

**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING AGENDA**

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, January 24, 2024  
**6:30 PM**

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

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

Phone: (802) 878-6944

This meeting will be in-person at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

- **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
  - b. Rental Registry Public Hearing
5. **BUSINESS ITEMS**
  - a. Discussion and Consideration of Rental Registry and Inspection Ordinance
  - b. Discussion of FY25 General Fund Budget and Public Hearing Warning
  - c. Discussion and Consideration of Neighborhood Development Area Expansion
  - d. Discussion of 2 Lincoln Renovation Plan Update
  - e. Approve Adding VMERS Defined Contribution Option-Revised
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: January 10, 2024
  - b. Acting as Local Cannabis Control Commission: Approve Passion Fruit Farms License Renewal
  - c. Acting as Local Cannabis Control Commission: Approve Sweetspot Cannabis Retail License
  - d. Approve Liquor License Renewals
  - e. Approve Submittal of Certificate of Highway Mileage
7. **READING FILE**
  - a. Council Member & Manager Comments
  - b. Approve Check Warrant #24030 01/12/24
  - c. Pephlo Article from NEWEA Journal
  - d. CVE Annual Permit Application
  - e. December Financial Reports
  - f. Planning Commission Minutes January 4, 2024
  - g. Bike/Walk Advisory Committee Minutes January 11, 2024
  - h. Tree Advisory Committee Minutes January 16, 2024
  - i. FY25 Initial Draft of the Enterprise Budgets
8. **EXECUTIVE SESSION**
9. **ADJOURN**

*Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*

# RENTAL HOUSING REGISTRY & INSPECTION PROGRAM

January 24, 2024  
Ordinance Proposal Public Hearing

City of Essex Junction





# What is a Rental Registry and Inspection Program?

- Registration Requirement
- Regular Inspections towards a set standard
- Municipal programs in place in:
  - Barre
  - Brattleboro
  - Burlington
  - St. Albans
  - St. Johnsbury
  - Winooski





# Rentals are a significant part of Essex Junction's housing supply

- ~40% of housing units in EJ are Rentals
- New housing stock = predominantly rentals.





**279**

Estimated Total  
Rented Properties



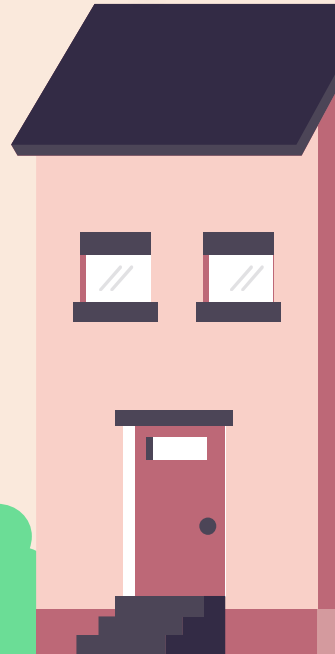
**1954**

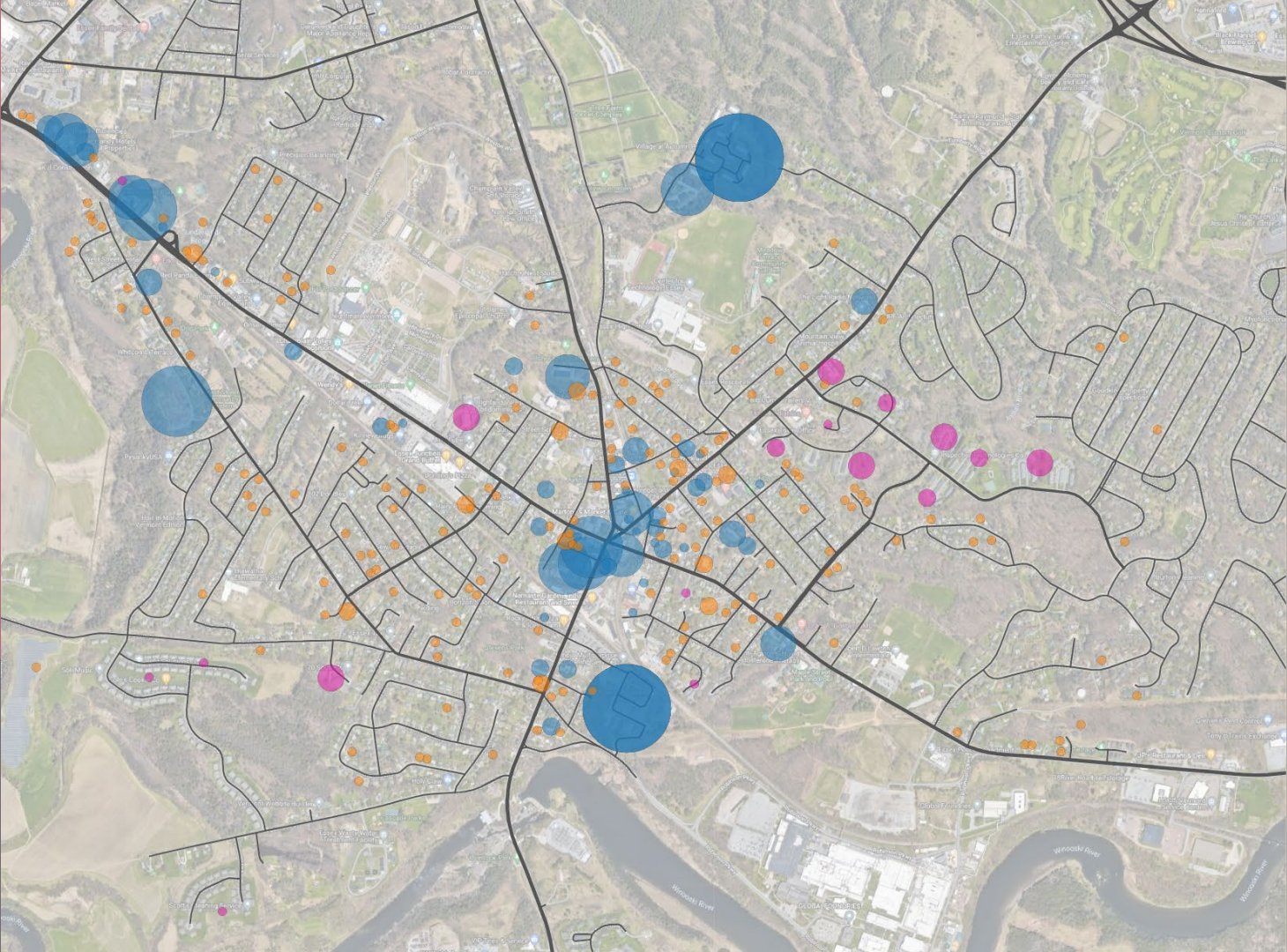
Estimated Total  
Rented Units



**116**

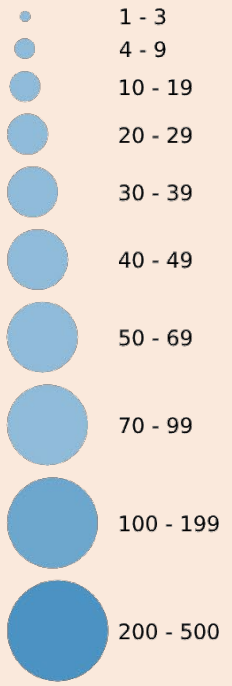
Estimated Rental Units  
within Condominiums





# Rental Unit Estimates

## Commercial Apartment Units



## Other Rental Units



## Condominium Rental Units



# History of the Proposed Program

- **2016-** Rental Registry first investigated at the request of a resident

Village Board saw presentation from the City of Burlington staff on their existing program



# History of the Proposed Program

- **2019-** Comprehensive Plan

*Goal 1: Provide a variety of housing opportunities for all present and future residents of the Village of Essex Junction while creating and preserving quality residential environments and existing neighborhood characteristics.*

*Objective 1.7: Identify funding to compile a rental registry and rental inspection program.*



# History of the Proposed Program

- **2019-** Comprehensive Plan (continued)

*“A major component of this Plan is to ensure that these aspects of Thoughtful Growth are met through maintenance of existing housing and development of new housing.”*



# History of the Proposed Program

- **2020-** Joint Housing Commission was created in Village Board and Town Selectboard meeting

Rental and housing discussed as an area of focus

Rental registry and inspection program specifically requested by a member of the public





# History of the Proposed Program

- **2021-** Joint Housing Commission created taskforce to explore the creation of the Rental Registry & Inspection (RR&I) program

Ultimately decided to table it pending the outcome of the 2021 State Senate S.79 Statewide Rental Registry bill.

That bill ultimately did not pass.



# History of the Proposed Program

- **2022-** State Legislature transferred primary responsibility of the Rental Housing Code to form the Department of Health to the Division of Fire Safety (DFS)

Changes implemented in December 2023

DFS added several State Fire Marshalls to provide limited complaints-based inspection program



# History of the Proposed Program

- **2023-** City Planning Commission (PC) examined other municipal RR&I programs throughout Vermont

PC ultimately recommended a draft ordinance to City Council

UVM Master of Public Administration students also studied RR&I and provided the City with a report and presentation as a part of a capstone project





# Proposed Ordinance

- Municipal Code Chapter 20 – Rental Registry and Inspection
- Full ordinance available at [bit.ly/EJ Rental Registry](https://bit.ly/EJ_Rental_Registry)
- Also available in City Council Packet



# Proposed Ordinance Objectives

- Protect the life and safety of all residential renters,
- Develop inventory of residential rental properties in Essex Junction, and
- Improve opportunities to connect landlords to adequate resources for improving their properties



# What would be regulated under this Ordinance?

1. Rental Housing, defined as:

*all dwellings, dwelling units, rooming houses, rooming units, or mobile home lots let by the owner to one or more persons to be used as a regular residence, or as defined in the current version of Vermont Residential Rental Housing Health & Safety Code*



# What would be regulated under this Ordinance?

## 2. Short-Term Rental (STR), defined as:

*a dwelling unit that is rented to guests for less than thirty (30) consecutive days and for more than 14 days per calendar year, is subject to the Vermont rooms and meals tax, and is either a:*

*(a) Partial Unit, meaning a room located within a host's primary residence that is used primarily for sleeping purposes by human occupants and that contains at least seventy (70) square feet of floor area; or*

*(b) Whole Unit, meaning an entire dwelling unit.*



# What would be regulated under this Ordinance?

## Owner-Occupied Exemption

Owner-occupied dwellings units containing 1 or 2 rooms which are rented out for compensation and partial unit short term rentals would be exempt from registration and inspection requirements

Vermont Rental Housing Health & Safety Code still applies!







# Inspection Procedures

- Every unit will be inspected at least every 5 years
- Inspection frequency determined based on risk factors such as:
  - Violation history of unit
  - Age of building
  - Complaints history



# Inspection Procedures

- If deficiencies are found, landlord will be notified, and given time to address issues
- Re-inspections for non-compliance within 90 days would be free
- When conditions are met, inspector will issue a Certificate of Fitness, valid for 1-5 years.





# Fee Structure



- \$120 per unit per year charged to landlords
- No additional fee for regular inspections
- No additional fee for re-inspections for non-compliance within 3 months
- \$120 fee for re-inspections for non-compliance after 3 months.





# Public Engagement

- Information postcard sent to every address in EJ and to all landlords
- Also communicated through website, social media, and print media
- Previously received public comments are in the packet



**See [bit.ly/EJRentalRegistry](https://bit.ly/EJRentalRegistry) for more info**

**Staff Contact:**

Chris Yuen

(he/him)

Community Development Director

City of Essex Junction

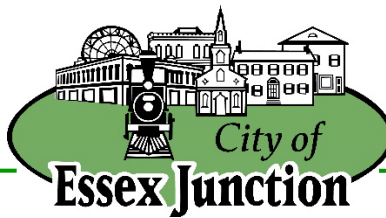
2 Lincoln Street

Essex Junction, VT 05452

[cyuen@essexjunction.org](mailto:cyuen@essexjunction.org)

802-878-6944, ext. 1607





## MEMORANDUM

**To:** City Council

**From:** Christopher Yuen, Community Development Director

**Meeting Date:** January 24, 2024

**Subject:** Rental Registry and Inspection Ordinance Public Hearing

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**Issue:** Council should decide whether to adopt the municipal rental registry and inspection ordinance and Essex Junction Development Fee Schedule amendments, as proposed.

### **Discussion:**

The draft Rental Registry and Inspection Ordinance and Fee Schedule amendments have been updated in response to comments by the City Council raised at the November 8, 2023, and December 20, 2023 meetings. The latest version, warned for public hearing, is attached.

The intent of this registry and inspection program is to protect the life and safety of all residential renters, develop an inventory of residential rental properties, and improve opportunities to connect landlords to adequate resources for improving their properties.

### Program Summary

The basic proposal has not changed since the previous council meetings. Under the draft ordinance:

- All landlords would be required to register their rental units with the municipality and to pay a \$120 per unit annual registration fee.
- Both long-term rental units (e.g. monthly or annual leases) and short-term rental units (e.g., Airbnb or VRBO) would be subject to registration and inspection requirements unless they are exempt as an owner-occupied unit. Owner-occupied units where the owner rents out 1 or 2 rooms for compensation but otherwise shares common areas with the tenants, would be exempt from municipal inspection requirements.
- All rental units within the scope of this program would be subject to inspection by the City, at least every five years, with more frequent inspections as determined based on risk factors such as the violation history of the unit, the age of the building, and complaints history. These inspections are intended to ensure that rental units in the City meet the Vermont Residential Rental Housing Health & Safety Code and other applicable rules.
- The annual registration fee is intended to cover the program's cost and should have no impact on the City's General Fund or on property taxes.

In response to council feedback, the exemption for affordable housing units inspected by other government agencies, has been removed from the ordinance. The current version treats all rental units the same, regardless of affordability status.

Current estimates suggest there are about 1,954 rental units within the City.

### Public Engagement

On the week of January 8, 2024, an informational postcard on the Rental Registry and Inspection Ordinance and Public Hearing was mailed to all Essex Junction households, and to potential landlords, identified

through GIS data analysis. This postcard included a link to the City's website, where additional information, as well as the draft ordinance are posted. The webpage is located at [bit.ly/EJRentalRegistry](http://bit.ly/EJRentalRegistry). A news release, and announcements to social media were also made on the week of January 15. Major rental property owners were also emailed an invitation to the public hearing.

As of the time of the writing of this memorandum, the Community Development Department has received three comments from the public, who asked for their message to be relayed to City Council. Their messages are attached.

#### Ordinance Adoption Process

If the City Council wishes to adopt the rental registry and inspection ordinance, it may adopt the warned ordinance in its entirety. After passage, the ordinance is effective immediately, but is subject to rescission by a special meeting if a petition is signed by over 5% of registered voters within 44 days. If the City Council wishes to amend the ordinance, it must warn an additional hearing prior to adoption as stipulated in the City Charter.

The Essex Junction Development Fee Schedule can be adopted or amended without any additional public hearings.

#### **Recommendation:**

Staff recommends that Council review public feedback, and consider the adoption, or amendment of the Rental Registry Ordinance and Fee Schedule.

#### **Recommended Motion:**

If the City Council wishes to adopt the ordinance and Fee Schedule as drafted:

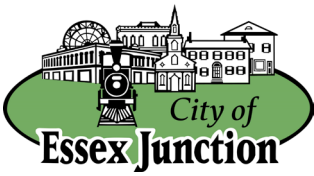
*I move that the City Council adopt the Rental Registry and Inspection ordinance and Fee Schedule amendments, as drafted.*

If the City Council amends the proposed ordinance and Fee Schedule and wishes to warn a new public hearing:

*I move that the City Council warn the Rental Registry and Inspection Ordinance, as amended, for a public hearing on [February 14, 2024].*

#### **Attachments:**

1. Draft Ordinance and Fee Schedule
2. Public comments on the proposed amendments



## Chapter 20 - Rental Registry and Inspection

### ARTICLE I - PURPOSE AND OBJECTIVES

It is the purpose of this ordinance to set forth the type of buildings, schedule, certificate(s) and fees required for those buildings subject to the Rental Registry and Inspection Program.

The objectives of the Rental Registry and Inspection program are to:

- A. Protect the life and safety of all residential renters,
- B. Develop inventory of residential rental properties in Essex Junction, and
- C. Improve opportunities to connect landlords to adequate resources for improving their properties.

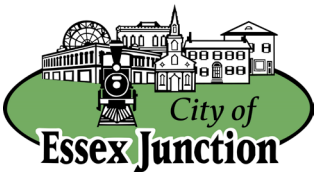
### ARTICLE II - TABLE OF CONTENTS

Article I	Purpose and Objectives
Article II	Table of Contents
Article III	Definitions
Article IV	Rental Registry
	Section 20.01 Registry Required
	Section 20.02 Administration
	Section 20.03 Registry Information Required
	Section 20.04 Inspection Cycle
	Section 20.05 Inspection Requirements
	Section 20.06 Scheduling Inspection
	Section 20.07 Certificate of Fitness
	Section 20.08 Issuance of Certificates and Terms of Inspections
	Section 20.09 Issuance of a Conditional Certificate
	Section 20.10 Fees
	Section 20.11 Fines and Penalties

### ARTICLE III - DEFINITIONS

BUILDING INSPECTOR shall mean the duly appointed building inspector of the City or their





**City of Essex Junction Municipal Code  
Chapter 20 – Rental Registry and Inspection**

designated assistant.

CODE ENFORCEMENT OFFICER shall mean the Director of Code Enforcement or duly authorized municipal official.

HEALTH OFFICER shall mean the appointed municipal health official as defined in 18 V.S.A. § 613. The Health Officer may also serve as the Building Inspector and Code Enforcement Officer.

CERTIFICATE OF FITNESS shall mean the written approval, signed by the Code Enforcement Officer, or duly authorized municipal official, setting forth that the building, structure, and premises comply with duly adopted life safety and housing codes. This Certificate of Fitness is required prior to a Rental Housing unit or Short-Term Rental unit, to be occupied.

CERTIFICATE OF OCCUPANCY shall mean the written approval of the Zoning Administrator certifying that a newly constructed structure, addition and or alterations to an existing structure, or an existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter.

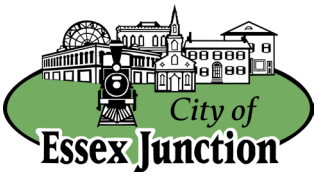
OWNER shall mean the owner or owners of the freehold of the premises or lessor estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm, or corporation in control of a building or any duly authorized agent thereof.

RENTAL HOUSING means "all dwellings, dwelling units, rooming houses, rooming units, or mobile home lots let by the owner to one or more persons to be used as a regular residence, or as defined in the current version of Vermont Residential Rental Housing Health & Safety Code.

SHORT TERM RENTAL (STR) shall mean a dwelling unit that is rented to guests for less than thirty (30) consecutive days and for more than 14 days per calendar year, is subject to the Vermont rooms and meals tax, and is either a: (a) Partial Unit, meaning a room located within a host's primary residence that is used primarily for sleeping purposes by human occupants and that contains at least seventy (70) square feet of floor area; or (b) Whole Unit, meaning an entire dwelling unit.

COMMERCIAL RENTAL UNIT shall mean all real estate units let by the owner to one or more businesses to be used as for commercial purposes or as a place of employment.

Version: 2024-01-10



## ARTICLE IV – RENTAL REGISTRY

### SECTION 20.01 - REGISTRY REQUIRED

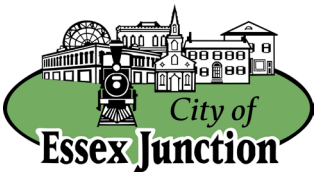
- A. The City of Essex Junction Code Enforcement Department is responsible for ensuring that all Rental Housing Units and Short-Term Rental Units in the City of Essex Junction are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants.
- B. A Certificate of Fitness shall be issued prior to the occupancy of any residential rental dwelling unit within the city, unless exempted under Section 20.01.C. All residential rental property owners shall file a yearly Registry Application identifying their properties subject to the inspection requirements in the City of Essex Junction.
- C. Owner-occupied dwellings units containing one (1) or two (2) rooms which are rented out for compensation and partial unit short term rentals are exempted from the requirements of this Chapter.

### SECTION 20.02. - ADMINISTRATION

- A. Administration and enforcement of the residential rental registry is the responsibility of the City of Essex Junction Code Enforcement Office. Enforcement will be provided by any duly authorized municipal official.
- B. All records, including inspection reports, records of complaints received and investigated, and plans for inspections of residential rental properties, shall be available for public inspection.

### SECTION 20.03 - REGISTRY INFORMATION REQUIRED

- A. Rental Housing and Short-Term Rental property owners must provide the following information to the department:
  - 1. The address of the property.
  - 2. The number of units at that address.

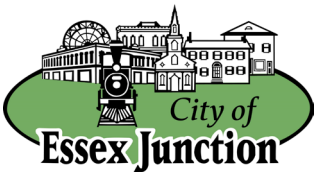


**City of Essex Junction Municipal Code  
Chapter 20 – Rental Registry and Inspection**

3. The mailing address of each unit.
  4. The number of bedrooms, if applicable.
  5. The name, address and phone number of the property owner, corporation, or registered corporate agent.
  6. The name, address and phone number of any managing agent.
  7. The name, address and phone number of a local emergency contact other than the tenant located in Chittenden County and/or a designated person within the state responsible for services on the property.
- B. Upon purchase or transfer of each property containing one or more residential rental units, the purchaser shall file a new landlord registration application within 60 days of assuming ownership.
- C. Prior to occupancy of any newly constructed rental unit, conversion of the use to a rental unit, or the addition or removal of new bedrooms and major renovations, the owner shall file a new or updated application for landlord registration with the community development department. If no additional unit is created during the renovation, no additional Rental Registry fee shall be assessed by the City.
- D. It shall be a violation of this Chapter for an owner of any residential rental property within the City to fail to register as required by this section.
- E. Property owners shall have a continuing obligation to notify the City of any changes in the information required above during the periods between filings of the landlord registration application.

**SECTION 20.04 - INSPECTION CYCLE**

- A. All Rental Housing units and Short-Term Rental units are subject to inspection pursuant to this Chapter, unless exempted under Section 20.01.C.
- B. At least every five (5) years, a housing code inspection for each Rental Housing unit and Short-Term Rental unit is required. A Certificate of Fitness will be issued when the results of the inspection indicate that the unit passes all requirements as set forth herein.



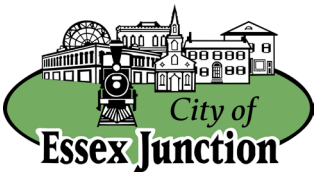
- C. Notwithstanding the existence of the valid Certificate of Fitness, the Community Development Department, Fire Chief, or health officer may cause the subject building to be inspected as often as may be necessary for the purpose of ascertaining and causing to be corrected any violations of the provisions of the laws, ordinances, or rules that fall under their respective jurisdictions.

#### SECTION 20.05 - INSPECTION REQUIREMENTS

- A. The Code Enforcement Officer shall make scheduled, periodic inspections of all Rental Housing units and Short-Term Rental units within the City, unless those units are exempted under Section 20.01.C.

#### SECTION 20.06 - SCHEDULING INSPECTION

- A. The Code Enforcement Officer shall schedule with the property owner or their agent the date and time for an inspection. The owner or the agent shall arrange for the inspection within sixty days of the initial request by the City, and shall provide the occupant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspections as provided in 9 V.S.A. § 4460(b) for all Rental Housing units and Short-Term Rental units. During the inspection, the owner shall provide access to the rental units and all building common areas, including basements and other spaces.
- B. If an inspection does not occur within two months of the first request by the City for any reason other than delay on the part of the Code Enforcement Officer, it shall constitute a violation of this ordinance subject to forfeiture and / or withdrawal of any Certificate of Fitness.
- C. If the Code Enforcement Officer has reason to believe that an emergency situation exists tending to create an immediate danger of serious bodily injury or death of the occupants of any dwelling unit or the general public, he/she may enter, examine and inspect the Rental Housing unit and Short-Term Rental unit at any time. The Code Enforcement Officer shall coordinate any entrance with the Essex Police Department or Essex Junction Fire Department.



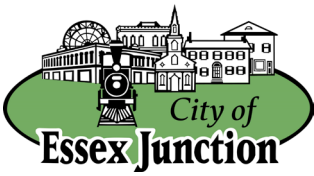
- D. Persons requesting inspections for buildings lacking a valid Certificate of Occupancy recorded in the land records in order to refinance or to transfer ownership of the property will do so in writing. These out-of-cycle inspections will be scheduled as soon as possible and no later than sixty (60) days from receipt of a written request.

#### SECTION 20.07 - CERTIFICATE OF FITNESS

- A. It shall be a violation of the Essex Junction Municipal Code for an owner of a Rental Housing unit and Short-Term Rental unit within the city that is subject to inspections pursuant to this chapter to rent or allow any person to occupy any residential unit without a valid Certificate of Fitness.
- B. Certificates of Occupancy will not be issued for Rental Housing units and Short-Term Rental units without current and approved Residential Rental Registry Applications and a current Certificate of Fitness on file.

#### SECTION 20.08 - ISSUANCE OF CERTIFICATES AND TERMS OF INSPECTIONS

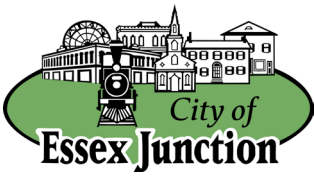
- A. All residential rental properties receive a Provisional Certificate of Fitness upon registration and are subject to inspection.
- B. A Certificate of Fitness will be issued based on a passing inspection. The valid period of the certificate of fitness varies between one and five years, pursuant to a risk-evaluation scoring matrix developed by the City. This matrix shall be available upon request, and shall be based on risk factors including, but not limited to: inspection violation history of the unit, building, and property management company, age of building and complaints history.
- C. Upon expiry, the Certificate of Fitness returns to provisional status and the property is subject to re-Inspection.
- D. Upon completion of an inspection of a Rental Housing unit or Short-Term Rental unit, if an individual unit is cited for five (5) or less minor non life-threatening violations of the life safety and housing codes, and if violations



## City of Essex Junction Municipal Code Chapter 20 – Rental Registry and Inspection

have been corrected within the time set for compliance, upon correction of the violations, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years, pursuant to a risk-evaluation scoring matrix developed by the City. This matrix shall be available upon request, and shall be based on risk factors including, but not limited to: inspection violation history of the unit, building, and property management company, age of building and complaints history.

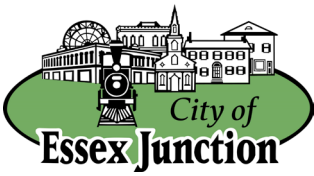
- E. Upon completion of an inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for more than five (5) minor non life-threatening violations of life safety and housing codes, and if violations have been corrected within the time set for compliance, the department shall issue a Certificate of Fitness, valid for only one year.
- F. Inspection Requests. All properties in the city, including Rental Housing properties or Short-Term Rental properties, shall remain subject to inspection requests. The building department, fire department, and health department shall continue to inspect residential rental dwelling units based on tenant or resident requests or complaints.
- G. For the first 90 days after an initial inspection where the Code Enforcement Officer identifies necessary corrective actions, there shall be no fee for follow-up inspections for verification by the Code Enforcement Officer that corrective actions have been completed. Re-inspections for noncompliance to applicable standards after 90 days shall be assessed a fee as prescribed in the City of Essex Junction Development Fee Schedule each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- H. Upon completion of the initial or any subsequent inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for any of the following conditions, the Code Enforcement Officer may declare the dwelling unit uninhabitable and deny the issuance of a Certificate of Fitness:
  - 1. Any physical condition, use or occupancy of any Rental Housing property, Short-Term Rental property, or their appurtenances



## City of Essex Junction Municipal Code Chapter 20 – Rental Registry and Inspection

that is considered an attractive nuisance to children, including, but not limited to, abandoned vehicles, appliances, basements and unsafe fences and structures;

2. Any Rental Housing Unit or Short-Term Rental Unit that has unsanitary sewage or plumbing facilities;
  3. Any Rental Housing unit or Short-Term Rental unit that is designated as unsafe for human habitation or use;
  4. Any Rental Housing property or Short-Term Rental property that is determined to be a fire hazard or is manifestly unsafe or unsecured so as to endanger life, limb or property;
  5. Any Rental Housing property or Short-Term Rental property from which the plumbing, heating, fire protection systems, fire detection systems, or other facilities required by law have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided;
  6. Any Rental Housing property or Short-Term Rental property that is unsanitary or which is littered with rubbish or garbage, pests, or rodents;
  7. Any Rental Housing property or Short-Term Rental Property that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent of not providing shelter; in danger of collapse or failure and dangerous to anyone on or near the dwelling.
  8. Any Rental Housing unit or Short-Term Rental unit that is determined to be a health hazard, i.e., high carbon monoxide levels, unmitigated lead paint hazard, poisons present, and improper storage of flammables.
- I. The department shall issue a Certificate of Fitness for a term of five (5) years for a newly constructed Rental Housing unit or Short-Term Rental unit, upon final inspection of the duly authorized municipal official.
  - J. If necessary, based on a complaint or observation, nothing in this section shall preclude the inspection of said Rental Housing unit or Short-Term Rental unit more frequently than the term of the Certificate of Fitness.



**City of Essex Junction Municipal Code  
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- K. A Certificate of Fitness may be revoked if a subsequent inspection finds that any Rental Housing unit or Short-Term Rental unit is no longer in compliance with the provisions of the Vermont Residential Rental Housing Health & Safety Code and other applicable rules.
- L. Prior to the issuance of a Certificate of Fitness, all registration and additional inspection fees shall be paid to the City.
- M. The City retains the right to require Rental Housing unit or Short-Term Rental unit to be subject to a more frequent inspection cycle for repeat violations and noncompliance, pursuant to a scoring matrix developed by the City. This matrix shall be available upon request.

**SECTION 20.09 - ISSUANCE OF A CONDITIONAL CERTIFICATE**

The City may issue a Conditional Certificate of Fitness whenever the Code Enforcement Officer is unable to inspect a Rental Housing unit or Short-Term Rental unit after the expiration of an existing certificate, or more time is required to remedy a minor code violation cited on an inspection report, when the inability to inspect is not due to obstruction by the property owner or agent.

**SECTION 20.10 - FEES**

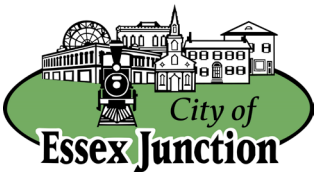
As prescribed in Essex Junction Development Fee Schedule.

**SECTION 20.11 - FINES AND PENALTIES**

- A. Unless otherwise stated, any violation of this Chapter shall be a civil violation and subject to civil penalties and enforcement as provided for in Chapter 9 of Essex Junction Municipal Code.
- B. Any person in violation of any provisions of this chapter shall be fined a civil penalty of up to \$800 dollars per violation and may be subject to enforcement pursuant to Chapter 9, Section 905 Essex Junction Municipal Code and 24 V.S.A. §1974a(d)

- C. In addition, if the City determines that a person has failed to pay the registration





**City of Essex Junction Municipal Code  
Chapter 20 – Rental Registry and Inspection**

fee due under this section, the City of Essex Junction shall mail to such person a statement showing the balance due and shall add thereto a twenty-five (\$25.00) late payment fee plus interest at a rate of twelve (12%) percent per year. The unpaid balance and penalty shall be subject to interest at a rate of twelve (12%) percent per year from the due date until the date of payment.

- D. The charges levied in this chapter shall constitute a lien upon the property on which the Rental Housing unit or Short-Term Rental unit is situated and may be enforced within the time and manner provided for collection of taxes on property.

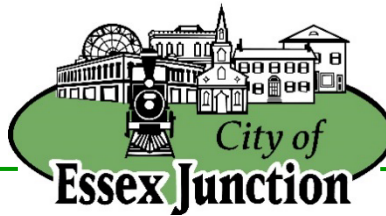
DRAFT

## Proposed City of Essex Junction Development Fee Schedule Addition

\*\*\*The following text is intended to be a part of Chapter 20 of the Municipal Code. It is to be separately added to the Essex Junction Development Fee Schedule.

### RENTAL REGISTRY AND INSPECTION FEES

- **Rental Registry Application Fee: \$120 per unit per year**  
Pursuant to Section 20, the Registration and Inspection of all rental dwelling units including attached units subject to Rental Registry and Inspection program, will be required in order to issue Certificate of Fitness. The property owner shall file the Registry Application each year and pay an annual fee of one hundred twenty dollars (\$120.00) per unit. The fees are due by April 1st, of the programmed year.
- **Re-inspection fee for Noncompliance after 90 days: \$120 per re-inspection per unit**  
Re-inspections for noncompliance to applicable standards shall be assessed a fee of one hundred twenty dollars (\$120.00) per dwelling units each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- **Time of Sale or out of Cycle Inspections \$125 per inspection per unit** - Inspection of properties for "Real estate" transactions or inspections requested by property owners for properties with current Certificate of Fitness shall be subject to a fee of one hundred twenty-five dollars (\$125.00) per inspection per unit.



**Attachment 2: Public Comments on Rental Registry and Inspection Ordinance**

**Comment 1- Email from Evelyn Burns on January 12, 2024:**

Good morning. I will be out of town on January 24th but would like to participate in this meeting.

I have many concerns about the long term impacts of this proposal for both landlords and tenants. There is a big enough housing shortage in Vermont without regional or Federal government getting involved in raising landlord expenses which in turn continues to raise already high rental amounts. Essex Junction does not have a big enough problem with slums, or poorly maintained apartments to warrant this program. This is a unnecessary step that just contributes to the rising cost of rents and a continued bloating of government spending. If you look at the fully burdened cost of this program (I e administration, physical space, inspection labor and expenses), it could easily morph into more taxpayer money . We are trying to treat a insignificant problem with an unnecessary program. This is not a win for anyone . There are already State laws in place that protect renters in Vermont that our tax payer dollars support. People should be referred to those programs if they experience problems with landlords . STOP waste and redundancy by creating another program.

How can I virtually attend this meeting?

Thank you.

Evelyn Burns

**Comment 2- Email from Brian French, on January 15, 2024:**

Dear, Christopher I would like to weigh in on the potential rental registry of units in Essex Jct. As a real estate Broker and someone who has 40 years of experience in this field, I would like to convey my feelings on this. Having owned units in Burlington for many years I know the advantages and disadvantages of many of the rules and regulations concerning rentals. In an area where the cost of owning rental real estate becomes more difficult every year due to the rising costs of taxes, insurance, supplies and maintenance I find another proposal to add cost to housing is not in the best interest of either the landlord or tenant.

Ultimately, Landlords try to provide affordable housing while being asked to absorb more and more increases in expenses it becomes unattainable. At the end of the day, it is a business and to run a good business you need to have your income be greater than your expenses. So, when all these expenses continue to go up, who do you think ultimately has to absorb the major brunt of them? It is the tenant. Otherwise, you cannot keep a property in good shape due to the wear and tear that it experiences. I have had taxes alone go up thousands of dollars on some properties and for those small time investors who purchased units hoping it can help provide income in retirement it is almost impossible. I find it sad because I deal with a lot of these Owners and they can no longer afford to try to hold onto what they thought was going to be a secure future for themselves. Adding another control and expense to these properties I find at this time will create more of a hardship than what a lot of people are aware of.

Thanks. Brian

Brian French  
President/Owner  
Brian French Real Estate

**Comment 3- Email from Brett Grabowski, on January 18, 2024**

Chris

This is a completely unnecessary and an incredibly costly program. To add charges like this in a time when creating affordable housing is at its most difficult in 30 years just goes to show the City's shortsightedness. Large rental buildings are already subject to annual inspections in regards to life safety issues. Fire alarm, elevator, sprinkler systems are already inspected on an annual basis. The objectives of the program you have listed below are simply a cover of creating another revenue generating program by the city. It is also at odds with the City's goal to promote high density housing in the City center. If you would like to discuss these issues and my thoughts further I can be available anytime.

Thank you

Brett Grabowski  
Milot Real Estate

# FY25 City of Essex Junction

## Proposed Budget v.3 Transmittal – General Fund

### The v.3 Budget

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Following the Council’s budget discussion on January 10<sup>th</sup> staff have been adjusting the budget in accordance with that discussion; and working on getting answers to the Council’s questions. This transmittal includes the following:

1. Budget Changes: Changes made to the budget as requested by the Council on January 10<sup>th</sup>.
2. Questions & Answers
3. Next Steps

### Budget Changes

The General Fund changes are as follows and result in a net decrease to the overall budget in the amount of \$58,101 from the January 10<sup>th</sup> proposal we presented. There is a slight decrease in revenue of \$4,212 and a decrease in expenditures of \$62,313. This still results in a 7% budget increase; and a 7.4% increase in the tax rate or \$190 per year on a \$280,000 property.

### GENERAL FUND BUDGET FILE CHANGES:

Payroll: correct FY24 projected rate increases for remainder of year - originally projected at 3%, should have been 4%, verified current rates for all employees, corrected shift differential for library staff	\$53,619
Add back funds for community meal/event	\$10,000
Bldgs 2 Lincoln: reduce 431.000 to \$5,000	\$4,870
Bldgs 2 Lincoln: reduce 410.000 to \$750	\$750
EJRP Admin: add cell phone stipend for Adult Program Director	\$660
Clerk: reduce hours to 32 hours/week starting Jan 1	\$13,734
update enterprise admin fee calculation	\$4,212

There have been some corrections to the payroll:

1. Library differential:

This resulted from the differential formula calculating the base pay and differential when it should have just been differential as the base pay was already included in the base salary amount in the payroll spreadsheet. This was a mistake and it has been corrected for the FY25 budget file. To be clear, this has meant that the FY24 and FY25 Library budgets appear higher than they should by these amounts:

FY24 over budgeted \$46,356.21 (including salary and related benefits)  
FY25 over budgeted \$49,350.18 (including salary and related benefits)

Other payroll corrections include part-time hours, sub pay increases.

2. Merit increase projections: original budget file calculated employees merit increase for those who haven't received an evaluation yet in FY24 at 3%, it should have been 4% totaling \$15,477. This was a mistake and it has been corrected in the FY25 budget file.

## Questions & Answers

The Council asked:

- What would it look like if the Brownell budget was level funded?
- What would it look like if the Brownell budget was increased by 2% over the FY24 budget?
- Is there an admin allocation from the EJRP program funds that makes sense?

The Brownell Library information is forthcoming and will be provided by the meeting. Due to the inaccuracies discovered in the budget file, and the complexity of scheduling at the library it was not possible to answer these questions in time for the packet.

Staff have discussed an admin allocation from the EJRP program funds to the general fund. In thinking through this, we believe there is a logical allocation of roughly \$45,000 to cover the city-wide administration costs. There are also some expenses in the Park Street School Building budget that make sense to shift to the program fund (cleaning and general supplies); Park St Building cleaning services (\$32,500) and general supplies (\$4,500), for a total reduction of \$37,000 in the General Fund. This is what we feel is appropriate at this point for FY25. In future years we will continue to look at the admin allocation across the board for all enterprise funds; and look at the EJRP program funds in relation to the EJRP Admin budget as well. To be clear these changes have not yet been made to the budget file; however, if made it would get us to a 6.6% tax rate increase or \$169 on a \$280,000 property. It's still a 7% budget increase.

Also, for your information the very preliminary enterprise budgets are in Reading File to give the Council and community an idea of the preliminary overall impact on residents/taxpayers in FY25.

## Next Steps

January 24, 2024	Budget Review and Preliminary Adoption
January 27, 2024	Budget Presentation, Public Hearing & Community Meal – key opportunity for community feedback on the budget. Ideally end the meeting with Council direction.
February 14, 2023	Working Session on Budget – incorporate community feedback & final Council direction on budget
February 28, 2023	Public Hearing, Finalize Budget and Approve Articles for Annual Meeting

**Recommendation:**

Staff recommends that Council approve the Preliminary Budget with any amendments discussed. To be clear, this is not the final budget that will go to the voters. That will be finalized on February 14<sup>th</sup> or 28<sup>th</sup>.

**Recommended Motion:**

I move that the City Council approve the Preliminary Budget with any amendments discussed.



**City of Essex Junction  
Financial Fact Sheet**

**Summary of Fund Balances**

<b>Governmental Funds:</b>	<b>FY23 Ending Balance</b>
General Fund 210	1,471,610
<i>Nonspendable</i>	435,951
<i>Assigned</i>	148,853
<i>Unassigned</i>	886,806
Economic Development Fund 220	737,083
ARPA Funds 223	2,599,782 *current balance as of 12/7/23
Local Option Tax Funds 224	559,342
Capital Reserve Fund 230	1,073,157
Rolling Stock Fund 231	701,305
Building Maintenance Fund 232	280,786
EJRP Capital Reserve Fund 233	(88,342)
Senior Center Fund 258	18,439

**Enterprise Funds:**

Water 254	2,923,389
<i>Nonspendable</i>	2,170,233
<i>Assigned</i>	-
<i>Capital</i>	811,787
<i>Unassigned</i>	(58,631)
Wastewater 255	5,332,581
<i>Nonspendable</i>	2,911,555
<i>Assigned</i>	623,096
<i>Capital</i>	1,756,786
<i>Unassigned</i>	41,145
Sanitation 256	4,200,313
<i>Nonspendable</i>	2,321,101
<i>Assigned</i>	1,070,975
<i>Capital</i>	200,277
<i>Unassigned</i>	607,959

**Unassigned Fund Balance %**

7.8% \*the City has a fund balance policy limiting unassigned fund balance to 15% of current budget, GOFA best practice is to "maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

**Debt Summary**

<b>Debt Obligation</b>	<b>Purpose</b>	<b>Terms</b>	<b>FY23 Ending Balance</b>
<b>General Fund Debt:</b>			
VMBB Bond 2014-3&4	infrastructure projects	3.403%, final payment December 2035	1,621,786
<b>Enterprise Fund Debt:</b>			
State Revolving Loan Fund AR1-004	sanitation and wastewater improvements	2% admin fee, final payment October 2030	126,995
State Revolving Loan Fund RF1-157	HS pump station upgrade	2% admin fee, final payment May 2034	656,888
VMBB Bond 2014-3&4	water improvements	3.403% interest, final payment November 2034	358,214
State Revolving Loan Fund RF1-148	wastewater improvements	2% admin fee, final payment July 2035	8,970,329
VMBB Bond 2010-5	Bradford RZEDB wastewater improvements	3.345% interest, final payment December 2040	990,000
VMBB Bond 2022-2	Main St waterline replacement	3.899% interest, final payment November 2052	3,070,000

**City of Essex Junction**

**FY25 Tax Rate Calculation**

Amount to be raised in Taxes for Budget (excluding Debt Service)	<b>\$10,797,889</b>
Amount to be raised in Taxes for Debt Service	<b>\$392,053</b>
	<b>\$11,189,942</b>

Grand List before tax stabilization adjustment \$11,334,287

Tax Stabilization calculation

Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction to Grand List
8 Pearl St. #1028023000	\$ 2,790	100%	\$ 2,790.00	\$ -
15 Park St. #1028035001	\$ 32,136	100%	\$ 32,136.00	\$ -
Whitcomb Farm #1005001000	\$ 5,442	0%	-	\$ (5,442.00)

Total Reduction in grand list due to tax stabilization \$ (5,442.00)

Grand List after tax stabilization adjustment	\$ 11,328,845
Tax Rate for Budget	\$ 0.9531
Tax Rate for Debt Service	\$ 0.0346
<b>Total Tax Rate</b>	<b>\$ 0.98774</b>
<b>Tax Rate Rounded to 4 digits</b>	<b>\$ 0.9877</b>

<b>Whitcomb Farm Calculation: 7/2/23 update</b>	
1,151,400	Farm
(367,700)	current use
783,700	subtotal
(207,400)	309 South
(14,600)	314 South
(17,500)	15.3 acres land Solar Farm
544,200	reduction to grand list
5,442	

<b>Comparison of FY24 rates to FY25 rates - General Only</b>				
	FY24	FY25	% Change	\$ Increase/ (Decrease)
General Fund Tax Rate	\$ 0.9199	\$ 0.9877	7.4%	\$ 0.0678
Taxes on \$280,000 assessed value property	\$ 2,576	\$ 2,766	7.4%	\$ 190
Grand List Values, unadjusted	\$ 11,334,287	\$ 11,334,287	0.0%	\$ -
Grand List Values, after stabilization	\$ 11,328,845	\$ 11,328,845	0.0%	\$ -

**Administrative Charges**

<u>Personnel Costs</u>	<u>Payroll/Benefits</u>	<i>WC (0.50% * 16,100</i>		<u>Total</u>	<i>Assume 25% for Admin, Clerk and IT; 50% for Finance and Legislative</i>
		<i>* # FTE)</i>			
Administration	537,501	322		537,823	134,456
Legislative	13,498	-		13,498	6,749
Clerk	217,006	161		217,167	54,292
Finance	397,943	322		398,265	199,133
<b>Other Costs</b>					
Public Officials Liability				4,275	2,138
IT (managed services, tech subs/lic)				187,007	46,752
Lincoln Hall Exp (from buildings department)				67,420	33,710
General Property Insurance					-
<b>Total</b>				<b>1,425,455</b>	<b>477,228</b>

*Assume 1/2 for Enterprise Funds*

**712,727.50**

<b>Allocation based on perceived time spent</b>				<b>FY23</b>	<b>FY24</b>	<b>FY25</b>		
Assumptions	Water	40%		125,960	184,005	190,891.30	3.74%	6,886
	WWTF	20%		62,980	92,003	95,445.65	3.74%	3,443
	Sanitation	40%		125,960	184,005	190,891.30	3.74%	6,886
								<u>17,216</u>
Wastewater Pump Station Maint				33,000	36,000	36,000		

<b>Contract Services</b>			
	<u>Admin</u>	<u>Pump Stations</u>	<u>Total</u>
Water	190,891	-	190,891
WWTF	95,446	-	95,446
Sanitation	190,891	36,000	226,891

**FY25 General Fund Summary**

	<b>2022</b>								
	<b>Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Notes</b>
<b>Revenues</b>									
Property Taxes	3,745,866	3,745,838	3,890,397	3,889,889	10,420,986	11,189,942	768,957	7%	
General	302,012	331,797	753,961	694,577	631,530	587,664	(43,866)	-7%	
Administration	50,000	147,004	50,000	53,750	-	-	-	n/a	
Clerk	-	-	-	78,159	105,008	71,464	(33,544)	-32%	
Information Technology	-	-	-	-	14,000	-	(14,000)	-100%	
Community Development	28,000	38,332	39,000	43,529	79,158	200,017	120,859	153%	
Economic Development	-	12,000	-	3,750	4,000	-	(4,000)	-100%	
Fire	20	10	20	-	10	-	(10)	-100%	
Streets	1,396,627	1,395,993	1,469,044	1,467,739	153,500	132,500	(21,000)	-14%	
Stormwater	76,253	76,553	78,018	78,018	-	-	-	n/a	
Brownell Library	15,500	15,446	15,500	38,679	500	650	150	30%	
Recreation	27,000	20,560	12,000	11,074	12,479	9,500	(2,979)	-24%	
Buildings	-	1,993	2,075	1,822	-	-	-	n/a	
<b>Total Revenues</b>	<b>5,641,278</b>	<b>5,785,526</b>	<b>6,310,015</b>	<b>6,360,986</b>	<b>11,421,171</b>	<b>12,191,737</b>	<b>770,566</b>	<b>7%</b>	
<b>Expenditures</b>									
Administration	514,791	616,435	722,102	650,176	611,570	688,830	77,260	13%	
Legislative	-	-	-	-	83,333	102,244	18,911	23%	
Clerk	-	-	-	171	306,750	256,470	(50,280)	-16%	
Finance	187,481	246,434	334,415	397,127	504,300	589,118	84,818	17%	
Information Technology	-	-	-	-	153,650	228,611	74,961	49%	
Assessing	-	-	-	-	77,810	89,568	11,758	15%	
Community Development	279,840	245,022	267,977	266,785	482,813	549,095	66,282	14%	
Economic Development	49,250	46,360	49,250	23,362	40,000	-	(40,000)	-100%	
Fire	500,623	493,366	482,738	480,139	545,484	530,292	(15,192)	-3%	
Health and Human Services	-	-	-	-	2,977,293	3,057,361	80,068	3%	
County/Regional Functions	-	-	-	-	346,883	351,972	5,089	1%	
Streets	1,392,627	1,396,426	1,465,044	1,545,182	1,566,556	1,552,923	(13,633)	-1%	
Stormwater	76,253	72,848	90,018	26,691	167,484	230,850	63,366	38%	
Brownell Library	778,306	743,380	871,455	836,571	964,134	1,016,569	52,435	5%	
Recreation	725,654	781,797	847,138	935,806	1,100,479	1,131,553	31,074	3%	
Buildings	281,300	313,583	285,200	304,962	390,749	387,655	(3,094)	-1%	
Debt	199,325	199,363	195,550	195,624	402,528	392,053	(10,475)	-3%	
Transfers and Misc.	655,828	682,620	699,128	717,647	699,356	1,036,574	337,218	48%	
<b>Total Expenditures</b>	<b>5,641,278</b>	<b>5,837,633</b>	<b>6,310,015</b>	<b>6,380,242</b>	<b>11,421,171</b>	<b>12,191,737</b>	<b>770,566</b>	<b>7%</b>	

Costing Center

210-00-00 - General Revenue

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
010.000-Property Taxes	3,745,866	3,745,838	3,890,397	3,889,889	10,420,986	11,189,942	768,957	7.4%	
020.001-PILOT - Tax Agreements	6,700	6,773	6,700	6,746	17,600	8,800	(8,800)	-50.0%	Whitcomb solar
020.022-Rents and Royalties	2,400	1	2,400	-	1	-	(1)	-100.0%	
020.054-Admin Fee - Water	112,565	112,565	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate
020.055-Admin Fee - WWTF	56,282	56,282	62,980	62,980	92,003	95,446	3,443	3.7%	preliminary estimate
020.056-Admin Fee - Sanitation	112,565	112,565	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate
									all State PILOT, current use and hold
042.001-PILOT Revenue	4,500	4,903	4,500	7,387	17,000	8,000	(9,000)	-52.9%	harmless payments
042.002-Railroad Taxes	-	-	-	-	4,700	4,700	-	0.0%	in spring
042.004-State Act 60 Revenue	-	-	-	-	3,436	3,436	0	0.0%	equalization/reappraisal in spring
042.005-State Act 68 Revenue	-	-	-	-	38,988	39,000	12	0.0%	from final cash flow report in spring
060.000-Interest Income	3,000	2,211	3,000	(29,136)	2,500	2,500	-	0.0%	
080.001-State District Court Fines	2,000	3,769	2,000	5,479	2,000	4,500	2,500	125.0%	average of last 2 years actuals
NEW Cannabis Control	-	-	-	-	-	-	-	n/a	
085.000-Penalties	-	-	-	-	70,367	30,000	(40,367)	-57.4%	FY24 actual is \$31,462
									FY24 actual is \$3,719-this will continue to
									accrue but at a much lower rate as
086.000-Interest	-	-	-	-	13,426	8,000	(5,426)	-40.4%	delinquent tax balances are paid
									only if revenue replacement isn't recognized
									in FY23
ARPA Revenue	-	-	375,000	382,335	-	-	-	n/a	
098.000-Miscellaneous Revenue	2,000	1,433	2,000	6,865	1,500	1,500	-	0.0%	
099.000-Use of Fund Balance/Reserves	-	-	43,461	-	-	-	-	n/a	
<b>Total Revenues</b>	<b>4,047,878</b>	<b>4,046,339</b>	<b>4,644,358</b>	<b>4,584,465</b>	<b>11,052,516</b>	<b>11,777,606</b>	<b>725,090</b>	<b>6.6%</b>	
Net General Fund	4,047,878	4,046,339	4,644,358	4,584,465	11,052,516	11,777,606	725,090	6.6%	

Notes:

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
090.000-Transfer between Town/Village	50,000	147,004	50,000	53,750	-	-	-	-	n/a
<b>Total Revenues</b>	<b>50,000</b>	<b>147,004</b>	<b>50,000</b>	<b>53,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Expenditure</b>									
110.000-Regular Salaries	199,124	233,984	388,554	371,151	338,567	356,253	17,686	5.2%	
120.000-Part Time Salaries	5,200	3,649	-	1,302	-	-	-	-	n/a
130.000-Overtime	-	487	-	-	-	-	-	-	n/a
150.000-Shared Employee Expense	92,687	92,687	-	-	-	-	-	-	n/a
190.000-Board member payments	23,800	9,500	25,000	7,625	-	-	-	-	n/a
210.000-Group Insurance	61,951	61,739	112,564	79,825	98,127	115,354	17,227	17.6%	
220.000-Social Security	15,896	18,390	30,211	35,779	26,085	27,438	1,353	5.2%	
NEW-Act 76 Childcare	-	-	-	-	-	1,184	1,184		n/a
230.000-Retirement	19,911	21,151	35,060	31,741	28,897	31,295	2,397	8.3%	
290.000-Other Employee Benefits	980	-	1,350	-	-	5,978	5,978		n/a
320.000-Legal Services	22,000	44,866	40,000	25,002	40,000	45,000	5,000	12.5%	
330.000-Professional Services	1,000	23,217	6,000	5,826	6,025	8,031	2,006	33.3%	Checkr 60 background checks \$25/check x 60 \$1500, 2-all staff trainings \$6000; \$75.00 NIC DMV checks; \$456 COBRA Helps moved GoCo to tech subscription as it is not a service rather a software
340.000-Technical Services	-	8,411	4,100	7,696	9,552	-	(9,552)	-100.0%	postage machine \$198.60/mo for 12 months, plus ink \$152.99/ea x4, and labels \$24/ea x2 for a total of \$3,043.16. Copier leases based on estimate received from vendor for a total of \$306.16/mo (2 Lincoln copiers only).
442.000-Rental of Vehicles or Equipment	4,250	2,992	4,250	3,217	4,250	6,717	2,467	58.0%	
500.000-Training, Conferences, Dues	1,750	1,375	1,750	4,977	4,247	10,982	6,735	158.6%	\$8,890 (VTHRA \$75, SHRM \$275, Women leading government \$40, training for all staff \$4,000, training for professional development for all staff \$3,000, HR professional development \$750); PRSA \$267 and Women Leading Government \$40; ICMA dues \$850, VLCT Town Fair \$200, VT CMA dues \$85, VT CMA conferences \$500, ICMA conference \$800, Women Leading Government \$40, VLCT trainings \$60

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
505.000-Technology Subscription, Licenses	10,370	2,839	9,520	3,378	10,875	15,851	4,976	45.8%	\$7800 for GOCO-\$5571 GF (checking on benefits platform costs so could rise); Adobe Creative Cloud \$600; Zoom \$2740 (current plan \$2,000/year + webinar \$690/year + translation \$50/year); Mail Chimp \$720 (\$60/year 2500 ppl); Canva \$125/year; Ecopixel \$6,095/year (includes domain) Front Porch Forum, City Manager cell phone
530.000-Communications	21,972	25,503	23,123	38,460	3,300	3,408	108	3.3%	\$50/mo
540.000-Advertising	-	5,239	500	224	15,075	29,530	14,455	95.9%	\$18,700 HR; RFPs \$625 (\$125x5); Essex Reporter \$9,120 (full pg ad & web \$760x12); SevenDays \$1,085 (1/2 pg ad x1) annual report \$1,600; newsletters \$3,400; signs/banners \$1,000; outreach mailing
550.000-Printing and Binding	3,000	6,348	3,000	1,997	5,570	8,000	2,430	43.6%	\$2,000 Annual permit \$310; estimate postage based on FY24 to date annualized
560.000-Postage	500	1,719	1,200	2,730	2,000	9,310	7,310	365.5%	on FY24 to date annualized
570.000-Other Purchased Services	15,000	-	7,500	-	1,000	-	(1,000)	-100.0%	
580.000-Travel	300	53	300	312	6,000	2,000	(4,000)	-66.7%	\$2000 City Manager
610.000-General Supplies	5,000	2,031	5,000	7,384	5,000	5,000	-	0.0%	
735.000-Tech: Equip/Hardware	-	1,575	-	1,984	-	-	-	n/a	
755.000-Furniture and Fixtures	-	-	-	-	1,000	1,000	-	0.0%	
810.113-Council Expenditures	5,500	442	5,500	2,961	-	-	-	n/a	moved to Legislative
820.000-Election Expenses	2,000	32,804	15,020	8,373	-	-	-	n/a	moved to Clerk
845.000-Employee/Volunteer Recognition	2,600	4,004	2,600	897	6,000	6,000	-	0.0%	3 staff gatherings and volunteer recognition
850.000 Community Events and Celebrations	-	-	-	7,335	-	500	500	n/a	Green Up Day formerly run by the Town
900.000-Transfer between Town/Village	-	11,430	-	-	-	-	-	n/a	
<b>Total Expenditure</b>	<b>514,791</b>	<b>616,435</b>	<b>722,102</b>	<b>650,176</b>	<b>611,570</b>	<b>688,830</b>	<b>77,260</b>	<b>12.6%</b>	
Net General Fund	(464,791)	(469,431)	(672,102)	(596,426)	(464,791)	(688,830)	(224,039)	48.2%	

Notes:

1. Added \$4,578 for CATMA membership and employee benefit program.
2. Increases for copier and postage machine leases; these were previously shared with the Town.
3. Increase training for all staff training not previously budgeted.

**Costing Center**

**210-10-10 - Administration**

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**2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes**

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- 4. Increase advertising for position vacancies across all depts in general fund.
- 5. Increase postage as this was mostly processed through the Town postage meter previously and we are starting to collect accurate actual data this fiscal year.
- 6. Increases for outreach efforts - mailings, Essex Reporter ads.



	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
190.000-Board member payments	-	-	-	-	16,500	13,800	(2,700)	-16.4%	community advisory board; 3 additional committees to be determined through strategic planning process; governance committee (must start no later than Feb. 22, 2025) - 5 members monthly
190.001-City Council payments	-	-	-	-	12,500	12,500	-	0.0%	
220.000-Social Security	-	-	-	-	956	956	-	0.0%	
NEW-Act 76 Childcare	-	-	-	-	-	41	41	n/a	
320.000-Legal Services	-	-	-	-	-	-	-	n/a	
330.000-Professional Services	-	-	-	-	32,114	33,608	1,495	4.7%	recording secretary (\$24/hr, 4 hrs/mtg, 32 mtgs/yr), recording secretary Gov Comm (\$24/hr, 2 hrs/mtg, 12 mtgs/yr; Town Meeting TV \$13,891 and \$665/ea for 24 council mtgs
500.000-Training, Conferences, Dues	-	-	-	-	17,563	17,563	-	0.0%	training \$2,500, VLCT annual dues \$15,063
540.000-Advertising	-	-	-	-	1,200	1,200	-	0.0%	public hearings \$150/ea for approx 8
580.000-Travel	-	-	-	-	500	500	-	0.0%	
610.000-General Supplies	-	-	-	-	2,000	2,075	75	3.8%	meeting refreshments, strategic planning session supplies, budget day, meeting minute supplies
831.000-Special or New Programs	-	-	-	-	-	20,000	20,000	n/a	strategic plan implementation, community meal/event
<b>Total Expenditure</b>	-	-	-	-	<b>83,333</b>	<b>102,244</b>	<b>18,911</b>	<b>22.7%</b>	
Net General Fund	-	-	-	-	(83,333)	(102,244)	(18,911)	22.7%	

Notes:

1. Added \$50,000 for strategic plan implementation.
2. If we want to add Town Meeting TV for Capital Committee, Tree Advisory Committee, and Bike Walk Committee the additional cost would be roughly \$25,000.

