

VILLAGE OF ESSEX JUNCTION  
TRUSTEES  
REGULAR MEETING AGENDA

Remote Meeting Only  
Essex Junction, VT 05452  
Tuesday, February 22, 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 remote participation 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. **PUBLIC HEARING** [6:35 PM]
  - a. Public hearing on Fiscal Year 2023 Proposed Budget and Capital Program
6. **BUSINESS ITEMS**
  - a. Consider adoption of FY23 Budget and Capital Program Budget
  - b. Discuss annual meeting ballot initiatives – local option tax, cannabis, fund balance threshold increase to 15%
  - c. Discuss 2 Lincoln renovations
  - d. Update on mask purchase initiative
  - e. \*Discuss contracts with the Town of Essex
  - f. \*\*Consider appointments to City Manager Recruitment & Hiring Planning Committee
7. **CONSENT ITEMS**
  - a. Approve minutes: February 8, 2022
  - b. Approve Check Warrants: # 17288—02/07/2022; #17289—02/11/2022
8. **READING FILE**
  - a. Board member comments
  - b. Monthly report from Brownell Library Trustees
  - c. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
  - a. \*An executive session may be necessary to discuss potential contracts
  - b. \*\*An executive session may be necessary to discuss the appointment of a public official
10. **ADJOURN**

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

Certification: 02/18/2022



**VILLAGE OF ESSEX JUNCTION  
NOTICE OF PUBLIC HEARING  
PROPOSED FY23 BUDGET  
February 22, 2022, 6:35 PM**

A public hearing on the 2022-2023 municipal budget for the Village of Essex Junction will be held online via Zoom on Tuesday, February, 22, 2022 at 6:35 pm. The public is invited to participate online or by telephone at 1(888) 788-0099. Enter meeting code 944 6429 7825, passcode 635787.

The public is invited to attend and offer comments regarding the proposed FY23 Budget and Capital Program. Complete details and information to connect to the meetings can be found at [www.essexjunction.org](http://www.essexjunction.org).



# Village of Essex Junction

FY2023 BUDGET PUBLIC HEARING

# General Fund Highlights

- ▶ Primary Budget Driver is New positions:
  - ▶ Village Manager
  - ▶ Asst. Manager/HR
  - ▶ Finance Director
  - ▶ EJP Customer Service Specialist
- ▶ Planned increase in capital transfer

# Summary General Fund

Fund	FY22 Budget	FY23 Proposed Budget	\$ Change	% Change
General Fund	\$5,641,278	\$6,310,015	\$668,737	11.9%

Contributing Factor	Amount	Notes
Salaries & Benefits	\$564,509	New positions in Admin/Finance/EJRP, regular salaries and employee benefits
Capital Transfer	\$53,500	Planned increases in capital; additional for buildings
Legal Services	\$18,000	Increase for separation related expenses
Paving/Traffic Control	\$37,000	Additional paving projects
Elections	\$13,020	Increase to support mailing ballots
Matching Grant Funds	\$12,000	Add matching grant funds, not funded by Town

# Estimated Tax impact

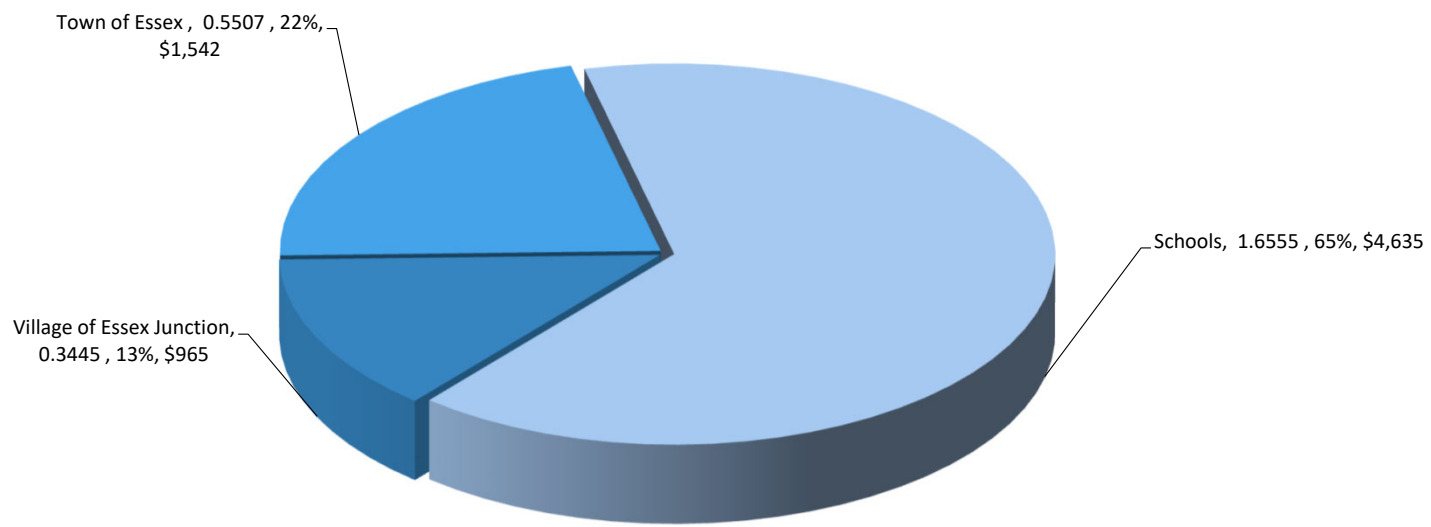
	FY22 Budget	FY23 Proposed Budget	\$ Change	% Change
Tax Levy	\$3,745,866	\$3,890,397	144,531	3.9%
Tax Rate	\$0.3345	\$0.3460	\$0.0115	3.44%

Estimated tax increase to a \$280,000 Village property is \$32.20

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

1. Other revenue sources have increased. Most notably using \$375,000 of ARPA grant funding to help offset the increase to tax payers
2. A small estimated increase in the grand list of 0.35% has been included. This is equal to the average increase over the past three years.

**FY22 Village of Essex Junction Homestead Tax Rates Totaling \$2.5507 and Tax Amount on \$280,000 assessed value Home**



Taxes on average home = \$7,142

## Summary Capital Funds

Capital Fund	Proposed Spending	Notes
Capital Reserve	\$620,000	Brickyard Culvert, finish Densmore, continue work on Crescent Connector
Rolling Stock	\$0	No planned spending
EJRP Capital	\$112,543	Playground equipment, maintenance truck, lawn mower, roofing, and landscaping
Water Capital	\$431,265	Pressure Relief Valve, Iroquois Waterline, Backhoe, Truck, Debt
WWTF Capital	\$2,457	Debt
Sanitation Capital	\$347,000	Debt, Manhole rehab, South Street Pump Station Pump
Total	\$1,513,265	



# Summary Enterprise Funds

Fund	FY22 Budget	FY23 Proposed Budget	\$ Change	% Change
EJRP Program Fund	\$2,689,281	\$2,862,184	\$172,903	6.4%
Water Fund	\$1,364,661	\$1,443,707	\$79,046	5.8%
WWTF Fund	\$2,232,458	\$2,470,209	\$237,751	10.6%
Sanitation Fund	\$581,684	\$591,700	\$10,016	1.7%

# Enterprise Funds

- ▶ Wastewater treatment facility faces challenges with changing state regulations and unfunded mandates.
- ▶ WWTF Staffing has increased
- ▶ WWTF bond payment - the sanitation fund adds \$7,750 annually to fund bond payments which will gradually increase the sanitation rate to the point where it is sufficient to pay the SRF Loan beginning in FY17. We have been able to make this a more gradual increase due to the sale of capacity to Willison.
- ▶ A change to the calculation of Administrative Fees has kept the increase more stable for the time being. Once new Village staff get settled an analysis of the appropriate level of transfer to the General Fund should be considered.

# Estimated Utility Rate Changes

<b>Utility Charges Comparison</b>		
<i>Residential Property using 120 gallons/Day</i>		
	<b>FY22</b>	<b>FY23</b>
<b>Water</b>		
Fixed Charge, annual	\$ 122.23	\$ 130.18
Usage (120 Gal/day, 5840 c.f./yr)	\$ 120.30	\$ 128.48
<b>Total</b>	<b>\$ 242.53</b>	<b>\$ 258.66</b>
<i>\$ Change</i>	<i>\$ 12.51</i>	<i>\$ 28.64</i>
<i>% Change</i>	<i>5.44%</i>	<i>12.45%</i>
<b>WWTF</b>		
Fixed Charge, annual	\$ 113.95	\$ 113.95
Usage (120 Gal/day, 5840 c.f./yr)	\$ 62.49	\$ 62.49
<b>Total</b>	<b>\$ 176.44</b>	<b>\$ 176.44</b>
<i>\$ Change</i>	<i>\$ (0.00)</i>	<i>\$ (0.00)</i>
<i>% Change</i>	<i>0.00%</i>	<i>0.00%</i>
<b>Sanitation</b>		
Fixed Charge, annual	\$ 105.20	\$ 107.44
Usage (120 Gal/day, 5840 c.f./yr)	\$ 35.62	\$ 36.21
<b>Total</b>	<b>\$ 140.82</b>	<b>\$ 143.65</b>
<i>\$ Change</i>	<i>\$ 3.15</i>	<i>\$ 5.98</i>
<i>% Change</i>	<i>2.29%</i>	<i>4.34%</i>
<b>Total All Utility Rates, annual</b>		
<i>\$ Change</i>	<i>\$ 15.67</i>	<i>\$ 34.62</i>
<i>% Change</i>	<i>2.88%</i>	<i>6.36%</i>

Village of Essex Junction - General Fund Budget Summary

Department Name:	FY20 Budget	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Budget	FY23 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
<b>Revenues</b>								
Property Taxes	3,556,422	3,556,878	3,670,039	3,671,306	3,745,866	3,890,397	144,531	3.9%
General Revenues	289,095	310,003	305,785	317,188	302,012	753,961	451,949	149.6%
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		
					68,303	paving		
				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	3,890,397	3.601%
Village Tax Rate	0.3345	0.346000	3.438%
\$ change in rate		0.0115	
<i>average tax cost - \$280k</i>	<i>936.60</i>	<i>968.80</i>	<i>32.20</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	3,890,397	144,531	3.9%
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	-	-	-	-	-	375,000	375,000	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**

1/12/2022 11:01

**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"> <thead> <tr> <th>\$ Change</th> <th>% Change</th> </tr> </thead> <tbody> <tr> <td>\$ 7.95</td> <td>6.5%</td> </tr> </tbody> </table>	\$ Change	% Change	\$ 7.95	6.5%
\$ Change	% Change								
\$ 7.95	6.5%								
Usage Charge									
Usage Fee	\$	0.0206	\$	0.0220	<table border="1"> <thead> <tr> <th>\$ Change</th> <th>% Change</th> </tr> </thead> <tbody> <tr> <td>\$ 0.0014</td> <td>6.8%</td> </tr> </tbody> </table>	\$ Change	% Change	\$ 0.0014	6.8%
\$ Change	% Change								
\$ 0.0014	6.8%								
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**

1/12/2022 11:01

		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

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**

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

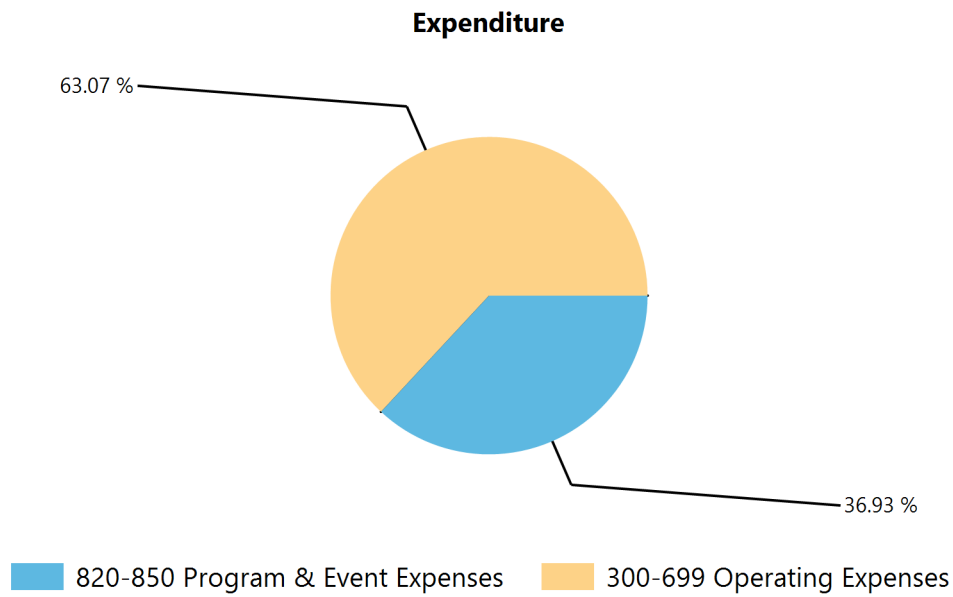
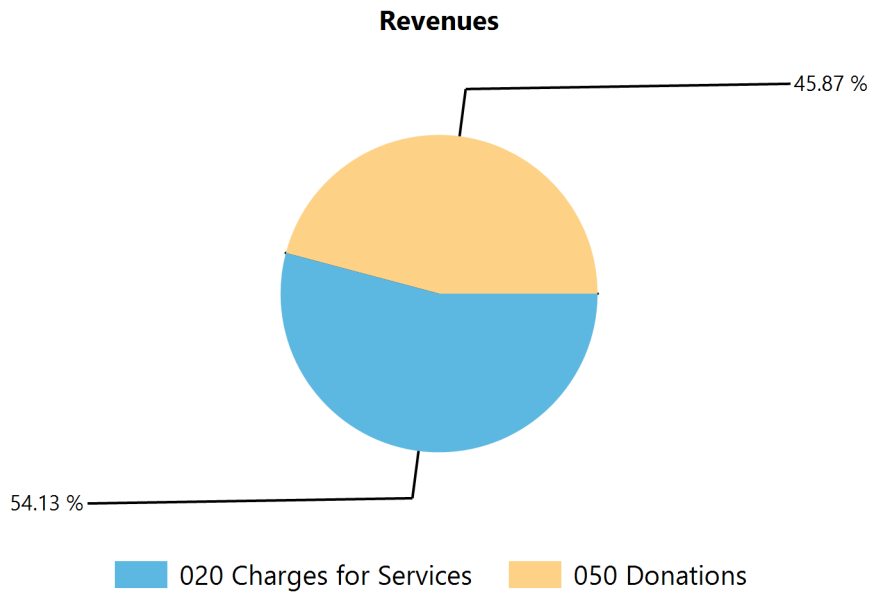
258-33-13 - Senior Center

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	
		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>			
			10,900
<b>Total Revenues</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
			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>			
			10,830
<b>Total Expenditure</b>			
			70
<b>Net Total</b>			
			70

# Costing Center Summary

258-33-13 - Senior Center

## Budget Pie Charts





2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

## **MEMORANDUM**

**TO:** Village Trustees; Evan Teich, Unified Manager; Brad Luck, Co-Interim Manager, Wendy Hysko, Co-Interim Manager  
**FROM:** Jess Morris, Finance Director  
**DATE:** February 22, 2022  
**SUBJECT:** Adoption of the FY23 Proposed Budget

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### **Issue**

The issue is whether or not the Trustees will adopt the proposed FY23 Budgets after the public hearing held on 2/22/2022

### **Discussion**

The amounts of the proposed FY23 Village Operating Budgets are as follows:

General Fund	\$ 6,310,015
Water Fund	\$ 1,443,707
Wastewater Fund	\$ 2,470,209
Sanitation Fund	\$ 591,700
Recreation Programs Fund	\$ 2,862,184
Senior Center Enterprise Fund	\$10,830

The amounts of the proposed FY23 Capital Fund Budgets are as follows:

General Fund Capital Reserve	\$ 620,000
Rolling Stock Fund	\$ 0
Water Fund Capital Reserve	\$ 431,268
WWTF Capital Reserve	\$ 2,457
Sanitation Fund Capital Reserve	\$ 162,000
Recreation Capital Reserve	\$ 112,543

### **Cost**

The estimated tax rate to support the General Fund Budget is \$0.3460. This is an increase of 3.44% from the FY22 rate. The utility rates to support the enterprise funds budgets are estimated to increase by approximately 6.36% but will be finalized in late spring.

### **Recommendation**

Staff recommends the Trustees adopt the various FY23 budgets in the amounts listed above.

## Memo

**To:** Trustees

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

**Date:** February 15, 2022

**Re:** Annual meeting ballot initiatives – local option tax, cannabis, fund balance threshold

This item is for the Trustees to confirm that they would like the following three items placed on the annual meeting ballot: local option tax, retail cannabis, and increasing the fund balance threshold to 15%, in addition to approval of the budget.

A consensus of the board is sufficient for staff to proceed with drafting ballot language. The draft warning will be on the March 8 agenda.

Are there any other items the Trustees would like to consider including on the ballot?



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:** Robin Pierce  
Village Community Development department.  
**DATE:** February 22, 2022  
**SUBJECT:** Act 164: Cannabis and its development in Vermont

### **Issue**

The issue is whether the Trustees wish to put retail cannabis on the ballot for Village Meeting.

### **Discussion**

Opt In by a municipality is the only way that retail cannabis can occur in a community. If the Trustees put the question on the ballot for approval by voters for retail cannabis the wording could be as follows:-

“Authorizing Retail Cannabis Sales: Shall Essex Junction permit the operation of cannabis retailers that are licensed by the state of Vermont under Act 164, beginning in October 2022, such sales also being subject to any Essex Junction ordinances or regulations that may lawfully adopted?”

At the State level initial discussions developed around Opt In municipalities being permitted to set a 1000’ buffer around Schools (not Daycare, or other facilities such as CHIPS). This did not make it through the system. Five hundred feet is the maximum buffer between a retail cannabis facility and a School.

### **Cost**

No cost implications currently.

### **Recommendation**

Staff recommends that the Trustees place the Opt In option on the ballot for Village Meeting



## Memo

**To:** Trustees

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

**Date:** February 22, 2022

**Re:** 2 Lincoln Renovations

In the fall we briefly looked at four potential options for renovations at 2 Lincoln.

