

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

REMOTE ONLY  
 Tuesday, February 8, 2022  
 6:30 PM

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

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


Phone: (802) 878-6951

This meeting will be held **REMOTE ONLY**. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Welcome new Village Finance Director, Jess Morris
  - b. \*Interview and possible appointment to Bike/Walk Advisory Committee – Aaron Todd
  - c. Second Budget Workshop including discussion of use of ARPA funds in the operating budget
  - d. Adopt FY21 Budget and Capital Programs
  - e. Consider Warning Budget Public Hearing
  - f. Discuss next steps for City Manager search and hiring committee
  - g. Discuss placing cannabis on the annual meeting ballot
  - h. Update on mask purchase initiative
  - i. Possible adoption of the Declaration of Inclusion
  - j. \*\*Sale of sewer capacity to Town of Williston
  - k. \*\*\*Discuss personnel issue
6. **CONSENT ITEMS**
  - a. Approve minutes: January 25, 2022
  - b. Consider approval of 2022 Certificate of Highway Mileage, including accepting extension of Kiln Road and adoption of Kiln Road Extension as a Village Highway
  - c. Approve Check Warrants: #17287—01/28/2022;
7. **READING FILE**
  - a. Board member comments
  - b. Memo from Dennis Lutz re: Christmas Tree Pick-up
  - c. Village Annual Meeting schedule
  - d. Village Arbor Day 2022
  - e. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. \*An executive session may be necessary to discuss the appointment of a public official
  - b. \*\*An executive session may be necessary to discuss potential contract
  - c. \*\*\*An executive session may be necessary to discuss a personnel issue
9. **ADJOURN**

*This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-1341 TTY: 7-1-1 or (800) 253-0191.*

Certification: 02/04/2022 

**Memo**

**To: Village of Essex Junction Trustees**

**From: Brad Luck, Essex Junction Recreation & Parks**

**Date: February 3, 2022**

**Re: Welcome Jess Morris, Village Finance Director**

Jess Morris officially started on Monday, February 7. Today is her second day and first time attending a Trustee meeting in her new capacity. Below is a press release about Jess. We wanted to take a minute to welcome her and for the Trustees to meet her.

This memo is informational only.

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**Village Hires Morris as Finance Director**

The Village of Essex Junction is proud to announce the hiring of Jess Morris as the new Finance Director. Jess is currently the finance director for the Town of Milton, a position she has held since 2017. She previously held positions with other organizations as a controller, business manager/treasurer, accounts payable specialist, and accounting assistant.

“We are excited to have Jess joining the Village,” said Brad Luck, Essex Junction Recreation & Parks Director and Interim Co-Manager. “She is going to be able to hit the ground running to not only manage our finances but to help work with the Town to begin the disentangling of the Village Town finances and work towards being separate.”

Jess lives in Milton with her husband and son, and grew up in Colchester. She will begin in her new role on February 7. The Village finance department will continue to operate next to the Town finance department at 81 Main Street until the departments are able to operate independently. At such time, the Village finance department will relocate to 2 Lincoln Street.

# Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Tammy Getchell, Assistant to the Manager   
**Cc:** Robin Pierce, Staff Representative  
**Re:** Interview and possible appointment of volunteer to the Bike/Walk Advisory Committee/Executive Session  
**Date:** February 1, 2022

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## Issue

The issue is to appoint a volunteer to a vacant seat on the Bike/Walk Advisory Committee.

## Discussion

The Bike/Walk Advisory Committee has a vacant seat due to a member resigning from the committee. Aaron Todd has stepped forward for consideration to sit on the committee and will be interviewed by the Trustees on February 8. For reference, the following seats are vacant:

<b>Committee</b>	<b>Openings</b>	<b>Term(s) ending</b>	<b>Status</b>
Bike/Walk Advisory Committee	2 vacant seats with 3-year terms	June 30, 2023 June 30, 2025	Advertised

In order to have a complete and thorough discussion about this topic, it would appear that an executive session may be necessary. The appointment of public officials can be a protected discussion, provided the Trustees make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decisions during the open meeting.

## Cost

None.

## Recommendation

It is recommended that the Trustees interview the candidate and appoint a volunteer to the vacant seat on the Bike/Walk Advisory Committee. If the Trustees wish to enter executive session, the following motion is recommended:

“I move that the Trustees enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313 (a)(3) and to include the Unified Manager, the Assistant Manager and the candidate.”

Print

**Volunteer Application - Village of Essex Junction Bike/Walk Advisory Committee - Submission #446**

Date Submitted: 1/25/2022

**Village of Essex Junction Bike/Walk Advisory Committee**

**Term:** Three-year term

**Appointment:** Essex Junction Board of Trustees

**Contact:** Robin Pierce, Community Development Director; [robin@essexjunction.org](mailto:robin@essexjunction.org);  
802-878-6950

The purpose of the Bike/Walk Advisory Committee is to advance Essex Junction as a friendly neighborhood community where bicycling and walking are encouraged, and where sidewalks, bike paths, multi-use paths, and other facilities are provided and maintained in order to enhance the year-round safety, accessibility, convenience, enjoyment, and health of all citizens.

The Bike/Walk Advisory Committee consists of eight members appointed by the Board of Trustees.

**APPLICATION**

**First Name\***

Aaron

**Last Name\***

Todd

**Email Address\***

[REDACTED]

**Phone Number**

[REDACTED]

**Why are you interested in volunteering for the Village Bike/Walk Advisory Committee?**

I live in the village and regularly commute by bike to work during the summer and on days I do not have to drop my daughter off at school during the warmer months. My wife and I frequently walk to the park and businesses with our children, we moved to Essex Junction because it is family friendly and we value being able to walk.

**Do you have any personal aspirations that could be enhanced by your service on this commission?**

No, I just want to give back to my community.

**Do you have any special skills, expertise, connections, or experience that you believe could be beneficial to the work of the commission?**

I am a mechanical engineer with project management training. I have been regularly commuting to work by bike for 10+ years. When I was in college I volunteered helping to build mountain bike trails at a city park.

**VERMONT PUBLIC RECORDS LAW**

Under Vermont's Public Records Act, [1 V.S.A. §§ 315-320](#), any person has the right to request inspection or copying of a public record from government agencies, including municipalities.

Documents in the possession of public officials for municipal business are classified as public records and are available to the public unless excluded under the Public Records Act.

Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the application. However, if the application contains information that the applicant considers to be trade secrets or confidential, the pages containing that information should be identified.

Please note, some information in a public record may be redacted, narrowed, or denied in accordance with State law if it could reasonably be expected to constitute an unwarranted invasion of personal privacy.

**3. SIGNATURE: By typing my full name, I authorize the information in this application, with the exception of my email address and phone number, to be included in a public meeting packet for board consideration and public interview.\***

Aaron Todd

**4. DATE SIGNED:\***

1/25/2022

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## Memorandum

**To:** Village Trustees; Evan Teich, Unified Manager  
**From:** Courtney Bushey, Interim Finance Director  
Sarah Macy, Finance Project Specialist  
**Re:** FY23 Budget Workshop and Schedule  
**Date:** January 12, 2022

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### Issue:

The issue is to continue working on the FY23 Village Budget and outline important dates between now and warning annual meeting.

### Discussion:

Changes made to the budget at the 1/11/22 budget work session included \$325,000 in ARPA funding toward the provision of government services, removing \$40,000 for the IT contract, reducing the amount of funds for manager search and hiring to \$10,000 (from \$15,000), and removing the Park Street School ventilation project. The change in the tax levy was much more reasonable but the increase in the Enterprise Administrative Fees was still quite high at about 56% increase over the prior year. This is because those fees are calculated by taking the personnel costs in the Administration and Finance Costing Centers plus the costs of operating 2 Lincoln Street and charging 50% of that to the Enterprise Funds. Those costing centers had large increases in personnel in the FY23 budget. Short of doing a time study, which would be difficult until new Village staff all get settled, I recommend a different method of determining the Enterprise Fund Admin Fees for FY23. I recommend increasing the admin fees by the same percentage that the overall General Fund budget is increasing from FY22 to FY23 which is 11.9%. This creates a much more reasonable increase in the admin fees, in the enterprise fund rates, and while it does increase the tax levy from where we had it last night the increase is still at a reasonable level.

This scenario results in the following impact on taxes and rate payers:

Total Expenditures: \$6,310,015 which is a \$668,737 or 11.9% increase over FY22  
Total Tax Levy: \$3,940,397 which is a \$194,531 or 5.2% increase over FY22  
Estimated Tax Rate: \$0.3504 which is \$0.0159 or 4.8% over FY22; estimated annual taxes for \$280k home of \$981.12 which would be \$44.52 increase from FY22 level of \$936.60.

Impact to Utility Rates: Average user would see a \$34.62 increase per year or 6.36%.

<b>Utility Charges Comparison</b>			<b>Utility Charges Comparison</b>		
<i>Residential Property using 120 gallons/Day</i>			<i>Rates</i>		
	<b>FY22</b>	<b>FY23</b>		<b>FY22</b>	<b>FY23</b>
<b>Water</b>			<b>Water</b>		
Fixed Charge, annual	\$ 122.23	\$ 130.18	Fixed Charge, annual	122.23	130.18
Usage (120 Gal/day, 5840 c.f./yr)	\$ 120.30	\$ 128.48	\$ Change	\$ 7.84	\$ 15.79
Total	\$ 242.53	\$ 258.66	% Change	6.85%	13.80%
\$ Change	\$ 12.51	\$ 28.64	Usage, per Cubic Foot	0.0206	0.022
% Change	5.44%	12.45%	\$ Change	\$ 0.0008	\$ 0.0022
			% Change	4.04%	11.11%
<b>WWTF</b>			<b>WWTF</b>		
Fixed Charge, annual	\$ 113.95	\$ 113.95	Fixed Charge, annual	113.95	113.95
Usage (120 Gal/day, 5840 c.f./yr)	\$ 62.49	\$ 62.49	\$ Change	\$ -	\$ -
Total	\$ 176.44	\$ 176.44	% Change	0.00%	0.00%
\$ Change	\$ (0.00)	\$ (0.00)	Usage, per Cubic Foot	0.0107	0.0107
% Change	0.00%	0.00%	\$ Change	\$ -	\$ -
			% Change	0.00%	0.00%
<b>Sanitation</b>			<b>Sanitation</b>		
Fixed Charge, annual	\$ 105.20	\$ 107.44	Fixed Charge, annual	105.20	107.44
Usage (120 Gal/day, 5840 c.f./yr)	\$ 35.62	\$ 36.21	\$ Change	\$ 2.57	\$ 4.81
Total	\$ 140.82	\$ 143.65	% Change	2.50%	4.69%
\$ Change	\$ 3.15	\$ 5.98	Usage, per Cubic Foot	0.0061	0.0062
% Change	2.29%	4.34%	\$ Change	\$ 0.0001	\$ 0.0002
			% Change	1.67%	3.33%
<b>Total All Utility Rates, annual</b>			<b>Total All Utility Rates, annual</b>		
	\$ 559.80	\$ 578.75			
\$ Change	\$ 15.67	\$ 34.62			
% Change	2.88%	6.36%			

**Cost:**

Cost of publishing warnings

**Recommendation:**

If the trustees are ready to hold the public hearing:

It is recommended the Trustees warn a public hearing on the FY23 Village budget for February \_\_\_\_, 2022 at 6:35pm

**Village of Essex Junction - General Fund Budget Summary**

<b>Department Name:</b>	<b>FY20 Budget</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Actual</b>	<b>FY22 Budget</b>	<b>FY23 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>
<b>Revenues</b>								
Property Taxes	3,556,422	3,556,878	3,670,039	3,671,306	3,745,866	3,940,397	194,531	5.2%
General Revenues	289,095	310,003	305,785	317,188	302,012	703,961	401,949	133.1%
Administration	50,000	50,000	50,000	50,000	50,000	50,000	-	0.0%
Community Development	35,000	40,795	25,000	27,735	28,000	39,000	11,000	39.3%
Economic Development	500	1,300	500	-	-	-	-	n/a
Fire	20	-	20	50	20	20	-	0.0%
Highway and Stormwater	1,186,376	1,220,847	1,268,811	1,268,388	1,472,880	1,547,062	74,182	5.0%
Library	15,500	15,856	15,500	15,000	15,500	15,500	-	0.0%
Recreation	32,000	32,345	32,000	22,897	27,000	12,000	(15,000)	-55.6%
Transfers and Misc.	-	158,384	-	112,391	-	-	-	n/a
Buildings	-	1,678	-	1,994	-	2,075	2,075	n/a
<b>Total General Fund</b>	<b>5,164,913</b>	<b>5,388,086</b>	<b>5,367,655</b>	<b>5,486,949</b>	<b>5,641,278</b>	<b>6,310,015</b>	<b>668,737</b>	<b>11.9%</b>

<b>Expenditures</b>								
Administration	465,314	439,097	486,997	485,539	514,791	722,102	207,311	40.3%
Buildings	240,375	244,117	253,191	279,754	281,300	285,200	3,900	1.4%
Community Development	245,294	216,323	251,288	231,088	279,840	267,977	(11,863)	-4.2%
Debt Service	313,560	313,561	202,734	202,734	199,325	195,550	(3,775)	-1.9%
Economic Development	50,350	20,093	49,500	17,600	49,250	49,250	-	0.0%
Finance	160,503	169,766	181,414	186,744	187,481	334,415	146,934	78.4%
Fire	351,860	345,430	426,880	410,849	500,623	482,738	(17,885)	-3.6%
Highway and Stormwater	1,182,376	1,137,166	1,264,811	1,339,679	1,468,880	1,555,062	86,182	5.9%
Library	731,684	727,540	751,850	706,684	778,306	871,455	93,149	12.0%
Recreation	657,867	634,304	690,879	730,704	725,654	847,138	121,484	16.7%
Transfers and Misc.	765,730	924,870	808,110	958,835	655,828	699,128	43,300	6.6%
<b>Total General Fund</b>	<b>5,164,913</b>	<b>5,172,267</b>	<b>5,367,654</b>	<b>5,550,211</b>	<b>5,641,278</b>	<b>6,310,015</b>	<b>668,737</b>	<b>11.9%</b>

surplus/deficit	(63,261.83)
use of fund balance:	21,667 governance
	<u>68,303 paving</u>
adjusted surplus/deficit:	26,708



<b>Tax Rate Calculation</b>			
	<b>FY22</b>	<b>FY23</b>	
Grand List	11,221,710	11,260,986	0.350%
Tax Stabilization Reduction	(22,648)	(15,942)	-29.610%
Total Grand List for Tax rate	11,199,062	11,245,044	0.411%
Tax Appropriation	3,755,166	3,940,397	4.933%
Village Tax Rate	0.3345	0.350400	4.753%
\$ change in rate		0.0159	
<i>average tax cost - \$280k</i>	<i>936.60</i>	<i>981.12</i>	<i>44.52</i>


Costing Center

210-00-00 - General Revenue - Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues								
010.000-Property Taxes	3,556,422	3,556,878	3,670,039	3,671,306	3,745,866	3,940,397	194,531	5.2%
020.001-PILOT - Tax Agreements	6,700	6,772	6,700	6,772	6,700	6,700	-	0.0%
020.022-Rents and Royalties	2,400	2,850	2,400	2,900	2,400	2,400	-	0.0%
020.054-Admin Fee - Water	107,998	107,998	114,674	114,674	112,565	125,960	13,395	11.9%
020.055-Admin Fee - WWTF	53,999	53,999	57,337	57,337	56,282	62,980	6,698	11.9%
020.056-Admin Fee - Sanitation	107,998	107,998	114,674	114,674	112,565	125,960	13,395	11.9%
042.001-PILOT Revenue	4,500	3,647	4,500	4,929	4,500	4,500	-	0.0%
060.000-Interest Income	2,500	5,073	2,500	3,525	3,000	3,000	-	0.0%
080.001-State District Court Fines	1,000	2,703	1,000	5,178	2,000	2,000	-	0.0%
ARPA Revenue	-	-	-	-	-	325,000	325,000	n/a
098.000-Miscellaneous Revenue	2,000	18,963	2,000	7,199	2,000	2,000	-	0.0%
099.000-Use of Fund Balance/Reserves	-	-	-	-	-	43,461	43,461	n/a
<b>Total Revenues</b>	<b>3,845,517</b>	<b>3,866,881</b>	<b>3,975,824</b>	<b>3,988,494</b>	<b>4,047,878</b>	<b>4,644,358</b>	<b>596,480</b>	<b>14.7%</b>
Net Village General Fund	3,845,517	3,866,881	3,975,824	3,988,494	4,047,878	4,644,358	596,480	14.7%

Notes on major changes:

1. Adjusted the Admin Fee to have the same increase as the overall budget
2. Use ARPA to offset

Costing Center

210-10-10 - Administration, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	50,000	50,000	50,000	50,000	50,000	50,000	-	0.0%
<b>Total Revenues</b>	<b>50,000</b>	<b>50,000</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	164,294	157,864	180,929	179,659	199,124	388,554	189,430	95.1%
120.000-Part Time Salaries	4,798	899	4,798	-	5,200	-	(5,200)	-100.0%
130.000-Overtime	-	-	-	3,459	-	-	-	n/a
150.000-Shared Employee Expense	90,386	90,386	92,133	92,133	92,687	-	(92,687)	-100.0%
190.000-Board member payments	2,500	2,500	2,500	2,500	23,800	25,000	1,200	5.0%
210.000-Group Insurance	90,186	72,274	94,089	58,184	61,951	112,564	50,613	81.7%
220.000-Social Security	14,382	14,910	14,399	14,384	15,896	30,211	14,315	90.1%
230.000-Retirement	18,321	16,887	20,022	19,461	19,911	35,060	15,149	76.1%
290.000-Other Employee Benefits	1,600	-	-	-	980	1,350	370	37.8%
320.000-Legal Services	17,000	11,628	22,000	41,332	22,000	40,000	18,000	81.8%
330.000-Professional Services	1,000	4,100	1,000	7,800	1,000	6,000	5,000	500.0%
340.000-Technical Services	2,220	808	3,824	4,791	-	4,100	4,100	n/a
442.000-Rental of Vehicles or Equipment	4,000	3,620	4,203	2,721	4,250	4,250	-	0.0%
500.000-Training, Conferences, Dues	6,000	1,934	6,000	1,605	1,750	1,750	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	10,370	9,520	(850)	-8.2%
530.000-Communications	22,492	26,438	22,500	25,794	21,972	23,123	1,151	5.2%
540.000-Advertising	-	-	-	-	-	500	500	n/a
550.000-Printing and Binding	3,000	916	3,000	2,050	3,000	3,000	-	0.0%
560.000-Postage	500	1,070	500	1,130	500	1,200	700	140.0%
570.000-Other Purchased Services	11,000	10,000	200	-	15,000	7,500	(7,500)	-50.0%
580.000-Travel	300	112	300	-	300	300	-	0.0%
610.000-General Supplies	5,000	1,708	5,000	1,052	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	8,623	5,500	455	5,500	5,500	-	0.0%
820.000-Election Expenses	1,500	12,213	1,500	24,107	2,000	15,020	13,020	651.0%
845.000-Employee/Volunteer Recognition	835	207	2,600	312	2,600	2,600	-	0.0%
900.000-Transfer between Town/Village	-	-	-	2,608	-	-	-	n/a
<b>Total Expenditure</b>	<b>465,314</b>	<b>439,097</b>	<b>486,997</b>	<b>485,539</b>	<b>514,791</b>	<b>722,102</b>	<b>207,311</b>	<b>40.3%</b>
Net Village General Fund	(415,314)	(389,097)	(436,997)	(435,539)	(464,791)	(672,102)	(207,311)	44.6%

Notes on major changes:

1. Addition of a full time manager \$183k
2. Asst. Manager/HR took place of admin assistant

Costing Center

210-16-10 - Community Development, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
030.008-License and Zoning Fees	35,000	40,795	25,000	27,735	28,000	39,000	11,000	39.3%
<b>Total Revenues</b>	<b>35,000</b>	<b>40,795</b>	<b>25,000</b>	<b>27,735</b>	<b>28,000</b>	<b>39,000</b>	<b>11,000</b>	<b>39.3%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	151,846	153,596	157,800	162,549	165,243	169,546	4,303	2.6%
130.000-Overtime	-	-	-	109	-	-	-	n/a
190.000-Board member payments	3,600	3,450	3,600	3,600	6,000	7,200	1,200	20.0%
210.000-Group Insurance	23,680	20,560	24,636	19,447	24,260	24,518	258	1.1%
220.000-Social Security	11,616	12,311	12,072	12,920	13,153	13,758	605	4.6%
230.000-Retirement	15,185	15,262	15,780	15,889	16,524	16,955	431	2.6%
290.000-Other Employee Benefits	-	-	-	-	700	700	-	0.0%
320.000-Legal Services	12,000	(490)	6,000	546	6,000	6,000	-	0.0%
330.000-Professional Services	8,000	1,008	12,000	3,220	27,000	7,000	(20,000)	-74.1%
340.000-Technical Services	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	2,000	492	4,000	1,354	3,000	3,000	-	0.0%
530.000-Communications	567	1,158	600	1,301	1,260	1,300	40	3.2%
540.000-Advertising	-	-	-	-	-	-	-	n/a
550.000-Printing and Binding	3,000	2,884	2,500	224	3,000	3,000	-	0.0%
560.000-Postage	700	40	700	-	100	100	-	0.0%
580.000-Travel	2,600	2,527	2,600	2,440	2,600	3,900	1,300	50.0%
610.000-General Supplies	2,000	548	2,000	264	1,000	1,000	-	0.0%
750.000-Machinery and Equipment	1,500	-	-	-	-	-	-	n/a
810.111-Bike/Walk Committee	7,000	2,977	7,000	7,225	10,000	10,000	-	0.0%
<b>Total Expenditure</b>	<b>245,294</b>	<b>216,323</b>	<b>251,288</b>	<b>231,088</b>	<b>279,840</b>	<b>267,977</b>	<b>(11,863)</b>	<b>-4.2%</b>
Net Village General Fund	(210,294)	(175,528)	(226,288)	(203,353)	(251,840)	(228,977)	22,863	-9.1%

Notes on major changes:

Costing Center

210-95-00 - Debt, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
950.902-EJRP Principal	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	2,843	2,843	-	-	-	-	-	n/a
955.903-Capital Imp Interest	70,582	70,583	67,599	67,599	64,190	60,415	(3,775)	-5.9%
<b>Total Expenditure</b>	<b>313,560</b>	<b>313,561</b>	<b>202,734</b>	<b>202,734</b>	<b>199,325</b>	<b>195,550</b>	<b>(3,775)</b>	<b>-1.9%</b>
Net Village General Fund	(313,560)	(313,561)	(202,734)	(202,734)	(199,325)	(195,550)	3,775	-1.9%