Costing Center

210-12-10 - Clerk

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
020.003-Use of Vault	-	-	-	12	-	50	50		n/a Most lengthy title searches will take place at
020.004-Recording Fees	-	-	-	53,320	86,000	55,000	(31,000)	-36.0%	\$11/page of recorded documents
020.010-Printing and Duplication Services	-	-	-	17	5,590	4,000	(1,590)	-28.4%	Copies from Land records
020.013-Sales of Certified Copy	-	-	-	10	7,200	6,000	(1,200)	-16.7%	Marriage licenses, birth & death certificates
020.023-Records Preservation	-	-	-	19,754	-	-	-		n/a
030.001-Liquor Licenses	-	-	-	2,355	2,875	2,875	-	0.0%	City keeps \$115 for 1st class licenses (alcohol
030.002-Hunting and Fishing	-	-	-	-	-	10	10		n/a
030.003-Marriage Licenses	-	-	-	10	624	630	6	1.0%	City keeps \$15 from each license issued.
030.004-Animal Licenses	-	-	-	2,671	2,500	2,700	200	8.0%	City keeps \$4 (neutered) or \$8 (instact) for
030.005-Green Mountain Passport	-	-	-	10	120	100	(20)	-16.7%	Lifetime pass for seniors & retired military
030.006-DMV Registrations	-	-	-	-	99	99	-	0.0%	City charges \$3 for vehicle renewals
<b>Total Revenues</b>	-	-	-	<b>78,159</b>	<b>105,008</b>	<b>71,464</b>	<b>(33,544)</b>	<b>-31.9%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	-	-	-	-	162,764	157,132	(5,632)	-3.5%	
120.000-Part Time Salaries	-	-	-	-	2,785	7,426	4,641	166.6%	per diem staff
130.000-Overtime	-	-	-	-	434	453	20	4.5%	
210.000-Group Insurance	-	-	-	-	51,149	30,302	(20,847)	-40.8%	
220.000-Social Security	-	-	-	-	12,790	12,919	129	1.0%	
NEW-Act 76 Childcare	-	-	-	-	-	557	557		n/a
230.000-Retirement	-	-	-	-	15,627	15,396	(230)	-1.5%	
290.000-Other Employee Benefits	-	-	-	-	-	700	700		n/a
330.000-Professional Services	-	-	-	-	-	192	192		recording secretary (\$24/hr, 2hr/mtgs, 4 n/a mtgs/yr)
430.000-R&M Vehicles and Equipment	-	-	-	-	50	50	-	0.0%	typewriter
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,664	-	(2,664)	-100.0%	Copier use by clerk's office - this is shared machine and budgeted under Admin Scholarships are available from clerk's organizations to attend conferences and trainings - we'll apply for these, but
500.000-Training, Conferences, Dues	-	-	-	-	3,000	3,000	-	0.0%	budgeting the full amount here Land Records system \$350/month, contract ends Dec 2024
505.000-Technology Subscriptions, Licenses	-	-	-	-	15,000	4,200	(10,800)	-72.0%	Bind Grand lists and annual reports, resident
550.000-Printing and Binding	-	-	-	-	1,000	1,500	500	50.0%	only parking permits
560.000-Postage	-	-	-	-	500	500	-	0.0%	Voter Registration cards, voter challenge letters (must include return postage)

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
570.023-Records Preservation	-	-	-	-	-	-	-	-	vault shelving; Susan to get estimate for FY26 n/a budget as this will not be needed in FY25
580.000-Travel	-	-	-	-	1,738	500	(1,238)	-71.2%	Mileage for trainings and conferences
610.000-General Supplies	-	-	-	83	5,250	3,776	(1,474)	-28.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	2,000	2,000		server for land records per estimate from n/a Open Approach
820.000-Election Expenses	-	-	-	88	32,000	15,867	(16,134)	-50.4%	August primary (no ballot cost, some postage cost)/November election (no ballot cost, some postage cost)/Annual Meeting (ballot cost, postage, election worker cost shared by EWSD) - this assumes the City and EWSD move to Town Meeting Day
<b>Total Expenditure</b>	-	-	-	<b>171</b>	<b>306,750</b>	<b>256,470</b>	<b>(50,280)</b>	<b>-16.4%</b>	
<i>Net General Fund</i>	-	-	-	<i>77,988</i>	<i>(201,742)</i>	<i>(185,006)</i>	<i>16,736</i>	<i>-8.3%</i>	

Notes:

1. Reduced revenue to be more in line with what we are actually seeing in current fiscal year.
2. Reduced election expenses for fewer elections in FY25.

Costing Center

210-13-10 - Finance

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
110.000-Regular Salaries	59,668	103,426	147,910	193,470	225,124	287,174	62,050	27.6%	
130.000-Overtime	-	413	2,667	-	-	-	-	n/a	
190.000-Board Member Payments	-	-	-	-	750	1,400	650	86.7%	Capital Committee increased to 7 members \$50/mtg
210.000-Group Insurance	5,699	9,369	30,146	49,773	53,585	57,813	4,228	7.9%	
220.000-Social Security	4,901	5,581	11,921	9,053	17,730	23,190	5,460	30.8%	
NEW-Act 76 Childcare	-	-	-	-	-	1,000	1,000	n/a	
230.000-Retirement	5,967	8,781	14,791	16,915	20,688	27,366	6,678	32.3%	
250.000-Unemployment Insurance	1,720	3,827	3,300	5,686	3,209	3,834	625	19.5%	based on actual CY2024 including annual management fee \$100
260.000-Workers Comp insurance	18,500	15,060	18,500	10,108	21,182	21,182	-	0.0%	estimate
290.000-Other Employee Benefits	350	-	700	-	-	1,400	1,400	n/a	
330.000-Professional Services	-	-	5,000	2,408	15,250	14,310	(940)	-6.2%	bank fees \$1,000, NEMRC assistance with tax bills \$1,500, custom programming \$5,000, NEMRC annual fee for Questica automation \$100, NEMRC support agreement \$5,425, NEMRC disaster recovery \$1,085, recording secretary \$50/mtg for 4 mtgs
335.000-Audit	7,500	9,511	9,500	7,875	12,612	14,453	1,841	14.6%	annual audit \$10,953 (\$24,500 total allocated to enterprise funds as well); single audit \$3,500
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,000	-	(2,000)	-100.0%	budgeted for copier in FY23, purchased check printer instead as it was more cost effective
500.000-Training, Conferences, Dues	250	250	500	687	1,500	1,758	258	17.2%	VLCT \$89 Town Fair, \$10/workshop-8/yr; VTGFOA \$35/yr x 2, \$60/workshop-2 staff-3/yr; NESGFOA fall conference \$300; GFOA \$159/yr, annual GAAP update \$185, \$85/training x 4/yr; NEMRC year end seminar \$175
505.000-Technology Subscription, Licenses	6,901	5,920	12,500	16,036	28,640	21,999	(6,641)	-23.2%	NEMRC \$10/user/month, Questica \$ 11,088 (\$19,500 total), Kofax \$4,568 (\$7,800 total), ClickTime \$4543 (\$530/mo or \$6,360 total)
520.000-Insurance	75,725	79,291	76,680	84,101	93,600	103,615	10,015	10.7%	estimate 10.7% increase per VLCT tax bill forms/envelopes with insert, AP checks/envelopes, annual AP/payroll tax forms
550.000-Printing and Binding	-	-	-	-	2,780	3,883	1,103	39.7%	

**Costing Center**

**210-13-10 - Finance**

	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Notes</b>
560.000-Postage	-	-	-	-	3,400	2,800	(600)	-17.6%	tax bills
570.000-Other Purchased Services	-	1,989	-	275	-	-	-	-	n/a
580.000-Travel	100	-	100	83	1,100	1,140	40	3.6%	travel; VLCT workshops \$125 travel
610.000-General Supplies	200	932	200	657	1,150	800	(350)	-30.4%	printer toner
735.000-Tech: Equip/Hardware	-	2,083	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>187,481</b>	<b>246,434</b>	<b>334,415</b>	<b>397,127</b>	<b>504,300</b>	<b>589,118</b>	<b>84,818</b>	<b>16.8%</b>	
Net General Fund	(187,481)	(246,434)	(334,415)	(397,127)	(504,300)	(589,118)	(84,818)	16.8%	

Notes:

1. Billing Coordinator previously under PW/WW, moved to Finance as a FT position. This position will also take over tax billing, eventual stormwater billing, rental registry billing, and all misc receivables and collections. This will allow Finance Director and Accountant II to coordinate on larger tasks such as audit and budget, provide more ability to cross train within the department to provide coverage for planned and unplanned absences, and allow capacity to focus on long term priorities and goals such as policy and procedure documentation and updates. Also see comparison chart of finance structure compared to similar neighboring communities.
2. Increase property/casualty insurance costs estimated at 10.7% over prior year.

Costing Center

210-14-10 - Information Technology

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
Contribution from WWTF	-	-	-	-	14,000	-	(14,000)	-100.0%	allocate this budget as part of the Admin Allocation; FY24 was an estimate from the mock budget
<b>Total Revenues</b>	-	-	-	-	<b>14,000</b>	-	<b>(14,000)</b>	<b>-100.0%</b>	
<b>Expenditure</b>									
330.000-Professional Services	-	-	-	-	100,000	118,981	18,981	19.0%	FY24 w/4% increase per OA; Integrity Communications \$140/hr phone system maintenance
432.000-R&M Technology	-	-	-	-	5,000	5,000	-	0.0%	unanticipated repairs of existing equipment Veeam license/backup \$123.21, enhanced security bundle \$2,040/mo, Office365 \$2,573.96/mo, Adobe Acrobat Pro \$288/user/yr for 12 users, Keeper est \$60/yr for 5 users
505.000-Technology Subscription, Licenses	-	-	-	-	25,000	63,026	38,026	152.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	23,650	41,604	17,954	75.9%	use FY24 pricing with 4% increase (\$1800 including imaging fee) replacement of 20 devices; tablet for Enforcement Officer; OWL for 2 Lincoln meeting room \$2,500
<b>Total Expenditure</b>	-	-	-	-	<b>153,650</b>	<b>228,611</b>	<b>74,961</b>	<b>48.8%</b>	
<i>Net General Fund</i>	-	-	-	-	<i>(139,650)</i>	<i>(228,611)</i>	<i>(88,961)</i>	<i>63.7%</i>	

Notes:

1. FY24 underbudgeted for IT services and costs; this reflects accurate figures based on the current contract with Open Approach.

Costing Center

210-15-10 - Assessing

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
330.000-Professional Services	-	-	-	-	-	89,068	89,068		n/a preliminary number from Town 12/14/23
505.000-Technology Subscription, Licenses	-	-	-	-	-	500	500		n/a online property record cards
900.000-Transfer between Town/City	-	-	-	-	77,810	-	(77,810)	-100.0%	move to OPS
<b>Total Expenditure</b>	-	-	-	-	<b>77,810</b>	<b>89,568</b>	<b>11,758</b>	<b>15.1%</b>	
<i>Net General Fund</i>	-	-	-	-	<i>(77,810)</i>	<i>(89,568)</i>	<i>(11,758)</i>	<i>15.1%</i>	

Notes:

1. Town has increased their budget to reflect 10% of GIS Coordinator position which was not previously accounted for in the amount of \$5,327.

Costing Center	110-15-10 - Assessing									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>										
090.000 Transfer between Town/City	-	-	-	-	-	-	77,810	89,068	11,258	14.5%
<b>Total Revenues</b>	-	-	-	-	-	-	<b>77,810</b>	<b>89,068</b>	<b>11,258</b>	<b>14.5%</b>
<b>Expenditure</b>										
110.000-Regular Salaries	113,403	113,701	80,507	82,658	85,934	85,866	88,972	101,836	12,864	14.5%
120.000-Part Time Salaries	-	-	35,353	36,973	37,297	38,350	39,067	41,125	2,058	5.3%
210.000-Group Insurance	23,491	21,606	22,900	22,345	23,360	25,266	26,449	31,559	5,110	19.3%
220.000-Social Security	8,675	8,582	8,973	9,039	9,534	9,379	9,909	11,693	1,784	18.0%
230.000-Retirement	11,340	11,129	11,729	9,673	10,282	10,355	11,011	12,584	1,573	14.3%
290.000-Other Employee Benefits	300	-	300	-	300	-	300	330	30	10.0%
330.000-Professional Services	3,300	1,539	-	-	300	110	-	-	-	n/a
430.000-R&M Vehicles and Equipment	1,000	-	500	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	3,200	2,961	1,010	720	1,115	2,036	1,030	1,064	34	3.3%
505.000-Technology Subscription, Licenses	-	-	10,000	3,502	3,515	2,838	3,815	6,500	2,685	70.4%
540.000-Advertising	150	-	150	-	-	-	-	-	-	n/a
580.000-Travel	100	-	100	-	100	190	300	300	-	0.0%
610.000-General Supplies	150	90	150	64	150	138	100	150	50	50.0%
920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	-	-	-	-	-	n/a
<b>Total Expenditure</b>	<b>169,109</b>	<b>162,608</b>	<b>174,672</b>	<b>167,973</b>	<b>171,887</b>	<b>174,527</b>	<b>180,953</b>	<b>207,141</b>	<b>26,188</b>	<b>14.5%</b>
<i>Net Town General Fund</i>	<i>(169,109)</i>	<i>(162,608)</i>	<i>(174,672)</i>	<i>(167,973)</i>	<i>(171,887)</i>	<i>(174,527)</i>	<i>(103,143)</i>	<i>(118,073)</i>	<i>(14,930)</i>	<i>14.5%</i>



# Costing Center Summary

110-15-10 - Assessing

<b>Previous Costing Center</b>	110-15-10 - Assessing	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-15-10
<b>Department</b>	15 - Assessing - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Karen Lemnah (klemnah)

## Narrative

TECHNOLOGY, SUBSCRIPTION, LICENSING

CAMA software (Computer Assisted Mass Appraisal - valuation software) - Due to the reappraisal and the transition from our current software vendor to a new one, the annual maintenance fee will change. PATRIOT, the new vendor, informed me the annual fee of \$3,500 invoice, as of 7/1/25 would be due on 8/1/25, therefore, paid via the 2026 fiscal year budget. I prefer to keep the \$3,500 for CAMA software in the 2025 budget due to unforeseen residual charges from the current CAMA system vendor (soon to be former vendor), which we currently pay a similar annual fee to. I have also included an additional \$3,000 in anticipation of a new GIS Mapping system from CAI Technologies. This system would provide the Assessing Department with a more efficient parcel data/documentation service. It will also assist the public and Community Development with a more streamlined process for obtaining abutters lists for permitting (currently the process is arduous and manually done). Shannon Lunderville, our in-house GIS Coordinator would be working closely with the mapping vendor. This would shift her task of creating the PDF online maps to the vendor who would be responsible for updating the virtual mapping system. The new system would create a better experience for the public when researching parcel data/documentation.

## Description

### New Initiatives

Fiscal year 2025 will be about completing the reappraisal. A time for the Assessing Department to become acclimated to the new valuation system and the continued questions from the public due to the new assessments. We will be working with and assisting the reappraisal firm in any manner needed/required.

### Goals and Priorities

The main goals for 2025 are as follows:

1. Assist in the reappraisal process.
2. Continued work on changes in the Grand List via, permits, data adjustments, and updating ownership data due to latest sales, etc.
3. Plan for training and utilizing the new CAMA (valuation) system prior to completion of the reappraisal.
4. Prepare to educate the public with the new assessments and market data for the reappraisal.

# Costing Center Summary

110-15-10 - Assessing

## Budget Prior Year Comparison

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	14.47 %	77,810	89,068
<b>Total Revenues</b>		14.47 %	77,810	89,068
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	14.46 %	88,972	101,836
120.000-Part Time Salaries	Increased	5.27 %	39,067	41,125
210.000-Group Insurance	Increased	19.32 %	26,449	31,559
220.000-Social Security	Increased	18.00 %	9,909	11,693
230.000-Retirement	Increased	14.29 %	11,011	12,584
290.000-Other Employee Benefits	Increased	10.00 %	300	330
500.000-Training, Conferences, Dues	Increased	3.30 %	1,030	1,064
505.000-Technology Subscription, Licenses	Increased	70.38 %	3,815	6,500
580.000-Travel	Unchanged	0.00 %	300	300
610.000-General Supplies	Increased	50.00 %	100	150
<b>Total Expenditure</b>		14.47 %	180,953	207,141

# Costing Center Budget with Notes

110-15-10 - Assessing

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	Contribution from City per Agreement		89,068
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>89,068</b>
<b>Total Revenues</b>			<b>89,068</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			101,836
120.000-Part Time Salaries			41,125
<b>Total 100 Salaries</b>			<b>142,961</b>
<b>200 Benefits</b>			
210.000-Group Insurance			31,559
220.000-Social Security			11,693
230.000-Retirement			12,584
290.000-Other Employee Benefits			330
<b>Total 200 Benefits</b>			<b>56,166</b>
<b>300-699 Operating Expenses</b>			
500.000-Training, Conferences, Dues	NVBR Membership Dues (Northwestern Vermont Board of Realtors)	234	
500.000-Training, Conferences, Dues	IAAO Membership Dues (International Association of Assessing Officers)	245	
500.000-Training, Conferences, Dues	VALA Membership Dues (Vermont Assessors and Listers Association)	50	
500.000-Training, Conferences, Dues	Courses/Training	100	
500.000-Training, Conferences, Dues	PrimeMLS (f.k.a. NEREN; New England Real Estate Network)	360	
500.000-Training, Conferences, Dues	VALA and/or IAAO Conference Fees	75	
			1,064
505.000-Technology Subscription, Lice	CAMA Software (Online cards, CAMA software)	3,500	
505.000-Technology Subscription, Lice	APEX Sketching Software	-	
505.000-Technology Subscription, Lice	CAI Technologies	3,000	
			6,500
570.000-Other Purchased Services	Use this line only to capture Reappraisal costs		-
580.000-Travel			300
610.000-General Supplies			150
<b>Total 300-699 Operating Expenses</b>			<b>8,014</b>
<b>Total Expenditure</b>			<b>207,141</b>
<b>Net Total</b>			<b>(118,073)</b>

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
030.008-License and Zoning Fees	28,000	38,332	39,000	38,685	39,000	47,000	8,000	20.5%	Fee increases are roughly projected to generate a 33% increase, if permit volumes remain the same. I've put in 20.5% to be conservative
NEW-Rental Registry	-	-	-	-	-	153,017			See separate analysis for revenue estimates; assuming 70% collection in 1st year
090.000-Transfer between Town/Village	-	-	-	4,844	-	-	-	n/a	
091.000-Transfer btwn Funds	-	-	-	-	40,158	-	(40,158)	-100.0%	LOT funds in FY24 for code enforcement
<b>Total Revenues</b>	<b>28,000</b>	<b>38,332</b>	<b>39,000</b>	<b>43,529</b>	<b>79,158</b>	<b>200,017</b>	<b>(32,158)</b>	<b>-40.6%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	165,243	170,618	169,546	183,856	256,708	285,539	28,831	11.2%	
130.000-Overtime	-	135	-	1,053	-	-	-	n/a	
190.000-Board member payments	6,000	6,000	7,200	6,000	15,600	14,400	(1,200)	-7.7%	PC, DRB, Bike/Walk, Housing Commission- but this may be higher if the Housing Commission gets more members.
210.000-Group Insurance	24,260	21,166	24,518	14,945	89,186	61,018	(28,168)	-31.6%	
220.000-Social Security	13,153	13,687	13,758	14,790	20,281	22,914	2,632	13.0%	
NEW-Act 76 Childcare	-	-	-	-	-	988	988	n/a	
230.000-Retirement	16,524	17,056	16,955	14,623	23,328	26,888	3,560	15.3%	
290.000-Other Employee Benefits	700	-	700	-	-	1,400	1,400	n/a	
320.000-Legal Services	6,000	3,361	6,000	6,576	6,000	15,000	9,000	150.0%	increased legal budget necessary for additional enforcement
330.000-Professional Services	27,000	7,877	7,000	13,198	40,760	25,780	(14,980)	-36.8%	General Engineering services \$8,000, Potential GIS services \$5,000, add funds for recording secretaries for PC and DRB: \$200/mtg; reduced \$7,980 for Town Meeting TV costs that were added in FY24
340.000-Technical Services	-	-	-	30	-	-	-	n/a	

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
									\$550 x3 for professional org dues \$180 x3 for Professional org exams \$450 x 4 for national and regional conference fees \$300 x 3 for local conferences and training \$500 for VLCT in person committee training \$300 x 2 committees for miscellaneous Committee Training
500.000-Training, Conferences, Dues	3,000	421	3,000	1,521	4,700	6,890	2,190	46.6%	\$1000 of the above costs are attributable to rental registry adobe creative suite \$600- assuming following: 30000 for rental registry software annual subscription
505.000-Technology Subscription, Licenses	-	-	-	-	360	15,600	15,240	4233.3%	
530.000-Communications	1,260	1,528	1,300	74	5,660	1,320	(4,340)	-76.7%	for mobile internet for phone or tablet for enforcement officer and health officer
540.000-Advertising	-	213	-	63	1,350	3,970	2,620	194.1%	advertising for PC and DRB hearings; approx. \$65 @ 18 DRB hearings; and \$160 @ 3 PC hearings. ; includes expected cost escalation and increased DRB hearings also includes 2000 for general public engagement advertising and 320 for Rental Registry specific advertising 1000 baseline + 2779 attributable to Rental Registry
550.000-Printing and Binding	3,000	280	3,000	82	1,000	3,779	2,779	277.9%	350 Baseline + 3659 attributable to Rental Registry
560.000-Postage	100	-	100	1	280	4,009	3,729	1331.8%	Registry
580.000-Travel	2,600	2,501	3,900	1,336	6,600	9,600	3,000	45.5%	Conference travel: \$2,000 travel to conference or training x 3 employees, vehicle stipends \$100/mo x 2 Employees - second employee is partially attributable to Rental Registry (vehicle stipends may be removed with the lease/purchase of a City vehicle)

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
610.000-General Supplies	1,000	180	1,000	206	1,000	4,000	3,000	300.0%	1000 for general supplies 2000 for general public engagement supplies 1000 for supplies for Rental Registry vehicle purchase covered by rental registry
750.000-Machinery and Equipment	-	-	-	-	-	30,000	30,000	n/a	revenue
810.111-Bike/Walk Committee	10,000	-	10,000	8,431	10,000	10,000	-	0.0%	
899.000-Matching Grant Funds	-	-	-	-	-	6,000	6,000	n/a	UPWP Route 15 bike/ped improvements
<b>Total Expenditure</b>	<b>279,840</b>	<b>245,022</b>	<b>267,977</b>	<b>266,785</b>	<b>482,813</b>	<b>549,095</b>	<b>66,282</b>	<b>13.7%</b>	
Net General Fund	(251,840)	(206,690)	(228,977)	(223,256)	(403,655)	(349,078)	54,577	-13.5%	

Notes:

1. Rental Registry - Enforcement Officer
2. Purchase of vehicle covered by rental registry revenue for primary use by Comm Dev staff, but will be available to City staff as well.

**Costing Center**

**210-17-10 - Economic Development**

	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Notes</b>
Revenues									
050.000-Event Donations	-	12,000	-	3,750	4,000	-	(4,000)	-100.0%	sponsorship for community event
<b>Total Revenues</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>3,750</b>	<b>4,000</b>	<b>-</b>	<b>(4,000)</b>	<b>-100.0%</b>	
Expenditure									
800.000-Appropriations to other agencies	9,250	7,988	9,250	7,803	-	-	-	n/a	
831.000-Special or New Programs	2,500	16,939	2,500	-	5,000	-	(5,000)	-100.0%	
850.000-Community Events and Celebrations	17,500	21,434	17,500	15,559	15,000	-	(15,000)	-100.0%	1 community event
899.000-Matching Grant Funds	20,000	-	20,000	-	20,000	-	(20,000)	-100.0%	FY24 note: if needed, unused funds to be assigned fund balance at year end for train station grant match in future years. Same?
<b>Total Expenditure</b>	<b>49,250</b>	<b>46,360</b>	<b>49,250</b>	<b>23,362</b>	<b>40,000</b>	<b>-</b>	<b>(40,000)</b>	<b>-100.0%</b>	
Net General Fund	(49,250)	(34,360)	(49,250)	(19,612)	(36,000)	-	36,000	-100.0%	

Notes:

1. remove all for FY25 and reevaluate for FY26

Costing Center

210-25-10 - Fire

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
098.000-Miscellaneous Revenue	20	10	20	-	10	-	(10)	-100.0%	
<b>Total Revenues</b>	<b>20</b>	<b>10</b>	<b>20</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>(10)</b>	<b>-100.0%</b>	
<b>Expenditure</b>									
120.000-Part Time Salaries	194,250	197,052	212,256	197,472	216,000	302,400	86,400	40.0%	increased volunteer time by 300 hrs per month over prior year for training and higher call volume, increased hourly volunteer average rate from \$20/hr to \$21/hr
210.000-Group Insurance	3,600	2,883	3,600	3,327	3,600	3,400	(200)	-5.6%	
220.000-Social Security	14,859	15,061	17,768	15,209	16,524	23,134	6,610	40.0%	
NEW-Act 76 Childcare	-	-	-	-	-	998	998	n/a	
260.000-Workers Comp insurance	26,000	17,547	20,000	17,281	20,000	20,000	-	0.0%	
290.000-Other Employee Benefits	864	864	2,064	1,083	1,000	1,000	-	0.0%	
330.000-Professional Services	9,000	3,960	7,000	4,919	7,000	7,000	-	0.0%	
430.000-R&M Vehicles and Equipment	32,250	26,392	32,250	19,609	26,000	26,000	-	0.0%	
431.000-R&M Buildings and Grounds	15,000	13,241	-	785	-	-	-	n/a	no longer used as this would be expended under the building budget
500.000-Training, Conferences, Dues	4,000	2,375	4,000	4,251	5,500	7,000	1,500	27.3%	unanticipated cost increases in previous years
505.000-Technology Subscription, licenses	-	5,125	4,000	7,542	7,000	8,000	1,000	14.3%	unanticipated cost increases in previous years
530.000-Communications	2,600	4,224	2,600	7,194	2,600	3,361	761	29.3%	Verizon for iPad data \$280/mo
570.000-Other Purchased Services	-	-	11,000	7,573	11,000	11,000	-	0.0%	
610.000-General Supplies	1,000	4,065	2,000	3,344	4,000	4,000	-	0.0%	
611.000-Small Tools and Equipment	1,500	820	1,500	6,910	45,000	45,000	-	0.0%	
612.000-Uniforms	26,000	30,527	27,000	24,528	30,000	32,000	2,000	6.7%	unanticipated cost increases in previous years
613.000-Program Supplies	3,600	3,569	4,500	10,067	6,000	7,500	1,500	25.0%	unanticipated cost increases in previous years
626.000-Gasoline	-	-	-	-	6,000	6,500	500	8.3%	Adding an extra vehicle
750.000-Machinery and Equipment	57,500	57,063	18,000	35,845	20,000	22,000	2,000	10.0%	unanticipated cost increases in previous years
920.000-Transfer between funds (capital)	108,600	108,600	113,200	113,200	118,260	-	(118,260)	-100.0%	moved to Transfers/Misc
<b>Total Expenditure</b>	<b>500,623</b>	<b>493,366</b>	<b>482,738</b>	<b>480,139</b>	<b>545,484</b>	<b>530,292</b>	<b>(15,192)</b>	<b>-2.8%</b>	
Net General Fund	(500,603)	(493,356)	(482,718)	(480,139)	(545,474)	(530,292)	15,182	-2.8%	

Notes:



**Costing Center**

**210-25-10 - Fire**

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**2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes**

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1. Budget increase will be driven by an increase in salaries to offer paid training to members. The high cost of living in Chittenden County can be offset by additional income generated serving the City of Essex Junction in a Fire/EMS capacity. This increase will prevent this department from moving to per diem shifts to provide paid coverage for the City. Salary increases and maintaining a paid call service prevents the move to full time members. This pay incentive would incentivize individuals to stay in the City. Call volume increases, assisting with EMS issues are driving a rising call volume.

2. Increase transfer to rolling stock to align with future needs and increased costs.

Costing Center

210-18-10 - Health and Human Services

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
120.000-Part Time Salaries	-	-	-	-	-	-	-	-	n/a
220.000-Social Security	-	-	-	-	-	-	-	-	n/a
NEW-Act 76 Childcare	-	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	
530.000-Communications	-	-	-	-	1,560	-	(1,560)	-100.0%	
800.106-Essex Rescue	-	-	-	-	190,620	196,338	5,718	3.0%	
800.107-Essex Jct. Cemetery Association	-	-	-	-	20,000	20,000	-	0.0%	
800.10X-Essex Police Dept.	-	-	-	-	2,763,113	2,841,023	77,910	2.8%	preliminary number from Town 12/14/23
<b>Total Expenditure</b>	-	-	-	-	<b>2,977,293</b>	<b>3,057,361</b>	<b>80,068</b>	<b>2.7%</b>	
<i>Net General Fund</i>	-	-	-	-	<i>(2,977,293)</i>	<i>(3,057,361)</i>	<i>(80,068)</i>	<i>2.7%</i>	

Notes:

1. Increase to police contract as the Town is no longer budgeting for vacancies (this was done previously and resulted in reduced expense).
2. The Town will also be adding expense to the police contract for gasoline beginning in FY25 in the amount of \$47,000, of which the City will be responsible for 48% or \$22,560.

Costing Center	110-20-10 - Police, Operating									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>										
020.018-Special Police Services	60,000	41,674	60,000	35,258	40,000	38,579	40,000	40,000	-	0.0%
020.019-VIN Verifications	-	215	200	185	200	145	200	200	-	0.0%
040.800-OJP - Ballistic Vest Grant	-	2,581	-	2,983	-	2,796	-	-	-	n/a
090.000 Transfer Between Town/City	-	-	-	-	-	-	402,992	427,710	24,718	6.1%
098.000 Miscellaneous Revenue	-	-	-	-	-	-	-	8,186	8,186	n/a
SUMMARY Transfer Between Town/City (personnel)	-	-	-	-	-	-	2,300,534	2,391,007	90,473	3.9%
099.000-Use of Fund Balance	-	-	2,000	2,000	70,000	-	-	-	-	n/a
<b>Total Revenues</b>	<b>60,000</b>	<b>44,470</b>	<b>62,200</b>	<b>40,426</b>	<b>110,200</b>	<b>41,520</b>	<b>2,743,726</b>	<b>2,867,103</b>	<b>123,377</b>	<b>4.5%</b>
<b>Expenditure</b>										
SUMMARY-Regular Salaries	2,678,295	2,395,810	2,558,575	2,280,823	2,693,444	2,517,795	3,107,594	3,223,600	116,006	3.7%
SUMMARY-Part Time Salaries	-	-	134,586	145,088	133,144	195,720	123,064	191,494	68,430	55.6%
SUMMARY-Overtime	277,440	206,068	290,679	235,047	300,135	300,535	292,353	293,904	1,551	0.5%
SUMMARY-Group Insurance	808,050	552,886	763,355	550,308	769,007	621,591	837,570	718,909	(118,661)	-14.2%
SUMMARY-Social Security	227,948	195,235	237,339	200,829	242,369	228,843	272,847	303,592	30,745	11.3%
SUMMARY-Retirement	263,514	228,459	285,925	251,645	304,798	290,528	349,228	378,491	29,263	8.4%
SUMMARY-Other Employee Benefits	11,100	10,542	11,400	9,892	11,400	7,500	11,400	11,100	(300)	-2.6%
SUMMARY-Allowance for Vacancies	-	-	-	-	(191,857)	-	(363,351)	(308,282)	55,069	-15.2%
320.000 Legal Services	-	-	-	-	-	25,184	10,500	20,000	9,500	90.5%
330.000-Professional Services	40,440	66,735	55,000	60,100	65,096	49,309	68,912	73,293	4,381	6.4%
430.000-R&M Vehicles and Equipment	42,000	52,752	43,000	69,766	24,000	33,540	28,000	34,000	6,000	21.4%
432.000-R&M Technology	55,050	27,812	25,050	27,253	25,050	18,786	25,050	25,000	(50)	-0.2%
442.000-Rental of Vehicles or Equipment	5,000	4,354	5,000	4,537	5,000	5,033	5,000	5,000	-	0.0%
500.000-Training, Conferences, Dues	23,720	31,743	25,500	33,346	27,500	30,933	30,000	32,000	2,000	6.7%
505.000-Technology Subscription, Licenses	-	-	46,680	-	46,680	32,812	46,680	46,680	-	0.0%
510.000-Permits, Licenses, Registrations	175	167	175	-	175	-	-	-	-	n/a
520.000-Insurance	-	-	-	-	231,452	255,490	318,932	256,907	(62,025)	-19.4%
530.000-Communications	38,850	46,050	31,850	14,972	31,850	54,583	31,850	32,000	150	0.5%
540.000-Advertising	600	6,320	600	720	600	325	750	600	(150)	-20.0%
550.000-Printing and Binding	2,500	1,143	2,500	386	2,000	1,062	1,000	1,000	-	0.0%
580.000-Travel	5,500	483	6,500	3,492	6,500	6,931	6,500	7,500	1,000	15.4%
610.000-General Supplies	13,200	9,408	13,200	7,687	13,200	11,284	10,000	10,000	-	0.0%
611.000-Small Tools and Equipment	10,252	4,368	10,252	4,868	8,000	13,635	7,000	7,000	-	0.0%
612.000-Uniforms	36,400	42,740	37,500	35,341	37,500	48,094	40,000	47,950	7,950	19.9%
613.000-Program Supplies	1,500	3,504	2,000	3,347	3,000	3,015	3,500	3,500	-	0.0%
626.000-Gasoline	-	-	-	-	-	-	-	47,000	47,000	n/a
735.000-Technology: Hardware, Software, Equipment	20,000	43,385	20,000	99,466	20,000	13,035	20,000	20,000	-	0.0%
751.000-Vehicle Purchases	84,000	86,752	85,000	74,260	159,000	246,467	134,000	158,000	24,000	17.9%
830.000-Regular Programs	5,000	2,710	5,000	4,707	5,000	2,229	5,000	5,000	-	0.0%
910.000-Transfer between funds (non-capital)	16,200	16,200	16,200	16,200	26,200	26,200	26,200	36,200	10,000	38.2%
920.000-Transfer between funds (capital)	-	-	10,000	10,000	15,000	15,000	15,000	15,000	-	0.0%
970.901 Police Lease Principal	-	-	-	-	-	-	17,500	17,500	-	0.0%
<b>Total Expenditure</b>	<b>4,666,734</b>	<b>4,035,626</b>	<b>4,722,866</b>	<b>4,144,079</b>	<b>5,015,243</b>	<b>5,055,457</b>	<b>5,482,079</b>	<b>5,713,938</b>	<b>231,859</b>	<b>4.2%</b>
<b>Net Town General Fund</b>	<b>(4,606,734)</b>	<b>(3,991,156)</b>	<b>(4,660,666)</b>	<b>(4,103,653)</b>	<b>(4,905,043)</b>	<b>(5,013,937)</b>	<b>(2,738,353)</b>	<b>(2,846,835)</b>	<b>(108,482)</b>	<b>4.0%</b>

Costing Center		110-20-11 - Police, Administration									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	353,818	425,223	71,405	20.2%
<b>Total Revenues</b>		-	-	-	-	-	-	<b>353,818</b>	<b>425,223</b>	<b>71,405</b>	<b>20.2%</b>
<b>Expenditure</b>											
	110.000-Regular Salaries	343,223	422,987	352,899	295,122	422,659	382,197	484,817	500,893	16,076	3.3%
	120.000-Part Time Salaries	-	-	30,847	80,111	27,664	94,920	33,076	103,344	70,268	212.4%
	130.000-Overtime	-	861	-	344	5,182	1,975	1,121	3,125	2,004	178.8%
	210.000-Group Insurance	86,747	73,304	98,695	78,115	124,632	102,570	105,412	141,980	36,568	34.7%
	220.000-Social Security	26,257	30,162	29,763	27,892	35,357	36,035	40,079	49,600	9,521	23.8%
	230.000-Retirement	27,573	38,815	39,406	31,815	46,123	41,648	46,192	55,479	9,287	20.1%
	290.000-Other Employee Benefits	900	1,429	1,200	600	1,500	900	1,500	1,500	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>		<b>484,700</b>	<b>567,558</b>	<b>552,810</b>	<b>513,999</b>	<b>663,117</b>	<b>660,245</b>	<b>712,197</b>	<b>855,921</b>	<b>143,724</b>	<b>20.2%</b>
<i>Net Town General Fund</i>		<i>(484,700)</i>	<i>(567,558)</i>	<i>(552,810)</i>	<i>(513,999)</i>	<i>(663,117)</i>	<i>(660,245)</i>	<i>(358,379)</i>	<i>(430,698)</i>	<i>(72,319)</i>	<i>20.2%</i>
Costing Center		110-20-12 - Police, Dispatch									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	297,914	259,028	(38,886)	-13.1%
<b>Total Revenues</b>		-	-	-	-	-	-	<b>297,914</b>	<b>259,028</b>	<b>(38,886)</b>	<b>-13.1%</b>
<b>Expenditure</b>											
	110.000-Regular Salaries	410,654	357,452	354,417	333,429	343,120	327,606	385,852	311,426	(74,426)	-19.3%
	120.000-Part Time Salaries	-	-	50,231	11,119	50,704	52,112	25,907	20,776	(5,131)	-19.8%
	130.000-Overtime	54,240	44,828	46,915	64,759	48,176	67,290	56,606	38,671	(17,935)	-31.7%
	210.000-Group Insurance	104,544	97,946	99,396	102,125	91,945	113,427	122,194	89,528	(32,666)	-26.7%
	220.000-Social Security	35,564	29,518	34,331	29,739	34,165	32,522	36,246	29,638	(6,608)	-18.2%
	230.000-Retirement	34,288	27,681	34,575	31,959	34,868	35,317	37,995	30,154	(7,841)	-20.6%
	290.000-Other Employee Benefits	1,500	2,000	1,500	1,700	1,500	1,800	1,500	1,200	(300)	-20.0%
	199.000-Allowance for Vacancies	-	-	-	-	(36,269)	-	(66,634)	-	66,634	-100.0%
<b>Total Expenditure</b>		<b>640,790</b>	<b>559,425</b>	<b>621,365</b>	<b>574,830</b>	<b>568,209</b>	<b>630,075</b>	<b>599,666</b>	<b>521,393</b>	<b>(78,273)</b>	<b>-13.1%</b>
<i>Net Town General Fund</i>		<i>(640,790)</i>	<i>(559,425)</i>	<i>(621,365)</i>	<i>(574,830)</i>	<i>(568,209)</i>	<i>(630,075)</i>	<i>(301,752)</i>	<i>(262,365)</i>	<i>39,387</i>	<i>-13.1%</i>

Costing Center		110-20-13 - Police, Investigations Div									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	322,135	328,365	6,230	1.9%
<b>Total Revenues</b>		-	-	-	-	-	-	<b>322,135</b>	<b>328,365</b>	<b>6,230</b>	<b>1.9%</b>
<b>Expenditure</b>											
	110.000-Regular Salaries	353,786	344,633	388,812	372,868	382,880	385,772	430,911	463,400	32,489	7.5%
	130.000-Overtime	29,553	29,437	29,327	19,840	30,354	18,330	31,831	25,569	(6,262)	-19.7%
	210.000-Group Insurance	118,738	101,709	104,287	81,470	107,522	78,275	98,769	77,463	(21,306)	-21.6%
	220.000-Social Security	27,872	28,706	31,075	30,525	32,046	31,017	35,816	39,751	3,935	11.0%
	230.000-Retirement	33,040	34,845	37,061	38,496	39,248	41,907	49,591	53,275	3,684	7.4%
	290.000-Other Employee Benefits	1,500	1,750	1,500	1,744	1,500	1,500	1,500	1,500	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	-	-	-	-	-	n/a
<b>Total Expenditure</b>		<b>564,489</b>	<b>541,080</b>	<b>592,062</b>	<b>544,944</b>	<b>593,550</b>	<b>556,802</b>	<b>648,418</b>	<b>660,958</b>	<b>12,540</b>	<b>1.9%</b>
<i>Net Town General Fund</i>		<i>(564,489)</i>	<i>(541,080)</i>	<i>(592,062)</i>	<i>(544,944)</i>	<i>(593,550)</i>	<i>(556,802)</i>	<i>(326,283)</i>	<i>(332,593)</i>	<i>(6,310)</i>	<i>1.9%</i>
Costing Center		110-20-14 - Police, Patrol									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	1,326,667	1,378,391	51,724	3.9%
<b>Total Revenues</b>		-	-	-	-	-	-	<b>1,326,667</b>	<b>1,378,391</b>	<b>51,724</b>	<b>3.9%</b>
<b>Expenditure</b>											
	110.000-Regular Salaries	1,570,632	1,270,737	1,462,447	1,279,404	1,544,785	1,422,220	1,806,014	1,947,881	141,867	7.9%
	120.000-Part Time Salaries	-	-	53,508	53,858	54,776	48,688	64,081	67,374	3,293	5.1%
	130.000-Overtime	193,647	130,942	214,437	150,105	216,423	212,939	202,795	226,539	23,744	11.7%
	210.000-Group Insurance	498,021	279,928	460,977	288,597	444,908	327,319	511,195	409,938	(101,257)	-19.8%
	220.000-Social Security	138,255	106,850	142,170	112,673	140,801	129,268	160,706	184,603	23,897	14.9%
	230.000-Retirement	168,613	127,117	174,883	149,375	184,559	171,655	215,450	239,583	24,133	11.2%
	290.000-Other Employee Benefits	7,200	5,363	7,200	5,848	6,900	3,300	6,900	6,900	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	(155,588)	-	(296,717)	(308,282)	(11,565)	3.9%
<b>Total Expenditure</b>		<b>2,576,368</b>	<b>1,920,937</b>	<b>2,515,622</b>	<b>2,039,860</b>	<b>2,437,564</b>	<b>2,315,390</b>	<b>2,670,424</b>	<b>2,774,536</b>	<b>104,112</b>	<b>3.9%</b>
<i>Net Town General Fund</i>		<i>(2,576,368)</i>	<i>(1,920,937)</i>	<i>(2,515,622)</i>	<i>(2,039,860)</i>	<i>(2,437,564)</i>	<i>(2,315,390)</i>	<i>(1,343,757)</i>	<i>(1,396,145)</i>	<i>(52,388)</i>	<i>3.9%</i>

# Costing Center Summary

110-20-10 - Police, Operating

<b>Previous Costing Center</b>	110-20-10 - Police, Operating	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-20-10
<b>Department</b>	20 - Police - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Ron Hoague (rhoague)

## Narrative

Increases cover:

- \* Increase in legal fees line item to reflect actual costs
- \* funding for training in use of force, investigations, leadership (police training)
- \* Contracted increase in yearly contribution to Community Outreach (professional services)
- \* Replacement of two marked vehicles with hybrids of the same make and style and upfit with equipment (cost estimated to be \$56k per vehicle this year, plus \$8k per vehicle to upfit). Upfit will be transfer of equipment from replaced vehicles instead of new. Replacement of one unmarked detective vehicle (CUSI) with a suitable used vehicle.
- \* Increase in uniforms/equipment line to reflect actual costs
- \* Increase for travel costs
- \* Increase to Vehicle Maintenance as costs for tires, oil changes (hybrid vehicles), continue to rise.
- \* Increase contribution to CJC to cover COLA increases for staff.

## Description

Operational costs

## New Initiatives

None

## Goals and Priorities

Support Salary and Benefit Increase to reflect FY2025 union contract  
Support Community Engagement Initiatives  
Increase funding for training  
Maintain support for the Community Justice Center  
Maintain support for Community Outreach  
Provide funding to Capital Improvement for the purpose of future major communications replacements (repeaters, consoles, base stations)

# Costing Center Summary

110-20-10 - Police, Operating

## Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
<b>Revenues</b>				
020.018-Special Police Services	Unchanged	0.00 %	40,000	40,000
020.019-VIN Verifications	Unchanged	0.00 %	200	200
090.000-Transfer between Town/City	Increased	6.13 %	402,992	427,710
098.000-Miscellaneous Revenue	New this year		-	8,186
<b>Total Revenues</b>		7.42 %	443,192	476,096
<b>Expenditure</b>				
320.000-Legal Services	Increased	90.48 %	10,500	20,000
330.000-Professional Services	Increased	6.36 %	68,912	73,293
430.000-R&M Vehicles and Equipment	Increased	21.43 %	28,000	34,000
432.000-R&M Technology	Decreased	0.20 %	25,050	25,000
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	5,000	5,000
500.000-Training, Conferences, Dues	Increased	6.67 %	30,000	32,000
505.000-Technology Subscription, Licenses	Unchanged	0.00 %	46,680	46,680
520.000-Insurance	Decreased	19.45 %	318,932	256,907
530.000-Communications	Increased	0.47 %	31,850	32,000
540.000-Advertising	Decreased	20.00 %	750	600
550.000-Printing and Binding	Unchanged	0.00 %	1,000	1,000
580.000-Travel	Increased	15.38 %	6,500	7,500
610.000-General Supplies	Unchanged	0.00 %	10,000	10,000
611.000-Small Tools and Equipment	Unchanged	0.00 %	7,000	7,000
612.000-Uniforms	Increased	19.88 %	40,000	47,950
613.000-Program Supplies	Unchanged	0.00 %	3,500	3,500
626.000-Gasoline	New this year		-	47,000
735.000-Technology: Hardware, Software, Equipment	Unchanged	0.00 %	20,000	20,000
751.000-Vehicle Purchases	Increased	17.91 %	134,000	158,000
830.000-Regular Programs	Unchanged	0.00 %	5,000	5,000
910.000-Transfer between funds (non-capital)	Increased	38.17 %	26,200	36,200
920.000-Transfer between funds (capital)	Unchanged	0.00 %	15,000	15,000
970.901-Police Lease Principal	Unchanged	0.00 %	17,500	17,500
<b>Total Expenditure</b>		5.84 %	851,374	901,130

# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>020 Charges for Services</b>			
020.018-Special Police Services			40,000
020.019-VIN Verifications			200
<b>Total 020 Charges for Services</b>			<b>40,200</b>
<b>040-042 Intergovernmental</b>			
040.800-OJP - Ballistic Vest Grant			-
<b>Total 040-042 Intergovernmental</b>			<b>-</b>
<b>090 Transfer between Town/Villages</b>			
090.000-Transfer between Town/City	City contribution per agreement	413,246	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	14,464	
		<hr/>	427,710
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>427,710</b>
<b>098 Miscellaneous Revenues</b>			
098.000-Miscellaneous Revenue	Placeholder for recognition of Opioid settlement funds		8,186
<b>Total 098 Miscellaneous Revenues</b>			<b>8,186</b>
			<hr/>
<b>Total Revenues</b>			<b>476,096</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
320.000-Legal Services	FY24 amount based on 2-year average		20,000
330.000-Professional Services	Towing, Shredding, Polygraph, consulting, translation	4,225	
330.000-Professional Services	Community Outreach	54,068	
330.000-Professional Services	Equity and Inclusion work	15,000	
		<hr/>	73,293
430.000-R&M Vehicles and Equipment	Vehicle Maintenance, ie tires, oil changes, inspections, washing. Bicycle maintenance.		34,000
432.000-R&M Technology	GPS, In car computer fees, Office 365, Building internet fees, other software items		25,000
442.000-Rental of Vehicles or Equipment	Copiers		5,000
500.000-Training, Conferences, Dues	Dues, Meetings, Conferences (IACP, VACOP)	5,000	
500.000-Training, Conferences, Dues	Training Ammunition, Taser Cartridges	5,000	
500.000-Training, Conferences, Dues	new training - five year vision from FY22 to increase training costs annually to keep pace with market	2,000	
500.000-Training, Conferences, Dues	Lexipol Online Training	4,000	
500.000-Training, Conferences, Dues	Instructional fees	16,000	
		<hr/>	32,000
505.000-Technology Subscription, Licenses	Body Cameras, In Car Cameras, video maintenance and storage fees	16,680	
505.000-Technology Subscription, License	Office 365 Licensing	2,000	
505.000-Technology Subscription, License	Fingerprint Machine Support	3,005	
505.000-Technology Subscription, License	IBM Device Management	3,000	
505.000-Technology Subscription, License	Device Monitoring	1,810	



# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
505.000-Technology Subscription, Lice	Evidence Management Software	9,000	
505.000-Technology Subscription, Lice	In Car Video System	2,300	
505.000-Technology Subscription, Lice	Other Software and IT Licenses	8,885	
			46,680
520.000-Insurance	Unemployment	3,663	
520.000-Insurance	Property and Liability	114,503	
520.000-Insurance	Workers Comp	138,741	
			256,907
530.000-Communications	Cellphones	9,500	
530.000-Communications	Police Radios (New Portable Radio every 3 years \$7420)	19,000	
530.000-Communications	Tower lease	3,500	
			32,000
540.000-Advertising		-	
540.000-Advertising	Social Media sharing, job fairs	600	
			600
550.000-Printing and Binding		-	
550.000-Printing and Binding	Business cards, envelopes, letterhead, signs	1,000	
			1,000
580.000-Travel		-	
580.000-Travel	Travel to IACP Conference, other travel for training	7,500	
			7,500
610.000-General Supplies		-	
610.000-General Supplies	Office Supplies, etc	10,000	
			10,000
611.000-Small Tools and Equipment		-	
611.000-Small Tools and Equipment	First Aid, Training Supplies, Evidence Bags, etc	7,000	
			7,000
612.000-Uniforms	Dry Cleaning	6,100	
612.000-Uniforms	Uniform/Equipment Allowances per contract, \$450 per officer, \$1000 per detective	16,350	
612.000-Uniforms	Bullet Resistant Vests (1/2 paid by grant)	5,500	
612.000-Uniforms	Replacements, new issue of uniforms	20,000	
			47,950
613.000-Program Supplies	K9 Food, Insurance, License, Medical, Training		3,500
626.000-Gasoline	As of 11/17, adding an estimate of annual usage of \$47K here, this expense was formerly represented in Buildings - PW Garage Complex		47,000
			<b>649,430</b>
<b>Total 300-699 Operating Expenses</b>			
<b>700 Capital or Property Objects</b>			
735.000-Technology: Hardware, Softwa		20,000	
735.000-Technology: Hardware, Softwa	Hardware (Desktops, Laptops, Servers, Media)	-	
			20,000
751.000-Vehicle Purchases	Replacement of two patrol vehicles with Hybrids of same model (\$56k ea).	112,000	

# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
751.000-Vehicle Purchases	Vehicle fit up costs \$8k each (x2), (Transfer of used equipment to new vehicles instead of full replacement) (previously in R&M Veh. & Equip)	16,000	
751.000-Vehicle Purchases	Replacement of Detective vehicle with used vehicle	30,000	
			<u>158,000</u>
<b>Total 700 Capital or Property Objects</b>			<b>178,000</b>
<b>820-850 Program &amp; Event Expenses</b>			
830.000-Regular Programs	Community Liaison Programs, such as National Night Out, etc.		5,000
<b>Total 820-850 Program &amp; Event Expenses</b>			<b>5,000</b>
<b>910 Transfer between funds (as exp)</b>			
910.000-Transfer between funds (non-capital)	CJC Contribution (COLA increases and Parallel Justice Operating)	20,000	
910.000-Transfer between funds (non-	CJC Building rent	16,200	
			<u>36,200</u>
<b>Total 910 Transfer between funds (as expense)</b>			<b>36,200</b>
<b>920 Transfer to capital (as expense)</b>			
920.000-Transfer between funds (capit	Transfer to Capital		15,000
<b>Total 920 Transfer to capital (as expense)</b>			<b>15,000</b>
<b>950-975 Debt Service</b>			
970.901-Police Lease Principal	Replacement of one unmarked detective vehicle with a leased vehicle (est. \$17.5k per yr for 3 years).		17,500
<b>Total 950-975 Debt Service</b>			<b>17,500</b>
<b>Total Expenditure</b>			<b>901,130</b>
<b>Net Total</b>			<b>(425,034)</b>

# Costing Center Summary

110-20-11 - Police, Administration

<b>Previous Costing Center</b>	110-20-11 - Police, Administration	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-20-11
<b>Department</b>	20 - Police - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Ron Hoague (rhoague)

**Narrative**

**Description**

Administration of policies, and management of budgets and personnel

**New Initiatives**

**Goals and Priorities**

Maintain effectiveness of the admin department

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	20.18 %	353,818	425,223
<b>Total Revenues</b>		20.18 %	353,818	425,223
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	3.32 %	484,817	500,893
120.000-Part Time Salaries	Increased	212.44 %	33,076	103,344
130.000-Overtime	Increased	178.77 %	1,121	3,125
210.000-Group Insurance	Increased	34.69 %	105,412	141,980
220.000-Social Security	Increased	23.76 %	40,079	49,600
230.000-Retirement	Increased	20.11 %	46,192	55,479
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
<b>Total Expenditure</b>		20.18 %	712,197	855,921

# Costing Center Budget with Notes

110-20-11 - Police, Administration

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	Contribution per Police Agreement	410,843	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	14,380	
		<hr/>	<hr/>
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>425,223</b>
			<hr/>
<b>Total Revenues</b>			<b>425,223</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			500,893
120.000-Part Time Salaries			103,344
130.000-Overtime			3,125
			<hr/>
<b>Total 100 Salaries</b>			<b>607,362</b>
<b>200 Benefits</b>			
210.000-Group Insurance			141,980
220.000-Social Security			49,600
230.000-Retirement			55,479
290.000-Other Employee Benefits			1,500
			<hr/>
<b>Total 200 Benefits</b>			<b>248,559</b>
			<hr/>
<b>Total Expenditure</b>			<b>855,921</b>
			<hr/>
<b>Net Total</b>			<b>(430,698)</b>
			<hr/> <hr/>

# Costing Center Summary

110-20-12 - Police, Dispatch

<b>Previous Costing Center</b>	110-20-12 - Police, Dispatch	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-20-12
<b>Department</b>	20 - Police - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Ron Hoague (rhoague)

**Narrative**

**Description**

Dispatching for Police, Fire and Essex Rescue

**New Initiatives**

None

**Goals and Priorities**

Maintain Dispatch services for public safety agencies

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Decreased	13.05 %	297,914	259,028
<b>Total Revenues</b>		13.05 %	297,914	259,028
<b>Expenditure</b>				
110.000-Regular Salaries	Decreased	19.29 %	385,852	311,426
120.000-Part Time Salaries	Decreased	19.81 %	25,907	20,776
130.000-Overtime	Decreased	31.68 %	56,606	38,671
199.000-Allowance for Vacancies	Not used this year		(66,634)	-
210.000-Group Insurance	Decreased	26.73 %	122,194	89,528
220.000-Social Security	Decreased	18.23 %	36,246	29,638
230.000-Retirement	Decreased	20.64 %	37,995	30,154
290.000-Other Employee Benefits	Decreased	20.00 %	1,500	1,200
<b>Total Expenditure</b>		13.05 %	599,666	521,393

# Costing Center Budget with Notes

110-20-12 - Police, Dispatch

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Police Agreement	250,268	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	8,760	
		<hr/>	<hr/>
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>259,028</b>
			<hr/>
<b>Total Revenues</b>			<b>259,028</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			311,426
120.000-Part Time Salaries			20,776
130.000-Overtime			38,671
			<hr/>
<b>Total 100 Salaries</b>			<b>370,873</b>
<b>200 Benefits</b>			
210.000-Group Insurance			89,528
220.000-Social Security			29,638
230.000-Retirement			30,154
290.000-Other Employee Benefits			1,200
			<hr/>
<b>Total 200 Benefits</b>			<b>150,520</b>
			<hr/>
<b>Total Expenditure</b>			<b>521,393</b>
			<hr/>
<b>Net Total</b>			<b>(262,365)</b>
			<hr/> <hr/>

# Costing Center Summary

110-20-13 - Police, Investigations Div

<b>Previous Costing Center</b>	110-20-13 - Police, Investigations Div	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-20-13
<b>Department</b>	20 - Police - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Ron Hoague (rhoague)

**Narrative**

**Description**

Investigators (General, CUSI, DEA)

**New Initiatives**

Through re-organization, created new Sergeant to supervise investigations in 2020. This came from an existing position within the unit with no intention to backfill.