Here is a summary of the cost estimates (fully implemented):

- Option 1: \$844,900 first floor and basement only (no elevator)
- Option 2: \$1,104,500 first floor and basement only (no elevator)
- Option 3: \$1,540,000 addition of elevator; three floors of renovations (elevator)
- Option 4: \$1,460,000 addition of elevator; three floors of renovations (elevator)

Note – these did not include the electrical upgrades that are necessary, which were in part included in the Buildings budget, but not with consideration for a full-blown city office building. The electrical upgrade project is currently on hold so everything will be a part of one larger project.

It would be helpful for the Trustees to have a discussion on what they would like to get out of a 2 Lincoln renovation. For example:

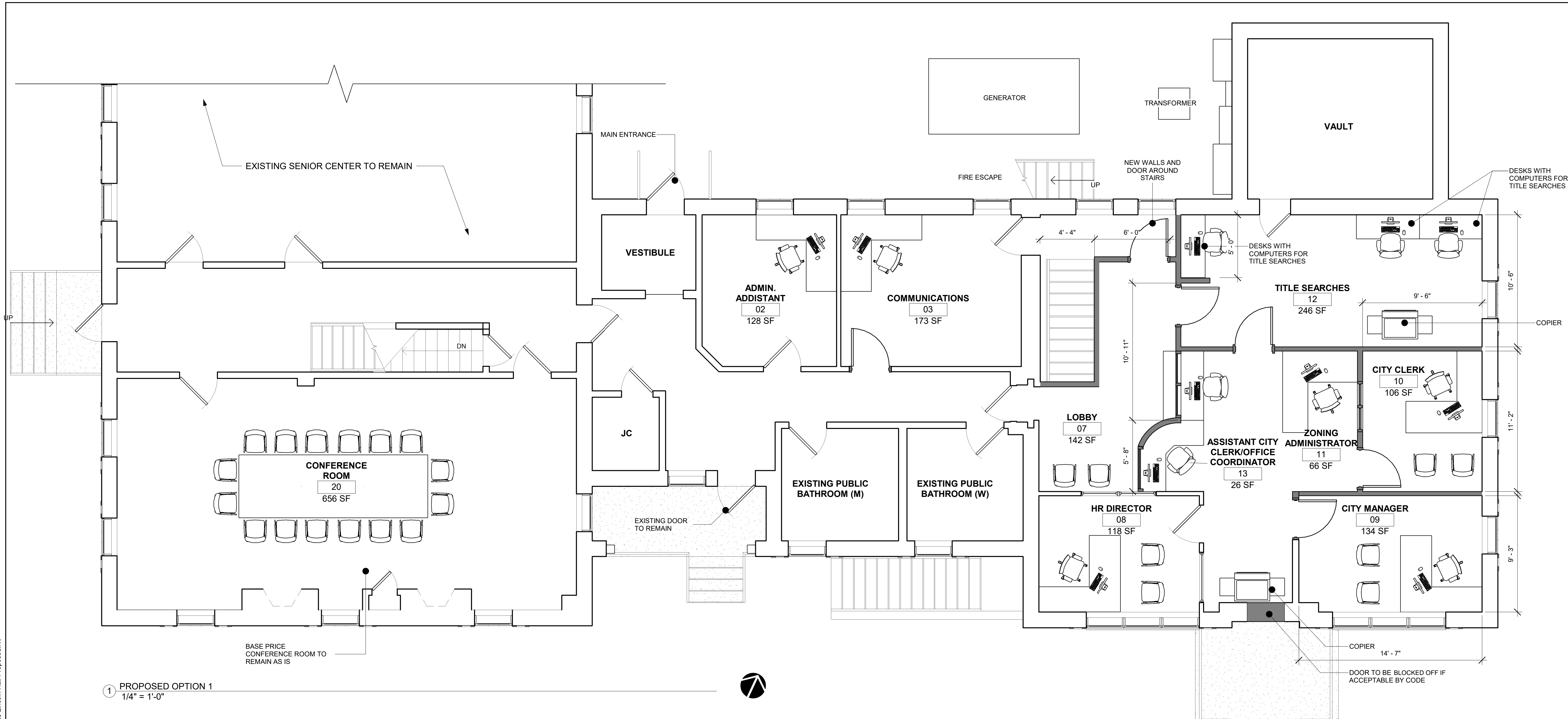
- Bare bones – just enough to get the right amount of offices?
- Add elevator – do you want to address second floor accessibility at this time? Full-size elevator?
- Parameters – preserve as much Teen Center/CHIPS and/or Senior Center spaces as possible?
- Address whole building – do you want to explore/address issues in the Teen Center and Senior Center as well?
- Other?

The goal of this conversation is to provide clarity for staff to take next steps, which will include engaging with staff stakeholders, making revisions to current options, and returning to the board with a clearer plan for review.

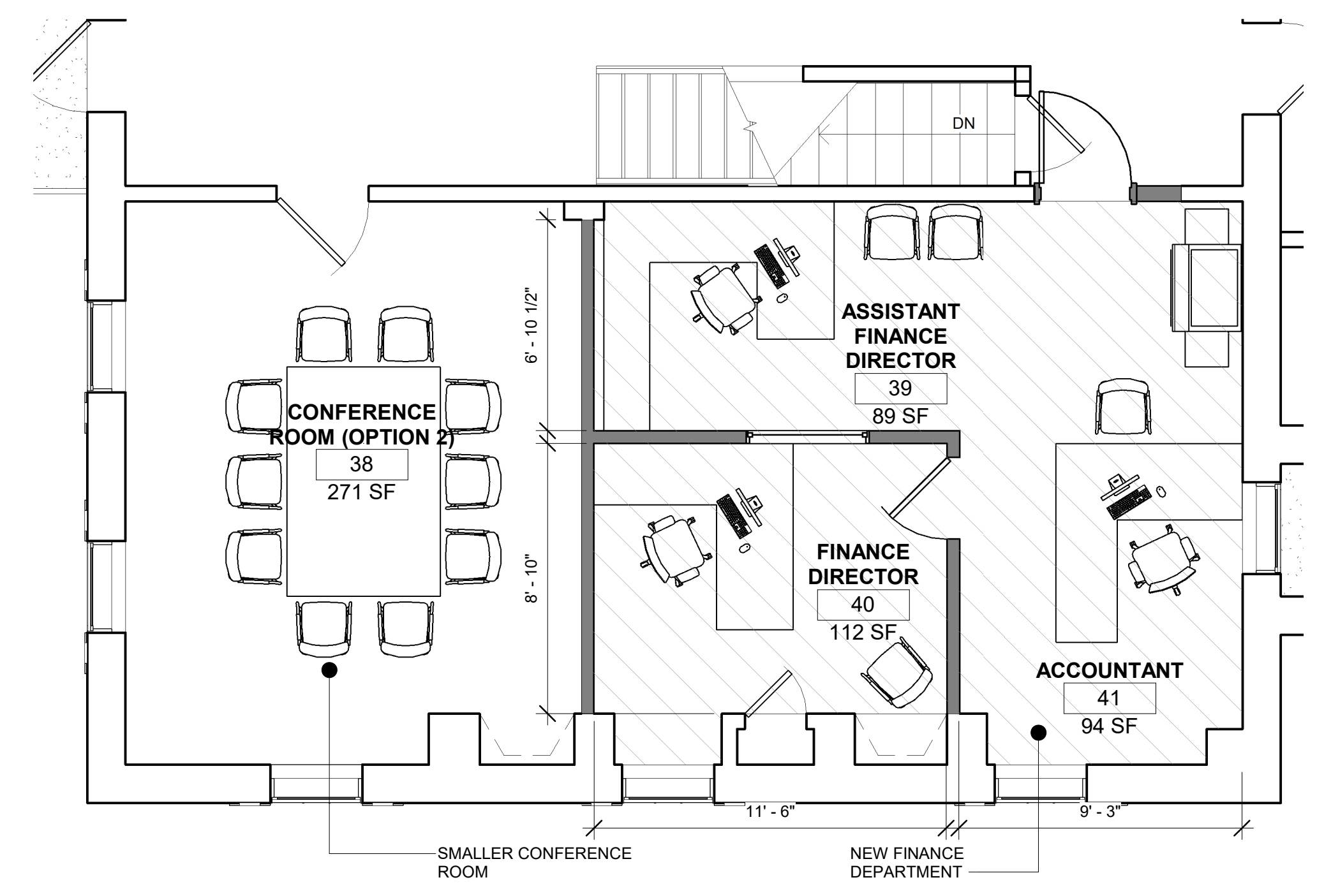
The goal is to get a request for proposals (RFP) out for bid in July/August. If all goes to plan, construction could take place in the fall/winter and we could begin using the renovated space in the spring of 2023 – in time for the official opening of the City offices on 7/1/2023.

The preliminary four options are included in the subsequent pages for your reference.

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1 PROPOSED OPTION 1  
1/4" = 1'-0"



2 OPTION 1 ALTERNATE A (SMALLER CONFERENCE ROOM AND FINANCE DEPARTMENT)  
1/4" = 1'-0"

**OPTION 1 FIRST FLOOR**

- BASEMENT AND MAIN FLOOR RENOVATION ONLY
- USE CURRENT ENTRANCE

**COST ESTIMATE**

- \$661,600
- WITH ALTERNATE A - CONVERSION OF THE CONFERENCE ROOM TO SMALL CONFERENCE ROOM AND OFFICES PLUS \$52,300
- WITH BASEMENT RENOVATION \$131,000
- TOTAL: \$844,900

**SCOTT + PARTNERS**  
ARCHITECTURE  
7 CARMICHAEL ST., ESSEX JUNCTION, VT 05452  
P. 802.879.5153 | F. 802.872.2764 | SCOTTPARTNERS.COM

project name:  
**LINCOLN HALL**  
**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

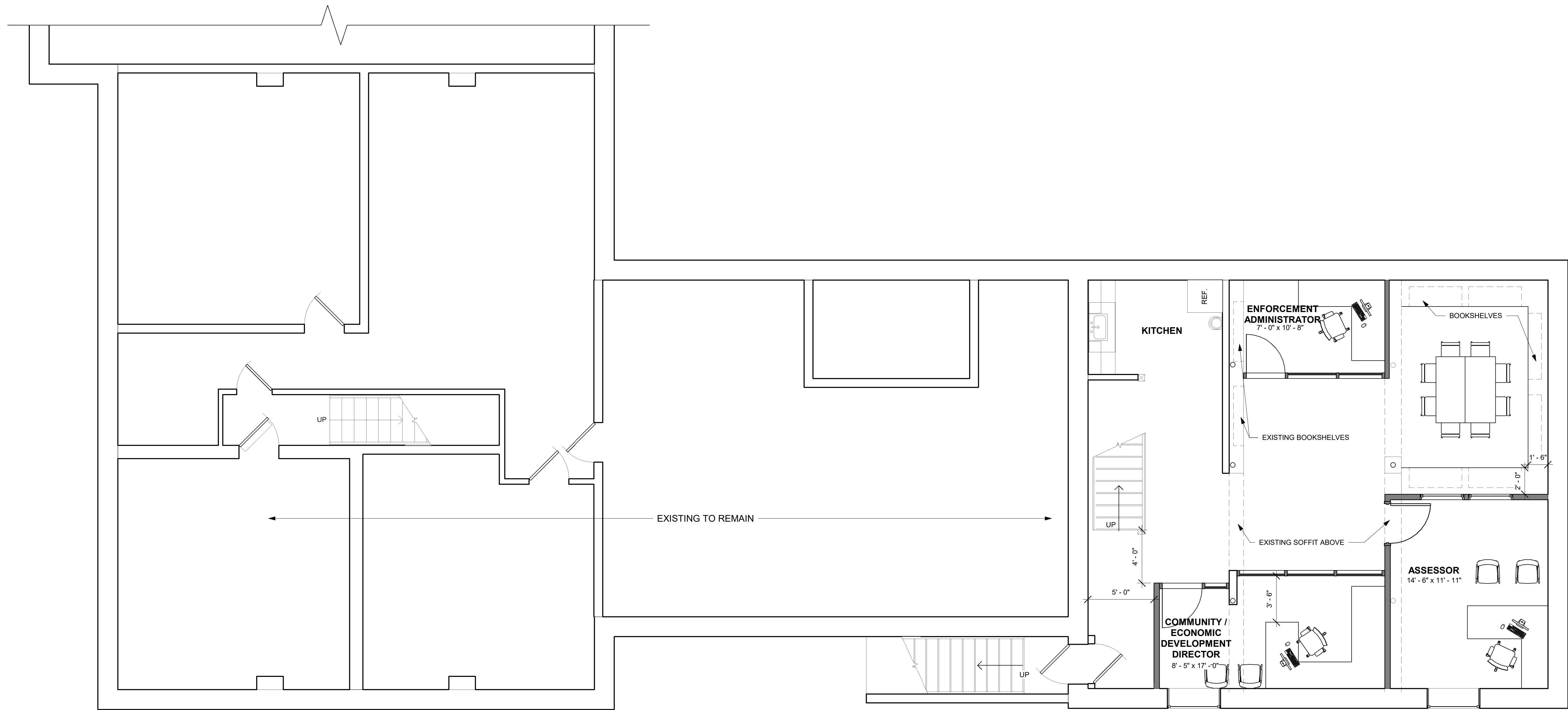
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project no.	21-1457
checked by:	JA
drawn by:	NP/JN
date:	08/26/21

Date	Revisions

sheet title:  
**PROPOSED**  
**OPTION 1**

sheet no.  
**A2.1**





PROPOSED BASEMENT PLAN OPTION  
 1-2  
 1/4" = 1'-0"

**OPTION 1 AND 2 BASEMENT**  
 • THREE OFFICES AND SMALL WORK/MEETING SPACE

**COST ESTIMATE**  
 • \$131,000



project name:  
**LINCOLN HALL**  
**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

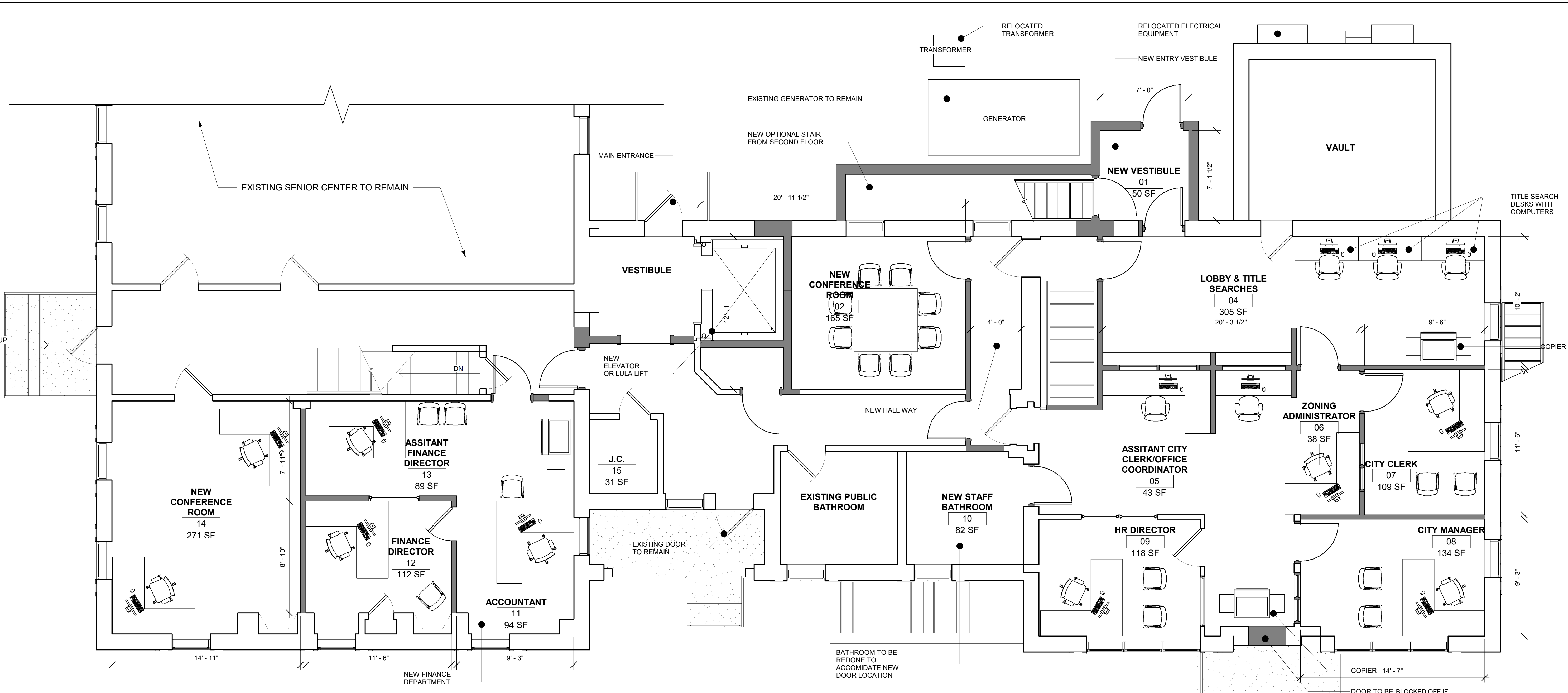
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 drawn by: NP/JN  
 date: 08/26/21