Costing Center

210-17-10 - Economic Development, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues								
050.151-Donations: Block Party	500	1,300	500	-	-	-	-	n/a
<b>Total Revenues</b>	<b>500</b>	<b>1,300</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
Expenditure								
800.000-Appropriations to other agencies	9,500	7,681	9,500	7,422	9,250	9,250	-	0.0%
831.000-Special or New Programs	2,500	1,500	2,500	6,229	2,500	2,500	-	0.0%
850.000-Community Events and Celebrations	18,350	10,912	17,500	3,291	17,500	17,500	-	0.0%
899.000-Matching Grant Funds	20,000	-	20,000	658	20,000	20,000	-	0.0%
<b>Total Expenditure</b>	<b>50,350</b>	<b>20,093</b>	<b>49,500</b>	<b>17,600</b>	<b>49,250</b>	<b>49,250</b>	<b>-</b>	<b>0.0%</b>
Net Village General Fund	(49,850)	(18,793)	(49,000)	(17,600)	(49,250)	(49,250)	-	0.0%

Costing Center

210-13-10 - Finance, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
110.000-Regular Salaries	52,327	56,625	56,246	61,307	59,668	147,910	88,242	147.9%
130.000-Overtime	2,500	877	2,750	1,318	-	2,667	2,667	n/a
210.000-Group Insurance	6,334	5,989	6,365	6,205	5,699	30,146	24,447	429.0%
220.000-Social Security	4,221	4,758	4,513	5,166	4,901	11,921	7,020	143.2%
230.000-Retirement	5,283	5,557	5,625	5,682	5,967	14,791	8,824	147.9%
250.000-Unemployment Insurance	1,520	3,757	1,520	1,771	1,720	3,300	1,580	91.9%
260.000-Workers Comp insurance	6,154	14,618	16,500	15,310	18,500	18,500	-	0.0%
290.000-Other Employee Benefits	-	-	-	-	350	700	350	100.0%
330.000-Professional Services	-	-	-	-	-	5,000	5,000	n/a
335.000-Audit	6,256	7,505	7,500	7,681	7,500	9,500	2,000	26.7%
500.000-Training, Conferences, Dues	170	56	250	478	250	500	250	100.0%
505.000-Technology Subscription, Licenses	-	-	-	-	6,901	12,500	5,599	81.1%
520.000-Insurance	74,720	68,548	75,000	76,088	75,725	76,680	955	1.3%
570.000-Other Purchased Services	768	1,265	4,895	5,288	-	-	-	n/a
580.000-Travel	100	-	100	-	100	100	-	0.0%
610.000-General Supplies	150	211	150	453	200	200	-	0.0%
<b>Total Expenditure</b>	<b>160,503</b>	<b>169,766</b>	<b>181,414</b>	<b>186,744</b>	<b>187,481</b>	<b>334,415</b>	<b>146,934</b>	<b>78.4%</b>
Net Village General Fund	(160,503)	(169,766)	(181,414)	(186,744)	(187,481)	(334,415)	(146,934)	78.4%

Notes on major changes:

1. Addition of a finance director



Costing Center

210-25-10 - Fire, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
098.000-Miscellaneous Revenue	20	-	20	50	20	20	-	0.0%
<b>Total Revenues</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>50</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>								
120.000-Part Time Salaries	206,000	179,540	186,000	165,592	194,250	212,256	18,006	9.3%
210.000-Group Insurance	3,600	3,527	3,600	3,506	3,600	3,600	-	0.0%
220.000-Social Security	15,392	11,866	14,436	12,630	14,859	17,768	2,909	19.6%
260.000-Workers Comp insurance	28,624	24,076	30,050	17,878	26,000	20,000	(6,000)	-23.1%
290.000-Other Employee Benefits	864	864	864	984	864	2,064	1,200	138.9%
330.000-Professional Services	6,800	7,291	9,500	4,772	9,000	7,000	(2,000)	-22.2%
430.000-R&M Vehicles and Equipment	24,000	52,707	32,250	16,222	32,250	32,250	-	0.0%
431.000-R&M Buildings and Grounds	15,480	9,209	15,480	15,808	15,000	-	(15,000)	-100.0%
500.000-Training, Conferences, Dues	4,000	989	4,000	3,302	4,000	4,000	-	0.0%
505.000-Technology Subscription, licenses	-	-	-	-	-	4,000	4,000	n/a
530.000-Communications	2,600	2,522	2,600	2,062	2,600	2,600	-	0.0%
570.000-Other Purchased Services	-	-	-	-	-	11,000	11,000	n/a
610.000-General Supplies	1,000	1,985	1,000	2,825	1,000	2,000	1,000	100.0%
611.000-Small Tools and Equipment	1,500	2,602	1,500	282	1,500	1,500	-	0.0%
612.000-Uniforms	24,000	22,759	25,000	27,762	26,000	27,000	1,000	3.8%
613.000-Program Supplies	3,000	963	3,100	6,193	3,600	4,500	900	25.0%
750.000-Machinery and Equipment	15,000	24,530	97,500	131,031	57,500	18,000	(39,500)	-68.7%
920.000-Transfer between funds (capital)	-	-	-	-	108,600	113,200	4,600	4.2%
<b>Total Expenditure</b>	<b>351,860</b>	<b>345,430</b>	<b>426,880</b>	<b>410,849</b>	<b>500,623</b>	<b>482,738</b>	<b>(17,885)</b>	<b>-3.6%</b>
Net Village General Fund	(351,840)	(345,430)	(426,860)	(410,799)	(500,603)	(482,718)	17,885	-3.6%

Notes on major changes:

1. Step increase program \$40k; to start Jan 1st reduce to \$20k

Costing Center

210-40-12 - PW, Highways Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	1,113,329	1,149,130	1,192,960	1,191,960	1,392,627	1,465,044	72,417	5.2%
098.000-Miscellaneous Revenue	4,000	2,670	4,000	4,577	4,000	4,000	-	0.0%
<b>Total Revenues</b>	<b>1,117,329</b>	<b>1,151,800</b>	<b>1,196,960</b>	<b>1,196,537</b>	<b>1,396,627</b>	<b>1,469,044</b>	<b>72,417</b>	<b>5.2%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	182,235	185,390	190,202	189,749	196,303	218,436	22,133	11.3%
120.000-Part Time Salaries	26,981	15,229	27,388	8,727	29,614	14,363	(15,251)	-51.5%
130.000-Overtime	17,300	16,994	18,300	12,563	17,418	18,198	780	4.5%
210.000-Group Insurance	75,918	69,855	78,989	79,651	87,740	96,660	8,920	10.2%
220.000-Social Security	17,328	16,729	18,046	16,207	18,705	19,293	588	3.1%
230.000-Retirement	18,235	11,958	19,020	18,691	19,632	21,604	1,972	10.0%
250.000-Unemployment Insurance	100	136	300	435	375	500	125	33.3%
260.000-Workers Comp insurance	20,275	19,255	20,275	10,094	18,350	11,146	(7,204)	-39.3%
290.000-Other Employee Benefits	-	-	-	-	1,190	1,190	-	0.0%
330.000-Professional Services	15,000	8,301	16,000	18,885	17,000	17,000	-	0.0%
410.000-Water and Sewer Charges	2,000	2,319	2,500	2,389	2,500	2,500	-	0.0%
422.000-Snow Removal	20,000	6,113	20,000	6,894	20,000	15,000	(5,000)	-25.0%
425.000-Trash Removal	8,500	8,339	9,000	8,636	9,000	9,000	-	0.0%
430.000-R&M Vehicles and Equipment	26,500	37,537	28,000	50,358	32,000	36,000	4,000	12.5%
431.000-R&M Buildings and Grounds	10,000	14,024	10,000	7,914	10,000	10,000	-	0.0%
441.000-Rental of Land or Buildings	12,890	11,785	12,890	14,499	13,000	13,000	-	0.0%
442.000-Rental of Vehicles or Equipment	2,500	4,323	3,000	2,973	3,000	3,000	-	0.0%
451.000-Summer Construction Services	210,000	141,697	255,800	304,457	270,000	280,000	10,000	3.7%
500.000-Training, Conferences, Dues	500	872	500	1,500	1,000	1,000	-	0.0%
520.000-Insurance	11,667	13,023	13,750	14,137	14,000	14,650	650	4.6%
521.000-Insurance Deductibles	1,000	2,189	1,000	300	1,000	1,000	-	0.0%
530.000-Communications	3,500	3,714	3,800	3,028	4,000	4,000	-	0.0%
540.000-Advertising	500	200	500	365	500	500	-	0.0%
571.000-Streetscape Maintenance	18,500	22,713	11,500	19,915	18,500	18,500	-	0.0%
572.000-Traffic Control	13,500	27,038	16,000	33,188	17,000	33,000	16,000	94.1%
573.000-Sidewalk and Curb Maintenance	5,000	5,604	5,500	11,299	6,000	6,000	-	0.0%
575.000-Storm Sewer Maintenance	15,000	14,301	15,000	20,512	20,000	25,000	5,000	25.0%
600.000-Salt, Sand and Gravel	121,000	140,754	125,000	128,892	135,000	135,000	-	0.0%
605.000-Summer Construction Supplies	24,000	42,468	24,000	44,168	24,000	45,000	21,000	87.5%
610.000-General Supplies	24,000	25,744	26,000	25,868	30,000	30,000	-	0.0%

Costing Center

210-40-12 - PW, Highways Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
610.200-Streetlight Supplies	12,000	9,463	12,000	20,852	12,000	15,000	3,000	25.0%
612.000-Uniforms	6,000	5,461	6,500	5,364	6,500	6,500	-	0.0%
621.000-Natural Gas/Heating	4,000	2,999	4,000	2,986	4,000	4,104	104	2.6%
622.000-Electricity	4,200	3,648	4,200	3,281	4,200	4,200	-	0.0%
622.200-Streetlight Electricity	128,200	137,087	132,000	132,437	134,000	134,000	-	0.0%
626.000-Gasoline	35,000	30,972	38,000	23,777	38,000	38,000	-	0.0%
750.000-Machinery and Equipment	10,000	2,934	14,000	9,971	7,000	7,000	-	0.0%
810.112-Tree Advisory Committee	10,000	7,635	10,000	9,124	10,000	10,000	-	0.0%
920.000-Transfer between funds (capital)	-	-	-	-	140,100	145,700	5,600	4.0%
<b>Total Expenditure</b>	<b>1,113,329</b>	<b>1,068,803</b>	<b>1,192,960</b>	<b>1,264,086</b>	<b>1,392,627</b>	<b>1,465,044</b>	<b>72,417</b>	<b>5.2%</b>
Net Village General Fund	4,000	82,997	4,000	(67,549)	4,000	4,000	-	0.0%

Notes on major changes:

1. The WWTF part time admin position has been moved to full time; partially paid here
2. Increase in traffic control to come up to actual cost of line striping
3. Increase to summer construction for additional paving

Costing Center

210-40-13 - PW, Stormwater Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	69,047	69,047	71,851	71,851	76,253	78,018	1,765	2.3%
<b>Total Revenues</b>	<b>69,047</b>	<b>69,047</b>	<b>71,851</b>	<b>71,851</b>	<b>76,253</b>	<b>78,018</b>	<b>1,765</b>	<b>2.3%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	45,487	45,325	47,232	48,938	48,979	51,159	2,180	4.5%
120.000-Part Time Salaries	-	565	-	-	-	-	-	n/a
210.000-Group Insurance	12,298	12,304	12,815	15,696	15,144	15,319	175	1.2%
220.000-Social Security	3,480	3,513	3,613	3,952	3,761	3,929	168	4.5%
230.000-Retirement	4,549	4,104	4,723	4,758	4,898	5,116	218	4.5%
250.000-Unemployment Insurance	5	22	30	40	35	35	-	0.0%
260.000-Workers Comp insurance	3,228	2,530	3,438	2,210	3,250	2,274	(976)	-30.0%
290.000-Other Employee Benefits	-	-	-	-	186	186	-	0.0%
899.000-Matching Grant Funds	-	-	-	-	-	12,000	12,000	n/a
<b>Total Expenditure</b>	<b>69,047</b>	<b>68,363</b>	<b>71,851</b>	<b>75,594</b>	<b>76,253</b>	<b>90,018</b>	<b>13,765</b>	<b>18.1%</b>
Net Village General Fund	-	684	-	(3,743)	-	(12,000)	-	n/a

Notes on major changes:

1. Added \$12k not funded by Town for matching grant funds

Costing Center

210-30-12 - EJRP, Parks and Facilities

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
110.000-Regular Salaries	101,109	105,211	105,360	111,666	109,856	116,177	6,321	5.8%
120.000-Part Time Salaries	20,500	20,021	22,798	27,308	25,240	25,240	-	0.0%
130.000-Overtime	-	-	-	14	-	-	-	n/a
210.000-Group Insurance	26,097	21,418	27,076	25,976	35,851	36,266	415	1.2%
220.000-Social Security	9,303	9,934	9,804	10,739	10,389	10,871	482	4.6%
230.000-Retirement	10,111	10,210	10,536	10,570	10,985	11,618	633	5.8%
290.000-Other Employee Benefits	-	-	-	-	700	700	-	0.0%
330.000-Professional Services	5,725	5,313	6,100	11,046	5,300	6,000	700	13.2%
431.000-R&M Buildings and Grounds	11,073	14,037	11,739	3,493	12,559	12,559	-	0.0%
441.000-Rental of Land or Buildings	500	500	500	550	500	500	-	0.0%
442.000-Rental of Vehicles or Equipment	1,800	1,946	1,980	5,694	2,160	2,178	18	0.8%
500.000-Training, Conferences, Dues	4,144	253	4,302	607	4,098	4,098	-	0.0%
610.000-General Supplies	14,685	20,587	16,489	33,547	18,632	20,495	1,863	10.0%
<b>Total Expenditure</b>	<b>205,047</b>	<b>209,430</b>	<b>216,684</b>	<b>241,210</b>	<b>236,270</b>	<b>246,702</b>	<b>10,432</b>	<b>4.4%</b>
Net Village General Fund	(205,047)	(209,430)	(216,684)	(241,210)	(236,270)	(246,702)	(10,432)	4.4%

Costing Center

210-30-10 - EJRP, Administration

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
020.000-Charges for Services	20,000	20,345	20,000	10,897	15,000	12,000	(3,000)	-20.0%
090.000-Transfer between Town/Village	12,000	12,000	12,000	12,000	12,000	-	(12,000)	-100.0%
<b>Total Revenues</b>	<b>32,000</b>	<b>32,345</b>	<b>32,000</b>	<b>22,897</b>	<b>27,000</b>	<b>12,000</b>	<b>(15,000)</b>	<b>-55.6%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	234,240	234,243	244,792	242,649	264,146	343,451	79,305	30.0%
120.000-Part Time Salaries	8,800	3,726	-	13,126	-	-	-	n/a
210.000-Group Insurance	112,676	98,264	125,468	114,560	118,163	151,475	33,312	28.2%
220.000-Social Security	18,593	18,511	18,727	19,673	20,308	26,409	6,101	30.0%
230.000-Retirement	26,003	26,341	27,182	26,830	26,415	33,508	7,093	26.9%
290.000-Other Employee Benefits	-	-	-	-	1,312	1,750	438	33.4%
330.000-Professional Services	8,220	12,406	21,742	12,799	18,622	5,820	(12,802)	-68.7%
500.000-Training, Conferences, Dues	10,288	2,838	8,453	2,348	8,147	6,098	(2,049)	-25.2%
505.000-Technology Subscription, Licenses	9,540	11,901	6,000	27,130	4,440	4,440	-	0.0%
530.000-Communications	11,960	5,728	9,831	5,628	9,831	9,485	(346)	-3.5%
540.000-Advertising	-	-	-	-	3,000	3,000	-	0.0%
550.000-Printing and Binding	3,500	1,702	3,000	5,349	-	-	-	n/a
561.000-Credit Card Processing Fees	-	324	-	380	-	-	-	n/a
610.000-General Supplies	5,000	4,890	5,000	15,020	5,000	5,000	-	0.0%
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	6,000	6,000	-	0.0%
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
<b>Total Expenditure</b>	<b>452,820</b>	<b>424,874</b>	<b>474,195</b>	<b>489,494</b>	<b>489,384</b>	<b>600,436</b>	<b>111,052</b>	<b>22.7%</b>
Net Village General Fund	(420,820)	(392,529)	(442,195)	(466,597)	(462,384)	(588,436)	(126,052)	27.3%

Costing Center

210-35-10 - Brownell Library

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 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	856	500	-	500	500	-	0.0%
<b>Total Revenues</b>	<b>15,500</b>	<b>15,856</b>	<b>15,500</b>	<b>15,000</b>	<b>15,500</b>	<b>15,500</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	328,509	356,167	328,850	335,921	335,587	395,708	60,121	17.9%
120.000-Part Time Salaries	107,654	94,135	108,415	85,454	113,490	108,328	(5,162)	-4.5%
210.000-Group Insurance	119,148	110,384	134,104	118,598	134,722	160,273	25,551	19.0%
220.000-Social Security	33,336	34,519	33,451	32,178	34,622	38,720	4,098	11.8%
230.000-Retirement	32,537	32,980	32,580	32,632	33,385	38,526	5,141	15.4%
290.000-Other Employee Benefits	-	-	-	-	2,100	2,100	-	0.0%
340.000-Technical Services	4,000	3,917	4,000	1,232	4,000	4,000	-	0.0%
442.000-Rental of Vehicles or Equipment	-	1,871	1,500	2,484	1,900	2,500	600	31.6%
500.000-Training, Conferences, Dues	4,000	3,156	4,000	2,007	4,000	4,000	-	0.0%
505.000-Technology Subscription, Licenses	6,200	7,034	7,700	7,744	10,000	10,500	500	5.0%
530.000-Communications	-	-	-	-	-	600	600	n/a
540.000-Advertising	500	-	700	-	700	700	-	0.0%
560.000-Postage	3,500	1,633	2,500	2,265	2,500	3,000	500	20.0%
610.000-General Supplies	14,000	9,178	13,500	7,394	13,500	13,500	-	0.0%
640.201-Adult Collection	40,000	37,742	41,500	38,486	44,000	47,200	3,200	7.3%
640.202-Juvenile Collection	20,000	17,503	20,750	19,619	22,000	22,500	500	2.3%
651.000-Technology Supplies	-	-	-	-	-	-	-	n/a
730.000-Buildings and Improvements	-	-	-	-	-	-	-	n/a
735.000-Technology: Hardware, Software, Equipment	8,000	7,653	8,000	6,889	8,000	8,000	-	0.0%
750.000-Machinery and Equipment	4,000	4,307	4,000	8,200	7,500	5,000	(2,500)	-33.3%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
840.201-Adult Programs	1,000	200	1,000	863	1,000	1,000	-	0.0%
840.202-Childrens Programs	4,500	4,419	4,500	4,306	4,500	4,500	-	0.0%
845.000-Employee/Volunteer Recognition	800	742	800	412	800	800	-	0.0%
<b>Total Expenditure</b>	<b>731,684</b>	<b>727,540</b>	<b>751,850</b>	<b>706,684</b>	<b>778,306</b>	<b>871,455</b>	<b>93,149</b>	<b>12.0%</b>
Net Village General Fund	(716,184)	(711,684)	(736,350)	(691,684)	(762,806)	(855,955)	(93,149)	12.2%

Notes on major changes:

1. Move Tech Services Assistant from part time to full time
2. Addition of 6 hours/week of sub time to cover Saturdays

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
090.000-Transfer between Town/Village	-	1,678	-	1,994	-	2,075	2,075	n/a
<b>Total Revenues</b>	-	<b>1,678</b>	-	<b>1,994</b>	-	<b>2,075</b>	<b>2,075</b>	<b>n/a</b>
<b>Expenditure</b>								
400.000-Contracted Services	9,000	9,236	9,000	12,148	9,000	11,000	2,000	22.2%
410.000-Water and Sewer Charges	1,000	517	1,000	619	500	600	100	20.0%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	600	-	(600)	-100.0%
431.000-R&M Buildings and Grounds	11,800	11,682	11,800	11,644	20,000	20,000	-	0.0%
530.000-Communications	3,676	5,248	3,700	5,371	4,500	5,000	500	11.1%
610.000-General Supplies	2,000	1,057	2,000	631	1,700	1,500	(200)	-11.8%
621.000-Natural Gas/Heating	6,400	4,763	6,400	5,523	4,800	5,000	200	4.2%
622.000-Electricity	7,500	7,681	7,500	5,981	7,500	11,000	3,500	46.7%
755.000-Furniture and Fixtures	2,000	554	2,000	-	500	2,000	1,500	300.0%
<b>Total Expenditure</b>	<b>43,376</b>	<b>40,738</b>	<b>43,400</b>	<b>41,917</b>	<b>49,100</b>	<b>56,100</b>	<b>7,000</b>	<b>14.3%</b>
Net Village General Fund	(43,376)	(39,060)	(43,400)	(39,923)	(49,100)	(54,025)	(4,925)	10.0%



Costing Center

210-41-21 - Buildings - Brownell Library

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	34,000	30,277	34,000	32,247	30,000	30,000	-	0.0%
410.000-Water and Sewer Charges	900	616	900	617	600	600	-	0.0%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	24,625	18,501	28,625	27,548	20,000	20,000	-	0.0%
530.000-Communications	1,400	1,475	1,500	1,465	1,500	1,500	-	0.0%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	7,400	5,841	7,400	5,993	6,000	6,000	-	0.0%
622.000-Electricity	15,000	13,604	15,000	9,179	13,700	13,700	-	0.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>83,325</b>	<b>70,314</b>	<b>87,425</b>	<b>77,049</b>	<b>71,800</b>	<b>71,800</b>	-	<b>0.0%</b>
Net Village General Fund	(83,325)	(70,314)	(87,425)	(77,049)	(71,800)	(71,800)	-	0.0%

Costing Center

210-41-22 - Buildings - Village Fire Station

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	-	-	-	-	500	500	-	0.0%
410.000-Water and Sewer Charges	500	576	500	432	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	10,955	12,000	8,683	15,000	9,500	(5,500)	-36.7%
530.000-Communications	2,115	2,366	2,115	2,743	2,200	2,200	-	0.0%
610.000-General Supplies	2,000	2,432	2,000	1,223	1,700	1,500	(200)	-11.8%
621.000-Natural Gas/Heating	4,800	3,384	4,800	2,708	3,500	3,500	-	0.0%
622.000-Electricity	7,300	7,681	7,300	6,679	7,500	4,000	(3,500)	-46.7%
626.000-Gasoline	6,000	4,201	6,000	2,819	5,000	5,000	-	0.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>28,715</b>	<b>31,595</b>	<b>34,715</b>	<b>25,286</b>	<b>35,900</b>	<b>26,700</b>	<b>(9,200)</b>	<b>-25.6%</b>
Net Village General Fund	(28,715)	(31,595)	(34,715)	(25,286)	(35,900)	(26,700)	9,200	-25.6%

note from Tom: there is a structural crack in the back of the building

Costing Center

210-41-23 - Buildings - Park Street School

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	-	681	-	906	600	1,000	400	66.7%
410.000-Water and Sewer Charges	650	783	650	1,166	700	700	-	0.0%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	600	3,464	600	7,241	25,000	-	(25,000)	-100.0%
530.000-Communications	2,520	2,359	2,550	3,157	2,300	3,000	700	30.4%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	3,300	2,807	3,300	3,118	3,000	3,000	-	0.0%
622.000-Electricity	4,000	4,385	4,000	4,740	4,400	4,400	-	0.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>11,070</b>	<b>14,479</b>	<b>11,100</b>	<b>20,328</b>	<b>36,000</b>	<b>12,100</b>	<b>(23,900)</b>	<b>-66.4%</b>
Net Village General Fund	(11,070)	(14,479)	(11,100)	(20,328)	(36,000)	(12,100)	23,900	-66.4%