**Goals and Priorities**

Maintain Services for crime investigations

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	1.93 %	322,135	328,365
<b>Total Revenues</b>		1.93 %	322,135	328,365
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	7.54 %	430,911	463,400
130.000-Overtime	Decreased	19.67 %	31,831	25,569
210.000-Group Insurance	Decreased	21.57 %	98,769	77,463
220.000-Social Security	Increased	10.99 %	35,816	39,751
230.000-Retirement	Increased	7.43 %	49,591	53,275
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
<b>Total Expenditure</b>		1.93 %	648,418	660,958

# Costing Center Budget with Notes

110-20-13 - Police, Investigations Div

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	317,259	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	11,106	
		<hr/>	<hr/>
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>328,365</b>
			<hr/>
<b>Total Revenues</b>			<b>328,365</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			463,400
130.000-Overtime			25,569
			<hr/>
<b>Total 100 Salaries</b>			<b>488,969</b>
<b>200 Benefits</b>			
210.000-Group Insurance			77,463
220.000-Social Security			39,751
230.000-Retirement			53,275
290.000-Other Employee Benefits			1,500
			<hr/>
<b>Total 200 Benefits</b>			<b>171,989</b>
			<hr/>
<b>Total Expenditure</b>			<b>660,958</b>
			<hr/>
<b>Net Total</b>			<b>(332,593)</b>
			<hr/> <hr/>



# Costing Center Summary

110-20-14 - Police, Patrol

**Previous Costing Center** 110-20-14 - Police, Patrol  
**Entity** Town  
**Department** 20 - Police - Town  
**Stage** Warned Budget

**Budget Year** 2025  
**Accounting Reference** 110-20-14  
**Approved** No  
**Manager** Ron Hoague (rhoague)

**Narrative**

**Description**

Patrol services

**New Initiatives**

None

**Goals and Priorities**

Maintain current levels of patrol services

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	3.90 %	1,326,667	1,378,391
<b>Total Revenues</b>		3.90 %	1,326,667	1,378,391
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	7.86 %	1,806,014	1,947,881
120.000-Part Time Salaries	Increased	5.14 %	64,081	67,374
130.000-Overtime	Increased	11.71 %	202,795	226,539
199.000-Allowance for Vacancies	Increased	3.90 %	(296,717)	(308,282)
210.000-Group Insurance	Decreased	19.81 %	511,195	409,938
220.000-Social Security	Increased	14.87 %	160,706	184,603
230.000-Retirement	Increased	11.20 %	215,450	239,583
290.000-Other Employee Benefits	Unchanged	0.00 %	6,900	6,900
<b>Total Expenditure</b>		3.90 %	2,670,424	2,774,536

# Costing Center Budget with Notes

110-20-14 - Police, Patrol

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	1,331,777	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	46,614	
		<hr/>	<hr/>
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>1,378,391</b>
			<hr/>
<b>Total Revenues</b>			<b>1,378,391</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			1,947,881
120.000-Part Time Salaries			67,374
130.000-Overtime			226,539
199.000-Allowance for Vacancies	10% Vacancy Allowance		(308,282)
			<hr/>
<b>Total 100 Salaries</b>			<b>1,933,512</b>
<b>200 Benefits</b>			
210.000-Group Insurance			409,938
220.000-Social Security			184,603
230.000-Retirement			239,583
290.000-Other Employee Benefits			6,900
			<hr/>
<b>Total 200 Benefits</b>			<b>841,024</b>
			<hr/>
<b>Total Expenditure</b>			<b>2,774,536</b>
			<hr/>
<b>Net Total</b>			<b>(1,396,145)</b>
			<hr/> <hr/>

Costing Center	110-20-15 - Police, Animal Control									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>										
020.021-Animal Control Revenues	750	-	-	-	-	-	-	-	-	n/a
090.000 Transfer between Town/City	-	-	-	-	-	-	20,071	22,306	2,235	11.1%
<b>Total Revenues</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,071</b>	<b>22,306</b>	<b>2,235</b>	<b>11.1%</b>
<b>Expenditure</b>										
120.000-Part Time Salaries	-	-	33,806	-	-	-	-	-	-	n/a
130.000-Overtime	-	-	488	-	-	-	-	-	-	n/a
220.000-Social Security	-	-	2,623	-	-	-	-	-	-	n/a
330.000-Professional Services	32,829	205	-	35,452	37,000	35,155	37,500	42,000	4,500	12.0%
570.000-Other Purchased Services	3,600	2,400	3,000	725	2,900	800	2,900	2,900	-	0.0%
<b>Total Expenditure</b>	<b>36,429</b>	<b>2,605</b>	<b>39,917</b>	<b>36,177</b>	<b>39,900</b>	<b>35,955</b>	<b>40,400</b>	<b>44,900</b>	<b>500</b>	<b>1.2%</b>
<i>Net Town General Fund</i>	<i>(35,679)</i>	<i>(2,605)</i>	<i>(39,917)</i>	<i>(36,177)</i>	<i>(39,900)</i>	<i>(35,955)</i>	<i>(20,329)</i>	<i>(22,594)</i>	<i>1,735</i>	<i>-8.5%</i>

# Costing Center Summary

110-20-15 - Police, Animal Control

<b>Previous Costing Center</b>	110-20-15 - Police, Animal Control	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-20-15
<b>Department</b>	20 - Police - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Ron Hoague (rhoague)

**Narrative**

We contract with Heart Animal Control for patrol and animal handling and the Chittenden Humane Society for housing animals as needed.

**Description**

Contracted Animal Control Services

**New Initiatives**

**Goals and Priorities**

Maintain animal control services.

**Budget Prior Year Comparison**

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	11.14 %	20,071	22,306
<b>Total Revenues</b>		11.14 %	20,071	22,306
<b>Expenditure</b>				
330.000-Professional Services	Increased	12.00 %	37,500	42,000
570.000-Other Purchased Services	Unchanged	0.00 %	2,900	2,900
<b>Total Expenditure</b>		11.14 %	40,400	44,900

# Costing Center Budget with Notes

110-20-15 - Police, Animal Control

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Villages</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	21,552	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	754	
		<hr/>	<hr/>
			22,306
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>22,306</b>
			<hr/>
<b>Total Revenues</b>			<b>22,306</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
330.000-Professional Services	Contracted Animal Control with Heart Wildlife Removal		42,000
570.000-Other Purchased Services	Kennel costs	900	
570.000-Other Purchased Services	Humane Society \$125/dog	2,000	
		<hr/>	<hr/>
			2,900
<b>Total 300-699 Operating Expenses</b>			<b>44,900</b>
			<hr/>
<b>Total Expenditure</b>			<b>44,900</b>
			<hr/>
<b>Net Total</b>			<b>(22,594)</b>
			<hr/> <hr/>

# Costing Center Summary

122-22-10 - Community Justice Center, Restricted

<b>Previous Costing Center</b>	122-22-10 - Community Justice Center, Restricted	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	122-22-10
<b>Department</b>	22 - Community Justice Center - Town	<b>Approved</b>	No
<b>Stage</b>	Budget Entry	<b>Manager</b>	Jill Evans (jevans)

## Narrative

### Description

Community Justice Center Grant

### New Initiatives

Additional \$10,000 in funding by EPD in FY23 has allowed us to create a Victim Outreach Program for the EPD, where the CJC provides outreach to victims of serious crimes within days of the offense. We received a 7% increase in our funding from VTDOC in FY23 (from \$274,000 to \$293,180) which allowed us the opportunity to make one of our part time positions full time with benefits and to make a temporary part time position into a permanent part time position..

### Goals and Priorities

'The Community Justice Center is primarily (86%) funded by a grant through the Department of Corrections and a new grant cycle will begin for fiscal year 2024. Grant funds must be fully spent during the grant term with any expenditures exceeding the grant revenues will be rolled forward each year in the grant term until the end of the term. Any unused funds at the end of a grant term need to be returned and the CJC would then face a potential allocation cut in the amount returned.

# Costing Center Summary

122-22-10 - Community Justice Center, Restricted

## Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
<b>Revenues</b>				
041.000-Intergov: State and Other Grant	Unchanged	0.00 %	319,150	319,150
<b>Total Revenues</b>		0.00 %	<b>319,150</b>	<b>319,150</b>
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	4.07 %	121,442	126,388
120.000-Part Time Salaries	Decreased	3.16 %	103,198	99,936
210.000-Group Insurance	Increased	2.93 %	28,500	29,336
220.000-Social Security	Increased	6.51 %	17,322	18,450
230.000-Retirement	Increased	7.47 %	16,029	17,227
260.000-Workers Comp insurance	New this year		-	1,000
290.000-Other Employee Benefits	Unchanged	0.00 %	600	600
330.000-Professional Services	Decreased	1.00 %	10,000	9,900
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	1,800	1,800
500.000-Training, Conferences, Dues	Decreased	0.87 %	5,044	5,000
530.000-Communications	Decreased	28.11 %	4,215	3,030
580.000-Travel	Unchanged	0.00 %	3,000	3,000
610.000-General Supplies	Decreased	37.83 %	4,000	2,487
622.000-Electricity	Unchanged	0.00 %	2,000	2,000
750.000-Machinery and Equipment	Not used this year		2,000	-
<b>Total Expenditure</b>		0.31 %	<b>319,150</b>	<b>320,154</b>

# Costing Center Budget with Notes

122-22-10 - Community Justice Center, Restricted

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>040-042 Intergovernmental</b>			
041.000-Interqov: State and Other Gra			319,150
<b>Total 040-042 Intergovernmental</b>			<b>319,150</b>
<b>Total Revenues</b>			
<b>319,150</b>			
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries			126,388
120.000-Part Time Salaries			99,936
<b>Total 100 Salaries</b>			<b>226,324</b>
<b>200 Benefits</b>			
210.000-Group Insurance			29,336
220.000-Social Security			18,450
230.000-Retirement			17,227
260.000-Workers Comp insurance	This is based on annual VLCT adjustment		1,000
290.000-Other Employee Benefits			600
<b>Total 200 Benefits</b>			<b>66,613</b>
<b>300-699 Operating Expenses</b>			
330.000-Professional Services	e.g. Interpreter, consultants, technical assistance, training, mediation	2,500	
330.000-Professional Services	Cultural Advocate Program	5,000	
330.000-Professional Services	Cleaning Services	2,400	
			9,900
442.000-Rental of Vehicles or Equipme	Copier		1,800
500.000-Training, Conferences, Dues	2024 National Conference - National Association of Community & Restorative Justice. Up to 5 staff will attend in July 2024.		5,000
530.000-Communications	Firstlight	30	
530.000-Communications	Verizon	3,000	
			3,030
580.000-Travel	Local travel and regular statewide travel for reentry work to different prisons throughout VT		3,000
610.000-General Supplies	Splitting with unrestricted on this line item		2,487
622.000-Electricity	Green Mountain Power		2,000
<b>Total 300-699 Operating Expenses</b>			<b>27,217</b>



# Costing Center Budget with Notes

122-22-10 - Community Justice Center, Restricted

Objects	Comments	Object Subtotals	2025 Budget
<b>700 Capital or Property Objects</b>			
750.000-Machinery and Equipment	The FY23 expense in restricted of \$847 was transferred here from unrestricted in order to use all of the restricted funds.		-
<b>Total 700 Capital or Property Objects</b>			-
<b>Total Expenditure</b>			<b>320,154</b>
<b>Net Total</b>			<b>(1,004)</b>

# Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

<b>Previous Costing Center</b>	122-23-10 - Community Justice Center, Unrestricted	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	122-23-10
<b>Department</b>	22 - Community Justice Center - Town	<b>Approved</b>	No
<b>Stage</b>	Budget Entry	<b>Manager</b>	Jill Evans (jevans)

## Narrative

## Description

### New Initiatives

To provide support for victims in situations where receiving restitution from the offender is not available, whether the offender is not identified or other limitations, we are seeking to establish a new victim fund to help recoup the loss suffered.

### Goals and Priorities

# Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

## Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
<b>Revenues</b>				
020.025-Panel Fees	Unchanged	0.00 %	1,300	1,300
040.000-Intergov: Federal Grant	Not used this year		6,500	-
041.000-Intergov: State and Other Grant	New this year		-	6,000
042.000-Intergov: Other Non-Grant	Increased	18.95 %	15,300	18,200
050.000-Donation Revenue	New this year		-	1,000
060.000-Interest Income	Unchanged	0.00 %	250	250
091.000-Transfer between funds	Increased	38.17 %	26,200	36,200
<b>Total Revenues</b>		<b>27.04 %</b>	<b>49,550</b>	<b>62,950</b>
<b>Expenditure</b>				
120.000-Part Time Salaries	Increased	59.50 %	16,006	25,530
220.000-Social Security	Increased	68.57 %	1,225	2,065
410.000-Water and Sewer Charges	New this year		-	2,000
441.000-Rental of Land or Buildings	Increased	5.82 %	17,700	18,730
505.000-Technology Subscription, Licenses	New this year		-	2,000
580.000-Travel	Unchanged	0.00 %	2,000	2,000
610.000-General Supplies	New this year		-	2,513
830.000-Regular Programs	New this year		-	2,500
831.000-Special or New Programs	New this year		-	5,724
<b>Total Expenditure</b>		<b>70.76 %</b>	<b>36,931</b>	<b>63,062</b>

# Costing Center Budget with Notes

122-23-10 - Community Justice Center, Unrestricted

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>020 Charges for Services</b>			
020.025-Panel Fees			1,300
<b>Total 020 Charges for Services</b>			<b>1,300</b>
<b>040-042 Intergovernmental</b>			
040.000-Intergov: Federal Grant	Leahy Earmark		-
041.000-Intergov: State and Other Gra			6,000
042.000-Intergov: Other Non-Grant	Colchester Contribution	16,200	
042.000-Intergov: Other Non-Grant	Safe Driver Administration	2,000	
<b>Total 040-042 Intergovernmental</b>			<b>18,200</b>
<b>Total 040-042 Intergovernmental</b>			<b>24,200</b>
<b>050 Donations</b>			
050.000-Donation Revenue			1,000
<b>Total 050 Donations</b>			<b>1,000</b>
<b>091 Transfer between funds (as rev</b>			
091.000-Transfer between funds	From EPD/TOE		36,200
<b>Total 091 Transfer between funds (as revenue)</b>			<b>36,200</b>
<b>098 Miscellaneous Revenues</b>			
060.000-Interest Income			250
<b>Total 098 Miscellaneous Revenues</b>			<b>250</b>
<b>Total Revenues</b>			<b>62,950</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
120.000-Part Time Salaries			25,530
<b>Total 100 Salaries</b>			<b>25,530</b>
<b>200 Benefits</b>			
220.000-Social Security			2,065
<b>Total 200 Benefits</b>			<b>2,065</b>
<b>300-699 Operating Expenses</b>			
330.000-Professional Services			-
410.000-Water and Sewer Charges	Comcast		2,000
441.000-Rental of Land or Buildings			18,730
442.000-Rental of Vehicles or Equipme	Copier. Moved to Restricted for FY24		-
505.000-Technology Subscription, Licenses	Zoom and other subscriptions - used to be coded to 750.000		2,000
580.000-Travel	Mileage for Colchester and Milton panels		2,000
610.000-General Supplies	Splitting budget with restricted funds		2,513
<b>Total 300-699 Operating Expenses</b>			<b>27,243</b>

# Costing Center Budget with Notes

122-23-10 - Community Justice Center, Unrestricted

Objects	Comments	Object Subtotals	2025 Budget
<b>700 Capital or Property Objects</b>			
750.000-Machinery and Equipment	The FY23 expense in restricted of \$847 was transferred from unrestricted in order to use all of the restricted funds. These type of expenses should move into a 505 code (Zoom & licenses, etc)		-
<b>Total 700 Capital or Property Objects</b>			<b>-</b>
<b>820-850 Program &amp; Event Expenses</b>			
830.000-Regular Programs	Victim Fund/Parallel Justice Program	1,500	
830.000-Regular Programs	Conflict Assistance Progr	1,000	
		<hr/>	2,500
831.000-Special or New Programs	Open addition to balance the Unrestricted budget	2,900	
831.000-Special or New Programs	Cultural Advocate Program	2,824	
		<hr/>	5,724
<b>Total 820-850 Program &amp; Event Expenses</b>			<b>8,224</b>
<b>Total Expenditure</b>			<hr/> <b>63,062</b>
<b>Net Total</b>			<hr/> <b>(112)</b> <hr/>

**Costing Center**

**210-19-10 - County and Regional Functions**

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
800.101-Chittenden County Regional Planning Commission	-	-	-	-	13,225	13,720	495	3.7%	
800.102-Green Mountain Transit	-	-	-	-	244,355	249,615	5,260	2.2%	preliminary figure from GMT 11/2/23
800.103-County Tax	-	-	-	-	54,553	56,200	1,647	3.0%	estimate
800.104-Chamber of Commerce	-	-	-	-	950	965	15	1.6%	actual provided by LCC 11/27/23
800.105-GBIC	-	-	-	-	3,500	-	(3,500)	-100.0%	
800.109-Winooski Valley Park District	-	-	-	-	30,300	31,472	1,172	3.9%	
<b>Total Expenditure</b>	-	-	-	-	<b>346,883</b>	<b>351,972</b>	<b>5,089</b>	<b>1.5%</b>	
<i>Net General Fund</i>	-	-	-	-	<i>(346,883)</i>	<i>(351,972)</i>	<i>(5,089)</i>	<i>1.5%</i>	

Notes:

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
042.006-State Aid to Highways	-	-	-	-	130,000	130,000	-	0.0%	
090.000-Transfer between Town/Village	1,392,627	1,392,627	1,465,044	1,465,044	20,000	-	(20,000)	-100.0%	
098.000-Miscellaneous Revenue	4,000	3,366	4,000	2,695	3,500	2,500	(1,000)	-28.6%	
<b>Total Revenues</b>	<b>1,396,627</b>	<b>1,395,993</b>	<b>1,469,044</b>	<b>1,467,739</b>	<b>153,500</b>	<b>132,500</b>	<b>(21,000)</b>	<b>-13.7%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	196,303	179,751	218,436	223,074	232,292	247,092	14,800	6.4%	
120.000-Part Time Salaries	29,614	9,903	14,363	14,035	21,973	28,323	6,350	28.9%	
130.000-Overtime	17,418	12,502	18,198	10,047	26,974	28,237	1,264	4.7%	
190.000-Board Member Payments	-	-	-	-	3,000	3,000	-	0.0%	Tree Advisory Committee
210.000-Group Insurance	87,740	70,524	96,660	79,004	121,401	135,833	14,433	11.9%	
220.000-Social Security	18,705	15,424	19,293	18,937	21,962	23,615	1,653	7.5%	
NEW-Act 76 Childcare	-	-	-	-	-	1,019	1,019	n/a	
230.000-Retirement	19,632	17,718	21,604	27,458	22,855	24,809	1,954	8.5%	
250.000-Unemployment Insurance	375	645	500	991	250	432	182	72.8%	based on actual CY2024
260.000-Workers Comp insurance	18,350	9,035	11,146	8,501	12,600	12,600	-	0.0%	estimate
290.000-Other Employee Benefits	1,190	-	1,190	-	-	1,400	1,400	n/a	
330.000-Professional Services	17,000	24,991	17,000	38,225	18,000	20,000	2,000	11.1%	
410.000-Water and Sewer Charges	2,500	3,216	2,500	2,629	3,500	3,500	-	0.0%	
422.000-Snow Removal	20,000	20,943	15,000	11,440	21,000	21,000	-	0.0%	
425.000-Trash Removal	9,000	8,794	9,000	8,973	9,100	9,500	400	4.4%	
430.000-R&M Vehicles and Equipment	32,000	96,744	36,000	127,690	38,000	100,000	62,000	163.2%	aging vehicles, increased pricing in parts and labor
431.000-R&M Buildings and Grounds	10,000	5,794	10,000	2,153	10,000	10,000	-	0.0%	
441.000-Rental of Land or Buildings	13,000	9,592	13,000	7,650	13,000	13,000	-	0.0%	
442.000-Rental of Vehicles or Equipment	3,000	2,524	3,000	3,906	3,000	3,864	864	28.8%	add copier lease
451.000-Summer Construction Services	270,000	238,200	280,000	251,200	300,000	300,000	-	0.0%	FY24 budget was actually \$320,000 but \$20,000 was paid from LOT funds
500.000-Training, Conferences, Dues	1,000	1,048	1,000	4,615	2,000	3,500	1,500	75.0%	new staff training
520.000-Insurance	14,000	15,376	14,650	15,733	17,800	17,800	-	0.0%	
521.000-Insurance Deductibles	1,000	2,000	1,000	1,000	1,000	1,000	-	0.0%	
530.000-Communications	4,000	4,541	4,000	4,475	4,500	4,500	-	0.0%	
540.000-Advertising	500	195	500	1,359	-	500	500	n/a	misc bid advertisements (paving, etc)
571.000-Streetscape Maintenance	18,500	26,096	18,500	15,980	20,000	20,000	-	0.0%	
572.000-Traffic Control	17,000	13,610	33,000	18,579	33,000	33,000	-	0.0%	
573.000-Sidewalk and Curb Maintenance	6,000	1,298	6,000	-	6,000	6,000	-	0.0%	
575.000-Storm Sewer Maintenance	20,000	13,433	25,000	14,874	-	-	-	n/a	in stormwater budget

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
600.000-Salt, Sand and Gravel	135,000	166,944	135,000	207,150	145,000	165,000	20,000	13.8%	
605.000-Summer Construction Supplies	24,000	27,007	45,000	44,942	45,000	45,000	-	0.0%	
610.000-General Supplies	30,000	43,974	30,000	22,258	35,000	35,000	-	0.0%	
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	
610.200-Streetlight Supplies	12,000	6,771	15,000	8,376	15,000	15,000	-	0.0%	
612.000-Uniforms	6,500	6,585	6,500	5,352	3,510	2,700	(810)	-23.1%	
621.000-Natural Gas/Heating	4,000	3,928	4,104	3,673	4,200	4,200	-	0.0%	
622.000-Electricity	4,200	14,968	4,200	35,641	4,200	4,500	300	7.1%	
622.200-Streetlight Electricity	134,000	137,928	134,000	102,737	138,000	138,000	-	0.0%	
626.000-Gasoline/Fuel	38,000	39,999	38,000	47,454	42,000	50,000	8,000	19.0%	
750.000-Machinery and Equipment	7,000	-	7,000	-	7,000	7,000	-	0.0%	
810.112-Tree Advisory Committee	10,000	4,327	10,000	9,373	10,000	10,000	-	0.0%	
920.000-Transfer between funds (capital)	140,100	140,100	145,700	145,700	151,440	-	(151,440)	-100.0%	moved to Transfers/Misc
<b>Total Expenditure</b>	<b>1,392,627</b>	<b>1,396,426</b>	<b>1,465,044</b>	<b>1,545,182</b>	<b>1,566,556</b>	<b>1,552,923</b>	<b>(13,633)</b>	<b>-0.9%</b>	
Net General Fund	4,000	(433)	4,000	(77,443)	(1,413,056)	(1,420,423)	(7,367)	0.5%	

Notes:

1. Increased vehicle/equipment repairs and maintenance for aging vehicles.
2. Paving budget in FY24 was actually \$320,000 with \$20,000 paid by LOT funds. Increased for market rates.
3. Increase salt/sand and gasoline due to cost increases.
4. Increase transfer to rolling stock to align with future needs and increased costs.



Costing Center 210-40-13 - PW, Stormwater

	v	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes		
<b>Revenues</b>										<b>If we form a utility</b>	
090.000-Transfer between Town/Village		76,253	76,553	78,018	78,018	-	-	-	n/a no agreements with Town after FY23	there will be revenue, but the amount is unknown at this time	
<b>Total Revenues</b>		<b>76,253</b>	<b>76,553</b>	<b>78,018</b>	<b>78,018</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>		
<b>Expenditure</b>											
110.000-Regular Salaries		48,979	54,383	51,159	17,610	30,247	32,814	2,568	8.5% 33% of Water Quality Superintendent	95,969 Water Quality Superintendent 33% and Stormwater coordinator 1.0 FTE @ Grade 8	
120.000-Part Time Salaries		-	-	-	-	17,760	17,760	-	0.0% 2 summer interns	8,880 1 summer intern	
210.000-Group Insurance		15,144	8,948	15,319	4,129	8,302	9,040	738	8.9%	18,690	
220.000-Social Security		3,761	2,594	3,929	1,339	3,679	3,875	196	5.3%	8,125	
NEW-Act 76 Childcare		-	-	-	-	-	167	167	n/a	117	
230.000-Retirement		4,898	4,848	5,116	1,484	2,571	2,871	300	11.7%	8,428	
250.000-Unemployment Insurance		35	61	35	88	25	7	(18)	-73.7% based on actual CY2024	7	
260.000-Workers Comp insurance		3,250	2,015	2,274	2,040	2,200	2,200	-	0.0% estimate	2,200	
290.000-Other Employee Benefits		186	-	186	-	-	-	-	n/a	350	
									\$5,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates	\$25,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates	
330.000-Professional Services		-	-	-	-	20,000	42,000	22,000	110.0%	used for small projects not associated with grants including rental of special equip/materials or outside contractors to meet permit requirements, two dry well projects, unplanned drainage issues	62,000 add ArcGIS/CCRPC costs here when we have better estimates
451.000-Summer Construction Services		-	-	-	-	16,000	25,000	9,000	56.3%	Stormwater training opportunities	5,000 due to added person
500.000-Training, Conferences, Dues		-	-	-	-	2,000	2,000	-	0.0%		
									City MS4 fee of \$6466, split the Indian Brook monitoring in half (\$4900), \$6,400 dues for MM1 and MM2 compliance CCRPC, add \$400 for Crescent Connector State fee utility outreach?	19,000	
510.000-Permit/License/Registration		-	-	-	-	19,000	18,166	(834)	-4.4%		
540.000-Advertising		-	-	-	-	-	2,000	2,000		dog waste bags \$3,000, inspection materials/equipment, water quality monitoring supplies	5,000
570.000-Other Purchased Services		-	-	-	-	5,000	5,000	-	0.0%		
									moved from Streets, repair of Brookside outlet (15,000), Brickyard outlet (35K project, if not full grant received \$10,000), potential slip lining of pipe	45,000 could allow slip lining of more pipes based on UPWP TV prioritization replacement matrix	
575.000-Storm Sewer Maintenance		-	-	-	-	25,000	30,000	5,000	20.0%		
									Summer interns vehicle costs for inspections \$1,000); storm water conferences and training events for staff \$1,500	3,000	
580.000-Travel		-	-	-	-	2,500	1,500	(1,000)	-40.0%		
612.000-Uniforms		-	-	-	-	-	-	-	n/a		
									Adopt-a-Drain program for the City \$780 annual fee, 25 people-welcome packet printing & signs	1,200	
830.000-Regular Programs		-	-	-	-	1,200	1,200	-	0.0%		
									UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)	35,250 UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)	
899.000-Matching Grant Funds		-	-	12,000	-	12,000	35,250	23,250	193.8%		
<b>Total Expenditure</b>		<b>76,253</b>	<b>72,848</b>	<b>90,018</b>	<b>26,691</b>	<b>167,484</b>	<b>230,850</b>	<b>63,366</b>	<b>37.8%</b>		<b>353,216 *tablet for SW Coordinator w/full setup</b>
Net General Fund		-	3,705	(12,000)	51,327	(167,484)	(230,850)	-	0.0%		<b>122,366</b>

Costing Center

210-40-13 - PW, Stormwater

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v 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

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Notes:

1. need to add contribution to capital when utility is formed
2. revenue is unknown at this time, we will need to work through the rate calculation process with the consultant
3. Increase professional services for cost of consultant to work through stormwater utility creation and fee structure with staff.
4. Increases in summer construction, storm sewer maintenance and matching grant funds for projects required by MS4 permit.

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
050.000-Donation Revenue	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	150	30.0%	
<b>Total Revenues</b>	<b>15,500</b>	<b>15,446</b>	<b>15,500</b>	<b>15,888</b>	<b>500</b>	<b>650</b>	<b>150</b>	<b>30.0%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	21,378	17.1%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	n/a	5 elected trustees, 5 permanent trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	1,053	2.3%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	2,010	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service estimate based on vendor quote received for
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	901	30.0%	2 copiers (staff and public) Increased staff participation in regional
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	1,000	18.2%	conferences
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	1,000	8.0%	Increased costs
530.000-Communications	-	-	600	-	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	(1,800)	-12.9%	moved \$1800 to buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	2,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	1,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	340	3.9%	4 year replacement cycle
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	8,000	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	500	33.3%	Increasing adult program offerings
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	-	0.0%	
<b>Total Expenditure</b>	<b>778,306</b>	<b>743,380</b>	<b>871,455</b>	<b>836,571</b>	<b>964,134</b>	<b>1,016,569</b>	<b>52,435</b>	<b>5.4%</b>	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,015,919)	(52,285)	5.4%	

**Costing Center**

**210-35-10 - Brownell Library**

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**2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes**

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Notes:

1. Adding trustee stipends not previously budgeted.
2. PT salary increase for additional sub hours.

Costing Center

210-30-10 - EJRP, Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
020.000-Charges for Services	15,000	14,060	12,000	9,574	12,479	9,500	(2,979)	-23.9%	
090.000-Transfer between Town/Village	12,000	5,000	-	-	-	-	-	n/a	
091.000-Transfer between funds	-	1,500	-	1,500	-	-	-	n/a	moved to Parks budget
<b>Total Revenues</b>	<b>27,000</b>	<b>20,560</b>	<b>12,000</b>	<b>11,074</b>	<b>12,479</b>	<b>9,500</b>	<b>(2,979)</b>	<b>-23.9%</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	264,146	302,076	343,451	371,365	395,062	461,786	66,725	16.9%	moved FT Adult Programming Coordinator to this budget
120.000-Part Time Salaries	-	3,647	-	4,076	-	-	-	n/a	
130.000-Overtime	-	-	-	21	-	-	-	n/a	
210.000-Group Insurance	118,163	117,797	151,475	156,314	162,427	189,293	26,866	16.5%	
220.000-Social Security	20,308	23,819	26,409	28,844	30,453	35,603	5,151	16.9%	
NEW-Act 76 Childcare	-	-	-	-	-	1,536	1,536	n/a	
230.000-Retirement	26,415	26,285	33,508	34,205	33,729	40,590	6,861	20.3%	
290.000-Other Employee Benefits	1,312	-	1,750	-	-	2,100	2,100	n/a	
330.000-Professional Services	18,622	18,116	5,820	12,759	1,764	21,424	19,660	1114.5%	Clicktime (\$805/mo), Secure Shred (\$22/mo), Misc (attorney, contractors, etc. \$1500), senior programming \$10K
442.000-Rental of Vehicles or Equipment	-	-	-	-	-	1,776	1,776	n/a	2 copier leases for Maple St Avg last 2 yrs actuals (NRPA, VRPA memberships, etc.); removed budget for tuition reimbursement
500.000-Training, Conferences, Dues	8,147	3,355	6,098	2,955	6,068	3,155	(2,913)	-48.0%	Previously for RecTrac; moved to Program Fund
505.000-Technology Subscription, Licenses	4,440	13,536	4,440	12,251	10,825	-	(10,825)	-100.0%	
530.000-Communications	9,831	7,924	9,485	12,590	1,980	2,640	660	33.3%	cell phone stipends Advertising for open positions - this will be included in the Admin budget
540.000-Advertising	3,000	-	3,000	-	3,000	-	(3,000)	-100.0%	
550.000-Printing and Binding	-	2,331	-	6,931	-	-	-	n/a	
561.000-Credit Card Processing Fees	-	235	-	173	-	200	200	n/a	2 year avg
610.000-General Supplies	5,000	9,030	5,000	6,898	7,200	15,000	7,800	108.3%	\$5000 plus \$10K for senior supplies
735.000-Technology: Hardware, Software, Equipment	6,000	-	6,000	-	-	-	-	n/a	
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%	
850.000-Community Events & Celebrations	-	-	-	-	17,500	17,500	-	0.0%	July 4th (\$10K) & Memorial Day Parade (\$7.5K)
<b>Total Expenditure</b>	<b>489,384</b>	<b>532,152</b>	<b>600,436</b>	<b>653,382</b>	<b>674,007</b>	<b>796,603</b>	<b>122,596</b>	<b>18.2%</b>	
Net General Fund	(462,384)	(511,591)	(588,436)	(642,308)	(661,528)	(787,103)	(125,575)	19.0%	

Notes:

1. Increases in personnel, professional services and general supplies for adult programming. This had been budgeted as a separate department in FY24 but has been moved into the EJRP Admin budget where all other similar positions/activities exist.

Costing Center

210-30-12 - EJRP, Parks and Facilities

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
091.000-Transfer between funds	-	-	-	-	-	1,500	1,500	n/a	mowing at WWTF
<b>Total Revenues</b>	-	-	-	-	-	<b>1,500</b>	<b>1,500</b>	<b>n/a</b>	
<b>Expenditure</b>									
110.000-Regular Salaries	109,856	115,583	116,177	124,774	139,627	143,767	4,140	3.0%	this includes buildings coordination costs for entire City
120.000-Part Time Salaries	25,240	29,283	25,240	42,465	46,574	56,341	9,767	21.0%	Reflect pay increase and increase in hours based on average of past 12 months, buildings related
130.000-Overtime	-	2,761	-	2,692	-	-	-	n/a	
210.000-Group Insurance	35,851	28,719	36,266	32,030	38,170	40,769	2,599	6.8%	
220.000-Social Security	10,389	12,109	10,871	13,438	14,337	15,400	1,064	7.4%	
NEW-Act 76 Childcare	-	-	-	-	-	664	664	n/a	
230.000-Retirement	10,985	11,423	11,618	11,854	14,033	14,447	414	3.0%	
290.000-Other Employee Benefits	700	-	700	-	-	700	700	n/a	
330.000-Professional Services	5,300	14,099	6,000	11,106	12,573	12,603	30	0.2%	2 yr avg
431.000-R&M Buildings and Grounds	12,559	5,570	12,559	18,455	4,532	12,013	7,481	165.1%	2 yr avg (playgrounds, pavilions)
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-	0.0%	Annual Global Foundries lease
442.000-Rental of Vehicles or Equipment	2,160	3,791	2,178	2,058	4,743	2,925	(1,818)	-38.3%	2 yr avg
500.000-Training, Conferences, Dues	4,098	1,837	4,098	2,194	3,902	2,000	(1,902)	-48.7%	Recertifications (pool, playground, etc.)
530.000-Communications	-	-	-	-	1,320	1,320	-	0.0%	cell phone stipends
610.000-General Supplies	18,632	23,970	20,495	20,858	28,759	30,000	1,241	4.3%	2 yr avg, includes maintenance of Memorial Park and fountain; additional tools and supplies for buildings coordinator role
626.000-Gasoline	-	-	-	-	1,500	1,500	-	0.0%	
<b>Total Expenditure</b>	<b>236,270</b>	<b>249,645</b>	<b>246,702</b>	<b>282,423</b>	<b>310,569</b>	<b>334,950</b>	<b>24,380</b>	<b>7.9%</b>	
Net General Fund	(236,270)	(249,645)	(246,702)	(282,423)	(310,569)	(334,950)	(24,380)	7.9%	

Notes:

1. This budget includes personal costs of buildings coordination for entire City.
2. Increase R&M for playgrounds and pavilions based on historical actuals.
3. Increase general supplies for additional tools and supplies related to buildings coordinator needs. This line also includes supplies for the maintenance of Memorial Park and fountain.

Costing Center

210-30-13 - EJRP, Adult

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
110.000-Regular Salaries	-	-	-	-	26,167	-	(26,167)	-100.0%	moved to EJRP Admin budget
210.000-Group Insurance	-	-	-	-	13,055	-	(13,055)	-100.0%	
220.000-Social Security	-	-	-	-	2,048	-	(2,048)	-100.0%	
NEW-Act 76 Childcare	-	-	-	-	-	-	-	n/a	
230.000-Retirement	-	-	-	-	2,254	-	(2,254)	-100.0%	
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a	
									FY24 this was for SSTA paratransit services after 1/1/24; moved to EJRP Admin budget
330.000-Professional Services	-	-	-	-	20,000	-	(20,000)	-100.0%	Prof Svcs and Gen Supp
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	moved to EJRP Program fund
900.000-Transfer between Town/City	-	-	-	-	50,379	-	(50,379)	-100.0%	
<b>Total Expenditure</b>	-	-	-	-	<b>115,902</b>	-	<b>(115,902)</b>	<b>-100.0%</b>	
Net General Fund	-	-	-	-	(115,902)	-	115,902	-100.0%	

Notes:

1. possibly add GF transfer to senior center fund to support programs
2. This budget has been moved to EJRP Admin.

## EJRP Capital Plan

Based on 1% of City grand list with 0.35% annual growth

Category	FY25	FY26	FY27	FY28	FY29
	Amount	Amount	Amount	Amount	Amount
<b>Resurfacing</b>	\$ -	\$ 46,068	\$ 4,700	\$ 1,800	\$ 1,800
<b>Playground Equipment</b>	\$ 47,198	\$ -	\$ 30,000	\$ -	\$ -
<b>Lighting &amp; Technology</b>	\$ -	\$ 37,709	\$ -	\$ 30,000	\$ 35,633
<b>Maintenance Equipment</b>	\$ 32,056	\$ 18,000	\$ 33,000	\$ 19,500	\$ 19,500
<b>Buildings &amp; Facilities</b>	\$ -	\$ -	\$ 24,475	\$ 51,275	\$ 46,043
<b>Pedestrian Paths</b>	\$ 15,626	\$ -	\$ -	\$ -	\$ -
<b>Pool</b>	\$ 6,500	\$ -	\$ 10,000	\$ -	\$ -
<b>Landscaping</b>	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
<b>TOTAL</b>	<b>\$113,380</b>	<b>\$113,777</b>	<b>\$114,175</b>	<b>\$114,575</b>	<b>\$114,976</b>

### FY25 Detail

Category	Items	Amount
<b>Playground Equipment</b>	Maple Street playground (year 5 of 5).	\$ 47,198
<b>Maintenance Equipment</b>	Maintenance truck (year 1 of 5). Zero Turn mower. Line painter (year 1 of 7).	\$ 32,056
<b>Pedestrian Paths</b>	Drainage in between pool house and office building.	\$ 15,626
<b>Pool</b>	Diving board.	\$ 6,500
<b>Landscaping</b>	Landscaping, tree, and turf maintenance.	\$ 12,000

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**TOTAL \$113,380**

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Costing Center

210-95-00 - Debt

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
900.000-Transfer between Town/City	-	-	-	-	203,203	200,574	(2,629)	-1.3%	police facility debt, final payment FY34
950.902-EJRP Principal	-	-	-	-	-	-	-	-	n/a
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135	135,135	135,135	-	0.0%	final payment FY35
955.902-EJRP Interest	-	-	-	-	-	-	-	-	n/a
955.903-Capital Imp Interest	64,190	64,228	60,415	60,489	64,190	56,344	(7,846)	-12.2%	final payment FY35
<b>Total Expenditure</b>	<b>199,325</b>	<b>199,363</b>	<b>195,550</b>	<b>195,624</b>	<b>402,528</b>	<b>392,053</b>	<b>(10,475)</b>	<b>-2.6%</b>	
Net General Fund	(199,325)	(199,363)	(195,550)	(195,624)	(402,528)	(392,053)	10,475	-2.6%	

Notes:

Costing Center	110-95-00 - Debt, Town									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
<b>Revenues</b>										
090.000 Transfer between Town/City	-	-	-	-	-	-	203,203	200,574	(2,629)	n/a
<b>Total Revenues</b>	-	-	-	-	-	-	<b>203,203</b>	<b>200,574</b>	<b>(2,629)</b>	<b>(2,629)</b>
<b>Expenditure</b>										
950.901-Police Facility Debt Principal	345,000	345,000	345,000	345,000	345,000	345,000	345,000	345,000	-	0.0%
955.901-Police Facility Debt Interest	184,890	184,890	174,408	174,408	162,844	162,844	150,617	127,216	(23,401)	-14.4%
970.901-Police Lease Principal	5,343	5,343	2,815	2,815	-	-	-	14,341	14,341	n/a
975.901-Police Lease Interest	402	402	58	58	-	-	-	2,647	2,647	n/a
<b>Total Expenditure</b>	<b>535,635</b>	<b>535,635</b>	<b>522,281</b>	<b>522,280</b>	<b>507,844</b>	<b>507,844</b>	<b>495,617</b>	<b>489,204</b>	<b>(6,413)</b>	<b>(514,257)</b>
<i>Net Town General Fund</i>	<i>(535,635)</i>	<i>(535,635)</i>	<i>(522,281)</i>	<i>(522,280)</i>	<i>(507,844)</i>	<i>(507,844)</i>	<i>(292,414)</i>	<i>(288,630)</i>	<i>3,784</i>	<i>511,628</i>

# Costing Center Summary

110-95-00 - Debt, Town

<b>Previous Costing Center</b>	110-95-00 - Debt, Town	<b>Budget Year</b>	2025
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-95-00
<b>Department</b>	13 - Finance - Town	<b>Approved</b>	No
<b>Stage</b>	Warned Budget	<b>Manager</b>	Daniel Roy (droy)

## Narrative

### Description

The debt segment accounts for all general fund debt of the Town. The only debt item in the Town General Fund is the Police Facility bond that was also used to renovate 81 Main Street. This debt is \$345,000 principal per year and a decreasing annual interest amount until it is retired in November 2033 (FY34).

Per Police Agreement section 10, City will continue to make payments based on grand list value. FY23 Form 411 reflects 41.23% City and 58.77% Town. For budgeting purposes, the split used is 41/59 with the actual tax rate for this purposes established as part of tax rate setting.

### New Initiatives

The FY24 debt costing center does not include any new debt for the Town. In the Police Operating costing center, a lease purchase is proposed to replace an unmarked car. This lease is contained in the Police Operating costing center.

### Goals and Priorities

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## Budget Prior Year Comparison

<b>Object</b>	<b>Changes</b>	<b>Percent Change</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
<b>Revenues</b>				
090.000-Transfer between Town/City	Decreased	1.29 %	203,203	200,574
<b>Total Revenues</b>		1.29 %	203,203	200,574
<b>Expenditure</b>				
950.901-Police Facility Debt Principal	Unchanged	0.00 %	345,000	345,000
955.901-Police Facility Debt Interest	Decreased	15.54 %	150,617	127,216
970.901-Police Lease Principal	New this year		-	14,341
975.901-Police Lease Interest	New this year		-	2,647
<b>Total Expenditure</b>		1.29 %	495,617	489,204

# Costing Center Budget with Notes

110-95-00 - Debt, Town

Objects	Comments	Object Subtotals	2025 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Portion of Police Facility Bond, based on grand list value (41%)		200,574
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>200,574</b>
<b>Total Revenues</b>			
			<b>200,574</b>
<b>Expenditure</b>			
<b>950-975 Debt Service</b>			
950.901-Police Facility Debt Principal			345,000
955.901-Police Facility Debt Interest			127,216
970.901-Police Lease Principal	New Police vehicle lease, first payment of all principal was July, 2023		14,341
975.901-Police Lease Interest	New Police vehicle lease, first payment of all principal was July, 2023		2,647
<b>Total 950-975 Debt Service</b>			<b>489,204</b>
<b>Total Expenditure</b>			
			<b>489,204</b>
<b>Net Total</b>			
			<b>(288,630)</b>

Costing Center

210-90-00 - Transfers and Misc

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
050.000-Donation Revenue	-	10,653	-	10,061	-	-	-	-	n/a
Grant Revenue	-	20,643	-	12,729	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	-	n/a
<b>Total Revenues</b>	-	<b>31,296</b>	-	<b>22,790</b>	-	-	-	-	<b>n/a</b>
<b>Expenditure</b>									
Grant Expenses	-	17,075	-	4,580	-	-	-	-	n/a
Donation Expenses	-	9,717	-	13,939	-	-	-	-	n/a
Capital Transfer	462,248	462,248	531,585	531,585	531,585	584,744	53,159	10.0%	planned increase of 10% over previous year
Rolling Stock Transfer	-	-	-	-	-	283,450	283,450	n/a	previously in Street and Fire budgets
Buildings Transfer	75,000	75,000	50,000	50,000	50,000	50,000	-	0.0%	
EJRP Capital Transfer	113,580	113,580	112,543	112,543	112,771	113,380	609	0.5%	from Brad 1% of grand list value
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%	current FY24 projected termination reserve balance is \$86,809 (assuming no use in FY24)
<b>Total Expenditure</b>	<b>655,828</b>	<b>682,620</b>	<b>699,128</b>	<b>717,647</b>	<b>699,356</b>	<b>1,036,574</b>	<b>337,218</b>	<b>48.2%</b>	
Net General Fund	(655,828)	(651,323)	(699,128)	(694,856)	(699,356)	(1,036,574)	(337,218)	48.2%	

Notes:

1. Decrease transfer to capital as a result of LOT funding being used instead. See Capital Budget for detail and fund projections.
2. \$100,000 transfer to GF reserve would increase the tax rate by an additional 1% which would be an additional \$25/year on a \$280,000 property.

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Revenues</b>									
090.000-Transfer between Town/Village	-	1,993	2,075	1,822	-	-	-	-	n/a
<b>Total Revenues</b>	<b>-</b>	<b>1,993</b>	<b>2,075</b>	<b>1,822</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>
<b>Expenditure</b>									
400.000-Contracted Services	9,000	11,401	11,000	17,970	3,000	3,000	-	0.0%	fy24 is on track, to slightly low
410.000-Water and Sewer Charges	500	760	600	702	1,500	750	(750)	-50.0%	No history to guage
420.000-Cleaning Services	-	-	-	1,574	22,000	15,000	(7,000)	-31.8%	Based on current monthly cost plus a buffer due to uncertenty of construction time line I expect we need to hoe out basement before conctruction which will be a couple of
425.000-Trash Removal	600	-	-	-	3,600	4,000	400	11.1%	roll off dumpsters
431.000-R&M Buildings and Grounds	20,000	7,789	20,000	16,931	20,000	5,000	(15,000)	-75.0%	3yr avg, figuring fy24 montly avg to date. Reverting to 23 budget as fy24 is tracking
530.000-Communications	4,500	6,619	5,000	10,600	8,968	10,600	1,632	18.2%	high
610.000-General Supplies	1,700	616	1,500	788	5,000	2,150	(2,850)	-57.0%	fy 24 tracking very low, used 3yr avg including 5k for fy24.
621.000-Natural Gas/Heating	4,800	5,533	5,000	5,230	6,500	5,800	(700)	-10.8%	3yr avg, figuring fy24 montly avg to date.
622.000-Electricity	7,500	6,997	11,000	7,148	11,000	8,500	(2,500)	-22.7%	3yr avg rounded to nearest 500
755.000-Furniture and Fixtures	500	-	2,000	3,054	7,000	7,000	-	0.0%	Will need after renovation
<b>Total Expenditure</b>	<b>49,100</b>	<b>39,715</b>	<b>56,100</b>	<b>63,997</b>	<b>88,568</b>	<b>61,800</b>	<b>(26,768)</b>	<b>-30.2%</b>	
Net General Fund	(49,100)	(37,722)	(54,025)	(62,175)	(88,568)	(61,800)	26,768	-30.2%	

Notes:

1. Overall changes based on actual data available for FY24 with increased use of building by staff and public.

Costing Center

210-41-21 - Buildings - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
400.000-Contracted Services	30,000	34,574	30,000	31,402	4,750	6,350	1,600	33.7%	3% over non-cleaning FY2023 Actual (\$5847) + Door Monitoring contract
410.000-Water and Sewer Charges	600	427	600	492	700	540	(160)	-22.9%	3yr avg
420.000-Cleaning Services	-	-	-	-	30,000	30,000	-	0.0%	Current monthly cost of 21-2200 or less with holidays and closings. An increase is expected and budget is for \$2,300 per month for yr25; window cleaning and additional floor cleaning
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	20,000	22,768	20,000	19,924	25,175	23,300	(1,875)	-7.4%	3yr avg + 3% increase 3yr avg no 3% increase as budget is tracking
530.000-Communications	1,500	4,626	1,500	4,695	4,090	4,470	380	9.3%	on target for fy24 add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies), this is currently under R&M buildings and
610.000-General Supplies	-	-	-	-	-	1,800	1,800	n/a	grounds
621.000-Natural Gas/Heating	6,000	6,991	6,000	7,316	7,200	7,200	-	0.0%	price regulated commodity 3yr avg
622.000-Electricity	13,700	14,016	13,700	15,115	14,750	14,650	(100)	-0.7%	3yr avg
755.000-Furniture and Fixtures	-	-	-	-	-	2,155	2,155	n/a	Shelving repairs
<b>Total Expenditure</b>	<b>71,800</b>	<b>83,402</b>	<b>71,800</b>	<b>78,944</b>	<b>86,665</b>	<b>90,465</b>	<b>3,800</b>	<b>4.4%</b>	
Net General Fund	(71,800)	(83,402)	(71,800)	(78,944)	(86,665)	(90,465)	(3,800)	4.4%	

Notes:

1. include annual funds for repair/replacement of shelving
2. FY26 Repair/painting of soffits at Brownell library \$5,000 estimate

Costing Center

210-41-22 - Buildings - Fire Station

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
400.000-Contracted Services	500	560	500	-	600	600	-	0.0%	
410.000-Water and Sewer Charges	500	372	500	507	500	500	-	0.0%	from Chief
420.000-Cleaning Services	-	-	-	-	500	250	(250)	-50.0%	
425.000-Trash Removal	-	-	-	-	-	-	-		n/a
431.000-R&M Buildings and Grounds	15,000	3,922	9,500	6,478	8,000	8,500	500	6.3%	from Chief, need to look at electrical in future
530.000-Communications	2,200	2,378	2,200	518	2,400	4,140	1,740	72.5%	Firstlight \$345/mo, Comcast removed as service at station is now connected to 2 Lincoln
610.000-General Supplies	1,700	391	1,500	197	1,100	1,500	400	36.4%	from Chief
621.000-Natural Gas/Heating	3,500	4,377	3,500	4,416	4,000	5,000	1,000	25.0%	from Chief
622.000-Electricity	7,500	6,997	4,000	7,148	7,000	8,000	1,000	14.3%	from Chief
626.000-Gasoline	5,000	5,066	5,000	5,512	-	-	-		n/a this was moved to dept budget as it is fuel for trucks/equipment, not buiding related
755.000-Furniture and Fixtures	-	-	-	-	-	2,000	2,000		n/a replace tables
<b>Total Expenditure</b>	<b>35,900</b>	<b>24,063</b>	<b>26,700</b>	<b>24,776</b>	<b>24,100</b>	<b>30,490</b>	<b>6,390</b>	<b>26.5%</b>	
Net General Fund	(35,900)	(24,063)	(26,700)	(24,776)	(24,100)	(30,490)	(6,390)	26.5%	

Notes:

1. Increase communications to account for building related expenses for phone and internet. A portion of this was previously in the operating budget for the fire dept.



Costing Center

210-41-23 - Buildings - Park Street School

Expenditure	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
400.000-Contracted Services	600	410	1,000	-	1,000	2,000	1,000	100.0%	added sprinkler inspection, furnace service, alarm service and security camera service
410.000-Water and Sewer Charges	700	889	700	1,089	1,500	1,150	(350)	-23.3%	3yr avg
420.000-Cleaning Services	-	-	-	-	32,500	32,500	-	0.0%	
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	25,000	22,392	-	1,813	15,000	15,000	-	0.0%	fy 24 tracking over, slate roof repair needed, window care needed, additional painting needed, etc.
530.000-Communications	2,300	2,600	3,000	2,793	3,100	3,100	-	0.0%	fy24 tracking slightly high
610.000-General Supplies	-	-	-	-	-	4,500	4,500	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies)
621.000-Natural Gas/Heating	3,000	4,142	3,000	3,952	3,500	3,900	400	11.4%	3yr avg
622.000-Electricity	4,400	4,931	4,400	5,860	5,900	5,900	-	0.0%	fy24 tracking on target to slightly low
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
<b>Total Expenditure</b>	<b>36,000</b>	<b>35,364</b>	<b>12,100</b>	<b>15,507</b>	<b>62,500</b>	<b>68,050</b>	<b>5,550</b>	<b>8.9%</b>	
Net General Fund	(36,000)	(35,364)	(12,100)	(15,507)	(62,500)	(68,050)	(5,550)	8.9%	

Notes:

1. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
<b>Expenditure</b>									
400.000-Contracted Services	30,000	71,799	30,000	33,780	1,000	3,000	2,000	200.0%	Spinkler,alarms, heating systems, 4 building complex
410.000-Water and Sewer Charges	5,500	7,030	7,000	6,913	7,800	7,800	-	0.0%	
420.000-Cleaning Services	-	-	-	2,838	32,500	32,500	-	0.0%	certain expenses shared with EJRP programs
425.000-Trash Removal	-	-	-	-	4,716	4,900	184	3.9%	
431.000-R&M Buildings and Grounds	4,000	171	30,000	24,196	30,000	30,000	-	0.0%	Still in a 5 year roof replacement project.
530.000-Communications	6,000	9,589	6,500	8,883	8,900	9,150	250	2.8%	3yr avg
610.000-General Supplies	-	-	-	-	-	6,500	6,500	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies)
621.000-Natural Gas/Heating	4,500	5,212	6,500	7,520	6,500	6,500	-	0.0%	
622.000-Electricity	37,000	34,748	37,000	34,890	37,500	36,500	(1,000)	-2.7%	3yr avg
626.000-Gasoline	1,500	2,490	1,500	2,717	-	-	-	n/a	moved to operating budget as this was gas for vehicles/equipment
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
<b>Total Expenditure</b>	<b>88,500</b>	<b>131,039</b>	<b>118,500</b>	<b>121,738</b>	<b>128,916</b>	<b>136,850</b>	<b>7,934</b>	<b>6.2%</b>	
Net General Fund	(88,500)	(131,039)	(118,500)	(121,738)	(128,916)	(136,850)	(7,934)	6.2%	

Notes:

1. Increase contracted services for life safety inspections for 4 buildings within Maple St complex.
2. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

**Building Maintenance Fund**

	<b>FY24</b>	<b>FY25</b>	<b>Notes</b>
	<b>Projection</b>	<b>Projection</b>	
<b>Beginning Balance</b>	<b>280,786</b>	<b>30,786</b>	
Add	50,000	50,000	
			FY24 Brownell roof and entrance, FY25 Brownell carpet
Spend	300,000	75,000	replacement
<b>Ending Balance</b>	<b>30,786</b>	<b>5,786</b>	

Future Projects:

nothing identified at this time

**Economic Development Fund**

	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>Notes</b>
	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	
<b>Beginning Balance</b>	<b>737,083</b>	<b>571,081</b>	<b>324,081</b>	<b>(13,919)</b>	
Add	112,000	112,000	112,000	112,000	tax revenue
	278,002	359,000	450,000	50,000	FY24 Main St Park; FY25 \$109,000 Crescent Connector and \$250,000 Amtrak; FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak
Spend					
<b>Ending Balance</b>	<b>571,081</b>	<b>324,081</b>	<b>(13,919)</b>	<b>48,081</b>	

Notes:

1. Crescent Connector project requires an additional \$109,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean up costs)
2. Amtrak grant match is estimated at \$750,000
3. Main St Park was originally estimated at \$478,002 with a match of \$278,002; \$24,934 was spent prior to the grant approval which does not count towards match; we have \$278,002 left to spend of the grant match amount

**Local Option Tax Fund**

	<b>FY23</b>	<b>FY24 Projection</b>	<b>FY25 Projection</b>	<b>FY26 Projection</b>	<b>FY27 Projection</b>	<b>FY28 Projection</b>	<b>FY29 Projection</b>	<b>Notes</b>
<b>Beginning Balance</b>	-	<b>559,342</b>	<b>1,032,070</b>	<b>687,894</b>	<b>544,144</b>	<b>400,394</b>	<b>256,644</b>	
<b>Add</b>	659,342	745,000	874,432	875,000	875,000	875,000	875,000	annualized average of FY23 quarterly receipts

FY23 IT migration (will transfer funds in FY24 as this is when expenses were actually incurred); FY24 Rebranding \$40,000; Strategic Planning \$30,000; Banners/Signs \$14,375 (50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea); planned increase to capital transfer from general fund \$79,739; paving increase of \$20,000 (projected for pricing increases), additional \$20,000 assigned by Council; stormwater grant matching funds \$28,000; 50% of Code Enforcement Officer salary/benefits; FY25 25% of revenue for sidewalks in FY25, remaining for other capital projects; FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to other capital

<b>Spend</b>	100,000	272,272	1,218,608	1,018,750	1,018,750	1,018,750	1,018,750
<b>Ending Balance</b>	<b>559,342</b>	<b>1,032,070</b>	<b>687,894</b>	<b>544,144</b>	<b>400,394</b>	<b>256,644</b>	<b>112,894</b>

**FY23 Actual LOT Revenue:**

Q1	-
Q2	240,799.90
Q3	195,435.64
Q4	219,588.49
Interest	3,517.96
<b>FY23 Total</b>	<b><u>659,341.99</u></b>

*To calculate LOT revenue: 1% of total receipts as reported to State, 30% of that is retained by State for PILOT fund-70% comes to City, \$5.96/return fee assessed as well*

**General Fund Capital Reserve Fund Balance**

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
<b>Beginning Fund Balance</b>	1,073,157	1,610,087	2,089,882	1,886,911	2,532,687	3,046,001	3,726,530	(991,293)	(6,553,715)
Planned Spending	(90,000)	(1,120,867)	(1,662,425)	(878,325)	(1,081,872)	(975,594)	(6,459,559)	(7,398,331)	(250,000)
Revenue Sources									
<i>General Fund Transfer In</i>	531,585	584,744	643,218	707,540	778,294	856,123	941,735	1,035,909	1,139,500
<i>CVE Annual Contribution</i>	15,606	15,918	16,236	16,561	16,892				
<i>LOT Transfer In</i>	79,739	1,000,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
<i>Misc. Donations and Interest Earnings</i>									
<i>Summary Stormwater Grants</i>									
<i>Brickyard Culvert</i>									
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>									
<i>Crescent Connector Grant</i>									
<i>Pearl St. Missing Link Grants</i>									
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>									
<b>Total Revenues</b>	<b>626,930</b>	<b>1,600,662</b>	<b>1,459,454</b>	<b>1,524,101</b>	<b>1,595,186</b>	<b>1,656,123</b>	<b>1,741,735</b>	<b>1,835,909</b>	<b>1,939,500</b>
<b>Ending Fund Balance</b>	1,610,087	2,089,882	1,886,911	2,532,687	3,046,001	3,726,530	(991,293)	(6,553,715)	(4,864,215)

annual planned increase GF transfer in: 10%

**Rolling Stock Fund Balance**

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
<b>Beginning Fund Balance</b>	701,305	670,585	334,942	290,580	13,552	259,329	1,993,722	153,492	(53,298)
Planned Spending									
<i>Streets</i>	(300,420)	(325,500)	(275,000)	(599,150)	(103,200)	(170,000)	(274,300)	(303,750)	(455,000)
<i>Fire</i>	-	(293,593)	(70,000)	-	-	-	(1,600,438)	-	(97,571)
<b>Total Spending</b>	<b>(300,420)</b>	<b>(619,093)</b>	<b>(345,000)</b>	<b>(599,150)</b>	<b>(103,200)</b>	<b>(170,000)</b>	<b>(1,874,738)</b>	<b>(303,750)</b>	<b>(552,571)</b>
Debt Payments (fire truck)						1,521,846	(390,000)	(380,000)	(370,000)
Revenue Sources									
<i>Highway General Fund Transfer In</i>	151,440	158,865	168,146	179,748	194,250	212,377	235,037	263,361	298,766
<i>Fire General Fund Transfer In</i>	118,260	124,585	132,491	142,374	154,728	170,169	189,472	213,600	243,760
<i>Vac Truck Rental</i>									
<i>Sale of Assets</i>									
<i>Interest Earnings</i>									
<b>Total Revenues</b>	<b>269,700</b>	<b>283,450</b>	<b>300,638</b>	<b>322,122</b>	<b>348,977</b>	<b>382,547</b>	<b>424,508</b>	<b>476,960</b>	<b>542,526</b>
<b>Ending Fund Balance</b>	670,585	334,942	290,580	13,552	259,329	1,993,722	153,492	(53,298)	(433,343)

annual planned increase Highway GF transfer in: 25%    5,940    7,425    9,281    11,602    14,502    18,127    22,659    28,324    35,405

annual planned increase Fire GF transfer in: 25%    5,060    6,325    7,906    9,883    12,354    15,442    19,302    24,128    30,160

