>38.1%</b>
Net EJRP Program Fund	13	59,955	(10,612)	(123,337)	589	(99,264)	(99,853)	

Costing Center

254-54-20 - Water Fund, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
021.000-Water User Fees	992,409	1,022,387	1,086,788	1,125,059	1,171,588	1,256,511	84,923	7.2%
021.001-Water Large User Fees	97,201	98,079	92,729	91,377	95,000	95,000	-	0.0%
021.400-Water Passthrough - Global	2,757,750	2,763,723	2,837,547	2,776,574	2,865,922	2,865,970	48	0.0%
024.000-Utility Connection Fee	15,000	7,000	15,000	6,550	7,000	7,000	-	0.0%
060.000-Interest Income	-	50	-	1,115	-	1,000	1,000	n/a
085.000-Penalties	4,000	5,088	4,500	6,236	4,500	5,000	500	11.1%
098.000-Miscellaneous Revenue	-	630	-	227	-	150	150	n/a
<b>Total Revenues</b>	<b>3,866,360</b>	<b>3,896,956</b>	<b>4,036,564</b>	<b>4,007,138</b>	<b>4,144,010</b>	<b>4,230,631</b>	<b>86,621</b>	<b>2.1%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	109,133	111,685	118,220	117,551	123,321	127,344	4,023	3.3%
120.000-Part Time Salaries	5,427	3,972	9,193	3,329	9,507	9,906	399	4.2%
130.000-Overtime	14,000	14,222	14,000	14,365	15,000	14,408	(592)	-3.9%
210.000-Group Insurance	45,212	55,806	65,713	66,102	68,513	77,998	9,485	13.8%
220.000-Social Security	9,965	10,096	10,699	10,220	11,309	11,672	363	3.2%
230.000-Retirement	10,913	11,389	11,822	11,406	12,332	12,734	402	3.3%
250.000-Unemployment Insurance	200	87	60	102	75	175	100	133.3%
260.000-Workers Comp insurance	6,716	7,750	7,992	6,679	10,500	10,300	(200)	-1.9%
290.000-Other Employee Benefits	-	-	-	-	-	875	875	n/a
330.000-Professional Services	1,000	918	1,000	275	1,000	1,000	-	0.0%
335.000-Audit	3,680	4,370	3,738	4,543	4,200	4,500	300	7.1%
410.000-Water and Sewer Charges	200	127	200	82	200	200	-	0.0%
411.000-Water Purchase - CWD	529,435	469,253	517,159	515,439	522,331	540,613	18,282	3.5%
411.400-CWD Water Purchase - Global	2,757,750	2,786,254	2,837,547	2,774,651	2,865,922	2,865,970	48	0.0%
430.000-R&M Vehicles and Equipment	2,500	1,461	2,500	8,693	2,500	2,500	-	0.0%
433.000-R&M Infrastructure	16,000	1,038	16,000	23,948	16,000	16,000	-	0.0%
441.000-Rental of Land or Buildings	142	100	142	100	150	150	-	0.0%
491.000-Administrative Fees	104,158	104,158	118,559	118,559	122,860	123,556	696	0.6%
500.000-Training, Conferences, Dues	2,500	2,048	2,500	727	2,000	3,000	1,000	50.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	955	955	n/a
520.000-Insurance	2,271	2,632	2,620	1,784	6,540	6,225	(315)	-4.8%
530.000-Communications	1,500	2,246	1,500	2,167	2,500	2,500	-	0.0%
550.000-Printing and Binding	2,608	1,871	2,000	1,278	2,000	2,000	-	0.0%
560.000-Postage	2,000	3,158	2,600	2,893	3,100	3,500	400	12.9%
610.000-General Supplies	6,000	7,664	7,000	4,099	7,000	7,500	500	7.1%
612.000-Uniforms	1,500	1,255	1,500	739	1,500	1,350	(150)	-10.0%
614.000-Meters and Parts	7,500	2,051	8,000	1,471	8,000	8,000	-	0.0%
621.000-Natural Gas/Heating	3,000	2,444	3,000	2,194	3,000	3,000	-	0.0%

Costing Center

254-54-20 - Water Fund, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
622.000-Electricity	750	799	1,000	862	1,000	1,000	-	0.0%
626.000-Gasoline	3,000	1,326	3,000	1,189	3,000	3,000	-	0.0%
735.000-Technology: Hardware, Software, Equipm	1,000	1,227	1,000	1,374	2,650	2,700	50	1.9%
750.000-Machinery and Equipment	6,000	-	6,000	-	6,000	6,000	-	0.0%
920.000-Transfer between funds (capital)	210,000	210,000	260,000	260,000	310,000	360,000	50,000	16.1%
955.000-Interest on Long Term Debt	300	29	300	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>3,866,360</b>	<b>3,821,432</b>	<b>4,036,564</b>	<b>3,956,821</b>	<b>4,144,010</b>	<b>4,230,631</b>	<b>86,621</b>	<b>2.1%</b>
<i>Net Water Fund</i>	-	75,524	-	50,317	-	-	-	n/a

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**Water Fund Capital Reserve Plan**

<b>PROJECT or Equipment</b>	<b>Prior</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Vactor Truck (partial share)					18,750				
Railroad Ave. Waterline Lincoln Place to Central Ave.	6,981	60	0						
Water meter upgrades to Radio Reads	170,547	22,283	25,365	32,853					
Lamoille St. Water Line Replacement			130,523	164,477					
Fairview Drive Pressure Relief Valve			1,273						
Iroquois Ave Road and Waterline rebuild						32,430	412,398		
Backhoe Replacement						114,333			
Water Pickup Truck						41,527			
Bond Payment		45,902	45,388	44,557	43,808	42,978	42,083	41,144	40,172
<b>Subtotal</b>		<b>68,245</b>	<b>202,549</b>	<b>241,887</b>	<b>62,558</b>	<b>231,268</b>	<b>454,482</b>	<b>41,144</b>	<b>40,172</b>

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

<b>Beginning Fund Balance</b>		<b>10,376</b>	<b>152,997</b>	<b>211,575</b>	<b>280,448</b>	<b>577,891</b>	<b>756,623</b>	<b>762,141</b>	<b>1,230,997</b>
Planned Spending		(68,245)	(202,549)	(241,887)	(62,558)	(231,268)	(454,482)	(41,144)	(40,172)
Vactor Truck Rental		728	691	760					
Interest		138	436						
Transfer in From Water. Operating Budget		210,000	260,000	310,000	360,000	410,000	460,000	510,000	560,000
<b>Projected Ending Fund Balance</b>		<b>152,997</b>	<b>211,575</b>	<b>280,448</b>	<b>577,891</b>	<b>756,623</b>	<b>762,141</b>	<b>1,230,997</b>	<b>1,750,826</b>

Costing Center

255-55-30 - WWTF, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
022.000-Tri-Town: WWTF Charge - Village Users	694,916	716,133	773,856	807,887	860,898	775,461	(85,437)	-9.9%
022.001-Village: Septage Discharge	18,000	19,415	16,000	33,308	16,000	20,000	4,000	25.0%
022.002-Village: Leachate Revenues	-	814	-	875	-	500	500	n/a
025.001-Tri-Town: WWTF Charge - Essex	477,278	477,278	488,219	488,219	536,828	560,055	23,227	4.3%
025.002-Tri-Town: WWTF Charge - Williston	715,917	715,917	752,671	752,671	730,086	818,542	88,456	12.1%
025.003-Tri-Town: Shared Septage	9,000	9,563	8,000	16,406	8,000	20,000	12,000	150.0%
025.004-Tri-Town: Shared Leachate	-	401	-	431	-	100	100	n/a
025.005-Tri-Town: Village Pump Station Inspection Fees	31,725	31,725	32,000	32,000	32,000	34,300	2,300	7.2%
060.000-Interest Income	-	2,066	-	9,675	-	-	-	n/a
085.000-Penalties	3,000	3,379	3,500	4,093	3,500	3,500	-	0.0%
098.000-Miscellaneous Revenue	-	215	-	69,859	-	-	-	n/a
<b>Total Revenues</b>	<b>1,949,836</b>	<b>1,976,906</b>	<b>2,074,246</b>	<b>2,215,425</b>	<b>2,187,312</b>	<b>2,232,458</b>	<b>45,146</b>	<b>2.1%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	343,375	309,347	339,164	342,352	338,203	355,183	16,980	5.0%
120.000-Part Time Salaries	16,000	6,284	15,394	8,567	33,158	34,193	1,035	3.1%
130.000-Overtime	45,000	44,064	48,000	44,678	48,000	50,000	2,000	4.2%
210.000-Group Insurance	137,000	115,047	134,490	110,888	128,644	135,055	6,411	5.0%
220.000-Social Security	31,095	27,077	33,916	29,254	32,081	29,924	(2,157)	-6.7%
230.000-Retirement	34,338	31,090	33,916	33,718	33,620	35,519	1,899	5.6%
250.000-Unemployment Insurance	420	398	150	436	175	450	275	157.1%
260.000-Workers Comp insurance	20,534	20,853	29,669	18,778	30,000	27,800	(2,200)	-7.3%
290.000-Other Employee Benefits	-	-	-	-	-	1,809	1,809	n/a
320.000-Legal Services	2,000	1,650	4,000	3,990	4,000	4,000	-	0.0%
330.000-Professional Services	4,000	3,677	4,000	18,151	4,000	4,000	-	0.0%
335.000-Audit	4,320	5,130	4,388	5,333	4,400	4,500	100	2.3%
340.000-Technical Services	11,000	9,961	12,000	11,400	22,000	36,000	14,000	63.6%
410.000-Water and Sewer Charges	3,000	5,335	3,000	6,279	3,500	4,000	500	14.3%
421.000-Grit Disposal	18,000	16,286	14,000	13,793	14,980	16,000	1,020	6.8%
422.000-Snow Removal	-	-	-	1,469	-	-	-	n/a
430.000-R&M Vehicles and Equipment	3,000	3,869	4,000	891	4,000	4,000	-	0.0%
491.000-Administrative Fees	52,079	52,079	59,280	59,280	61,430	61,778	348	0.6%
500.000-Training, Conferences, Dues	6,500	5,939	7,000	5,769	7,500	7,500	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	1,737	1,737	n/a
510.000-Permits, Licenses, Registrations	9,900	9,900	9,900	9,900	9,900	9,900	-	0.0%
520.000-Insurance	32,275	29,580	27,979	27,830	30,221	36,610	6,389	21.1%
530.000-Communications	6,000	4,615	6,000	5,820	6,000	6,000	-	0.0%
540.000-Advertising	-	459	-	-	-	-	-	n/a