Costing Center

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

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Expenditure</b>								
400.000-Contracted Services	19,200	31,692	21,840	52,029	30,000	30,000	-	0.0%
410.000-Water and Sewer Charges	5,199	6,487	5,200	8,523	5,500	7,000	1,500	27.3%
420.000-Cleaning Services	-	-	-	-	-	-	-	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a
431.000-R&M Buildings and Grounds	3,600	225	3,600	4,423	4,000	30,000	26,000	650.0%
530.000-Communications	5,340	6,108	5,350	9,598	6,000	6,500	500	8.3%
610.000-General Supplies	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	6,960	4,457	6,960	6,523	4,500	6,500	2,000	44.4%
622.000-Electricity	30,489	36,782	30,500	32,822	37,000	37,000	-	0.0%
626.000-Gasoline	3,101	1,240	3,101	1,257	1,500	1,500	-	0.0%
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>73,889</b>	<b>86,991</b>	<b>76,551</b>	<b>115,175</b>	<b>88,500</b>	<b>118,500</b>	<b>30,000</b>	<b>33.9%</b>
Net Village General Fund	(73,889)	(86,991)	(76,551)	(115,175)	(88,500)	(118,500)	(30,000)	33.9%

Notes on major changes:

1. roof repairs

Costing Center

210-90-00 - Transfers and Misc

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
050.000-Donation Revenue	-	9,235	-	6,973	-	-	-	n/a
Grant Revenue	-	149,149	-	105,418	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>	-	<b>158,384</b>	-	<b>112,391</b>	-	-	-	<b>n/a</b>
<b>Expenditure</b>								
Grant Expenses	-	161,301	-	82,638	-	-	-	n/a
Donation Expenses	-	7,839	-	5,389	-	-	-	n/a
920.000-Transfer between funds (capital)								
Capital Transfer	365,414	365,414	401,955	401,955	462,248	531,585	69,337	15.0%
Rolling Stock Transfer	233,700	223,700	238,700	238,624	-	-	-	n/a
Buildings Transfer	50,000	50,000	50,000	112,774	75,000	50,000	(25,000)	-33.3%
EJRP Capital Transfer	111,616	111,616	112,455	112,455	113,580	112,543	(1,037)	-0.9%
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>765,730</b>	<b>924,870</b>	<b>808,110</b>	<b>958,835</b>	<b>655,828</b>	<b>699,128</b>	<b>43,300</b>	<b>6.6%</b>
Net Village General Fund	(765,730)	(766,486)	(808,110)	(846,444)	(655,828)	(699,128)	(43,300)	6.6%

Notes on major changes:

1. 15% increase per recommendation of capital committee
2. back to \$50k buildings transfer

Village Rolling Stock Fund

Inflation: 5%

Highways	Make/Model	Year	Veh #	Replacement			Replacement Year	Replacement cost
				Value	Trade in Value	Net Cost		
Jetter Vac Truck	Vac-On	2010	8	84,500	15,000	69,500	2022	136,750
Pickup	Chevy Silverado	2013	4	31,000	1,000	30,000	2024	52,021
Dumptruck - Diesel	International	2012	7	145,000	12,000	133,000	2024	248,399
4wd Pickup	Chevy Silverado	2016	3	33,148	15,000	18,148	2025	36,423
Dumptruck - Diesel	Frieghtliner	2013	5	145,000	12,000	133,000	2025	248,399
Sidewalk Plow - Skid Steer	Cat	2001	12	51,000	5,000	46,000	2026	167,704
Dumptruck - Diesel	Frieghtliner	2016	34	146,701	20,000	126,701	2026	218,960
Dumptruck - Diesel	Frieghtliner	2014	6	145,000	12,000	133,000	2027	261,419
Sidewalk Plow	Prinoth PW4S	2017	10	148,000	20,000	128,000	2027	221,076
Pickup 4wd 1 ton	Chevy Silverado	2019	15	42,848	15,000	27,848	2028	51,471
Compressor	Sullair	2017	13	14,880	2,500	12,380	2028	22,950
4wd Pickup	Chevy Silverado	2019	1	42,848	15,000	27,848	2029	54,795
Wheel Loader	Neuson Wacker	2019	38	600,020	5,000	595,020	2029	972,369
Trailer Mounted Boom Lift		2019	35	31,800	5,000	26,800	2029	46,799
Sidewalk Plow	Prinoth SW50S	2021	11	118,500	18,000	100,500	2030	165,832
Loader	Cat	2014	9	121,500	25,000	96,500	2031	253,480
Vacuum Sweeper	Johnston	2013	16	225,000	10,000	215,000	2032	558,564

Fire	Make/Model	Year	Veh #	Replacement			Replacement Year	Replacement cost
				Value	Trade in Value	Net Cost		
Pickup	Ford	2019	8C9	53,600	3,500	50,100	2032	97,571
Pumper	Pierce	2018	8E7	600,223	40,000	560,223	2039	1,632,199
Pumper	KME	2008	8E5	564,202	50,000	514,202	2029	1,521,846
Ladder	Pierce	2012	8L3	830,000	80,000	750,000	2034	2,347,966

	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>	140,668	295,682	380,714	461,341	720,041	688,321	682,198	584,234	400,438
<b>Debt Payments</b>									
Fire Truck Note	(32,445)	(30,000)	(31,023)						
<b>Planned Spending</b>	(55,069)	(131,339)	(137,500)						
Highway				-	(300,420)	(284,823)	(386,665)	(482,496)	(74,421)
Fire				-	-	-	-	-	-
<b>Transfer from General Fund:</b>									
Highway Contribution	233,624	238,624	140,100	145,500	150,900	156,300	161,700	167,100	172,500
Fire Contribution	-	-	108,600	113,200	117,800	122,400	127,000	131,600	136,200
<b>Other Income:</b>									
Vac Truck Rental	3,600	6,582	450						
Sale of Assets	4,000	-	-						
Interest Income	1,304	1,165	-						
<b>Ending Balance</b>	<b>295,682</b>	<b>380,714</b>	<b>461,341</b>	<b>720,041</b>	<b>688,321</b>	<b>682,198</b>	<b>584,234</b>	<b>400,438</b>	<b>634,717</b>

**GENERAL FUND CAPITAL RESERVE PLAN**

Updated 10/26/2021

Rev.

PROJECTS FUNDED BY VILLAGE \$ ONLY	Rank	Ref. #	Project Total	FY21	FY22	FY23	FY24	FY25	FY26	Future
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave. (HOLD)	77	W	110,000							
Lamoille Water Line Replacement (Finished)	70	W	348,700	78,475						
Densmore Dr. Culvert & partial Road Reconstruction	112		850,000	61,600	788,400	40,000				
Densmore Dr. Culvert & partial Road Reconstruction	112		1,154,840	820,285	243,244					
Brickyard Culvert	78		1,080,000		500,000	580,000				
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>				960,360	1,531,644	620,000	111,976	1,744,556	1,544,367	10,497,770
<b>PROJECTS FUNDED BY GRANTS</b>										
Stormwater Grants Summary		1		311,857						
Densmore Dr. Culvert Replacement Study		2	15,560	2,885						
Municipal Water Quality Asst.-FY19 UPWP Grant			(12,448)							
<b>Densmore Dr. Culvert Study Net Cost to Village</b>			<b>3,112</b>							
Crescent Connector Park St. to Main St.			4,590,000	252,181	2,004,927					
Fed & State Grants		4	(4,500,000)							
<b>Crescent Connector Net Cost to Village</b>			<b>90,000</b>							
Pearl St. Missing Link Project		5	2,491,102	159						
Federal & State Grants through CCRPC & Vtrans			(2,500,000)							
<b>Pearl St. Missing Link Net Cost to Village</b>			<b>(8,898)</b>							
<b>Totals Project Funded by Grants Awarded</b>				567,082	2,004,927	0	0	0	0	0
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>				<b>1,527,442</b>	<b>3,536,571</b>	<b>620,000</b>	<b>111,976</b>	<b>1,744,556</b>	<b>1,544,367</b>	<b>10,497,770</b>

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

				FY21	FY22	FY23	FY24	FY25	FY26	FY27
<b>Beginning Fund Balance</b>				788,307	625,281	418,270	345,456	860,404	(165,529)	(885,821)
<b>Planned Spending</b>				(1,527,442)	(3,536,571)	(620,000)	(111,976)	(1,744,556)	(1,544,367)	(10,497,770)
<b>Funding Sources</b>										
Summary Stormwater Grants		1	689,091	381,979						
Brickyard Culvert			110,430		110,430					
Crescent Connector Grant		4	4,500,000	253,457	2,004,927					
Pearl St. Missing Link Grants		5	2,500,000			6,232				
FEMA - Densmore Drive (Oct 2019 event) and State 15%			866,130	303,002	736,354					
CVE Annual Contribution				15,300	15,600	15,600	15,600	15,600	15,600	15,600
Misc. Donations and Interest Earnings				2,490						
General Fund Transfer In				401,955	462,249	531,586	611,324	703,023	808,476	929,747
<b>Total Revenues</b>				1,364,415	3,329,560	547,186	626,924	718,623	824,076	945,347
<b>Ending Fund Balance</b>				<b>625,281</b>	<b>418,270</b>	<b>345,456</b>	<b>860,404</b>	<b>(165,529)</b>	<b>(885,821)</b>	<b>(10,438,244)</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.

## **EJRP Capital Plan**

Based on 1% of Village grand list with 0.50% annual growth

Category	FY23	FY24	FY25	FY26	FY27
	Amount	Amount	Amount	Amount	Amount
<b>Resurfacing</b>	\$ -	\$ 6,500	\$ 7,500	\$ 53,692	\$ 14,500
<b>Playground Equipment</b>	\$ 55,000	\$ 55,000	\$ 50,671	\$ -	\$ -
<b>Lighting &amp; Technology</b>	\$ -	\$ -	\$ 12,500	\$ -	\$ -
<b>Maintenance Equipment</b>	\$ 25,500	\$ 13,000	\$ 10,500	\$ 10,500	\$ 10,500
<b>Buildings &amp; Facilities</b>	\$ 5,320	\$ 15,000	\$ 15,000	\$ 38,048	\$ 77,811
<b>Pedestrian Paths</b>	\$ 9,723	\$ -	\$ -	\$ -	\$ -
<b>Pool</b>	\$ 5,000	\$ 11,606	\$ 5,500	\$ -	\$ -
<b>Landscaping</b>	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
<b>TOTAL</b>	<b>\$112,543</b>	<b>\$113,106</b>	<b>\$113,671</b>	<b>\$114,240</b>	<b>\$114,811</b>

### **FY23 Detail**

Category	Items	Amount
<b>Playground Equipment</b>	New Maple Street playground. Lease to own financed over five years.	\$ 55,000
<b>Maintenance Equipment</b>	New maintenance truck (lease to own financed over five years); new zero turn mower	\$ 25,500
<b>Buildings &amp; Facilities</b>	Large pavilion roof	\$ 5,320
<b>Pedestrian Paths</b>	Drainage improvements between administration building and pool house	\$ 9,723
<b>Pool</b>	New pool speakers	\$ 5,000
<b>Landscaping</b>	Landscaping, tree, and turf maintenance.	\$ 12,000

**TOTAL \$112,543**



120 gal/day in cubic feet =

**Utility Charges Comparison**

Residential Property using 120 gallons/Day

	FY19	FY20	FY21	FY22	FY23	8 Year Average
<b>Water</b>						
Fixed Charge, annual	\$ 100.12	\$ 107.44	\$ 114.39	\$ 122.23	\$ 130.18	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 102.20	\$ 109.79	\$ 115.63	\$ 120.30	\$ 128.48	
Total	\$ 202.32	\$ 217.23	\$ 230.02	\$ 242.53	\$ 258.66	
\$ Change	\$ 11.14	\$ 14.91	\$ 12.79	\$ 12.51	\$ 28.64	\$ 9.5718
% Change	5.82%	7.37%	5.89%	5.44%	12.45%	4.87%
<b>WWTF</b>						
Fixed Charge, annual	\$ 94.24	\$ 103.28	\$ 113.95	\$ 113.95	\$ 113.95	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 51.39	\$ 57.23	\$ 62.49	\$ 62.49	\$ 62.49	
Total	\$ 145.63	\$ 160.51	\$ 176.44	\$ 176.44	\$ 176.44	
\$ Change	\$ 8.26	\$ 14.88	\$ 15.93	\$ (0.00)	\$ (0.00)	\$ 3.3478
% Change	6.01%	10.22%	9.92%	0.00%	0.00%	2.31%
<b>Sanitation</b>						
Fixed Charge, annual	\$ 91.44	\$ 97.92	\$ 102.63	\$ 105.20	\$ 107.44	
Usage (120 Gal/day, 5840 c.f./yr)	\$ 30.95	\$ 33.29	\$ 35.04	\$ 35.62	\$ 36.21	
Total	\$ 122.39	\$ 131.21	\$ 137.67	\$ 140.82	\$ 143.65	
\$ Change	\$ 1.80	\$ 8.82	\$ 6.46	\$ 3.15	\$ 5.98	\$ 3.6720
% Change	1.49%	7.20%	4.93%	2.29%	4.34%	3.02%
<b>Total All Utility Rates, annual</b>						
	\$ 470.34	\$ 508.95	\$ 544.13	\$ 559.80	\$ 578.75	
\$ Change	\$ 21.19	\$ 38.61	\$ 35.18	\$ 15.67	\$ 34.62	\$ 16.5915
% Change	4.72%	8.21%	6.91%	2.88%	6.36%	3.49%

**Utility Charges Comparison**

Rates

	FY19	FY20	FY21	FY22	FY23	Average
<b>Water</b>						
Fixed Charge, annual	100.12	107.44	114.39	122.23	130.18	
\$ Change	\$ 5.88	\$ 7.32	\$ 6.95	\$ 7.84	\$ 15.79	\$ 4.7538
% Change	6.24%	7.31%	6.47%	6.85%	13.80%	4.79%
Usage, per Cubic Foot	0.0175	0.0188	0.0198	0.0206	0.022	
\$ Change	\$ 0.0009	\$ 0.0013	\$ 0.0010	\$ 0.0008	\$ 0.0022	\$ 0.0008
% Change	5.42%	7.43%	5.32%	4.04%	11.11%	5.09%
<b>WWTF</b>						
Fixed Charge, annual	94.24	103.28	113.95	113.95	113.95	
\$ Change	\$ 5.92	\$ 9.04	\$ 10.67	\$ -	\$ -	\$ 2.3243
% Change	6.70%	9.59%	10.33%	0.00%	0.00%	2.50%
Usage, per Cubic Foot	0.0088	0.0098	0.0107	0.0107	0.0107	
\$ Change	\$ 0.0004	\$ 0.0010	\$ 0.0009	\$ -	\$ -	\$ 0.0003
% Change	4.76%	11.36%	9.18%	0.00%	0.00%	2.91%
<b>Sanitation</b>						
Fixed Charge, annual	91.44	97.92	102.63	105.20	107.44	
\$ Change	\$ 1.80	\$ 6.48	\$ 4.71	\$ 2.57	\$ 4.81	\$ 2.6614
% Change	2.01%	7.09%	4.81%	2.50%	4.69%	2.96%
Usage, per Cubic Foot	0.0053	0.0057	0.0060	0.0061	0.0062	
\$ Change	\$ -	\$ 0.0004	\$ 0.0003	\$ 0.0001	\$ 0.0002	\$ 0.0002
% Change	0.00%	7.55%	5.26%	1.67%	3.33%	3.62%

Costing Center

254-54-20 - Water Fund, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues								
021.000-Water User Fees	1,086,788	1,125,059	1,171,588	1,167,703	1,237,418	1,320,757	83,339	6.7%
021.001-Water Large User Fees	92,729	91,377	95,000	104,481	114,093	110,000	(4,093)	-3.6%
024.000-Utility Connection Fee	15,000	6,550	7,000	8,300	7,000	7,000	-	0.0%
060.000-Interest Income	-	1,115	-	871	1,000	800	(200)	-20.0%
085.000-Penalties	4,500	6,236	4,500	5,232	5,000	5,000	-	0.0%
098.000-Miscellaneous Revenue	-	227	-	5,980	150	150	-	0.0%
<b>Total Revenues</b>	<b>1,199,017</b>	<b>1,230,564</b>	<b>1,278,088</b>	<b>1,292,567</b>	<b>1,364,661</b>	<b>1,443,707</b>	<b>79,046</b>	<b>5.8%</b>
Expenditure								
110.000-Regular Salaries	118,220	117,551	123,321	149,853	127,344	140,268	12,924	10.1%
120.000-Part Time Salaries	9,193	3,329	9,507	3,340	9,906	1,382	(8,524)	-86.0%
130.000-Overtime	14,000	14,365	15,000	9,245	14,408	15,082	674	4.7%
210.000-Group Insurance	65,713	66,102	68,513	69,942	77,998	82,964	4,966	6.4%
220.000-Social Security	10,699	10,220	11,309	10,618	11,672	12,056	384	3.3%
230.000-Retirement	11,822	11,406	12,332	12,294	12,734	13,902	1,168	9.2%
250.000-Unemployment Insurance	60	102	75	197	175	190	15	8.6%
260.000-Workers Comp insurance	7,992	6,679	10,500	5,754	10,300	7,101	(3,199)	-31.1%
290.000-Other Employee Benefits	-	-	-	-	875	875	-	0.0%
330.000-Professional Services	1,000	275	1,000	387	1,000	1,000	-	0.0%
335.000-Audit	3,738	4,543	4,200	4,635	4,500	4,750	250	5.6%
410.000-Water and Sewer Charges	200	82	200	94	200	200	-	0.0%
411.000-Water Purchase - CWD	517,159	515,439	522,331	589,597	540,613	559,534	18,921	3.5%
430.000-R&M Vehicles and Equipment	2,500	8,693	2,500	4,999	2,500	4,000	1,500	60.0%
433.000-R&M Infrastructure	16,000	23,948	16,000	14,109	16,000	16,000	-	0.0%
441.000-Rental of Land or Buildings	142	100	150	192	150	150	-	0.0%
491.000-Administrative Fees	118,559	118,559	122,860	125,532	123,556	125,960	2,404	1.9%
500.000-Training, Conferences, Dues	2,500	727	2,000	525	3,000	3,000	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	955	1,000	45	4.7%
520.000-Insurance	2,620	1,784	6,540	2,019	6,225	5,765	(460)	-7.4%
521.000-Insurance Deductibles	-	5,606	-	-	-	-	-	n/a
530.000-Communications	1,500	2,167	2,500	2,010	2,500	2,500	-	0.0%
550.000-Printing and Binding	2,000	1,278	2,000	1,293	2,000	2,000	-	0.0%
560.000-Postage	2,600	2,893	3,100	2,838	3,500	3,500	-	0.0%
610.000-General Supplies	7,000	4,099	7,000	4,552	7,500	7,000	(500)	-6.7%
612.000-Uniforms	1,500	739	1,500	321	1,350	1,350	-	0.0%
614.000-Meters and Parts	8,000	1,471	8,000	4,593	8,000	6,000	(2,000)	-25.0%
621.000-Natural Gas/Heating	3,000	2,194	3,000	2,417	3,000	3,078	78	2.6%
622.000-Electricity	1,000	862	1,000	1,429	1,000	1,400	400	40.0%

Costing Center

254-54-20 - Water Fund, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
626.000-Gasoline	3,000	1,189	3,000	1,523	3,000	3,000	-	0.0%
735.000-Technology: Hardware, Software, Equipm	1,000	1,374	2,650	1,083	2,700	2,700	-	0.0%
750.000-Machinery and Equipment	6,000	-	6,000	-	6,000	6,000	-	0.0%
920.000-Transfer between funds (capital)	260,000	260,000	310,000	310,000	360,000	410,000	50,000	13.9%
955.000-Interest on Long Term Debt	300	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>1,199,017</b>	<b>1,187,776</b>	<b>1,278,088</b>	<b>1,335,391</b>	<b>1,364,661</b>	<b>1,443,707</b>	<b>79,046</b>	<b>5.8%</b>
<i>Net Water Fund</i>	-	(42,788)	-	42,824	-	-	-	n/a

**VILLAGE OF ESSEX JUNCTION**

**WATER RATES**

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**FY22 RATE SETTING**

**FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU**

	FY22 RATE SETTING 50% Fixed, 50% Variable		FY23 RATE SETTING 50% Fixed, 50% Variable						
Water Budget Target	\$	1,237,418	\$	1,320,757					
Budget Ratio									
Fixed	\$	618,709	\$	660,379					
Variable	\$	618,709	\$	660,379					
Total Customers/Equivalent Units		5061.97		5072.79					
Fixed Charge									
Base Rate	\$	122.23	\$	130.18	<table border="1"> <tr> <td><i>\$ Change</i></td> <td><i>% Change</i></td> </tr> <tr> <td>\$ 7.95</td> <td>6.5%</td> </tr> </table>	<i>\$ Change</i>	<i>% Change</i>	\$ 7.95	6.5%
<i>\$ Change</i>	<i>% Change</i>								
\$ 7.95	6.5%								
Usage Charge									
Usage Fee	\$	0.0206	\$	0.0220	<table border="1"> <tr> <td><i>\$</i></td> <td><i>0.0014</i></td> <td><i>6.8%</i></td> </tr> </table>	<i>\$</i>	<i>0.0014</i>	<i>6.8%</i>	
<i>\$</i>	<i>0.0014</i>	<i>6.8%</i>							
Projected Consumption (c.f)		29,984,513		30,022,066					
<b>REVENUE</b>									
Fixed Charge	\$	618,724.59	\$	660,376					
Sale of Water									
Residential	\$	617,681	\$	660,485					
Large User - GF	\$	114,093	\$	110,000					
Other Revenue/Income									
Interest/Misc	\$	1,150	\$	950					
Penalties	\$	5,000	\$	5,000					
Miscellaneous	\$	7,000	\$	7,000					
Total Revenue	\$	1,363,649	\$	1,443,811					
<b>EXPENSES</b>	\$	1,364,661	\$	1,443,707					
<b>SURPLUS/DEFICIT</b>	\$	(1,012)	\$	104					

**Notes:**

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

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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			200,000			
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>Main Street Bond Pmt (30 years)</b>							<b>154,485</b>	<b>154,020</b>	<b>153,493</b>
<b>Subtotal</b>		<b>68,245</b>	<b>202,549</b>	<b>241,887</b>	<b>62,558</b>	<b>431,268</b>	<b>608,967</b>	<b>195,164</b>	<b>193,665</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>556,623</b>	<b>407,656</b>	<b>722,492</b>
Planned Spending		(68,245)	(202,549)	(241,887)	(62,558)	(431,268)	(608,967)	(195,164)	(193,665)
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	<b>510,000</b>
<b>Projected Ending Fund Balance</b>		<b>152,997</b>	<b>211,575</b>	<b>280,448</b>	<b>577,891</b>	<b>556,623</b>	<b>407,656</b>	<b>722,492</b>	<b>1,038,828</b>