Date	Revisions

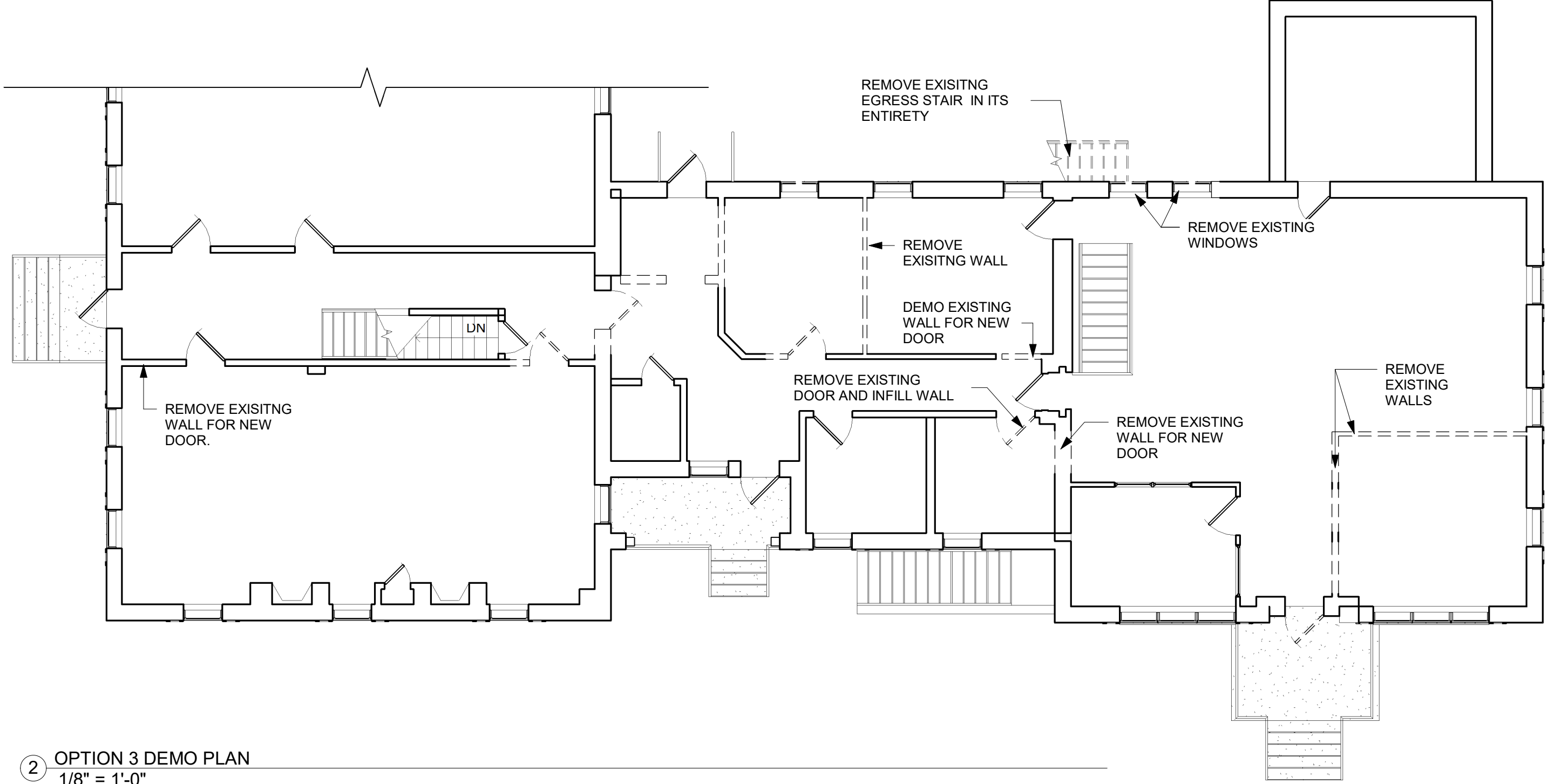
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**BASEMENT PLAN**  
**OPTION 1 & 2**

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**A2.6**

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1 PROPOSED OPTION 3  
1/4" = 1'-0"



2 OPTION 3 DEMO PLAN  
1/8" = 1'-0"

- OPTION 3 FIRST FLOOR**
- FIRST AND SECOND FLOOR RENOVATIONS
  - ADDITION OF ELEVATOR
  - NEW ENTRANCE
  - ENCLOSING FIRE EXIT STAIRS FROM SECOND FLOOR
- COST ESTIMATE**
- \$1,540,500

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**LINCOLN HALL**  
2 LINCOLN STREET  
ESSEX JUNCTION, VT 05452

project name:

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checked by: JBA  
drawn by: JN  
date: 08/26/21

Date	Revisions

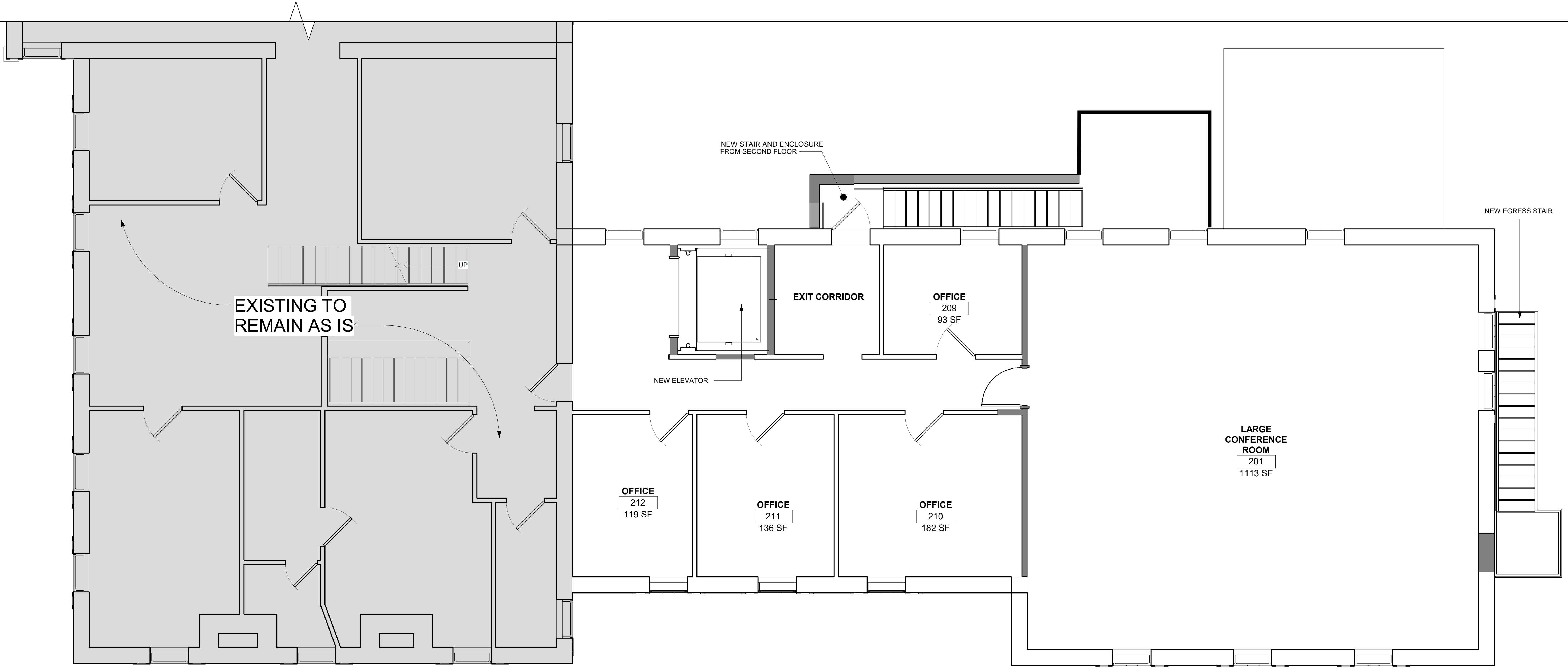
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OPTION 3**

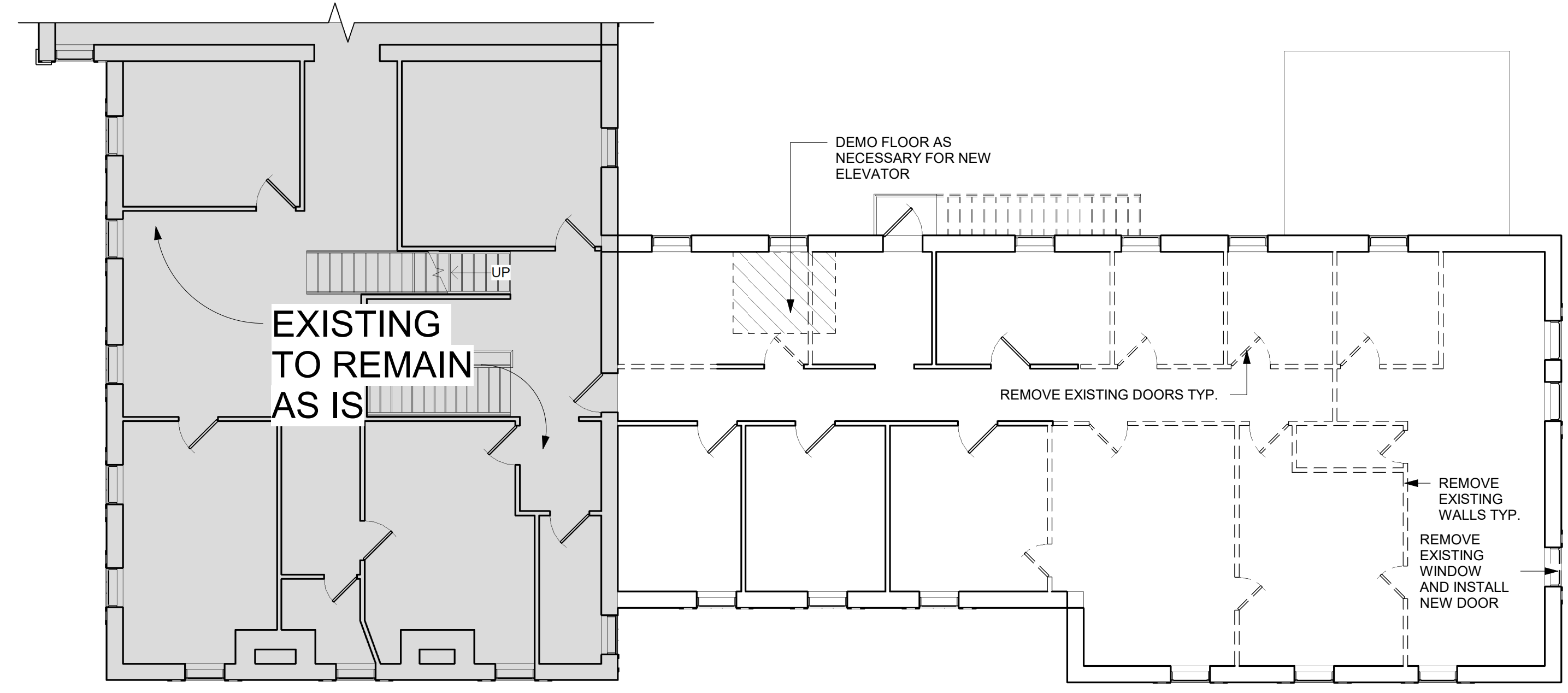
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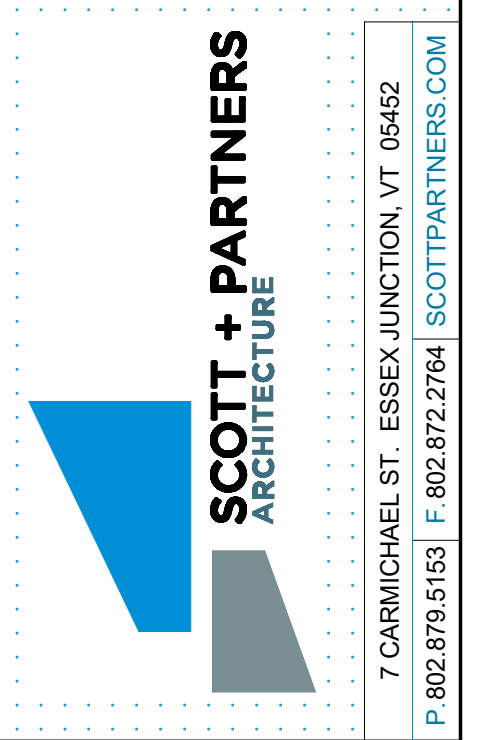


② Second Floor Proposed Option 3  
1/4" = 1'-0"



① SECOND FLOOR DEMO PLAN OPTION 3  
1/8" = 1'-0"

**OPTION 3 SECOND FLOOR**  
 • 4 OFFICES AND LARGE CONFERENCE SPACE



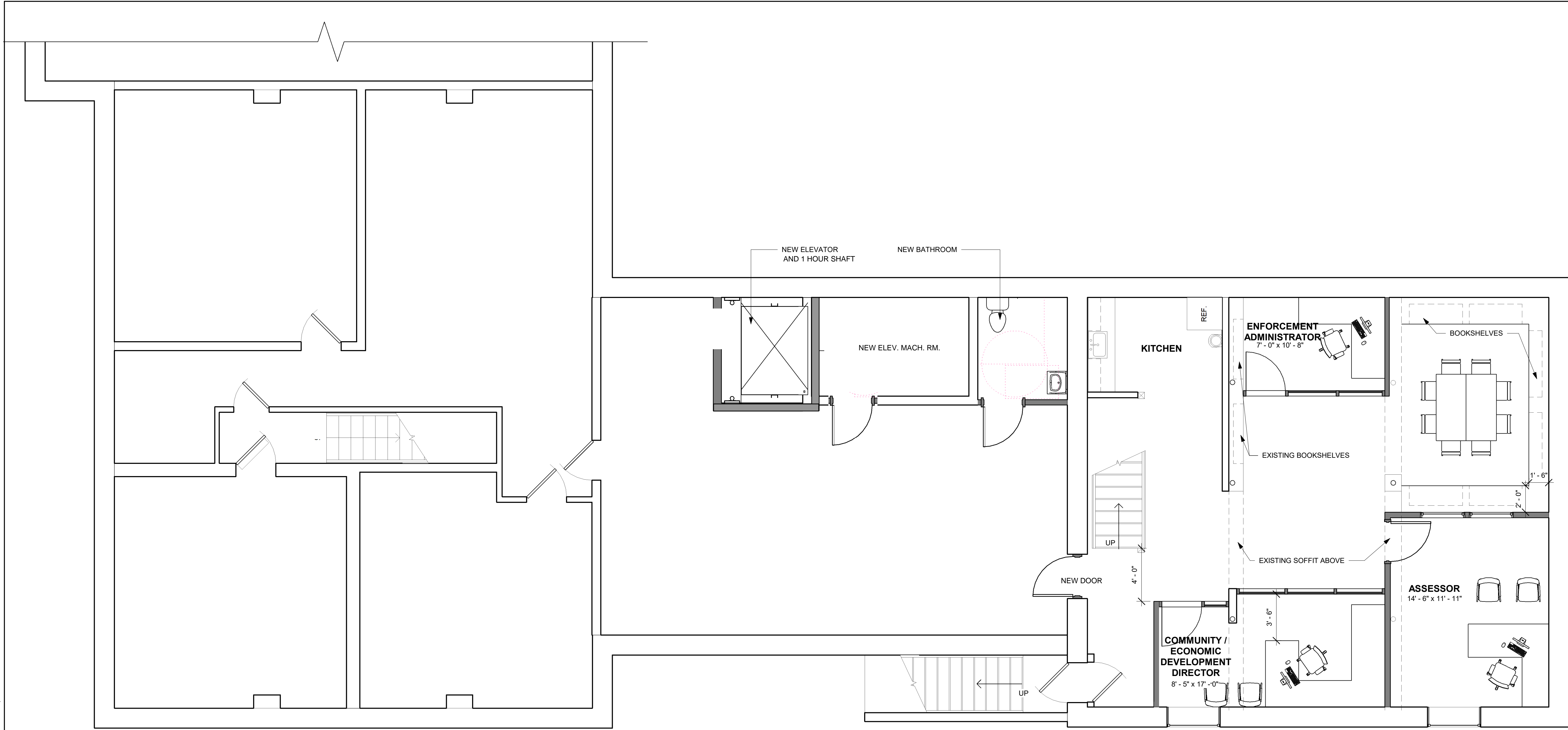
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**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

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 drawn by: Author  
 date: 08/26/21

Date	Revisions

sheet title:  
**OPTION 3**  
**SECOND FLOOR**  
**PLANS**

sheet no.  
**A2.8**



1 PROPOSED BASEMENT PLAN OPTION 3  
1/4" = 1'-0"

**OPTION 3 BASEMENT**

- 3 OFFICES AND SMALL WORK/MEETING SPACE
- SINGLE STALL BATHROOM



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**LINCOLN HALL**  
2 LINCOLN STREET  
ESSEX JUNCTION, VT 05452

project name:

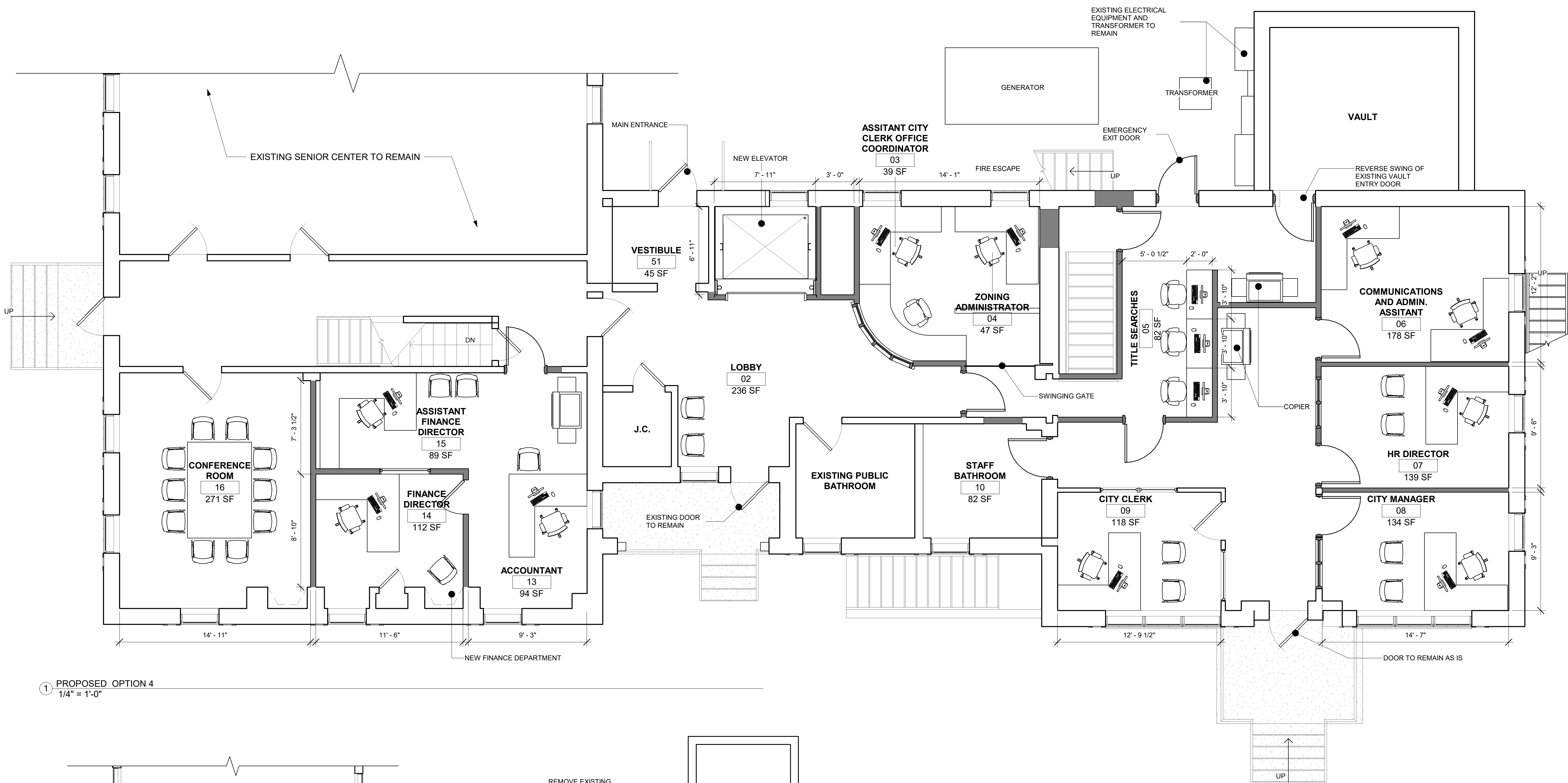
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date: 08/26/21