**Water Fund Capital Reserve Balance**

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
<b>Beginning Fund Balance</b>	811,787	625,292	708,374	563,349	903,931	1,211,588	1,291,013	817,769	(954,639)
Planned Spending	(412,398)	(169,500)	(452,574)	(21,964)	(23,915)	(307,201)	(914,943)	(2,269,203)	-
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(234,096)	(257,418)	(252,452)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)
Revenue Sources									
<i>Transfer In from Water Operating Budget</i>	460,000	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000
<i>Interest Earnings</i>									
<i>Vac Truck Rental</i>									
<b>Total Revenues</b>	<b>460,000</b>	<b>510,000</b>	<b>560,000</b>	<b>610,000</b>	<b>660,000</b>	<b>710,000</b>	<b>760,000</b>	<b>810,000</b>	<b>860,000</b>
<b>Ending Fund Balance</b>	625,292	708,374	563,349	903,931	1,211,588	1,291,013	817,769	(954,639)	(402,723)

**Wastewater Fund Capital Reserve Balance**

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
<b>Beginning Fund Balance</b>	1,756,786	1,925,829	2,023,191	2,462,053	2,913,915	3,430,777	3,967,639	4,524,502	5,101,364
Planned Spending	(268,500)	(359,500)	(38,000)	(45,000)	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(2,457)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	
Revenue Sources									
<i>Transfer In from Wastewater Operating Budget</i>	440,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000
<i>Interest Earnings</i>									
<b>Total Revenues</b>	<b>440,000</b>	<b>460,000</b>	<b>480,000</b>	<b>500,000</b>	<b>520,000</b>	<b>540,000</b>	<b>560,000</b>	<b>580,000</b>	<b>600,000</b>
<b>Ending Fund Balance</b>	1,925,829	2,023,191	2,462,053	2,913,915	3,430,777	3,967,639	4,524,502	5,101,364	5,701,364

**Sanitation Fund Capital Reserve Balance**

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
<b>Beginning Fund Balance</b>	200,277	129,652	84,630	(551,210)	(488,510)	(400,471)	(286,789)	(329,041)	(576,391)
Planned Spending	(83,625)	(78,678)	(689,080)	(10,982)	(5,642)	-	(175,935)	(401,033)	-
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(82,000)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)
Revenue Sources									
<i>Transfer In from Wastewater Operating Budget</i>	95,000	115,000	135,000	155,000	175,000	195,000	215,000	235,000	255,000
<i>Interest Earnings</i>									
<b>Total Revenues</b>	<b>95,000</b>	<b>115,000</b>	<b>135,000</b>	<b>155,000</b>	<b>175,000</b>	<b>195,000</b>	<b>215,000</b>	<b>235,000</b>	<b>255,000</b>
<b>Ending Fund Balance</b>	129,652	84,630	(551,210)	(488,510)	(400,471)	(286,789)	(329,041)	(576,391)	(388,510)

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
GFC	Streets	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			116,927							
WA	Water	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			127,745							
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639				1,632,425						
WA	Water	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639			431,214							
GFC	Streets	Multi use path through ANR from West St to Pearl St	3	FFF	8/17/23	828,325					828,325					
GFC	Streets	Sidewalk and road West St to Susie Wilson	4	UU	8/17/23	1,094,502						1,081,872				
WA	Water	Sidewalk and road West St to Susie Wilson	4	UU	8/17/23	1,094,502						12,631				
GFC	Streets	Rosewood Lane Sidewalk/Roadway Reconstruction	5	III	8/17/23	1,762,306							845,720	845,720		
SAN	Sanitation	Rosewood Lane Sidewalk/Roadway Reconstruction	5	III	8/17/23	1,762,306									70,866	
WA	Water	Waterline 235 Pearl St to Susie Wilson Rd	6	V	8/17/23	445,492									445,492	
GFC	Streets	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									1,548,387	
SAN	Sanitation	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									12,829	
WA	Water	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									427,942	
GFC	Streets	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									1,262,337	
SAN	Sanitation	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									14,240	
WA	Water	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									6,657	
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140									787,212	
WA	Water	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140									24,928	
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391									1,848,467	
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391									9,924	
GFC	Streets	West St. & West St. Ext. Intersection Improvements	11	BBB	8/17/23	107,436									107,436	
GFC	Streets	Main St enclose drainage from Educational Dr to Athens Dr, new bridge at Indian Brook	12	R	8/17/23	3,084,689										3,057,093
SAN	Sanitation	Main St enclose drainage from Educational Dr to Athens Dr, new bridge at Indian Brook	12	R	8/17/23	3,084,689									27,595	
GFC	Streets	Old Colchester Rd new sanitary sewer	13	T	8/17/23	1,114,000									76,055	
SAN	Sanitation	Old Colchester Rd new sanitary sewer	13	T	8/17/23	1,114,000									353,441	
GFC	Streets	Central St waterline	14	H	8/17/23	1,584,255									1,044,263	
SAN	Sanitation	Central St waterline	14	H	8/17/23	1,584,255									8,561	
WA	Water	Central St waterline	14	H	8/17/23	1,584,255									531,431	
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	15	Yya	8/17/23	314,677									314,677	
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	16	HH	8/17/23	1,232,562									492,080	
WA	Water	West St waterline replacement So Summit St to Hayden Dr	16	HH	8/17/23	1,232,562									740,482	
GFC	Buildings	Lincoln Hall Parking Lot	17	HHH	8/17/23	46,695									46,695	
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	18	KK	8/17/23	693,410									681,975	
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	18	KK	8/17/23	693,410									11,436	
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	19	Z	8/17/23	246,625									246,625	
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	20	AA	8/17/23	358,536									358,536	
GFC	Streets	Abnaki Road Reconstruction	21	A	8/17/23	405,862									405,862	
GFC	Streets	Orchard Terrace Sidewalk Replacement	22	U	8/17/23	217,894									217,894	
GFC	Streets	South St waterline replacement Park St to Doon Way	23	CC	8/17/23	1,112,268									425,660	
WA	Water	South St waterline replacement Park St to Doon Way	23	CC	8/17/23	1,112,268									686,608	
GFC	Streets	Church St waterline replacement Main St to East St	24	I	8/17/23	341,597									30,916	
WA	Water	Church St waterline replacement Main St to East St	24	I	8/17/23	341,597									310,682	
GFC	Streets	Grant St waterline replacemenn Jackson St to Maple St	25	L	8/17/23	437,075							129,874			
WA	Water	Grant St waterline replacement Jackson St to Maple St	25	L	8/17/23	437,075							307,201			
GFC	Fire	Air Packs (placed in service 2020)														250,000
GFC	Streets	Crescent Connector Park St. to Main St.														
GFC	General	Facilities Assessment (Public Works, Fire Station)						20,000								
GFC	Stormwater	Hiawatha infiltration system for phosphorus-move to SW capital when formed			10/1/22			50,000	973,940							
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)						20,000								
GFC	Fire	Radio Replacement Program-antennas, dispatch modules, Bridgham Hill tower (every 5 years)									50,000					
GFC	Fire	SCBA Compressor (placed in service 2020)														
GFC	Stormwater	Sliplining of pipes (3)-move to SW capital when formed				60,000			30,000	30,000						
GFC	Fire	Thermal Cameras (placed in service 2022)												60,000		
RS	Streets	Compressor - 2017 Sullair #13										31,200				
RS	Streets	Dumptruck - 2012 International #7						248,399								
RS	Streets	Dumptruck - 2013 Freightliner #5							262,500							
RS	Streets	Dumptruck - 2014 Freightliner #6								287,500						
RS	Streets	Dumptruck - 2016 Freightliner #34									275,000					



Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
RS	Fire	Command Vehicle (addition to fleet - existing command vehicle will become first response vehicle)								70,000						
RS	Fire	Ladder - 2012 Pierce 8L3														
RS	Streets	Loader - 2014 Cat #9													303,750	
RS	Streets	Pickup - 2013 Silverado #4						52,021								
RS	Streets	Pickup - 2016 Silverado #3							63,000							
RS	Fire	Pickup - 2019 Ford 8C9														97,571
RS	Streets	Pickup - 2019 Silverado #1										72,000				
RS	Streets	Pickup 1 Ton - 2019 Silverado #15									69,000					
RS	Fire	Pumper - 2008 8E5													1,600,438	
RS	Fire	Pumper - 2018 Pierce 8E7														
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10										242,650				
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11													274,300	
RS	Streets	Trailer Mounted Boom Lift - 2019 #35												45,000		
RS	Streets	Vacuum Sweeper - 2013 Johnston #16														455,000
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38												125,000		
RS	Streets	Landscape Trailer														
RS	Fire	Ladder - 2012 Pierce 8L3 Frame Replacement							293,593							
SAN	Sanitation	Collection system capacity study			10/21/22	85,000		28,300	28,300	28,400						
SAN	Sanitation	HS Pump Station Gas Detection System						15,325								
SAN	Sanitation	Manhole Rehab/Sliplining					40,000	40,000	40,000							
SAN	Sanitation	Maple and River St pump station retrofit			10/6/22	1,450,000			TBD	TBD						
SAN	Sanitation	Pleasant Street Pipeline														
SAN	Sanitation	Pump Station Evaluation (River, Maple, West)-done in FY23, when do we need to schedule this out again?														
SAN	Sanitation	Trailer Pump														
SAN	Sanitation	Meter replacement program							10,378	10,680	10,982	5,642				
SAN	Sanitation	West St pump station retrofit								650,000	TBD					
SAN	Sanitation	Pickup Truck													78,000	
SAN	Sanitation	West St. and SW Pump Station Control Cabinet														
SW	Stormwater	Old Colchester Box Culvert rehab								100,000						
SW	Stormwater	Phosphorus Control project South St														
WA	Water	Meter reading equipment							11,000							
WA	Water	Iroquois Ave Road and Waterline rebuild					32,430	412,398								
WA	Water	Lamoille St. Water Line Replacement														
WA	Water	Railroad Ave. Waterline Lincoln Place to Central Ave.														
WA	Water	Meter replacement program							20,755	21,360	21,964	11,284				
WA	Water	Water Pickup Truck					41,527									
WA	Water	Backhoe								10,000						
WA	Water	Hydrant Replacement - Iroquois Ave														
WA	Water	Water Pickup Truck														
WW	Wastewater	10 year engineer evaluation						50,000								
WW	Wastewater	Aeration Blower Core replacement														
WW	Wastewater	Aeration Delivery Optimization														
WW	Wastewater	Aeration header replacement Side A/Side B			11/29/22	20,000			10,000	10,000						
WW	Wastewater	Alkalinity Control Installation														
WW	Wastewater	Automatic Samplers			10/5/22	27,000		27,000								
WW	Wastewater	Capital Planning - 20 Year														
WW	Wastewater	Catwalk addition to filter building								TBD						
WW	Wastewater	Control Building Pump Gallery Submersible Pumps						25,000								
WW	Wastewater	Digester Cleaning			12/2/22	85,000		42,500	42,500							
WW	Wastewater	Effluent Filter Cloths			4/1/22						45,000					
WW	Wastewater	Energy Cons. Measures Design, install.														
WW	Wastewater	eX-mark Mower									12,000					
WW	Wastewater	Flow EQ Digester Concrete Crack Sealing														
WW	Wastewater	Front End Loader														
WW	Wastewater	Gorum Rump replacement pump														
WW	Wastewater	Headworks Screen														
WW	Wastewater	Hydroflow Unit														
WW	Wastewater	Lab renovation (door and tile replacement)			11/29/22						16,000					

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
WW	Wastewater	Locker room AC expansion														
WW	Wastewater	Oxygen reduction potential controller replacement			12/2/22			14,000								
WW	Wastewater	Plow Truck (with crane)														
WW	Wastewater	Primary Digester Block Re-Face														
WW	Wastewater	Service truck with body and crane						60,000								
WW	Wastewater	Site utility vehicle														
WW	Wastewater	Vt Phos Challenge PePhlo pilot					100,000	50,000								
WW	Wastewater	Generator for admin building									52,000					
WW	Wastewater	Digester flare & flame arrestor replacement			12/4/23	230,000					230,000					
WW	Wastewater	Waste Primary Sludge #2 upsize									25,000					

# **MEMORANDUM**

**TO:** Essex Junction City Councilors and Regina Mahony, City Manager  
**FROM:** Wendy Hysko, Brownell Library Director  
**DATE:** 1/19/2024  
**SUBJECT:** impact of potential proposed budget impacts for Brownell Library

## **Issue**

Providing the potential impact on the Brownell Library if the Library were to be level funded, or receive a 2% budget increase from the current FY24 budget.

## **Discussion**

At the budget work session of the City Council meeting on January 10, 2024, the Essex Junction City Councilors voted to single out the Brownell Library among all City departments, requiring the Library to provide potential impacts if its budget were to be level funded or receive a 2% increase. This request has had the effect of heightening feelings in the community towards Brownell and has made it difficult to have a positive environment for a productive conversation on how to more universally address the priorities of City Council, which is expected to be informed by the City Strategic Plan process. If the strategic planning process prioritizes reducing library services in the new City of Essex Junction, the Board of Brownell Library Trustees and staff of Brownell will engage in a more informed conversation on how to manage hours at Brownell, which ultimately is the bottom line for the Brownell budget.

Brownell does not have a lot of fat to cut in our budget. We stretch every dollar we spend, finding the best deals to provide expected 2024 library services. Vermont is not the cutting edge of the library landscape. More than half of Brownell's staff has graduate degrees in Library and Information Science or Public Librarianship certification through the Vermont Department of Libraries, which the state offers because no graduate Library and Information Science programs exist within Vermont. According to the Vermont Department of Libraries statistics, Vermont has 185 public libraries, the most libraries per capita in the country. Communities rely on their local library to create community across the state.

The original mission of libraries is resource sharing. In early times of libraries, the resources provided by a public library were under the physical roof of the library building. Libraries have always been a resource for lifelong learning and access to materials to ensure an educated population for a town, regardless of economic standing. Libraries have since grown to provide a range of materials to engage people's minds, a safe space for anyone to spend time, regardless of socioeconomic status, computers and printers for those who don't have access, programs for a full spectrum of people ranging from newborns to the most elderly, and a social connection at no additional cost for a growing number of people who live in increased isolation from their neighbors, and from families and friends who are far more geographically spread out.

The impacts of social isolation are now being researched for medical impacts and documented: <https://www.cdc.gov/aging/publications/features/lonely-older-adults.html>. Libraries are recommended as a place for people to connect with their community to reduce social isolation. Our door count doesn't reflect the time people spend in the Brownell building, relaxing, reading and engaging. Library programs, and passive activities and take home kits enrich peoples' lives beyond what is possible to capture in dollar value. Brownell meets people where they are at, whether it is services they don't need to leave home for, or a place they can come and have interactions with staff and community, and bring that feeling of community home.

Resources are now far more universally shared among libraries through consortia, reciprocal borrowing agreements and interlibrary loan services. There is truly no greater value than a public library sharing their collection with shared rules; that is how our small Vermont city has access to millions of physical materials. Vermont has a statewide delivery system that was developed to address the increasing interlibrary loan mailing costs of each loan. Brownell has been at the table to make sure Vermont libraries can share and save funds to expand resource sharing. Our staff is educated, experienced and talented and has an important voice because we are a "big" library in Vermont. And so small and resourceful when compared to libraries and systems outside of Vermont. Our statewide library landscape is to try to keep up with national trends, and that adds to the attraction of Brownell. Our library pales in comparison to southern New England libraries because of state funding where it is provided. New Hampshire and Maine public libraries don't receive direct state funding either, but do have state library agencies that have more continuous and reliable services.

Brownell Library is part of the Homecard reciprocal borrowing agreement with 27 other libraries in and around Chittenden County, giving all patrons granted Homecard privileges access to the physical collections of participating libraries, with the agreement making the home libraries of each patron responsible for any damaged or unreturned materials so the owning library is not responsible for the loss of materials from non-resident cardholders from other Homecard libraries. The Homecard agreement only includes physical items because of digital licensing requirements libraries must adhere to - digital materials cannot be shared as resources unless in a developed shared service like the LUV Overdrive digital book service with over 150 member libraries across Vermont. Interlibrary loan (ILL) is also available to City residents with a Brownell card, which includes a time delay for shipping, so many Brownell cardholders with the means to travel to area libraries use the Homecard lending cooperative to retrieve their desired physical library material promptly. Brownell was a leader to establish Homecard, the first reciprocal borrowing agreement to encourage more free lending of library materials, to the first shared statewide library software and catalog that makes Vermont Library holdings more visible as a shared resource. It's a much more powerful way to serve our patrons with these impressive shared resources. The shared library software provides more advanced ability for cardholders to manage their patron records and this gives them more personal power to browse, and request or place on hold materials from other Homecard libraries and libraries across Vermont with the Clover ILL system, with a general request form for materials outside of Vermont. ILL is a required library service per Vermont library standards statute. What can be accessed by libraries is endless. Brownell also was part of the group of libraries to spearhead a statewide delivery

system, with Library Director Wendy Hysko working with the Green Mountain Library Consortium to develop the first statewide library courier service to end the stress of individually packaging and mailing every ILL request through the post office. This courier service has saved Brownell and over 100 other Vermont libraries thousands of dollars annually reducing postage costs, as well as staff time. Vermont is lagging behind in many library services, and Brownell has been at the table to continue to push forward with fulfilling the minimal expectations of a modern public library, with libraries across Vermont grateful for the leadership and additional services that provide modern library services and sharing the cost across membership in the shared service. Brownell has countless new visitors who are new transplants either expecting, or feeling relieved at, the level of service our central public library provides. We have forever heard what an anchor Brownell Library was for them to get settled and feel connected to the community as new transplants.

Brownell was recently compared to the Boston Public Library, with incorrect information that Brownell was open more hours than the Boston Public Library. Brownell is open 60 hours each week, 30 more each year than libraries with similarly sized populations in Vermont, but less staffed, and a staff committed to excellent service, and the expected level of service that has supported Brownell and its growth as a community resource. The Boston Public Library main branch is open 66 hours/week, and has 25 branches throughout the city, with a general fund per capita cost from the State of Massachusetts in 2022 of \$5062 [https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=ScheduleA.GF\\_LibraryExpedituresV2](https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=ScheduleA.GF_LibraryExpedituresV2), compared to Brownell's household City of Essex Junction budget share, for a \$280k home (vs BPL per state funded per capita ) of \$217. Boston Public Library is not a luxury service. Brownell Library is not a luxury service. We consider every tax dollar with investments in our collections, or commitments to library services to keep our library on par with the most standard expected library services with a more urban population for Vermont. Brownell maintains a physical library collection that keeps so many in our community engaging their minds, whether it is a factual nonfiction book, or expanding their minds with a fiction story. Or enjoying a movie from our extensive DVD collection, or streaming online with our BiblioPlus unlimited streaming service. The State of Vermont does not provide funding for libraries directly, which leaves local costs to the municipality. The Brownell Library was founded on universal support in the community to fund their own public library. Brownell is a reason some people decide to move to Essex Junction, because a good library is something their values and lifestyle are built on supporting. Brownell is regularly under pressure from new residents, and residents that have come back from travels out of state, to provide amazing services they have experienced at other libraries outside of Vermont. We do our best to provide expected modern library services with our much more limited funding.

Staffing at every library is different due to building layouts, as well as location. The City of Essex Junction is a walkable community, with the Library centrally located as a destination for many, with current hours of operation allowing residents flexibility in when they can access the Library during the day, or after work by foot, bicycle, car or bus. The founder of Brownell offered the gift of building the first public library building for the Village of Essex Junction because it was too far to travel to the Town library, and Villages didn't qualify for state assistance. The Essex Library

is still a drive away, while Brownell is connected to Essex Junction residents by sidewalks, streets and the public bus.

We have professional staff managing Library operations and collections to ensure we can provide the best resources and services, and maintain the standard of Brownell being an excellent resource for the community to have a place to connect, and pursue lifelong learning. Resources sharing is a central component to enhance stretching dollars in communities, long before sustainability concepts of reduce, reuse, recycle became buzz words. Brownell staff and Library Trustees have ongoing considerations on how to provide inclusive services to a community that is growing in diversity and ensure services are equitable. Vermont Library Standards haven't been updated since 1986, before computers become a backbone of library operations, with online databases changing life for many, and public libraries are charged with understanding how to tap into this new revolution of shared resources as the Vermont Department develops updated standards that need to be discussed and adopted by the State Legislature and turn into law.

<https://libraries.vermont.gov/sites/libraries/files/LawLibrary/VTLegalDecision/LibraryLaw/REVIS ED%201986%20standards.pdf>. The question of what is the status of public libraries in Vermont prompted Addison County Senator Ruth Hardy to sponsor a bill and ultimately convened a working group to look at what is the landscape of Vermont public libraries today, in this ever-changing climate and consider how Vermont as a state can improve supporting the 185 public libraries in the state.

<https://www.sevendaysvt.com/arts-culture/public-libraries-adapt-to-the-21st-century-and-uphold-democracy-29690688>.

The Working Groups recently published a report of their findings after years of hearings and written testimony about how Vermont libraries are managing, because being at the front lines of reduced social services are impacting libraries statewide, on top of the pressures of adopting new formats and digital content on generally static materials budgets. This full report, executive summary, and more primary information collected can be found at

<https://libraries.vermont.gov/services/initiatives-and-projects/working-group-status-libraries-vermont>. Senator Ruth Hardy's request to study libraries recognizes how Vermont public libraries are struggling to keep up with modern demands without the state funding that libraries in many other states receive. Vermont values libraries, with the most libraries per capita in the country, but the lack of state funding causes library services to lag in Vermont. Public libraries are governed by Vermont state statutes - standards set by the Vermont Legislation. We report annual statistics to the State so we don't lose the few services the Vermont Department of Libraries provides with their federal funding. Libraries are managed differently than other municipal services to ensure state and federal statutes are followed, along with meeting the service missions. Brownell's mission statement is "Brownell Library: expanding horizons since 1926. A place to connect, learn, and discover". It still rings true post Covid.

Other municipal departments managing public infrastructure and zoning have different regulations and statutes to adhere to, and provide the parameters and expectations for other departments following more nuanced environmental regulations. Vermont does not have a

state agency overseeing recreation and parks, and just a fraction of municipalities have recreation departments, unlike public libraries. There are very limited state statutes overseeing the management of recreation areas that are publicly owned <https://legislature.vermont.gov/statutes/fullchapter/31/005>, Childcare is managed differently, and Essex Junction is unique to have a recreation department providing such robust childcare services year round versus primarily summer camps and fee based programming. Both Brownell and EJRP attract visitors from outside City limits because of the quality of our public facilities, which also draws business and an economic boost to the City, especially with the new adopted local option tax (LOT). Both Brownell and Maple Street Park bring revenue to businesses in the City, and now the LOT brings revenue directly to our local government beyond the Grand List.

Brownell was a gift from businessman Samuel Brownell who wanted to see a permanent location for a library in the Village of Essex Junction that had been bounced from room to room in the 5 Corners area. Our building was built as a library, unlike many libraries in Vermont that began in donated houses and properties, because he wanted the Village of Essex Junction to have a library to call its own. The Library had a significant expansion in 1970 to respond to the rapidly growing population with the arrival of IBM, and again in 2000 to add an expanded youth area, community meeting room, air conditioning and ADA compliance with an addition of an ADA compliant door to the parking lot, in a time when people with disabilities had a private ride to the library, and an elevator to access the 3 floors of the library.

We see many community residents who seek social interactions that they don't have to pay for, which is expected when visiting a business. For some library visitors it is transactional and resource sharing only, checking out materials. For others, it is a quiet place to read and watch their community and feel more connected. For stay at home parents and grandparents of young children, Brownell is a sanctuary to get out of the house yearround and be able to access fresh reading material and interact with others at storytimes, in the Picture Book Room, or with staff at public desks. For working residents, flexible hours allow them to feel like a part of their community, despite not having hours to spend in the building, they can stop in any night, currently rotating to closing hours at 6:30pm, 8pm, and 5pm on Saturdays outside of July and August. Working parents and guardians drive their kids to the library after work, especially Friday nights when it's not a school night to browse books, enjoy library programs, and be in a different place that doesn't have an admission price. Other adults interact with Brownell picking up their 9+yo kids, who can handle being independent and walk to Brownell after school. Seniors visit the Library throughout the day and evenings and engage in their interests, or just feel like a part of their community by spending time and engaging with, or watching staff and other library visitors. The GMT bus provides access to residents who can't walk or drive to 5 Corners. Many residents are strong readers and Brownell keeps their minds engaged without impacting their wallets. Other visitors use public computers and resources at all open hours. Our public wifi is now boosted outside the building to reach the library pavilion, built in late 2020 with CARES Covid grant funding, and the Lincoln St bus stop. Examples of actual Brownell user physical checkouts value can be found in Attachment A.

Digital resources have allowed libraries to provide 24/7 access to materials for those who have the means to have the devices to access them. Brownell circulates devices for residents who don't have devices to access them to access Brownell resources with Brownell wifi, or wifi of their choosing. As government services have evolved, closed offices and gone paperless, libraries have seen a sharp increase of people in need of help to access these government services online. Public libraries are also the universal resource for anyone traveling to connect with the local community, whether its references to local services, access to our space or computers or finding out where they can find available in the area, whether it is a cafe, or the Fairgrounds. Essex Junction is proud of its transportation roots, originally including passenger train service, for transportation. Brownell continues to interact with coming and going train patrons. The train station doesn't accept cash and isn't open for advanced reservations, and Brownell sees ongoing train passengers using our computers to reserve and print train tickets. The City always has well deserved pride in the public bus transportation system that connects Essex Junction to Williston, South Burlington, Burlington and Winooski. Brownell is in proximity to the only public bus stop by a public library outside of Burlington in the whole state of Vermont. Public libraries can't discriminate about who comes in our doors, as long as they follow behavior guidelines. Essex Junction has roots as a past and current roots as a transportation hub.

Libraries were among the first services to be called back to provide resources after the spring 2020 lockdown, and Brownell staff quickly reimagined what contactless library services could look like. The use of digital resources exploded, and continues to be heavily used as life has changed so much, and some have embraced the 24/7 model of accessing digital resources. The original set of Brownell lockers were purchased with grant funding from the Vermont Department of Libraries that fit parameters of how to provide resources safely and limiting contact for those who were uncomfortable, or had health conditions they needed to consider with in person interactions, and also to promote ease of use for busy individuals. Materials on hold are now available to pick up in lockers in our main vestibule providing access to people without waiting at our service desks to enable quick visits (nothing prevents people from extending their library visits before or after the locker pickup), experiencing illness, and anyone out for a walk who prefers not to wait in line to retrieve their materials on hold at our circulation desks.

What would a level funded or 2% budget increase look like for Brownell? We can cut databases to reduce our collection funds marginally as we are in shared resource statewide agreements. Our shared integrated library system includes, as part of our membership agreement, the statement that "Recognizing that consortium resources cannot substitute for the building of strong local collections, libraries will maintain a commitment to local collection development as evidenced by maintenance of the library's acquisitions budget at or above the most recent three-year acquisition budget average".

Brownell is a member of the LUV Overdrive statewide digital book service, which promotes a best practice of purchasing a local license/copy through our Overdrive Advantage account, for ebook and downloadable audiobooks, when we reach 4 or more holds for our branch. Placing



holds through LUV as a service is limited to Brownell cardholders that are City residents. Following the best practice of purchasing a local digital title license protects the shared collection from overwhelming hold lists from high demand libraries. Users are authenticated through our Integrated Library Software so there is no opportunity for ghost accounts.

The question from the City Council was what the impacts of level funding or a 2% increase would look like. Because of the information being thrown around by different people, it seemed essential to provide a snapshot of the Vermont library landscape to understand the services Brownell provides before providing the anticipated impacts. The following would be general impacts:

- We have a graphic novel database Comics Plus, with unlimited checkouts for graphic novel and comics material for a range of ages from kids to adults. Graphic novels have connected more than a generation of reluctant readers to stories and are often a transition to full text materials. The cost of this is \$1,175.
- After the Essex Reporter ended printing in 2020, we confirmed with them they had no plans to publish in paper again, because we have bound copies of the Essex Reporter, and before that the Suburban List, back to 1938. Access to a digital copy of their stories was a natural step, which also included indexing/keyword search, a powerful tool unlike manually browsing our bound printed copies of the Reporter by year. We subscribed to the Essex Reporter database, with a small upgrade in price to include 3,650 U.S. news sources, a newspaper genealogy database and the Black Life in America database that provides comprehensive coverage of the African American experience from the early 18<sup>th</sup> century to the present day. Sourced from more than 19,000 American and global news sources, including over 400 current and historical Black publications, this collection “promotes learning about social justice and racial equality.” This collection of databases of primary news sources is an invaluable library reference tool that will be cut to save \$2005.
- The general collection funds will be reduced, which is limited by resource sharing library agreements, but to achieve the requested reduction forecast, will include reductions in requests for high demand titles. How Brownell responds to acquisition requests that will considerably limit hot new title availability, and increase hold times with limited additional copies, resulting in a service impact to library users accessing physical materials.
- A reduction in furniture and fixtures, which is intended to work towards upgrading library furniture to provide more wipeable surfaces that have water resistance to limit the impact of spills and leaks from library users, reducing the budget by \$3000.
- Our current computer replacement schedule will be stretched from 4 to 5 years. Brownell’s computers are used heavily by the public and staff to navigate and locate information for patron information requests, which requires well functioning machines.

Extending the replacement schedule may result in more out-of-order public and staff computer stations, impacting patron use and staff customer service.

- Staffing is Brownell's greatest expense. We have a talented and resourceful frontline staff, with professional staff nearby for more in depth reference questions. Forging ahead with time tested favorite programs, and building on what efforts get positive feedback, Brownell offers a range of live, online, hybrid and passive programming. We benefit from community volunteers who offer their talents when they match library initiatives, both in public programs and behind the scenes. Reducing our budget will impact staffing, which will impact hours, which will impact the range of programs we offer the community, and the hours of volunteer time Brownell and the Essex Junction community benefits from after the traditional work day ends. The impacts on hours would be the following in the different scenarios:

A level funded budget would result in the following change of hours and loss of popular evening programs:

**Open Hours: M-F: 10am-6pm**

**Closed on Saturdays year round**

- Regular Part-time and PT subs unable to attend Team Building or City/Staff trainings
- Lose long running evening programs: Must Read Mondays, Vermont Astronomical Society, Vermont Humanities evening Snapshots programs, Dungeons and Dragons Friday evening groups, loss of Brownell as a central location for the Annual Train Hop
- Reduction in evening volunteer hours: 6 hrs per week to support library services and programs

A 2% increase from FY24 Brownell budget would result in the following:

**Open Hours: M-F; 10am-6pm**

**Sat: 10am-2pm**

- Regular Part-time and PT subs unable to attend Team Building or City/Staff trainings
- Lose long running evening programs: Must Read Mondays, Vermont Astronomical Society, Vermont Humanities evening Snapshots programs, Dungeons and Dragons Friday evening groups, lost of Brownell as a central location for the Annual Train Hop
- Reduction in evening volunteer hours: 6 hrs per week to support library services and programs

A 3% increase from the FY24 Brownell budget would reduce:

**No reduction in service hours. Reductions would include elimination of public and reference databases, computer replacement schedule change, and furniture upgrades.**

Attached are the 2 requested budget snapshots with Brownell receiving level FY24 equivalent funding (Attachment B) and a 2% increase to the Brownell Library budget (Attachment C). An additional proposed 3% increase budget (Attachment D), which would reduce some tools, databases and operational expenses, but not impact hours, is included as well. Our current goal is to stretch our budget as far as possible to serve the community, which will result in a reduction in evening and Saturday hours because of contracted staff pay differentials for non-exempt staff getting a 10% pay differential increase for hours worked after 5pm, and a 20% differential increase for Saturday hours. Library staff do not receive overtime like in Public Works and Wastewater as these are planned work schedules during off hours to serve the community, not emergency working hours for water breaks, plowing and wastewater plant emergencies and breakdowns. The reduction in hours reflects retaining full time professional staff to continue to provide expected library services including adult and youth collection development and circulation, interlibrary loan, public computer access and assistance, programming and building supervision.

**Cost**

This memo is for informational purposes only.

## Attachment A

For 2023, using <https://ilovelibraries.org/what-libraries-do/calculator/>, these are examples of savings by City residents checking out physical items at the Brownell Library (this excludes ebooks, audio books, programs, computer use etc.):

Tax payer A:  
Female in 30s  
\$3355 saved

Tax payer B:  
Female retiree  
\$3899 saved

Tax payer C:  
Male middle aged  
\$1258 saved

Tax payer D:  
Male middle aged  
Father of 2  
\$4056 saved

Tax payer E:  
Male retiree  
\$1088.00 saved

**Attachment B  
LEVEL FUNDING**

**Costing Center**

**210-35-10 - Brownell Library**

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 Level	\$ Change	% Change	Notes
<b>Revenues</b>										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
<b>Total Revenues</b>	<b>15,500</b>	<b>15,446</b>	<b>15,500</b>	<b>15,888</b>	<b>500</b>	<b>650</b>	<b>650</b>	<b>150</b>	<b>30.0%</b>	
<b>Expenditure</b>										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	114,732	(10,437)	-8.3%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	44,170	(1,381)	-3.0%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,905	1,905	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	4,000	(1,500)	-27.3%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	11,400	(2,600)	-18.6%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	47,250	(2,750)	-5.5%	Reduce digital (remove Newsbank & ComicsPlus),periodicals and other materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	23,630	(1,370)	-5.5%	Reduce digital (remove ComicsPlus) and reduce physical materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	-	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	5,000	5,000	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,390	(110)	-7.3%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	950	(550)	-36.7%	
<b>Total Expenditure</b>	<b>778,306</b>	<b>743,380</b>	<b>866,455</b>	<b>836,571</b>	<b>964,134</b>	<b>1,016,569</b>	<b>964,134</b>	<b>(0)</b>	<b>0.0%</b>	
Net General Fund	(762,806)	(727,934)	(850,955)	(820,682)	(963,634)	(1,015,919)	(963,484)	150	0.0%	

**Attachment C  
2% Increase**

**Costing Center**

**210-35-10 - Brownell Library**

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 2%	\$ Change	% Change	Notes
<b>Revenues</b>										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
<b>Total Revenues</b>	<b>15,500</b>	<b>15,446</b>	<b>15,500</b>	<b>15,888</b>	<b>500</b>	<b>650</b>	<b>650</b>	<b>150</b>	<b>30.0%</b>	
<b>Expenditure</b>										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	127,379	2,210	1.8%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	45,138	(413)	-0.9%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,947	1,947	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	5,500	-	0.0%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	12,200	(1,800)	-12.9%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	48,000	(2,000)	-4.0%	Reduce digital (cut Newsbank & ComicsPlus), periodicals and other materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	24,000	(1,000)	-4.0%	Reduce digital (remove ComicsPlus) and reduce physical materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	6,550	6,550	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,500	-	0.0%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	1,500	-	0.0%	
<b>Total Expenditure</b>	<b>778,306</b>	<b>743,380</b>	<b>871,455</b>	<b>836,571</b>	<b>964,134</b>	<b>1,016,569</b>	<b>983,420</b>	<b>19,286</b>	<b>2.0%</b>	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,015,919)	(982,770)	(19,136)	2.0%	

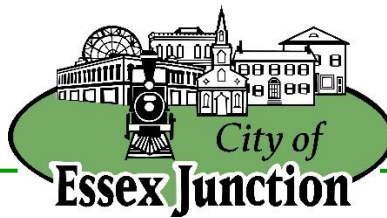
2% Target: 983,417

**Attachment D  
3 % Increase**

**Costing Center**

**210-35-10 - Brownell Library**

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 3%	\$ Change	% Change	Notes
<b>Revenues</b>										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
<b>Total Revenues</b>	<b>15,500</b>	<b>15,446</b>	<b>15,500</b>	<b>15,888</b>	<b>500</b>	<b>650</b>	<b>650</b>	<b>150</b>	<b>30.0%</b>	
<b>Expenditure</b>										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	134,714	9,544	7.6%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	45,699	148	0.3%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,971	1,971	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	5,500	-	0.0%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	12,200	(1,800)	-12.9%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	49,000	(1,000)	-2.0%	Reduce digital materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	24,500	(500)	-2.0%	Reduce digital materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	6,550	6,550	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,500	-	0.0%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	1,300	(200)	-13.3%	
<b>Total Expenditure</b>	<b>778,306</b>	<b>743,380</b>	<b>871,455</b>	<b>836,571</b>	<b>964,134</b>	<b>1,016,569</b>	<b>992,640</b>	<b>28,506</b>	<b>3.0%</b>	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,015,919)	(991,990)	(28,356)	2.9%	



## MEMORANDUM

**To:** City Council  
**From:** Jennifer Marbl, City Planner  
**Meeting Date:** 01/24/2024  
**Subject:** Expanding Neighborhood Development Area Designation

---

### Issue

Council should decide whether to authorize Staff to proceed with an application to extend the City's Neighborhood Development Area Designation.

### Discussion

The City currently benefits from two State designations - the Village Center designation, and the Neighborhood Development Area designation. Currently, both designations apply to the same area and their boundaries align exactly with the limits of the Village Center zoning district.

The Neighborhood Development Area (NDA) designation provides state permitting exemptions for qualified mixed income housing, tax benefits, and limitation on appeals for residential development. These benefits are meant to encourage developers and municipalities to help increase the creation of new homes within walking distance of shops, jobs, services, and schools. A summary of the benefits of the available state designations is attached.

The Planning Commission reviewed and recommended the application's proposed boundary at the January 4<sup>th</sup> meeting. As directed by the Planning Commission, I have prepared an application for expansion of the Neighborhood Development Area. As shown in the attached map, the proposed area encompasses an approximate quarter mile radius extending from the existing boundaries and a stretch of Pearl Street including both the zones for the Transit Oriented Development and the Highway-Arterial.

As a part of the renewal application the Vermont Department of Housing and Community Development requires that the renewal application for VC and NDA designations be authorized by the municipal legislative body.

### Cost

There is no cost to the application.

### Recommendation:

Staff recommends that Council authorize the application for an expansion of the boundary of the Neighborhood Development Area designation.

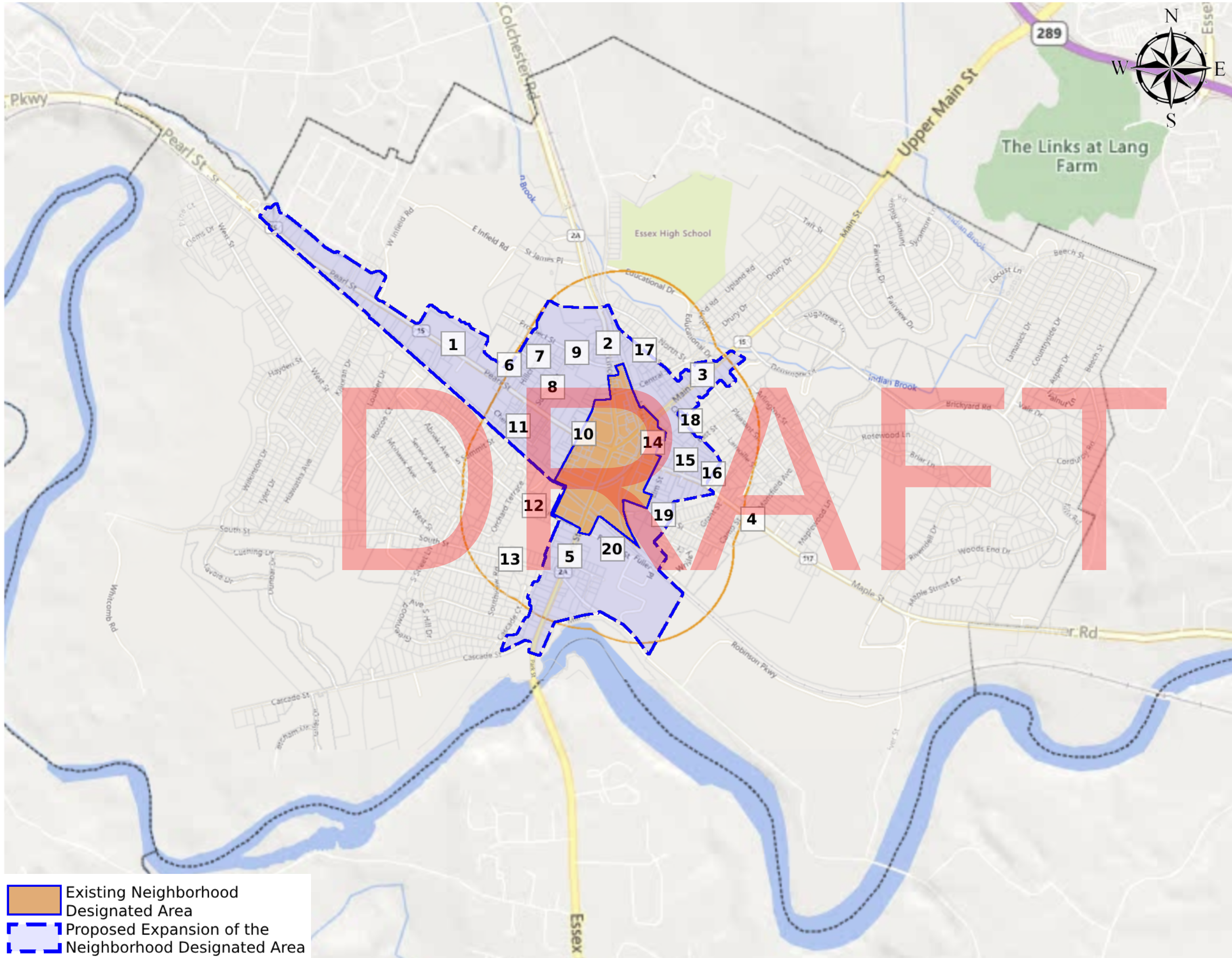
### Recommended Motion:

I move that City Council authorize the application for the expansion of the Neighborhood Development Area boundaries through the Vermont Department of Housing and Community Development designation program.



# City of Essex Junction

## Map 1: Neighborhood Development Area Boundary Map



- 1 - Pearl St.
- 2 - Lincoln St.
- 3 - Main St.
- 4 - Maple St.
- 5 - Park St.
- 6 - W. Hillcrest Rd.
- 7 - Hillcrest Rd.
- 8 - Summit St.
- 9 - Prospect St.
- 10 - School St.
- 11 - Cherry St.
- 12 - Iroquois Ave.
- 13 - South St.
- 14 - Railroad Ave.
- 15 - East St.
- 16 - Mansfield Ave.
- 17 - Grove St.
- 18 - Pleasant St.
- 19 - Jackson St.
- 20 - Franklin St.

- 1/4 Mile Radius from
- Existing Boundary -
- Suggested Expansion Radius

- Existing Neighborhood Designated Area
- Proposed Expansion of the Neighborhood Designated Area



# Map 2: Flood Hazard Areas Essex Junction 2019 Village Plan Legend

Structures/Infrastructure within Special Flood Hazard Area or River Corridor

- Residential
- ✚ Health Clinic
- ▲ Commercial/Industrial
- ◆ Utility/Pump Station
- Bridge
- Culvert
- Road
- River Corridor
- Special Flood Hazard Area (100 yr flood)
- .2 % annual chance flood hazard (500 yr flood)
- Road Centerline
- Railroad
- Stream Centerline
- Water Body



1:15,000

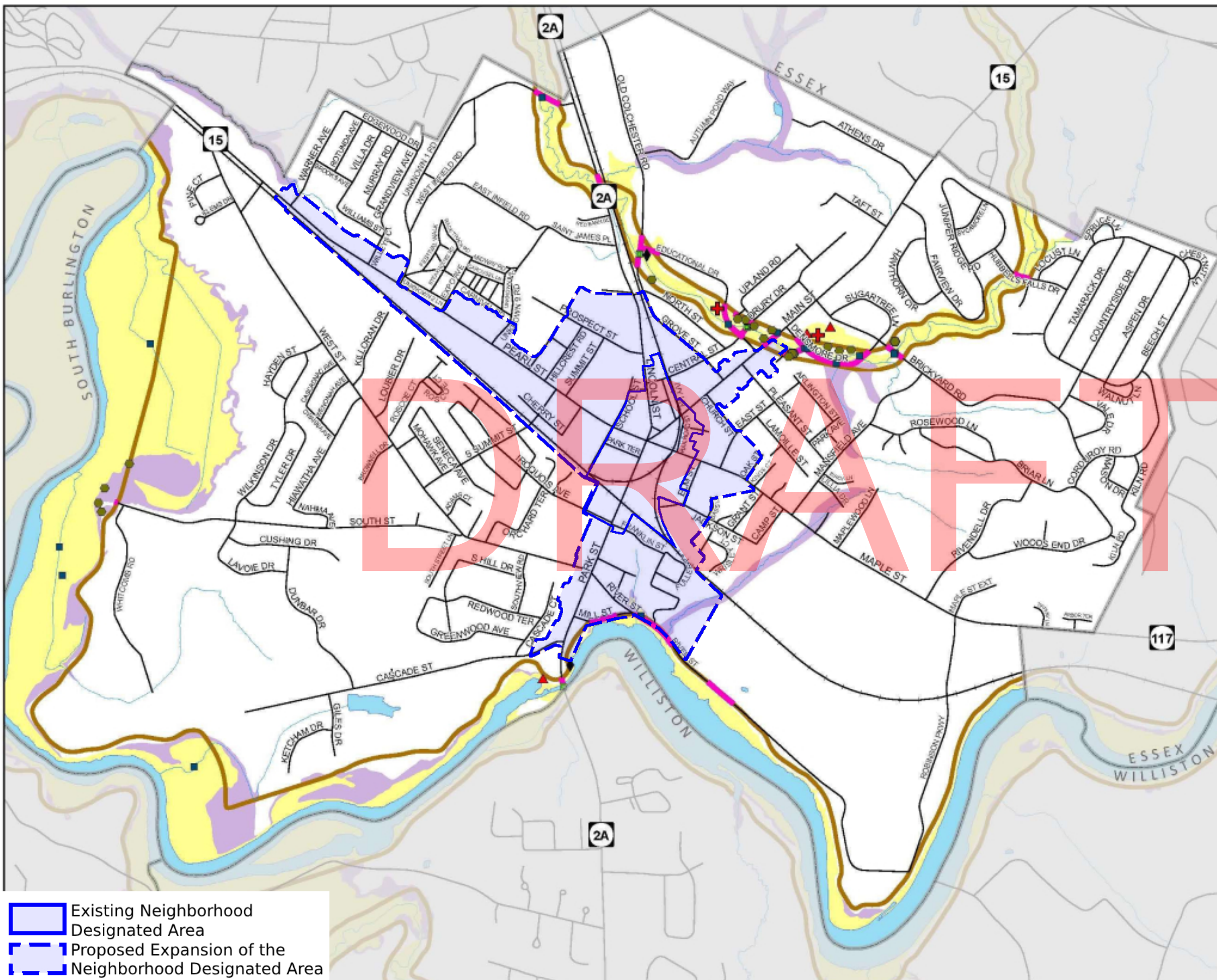
0 0.25 0.5 Mile

Source:  
River Corridor - ANR, 2018; Floodplain - FEMA, 2011;  
Structures in floodplain or River Corridor - e911, roads, Vtculverts, ANR DMS, 2019  
Surface Water - VHD, 2008 (VCGI)  
Map created by P. Brangan using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.



D:\Projects19\EssexJunction\VillagePlanMaps.aprx







- Existing Neighborhood Designated Area
- Proposed Expansion of the Neighborhood Designated Area



# Map 3: Natural Resources Essex Junction 2019 Village Plan

1:15,000 **Legend**

-  Stream Centerline
-  Water Body
-  Vermont Significant Wetlands Inventory
-  Watershed



Act 171 - Vermont Conservation Design - Landscape Scale Components

-  **HIGHEST PRIORITY** (Includes Surface Water & Riparian Areas, Riparian Wildlife Connectivity, & Physical Landscape)
-  **PRIORITY** (Includes Interior Forest Blocks, Surface Water & Riparian Areas)

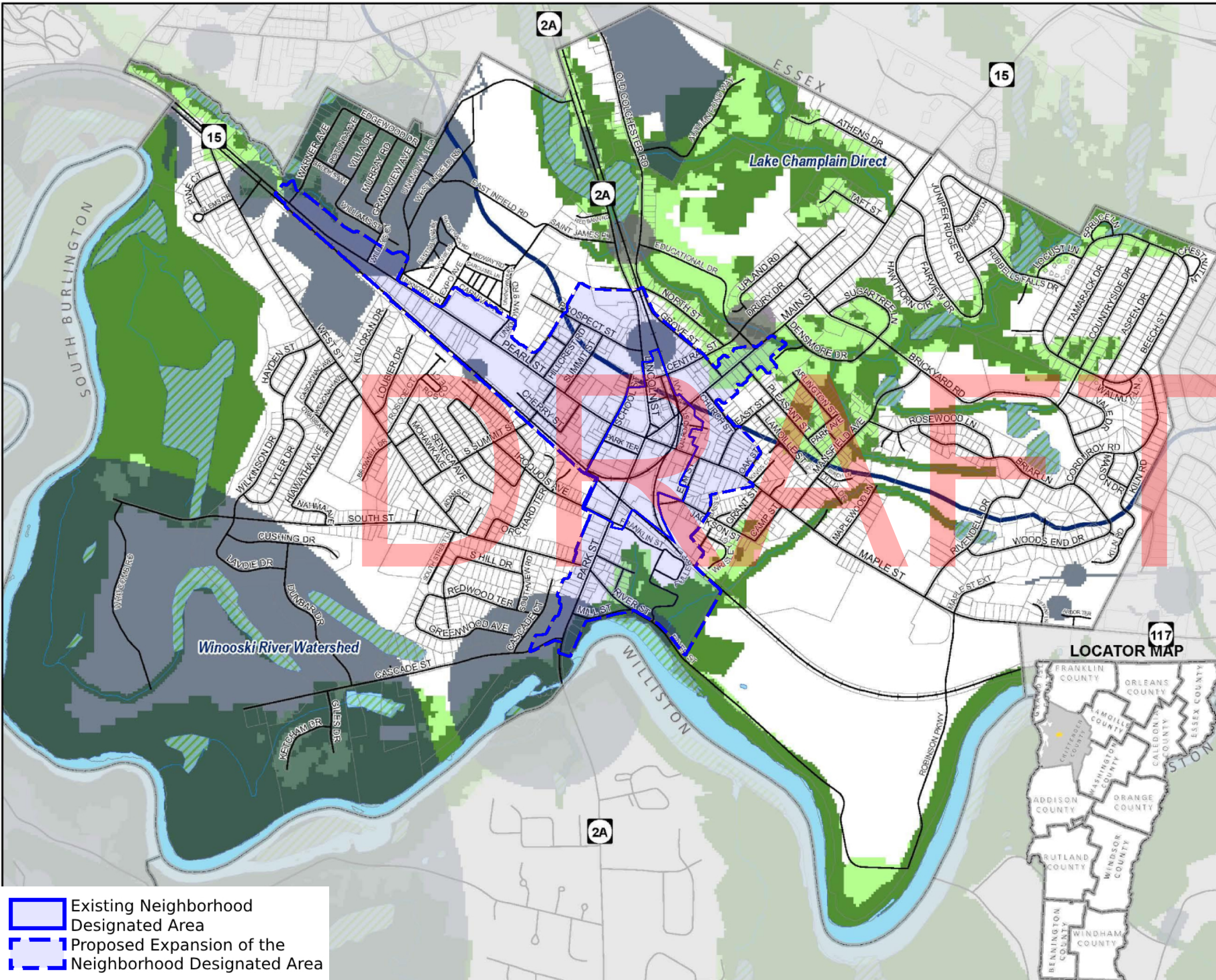
Species and Community Scale

-  **HIGHEST PRIORITY** (Includes: Rare Species, Rare Natural Communities, Wildlife Crossing, & Class 2 Wetlands)
-  **PRIORITY** (Includes Uncommon Species)

0 0.25 0.5 Mile

Source: Ag Soils - NRCS; Vermont Conservation Design - ANR; Road centerline - e911 20190128 download; Surface Water - VHD, 2008 (VCGI); Wetlands - VSWI, 2019 (ANR)  
Map created by P. Brangan using ArcGIS Pro. All data is in State Plane Coordinate System, NAD 1983.

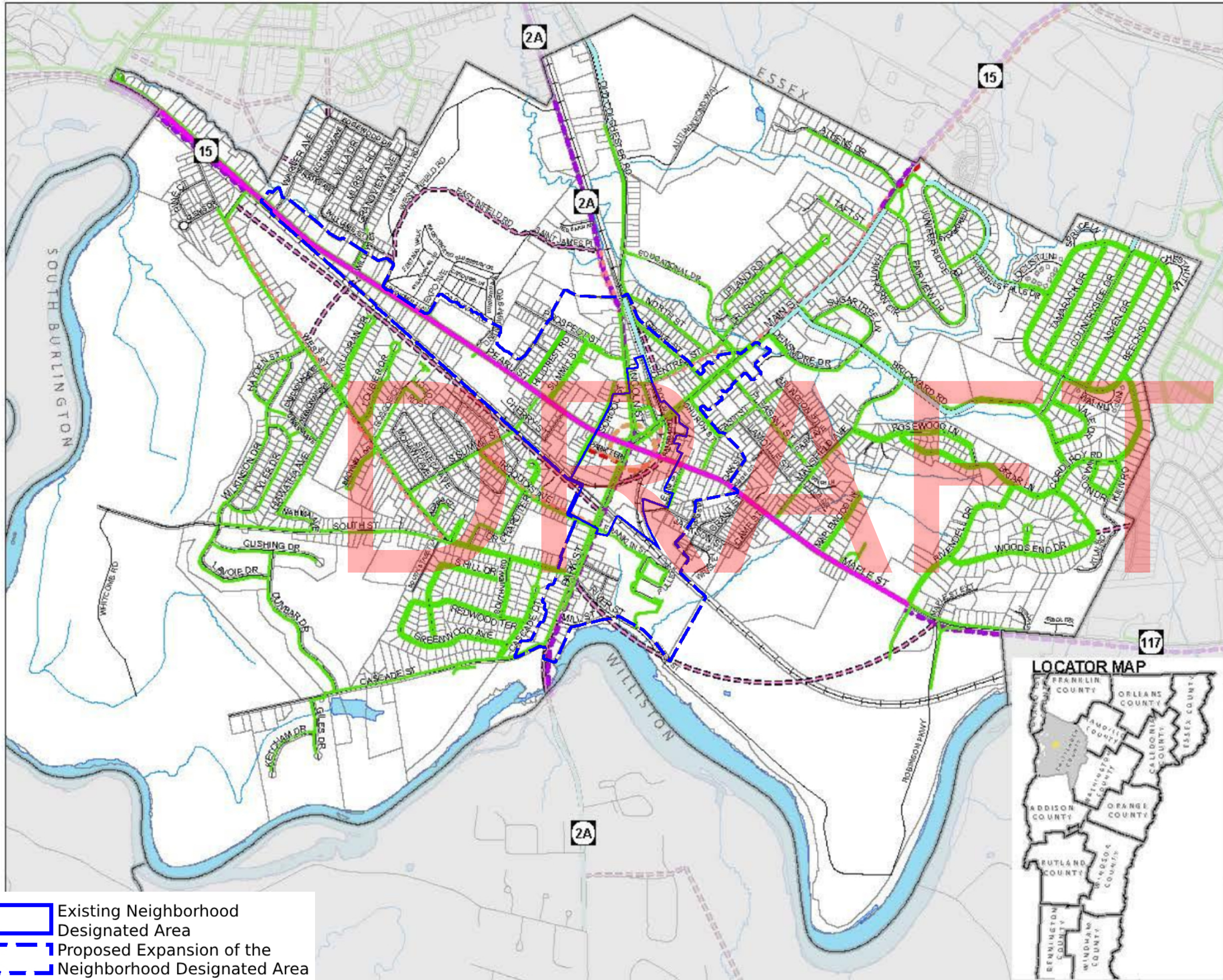
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-  Existing Neighborhood Designated Area
-  Proposed Expansion of the Neighborhood Designated Area

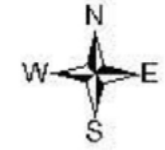


# Map 4: Non-Motorized Transportation Essex Junction 2019 Village Plan



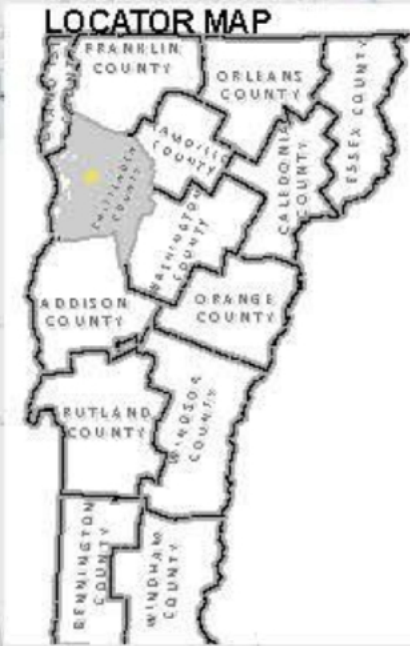
### Legend

- Existing**
- Sidewalk
  - Shared Use Path
  - On-road Bike Lane
- Future**
- Bike Lane/Boulevard/Sharrow
  - Median Refuge/Textured Crossing/Bike Lane
  - Raised Crossing/RRFB
  - - - Shared Use Path
  - - - Sidewalk
  - · - · Sidewalk/Shared Use Path
  - Road Centerline
  - + Railroad
  - 2018 Tax Parcel Boundary



Source:  
 Future non-motorized transportation - 2015 Bike Ped Plan; Dubois & King; Existing Bike/Ped - CCRPC, 2017  
 Parcels - 2018 updated through Vermont Parcel Program  
 Road Centerline - e911, 1/1/2019; Railroad - VTrans  
 Map created by P. Brangan using ArcGIS Pro. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:  
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- Existing Neighborhood Designated Area
- Proposed Expansion of the Neighborhood Designated Area



# Map 5: Historic Sites and Districts Essex Junction

2019 Village Plan

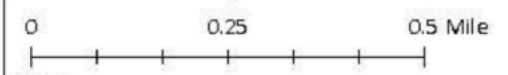


### Legend

- ▲ State Historic Site (Number corresponds to table in plan)
- Historic District

Map Number	Historic District Name
1	Champlain Valley Fair Grounds
2	Lincoln Street Historic District
3	Pearl Street Historic District
4	School Street Historic District
5	School Street/Park Terrace Historic District
6	Commercial Center Historic District
7	Central Street Historic District
8	Main Street Neighborhood Historic District
9	Church Street Historic District
10	Maple Street Historic District
11	Oak Street Historic District
12	Pleasant Street Historic District
13	Park Street Historic District
14	Whitcomb Farm

1:12,000



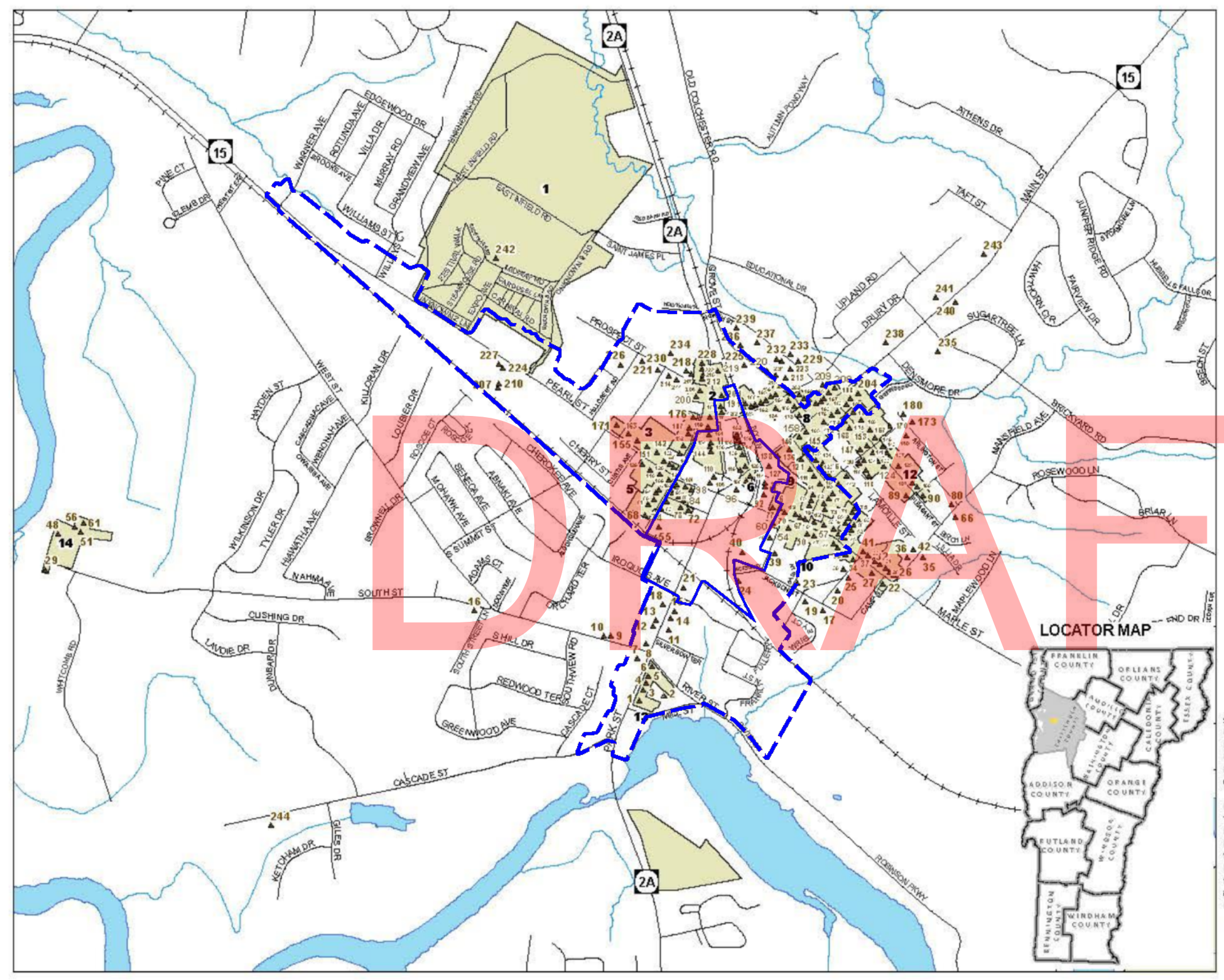
Source:  
Historic Districts - CCRPC, 2017; Sites - CCRPC, updated 2005  
Parcels - 2017 updated through Vermont Parcel Program  
Road Centerline - e911, 1/2019; Railroad - VTtrans  
Map created by P. Brangan using ArcGIS Pro. All data is in State Plane  
Coordinate System, NAD 1983.