Costing Center

255-55-30 - WWTF, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
022.000-Tri-Town: WWTF Charge - Village Users	773,856	807,887	860,898	856,932	775,461	824,438	48,977	6.3%
022.001-Village: Septage Discharge	16,000	33,308	16,000	73,017	20,000	20,000	-	0.0%
022.002-Village: Leachate Revenues	-	875	-	5,581	500	500	-	0.0%
025.001-Tri-Town: WWTF Charge - Essex	488,219	488,219	536,828	536,828	560,055	642,389	82,334	14.7%
025.002-Tri-Town: WWTF Charge - Williston	752,671	752,671	730,086	730,086	818,542	933,282	114,740	14.0%
025.003-Tri-Town: Shared Septage	8,000	16,406	8,000	36,509	20,000	10,000	(10,000)	-50.0%
025.004-Tri-Town: Shared Leachate	-	431	-	2,791	100	100	-	0.0%
025.005-Tri-Town: Village Pump Station Inspection Fees	32,000	32,000	32,000	32,000	34,300	36,000	1,700	5.0%
060.000-Interest Income	-	9,675	-	7,398	-	-	-	n/a
085.000-Penalties	3,500	4,093	3,500	3,627	3,500	3,500	-	0.0%
098.000-Miscellaneous Revenue	-	69,859	-	556	-	-	-	n/a
<b>Total Revenues</b>	<b>2,074,246</b>	<b>2,215,425</b>	<b>2,187,312</b>	<b>2,285,325</b>	<b>2,232,458</b>	<b>2,470,209</b>	<b>237,751</b>	<b>10.6%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	339,164	342,352	338,203	369,257	355,183	445,885	90,702	25.5%
120.000-Part Time Salaries	15,394	8,567	33,158	6,455	34,193	-	(34,193)	-100.0%
130.000-Overtime	48,000	44,678	48,000	43,450	50,000	50,000	-	0.0%
210.000-Group Insurance	134,490	110,888	128,644	130,912	135,055	178,057	43,002	31.8%
220.000-Social Security	33,916	29,254	32,081	31,026	29,924	38,102	8,178	27.3%
230.000-Retirement	33,916	33,718	33,620	34,088	35,519	44,364	8,845	24.9%
250.000-Unemployment Insurance	150	436	175	455	450	720	270	60.0%
260.000-Workers Comp insurance	29,669	18,778	30,000	16,257	27,800	22,462	(5,338)	-19.2%
290.000-Other Employee Benefits	-	-	-	-	1,809	2,159	350	19.3%
320.000-Legal Services	4,000	3,990	4,000	2,139	4,000	3,000	(1,000)	-25.0%
330.000-Professional Services	4,000	18,151	4,000	10,108	4,000	5,500	1,500	37.5%
335.000-Audit	4,388	5,333	4,400	5,441	4,500	4,500	-	0.0%
340.000-Technical Services	12,000	11,400	22,000	12,875	36,000	40,000	4,000	11.1%
410.000-Water and Sewer Charges	3,000	6,279	3,500	6,689	4,000	4,000	-	0.0%
421.000-Grit Disposal	14,000	13,793	14,980	12,047	16,000	16,000	-	0.0%
430.000-R&M Vehicles and Equipment	4,000	891	4,000	2,026	4,000	4,000	-	0.0%
442.000-Rental of Vehicles or Equipment	-	1,469	-	1,445	-	-	-	n/a
491.000-Administrative Fees	59,280	59,280	61,430	62,390	61,778	62,980	1,202	1.9%
500.000-Training, Conferences, Dues	7,000	5,769	7,500	4,533	7,500	7,500	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	1,737	1,925	188	10.8%
510.000-Permits, Licenses, Registrations	9,900	9,900	9,900	11,340	9,900	9,900	-	0.0%
520.000-Insurance	27,979	27,830	30,221	37,479	36,610	38,605	1,995	5.4%
530.000-Communications	6,000	5,820	6,000	7,508	6,000	6,400	400	6.7%
540.000-Advertising	-	-	-	44	-	-	-	n/a

Costing Center

255-55-30 - WWTF, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
567.000-Biosolids Land Application	150,000	167,400	150,000	166,078	165,000	190,000	25,000	15.2%
568.000-Biosolids Subcontractor	150,000	77,555	170,000	81,403	160,000	150,000	(10,000)	-6.3%
570.000-Other Purchased Services	120,000	97,984	130,000	199,491	130,000	130,000	-	0.0%
610.000-General Supplies	8,500	5,475	8,500	11,921	9,000	10,000	1,000	11.1%
612.000-Uniforms	5,500	5,513	5,500	5,323	5,000	5,000	-	0.0%
618.000-Laboratory Supplies	19,000	16,933	18,000	20,036	18,000	20,000	2,000	11.1%
619.000-Chemicals	300,000	320,275	330,000	330,436	300,000	355,000	55,000	18.3%
621.000-Natural Gas/Heating	25,000	22,468	25,000	17,176	25,000	25,650	650	2.6%
622.000-Electricity	140,000	162,627	150,000	163,650	150,000	175,000	25,000	16.7%
626.000-Gasoline	6,000	4,193	4,500	2,176	4,500	3,500	(1,000)	-22.2%
920.000-Transfer between funds (capital)	360,000	360,000	380,000	380,000	400,000	420,000	20,000	5.0%
<b>Total Expenditure</b>	<b>2,074,246</b>	<b>1,998,999</b>	<b>2,187,312</b>	<b>2,185,654</b>	<b>2,232,458</b>	<b>2,470,209</b>	<b>237,751</b>	<b>10.6%</b>
<i>Net Wastewater Fund</i>	-	216,426	-	99,671	-	-	-	n/a

**VILLAGE OF ESSEX JUNCTION  
WASTEWATER TREATMENT  
FY22 RATE SETTING  
FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU**

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		FY22 RATE SETTING 65% Fixed, 35% Variable		FY23 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	775,461	\$	824,438	
Budget Ratio					
Fixed	\$	504,050	\$	535,885	
Variable	\$	271,411	\$	288,553	
Total Customers/Equivalent Units		4883.97		4888.79	
Fixed Charge					
Base Rate	\$	113.95	\$	109.61	\$ Change (4.34) % Change -3.8%
Usage Charge					
Usage Fee	\$	0.0107	\$	0.0101	\$ (0.0006) -6.0%
Projected Consumption (c.f)		28,656,199		28,692,089	
<b>REVENUE</b>					
Meter Charge	\$	556,528	\$	535,885	
Wastewater Treatment					
Customer Charge	\$	306,621	\$	288,553	
Other Revenue/Income					
Penalties	\$	3,500	\$	3,500	
Septage	\$	20,000	\$	20,000	
Leachate	\$	500	\$	500	
Total Revenue	\$	887,150	\$	848,438	
<b>EXPENSES</b>	\$	784,101	\$	848,438	
<b>SURPLUS/DEFICIT</b>	\$	103,049	\$	-	

**Notes:**

1. Projected consumption is based on past 12 months.



**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**

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

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
023.000-Sanitation User Fees	635,664	649,135	672,048	670,215	685,061	700,325	15,264	2.2%
023.001-Essex Pump Station Fees	28,750	27,517	28,750	95,268	30,123	35,625	5,502	18.3%
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	84,000	30,000	108,100	30,000	30,000	-	0.0%
060.000-Interest Income	1,000	10,493	1,000	6,736	8,000	5,000	(3,000)	-37.5%
085.000-Penalties	2,500	3,330	2,500	2,805	2,500	2,500	-	0.0%
098.000-Miscellaneous Revenue	6,240	1,183	3,000	-	3,000	3,000	-	0.0%
<b>Total Revenues</b>	<b>719,154</b>	<b>790,658</b>	<b>752,298</b>	<b>898,124</b>	<b>773,684</b>	<b>791,450</b>	<b>17,766</b>	<b>2.3%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	101,835	105,921	108,563	122,072	113,186	124,788	11,602	10.3%
120.000-Part Time Salaries	9,232	4,025	9,564	3,340	9,906	1,382	(8,524)	-86.0%
130.000-Overtime	14,000	9,966	15,000	9,305	16,977	13,574	(3,403)	-20.0%
210.000-Group Insurance	53,162	47,382	55,470	58,241	58,478	63,266	4,788	8.2%
220.000-Social Security	9,568	9,003	10,184	9,537	10,482	10,755	273	2.6%
230.000-Retirement	10,183	10,136	10,858	10,454	11,318	12,356	1,038	9.2%
250.000-Unemployment Insurance	70	108	85	197	175	190	15	8.6%
260.000-Workers Comp insurance	6,967	5,542	9,400	4,955	8,850	6,330	(2,520)	-28.5%
290.000-Other Employee Benefits	-	-	-	-	840	840	-	0.0%
330.000-Professional Services	1,000	420	1,000	130	1,000	1,000	-	0.0%
335.000-Audit	1,869	2,370	2,000	2,394	2,500	2,500	-	0.0%
410.000-Water and Sewer Charges	500	235	500	276	500	500	-	0.0%
430.000-R&M Vehicles and Equipment	2,500	1,143	2,000	25,031	2,000	2,000	-	0.0%
433.000-R&M Infrastructure	6,000	1,400	6,000	5,435	6,000	6,000	-	0.0%
434.000-R&M Pump Stations	14,000	4,616	14,000	10,536	14,000	14,000	-	0.0%
434.001-Susie Wilson PS Costs	12,000	8,344	12,000	14,928	12,480	15,000	2,520	20.2%
434.002-West Street PS Costs	13,000	12,308	13,000	17,650	13,520	17,000	3,480	25.7%
441.000-Rental of Land or Buildings	1,640	548	1,700	1,961	1,700	1,700	-	0.0%
491.000-Administrative Fees	150,159	150,559	154,860	157,532	157,856	161,960	4,104	2.6%
500.000-Training, Conferences, Dues	200	-	200	-	200	200	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	616	750	134	21.8%
520.000-Insurance	4,469	11,640	6,014	6,430	5,750	3,457	(2,293)	-39.9%
521.000-Insurance Deductibles	1,000	1,575	1,000	-	1,000	1,000	-	0.0%
550.000-Printing and Binding	1,500	-	1,500	-	1,500	-	(1,500)	-100.0%
560.000-Postage	5,000	5,786	5,500	5,677	5,500	5,750	250	4.5%
610.000-General Supplies	1,000	2,355	1,000	773	1,000	1,000	-	0.0%
612.000-Uniforms	1,500	1,803	1,500	1,268	1,350	1,350	-	0.0%
621.000-Natural Gas/Heating	1,800	959	1,800	926	2,000	2,052	52	2.6%
622.000-Electricity	14,000	11,169	14,000	8,643	14,000	14,000	-	0.0%

Costing Center

256-56-40 - Sanitation, Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
626.000-Gasoline	3,500	3,385	4,000	2,846	4,000	4,000	-	0.0%
735.000-Technology: Hardware, Software, Equipment	1,000	2,758	5,350	2,198	3,000	3,000	-	0.0%
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>542,654</b>	<b>510,456</b>	<b>568,048</b>	<b>577,735</b>	<b>581,684</b>	<b>591,700</b>	<b>10,016</b>	<b>1.7%</b>
<i>Net Sanitation Fund</i>	<i>176,500</i>	<i>280,202</i>	<i>184,250</i>	<i>320,389</i>	<i>192,000</i>	<i>199,750</i>	<i>7,750</i>	<i>4.0%</i>

**VILLAGE OF ESSEX JUNCTION**

**SANITATION RATE**

1/12/2022 11:01

**FY22 RATE SETTING**

**FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU**

	FY22 RATE SETTING 75% Fixed, 25% Variable		FY23 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	493,061	\$	500,575
WWTF Debt Payment	\$	192,000	\$	199,750
Total	\$	685,061	\$	700,325
Budget Ratio				
Fixed	\$	513,796	\$	525,244
Variable	\$	171,265	\$	175,081
Total Customers/Equivalent Units		4883.97		4888.79
Fixed Charge				
Base Rate	\$	105.20	\$	107.44
Usage Charge				
Usage Fee	\$	0.0061	\$	0.0062
Projected Consumption (c.f)		28,656,199		28,692,089
REVENUE				
Meter Charge	\$	513,794	\$	525,252
Sale of Water				
Customer Charge	\$	174,803	\$	177,891
Other Revenue/Income				
Penalties	\$	2,500	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	8,000	\$	5,000
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	30,123	\$	35,625
Total Revenue	\$	774,219	\$	791,268
EXPENSES	\$	581,684	\$	591,700
SURPLUS/DEFICIT	\$	192,535	\$	199,568

	\$ Change	% Change
Base Rate	\$ 2.24	2.1%
Usage Fee	\$ 0.0001	1.6%

**Notes:**

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

<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				
Sanitation pickup truck (2007 Ford)				34,000			
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
<b>Capital reserve annual expense</b>	<b>150,349</b>	<b>136,853</b>	<b>326,272</b>	<b>381,000</b>	<b>162,000</b>	<b>122,000</b>	<b>122,000</b>
<b>Sanitation Capital Reserve Funding and Fund Balance</b>							
Beginning Fund Balance	697,392	654,008	624,403	472,251	186,251	119,251	92,251
Planned Spending	(150,349)	(136,853)	(326,272)	(381,000)	(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
<b>Projected Ending Fund Balance</b>	<b>654,008</b>	<b>624,403</b>	<b>472,251</b>	<b>186,251</b>	<b>119,251</b>	<b>92,251</b>	<b>65,251</b>

Department

30 - EJRP Program Fund - Village

	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
020.304-Pool Day Admissions	68,136	70,434	71,727	40,157	53,795	72,444	18,649	34.7%
020.305-Pool Memberships	38,897	14,028	42,868	27,282	32,151	43,296	11,145	34.7%
020.306-Swim Lessons	50,018	26,455	52,235	26,989	42,327	51,924	9,597	22.7%
020.307-Concession Sales	2,500	-	2,500	-	-	-	-	n/a
020.308-Facility & Field Rental	10,712	11,500	13,074	12,618	12,549	12,549	-	0.0%
020.311-Youth Programs	169,480	135,999	225,951	102,245	293,162	203,155	(90,007)	-30.7%
020.312-Adult Programs	51,236	76,105	74,070	84,122	87,585	129,663	42,078	48.0%
020.313-Childcare	1,310,540	1,291,168	1,387,730	1,722,132	1,957,305	2,183,957	226,652	11.6%
020.315-Shared Staffing Contract	41,646	50,046	50,046	78,852	104,193	138,924	34,731	33.3%
040.000-Intergov: Federal Grant	-	-	-	120,002	-	-	-	n/a
050.000-Donation Revenue	8,500	2,025	7,550	875	6,950	26,550	19,600	282.0%
050.150-Donations - Memorial Day Parade	-	-	20,000	290	-	-	-	n/a
060.000-Interest Income	-	(169)	-	388	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>	<b>1,751,665</b>	<b>1,677,591</b>	<b>1,947,751</b>	<b>2,215,952</b>	<b>2,590,017</b>	<b>2,862,462</b>	<b>272,445</b>	<b>10.5%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	508,166	500,482	537,667	685,575	719,946	798,115	78,169	10.9%
120.000-Part Time Salaries	490,470	491,050	519,845	672,103	810,805	868,093	57,288	7.1%
130.000-Overtime	-	-	-	6,768	6,115	-	(6,115)	-100.0%
150.000-Shared Employee Expense	-	11,512	-	-	-	-	-	n/a
210.000-Group Insurance	169,161	125,820	182,688	143,202	234,770	233,060	(1,710)	-0.7%
220.000-Social Security	76,447	75,249	80,150	103,952	118,753	125,266	6,513	5.5%
230.000-Retirement	48,794	46,708	51,063	54,980	66,998	68,557	1,559	2.3%
250.000-Unemployment	-	-	-	3,230	-	-	-	-
260.000-Workers Comp insurance	29,736	27,776	35,376	33,509	40,552	40,552	-	0.0%
290.000-Other Employee Benefits	-	-	-	-	5,108	5,950	842	16.5%
330.000-Professional Services	161,693	221,432	242,708	166,402	313,737	311,069	(2,668)	-0.9%
410.000-Water and Sewer Charges	2,837	-	3,549	904	4,228	3,501	(727)	-17.2%
431.000-R&M Buildings and Grounds	21,496	49,518	21,380	20,143	22,087	26,687	4,600	20.8%
441.000-Rental of Land or Buildings	600	1,350	600	-	600	600	-	0.0%
442.000-Rental of Vehicles or Equipment	8,100	8,536	8,335	5,165	10,735	10,235	(500)	-4.7%
500.000-Training, Conferences, Dues	40,104	23,941	42,507	13,735	44,498	62,339	17,841	40.1%
530.000-Communications	3,300	4,420	5,940	16,313	8,580	7,020	(1,560)	-18.2%
540.000-Advertising	450	90	200	-	200	200	-	0.0%
550.000-Printing and Binding	22,123	7,832	12,860	2,968	12,860	22,220	9,360	72.8%
560.000-Postage	6,816	3,144	4,478	2,025	4,478	6,953	2,475	55.3%
561.000-Credit Card Processing Fees	-	32,389	-	44,627	-	-	-	n/a

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

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580.000-Travel	69,192	53,692	72,491	28,939	120,539	128,348	7,809	6.5%
610.000-General Supplies	76,647	113,947	91,187	93,585	129,054	120,551	(8,503)	-6.6%
626.000-Gasoline	2,000	1,523	2,000	1,007	2,000	2,650	650	32.5%
790.000-Depreciation Expense	-	-	-	16,602	-	-	-	n/a
831.000-Special or New Programs	-	-	-	-	-	2,912	2,912	n/a
850.150-Memorial Day Parade	-	-	19,500	-	-	-	-	n/a
975.000-Interest Expense - Leases	24,145	517	12,638	71	12,638	17,306	4,668	36.9%
995.000-Interest on Cash	-	-	-	299	-	-	-	n/a
<b>Total Expenditure</b>	<b>1,762,277</b>	<b>1,800,928</b>	<b>1,947,162</b>	<b>2,116,104</b>	<b>2,689,281</b>	<b>2,862,184</b>	<b>172,903</b>	<b>6.4%</b>
Net EJRP Program Fund	(10,612)	(123,337)	589	99,848	(99,264)	278	99,542	

Costing Center		259-30-10 - EJRP Programs Admin							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
040.000-Intergov: Federal Grant		-	-	-	120,002	-	-	-	n/a
060.000-Interest Income		-	(169)	-	388	-	-	-	n/a
098.000-Miscellaneous Revenue		-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>		-	<b>(169)</b>	-	<b>120,390</b>	-	-	-	<b>n/a</b>
Expenditure									
110.000-Regular Salaries		-	-	-	-	-	51,064	51,064	n/a
120.000-Part Time Salaries		3,310	-	4,840	242	4,840	-	(4,840)	-100.0%
210.000-Group Insurance		-	-	-	-	-	24,865	24,865	n/a
220.000-Social Security		253	-	370	29	370	3,906	3,536	955.7%
230.000-Retirement		-	-	-	-	-	4,085	4,085	n/a
250.000-Unemployment Insurance		-	-	-	3,230	-	-	-	n/a
260.000-Workers Comp insurance		29,736	27,776	35,376	33,509	40,552	40,552	-	0.0%
330.000-Professional Services		5,000	32,881	3,750	4,419	3,750	6,000	2,250	60.0%
442.000-Rental of Vehicles or Equipment		2,500	4,327	2,135	5,165	2,135	2,135	-	0.0%
500.000-Training, Conferences, Dues		8,500	8,901	10,250	4,439	10,250	15,549	5,299	51.7%
530.000-Communications		-	1,152	-	157	-	-	-	n/a
550.000-Printing and Binding		22,123	7,832	12,860	2,968	12,860	22,220	9,360	72.8%
560.000-Postage		6,816	3,144	4,478	2,025	4,478	6,953	2,475	55.3%
561.000-Credit Card Processing Fees		-	32,389	-	44,627	-	-	-	n/a
790.000-Depreciation Expense		-	-	-	16,602	-	-	-	n/a
<b>Total Expenditure</b>		<b>78,238</b>	<b>118,402</b>	<b>74,059</b>	<b>117,412</b>	<b>79,235</b>	<b>177,329</b>	<b>98,094</b>	<b>123.8%</b>
Net EJRP Program Fund		(78,238)	(118,571)	(74,059)	2,978	(79,235)	(177,329)		



Costing Center		259-30-11 - EJRP Pool							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.304-Pool Day Admissions	68,136	70,434	71,727	40,157	53,795	72,444	18,649	34.7%
	020.305-Pool Memberships	38,897	14,028	42,868	27,282	32,151	43,296	11,145	34.7%
	020.306-Swim Lessons	50,018	26,455	52,235	26,989	42,327	51,924	9,597	22.7%
<b>Total Revenues</b>		<b>157,051</b>	<b>110,917</b>	<b>166,830</b>	<b>94,428</b>	<b>128,273</b>	<b>167,664</b>	<b>39,391</b>	<b>30.7%</b>
Expenditure									
	120.000-Part Time Salaries	88,040	86,687	93,462	109,494	105,427	108,694	3,267	3.1%
	130.000-Overtime	-	-	-	1,065	-	-	-	n/a
	220.000-Social Security	6,735	6,632	7,150	8,489	8,065	8,316	251	3.1%
	330.000-Professional Services	8,398	14,324	5,812	3,614	6,046	6,580	534	8.8%
	410.000-Water and Sewer Charges	2,037	-	2,749	-	3,428	2,701	(727)	-21.2%
	431.000-R&M Buildings and Grounds	21,246	49,518	21,130	20,143	21,887	25,887	4,000	18.3%
	610.000-General Supplies	5,749	6,224	6,121	5,442	5,950	5,640	(310)	-5.2%
<b>Total Expenditure</b>		<b>132,205</b>	<b>163,385</b>	<b>136,424</b>	<b>148,247</b>	<b>150,803</b>	<b>157,818</b>	<b>7,015</b>	<b>4.7%</b>
Net EJRP Program Fund		24,846	(52,468)	30,406	(53,819)	(22,530)	9,846		