Costing Center

255-55-30 - WWTF, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
567.000-Biosolids Land Application	140,000	85,211	150,000	167,400	150,000	165,000	15,000	10.0%
568.000-Biosolids Subcontractor	150,000	186,758	150,000	77,555	170,000	160,000	(10,000)	-5.9%
570.000-Other Purchased Services	100,000	96,728	120,000	97,984	130,000	130,000	-	0.0%
610.000-General Supplies	10,000	7,319	8,500	5,475	8,500	9,000	500	5.9%
612.000-Uniforms	6,000	3,242	5,500	5,513	5,500	5,000	(500)	-9.1%
618.000-Laboratory Supplies	18,000	14,163	19,000	16,933	18,000	18,000	-	0.0%
619.000-Chemicals	230,000	329,295	300,000	320,275	330,000	300,000	(30,000)	-9.1%
621.000-Natural Gas/Heating	20,000	23,553	25,000	22,468	25,000	25,000	-	0.0%
622.000-Electricity	150,000	192,346	140,000	162,627	150,000	150,000	-	0.0%
626.000-Gasoline	6,000	2,698	6,000	4,193	4,500	4,500	-	0.0%
920.000-Transfer between funds (capital)	340,000	340,000	360,000	360,000	380,000	400,000	20,000	5.3%
<b>Total Expenditure</b>	<b>1,949,836</b>	<b>1,983,952</b>	<b>2,074,246</b>	<b>1,998,999</b>	<b>2,187,312</b>	<b>2,232,458</b>	<b>45,146</b>	<b>2.1%</b>
<i>Net Wastewater Fund</i>	-	(7,046)	-	216,426	-	-	-	n/a

## WWTF Capital Reserve Plan

Project or Equipment	FY19	FY20	FY21	FY22	FY23	FY24
Vactor Truck Replacement				18,750		
Hydroflow Unit	28,257	5,000				
Digester Cleaning	42,684	110				
Capital Planning - 20 Year			30,000			
Headworks Screen	27,533					
Alkalinity Control Installation	11	41,906				
Primary Digester Block Re-Face		11,056	90,000			
Flow EQ Digester Concrete Crack Sealing		81,161				
Plow Truck (with crane)			55,000			
Site utility vehicle			15,000			
Energy Conservation Measures			80,000	200,000		
Service truck with body and crane						60,000
Locker room AC expansion			9,000			
Aeration Blower Core replacement						45,000
Energy Cons. Measures Design, install.						
Aeration Delivery Optimization						
Vt Phos Challenge PePhlo pilot			50,000			
Effluent Filter Cloths			40,000			
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense	100,942	141,690	371,457	221,207	2,457	107,457

## WWTF Capital Reserve Funding and Fund Balance

WWTF Capital Reserve Funding and Fund Balance						
Beginning Fund Balance	839,482	1,083,188	1,307,582	1,361,125	1,539,918	1,957,461
Planned Spending	(100,942)	(141,690)	(371,457)	(221,207)	(2,457)	(107,457)
Interest	4,648	6,084				
Transfer in From WWTF Operating Budget	340,000	360,000	380,000	400,000	420,000	440,000
Governors Phosphorus Innovation Grant			45,000			
Projected Ending Fund Balance	1,083,188	1,307,582	1,361,125	1,539,918	1,957,461	2,290,004

Costing Center

256-56-40 - Sanitation, Village

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
<b>Revenues</b>								
023.000-Sanitation User Fees	586,985	598,033	635,664	649,135	672,048	685,061	13,013	1.9%
023.001-Essex Pump Station Fees	25,940	26,095	28,750	27,517	28,750	30,123	1,373	4.8%
023.002-Two Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%
024.000-Utility Connection Fee	30,000	7,000	30,000	84,000	30,000	30,000	-	0.0%
060.000-Interest Income	500	500	1,000	10,493	1,000	8,000	7,000	700.0%
085.000-Penalties	2,500	2,829	2,500	3,330	2,500	2,500	-	0.0%
098.000-Miscellaneous Revenue	-	4,227	6,240	1,183	3,000	3,000	-	0.0%
<b>Total Revenues</b>	<b>660,925</b>	<b>653,684</b>	<b>719,154</b>	<b>790,658</b>	<b>752,298</b>	<b>773,684</b>	<b>21,386</b>	<b>2.8%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	91,459	95,633	101,835	105,921	108,563	113,186	4,623	4.3%
120.000-Part Time Salaries	5,427	3,972	9,232	4,025	9,564	9,906	342	3.6%
130.000-Overtime	14,185	9,680	14,000	9,966	15,000	16,977	1,977	13.2%
210.000-Group Insurance	40,567	42,043	53,162	47,382	55,470	58,478	3,008	5.4%
220.000-Social Security	8,671	8,382	9,568	9,003	10,184	10,482	298	2.9%
230.000-Retirement	9,146	9,624	10,183	10,136	10,858	11,318	460	4.2%
250.000-Unemployment Insurance	200	90	70	108	85	175	90	105.9%
260.000-Workers Comp insurance	5,282	6,334	6,967	5,542	9,400	8,850	(550)	-5.9%
290.000-Other Employee Benefits	-	-	-	-	-	840	840	n/a
330.000-Professional Services	1,000	852	1,000	420	1,000	1,000	-	0.0%
335.000-Audit	1,840	2,185	1,869	2,370	2,000	2,500	500	25.0%
410.000-Water and Sewer Charges	500	363	500	235	500	500	-	0.0%
430.000-R&M Vehicles and Equipment	2,500	4,133	2,500	1,143	2,000	2,000	-	0.0%
433.000-R&M Infrastructure	6,000	1,162	6,000	1,400	6,000	6,000	-	0.0%
434.000-R&M Pump Stations	12,000	15,623	14,000	4,616	14,000	14,000	-	0.0%
434.001-Susie Wilson PS Costs	10,000	10,479	12,000	8,344	12,000	12,480	480	4.0%
434.002-West Street PS Costs	12,000	11,190	13,000	12,308	13,000	13,520	520	4.0%
441.000-Rental of Land or Buildings	1,140	1,631	1,640	548	1,700	1,700	-	0.0%
491.000-Administrative Fees	135,883	135,883	150,159	150,559	154,860	157,856	2,996	1.9%
500.000-Training, Conferences, Dues	200	-	200	-	200	200	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	616	616	n/a
520.000-Insurance	6,225	5,929	4,469	11,640	6,014	5,750	(264)	-4.4%
521.000-Insurance Deductibles	1,000	1,000	1,000	1,575	1,000	1,000	-	0.0%
550.000-Printing and Binding	1,000	-	1,500	-	1,500	1,500	-	0.0%
560.000-Postage	3,500	6,318	5,000	5,786	5,500	5,500	-	0.0%
610.000-General Supplies	1,000	2,143	1,000	2,355	1,000	1,000	-	0.0%
612.000-Uniforms	1,500	942	1,500	1,803	1,500	1,350	(150)	-10.0%
621.000-Natural Gas/Heating	1,900	1,038	1,800	959	1,800	2,000	200	11.1%
622.000-Electricity	12,000	13,237	14,000	11,169	14,000	14,000	-	0.0%

**Costing Center****256-56-40 - Sanitation, Village**

	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
626.000-Gasoline	2,500	4,009	3,500	3,385	4,000	4,000	-	0.0%
735.000-Technology: Hardware, Software, Equipment	1,300	2,453	1,000	2,758	5,350	3,000	(2,350)	-43.9%
750.000-Machinery and Equipment	5,000	-	5,000	-	5,000	5,000	-	0.0%
920.000-Transfer between funds (capital)	95,000	95,000	95,000	95,000	95,000	95,000	-	0.0%
<b>Total Expenditure</b>	<b>489,925</b>	<b>491,328</b>	<b>542,654</b>	<b>510,456</b>	<b>568,048</b>	<b>581,684</b>	<b>13,636</b>	<b>2.4%</b>
<i>Net Sanitation Fund</i>	<i>171,000</i>	<i>162,355</i>	<i>176,500</i>	<i>280,202</i>	<i>184,250</i>	<i>192,000</i>	<i>7,750</i>	<i>4.2%</i>

<b>Sanitation Fund Capital Reserve Plan</b>							
Project or Equipment	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Vactor Truck Partial Share (Place Holder)				225,000			
Water Meter upgrades to radio reads	44,565	50,731	68,394				
Manhole Rehab/Sliplining			40,000	40,000	40,000	40,000	40,000
West St. and SW Pump Station Contol Cabinet		4,122	75,878				
River Street PS Control Panel, anodes							
South Street PS Replace pump #1, 2 and valves, vent, anodes					40,000		
Trailer Pump			30,000				
Pleasant Street Pipeline	23,767						
Pump Station Evaluation (River, Maple, West)			30,000				
HS Pump Station Upgrade Bond Payment RF1-157 (FY34)	67,120	67,120	67,120	67,120	67,120	67,120	67,120
ARRA Stimulus Loan Repayment (FY31)	14,897	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense	150,349	136,853	326,272	347,000	162,000	122,000	122,000
<b>Sanitation Capital Reserve Funding and Fund Balance</b>							
Beginning Fund Balance	697,392	654,008	624,403	472,251	220,251	153,251	126,251
Planned Spending	(150,349)	(136,853)	(326,272)	(347,000)	(162,000)	(122,000)	(122,000)
Town payment for West. St. & Susie Wilson PS Contol Cabinets			70,000				
Interest	3,229	3,512					
Vactor Truck Rental	8,736	8,736	9,120				
Transfer in From Sanit. Operating Budget	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Projected Ending Fund Balance	654,008	624,403	472,251	220,251	153,251	126,251	99,251

**Memorandum**

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

**Cc:** Greg Duggan, Deputy Manager

**From:** Micah Hagan, BWAC Chair

**Re:** Grant application and funding for RRFB lights at the Lincoln/Central & Main/Pleasant crosswalks

**Date:** February 4, 2021

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**Issue**

The issue whether the Trustees will approve a grant application and matching funding for RRFB lights at the Lincoln/Central & Main/Pleasant crosswalks.

**Discussion**

The Bike/Walk Advisory Committee (BWAC) has identified a grant opportunity to purchase and install an LED beacon (RRFB) light. The grant requires a 50 percent local match. LED beacon lights typically cost \$6500-\$7000 each, so the local match would be approximately \$6,500 to \$7,000 to cover two sets.

The BWAC considers crosswalks where the LED beacon lights will improve safety. These would be the same beacons used at crosswalks elsewhere in the village (i.e. Maple Street Park, 5 Corners.) If the grant application is successful, the BWAC determined that the Lincoln/Central & Main/Pleasant crosswalks would be the recommended location for installation.

**Cost**

Matching funds for the grant are estimated at \$6500-\$7000. The BWAC has a FY2022 budget of \$7,000.