Date	Revisions

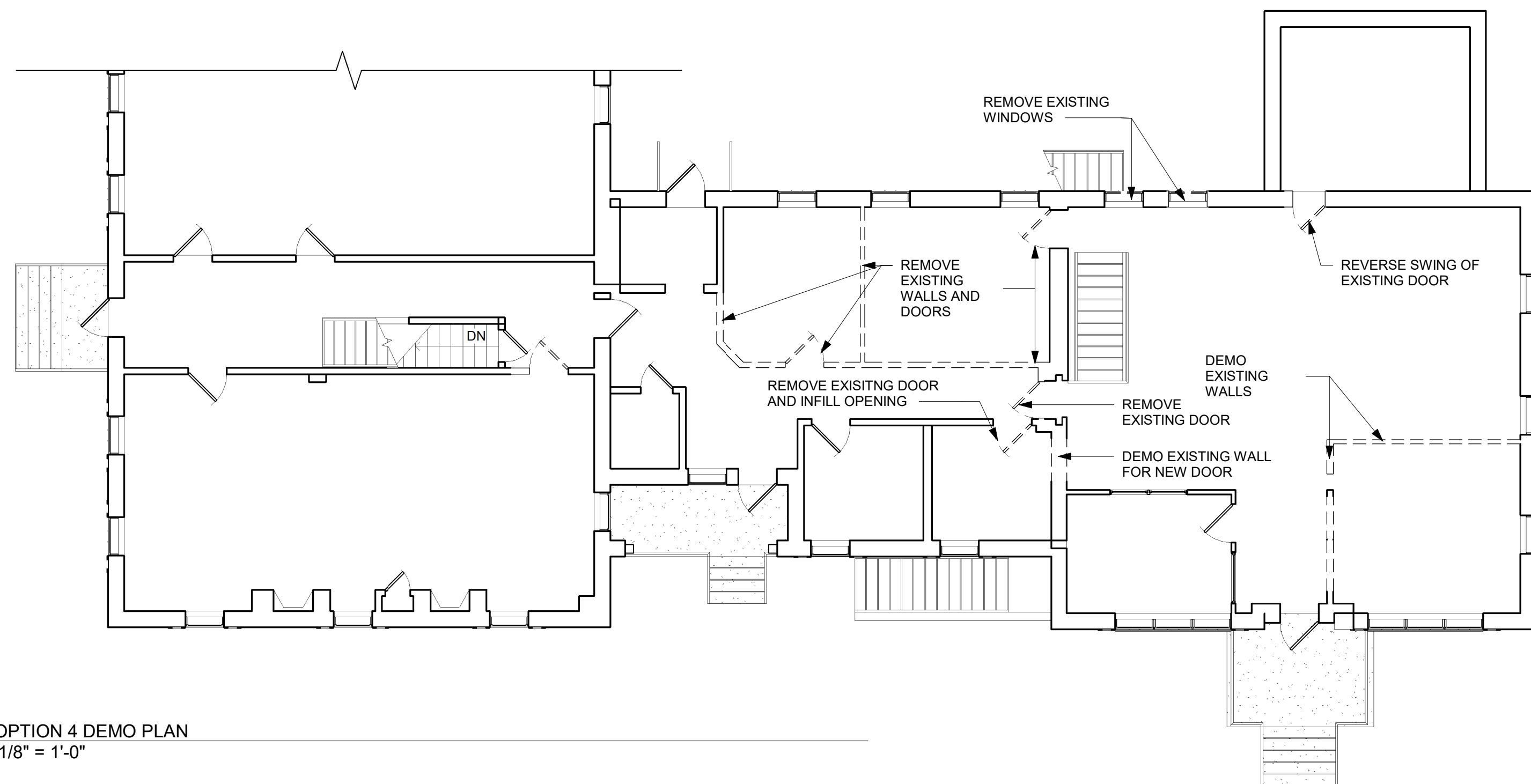
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1 PROPOSED OPTION 4  
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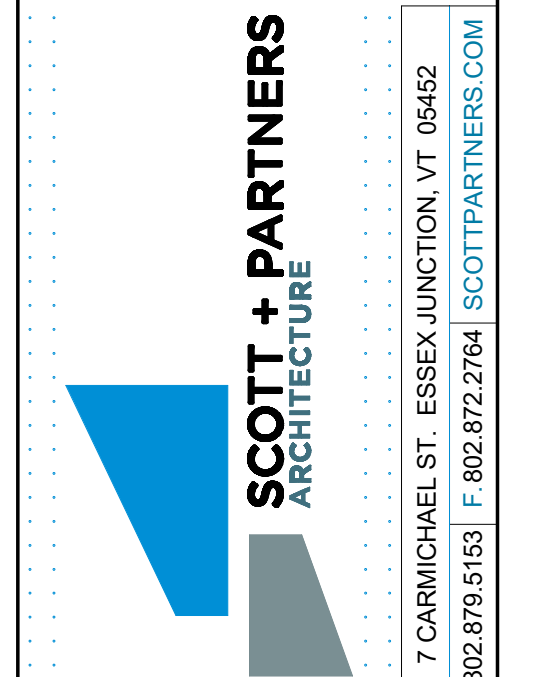
2 OPTION 4 DEMO PLAN  
1/8" = 1'-0"

**OPTION 4 FIRST FLOOR**

- USE CURRENT ENTRANCE
- ADDITION OF ELEVATOR

**COST ESTIMATE**

- \$1,460,000



project name:  
**LINCOLN HALL**  
**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

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project no. 21-1457  
checked by: JBA  
drawn by: JN  
date: 08/26/21

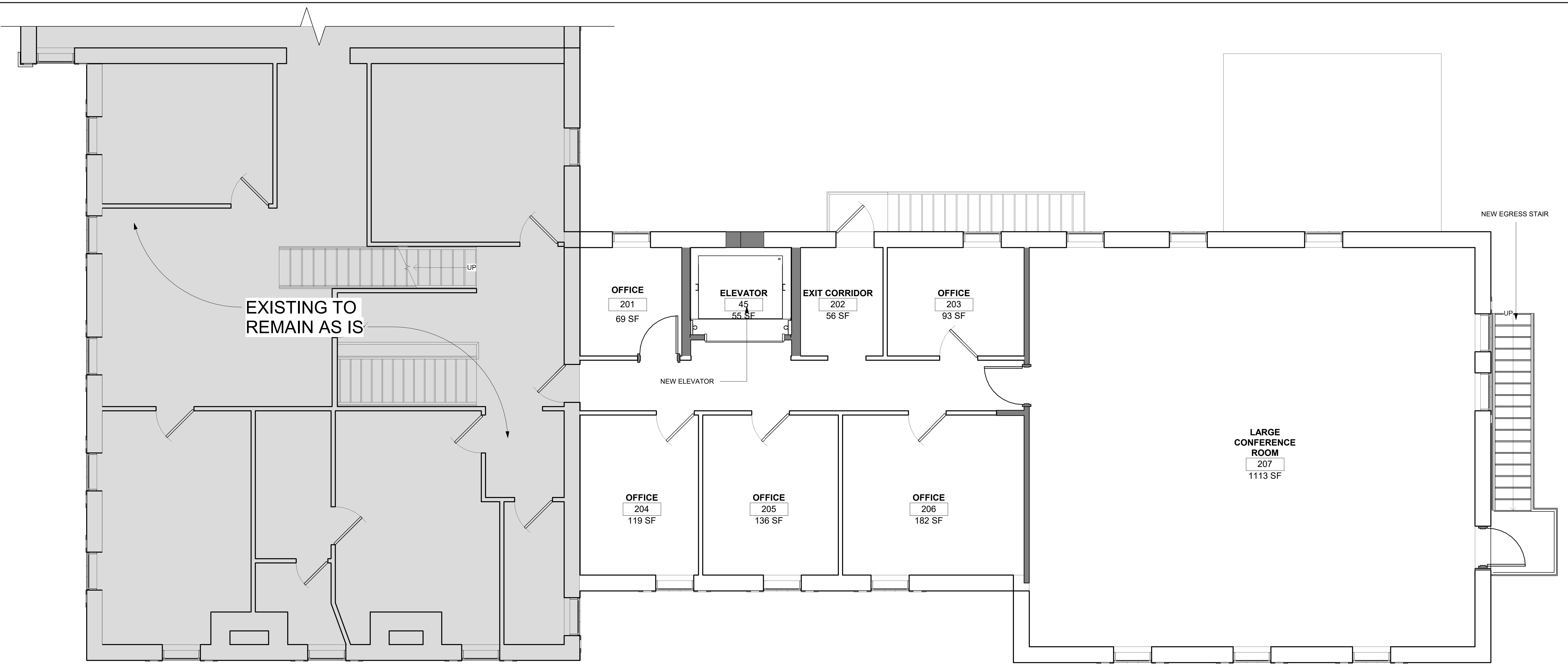
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**OPTION 4 FIRST**  
**FLOOR**

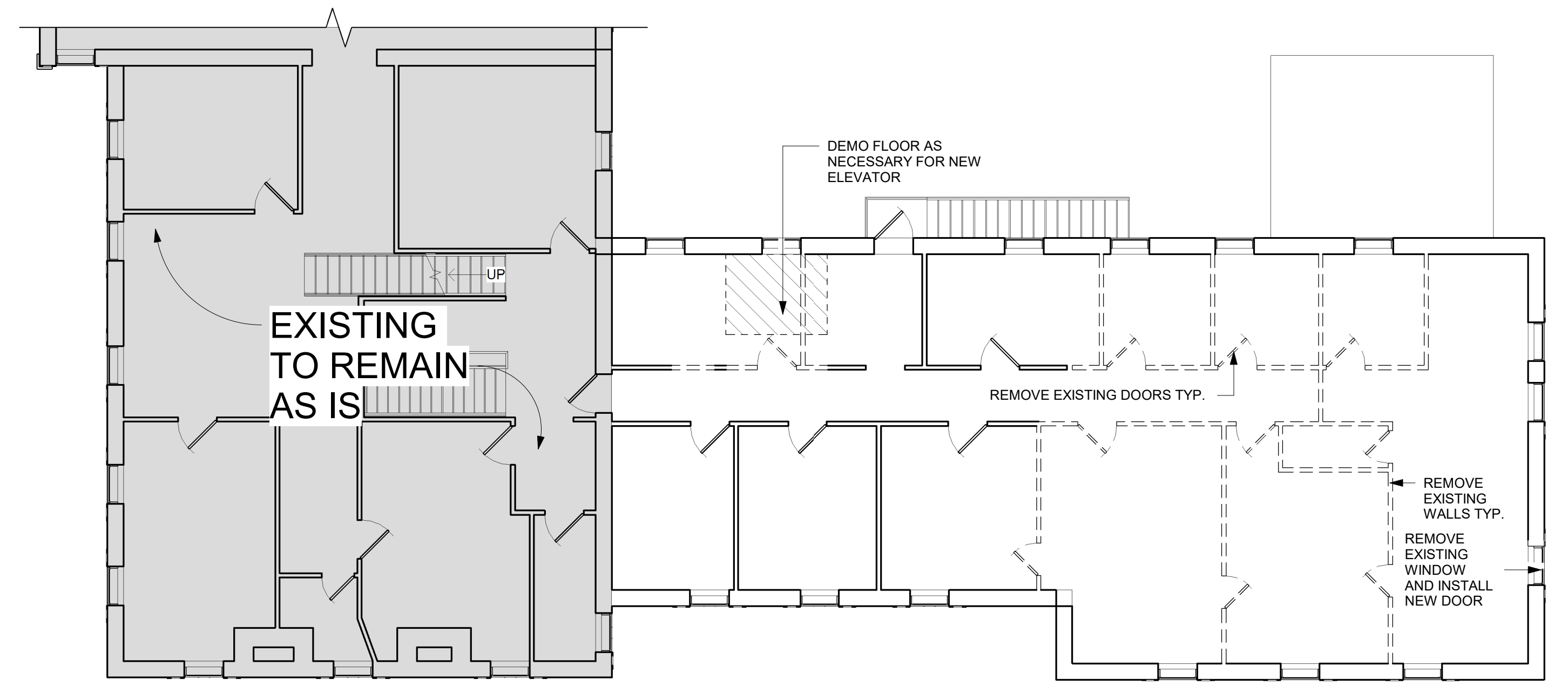
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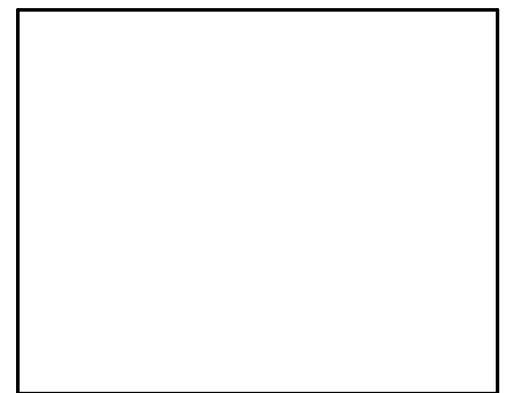


① Second Floor Proposed Option 4  
1/4" = 1'-0"



② SECOND FLOOR DEMO PLAN OPTION 4  
1/8" = 1'-0"

**OPTION 4 SECOND FLOOR**  
 • 5 OFFICES AND LARGE CONFERENCE SPACE



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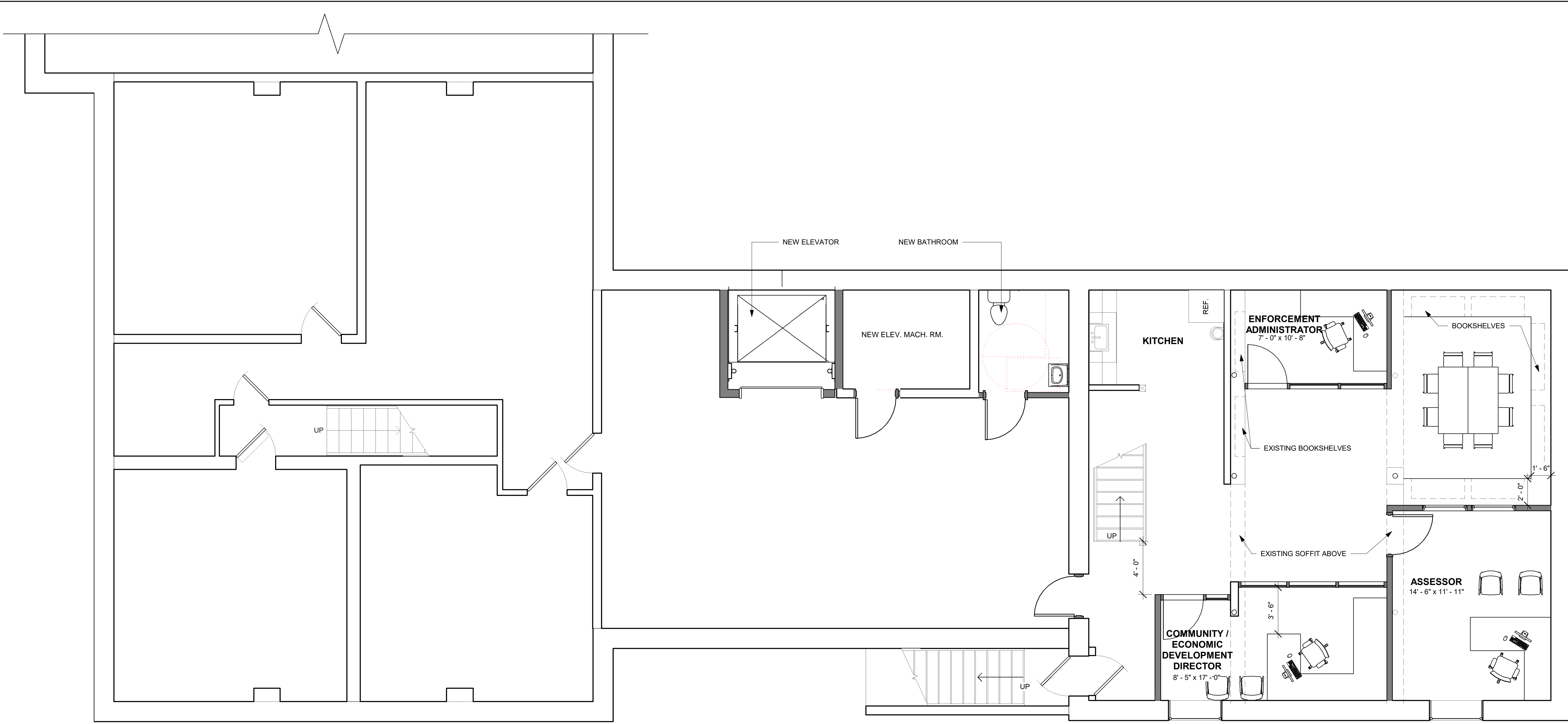
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**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

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Date	Revisions

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**PROPOSED SECOND FLOOR PLAN OPTION 4**

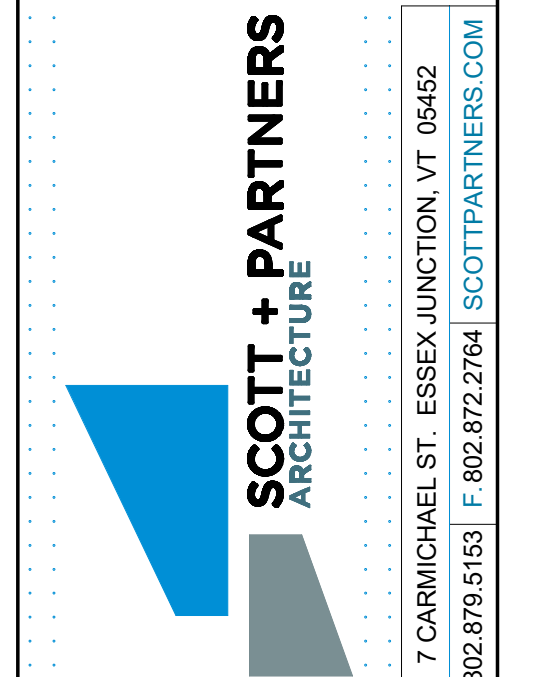
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1 PROPOSED BASEMENT PLAN OPTION 4  
1/4" = 1'-0"



**OPTION 4 BASEMENT**

- 3 OFFICES AND SMALL WORK/MEETING SPACE
- SINGLE STALL BATHROOM



project name:  
**LINCOLN HALL**  
**2 LINCOLN STREET**  
**ESSEX JUNCTION, VT 05452**

scale: 1/4" = 1'-0"  
project no. 21-1457  
checked by: Checker  
drawn by: Author  
date: 08/26/21

Date	Revisions

sheet title:  
**PROPOSED**  
**BASEMENT PLAN**  
**OPTION 4**

sheet no.  
**A2.12**

## Memo

**To:** Trustees

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

**Date:** February 22, 2022

**Re:** Mask Initiative Update

We are awaiting some responses but do not have a strong lead on a mass purchase of high-quality masks at this time.