Disclaimer:  
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by registered surveyor. This map is not sufficient for delineation of  
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and may indicate relationships between features, but is not a  
replacement for surveyed information or engineering studies.



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LOCATOR MAP



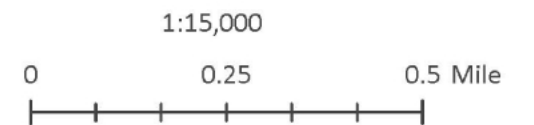
- Existing Neighborhood Designated Area
- Proposed Expansion of the Neighborhood Designated Area



# City of Essex Junction Zoning Map 6

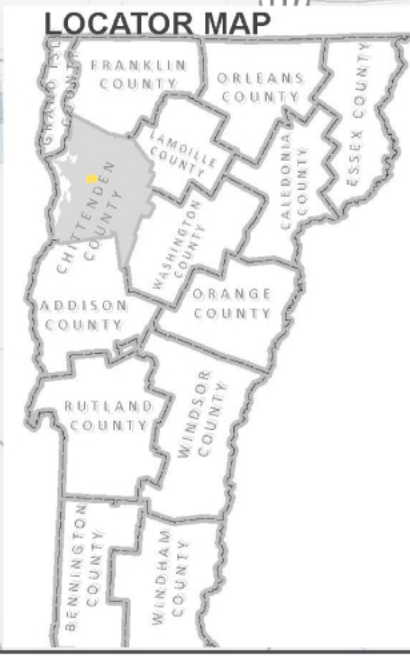
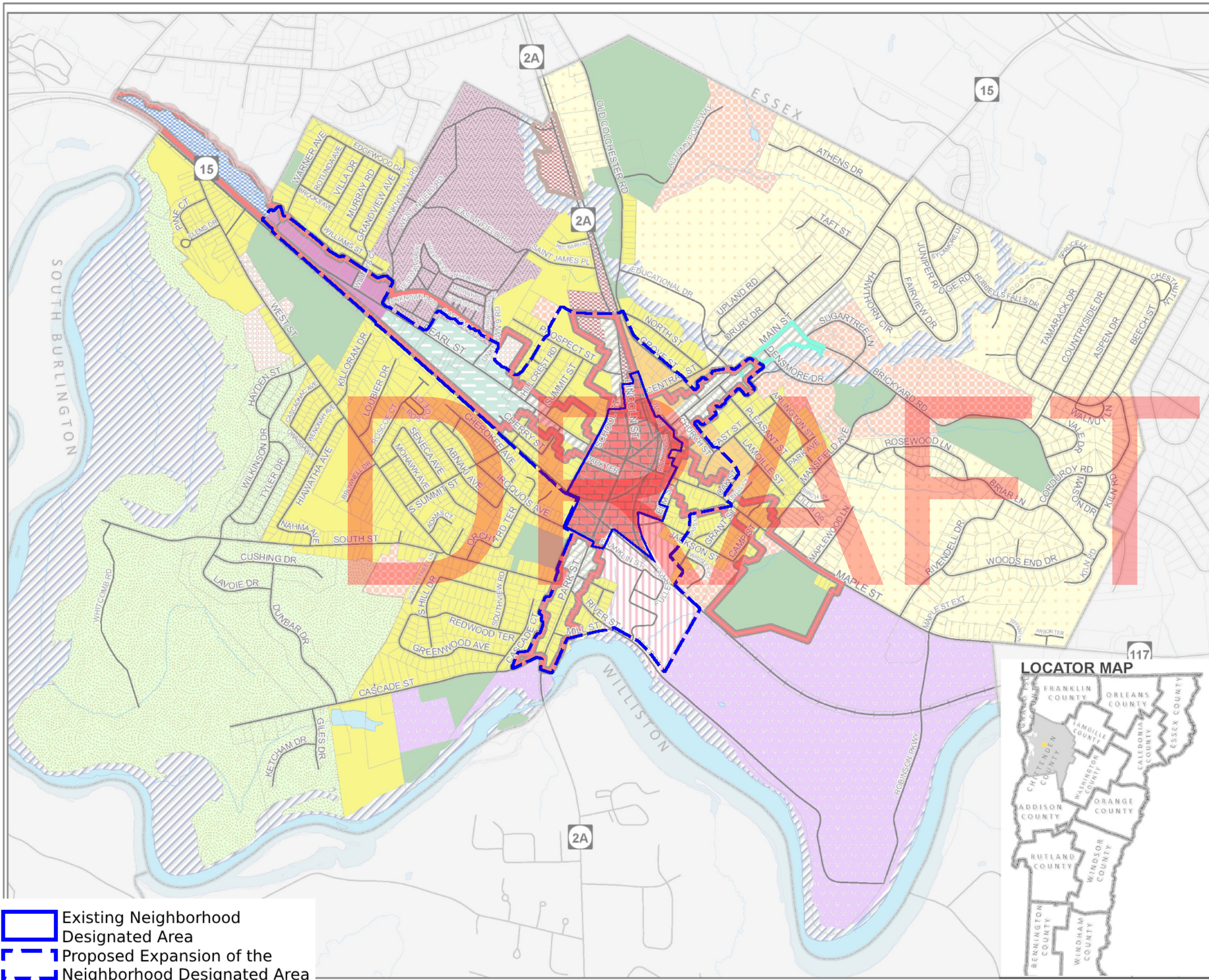
## Legend

- Zoning District
- Residential 1
  - Residential 2
  - Multi-Family Residential 1
  - Multi-Family Residential 2
  - Multi-Family Residential 3
  - Multi-Family/Mixed Use 1
  - Multi-Family/Mixed Use 2
  - Village Center
  - Transit Oriented Development
  - Residential-Office
  - Mixed Commercial Use
  - Highway-Arterial
  - Light Industrial
  - Planned Exposition
  - Planned Agriculture
  - Open Space
  - Floodplain
  - Design Review & Historic Preservation Overlay
  - North Lincoln Overlay
  - Professional Office Overlay



Source:  
 Zoning - CCRPC, updated 2022 with Overlay  
 Parcels - 2021 updated through Vermont Parcel Program; Road Centerline - e911, 1/2019; Railroad - VTrans  
 Map created by P. Brangan using ArcGIS Pro. All data is in State Plane Coordinate System, NAD 1983.

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- Existing Neighborhood Designated Area
- Proposed Expansion of the Neighborhood Designated Area



## Program Benefits

The Vermont village center designation program supports local revitalization efforts across the state by providing technical assistance and state funding to help designated municipalities build strong communities. Once designated, the community will be eligible for the following benefits:

### Technical Assistance

- Technical assistance provided by the state to support local village revitalization and planning efforts.

### Downtown and Village Center Tax Credits

#### 10% Historic Tax Credits

- Available as an add-on to approved Federal Historic Tax Credit projects.
- Eligible costs include interior and exterior improvements, code compliance, plumbing and electrical upgrades.

#### 25% Historic Tax Credits

- Eligible facade work up to \$25,000.

#### 50% Code Improvement Tax Credits

- Available for up to \$50,000 each for sprinkler systems; up to \$75,000 for elevators; and \$12,000 for lifts.
- Eligible code work includes ADA modifications, electrical, fire safety, or plumbing up to \$50,000.

### Priority Consideration for State Grants

- Priority consideration for various ACCD, VTrans and ANR grants and incentives including, ACCD's Municipal Planning Grants, State Historic Preservation grants, Vermont Community Development Program (VCDP) grants, VTrans Bike/Ped and Transportation Alternatives grants, Northern Border Regional Commission Grants, ANR Water and Wastewater subsidies and loans, and various other state grants and resources.

### Priority Consideration by State Building And General Services (BGS)

- Priority site consideration by the State Building and General Services (BGS) when leasing or constructing buildings.

### Neighborhood Development Area (NDA) Eligibility

- Communities may also designate Neighborhood Development Areas within 1/4 mile from the designated village center. Qualified projects are:
  - Exempt from Act 250 regulations for Priority Housing Projects and projects not qualifying for the exemption receive a 50% discount on application fees.
  - Exemption from the land gains tax for housing units sold.
  - Eligible for reduced state permit fees.



For more information, please contact:

Richard Amore: [richard.amore@vermont.gov](mailto:richard.amore@vermont.gov) or 802.585.0061

Website: <http://accd.vermont.gov/community-development/designation-programs/village-centers>

## Memo

**To:** City Council and City Manager Regina Mahony

**From:** Harlan Smith, Interim, City Building Coordinator

**Meeting Date:** January 24, 2023

**Re:** 2 Lincoln Remodel plan

The renovation to the 2 Lincoln building to house the full municipality of the newly formed City of Essex Junction is a very complex and large undertaking; with several consultants needed to help design and schedule the project. Scott & Partners was brought on to assemble a team of engineers and provide us with building layout designs for the team to work toward. They also assisted in the bidding for a construction manager (CM) with the winning bid going to Bread Loaf corporation.

With set financial parameters from the city, we have had several meetings to refine the project to bring it within those parameters. While we are still working on it; we thought it was time to provide the Council with an update.

### **Initial steps**

1. **March 2022 thru January of 2023** - Secured architect and developed initial floor plans.
2. **January 2023 thru April of 2023** - Continue floor plans and bring on Engineering team.
3. **April 2023 thru July 2023** - Develop RFP for construction manager, develop draft contracts, and exploratory demolition for engineers.
4. **July 2023 to present** - Secure construction manager, work on first draft budget, continue exploratory work on building, change initial designs to lower projected cost, work on scheduling and planning.

### **Budgeting**

1. Initial projections from the team put construction costs including design and development at \$3,134,819 with out-of-pocket costs in the range of \$200 - \$500 thousand.
2. The first projection with the CM on board put the project at \$2,994,683 with out-of-pocket being in the \$500 – \$800 thousand.
3. After design change the projected project came in at \$2,448,830 with out-of-pocket still in the \$500 – \$800 thousand range.
4. We are currently working on the design to see if the project can be reduced further, because we have approximately \$2.5 million for this project including all out-of-pocket expenses, and we want to be prepared with a solid contingency amount.

### **Next steps**

1. Bring construction drawings to a 50% level.
2. Get second cost estimate of project from CM.
3. Develop proposed construction schedule.



4. Identify all out-of-pocket costs.
5. Develop a transition plan to run the municipality during construction.

#### **Current plan for logistics during construction**

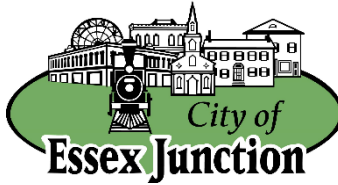
The project affects several groups and we are working diligently to establish a schedule, to give everyone as much lead time as possible. While we do not yet have a construction schedule, we have been able to think through some logistics during the construction timeframe.

During construction the project will need and have full access to the parking area located between the fire department and the municipal office for storage trailers, required vehicles, and deliveries. We hope to locate the construction office trailer in front of 2 Lincoln to reduce the possibility of interfering with the driveway into the back parking lot. We have notified the CM that all other vehicles will need to utilize additional parking near the project, not including the back parking lot.

With the amount of construction practices happening in the described parking area we believe the use of the senior center by the seniors and the pedestrian traffic required by the teen center to run operations is impractical for safety reasons.

Our plan is to use the senior center for a temporary municipal office with time limited parking located in the fire department parking lot along side of the senior center building. We have confirmed with the fire department the use of these spaces between 7am and 5pm for city resident business only during the construction period.

The large room of the teen center directly above the senior center, will be used for storage of teen center furniture, city storage needs and senior center storage needs.



**Memo**

To: Essex Junction City Council  
From: Colleen Dwyer, Human Resources Director  
Meeting Date: January 24, 2024  
Agenda Item: Vermont Municipal Employees' Retirement System (VMERS) (revised)

---

**Issue:**

This issue is for the City Council to consider adding VMERS DC as a retirement plan option for employees while maintaining the VMERS C plan.

**Discussion:**

The addition of the Vermont Municipal Employees' Defined Contribution Plan (DC Plan) would allow employees to choose how they want to plan for their retirement. It would provide an extra option for employees to plan for their fiscal future. Moreover, adding the VMERS DC plan would save the City and its employees money. Current employees would have a one-time option to move from VMERS C to VMERS DC. All new employees who have not been given a VMERS DC/DB election previously would have the option to choose either VMERS C or VMERS DC. The current rate for the VMERS DC plan for FY2024 is as follows: employee contribution rates for DC Plan members will remain at 5.00%, and the total employer contribution rate will increase from 5.125% to 6.00%. This 6.00% comprises a 5.00% employer contribution and a 1.00% administration fee. The rate for the VMERS C plan we currently offer is as follows: Group C: 11.250% employees and 8.500% for the employer. In order for the City to add VMERS DC, the State of Vermont requires the request to be submitted to them by 12/31/23 for a 7/1/24 effective date.

This was previously approved in the Consent agenda, however, the motion needs to be read into the minutes for VMERS.

**Recommendation:**

To add the VMERS DC plan to the City retirement benefit package.

**Recommended Motion:**

“I move that City Council approve adding the addition of the VMERS DC plan to the City retirement benefit package effective 7/1/24. Current VMERS eligible employees will be given a one-time irrevocable option to switch to the VMERS DC plan on 7/1/2024; all VMERS eligible employees hired after the date of this vote will be enrolled in the respective DB group, and a Notice of employment will be sent to VMERS.”

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
JANUARY 10, 2024**

**COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk; Andrew Brown; Elaine Haney.

**ADMINISTRATION:** Regina Mahony, City Manager; Colleen Dwyer, Director of Human Resources; Ricky Jones, Public Works Superintendent; Ron Hoague, Chief of Police; Brad Luck, Director of Essex Junction Parks & Recreation; Susan McNamara-Hill, Clerk; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Harlan Smith, Grounds & Facilities Director; Ashley Snellenberger, Director of Communications & Strategic Initiatives; Chris Yuen, Community Development Director;

**OTHERS PRESENT:** Lauren Chicote, Clayton Clark, Annie Cooper, Craig Dwyer, Susan French, Michael Giguere, Jeanne Grant, Anthony Jackson-Miller, Deb McAdoo, Resa Mehren, John O'Brien, Christie Packard, Richard Smith, Sarah Spinette, Dennis Thibeault, George Tyler, Nick Warner.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:30 PM.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from Public

Craig Dwyer spoke about the decision to stop fines for the livestock at 8 Taft Street but said that this is not reciprocal, as more livestock has been added and more structures have been built, despite the City's ordinances. He said that this situation is the direct result of the Council's inaction a year ago, which has led to a macro-level situation that has cost the taxpayers money and time, as well as costing residents of Taft Street their quality of life and decreases in their property values. He said that situations need to be addressed at a micro level before they become larger issues.

City Manager Mahony spoke about last night's storm. She noted that a number of trees were downed throughout the City and that public works is working on cleanup. She also noted about \$60,000 worth of damage to the Brownell Library roof. Director of Grounds and Facilities Smith noted a temporary fix to the library's roof, and that there is no water damage as far as he can tell. City Manager Mahony noted that claims have been filed with the City's insurance company.

5. **BUSINESS ITEMS**

a. Discussion with HR Director Colleen Dwyer

Director Dwyer began with a summary of activities for the last six months. She spoke about her personal growth as a new director of HR in the City, the complexity of being a "New City", challenges around maintaining a stable workforce (particularly due to the childcare crisis in the City, state, and country), open enrollment activities, and connecting with Champlain Medical Urgent Care on flu vaccination. She then spoke about looking ahead six months, saying that items on her radar include contract negotiation, the VLCT Welcoming and Engaging Communities Program, and obtaining more tools for staff via certain

53 trainings. She acknowledged the City's incredible workforce and the breadth and depth of services they  
54 provide.

55  
56 Councilor Certa asked how Director Dwyer sees the City maintaining services given certain workforce  
57 challenges and turnover. Director Dwyer said that they need to ensure that they're providing a good  
58 work/life balance and competitive wage and benefits packages. She said that the City provides an  
59 excellent opportunity for professional growth, as well as a welcoming and positive work environment.

60  
61 b. \*Interview and Consider Appointments to the Bike/Walk Committee and the Community Advisory  
62 Board

63 The City Council interviewed Sarah Spinette, Michael Giguere and John O'Brien for a position on the  
64 Bike/Walk Committee. Each candidate introduced themselves and spoke about their interest in serving  
65 on the Bike/Walk Committee, each expressing interest in increasing the walkability and bikeability of the  
66 Essex Junction community.

67 The City Council interviewed Susan French for a position on the Community Advisory Committee. She  
68 introduced herself and spoke about her background and interest in serving on the Community Advisory  
69 Committee, saying that she has a good history and understanding of the Chittenden County community,  
70 and that this is a good opportunity to strengthen the relationship between the community and the police.

71 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN, to appoint Michael Giguere and**  
72 **John O'Brien to the Bike/Walk Advisory Committee for a three-year term. The motion passed 5-**  
73 **0.**

74 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN, to appoint Michael Giguere and**  
75 **John O'Brien to the Bike/Walk Advisory Committee for a three-year term. The motion passed 4-**  
76 **1 (Councilor Haney dissenting).**

77 c. Discussion & Consideration of Adoption of VT-Alert as a Public Notification System  
78 City Manager Mahony began by introducing VT-Alert, which is a system that has been run at the State  
79 level and can also be used by municipalities to send emergency or public safety alerts to residents and  
80 visitors via email and text message. She noted that Police Chief Hoague has recommended that this  
81 service be used for the City of Essex Junction (as well as the Town of Essex), so that information can  
82 be provided in a streamlined, consistent, and timely manner. She noted that there is no cost outside of  
83 the training and getting the software set up by staff.

84  
85 Councilor Chawla asked if this software could be used for internal communication as well, and Chief  
86 Hoague replied that yes, it can be used to send messages to specific groups it sets up, in addition to  
87 broader community-wide communication.

88  
89 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council approve**  
90 **the use of VT-Alerts System for the City of Essex Junction, and authorize the President of the**  
91 **Council to sign the attached MOU to move forward with the setup process. The motion passed**  
92 **5-0.**

93  
94 d. Winooski Valley Park District Presentation & Discussion  
95 Nick Warner, the Executive Director of the Winooski Valley Park District, began by welcoming the City  
96 to WVPD for Fiscal Year 25. He then provided an overview of WVPD, noting that it has three full-time  
97 staff and leverages an immense amount of volunteer time from its member municipalities. He spoke  
98 about recent challenges around flooding, which has taught WVPD about resilience, as well as the  
99 importance of the floodplain and shoreline that WVPD manages. He noted that the District's mission has

100 morphed from aesthetic recreational priorities to a focused ecological imperative to acquire and directly  
101 manage permanently-conserved lands. He spoke about upcoming capital projects and acquisitions,  
102 noting that the District is seeking \$31,472 from Essex Junction to help fund operations, adding that  
103 WVPD continues to seek new revenues that reduce reliance on such municipal shares. He noted that  
104 the District does not carry debt and has strong strategic partnerships with a number of local  
105 organizations, which helps with its overall sustainability.

106  
107 Councilor Certa expressed concern about the amount of funding being asked of Essex Junction versus  
108 the amount of land within Essex Junction that WVPD stewards. Mr. Warner replied that they take  
109 equalized grand lists into account, which is a more progressive way of assessing this municipal share,  
110 though acknowledging there is no perfect way of assessing municipal shares of funding for the District.

111  
112 Councilor Haney asked for more details around the recently-acquired property behind Global Foundries.  
113 Mr. Warner said that it is a 29-acre property and that they are working on securing public access and a  
114 trail system going down to the Winooski River.

115  
116 George Tyler, the current City representative on the WVPD Board, provided more detail about the  
117 location of the recently acquired property and potential river access, emphasizing the importance of  
118 preserving this as a biologically rich and diverse ecosystem. He noted that wetland areas like these are  
119 able to absorb the overflow of rivers during flooding events.

120  
121 Councilor Thibeault asked about whether an appointment or reappointment of a City representative to  
122 the Board is necessary. Mr. Warner replied that the term length is typically three years, but that  
123 municipalities can also choose shorter terms. City Manager Mahony said that she would look into when  
124 the current WVPD representative term expires.

125  
126 e. Green Mountain Transit Presentation & Discussion

127 Clayton Clark, the General Manager of Green Mountain Transit, provided an overview of GMT, that it is  
128 one of the only transit organizations that spans urban and rural ridership. He provided a brief overview  
129 of volume of rides on certain routes that transit through Essex Junction. He then spoke about the annual  
130 assessment of Essex Junction's share of GMT's costs, which include a fixed route operating  
131 assessment, a capital match, and a paratransit assessment, for a total of \$249,615 for Fiscal Year 2025.  
132 He said that the fixed route assessment amount is a 2.6% increase from FY24's assessment. He spoke  
133 briefly about fiscal pressures, noting that there was a significant amount of Covid-19 relief funding that  
134 has been used over the last several years, and that GMT is looking at a \$3 million deficit to maintain the  
135 current level of service at the current funding levels. He said that GMT is seeking additional revenue  
136 sources and that they are not looking to municipalities to help fill that gap. He noted that fare resume on  
137 March 6, 2024, and that GMT's new system will be more robust and allow riders to either use cash, a  
138 monthly prepaid pass, or daily/monthly caps of \$4 and \$50 (respectively). He also noted that fares are  
139 halved for those with disabilities.

140  
141 Councilor Chawla asked about potential additional stops at the University of Vermont Medical Center,  
142 noting a need for it by staff who rely on GMT for transportation. Mr. Clark replied that they are not looking  
143 to add additional times, but could look at changing the schedule to try and better accommodate peak  
144 demand. Councilor Chawla said that Chittenden County and the region as a whole are adding residents  
145 monthly, and that lack of public transportation is a massive barrier for many. Mr. Clark noted a challenge  
146 around federal funding, saying that they are receiving the maximum amount of federal funding they're  
147 able to receive. Councilor Chawla confirmed that if member municipalities don't fund their share, it won't  
148 place additional burden on other municipalities.

149

150 Councilor Certa asked for more details about route development and expansion, noting that the current  
151 schedules for GMT buses are not as convenient as it could be for most of its residents. He expressed  
152 concern that the current GMT model is stagnant. Mr. Clark replied that from a federal funding  
153 perspective, GMT's allocation is based on population, not on volume of ridership, which makes  
154 increasing routes difficult. He said that from his perspective, GMT could use a more entrepreneurial  
155 approach to diversify funding opportunities going forward. He said that seeking non-profit status will  
156 unlock a number of grant opportunities for GMT. He also noted the political difficulty of changing routes.  
157

158 Councilor Certa noted concerns from constituents about accessing the senior transportation program  
159 application from SSTA. Mr. Clark said that he would look into this further if staff would send him more  
160 information, but also noted that the different public transportation options available to seniors have  
161 different requirements and can be difficult to navigate.  
162

163 Councilor Haney urged GMT not to cut services for Routes 2 and 10. Mr. Clark replied that GMT is  
164 committed to working with municipalities early and often, if route changes are being contemplated. He  
165 also said that GMT works with municipalities to understand changes to utilization patterns along routes.  
166

167 f. Discussion & Consideration of CCRPC UPWP Applications and match

168 City Manager Mahony noted that this is the annual solicitation put out by CCRPC to understand the  
169 projects that each municipality would like help with. She noted that the City's current projects (in  
170 descending order of priority) include GIS services, the Pearl Street short-term multimodal improvement  
171 scoping study, and a televising services (TV) condition assessment of select stormwater pipes. She said  
172 that the recommendation from staff is to submit these requests.  
173

174 Councilor Haney asked how the Pearl Street project interfaces with the Town of Essex's work on  
175 improving flow for parts of Susie Wilson Road. Director Yuen replied that the Town is still determining  
176 whether traffic patterns of changed enough since Covid to warrant changes to Susie Wilson Road. He  
177 noted that the Pearl Street project would rely more on temporary traffic changes, and would not be an  
178 impediment to however the Town decides to proceed. Councilor Chawla also advocated for a crosswalk  
179 or two to accommodate the newly-permitted Pearl Street developments.  
180

181 Councilor Thibeault asked whether the request for GIS support of CCRPC is in addition to the GIS  
182 support in the Town's budget. City Manager Mahony confirmed this, explaining that the GIS needs of  
183 the City are for more specific infrastructure initiatives and zoning mapping.  
184

185 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, that the City Council authorize**  
186 **staff to submit the UPWP requests application for GIS Services, and Pearl St Short-Term**  
187 **Multimodal Improvements, and Phase 4 TV condition assessment of stormwater pipes. The**  
188 **motion passed 5-0.**  
189

190 g. Discussion of FY25 General Fund Budget and Budget Schedule

191 City Manager Mahony began by noting that materials for this discussion include a description of the  
192 changes that were discussed during Budget Day, which results in a 6.9% increase and a 7.7% tax rate  
193 increase. She said that materials also include responses to the Council's questions from Budget Day.  
194 She said that department heads have been asked to think of further reductions that may be feasible,  
195 and that she also has a list of potential cuts and their implications. She noted that at the Council's next  
196 meeting, it will have to vote on a budget to put forth for the community dinner on the 27<sup>th</sup>.  
197

198 City Manager Mahony ran through a list of potential reductions to the budget based on the Budget Day  
199 discussion. She noted that for the Finance Department, there is a \$16,000 cost request for software,

200 which would increase real-time reporting and transparency in the City's finances. She noted that in the  
201 Streets Budget, the City can reduce paving and the costs of salt. She said that they are putting together  
202 a bid for a new dump truck which would use salt more efficiently. She noted that in the Administration  
203 Budget there were line items for increased community outreach and engagement, though they are  
204 currently placeholders. She also noted the new CATMA membership which isn't currently being used.  
205 She said that for the Fire Department, the wage increases covering the volunteer time could be delayed  
206 to January, though they have been wanting to make this change for some time. She said that in the  
207 building budgets, there are some possibilities to reduce costs for 2 Lincoln Street (though they are  
208 modest), reductions for Park Street School (also modest), reductions for maintenance costs for Maple  
209 Street, and additionally noted that there is a General Fund transfer of \$50,000 into the Building  
210 Maintenance Fund that could also be reduced or not transferred. She noted a potential reduction due to  
211 a personnel change. She said that the Library has been looking at implementing more part-time hours  
212 and some cost reductions for software. She said that overall, reductions will be challenging given the  
213 low unassigned fund balance.  
214

215 Councilor Chawla expressed concern about nickel-and-diming the budget, but acknowledged that there  
216 are some items on that list that didn't seem problematic if they were reduced. City Manager Mahony  
217 said that from her perspective, the most feasible reductions would be related to personnel and 2 Lincoln  
218 Street costs. Councilor Chawla said he isn't entirely comfortable with reducing the strategic plan line  
219 items or items around communication. He said that he is reluctant to make modifications to capital  
220 contributions.  
221

222 Councilor Certa said he is not in favor of delaying the start time for the Fire Department wages. He  
223 asked about the transfer to the capital budget. Councilor Thibeault spoke about the amount of money in  
224 the Capital Fund and the amount of significant capital work slated for FY25, expressing concern that if  
225 this transfer isn't made then the City will need to go out for a bond much more quickly than it previously  
226 anticipated to cover those costs. Director Morris added that the General Fund Capital Reserve is  
227 projected to be \$1 million short in FY30, based on current projections. She also noted the City's tendency  
228 and desire to pay cash, which avoids the need to pay interest that borrowing would entail. Councilor  
229 Certa asked about the staffing levels for the Library and asked whether there is less need than was  
230 previously anticipated. City Manager Mahony said that the FY24 amount of part time hours for the Library  
231 may have been high and that they could be reduced (though the Library staff is still reviewing this line  
232 item). Councilor Certa asked about the skill level needed to staff the various positions in the library.  
233 Brownell Trustee Chair Grant replied that the skill level needed across positions at the library is high,  
234 given the breadth of their skillsets and the unique role the library plays in the community. Councilor Certa  
235 agreed, saying that it is a difficult balance that the library must strike between the services it needs to  
236 provide and the services being asked of the library.  
237

238 Councilor Certa spoke more broadly about right-sizing departments based on comparable departments  
239 in other municipalities, such as Brattleboro and Williston. Councilor Haney agreed, asking that Councilor  
240 Certa share the data that he has on these equivalent departments in other municipalities. Councilors  
241 discussed how prescriptive they should be with making funding recommendations related to the budget  
242 for various departments.  
243

244 Councilor Brown asked how many of the positions that support the enterprise funds are funded through  
245 those enterprise funds.  
246

247 Councilor Haney asked about the City's unrestricted fund balance target policy, noting that the balance  
248 is low. Director Morris noted that the City is at 7.8% and that it can be up to 15%. Councilor Chawla  
249 asked whether funding can be earmarked for the unassigned fund balance or whether it is composed of



250 carryover funding. City Manager Mahony replied that they generally don't earmark funding for the  
251 unassigned/unrestricted fund balance, but will try to increase it by holding vacancies (for example) and  
252 composing budgets that find savings. Director Morris noted that if a municipality falls below its  
253 unassigned fund balance target, best practice is to have a plan to bring the balance back up to the target  
254 level (which is up to 15%).  
255

256 Councilors discussed the proposed budget cost reductions. They agreed to ask the community  
257 specifically about the Capital Fund transfer. They discussed the amount to allocate for the strategic plan  
258 implementation and other strategic visioning activities. The majority of Councilors agreed to leave this  
259 line at \$10,000, given that other line items accommodate some of these costs, but acknowledging that  
260 more funding will be needed for specific projects related to strategic planning in future. Councilors  
261 acknowledged the importance of a community meal, noting that its costs should be included in the  
262 budget (related to the proposed reduction in Economic Development and its impact on the Community  
263 Meal).  
264

265 Councilors then discussed the proposed changes brought by City Manager Mahony earlier in the  
266 discussion. They discussed the proposed \$16,000 reduction that would delay Questica software  
267 implementation for the year and the implications for the City. Several department heads spoke about  
268 the importance of the software, and Councilors agreed to keep it. They agreed to keep paving and salt  
269 costs level-funded. The majority of Councilors agreed to keep CATMA costs in the budget. They agreed  
270 not to delay the wages for volunteer firefighters. They agreed to reduce costs for the 2 Lincoln Street  
271 building line item, but said they would keep funding in for the Park Street School and Maple Street. They  
272 discussed the proposed transfer of \$50,000 from the General Fund to the Building Maintenance Fund  
273 and agreed to leave this proposed transfer in place.  
274

275 Councilor Haney asked about a status update on the grants that could be repurposed from Main Street  
276 Park. City Manager Mahony replied that they have been able to apply for a grant related to emerald ash  
277 borer beetle control, though some of the grants related to Main Street Park will be difficult to repurpose  
278 for the Amtrak Station as proposed (thought more in-depth conversations with the State are still  
279 pending).  
280

281 Councilor Brown asked about EJRP staff and whether the administrative budget or the enterprise fund  
282 pays for those staff costs. Director Luck replied that there is not currently a process by which enterprise  
283 funds are transmitted to the General Fund, though they are reviewing this. He said that this type of  
284 transfer is more straightforward for other enterprise funds, though it is more complex for EJRP, and said  
285 that it may not be a feasible undertaking for the FY25 budget cycle.  
286

287 Councilor Certa requesting an analysis of level-funding the Brownell Library budget at \$964,134 (FY24  
288 funding), as well as a 2% increase over FY24's budget. Councilor Haney said that she would like this  
289 treatment for other departments, saying that she is not comfortable asking only one department to level  
290 fund for FY25. Councilor Certa suggesting seeing each department propose a budget with a 1%  
291 decrease. Councilor Chawla acknowledged the previous work conducted by staff and Councilors to find  
292 areas of savings already, since an obvious 1% savings isn't readily apparent. He acknowledged that  
293 one of the only areas of savings could potentially be the Brownell Library, but said that he would like to  
294 have that conversation with the community when they present the budget.  
295

296 The following public comments were received:

- 297 • Richard Smith expressed concern about Essex Junction providing services for other communities  
298 on the back of Essex Junction taxpayers.

- Annie Cooper expressed confusion about the capital reserve. She asked whether the City can more progressively allocate stipend funds to various board and committee volunteers. She also supported transferring administrative costs from the General Fund to EJRP for EJRP positions.

6. **CONSENT AGENDA**

- Approve Meeting Minutes: December 13, 2023; December 20, 2023
- Approve Adding VMERS Defined Contribution Option-Revised
- Approve Copier Lease

**MARCUS CERTA made a motion, seconded by ELAINE HANEY, to approve the consent agenda as presented. The motion passed 5-0.**

7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**

City Manager Mahony noted that charter changes were passed by the House Committee on Government and Military Affairs today. She also noted that Bernie Fleury will receive the 2023 Alfred A. Pelouquin Award for Vermont at the New England Environmental Water Association next week, which is a high distinction.

Councilor Thibeault thanked Public Works for dealing with two storms in one week and keeping the community's roads safe and maintained throughout the storm events.

8. **READING FILE**

- Check Warrant #24028 (12/15/2023) & #24029 (12/29/2023)
- Board of Civil Authority Draft Minutes – 12/12/2023
- Development Review Board Draft Minutes – 12/19/2023
- Bike Walk Advisory Committee Draft Minutes – 12/18/2023
- Tree Advisory Committee Draft Minutes – 12/19/2023
- Police Community Advisory Board Minutes – 11/21/2023
- Senior Center January Newsletter

9. **EXECUTIVE SESSION**

- \*An executive session may be needed to discuss an Appointment of a Public Official

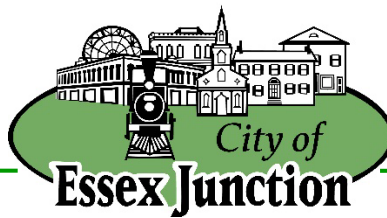
**MARCUS CERTA made a motion, seconded by ELAINE HANEY, that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A § 313(a)(3) to include the City Manager. The motion passed 5-0.**

**MARCUS CERTA made a motion, seconded by ANDREW BROWN to exit executive session. The motion passed 5-0 at 10:32 P.M.**

10. **ADJOURN**

**ANDREW BROWN made a motion, seconded by ELAINE HANEY, to adjourn the meeting. The motion passed 5-0 at 10:36 P.M.**

Respectfully Submitted,  
Amy Coonradt



## MEMORANDUM

**To:** City Council, acting as the Local Cannabis Control Commission

**From:** Christopher Yuen, Community Development Director

**Meeting Date:** January 24, 2024

**Subject:** Tier 1 Indoor Cultivator Cannabis license application – Passion Fruit Farms, LLC

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### Issue

The issue is whether the City Council, acting as the Local Cannabis Control Commission (LCCC), will approve the Tier 1 Indoor Cultivation, VT S-000006687 license renewal, for Passion Fruit Farms, LLC.

### Discussion

The Essex Junction LCCC approved an application for this indoor cultivation on February 22, 2023. On January 8, 2024, the City received notice of a pending license renewal for the same indoor cultivation from the Vermont Cannabis Control Board (VCCB). The LCCC has 45 days from the date of the City receiving this notice to render a decision on the renewal.

The authority of the Local Cannabis Control Commission is limited to zoning. The applicant continues to hold a valid Home Occupation Permit, and therefore, this land use is in compliance with the Land Development Code.

### Recommendation

Staff recommends that the Essex Junction Local Cannabis Control Commission APPROVE this license renewal.

### Recommended Motion

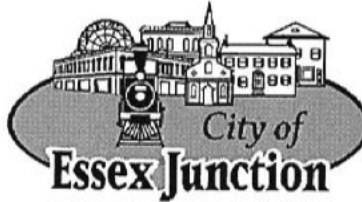
“I move that the Essex Junction Local Cannabis Control Commission APPROVE the Tier 1 Indoor Cultivation license renewal for Adrian Lanza, Passion Fruit Farms, LLC.”

### Attachments

Local Cannabis License renewal application

Development Review Board Home Occupation approval (dated 1/12/23)

Existing Local Cannabis License (dated 2/22/2023)



## Department of Community Development

### Appeal of Administrative Officer's decision to deny a Home Occupation Permit SP 4.2022 Findings of Fact and Decision

The City of Essex Junction Development Review Board held a Public Hearing on December 15, 2022 to review the Appeal of Administrative Officer's decision to deny a Home Occupation permit for the cultivation of cannabis at [REDACTED] in the R-1 District, by Adrian Lanza, Passionfruit Farms, LLC, owner.

**Project Location:** [REDACTED]  
**Existing Land Use:** Residential  
**Surrounding Land Use:** Residential  
**Zoning District:** Residential 1  
**Total Sq. Ft. of Dwelling Space (with garage):** 2,600 sq.ft.  
**Total Sq. Ft. of proposed home occupation:** 400 sq.ft.  
**Proposed Home Occupation % of Existing Dwelling Space:** 18.7%

**Appeal Description:** Adrian Lanza (appellant), owner of [REDACTED] is appealing the denial of a Home Occupation permit for indoor Tier 1 cannabis cultivation at [REDACTED]. The home occupation permit application was submitted on November 3, 2022. The home occupation permit was denied on November 4, 2022 by Regina Mahony, Acting Zoning Administrator. The permit was denied because, in accordance with Section 620 of the Land Development Code regulations (as most recently adopted by the City Council on September 14, 2022 and effective October 5, 2022), cannabis cultivation is only allowed in the Planned Agriculture zoning district. [REDACTED] is located in the Residential 1 Zoning District. Cannabis cultivation is not allowed in the Residential 1 Zoning District. The appeal was filed in a timely manner on November 7, 2022.

**Public Hearing:** In accordance with Section 1702.C, the DRB held and closed the public hearing on December 15, 2022. The DRB entered deliberative session; and continued deliberative session on January 12, 2023.

**Evidence:**

1. Denied home occupation application – dated 11/4/2022
2. Appeal application – submitted 11/7/2022

3. Letter from Malachi T. Brennan, Esq. dated 12/15/22
4. Verbal testimony – see December 15, 2022 DRB minutes
5. Confidential Letter of opinion from City Attorney, dated 12/29/22

### **Findings of Fact and Decision**

Based on the testimony provided at the above-mentioned public hearing, the supporting materials contained in the document file for this application, the Development Review Board finds, concludes and decides the following:

#### **Section 1702: Appeals of Staff Decision:**

Section 1702.D. Standards of Review. The Board shall review any appeal in accordance with the following:

1. Review is restricted to Staff decision appealed.

*The appeal is limited to the denial of the home occupation permit.*

2. Any interpretation shall fully consider the intent of the provision or sections of Code upon which the Appeal is based.

*The Land Development Code was recently amended to establish where cannabis establishments shall be permitted within the City. The cannabis establishments are defined in Chapter 2, and the Land Use Table in Section 620 defines where each establishment is permitted. Cannabis cultivation is only permitted in the Planned Agriculture zoning district.*

*Also, in Land Development Code Section 201.C.38 the definition of cannabis manufacturing establishment Tier 1 states that this use must be a home occupancy business; and this is not included in the cannabis cultivator definition (Section 201.C.37).*

*Therefore the intent is clear, cannabis cultivation establishments are allowed in the City, but only in the Planned Agriculture zoning district.*

*However, while the DRB agrees with that intent, Section 711 of the LDCs states that "nothing in this code shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not change the character thereof." Therefore, a home occupation may be permitted to an otherwise non-permitted use in a district as a home occupation if the proposed home occupation is customary in residential areas; it won't change the character of the area in an undue manner; and it complies with the review criteria in Section 711(B).*

3. Any interpretation shall fully consider the intent of all applicable provisions of the Village Plan.

*Goal 2 of the Land Use Chapter calls for maintenance of quality residential areas. The Land Development Code is consistent with this goal.*

**Section 711: Home Occupation:**

Therefore, the DRB reviewed the following two questions and the review criteria in Section 711(B):

- 1) is the proposed home occupation customary in residential areas, and
- 2) will it change the character of the area in an undue manner.

Regarding the question of whether the proposed home occupation is customary in residential areas, the DRB reviewed the evidence provided at the hearing, summarized in the following sections of the minutes:

Mr. Brennan asked a number of questions of Mr. Lanza around whether the occupation is one that is customary in that area. He asked how long Mr. Lanza has resided in Vermont (48 years), whether Mr. Lanza knows others with a home occupation (Mr. Lanza listed a number of individuals), whether Mr. Lanza knows others who grow plants as a home occupation (Mr. Lanza noted a number of individuals who grow vegetables on their property), whether Mr. Lanza's cannabis equipment could be used to grow other plants (yes, it could, for a variety of plants). Chair Alden asked how someone could tell that Mr. Lanza has a home occupation by looking at the exterior of the house. Mr. Lanza replied that he will post the state-issued cannabis permit on the window of his garage, but there is no other indication of the home occupation.

Acting Zoning Administrator Mahony said that the State has laid out a process for municipalities to use zoning to regulate cannabis. She said that regulations define the zoning districts and each of their allowed uses. She said that the City has allowed each of the cannabis establishments in districts throughout the City, and that the intent of the Council in its LDC updates was to allow cannabis cultivation only in the Planned Agricultural District. She acknowledged that home occupations are allowed a level of consideration within zoning, but said that cannabis is not customary in residential areas because it is a brand new use and a controlled substance (and therefore does not meet the definition of a home occupation).

The DRB found that while cannabis cultivation is new because the state just started to allow it at this proposed scale, and while it is regulated, there have been other home occupations permitted in the Village/City for uses that require other state and federal permits. The DRB further found that growing plants (including now legal cannabis plants) is customary in residential areas.

Regarding the question of whether the proposed home occupation will change the character of the area in an undue manner, the DRB reviewed the evidence provided at the hearing, summarized in the following sections of the minutes:

Chair Alden asked how the community character would be harmed if there are very few visible exterior signs of Mr. Lanza's home occupation. Cannabis Regulation Liaison

Hysko replied that when the City developed its cannabis code requirements, smell was a significant concern that other states had raised when they legalized this form of cultivation. Chair Alden noted that smell does not seem to be an issue, and Mr. Lanza confirmed that he does not want smells outside of the house indicating that he is cultivating cannabis. He described the carbon filters he uses to scrub the air of odors.

The DRB found that based on the testimony provided odor would not be an issue, and there would be no outward signs of this use particularly on this property on a dead end street with relatively minimal neighbors immediately adjacent to the garage.

Regarding the question of whether the proposed home occupation meets the review criteria in Section 711(B), the DRB reviewed the evidence provided at the hearing, summarized in the following sections of the minutes (note the appellant provided testimony on the 14 questions in the application; these roughly mimic the 11 criteria in Section 711(B)):

Mr. Brennan reviewed the definition and requirements around home occupations and asked the Appellant how they met each of the 14 criteria:

1. Use shall be conducted within the dwelling and by residents of dwelling and no outside employees: Mr. Lanza confirmed that the use would be conducted within the dwelling. He confirmed that use would only be conducted by residents.
2. No more than 20% of total area of dwelling may be used by home occupation: the calculated area for this home occupation is 18.7% of the total area.
3. Merchandise offered for sale shall be samples only, and orders may be taken for delivery off premises: Mr. Lanza confirmed that there is no merchandise on site, and that it is sold to either retailers or wholesalers.
4. Delivery of products to the home for business shall not occur more than 1 time per day: Mr. Lanza confirmed that deliveries occur twice per year, and consist of soil, which arrives on a box truck.
5. Hazardous materials: Mr. Lanza confirmed that no hazardous materials will be stored on site.
6. Mechanical equipment: Mr. Lanza confirmed that no mechanical equipment other than household/hobby purposes will be used, and will consist of lights, air conditioner, dehumidifier, and fans. He confirmed that the lights are not visible from the outside of the dwelling.
7. No activity shall be conducted that interferes with radio/television reception, noise, smoke, dust, or heat: Mr. Lanza confirmed that nothing will interfere with radio or television reception and that there will be no noise, smoke, dust, or heat.
8. No home shall require external alteration of show other evidence of the conduct of the home occupation: Mr. Lanza confirmed that the only visible outside piece of equipment will be the air conditioner which will be located behind the garage.
9. Use shall not cause or encourage vehicular traffic other than normal: Mr. Lanza confirmed that there is no public access to the home occupation and no other parties or meetings. He said that business meetings will be conducted by phone and that there will be no increased vehicular traffic.
10. Advertising: Mr. Lanza confirmed that there will be no advertising.



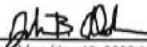
11. Includes classes or instructions: Mr. Lanza said that there are no classes on site.
12. Business hour requirements: Mr. Lanza confirmed that his home occupation is never open to the public.
13. Parking or storage of commercial vehicles: Mr. Lanza confirmed that there are no commercial vehicles associated with this home occupation.
14. State permits shall be obtained prior if applicable: Mr. Lanza said that he will obtain all required permits prior to operating.

The DRB found it could permit this otherwise non-permitted use in a district as a home occupation because the proposed home occupation is customary in residential areas; it won't change the character of the area in an undue manner; and it complies with the review criteria in Section 711(B).

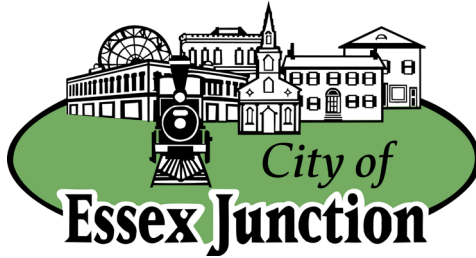
**MOTION by ROBERT MOUNT, SECOND by DYLAN ZWICKY, to overturn the Zoning Administrator's denial and approve the Home Occupation permit for the cultivation of cannabis at [REDACTED] in the R-1 District, by Adrian Lanza, Passionfruit Farms, LLC, owner.**

**VOTING: unanimous (5-0); motion carried.**

Signed the 19th day of January, 2023, by

  
John Alden (Jan 19, 2023 09:37 EST)  
\_\_\_\_\_  
John Alden, Chair





**Cannabis Control Commission  
Local Cannabis License**

**Business Name:** Passion Fruit Farms, LLC

**Application Date:** November 7, 2022

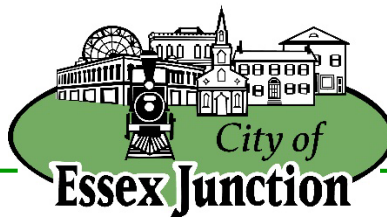
**License/**

**Application Number:** VT License #: S-000001517

**License(s) Requested:** Tier 1 Indoor Cultivation

**Action:** The Essex Junction Cannabis Control Commission **APPROVED this license on 2/22/2023.**

**Conditions:** Annual license renewal required



## MEMORANDUM

**To:** City Council, acting as the Local Cannabis Control Commission  
**From:** Christopher Yuen, Community Development Director  
**Meeting Date:** January 24, 2024  
**Subject:** Retailer Cannabis license application – Sweetspot Vermont LLC

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### Issue

The issue is whether the City Council, acting as the Local Cannabis Control Commission (LCCC), will approve the Cannabis Retailer, VT S-000002011 license renewal, for Sweetspot Vermont LLC.

### Discussion

On January 8, 2024, the City received notice of a pending license application for a cannabis retailer from the Vermont Cannabis Control Board (VCCB). The LCCC has 45 days from the date of the City receiving this notice to render a decision on the renewal.

The authority of the Local Cannabis Control Commission is limited to zoning. Cannabis retail is permitted in the Highway-Arterial (HA) Zoning District, where the property is located. This address is not within a cannabis retail prohibition zone.

The applicant holds a valid Zoning Permit (No. 104) for Cannabis Retail use at the address, and therefore, this land use is in compliance with the Land Development Code.

### Recommendation

Staff recommends that the Essex Junction Local Cannabis Control Commission APPROVE this license application.

### Recommended Motion

“I move that the Essex Junction Local Cannabis Control Commission APPROVE the Retail Cannabis license for Benjamin Herbst, Sweetspot Vermont, LLC.”

### Attachments

Local Cannabis License renewal application and Zoning Permit



**Application for Local Cannabis License  
City of Essex Junction**

**\*\*\*Return complete applications to the City for processing\*\*\***

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

**1. Applicant Information**

**Name:** Sweetspot Vermont LLC

**Doing Business As:** Sweetspot Dispensary

**Mailing Address:**

**Telephone Number:**

**2. Owner/Agent Contact Information**

**Name:** Purepoint Consulting Group LLC c/o David Bachev

**Mailing Address:**

**Telephone Number:**

**Email:**

**3. Address where use will occur in the City**

4. Licensing Information

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input type="checkbox"/> Outdoor Cultivation*			
<input type="checkbox"/> Indoor Cultivation*			
<input type="checkbox"/> Mixed Cultivation*			
<input checked="" type="checkbox"/> Retail	N/A	1/16/2023	Approval Pending
<input type="checkbox"/> Manufacturing*			
<input type="checkbox"/> Testing			
<input type="checkbox"/> Wholesale			

Note: \* Requires indication of tier. For more information on tiers, visit [www.ccb.vermont.gov](http://www.ccb.vermont.gov)

5. Local Compliance Information

Compliance Questions	Answer
<b>Land Use</b>	
Has the Zoning Administrator been contacted regarding your proposed use?	Yes
Is the use permitted by local zoning bylaws in the location you have identified?	Yes
If yes, is a zoning permit required?	Yes
If a zoning permit is required, what is the date the complete application was submitted for review?	6/15/2023
Has the zoning permit been issued? Is yes, please attach to application.	Yes
<b>Utility</b>	
Is an allocation for water being requested?	No (Net Decrease from Existing)
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	No (Net Decrease from Existing)
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	No, Not Required.
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	Yes

**6. Acknowledgement & Signature**

*I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.*

**Signature** Benjamin Herbst (Authorized Representative) **Date** 11/30/2023

**Printed Name** Benjamin Herbst (Authorized Representative)

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

**Official Use Only - Do Not Write Below This Line**

DATE STAMP

Parcel Code: \_\_\_\_\_

Received By: \_\_\_\_\_

**Department Sign Offs**

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Planning & Zoning: \_\_\_\_\_

Wastewater: \_\_\_\_\_

**Recommended**

**Action:** \_\_\_\_\_

**Cannabis Control Commission Review**

License/Application  
n #: \_\_\_\_\_

Date of CCC  
Meeting: \_\_\_\_\_

Action by CCC: \_\_\_\_\_

Date Follow-up  
sent: \_\_\_\_\_

City of Essex Junction, Vermont

# ZONING PERMIT

No. 104 Date Issued: 11/21/23

Parcel Number: 1035049000

Location: [REDACTED]

Issued to: Raymond D. Paquette

FOR USE/CONSTRUCTION OF: Change of Use - Professional Office with one apartment to Retail Sales for Cannabis, storage and one apartment per approved plan

[Signature] C. YUEN STAFF APPROVAL

APPLICANT TO POST PERMIT IMMEDIATELY ON THE PROPERTY IN A LOCATION VISIBLE FROM THE STREET UNTIL THE DEVELOPMENT IS COMPLETE.

THIS PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUANCE.

An ENERGY CODE CERTIFICATE is required prior to a CERTIFICATE OF OCCUPANCY for new dwellings, residential additions, accessory apartments, commercial buildings and additions. Residential building energy standards webpage.

[http://publicservice.vermont.gov/energy\\_efficiency/rbes](http://publicservice.vermont.gov/energy_efficiency/rbes). Commercial building energy webpage. [http://publicservice.vermont.gov/energy\\_efficiency/cbes](http://publicservice.vermont.gov/energy_efficiency/cbes).

\*PERMIT IS NOT VALID UNTIL 15 DAYS AFTER DATE OF ISSUE, FOR APPEALS.

PERMIT VALID: 12/6/23

*\* Approval required by Local Cannabis Control Commission. Certificate of Occupancy required upon completion*



ZONING PERMIT APPLICATION

Permit# 104

Property description (address) 139 Pearl Street (fka Sleep Disorders Center)

General Information:

Applicant Sweetspot Vermont

Address

Day Phone#

Owner of Record (attach affidavit if not applicant)

Name Raymond D. Paquette

Address

Day Phone#

Email Address

Day Phone#

Property Information

Zoning District HA Current Land Use Medical/Office/ADU Tax Map Page# 35

Lot # 49 Lot Size/sq.ft. 19,288 Street frontage (public or private) 315 feet

Proposed number of stories 2 Proposed height 29'

Lot coverage (include all structures and impervious surfaces):

Existing 11,780 sq.ft. + proposed 0 sq.ft. = 11,780 total sq.ft.

Divided by 18,746 lot sq.ft. = 61 % lot coverage.

Source of size information (X) Deed, ( ) Survey, ( ) Tax Map, ( ) Other. If other, explain Book 825; Page 793 recorded on September 8, 2011

Describe proposed new use(s) and or structure(s) Cannabis Retail Dispensary, Storage & One ADU

Dimensions or areas of proposed new structures(s) or new uses(s):

New Retail = 1,480 sf; Storage = 3,814 sf; One Accessory Apartment (ADU)

Estimated starting date Late Summer 2023 Estimated completion date December, 2023

Attach a site plan that clearly indicates the location of the structure or use, distance to all property lines, and all other information as specified on the zoning permit application checklist or in the Land Development Code. Provide an explanation for any items not submitted.

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the Land Development Code and any conditions placed upon approval of this application.

[Signature] for Sweetspot VT

6/15/2023

Applicant

Date

Ramon D. Paquette

6/15/2023

Landowner (if different)

Date

RECEIVED

Staff Action

JUN 28 2023

Date Received

City of Essex Junction

Approved [check]

Denied

Explain (if denied)

Other approvals, if any (note type/attach other signed approvals): Permit valid 12/6/23

Conditions, if any Approval required by Local Cannabis Control Commission. Certificate of Occupancy required upon completion

Staff Signature

C. Yuen

Date

21-Nov-2023

Description: Change Use & c/o	Fee Verified
Fee Amount: \$250.00	PAID
	'JUL 11 2023



# City of Essex Junction Sewer Allocation Request

Instructions: 1) Submit completed form to planning and zoning department electronically at [thass@essexjunction.org](mailto:thass@essexjunction.org) 2) Payment of allocation fee is due upon approval of allocation request. Refer to the current fee schedule for more information. Please note sewer connection fees may be applicable.

**Applicant Name and Mailing Address:**

Sweetspot Farms LLC. [REDACTED]

**Phone Number:** [REDACTED]

**Email Address:** [REDACTED]

**Property Owner(s) Name and Mailing Address (if different):**

Ramon  
~~Raymond~~ D. Paquette [REDACTED]

**Project Name, Location and Brief Description:**

Sweetspot Essex Junction at [REDACTED] will be our first Cannabis Retail location in VT  
Sweetspot Farms is a rapidly expanding cannabis brand currently licensed in 7 states.