**Recommendation**

Staff recommends the Trustees approve the grant application and funding request for the project match, if the Village receives the grant.

# 2021 VTrans Small-scale Bicycle and Pedestrian Grant Application

---

1. Project Title:
2. Applicant Name(s):
3. Project Contact Info:
  - a. Name:
  - b. Mailing Address:
  - c. Town:
  - d. Zip Code:
  - e. Email Address:
  - f. Phone Number:
4. Fiscal Information:
  - a. Accounting System                      Automated              Manual                      Combination
  - b. DUNS #
  - c. Fiscal Year End Month
5. RPC(s)

RPC Notified about this application?
6. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks served by the proposed project.

7. **TOTAL SMALL-SCALE PROJECT CONSTRUCTION**

**AMOUNT APPLIED FOR (including 50% local share)**

**Note: Maximum of \$150,000 (\$75,000 state/\$75,000 local)**

**Jon Kaplan, P.E.**  
**Bicycle and Pedestrian Program Manager**  
**State of Vermont**  
**Highway Division**

jon.kaplan@vermont.gov

*Agency of Transportation*

**Municipal Assistance Bureau**  
Barre City Place, 219 North Main St.  
Barre, VT 05641  
**www.vtrans.vermont.gov**

[phone] 802-498-4742

[ttd] 800-253-0191

TO: Interested Parties  
FROM: Jon Kaplan, Bicycle and Pedestrian Program Manager  
DATE: January 12, 2021  
RE: **2021 VTrans Small-scale Bicycle and Pedestrian Grants**

I am happy to announce that we are soliciting applications for small-scale projects through the Bicycle and Pedestrian Program. The intent of the Small-scale Bike/Ped grant Program is to improve access and safety for people walking and/or bicycling through the construction of simple physical improvements.

Grants are to reimburse construction costs only and will be awarded in the range of \$5,000 to \$75,000. The local share of projects is 50%. Local match may be cash, in-kind labor, donated materials, or any combination thereof.

Small-scale projects may consist of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-feet wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands
- Pedestrian signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)

Projects may be combinations of any of the above facilities.

Ideal candidate projects for this round of grants are those that are ready to go to construction in 2021. Making improvements to support walking or bicycling is important to local communities and the investment will support local economies as Vermont emerges from the economic downturn resulting from COVID19 in 2020. Projects that involve right of way acquisition, utility relocation or complex structural elements are not good candidates.

These projects may be bid out or done by local forces. These grants may not be used to match federal funds on a larger project.

For a copy of the VTrans 2021 Small-scale Bicycle and Pedestrian Grant Guide and to access the application materials, visit the VTrans Bike/Ped Program website: <http://vtrans.vermont.gov/highway/local-projects/bike-ped>. You may also obtain a copy or ask any questions about the program or application process by contacting me by phone at (802) 498-4742 or email at [jon.kaplan@vermont.gov](mailto:jon.kaplan@vermont.gov).

Applications must be submitted in electronic format as Adobe .pdf files. Complete applications are **due by 1:00 PM on Friday, February 19, 2021**.

I strongly urge you to work with your Regional Planning Commission. These organizations are valuable resources and can help you refine your project. Additionally, VTrans staff are available to consult with you



about potential projects. Contact Jon Kaplan at either (802) 498-4742 or [jon.kaplan@vermont.gov](mailto:jon.kaplan@vermont.gov) for assistance.

The Vermont Agency of Transportation is committed to this program and working with applicants to complete successful projects. This is not a block grant but rather a reimbursement program. Successful applicants will enter into a grant agreement with VTTrans that will lay out respective responsibilities as all projects must be developed in accordance with applicable state rules and regulations.


We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan". The signature is fluid and cursive, with the first name "Jon" being more prominent than the last name "Kaplan".

Jon Kaplan, P.E.  
Bicycle and Pedestrian Program Manager  
Municipal Assistance

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**Cc:** Susan McNamara Hill, Clerk; Marguerite Ladd, Assistant Manager; Sarah Macy, Finance Director  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Consider placing article on Village ballot to increase stipend for Trustees   
**Date:** February 3, 2021

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## Issue

The issue is for the Trustees to consider placing an article on the Village Annual Meeting ballot to increase the annual stipends paid to Village Trustees.

## Discussion

During the budget day meeting on December 9<sup>th</sup>, the Trustees inquired about the necessary steps to propose an increase in annual salary paid to the Trustees and other appointed board members. A review of the Village of Essex Junction Charter, Article II, Section 2.02 Compensation; Expenses states, "The annual salary paid to the Trustees can be increased from its present level only by the voters at a Village meeting."

The Trustees discussed increasing stipends at the budget workshop held on January 26<sup>th</sup> and proposed an increase of up to \$1,000 per year for the budget.

## Cost

The total increase to the budget line to increase stipends for the Trustees from \$500 to \$1,000 per year is \$2,700 total, which includes taxes.

## Recommendation

It is recommended the Trustees approve adding a question to the 2021 Village Annual Meeting ballot that reads, "Shall the annual stipend for the position of a Trustee of the Village Board of Trustees be raised from \$500 to \$1,000?"



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 26, 2021  
**SUBJECT:** Possible Phoenix Events.

### **Issue**

The issue is whether the Trustees wish to approve Staff exploring ideas to restart economic activity in the Village Center through celebratory community events.

### **Discussion**

The CDC has stated that, if everything goes according to plan with the vaccine and social distancing, there may be an opportunity to reopen the economy in late summer or early autumn. With this in mind below are a few ideas that could promote and market local businesses and the municipality.

1. **Essex Master Classes.** This would involve staff contacting local residents and businesses with expertise in, for example; BBQ basics, design, picture framing, quilting, antiquing, furniture repair, quilting, home brewing, gardening, knitting, sewing, needle pointing, croqueting, stained glass, toy trains, nature trekking, bird watching, carving, painting and drawing, basic care and maintenance of a bicycle, to ascertain if they would be interested in participating in such an event. This might involve a stipend to the experts putting on the events. It is also a good promotional and marketing tool for the experts that will increase their business. These events could take place at the business involved, under the new pavilion at the Library, the 2 Lincoln Street parking lot, at Indian Brook, or other appropriate facilities.
2. **Courtyard Concerts.** This would occur in the space between the Village Office and the Fire Department building. This idea occurred when EJPR were using the space for school children during time away from the classroom. The space is easy to contain. We could string Christmas style white lights from one building to the other to create 'enclosure' and a little atmosphere and block the 'courtyard' space from traffic. The concerts could occur Friday and Saturday evening/nights. A stipend would be paid to artists. We could also have an open microphone for a short time before the main event for residents.
3. **New signs on the trunk roads into the Village and perhaps the Town.** This idea came from a sign in the Village PW facility. It simply says, 'Smile you are in Essex Junction' It is a simple sign and I can't imagine most people wouldn't smile a little as they passed it by. We are a friendly and welcoming community. Let's put it out there so no one can be in doubt.

## **Recommendation**

It is recommended that the Trustees give Staff permission to research the potential for each of these initiatives and bring back proposals for Trustee approval that would include timeframes and estimated costs, if any. Any costs would be paid from the Economic Development Fund.

**Memorandum**

**To:** Board of Trustees; Evan Teich, Unified Manager  
**Cc:** Marguerite Ladd, Assistant Manager  
**From:** Greg Duggan, Deputy Manager  
**Re:** Public records requests  
**Date:** February 4, 2021

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**Issue**

The issue is whether the Trustees wish to discuss a legal matter related to public records requests.

**Discussion**

The Village of Essex Junction and Town of Essex has recently received public records requests that ask for records from staff and elected officials. The Trustees may wish to discuss the requests. The Village attorney will be available for the discussion.

Confidential attorney-client communications made for the purpose of providing professional legal services to the legislative body are considered a protected discussion that can be held in executive session.

**Cost**

n/a for entering executive session

**Recommendation**

If the Trustees wish to enter executive session to discuss the records requests, staff recommends the following motions:

*Motion 1*

"I move that the Trustees make the specific finding that general public knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the legislative body would place the Village at a substantial disadvantage."

*Motion 2*

"I move that the Trustees enter into executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the legislative body, pursuant to 1 V.S.A. § 313(a)(1)(F), to include the Unified Manager, Village Attorney, Assistant Manager, and Deputy Manager.

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Tammy Getchell, Assistant to the Manager  
**Re:** Executive Session for evaluation of public official  
**Date:** February 5, 2021

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## Issue

The issue is whether the Village Trustees will enter into executive session to discuss the evaluation of a public official.

## Discussion

In order to have a complete and thorough discussion, it would appear that an executive session may be necessary. The evaluation of a public official can be a protected discussion.

## Cost

N/A

## Recommendation

If the Village Trustees wish to enter executive session, the following motion is recommended:

“I move that the Village Trustees enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313(a)(3)”.

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**SELECTBOARD & TRUSTEES  
(DRAFT)**

January 25, 2021

**TOWN OF ESSEX SELECTBOARD  
VILLAGE OF ESSEX JUNCTION TRUSTEES  
DRAFT JOINT MEETING MINUTES  
Monday, January 25, 2021**

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

**TRUSTEES:** Andy Brown; Raj Chawla; Dan Kerin; Amber Thibeault; George Tyler

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Courtney Bushey, Assistant Finance Director; Tammy Getchell, Assistant to the Manager; Sarah Macy, Assistant Manager/Finance Director; Linda Mahns, Administrative Assistant; Travis Sabatato, Human Resources Director

**OTHERS PRESENT:** Marcus Certa; Kevin Collins; Tracey Delphia; Erin Dickinson; Betsy Dunn; Roseanne Prestipino; Ken Signorello; Margaret Smith; Sara Stultz; Mike Sullivan; Mike Thorne; David Voegele; Irene Wrenner, Sharon Zukowski; Joanne\_\_\_; Toni \_\_\_

**1. CALL TO ORDER**

Ms. Haney called the Town of Essex Selectboard to order for the Joint meeting with the Village of Essex Junction Board of Trustees at 6:30 PM.

Mr. Brown called the Village of Essex Junction Board of Trustees to order for the Joint meeting with the Essex Selectboard at 6:30 PM.

**2. AGENDA ADDITIONS/CHANGES**

Mr. Teich requested the addition of 6b to the Consent Agenda: Adopt Temporary COVID-19 Emergency Leave Policy with an effective date of January 1, 2021, along with an additional handout for this item: Memo and attachment from Travis Sabatato, Human Resources Director. The board members expressed interest in taking time to read the information provided by Mr. Teich. They suggested these items be placed on the agendas for the Tuesday 1/26/21 Meeting of the Trustees' and the Thursday 1/28/21 meeting of the Selectboard, instead of this meeting's agenda. Mr. Sabatato said the boards would be able to adopt the temporary policy retroactively.