The state has provided the Village with 4300 procedural masks. These are the traditional disposable surgical masks. The Trustees should discuss how they would like these made available/distributed to the community.

This is simply to keep you informed that we are still working on this, but do not have any clear answers or timelines at this time.

## Memo

**To:** Trustees

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

**Date:** February 22, 2022

**Re:** Potential Contracts with the Town of Essex

This is simply an opportunity for the Trustees to debrief their conversations with the Town Selectboard at the joint board meeting on February 15 as it relates to potential contracts with the Town of Essex.

If the Trustees would like to go into Executive Session for any or all of this discussion, they may do so with the following motions:

1<sup>st</sup> Motion: "I move to find that premature general public knowledge regarding the Village's contracts with the Town of Essex would clearly place the Village at a substantial disadvantage, because the Trustees risk disclosing its negotiation strategy if it discusses the proposed contract terms in public."

2<sup>nd</sup> Motion: "I move that we go into executive session to discuss potential contracts with the Town of Essex under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes, and include the recreation director."

## Memo

**To:** Trustees

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

**Date:** February 22, 2022

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

There were 11-applicants for the City Manager Recruitment & Hiring Planning Committee. Raj and Amber interviewed all 11 last week. It is recommended that the Trustees go into executive session to discuss the interviews and next steps related to appointment of public officers.

Here is the recommended motion to go into executive session:

“I move that we go into executive session to discuss the appointment of public officers under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes, and include the recreation director.”

If after the executive session the Trustees are prepared to make the appointments, the following is the recommended motion:

“I move that we appoint the following community members to the City Manager Recruitment and Hiring Planning Committee: (list the names).”

1  
2  
3 **VILLAGE OF ESSEX JUNCTION**  
4 **BOARD OF TRUSTEES**  
5 **MINUTES OF MEETING**  
6 **February 8, 2022**

7 **TRUSTEES PRESENT:** Andrew Brown, President; Raj Chawla, Vice President; Dan Kerin; Amber  
8 Thibeault; George Tyler.

9 **ADMINISTRATION:** Wendy Hysko, Library Director/Interim Co-Manager; Marguerite Ladd,  
10 Assistant Manager; Brad Luck, Essex Junction Recreation & Parks  
11 Director/Interim Co-Manager; Jess Morris, Finance Director; Robin Pierce,  
12 Community Development Director.

13 **OTHERS PRESENT:** Bob Burrows, Kevin Collins, Sarah Macy, Roseanne Prestipino, Ken  
14 Signorello, Michael Thorne, Aaron Todd.

15  
16  
17 1. **CALL TO ORDER**

18 Andrew Brown called the meeting to order at 6:30 pm.

19  
20 2. **AGENDA ADDITIONS/CHANGES**

21 None at this time.

22  
23 3. **APPROVE AGENDA**

24 No approval needed as agenda was not modified.

25  
26 4. **PUBLIC TO BE HEARD**

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

28  
29 5. **BUSINESS ITEMS**

30 a. Welcome new Village Finance Director, Jess Morris

31 The Trustees welcomed Jess Morris as the new Village Finance Director. Introductions were made.

32  
33 b. \*Interview and possible appointment to the Bike/Walk Advisory Committee – Aaron Todd  
34 Mr. Todd spoke about why he is interested in the position and what he hopes to accomplish. He said  
35 that he is an active bicycle commuter and was attracted to the walkability of Essex Junction when he  
36 moved here. He spoke about the tradition of volunteerism in his family. He said that he is interested in  
37 the position on the Bike/Walk Advisory Committee to help keep the Junction bike-and-walk friendly  
38 and make improvements where necessary. He said that, for example, lane markings at Five Corners  
39 for bicycles would be a helpful improvement.

40  
41 Ms. Thibeault clarified that Mr. Todd is interested in the three-year term.

42  
43 **DAN KERIN made a motion, seconded by GEORGE TYLER to appoint Aaron Todd to the**  
44 **Bike/Walk Advisory Committee for a term ending June 30, 2025. The motion passed 5-0.**

45  
46 c. Second Budget Workshop including discussion of use of ARPA funds in the operating budget  
47 Ms. Macy began the presentation, noting that there have been minor changes made to the operating  
48 budget since January. She noted that the operation budget includes \$325,000 in ARPA funding to  
49 offset the proposed increase in property taxes. She noted that they also removed \$40,000 for the IT  
50 contract and reduced funds for manager search by \$10,000. She noted that one outstanding item was  
51 how administration fees are charged to the enterprise funds. She said that this was happening  
52 because the formula was based on 50% of cost of staff in admin/finance costing centers. She said that  
53 in reflecting on that formula, a more reasonable approach for the next several years could be to take

54 the bottom line increase in the GF and trend costs that way. She said that the total operating budget is  
55 \$6.3 million, which represents a 11.9% increase over FY22, driven by new staff. She said that the total  
56 tax levy is 3.94 million, a 5.2% increase over last FY22, that the estimated tax rate would increase by  
57 about 4.8% (\$44.52 over last year's level), and the impact to utility rates as result of the change in fee  
58 structure is an increase of 6.3% or \$34.62.

59  
60 She asked whether the Trustees want to use additional ARPA funds to offset tax increases more.

61  
62 Mr. Tyler asked about rolling stock, noting that prior to last year they had been transferring  
63 approximately \$250,000 to the rolling stock fund. He said that last year they instead transferred that to  
64 the public works budget, which was then going to be transferred into the Town public works budget for  
65 equitable sharing. He asked what will happen to rolling stock in this current budget when the Village  
66 becomes a City. He suggested perhaps allocating an addition 50-60,000 in rolling stock, if there is a  
67 discussion about ARPA funding. Ms. Macy noted that in the FY23 proposed budget there are no  
68 changes to the existing highway or stormwater agreements. She noted \$145,700 in the highway  
69 costing center and \$113,200 in the fire department costing center. She also noted that if ARPA funds  
70 were added into the rolling stock, it would not impact the tax levy.

71  
72 Mr. Brown asked whether additional ARPA funding should be allocated to the operating budget to  
73 offset tax increases. Ms. Thibeault asked what the impact would be if those funds are used. Ms. Macy  
74 replied that there is currently a 5.2% tax levy increase and 4.9% projected tax rate increase using  
75 three-year average grand list growth, and that if another 50,000 is added to the proposed ARPA  
76 funding, it would decrease to 3.9% tax levy and tax rate increase would be around 3.5% (or \$32 for  
77 average assessed home in Village).

78  
79 Mr. Kerin said that the Village has tried to keep increases to the budget in alignment with cost of living  
80 increases in the region, and said that it would be good to keep doing that, if possible. Mr. Tyler agreed,  
81 saying that keeping the tax rate down is one of the most significant ways that the Village can help its  
82 residents. Ms. Thibeault said she would be in favor of adding extra ARPA funds and minimizing the tax  
83 rate increase.

84  
85 Mr. Chawla asked how and how much of the ARPA funds could be used for improvements to 2 Lincoln  
86 Street or other needs. Mr. Brown replied that there are \$2.9 million in ARPA funding that remain  
87 uncommitted. Ms. Macy noted that in terms of qualified uses of the funding, municipalities are  
88 permitted to use up to \$10 million of funding for the provision of government services. Mr. Tyler said  
89 that the Public Works Department facilities also need approximately \$1.5 million in renovations and  
90 flagged that as a high-needs area. He said it would also be important to place this conversation in the  
91 context of other increases, such as water, sewer, and the Town tax increase.

92  
93 Mr. Luck suggested allocating an amount and focusing on 2 Lincoln Street until that project is done,  
94 using the current estimate of at least \$1.5 million for that work. He suggested allowing that entire  
95 project to be constructed and built before they begin discussing what's left and what it can be used for.  
96 He said that they have until the end of FY24 to allocate the funding.

97  
98 Mr. Brown suggested sticking with \$50,000 of additional ARPA funds allocated into the budget, for a  
99 total of \$375,000 in ARPA funding to help with offsetting tax increases. The other Trustees concurred.

100  
101 d. Adopt FY21 Budget and Capital Programs  
102 No discussion or action was taken at this time.

103

104 e. Consider Warning Budget Public Hearing

105  
106 **RAJ CHAWLA made a motion, seconded by GEORGE TYLER, that the Trustees warn a public**  
107 **hearing on the Fiscal Year 2023 Village budget for February 22, 2022 at 6:35 PM. The motion**  
108 **passed 5-0.**

109  
110 f. Discuss next steps for City Manager search and hiring committee

111 Mr. Luck provided an update, noting that 11 applications were received from interested citizens to  
112 serve on the 9-person search and hiring committee. He clarified that the committee would be tasked  
113 with developing a plan to search for and recruit a City Manager, not recruit the City Manager directly.

114  
115 Mr. Brown said that next steps could involve interviewing candidates, or that they could also have  
116 applicants submit documentation, so that the Trustees don't need to interview the candidates. He said  
117 interviewing 11 people would take a significant amount of time. Mr. Tyler said that the Junction should  
118 review the charter as it pertains to hiring a manager, noting that it is restrictive in terms of who does  
119 the hiring and the criteria by which a manager is hired. He noted that Winooski has used a similar  
120 process and has not yet hired a manager. Mr. Brown noted that hiring a manager is one of the most  
121 important tasks that a City Council undertakes. Mr. Kerin agreed that interviewing 11 candidates would  
122 be a lengthy process, and that anything that can be done to expedite the process would be great. Mr.  
123 Chawla said that he is familiar with the non-youth candidates, and suggested having a group  
124 conversation with the adult applicants and interview the youth members to pick one for the committee.  
125 Mr. Brown suggested forming a sub-group of the Trustees to interview candidates. Mr. Tyler  
126 suggested letting the 3 youth member applicants participate. Ms. Thibeault suggested having the sub-  
127 committee members also be the Trustees that would sit on the search and hiring committee.

128  
129 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees appoint Raj**  
130 **Chawla and Amber Thibeault to the City Manager search and hiring sub-committee committee.**  
131 **The motion passed 5-0.**

132  
133 g. Discuss placing cannabis on the annual meeting ballot

134 Mr. Luck said that this is a continuation of a prior discussion as the Village continues to debate  
135 whether or not to put a retail cannabis question on the ballot in April. He said that there has been more  
136 information supplied in terms of zoning regulations and maps of potential buffer zone around the  
137 schools. He noted that the Village must decide by March 8, 2022.

138  
139 Mr. Chawla noted that the Town will likely put it on its ballot, and so the Junction should follow suit. He  
140 also said it would be interesting to view the Town meeting and watch the discussion. He also said he'd  
141 like to learn more about zoning regulations and the Planning Commission's activities around this. He  
142 also asked about timeline. He noted that there would be more limited local control in terms of cannabis  
143 than there are in terms of alcohol. Mr. Brown agreed. Mr. Chawla noted that the State legislature has  
144 discussed sharing excise tax with municipalities, in addition to giving municipalities the ability to use  
145 local option tax.

146  
147 Mr. Pierce noted that he conducted a question-and-answer forum and will conduct a second one on  
148 February 16, 2022. He said that retail cannabis can't be treated differently than other businesses,  
149 except that there would be buffer zones around retail cannabis locations with respect to schools. He  
150 said that once municipalities vote on retail, they will not have any say on integrated licenses. He also  
151 noted that there is no sunset date on opting in.

152  
153 h. Update on mask purchase initiative



154 Mr. Chawla said that the CDC has recommended that everyone go out and get N95s, which have  
155 become very difficult to find. He said that the supplier he had found has become overwhelmed and not  
156 able to keep up with demand. He said that they are working with a nonprofit called ProjectN95. Mr.  
157 Luck concurred, saying that the Junction is in a holding pattern in terms of an order of masks and  
158 doesn't have a link to a good supply.  
159

160 i. Possible adoption of the Declaration of Inclusion

161 Mr. Brown noted the use of a declaration of inclusion by the town of Milton. He asked if Trustees have  
162 other statements that they would like included in the Junction's version of a declaration of inclusion.  
163 He said that this is an important statement that the Junction should make in order to demonstrate that  
164 it is a welcoming community. He noted that many other communities are drafting and issuing this type  
165 of declaration. He suggested several additions to the declaration, including a statement regarding  
166 Essex BEST, a statement on staff efforts to change hiring and outreach practices, and a statement on  
167 the importance of diversity, equity and inclusion. He noted that Essex BEST is issuing a report soon,  
168 and there could be content from that included in the declaration.  
169

170 Mr. Chawla noted that he has sent the Essex BEST final report to Mr. Brown. He said that the  
171 declaration of inclusion should come from the Trustees, but incorporate content of the final report. He  
172 asked if the final report could be distributed to the rest of the Trustees. Ms. Ladd replied that she can  
173 send the report out for the Trustees to review. She noted that one big topic that has come up is that  
174 the statements that municipalities make should not be performative and that the municipalities follow  
175 through on them. She suggested that the Junction run the content of the declaration by the group for  
176 their review and input. She added that some of the recommendations from the report could help inform  
177 the topics included in the statement.  
178

179 Mr. Chawla asked whether the declaration should identify areas of work for the community or  
180 reference a work plan. Mr. Brown said that incorporating an action plan into the declaration would be  
181 important. Mr. Tyler said that the declaration should leverage the great work done by Essex BEST,  
182 since they are the subject matter experts on this topic.  
183

184 j. \*\* Sale of sewer capacity to Town of Williston

185 No discussion during public session.  
186

187 k. \*\*\*Discuss personnel issue

188 No discussion during public session.  
189

190 6. **CONSENT ITEMS**

191 a. Approve minutes: January 25, 2022

192 b. Consider approval of 2022 Certificate of Highway Mileage, including accepting extension of Kiln  
193 Road and adoption of Kiln Road Extension as a Village Highway.

194 c. Approve Check Warrants: #17287—01/28/2022;  
195

196 **AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA to approve the consent**  
197 **agenda as presented. The motion passed 5-0.**  
198

199 8. **READING FILE**

200 a. Board member comments: Mr. Tyler said that the Trustees should make a commitment at an  
201 upcoming meeting to assess what renovations are needed for the public works department and set a  
202 course of action to secure funding. Mr. Brown agreed. Ms. Thibeault said that staff need assistance to  
203 prepare for Town Meeting Day and assistance working at the polls on Town Meeting Day. Mr. Brown

clarified that at a prior meeting, the Trustees had tasked staff with researching regulation around short-term rentals, not the Planning Commission nor the Housing Committee. Mr. Chawla thanked the public works department for their work during the past snowstorm to take care of the roads quickly. Mr. Kerin said that at the intersection of Susie Wilson Road and Route 15, there are homeless people in the median soliciting funds and expressed concern for them, especially during heavy traffic, saying that it should be addressed. Ms. Thibeault said that there has already been outreach to try and encourage those individuals to access community support services rather than soliciting, and that there is no ordinance that precludes them from doing soliciting.

b. Memo from Dennis Lutz re: Christmas Tree Pick-up

c. Village Annual Meeting schedule

d. Village Arbor Day 2022

Upcoming meeting schedule

9. **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

**ANDREW BROWN made a motion, seconded by DAN KERIN, 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 Interim Co-Managers and Assistant Manager. The motion passed 5-0 and the Trustees entered into executive session at 8:13 PM.**

c. \*\*\*An executive session may be necessary to discuss a personnel issue

**ANDREW BROWN made a motion, seconded by DAN KERIN, 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 Interim Co-Manages and Assistant Manager. The motion passed 5-0 and the Trustees entered into executive session at 8:13 PM.**