**Sewer allocation request calculations (reference Attachment A). Please show calculations.**

Existing Sewer Allocation:  $(2 \times 32) + (1 \times 13) + (10 \times 4) + 140 = 257$  gallons per day

Proposed Sewer Allocation: Retail Cannabis Establishment with 1480 sf of retail area and 3814 sf of storage space, with the area staffed with about one employee;

AND One 1-bedroom apartment:  $90 + 15 + 140 = 245$  gallons per day



Existing Sewer Allocation: 257 gpd

Proposed Sewer Allocation: 245 gpd

Sewer Allocation Requested\*: 0 gpd X \$ 0 allocation fee = \$ 0.00 fee

\*Applicants should request the difference between Proposed and Existing Sewer Allocation. If the proposed change results in a net decrease in flow rates, no sewer allocation fee will apply.

Signature of Property Owner: Ramon D. Gajardo  
Date: 10/02/2023

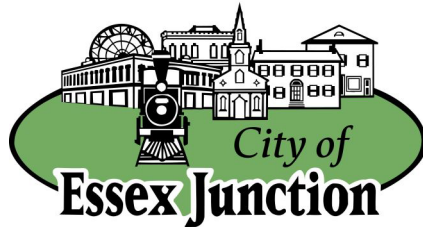
\*\*\*\*\*

**DEPARTMENTAL APPROVAL (A permit from Planning & Zoning may also be required)**

Wastewater: Chelsea H. Mandigo  
(approval signature)

Planning: Teresa Hass  
(approval signature)





## **Memorandum**

**To:** City Council, Regina Mahony, City Manager  
**CC:** Ron Hoague, Police Chief  
**From:** Susan McNamara-Hill, Clerk  
**Re:** Liquor and Tobacco license applications  
**Date:** January 24, 2024

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## **Issue**

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the November 17, 2024 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

## **Discussion**

The following applications have been reviewed by the police department and are recommended for approval.

1<sup>st</sup> class and/or 3<sup>rd</sup> class (with outside consumption):

- Veterans of Foreign Wars Essex Jct. Post 6689

2<sup>nd</sup> class (includes tobacco and tobacco substitute):

- Seventh Burlington, LLC (Fairgrounds Beverage)
- Fifth Burlington, LLC (Five Corners Variety)

## **Recommendation**

Staff recommends that the Council approve the Liquor License applications for businesses listed in the November 17, 2024 memorandum re: "Liquor License Applications".



District 5  
Certcode 0419-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2024**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: [aot.mileagecertificates@vermont.gov](mailto:aot.mileagecertificates@vermont.gov) or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

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

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

<i>Town Highways</i>	<i>Previous Mileage</i>	<i>Added Mileage</i>	<i>Subtracted Mileage</i>	<i>Total</i>	<i>Scenic Highways</i>
<i>Class 1</i>	5.013	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
<i>Class 2</i>	2.006	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
<i>Class 3</i>	28.31	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
<i>State Highway</i>	0.600	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
<b>Total</b>	<b>35.929</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>0.000</b>
* <i>Class 1 Lane</i>	1.289	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* <i>Class 4</i>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* <i>Legal Trail</i>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

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

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

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

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

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

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

Please sign ORIGINAL and return it for Transportation signature.

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

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

**DATE:** \_\_\_\_\_

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/02/24	RV ANTIFREEZE -50 1 GA 0255017	210-5-40-12-610.000 General Supplies	11.56	51429	01/12/24
05290	ADVANCE AUTO PARTS	01/05/24	TAIL LIGHT 6 FUNC 1 EA 0542836	210-5-40-12-610.000 General Supplies	8.54	51429	01/12/24
05290	ADVANCE AUTO PARTS	01/08/24	SEALANT BLK SILICONE 0855129	210-5-40-12-610.000 General Supplies	8.54	51429	01/12/24
05290	ADVANCE AUTO PARTS	11/20/23	CARQUEST 15W40 DRUM 32467475	210-5-40-12-626.000 Gasoline	773.31	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/06/23	ENG CLNR BRIGHT 404 15 O 34042298	210-5-40-12-610.000 General Supplies	57.80	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/08/23	PRECISION DVR ST 10P 10 1 34242376	210-5-40-12-610.000 General Supplies	13.79	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/11/23	Credit PRECISION DVR ST 34554572	210-5-40-12-610.000 General Supplies	-13.79	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/11/23	ELITE DIG GAUGE 1 EA SLI 34554573	210-5-40-12-610.000 General Supplies	16.99	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/11/23	Professional Auto Wash 5 34568610	210-5-40-12-610.000 General Supplies	108.48	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/12/23	RX VISION BLADE-22IN 1 E 34654607	210-5-40-12-430.000 R&M Vehicles & Equipment	35.56	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/13/23	ATF DEX/ MER-MAXLIFE 1 EP 34754686	210-5-40-12-430.000 R&M Vehicles & Equipment	40.73	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/14/23	FASTFIT LEATHER L 1 EA M 34834551	210-5-40-12-610.000 General Supplies	23.31	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/14/23	2k empty fill can so 1 E 34834568	210-5-40-12-610.000 General Supplies	84.19	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/18/23	ASST VALPK-MINI 32V 1 EA 35222914	210-5-40-12-430.000 R&M Vehicles & Equipment	15.91	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/18/23	BRAKE CLEANER 14 OZ 14 C 35222937	210-5-40-12-610.000 General Supplies	63.84	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/19/23	QUICK DISCONNECT 1 EA G 35342530	210-5-40-12-430.000 R&M Vehicles & Equipment	114.22	51429	01/12/24
05290	ADVANCE AUTO PARTS	12/29/23	SURFACE DISC 2"-BRN 1 6354952	210-5-40-12-610.000 General Supplies	129.85	51429	01/12/24
07305	AIRGAS USA LLC	12/20/23	NZL MIG #6 9145284413	210-5-40-12-610.000 General Supplies	109.98	51431	01/12/24
07305	AIRGAS USA LLC	01/09/24	TWIN WLDG GRDE R BB 9145736194	210-5-40-12-610.000 General Supplies	54.59	51431	01/12/24
19815	AMAZON CAPITAL SERVICES	01/06/24	Batteries 1JHHG9VNFFX6	210-5-30-12-610.000 General Supplies	5.86	51432	01/12/24
19815	AMAZON CAPITAL SERVICES	12/26/23	Maint Supplies 1L6RMHV4NWMP	210-5-30-12-610.000 General Supplies	26.99	51432	01/12/24
02420	AUTOZONE	12/08/23	SS 7000 Rust Prevention G 3236412616	210-5-40-12-610.000 General Supplies	20.19	51436	01/12/24
80066	BARLOW, JAMES W.	01/06/24	Abatement training CEJ-12-23	210-5-12-10-500.000 Training Conf Dues	237.77	51437	01/12/24
07465	BIBENS ACE HARDWARE INC	12/29/23	SIMPLE GREEN GAL 49938/5	210-5-40-12-610.000 General Supplies	35.95	51439	01/12/24
30125	BIEBER PHILLIP	12/18/23	Stipend BWAC Dec 23 121823PBiebe	210-5-16-10-190.000 Board member Payments	50.00	51440	01/12/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19630	01/08/24	Augered Lines - 2 Lincoln 22671	210-5-41-21-431.000 R&M Buildings & Grounds	250.00	51441	01/12/24
19630	01/08/24	Augered Lines - 2 Lincoln 22671	210-5-41-20-431.000 R&M Buildings & Grounds	225.00	51441	01/12/24
00530	12/12/23	BL JColl-SUPPLY DEC23 B6711404	210-5-35-10-610.000 General Supplies	1.01	51442	01/12/24
00530	12/12/23	BL JColl-SUPPLY DEC23 B6711404	210-5-35-10-640.202 Juvenile Collection	17.09	51442	01/12/24
00530	12/12/23	BL JColl-SUPPLY DEC23 B6711613	210-5-35-10-640.202 Juvenile Collection	83.48	51442	01/12/24
00530	12/12/23	BL JColl-SUPPLY DEC23 B6711613	210-5-35-10-610.000 General Supplies	7.07	51442	01/12/24
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715076	210-5-35-10-610.000 General Supplies	3.03	51442	01/12/24
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715076	210-5-35-10-640.201 Adult Collection	46.43	51442	01/12/24
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715103	210-5-35-10-640.201 Adult Collection	81.90	51442	01/12/24
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715103	210-5-35-10-610.000 General Supplies	3.03	51442	01/12/24
16030	01/03/24	2 Lamp Post Heads - 38435	210-5-40-12-610.200 Streetlight Supplies	5199.00	51443	01/12/24
30360	01/01/24	BL COMM DEC23 BT 012024	210-5-41-21-530.000 Communications	335.03	51444	01/12/24
V0461	01/01/24	BL AColl JAN24 117	210-5-35-10-640.201 Adult Collection	309.25	51445	01/12/24
21210	12/21/23	shop towels 4177753187	210-5-40-12-610.000 General Supplies	126.03	51449	01/12/24
21210	01/01/24	PW WATERBREAK COOLER LEAS 9253798496	210-5-40-12-610.000 General Supplies	50.00	51449	01/12/24
17895	01/02/24	City Cleaning December 13554	210-5-41-21-420.000 Cleaning Services	2237.80	51450	01/12/24
17895	01/02/24	City Cleaning December 13554	210-5-41-20-420.000 Cleaning Services	1275.20	51450	01/12/24
17895	01/02/24	EJRP Cleaning December 13555	210-5-41-26-420.000 Cleaning Services	1890.38	51450	01/12/24
17895	01/02/24	EJRP Cleaning December 13555	210-5-41-23-420.000 Cleaning Services	1890.38	51450	01/12/24
25120	01/04/24	EJRP Timesheets December 418939	210-5-30-10-330.000 Professional Services	1016.00	51451	01/12/24
04940	12/12/23	TV Internet 00918111223	210-5-40-12-610.000 General Supplies	188.60	51452	01/12/24
04940	12/12/23	TV Internet 00918111223	210-5-40-12-600.000 Salt, Sand and Gravel	73.59	51452	01/12/24
04940	12/19/23	2 Lincoln Internet Dec 20 01363431223	210-5-41-20-530.000 Communications	198.39	51453	01/12/24
04940	12/23/23	MSP Internet Jan 01763150124	210-5-41-26-530.000 Communications	458.45	51454	01/12/24
04940	12/27/23	Internet 01792101223	210-5-25-10-530.000 Communications	180.90	51455	01/12/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	12/03/23	TV Dec 23 02077221223	210-5-41-22-530.000 Communications	21.53	51456	01/12/24
04940	12/23/23	Park St Internet Jan 02109080124	210-5-41-23-530.000 Communications	289.99	51457	01/12/24
17025	12/23/23	DRB Minutes December 19 2 0158	210-5-16-10-330.000 Professional Services	125.62	51459	01/12/24
38280	01/05/24	2 Lincoln Bottled Water D 722277010524	210-5-41-20-610.000 General Supplies	27.98	51460	01/12/24
25715	12/21/23	Amtrak engineering assist 22811 1223	210-5-16-10-330.000 Professional Services	135.00	51461	01/12/24
25715	12/27/23	assistance in 2023 paving 23804 122723	210-5-40-12-451.000 Summer Construction Servi	440.00	51461	01/12/24
25715	12/27/23	36 Cascade St wetland res 23807 122723	210-5-40-13-330.000 Professional Services	1013.53	51461	01/12/24
25715	11/28/23	SW-36 Cascade Street Wetl 23807112823	210-5-40-13-330.000 Professional Services	1970.60	51461	01/12/24
25715	12/27/23	assistance City projects. 23810 122723	210-5-40-12-330.000 Professional Services	767.24	51461	01/12/24
25715	12/27/23	Provide capital project e 23823 122723	210-5-40-12-330.000 Professional Services	499.93	51461	01/12/24
80064	12/14/23	SW WWTF outreach supplies 231202	210-5-40-13-570.000 Other Purchased Services	3021.00	51465	01/12/24
23000	01/04/24	3/4" AA Crushed concrete 002300019149	210-5-40-12-451.000 Summer Construction Servi	174.33	51473	01/12/24
23000	01/05/24	3/4" AA Crushed concrete 002300019163	210-5-40-12-451.000 Summer Construction Servi	1180.34	51473	01/12/24
21835	12/20/23	Chief's Dinner-Boves #:000001	210-5-25-10-500.000 Training, Conf, Dues	491.42	51475	01/12/24
21835	12/19/23	Late Fee 12192023	210-5-25-10-750.000 Machinery & Equipment	36.75	51475	01/12/24
19005	01/01/24	2 Lincoln Phones Dec 23 16046650	210-5-41-20-530.000 Communications	1001.65	51477	01/12/24
19005	01/01/24	Communications 16046665	210-5-41-26-530.000 Communications	215.88	51478	01/12/24
19005	01/01/24	Telephone FD 16046667	210-5-41-22-530.000 Communications	344.11	51479	01/12/24
19005	01/01/24	MSP Internet Jan 16047124	210-5-41-26-530.000 Communications	360.00	51480	01/12/24
34895	01/01/24	11 JACKSON ST Dec 1765888	210-5-40-12-425.000 Trash Removal	137.12	51481	01/12/24
34895	01/01/24	2 Lincoln Garbage Dec 23 1765889	210-5-41-20-425.000 Trash Removal	297.01	51481	01/12/24
34895	01/01/24	PEARL ST, MAIN ST MEMORIA 1765890	210-5-40-12-425.000 Trash Removal	549.21	51481	01/12/24
34895	01/01/24	BARREL BIKE PATH Beech St 1766048	210-5-40-12-425.000 Trash Removal	78.48	51481	01/12/24
34895	01/01/24	MSP Trash Removal 1766757	210-5-41-26-425.000 Trash Removal	409.58	51481	01/12/24
34895	01/01/24	DENSMORE DR FC 1768307	210-5-40-12-425.000 Trash Removal	1.13	51481	01/12/24



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
26375	12/31/23	Municipal Support FY24 963	210-5-19-10-800.105 GBIC	3500.00	51482	01/12/24
20470	12/31/23	Dec Vehicle Fuel 309808	210-5-41-22-626.000 Gasoline	333.49	51483	01/12/24
20470	12/31/23	Dec Vehicle Fuel 309808	210-5-41-26-626.000 Gasoline	65.40	51483	01/12/24
20470	12/31/23	Dec Vehicle Fuel 309808	210-5-40-12-626.000 Gasoline	3348.79	51483	01/12/24
04035	12/27/23	1-1/2" NOZZLE brass 121840	210-5-40-12-610.000 General Supplies	189.98	51484	01/12/24
04035	12/27/23	RULE TAPE 122105	210-5-40-12-610.000 General Supplies	22.99	51484	01/12/24
04035	01/09/24	OIL BAR AND chain (winter 122437	210-5-40-12-610.000 General Supplies	21.99	51484	01/12/24
07010	12/14/23	Non Solar accts 11/14 to 121423NS	210-5-40-12-622.200 Streetlight Electricity	809.97	51486	01/12/24
07010	12/14/23	Non Solar accts 11/14 to 121423NS	210-5-40-12-622.200 Streetlight Electricity	10629.17	51486	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-30-12-210.000 Group Insurance	90.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-10-10-210.000 Group Insurance	225.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-13-10-210.000 Group Insurance	90.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-30-10-210.000 Group Insurance	225.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-40-12-210.000 Group Insurance	108.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-40-13-210.000 Group Insurance	14.85	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-35-10-210.000 Group Insurance	270.00	51488	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	210-5-16-10-210.000 Group Insurance	90.00	51488	01/12/24
11710	01/02/24	Invest EAP City Fire 01022024	210-5-25-10-290.000 Other Employee Benefits	216.00	51491	01/12/24
15350	12/18/23	Stipend BWAC Dec 2023 121823TLinco	210-5-16-10-190.000 Board member Payments	50.00	51496	01/12/24
25625	12/02/23	EJRP Lowes Dec 41910801223	210-5-30-12-610.000 General Supplies	9.44	51497	01/12/24
V10130	12/08/23	855409 2-HANDLE KITCHEN/ 01907	210-5-40-12-610.000 General Supplies	27.50	51498	01/12/24
V10130	12/28/23	picnic table treatment 84676	210-5-25-10-610.000 General Supplies	139.79	51498	01/12/24
V10130	12/15/23	358674 ALUMINUM FACE MAIL 85509	210-5-25-10-610.000 General Supplies	38.58	51498	01/12/24
V10130	12/04/23	263142 AR DIGITAL WEATHER 87887	210-5-25-10-610.000 General Supplies	51.28	51498	01/12/24
80051	01/09/23	FICA 4th Q 2023 ML1766	210-5-35-10-220.000 Social Security	214.20	51499	01/12/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
80051	MADISON NATIONAL LIFE- -	01/09/23	FICA 4th Q 2023 ML1766	210-5-40-12-220.000 Social Security	161.75	51499	01/12/24
V10154	MAX-R	12/21/23	0-2613 BAGS-DOGGIE WASTE INV22738	210-5-13-10-570.000 Other Purchased Services	297.00	51500	01/12/24
26920	MAYVILLE DARBY	12/18/23	Recording Secretary CC 20 13	210-5-11-10-330.000 Professtional Services	205.56	51501	01/12/24
26920	MAYVILLE DARBY	01/08/24	Planning Commission minut 14	210-5-16-10-330.000 Professional Services	85.65	51501	01/12/24
14815	MOTOROLA SOLUTIONS, INC	12/15/23	Mobile Radios X3 8281782985	210-5-25-10-611.000 Small Tools and Equipment	22816.68	51503	01/12/24
31335	NEW ENGLAND ASSOC CITY &	12/27/23	Dues Susan Mcnamara-Hill 320	210-5-12-10-500.000 Training Conf Dues	50.00	51504	01/12/24
19325	OPEN APPROACH INC	12/22/23	HR docking station 21579	210-5-14-10-735.000 Tech Hardware, Software,	235.00	51507	01/12/24
19325	OPEN APPROACH INC	01/01/24	managed services and subs 21763	210-5-14-10-330.000 Professional Services	8250.00	51507	01/12/24
19325	OPEN APPROACH INC	01/01/24	managed services and subs 21763	210-5-14-10-505.000 Tech. Subs, Licenses	5627.52	51507	01/12/24
27240	OTIS ELEVATOR COMPANY	10/25/23	BL Contrct_CRED OCT23 #10040134600	210-5-41-21-400.000 Contracted Services	-691.84	51508	01/12/24
27240	OTIS ELEVATOR COMPANY	10/17/23	BL ContractServ OCT23 I00401346007	210-5-41-21-400.000 Contracted Services	351.86	51508	01/12/24
27240	OTIS ELEVATOR COMPANY	12/11/23	BL CONTSERV DEC23 I00401412084	210-5-41-21-400.000 Contracted Services	351.86	51508	01/12/24
V10729	OVERDRIVE INC	12/15/23	BL JColl DEC23 01459DA23453	210-5-35-10-640.202 Juvenile Collection	443.42	51509	01/12/24
23420	P & P SEPTIC SERVICE INC.	12/26/23	MSP Portolet Jan T614151	210-5-30-12-330.000 Professional Services	330.00	51511	01/12/24
V10554	PHOENIX BOOKS BURLINGTON	03/08/23	BL AColl MAR23 745484	210-5-35-10-640.201 Adult Collection	11.96	51513	01/12/24
V10554	PHOENIX BOOKS BURLINGTON	05/03/23	BL AColl MAY23 791110	210-5-35-10-640.201 Adult Collection	38.36	51513	01/12/24
V10554	PHOENIX BOOKS BURLINGTON	06/29/23	BL JColl JUN23 839686	210-5-35-10-640.202 Juvenile Collection	175.08	51513	01/12/24
05380	PURCHASE POWER	01/05/24	2 Lincoln Postage Dec 23 0105244061	210-5-10-10-560.000 Postage	755.79	51515	01/12/24
25330	QUEEN CITY STEEL CO.	12/20/23	HR FLAT 1/4 X 6" 280414	210-5-40-12-610.000 General Supplies	80.00	51516	01/12/24
37430	R R CHARLEBOIS INC	12/20/23	Undercoating FD BC03084	210-5-25-10-430.000 R&M Vehicles & Equipment	650.00	51517	01/12/24
37430	R R CHARLEBOIS INC	12/20/23	Undercoating FireTruck BC03087	210-5-25-10-430.000 R&M Vehicles & Equipment	600.00	51517	01/12/24
43275	RYCANDON MECHANICAL, INC.	01/02/24	Park Street HVAC Repair 15172	210-5-41-23-431.000 R&M Buildings & Grounds	304.00	51521	01/12/24
43275	RYCANDON MECHANICAL, INC.	01/02/24	EJFD Venter Motor Repair 15173	210-5-41-22-431.000 R&M Buildings & Grounds	175.00	51521	01/12/24
23855	SOUTHWORTH-MILTON, INC.	12/27/23	Cutting Edge INV3116709	210-5-40-12-430.000 R&M Vehicles & Equipment	1058.56	51524	01/12/24
23855	SOUTHWORTH-MILTON, INC.	12/30/23	replace pins BUSHINGS - SCINV776248	210-5-40-12-430.000 R&M Vehicles & Equipment	12915.84	51524	01/12/24

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80065	01/02/24	TOWN OF RICHMOND	BL AREPL JAN24	210-5-90-00-640.201	22.49	51530	01/12/24
			RICHMOND 012	Adult Collection replacem			
19350	01/02/24	VERIZON CONNECT FLEET USA	vehicle tracking 1/01 to	210-5-40-12-442.000	151.60	51531	01/12/24
			386000050489	Rental Vehicles/Equip			
11935	12/27/23	VIKING-CIVES USA	LIGHT WORK LED ROUND 4.5	210-5-40-12-430.000	96.33	51534	01/12/24
			4530031	R&M Vehicles & Equipment			
22070	12/29/23	VILLAGE COPY & PRINT INC.	Rental registry postcards	210-5-16-10-550.000	1717.69	51535	01/12/24
			9442	Printing and Binding			
23395	12/06/23	VILLAGE HARDWARE - WILLIS	elec tape	210-5-40-12-610.000	12.33	51536	01/12/24
			517556	General Supplies			
23395	12/08/23	VILLAGE HARDWARE - WILLIS	nuts bolts	210-5-40-12-610.000	5.90	51536	01/12/24
			517566	General Supplies			
23395	12/22/23	VILLAGE HARDWARE - WILLIS	55GAL BLK Liner 19.94	210-5-40-12-610.000	39.88	51536	01/12/24
			517638	General Supplies			
23395	01/05/24	VILLAGE HARDWARE - WILLIS	BL SUPPLY JAN24	210-5-35-10-610.000	9.93	51536	01/12/24
			517669	General Supplies			
23395	01/05/24	VILLAGE HARDWARE - WILLIS	BL SUPPLY JAN24	210-5-35-10-610.000	9.93	51536	01/12/24
			517670	General Supplies			
23395	01/05/24	VILLAGE HARDWARE - WILLIS	GAL Simple Green	210-5-40-12-610.000	17.09	51536	01/12/24
			841473	General Supplies			
30210	01/02/24	VLCT	Election training	210-5-12-10-500.000	10.00	51537	01/12/24
			4498	Training Conf Dues			
30210	01/05/24	VLCT	Election training	210-5-12-10-500.000	10.00	51537	01/12/24
			4655	Training Conf Dues			
V9823	12/14/23	VT ELEVATOR INSPECTION SV	BL CONT ELEV. INSP DEC23	210-5-41-21-400.000	200.00	51538	01/12/24
			38101	Contracted Services			
29825	12/21/23	VT GAS SYSTEMS	MSP VT Gas Jan	210-5-41-26-621.000	364.86	51539	01/12/24
			15787561223	Natrual Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	service period 11/17 to 1	210-5-40-12-621.000	442.58	51540	01/12/24
			23885	Natural Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	service period 11/17 to 1	210-5-41-21-621.000	958.28	51540	01/12/24
			23885	Natrual Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	service period 11/17 to 1	210-5-41-20-621.000	689.34	51540	01/12/24
			23885	Natrual Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	service period 11/17 to 1	210-5-41-23-621.000	-1060.58	51540	01/12/24
			23885	Natrual Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	service period 11/17 to 1	210-5-41-22-621.000	652.79	51540	01/12/24
			23885	Natrual Gas/Heating			
29825	12/21/23	VT GAS SYSTEMS	MSP VT Gas Jan	210-5-41-26-621.000	519.51	51541	01/12/24
			8100441223	Natrual Gas/Heating			
41630	01/09/24	VT STATE TREASURER	4th qtr marriage fees to	210-2-00-00-215.003	130.00	51542	01/12/24
			20231223	Due to VT Marriage Lic			
07565	12/19/23	W B MASON CO INC	MSP Supplies	210-5-30-12-610.000	295.75	51543	01/12/24
			243343834	General Supplies			
07565	12/20/23	W B MASON CO INC	Tissues	210-5-30-12-610.000	33.99	51543	01/12/24
			243371712	General Supplies			
07565	12/20/23	W B MASON CO INC	2 Lincoln Supplies Dec 20	210-5-10-10-610.000	38.99	51543	01/12/24
			243379927	General Supplies			
07565	12/27/23	W B MASON CO INC	2 Lincoln Paper Towel Dis	210-5-41-20-431.000	279.12	51543	01/12/24
			243455860	R&M Buildings & Grounds			

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17425	01/05/24	ICMA ROTH PLAN 706287 Payroll Transfer PR-01/05/24	210-2-00-00-210.004 Retirement Payable	100.00	E 105241	01/05/24
V1160	01/05/24	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-01/05/24	210-2-00-00-210.004 Retirement Payable	3178.42	E 105242	01/05/24
V1161	01/05/24	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-01/05/24	210-2-00-00-210.004 Retirement Payable	6608.79	E 105243	01/05/24
V1165	01/05/24	INTERNAL REVENUE SERVICE Payroll Transfer PR-01/05/24	210-2-00-00-210.002 Federal Inc Tax W/H	37546.44	E 110244	01/10/24
V2413	01/05/24	VT DEPT OF TAXES Payroll Transfer PR-01/05/24	210-2-00-00-210.003 State Inc Tax W/H	4709.25	E 110245	01/10/24
25715	12/21/23	DONALD L. HAMLIN CONSULT Main St Pocket Park Novem 22815 122123	220-5-00-00-720.002 1 Main; Road Res-Q	472.50	51461	01/12/24
25715	12/21/23	DONALD L. HAMLIN CONSULT Phase 2 of Crescent Conne 22822 122123	230-5-16-10-890.824 Cres. Connector	11512.55	51461	01/12/24
25715	12/29/23	DONALD L. HAMLIN CONSULT the Crescent Connector Pr 22822 122923	230-5-16-10-890.824 Cres. Connector	1357.00	51461	01/12/24
36240	11/16/23	DUBOIS & KING INC Crescent Connector STP 53 1123223	230-5-16-10-890.824 Cres. Connector	8514.34	51463	01/12/24
25715	12/27/23	DONALD L. HAMLIN CONSULT 2 Lincoln Renovations Nov 23803 1223	232-5-41-20-890.832 2 Lincoln Street Renovati	353.97	51461	01/12/24
02420	12/08/23	AUTOZONE SS 7000 Rust Prevention G 3236412616	254-5-54-20-610.000 General Supplies	3.37	51436	01/12/24
23435	12/31/23	CHAMPLAIN WATER DISTRICT Water Dec 2023 123123	254-5-54-70-411.400 CWD Water Purchase - Glob	5080.45	51447	01/12/24
23435	12/31/23	CHAMPLAIN WATER DISTRICT Water Dec 2023 123123	254-5-54-20-411.000 CWD Water Purchase	1081.60	51447	01/12/24
23435	12/31/23	CHAMPLAIN WATER DISTRICT Water Dec 2023 123123	254-5-54-20-411.000 CWD Water Purchase	59076.99	51447	01/12/24
23435	12/31/23	CHAMPLAIN WATER DISTRICT Water Dec 2023 123123	254-5-54-70-411.400 CWD Water Purchase - Glob	277494.18	51447	01/12/24
25715	12/27/23	DONALD L. HAMLIN CONSULT 11/1 to 11/30/2023 Main R 21806 122723	254-5-54-70-723.004 Main St Water Line	34689.01	51461	01/12/24
03280	11/01/23	ENGINEERS CONSTRUCTION IN EJ Main Street Waterline 6966	254-5-54-70-723.004 Main St Water Line	75615.05	51469	01/12/24
20470	12/31/23	GLOBAL MONTELLO GROUP Dec Vehicle Fuel 309808	254-5-54-20-626.000 Gasoline	123.36	51483	01/12/24
07010	12/14/23	GREEN MOUNTAIN POWER CORP Non Solar accts 11/14 to 121423NS	254-5-54-20-622.000 Electricity	81.79	51486	01/12/24
21240	12/31/23	HICKOK & BOARDMAN HRI FY24 Q2 Advisory 29739	254-5-54-20-210.000 Group Insurance	108.00	51488	01/12/24
29825	12/21/23	VT GAS SYSTEMS service period 11/17 to 1 23885	254-5-54-20-621.000 Natural Gas/Heating	428.80	51540	01/12/24
07305	01/01/24	AIRGAS USA LLC LEASE CYL-welding tanks 5505087391	255-5-55-30-570.000 Other Purchased Services	190.00	51431	01/12/24
02420	12/08/23	AUTOZONE SS 7000 Rust Prevention G 3236412616	255-5-55-30-610.000 General Supplies	3.37	51436	01/12/24
23455	11/30/23	CHITTENDEN SOLID WASTE DI Nov23 Biosolids to Grassl 18501	255-5-55-30-568.000 Biosolids Subcontractor	3131.89	51448	01/12/24
17895	01/02/24	CLEAN NEST WW Cleaning December 2023 13550	255-5-55-30-330.000 Professional Services	265.00	51450	01/12/24

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04940	12/23/23	Internet Only 03160281223	255-5-55-30-530.000 Communications	288.34	51458	01/12/24
40025	12/19/23	4 FLG FULL FACE GASKET RE 6274474	255-5-55-30-570.000 Other Purchased Services	72.45	51464	01/12/24
80064	12/14/23	SW WWTF outreach supplies 231202	255-5-55-30-610.000 General Supplies	60.00	51465	01/12/24
V10347	01/05/24	PEST CONTROL MAINTENANCE 56500015	255-5-55-30-330.000 Professional Services	87.11	51466	01/12/24
V10734	12/19/23	Fixed Monthly Payment ( 1 2312wwtp	255-5-55-30-622.000 Electricity	2969.11	51467	01/12/24
06870	12/28/23	SHT NY Bi-Monthly Zn Only 474105	255-5-55-30-568.000 Biosolids Subcontractor	60.00	51468	01/12/24
38955	12/22/23	parts for Lab diswasher 83763434	255-5-55-30-618.000 Laboratory Supplies	524.17	51472	01/12/24
38955	12/26/23	supplies 83784262	255-5-55-30-570.000 Other Purchased Services	14.35	51472	01/12/24
38955	01/02/24	TBNG CTTR 5/8 TO 2-1/8 #2 83861699	255-5-55-30-570.000 Other Purchased Services	150.10	51472	01/12/24
38955	01/04/24	THD SLNT SFT-SET PSTE 1/2 83894488	255-5-55-30-570.000 Other Purchased Services	115.59	51472	01/12/24
04640	12/27/23	4 wheel dollies compactor 325278	255-5-55-30-570.000 Other Purchased Services	402.60	51474	01/12/24
19005	01/01/24	WW Telephone Jan 2024 16046649	255-5-55-30-530.000 Communications	542.70	51476	01/12/24
20470	12/31/23	Dec Vehicle Fuel 309808	255-5-55-30-626.000 Gasoline	159.74	51483	01/12/24
24785	12/20/23	QUICK-CHANGE DISC,ALUMINU 9942670317	255-5-55-30-570.000 Other Purchased Services	60.25	51485	01/12/24
07010	12/20/23	39 Cascade 11/20 to 12/19 Cascade12202	255-5-55-30-622.000 Electricity	15373.91	51487	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	255-5-55-30-210.000 Group Insurance	165.15	51488	01/12/24
37715	12/26/23	Art ext reconnected 43223	255-5-55-30-330.000 Professional Services	120.00	51489	01/12/24
23980	12/22/23	Battery for UPS annual re 903201018568	255-5-55-30-570.000 Other Purchased Services	1067.95	51490	01/12/24
23980	12/22/23	ALK AAA 24 battery pack 903201018570	255-5-55-30-610.000 General Supplies	23.40	51490	01/12/24
41005	12/29/23	Alignment of RAS pumps 1395	255-5-55-30-570.000 Other Purchased Services	2210.00	51494	01/12/24
V10130	12/11/23	dishwasher for lab 77028 77029	255-5-55-30-618.000 Laboratory Supplies	607.49	51498	01/12/24
34995	12/15/23	3/8 NPT Male Steel Breath 19187857	255-5-55-30-570.000 Other Purchased Services	56.53	51502	01/12/24
19455	01/03/24	ACTIVATED CARBON PELLET-C 31557	255-5-55-30-570.000 Other Purchased Services	3313.75	51505	01/12/24
V1661	12/14/23	500 mL H-25M2A1001, ORP S 496889	255-5-55-30-618.000 Laboratory Supplies	114.40	51506	01/12/24
19325	01/01/24	Pump stations communicati 21764	255-5-55-30-340.000 Technical Services	130.00	51507	01/12/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03160	12/15/23	POLYMER FOR DEWATERING 20903	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	51510	01/12/24
23420	12/20/23	20000 gal bugs South Burl T614089	255-5-55-30-570.000 Other Purchased Services	3000.00	51511	01/12/24
20040	12/29/23	Tritown high strength was 186	255-5-55-30-330.000 Professional Services	487.50	51518	01/12/24
23855	01/02/24	Chem Building generator h 776505	255-5-55-30-570.000 Other Purchased Services	1286.23	51524	01/12/24
V2124	10/14/23	Bounty Charmin supplies 3549973966	255-5-55-30-610.000 General Supplies	89.75	51525	01/12/24
V2124	12/16/23	Office notebook supplies 3554890779	255-5-55-30-610.000 General Supplies	115.54	51525	01/12/24
V2124	12/16/23	WKLY ATAGLNC ERAS WALL 18 3554890780	255-5-55-30-610.000 General Supplies	62.81	51525	01/12/24
V2124	12/23/23	Clipboard and erasable pe 3555324703	255-5-55-30-610.000 General Supplies	18.73	51525	01/12/24
V2124	12/23/23	1 ea UTILITY 12X9 WKLY TA 3555324705	255-5-55-30-610.000 General Supplies	21.49	51525	01/12/24
V2159	12/28/23	Sodium Hypochlorite Dec 2 382768	255-5-55-30-619.000 Chemicals	11266.55	51527	01/12/24
23395	01/04/24	NUTS-BOLTS-SCREWS 517660	255-5-55-30-610.000 General Supplies	20.72	51536	01/12/24
29825	12/21/23	service period 11/17 to 1 23885	255-5-55-30-621.000 Natural Gas/Heating	1971.11	51540	01/12/24
17765	01/09/24	PFAS sampling for CAP 6092	255-5-55-30-568.000 Biosolids Subcontractor	2394.96	51544	01/12/24
02420	12/08/23	SS 7000 Rust Prevention G 3236412616	256-5-56-40-610.000 General Supplies	40.38	51436	01/12/24
33850	01/02/24	ROW 4770932 2024 9500258923	256-5-56-40-441.000 Rental Land/Buildings	50.00	51446	01/12/24
25715	12/27/23	11/1/23-11/30/23 Collecti 23808 122723	256-5-56-70-722.006 Collection Sys Capacity S	3053.78	51461	01/12/24
04640	12/27/23	Padlocks for pump station 325281	256-5-56-40-433.000 R&M Infrastructure	153.84	51474	01/12/24
20470	12/31/23	Dec Vehicle Fuel 309808	256-5-56-40-626.000 Gasoline	238.45	51483	01/12/24
07010	12/14/23	Non Solar accts 11/14 to 121423NS	256-5-56-40-622.000 Electricity	471.01	51486	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	256-5-56-40-210.000 Group Insurance	99.00	51488	01/12/24
19325	01/01/24	Pump stations communicati 21764	256-5-56-40-340.000 Technical Services	560.00	51507	01/12/24
12775	12/31/23	River St PS Troubleshoot 11045	256-5-56-40-433.000 R&M Infrastructure	250.00	51514	01/12/24
36130	12/23/23	Pump station comms Dec 20 9952551542	256-5-56-40-434.002 West Street PS Costs	78.22	51532	01/12/24
36130	12/23/23	Pump station comms Dec 20 9952551542	256-5-56-40-431.000 R&M Buildings & Grounds	303.66	51532	01/12/24
36130	12/23/23	Pump station comms Dec 20 9952551542	256-5-56-40-434.001 Susie Wilson PS Costs	78.22	51532	01/12/24

10:53 am

Check Warrant Report # 24030 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 01/05/24 To 01/12/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	12/21/23	service period 11/17 to 1 23885	256-5-56-40-621.000 Natural Gas/Heating	154.43	51540	01/12/24
29825	12/21/23	service period 11/17 to 1 23885	256-5-56-40-434.002 West Street PS Costs	49.95	51540	01/12/24
29825	12/21/23	service period 11/17 to 1 23885	256-5-56-40-434.001 Susie Wilson PS Costs	49.95	51540	01/12/24
17895	01/02/24	City Cleaning December 13554	258-5-33-13-330.000 Professional Services	216.66	51450	01/12/24
25445	01/04/24	Vac Camp 2/26 00643	259-5-30-15-330.000 Professional Services	1200.00	51428	01/12/24
19815	12/28/23	Program Supplies 11G3LL6KDF4Q	259-5-30-14-610.000 General Supplies	79.99	51432	01/12/24
19815	01/08/24	RK Westford Supplies 161QVH1D1JYF	259-5-30-15-610.000 General Supplies	67.76	51432	01/12/24
19815	01/08/24	RK Hiawatha Supplies 16VKHGV17X7	259-5-30-15-610.000 General Supplies	49.96	51432	01/12/24
19815	12/27/23	RK Summit CREDIT 196WRYRT4QFD	259-5-30-15-610.000 General Supplies	-11.47	51432	01/12/24
19815	12/27/23	Program Supplies 1CLRHQHXWJ9X	259-5-30-14-610.000 General Supplies	403.87	51432	01/12/24
19815	12/26/23	Behavior Support Supplies 1CMPNQTFPTCC	259-5-30-15-610.000 General Supplies	44.61	51432	01/12/24
19815	01/03/24	RK FMS Supplies 1CNK9MQ416PX	259-5-30-15-610.000 General Supplies	95.99	51432	01/12/24
19815	01/04/24	RK Summit Supplies 1CP37H693LRY	259-5-30-15-610.000 General Supplies	40.94	51432	01/12/24
19815	01/02/24	Vac Camp Supplies 1GK9647Y1LYC	259-5-30-15-610.000 General Supplies	11.76	51432	01/12/24
19815	01/08/24	RK Hiawatha Supplies 1HM6CL6K1HVF	259-5-30-15-610.000 General Supplies	97.56	51432	01/12/24
19815	12/22/23	RK MSP Supplies 1JGYJT3XCJXD	259-5-30-15-610.000 General Supplies	53.78	51432	01/12/24
19815	01/09/24	Pizza Friday Water Cups 1NM6LGNM7L9G	259-5-30-14-610.000 General Supplies	24.02	51432	01/12/24
19815	12/20/23	RK Westford Supplies 1XDXXRHCP9NV	259-5-30-15-610.000 General Supplies	124.24	51432	01/12/24
19815	01/07/24	BBall Supplies 1YV6XCMXKC6H	259-5-30-14-610.000 General Supplies	155.94	51432	01/12/24
02695	12/20/23	2024 License Fee 500602687202	259-5-30-14-330.000 Professional Services	500.00	51434	01/12/24
25955	12/27/23	EJRP RK Cell Phones Jan 87301810124	259-5-30-15-530.000 Communications	811.56	51435	01/12/24
80025	12/19/23	Prog Refund-Barry \$150.00 176685	259-4-30-14-020.311 Youth Programs	150.00	51438	01/12/24
03520	12/28/23	Vac Camp 12/28 122823D	259-5-30-15-330.000 Professional Services	594.00	51470	01/12/24
04330	01/02/24	Vac Camp Lunch NovDec 3188	259-5-30-15-610.000 General Supplies	2020.50	51471	01/12/24
21240	12/31/23	FY24 Q2 Advisory 29739	259-5-30-16-210.000 Group Insurance	135.00	51488	01/12/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21240	12/31/23	FY24 Q2 Advisory 29739	259-5-30-15-210.000 Group Insurance	315.00	51488	01/12/24
25585	12/29/23	Vac Camp 12/29 6926088001	259-5-30-15-330.000 Professional Services	3010.00	51492	01/12/24
15145	01/01/24	Job Ad EJRP INV89291	259-5-30-15-330.000 Professional Services	1000.00	51493	01/12/24
80025	01/08/24	Refund-Lawrence \$65 177429	259-4-30-14-020.312 Adult Programs	65.00	51495	01/12/24
29425	12/27/23	Vac Camp K Snack 982261	259-5-30-15-610.000 General Supplies	122.64	51512	01/12/24
29425	12/27/23	Vac Camp 1-2 Snack 982262	259-5-30-15-610.000 General Supplies	122.64	51512	01/12/24
29425	12/27/23	Vac Camp 3-6 Snack 983345	259-5-30-15-610.000 General Supplies	101.69	51512	01/12/24
29425	01/02/24	RK MSP Snack 984974	259-5-30-15-610.000 General Supplies	412.44	51512	01/12/24
29425	01/02/24	RK Snack 985122	259-5-30-15-610.000 General Supplies	186.50	51512	01/12/24
29425	01/02/24	RK FMS Snack 985780	259-5-30-15-610.000 General Supplies	340.80	51512	01/12/24
29425	01/02/24	RK Hiawatha Snack 985786	259-5-30-15-610.000 General Supplies	205.79	51512	01/12/24
29425	01/03/24	RK Summit Snack 986259	259-5-30-15-610.000 General Supplies	397.26	51512	01/12/24
29425	01/03/24	RK Fleming Snack 986689	259-5-30-15-610.000 General Supplies	223.87	51512	01/12/24
29425	01/08/24	RK Snack 986738	259-5-30-15-610.000 General Supplies	368.96	51512	01/12/24
20620	01/07/24	Preschool Playgroup Dec 010724D	259-5-30-14-330.000 Professional Services	180.00	51519	01/12/24
80025	01/02/24	Prog Refund-Relation \$75 176861	259-4-30-14-020.312 Adult Programs	75.00	51520	01/12/24
22025	01/09/24	SMC Tabling Fee 1/17 010924D	259-5-30-15-330.000 Professional Services	50.00	51522	01/12/24
10435	01/04/24	Staff Logo Charge 20506	259-5-30-14-610.000 General Supplies	12.00	51523	01/12/24
10435	01/05/24	Basketball TShirts 20508	259-5-30-14-610.000 General Supplies	578.00	51523	01/12/24
23495	12/31/23	Vac Camp Bus 12/29 70238760	259-5-30-15-580.000 Travel	992.69	51526	01/12/24
14695	01/01/24	RK MSP 1/12 2565	259-5-30-15-330.000 Professional Services	515.00	51528	01/12/24
27970	12/28/23	Vac Camp 12/27 319	259-5-30-15-330.000 Professional Services	300.00	51529	01/12/24
25315	01/05/24	City Pizza Friday 010524D	259-5-30-14-610.000 General Supplies	120.00	51533	01/12/24
07565	12/20/23	RK EES Supplies 243370491	259-5-30-15-610.000 General Supplies	16.99	51543	01/12/24
07565	01/03/24	Program Supplies 243592131	259-5-30-14-610.000 General Supplies	64.86	51543	01/12/24



01/12/24  
10:53 am

City of Essex Junction Accounts Payable  
Check Warrant Report # 24030 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 01/05/24 To 01/12/24

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	01/03/24	RK MSP Supplies 243600882	259-5-30-15-610.000 General Supplies	5.99	51543	01/12/24
07565	01/04/24	Program Supplies 243625543	259-5-30-14-610.000 General Supplies	9.10	51543	01/12/24
Report Total				726027.28		

To the Treasurer of City of Essex Junction, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*726,027.28  
Let this be your order for the payments of these amounts.

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# Pe<sup>-</sup>Phlo: Innovative phosphorus removal and capture technology

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APPALA RAJU BADIREDDY, PhD, University of Vermont, Burlington, Vermont

CHELSEA MANDIGO, City of Essex Junction, Vermont

**ABSTRACT** | This article reviews the three stages of development of an innovative phosphorus removal and capture technology (Pe<sup>-</sup>Phlo) by Essex Junction Wastewater Resource Recovery Facility, Essex Junction, Vermont, and University of Vermont. The Pe<sup>-</sup>Phlo device is composed of two units critical to recover dissolved phosphorus: 1) commercial particle descaling technology (PDT) and 2) a custom-built electric filtration cell. These units can be operated individually or in tandem as per treatment requirements dictated by dissolved magnesium, ammonia, and phosphorous concentrations, and the size of colloidal phosphorus-containing crystals formed during the treatment. In addition, the electric fields generated by PDT should avoid scale build-up in distribution pipes carrying the wastewater streams. The filtration system is designed to capture colloidal struvite (un-settleable) in the concentrate and produce clarified filtered water.

**KEYWORDS** | Data, innovation, collaboration, water industry trends, analytics, work experience

The United States has over 15,000 water resource recovery facilities (WRRFs), many of which use industry-specific conventional biological, physical, and chemical processes to remove phosphorus. These processes generate increased amounts of sludge for further treatment and disposal. Chemical coagulation and flocculation of phosphorus are also costly to the facility and to the environment. The coagulants used to bind and remove phosphorus generate proportionally large amounts of greenhouse gas emissions during the manufacture of these chemicals.

Biological treatment processes use “mixed liquor” or naturally occurring micro-organisms that collect phosphorus and nitrogen as part of their metabolism. When the treatment process is complete, waste micro-organisms are removed as sludge and digested or forced to decompose, releasing many of those nutrients back to the process for treatment again. The constant recycling of phosphorus within conventional wastewater facilities squanders valuable treatment capacity and increases operating costs.

Pe<sup>-</sup>Phlo breaks this vicious nutrient recycle by removing the phosphorus from the digested sludge, freeing up nitrogen and phosphorus treatment; reducing sludge production; reducing chemicals needed for nitrogen and phosphorus treatment; and improving process reliability for maintaining

effluent phosphorus concentrations below regulatory limits (0.2 mg/L Total Phosphorus in the Vermont Lake Champlain basin).

The Pe<sup>-</sup>Phlo system is composed of two units critical to recover dissolved phosphorus: 1) a commercial particle descaling technology (PDT) and 2) a custom-built electric filtration cell. These units can be operated individually or in tandem as per treatment requirements dictated by dissolved magnesium, ammonia, and phosphorous (MAP) concentrations as well as the size of colloidal phosphorus-containing particles formed during treatment. In addition, the pulsed-electric field generated by the PDT prevents scale build-up in distribution pipes carrying wastewater streams.

This study tested the feasibility of phosphorus removal and capture in the form of struvite from side-stream wastewater using a lab-scale and a pilot-scale Pe<sup>-</sup>Phlo system, and a plan to turn the pilot-scale into a mobile trailer truck unit. This study was conducted in three phases. Phase 1 was a bench-scale Pe<sup>-</sup>Phlo device used for testing the feasibility of phosphorus capture in the form of struvite. Phase 2 transformed the bench-scale Pe<sup>-</sup>Phlo to pilot-scale at the Essex Junction Water Resource Recovery Facility (EJWRRF). In Phase 3 (current phase), the pilot-scale Pe<sup>-</sup>Phlo system will be converted into a mobile trailer truck unit to be tested in various treatment applications.



**METHODOLOGY**

**Sidestream Wastewater for Lab Studies**

The sidestream wastewater (dewatering centrate) was obtained from the EJWRRF. 2.64 gal (10 L) of the wastewater was collected and transported to Dr. Badireddy's laboratory at University of Vermont (UVM) within one hour and stored at 39.2°F (4°C) until further testing. The wastewater sample was settled and stored at room temperature prior to the experimentation. At the time of sampling, a portion of the sample was sent to Endyne Inc. laboratory (Vermont) for the chemical composition analysis. A duplicate sample was also analyzed in Dr. Badireddy's lab at UVM. Table 1 shows the typical chemical composition of the sample employed for this investigation. The results showed the presence of magnesium (21 mg/L), ammonia (990 mg/L), and phosphorus (130 mg/L, dissolved) in the sample. These three components are collectively known as MAP and cause struvite formation under appropriate conditions. The sample had a pH of 7.54 at 72.9°F (22.7°C).

**Stage I: Bench-scale  $Pe^{-}$ Phlo Device**

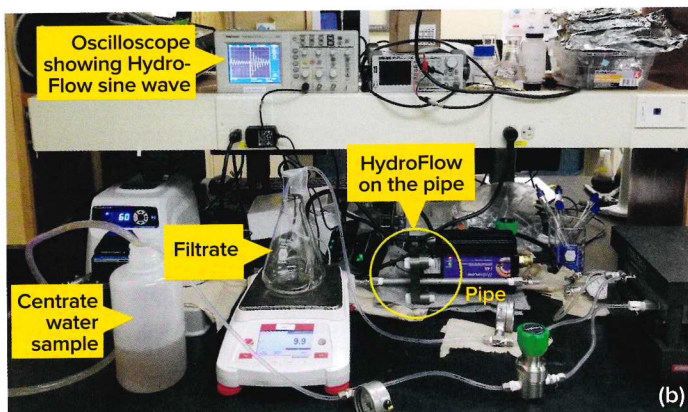
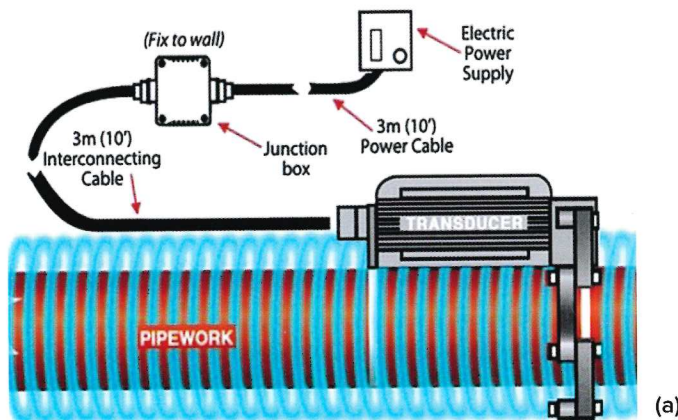
Stage I consisted of feasibility studies using a bench-scale  $Pe^{-}$ Phlo device. The device was constructed using PDT technology and a custom electric filtration cell (patented technology, UVM).

PDT is powered by a patented technology. When installed on any type of pipe material (Figure 1), it induces a  $\pm 150$  kHz, alternating current (AC) electric field. The electric induction is performed by a special transducer connected to a ring of ferrites. The unit attaches around a pipe made of any material, and no plumbing or cutting of the piping system is required (Figure 1a). It uses 120 V power and consumes less than \$10 of electricity per year. The pipe and the flowing fluid act as a conducting medium which allows the electric field to propagate. The induced electric field causes the mineral ions that make up struvite to form loose aggregates or clusters. When certain conditions are created (e.g., pressure change, temperature change, and/or high-intensity shear forces) the clusters precipitate out of solution and form stable crystals of struvite that remain in suspension. The crystals are not stable enough to adhere to surfaces as hard scale and are carried away by the flow. Because hard scale no longer accumulates, the shear forces created by the flowing liquid erode and soften scale deposits over time. Note that constant liquid flow is required to remove scale deposits from a system. Figure 1b shows the bench-scale  $Pe^{-}$ Phlo device used in this investigation.

**Custom-designed Electric Filtration Cell.** A bench-scale electric filtration cell was developed at UVM. This filtration cell withstands transmembrane pressure up to 70 psi (6.9 kpa), which means microfiltration or ultrafiltration can be implemented depending on the treatment requirement. The filtration cell had two graphite electrodes with one on the feed side

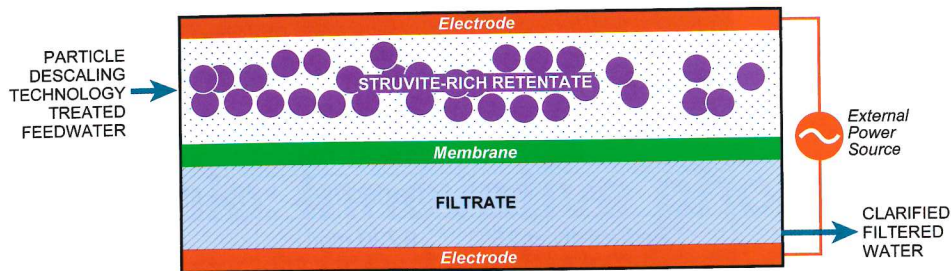
**Table 1. Typical characteristics of sidestream wastewater sample obtained from the Essex Junction WRRF**

Parameter	Concentration	Method
BOD-5 day	99,000 mg/L	SM 5210B(11)
COD	110,000 mg/L	Hach8000/EPA410.4
Conductivity at 25°C	8,720 mg/L	EPA 120.1
Ammonia as N	990 mg/L	EPA 350.1, R.2
pH	7.54 SU at 22.7°C	SM18 4500- H B
<b>Phosphorus, Total Dissolved</b>	<b>130 mg/L</b>	EPA 365.1, R.2
Phosphorus, Total	150 mg/L	EPA 365.1, R.2
Solids, Total Dissolved	1,690 mg/L	SM 2540C-97
Solids, Total Suspended	220 mg/L	SM 2540D-97
Metals Digestion	Digested	EPA 3015A
Calcium, Total	48 mg/L	EPA 6010C
Iron, Total	7.1 mg/L	EPA 6010C
Magnesium, Total	21 mg/L	EPA 6010C
Potassium, Total	170 mg/L	EPA 6010C
Sodium, Total	150 mg/L	EPA 6010C

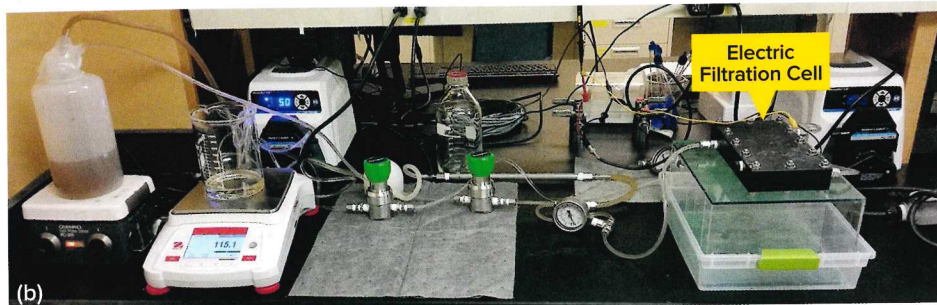


**Figure 1. (a) The pipe and flowing liquid act as a conducting medium which allows the electric field generated by the PDT device to propagate in the liquid; the electric field interacts with the ions present in water to induce crystal formation. A bench-scale  $Pe^{-}$ Phlo device with the PDT installed on the pipe is shown in (b).**





(a) Oscillating field-enhanced crossflow membrane filtration



(b)

Figure 2. (a) Schematic of the working principle and (b) bench-scale setup of the custom-built electric filtration cell

(wastewater) and the other on the permeate side. A membrane is between the two electrodes separating the feed and permeate side (Figure 2a). The platinum wire leads connect the electrodes with the external power source (alternating or direct current) through the alligator clips. Each electrode was at a distance of 0.4 in. (1 cm) from the membrane surface. Figures 2a and 2b, respectively, show the schematic and actual electric filtration cell setup in this investigation. All crossflow microfiltration experiments were carried out using a 0.22  $\mu\text{m}$  pore-size polysulfide membrane. This filter captures all colloidal particles greater than 220 nm.

**STAGE II**

Stage II tested the ability of  $\text{Pe}^-\text{Phlo}$  system to recover dissolved phosphorus in the form of struvite from sidestream wastewater.

**Laboratory Experiments**

0.26 gal (1 L) of the wastewater sample was taken out from 39.2°F (4°C) storage and kept on the workbench for an hour to allow the sample to reach ambient temperature. Meanwhile, the settleable solids in the sample settled to the bottom of the bottle, and the supernatant was transferred to a clean beaker. The collected supernatant sample was used for further experimentation under the test conditions described in Table 2.

**Test Condition 1—Batch mode treatment without and with PDT for 4 hours and dead-end filtration.**

Figure 3 shows the experimental setup for the batch treatment with the PDT. A 40 mL sample in a 50 mL polypropylene vial was treated under

batch conditions for 4 hours without (control) and with a  $\pm 150$  kHz PDT electric field. The samples were then filtered using a 0.22  $\mu\text{m}$  pore-size polycarbonate filter to recover precipitated crystals. The filters were air-dried, and the retained solids were analyzed for elemental composition using energy dispersive X-ray spectroscopy and X-ray fluorescence spectroscopy. The crystal morphologies were examined using scanning electron microscopy.

Figure 4 shows a photograph of air-dried solids on the membrane filter. The solids exposed to 4 hours of a  $\pm 150$  kHz PDT electric field appeared to be dark brown, which are likely composed of a mixture of crystals and organics at a higher concentration (Figure 4b) compared to the control sample (no PDT [Figure 4a]). Figure 4a shows struvite formed without PDT. Figure 4b shows struvite formed with PDT on. The exposure time was 4 hours.

Table 2. Experimental test conditions investigated in this project

	Test Condition 1		Test Condition 2		Test Condition 3		
	Control	PDT	Control	PDT	Control	PDT + Electric field filtration OFF	PDT + Electric field filtration ON
	Batch + Dead-end Filtration	Batch + Dead-end Filtration	Batch + Dead-end Filtration	Batch + Dead-end Filtration	Batch + Crossflow Filtration	Batch + Crossflow Filtration	Batch + Crossflow Filtration
Time (h)	4	4	1, 4, 24	1, 4, 24	0–6	0–6	0–6
Centrate	✓	✓	✓	✓	✓	✓	n/a
Centrate + $\text{Mg}^{2+}$ ions	n/a	n/a	n/a	n/a	✓	✓	✓



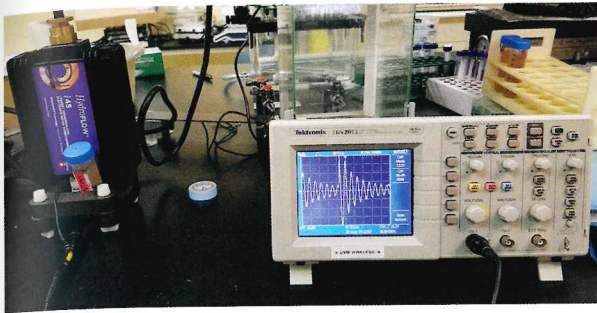


Figure 3. Batch experiments treating centrate with PDT

A high-resolution scanning electron microscopy analysis revealed crystals that resembled struvite morphology and energy dispersive X-ray spectroscopy confirmed the presence of phosphorus and magnesium in the crystals (Figures 5a and 5b, respectively). However, the number of crystals per unit area was low, while the crystal sizes were as large as 50 μm. These 50 μm-sized crystals can be easily settled by gravity and recovered from the water sample.