Mr. Watts requested moving the meeting minutes of 1/11/21 from the consent agenda for discussion as a business item.

**3. APPROVE AGENDA**

**GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees amend the agenda as recommended by Selectboard member Andy Watts. The motion passed 5-0.**

**VINCE FRANCO made a motion, seconded by PATRICK MURRAY, that the Selectboard approve the agenda as amended. The motion passed 5-0.**

**4. PUBLIC TO BE HEARD**

Mr. Signorello challenged any public official to a mediated public debate with Ms. Wrenner.

Ms. Wrenner described a fictional scenario: if Burlington expected Essex to pay for a section of Burlington's budget, to illustrate what she said was an unfair expectation of Essex Town to pay for Village services. She said the proposed merger would put Village expenses on the Town even though the Town did not previously vote for them.

Ms. Dunn said she was disappointed that the Trustees and Selectboard have not prepared Essex for Vermont's Marijuana legislation to monetize local businesses wanting to open.

55  
56 **5. BUSINESS ITEMS**

57 ~~a. Essex CHIPS annual update -- David Voegele~~

58 Mr. Voegele experienced technology challenges which delayed his attendance for Business Item  
59 5a. Mr. Brown suggested the boards address Business Item 5e first, then return to the Essex  
60 CHIPS update. The Trustees and Selectboard members agreed. Business Item 5a took place as  
61 the third Business item on the agenda. (see below)  
62

63 e. **Approve minutes: January 11, 2021 – Selectboard only**

64 On lines 201-203 of the January 11, 2021 minutes, Mr. Watts requested replacing "He also was  
65 concerned with the wording of the Sidewalk District in the Charter because some plowing--like at  
66 the library-- seemed to be beyond its scope." He suggested the statement, instead, read, "He  
67 also was concerned with the wording of the Capital District in the Charter because some projects,  
68 like paving the library parking lot, would be hard to justify as benefitting only residents of the  
69 Village."  
70

71 **ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard**  
72 **approve the meeting minutes of January 11, 2021 as amended. The motion passed 5-0.**  
73

74 Because Mr. Voegele was not yet in attendance, at this point in the meeting, Mr. Brown  
75 suggested they address item 5d next. The Selectboard members and Trustees agreed.  
76

77 d. **Consider approval of mailing ballots for Town and Village annual meetings**

78 Mr. Teich requested the boards act on to whom to send ballots for the Town and Village annual  
79 meetings. He suggested they be sent to all active voters. Mr. Brown said this was the strategy  
80 used with the Village municipal meeting and school budget votes and that it worked out well. Mr.  
81 Tyler agreed. Ms. Hill-Fleury said, as a Selectboard member who also serves on the Board of  
82 Civil Authority, she is allowed to stuff ballots for mailing but she may not put returned ballots into  
83 the machines. She agreed with the recommendation that ballots be sent to all active, registered  
84 voters and said this could help limit the spread of COVID.  
85

86 Ms. Delphia asked for clarification on the cost of mailing ballots. Mr. Teich said it would cost more  
87 to send ballots to all registered voters versus all active, registered voters. He said the cost  
88 includes mailing ballots to and from active voters which has been calculated at the new postal  
89 rate.  
90

91 **PATRICK MURRAY made a motion, seconded by ANDY WATTS, that the Selectboard approve**  
92 **mailing ballots. The motion passed 5-0.**  
93

94 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees approve**  
95 **mailing ballots. The motion passed 5-0.**  
96

97 a. **Essex CHIPS annual update -- David Voegele**

98 Mr. Voegele provided an overview of the activities and accomplishments of Essex CHIPS in the  
99 COVID era to date. As detailed in his report, he talked about: Teen Center activities, which he  
100 said are thriving despite the COVID challenges; Substance Use Prevention; Outlet; Essex Youth  
101 Empowerment; Youth Mental Health First Aid Training; Quality Youth Development; Mentoring;  
102 and the Teen Line. He described adaptations made to programs including: moving them online,  
103 like the hula hoop competition; and bringing opportunities outside, like the scavenger hunt. He  
104 said the mentoring program is now community-based instead of school-based, and they are  
105 currently recruiting for more mentors. Mr. Voegele talked about the challenges of teens being  
106 lonely and distressed during these times, so mentoring and the Teen Line have been important.  
107 He also mentioned that Essex CHIPS implemented a new software system.



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The board members talked with Mr. Voegelé about Essex CHIPS. Ms. Thibeault suggested the board members and Essex CHIPS teenagers should hold a virtual hula hooping competition fundraiser. Mr. Voegelé said he liked the idea and would be in touch with them. He talked about the role of an AmeriCorps member working with the Essex CHIPS to help mitigate challenges related to COVID. Mr. Teich wondered if she could also help Senior Center members make appointments to get vaccinated. Mr. Voegelé said he would look into this. Ms. Haney wondered about the morale of teens. Mr. Voegelé said Essex CHIPS teen mentoring relationships are strained because youth do not want to go back online after school to meet with their mentors. He said teens are struggling but Essex CHIPS is looking at creative ways to keep them engaged. The board members thanked Mr. Voegelé for his work.

Commented [GD1]: The AmeriCorps member?

Mr. Signorello said the recent Speech and Forensics competition was a great event. He said debate is an allowed sport and Essex youth may be in nationals this year.

**b. Merger Cost Update (memo from Sarah)**

Ms. Macy provided an update on the cost of Merger, utilizing the Fiscal Year (FY)2022 budget, which is not yet voter approved or adopted, and the FY2021 actual Grand List. She reviewed the memo she provided for this agenda item, recapping the frameworks and assumptions she had previously used to consider tax rate implications of merger and the rate of convergence of Town and Village taxes over 12 years. She then provided an overview of annual costs to the Town outside the Village utilizing the FY2022 budget. These costs were presented in a range based on hypothetical scenarios of how much the Grand List may grow to help offset taxes. She discussed her assumptions for the high, middle, and low ranges of possible total costs and annual costs to taxpayers, along with a full worksheet of calculations to illustrate how she arrived at these costs. Ms. Macy went on to explain the tax convergence model of how the merger would arrive at “middle ground” over 12 years, between Village and Town outside the Village resident taxes, in an effort to find tax equity. By comparison, she talked about what taxes would look like if there was no merger and no change to the taxing structures over 12 years. She discussed the 12% differential on the total amount TOV taxpayers would pay when comparing the two models. She also compared these models to the implications of if TOV taxes increased all at once.

The board members discussed Ms. Macy’s presentation with her. Mr. Franco asked for clarification on the range of possible tax increases presented. Ms. Macy said that, assuming no Grand List growth, utilizing the FY2022 budget and considering the impact of collapsing the “districts” in year 13, the tax increase would be \$29 each year for TOV. Assuming all of this but changing the grand list growth by 1.25%, which is the average TOV grand list growth for the past 3 years, the increase would be \$24 for a TOV taxpayer. She talked about what extent tax levy increases to budgets would play. Mr. Chawla asked for clarification on the impact of phasing in taxes versus an all-at-once shift. Ms. Macy discussed how different time frames for the merged tax rate could impact different levels of taxation. She said the average TOV taxpayer by the end of a 12-year phase-in, would pay about \$21,000 in taxes, versus without merger: by the end of the 12 years, the average taxpayer would pay about \$19,000 in taxes. She said yet unknown increases to the Grand List would help positively impact the tax rate growth over the 12 years.

Mr. Tyler requested time to explain the special taxing districts. Ms. Haney and Mr. Brown agreed that talking about the taxing districts was relevant to the 12-year phase-in discussion. Mr. Watts disagreed with the timing discussing the tax districts. Mr. Tyler said the Tax Districts were developed as strategies for preventing significant changes in levels of services and decreasing the tax impact of merger on the TOV. He also talked about how difficult it is to predict municipal tax rates into the future due to unforeseeable circumstances. Mr. Watts said he remembers

**SELECTBOARD & TRUSTEES  
(DRAFT)**

**January 25, 2021**

159 amending language toward the beginning of merger discussions from “maintaining levels of  
160 service” to “maintaining quality of service.” He said the special districts would lock TOV  
161 neighborhoods out of receiving special services that could be helpful for everyone. He illustrated  
162 this with sidewalk plowing examples. He said it is also unclear what amounts would be taxed for  
163 the Sidewalk Districts. He said that because the boundaries for the sidewalk district are in the  
164 charter, it may be possible to create a second TOV district but the amounts to be taxed would still  
165 be unclear. Mr. Teich said he would clarify with Mr. Richardson if there was a way for the  
166 sidewalk district to ever be expanded. Mr. Brown discussed how the process of charter change  
167 could play a role in this. Mr. Watts expressed concern with the constitutionality of special Capital  
168 District taxes on projects that everyone can use. He said that he does not disagree with the 12-  
169 year phase-in, but he does disagree with the tax districts. Mr. Murray clarified with Ms. Macy that  
170 the entire Town could vote immediately on the entire Town budget if merger is approved. He said  
171 this is how voters can approve or not approve the services detailed in the budget.  
172

173 Mr. Signorello requested Ms. Macy share the extra spreadsheet information she presented that  
174 was not in the packet. He asked her to highlight the row that shows the cumulative tax increase  
175 over 12 years if merger passes to verify the number. He said the Village budget was not voted in  
176 by the Town and he thinks if a merger passes, the first budget vote should be interesting. He  
177 thanked staff for their response to resident requests for the information Ms. Macy shared.  
178

179 Ms. Cooper said she was uncomfortable with the amount of public use of the chat function in the  
180 Microsoft meeting platform, despite people being asked to not use it for commentary. She  
181 thanked the board members for staying focused and gracious nonetheless.  
182

183 Ms. Dunn commented that she had previously understood that the tax districts could not change  
184 but in this meeting, board members said the districts could change through a charter change  
185 process. She said she was upset by this discrepancy.  
186

187 Ms. Delphia thanked Ms. Macy for presenting a matter-of-fact, clear explanation of this topic,  
188 inclusive of multiple perspectives and scenarios. She commended her on her expertise.  
189

190 Ms. Wrenner questioned why the board members would want to set up special Tax Districts in  
191 the charter if they may need to be changed down the road. She thanked Ms. Macy for her  
192 presentation and asked for the extra spreadsheets to be shared with the public. She wondered if  
193 Selectboard members had a chance to voice concerns about a memo put out by the Selectboard  
194 Chair. She said the memo stated that cumulative merger tax information was false, but Ms.  
195 Macy’s presentation included cumulative taxes that were similar to the \$2,000 being discussed in  
196 the public. Ms. Haney said it was incorrect to have stated in this memo that the cumulative cost  
197 was false and apologized for the error. She described the group effort of board members to draft  
198 the memo and said she still has concerns that the way the cumulative tax increase is being  
199 presented in public discussion, it may be leading people to think their taxes will be going up by  
200 \$2,000 as soon as the merger passes, which she stressed is not the case.  
201