10. **ADJOURN**

**RAJ CHAWLA made a motion, seconded by DAN KERIN to exit executive session. Motion passed 5-0.**

**DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting. The motion passed 5-0 at 8:52 PM.**

Respectfully Submitted,  
Amy Coonradt

10:50 am

Check Warrant Report # 17288 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 02/07/22 To 02/07/22 &amp; Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/24/22	HEADLAMP HALOGEN 1 EA : 5 552202428336	210-5-40-12-610.000 General Supplies	11.89	38070	02/07/22
05290	ADVANCE AUTO PARTS	01/24/22	SYDR FITTING 1 EA GATES 1 552202455670	210-5-40-12-610.000 General Supplies	21.72	38070	02/07/22
05290	ADVANCE AUTO PARTS	01/24/22	HEADLAMP HALOGEN 1 EA : 5 552202455689	210-5-40-12-610.000 General Supplies	11.89	38070	02/07/22
05290	ADVANCE AUTO PARTS	01/24/22	RAIN -X -30F DE-ICER 1 EA 552202455706	210-5-40-12-610.000 General Supplies	127.44	38070	02/07/22
05290	ADVANCE AUTO PARTS	01/25/22	GREASE -WHITE LITHIUM 10 552202555769	210-5-40-12-610.000 General Supplies	45.27	38070	02/07/22
05290	ADVANCE AUTO PARTS	01/26/22	BRUSH TRI LVL W POLE 1 E 552202628436	210-5-40-12-610.000 General Supplies	34.27	38070	02/07/22
28555	ALLEGIANCE TRUCKS	01/22/22	Spacer X20104641701	210-5-25-10-430.000 R&M Vehicles & Equipment	387.55	38072	02/07/22
V9976	AVONDA AIR SYSTEMS, INC	01/15/22	HVAC Service call Jan 202 13042	210-5-41-21-431.000 R&M Buildings & Grounds	307.00	38075	02/07/22
07465	BIBENS ACE HARDWARE INC	01/25/22	Maintenance at 2 Lincoln 43533	210-5-41-20-431.000 R&M Buildings & Grounds	6.99	38077	02/07/22
29345	BOYERS RICHARD E	01/20/22	Retroactive stipend Tree 092121D	210-5-10-10-190.000 Board member Payments	50.00	38079	02/07/22
00530	BRODART CO	01/06/22	J Collection, Supplies B6345493	210-5-35-10-640.202 Juvenile Collection	58.63	38080	02/07/22
00530	BRODART CO	01/06/22	J Collection, Supplies B6345493	210-5-35-10-610.000 General Supplies	4.00	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346525	210-5-35-10-640.202 Juvenile Collection	85.35	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346525	210-5-35-10-610.000 General Supplies	4.00	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346529	210-5-35-10-640.202 Juvenile Collection	36.45	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346529	210-5-35-10-610.000 General Supplies	2.40	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346530	210-5-35-10-640.202 Juvenile Collection	13.49	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346530	210-5-35-10-610.000 General Supplies	0.80	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346531	210-5-35-10-640.202 Juvenile Collection	11.33	38080	02/07/22
00530	BRODART CO	01/08/22	J Collection, Supplies B6346531	210-5-35-10-610.000 General Supplies	0.80	38080	02/07/22
00530	BRODART CO	01/22/22	Adult Replacement, Suppli B6354083	210-5-90-00-640.201 Adult Collection replacem	283.92	38080	02/07/22
00530	BRODART CO	01/22/22	Adult Replacement, Suppli B6354083	210-5-35-10-610.000 General Supplies	9.60	38080	02/07/22
00530	BRODART CO	01/22/22	Adult Collection, Supplie B6354087	210-5-35-10-640.201 Adult Collection	8.99	38080	02/07/22
00530	BRODART CO	01/22/22	Adult Collection, Supplie B6354087	210-5-35-10-610.000 General Supplies	0.80	38080	02/07/22
03000	CARGILL SALT EASTERN INC	01/07/22	salt 2906791943	210-5-40-12-600.000 Salt, Sand and Gravel	6425.46	38081	02/07/22

10:50 am

Check Warrant Report # 17288 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 02/07/22 To 02/07/22 &amp; Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	01/11/22	salt	210-5-40-12-600.000	2422.87	38081	02/07/22
			2906800994	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	01/12/22	salt	210-5-40-12-600.000	1564.39	38081	02/07/22
			2906805217	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	01/13/22	salt	210-5-40-12-600.000	2338.92	38081	02/07/22
			2906809395	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	01/14/22	salt	210-5-40-12-600.000	3041.18	38081	02/07/22
			2906813387	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	01/17/22	salt	210-5-40-12-600.000	4702.66	38081	02/07/22
			2906817807	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	01/18/22	salt	210-5-40-12-600.000	1523.51	38081	02/07/22
			2906822345	Salt, Sand and Gravel			
26395	CCRPC	11/30/21	Updates for Land Developm	210-5-16-10-330.000	225.00	38083	02/07/22
			20201082	Professional Services			
33850	CENTRAL VERMONT PROPRTIE	01/31/22	ROW 888441	210-5-40-12-441.000	50.00	38084	02/07/22
			9500234364	Rental Land/Buildings			
33850	CENTRAL VERMONT PROPRTIE	01/31/22	ROW 889250	210-5-40-12-441.000	50.00	38084	02/07/22
			9500234375	Rental Land/Buildings			
23455	CHITTENDEN SOLID WASTE DI	01/27/22	Disposal of used light bu	210-5-41-21-400.000	75.47	38086	02/07/22
			11002657	Contracted Services			
04940	COMCAST	01/19/22	Internet 2 Lincoln 1/26-2	210-4-41-20-090.000	-163.39	38088	02/07/22
			0136343 0122	Transfer Town/Village			
04940	COMCAST	01/19/22	Internet 2 Lincoln 1/26-2	210-5-41-20-530.000	163.39	38088	02/07/22
			0136343 0122	Communications			
38280	CRYSTAL ROCK BOTTLED WATE	02/01/22	Water 2 Lincoln	210-5-41-20-610.000	2.00	38093	02/07/22
			177222770222	General Supplies			
25715	DONALD L. HAMLIN CONSULT	01/21/22	Amtrak Station ADA Improv	210-5-10-10-330.000	318.00	38095	02/07/22
			17815 012122	Professional Services			
25715	DONALD L. HAMLIN CONSULT	12/14/21	Amtrak Station ADA Improv	210-5-10-10-330.000	283.50	38095	02/07/22
			17815 121421	Professional Services			
19410	EAST COAST SIGNALS	01/18/22	SERVICE CALL ROUTE 2A @ S	210-5-40-12-572.000	4365.00	38098	02/07/22
			6875201953	Traffic Control			
19410	EAST COAST SIGNALS	01/18/22	DETECTION ISSUE 5 corners	210-5-40-12-572.000	1320.00	38098	02/07/22
			6876201953	Traffic Control			
25290	EBSCO SUBSCRIPTION SERVIC	01/04/22	Adult Collection BL	210-5-35-10-640.201	978.00	38099	02/07/22
			10001738951	Adult Collection			
V10576	ECOPIXEL LLC	02/01/22	Web hosting Feb	210-5-10-10-530.000	129.00	38100	02/07/22
			3044	Communications			
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January	210-5-17-10-850.000	4.99	38107	02/07/22
			4955 0122	Community Events and Cele			
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January	210-5-30-10-505.000	263.80	38107	02/07/22
			4955 0122	Tech. Subs, Licenses			
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January	210-5-30-10-505.000	49.00	38107	02/07/22
			4955 0122	Tech. Subs, Licenses			
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January	210-5-30-10-505.000	15.89	38107	02/07/22
			4955 0122	Tech. Subs, Licenses			
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January	210-5-30-10-505.000	160.00	38107	02/07/22
			4955 0122	Tech. Subs, Licenses			
21845	FIRST NATIONAL BANK OMAHA	01/19/22	Tech subscr, Postage, Vol	210-5-35-10-505.000	110.90	38108	02/07/22
			00170122	Tech. Subs, Licenses			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	FIRST NATIONAL BANK OMAHA	01/19/22	Tech subscr, Postage, Vol 00170122	210-5-35-10-560.000 Postage	13.26	38108	02/07/22
21845	FIRST NATIONAL BANK OMAHA	01/19/22	Tech subscr, Postage, Vol 00170122	210-5-35-10-845.000 Employee/Volunteer Recogn	125.00	38108	02/07/22
19805	FIRST NATIONAL BANK OMAHA	01/25/22	January 2022 Statement 9572 122	210-5-10-10-340.000 Technical Services	328.32	38112	02/07/22
19805	FIRST NATIONAL BANK OMAHA	01/25/22	January 2022 Statement 9572 122	210-5-10-10-845.000 Employee/Volunteer Recogn	5.60	38112	02/07/22
34895	GAUTHIER TRUCKING, INC.	02/01/22	Garbage removal 1/1-1/31 1614943	210-5-41-20-400.000 Contracted Services	275.31	38115	02/07/22
20470	GLOBAL MONTELLO GROUP	01/31/22	Jan 2022 Global Fuel 282598	210-5-41-22-626.000 Gasoline	413.63	38116	02/07/22
20470	GLOBAL MONTELLO GROUP	01/31/22	Jan 2022 Global Fuel 282598	210-5-40-12-626.000 Gasoline	4537.18	38116	02/07/22
20470	GLOBAL MONTELLO GROUP	01/31/22	Jan 2022 Global Fuel 282598	210-5-41-26-626.000 Gasoline	135.50	38116	02/07/22
33495	INGRAM LIBRARY SERVICES I	01/11/22	Adult Collection 57058353	210-5-35-10-640.201 Adult Collection	13.41	38124	02/07/22
29385	KINGSLEY COMPANIES	01/20/22	Capital Outlay: Book Drop m19305	210-5-35-10-750.000 Machinery & Equipment	6258.00	38128	02/07/22
03525	KITTELL BRANAGAN & SARGEN	01/27/22	Audit services 83267	210-5-13-10-335.000 Audit	1700.00	38129	02/07/22
25070	NYE ALAN	01/26/22	Retroactive stipend CSWD 202121D	210-5-10-10-190.000 Board member Payments	550.00	38134	02/07/22
24410	PRIORITY EXPRESS INC	01/31/22	Courier Grant: January 20 8027226	210-5-90-00-890.000 Federal Grant Expenditure	171.56	38138	02/07/22
03180	SAFETY SYSTEMS OF VT LLC	05/01/21	Central Station Monitorin 20638	210-5-41-21-431.000 R&M Buildings & Grounds	250.00	38144	02/07/22
03180	SAFETY SYSTEMS OF VT LLC	12/27/21	Fire Alarm Service BL 21308	210-5-41-21-431.000 R&M Buildings & Grounds	549.24	38144	02/07/22
03180	SAFETY SYSTEMS OF VT LLC	02/02/22	Buildings RM : security c 21406	210-5-41-21-431.000 R&M Buildings & Grounds	7656.92	38145	02/07/22
23855	SOUTHWORTH-MILTON, INC.	01/19/22	FIRE STATION SCINV610089	210-5-25-10-431.000 R&M Buildings & Grounds	851.37	38148	02/07/22
29090	SUNBELT RENTALS	01/20/22	Honda Generator Service 121309184001	210-5-25-10-431.000 R&M Buildings & Grounds	35.64	38151	02/07/22
21000	UNIFIRST CORPORATION	12/08/21	Rugs/mats 1080055124	210-5-41-21-400.000 Contracted Services	32.94	38153	02/07/22
21000	UNIFIRST CORPORATION	01/05/22	Rugs/mats 1080060020	210-5-41-21-400.000 Contracted Services	32.94	38153	02/07/22
36130	VERIZON WIRELESS	01/18/22	CELL PHONE SERVICE 9897555231	210-5-40-12-530.000 Communications	35.01	38154	02/07/22
29825	VT GAS SYSTEMS	01/20/22	12/17/21 to 01/18/22 21885	210-5-40-12-621.000 Natural Gas/Heating	790.61	38157	02/07/22
29825	VT GAS SYSTEMS	01/20/22	12/17/21 to 01/18/22 21885	210-5-41-21-621.000 Natrual Gas/Heating	1436.54	38157	02/07/22
29825	VT GAS SYSTEMS	01/20/22	12/17/21 to 01/18/22 21885	210-5-41-20-621.000 Natrual Gas/Heating	1112.85	38157	02/07/22
29825	VT GAS SYSTEMS	01/20/22	12/17/21 to 01/18/22 21885	210-5-41-22-621.000 Natrual Gas/Heating	981.73	38157	02/07/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	210-5-41-23-621.000 Natural Gas/Heating	631.22	38157	02/07/22
V9632	01/25/22	HOYLE, TANNER & ASSOC, IN	Densmore Drive Culvert #2 0066242	230-5-40-13-722.801 Densmore Dr non-FEMA	1183.00	38122	02/07/22
V9632	01/25/22	HOYLE, TANNER & ASSOC, IN	Brickyard Road over India 0066243	230-5-40-13-895.830 BC2058 Brickyard Culvert	6357.00	38122	02/07/22
25715	10/21/21	DONALD L. HAMLIN CONSULT	Main St Waterline 20804 102121	254-5-54-20-330.000 Professional Services	427.50	38095	02/07/22
25715	01/14/22	DONALD L. HAMLIN CONSULT	replacement of the existi 21806 122021	254-5-54-20-330.000 Professional Services	7109.41	38095	02/07/22
20470	01/31/22	GLOBAL MONTELLO GROUP	Jan 2022 Global Fuel 282598	254-5-54-20-626.000 Gasoline	121.05	38116	02/07/22
03525	01/27/22	KITTELL BRANAGAN & SARGEN	Audit services 83267	254-5-54-20-335.000 Audit	1020.00	38129	02/07/22
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	254-5-54-20-621.000 Natural Gas/Heating	558.11	38157	02/07/22
04940	01/23/22	COMCAST	Internet only cascade 1/3 0316028 0122	255-5-55-30-610.000 General Supplies	243.34	38089	02/07/22
38955	01/21/22	F W WEBB COMPANY	B/V PVC 1 SOC/ THD TU FKM 74693751	255-5-55-30-570.000 Other Purchased Services	173.11	38103	02/07/22
38955	01/24/22	F W WEBB COMPANY	HOLE SAW SPD SLOT 2-5/8 B 74708724	255-5-55-30-570.000 Other Purchased Services	19.14	38103	02/07/22
20470	01/31/22	GLOBAL MONTELLO GROUP	Jan 2022 Global Fuel 282598	255-5-55-30-626.000 Gasoline	193.98	38116	02/07/22
07010	01/19/22	GREEN MOUNTAIN POWER CORP	39 Cascade 12/17/21-01/18 0122 Cascade	255-5-55-30-622.000 Electricity	10330.19	38120	02/07/22
03525	01/27/22	KITTELL BRANAGAN & SARGEN	Audit services 83267	255-5-55-30-335.000 Audit	1020.00	38129	02/07/22
20040	01/31/22	RAB CONSULTING & SERVICES	Consulting Services, 1/6 132	255-5-55-30-330.000 Professional Services	875.00	38139	02/07/22
36130	01/18/22	VERIZON WIRELESS	CELL PHONE SERVICE 9897555231	255-5-55-30-530.000 Communications	80.72	38154	02/07/22
36130	01/18/22	VERIZON WIRELESS	CELL PHONE SERVICE 9897555231	255-5-55-30-570.000 Other Purchased Services	40.01	38154	02/07/22
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	255-5-55-30-621.000 Natural Gas/Heating	2371.29	38157	02/07/22
V10434	01/27/22	WESTON & SAMPSON ENG, INC	PHASE A-CAPACITY VALUATIO 1220686	255-5-55-30-330.000 Professional Services	1050.00	38161	02/07/22
20470	01/31/22	GLOBAL MONTELLO GROUP	Jan 2022 Global Fuel 282598	256-5-56-40-626.000 Gasoline	219.08	38116	02/07/22
03525	01/27/22	KITTELL BRANAGAN & SARGEN	Audit services 83267	256-5-56-40-335.000 Audit	510.00	38129	02/07/22
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	256-5-56-40-434.001 Susie Wilson PS Costs	41.79	38157	02/07/22
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	256-5-56-40-434.002 West Street PS Costs	46.01	38157	02/07/22
29825	01/20/22	VT GAS SYSTEMS	12/17/21 to 01/18/22 21885	256-5-56-40-621.000 Natural Gas/Heating	174.78	38157	02/07/22
19815	01/19/22	AMAZON CAPITAL SERVICES	RK Hiawatha Supplies 1CGL9JN7JWM6	259-5-30-15-610.000 General Supplies	111.43	38073	02/07/22

For Check Acct 01 (GENERAL FUND) All check #s 02/07/22 To 02/07/22 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	01/26/22	CPR Supplies 1HXNT9C74ND9	259-5-30-14-610.000 General Supplies	199.90	38073	02/07/22
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January 4955 0122	259-5-30-15-610.000 General Supplies	27.74	38107	02/07/22
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January 4955 0122	259-5-30-15-610.000 General Supplies	43.38	38107	02/07/22
25390	FIRST NATIONAL BANK OMAHA	01/19/22	EJRP Credit Card January 4955 0122	259-5-30-15-610.000 General Supplies	11.99	38107	02/07/22
20470	GLOBAL MONTELLO GROUP	01/31/22	Jan 2022 Global Fuel 282598	259-5-30-15-626.000 Gasoline	65.54	38116	02/07/22
36130	VERIZON WIRELESS	01/18/22	CELL PHONE SERVICE 9897555231	259-5-30-16-610.000 General Supplies	40.36	38154	02/07/22
Report Total					95532.75		

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/27/22	Penetrat Catalyst 18 OZ 1 552202755903	210-5-40-12-610.000 General Supplies	22.05	38165	02/11/22
28555	ALLEGIANCE TRUCKS	01/31/22	TRIAGE ABS LIGHT ON INTER R12200045801	210-5-40-12-430.000 R&M Vehicles & Equipment	495.59	38167	02/11/22
00530	BRODART CO	01/21/22	J Collection; Supplies B6354066	210-5-35-10-640.202 Juvenile Collection	11.45	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection; Supplies B6354066	210-5-35-10-610.000 General Supplies	1.60	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354067	210-5-35-10-610.000 General Supplies	0.80	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354067	210-5-35-10-640.202 Juvenile Collection	11.33	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354084	210-5-35-10-610.000 General Supplies	1.60	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354084	210-5-35-10-640.202 Juvenile Collection	22.12	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354085	210-5-35-10-610.000 General Supplies	1.60	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354085	210-5-35-10-640.202 Juvenile Collection	39.18	38173	02/11/22
00530	BRODART CO	01/22/22	Adult Collection, Supplie B6354086	210-5-35-10-610.000 General Supplies	10.40	38173	02/11/22
00530	BRODART CO	01/22/22	Adult Collection, Supplie B6354086	210-5-35-10-640.201 Adult Collection	219.50	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354096	210-5-35-10-610.000 General Supplies	0.80	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354096	210-5-35-10-640.202 Juvenile Collection	15.12	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354110	210-5-35-10-640.202 Juvenile Collection	25.69	38173	02/11/22
00530	BRODART CO	01/21/22	J Collection, Supplies B6354110	210-5-35-10-610.000 General Supplies	1.60	38173	02/11/22
00530	BRODART CO	01/24/22	Foundation: FASTips ; Sup B6355109	210-5-90-00-991.000 Library Donation Expense	61.54	38173	02/11/22
00530	BRODART CO	01/24/22	Foundation: FASTips ; Sup B6355109	210-5-35-10-610.000 General Supplies	3.20	38173	02/11/22
03000	CARGILL SALT EASTERN INC	01/20/22	salt 2906831229	210-5-40-12-600.000 Salt, Sand and Gravel	4593.89	38174	02/11/22
03000	CARGILL SALT EASTERN INC	01/21/22	salt 2906835496	210-5-40-12-600.000 Salt, Sand and Gravel	2248.40	38174	02/11/22
26395	CCRPC	07/31/21	CCRPC Updates for the Cod 20201001	210-5-16-10-330.000 Professional Services	437.50	38177	02/11/22
26395	CCRPC	08/31/21	CCRPC Code Updates August 20201021	210-5-16-10-330.000 Professional Services	537.50	38177	02/11/22
26395	CCRPC	09/30/21	CCRPC Code Updates Septem 20201035	210-5-16-10-330.000 Professional Services	387.50	38177	02/11/22
25120	CLICKTIME.COM	02/03/22	Jan Clicktime 365660	210-5-35-10-505.000 Tech. Subs, Licenses	72.00	38180	02/11/22
27330	COLLABORATIVE SUMMER LIBR	02/02/22	Foundation : T-shirts 19631	210-5-90-00-991.000 Library Donation Expense	566.04	38181	02/11/22



Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	01/27/22	Internet EJFD 2/4-3/3/22	0179210 0222	210-5-25-10-530.000 Communications	172.90	38185	02/11/22
31545	01/28/22	Office Chairs	01282022	210-5-25-10-431.000 R&M Buildings & Grounds	405.96	38187	02/11/22
31545	02/17/22	Car Soap	02172022	210-5-25-10-430.000 R&M Vehicles & Equipment	139.96	38187	02/11/22
31275	02/03/22	5 Corner block snow remov	10518	210-5-40-12-422.000 Snow Removal	1380.00	38188	02/11/22
31275	02/03/22	5 Corners block snow remo	10519	210-5-40-12-422.000 Snow Removal	1380.00	38188	02/11/22
31275	02/03/22	5 Corner block snow remov	10520	210-5-40-12-422.000 Snow Removal	1495.00	38188	02/11/22
31275	02/03/22	8 Loader Trucking - Triax	10525	210-5-40-12-422.000 Snow Removal	1640.00	38188	02/11/22
19005	12/01/21	communications	10428678	210-5-41-22-530.000 Communications	84.26	38196	02/11/22
19005	02/01/22	Phone January February	10796650	210-5-41-20-530.000 Communications	1013.49	38198	02/11/22
19005	02/01/22	Communications BL	10796672	210-5-41-21-530.000 Communications	384.72	38199	02/11/22
19005	02/01/22	communications	10796708	210-5-40-12-530.000 Communications	121.06	38200	02/11/22
19005	02/01/22	Telephone EJFD	10796711	210-5-41-22-530.000 Communications	190.13	38201	02/11/22
34895	02/01/22	Rubbish removal Jackson S	1614942	210-5-40-12-425.000 Trash Removal	109.68	38203	02/11/22
34895	02/01/22	Rubbish removal Railroad	1614944	210-5-40-12-425.000 Trash Removal	504.21	38203	02/11/22
34895	02/01/22	Rubbish Removal Beech St	1615080	210-5-40-12-425.000 Trash Removal	68.24	38203	02/11/22
34895	02/01/22	MSP Trash Removal January	1615724	210-5-41-26-400.000 Contracted Services	392.33	38203	02/11/22
24250	01/26/22	Annual Extinguisher Maint	11585327	210-5-25-10-431.000 R&M Buildings & Grounds	989.00	38206	02/11/22
23980	01/27/22	COMMERCIAL BATTERY VEJ	903201015753	210-5-40-12-610.000 General Supplies	148.00	38208	02/11/22
14585	01/31/22	SCBA Flow Test	IN1672018	210-5-25-10-431.000 R&M Buildings & Grounds	863.66	38219	02/11/22
14585	02/01/22	RIT-PAK	IN1672353	210-5-25-10-750.000 Machinery & Equipment	4890.00	38219	02/11/22
44275	02/02/22	Administrative Fee Invoic	202201 VEJ	210-5-13-10-570.000 Other Purchased Services	95.00	38220	02/11/22
05485	02/07/22	Copier leases 2/15-3/14/2	75412307	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	38221	02/11/22
05485	02/07/22	Copier leases 2/15-3/14/2	75412307	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	38221	02/11/22
05485	02/07/22	Copier leases 2/15-3/14/2	75412307	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	38221	02/11/22
05485	02/07/22	Copier leases 2/15-3/14/2	75412307	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	38221	02/11/22

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
12235	02/01/22	NEW ENGLAND CENTRAL RAILR	ROW 11151 182429	210-5-40-12-441.000 Rental Land/Buildings	2130.00	38222	02/11/22
05380	02/06/22	PURCHASE POWER	Postage refill 8000909010 020122D	210-5-10-10-560.000 Postage	201.00	38230	02/11/22
37430	01/25/22	R R CHARLEBOIS INC	8L3 Maintenance RC77141	210-5-25-10-430.000 R&M Vehicles & Equipment	1753.22	38231	02/11/22
03180	02/01/22	SAFETY SYSTEMS OF VT LLC	MSP Maint Bldg Contract 21405	210-5-41-26-400.000 Contracted Services	370.00	38234	02/11/22
23855	01/28/22	SOUTHWORTH-MILTON, INC.	121812 CAT HYD ADVAN INV2496331	210-5-40-12-430.000 R&M Vehicles & Equipment	63.61	38237	02/11/22
23855	01/28/22	SOUTHWORTH-MILTON, INC.	service 9 Susie Wilson PS SCINV612168	210-5-40-12-430.000 R&M Vehicles & Equipment	934.82	38237	02/11/22
V2124	01/29/22	STAPLES ADVANTAGE	Supplies BL 3498518758	210-5-35-10-610.000 General Supplies	34.40	38239	02/11/22
17580	08/20/21	STITZEL PAGE & FLETCHER P	Personnel 62494	210-5-10-10-320.000 Legal Services	360.00	38240	02/11/22
19720	02/01/22	VERIZON CONNECT NWF, INC.	AVL MONTHLY SERVICE 2674847	210-5-40-12-442.000 Rental Vehicles/Equip	129.52	38249	02/11/22
36130	01/19/22	VERIZON WIRELESS	communications VPW 9897643781	210-5-40-12-530.000 Communications	192.66	38250	02/11/22
23395	12/09/21	VILLAGE HARDWARE - WILLIS	shovel 514141	210-5-40-12-610.000 General Supplies	20.88	38252	02/11/22
22615	02/02/22	VILLAGE VOLTAGE LLC	Electrical work: outlet f 1152	210-5-41-21-431.000 R&M Buildings & Grounds	2426.00	38253	02/11/22
22615	02/02/22	VILLAGE VOLTAGE LLC	More lights installed BL 1153	210-5-41-21-431.000 R&M Buildings & Grounds	1608.00	38253	02/11/22
34580	02/10/22	VT GOVERNMENT FINANCE OFF	Annual Membership Fee 2022Membersh	210-5-13-10-500.000 Training, Conf, Dues	30.00	38254	02/11/22
34580	02/10/22	VT GOVERNMENT FINANCE OFF	2022 Winter Workshop 22WintWksp19	210-5-13-10-500.000 Training, Conf, Dues	20.00	38255	02/11/22
07565	01/25/22	W B MASON CO INC	Cleaning Supplies 226982126	210-5-30-12-610.000 General Supplies	418.42	38259	02/11/22
07565	01/26/22	W B MASON CO INC	Hand Soap Trash Bags 227017924	210-5-30-12-610.000 General Supplies	167.96	38259	02/11/22
23390	02/10/22	WOMEN LEADING GOVERNMENT	2022 Membership J Morris 2022 Dues	210-5-13-10-500.000 Training, Conf, Dues	40.00	38260	02/11/22
17205	01/31/22	WOOD'S CRW CORP	plow bolts S97318	210-5-25-10-430.000 R&M Vehicles & Equipment	48.48	38261	02/11/22
23435	01/31/22	CHAMPLAIN WATER DISTRICT	Village Water Jan 2022 013122D	254-5-54-20-411.000 CWD Water Purchase	936.10	38178	02/11/22
23435	01/31/22	CHAMPLAIN WATER DISTRICT	Village Water Jan 2022 013122D	254-5-54-70-411.400 CWD Water Purchase - Glob	4392.65	38178	02/11/22
23435	01/31/22	CHAMPLAIN WATER DISTRICT	Village Water Jan 2022 013122D	254-5-54-70-411.400 CWD Water Purchase - Glob	210144.38	38178	02/11/22
23435	01/31/22	CHAMPLAIN WATER DISTRICT	Village Water Jan 2022 013122D	254-5-54-20-411.000 CWD Water Purchase	44783.02	38178	02/11/22
31275	02/03/22	DON WESTON EXCAVATING INC	Water main break 10526	254-5-54-20-433.000 R&M Infrastructure	2721.00	38188	02/11/22
40025	01/24/22	E J PRESCOTT INC	12X16 SS1 REP CLAMP 13151 5977679	254-5-54-20-430.000 R&M Vehicles & Equipment	940.38	38190	02/11/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10110	02/03/22	MCGOVERN MECHANICAL CORP Meter Replacements 1747	254-5-54-70-750.001 Meter Replacement Program	300.00	38217	02/11/22
37965	02/01/22	S D IRELAND CONCRETE COMM 4000 PSI EXTERIOR MI 94095	254-5-54-20-433.000 R&M Infrastructure	1242.00	38233	02/11/22
V2227	02/01/22	TI-SALES, INC. water meter supplies 1NV0139833	254-5-54-70-750.001 Meter Replacement Program	1633.07	38246	02/11/22
36130	01/19/22	VERIZON WIRELESS communications VPW 9897643781	254-5-54-20-530.000 Communications	176.98	38250	02/11/22
05290	02/07/22	ADVANCE AUTO PARTS SPARK PLUG 1 EA NGK 19650 552203828951	255-5-55-30-610.000 General Supplies	3.14	38165	02/11/22
05290	02/07/22	ADVANCE AUTO PARTS SPARK PLUG 1 EA NGK 19650 552203828952	255-5-55-30-610.000 General Supplies	3.14	38165	02/11/22
07465	02/09/22	BIBENS ACE HARDWARE INC MILK HOUSE UTILITY HEATR 43633	255-5-55-30-610.000 General Supplies	108.96	38170	02/11/22
23455	02/02/22	CHITTENDEN SOLID WASTE DI biosolids December 202112ESS	255-5-55-30-570.000 Other Purchased Services	9430.44	38179	02/11/22
04940	02/01/22	COMCAST HgwY complex 2/8-3/7/22 i 0167074 0222	255-5-55-30-610.000 General Supplies	328.64	38184	02/11/22
06870	02/04/22	ENDYNE INC SHT NY Bi-Monthly 399598	255-5-55-30-340.000 Technical Services	316.00	38191	02/11/22
06870	02/10/22	ENDYNE INC TKN Only 399874	255-5-55-30-340.000 Technical Services	35.00	38191	02/11/22
38955	02/02/22	F W WEBB COMPANY B/V PVC 1/2 THD CMPCT EPD 74849320	255-5-55-30-570.000 Other Purchased Services	111.67	38193	02/11/22
04640	01/19/22	FASTENAL INDUSTRIAL & CON Hydrogen Sulfide Sen VTBUR304475	255-5-55-30-570.000 Other Purchased Services	2900.01	38194	02/11/22
04640	01/21/22	FASTENAL INDUSTRIAL & CON Oxygen Sensor VTBUR304614	255-5-55-30-570.000 Other Purchased Services	2608.02	38194	02/11/22
19005	02/01/22	FIRSTLIGHT FIBER communication/telephone W 10796649	255-5-55-30-530.000 Communications	605.34	38197	02/11/22
V10347	02/01/22	J.C. EHRLICH PEST CONTROL MAINTENANCE 13839892	255-5-55-30-570.000 Other Purchased Services	74.00	38209	02/11/22
05485	02/07/22	NATIONAL BUSINESS LEASING Copier leases 2/15-3/14/2 75412307	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	38221	02/11/22
V2124	01/29/22	STAPLES ADVANTAGE supplies WW 3498518754	255-5-55-30-610.000 General Supplies	94.05	38239	02/11/22
10110	02/03/22	MCGOVERN MECHANICAL CORP Meter Replacements 1747	256-5-56-70-750.001 Meter Replacement Program	600.00	38217	02/11/22
V2227	02/01/22	TI-SALES, INC. water meter supplies 1NV0139833	256-5-56-70-750.001 Meter Replacement Program	3266.13	38246	02/11/22
36130	01/23/22	VERIZON WIRELESS pump station costs 9898054302	256-5-56-40-434.002 West Street PS Costs	37.78	38251	02/11/22
36130	01/23/22	VERIZON WIRELESS pump station costs 9898054302	256-5-56-40-431.000 R&M Buildings & Grounds	146.65	38251	02/11/22
36130	01/23/22	VERIZON WIRELESS pump station costs 9898054302	256-5-56-40-434.001 Susie Wilson PS Costs	37.77	38251	02/11/22
19815	02/10/22	AMAZON CAPITAL SERVICES Paint canvas supplies 2357810	258-5-33-13-830.000 Regular Programs	23.98	38168	02/11/22
05485	02/07/22	NATIONAL BUSINESS LEASING Copier leases 2/15-3/14/2 75412307	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	38221	02/11/22

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21570	PETTY CASH - NICOLE MONE	12/23/21	Petty Cash Center	258-5-33-13-830.000	99.70	38228	02/11/22
	PCashDec			Regular Programs			
37985	A T & T MOBILITY	01/23/22	CELL PHONE SERVICE PD	259-5-30-14-330.000	43.23	38164	02/11/22
	878149802022			Professional Services			
19815	AMAZON CAPITAL SERVICES	01/27/22	RK Summit Supplies	259-5-30-15-610.000	77.45	38168	02/11/22
	14CNJWJNLP7F			General Supplies			
19815	AMAZON CAPITAL SERVICES	01/26/22	RK EES Supplies	259-5-30-15-610.000	108.11	38168	02/11/22
	17X3MX9H3TY6			General Supplies			
19815	AMAZON CAPITAL SERVICES	01/20/22	RK Summit Supplies	259-5-30-15-610.000	19.92	38168	02/11/22
	1L3FRVPDXYJC			General Supplies			
19815	AMAZON CAPITAL SERVICES	02/01/22	RK Summit Supplies	259-5-30-15-610.000	35.98	38168	02/11/22
	1L3FRVPDYQQW			General Supplies			
19815	AMAZON CAPITAL SERVICES	02/01/22	Foam Cannons	259-5-30-17-610.000	680.00	38168	02/11/22
	1NCYWJJR3M3C			General Supplies			
19815	AMAZON CAPITAL SERVICES	02/01/22	Foam Cannons	259-5-30-14-610.000	680.00	38168	02/11/22
	1NCYWJJR3M3C			General Supplies			
19815	AMAZON CAPITAL SERVICES	01/25/22	RK Summit Supplies	259-5-30-15-610.000	204.36	38168	02/11/22
	1P3TW9F93MRG			General Supplies			
19815	AMAZON CAPITAL SERVICES	01/30/22	RK FMS Supplies	259-5-30-15-610.000	98.78	38168	02/11/22
	1QJMQMD4KDV3			General Supplies			
05485	NATIONAL BUSINESS LEASING	02/07/22	Copier leases 2/15-3/14/2	259-5-30-10-442.000	177.89	38221	02/11/22
	75412307			Rental Vehicles/Equip			
29425	PERFORMANCE FOOD SERVICE	01/27/22	RK MSP Snack	259-5-30-15-610.000	203.54	38227	02/11/22
	607399			General Supplies			
29425	PERFORMANCE FOOD SERVICE	01/31/22	RK Summit Snack	259-5-30-15-610.000	125.25	38227	02/11/22
	608617			General Supplies			
29425	PERFORMANCE FOOD SERVICE	01/31/22	RK FMS Snack	259-5-30-15-610.000	233.78	38227	02/11/22
	609154			General Supplies			
29425	PERFORMANCE FOOD SERVICE	01/31/22	RK Fleming Snack	259-5-30-15-610.000	184.62	38227	02/11/22
	609463			General Supplies			
29425	PERFORMANCE FOOD SERVICE	01/31/22	RK Hiawatha Snack	259-5-30-15-610.000	104.98	38227	02/11/22
	609572			General Supplies			
29425	PERFORMANCE FOOD SERVICE	01/31/22	RK EES Snack	259-5-30-15-610.000	232.15	38227	02/11/22
	609611			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/07/22	RK Summit Snack	259-5-30-15-610.000	89.48	38227	02/11/22
	611569			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/03/22	RK Westford Snack	259-5-30-15-610.000	97.22	38227	02/11/22
	611586			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/04/22	Price Audit CREDIT	259-5-30-15-610.000	-5.75	38227	02/11/22
	612363			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/07/22	RK FMS Snack	259-5-30-15-610.000	20.30	38227	02/11/22
	612895			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/07/22	RK Hiawatha Snack	259-5-30-15-610.000	122.78	38227	02/11/22
	613334			General Supplies			
29425	PERFORMANCE FOOD SERVICE	02/08/22	Pricing Audit CREDIT	259-5-30-15-610.000	-12.64	38227	02/11/22
	613817			General Supplies			
24830	REINHART FOODSERVICE	01/25/22	RK EES Snack	259-5-30-15-610.000	175.02	38232	02/11/22
	606482			General Supplies			
23495	STUDENT TRANSPORTATION OF	11/23/21	Vac Camp Field Trip 11/22	259-5-30-15-580.000	274.51	38242	02/11/22
	70139731			Travel			

02/15/22

Town of Essex / Village of EJ Accounts Payable

02:25 pm

Check Warrant Report # 17289 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 02/10/22 To 02/11/22 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23495	12/20/21	STUDENT TRANSPORTATION OF RK Summit Field Trip 12/2	259-5-30-15-580.000 70144714 Travel	229.98	38242	02/11/22
Report Total				330053.42		

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## January 2022 Staff and Director Report

### Report from the Director

#### Building and Grounds

We continue to seek quotes for our HVAC system and work with Buildings Manager Tom Yandow on a solution. He's seeking additional quotes for a HVAC upgrade. Wendy has contacted Chittenden County libraries to get feedback on HVAC vendors that have been good to work with at their libraries, or vendors that have been difficult to work with and has received helpful feedback to share with Tom. There is potential legislation in the next year or 2 for state funding for heat pumps that could be paid for partially or fully to reduce dependence on fossil fuels. While this would be a great long term solution, our HVAC needs are more immediate and we need a firmer plan than possibly future legislation to provide ventilation to our building. We also don't want to lose ARPA funding that expires in 2 years to replace the HVAC system if this new legislation ends up not going through.