The settled solids from the control sample (no PDT) as well as the settled solids from the treated sample (±150 kHz PDT) were centrifuged and filtered using a 0.22 μm filter. The solids were air-dried for X-ray fluorescence analysis. It was expected that the phosphorus-containing crystals would increase in the solids due to interactions with the PDT electric field. The elemental composition of the solids was analyzed using an X-ray fluorescence technique, and the results are summarized in Table 3.

Based on the results in Table 3, the changes in the elemental composition of the settled solids exposed to ±150 kHz PDT for 4 hours are as follows:

- Phosphorus in the settled solids increased from 9 to 13 percent
- Sulfur in the settled solids increased from 5 to 12 percent
- Calcium in the settled solids slightly increased from 11 to 12 percent
- Copper in the settled solids increased from 0.03 to 0.32 percent

The results suggest that 4-hour treatment with ±150 kHz PDT likely caused the observed increases shown in Table 3.

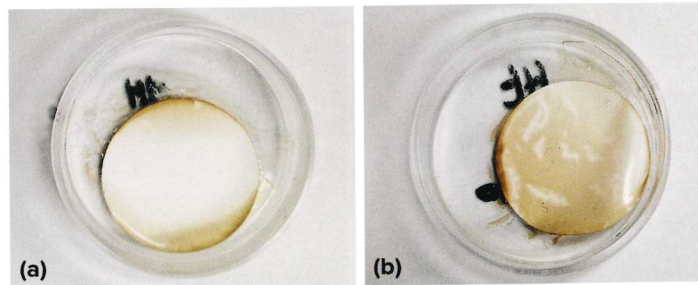


Figure 4. Solids retained on 0.22 micron filter (a) Control centrate solids (EMF OFF) (b) PDT (EMF ON) treated solids. Exposure time 4 hours.

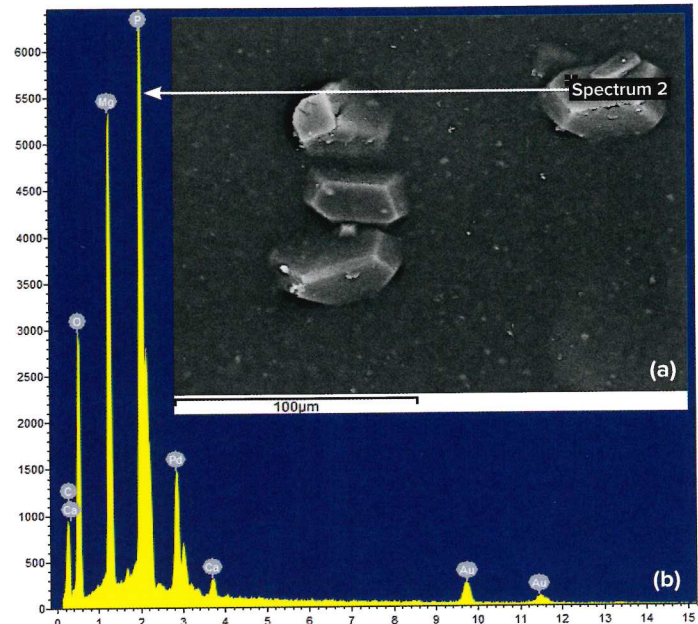


Figure 5. (a) Scanning electron microscopy image of solids on the filter. (b) Energy dispersive X-ray spectroscopy analysis of the solids. The exposure time was 4 hours.

Furthermore, analysis of filter weights with retained solids on the control and PDT treated indicated the following:

- Control sample: weight of solids retained on the membrane surface was 0.1722 g/80 mL filtered
  - PDT-treated sample: weight of solids retained on the membrane surface was 0.4576 g/80 mL filtered
- These results confirmed that PDT treatment likely increased the concentration of settleable solids,

	%P	%S	%K	%Fe	%Cu	%Ca
Settled solids	8.14±0.08	3.09±0.04	13.36±0.05	3.36±0.07	0.03±0.01	12.71±0.05
Solids w/o EMP exp. (centrifuged)	9.23±0.07	5.31±0.05	17.97±0.06	0.92±0.05	0.03±0.01	11.15±0.05
Solids after EMP exp. (centrifuged)	13.13±0.07	12.16±0.05	11.84±0.04	0.71±0.03	0.32±0.01	12.34±0.04
EMF effect on solids composition	Increase	Increase	Decrease	Decrease	Increase	Slight Increase



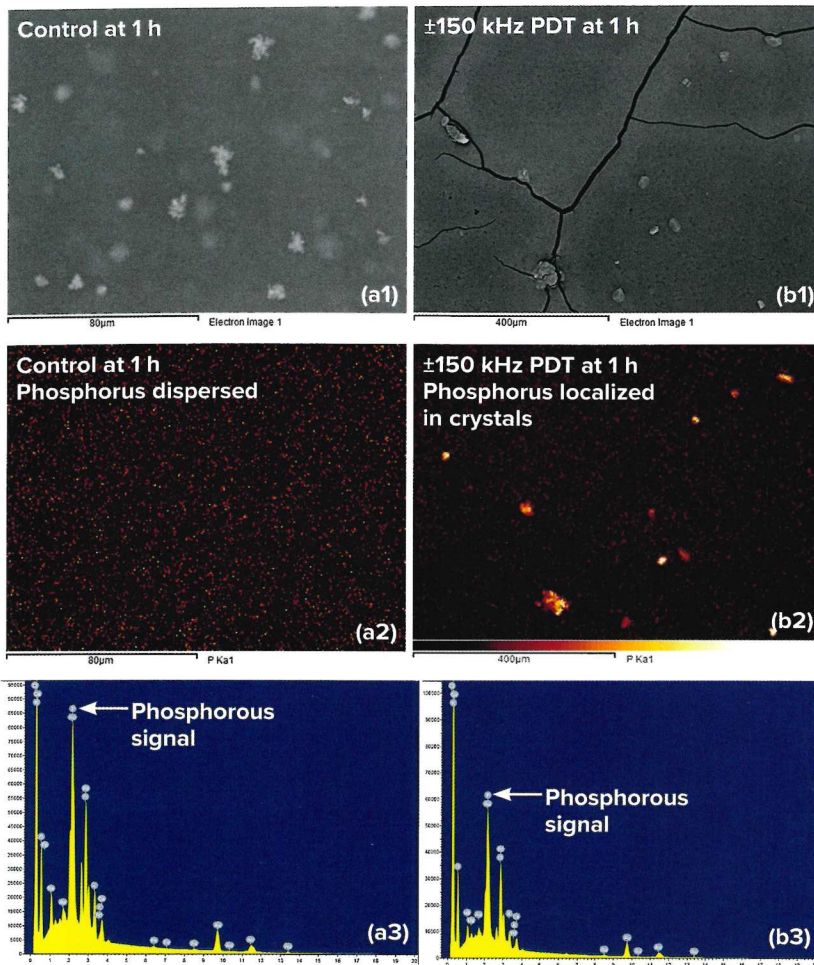


Figure 6. (a1 and b1) Scanning electron micrographs, (a2 and b2) phosphorous elemental maps, and (a3 and b3) energy dispersive X-ray spectra of control and  $\pm 150$  kHz PDT treated samples. Time: 1 hour.

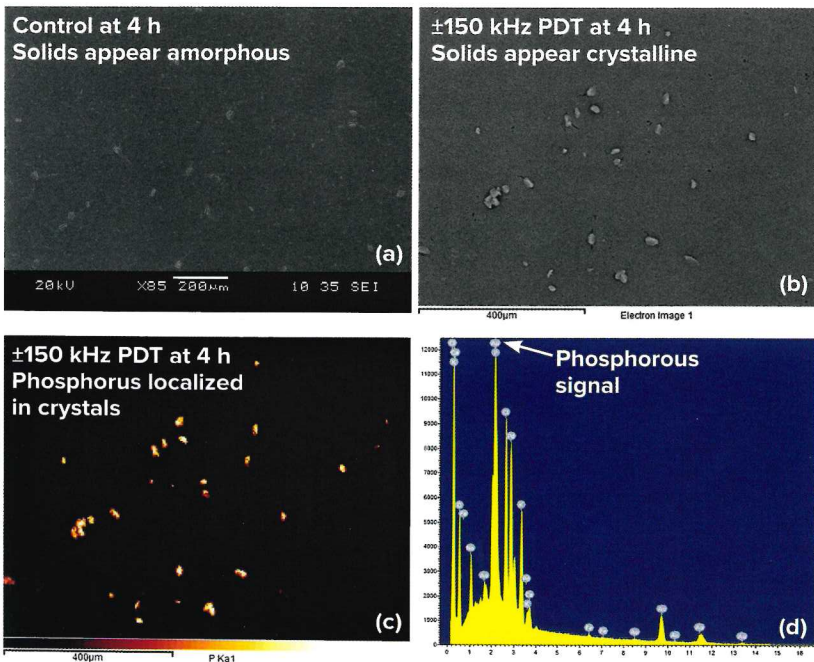


Figure 7. (a) Scanning electron micrographs of the control and (b)  $\pm 150$  kHz PDT solids, (c) phosphorous elemental map of the PDT solids, and (d) energy dispersive X-ray spectrum of the PDT solids. Time: 4 hours.

and possibly a fraction of them are phosphorous-containing struvite crystals. After the PDT treatment, the total solids recovered on the filter were remarkably increased by 165 percent compared to the control samples.

**Test Condition 2**—Batch mode treatment without and with PDT for 1, 4, and 24 hours.

The effect of exposure time on the formation and growth of crystalline solids and the phosphorous-containing crystals was investigated in Test Condition 2. The samples were filtered, and the solids were analyzed using scanning electron microscopy and an energy dispersive X-ray spectrometer. Figures 6 (1 hour) and 7 (4 hours) show the results. The compositional differences between 4- and 24-hour samples were insignificant, so data corresponding to 24 hours are not shown in Figures 6 and 7.

Phosphorous-containing solids appeared amorphous and dispersed across all solids retained on the membrane surface (Figure 6: a1 and a2 [1 hour]; Figure 7a [4 hours]), as revealed by the scanning electron microscopy and energy dispersive X-ray spectrometer analysis. On the contrary, solids retained on the filter appeared crystalline, and the phosphorous was remarkably localized in the crystalline solids just after 1 hour as well as 4 hours of treatment with  $\pm 150$  kHz PDT treatment (Figure 6, b1 and b2, and Figure 7b and 7c).

**Test Condition 3**—Test Condition 3 included batch treatment with PDT for 6 hours followed by crossflow electric microfiltration.

The effect of magnesium ions ( $\text{Mg}^{2+}$ ) as seed species and the PDT field on struvite formation was investigated. The  $\text{Mg}^{2+}$  ions are expected to increase the struvite formation while PDT treatment decreases the nucleation time required for struvite formation. Further, the struvite exposed to the PDT electric field resulted in soft-scale formation, which can be easily removed and recovered from the surfaces. In addition, the suspensions containing colloidal struvite crystals were captured and recovered using microfiltration in the presence and absence of electric fields across the membranes.

The sidestream wastewater samples were treated for a maximum of 6 hours, to mimic the residence time at EJWRRE, and the struvite crystal formation was monitored and analyzed during that period. Two samples, obtained from two different months, were exposed to Test Condition 3. The parameters (including pH, conductivity, crystal nucleation time, and phosphorous concentration and recovery) were



measured. The phosphorus concentrations in the filtrate and concentrate from crossflow electric microfiltration were also measured.

**Batch and Crossflow Treatment Seeding with Mg<sup>2+</sup> ions**

**Seeding solution**—0.3525 g of magnesium chloride (MgCl<sub>2</sub>) was dissolved in 100 mL of ultrapure water by stirring at 400 rpm. The stock solution concentration of Mg<sup>2+</sup> ions was 900 mg/L.

**Protocol**—45 mL samples of sidestream wastewater in 50 mL polypropylene vials were exposed to PDT for 6 hours. Another set of samples was set aside for 6 hours but without exposure to the PDT, which served as the control. At the end of the 6-hour period, the samples were filtered using 0.22 μm polysulfide membranes using crossflow microfiltration. The water samples were spiked with Mg<sup>2+</sup> ions at 100 mg/L prior to activating the PDT electric field. The control samples were also spiked with Mg<sup>2+</sup> ions at 100 mg/L. The two water samples were tested under these conditions, and Table 4 shows the results.

Key findings from Table 4 are as follows:

- Mg<sup>2+</sup> ions and the PDT electric field significantly decreased the struvite nucleation time from 4 hours to 2.5 hours.
- Struvite crystals were formed more rapidly in the presence of both Mg<sup>2+</sup> ions and the PDT electric field compared to Mg<sup>2+</sup> ions only.
- Over 85 percent of dissolved phosphorous was recovered in the form of struvite within 2.5 hours.
- Physical examination of struvite crystals revealed that struvite formed as a soft scale (loosely held together crystal clusters) on the surfaces. This “soft-scale” nature of struvite is important because it would allow easy recovery with minimal energy from any surface, including holding tanks, distribution pipes, membrane surfaces, and others.
- Struvite nucleation time and recovery appear to be sensitive to slight changes in pH.

**STAGE III**

The trailer-truck Pe<sup>-</sup>Phlo system development stage will test the system’s ability to recover dissolved phosphorus in the form of struvite from various phosphorus-rich wastewaters.

EJWRRF and UVM are building the pilot-scale system to be installed on a trailer truck. Once installed, experiments will assess struvite recovery from various phosphorus-rich wastewaters. We anticipate the mobile Pe<sup>-</sup>Phlo system will provide a cost-effective alternative treatment for all small- to mid-size WRRFs, dairy industries, and farms.

**Table 4. PDT treatment and crossflow microfiltration**

Sample	Visual Crystal Nucleation Time (hours)	Phosphorus Recovery Efficiency (%)	pH
<b>March 2019</b>			
Centrate sample	n/a	n/a	8.23
Centrate sample treated with 150 kHz PDT electric field signal	No visible crystal growth	9.53	8.19
Centrate sample treated without 150 kHz PDT electric field signal	No visible crystal growth	4.73	8.36
Mg <sup>2+</sup> spiked into centrate sample and treated with 150 kHz PDT electric field signal	2.5	84.63	8.15
Mg <sup>2+</sup> spiked into centrate sample and treated without 150 kHz PDT electric field signal	4	88.07	7.78
<b>June 2019</b>			
Centrate sample	n/a	n/a	7.41
Centrate sample treated with 150 kHz PDT electric field signal	No visible crystal growth	4.5	7.69
Centrate sample treated without 150 kHz PDT electric field signal	No visible crystal growth	10.97	7.97
Mg <sup>2+</sup> spiked into centrate sample and treated with 150 kHz PDT electric field signal	5.5	78.61	7.81
Mg <sup>2+</sup> spiked into centrate sample and treated without 150 kHz PDT electric field signal	6.5	76.26	7.94

**CONCLUSIONS**

- A combination of Mg<sup>2+</sup> ions and PDT electric field was found to be most effective at capturing phosphorus in the form of struvite. The phosphorus recovery in the form of “soft-scale” (i.e., loosely held together clusters) struvite was over 85 percent at pH 8.12. The 7.0–8.5 pH is typical of dewatering centrates.
- The combination treatment was faster, with about 38 percent less time required to precipitate struvite in the form of “soft scale” compared to controls not treated with the PDT electric field. The nucleation time appears to be sensitive to slight changes in pH.
- A higher pH appears to lead to greater and rapid precipitation. Further investigation is required to determine the effects of pH, Mg<sup>2+</sup> dosage (concentration and contact time), and operation conditions (batch vs. continuous).
- In the absence of Mg<sup>2+</sup>, a ±150 kHz PDT electric field alone agglomerated suspended solids to a level easily captured by filters. Compared with controls



(no PDT), the percentage of solids retained by the filter increased to 165 percent in the presence of the PDT electric field.

- The findings suggest that at significantly lower nucleation time (< 2.5 h) the struvite crystal sizes may be in the range of a few microns or sub-microns that can be easily recovered by a micro-filter or ultrafilters depending on the treatment requirements.
- The X-ray diffraction analysis confirmed that struvite formed under a PDT electric field altered the crystal structure that may be responsible for the “soft-scale” nature of the precipitated struvite. This characteristic allows for easy recovery of struvite as well as easy cleaning of technical surfaces including holding tanks, distribution pipes, reactors, and membrane surfaces. 🌍

**ACKNOWLEDGMENTS**

Pe<sup>-</sup>Phlo project partners included James Jutras, retired water quality superintendent, Essex Junction; James W. Morris Ph.D., P.E, James W. Morris & Associates, Inc.; and Bernie Fleury, retired wastewater operator, Essex Junction. This work was funded by the Vermont Agency of Agriculture, Food & Markets under the Vermont Phosphorus Innovation Challenge (VPIC) program.

**REFERENCES**

- Khan, K., Badireddy, A.R., “SARS-CoV-2 Surveillance and Assessment of Oscillating Electric field-assisted Phosphorus Recovery and Inactivation of *Escherichia Coli* in Wastewater” Doctoral Dissertation, (2023), University of Vermont.

**ABOUT THE AUTHORS**

- Appala Raju Badireddy, PhD, is an associate professor in the Department of Civil and Environmental Engineering at University of Vermont. His research interests include water and wastewater treatment, resource recovery, membrane processes, and emerging contaminant fate and transport.
- Kamruzzaman Khan, PhD, obtained his doctoral degree in civil and environmental engineering from University of Vermont. His research interests include wastewater treatment, wastewater-based epidemiology, resource recovery, and disinfection.
- Chelsea Mandigo is the water quality superintendent for the Essex Junction WRRF. She has 12 years of experience in innovative wastewater and energy conversion technologies used or piloted at the facility.

# Contribute to the *Journal*

**NEWEA encourages all to submit a paper for publication in the *Journal***

2024 *Journal* themes and submission deadlines:

**Summer—Emerging Contaminants**  
Articles due April 1, 2024

**Fall—Wet Weather**  
Articles due July 1, 2024

**Winter—Biosolids Management**  
Articles due September 25, 2024

For more information visit  
[newea.org/resources/journal-2/](http://newea.org/resources/journal-2/)





City of Essex Junction, Vermont  
**ZONING PERMIT**

No. 105 Date Issued: Dec. 6, 2023

Parcel Number: 1035054000

Location: 105 Pearl Street

Issued to: Champlain Valley Exposition

FOR USE/CONSTRUCTION OF: Annual Activities  
Permit 2024 \* Police shall  
be notified 2 weeks prior  
TO major events of 1,000  
participants

[Signature] C. YUEN STAFF APPROVAL

APPLICANT TO POST PERMIT IMMEDIATELY ON THE PROPERTY IN A LOCATION  
VISIBLE FROM THE STREET UNTIL THE DEVELOPMENT IS COMPLETE.

THIS PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUANCE.

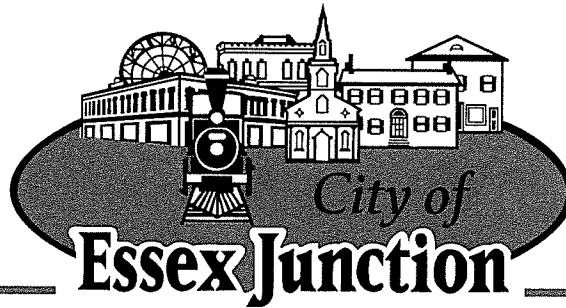
An ENERGY CODE CERTIFICATE is required prior to a CERTIFICATE OF OCCUPANCY for  
new dwellings, residential additions, accessory apartments, commercial buildings and  
additions. Residential building energy standards webpage.  
[http://publicservice.vermont.gov/energy\\_efficiency/rbes](http://publicservice.vermont.gov/energy_efficiency/rbes). Commercial building energy  
webpage. [http://publicservice.vermont.gov/energy\\_efficiency/cbes](http://publicservice.vermont.gov/energy_efficiency/cbes).

\*PERMIT IS NOT VALID UNTIL 15 DAYS AFTER DATE OF ISSUE, FOR APPEALS.

PERMIT VALID: Dec 21, 2023



2 Lincoln Street  
Essex Junction, VT 05452-3154  
www.essexjunction.org



P: 802-878-6944  
F: 802-878-6946  
E: admin@essexjunction.org

December 6, 2023

Mr. Tim Shea, Executive Director  
Champlain Valley Exposition, Inc.  
PO Box 209  
Essex Junction, VT 05453-0209

RE: 2024 Annual Permit

Dear Tim:

Pursuant to Section 612: Planned Exposition of the Land Development Code, the City of Essex Junction approves the annual permit for the 2024 CVE Fair and the events on the attached list updated November 14, 2023; excluding concerts which require a separate permit, or waiver, in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition Events, executed on November 9, 2023.

Review of the application by the City includes only those land use and performance standards as identified in the Land Development Code and Municipal Code. If any activity or event were to violate any applicable state or federal law, or require state or federal permits, it is the sole responsibility of the CVE to comply. This permit shall not be used as representation of the City approval of any specific activity or use beyond the application of standards identified in the Land Development Code and Municipal Code. The following conditions apply to all events to be held at the CVE during 2024.

## **TRAFFIC**

The CVE shall consult the Essex Police at least thirty days prior to all major events to assess security needs and measures to mitigate any anticipated impacts on public safety. Exceptions to the 30-day notice on major events shall require the CVE to coordinate with the Police Department. Major events with a minimum of 1,000 participants shall require a minimum of two weeks notice to the Essex Police to access traffic control. Small events, which may require police services, shall be reviewed with the Police Department as soon as possible upon scheduling of the event. CVE traffic shall not block Pearl Street or Lincoln Street at any time.

To promote public safety, minimize traffic congestion on the public streets, and to allow traffic to safely enter and exit the CVE property, the following will be required:

- 1) If vehicles entering CVE back up into the public right-of-way causing a traffic flow problem, and upon request of the Essex Police, CVE shall stop collecting all fees from people prior to their vehicles being parked.
- 2) If traffic from CVE events impact traffic flows on City streets and creates a public safety condition, the Essex Police shall have the authority to close CVE entrances and redirect traffic as appropriate.
- 3) During licensed events, the center gate (the entrance across from McDonald's) will not be used by motor vehicles (excluding emergency vehicles).
- 4) Major concerts shall not be scheduled on Friday evenings until after 7:30 P.M. Major concerts are those that have 3,000 or more people in attendance.

The CVE shall implement the traffic plan approved by the City Planning Commission on June 2, 1988. This plan stipulates that gates be closed when traffic from the fairgrounds backs up onto Pearl Street (Route 15) or Lincoln Street (2A), unless directed otherwise by the Essex Police.

## **NOISE**

The CVE shall comply with noise standards of the Land Development Code. Any requested waivers to noise standards must be made in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition events, executed on November 9, 2023.

## **CONCERTS AND FESTIVALS**

All proposed concert events at CVE shall be contingent on the execution of the Noise Indemnification Agreement between the Champlain Valley Exposition and the City of Essex Junction for Champlain Valley Exposition events.

In addition, concerts shall not be oversold (i.e., the number of tickets sold will not exceed the number of seats available). The CVE shall provide crowd estimates for major events (those that exceed three thousand people) which propose to utilize ground or lawn seating. This provision does not apply to those free events which are scheduled as a part of the annual Fair, or free events which are a part of other approved events. Sufficient parking spaces shall be provided on the fairgrounds for all cars attending each concert or festival, unless satellite parking has been prearranged.

## **SIGNS**

CVE is required to provide signs for the annual Champlain Valley Fair, which will be erected by the City of Essex Junction Public Works Department. Signs may be required for other major events after consultation with the Essex Police, the City Manager and the Public Works Department.

## **CAMPING**

All camping at the CVE must conform to the Planning Commission's June 2, 1988 site plan approvals.

## **MISCELLANEOUS**

- 1) The Fair will close each evening by 12:00 midnight in accordance with a schedule

established by the Fair. Closing shall mean that the Fair will turn off all noise generators and music, close the grandstand, close the midway, and all other events, games, rides and other aspects of the Fair.

- 2) CVE shall provide the City with the name of an individual who will be responsible for controlling noise, traffic and all aspects of the Fair during those hours when the Fair Manager is not present, and how that person can be contacted at the CVE.
- 3) CVE is responsible for coordinating fire safety issues with the City Fire Chief at least ten (10) days prior to each event.
- 4) Conditions of this Permit included those items listed in the "Plan for Traffic Control and Parking," dated June 1, 1988 and signed by the Essex Police Chief, Essex Junction Fire Chief, President of Essex Rescue, and the Manager of the Champlain Valley Exposition.
- 5) Conditions of this Permit include all items listed in the Planning Commission Site Plan approval of June 2, 1988 (as amended), including the requirement that lighting at the Fair does not create a glare on abutting property and that lighting fixtures and poles conform to the City Land Development Code.
- 6) No alcohol shall be permitted at any event at the fairgrounds without a written request to be reviewed and approved by the Essex Police Department. A copy of any approval by the Police Department shall be filed with the Temporary Use Application.
- 7) Fireworks: The City Council agrees to issue a waiver for Fair fireworks performances in 2024.
- 8) Application for Temporary Use Permits for new or additional events shall be submitted to the Planning Department according to Section 502.D Approval of Temporary Uses on forms furnished by the Planning Department.

Sincerely,



Chris Yuen  
Community Development Director

cc: Essex Police Department  
cc: Essex Junction Fire Department  
cc: Essex Junction Public Works

City of Essex Junction, VT  
Temporary Use Application

For Office Use:  
Permit # 105

Property description (address) for application  
Champlain Valley Exposition

General information  
Applicant Brenna Deavitt Day Phone# 802-878-5545  
Address 105 Pearl St., Essex Jct. VT 05452  
Email Address bdeavitt@cvexpo.org

Owner of Record (attach affidavit if not applicant)  
Applicant \_\_\_\_\_ Day Phone# \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_

Property information  
Zoning District PE Current land use Exposition Tax Map Page# 35 Lot # 54

Purpose of application. Please include information about proposed use, duration, parking, and other relevant material: 2024 Event Permit For the Champlain Valley Exposition

Proposed schedule (date range): from 1/1/2024 to 12/31/2024

Please attach a site plan indicating parking layout, location of use, distance from property lines, location of signs

Size and number of signs \_\_\_\_\_  
Describe any impacts on public services (including fire & Police) Fire, EMS, and Police will be contracted as needed. Green Mountain Concert Services (GMCs) hired for security as needed.

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code. I further agree to abide by any conditions placed upon approval of this application.

Applicant [Signature] Date 11/15/2023

Land Owner (if different) \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED

Staff Action  
Date received NOV 16 2023 Approved  Denied \_\_\_\_\_

City of Essex Junction

Other approvals/conditions \_\_\_\_\_

Staff Signature [Signature] C. YUEN Date Dec 6, 2023

\*\* Fee based on current Fee Schedule

Fee Amount: \*\*  
**PAID**  
865.00  
DEC 06 2023



City of Essex Junction



**Champlain Valley Exposition 2024 Events**

Updated: November 14, 2023

<b>Event</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
4-H Horse Camp	1/5/2024	1/7/2024	Confirmed
Vermont Soccer AGM	1/6/2024	1/6/2024	Confirmed
Mt. Sinai Bingo	1/14/2024	1/14/2024	Confirmed
Yankee Sportsman Classic	1/19/2024	1/21/2024	Confirmed
Winter Renaissance Faire	2/3/2024	2/4/2024	Confirmed
Mt. Sinai Bingo	2/11/2024	2/11/2024	Confirmed
WOKO Gigantic Indoor Flea Market	2/18/2024	2/18/2024	Confirmed
Winter RV Show	2/23/2024	2/25/2024	Confirmed
Winter Boat Show	3/1/2024	3/3/2024	Confirmed
City of Essex Junction Elections	3/5/2024	3/5/2024	Confirmed
Junior Iron Chef	3/9/2024	3/9/2024	Confirmed
Mt. Sinai Bingo	3/10/2024	3/10/2024	Confirmed
Lamoille Valley Fish and Game Club Show	3/16/2024	3/17/2024	Confirmed
WOKO Gigantic Indoor Flea Market	3/17/2024	3/17/2024	Confirmed
4-H Tack Sale	3/22/2024	3/23/2024	Confirmed
Spring Market	4/6/2024	4/7/2024	Confirmed
City of Essex Junction Elections	4/9/2024	4/9/2024	Confirmed
WOKO Gigantic Indoor Flea Market	4/14/2024	4/14/2024	Confirmed
Home Show	4/19/2024	4/21/2024	Confirmed
Performance Food Show	4/23/2024	4/23/2024	Confirmed
Job Fair	4/25/2024	4/24/2024	Confirmed
Sci-Fi & Fantasy Expo	4/27/2024	4/28/2024	Confirmed
Northeastern Forest Products Equipment Expo	5/3/2024	5/4/2024	Confirmed
Champlain College Commencement	5/11/2024	5/11/2024	Confirmed
Lil' Vermonters Spring Consignment Sale	5/17/2024	5/18/2024	Confirmed
FMCA Green Mountain Chapter Camping Rally	5/23/2024	5/27/2024	Confirmed
Memorial Day Parade	5/25/2024	5/25/2024	Confirmed
Mt. Sinai Bingo	5/26/2024	5/26/2024	Confirmed
Girls on the Run 5K	6/1/2024	6/1/2024	Confirmed
Relay for Life	6/7/2024	6/8/2024	Confirmed
Mt. Sinai Bingo	6/9/2024	6/9/2024	Confirmed
Vermont Cannabis Convention	6/14/2024	6/15/2024	Confirmed
Mt. Sinai Bingo	6/16/2024	6/16/2024	Confirmed
Vermont Renaissance Faire	6/21/2024	6/23/2024	Confirmed
4-H Horse Show	6/28/2024	6/30/2024	Confirmed
Essex Junction Parks and Rec 4th of July	7/4/2024	7/4/2024	Confirmed

Mt. Sinai Bingo	7/7/2024	7/7/2024	Confirmed
Psychic Expo	7/13/2024	7/14/2024	Confirmed
Burlington Gem and Mineral Show	7/20/2024	7/21/2024	Confirmed
Wolfsgart Car Show	7/25/2024	7/29/2024	Confirmed
City of Essex Junction Elections	8/13/2024	8/13/2024	Confirmed
Champlain Valley Fair	8/23/2024	9/1/2024	Confirmed
BrickUniverse Lego Expo	9/14/2024	9/15/2024	Confirmed
Lund Family Picnic	9/15/2024	9/15/2024	Confirmed
Higher Ground Concert-Ween	9/21/2024	9/21/2024	Confirmed
Living History Expo	9/21/2024	9/22/2024	Confirmed
National Street Rod Association Car Show	9/27/2024	9/29/2024	Confirmed
Lil Vermonters Consignment Sale	10/4/2024	10/5/2024	Confirmed
Mt. Sinai Bingo	10/6/2024	10/6/2024	Confirmed
FMCA Green Mountain Chapter Camping Rally	10/10/2024	10/14/2024	Confirmed
WOKO Gigantic Indoor Flea Market	10/13/2024	10/13/2024	Confirmed
Fall Craft & Antique Show	10/18/2024	10/20/2024	Confirmed
Jurassic Quest	10/25/2024	10/27/2024	
Mt. Sinai Bingo	11/3/2024	11/3/2024	Confirmed
City of Essex Junction Elections	11/5/2024	11/5/2024	Confirmed
Steampunk Expo	11/9/2024	11/10/2024	Confirmed
WOKO Gigantic Indoor Flea Market	11/17/2024	11/17/2024	Confirmed
Mt. Sinai Bingo	12/1/2024	12/1/2024	Confirmed
Holiday Market	12/7/2024	12/8/2024	Confirmed
WOKO Gigantic Indoor Flea Market	12/15/2024	12/15/2024	Confirmed

\*Highlighted shows indicate events that will be occurring but dates are still being finalized.

### Weekly Events

Green Mountain Roller Derby Practice	Most Monday and Wednesdays beginning January 8th
Ronald McDonald Bingo	Most Tuesdays beginning January 2nd

### Tentative

Green Mountain Barrel Racing	5/17/2024	5/18/2024
	6/7/2024	6/8/2024
	7/12/2024	7/13/2024
	9/13/2024	9/14/2024
Higher Ground	We currently have many dates on hold for Higher Ground concerts	
Wag it Forward	9/14/2024	9/15/2024



**Champlain Valley Exposition**

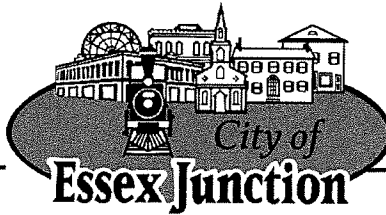
2024 List of Sound Waiver Requests

Updated: November 15, 2023

Date	Event	A	B	C	Expected Start Time	Expected End Time
7/25/2024	Wolfsgart		X		6:00 PM	11:00 PM
7/26/2024	Wolfsgart		X		6:00 PM	11:00 PM
7/27/2024	Wolfsgart		X		6:00 PM	11:00 PM
8/23/2024	Fair Concert: Flo Rida		X		6:00 PM	11:00 PM
8/24/2024	Fair Concert: TBD		X		12:00 PM	11:00 PM
8/25/2024	Monster Trucks		X		12:00 PM	11:00 PM
8/26/2024	Fair Concert: Contois Band		X		12:00 PM	11:00 PM
8/27/2024	Fair Concert: Jimmy Buffet "Changes in Latitude" Tribute Band		X		6:00 PM	11:00 PM
8/28/2024	Figure 8 Racing		X		6:00 PM	11:00 PM
8/29/2024	Demo Derby		X		12:00 PM	7:00 PM
8/30/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
8/31/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
9/1/2024	Fair Concert: TBD		X		6:00 PM	11:00 PM
9/22/2024	Higher Ground Concert: Ween		X		6:00 PM	11:00 PM

\*Total Number of Sound Waivers Requested= 14





December 19, 2023

Mr. Tim Shea, Executive Director  
Champlain Valley Exposition, Inc.  
PO Box 209  
Essex Junction, VT 05453-0209

RE: 2024 Annual Permit (REVISED)

Dear Tim:

This is a revision to my letter to you on December 6, 2023, attached to the 2024 Annual Activities Permit. In the previous letter, I had erroneously stated that "The City Council agrees to issue a waiver for Fair fireworks performances in 2024." I would like to clarify that we have not received a request for fireworks during the Fair, and that all requests for fireworks must be made in accordance with the procedures indicated in the 2024-2027 Sound Indemnification Agreement.

Pursuant to Section 612: Planned Exposition of the Land Development Code, the City of Essex Junction approves the annual permit for the 2024 CVE Fair and the events on the attached list updated November 14, 2023; excluding concerts which require a separate permit, or waiver, in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition Events, executed on November 9, 2023.

Review of the application by the City includes only those land use and performance standards as identified in the Land Development Code and Municipal Code. If any activity or event were to violate any applicable state or federal law, or require state or federal permits, it is the sole responsibility of the CVE to comply. This permit shall not be used as representation of the City approval of any specific activity or use beyond the application of standards identified in the Land Development Code and Municipal Code. The following conditions apply to all events to be held at the CVE during 2024.

#### **TRAFFIC**

The CVE shall consult the Essex Police at least thirty days prior to all major events to assess security needs and measures to mitigate any anticipated impacts on public safety. Exceptions to the 30-day notice on major events shall require the CVE to coordinate with the Police Department. Major events with a minimum of 1,000 participants shall require a minimum of two weeks notice to the Essex Police to access traffic control. Small events, which may require police services, shall be reviewed with the Police Department as soon as possible upon scheduling of the event. CVE traffic shall not block Pearl Street or Lincoln Street at any time.

To promote public safety, minimize traffic congestion on the public streets, and to allow traffic to safely enter and exit the CVE property, the following will be required:

- 1) If vehicles entering CVE back up into the public right-of-way causing a traffic flow problem, and upon request of the Essex Police, CVE shall stop collecting all fees from people prior to their vehicles being parked.
- 2) If traffic from CVE events impact traffic flows on City streets and creates a public safety condition, the Essex Police shall have the authority to close CVE entrances and redirect traffic as appropriate.
- 3) During licensed events, the center gate (the entrance across from McDonald's) will not be used by motor vehicles (excluding emergency vehicles).
- 4) Major concerts shall not be scheduled on Friday evenings until after 7:30 P.M. Major concerts are those that have 3,000 or more people in attendance.

The CVE shall implement the traffic plan approved by the City Planning Commission on June 2, 1988. This plan stipulates that gates be closed when traffic from the fairgrounds backs up onto Pearl Street (Route 15) or Lincoln Street (2A), unless directed otherwise by the Essex Police.

## **NOISE**

The CVE shall comply with noise standards of the Land Development Code. Any requested waivers to noise standards must be made in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition events, executed on November 9, 2023.

## **CONCERTS AND FESTIVALS**

All proposed concert events at CVE shall be contingent on the execution of the Noise Indemnification Agreement between the Champlain Valley Exposition and the City of Essex Junction for Champlain Valley Exposition events.

In addition, concerts shall not be oversold (i.e., the number of tickets sold will not exceed the number of seats available). The CVE shall provide crowd estimates for major events (those that exceed three thousand people) which propose to utilize ground or lawn seating. This provision does not apply to those free events which are scheduled as a part of the annual Fair, or free events which are a part of other approved events. Sufficient parking spaces shall be provided on the fairgrounds for all cars attending each concert or festival, unless satellite parking has been prearranged.

## **SIGNS**

CVE is required to provide signs for the annual Champlain Valley Fair, which will be erected by the City of Essex Junction Public Works Department. Signs may be required for other major events after consultation with the Essex Police, the City Manager and the Public Works Department.

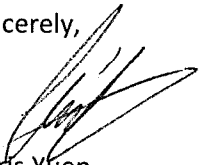
## **CAMPING**

All camping at the CVE must conform to the Planning Commission's June 2, 1988 site plan approvals.

## **MISCELLANEOUS**

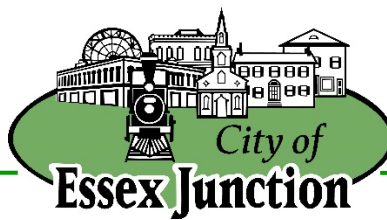
- 1) The Fair will close each evening by 12:00 midnight in accordance with a schedule established by the Fair. Closing shall mean that the Fair will turn off all noise generators and music, close the grandstand, close the midway, and all other events, games, rides and other aspects of the Fair.
- 2) CVE shall provide the City with the name of an individual who will be responsible for controlling noise, traffic and all aspects of the Fair during those hours when the Fair Manager is not present, and how that person can be contacted at the CVE.
- 3) CVE is responsible for coordinating fire safety issues with the City Fire Chief at least ten (10) days prior to each event.
- 4) Conditions of this Permit included those items listed in the "Plan for Traffic Control and Parking," dated June 1, 1988 and signed by the Essex Police Chief, Essex Junction Fire Chief, President of Essex Rescue, and the Manager of the Champlain Valley Exposition.
- 5) Conditions of this Permit include all items listed in the Planning Commission Site Plan approval of June 2, 1988 (as amended), including the requirement that lighting at the Fair does not create a glare on abutting property and that lighting fixtures and poles conform to the City Land Development Code.
- 6) No alcohol shall be permitted at any event at the fairgrounds without a written request to be reviewed and approved by the Essex Police Department. A copy of any approval by the Police Department shall be filed with the Temporary Use Application.
- 7) Fireworks: All requests for fireworks must be made in accordance with the procedures indicated in the 2024-2027 Sound Indemnification Agreement.
- 8) Application for Temporary Use Permits for new or additional events shall be submitted to the Planning Department according to Section 502.D Approval of Temporary Uses on forms furnished by the Planning Department.

Sincerely,



Chris Yuen  
Community Development Director

cc: Essex Police Department  
cc: Essex Junction Fire Department  
cc: Essex Junction Public Works



## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council; Department Managers  
**From:** Jess Morris, Finance Director  
**Date:** January 19, 2024  
**Subject:** December Financial Report

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The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 12/31/23 therefore the year to date actuals are for the period 7/1/23-12/31/23, and the month actuals are for the month of December.

While we will continue to receive December invoices over the coming weeks, we are about 50% of the way through the fiscal year. The General Fund revenue is about 95% of budget or \$10,903,449 and expenditures are about 44% of budget or \$5,098,347.

The Water Fund operating revenue is about 39% of budget or \$656,846 and operating expenditures are about 44% of budget or \$752,278. The Wastewater Fund operating revenue is about 47% of budget or \$1,384,492 and operating expenditures are about 47% of budget or \$1,382,172. The Sanitation Fund operating revenue is about 36% of budget or \$307,918 and operating expenditures are about 49% of budget or \$322,496.

There are currently 188 utility accounts with delinquent balances for a total of \$52,302, with \$27,453 outstanding from the October billing cycle. In December, there were 444 delinquent utility accounts with a balance of \$124,266, with \$92,604 of that balance from the October billing cycle.

The EJRP Program Fund revenue is about 53% of budget or \$1,690,265 and expenditures are about 59% of budget or \$1,876,269. The expenditures in this fund are higher at this point in the year due to seasonal activity in summer programming and the pool.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments and annual dues/memberships to various organizations.

Also included with the financial report are summaries of the ARPA Fund activity, LOT Fund activity, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4 Revenue</b>					
<b>210-4-00 General Revenues</b>					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,303,581.30	117,404.70	98.87%	-56,671.43
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	8,800.00	50.00%	0.00
210-4-00-00-020.022 Rents and Royalties	1.00	0.00	1.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	184,005.00	92,002.50	92,002.50	50.00%	46,001.25
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	46,001.50	46,001.50	50.00%	23,000.75
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	92,002.50	92,002.50	50.00%	46,001.25
210-4-00-00-042.001 PILOT Revenue	17,000.00	14,309.37	2,690.63	84.17%	0.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	0.00	3,436.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,987.00	0.00	38,987.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	95,461.17	-92,961.17	3,818.45%	62.58
210-4-00-00-080.001 State District Court Fine	2,000.00	3,926.86	-1,926.86	196.34%	960.00
210-4-00-00-085.000 Penalties	70,367.00	30,999.32	39,367.68	44.05%	0.00
210-4-00-00-086.000 Interest	13,426.00	5,868.73	7,557.27	43.71%	877.08
210-4-00-00-098.000 Misc Revenue	1,500.00	10,027.45	-8,527.45	668.50%	9.00
<b>Total General Revenues</b>	<b>11,052,516.00</b>	<b>10,702,980.70</b>	<b>349,535.30</b>	<b>96.84%</b>	<b>60,240.48</b>
<b>210-4-10 Admin Revenues</b>					
<b>Total Admin Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-12-10 Clerk Revenue</b>					
210-4-12-10-020.003 Use of Vault	0.00	13.00	-13.00	100.00%	3.00
210-4-12-10-020.004 Recording Fees	86,000.00	22,616.00	63,384.00	26.30%	3,822.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	134.50	5,455.50	2.41%	38.00
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	320.00	6,880.00	4.44%	30.00
210-4-12-10-020.023 Records Preservation	0.00	8,204.00	-8,204.00	100.00%	1,388.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	280.00	2,595.00	9.74%	210.00
210-4-12-10-030.003 Marriage Licenses	624.00	150.00	474.00	24.04%	15.00
210-4-12-10-030.004 Animal Licenses	2,500.00	432.00	2,068.00	17.28%	6.00
210-4-12-10-030.005 Green Mountain Passport	120.00	46.00	74.00	38.33%	0.00
210-4-12-10-030.006 DMV Registrations	99.00	0.00	99.00	0.00%	0.00
<b>Total Clerk Revenue</b>	<b>105,008.00</b>	<b>32,195.50</b>	<b>72,812.50</b>	<b>30.66%</b>	<b>5,512.00</b>
<b>210-4-14-10 Information Technology</b>					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	7,000.00	7,000.00	50.00%	3,500.00
<b>Total Information Technology</b>	<b>14,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>50.00%</b>	<b>3,500.00</b>
<b>210-4-16 ComDev Revenues</b>					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	16,155.08	22,844.92	41.42%	7,275.08
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
<b>Total ComDev Revenues</b>	<b>79,158.00</b>	<b>16,155.08</b>	<b>63,002.92</b>	<b>20.41%</b>	<b>7,275.08</b>
<b>210-4-17 EconDev Revenues</b>					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
<b>Total EconDev Revenues</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-25 Fire Revenues</b>					
210-4-25-10-098.000 Misc Revenue	10.00	10.00	0.00	100.00%	10.00
<b>Total Fire Revenues</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>10.00</b>
<b>210-4-30 EJPJ Revenues</b>					
210-4-30-10-020.000 Charges for Services	12,479.00	590.00	11,889.00	4.73%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
<b>Total EJPJ Revenues</b>	<b>12,479.00</b>	<b>1,340.00</b>	<b>11,139.00</b>	<b>10.74%</b>	<b>0.00</b>
<b>210-4-35 Library Revenues</b>					
210-4-35-10-040.000 Federal Grant Revenue	0.00	636.48	-636.48	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	800.00	-800.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	500.00	366.91	133.09	73.38%	104.00
<b>Total Library Revenues</b>	<b>500.00</b>	<b>1,803.39</b>	<b>-1,303.39</b>	<b>360.68%</b>	<b>104.00</b>
<b>210-4-40 PW Revenues</b>					
210-4-40-12-042.006 State Aid to Highways	130,000.00	125,136.30	4,863.70	96.26%	0.00
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	0.00	20,000.00	0.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	1,090.20	2,409.80	31.15%	390.00
210-4-40-13-041.000 State and Other Grant Rev	0.00	11,468.00	-11,468.00	100.00%	0.00
<b>Total PW Revenues</b>	<b>153,500.00</b>	<b>137,694.50</b>	<b>15,805.50</b>	<b>89.70%</b>	<b>390.00</b>
<b>210-4-41 Building Revenues</b>					
<b>Total Building Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-90-00 Other Sources and Uses</b>					
210-4-90-00-050.000 Library Donation Revenue	0.00	3,101.00	-3,101.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	873.99	-873.99	100.00%	233.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	295.00	-295.00	100.00%	62.00
<b>Total Other Sources and Uses</b>	<b>0.00</b>	<b>4,269.99</b>	<b>-4,269.99</b>	<b>100.00%</b>	<b>295.00</b>
<b>Total Revenue</b>	<b>11,421,171.00</b>	<b>10,903,449.16</b>	<b>517,721.84</b>	<b>95.47%</b>	<b>77,326.56</b>
<b>Total Revenues</b>	<b>11,421,171.00</b>	<b>10,903,449.16</b>	<b>517,721.84</b>	<b>95.47%</b>	<b>77,326.56</b>
<b>210-5-10-10 Administration</b>					
210-5-10-10-110.000 Regular Salaries	338,567.00	166,710.42	171,856.58	49.24%	29,696.61
210-5-10-10-210.000 Group Insurance	98,127.00	52,006.41	46,120.59	53.00%	12,466.65

## GENERAL FUND

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-10-10-220.000 Social Security	26,085.00	16,692.05	9,392.95	63.99%	3,099.72
210-5-10-10-230.000 Retirement	28,897.00	14,014.03	14,882.97	48.50%	2,369.96
210-5-10-10-320.000 Legal Services	40,000.00	4,619.00	35,381.00	11.55%	1,350.50
210-5-10-10-330.000 Professional Services	6,025.00	12,436.36	-6,411.36	206.41%	0.00
210-5-10-10-340.000 Technical Services	9,552.00	5,255.26	4,296.74	55.02%	615.08
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	3,061.35	1,188.65	72.03%	1,788.28
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	1,904.00	2,343.00	44.83%	229.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	8,942.77	1,932.23	82.23%	1,829.90
210-5-10-10-530.000 Communications	3,300.00	3,413.47	-113.47	103.44%	243.22
210-5-10-10-540.000 Advertising	15,075.00	2,735.00	12,340.00	18.14%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	1,407.82	4,162.18	25.28%	0.00
210-5-10-10-560.000 Postage	2,000.00	3,645.85	-1,645.85	182.29%	1,061.46
210-5-10-10-570.000 Other Purchased Services	1,000.00	11,520.00	-10,520.00	1,152.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	1,163.95	4,836.05	19.40%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	1,660.15	3,339.85	33.20%	62.89
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	1,311.63	4,688.37	21.86%	0.00
<b>Total Administration</b>	<b>611,570.00</b>	<b>312,499.52</b>	<b>299,070.48</b>	<b>51.10%</b>	<b>54,813.27</b>
<b>210-5-11-10 Legislative</b>					
210-5-11-10-190.000 Board Member Payments	16,500.00	250.00	16,250.00	1.52%	50.00
210-5-11-10-190.001 City Council Payments	12,500.00	6,250.00	6,250.00	50.00%	3,125.00
210-5-11-10-220.000 Social Security	956.00	478.10	477.90	50.01%	239.05
210-5-11-10-330.000 Professtional Services	32,114.00	14,765.99	17,348.01	45.98%	62.81
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,472.00	2,091.00	88.09%	0.00
210-5-11-10-540.000 Advertising	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	786.30	1,213.70	39.32%	279.29
<b>Total Legislative</b>	<b>83,333.00</b>	<b>38,002.39</b>	<b>45,330.61</b>	<b>45.60%</b>	<b>3,756.15</b>
<b>210-5-12-10 Clerk</b>					
210-5-12-10-110.000 Regular Salaries	162,763.00	74,678.72	88,084.28	45.88%	13,139.48
210-5-12-10-120.000 Part Time Salaries	2,785.00	0.00	2,785.00	0.00%	0.00
210-5-12-10-130.000 Overtime	434.00	0.00	434.00	0.00%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	8,842.14	42,306.86	17.29%	1,473.69
210-5-12-10-220.000 Social Security	12,790.00	5,693.96	7,096.04	44.52%	1,001.76
210-5-12-10-230.000 Retirement	15,627.00	7,135.00	8,492.00	45.66%	1,199.92
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-442.000 Rental Vehicles/Equip	2,664.00	0.00	2,664.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	850.99	2,149.01	28.37%	0.00
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	7,593.29	7,406.71	50.62%	700.00
210-5-12-10-550.000 Printing and Binding	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-12-10-560.000 Postage	500.00	278.10	221.90	55.62%	0.00
210-5-12-10-570.023 Records Preservation	0.00	7,898.90	-7,898.90	100.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	779.29	958.71	44.84%	681.04
210-5-12-10-610.000 General Supplies	5,250.00	928.44	4,321.56	17.68%	122.00
210-5-12-10-820.000 Elections	32,000.00	0.00	32,000.00	0.00%	0.00
<b>Total Clerk</b>	<b>306,750.00</b>	<b>114,678.83</b>	<b>192,071.17</b>	<b>37.39%</b>	<b>18,317.89</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-5-13-10 Finance</b>					
210-5-13-10-110.000 Regular Salaries	225,124.00	113,763.21	111,360.79	50.53%	19,322.13
210-5-13-10-190.000 Board Member Payments	750.00	300.00	450.00	40.00%	0.00
210-5-13-10-210.000 Group Insurance	53,585.00	37,283.89	16,301.11	69.58%	6,147.75
210-5-13-10-220.000 Social Security	17,730.00	6,318.94	11,411.06	35.64%	1,127.84
210-5-13-10-230.000 Retirement	20,688.00	10,077.49	10,610.51	48.71%	1,651.90
210-5-13-10-250.000 Unemployment Insurance	3,209.00	1,361.52	1,847.48	42.43%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	10,449.61	10,732.39	49.33%	4,888.93
210-5-13-10-330.000 Professional Services	15,250.00	6,581.43	8,668.57	43.16%	0.00
210-5-13-10-335.000 Audit	12,612.00	8,941.14	3,670.86	70.89%	0.00
210-5-13-10-442.000 Rental of Vehicles or Equ	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,500.00	80.00	1,420.00	5.33%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	25,535.55	3,104.45	89.16%	0.00
210-5-13-10-520.000 Workers Comp Insurance	93,600.00	65,392.46	28,207.54	69.86%	20,833.22
210-5-13-10-550.000 Printing and Binding	2,780.00	2,996.86	-216.86	107.80%	494.60
210-5-13-10-560.000 Postage	3,400.00	1,720.76	1,679.24	50.61%	0.00
210-5-13-10-580.000 Travel	1,100.00	99.56	1,000.44	9.05%	99.56
210-5-13-10-610.000 General Supplies	1,150.00	298.47	851.53	25.95%	0.00
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	-719.00	100.00%	0.00
<b>Total Finance</b>	<b>504,300.00</b>	<b>291,919.89</b>	<b>212,380.11</b>	<b>57.89%</b>	<b>54,565.93</b>
<b>210-5-14-10 Information Technology</b>					
210-5-14-10-330.000 Professional Services	100,000.00	112,530.58	-12,530.58	112.53%	9,085.00
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	25,000.00	25,191.84	-191.84	100.77%	5,140.43
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	30,701.27	-7,051.27	129.82%	0.00
<b>Total Information Technology</b>	<b>153,650.00</b>	<b>168,423.69</b>	<b>-14,773.69</b>	<b>109.62%</b>	<b>14,225.43</b>
<b>210-5-15-10 Assessing</b>					
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	19,452.45	58,357.55	25.00%	0.00
<b>Total Assessing</b>	<b>77,810.00</b>	<b>19,452.45</b>	<b>58,357.55</b>	<b>25.00%</b>	<b>0.00</b>
<b>210-5-16-10 Community Development</b>					
210-5-16-10-110.000 Regular Salaries	256,708.00	99,296.71	157,411.29	38.68%	19,252.57
210-5-16-10-130.000 Overtime	0.00	38.16	-38.16	100.00%	0.00
210-5-16-10-190.000 Board member Payments	15,600.00	3,500.00	12,100.00	22.44%	1,550.00
210-5-16-10-210.000 Group Insurance	89,186.00	8,974.49	80,211.51	10.06%	1,781.55
210-5-16-10-220.000 Social Security	20,281.00	7,880.00	12,401.00	38.85%	1,592.60
210-5-16-10-230.000 Retirement	23,328.00	3,524.32	19,803.68	15.11%	542.72
210-5-16-10-320.000 Legal Services	6,000.00	6,492.89	-492.89	108.21%	1,035.00
210-5-16-10-330.000 Professional Services	40,760.00	3,716.20	37,043.80	9.12%	125.62
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	581.86	4,118.14	12.38%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	360.00	0.00	360.00	0.00%	0.00
210-5-16-10-530.000 Communications	5,660.00	0.00	5,660.00	0.00%	0.00
210-5-16-10-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	1,216.56	-216.56	121.66%	74.88



Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-560.000 Postage	280.00	0.74	279.26	0.26%	0.00
210-5-16-10-580.000 Travel	6,600.00	600.00	6,000.00	9.09%	100.00
210-5-16-10-610.000 General Supplies	1,000.00	35.02	964.98	3.50%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
<b>Total Community Development</b>	<b>482,813.00</b>	<b>135,856.95</b>	<b>346,956.05</b>	<b>28.14%</b>	<b>26,054.94</b>
<b>210-5-17-10 Economic Development</b>					
210-5-17-10-831.000 Special or New Programs	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	927.71	14,072.29	6.18%	729.71
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Economic Development</b>	<b>40,000.00</b>	<b>927.71</b>	<b>39,072.29</b>	<b>2.32%</b>	<b>729.71</b>
<b>210-5-18-10 Health &amp; Human Services</b>					
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	1,560.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	190,620.00	0.00	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	690,778.16	2,072,334.84	25.00%	0.00
<b>Total Health &amp; Human Services</b>	<b>2,977,293.00</b>	<b>901,398.16</b>	<b>2,075,894.84</b>	<b>30.28%</b>	<b>0.00</b>
<b>210-5-19-10 County &amp; Regional Functio</b>					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	0.00	100.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	0.00	54,553.00	0.00%	0.00
210-5-19-10-800.104 Chamber of Commerce	950.00	935.00	15.00	98.42%	0.00
210-5-19-10-800.105 GBIC	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	30,300.00	0.00	100.00%	0.00
<b>Total County &amp; Regional Functio</b>	<b>346,883.00</b>	<b>288,815.01</b>	<b>58,067.99</b>	<b>83.26%</b>	<b>0.00</b>
<b>210-5-25-10 Fire</b>					
210-5-25-10-120.000 Part Time Salaries	216,000.00	115,545.86	100,454.14	53.49%	16,189.58
210-5-25-10-210.000 Group Insurance	3,600.00	2,464.00	1,136.00	68.44%	0.00
210-5-25-10-220.000 Social Security	16,524.00	8,857.99	7,666.01	53.61%	1,238.56
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	11,440.25	8,559.75	57.20%	3,537.25
210-5-25-10-290.000 Other Employee Benefits	1,000.00	432.00	568.00	43.20%	0.00
210-5-25-10-330.000 Professional Services	7,000.00	985.00	6,015.00	14.07%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	12,386.61	13,613.39	47.64%	92.05
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	280.15	-280.15	100.00%	0.00
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	1,352.04	4,147.96	24.58%	121.09
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	7.00	6,993.00	0.10%	0.00
210-5-25-10-530.000 Communications	2,600.00	1,577.66	1,022.34	60.68%	737.45
210-5-25-10-570.000 Other Purchased Services	11,000.00	8,858.59	2,141.41	80.53%	651.28
210-5-25-10-610.000 General Supplies	4,000.00	2,526.57	1,473.43	63.16%	177.73
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	7,890.00	37,110.00	17.53%	2,135.00
210-5-25-10-612.000 Uniforms	30,000.00	9,052.25	20,947.75	30.17%	2,734.70
210-5-25-10-613.000 Program Supplies	6,000.00	1,804.37	4,195.63	30.07%	867.90