202 Ms. Stultz thanked Ms. Haney for putting out the memo on Front Porch Forum which, she said,  
203 provides an accurate representation of the merger tax structure. She wanted to clarify that an  
204 average house in the Village currently pays a municipal tax of \$2,433 per year while the same  
205 valued house in the TOV pays \$1,511, an almost \$900 difference. She calculated that over the  
206 years, she thinks the cumulative extra cost she has paid in taxes as a resident of the Village has  
207 been over \$2,000. She hoped TOV voters would consider that the cumulative TOV cost of \$2,000  
208 over the 12 years is lower than how much a Village resident would pay cumulatively without  
209 merger.  
210

211 Ms. Smith asked what year IBM stopped paying taxes to the Village. Mr. Brown talked about how  
212 GlobalFoundries pays property taxes on the property they own, and that IBM paid taxes to the  
213 Town and the Village for as long as they owned that land. Mr. Kerin discussed the role a  
214 machinery and equipment tax played and how it was phased out over 12 years. Mr. Tyler  
215 explained tax fluctuations of IBM over 20 years. Ms. Smith said she thought more of IBM tax  
216 money had been going to the Village than the TOV and wondered if this was true. Mr. Tyler  
217 explained that IBM gave a higher amount of tax money to the Village school district than the TOV  
218 school district, but the municipalities received equal amounts.  
219

220 Mr. Watts shared the historical Town and Village Essex tax rates inclusive of school taxes. He  
221 said that Village municipal and school tax rates (combined) have only been higher than TOV tax  
222 rates since 1999. Mr. Murray said that the focus on tax rates should be on current municipal tax  
223 inequities. Mr. Kerin talked about the challenge of trying to determine exact amounts of taxes and  
224 budgetary figures into the future, not knowing what kinds of challenges Essex may face.  
225

226 **c. Discussion on public outreach for merger vote (banners, websites, mailers, Teams**  
227 **informational meetings, Town Meeting TV)**

228 Mr. Teich wondered what kind of outreach the board members would like to conduct, considering  
229 the limitations of COVID. Ms. Haney suggested virtual conversations with board members online  
230 and requested they sign up for dates. Mr. Franco suggested conducting a Dungeons and  
231 Dragons themed conversation about merger with Mr. Murray to reach new demographics. Mr.  
232 Murray agreed that a gaming/chat/hangout/virtual conversation would be a creative and good  
233 way to reach people. Mr. Watts wondered who would determine if documents and content about  
234 the merger are not biased. He also suggested they provide clarity on the question of what  
235 services Village residents are currently getting for their Town taxes because of some of the  
236 outreach on merger may have confused this point. Ms. Haney said the informational packet  
237 planned to be sent to the public is going to the printer. She said she remembered KSV's  
238 recommendation of putting forward accurate information and she believes the documents are  
239 appropriate. Mr. Tyler pointed out the short timeline for information dissemination and sending  
240 ballots.  
241

242 Ms. Dunn said she had an issue with bullet point three of the suggested locations for the banners  
243 because they are all in the Village. She suggested Mac's Market, Hannaford, and Price Chopper  
244 locations also be considered. She said that at a recent school board meeting, school board  
245 members were against the idea of voting for the school budget at the same time as the municipal  
246 vote. Mr. Brown said the grocery store locations are private properties. Mr. Teich wondered if  
247 paper flyers could be posted at these locations.  
248

249 Ms. Cooper said that because the Selectboard and Trustees came together to put together a  
250 charter for merger, it is not biased to present the charter for merger. She said she is glad the  
251 conversation about where to get information is happening.  
252

253 Ms. Wrenner said that she did not put out misleading information. Regarding the Selectboard  
254 memo about serious misinformation, she requested a corrected memo be released. She said it  
255 should include corrections to bullet points one and four and a statement that the error was the  
256 Selectboard's, not hers. She suggested the Town Common and outside Memorial Hall be banner  
257 locations to announce the vote. She acknowledged the amount of work that went into the merger  
258 and wants people to see it transparently. She wondered what was added to the booklet that will  
259 be mailed. Ms. Haney said the new pages included were the front and back covers.  
260

261 Mr. Signorello agreed that a banner location outside of Memorial Hall is a good idea. He clarified  
262 that even though the two boards each approved a plan of merger, they were not the same plan.

**SELECTBOARD & TRUSTEES  
(DRAFT)**

January 25, 2021

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Mr. Certa agreed with suggestions that some banners be put up in the TOV.

Ms. Delphia said that because many informational methods being discussed are one-way messaging, the boards should consider in-person, socially-distanced opportunities for people to ask questions. Mr. Brown said in-person opportunities were not included because of COVID restrictions. Mr. Teich said school districts and the State have discouraged in-person gatherings.

Ms. Thibeault and Mr. Chawla suggested that people who do not have internet can access board members by phone. Mr. Chawla suggested email may also be a good option.

Mr. Murray clarified, based on his experience as a school board member, that the school board hopes the school budget and municipal votes will be the same day, but it is impossible this year.

Mr. Teich clarified that the banner locations were chosen based on high traffic visibility. He asked if the board would like to add more banners for TOV locations. Ms. Haney said banners could be at Fort Ethan Allen and Susie Wilson Road as well as at the locations suggested by the public.

~~d. Consider approval of mailing ballots for Town and Village annual meetings~~

This item took place as the second Business Item addressed on the agenda. (see above)

~~e. Approve minutes: January 11, 2021 – Selectboard only~~

This item took place as the first Business Item addressed on the agenda. (see above)

**6. CONSENT ITEMS**

~~a. Approve minutes: January 11, 2021 – Selectboard only~~

This agenda item was addressed as business item 5e.

**7. READING FILE**

a. Board member comments

- Mr. Teich said he is looking into whether the Senior Center can be used as a vaccination location. He said they are also considering ways to help seniors register for their vaccinations online and get to these appointments.
- Mr. Franco thanked Mr. Teich and staff for the amount of work they put in.

b. Elections Bulletin - Emergency Annual Meeting Legislation and Directive

c. Email from Rep. Marybeth Redmond

d. Chittenden County RPC January Newsletter

e. Howard Center Community Outreach FY21 Q1 Report

f. Village postcard mailer

g. Memo from Sarah Macy re: COVID Related Grant Initiative Recap

- Ms. Haney pointed out that this memo is about \$400,000 in funding received by Essex. She commended staff on their work for this funding. Mr. Teich also commended staff and pointed out the library's new pavilion and features.

h. Rebuttal to Town Meeting TV program originally aired Jan. 15

i. Upcoming meeting schedule

**8. EXECUTIVE SESSION**

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

**9. ADJOURN**

**SELECTBOARD & TRUSTEES  
(DRAFT)**

January 25, 2021

315 **GEORGE TYLER made a motion, seconded by DAN KERIN, for the Trustees to adjourn the**  
316 **meeting. The motion passed 5-0 at 8:54 PM.**

317  
318 **VINCE FRANCO made a motion, seconded by PATRICK MURRAY, for the Selectboard to**  
319 **adjourn the meeting. The motion passed 5-0 at 8:54 PM.**

320  
321  
322 Respectfully Submitted,  
323 Cathy Ainsworth  
324 Recording Secretary  
325

VILLAGE OF ESSEX JUNCTION TRUSTEES  
REGULAR MEETING MINUTES  
January 26, 2021

**TRUSTEES:** Andrew Brown (President), George Tyler (Vice President), Raj Chawla, Dan Kerin, Amber Thibeault.

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Tammy Getchell, Assistant to the Manager; Sarah Macy, Finance Director; Robin Pierce, Community Development Director; Travis Sabataso, Human Resources Director.

**OTHERS PRESENT:** Roseanne Prestipino, Sara Stultz, Mike Thorne, Irene Wrenner.

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

Unified Manager Teich noted additional agenda items: 5e. Discussion of a real estate matter; 6c. Approve temporary COVID-19 Emergency Leave Policy; and 8a. An executive session is anticipated to discuss 5e. He also noted additional handouts for agenda items: 5f. Memo from Evan Teich re: Executive Session for a real estate matter; and 6c. Memo and attachment from Travis Sabataso, HR Director.

**3. AGENDA APPROVAL**

**DAN KERIN made a motion, and GEORGE TYLER seconded, to amend the agenda as proposed. The motion passed 5-0.**

**4. PUBLIC TO BE HEARD**

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

None at this time.

**5. BUSINESS ITEMS**

**a. Discussion and possible action to place on the annual meeting ballot the extension of the Economic Development tax:**

Finance Director Macy introduced this item, which is to gauge whether to place a question on the Annual Meeting ballot regarding an extension to the Economic Development Tax. Mr. Brown noted that the memo details the impacts of merger on the tax and how it would be handled. He said that there had been interest in continuing this tax at a prior Trustees meeting and suggested asking voters to extend the tax for three years, which would carry it through the transitional governing board period and into the first year of a merged entity.

George Tyler added that the Village would still need to find additional funding for upgrading amenities in the Village core, such as the Crescent Connector project. Raj Chawla added that other upgrades include improving pedestrian access and facilities for cyclists as the population and businesses in Essex continue to grow.

Amber Thibeault expressed support for the three-year proposal.

Mr. Tyler confirmed that the taxing mechanism would change if merger were to occur and that this tax would not be put on the Town's tax rate. He said that if the Village no longer has a separate general fund,

48 this tax would cease and the money that is in the Economic Development Fund would be used for those  
49 specific development activities.

50  
51 Mr. Chawla asked if this would only be attached to the General Fund, not any remaining taxes for the  
52 sidewalk and capital districts. Mr. Teich replied that those districts will be activated upon merging.

53  
54 There was no public comment.

55  
56 **RAJ CHAWLA made a motion, and GEORGE TYLER seconded, that the Trustees place a question on the**  
57 **2021 Annual Meeting ballot asking voters to extend the Economic Development tax for a period of three**  
58 **years. The motion passed 5-0.**

59  
60 **b. Fiscal Year 2022 Budget Workshop and Schedule—Sarah Macy**  
61 Ms. Macy began the workshop by providing an overview of the budget for Fiscal Year (FY) 2022. She noted  
62 that the budget being presented is for General Fund only. She said that currently the budget total is \$5.6  
63 million, which is approximately a 5% increase over the prior fiscal year. She noted that the estimated tax  
64 rate is ¼ of a penny over FY2021 using average grand list growth, which would be a \$7 increase on the  
65 average property year-over-year. She said that an increased stipend for Trustees, the Zoning Board of  
66 Adjustment, and the Planning Commission have been discussed, and that the Village Attorney has said  
67 that any increase in Trustee stipend must be its own article on the ballot. She also noted that an additional  
68 \$62,774 has been allocated to the building fund on top of an existing increase, which means that two  
69 priority projects (on the Brownell Library roof and Lincoln Hall electrical configuration) can both be worked  
70 on in FY2022. She finally noted that the Village has the flexibility to warn two public hearings on the budget  
71 instead of one, if they choose.