Costing Center		259-30-14 - EJRP Recreation Programs							
		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues									
	020.311-Youth Programs	132,210	115,666	185,451	66,611	226,662	203,155	(23,507)	-10.4%
	020.312-Adult Programs	51,236	76,105	74,070	84,122	87,585	129,663	42,078	48.0%
	050.000-Donation Revenue	8,500	2,025	7,550	875	6,950	26,550	19,600	282.0%
	050.150-Donations - Memorial Day Parade	-	-	20,000	290	-	-	-	n/a
<b>Total Revenues</b>		<b>191,946</b>	<b>193,796</b>	<b>287,071</b>	<b>151,898</b>	<b>321,197</b>	<b>359,368</b>	<b>38,171</b>	<b>11.9%</b>
Expenditure									
	110.000-Regular Salaries	25,793	26,192	27,028	26,172	13,820	-	(13,820)	-100.0%
	120.000-Part Time Salaries	24,640	7,207	19,877	-	4,369	14,400	10,031	229.6%
	210.000-Group Insurance	-	-	-	-	7,877	-	(7,877)	-100.0%
	220.000-Social Security	3,910	2,551	2,837	1,998	1,398	1,102	(296)	-21.2%
	230.000-Retirement	-	-	-	-	1,382	-	(1,382)	-100.0%
	290.000-Other Employee Benefits	-	-	-	-	88	-	(88)	-100.0%
	330.000-Professional Services	112,294	136,911	180,077	103,974	256,513	241,880	(14,633)	-5.7%
	410.000-Water and Sewer Charges	800	-	800	904	800	800	-	0.0%
	431.000-R&M Buildings and Grounds	250	-	250	-	200	800	600	300.0%
	441.000-Rental of Land or Buildings	600	1,350	600	-	600	600	-	0.0%
	442.000-Rental of Vehicles or Equipment	800	-	1,400	-	1,400	900	(500)	-35.7%
	500.000-Training, Conferences, Dues	600	-	700	449	700	750	50	7.1%
	540.000-Advertising	450	90	200	-	200	200	-	0.0%
	560.000-Postage	-	-	-	-	-	-	-	n/a
	580.000-Travel	-	-	-	600	-	-	-	n/a
	610.000-General Supplies	23,276	46,243	24,519	8,497	24,024	30,610	6,586	27.4%
	831.000-Special or New Programs	-	-	-	-	-	2,912	2,912	n/a
	850.150-Memorial Day Parade	-	-	19,500	-	-	-	-	n/a
<b>Total Expenditure</b>		<b>193,413</b>	<b>220,544</b>	<b>277,788</b>	<b>142,594</b>	<b>313,371</b>	<b>294,954</b>	<b>(18,417)</b>	<b>-5.9%</b>
Net EJRP Program Fund		(1,467)	(26,748)	9,283	9,304	7,826	64,414		

Costing Center	259-30-15 - EJRP After School Care							
	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
<b>Revenues</b>								
020.311-Youth Programs	37,270	20,333	40,500	35,634	66,500	-	(66,500)	-100.0%
020.313-Childcare	627,381	625,673	676,683	1,021,451	1,087,910	1,247,624	159,714	14.7%
020.315-Shared Staffing Contract	41,646	50,046	50,046	78,852	104,193	138,924	34,731	33.3%
<b>Total Revenues</b>	<b>706,297</b>	<b>696,052</b>	<b>767,229</b>	<b>1,135,937</b>	<b>1,258,603</b>	<b>1,386,548</b>	<b>127,945</b>	<b>10.2%</b>
<b>Expenditure</b>								
110.000-Regular Salaries	252,138	265,631	265,037	424,079	462,544	483,791	21,247	4.6%
120.000-Part Time Salaries	171,264	147,761	187,302	297,948	354,015	390,955	36,940	10.4%
130.000-Overtime	-	-	-	-	6,115	-	(6,115)	-100.0%
150.000-Shared Employee Expense	-	11,512	-	-	-	-	-	n/a
210.000-Group Insurance	85,297	54,465	95,318	66,809	128,041	95,989	(32,052)	-25.0%
220.000-Social Security	32,390	31,445	34,605	55,289	64,003	64,612	609	1.0%
230.000-Retirement	30,652	28,374	32,142	36,675	46,289	44,165	(2,124)	-4.6%
290.000-Other Employee Benefits	-	-	-	-	3,620	4,200	580	16.0%
330.000-Professional Services	24,513	22,165	40,960	36,459	32,524	31,480	(1,044)	-3.2%
500.000-Training, Conferences, Dues	18,760	4,181	19,155	3,191	21,146	36,940	15,794	74.7%
530.000-Communications	3,300	2,727	4,620	14,867	7,260	5,700	(1,560)	-21.5%
580.000-Travel	33,066	20,525	34,109	6,395	67,412	54,380	(13,032)	-19.3%
610.000-General Supplies	27,771	23,256	37,296	41,727	58,634	53,286	(5,348)	-9.1%
626.000-Gasoline	1,900	1,523	1,900	965	1,900	2,650	750	39.5%
975.000-Interest Expense - Leases	24,145	517	12,638	71	12,638	17,306	4,668	36.9%
995.000-Interest on Cash	-	-	-	299	-	-	-	n/a
<b>Total Expenditure</b>	<b>705,196</b>	<b>614,082</b>	<b>765,082</b>	<b>984,774</b>	<b>1,266,141</b>	<b>1,285,454</b>	<b>19,313</b>	<b>1.5%</b>
Net EJRP Program Fund	1,101	81,970	2,147	151,163	(7,538)	101,094		

Costing Center	259-30-16 - EJRP Preschool								
	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change	
<b>Revenues</b>									
020.313-Childcare	365,604	341,422	373,037	357,159	390,475	397,508	7,033	1.8%	
<b>Total Revenues</b>	<b>365,604</b>	<b>341,422</b>	<b>373,037</b>	<b>357,159</b>	<b>390,475</b>	<b>397,508</b>	<b>7,033</b>	<b>1.8%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	193,218	188,275	202,888	203,956	193,272	203,065	9,793	5.1%	
120.000-Part Time Salaries	23,139	22,604	24,970	31,751	41,109	37,480	(3,629)	-8.8%	
130.000-Overtime	-	-	-	77	-	-	-	n/a	
210.000-Group Insurance	83,864	71,355	87,370	76,393	98,852	112,206	13,354	13.5%	
220.000-Social Security	16,551	15,807	17,431	17,613	18,038	18,509	471	2.6%	
230.000-Retirement	18,142	18,334	18,921	18,306	19,327	20,307	980	5.1%	
290.000-Other Employee Benefits	-	-	-	-	1,400	1,400	-	0.0%	
330.000-Professional Services	3,072	2,870	3,114	1,158	3,114	3,114	-	0.0%	
431.000-R&M Buildings and Grounds	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	8,744	7,864	8,902	5,636	8,902	5,100	(3,802)	-42.7%	
530.000-Communications	-	541	-	-	-	-	-	n/a	
580.000-Travel	1,728	246	1,728	-	1,728	1,728	-	0.0%	
610.000-General Supplies	4,500	5,108	4,500	8,389	4,500	4,500	-	0.0%	
<b>Total Expenditure</b>	<b>352,958</b>	<b>333,004</b>	<b>369,824</b>	<b>363,279</b>	<b>390,242</b>	<b>407,409</b>	<b>17,167</b>	<b>4.4%</b>	
Net EJRP Program Fund	12,646	8,418	3,213	(6,120)	233	(9,901)			

Costing Center	259-30-17 - EJRP Summer Day Camps							
	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
Revenues								
020.313-Childcare	317,555	324,073	338,010	343,522	478,920	538,825	59,905	12.5%
<b>Total Revenues</b>	<b>317,555</b>	<b>324,073</b>	<b>338,010</b>	<b>343,522</b>	<b>478,920</b>	<b>538,825</b>	<b>59,905</b>	<b>12.5%</b>
Expenditure								
110.000-Regular Salaries	37,017	20,384	42,714	31,367	50,310	60,195	9,885	19.6%
120.000-Part Time Salaries	172,852	217,822	182,169	224,030	293,123	308,642	15,519	5.3%
130.000-Overtime	-	-	-	5,626	-	-	-	n/a
220.000-Social Security	16,055	18,128	17,204	19,872	26,273	28,215	1,942	7.4%
330.000-Professional Services	5,916	11,016	6,495	16,779	9,290	8,905	(385)	-4.1%
580.000-Travel	34,398	32,921	36,654	21,944	51,399	72,240	20,841	40.5%
610.000-General Supplies	14,176	27,568	17,476	29,530	31,631	26,515	(5,116)	-16.2%
626.000-Gasoline	100	-	100	42	100	-	(100)	-100.0%
<b>Total Expenditure</b>	<b>280,514</b>	<b>327,839</b>	<b>302,812</b>	<b>349,190</b>	<b>462,126</b>	<b>504,712</b>	<b>42,586</b>	<b>9.2%</b>
Net EJRP Program Fund	37,041	(3,766)	35,198	(5,668)	16,794	34,113		

# Costing Center Summary

258-33-13 - Senior Center

<b>Previous Costing Center</b>	258-33-13 - Senior Center	<b>Budget Year</b>	2023
<b>Entity</b>	Village	<b>Accounting Reference</b>	258-33-13
<b>Department</b>	33 - Senior Center - Village	<b>Approved</b>	No
<b>Stage</b>	Board Review	<b>Manager</b>	Ally Vile (avile)

**Narrative**

**Description**

Senior center enterprise fund budget. Funded through membership fees, donations, and fundraisers.

**New Initiatives**

**Goals and Priorities**

Senior center members are interested in restarting field trips in the coming year - small local trips through the center. There are a few items in discussion before this can get going again such as allowable use of senior vans for trips other than daytime appointments and how to cost the use of those services.

Luncheon program will continue but some funding changes are needed. This past year we were able to partner with Age Well to provide lunches free of charge. This program is very important and will continue but the funding strategy will be reevaluated in FY23 to ensure that the program essentially break even.

Prior to COVID steps were taken to purchase program supplies that would be reusable instead of one time use which allows for the reduction in the program expense line shown in FY23.

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2022 Amount</b>	<b>2023 Amount</b>
<b>Revenues</b>				
020.310-Senior Center Payments	Decreased	19.18 %	7,300	5,900
050.000-Donation Revenue	Unchanged	0.00 %	2,000	2,000
050.002-Fund Raising Revenue	Unchanged	0.00 %	3,000	3,000
<b>Total Revenues</b>		<b>11.38 %</b>	<b>12,300</b>	<b>10,900</b>
<b>Expenditure</b>				
330.000-Professional Services	Unchanged	0.00 %	3,600	3,600
431.000-R&M Buildings and Grounds	Unchanged	0.00 %	1,000	1,000
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	1,230	1,230
610.000-General Supplies	Decreased	66.67 %	3,000	1,000
830.000-Regular Programs	Decreased	11.11 %	4,500	4,000
<b>Total Expenditure</b>		<b>18.75 %</b>	<b>13,330</b>	<b>10,830</b>

# Costing Center Budget with Notes

258-33-13 - Senior Center

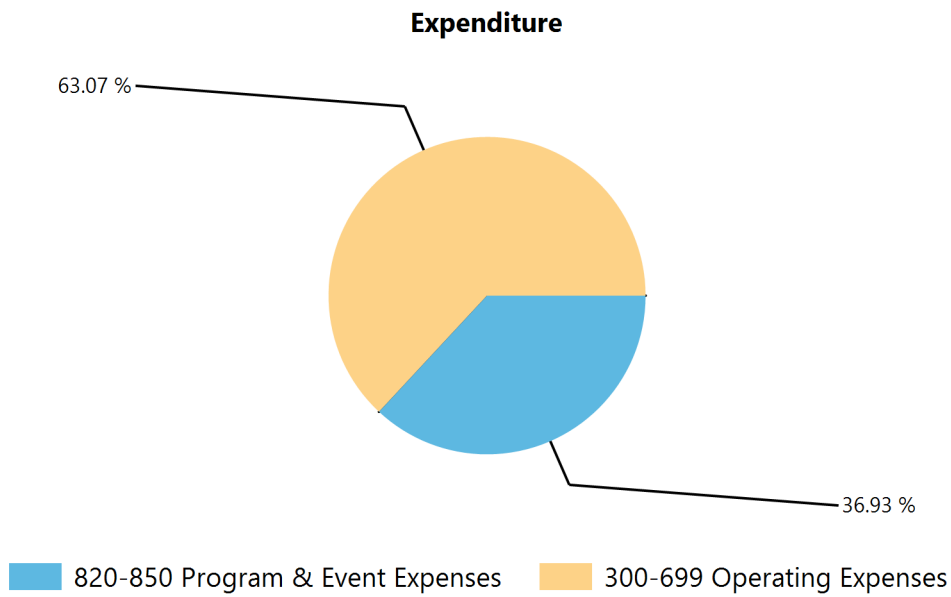
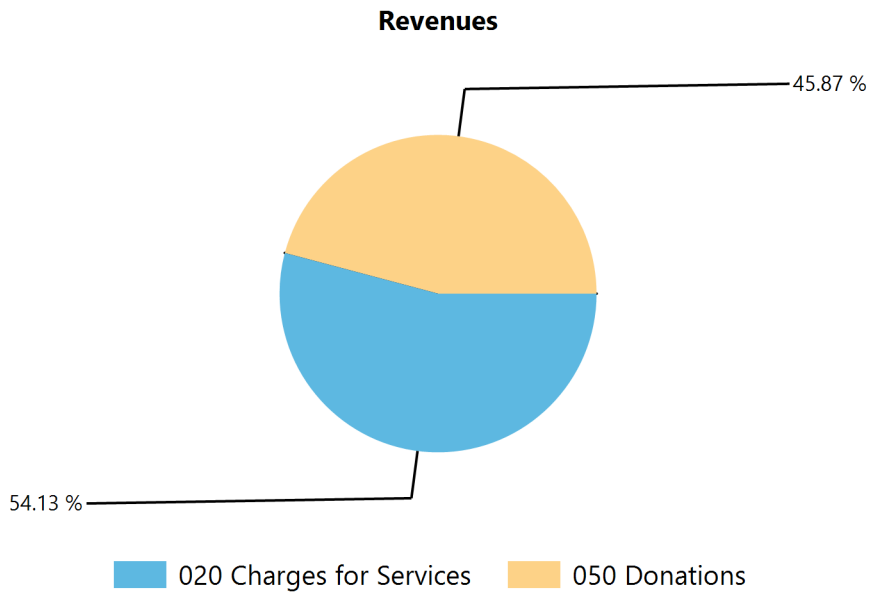
Objects	Comments	Object Subtotals	2023 Budget
<b>Revenues</b>			
<b>020 Charges for Services</b>			
020.310-Senior Center Payments	Memberships. Approximately 120 members with \$15/year Essex Resident and \$18/year NonResident	1,800	
020.310-Senior Center Payments	Activity Fees. Fees paid for activities that happen on site that is not a meal	1,500	
020.310-Senior Center Payments	Luncheons. Weekly luncheons \$2 - \$5 each about \$14/person/month ten months a year	2,600	
		<hr/>	5,900
<b>Total 020 Charges for Services</b>			<b>5,900</b>
<b>050 Donations</b>			
050.000-Donation Revenue	Misc. private donations		2,000
050.002-Fund Raising Revenue	Craft festival is the largest fund raiser. Have added a pie and knitting event.		3,000
			<hr/>
<b>Total 050 Donations</b>			<b>5,000</b>
			<hr/>
<b>Total Revenues</b>			<b>10,900</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
330.000-Professional Services	Cleaning service including mats in the winter		3,600
431.000-R&M Buildings and Grounds			1,000
442.000-Rental of Vehicles or Equipme	Copier rental and usage		1,230
610.000-General Supplies			1,000
			<hr/>
<b>Total 300-699 Operating Expenses</b>			<b>6,830</b>
<b>820-850 Program &amp; Event Expenses</b>			
830.000-Regular Programs	Luncheon Expenses, Activity Expenses, Trip Costs		4,000
			<hr/>
<b>Total 820-850 Program &amp; Event Expenses</b>			<b>4,000</b>
			<hr/>
<b>Total Expenditure</b>			<b>10,830</b>
			<hr/>
<b>Net Total</b>			<b>70</b>
			<hr/> <hr/>



# Costing Center Summary

258-33-13 - Senior Center

## Budget Pie Charts



# Costing Center Summary

258-33-13 - Senior Center

<b>Previous Costing Center</b>	258-33-13 - Senior Center	<b>Budget Year</b>	2023
<b>Entity</b>	Village	<b>Accounting Reference</b>	258-33-13
<b>Department</b>	33 - Senior Center - Village	<b>Approved</b>	No
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**Narrative**

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442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	1,230	1,230
610.000-General Supplies	Decreased	66.67 %	3,000	1,000
830.000-Regular Programs	Decreased	11.11 %	4,500	4,000
<b>Total Expenditure</b>		<b>18.75 %</b>	<b>13,330</b>	<b>10,830</b>

# Costing Center Budget with Notes

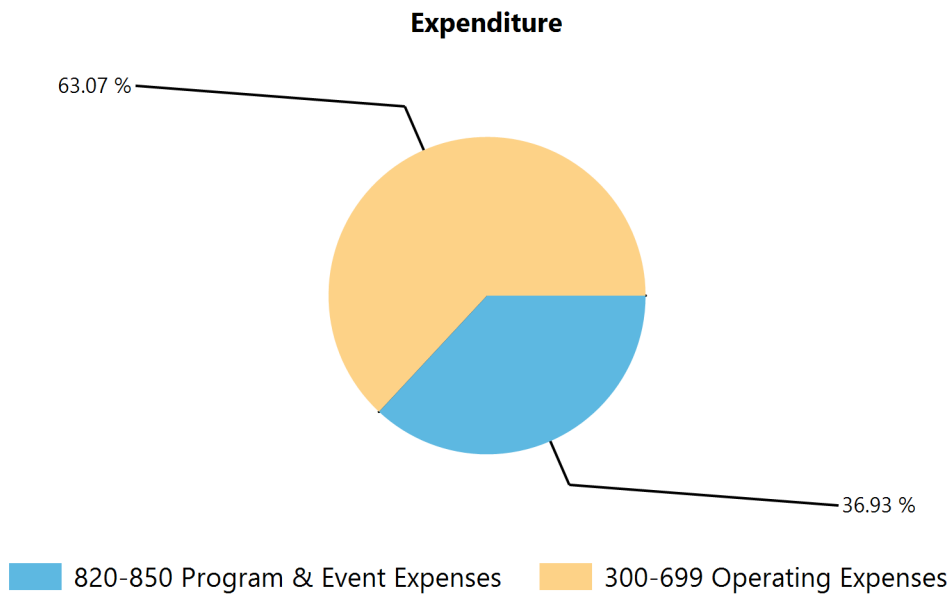
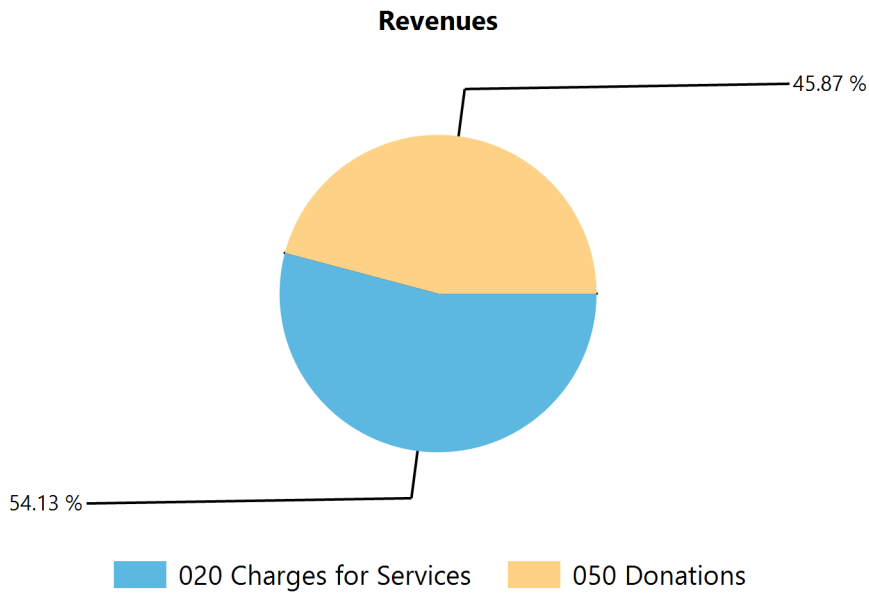
258-33-13 - Senior Center

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<b>020 Charges for Services</b>			
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020.310-Senior Center Payments	Luncheons. Weekly luncheons \$2 - \$5 each about \$14/person/month ten months a year	2,600	
		5,900	5,900
<b>Total 020 Charges for Services</b>			
<b>050 Donations</b>			
050.000-Donation Revenue	Misc. private donations		2,000
050.002-Fund Raising Revenue	Craft festival is the largest fund raiser. Have added a pie and knitting event.		3,000
			5,000
<b>Total 050 Donations</b>			
<b>Total Revenues</b>			10,900
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
330.000-Professional Services	Cleaning service including mats in the winter		3,600
431.000-R&M Buildings and Grounds			1,000
442.000-Rental of Vehicles or Equipme	Copier rental and usage		1,230
610.000-General Supplies			1,000
			6,830
<b>Total 300-699 Operating Expenses</b>			
<b>820-850 Program &amp; Event Expenses</b>			
830.000-Regular Programs	Luncheon Expenses, Activity Expenses, Trip Costs		4,000
			4,000
<b>Total 820-850 Program &amp; Event Expenses</b>			
<b>Total Expenditure</b>			10,830
<b>Net Total</b>			70

# Costing Center Summary

258-33-13 - Senior Center

## Budget Pie Charts



**Memo**

**To: Village of Essex Junction Trustees**

**From: Brad Luck, Essex Junction Recreation & Parks**

**Date: February 3, 2022**

**Re: City Manager Recruitment & Hiring Planning Committee**

We put out the information below seeking resident volunteers for a City Manager Recruitment & Hiring Planning Committee. As of the writing of this memo, we have received letters of interest from 11 community members, including 3 youth. The names of those interested are below and their letters of interest are in the packet.

1	Bridget Meyer
2	Christina Papadopoulos
3	Gabrielle Stevenson*
4	Jacob Law*
5	Jeb Spaulding
6	Jeetan Khadka
7	John Wermer
8	Maggie Massey
9	Mary Moyer*
10	Mike Plagueman
11	Mike Thorne

\*= youth

The Trustees should discuss next steps for appointing this committee.

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**Seeking Village Resident Help: Future Manager Search**

The Village of Essex Junction Trustees are seeking the assistance of Village residents to guide the recruitment and hiring process of the future City Manager. The future manager will be the head of the City government, leading the day-to-day operations and hiring and supervising personnel. The Trustees would like to appoint a diverse committee of up to 9 people, to develop a timeline and strategy for the successful recruitment and hiring of the manager. The Committee shall seek and provide input opportunities for the general public, Trustees, staff, and department heads throughout the process so the hiring reflects what constituents want and believe the manager should possess. The intention is to gather a wide variety of voices from throughout our community, including marginalized populations. The Committee is planning the recruitment and hiring process, and not necessarily the hiring committee. Committee member traits and experiences that would be beneficial, but are not necessary, include: HR recruitment and hiring experience, general government service or knowledge, experience in public engagement strategies, writing, organizing, logistics planning, and/or if you are

simply interested in helping to create the new City of Essex Junction and want to contribute to your community.

The Trustees hope to have a variety of committee members who represent different sectors of the community. Youth are welcome as well and encouraged to apply. Committee members will be compensated \$50 per meeting. The committee's role is anticipated to be March through August. Meeting day, time, and frequency will be determined once the committee is formed, but is anticipated to be once every two to three weeks early in the process, and less as things progress. To be considered, please send an e-mail of interest that states your name, address, why you are interested in joining the committee, and what experiences, skills, knowledge, or characteristics you have that you think will make you a valuable resource and committee member. Letters should be sent to Tammy Getchell ([tgetchell@essexjunction.org](mailto:tgetchell@essexjunction.org)) by Wednesday, February 2. Questions can be sent to Brad Luck ([bluck@ejrp.org](mailto:bluck@ejrp.org), 802-878-1375).