Tracey has contacted a few electricians, after the retirement of our long time electrician, to seek a new vendor to install a power outlet in our main vestibule for the installation of the self serve lockers on order. While electricians have gotten back to Tracey, follow through has been difficult, but we have finally found one that had great clarifying concerns and questions about the placement and heating unit in the vestibule. The concerns prompted follow up with our HVAC vendor who assured us as long as the lockers can be moved, there won't be a problem. Tracey ordered a hand truck that can manage the locker weight in the event we do need to move lockers to service the heating unit in the vestibule, and it will also be more suitable for moving other heavy items around the building as well. The electrical work is now scheduled, and our new electrician also has an affordable solution for replacing the old can lights on the midlevel that can only use CFL bulbs, and are slowly burning out, so the midlevel has gradually gotten darker as the fixtures fail. Our previous electrician indicated that it would require ripping out the whole ceiling to refit lights, but the new electrician has a solution to directly replace the old, slowly failing can fixtures.

Hannah has connected with our IT vendor that has made network hardware improvements to add a new data port the vestibule so the self serve lockers won't rely on wifi which can vary in bandwidth depending on demand.

Public Works discovered an HVAC leak when fogging one morning in the picturebook room and the HVAC unit above needed adjustments. Our vendor sorted out the problem without charging because they were supposed to have fixed this problem that usually happens when the air conditioning turns on in the early summer. No books were damaged thanks to the new layout in the picturebook room!

Wendy met Heather from Finance to look at the Tree Farm storage building to see what space is available to move furniture out of the Kolvoord Room to use that space for shorter meetings and programs with the HEPA filter. We can't store stuffed furniture in the tree farm because of rodents who occupy that place.

We are facing a deadline to install the additional security cameras that will be partially funded with a PACIF (municipal insurance) grant. Our vendor was having staffing and supply chain issues so Hannah and Tracey have been working with both the vendor and PACIF to ensure we don't lose this grant funding because of what are now becoming standard COVID era issues.

### Staffing

The omicron COVID surge has caused an increase in staff absences due to exposure and quarantine of family members, along with an uptick of illness from other seasonal viruses. Occasionally the staff shortages have resulted in a late opening or early closing impacting 1.5 hours of service on either end of the day, but no full day closures. Subs are generally not available for last minute coverage, so staff are doing their best to communicate as far in advance as possible of any possible situations that may cause them to be out due to illness or quarantine.

With the recommendation of health officials to use N95 or KN95 masks for best protection against the omicron variant, we purchased 2 boxes of N95 masks for staff to try if they want as they are expensive and we want protect everyone as much as possible as they interact with the public, and don't want cost of masks to prevent people from feeling safe as possible at work.

### Meetings and Training

As part of her Interim Manager role, Wendy now meets with the municipal Committee on Equity for Essex which is currently scheduled weekly. This committee focuses on how equity is being addressed within the Town and Village government.

On January 21, the first Village Department Head meeting was held since Manager Evan came on board. It was mostly a planning meeting to come up with a future meeting schedule and agree on how Department Head/Management communication will be best handled.

Wendy has worked with other Village and Town staff to hire a new Village Finance Director and HR Director, and sort out Wastewater leadership with the retirement of longtime Wastewater Superintendent Jim Jutras.

On January 28, Wendy and other Green Mountain Library Consortium (GMLC) Board members had a second meeting with the Vermont Department of Libraries (VTLib) to discuss ARPA funds to help eliminate the massive backlog of holds in the LUV Overdrive service, that was made worse by the COVID shifting a lot of patrons to the digital platform. This meeting was a

significant shift in the relationship between VTLib and GMLC as GMLC was founded because the State Librarian in the early 2000s refused to consider downloadable audiobooks that were becoming a standard library service. GMLC has repeatedly sought to work with VTLib to serve libraries across Vermont and this has never happened because VTLib leadership has opted to compete with GMLC. January 28 was a major turning point with VTLib asking for GMLC support of a new app they are purchasing to replace a competing digital book service the state had previously offered, and for GMLC to partner with VTLib on rolling out the app as it will provide the end user a more seamless experience with each individual library being able to connect digital reading content in one app instead of multiple apps. VTLib also committed to funding \$200k to purchase additional shared digital titles for GMLC's Overdrive service which will address the abundance of holds, and leave funds to add titles to the shared core collection that GMLC has built over 14 years. VTLib is also funding additional GMLC projects to improve some of the technology shared by libraries using GMLC's projects. This funding award is still getting sorted out, but it's a very exciting shift to be working with our state library agency cooperatively! GMLC is powered by professional librarian volunteers and all these efforts benefit every member library including Brownell.

Also on January 28, Wendy met with Vermont Library Association President Elect Kelly McCagg to provide testimony on technology challenges libraries across the state as experienced through work with the VOKAL and LUV GMLC projects. Libraries rely on technology for the backbone of the work we do, and being adept in library technology is crucial for shared services like the VOKAL shared ILS to ensure the privacy of patron information and shared use of resources like bibliographic records. The smallest Vermont libraries often hire local community members with no library background to be in charge, and this often results in burnout and turnover, holding the libraries back. The testimony is part of the legislative study on libraries in Vermont to determine possible changes in future funding. Libraries get very little from VTLib compared to other states because of the lack of state funding, and it would be great to see that change.

### Other

Circulation Librarian Alison has been working to coordinate another pandemic season of free AARP tax services. Tax prep will be scheduled at Brownell and appointments will be held in the Senior Center.

We have had a recent run of donations from local authors that have made us consider again the best way to manage this sort of donation when the professional reviews we usually rely on for collection development aren't available to smaller publishers or self publishing. We will be moving to create space in the lower level reference area for a circulating local author section to allow the community access to these works without them getting lost in the larger collection, and create specific weeding protocols for this new section based on time and circulation.



## January numbers from Adult Circulation:

- New Adult Patrons: 20
  - Virtual Adult Cards Created: 6
- New Overdrive Users: 11
  - January 2021: 17
  - January 2020: 17
  - January 2019: 17
- Presence at 8 Adult Programs: 100
- Adult Program Support: 15 hours
- This month Hannah released 14 Adult Maker Kits: Embroidered Coffee Cozy .
- 1st Wednesday: *From German Expressionism to Film Noir: How the Extraordinary Weimar Directors Forever Changed Hollywood* had 53 online viewers.
- Current Events met twice online with 4 participants.
- 11 Must Read Monday virtual readers discussed *The Yellow House* by Sarah Broom .
- VAS presented *Advanced Binocular Viewing* online to 31 attendees .
- Alison mailed out 49 New Year cards to our current volunteers and substitutes.
- Volunteer Clif helped 1 person with computer or tablet problems.
- Consumer Reports Online: 6 visits, 55 page views.

## January Interlibrary Loan Service Update

<b>Statistics:</b>			
JAN	FY 21	FY 22	
ILL Sent	148	158	7%
ILL Requested	111	58	-48%
Holds	839	482	-43%
Avg days to receive	10	9.0	-10%
<b>Courier Statistics</b>			
JAN	FY 21	FY 22	
Courier Sent	183	169	-8%
Courier Rec'd	187	163	-13%
USPS Sent	16	15	-6%
USPS Rec'd	27	7	-74%
Est. Savings	\$ 372.53	\$ 579.67	56%

## Youth Department

### Updates

- January always brings offers for collaboration:
  - Amanda Eldgride from ADL reached out about the biennial Civic Engagement Project for 8th graders. In the past, this has brought middle school students into the library to practice reading with emerging readers. However, many families are still not keen to have their children hanging out in the library for long periods of time, so this year we suggested that students work in teams to create story time videos. Amanda was excited about the idea; hopefully the students will be too!
  - A foster parent recruitment and retention specialist for the Department of Children and Families, Kyle Silliman-Smith, inquired about programming to recruit foster parents. Erna had the fabulous idea of doing a book club with one of the 2021/2022 Golden Dome Nominees: *Fighting Words* by Kimberly Brubaker Bradley. The book follows two sisters after they are placed in a foster home, and it covers some tough topics in an honest, humorous, and hopeful way. We will talk about the book, and Kyle will be present to weigh in on the foster system in Vermont and support for foster families. The program will be May 12th, and we will start promoting it as soon as we get the books in. Megan also took this opportunity to look into our current offerings related to foster care and purchased some more stories and non-fiction titles to add to the collection.
  - Employment Specialists at EHS reached out about offering a student work experience through Brownell. EHS will pay the student, the student gets experience working in a public setting, and Brownell gets a volunteer. Our student-job coach team started January 31st.
  - After expressing some interest in purchasing a foam cannon for our Summer Reading Kick Off, EJRP offered to buy two cannons and let us borrow them as needed. A foam party for kiddos sounds like so much fun, and it ties in well with this year's summer theme: Oceans of Possibilities.
- At the beginning of the month we had a thirteen year patron who was continuously staring at staff in a way that made many feel uncomfortable because of his staring and proximity to staff, as well as trying to lure staff repeatedly in the lower level stacks. Eventually one staff member asked him to stop, and he left shortly after. Youth staff made a plan to go through the behavior guidelines with him if this behavior continues. He has only come in once since, and he stayed for only a moment before leaving. If this sit down conversation ends up happening, we will be sure to have two full time staff present.
- Hannah has been working on a liability waiver for some of the more risky Library of Things items - like garden tools and the dremel tool. This would restrict access to these materials to adults. After some discussion, staff decided that there should also be a parent permission slip for kids to check out Library of Things items costing more than \$100. Megan spent some time categorizing Library of Things items into those that would require a liability waiver, those that would require parent permission due to cost, and

those that anyone can check out. Megan also drafted a parental permission form, and a procedure for the check out of items requiring parent permission. Once the liability waiver and the related form and procedures are finalized, staff will be able to see how long an item circulates, how much it costs, and what kind of forms are required for check out based on a color coding system.

- Both Erna and Megan had vacation time in January, so there were a lot of subs in to keep the youth side fully staffed. It can be difficult to come up with work for subs to do, as they are not responsible for any of our ongoing projects and they tend to have inconsistent desk shifts, so staff spent some time brainstorming ongoing tasks that subs can help with both at the desk and away from the desk. This document includes adult and youth tasks and will be available for anyone looking for work to do during a sub shift.

## Programs

- Kits:
  - Megan's Dried Pasta Suncatchers encouraged preschool aged children to make something bright and cheerful to hang in the window while the weather is grey and to develop fine motor skills which are necessary for writing. 26 Preschool Kits were distributed.
  - Erna encouraged middle grade students to create a visual story with her 3D Shadow Scenes. 40 Wonder Kits were distributed.
  - Sarah encouraged teens to indulge in a creepy/dainty craft with spider webs made from doilies. 14 Teen Kits were distributed.
- For January Story Times we shared picture books, songs and activities about Music and Dance, Winter, Bedtime, and Night:
  - 11 children and 9 adults attended Wednesday Morning Story Times with Erna.
  - 7 children and 7 adults attended Friday Evening Pajama Story Times with Megan. The word seems to be spreading about this program, and Megan is noticing a different energy than the morning story times, possibly because these families are less used to story times or the children are more ramped up because it's the end of the day and week. Megan continues to experiment with what works best for this program.
  - Park Street School visits were postponed in January due to Covid cases.
- LEEP volunteers helped us make snowflakes for library decor. Two teens attended the in person gathering, and two teens picked up kits to contribute from home.
- 11 kids and 6 adults joined us for Lego Time!
- Sarah and Hannah are collaborating to offer a new, monthly Comics Club at the Teen Center. 1 kid attended the first event and had a lot of fun talking about her favorite graphic novels and discussing the theme of "finding your voice". We continue to spread the word about this program and so far our middle grade patrons seem excited!
- TAB focused on making valentines for local community organizations. One teen attended and had fun creating black, tiny, and huge valentines hearts for the Community Justice Center.

- Book Clubs-
  - Erna read *Facts vs Opinions vs. Robots* by Michael Rex and *Honeybee: The Busy Life of Apis Mellifera* by Candace Fleming for the Red Clover Book Club. Students shared their stories about being stung by bees as a connection to *Apis*, and the pictures were big and beautiful, which worked well online. The group then had fun experimenting with wiggle art bots. 8 children and 5 adults attended this program, and Erna distributed 8 kits.
  - While Megan was on vacation Erna helped lead the Golden Dome Book Discussion about *Cinders and Sparrows* by Stefen Bachmann. It turns out that in addition to writing books Bachmann composes music for them; the group was very impressed by this book's musical score. It was fun for Erna to see her old Red Clover pals again, and she was impressed by their level of participation in the discussion. 5 kids attended this program.
  - Sarah led the GMBA group in a discussion of *The Inheritance Games* by Jennifer Lynn Barnes. The teens were particularly engaged in this book discussion and there was a spirited debate around the love triangle in the book -- "It's pointless!" "It's like the most important part of the whole book!". It was fun to witness them expressing their opinions in a safe space. 4 teens attended.
- 1 teen attended the Virtual Trivia Night with Sarah and Abby from Fletcher Free Library. Because each librarian only knew the answers to the questions they wrote, they were able to create an atmosphere of friendly competition.
- 12 kids and 6 adults attended Kids in the Kitchen with Erna. This program is led by Joanne Heidkamp, a Hannaford Nutritionist, and provided in collaboration with Bonnie Lord from Dorothy Alling Memorial Library. The families had fun making enchiladas.
- 4 children contributed to our Washi Tape Art Mural for Art Lab.
- 11 adults and 1 teen attended our VT Reads Book Discussion about *We Contain Multitudes* by Sarah Henstra. This was a great turn out for a program that has not had high attendance in the past few years, and it was a wonderful collaboration with local equity group Voices for Inclusion in Essex and Westford. Participants got into some nuanced conversations about sexuality, consent, and secrets. There was also a good conversation, prompted by the teen, about censorship and the importance of providing access to diverse books in libraries. This led naturally to some conversation about specific books that are being challenged in local schools and around the country.
- 1 teen attended Teen Writers Club. This program focused on writing for TV.
- 5 children and 3 adults attended Snow Painting with Erna. The children (and a dad) got really creative making happy faces, snowflakes, flowers and more in the snow.
- 51 people contributed their hopes and goals for 2022 to our Out with the Old Garland. This paper chain is currently hanging above the youth desk.

### Numbers

- 4 new youth patrons in January
- 17 Kids Programs with 115 kids and 33 adults attending, 74 kits distributed
- 8 Teen Programs with 12 teens and 11 adults attending, 14 kits distributed
- Youth Program Support: 10 adult hours

## News From Tech Services

The Owl camera has been working well for our staff meetings and will hopefully be a useful tool when doing hybrid programs in the future.

We also got a Cricut machine which we are excited to use to help prepare craft kits and other programs.

Chessa has been with us for six months now!

### Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, January: 231
- Youth materials added, January: 62
- Magazine issues added, January: 87
- Total catalogued collection size January: 70981

### Wi-Fi Statistics

#### January

- Daily Average visits time -
- 6+ hrs 55
- 1-6 hrs 35
- 20-60 mins 34
- 5-20 mins 84

Daily Average return rate-

- Occasional 20
- Weekly 67
- Daily 99
- First time 21
- 

Total Unique Clients (users connected devices) for the month-760

### Twitter

- Number of Twitter followers - 62

### Instagram

- Number of Instagram followers - 425

### Facebook Monthly Reach and Engagement

#### January 2022

- Number of engagements with our posts (likes, shares etc.) -156
- Total number of post views – 6879
- Number of Page Likes- 1270

#### December 2021

- Number of engagements with our posts (likes, shares etc.) –150
- Total number of post views – 4335  
Number of Page Likes – 1261

#### November 2021

- Number of engagements with our posts (likes, shares etc.) – 197
- Total number of post views – 5537  
Number of Page Likes – 1263

#### October 2021

- Number of engagements with our posts (likes, shares etc.) –157
- Total number of post views – 3536  
Number of Page Likes- 1262

#### September 2021

- Number of engagements with our posts (likes, shares etc.) –71
- Total number of post views – 2652  
Number of Page Likes- 1266

#### August 2021

- Number of engagements with our posts (likes, shares etc.) –175
- Total number of post views – 3722  
Number of Page Likes- 1262

#### July 2021

- Number of engagements with our posts (likes, shares etc.) - 308
- Total number of post views – 6608  
Number of Page Likes - 1263

#### June 2021

- Number of engagements with our posts (likes, shares etc.) - 383
- Total number of post views – 9220  
Number of Page Likes - 1259

#### May 2021

- Number of engagements with our posts (likes, shares etc.) - 152
- Total number of post views –3207  
Number of Page Likes - 1252

#### April 2021

- Number of engagements with our posts (likes, shares etc.) - 370
- Total number of post views – 8125  
Number of Page Likes- 1253

#### March 2021

- Number of engagements with our posts (likes, shares etc.) -356
- Total number of post views – 4404
- Number of Page Likes- 1246

#### February 2021

- Number of engagements with our posts (likes, shares etc.) -207
- Total number of post views – 4806
- Number of Page Likes- 1243

#### January 2021




- Number of engagements with our posts (likes, shares etc.) -192
- Total number of post views – 8737
- Number of Page Likes- 1263

#### Brownell Library Website monthly visitors:

- Feb-2021 Visits 2205 Page Views 6526
- March-2021 Visits 2205 Page Views 6526
- Apr-2021 Visits 3062 Page Views 7906
- May-2021 Visits 2154 Page Views 6094
- June-2021 Visits 2995 Page Views 9117
- July-2021 Visits 3656 Page Views 9213
- August-2021 Visits 2262 Page Views 7183
- September-2021 Visits 2345 Page Views 5594
- October-2021 Visits 2500 Page Views 6179
- November-2021 Visits 2325 Page Views 6107
- December-2021 Visits 2218 Page Views 6396
- Jan-2022 Visits 2252 Page Views 6242

# MEETING SCHEDULES

02/24/2022

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
Meeting Date/Time	Meeting/Location	Recording Secretary
February 28, 2022—7:30 PM	Town Informational Hearing—Remote only	Darby
March 1, 2022	Town Australian Ballot Voting 7am to 7pm	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