72  
73 Mr. Brown confirmed that all board stipends be funded at a full level and will be more “opt out” rather  
74 than “opt in”; and that the amount for Trustees is \$1,000. Ms. Macy made these adjustments to the  
75 budget, which brought totals to a 5.1% increase, or a \$9.80 increase on the average property.

76  
77 The Trustees discussed whether to hold two public hearings on the budget or one and discussed dates for  
78 said hearings.

79  
80 Irene Wrenner asked if the increase from \$7 to \$9.80 on the average property would impact the merger  
81 estimate numbers given previously. Sarah replied in the affirmative, saying that they would start with  
82 \$67,500 tax levy change year over year and that this increase would be about \$11,300 more than that.  
83 She said that since the tax levy is being increased in phases, there would be a small but noticeable impact.

84  
85 **RAJ CHAWLA made a motion, and DAN KERIN seconded, to warn a public hearing on the Fiscal Year**  
86 **2022 general fund budget for Tuesday, February 9<sup>th</sup>, 2021 and a second public hearing on the Fiscal Year**  
87 **2022 general fund budget for Tuesday, February 23<sup>rd</sup>, 2021. The motion passed 5-0.**

88  
89 **c. Consider approval to hold Village meetings by Australian ballot**  
90 Mr. Teich said that Act 162 as passed by the Vermont legislature allows municipalities to hold annual  
91 meetings entirely by Australian ballot. He noted that the Trustees had previously approved holding the  
92 budget vote by Australian ballot, but would need to make a similar decision about its Annual Meeting. He  
93 said that staff are recommending action to approve holding an annual meeting by Australian ballot.

94

95 Mr. Brown asked about holding special meetings by Australian ballot, noting that no special meetings are  
96 currently warned, but that they could be called-for in future. Mr. Teich replied that there may be one  
97 special meeting needed around cannabis legislation later in the year and that the Village can make a  
98 decision around Australian ballot for special meetings as they arise.  
99

100 **GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to hold the 2021 Annual Meeting entirely**  
101 **by Australian ballot. The motion passed 5-0.**

102  
103 **d. Discussion and possible action re: clock on Village kiosk at Railroad and Main**

104 Mr. Teich noted that the bulletin board at Railroad and Main has been vandalized and that the clock is  
105 missing. He asked if the clock should be replaced or if something should be put in its place. Mr. Teich  
106 suggested replacing it with either the year of establishment for the Village, the logo for the Village, a  
107 digital clock with thermometer display, or an artistic metal art piece. Staff will research what is feasible  
108 and report back to the Trustees at a future meeting.  
109

110 **6. CONSENT ITEMS**

111 **GEORGE TYLER made a motion, and AMBER THIBEAULT seconded, that the Trustees approve the**  
112 **Consent Agenda:**

- 113 a. **Approve minutes: January 12, 2021**
- 114 b. **Check Warrants #17234—1/15/21; #17235—1/22/21**
- 115 c. **Approve Temporary COVID-19 Emergency Leave Policy**

116  
117 **The motion passed 5-0.**

118  
119 **7. READING FILE:**

- 120 a. **Board member comments:** Evan said that staff are looking into vaccinations for seniors and  
121 are asking the Vermont Department of Health (VDH) whether the currently closed senior  
122 center could be a vaccination site. He also said that staff are looking into whether AmeriCorps  
123 members could be asked to help seniors make appointments for vaccinations, since they need  
124 to be made online.
- 125 b. **Unemployment update:** Andrew said that Vermont's unemployment numbers are  
126 rebounding and are improving.
- 127 c. **Village Annual Meetings/Elections Preparation Schedule:** Mr. Teich noted that two Trustees  
128 (Mr. Brown and Ms. Thibeault) have terms expiring soon.
- 129 d. **Memo and attachment from Susan McNamara-Hill re: 2021 Candidate Information**
- 130 e. **Final version of Essex Plan of Merger and Charter as approved by Selectboard on 1/11/21**
- 131 f. **Memo and proposal from Dennis Lutz re: CCRPC/UPWP**
- 132 g. **Upcoming meeting schedule**

133 **8. EXECUTIVE SESSION:**

- 134 a. **To discuss a real estate matter**

135  
136 **ANDREW BROWN made a motion, and GEORGE TYLER seconded, that the Trustees enter into executive**  
137 **session for the purpose of negotiating or securing of real estate purchase or lease options, pursuant to**  
138 **1 V.S.A. § 313(a)(2), to include the Unified Manager, Village Engineer, Village Attorney, and Community**  
139 **Development Director. The motion passed 5-0 at 7:44 PM.**

140  
141 **ANDREW BROWN made a motion, and DAN KERIN seconded, to exit executive session. The motion**  
142 **passed 5-0 at 7:54 PM.**