#### Committee Advertisement Outreach:

- Front Porch Forum
- Essex Reporter
- Downtown Essex Junction & Village of Essex Junction Facebook pages
- Village website
- VIEW
- CHIPS
- Staff e-mail
- OVOV
- EHS/ADL clubs/organizations/announcements

Hello Tammy, Brad and Trustees,

I'm interested in joining the manager search committee!

My qualifications:

I'm a senior citizen (I'm 75)

I have experience serving this community in the following capacities:

Board member and volunteer - Essex CHIPs Heart and Soul of Essex Team Our Village Our Voices - steering team Five Corners Farmers Market - board member and volunteer Friends of the Brownell Library - 15 years!

EJRP Recreation Advisory Comm. - many years, during which I participated in several hiring processes

With Lori Houghton, I've produced a Community Resource Guide for 7 years Essex Junction Block Party Comm. for all the years it existed.

Volunteered at ADL assisting Amanda Eldridge's 8th grade government class

I believe that there are many ways to "know" the Village (soon to be City!) of Essex Junction. Obviously, the trustees and staff know the Village from the overview vantage point of budgets and capital projects etc. Others, myself included, know it at an "on the ground" level. We are out and about hearing from a wide variety of Essex Junction citizens on a daily basis, listening to their aspirations for EJ and sometimes their disappointments and concerns. I'm interested in serving as a conduit between the manager search committee and the community I see and converse with daily. If selected, I'll do my very best to serve the community in this very important search.

Thanks for considering me,

Bridget Downey-Meyer

Hello Tammy,

My name is Jeetan Khadka and I am a resident of Village of Essex Junction. I am writing to express my interest to be included on the hiring committee for a new city manager. I have been living in Vermont for the last 13 years and have been a resident of Essex for six years. I have owned and operated a small family restaurant at the heart of the village for five years and have been a contributing member of this community in various social and economic changes.

As a former Refugee and Immigrant to this community I can bring profoundly diverse experience to this table. I have also been part of various hiring processes at the local and state level. When hiring a city manager it is very important that we hire someone who not only brings management skills, but also possesses an ability to understand and serve the purpose of the residents.

If given an opportunity, it will be my honor to be part of this group. Here is my short bio if that is helpful.

"Jeetan works as an Employment & Training Counselor with the Association of Africans living in Vermont ( AALV, Inc). AALV is one of the leading Nonprofits in Vermont, that works with the Refugee & Immigrant community. In his role as a counselor Jeetan helps refugees & immigrants find jobs; builds relationships with employers; acts as a cultural broker, and provides the support employees need to have successful employment. Jeetan has also worked with many nonprofits locally and Internationally. He served as Youth Ambassador to the UN sustainable development goals project, Young Adult Navigator at Spectrum Youth & Family Services, AmeriCorps State Team Leader with Burlington Community & Economic Development Office, and the Commissioner of Burlington's Parks & Recreation Department. Jeetan recently joined the Board of Vermont & New Hampshire's largest progressive political movement organizations Rights & Democracy. Working with people and building community is Jeetan's number one priority and he doesn't hesitate to have difficult conversations to help us rise above all the odds. "



01/22/2022

Dear Mrs. Getchell,

I hope this letter finds you well. I am Jacob Law, an 8th-grade student at Albert D. Lawton School, and I would like to be considered for the hiring committee for the new City Manager. I live at [REDACTED], in Essex Junction.

I would like to be a part of this committee because I have lived in Essex Junction my whole life. I am also very interested in government, at all levels, including the local level. I often pay attention to current events by watching and reading the news. I also want to be on this committee because I would like to pursue a career in politics when I am an adult.

I have several skills that I believe will benefit me on the committee. One skill is my knowledge of government. Since a very young age, I have been very invested in local, state, and national government operations. Another skill I have is that I am very organized. I believe that being organized is very important for jobs related to the government such as this committee.

Also, I have been a Boy Scout for 8 years, which has given me great leadership and communication skills, as well as being a great planner. I believe that all three of these skills will be important for any member of this committee. Another skill that being a boy scout and school has taught me is note-taking. Having someone good at note-taking can ensure that decisions are made and are properly recorded, which can also increase the transparency of this committee.

In addition to the skills I have listed above, I have a love for this community and I think that this committee will be a great way to give back to the community. I have a passion for the local area and I want to make the city the best it can be in the future.

In conclusion, I would like to be part of this committee because I have a passion for improving this community and I would like to pursue a job in politics as an adult.

Jacob Law

My name is Maggie Massey and I am interested in being a part of the Future Manager Search. I live at [REDACTED], Essex Junction VT 05452.

I am interested in joining this committee to help identify and highlight values that are important for the next City Manager. I would love to help ensure that the position be open to a wide and diverse group of applicants.

I have a Master's in Public Administration from the University of Vermont and currently work for Citizenship and Immigration Services under the Department of Homeland Security. I am an Operations Research Analyst in the office of Personnel Security. I help report on the process of clearing employee suitability for employment with the government. I have also worked for the Peace Corps as a recruiter. I continued this work during my time at UVM as a campus recruiter. Overall, I have about 7 years of experience in recruiting and security processing.

I am excited about the City of Essex Junction and this process and would love to be involved. This community is what caused my husband and I to purchase our home two years ago. I know that there are limited positions available for this search group. I hope that this group is able to be made up of a diverse group of Junction residents.

Given the statement that the Trustees hope to have members representing different sectors of the community, I'm going to be explicit with my demographic. I am a 33 year old white female in a heterosexual relationship with 2 children (3 and 1 year old). If there is enough interest that I am not needed, I will happily look for other opportunities within the community.

Please let me know if you have any questions.

Maggie Massey

Dear Ms. Getchell,

My name is Mary Moyer, I live at [REDACTED], and I am an eighth grader at Albert D. Lawton. I am interested in the process of hiring the new City Manager. I want this because I really enjoy being part of the community and giving back to the Essex Junction citizens. I also think it would be a great experience for myself, leading me to more community services in the future.

I feel that I would provide a valuable contribution to the committee due to many reasons. One reason is my hard working mentality, I am oftentimes trying to challenge myself and expand my knowledge to the farthest of my capability, this is shown in many of my school assignments where I am always trying to go the extra mile to get the best grades, and in my high school level algebra class where I am pushed past the normal 8th grade expectations. Something else I do to push myself is I am part of the peer helpers facilitation at my school where I mentor my classmates by breaking down assignments and supporting them in their needs. Another reason why I would be a good fit is my group skills and desire to be involved. I enjoy taking part in different group activities like field hockey and lacrosse where I work with my teammates to achieve a common goal. I also Nordic ski for Mansfield Nordic, where I get together with a group of fellow skiers my age three times a week to grow our skill and love for the sport together. In addition I do orchestra with my school which I enjoy a lot due to the major part of working with a group of other young musicians to find the perfect harmonization. Lastly I would be a good fit for the committee because of my strong opinions on how to make our community a better environment. I feel that I can tell much of what is working and what isn't working in our community because of my wide range of activities with different groups.

Sincerely,  
Mary

I am interested in joining the committee because I desperately want to be a part of history. I have been getting into politics more and more over the last 5 years, which coincides with my move to Vermont. When I heard that EJ was striving for independence, I was super involved in getting word out, getting yard signs, etc. Hearing that there is a new committee I can join to be a part of this would be an amazing opportunity!

I bring 8+ years in education to the committee. I have held all levels of educational jobs: paraprofessional, teacher and administrator. I have two Master's degrees and a lot of therapeutic/restorative communication training. I have lived in three states and have lived in rural, urban and suburban settings. I believe I am a well-rounded, educated, social and friendly individual that can provide benefits to the committee.

Christina Papadopoulos  
Pronouns: she/her

January 14, 2022  
To the Village Trustees

I am applying for a position on the Village Manager Search Committee. I think my professional experience as well as my community service work for Essex may be helpful in filling this important position. My family and I have flourished living in Essex Junction since December 1985. I have thoroughly enjoyed serving Essex in various capacities for over 25 years and I'd like the opportunity to serve again.

Some of my pertinent duties and responsibilities in my professional positions include but are not limited to:

- Efficient recruitment and management of employees and subcontractors to complete construction projects on time and on budget
- Negotiation of collaborative working agreements with other business and service entities
- Negotiation of insurance coverage including liability and Worker's Compensation coverage for principals and employees
- Management of employee benefit programs including health insurance and 401K Safe Harbor retirement programs
- Management of state and federal government reporting including the timely filing of reports and the prompt payment of all state and federal taxes due
- Giving testimony to various Legislative committees regarding the impact of proposed legislation on small businesses

My community service work includes:

- I am currently in my third year as a member of the Essex Zoning Board of Adjustment where I serve as Vice Chair
- I served for 6 years as an Essex Town Select Board member including the last 2 years as Vice Chair. My Select Board service included a role in choosing the Unified Municipal Manager, acting as the Select Board's liaison to the general contractor and staff for the successful renovation of the Essex town office building. I also served as one of the Select Board representatives on the Essex and Essex Junction Joint Storm Water Committee
- I served on both Essex Police Facility Committees which were responsible for recommending a site to the Select Board for the new Essex Police Department building
- I served for six years on the Essex Planning Commission, serving one year as Chair

Thank you very much for your consideration.

Robert M. (Mike) Plageman

██████████  
████████████████████

**Jeb Spaulding**

**Essex Junction, Vermont 05452**

January 21, 2022

Village of Essex Junction Trustees,

I am excited about the future of Essex Junction and would be honored to serve on the committee to develop a timeline and strategy for the successful recruitment and hiring of the new city manager.

I moved to Essex Junction approximately 4 1/2 years ago and am married to Elaine Haney. Prior to moving here, I lived in Montpelier for many decades. During that time, I co-founded WNCS-FM (now The Point), served in the Vermont State Senate for 16 years, as State Treasurer for 8 years, Secretary of Administration for 4 years, and as Chancellor of the Vermont State Colleges System for 5 years.

Hiring the right CEO is the most important thing a board does. My experiences as both a CEO and as a board member would likely prove helpful to the Trustees in that regard. I have been intimately involved in the recruitment and selection of many state agency secretaries and commissioners, college presidents, and countless other key positions in both the private and public sectors. I have experienced the pleasure of looking back on successful hires and disappointment when a selection doesn't work out as hoped.

I am very comfortable working in the public light and with diverse constituencies. I understand the importance of collaboration and the nuances of transparency in personnel matters.

This is an especially exciting time to be a resident of Essex Junction. If I can play a small part in setting the stage for our bright future by serving the recruitment committee, it would be a real pleasure.

Thanks for your consideration.

Sincerely,

  
Jeb Spaulding

Dear Ms. Getchell,

My name is Gabrielle Stevenson, I am an eighth grader at Albert D. Lawton. I currently live on [REDACTED] in Essex Junction. I was interested to hear about possibly being on the committee to hire a City Manager for Essex Junction. I am interested in being on the committee because I hope to learn more about the process of how local government works. I would also like to expose myself to a professional environment where I get to practice the leadership skills I have been learning in school.

I think I'm a good fit for this position because I am very committed to contributing to my community. One way I have done this is by volunteering at Brownell Library as a LEEP volunteer. LEEP is a program where middle schoolers help out the library by making posters for and organizing events to bring the community together and get kids interested in learning and being creative. Another way I hope to volunteer is through a program called Middles to Littles that will start in early February. I have recently signed up to be a mentor to an elementary schooler. I have also been recognized for my exceptional note taking skills and I would be happy to contribute that skill in our meetings.

Thank you for your consideration and feel free to contact me with any questions.

Gabrielle Stevenson



February 2, 2022

To: Tammy Getchell  
Village of Essex Junction

Fr: Michael Thorne  
[REDACTED]  
Essex Junction, VT 05452

RE: Committee Planning the Recruitment and Hiring Process for the New City Manager for City of Essex Junction

My name is Michael Thorne. I would like to be part of the Essex Junction's citizen process Committee to plan the recruitment and hiring of the new city manager for the City of Essex Junction.

I have had an active interest in local and state government for my entire life. I believe that all citizens should be aware of the community issues and want to have a voice through some means in the outcomes that influence their lives. Citizens should have the opportunity to be engaged through elected office, volunteering on committees, attending meetings, contacting their governing officials, simply attending meetings, and staying remotely involved. All legal voters should feel compelled to exercise their voting rights at every opportunity.

My wife and I have lived in the Village of Essex Junction for nearly twenty five years now, having raised two daughters who attended schools in the EWSD. We believe that we have a vested interest in the Essex Community and Essex Junction particularly. During this time, I have taken an active interest in the governance and issues of the greater Essex community particularly during the previous three years.

I have not previously held public office. My thirty-three professional career with a worldwide transportation company enabled me to have well rounded experience in operational logistics and business development. I learned the value of collaboration with internal contacts and external customers, planning, the importance of listening, negotiating, compromising, and concession according to plan.

The path to separation for the Village is a unique opportunity as a community to forge a financially different direction from the Town of Essex that several generations of residents before us have tried to accomplish. The time is now to move forward. Collectively we need to make this work and be prudent in the decision making process as we plan the process for the recruitment

of the City of Essex Junction's leadership. I plan to continue my residence in Essex Junction and am invested in the future of the new City of Essex Junction's municipality and its leadership.

I would appreciate and be honored to have the opportunity to be a contributing member of the Planning Committee for recruitment of the future new City Manager of Essex Junction. I look forward to hearing from you for the interview opportunity.

Best regards,  
Michael Thorne

[REDACTED]  
Essex Junction, VT 05452  
[REDACTED]  
[REDACTED]

January 18, 2022

To whom it may concern,

My name is John Wermer, and I am applying for the position of Hiring Committee Member. I have lived in Vermont for over 20 years, more than 15 in Essex Junction itself. I know that Essex Junction has great potential, and I know that we need strong and effective leadership during the transition from Village to City. I work as a mental health counselor for Counseling Services of Addison County (CSAC), providing therapeutic services at Mount Abraham Middle/High School. I am currently a member on the board of my condo association, serve on several boards and advisory committees with CSAC and NVU-Johnson, and have extensive ties to the community. My wife is the Assistant Director and Head of Technical services at Brownell Library, my parents live close to Five Corners, and my son attends a local daycare. I have extensive experience working with schools and mental health providers, particularly where they overlap, and believe I offer valuable insight about those systems and their needs. I want to make sure we find the best candidate to lead our city.

Thank you for your consideration,

John Wermer



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. Selectboard  
**FROM:** Owiso Makuku Town Community Development Department and Robin Pierce  
Village Community Development department.  
**DATE:** January 25, 2022  
**SUBJECT:** Act 164: Cannabis and its development in Vermont

### **Issue**

The issue is Act 164: Cannabis and its development in Vermont.

### **Discussion**

The Governor has appointed a State Cannabis Control Board and they are working to firm up statewide regulations. Local zoning regulations may provide the best method for ensuring land use conflicts are limited in Essex and Essex Junction. Opt In by a municipality is the only way that retail cannabis can occur in a community. A petition was circulated within the Town to have Opt In put on the ballot for Town meeting. The Selectboard decided to put the Opt In for retail cannabis to the voters on Town Meeting Day. If approved then the Village would also be an Opt In community. The Trustees can schedule a vote to ascertain if Village voters want to have retail cannabis at Village Meeting. If Village voters reject retail cannabis but do so after a town wide Opt In vote passes there would be a lag period where, in theory, retail cannabis could occur in the Village. Currently the date when a retail cannabis store could first open is October 1, 2022. This is where the importance of local zoning comes to the fore.

Statewide no retail cannabis facility can be located within 500' of a School in an Opt In community. Local zoning regulations can stipulate that a retail cannabis facility cannot occur within 1000' of a School. The 1000' option was discussed at the Village Planning Commission meeting on December 16<sup>th</sup> when the PC discussed updates to the Village Land Development Code. At that meeting a map was presented showing the impact of a 500' or 1000' buffer around Schools on the potential for retail cannabis to occur in the Village if Opt In has passed. The Village PC voted to have the 1000' buffer for retail cannabis should the Village decide to Opt In.

Please see this link that illustrates the 500' and 1000' buffer zones in the Village,



CannabisBufferZones\_EssexJunction.pdf

The main areas for retail in the Village are; the Village Center District, the Transit Oriented District and the Highway Arterial District. The second and third Districts are along Pearl Street stretching away from the Village Center. The Town Planning Commission has held two preliminary sessions. November 18<sup>th</sup> and December 16<sup>th</sup> to discuss the ways in which zoning can be used as a tool to impact the appearance and placement of cannabis shops. As the guidance emerging from the State Cannabis Control Board gets solidified and codified we will continue to monitor possible impacts to the community.

A community wide forum on Cannabis was held on December 7<sup>th</sup> in an attempt to receive input on the topic prior to the joint Selectboard and Trustee meeting on December 13<sup>th</sup>. The short notice required to accommodate the forum meant that response was limited. Another Forum is scheduled for February 16<sup>th</sup> from 6-7 pm. It will be a hybrid meeting. This is a link to a



Retail Cannabis Presentation.pptx.pdf

presentation put together by the CCRPC on the topic,

The public health risks associated with cannabis use are well documented. Whether or not the risks of use will increase if we have retail establishments in the village or town is harder to confirm at a local level. However, most states have seen increases at a state level.

A presentation that Vermont Department of Health Deputy Commissioner Kelly Dougherty did for legislators in the 2020 session gave a good overview of the current research on cannabis and the public health implications for the State. Here is the literature review that goes with the presentation. <https://www.healthvermont.gov/sites/default/files/documents/pdf/ADAP-March-2020-Literature-Update-Marijuana-HIA.pdf> Most of the tax revenue from the sale of cannabis will go to the State.

The second category for cannabis is referred to as Integrated. In reality this is a facility that cultivates, harvests, manufactures, and sells (retail and wholesale) cannabis. This type of license is expected to be given to Dispensaries, which are limited in number, and are controlled solely by the State. The issue of cannabis cultivation would not be a big an issue in the Village. It could be an issue in the Town as open areas there cover a larger land mass.

### **Cost**

No cost implications currently.

### **Recommendation**

Staff recommends that the Trustees decide whether to place the Opt In option on the ballot for Village meeting as the Selectboard have placed it on the ballot for Town Meeting. Currently it appears the best method for control of retail cannabis (once a municipality votes to Opt In) is via zoning regulations.

**Memo**

**To: Village of Essex Junction Trustees**

**From: Brad Luck, Essex Junction Recreation & Parks**

**Date: February 3, 2022**

**Re: Mask Effort Update**

On January 25, the Trustees approved the purchase and distribution of high-quality masks for Village residents for up to \$40,000, with the plan to start small and grow as needed.

We have identified a supplier and are in the process of ordering 10,000 KN95 masks (5,000 regular size and 5,000 small size).

We will have the most up to date information to share at the meeting regarding the status of the order, anticipated delivery, and initial distribution conversation.

**FROM:** Andrew Brown, Village President

**TO:** Board of Trustees

**DATE:** 2/4/2022

**RE:** Declaration of Inclusion

The intent of this memo is to help focus our conversation on this topic. I ask for our discussion to focus on other “Whereas” statements to include within our declaration, in addition to the sample Declaration of Inclusion included within the packet. For example:

- Statement regarding Essex BEST;
- Statement on staff efforts to change hiring and outreach practices;
- Statement on the importance of diversity, equity and inclusion;
- Others?

**RECOMMENDATION:**

This is for discussion purposes only. The declaration will come back to a subsequent meeting to review and potentially approve.

# RESOLUTION

## Town of Milton Selectboard



### Declaration of Inclusion

**WHEREAS**, on May 7, 2021 Governor Scott executed A Proclamation of Inclusion outlining Vermont's commitment to achieving equality and equity for all, creating a culture in which racial, ethnic and other cultural disparities are openly acknowledged and addressed; encouraging Vermonters to grow and nurture an inclusionary society in which youth will want to live; calling upon Vermonters to condemn discrimination in all of its forms, proclaiming May 9-15, 2021 as inclusion week and encouraging all Vermonters to denounce prejudice, to acknowledge implicit bias and welcome all people, of all races, colors, religions, national origins, sex, gender identity or expression, ages, disabilities, and to continue to work together to ensure every individual can live freely, equitably, and express their opinions free from fear, intolerance and prejudice; and

**WHEREAS**, the Town of Milton condemns all forms of racism and discrimination of any type and welcomes all persons, regardless of race, color, religion, national origin, sex, gender, gender identity, sexual orientation, age or disability and will protect these classes to the fullest extent of the law. In addition, as a Town, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community. The Town of Milton is and will continue to be a place where individuals can live freely and express their opinions; and

**WHEREAS**, The Town of Milton elected officials, staff, volunteers and stakeholders have historically participated and will conduct ongoing educational opportunities highlighting the importance of inclusion with-in the community; and

**WHEREAS**, The Town established a Police Advisory Committee to enhance community policing policy initiatives. In support of this commitment, the mission of the Police Advisory Committee is to act as a resource for both the community and the Police to enhance community involvement regarding policy issues- such as-racial equity, use of force, responses to those with mental health challenges, criminal activity and trends, transparency in operations, technology and quality of life issues. The Committee will assist in the formation of strategies, development of community policing concepts, increasing public awareness, furthering engagement and transparency efforts, and assistance in identifying best practices. The diverse representation on the committee provides a broad spectrum of community viewpoints to ensure everyone in the community feels welcome, represented and heard; and

**WHEREAS**, The Town Manager is participating in a weekly discussion with an executive group focused on inclusion to help bring meaningful pragmatic and non-adversarial culture change to our community; and

**WHEREAS**, Town staff will focus attention on examining employee manuals, policies, and hiring practices to promote fairness and equity within our town government, will raise consciousness about the importance of diversity and the positive effect that it can have on our economy, and will employ best practices in coaching employees to value, and respect all citizens.

**WHEREAS**, The Town of Milton believes that our differences make us stronger. We are committed to the principle of people helping people and will work with purpose and determination to support quality of life for everyone, based on acceptance, belonging and justice; and



**THEREFORE, BE IT RESOLVED**, the Town of Milton Selectboard shall execute a Declaration of Inclusion which condemns racism and discrimination of any type and welcomes all persons, regardless of race, color, religion, national origin, sex, gender, gender identity, sexual orientation, age or disability and will protect these classes to the fullest extent of the law. In addition, as a Town, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community. The Town of Milton is and will continue to be a place where individuals can live freely and express their opinions.

Dated at Milton, Vermont this 17th day of May 2021.

MILTON SELECTBOARD

\_\_\_\_\_  
Darren Adams, Chairman

\_\_\_\_\_  
Michael Morgan, Vice Chairman

\_\_\_\_\_  
Chris Taylor, Clerk

\_\_\_\_\_  
Brenda Steady, Member

\_\_\_\_\_  
John FitzGerald, Member

Filed with the Milton Town Clerk's Office this \_\_\_\_ day of \_\_\_\_\_, 2021.

Attest: \_\_\_\_\_  
\_\_\_\_\_

# Read the Declaration of Inclusion

The Town of \_\_\_\_\_ condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community.