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**9. ADJOURN:**

**ANDREW BROWN** made a motion, and **DAN KERIN** seconded, to adjourn the meeting. The motion passed 5-0 at 7:54 PM.

Respectfully Submitted,  
Amy Coonradt  
Recording Secretary

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

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

DRAFT

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	01/15/21	CLEANING 1/3-2/6 2 Lincol 5728	210-41943.020 Contractual Svc - 2 Linco	750.00	32496	01/29/21
14400	ABOVE AND BEYOND	01/15/21	CLEANING 1/3-2/6 2 Lincol 5728	210-41943.021 Contractual Svcs - Browne	2212.75	32496	01/29/21
05290	ADVANCE AUTO PARTS	10/30/20	4G-4FJX90S 1 EA GATES bel 552030433193	210-43110.432 R&M Services - Vehicles	20.45	32497	01/29/21
05290	ADVANCE AUTO PARTS	11/03/20	hydraulic hose #8 552030833422	210-43110.432 R&M Services - Vehicles	132.40	32497	01/29/21
05290	ADVANCE AUTO PARTS	11/04/20	Lube 1 EA CQBLU 552030957964	210-43110.432 R&M Services - Vehicles	23.30	32497	01/29/21
05290	ADVANCE AUTO PARTS	01/14/21	Bed Liner Aerosol 552101451384	210-43110.610 SUPPLIES	27.58	32497	01/29/21
05290	ADVANCE AUTO PARTS	01/14/21	supplies 552101451389	210-43110.610 SUPPLIES	292.36	32497	01/29/21
05290	ADVANCE AUTO PARTS	01/15/21	PRIMER SURFACER GREY 552101564165	210-43110.610 SUPPLIES	67.15	32497	01/29/21
05290	ADVANCE AUTO PARTS	01/19/21	black paint 552101951738	210-43110.610 SUPPLIES	11.03	32497	01/29/21
05290	ADVANCE AUTO PARTS	01/21/21	Adhesive Remover 552102151853	210-45220.610 SUPPLIES	25.74	32497	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.641 JUVEN COLLECTION-PRNT & E	151.39	32500	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.640 ADULT COLLECTION-PRINT &	800.61	32500	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.837 CHILDRENS PROGRAMS	209.36	32500	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.836 ADULT PROGRAMS	37.41	32500	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.610 SUPPLIES	180.96	32500	01/29/21
42665	AMAZON/SYNCB	01/28/21	Youth materials, etc 0069852 121	210-45551.610 SUPPLIES	238.88	32500	01/29/21
07155	AMERICAN ROCK SALT CO LLC	01/19/21	Bulk Ice Control Salt 0657201	210-43125.610 WINTER MAINTENANCE	7656.60	32503	01/29/21
23190	BAILEY SPRING & CHASSIS	01/22/21	springs truck 7 W17684	210-43110.432 R&M Services - Vehicles	717.52	32504	01/29/21
07465	BIBENS ACE HARDWARE INC	01/16/21	Dust Bags 40292	210-45220.610 SUPPLIES	38.97	32507	01/29/21
00530	BRODART CO	12/15/20	Adult Collection B6037737	210-49345.000 LIBRARY DONATION EXPENDIT	15.66	32511	01/29/21
00530	BRODART CO	12/15/20	Adult Collection B6037737	210-45551.610 SUPPLIES	0.80	32511	01/29/21
00530	BRODART CO	12/30/20	Adult Collection B6050306	210-49345.000 LIBRARY DONATION EXPENDIT	46.57	32511	01/29/21
00530	BRODART CO	12/30/20	Adult Collection B6050306	210-45551.610 SUPPLIES	2.40	32511	01/29/21
00530	BRODART CO	12/30/20	Youth Collection (per tit B6050629	210-45551.641 JUVEN COLLECTION-PRNT & E	7.08	32511	01/29/21
00530	BRODART CO	01/05/21	Adult Collection B6055248	210-45551.640 ADULT COLLECTION-PRINT &	48.72	32511	01/29/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	01/05/21	Adult Collection B6055248	210-45551.610 SUPPLIES	2.40	32511	01/29/21
00530	01/05/21	Adult Collection B6055265	210-45551.640 ADULT COLLECTION-PRINT &	45.88	32511	01/29/21
00530	01/05/21	Adult Collection B6055265	210-45551.610 SUPPLIES	2.40	32511	01/29/21
00530	01/14/21	Adult Collection B6064779	210-45551.640 ADULT COLLECTION-PRINT &	30.78	32511	01/29/21
00530	01/14/21	Adult Collection B6064779	210-45551.610 SUPPLIES	1.60	32511	01/29/21
00530	01/14/21	Youth Collection B6064880	210-45551.641 JUVEN COLLECTION-PRNT & E	81.43	32511	01/29/21
00530	01/14/21	Youth Collection B6064880	210-45551.610 SUPPLIES	3.20	32511	01/29/21
V04609	01/01/21	Adult Collection 1816256	210-45551.640 ADULT COLLECTION-PRINT &	93.48	32515	01/29/21
21210	01/21/21	SHOP TWL-RED- 4073736266	210-43110.610 SUPPLIES	80.17	32517	01/29/21
23525	01/26/21	DEF2.5 442625	210-43110.626 Vehicle Fuels	26.97	32519	01/29/21
04940	01/12/21	TV Internet 01/19 to 02/ 0091811121	210-43125.610 WINTER MAINTENANCE	61.20	32520	01/29/21
04940	01/12/21	TV Internet 01/19 to 02/ 0091811121	210-43110.610 SUPPLIES	179.71	32520	01/29/21
38280	01/15/21	Water EJRP 177527340121	210-45110.610 SUPPLIES	175.50	32527	01/29/21
35260	01/12/21	uniforms 01082183	210-42220.612 UNIFORMS,BOOTS,ETC	30.00	32533	01/29/21
25290	01/19/21	Adult Collection 10001475601	210-45551.640 ADULT COLLECTION-PRINT &	950.00	32534	01/29/21
23215	01/16/21	Grinder Rental 107761310001	210-45220.442 EQUIPMENT RENTAL	168.00	32536	01/29/21
04640	01/22/21	nuts and bolts VTBUR289004	210-43110.610 SUPPLIES	113.29	32538	01/29/21
21150	01/14/21	Youth Collection 339111	210-45551.641 JUVEN COLLECTION-PRNT & E	56.24	32539	01/29/21
21845	01/19/21	Supplies, Tech Access, Tr 0017 011921	210-45551.500 TRAINING, CONFERENCES, DU	3.38	32541	01/29/21
21845	01/19/21	Supplies, Tech Access, Tr 0017 011921	210-45551.530 TECHNOLOGY ACCESS	3.04	32541	01/29/21
21845	01/19/21	Supplies, Tech Access, Tr 0017 011921	210-45551.500 TRAINING, CONFERENCES, DU	35.00	32541	01/29/21
21845	01/19/21	Supplies, Tech Access, Tr 0017 011921	210-45551.837 CHILDRENS PROGRAMS	27.92	32541	01/29/21
21845	12/18/20	Training/Conf, Tech Acces 0017 121820	210-45551.530 TECHNOLOGY ACCESS	1.40	32541	01/29/21
21845	12/18/20	Training/Conf, Tech Acces 0017 121820	210-41970.500 TRAINING,CONF,DUES	359.00	32541	01/29/21
19005	01/01/21	Tech access, Telephone se 8422751	210-45551.530 TECHNOLOGY ACCESS	48.69	32544	01/29/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	FIRSTLIGHT FIBER	01/01/21	Tech access, Telephone se 8422751	210-41945.021 Telephone - Brownell	91.23	32544	01/29/21
19005	FIRSTLIGHT FIBER	01/15/21	communications 8510823	210-43110.530 Communications	35.80	32547	01/29/21
19005	FIRSTLIGHT FIBER	01/15/21	EJFD phone 12/15-1/14/21 8510831	210-41945.022 Telephone - Fire Station	50.17	32548	01/29/21
07010	GREEN MOUNTAIN POWER CORP	01/08/21	MSP Power Dec 010821D ERPDP	210-41947.026 Electricity - Maple St	39.67	32553	01/29/21
07010	GREEN MOUNTAIN POWER CORP	01/08/21	MSP Power Dec 010821DERPDP	210-41947.026 Electricity - Maple St	1556.67	32554	01/29/21
25465	HOK MASONRY INC	01/27/21	REPAIR BRICK WALLS 2 Lin 012721D	210-41942.020 R&M Bldg - 2 Lincoln St	5601.13	32558	01/29/21
24250	IMPACT FIRE	10/20/20	FIRE EXTINGUISHER MAINTEN 7898700	210-41942.020 R&M Bldg - 2 Lincoln St	195.00	32561	01/29/21
33495	INGRAM LIBRARY SERVICES I	01/06/21	Adult Collection 50546502	210-45551.640 ADULT COLLECTION-PRINT &	12.64	32562	01/29/21
05485	NATIONAL BUSINESS LEASING	01/23/21	Copier leases 1/15-2/14/2 71163669	210-45551.442 Rental of Equipment	80.72	32573	01/29/21
05485	NATIONAL BUSINESS LEASING	01/23/21	Copier leases 1/15-2/14/2 71163669	210-45551.442 Rental of Equipment	80.74	32573	01/29/21
05485	NATIONAL BUSINESS LEASING	01/23/21	Copier leases 1/15-2/14/2 71163669	210-43110.442 EQUIPMENT RENTALS	72.59	32573	01/29/21
05485	NATIONAL BUSINESS LEASING	01/23/21	Copier leases 1/15-2/14/2 71163669	210-41320.442 LEASED SERVICES	138.97	32573	01/29/21
V10729	OVERDRIVE INC	10/14/20	Adult Collection 145920347190	210-45551.640 ADULT COLLECTION-PRINT &	420.43	32576	01/29/21
V10729	OVERDRIVE INC	10/19/20	Youth Collection 145920351788	210-45551.641 JUVEN COLLECTION-PRNT & E	610.98	32576	01/29/21
V10729	OVERDRIVE INC	11/16/20	Adult Collection 145920408936	210-45551.640 ADULT COLLECTION-PRINT &	1064.67	32576	01/29/21
V10729	OVERDRIVE INC	12/02/20	Youth Collection 145920433689	210-45551.641 JUVEN COLLECTION-PRNT & E	893.54	32576	01/29/21
V10729	OVERDRIVE INC	12/18/20	Adultl Collection 145920454010	210-45551.640 ADULT COLLECTION-PRINT &	834.37	32576	01/29/21
V10729	OVERDRIVE INC	12/29/20	Adult Collection 145920460079	210-45551.640 ADULT COLLECTION-PRINT &	276.18	32576	01/29/21
V10729	OVERDRIVE INC	01/04/21	Youth Collection 145921002013	210-45551.641 JUVEN COLLECTION-PRNT & E	579.25	32576	01/29/21
V10729	OVERDRIVE INC	01/10/21	Adult Collection 145921008573	210-45551.640 ADULT COLLECTION-PRINT &	104.49	32576	01/29/21
22840	RIES DANIEL	01/19/21	Keys 1210119423	210-45220.330 OTHER PROFESSIONAL SVCS	12.00	32579	01/29/21
02050	RON BUSHEY'S SUNOCO	11/09/20	tire repair 110920D	210-43110.432 R&M Services - Vehicles	129.99	32580	01/29/21
02050	RON BUSHEY'S SUNOCO	11/23/20	towing truck 4 to key for 112320D	210-43110.432 R&M Services - Vehicles	125.00	32580	01/29/21
02050	RON BUSHEY'S SUNOCO	12/18/20	gas 121820D	210-43110.626 Vehicle Fuels	26.97	32580	01/29/21
43275	RYCANDON MECHANICAL, INC.	12/29/20	REPAIR PIPING FOR BOILERS 13522	210-41942.020 R&M Bldg - 2 Lincoln St	688.97	32581	01/29/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05280	01/19/21	Park St Snow Removal 21021	210-45220.330 OTHER PROFESSIONAL SVCS	123.15	32582	01/29/21
03180	01/19/21	Emergency Light repair 20396	210-41942.023 R&M Bldg - Park St School	925.45	32583	01/29/21
39425	04/15/20	Library Roof Replacement 2840	210-41942.021 R&M Bldg - Brownell	1600.00	32584	01/29/21
39425	08/13/20	Library Roof Replacement 2968	210-41942.021 R&M Bldg - Brownell	955.00	32584	01/29/21
09105	01/26/21	Essex Rec Shredding 354319	210-45110.330 OTHER PROFESSIONAL SVCS	50.00	32585	01/29/21
V2124	01/23/21	Supplies 3467577367	210-45551.610 SUPPLIES	37.49	32590	01/29/21
24535	01/13/21	AED 3266551M	210-42220.889 ROUTINE EQUIPMENT PURCHAS	5560.00	32592	01/29/21
14740	12/22/20	Towel Dispensers W412885	210-45220.610 SUPPLIES	0.14	32594	01/29/21
21000	01/06/21	Contract services: Mats 0362049259	210-41943.021 Contractual Svcs - Browne	38.70	32596	01/29/21
23395	01/15/21	Clorox 512467	210-43110.610 SUPPLIES	9.10	32599	01/29/21
V2380	01/21/21	Deductible 20200406G01	210-41510.521 Liability & Property Ins	1000.00	32602	01/29/21
29825	01/21/21	12/18/-1/19/21 Gas variou 20696	210-43110.623 HEATING/NATURAL GAS	453.58	32605	01/29/21
29825	01/21/21	12/18/-1/19/21 Gas variou 20696	210-41948.021 Natural Gas - Brownell	1071.98	32605	01/29/21
29825	01/21/21	12/18/-1/19/21 Gas variou 20696	210-41948.020 Natural Gas - 2 Lincoln	860.01	32605	01/29/21
29825	01/21/21	12/18/-1/19/21 Gas variou 20696	210-41948.020 Natural Gas - 2 Lincoln	670.41	32605	01/29/21
29825	01/21/21	12/18/-1/19/21 Gas variou 20696	210-41948.023 Natural Gas - Park St Sch	508.43	32605	01/29/21
07565	01/12/21	Supplies for Village FD 217028607	210-45110.610 SUPPLIES	21.56	32608	01/29/21
07565	01/20/21	Supplies 217252240	210-45110.610 SUPPLIES	86.03	32608	01/29/21
07565	01/21/21	Supplies 217289454	210-45110.610 SUPPLIES	72.92	32608	01/29/21
05485	01/23/21	Copier leases 1/15-2/14/2 71163669	225-45122.442 Rental of Equipment	94.15	32573	01/29/21
42665	12/10/20	EJRP Amazon Nov/Dec 0432266 1220	226-45121.610 SUPPLIES	86.86	32501	01/29/21
42665	12/10/20	EJRP Amazon Nov/Dec 0432266 1220	226-45120.610 SUPPLIES	501.50	32501	01/29/21
19215	01/25/21	RK Fleming Field Trip 2	226-45120.580 TRAVEL	100.00	32551	01/29/21
05485	01/23/21	Copier leases 1/15-2/14/2 71163669	226-45110.442 Equipment Rentals	177.89	32573	01/29/21
24830	01/26/21	RK Hiawatha Snack 426812	226-45120.610 SUPPLIES	15.57	32578	01/29/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	01/25/21	REINHART FOODSERVICE RK Fleming Snack 427146	226-45120.610 SUPPLIES	83.67	32578	01/29/21
24830	01/25/21	REINHART FOODSERVICE RK Westford Snack 427425	226-45120.610 SUPPLIES	31.73	32578	01/29/21
24830	01/25/21	REINHART FOODSERVICE RK EES Snack 428054	226-45120.610 SUPPLIES	144.92	32578	01/29/21
24830	01/25/21	REINHART FOODSERVICE RK FMS Snack 428139	226-45120.610 SUPPLIES	71.63	32578	01/29/21
24830	01/26/21	REINHART FOODSERVICE RK Summit Snack 428582	226-45120.610 SUPPLIES	124.36	32578	01/29/21
V9632	01/19/21	HOYLE, TANNER & ASSOC, IN Densmore Drive #2 (Upstre 0064075	230-46801.023 Densmore Drive, non-FEMA	12242.25	32560	01/29/21
10110	12/09/20	MCGOVERN MECHANICAL CORP Residential Water Meter R 1587	254-43330.002 METER REPLACEMENT PROGRAM	1825.00	32571	01/29/21
10110	12/21/20	MCGOVERN MECHANICAL CORP Residential Meter Replace 1593	254-43330.002 METER REPLACEMENT PROGRAM	475.00	32571	01/29/21
10110	01/18/21	MCGOVERN MECHANICAL CORP Residential Water Meter R 1599	254-43330.002 METER REPLACEMENT PROGRAM	275.00	32571	01/29/21
29825	01/21/21	VT GAS SYSTEMS 12/18/-1/19/21 Gas variou 20696	254-43200.623 HEATING/NATURAL GAS	436.34	32605	01/29/21
19815	01/20/21	AMAZON CAPITAL SERVICES iPhone case for WWTF 1QP4WQGR4DVP	255-43200.610 SUPPLIES	60.08	32499	01/29/21
07465	01/21/21	BIBENS ACE HARDWARE INC shop supplies 831143	255-43200.570 MAINTENANCE OTHER	9.96	32507	01/29/21
23455	01/21/21	CHITTENDEN SOLID WASTE DI 60.36 WT grassland 202011ESS	255-43200.568 SLUDGE MANAGEMENT	5303.23	32516	01/29/21
23455	01/21/21	CHITTENDEN SOLID WASTE DI 86.84 WT grassland 202012ESS	255-43200.568 SLUDGE MANAGEMENT	7629.76	32516	01/29/21
38955	01/21/21	F W WEBB COMPANY shop water repair 70183738	255-43200.570 MAINTENANCE OTHER	24.48	32537	01/29/21
04640	01/12/21	FASTENAL INDUSTRIAL & CON Nuts Bolts resupply VTBUR288250	255-43200.570 MAINTENANCE OTHER	27.27	32538	01/29/21
21740	01/19/21	FIRST NATIONAL BANK OMAHA WW Visa charges 12/18/ 0124 011921	255-43200.500 TRAINING, CONFERENCES, DU	90.00	32542	01/29/21
21740	01/19/21	FIRST NATIONAL BANK OMAHA WW Visa charges 12/18/ 0124 011921	255-43200.610 SUPPLIES	64.89	32542	01/29/21
07010	01/18/21	GREEN MOUNTAIN POWER CORP 39 Cascade 12/16/20 to 01 0132407 0121	255-43200.622 ELECTRICAL SERVICE	12054.68	32555	01/29/21
05485	01/23/21	NATIONAL BUSINESS LEASING Copier leases 1/15-2/14/2 71163669	255-43200.442 Rental of Equipment	80.74	32573	01/29/21
V2093	01/13/20	SLACK CHEMICAL COMPANY IN 3466 Gal Caustic 50% 414781	255-43200.619 CHEMICALS	8410.31	32589	01/29/21
29825	01/21/21	VT GAS SYSTEMS 12/18/-1/19/21 Gas variou 20696	255-43200.623 HEATING/NATURAL GAS	1936.86	32605	01/29/21
10110	12/09/20	MCGOVERN MECHANICAL CORP Residential Water Meter R 1587	256-43330.002 METER REPLACEMENT PROGRAM	3650.00	32571	01/29/21
10110	12/21/20	MCGOVERN MECHANICAL CORP Residential Meter Replace 1593	256-43330.002 METER REPLACEMENT PROGRAM	950.00	32571	01/29/21
10110	01/18/21	MCGOVERN MECHANICAL CORP Residential Water Meter R 1599	256-43330.002 METER REPLACEMENT PROGRAM	550.00	32571	01/29/21

01/29/21

Town of Essex / Village of EJ Accounts Payable

01:28 pm

Check Warrant Report # 17236 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 01/29/21 To 01/29/21 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	01/21/21	12/18/-1/19/21 Gas variou 20696	256-43220.001 SUSIE WILSON PS COSTS	45.69	32605	01/29/21
29825	VT GAS SYSTEMS	01/21/21	12/18/-1/19/21 Gas variou 20696	256-43220.002 WEST ST PS COSTS	47.21	32605	01/29/21
29825	VT GAS SYSTEMS	01/21/21	12/18/-1/19/21 Gas variou 20696	256-43200.623 HEATING/NATURAL GAS	145.97	32605	01/29/21
Report Total					----- 101829.49 =====		

...



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 26, 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 both 11 Park Street and 3 Maple Street continues. Both buildings will be completed in 2021. It is possible that both buildings will be completed mid or late summer with a potential opening ceremony that the Trustees can attend.

The final parking agreement for the 11 Park Street building is on hold at the moment.

The Hinsdale building has been sold. It is thought that a new owner will apply to construct a new four storey building on the site.

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.

1 Jackson Street is being sold in the near future. The building comes with a parking agreement with the Village. The Village attorney reviewed the Agreement and stated that the parking lease can be transferred from the current property owner to the new owner without Village approval. The property owner pays the Village \$200 per month for the parking. The current lease expires July 31<sup>st</sup> 2021 and includes a Tenant right to extend the lease a further 10 years subject to a Landlord (Village ) right to terminate..

### **Recommendation**

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



On Feb 4, 2021, at 12:58 PM, Evan Teich <[eteich@essex.org](mailto:eteich@essex.org)> wrote:

Hello all: below, Andy forwarded several questions from a resident regarding the Merger Booklet so I asked Brad to respond back to me and they are attached below. If you have any questions regarding this response-please send them to me.

**From:** Brad Luck

**Sent:** Thursday, February 4, 2021 10:45 AM

**To:** Evan Teich <[eteich@essex.org](mailto:eteich@essex.org)>

**Subject:** Re: Questions from Resident regarding merger booklet

Hi Evan-

Prior to the '20-'21 school year, the YMCA had been providing licensed after school care at Essex Elementary, Founders, and Westford schools, and Essex Junction Recreation & Parks (EJRP) had been providing licensed childcare at Hiawatha, Summit, and Fleming schools. The Essex Westford School District (EWSD) asked EJRP to operate after school programs district wide starting this school year. We began in September at all six elementary schools.

In Vermont, Child Care Resource is where eligible parents/families are able to get subsidy for licensed after school participation. Families fill out an application to determine eligibility. This process and funding is the same for all licensed childcare, regardless of the provider (whether it is us or the Y). It is a state operated program and funding stream. Program's then get paid directly based on a variety of formulas and the child's attendance.

This is the language on the Y's website: State subsidy for child care can be the most impactful for eligible families, but we also offer limited Y scholarship to help with demonstrated need.

We do not offer scholarship beyond what state subsidy provides (nor have we have had anyone ask). We find that state subsidy tends to cover those in financial need.

The Y's rates for after school care are more expensive than ours. For a child who attends the program 4-days per week this school year, our program is \$3.75 less expensive per day. Over the course of this school year, that will be equivalent to \$531 less for a child in our program vs. the Y's. Additionally, we offer a \$2.00 per day discount for any siblings. I do not see anything on the Y's site that they offer a similar discount. For a family with two children attending 4-days per week, our program would be \$1,345 less expensive over the course of this school year. As a side note - our summer day camps were \$50 less expensive per week last summer vs. the Y (there are 9 weeks of summer).

All of our licensed childcare revenues and expenses are in our program (enterprise fund), not the General Fund. This means that all direct expenses are covered by user fees.

In terms of "competing with private childcare providers," this is an interesting conversation that comes up with recreation often, as well as a function of government itself. I have many thoughts, but I will try to be concise:

- Pretty much every program that municipal recreation operates is competing with private organizations/businesses (non-profit and for profit). Zumba, yoga, childcare, basketball, summer camps, sports leagues, swim lessons....basically you name it and there is someone out there that does it. If the lens we use is to not compete with the private sector, then we should remove "recreation" from our department and simply be "parks." Maple Street and Sandhill Pool arguably compete with private swimming ventures, so those may need to go as well.
- If we use other lenses for municipal recreation programming, like providing recreational experiences for all ages, providing community opportunities for fun and celebration, offer affordable and accessible programs, provide diverse learning experiences, promote lifelong health and well-being, etc. that is where we come into play. When it comes to childcare, there is a significant and essential need in our community for children to be well cared for during out of school time. Providing this service fulfills an important need and value to our community members who are able to work and know that their children are being well taken care of, locally, at an affordable price.
- An added benefit of when municipal recreation operates programming is that the funding and resources are reinvested in our community. Whether fees for programs support staffing, equipment, supplies, or other enhancements to our facilities and/or parks, all money stays local. This is not the same for fees paid to non-profits or for profits, especially ones that may be located in another community.
- The mission, management, and financial needs are different for private organizations vs. public. Public programming is arguably more consistent and sustainable. Additionally, the public programming answers directly to the citizens. The only absolute voice that participants have with a private organization is to discontinue participation. With municipally operated programming, there are other avenues for residents to pursue service issues and have a voice. And, having the municipality provide the service throughout the community, as EWSD has, provides consistency and equity for all residents, regardless of where they live or what school they attend.
- This debate of governmental service vs. private sector competition expands well beyond Essex and recreation and has a long history. In some places rec departments operate marinas, fitness centers, and golf courses, and some local governments coordinate trash collection. For others, it is public utilities like Burlington Telecom, and on a larger scale the privatization of education, the US postal service, and the Social Security Administration have all come up. The underlying question generally is: does the facility or program provide public benefit/purpose? And, this is certainly open to interpretation.

Please let me know if you have any additional questions.

Thanks.

-Brad

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**From:** Evan Teich <[eteich@essex.org](mailto:eteich@essex.org)>  
**Sent:** Wednesday, February 3, 2021 2:30 PM  
**To:** Brad Luck <[bluck@ejrp.org](mailto:bluck@ejrp.org)>  
**Subject:** FW: Questions from Resident regarding merger booklet

Brad, could you please answer these questions( below) back to me please.

**From:** Andy Watts  
**Sent:** Wednesday, February 3, 2021 1:52 PM  
**To:** Evan Teich <[eteich@essex.org](mailto:eteich@essex.org)>; Gregory Duggan <[gduggan@ESSEX.ORG](mailto:gduggan@ESSEX.ORG)>  
**Subject:** Questions from Resident regarding merger booklet

Hi Evan and Greg,





I got a couple of questions from a resident regarding some of the content in the merger booklet. They are asking when the YMCA after school program ended. They also asked whether similar income sensitivity regarding cost was available (they say that YMCA offered reduced rates for lower income folks). They also asked why we would compete with private childcare providers. Any information you can share would be helpful. Thanks!

Best regards,  
Andy Watts  
Sent from the copier

# MEETING SCHEDULES

2/5/2021

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

<b>TOWN SELECTBOARD MEETINGS</b> 	<b>VILLAGE TRUSTEES MEETINGS</b> 	<b>JOINT MEETINGS</b>  
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