As a town, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

The Town of \_\_\_\_\_ has and will continue to be a place where individuals can live freely and express their opinions.

By the \_\_\_\_\_ Selectboard on \_\_\_\_\_ 2021.



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Evan Teich, Unified Manager   
**DATE:** February 8, 2022  
**SUBJECT:** Executive session to discuss sale of sewer capacity to the Town of Williston

### **Issue**

The issue is to discuss the sale of sewer capacity to the Town of Williston.

### **Discussion**

Williston is seeking to purchase sewer capacity from Village. The premature general public knowledge of this discussion could place the Village of Essex Junction at a substantial disadvantage.

### **Cost**


There is no cost associated with this issue.

### **Recommendation**

It is recommended the Trustees discuss the potential sale of sewer capacity to the Town of Williston. If the Trustees wish to enter executive session, the following motion is recommended:

“I move that the Trustees enter into executive session to discuss the potential sale of sewer capacity to the Town of Williston in accordance with 1 V.S.A. Section 313(a)(1) and to include the Unified Manager.”

# Memorandum

**To:** Village Board of Trustees  
**From:** Evan Teich, Unified Manager   
**Re:** Executive Session for personnel matter  
**Date:** February 8, 2022

---

## Issue

The issue is whether the Village Board of Trustees enters into executive session to discuss a personnel matter.

## Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary. Personnel matters can be a protected discussion, provided that the Trustees explain the reasons for its final decisions during the open meeting.

## Cost

N/A

## Recommendation

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

“I move that the Trustees enter into executive session to discuss a personnel issue, pursuant to 1 V.S.A. § 313(a)(3), and to include the Unified Manager.”

VILLAGE OF ESSEX JUNCTION  
TRUSTEES MEETING MINUTES  
January 25, 2022

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

**ADMINISTRATION and STAFF:** Evan Teich, Unified Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Robin Pierce, Community Development Director; Harlan Smith, Director of Parks and Facilities

**OTHERS PRESENT:** Bob Burrows; Kevin Collins; Patty Davis; Yves Dubief; Wendy Hysco; Chris Kline; Deb McAdoo; Nathan O’Conner; Dennis Thibeault; Irene Wrenner; Jess

1. **CALL TO ORDER**

Mr. Brown called the meeting to order at 6:32 PM.

2. **AGENDA ADDITIONS/ CHANGES**

There were no changes or additions to the agenda. Mr. Tyler pointed out Ms. Haney’s letter in the reading file and Mr. Brown said it was relevant to item 5a, so could be discussed at that time.

3. **APPROVE AGENDA**

With no changes to the agenda, approval was not required.

4. **PUBLIC TO BE HEARD**

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

There were no comments from the public at this time.

5. **BUSINESS ITEMS**

a. **Discuss public outreach and board questions for local options tax**

Mr. Teich introduced the issue, as presented in the Local Options Tax (LOT) memo detailing options for outreach, online Q & A, informational meetings, and presentation opportunities to educate the public about the LOT. The Trustees discussed and agreed with the proposed outreach plans. Mr. Brown offered to conduct a presentation of the LOT at the Town Meeting Info Session. He said he would include information about how the LOT could offset the property tax burden that could result from a predicted \$800,000 deficit in FY26, if the City charter is approved. Mr. Chawla requested that Mr. Brown’s presentation and outreach help clarify that municipal funds, such as those for the Crescent Connector, may be allocated as project-specific funding which they are not able to be used to offset the deficit. Mr. Luck suggested they also educate people about why some capital improvement plans have not already been scheduled, by explaining the Capital Plan scoring process. The Trustees authorized for the outreach and awareness plan to move forward.

b. **Possible action about regulating short term rentals (Airbnb-type)**

Mr. Brown introduced the question of whether the Trustees want staff to research regulatory tools that the Village, and future City, may be able to apply to short-term rentals. He said the overarching goal is to keep housing stock available for residents by disincentivizing converting full residences into a short-term Airbnb-type rentals. He said they should also preserve the capability of those with extra room(s) in their primary residence to be able to earn income through short-term rentals. The Trustees talked about the low numbers of available housing in the Village. Mr. Brown suggested that charging fees to homeowners who rent entire homes as Airbnb-type lodging. The Trustees requested that staff engage with the Housing Commission to research the issue. Mr. Pierce agreed that investment properties should be controlled but that short-term rentals in already-inhabited homes should not be negatively impacted. Ms. Thibeault wondered how this type of regulation would be enforced. The Trustees agreed that they should wait until a city is formed before

56 determining regulation strategies. Ms. Smith, from the Housing Commission, said the research  
57 proposal is in line with the commission's interests and they will look into this.

58  
59 Ms. Davis shared anecdotes related to her decisions to move, in the past. She said she supported  
60 the idea of regulations to deter encampments and make it easier for people to find housing.

61  
62 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Board of Trustees revisit**  
63 **the topic on July 26<sup>th</sup> with staff's initial findings. The motion passed 5-0.**

64  
65 c. **Discuss adding cannabis to annual meeting ballot**

66 Mr. Pierce introduced the issue of whether the Trustees will place an opt-in question on the 2022  
67 ballot, to determine if the voters will allow retail cannabis in the Village. He said that if a Village  
68 vote passes, they could make specific zoning decisions to stipulate where retail cannabis sale  
69 could take place (away from schools, for example). The Trustees discussed the warning and  
70 timeline for educating residents. They agreed that putting the question on the ballot could be a  
71 good decision, because businesses may be ready to open by October, if the Town's opt-in  
72 question passes. The Trustees requested staff provide them information about strategies to  
73 address zoning for retail cannabis by their next meeting. They requested that any informational  
74 messaging be shared with them in advance and Mr. Chawla suggested that staff look into whether  
75 they may use Lamoille County's FAQ document about the issue. He also suggested that CCRPC  
76 and the Planning Commission have a conversation with stakeholders on the topic. The Trustees  
77 agreed to work on unbiased language that does not suggest they are for or against opting-in. They  
78 agreed that the locations of retail cannabis should be carefully considered.

79  
80 d. **Discuss adding fund balance threshold change to annual meeting ballot**

81 The Trustees discussed the issue of whether or not place an item on the 2022 Annual Meeting  
82 ballot to increase the unassigned fund balance percentage from the current 10% to, instead, the  
83 GFOA suggested 15%-20%. Mr. Luck said this procedure controls how much of a rainy-day fund  
84 could be kept. The Trustees discussed whether they should postpone the ballot question, until after  
85 the separation issue. They decided to add 15% to the ballot because they could still assign funds,  
86 within the unassigned fund balance threshold if they determined it would be in their best interest,  
87 even if the increase passes.

88  
89 **DAN KERIN made a motion, seconded by GEORGE TYLER, that the Board of Trustees add an**  
90 **article to the 2022 Annual Meeting asking the voters if they want to change the unassigned**  
91 **fund balance maximum policy to 15%. The motion passed 5-0.**

92  
93 e. **Consider approval to hold Village Annual Meeting by Australian ballot**

94 Mr. Teich said recent legislation passed to would allow municipalities to choose whether to hold the  
95 2022 Annual Village Meeting by Australian Ballot again for this year. Trustees discussed the  
96 previous year's increased voter turnout when it was held this way. They talked about the cost of  
97 the election and the mailing, as detailed in the related memo, Mr. Teich said the cost of \$5000, for  
98 mailing ballots to all active voters, is the amount required after cost-splitting with the school.

99  
100 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Board of Trustees hold**  
101 **the 2022 Annual Meeting entirely by Australian ballot and to mail ballots to all active voters.**  
102 **The motion passed 5-0.**

103  
104 f. **Discuss topics for annual newsletter**

105 Mr. Brown suggested the annual newsletter include the topics already discussed by the Trustees:  
106 Local Options Tax, Essex Independence and Cannabis legislation. The Trustees talked about the  
107 preferred newsletter size, requesting it be brief and to the point with links to more information found  
108 online. Ms. Thibeault said that the focus of the newsletter should be the ballot. The Trustees

109 agreed that an update on Independence could be in a timeline format. They requested staff move  
110 forward with drafting the newsletter and authorized them to send it out when they see it as ready.  
111

112 **g. Consideration of purchasing of masks with American Rescue Plan Act funds**

113 Mr. Chawla introduced the issue of whether or not to purchase masks for the community using less  
114 than 1% of ARPA Funds (up to \$40,000), which would secure 45,000-60,000 masks. He talked  
115 about identified sources for the purchase and how other institutions are sourcing and distributing  
116 masks. He said the strategy of purchasing and distributing masks would make securing masks  
117 easier for Essex residents and could help vulnerable populations. He suggested, based on  
118 discussions with medical professionals, they secure multiple types of masks to accommodate  
119 various face shapes and sizes. He asked whether or not the Trustees would move forward with  
120 purchasing and determining a strategy to distribute masks. The Trustees discussed the benefits of  
121 the proposal. Mr. Kerin said he agreed with the idea of providing masks but wondered what it  
122 would take to distribute them. Mr. Kerin and Mr. Chawla discussed how providing 3-5 masks per  
123 person could negatively impact pollution but positively impact health and safety. Mr. Tyler thought  
124 the Senior Center could be a point of distribution and wondered if restaurant workers could be  
125 targeted for masks as well. Mr. Luck suggested that the Recreation Department devise a  
126 distribution strategy. Mr. Chawla talked about challenges with securing masks for the community's  
127 youngest children. The Trustees discussed the benefits of a slow, deliberate roll out of the effort.  
128 Ms. Thibeault suggested starting with providing masks to staff. Mr. Kerin said that the program  
129 should be carried out as a preventative gesture but not an ongoing program that expands too far.  
130

131 Mr. Dubief, a professor from UVM focusing on COVID research, discussed how using masks can  
132 reduce the aerosol spread of COVID and gave examples of how mask use can lower the rate of  
133 transmission. He suggested N95 masks be provided because they are more comfortable and  
134 breathable. He stressed the importance mask accessibility while targeting education about masks-  
135 how often they can be used, etc. He suggested prioritizing senior living spaces.  
136

137 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Board of Trustees**  
138 **address the emergency situation of COVID-19, which threatens the lives and health of our**  
139 **residents and staff, by making emergency purchases of up to \$40,000 to supply high-quality**  
140 **masks to Village residents and staff using ARPA funds.**

141 Mr. Tyler and Mr. Chawla clarified that this effort will start small, by using only a few thousand  
142 dollars at first to determine how it goes, then report back to the Trustees on how to proceed.

143 **The motion passed 5-0.**  
144

145 **h. Discussion and possible action about contracts with the Town of Essex**

146 Mr. Luck introduced this follow-up discussion from the Essex Selectboard and Village Trustees  
147 Joint Meeting on January 24<sup>th</sup>. Mr. Tyler brought up Ms. Haney's letter from the reading file, to  
148 illustrate the need for the Village to focus on their own economic development vision. He said the  
149 Town's Economic Development Committee is broader than just the downtown and takes a different  
150 approach than what is needed there. He suggested forming a Downtown Committee, or their own  
151 Economic Development Commission, to take better advantage of their downtown designation. He  
152 suggested that this strategy could support planned, significant projects and prepare for new  
153 initiatives in a more coordinated, focused way. He also suggested they also have a stronger  
154 presence in the Global Foundries industrial park plans. Mr. Brown wondered how a Town  
155 Economic Director would play out with a shared Economic Development Committee. Mr. Chawla  
156 talked about the importance of continued collaboration with the Town until but also consider a  
157 separate structure, later, for economic development downtown.  
158

159 The Trustees discussed their support of the other collaborative committees/ joint boards with the  
160 Town and supported how the agreements are currently written. Mr. Chawla wondered how the

committee stipends would be addressed. He suggested they identify an agreement with the Selectboard for how this will work. Mr. Brown suggested this also could include a discussion about logistics related to appointments of committee members.

6. **CONSENT ITEMS**

**DAN KERIN made a motion, seconded by RAJ CHAWLA, to approve the consent agenda as amended:**

- a. Approve minutes: January 11, 2022
- b. Village Annual Meeting/Elections Preparation Schedule
- Approve Check Warrants: #17286—01/24/2022

**The motion passed 5-0.**

7. **READING FILE**

a. **Board member comments**

- Mr. Brown said he will forward information from Global Foundries about their strategy to remove hydrogen from used water to power their operations, to reduce energy use.
- Mr. Brown said during the day he was invited by Representatives Houghton and Dolan to discuss the bill for Essex Independence with the House Government Operations (Ops) committee at their first hearing. He said he and Mr. Murray from the Selectboard attended to answer questions. Mr. Brown's impression was that the Committee understands their amicable separation process. He explained the next steps for the bill: another opportunity for testimony, if House Government Ops thinks it is necessary, otherwise they will be voting on the bill. He said if it passes in this committee it may have to go to House Ways and Means committee, then it would go to the House for a vote, prior going to the same two committees in the Senate. If the Senate aligns with the House, then the bill goes to the Governor for his signature. If there were differences between the Senate and the House versions, then it would go to a conference committee and back to the House and Senate for approval prior to going to the Governor.
- Mr. Tyler said he understood that the budget reviewed in a previous meeting does not have money for renovations to Lincoln Hall in it, but ARPA funds may be used. He requested that the plan presented regarding this renovation go through a more focused discussion, including public comments and input, prior to anything being done to it. Mr. Luck clarified that the plan was only intended to illustrate how the City could have a City Hall in the event of a charter change, but a more thorough discussion and public input would be planned. Mr. Kerin suggested that ARPA funds be used for this project instead of economic development funds and Mr. Tyler explained the background and intention for economic development fund use.

- b. **Approval of CCRPC Unified Planning Work Program projects for 2023**
- c. **Email from Elaine Haney re: Input regarding discussion of shared EDC**
- d. **Face Covering Rule extended by Selectboard 1/18/2022**
- e. **Public Notice of Modification to GlobalFoundries Hazardous Waste Facility Permit**

8. **EXECUTIVE SESSION**

- a. **\*An executive is not anticipated**  
No executive session took place

9. **ADJOURN**

**DAN KERIN made a motion, and RAJ CHAWLA seconded, that the Trustees adjourn the meeting. The motion passed 5-0 at 8:58 PM.**

Respectfully Submitted,  
Cathy Ainsworth



# Memorandum

To: Evan Teich, Unified Manager and the Village Trustees  
From: Susan McNamara-Hill, Village Clerk  
Rick Jones, Village highway Superintendent  
Robin Pierce, Community Development Director  
Subject: 2022 Certificate of highway Mileage  
Date: February 8, 2022

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## Issue:

The issue is whether or not the Trustees will accept an extension of Kiln Road, and the adoption of a new road, Kiln Road Extension as a Village Highways, and sign the 2022 Certificate of Highway Mileage. Both Kiln Road and Kiln Road Extension has been fully constructed in accordance with the Villages Specifications for Construction and the Village of Essex Junction has taken over winter maintenance responsibility.

The book and page numbers have not been included on the Certificate of Completion and Opening for Kiln Road and Kiln Road Extension. The book and page numbers for each road certificate will be recorded by the Village Clerk upon acceptance by the Village Trustees.

## Discussion:

The following road is recommended by Village Staff for acceptance as a Class 3 Town highway:

- |   |                    |
|---|--------------------|
| 1. Kiln Road (Sta. 0+00 to Sta. 13+87.33)       | (+) 0.263 miles    |
| 2. Kiln Road Extension (Sta. 0+14 to Sta. 1+90) | (+) 0.033 miles    |
| <b>Adjusted Class 3 Highway</b>                 | <b>0.296 miles</b> |

## Costs:

Based on last year's State road subsidy, it is estimated that the adjusted mileage will add the following revenue.

**Add            0.296 miles of Class 3 @ \$1,524.601412/mile            =            \$451.28**

## Recommendation:

It is recommended that the Trustee's accept the miles of Village roads as listed and identified under the discussion section of this memorandum, sign the Certifications of Completion and Opening of a Highway for Public Travel for Kiln Road and Kiln Road Extension, and sign the 2022 Certificate of Highway Mileage.

**CERTIFICATE of COMPLETION and OPENING**  
**of a HIGHWAY for PUBLIC TRAVEL**

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class 3 Highway in the Village of Essex Junction was COMPLETED AND OPENED FOR PUBLIC TRAVEL on February 8, 2022.

**DESCRIPTION OF RIGHT-OF-WAY:**

**Kiln Road (TH #488)**  
**(Sta. 0+00 to 13+87.33)**

Beginning at the end of existing Kiln Road, (TH #488), at the intersection of Mason Drive, (TH #497), extending from Kiln Road a distance of approximately 1,387.33' (0.2628 miles) ending on an offset cul de sac. See attached deed description and plat.

**Kiln Road Extension (New Road)**  
**(Sta. 0+14 to 1+90)**

Beginning at the edge of the traveled way of Woods End Drive, (TH #519), extending easterly to Kiln Road, (TH #488), for a distance of approximately 176.0' (0.033 miles) ending at the edge of the traveled way of Kiln Road. See attached deed description and plat.

**Kiln Road (TH #488)**  
**(Sta. 0+00 to 13+87.33)**

**Kiln Road Extension (New Road)**  
**(Sta. 0+14 to 1+90)**

Dated at Essex Junction, County of Chittenden and State of Vermont this 8th day February 2022.

*Board of Trustees*

\_\_\_\_\_  
Andrew P. Brown

\_\_\_\_\_  
Raj Chawla

\_\_\_\_\_  
George A. Tyler

\_\_\_\_\_  
Amber Thibeault

\_\_\_\_\_  
Daniel S. Kerin

\_\_\_\_\_  
Evan Teich, Unified Manager

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Essex Junction, Vermont

\_\_\_\_\_, 2022

The above is a true copy of the description of class 3 Highway completed and opened for public travel, recorded in Village Records of the Village of Essex Junction on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_ o'clock, \_\_\_\_ .M.

Attest: \_\_\_\_\_  
Village Clerk of Essex Junction, Vermont

District 5  
 Certcode 0406-1

**CERTIFICATE OF HIGHWAY MILEAGE  
 YEAR ENDING FEBRUARY 10, 2022**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2022 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

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

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

<i>Town Highways</i>	<i>Previous Mileage</i>	<i>Added Mileage</i>	<i>Subtracted Mileage</i>	<i>Total</i>	<i>Scenic Highways</i>
<i>Class 1</i>	5.013	<input type="text"/>	<input type="text"/>	5.013	0.000
<i>Class 2</i>	2.006	<input type="text"/>	<input type="text"/>	2.006	0.000
<i>Class 3</i>	28.01	0.296	<input type="text"/>	28.306	0.000
<i>State Highway</i>	0.600	<input type="text"/>	<input type="text"/>	0.600	0.000
<b>Total</b>	<b>35.629</b>	<b>0.296</b>	<input type="text"/>	<b>35.925</b>	<b>0.000</b>
* <i>Class 1 Lane</i>	1.289	<input type="text"/>	<input type="text"/>	1.289	
* <i>Class 4</i>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* <i>Legal Trail</i>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

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

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

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

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

**IF THERE ARE NO CHANGES IN MILEAGE:** Place an X in the box and sign below.

**PART III - SIGNATURES - PLEASE SIGN.**

Signatures of Selectmen/ Aldermen/ Trustees: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of T/C/V Clerk: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Please sign ORIGINAL and return it for Transportation signature.

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

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Representative, Agency of Transportation

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	01/07/22	Office Supplies 1FYJ3HPQ7QT1	210-5-30-10-610.000 General Supplies	51.45	37950	01/28/22
19815	AMAZON CAPITAL SERVICES	01/13/22	Office Supplies 1G4JTF674JNQ	210-5-30-10-610.000 General Supplies	25.27	37950	01/28/22
19815	AMAZON CAPITAL SERVICES	01/09/22	Office Furniture 1P4CJ6PJ37YV	210-5-30-10-610.000 General Supplies	239.98	37950	01/28/22
19815	AMAZON CAPITAL SERVICES	01/14/22	Office Supplies 1W1NP9PXDJGV	210-5-30-10-610.000 General Supplies	28.99	37950	01/28/22
42665	AMAZON/SYNCB	01/10/22	EJRP Amazon January 0432266 0122	210-5-30-10-610.000 General Supplies	550.00	37952	01/28/22
00530	BRODART CO	12/29/21	J Collection, Supplies B6341330	210-5-35-10-640.202 Juvenile Collection	8.89	37963	01/28/22
00530	BRODART CO	12/29/21	J Collection, Supplies B6341330	210-5-35-10-610.000 General Supplies	0.80	37963	01/28/22
00530	BRODART CO	12/29/21	J Collection, Supplies B6341348	210-5-35-10-640.202 Juvenile Collection	32.64	37963	01/28/22
00530	BRODART CO	12/29/21	J Collection, Supplies B6341348	210-5-35-10-610.000 General Supplies	1.60	37963	01/28/22
00530	BRODART CO	01/10/22	FASTips: Foundation/Donat B6347302	210-5-90-00-991.000 Library Donation Expense	73.32	37963	01/28/22
00530	BRODART CO	01/10/22	FASTips: Foundation/Donat B6347302	210-5-35-10-610.000 General Supplies	3.20	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Collection, Supplie B6348074	210-5-35-10-640.201 Adult Collection	367.51	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Collection, Supplie B6348074	210-5-35-10-610.000 General Supplies	16.00	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Replacement, Suppli B6348290	210-5-90-00-640.201 Adult Collection replacem	189.04	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Replacement, Suppli B6348290	210-5-35-10-610.000 General Supplies	8.00	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Collection, Supplie B6348329	210-5-35-10-640.201 Adult Collection	16.20	37963	01/28/22
00530	BRODART CO	01/11/22	Adult Collection, Supplie B6348329	210-5-35-10-610.000 General Supplies	0.80	37963	01/28/22
V04609	CENTER POINT LARGE PRINT	01/01/22	Adult Collection 1902344	210-5-35-10-640.201 Adult Collection	95.88	37968	01/28/22
21120	CHAMPLAIN MEDICAL URGENT	01/15/22	Physicals 0005018800	210-5-25-10-330.000 Professional Services	450.00	37969	01/28/22
21210	CINTAS LOC # 68M 71 M	01/20/22	SM SHOP TWL-RED- 4108209119	210-5-40-12-610.000 General Supplies	90.36	37970	01/28/22
25120	CLICKTIME.COM	01/06/22	Online Timesheets Decembe 362989	210-5-30-10-330.000 Professional Services	623.00	37971	01/28/22
04940	COMCAST	01/13/22	TV Internet 1/19-2/18/22 0091811 0122	210-5-40-12-600.000 Salt, Sand and Gravel	62.90	37973	01/28/22
04940	COMCAST	01/13/22	TV Internet 1/19-2/18/22 0091811 0122	210-5-40-12-610.000 General Supplies	181.41	37973	01/28/22
04940	COMCAST	12/23/21	MSP Internet Jan. 12/30-1 0176315 1221	210-5-41-26-530.000 Communications	358.36	37977	01/28/22
04940	COMCAST	12/23/21	Park St Internet Jan. 12/ 0210908 1221	210-5-41-23-530.000 Communications	216.77	37978	01/28/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31545	01/13/22	Supplies 01132022	210-5-25-10-610.000 General Supplies	142.48	37980	01/28/22
25715	01/14/22	various Village projects. 21810 122	210-5-40-12-330.000 Professional Services	2815.90	37982	01/28/22
05550	01/19/22	Software Update ESO70581	210-5-25-10-431.000 R&M Buildings & Grounds	200.85	37987	01/28/22
21740	01/19/22	WW Visa charges 12/22/21 01240 122	210-5-10-10-845.000 Employee/Volunteer Recogn	69.24	37991	01/28/22
45400	01/19/22	Annual subscription for P 01/19/22	210-5-16-10-500.000 Training, Conf, Dues	289.47	37993	01/28/22
19005	01/01/22	Phone 12/2/-12/31/21 10629705	210-5-41-22-530.000 Communications	187.34	37994	01/28/22
19005	01/01/22	MSP Internet Jan. 10630221	210-5-41-26-530.000 Communications	360.00	37995	01/28/22
07010	01/07/22	MSP Power December 0102275Maple	210-5-41-26-622.000 Electricity	247.80	38006	01/28/22
07010	01/11/22	non solar accounts 12/10/ 011122 NS	210-5-40-12-622.200 Streetlight Electricity	11061.15	38007	01/28/22
07010	01/11/22	non solar accounts 12/10/ 011122 NS	210-5-40-12-622.000 Electricity	826.49	38007	01/28/22
07010	01/07/22	MSP Power December 012275Maples	210-5-41-26-622.000 Electricity	1203.54	38008	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-41-20-622.000 Electricity	534.74	38013	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-41-22-622.000 Electricity	534.73	38013	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-40-12-622.000 Electricity	40.35	38013	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-41-21-622.000 Electricity	900.08	38013	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-40-12-622.000 Electricity	554.24	38013	01/28/22
07010	01/07/22	Solar Accounts 12/7/21 to 122SOLAR	210-5-41-23-622.000 Electricity	237.35	38013	01/28/22
22610	01/20/22	Stipend payment 7/1-12/3 2021	210-5-10-10-190.000 Board member Payments	150.00	38019	01/28/22
13000	01/21/22	ROAD SERVICE TO INDUSTRIA 65264	210-5-40-12-430.000 R&M Vehicles & Equipment	697.54	38021	01/28/22
26920	01/25/22	Joint Mtg 1/24 29	210-5-10-10-530.000 Communications	12.71	38022	01/28/22
V9970	01/14/22	Adult Collection 501550419	210-5-35-10-640.201 Adult Collection	66.97	38024	01/28/22
24620	01/27/22	WACKER / fuel cap 1622214	210-5-40-12-610.000 General Supplies	40.19	38025	01/28/22
06675	01/24/22	Copier usages 12/18-1/17/ IN465599	210-5-35-10-442.000 Rental Vehicles/Equip	0.39	38028	01/28/22
06675	01/24/22	Copier usages 12/18-1/17/ IN465599	210-5-35-10-442.000 Rental Vehicles/Equip	54.66	38028	01/28/22
06675	01/24/22	Copier usages 12/18-1/17/ IN465599	210-5-40-12-442.000 Rental Vehicles/Equip	1.54	38028	01/28/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
06675	NATIONAL BUSINESS TECHNOL	01/24/22	Copier usages 12/18-1/17/ IN465599	210-5-10-10-442.000 Rental Vehicles/Equip	6.34	38028	01/28/22
24100	PERMA-LINE CORP OF NEW EN	01/13/22	FINISHED TRAFFIC SIGNS -P 190619	210-5-40-12-572.000 Traffic Control	240.60	38035	01/28/22
24855	PETTY CASH - CAITLIN FAY	12/22/21	EJRP Petty Cash Reimburse 122221D	210-5-30-10-610.000 General Supplies	65.17	38036	01/28/22
37430	R R CHARLEBOIS INC	01/26/22	CAP -WASHER RESERVOIR 26- IE12006	210-5-40-12-430.000 R&M Vehicles & Equipment	8.91	38039	01/28/22
43275	RYCANDON MECHANICAL, INC.	01/19/22	Park St Heating Zone Repa 14001	210-5-41-23-431.000 R&M Buildings & Grounds	195.00	38046	01/28/22
05280	S & D LANDSCAPES LLC	01/21/22	blow snow at the snow dum 220052	210-5-40-12-422.000 Snow Removal	399.08	38047	01/28/22
00275	SB SIGNS INC	01/20/22	EJRP Flag 25850	210-5-30-10-610.000 General Supplies	141.70	38048	01/28/22
29835	SHERWIN-WILLIAMS	01/05/22	MSP Office Paint 64260	210-5-30-12-431.000 R&M Buildings & Grounds	59.42	38051	01/28/22
43260	ULINE	01/05/22	Supplies 143339332	210-5-35-10-610.000 General Supplies	332.63	38055	01/28/22
11935	VIKING-CIVES USA	01/18/22	LYNCH PIN 4512287	210-5-40-12-430.000 R&M Vehicles & Equipment	88.64	38059	01/28/22
23395	VILLAGE HARDWARE - WILLIS	01/20/22	Max Heat trigger torch 514262	210-5-40-12-610.000 General Supplies	77.88	38060	01/28/22
29825	VT GAS SYSTEMS	01/20/22	MSP VT Gas Jan 1578756 0122	210-5-41-26-621.000 Natrual Gas/Heating	441.76	38061	01/28/22
29825	VT GAS SYSTEMS	01/20/22	MSP VT Gas Jan. 810044 0122	210-5-41-26-621.000 Natrual Gas/Heating	590.15	38064	01/28/22
07565	W B MASON CO INC	10/11/21	Batteries 224120807	210-5-30-10-610.000 General Supplies	39.97	38067	01/28/22
07565	W B MASON CO INC	12/27/21	Water Cooler Rental 226208053	210-5-30-10-610.000 General Supplies	29.97	38067	01/28/22
07565	W B MASON CO INC	01/05/22	Office Supplies 226440522	210-5-30-10-610.000 General Supplies	36.99	38067	01/28/22
07565	W B MASON CO INC	01/11/22	Office Supplies 226582965	210-5-30-10-610.000 General Supplies	37.96	38067	01/28/22
07565	W B MASON CO INC	01/13/22	Trash Liners 226669519	210-5-30-12-610.000 General Supplies	68.98	38067	01/28/22
07565	W B MASON CO INC	01/19/22	Trash Liners 226813837	210-5-30-12-610.000 General Supplies	65.98	38067	01/28/22
07565	W B MASON CO INC	01/19/22	Office Mail Boxes 226828165	210-5-30-10-610.000 General Supplies	291.98	38067	01/28/22
07565	W B MASON CO INC	01/18/22	Water Return CM0553880	210-5-30-10-610.000 General Supplies	-31.98	38067	01/28/22
07565	W B MASON CO INC	01/18/22	Water Bottle Credit CM0553883	210-5-30-10-610.000 General Supplies	-24.00	38067	01/28/22
07565	W B MASON CO INC	01/18/22	Water Bottle Return CM0554028	210-5-30-10-610.000 General Supplies	-24.00	38067	01/28/22
23000	WHITCOMB	01/12/22	SHUR-PAC 6071	210-5-40-12-451.000 Summer Construction Servi	125.95	38068	01/28/22
25715	DONALD L. HAMLIN CONSULT	01/21/22	Crescent Connector Decemb 12833 012122	230-5-16-10-890.824 Cres. Connector	471.25	37982	01/28/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	01/21/22	DONALD L. HAMLIN CONSULT	Crescent Connector Phase 18814 012122	230-5-16-10-890.824 Cres. Connector	526.50	37982	01/28/22
25715	01/14/22	DONALD L. HAMLIN CONSULT	Densmore Drive Upstream 1 21804 11422	230-5-40-13-722.801 Densmore Dr non-FEMA	1643.75	37982	01/28/22
07010	01/11/22	GREEN MOUNTAIN POWER CORP	non solar accounts 12/10/ 011122 NS	254-5-54-20-622.000 Electricity	90.50	38007	01/28/22
05290	01/21/22	ADVANCE AUTO PARTS	Plow truck service 552202128206	255-5-55-30-430.000 R&M Vehicles & Equipment	63.87	37949	01/28/22
11375	01/01/22	CASELLA WASTE MANAGEMENT	Service WWTP 3249100	255-5-55-30-421.000 Grit Disposal	1097.64	37967	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-430.000 R&M Vehicles & Equipment	149.95	37991	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-567.000 Biosolids Land Applicatio	70.21	37991	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-570.000 Other Purchased Services	944.00	37991	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-610.000 General Supplies	86.86	37991	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-610.000 General Supplies	32.00	37991	01/28/22
21740	01/19/22	FIRST NATIONAL BANK OMAHA	WW Visa charges 12/22/21 01240 122	255-5-55-30-570.000 Other Purchased Services	-119.88	37991	01/28/22
24250	12/30/21	IMPACT FIRE	New Fire extinguishers p 11353705	255-5-55-30-610.000 General Supplies	1525.00	38015	01/28/22
06675	01/24/22	NATIONAL BUSINESS TECHNOL	Copier usages 12/18-1/17/ IN465599	255-5-55-30-442.000 Rental Vehicles/Equip	21.11	38028	01/28/22
V1661	01/07/22	NORTH CENTRAL LABORATORIE	Lab Supplies 464758	255-5-55-30-618.000 Laboratory Supplies	2184.00	38030	01/28/22
02970	01/10/22	USA BLUE BOOK INC	SafeGrip Powder Free 12 m 841030	255-5-55-30-618.000 Laboratory Supplies	552.20	38057	01/28/22
07010	01/11/22	GREEN MOUNTAIN POWER CORP	non solar accounts 12/10/ 011122 NS	256-5-56-40-622.000 Electricity	541.44	38007	01/28/22
07010	01/07/22	GREEN MOUNTAIN POWER CORP	Solar Accounts 12/7/21 to 122SOLAR	256-5-56-40-622.000 Electricity	635.34	38013	01/28/22
07010	01/07/22	GREEN MOUNTAIN POWER CORP	Solar Accounts 12/7/21 to 122SOLAR	256-5-56-40-434.001 Susie Wilson PS Costs	523.09	38013	01/28/22
07010	01/07/22	GREEN MOUNTAIN POWER CORP	Solar Accounts 12/7/21 to 122SOLAR	256-5-56-40-434.002 West Street PS Costs	571.82	38013	01/28/22
23855	01/19/22	SOUTHWORTH-MILTON, INC.	173 WEST ST PS SCINV610088	256-5-56-40-434.002 West Street PS Costs	1035.32	38052	01/28/22
06675	01/24/22	NATIONAL BUSINESS TECHNOL	Copier usages 12/18-1/17/ IN465599	258-5-33-13-442.000 Rental Vehicles/Equip	142.10	38028	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES	RK MSP Supplies 113LP4GVRH3D	259-5-30-15-610.000 General Supplies	6.99	37950	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES	RK Fleming Supplies 113LP4GVY3YG	259-5-30-15-610.000 General Supplies	89.60	37950	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES	RK Summit Supplies 163TR6GVQOC4	259-5-30-15-610.000 General Supplies	83.92	37950	01/28/22
19815	01/08/22	AMAZON CAPITAL SERVICES	RK Summit Supplies 1CXYHLWJ76Y	259-5-30-15-610.000 General Supplies	67.11	37950	01/28/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	01/08/22	AMAZON CAPITAL SERVICES RK Summit Supplies 1DNHYQ4QMNXR	259-5-30-15-610.000 General Supplies	166.71	37950	01/28/22
19815	01/06/22	AMAZON CAPITAL SERVICES RK FMS Supplies 1F9CQPK7FKYL	259-5-30-15-610.000 General Supplies	77.62	37950	01/28/22
19815	01/11/22	AMAZON CAPITAL SERVICES RK Summit Supplies 1FPTHKLVQ9D	259-5-30-15-610.000 General Supplies	39.85	37950	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES RK EES Supplies 1GNTR1KGR1LX	259-5-30-15-610.000 General Supplies	54.71	37950	01/28/22
19815	01/19/22	AMAZON CAPITAL SERVICES Program Masks 1LP76HGVCTKF	259-5-30-14-610.000 General Supplies	13.99	37950	01/28/22
19815	01/17/22	AMAZON CAPITAL SERVICES RK MSP Supplies 1PGT7D6CDPFR	259-5-30-15-610.000 General Supplies	50.46	37950	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES RK MSP Supplies 1R1Y13JYNRN3	259-5-30-15-610.000 General Supplies	167.71	37950	01/28/22
19815	01/09/22	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1V7Y3H6QQJYL	259-5-30-15-610.000 General Supplies	113.22	37950	01/28/22
19815	01/11/22	AMAZON CAPITAL SERVICES RK Summit Supplies 1XCQQDK6T171	259-5-30-15-610.000 General Supplies	34.09	37950	01/28/22
42665	01/10/22	AMAZON/SYNCB EJRP Amazon January 0432266 0122	259-5-30-16-610.000 General Supplies	83.23	37952	01/28/22
42665	01/10/22	AMAZON/SYNCB EJRP Amazon January 0432266 0122	259-5-30-14-610.000 General Supplies	259.33	37952	01/28/22
02695	12/20/21	AMERICAN SOCIETY OF COMPO EJRP License Fee 2022 500602687202	259-5-30-14-330.000 Professional Services	390.00	37954	01/28/22
25955	12/23/21	AT&T MOBILITY RK Cell Phones December 8727992 1221	259-5-30-15-530.000 Communications	264.80	37956	01/28/22
25955	12/27/21	AT&T MOBILITY EJRP Cell Phones December 8730181 1221	259-5-30-15-530.000 Communications	382.16	37958	01/28/22
41280	01/07/22	BOUCHARD-PIERCE Preschool Fridge 85925321	259-5-30-16-610.000 General Supplies	894.00	37962	01/28/22
29240	01/19/22	DAVIS AUTO INC Bike Trailer 011922D	259-5-30-15-750.000 Machinery & Equipment	14151.00	37981	01/28/22
04005	01/07/22	GREGORY CIARA Kids Dance Fitness Nov/De 010722D	259-5-30-14-330.000 Professional Services	979.20	38014	01/28/22
23210	01/03/22	MCCARTHY BRIAN Youth Basketball Services 010322D	259-5-30-14-330.000 Professional Services	50.00	38023	01/28/22
06675	01/24/22	NATIONAL BUSINESS TECHNOL Copier usages 12/18-1/17/ IN465599	259-5-30-10-442.000 Rental Vehicles/Equip	70.73	38028	01/28/22
19155	01/10/22	OLD TOWN TROLLEY TOURS OF DC Trip DEPOSIT 11754	259-5-30-14-330.000 Professional Services	1650.00	38033	01/28/22
20620	01/06/22	RASCO LAURA Preschool Playgroup Decem 011622D	259-5-30-16-330.000 Professional Services	180.00	38040	01/28/22
29160	01/14/22	RECREATION SUPPLY CO INC MSP Pool Tables 449981	259-5-30-11-610.000 General Supplies	679.00	38041	01/28/22
24830	11/17/21	REINHART FOODSERVICE Buying Group Pricing Audi 574461	259-5-30-15-610.000 General Supplies	12.64	38042	01/28/22
24830	12/16/21	REINHART FOODSERVICE RK Fleming Snack 588554	259-5-30-15-610.000 General Supplies	17.02	38042	01/28/22
24830	01/10/22	REINHART FOODSERVICE RK Summit Snack 596014	259-5-30-15-610.000 General Supplies	137.99	38042	01/28/22



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	01/06/22	REINHART FOODSERVICE RK Snack 596056	259-5-30-15-610.000 General Supplies	18.84	38042	01/28/22
24830	01/05/22	REINHART FOODSERVICE RK Hiawatha Snack 596572	259-5-30-15-610.000 General Supplies	112.23	38042	01/28/22
24830	01/10/22	REINHART FOODSERVICE RK EES Snack 597842	259-5-30-15-610.000 General Supplies	117.24	38042	01/28/22
24830	01/10/22	REINHART FOODSERVICE RK FMS Snack 598510	259-5-30-15-610.000 General Supplies	77.72	38042	01/28/22
24830	01/10/22	REINHART FOODSERVICE RK Fleming Snack 598714	259-5-30-15-610.000 General Supplies	168.90	38042	01/28/22
24830	01/10/22	REINHART FOODSERVICE RK Westford Snack 599003	259-5-30-15-610.000 General Supplies	121.99	38042	01/28/22
24830	01/18/22	REINHART FOODSERVICE RK Summit Snack 600744	259-5-30-15-610.000 General Supplies	92.72	38042	01/28/22
24830	01/13/22	REINHART FOODSERVICE RK Hiawatha Snack CREDIT 600780	259-5-30-15-610.000 General Supplies	-123.52	38042	01/28/22
24830	01/13/22	REINHART FOODSERVICE RK Hiawatha Snack 600845	259-5-30-15-610.000 General Supplies	123.52	38042	01/28/22
24830	01/13/22	REINHART FOODSERVICE RK MSP Snack 600846	259-5-30-15-610.000 General Supplies	103.17	38042	01/28/22
24830	01/13/22	REINHART FOODSERVICE RK MSP Snack 601180	259-5-30-15-610.000 General Supplies	72.73	38042	01/28/22
24830	01/18/22	REINHART FOODSERVICE RK EES Snack 601910	259-5-30-15-610.000 General Supplies	124.12	38042	01/28/22
24830	01/18/22	REINHART FOODSERVICE RK FMS Snack 602395	259-5-30-15-610.000 General Supplies	105.72	38042	01/28/22
24830	01/20/22	REINHART FOODSERVICE RK Hiawatha Snack 604068	259-5-30-15-610.000 General Supplies	48.08	38042	01/28/22
24830	01/20/22	REINHART FOODSERVICE RK MSP Snack 604231	259-5-30-15-610.000 General Supplies	96.08	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK Westford Snack 605054	259-5-30-15-610.000 General Supplies	76.60	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK Summit Snack 605055	259-5-30-15-610.000 General Supplies	144.17	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK FMS Snack 605454	259-5-30-15-610.000 General Supplies	113.79	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK Fleming Snack 605748	259-5-30-15-610.000 General Supplies	104.14	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK Fleming Snack 605756	259-5-30-15-610.000 General Supplies	28.42	38042	01/28/22
24830	01/24/22	REINHART FOODSERVICE RK Hiawatha Snack 605901	259-5-30-15-610.000 General Supplies	67.23	38042	01/28/22
24830	01/13/22	REINHART FOODSERVICE RK MSP Snack CREDIT 600779	259-5-30-15-610.000 General Supplies	-103.17	38042	01/28/22

01/28/22

Town of Essex / Village of EJ Accounts Payable

Page 7 of 7

03:30 pm

Check Warrant Report # 17287 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 01/28/22 To 01/28/22 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
				-----		
		Report Total		63833.07		
				=====		

...

TO: For the Record  
FROM: Dennis Lutz. PE, Public Works Director  
DATE: 26 January 2022  
SUBJECT: Christmas Tree Pick-up

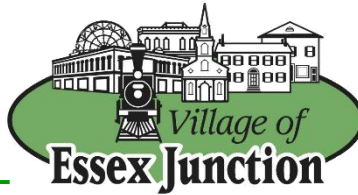
The Town Public Works crew picked up a total of 815 Christmas trees this year. The Village Public Works crew picked up 812 Christmas Trees. The effort took almost a full week with multiple trips on Town and Village roads to collect all the trees. The trees were delivered to Lamell Lumber where they are used as fuel to dry wood products.

# Village of Essex Junction

## 2022

### Annual Meeting/Election Preparation Schedule

February 24, 2022	Last day for voters to file a petition with the village clerk to have an article appear on the ballot. 17 V.S.A. 2642(a)(3)(A) (47 days prior to village meeting). Petition must contain signatures from at least 5% of registered voters in the municipality.
March 7, 2022	5:00 p.m. - deadline for Consent of Candidate forms to be filed with Village Clerk ( <i>6<sup>th</sup> Monday before Election - S.223 removes requirement for nominating petition containing 30 signatures this year</i> )
March 8, 2022	Trustees Meeting - Adopt Warning for Annual Village Meeting ( <i>At least 30 days before Annual Meeting</i> )
March 3rd thru 13 <sup>th</sup>	Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. ( <i>No earlier than 40, nor later than 30 days before Annual Meeting</i> )
March 23, 2022	Ballots must be ready by this date. 17 V.S.A. 2681a(a). If legislative body has voted to mail ballots to all active voters, ballots must be mailed by this date.
March 25, 2022	Last day (10 days prior to April 6 <sup>th</sup> ) to post warning for public informational hearing on public question to be voted by Australian ballot at a village meeting. The warning must be posted in at least two public places within the municipality and in the village clerk's office. The legislative body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)
April 1, 2022	Must distribute village meeting warning in annual village report (at least 10 days prior to village meeting) or other written form by this date to all postal patrons in the municipality to avoid publishing warning in newspaper (if publishing in the newspaper that must happen at least 5 days before village meeting). 24 V.S.A. 1682, 17 V.S.A. 2641(b)
April 7, 2022*	Village meeting warning must be published in newspaper by this date if warning has not been published in the Village Report or otherwise distributed (at least five days before the meeting). 17 V.S.A. 2641(b). <b><i>*Would probably want to publish before the informational meeting on April 6<sup>th</sup></i></b>
April 11, 2022	Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at village meeting. 17 V.S.A. 2680(g) ( <b><i>I have suggested April 6<sup>th</sup> as it is the normal date of Village meeting</i></b> )
April 12, 2022	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Essex High School)



## Celebrate Arbor Day

**Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**Whereas,** This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**Whereas,** Arbor Day is now observed throughout the nation and the world, and

**Whereas,** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**Whereas,** Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**Whereas,** Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Andrew Brown President of the Essex Junction Board of Trustees, do hereby proclaim May 7, 2021 as

### Arbor Day

In the Village of Essex Junction, and I urge all citizens to celebrate Arbor Day and support efforts to protect trees and woodlands, and




**Further,** I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.

Dated this 7th day of May, 2021,

President \_\_\_\_\_

# MEETING SCHEDULES

01/26/2022

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
Meeting Date/Time	Meeting/Location	Recording Secretary
February 7, 2022—6:30 PM	SB Regular	Darby
February 8, 2022—6:30 PM	VB Regular	Amy
February 15, 2022 —6:30 PM	Joint Meeting – Remote only (added 1/24)	Darby
February 22, 2022—6:30 PM	VB Regular	Cathy
February 23, 2022-6:30 PM	SB Regular	Darby
February 28, 2022—7:30 PM	Town Informational Hearing	Darby
March 1, 2022	Town Australian Ballot Voting	N/A
March 7, 2022—6:30 PM	SB Regular	Darby
March 8, 2022—6:30 PM	VB Regular	Amy
March 21, 2022—6:30 PM	SB Regular	Darby
March 22, 2022—6:30 PM	VB Regular	Cathy
March 28, 2022—6:30 PM	Joint Meeting – location TBD (added 1/24)	Darby
April 4, 2022—6:30 PM	SB Regular	Darby
April 6, 2022—7:00 PM	Village Informational Hearing	Cathy
April 12, 2022	Village Australian Ballot Voting	N/A
April 13, 2022—6:30 PM	VB Regular	Darby
April 25, 2022—6:30 PM	Joint Meeting – location TBD (added 1/24)	Darby