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-25-10-626.000 Gasoline	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-25-10-750.000 Machinery & Equipment	20,000.00	20,850.00	-850.00	104.25%	159.70
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	59,130.00	59,130.00	50.00%	29,565.00
<b>Total Fire</b>	<b>545,484.00</b>	<b>265,440.34</b>	<b>280,043.66</b>	<b>48.66%</b>	<b>58,207.29</b>
<b>210-5-30-10 EJP Administration</b>					
210-5-30-10-110.000 Regular Salaries	395,061.00	195,902.84	199,158.16	49.59%	29,966.78
210-5-30-10-120.000 Part Time Salaries	0.00	2,206.29	-2,206.29	100.00%	34.50
210-5-30-10-210.000 Group Insurance	162,427.00	68,863.54	93,563.46	42.40%	11,098.61
210-5-30-10-220.000 Social Security	30,453.00	15,293.38	15,159.62	50.22%	2,333.17
210-5-30-10-230.000 Retirement	33,729.00	22,403.01	11,325.99	66.42%	3,686.77
210-5-30-10-330.000 Professional Services	1,764.00	5,750.00	-3,986.00	325.96%	1,840.00
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	831.20	5,236.80	13.70%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	4,968.90	5,856.10	45.90%	1,236.19
210-5-30-10-530.000 Communications	1,980.00	12,083.53	-10,103.53	610.28%	165.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	50.00	-50.00	100.00%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	28.98	-28.98	100.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	7,456.22	-256.22	103.56%	652.50
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	10,000.00	7,500.00	57.14%	0.00
<b>Total EJP Administration</b>	<b>674,007.00</b>	<b>345,837.89</b>	<b>328,169.11</b>	<b>51.31%</b>	<b>51,013.52</b>
<b>210-5-30-12 EJP Parks and Facilities</b>					
210-5-30-12-110.000 Regular Salaries	139,626.00	70,945.63	68,680.37	50.81%	11,109.08
210-5-30-12-120.000 Part Time Salaries	46,574.00	38,316.88	8,257.12	82.27%	205.51
210-5-30-12-130.000 Overtime	0.00	1,173.36	-1,173.36	100.00%	294.96
210-5-30-12-210.000 Group Insurance	38,170.00	14,495.68	23,674.32	37.98%	2,376.87
210-5-30-12-220.000 Social Security	14,337.00	8,872.62	5,464.38	61.89%	941.91
210-5-30-12-230.000 Retirement	14,033.00	6,864.20	7,168.80	48.91%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	10,960.15	1,612.85	87.17%	150.00
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	5,791.35	-1,259.35	127.79%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	600.00	4,143.00	12.65%	0.00
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	0.00	3,902.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-30-12-610.000 General Supplies	28,759.00	15,700.78	13,058.22	54.59%	188.71
210-5-30-12-626.000 Gasoline	1,500.00	0.00	1,500.00	0.00%	0.00
<b>Total EJP Parks and Facilities</b>	<b>310,569.00</b>	<b>174,220.65</b>	<b>136,348.35</b>	<b>56.10%</b>	<b>16,335.36</b>
<b>210-5-30-13 Adult Programs</b>					
210-5-30-13-110.000 Regular Salaries	26,166.00	0.00	26,166.00	0.00%	0.00
210-5-30-13-210.000 Group Insurance	13,055.00	0.00	13,055.00	0.00%	0.00
210-5-30-13-220.000 Social Security	2,048.00	0.00	2,048.00	0.00%	0.00
210-5-30-13-230.000 Retirement	2,254.00	0.00	2,254.00	0.00%	0.00
210-5-30-13-330.000 Professional Services	20,000.00	132.00	19,868.00	0.66%	0.00
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	25,191.12	25,187.88	50.00%	0.00
<b>Total Adult Programs</b>	<b>115,902.00</b>	<b>25,323.12</b>	<b>90,578.88</b>	<b>21.85%</b>	<b>0.00</b>
<b>210-5-35-10 Brownell Library</b>					
210-5-35-10-110.000 Regular Salaries	463,760.00	214,470.90	249,289.10	46.25%	37,329.62
210-5-35-10-120.000 Part Time Salaries	125,170.00	58,863.76	66,306.24	47.03%	10,701.11
210-5-35-10-190.000 Board Member Payments	0.00	250.00	-250.00	100.00%	0.00
210-5-35-10-210.000 Group Insurance	138,896.00	63,023.13	75,872.87	45.37%	9,484.71
210-5-35-10-220.000 Social Security	45,552.00	21,128.19	24,423.81	46.38%	3,744.07
210-5-35-10-230.000 Retirement	48,256.00	22,600.87	25,655.13	46.84%	3,622.18
210-5-35-10-250.000 Unemployment Insurance	0.00	172.26	-172.26	100.00%	0.00
210-5-35-10-340.000 Technical Services	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	1,169.25	1,830.75	38.98%	343.64
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	844.50	4,655.50	15.35%	621.44
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	6,893.67	5,606.33	55.15%	343.86
210-5-35-10-530.000 Communications	2,640.00	880.00	1,760.00	33.33%	165.00
210-5-35-10-540.000 Advertising	700.00	250.00	450.00	35.71%	0.00
210-5-35-10-560.000 Postage	3,000.00	1,038.98	1,961.02	34.63%	162.33
210-5-35-10-610.000 General Supplies	14,000.00	3,959.56	10,040.44	28.28%	616.38
210-5-35-10-640.201 Adult Collection	50,000.00	23,307.19	26,692.81	46.61%	2,807.16
210-5-35-10-640.202 Juvenile Collection	25,000.00	12,636.17	12,363.83	50.54%	306.56
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	1,559.79	7,100.21	18.01%	0.00
210-5-35-10-750.000 Machinery & Equipment	8,000.00	2,950.00	5,050.00	36.88%	0.00
210-5-35-10-840.201 Adult Programs	1,500.00	288.02	1,211.98	19.20%	2.39
210-5-35-10-840.202 Childrens Programs	4,500.00	2,087.10	2,412.90	46.38%	644.02
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	98.83	1,401.17	6.59%	98.83
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	0.00
<b>Total Brownell Library</b>	<b>964,134.00</b>	<b>439,272.17</b>	<b>524,861.83</b>	<b>45.56%</b>	<b>70,993.30</b>
<b>210-5-40-12 Highways</b>					
210-5-40-12-110.000 Regular Salaries	232,291.00	95,671.86	136,619.14	41.19%	18,787.30
210-5-40-12-120.000 Part Time Salaries	21,973.00	6,021.42	15,951.58	27.40%	436.87
210-5-40-12-130.000 Overtime	26,974.00	6,658.35	20,315.65	24.68%	1,071.49
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	121,401.00	38,703.71	82,697.29	31.88%	5,860.41
210-5-40-12-220.000 Social Security	21,962.00	8,782.40	13,179.60	39.99%	1,592.99
210-5-40-12-230.000 Retirement	22,855.00	20,163.75	2,691.25	88.22%	3,862.40
210-5-40-12-250.000 Unemployment Insurance	250.00	146.73	103.27	58.69%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	8,702.04	3,897.96	69.06%	3,478.40
210-5-40-12-330.000 Professional Services	18,000.00	2,164.31	15,835.69	12.02%	0.00
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	1,277.09	2,222.91	36.49%	0.00
210-5-40-12-422.000 Snow Removal	21,000.00	5,250.72	15,749.28	25.00%	0.00
210-5-40-12-425.000 Trash Removal	9,100.00	5,694.03	3,405.97	62.57%	1,610.06
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	68,528.31	-30,528.31	180.34%	17,418.13
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	1,846.15	8,153.85	18.46%	0.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	2,085.01	914.99	69.50%	307.14
210-5-40-12-451.000 Summer Construction Servi	300,000.00	350,777.22	-50,777.22	116.93%	334,186.52

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	180.00	1,820.00	9.00%	0.00
210-5-40-12-520.000 Workers Comp Insurance	17,800.00	11,704.44	6,095.56	65.76%	3,923.84
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	2,430.95	2,069.05	54.02%	605.22
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	4,622.02	15,377.98	23.11%	0.00
210-5-40-12-572.000 Traffic Control	33,000.00	9,738.27	23,261.73	29.51%	0.00
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	22,599.39	122,400.61	15.59%	22,305.03
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	3,818.74	41,181.26	8.49%	0.00
210-5-40-12-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	9,148.88	25,851.12	26.14%	972.28
210-5-40-12-610.200 Streetlight Supplies	15,000.00	10,811.40	4,188.60	72.08%	442.00
210-5-40-12-612.000 Uniforms	3,510.00	3,666.17	-156.17	104.45%	377.96
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	646.69	3,553.31	15.40%	341.85
210-5-40-12-622.000 Electricity	4,200.00	4,262.66	-62.66	101.49%	812.88
210-5-40-12-622.200 Streetlight Electricity	138,000.00	58,216.68	79,783.32	42.19%	12,951.86
210-5-40-12-626.000 Gasoline	42,000.00	12,493.89	29,506.11	29.75%	2,905.61
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	-535.25	10,535.25	-5.35%	-541.20
210-5-40-12-920.000 Transfer to Capital	151,440.00	75,720.00	75,720.00	50.00%	37,860.00
<b>Total Highways</b>	<b>1,566,556.00</b>	<b>852,998.03</b>	<b>713,557.97</b>	<b>54.45%</b>	<b>471,569.04</b>
<b>210-5-40-13 Stormwater</b>					
210-5-40-13-110.000 Regular Salaries	30,247.00	9,377.12	20,869.88	31.00%	1,643.90
210-5-40-13-120.000 Part Time Salaries	17,760.00	0.00	17,760.00	0.00%	0.00
210-5-40-13-210.000 Group Insurance	8,302.00	2,919.41	5,382.59	35.17%	525.65
210-5-40-13-220.000 Social Security	3,679.00	695.34	2,983.66	18.90%	107.06
210-5-40-13-230.000 Retirement	2,571.00	1,369.29	1,201.71	53.26%	217.50
210-5-40-13-250.000 Unemployment Insurance	25.00	12.76	12.24	51.04%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	1,795.26	404.74	81.60%	717.60
210-5-40-13-330.000 Professional Services	20,000.00	1,234.97	18,765.03	6.17%	400.00
210-5-40-13-451.000 Summer Construction Servi	16,000.00	0.00	16,000.00	0.00%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	16,880.86	2,119.14	88.85%	0.00
210-5-40-13-570.000 Other Purchased Services	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	4,186.66	20,813.34	16.75%	1,867.00
210-5-40-13-580.000 Travel	2,500.00	131.67	2,368.33	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	616.84	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	14,040.00	-2,040.00	117.00%	0.00
<b>Total Stormwater</b>	<b>167,484.00</b>	<b>53,226.50</b>	<b>114,257.50</b>	<b>31.78%</b>	<b>5,478.71</b>
<b>210-5-41 Buildings</b>					
<b>210-5-41-20 2 Lincoln Street</b>					
210-5-41-20-400.000 Contracted Services	3,000.00	1,366.36	1,633.64	45.55%	765.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	277.43	1,222.57	18.50%	0.00
210-5-41-20-420.000 Cleaning Services	22,000.00	6,737.22	15,262.78	30.62%	1,209.87
210-5-41-20-425.000 Trash Removal	3,600.00	1,213.04	2,386.96	33.70%	594.02
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	1,084.66	18,915.34	5.42%	95.98

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-20-530.000 Communications	8,968.00	5,996.90	2,971.10	66.87%	1,002.60
210-5-41-20-610.000 General Supplies	5,000.00	213.50	4,786.50	4.27%	40.97
210-5-41-20-621.000 Natrual Gas/Heating	6,500.00	1,027.74	5,472.26	15.81%	659.06
210-5-41-20-622.000 Electricity	11,000.00	3,246.69	7,753.31	29.52%	1,206.09
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	0.00	7,000.00	0.00%	0.00
<b>Total 2 Lincoln Street</b>	<b>88,568.00</b>	<b>21,163.54</b>	<b>67,404.46</b>	<b>23.90%</b>	<b>5,573.59</b>
<b>210-5-41-21 Brownell Library</b>					
210-5-41-21-400.000 Contracted Services	4,750.00	4,001.70	748.30	84.25%	2,496.70
210-5-41-21-410.000 Water and Sewer Charges	700.00	207.97	492.03	29.71%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	9,673.28	20,326.72	32.24%	2,139.79
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	8,373.03	16,801.97	33.26%	-459.36
210-5-41-21-530.000 Communications	4,090.00	1,773.34	2,316.66	43.36%	0.00
210-5-41-21-621.000 Natrual Gas/Heating	7,200.00	1,379.74	5,820.26	19.16%	912.45
210-5-41-21-622.000 Electricity	14,750.00	6,843.13	7,906.87	46.39%	2,000.33
<b>Total Brownell Library</b>	<b>86,665.00</b>	<b>32,252.19</b>	<b>54,412.81</b>	<b>37.21%</b>	<b>7,089.91</b>
<b>210-5-41-22 Fire Station</b>					
210-5-41-22-400.000 Contracted Services	600.00	736.27	-136.27	122.71%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	177.10	322.90	35.42%	0.00
210-5-41-22-420.000 Cleaning Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,000.00	2,234.60	5,765.40	27.93%	590.00
210-5-41-22-530.000 Communications	2,400.00	3,624.95	-1,224.95	151.04%	516.88
210-5-41-22-610.000 General Supplies	1,100.00	1,123.56	-23.56	102.14%	0.00
210-5-41-22-621.000 Natrual Gas/Heating	4,000.00	599.14	3,400.86	14.98%	369.52
210-5-41-22-622.000 Electricity	7,000.00	3,246.66	3,753.34	46.38%	1,206.09
210-5-41-22-626.000 Gasoline	0.00	1,887.00	-1,887.00	100.00%	0.00
<b>Total Fire Station</b>	<b>24,100.00</b>	<b>13,629.28</b>	<b>10,470.72</b>	<b>56.55%</b>	<b>2,682.49</b>
<b>210-5-41-23 Park Street School</b>					
210-5-41-23-400.000 Contracted Services	1,000.00	4,583.00	-3,583.00	458.30%	3,500.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	407.40	1,092.60	27.16%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	5,626.92	26,873.08	17.31%	2,119.29
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	16,284.70	-1,284.70	108.56%	245.21
210-5-41-23-530.000 Communications	3,100.00	1,509.48	1,590.52	48.69%	252.24
210-5-41-23-621.000 Natrual Gas/Heating	3,500.00	1,015.64	2,484.36	29.02%	523.06
210-5-41-23-622.000 Electricity	5,900.00	1,827.60	4,072.40	30.98%	349.44
<b>Total Park Street School</b>	<b>62,500.00</b>	<b>31,254.74</b>	<b>31,245.26</b>	<b>50.01%</b>	<b>6,989.24</b>
<b>210-5-41-26 Maple St. Park and Pool</b>					
210-5-41-26-400.000 Contracted Services	1,000.00	2,504.04	-1,504.04	250.40%	0.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	1,872.05	5,927.95	24.00%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	10,753.38	21,746.62	33.09%	2,119.29
210-5-41-26-425.000 Trash Removal	4,716.00	1,228.74	3,487.26	26.05%	409.58
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	340.17	29,659.83	1.13%	0.00
210-5-41-26-530.000 Communications	8,900.00	4,591.14	4,308.86	51.59%	765.40

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	1,197.80	5,302.20	18.43%	651.89
210-5-41-26-622.000 Electricity	37,500.00	18,299.72	19,200.28	48.80%	1,947.08
210-5-41-26-626.000 Gasoline	0.00	2,465.99	-2,465.99	100.00%	775.10
<b>Total Maple St. Park and Pool</b>	<b>128,916.00</b>	<b>43,253.03</b>	<b>85,662.97</b>	<b>33.35%</b>	<b>6,668.34</b>
<b>Total Buildings</b>	<b>390,749.00</b>	<b>141,552.78</b>	<b>249,196.22</b>	<b>36.23%</b>	<b>29,003.57</b>
<b>210-5-90-00 Transfers and Misc.</b>					
210-5-90-00-640.201 Adult Collection replacem	0.00	308.98	-308.98	100.00%	125.01
210-5-90-00-640.202 Juvenile Collection repl	0.00	258.33	-258.33	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	307,308.50	387,047.50	44.26%	153,654.25
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	2,500.00	2,500.00	50.00%	1,250.00
210-5-90-00-991.000 Library Donation Expense	0.00	2,768.18	-2,768.18	100.00%	163.47
<b>Total Transfers and Misc.</b>	<b>699,356.00</b>	<b>313,143.99</b>	<b>386,212.01</b>	<b>44.78%</b>	<b>155,192.73</b>
<b>210-5-95-00 Debt Service</b>					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	50,800.74	152,402.26	25.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	29,255.87	34,934.13	45.58%	0.00
<b>Total Debt Service</b>	<b>402,528.00</b>	<b>215,356.61</b>	<b>187,171.39</b>	<b>53.50%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>11,421,171.00</b>	<b>5,098,346.68</b>	<b>6,322,824.32</b>	<b>44.64%</b>	<b>1,030,256.84</b>
<b>Total GENERAL FUND</b>	<b>0.00</b>	<b>5,805,102.48</b>	<b>-5,805,102.48</b>	<b>-100.00%</b>	<b>-952,930.28</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	113,342.86	-1,342.86	101.20%	56,671.43
<b>Total Revenues</b>	<b>112,000.00</b>	<b>113,342.86</b>	<b>-1,342.86</b>	<b>101.20%</b>	<b>56,671.43</b>
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	1,687.50	-1,687.50	100.00%	1,687.50
<b>Total Expenditures</b>	<b>0.00</b>	<b>1,687.50</b>	<b>-1,687.50</b>	<b>100.00%</b>	<b>1,687.50</b>
<b>Total ECONOMIC DEVELOPMENT FUND</b>	<b>112,000.00</b>	<b>111,655.36</b>	<b>-223,655.36</b>	<b>99.69%</b>	<b>54,983.93</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total Revenues</b>	0.00	0.00	0.00	0.00%	0.00
<b>Total Expenditures</b>	0.00	0.00	0.00	0.00%	0.00
<b>Total MEMORIAL PARK FUND</b>	0.00	0.00	0.00	0.00%	0.00



Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
223-4-90-00-040.000 Federal Grant: ARPA	0.00	22,303.54	-22,303.54	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>22,303.54</b>	<b>-22,303.54</b>	<b>100.00%</b>	<b>0.00</b>
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	22,303.54	-22,303.54	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>22,303.54</b>	<b>-22,303.54</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total ARPA FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	745,000.00	284,780.40	460,219.60	38.23%	0.00
<b>Total Revenues</b>	<b>745,000.00</b>	<b>284,780.40</b>	<b>460,219.60</b>	<b>38.23%</b>	<b>0.00</b>
224-5-00-00-330.000 Professional Services	70,000.00	21,250.00	48,750.00	30.36%	10,625.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	14,375.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	28,000.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	0.00	60,158.00	0.00%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	39,869.50	39,869.50	50.00%	19,934.75
<b>Total Expenditures</b>	<b>252,272.00</b>	<b>61,119.50</b>	<b>191,152.50</b>	<b>24.23%</b>	<b>30,559.75</b>
<b>Total LOCAL OPTION TAX</b>	<b>492,728.00</b>	<b>223,660.90</b>	<b>-716,388.90</b>	<b>45.39%</b>	<b>-30,559.75</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>230-4-00-00 Revenue</b>					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	15,606.00	0.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	265,792.50	345,531.50	43.48%	132,896.25
<b>Total Revenue</b>	<b>626,930.00</b>	<b>265,792.50</b>	<b>361,137.50</b>	<b>42.40%</b>	<b>132,896.25</b>
<b>230-4-16-10-040.824 Cres. Connector</b>					
230-4-16-10-040.824 Cres. Connector	0.00	1,760,163.61	-1,760,163.61	100.00%	0.00
<b>230-4-40-13-041.830 BC2058 Brickyard Culvert</b>					
230-4-40-13-041.830 BC2058 Brickyard Culvert	0.00	110,430.00	-110,430.00	100.00%	0.00
<b>Total Revenues</b>	<b>626,930.00</b>	<b>2,136,386.11</b>	<b>-1,509,456.11</b>	<b>340.77%</b>	<b>132,896.25</b>
<b>230-5-16-10-890.824 Cres. Connector</b>					
230-5-16-10-890.824 Cres. Connector	0.00	1,353,962.04	-1,353,962.04	100.00%	257,672.62
<b>230-5-40-10-720.002 Iroquois Ave Road and Wat</b>					
230-5-40-10-720.002 Iroquois Ave Road and Wat	111,976.00	0.00	111,976.00	0.00%	0.00
<b>230-5-40-13-722.001 Hiawatha Infiltration Sys</b>					
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	50,000.00	0.00%	0.00
<b>230-5-40-13-895.830 BC2058 Brickyard Culvert</b>					
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	847,252.40	-847,252.40	100.00%	1,062.47
<b>230-5-41-10-730.000 Facilities Assessment</b>					
230-5-41-10-730.000 Facilities Assessment	20,000.00	0.00	20,000.00	0.00%	0.00
<b>230-5-41-25-730.000 Public Works Facility</b>					
230-5-41-25-730.000 Public Works Facility	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>201,976.00</b>	<b>2,201,214.44</b>	<b>-1,999,238.44</b>	<b>1,089.84%</b>	<b>258,735.09</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>424,954.00</b>	<b>-64,828.33</b>	<b>-360,125.67</b>	<b>-15.26%</b>	<b>-125,838.84</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	-695.52	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	269,700.00	134,850.00	134,850.00	50.00%	67,425.00
<b>Total Revenues</b>	<b>269,700.00</b>	<b>135,545.52</b>	<b>134,154.48</b>	<b>50.26%</b>	<b>67,425.00</b>
231-5-40-12-750.005 Landscape Trailer	15,000.00	12,149.73	2,850.27	81.00%	141.77
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	1,000.00	51,021.00	1.92%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
<b>Total Expenditures</b>	<b>315,420.00</b>	<b>13,149.73</b>	<b>302,270.27</b>	<b>4.17%</b>	<b>141.77</b>
<b>Total ROLLING STOCK FUND</b>	<b>-45,720.00</b>	<b>122,395.79</b>	<b>-76,675.79</b>	<b>-267.71%</b>	<b>67,283.23</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	22,303.54	-22,303.54	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	25,000.00	25,000.00	50.00%	12,500.00
<b>Total Revenues</b>	<b>50,000.00</b>	<b>47,303.54</b>	<b>2,696.46</b>	<b>94.61%</b>	<b>12,500.00</b>
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	24,286.50	-24,286.50	100.00%	5,544.71
232-5-41-21-730.001 Roof	300,000.00	629.90	299,370.10	0.21%	336.00
<b>Total Expenditures</b>	<b>300,000.00</b>	<b>24,916.40</b>	<b>275,083.60</b>	<b>9.31%</b>	<b>5,880.71</b>
<b>Total BUILDING MAINT FUND</b>	<b>-250,000.00</b>	<b>22,387.14</b>	<b>227,612.86</b>	<b>-8.95%</b>	<b>6,619.29</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-092.000 Transfer to Capital	112,771.00	56,385.50	56,385.50	50.00%	28,192.75
<b>Total Revenues</b>	<b>112,771.00</b>	<b>56,385.50</b>	<b>56,385.50</b>	<b>50.00%</b>	<b>28,192.75</b>
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.001 Lighting and Technology	10,800.00	18,278.19	-7,478.19	169.24%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	5,504.86	6,495.14	45.87%	0.00
233-5-00-00-740.002 Resurfacing	2,350.00	0.00	2,350.00	0.00%	0.00
233-5-00-00-740.005 Park Amenitites	39,374.00	0.00	39,374.00	0.00%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	9,914.38	12,206.62	44.82%	9,914.38
233-5-00-00-750.001 Maintenance Equipment	10,500.00	-1,500.00	12,000.00	-14.29%	-1,500.00
<b>Total Expenditures</b>	<b>112,771.00</b>	<b>32,197.43</b>	<b>80,573.57</b>	<b>28.55%</b>	<b>8,414.38</b>
<b>Total EJRP CAP RESERVE</b>	<b>0.00</b>	<b>24,188.07</b>	<b>-24,188.07</b>	<b>-100.00%</b>	<b>19,778.37</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>254-4-54-20 Water Revenues</b>					
254-4-54-20-021.000 Water User Fees	1,550,730.00	575,278.48	975,451.52	37.10%	500.00
254-4-54-20-021.001 Water Large User Fees	139,263.00	75,723.76	63,539.24	54.37%	11,584.30
254-4-54-20-024.000 Utility Connection Fees	7,000.00	550.00	6,450.00	7.86%	0.00
254-4-54-20-060.000 Interest Income	800.00	0.00	800.00	0.00%	0.00
254-4-54-20-085.000 Penalties	5,000.00	5,016.02	-16.02	100.32%	2,976.39
254-4-54-20-098.000 Misc Revenue	150.00	278.06	-128.06	185.37%	278.06
<b>Total Water Revenues</b>	<b>1,702,943.00</b>	<b>656,846.32</b>	<b>1,046,096.68</b>	<b>38.57%</b>	<b>15,338.75</b>
<b>254-4-54-70 Nonoperating Revenues</b>					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	1,543,413.50	-1,543,413.50	100.00%	230,113.85
254-4-54-70-092.000 Transfer to Capital	460,000.00	230,000.00	230,000.00	50.00%	115,000.00
<b>Total Nonoperating Revenues</b>	<b>460,000.00</b>	<b>1,773,413.50</b>	<b>-1,313,413.50</b>	<b>385.52%</b>	<b>345,113.85</b>
<b>Total Revenues</b>	<b>2,162,943.00</b>	<b>2,430,259.82</b>	<b>-267,316.82</b>	<b>112.36%</b>	<b>360,452.60</b>

<b>254-5-54-20 Operating Expenses</b>					
254-5-54-20-110.000 Regular Salaries	143,158.00	72,334.00	70,824.00	50.53%	12,730.63
254-5-54-20-120.000 Part Time Salaries	0.00	1,552.30	-1,552.30	100.00%	225.05
254-5-54-20-130.000 Overtime	19,970.00	3,080.97	16,889.03	15.43%	916.74
254-5-54-20-210.000 Group Insurance	84,631.00	34,510.46	50,120.54	40.78%	5,511.43
254-5-54-20-220.000 Social Security	12,717.00	5,815.76	6,901.24	45.73%	1,040.28
254-5-54-20-230.000 Retirement	14,778.00	1,800.01	12,977.99	12.18%	320.22
254-5-54-20-250.000 Unemployment Insurance	135.00	66.84	68.16	49.51%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	5,337.82	1,862.18	74.14%	2,208.94
254-5-54-20-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-335.000 Audit	4,806.00	4,468.69	337.31	92.98%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	50.84	149.16	25.42%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	279,023.31	352,665.69	44.17%	46,807.02
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	4,467.88	-467.88	111.70%	767.46
254-5-54-20-433.000 R&M Infrastructure	20,000.00	0.00	20,000.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	92,002.50	92,002.50	50.00%	46,001.25
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	560.00	2,440.00	18.67%	560.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	3,512.13	-2,512.13	351.21%	1,611.72
254-5-54-20-520.000 Workers Comp Insurance	6,300.00	1,771.59	4,528.41	28.12%	576.70
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	1,186.18	1,313.82	47.45%	478.52
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	732.68	2,767.32	20.93%	0.00
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	4,678.38	2,321.62	66.83%	503.40
254-5-54-20-612.000 Uniforms	1,755.00	1,503.90	251.10	85.69%	812.92
254-5-54-20-614.000 Meters and Parts	6,000.00	1,909.95	4,090.05	31.83%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	450.68	2,549.32	15.02%	275.62
254-5-54-20-622.000 Electricity	1,400.00	353.56	1,046.44	25.25%	85.27
254-5-54-20-626.000 Gasoline	3,000.00	1,107.38	1,892.62	36.91%	214.46



Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	0.00	2,700.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	230,000.00	230,000.00	50.00%	115,000.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>1,702,944.00</b>	<b>752,277.81</b>	<b>950,666.19</b>	<b>44.18%</b>	<b>236,647.63</b>
<b>254-5-54-70 NonOperating Expenses</b>					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	1,265,466.23	-1,265,466.23	100.00%	230,113.84
254-5-54-70-723.004 Main St Water Line	0.00	1,923,255.39	-1,923,255.39	100.00%	94,835.69
254-5-54-70-723.005 Iriquois Ave Water Line	412,398.00	0.00	412,398.00	0.00%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	36,714.03	-36,714.03	100.00%	4,880.00
254-5-54-70-750.001 Meter Replacement Program	0.00	12,382.55	-12,382.55	100.00%	2,543.91
254-5-54-70-955.000 Bond Interest Expense	0.00	66,271.67	-66,271.67	100.00%	0.00
<b>Total NonOperating Expenses</b>	<b>412,398.00</b>	<b>3,304,089.87</b>	<b>-2,891,691.87</b>	<b>801.19%</b>	<b>332,373.44</b>
<b>Total Expenditures</b>	<b>2,115,342.00</b>	<b>4,056,367.68</b>	<b>-1,941,025.68</b>	<b>191.76%</b>	<b>569,021.07</b>
<b>Total WATER FUND</b>	<b>47,601.00</b>	<b>-1,626,107.86</b>	<b>1,578,506.86</b>	<b>-3,416.12%</b>	<b>-208,568.47</b>

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>255-4-55-30 Operating Revenue</b>					
255-4-55-30-022.000 Sewer User Fees	964,646.00	353,425.42	611,220.58	36.64%	0.00
255-4-55-30-022.001 City: Septage Discharg	50,000.00	75,382.00	-25,382.00	150.76%	17,344.45
255-4-55-30-022.002 City: Leachate Revenue	500.00	909.09	-409.09	181.82%	167.85
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	373,252.00	373,252.00	50.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	547,755.50	547,755.50	50.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	20,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	18,000.00	18,000.00	50.00%	9,000.00
255-4-55-30-085.000 Penalties	3,500.00	3,356.73	143.27	95.91%	1,872.14
255-4-55-30-098.000 Misc Revenue	0.00	12,411.00	-12,411.00	100.00%	2,100.00
<b>Total Operating Revenue</b>	<b>2,916,761.00</b>	<b>1,384,491.74</b>	<b>1,532,269.26</b>	<b>47.47%</b>	<b>30,484.44</b>
<b>255-4-55-70 Nonoperating Revenues</b>					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,904.69	-287,904.69	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	551,388.22	-551,388.22	100.00%	263,483.53
255-4-55-70-092.000 Transfer to Capital	440,000.00	220,000.00	220,000.00	50.00%	110,000.00
<b>Total Nonoperating Revenues</b>	<b>440,000.00</b>	<b>1,059,292.91</b>	<b>-619,292.91</b>	<b>240.75%</b>	<b>373,483.53</b>
<b>Total Revenues</b>	<b>3,356,761.00</b>	<b>2,443,784.65</b>	<b>912,976.35</b>	<b>72.80%</b>	<b>403,967.97</b>
<b>255-5-55-30 Operating Expenses</b>					
255-5-55-30-110.000 Regular Salaries	493,131.00	233,310.14	259,820.86	47.31%	34,102.11
255-5-55-30-120.000 Part Time Salaries	0.00	12,491.94	-12,491.94	100.00%	436.88
255-5-55-30-130.000 Overtime	44,955.00	25,078.28	19,876.72	55.79%	4,035.55
255-5-55-30-210.000 Group Insurance	162,045.00	28,847.83	133,197.17	17.80%	4,716.92
255-5-55-30-220.000 Social Security	42,912.00	20,804.03	22,107.97	48.48%	2,963.86
255-5-55-30-230.000 Retirement	46,817.00	22,303.09	24,513.91	47.64%	3,451.03
255-5-55-30-250.000 Unemployment Insurance	527.00	251.25	275.75	47.68%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	15,362.37	10,037.63	60.48%	6,357.37
255-5-55-30-320.000 Legal Services	3,000.00	517.50	2,482.50	17.25%	0.00
255-5-55-30-330.000 Professional Services	12,000.00	10,678.61	1,321.39	88.99%	1,799.22
255-5-55-30-335.000 Audit	4,553.00	4,236.22	316.78	93.04%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	3,276.09	36,723.91	8.19%	130.00
255-5-55-30-340.001 Lab Testing	0.00	5,841.05	-5,841.05	100.00%	175.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	956.76	3,043.24	23.92%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	5,947.25	10,552.75	36.04%	1,189.45
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	79.08	3,920.92	1.98%	0.00
255-5-55-30-431.000 R&M Buildings	3,000.00	507.20	2,492.80	16.91%	212.00
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	1,064.28	435.72	70.95%	171.84
255-5-55-30-491.000 Administrative Fees	106,003.00	53,001.50	53,001.50	50.00%	26,500.75
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	5,436.41	3,063.59	63.96%	2,355.00
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	4,204.60	-1,204.60	140.15%	0.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	710.00	10,290.00	6.45%	0.00
255-5-55-30-520.000 Workers Comp Insurance	39,800.00	31,847.98	7,952.02	80.02%	9,941.59
255-5-55-30-530.000 Communications	12,675.00	8,157.66	4,517.34	64.36%	1,267.14

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	102,600.00	87,400.00	54.00%	102,600.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	102,816.26	152,183.74	40.32%	14,059.69
255-5-55-30-570.000 Other Purchased Services	195,000.00	105,550.61	89,449.39	54.13%	13,998.90
255-5-55-30-609.000 Safety Supplies	3,000.00	619.17	2,380.83	20.64%	171.66
255-5-55-30-610.000 General Supplies	12,000.00	5,747.78	6,252.22	47.90%	451.20
255-5-55-30-612.000 Uniforms	7,898.00	745.88	7,152.12	9.44%	0.00
255-5-55-30-618.000 Laboratory Supplies	22,000.00	13,555.34	8,444.66	61.62%	4,019.82
255-5-55-30-619.000 Chemicals	500,000.00	259,065.84	240,934.16	51.81%	52,672.72
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	5,095.69	20,554.31	19.87%	1,734.49
255-5-55-30-622.000 Electricity	170,000.00	69,291.64	100,708.36	40.76%	5,938.22
255-5-55-30-626.000 Gasoline	4,500.00	1,423.10	3,076.90	31.62%	257.92
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	6,396.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	220,000.00	220,000.00	50.00%	110,000.00
<b>Total Operating Expenses</b>	<b>2,916,762.00</b>	<b>1,382,172.43</b>	<b>1,534,589.57</b>	<b>47.39%</b>	<b>405,710.33</b>
<b>255-5-55-70 Nonoperating Expenses</b>					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	-54,153.45	100.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	42,500.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	26,467.22	532.78	98.03%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	26,993.63	-1,993.63	107.97%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	0.00	100.00%	0.00
255-5-55-70-730.001 Energy Conservation	0.00	435.00	-435.00	100.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	5,736.00	44,264.00	11.47%	1,912.00
255-5-55-70-751.003 Service Truck w/Crane	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	459.72	-459.72	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	18,263.48	-18,263.48	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	179,406.57	-179,406.57	100.00%	0.00
<b>Total Nonoperating Expenses</b>	<b>268,500.00</b>	<b>325,915.07</b>	<b>-57,415.07</b>	<b>121.38%</b>	<b>1,912.00</b>
<b>Total Expenditures</b>	<b>3,185,262.00</b>	<b>1,708,087.50</b>	<b>1,477,174.50</b>	<b>53.62%</b>	<b>407,622.33</b>
<b>Total WASTEWATER FUND</b>	<b>171,499.00</b>	<b>735,697.15</b>	<b>-907,196.15</b>	<b>428.98%</b>	<b>-3,654.36</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>256-4-56-40 Operating Revenues</b>					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	287,129.30	491,007.70	36.90%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	7,039.75	26,085.25	21.25%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	3,019.80	26,980.20	10.07%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	7,168.00	-7,168.00	100.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	0.00	5,000.00	0.00%	0.00
256-4-56-40-085.000 Penalties	3,000.00	2,684.41	315.59	89.48%	1,525.77
256-4-56-40-098.000 Misc Revenue	500.00	876.54	-376.54	175.31%	564.54
<b>Total Operating Revenues</b>	<b>864,762.00</b>	<b>307,917.80</b>	<b>556,844.20</b>	<b>35.61%</b>	<b>2,090.31</b>
<b>256-4-56-70 Nonoperating Revenues</b>					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	47,500.00	47,500.00	50.00%	23,750.00
<b>Total Nonoperating Revenues</b>	<b>95,000.00</b>	<b>188,800.00</b>	<b>-93,800.00</b>	<b>198.74%</b>	<b>23,750.00</b>
<b>Total Revenues</b>	<b>959,762.00</b>	<b>496,717.80</b>	<b>463,044.20</b>	<b>51.75%</b>	<b>25,840.31</b>
<b>256-5-56-40 Operating Expenses</b>					
256-5-56-40-110.000 Regular Salaries	126,885.00	69,932.35	56,952.65	55.11%	12,064.83
256-5-56-40-120.000 Part Time Salaries	0.00	1,552.30	-1,552.30	100.00%	225.05
256-5-56-40-130.000 Overtime	19,369.00	3,958.36	15,410.64	20.44%	1,300.05
256-5-56-40-210.000 Group Insurance	40,894.00	29,924.49	10,969.51	73.18%	4,505.72
256-5-56-40-220.000 Social Security	11,792.00	5,759.04	6,032.96	48.84%	1,032.66
256-5-56-40-230.000 Retirement	13,798.00	3,568.63	10,229.37	25.86%	584.18
256-5-56-40-250.000 Unemployment Insurance	135.00	58.23	76.77	43.13%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	4,884.54	1,215.46	80.07%	2,021.36
256-5-56-40-330.000 Professional Services	4,000.00	0.00	4,000.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,529.00	2,353.95	175.05	93.08%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	3,360.00	5,640.00	37.33%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	133.00	367.00	26.60%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	6,407.04	-407.04	106.78%	1,067.23
256-5-56-40-433.000 R&M Infrastructure	16,000.00	487.11	15,512.89	3.04%	487.11
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	6,647.58	7,352.42	47.48%	841.56
256-5-56-40-434.002 West Street PS Costs	15,000.00	8,507.37	6,492.63	56.72%	4,984.56
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,887.65	-87.65	104.87%	55.00
256-5-56-40-491.000 Administrative Fees	220,005.00	110,002.50	110,002.50	50.00%	55,001.25
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	4,500.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	4,314.10	-3,564.10	575.21%	3,272.28
256-5-56-40-520.000 Workers Comp Insurance	5,700.00	1,554.29	4,145.71	27.27%	453.91
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	1,500.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	1,487.53	4,262.47	25.87%	0.00
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	211.23	788.77	21.12%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-612.000 Uniforms	1,755.00	375.00	1,380.00	21.37%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	372.98	1,627.02	18.65%	164.45
256-5-56-40-622.000 Electricity	13,000.00	4,570.76	8,429.24	35.16%	1,590.97
256-5-56-40-626.000 Gasoline	4,500.00	2,685.60	1,814.40	59.68%	557.95
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	47,500.00	47,500.00	50.00%	23,750.00
<b>Total Operating Expenses</b>	<b>657,262.00</b>	<b>322,495.63</b>	<b>334,766.37</b>	<b>49.07%</b>	<b>114,520.12</b>
<b>256-5-56-70 Nonoperating Expenses</b>					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	0.00	28,300.00	0.00%	0.00
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	7,080.00	8,245.00	46.20%	0.00
256-5-56-70-750.001 Meter Replacement Program	0.00	20,261.61	-20,261.61	100.00%	3,558.09
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	2,080.18	-2,080.18	100.00%	0.00
<b>Total Nonoperating Expenses</b>	<b>83,625.00</b>	<b>29,421.79</b>	<b>54,203.21</b>	<b>35.18%</b>	<b>3,558.09</b>
<b>Total Expenditures</b>	<b>740,887.00</b>	<b>351,917.42</b>	<b>388,969.58</b>	<b>47.50%</b>	<b>118,078.21</b>
<b>Total SANITATION FUND</b>	<b>218,875.00</b>	<b>144,800.38</b>	<b>-363,675.38</b>	<b>66.16%</b>	<b>-92,237.90</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total STORMWATER FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
=====	=====	=====	=====	=====	=====

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
258-4-33-13-020.310 Senior Center Payments	3,000.00	1,402.32	1,597.68	46.74%	64.00
258-4-33-13-050.000 Donation Revenue	2,000.00	235.00	1,765.00	11.75%	0.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	300.00	0.00%	0.00
<b>Total Revenues</b>	<b>5,300.00</b>	<b>1,637.32</b>	<b>3,662.68</b>	<b>30.89%</b>	<b>64.00</b>
258-5-33-13-330.000 Professional Services	1,500.00	1,250.88	249.12	83.39%	216.66
258-5-33-13-431.000 R&M Buildings & Grounds	500.00	0.00	500.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	600.00	677.51	-77.51	112.92%	198.66
258-5-33-13-610.000 General Supplies	500.00	447.70	52.30	89.54%	0.00
258-5-33-13-830.000 Regular Programs	2,000.00	708.85	1,291.15	35.44%	267.39
<b>Total Expenditures</b>	<b>5,100.00</b>	<b>3,084.94</b>	<b>2,015.06</b>	<b>60.49%</b>	<b>682.71</b>
<b>Total SENIOR CENTER FUND</b>	<b>200.00</b>	<b>-1,447.62</b>	<b>1,247.62</b>	<b>-723.81%</b>	<b>-618.71</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-4-30-10-040.000 Federal Grant Revenue	0.00	113,071.34	-113,071.34	100.00%	0.00
259-4-30-10-041.000 State and Other Grant Rev	0.00	185,776.00	-185,776.00	100.00%	43,569.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	60,227.90	8,216.10	88.00%	0.00
259-4-30-11-020.305 Pool Memberships	40,843.00	13,421.50	27,421.50	32.86%	0.00
259-4-30-11-020.306 Swim Lessons	49,052.00	2,828.00	46,224.00	5.77%	3.50
259-4-30-12-020.308 Facility & Field Rental	18,379.00	9,952.50	8,426.50	54.15%	0.00
259-4-30-14-020.311 Youth Programs	250,040.00	113,266.87	136,773.13	45.30%	23,715.96
259-4-30-14-020.312 Adult Programs	146,320.00	76,077.50	70,242.50	51.99%	8,492.00
259-4-30-14-050.000 Donation Revenue	38,850.00	1,000.00	37,850.00	2.57%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	696,371.49	672,655.51	50.87%	156,212.04
259-4-30-15-020.315 Shared Staffing Contract	141,707.00	0.00	141,707.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	438,868.00	234,827.21	204,040.79	53.51%	65,175.82
259-4-30-17-020.313 Childcare - DC	618,635.00	183,444.38	435,190.62	29.65%	96.50
<b>Total Revenues</b>	<b>3,180,165.00</b>	<b>1,690,264.69</b>	<b>1,489,900.31</b>	<b>53.15%</b>	<b>297,264.82</b>

**259-5-30-10 Administration**

259-5-30-10-110.000 Regular Salaries	0.00	26,965.72	-26,965.72	100.00%	4,134.22
259-5-30-10-210.000 Group Insurance	0.00	350.00	-350.00	100.00%	0.00
259-5-30-10-220.000 Social Security	0.00	2,131.68	-2,131.68	100.00%	340.34
259-5-30-10-230.000 Retirement	0.00	2,361.05	-2,361.05	100.00%	395.57
259-5-30-10-250.000 Unemployment Insurance	4,282.00	1,766.41	2,515.59	41.25%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	24,289.85	25,710.15	48.58%	7,062.89
259-5-30-10-330.000 Professional Services	4,500.00	2,823.32	1,676.68	62.74%	2,823.32
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	2,647.06	-512.06	123.98%	732.26
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	5,596.75	3,903.25	58.91%	144.80
259-5-30-10-550.000 Printing and Binding	10,500.00	0.00	10,500.00	0.00%	0.00
259-5-30-10-560.000 Postage	7,103.00	2,046.66	5,056.34	28.81%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	27,795.73	-27,795.73	100.00%	4,071.61
<b>Total Administration</b>	<b>88,020.00</b>	<b>98,774.23</b>	<b>-10,754.23</b>	<b>112.22%</b>	<b>19,705.01</b>

**259-5-30-11 Pool**

259-5-30-11-120.000 Part Time Salaries	108,972.00	93,348.26	15,623.74	85.66%	393.80
259-5-30-11-130.000 Overtime	0.00	3,092.58	-3,092.58	100.00%	0.00
259-5-30-11-220.000 Social Security	8,336.00	7,377.71	958.29	88.50%	30.13
259-5-30-11-330.000 Professional Services	5,080.00	0.00	5,080.00	0.00%	0.00
259-5-30-11-410.000 Water and Sewer Charges	0.00	2,117.94	-2,117.94	100.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	7,575.58	21,613.42	25.95%	220.04
259-5-30-11-610.000 General Supplies	4,362.00	982.12	3,379.88	22.52%	0.00
<b>Total Pool</b>	<b>155,939.00</b>	<b>114,494.19</b>	<b>41,444.81</b>	<b>73.42%</b>	<b>643.97</b>

**259-5-30-12 Parks and Facilities**

259-5-30-12-120.000 Part Time Salaries	7,922.00	2,187.98	5,734.02	27.62%	0.00
259-5-30-12-220.000 Social Security	606.00	167.40	438.60	27.62%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	1,274.94	85.83%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	8,003.00	5,797.00	57.99%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	5,709.20	-1,709.20	142.73%	0.00



Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-530.000 Communications	1,320.00	660.00	660.00	50.00%	110.00
<b>Total Parks and Facilities</b>	<b>36,648.00</b>	<b>24,452.64</b>	<b>12,195.36</b>	<b>66.72%</b>	<b>110.00</b>
<b>259-5-30-14 Recreation Programs</b>					
259-5-30-14-110.000 Regular Salaries	53,745.00	0.00	53,745.00	0.00%	0.00
259-5-30-14-120.000 Part Time Salaries	30,968.00	12,947.85	18,020.15	41.81%	483.29
259-5-30-14-210.000 Group Insurance	25,158.00	0.00	25,158.00	0.00%	0.00
259-5-30-14-220.000 Social Security	6,507.00	990.54	5,516.46	15.22%	36.96
259-5-30-14-230.000 Retirement	4,434.00	0.00	4,434.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	350.00	0.00	350.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	329,262.00	171,833.36	157,428.64	52.19%	1,412.00
259-5-30-14-410.000 Water and Sewer Charges	800.00	654.67	145.33	81.83%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	-2,365.32	4,365.32	-118.27%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	4,024.49	2,759.51	59.32%	0.00
259-5-30-14-540.000 Advertising	0.00	3,585.00	-3,585.00	100.00%	0.00
259-5-30-14-610.000 General Supplies	34,761.00	26,146.86	8,614.14	75.22%	4,426.56
259-5-30-14-850.150 Memorial Day Parade	0.00	450.00	-450.00	100.00%	0.00
<b>Total Recreation Programs</b>	<b>496,069.00</b>	<b>218,267.45</b>	<b>277,801.55</b>	<b>44.00%</b>	<b>6,358.81</b>
<b>259-5-30-15 After School Care</b>					
259-5-30-15-110.000 Regular Salaries	561,969.00	199,880.73	362,088.27	35.57%	39,868.70
259-5-30-15-120.000 Part Time Salaries	379,133.00	196,825.89	182,307.11	51.91%	44,723.91
259-5-30-15-130.000 Overtime	0.00	1,897.45	-1,897.45	100.00%	352.40
259-5-30-15-210.000 Group Insurance	135,435.00	50,400.24	85,034.76	37.21%	7,172.23
259-5-30-15-220.000 Social Security	72,289.00	30,757.83	41,531.17	42.55%	6,458.74
259-5-30-15-230.000 Retirement	43,846.00	24,826.31	19,019.69	56.62%	3,714.95
259-5-30-15-290.000 Other Employee Benefits	3,850.00	0.00	3,850.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	51,917.00	19,383.90	32,533.10	37.34%	1,550.00
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	3,851.64	21,193.36	15.38%	0.00
259-5-30-15-530.000 Communications	7,920.00	5,370.16	2,549.84	67.81%	1,031.56
259-5-30-15-580.000 Travel	20,100.00	1,055.88	19,044.12	5.25%	0.00
259-5-30-15-610.000 General Supplies	57,792.00	32,992.42	24,799.58	57.09%	7,808.11
259-5-30-15-626.000 Gasoline	5,500.00	476.84	5,023.16	8.67%	84.35
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
<b>Total After School Care</b>	<b>1,382,302.00</b>	<b>567,719.29</b>	<b>814,582.71</b>	<b>41.07%</b>	<b>112,764.95</b>
<b>259-5-30-16 Preschool</b>					
259-5-30-16-110.000 Regular Salaries	249,948.00	130,671.31	119,276.69	52.28%	21,204.36
259-5-30-16-120.000 Part Time Salaries	12,186.00	8,437.04	3,748.96	69.24%	697.00
259-5-30-16-130.000 Overtime	0.00	368.58	-368.58	100.00%	0.00
259-5-30-16-210.000 Group Insurance	126,922.00	35,725.55	91,196.45	28.15%	7,447.94
259-5-30-16-220.000 Social Security	20,187.00	10,591.59	9,595.41	52.47%	1,657.07
259-5-30-16-230.000 Retirement	23,098.00	4,906.32	18,191.68	21.24%	757.76
259-5-30-16-290.000 Other Employee Benefits	1,750.00	0.00	1,750.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	83,571.11	-80,457.11	2,683.72%	0.00
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	3,164.88	4,335.12	42.20%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	4,500.00	21,160.70	-16,660.70	470.24%	1,312.79
<b>Total Preschool</b>	<b>450,933.00</b>	<b>298,597.08</b>	<b>152,335.92</b>	<b>66.22%</b>	<b>33,076.92</b>
<b>259-5-30-17 Summer Day Camps</b>					
259-5-30-17-110.000 Regular Salaries	73,501.00	48,351.63	25,149.37	65.78%	0.00
259-5-30-17-120.000 Part Time Salaries	355,071.00	343,407.26	11,663.74	96.72%	0.00
259-5-30-17-130.000 Overtime	0.00	17,926.72	-17,926.72	100.00%	0.00
259-5-30-17-220.000 Social Security	32,786.00	31,217.26	1,568.74	95.22%	29.71
259-5-30-17-330.000 Professional Services	64,585.00	44,320.63	20,264.37	68.62%	0.00
259-5-30-17-580.000 Travel	34,300.00	30,648.79	3,651.21	89.36%	0.00
259-5-30-17-610.000 General Supplies	26,692.00	38,091.50	-11,399.50	142.71%	267.00
<b>Total Summer Day Camps</b>	<b>586,935.00</b>	<b>553,963.79</b>	<b>32,971.21</b>	<b>94.38%</b>	<b>296.71</b>
<b>259-5-30-19 Rec Kids</b>					
<b>Total Rec Kids</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>3,196,846.00</b>	<b>1,876,268.67</b>	<b>1,320,577.33</b>	<b>58.69%</b>	<b>172,956.37</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>-16,681.00</b>	<b>-186,003.98</b>	<b>202,684.98</b>	<b>1,115.06%</b>	<b>124,308.45</b>
<b>Total All Funds</b>	<b>1,155,456.00</b>	<b>5,311,499.48</b>	<b>-6,466,955.48</b>	<b>459.69%</b>	<b>-1,141,435.04</b>

### ARPA Funds Balance Detail

ARPA Funds Received 2021	1,622,172.19	
ARPA Funds Received 2022	1,622,936.98	\$764.81 additional funds received December 2022
Interest Accrued	39,957.50	
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(176,605.86)	\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract
Balance of assigned amount by Council for construction manager services	(43,729.00)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
FY24 Budget Transfer Remaining	-	
ARPA Funds Spent to Date	<u>(465,126.30)</u>	see Spending Detail worksheet
<b>Balance of ARPA Funds Available</b>	<b>2,599,605.51</b>	

*updated 1/19/24*

**LOT Fund Balance Detail**

LOT Funds Received FY23	659,341.99	
11/21/22 Disbursement - Q1	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
		funds received in August, but recorded back to June to properly
6/30/23 Disbursement - Q4	219,588.49	recognize revenue
Interest Accrued	3,517.96	
LOT Funds Received FY24	284,780.40	
11/21/23 Disbursement - Q1	284,780.40	
Q2		will be received in February 2024
Q3		will be received in May 2024
Q4		will be received in August 2024
Interest Accrued		allocated quarterly
Less:		
FY23 IT Migration	(100,000.00)	
FY24 Expenses	(61,119.50)	
		\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding	(27,500.00)	Strategic Planning by Council
		\$30,000 assigned during budget, \$12,500 added from
Strategic Planning Balance of Funds Avail.	(21,250.00)	Rebranding by Council
Banners/Signs	(14,375.00)	
Capital Transfer Balance of Funds Avail.	(39,869.50)	
		\$20,000 assigned during budget, additonal \$20,000 assigned by
Paving	(40,000.00)	Council
Stormwater Grant Match	(28,000.00)	
Code Enforcement Salary/Benefits	(40,158.00)	
<b>Balance of LOT Funds Available</b>	<b>571,850.39</b>	
Projected FY24 LOT Revenue	460,219.60	\$745,000 projected, less actual funds received to date
<b>Projected FY24 LOT Fund Balance</b>	<b>1,032,069.99</b>	

updated 1/19/24

**Economic Development Fund Balance Detail**

FY23 Economic Development Fund Balance	737,083.46	unaudited balance
Economic Development Funds Received FY24	113,342.86	
	<i>Property Taxes</i>	113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	allocated quarterly
Less:		
		\$200,000 estimated, less \$24,933.60 actual spend in FY23, less
Main St Park	<u>(173,378.90)</u>	\$1,687.50 actual spend to date in FY24
<b>Balance of Economic Development Funds Available</b>	<b><u>677,047.42</u></b>	
Projected FY24 Economic Development Fund Revenue	<u>-</u>	
		Crescent Connector project may require and additional
		\$255,780, remaining balance after Crescent Connector
<b>Projected FY24 Economic Development Fund Balance</b>	<b><u>677,047.42</u></b>	expense should cover Amtrak match

updated 1/19/24

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
JANUARY 4, 2024  
DRAFT**

**MEMBERS PRESENT:** Philip Batalion, Chair; Patrick Scheld, Vice Chair; Diane Clemens; Scott McCormick

**ADMINISTRATION:** Chris Yuen, Community Development Director

**OTHERS PRESENT:** Carlton Houghton, Geo M. (virtual)

**1. CALL TO ORDER**

Mr. Batalion called the meeting to order at 6:30 PM.

**2. AGENDA ADDITIONS/CHANGES**

None.

**3. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**4. MINUTES**

**a. December 6, 2023**

**MOTION by DIANE CLEMENS, seconded by SCOTT MCCORMICK, to approve the minutes of December 6, 2023, with changes. Motion passed 4-0.**

**Changes:**

**-Ms. Clemens requested that Item 6, paragraph 2 be edited to reflect that the 18% tax increase refers to statewide school taxes, not municipal or other taxes.**

**5. BUSINESS ITEMS**

**a. Land Development Code amendments to Chapter 714: Sign regulation**

The PC reviewed the changes made in each section. Mr. Yuen said that the Land Development Code (LDC) signage updates need to be updated to be content neutral. He said that staff have gone through the existing LDC and have edited and have used the current Burlington regulations as a template. Comparisons between the current Essex Junction and Burlington regulations are detailed below.

**714.J. Sign Lighting**

Mr. Yuen discussed sign lighting, noting that language regarding Christmas lighting was taken out to be more neutral. Ms. Clemens asked if this would bar string lighting year-round, noting that it is something that many businesses and residences do so. The PC discussed whether string lighting should be allowed year-round, with Mr. Yuen stating that he was comfortable with allowing some flexibility with this. The PC discussed the visibility of these lights, and the importance of ensuring that they are dark sky compliant. Mr. Scheld said that this regulation will provide a good way for neighbors to be able to address abrasive lighting, however it is not something that he believes staff will be driving around looking for. A time-of-day limit for string lighting was discussed, and Mr. Yuen said that staff will investigate this suggestion.

714.L1: Awnings & Canopy Sign

Mr. Yuen said that Essex Junction currently regulates all awnings, regardless of the presence of text/logos.

714.L.5: Freestanding Sign

Mr. Yuen said that, unlike Burlington, Essex Junction only has one category for freestanding signs. Mr. Yuen said that, under the new updates, different types of businesses will no longer be allowed different numbers of signs. Mr. Battalion requested more information on Burlington's current freestanding sign regulations, and how the LDC would change should these changes be implemented.

714.L.10: Projecting Sign

Mr. Yuen said that Essex Junction does not currently allow projecting signs, however Burlington does. He suggested allowing blade signs but not projecting signs if the PC would like to stay closest to the current regulations. Mr. Scheld suggested allowing projecting signs with Development Review Board approval, all agreed.

714.L.12: Wall Sign

Mr. Yuen noted that lit neon "open" signs are only allowed in the Village Center district currently, however this could be expanded to other districts. He suggested that murals be allowed as well. The possibility of painting a sign on a wall was discussed, with the PC in favor of such being allowable.

714.L.12: Window Sign

Mr. Yuen said that, should Essex Junction adopt Burlington's regulations, it would be a slight increase from 25% to 30% in total allowable window space to be covered by signage. Ms. Clemens said that some businesses have pieces of paper in the window that have essentially become a part of the signage, such as a menu or store hours. Mr. Scheld asked about the "quantity max," and how this should be interpreted. Mr. Yuen said that the current interpretation is that all signage can be concentrated in one window. Ms. Clemens said that businesses should not be able to fill up a window with signage so that the inside of the establishment cannot be seen by the public or safety personnel. All agreed that total coverage of any window should not be permitted. Ms. Clemens brought up the potential of using shelving behind the window to possibly obfuscate this regulation. Mr. McCormick said that cannabis retailers are required to have their windows covered, and Mr. Yuen said that an exemption would be included for these and other businesses that are required by law to have their windows covered. Mr. Battalion suggested that neon signage not be regulated in this section, noting that 20% coverage by a neon sign seems excessive. Mr. Yuen said that the current regulations state that neon signs cannot exceed three square feet, and all PC members were in favor of continuing this. Signage is not allowed above the second floor, or on roofs.

Table 714.M.2

Mr. Yuen said that this table shows where each type of sign is allowed, based on zoning district. Mr. Battalion asked why some signage is excluded in the planned exposition and transit orientated development (TOD) districts. After some discussion, the PC decided to change this to allow more types of signage in these districts, with the possibility of a waiver to be granted for marquee signs. The PC discussed monument signs in the TOD district and decided to allow these in the TOD and other districts due to their existing prevalence.

Mr. Yuen said that staff will edit the draft based on today's discussion and review for technical issues or other conflicts.

**b. Updated boundary for the Neighborhood Development Area application**

Mr. Yuen said that the City is ready to apply for an expansion of the Neighborhood Development Area and requested that the PC make a formal motion endorsing it. He detailed recent staff changes to this document and showed the requested expansions to the area.

**Motion by PATRICK SCHELD, seconded by SCOTT MCCORMICK to approve the boundary as presented. Motion passed 4-0.**

**c. Selection of consultants for Transit Oriented Development study**

Mr. Yuen provided a background for this study, discussing the four phases, and noting the PC will be most involved in the Master Planning and Municipal Zoning Updates sections. The goal of this project is to update the municipal zoning to encourage dense development in the most transit-friendly places, which may or may not result in form-based code. Mr. Yuen spoke of the importance of increased frequency for public transit users as the key to encouraging more people to use it. He discussed focusing increased public transportation on areas where there is more walkability. Mr. Yuen said that it is important to not have any preconceived notions about whether to use form-based code and allow the community to decide. He suggested that the PC review the list of potential consultants and set up interviews if desired.

Mr. McCormick asked what Essex Junction will get out of this process, as it is a regional effort. He asked if the consultants would work for all municipalities, Mr. Yuen said that they would work for Essex Junction but would accept other work for other participating municipalities and will work with the regional planning commission on the RAISE grant. He said that this grant was issued to the regional planning commission and is the overarching project to this study.

Mr. Yuen presented his scoring on each of the consultants, noting that it is a review of qualifications rather than a project plan. Each member of the PC discussed the reasons that they liked and did not like each one of the potential consultants. Mr. Battalion suggested sending a ranking to the CCRPC, and all were amenable to this. The PC chose Toole as their first choice, and Framework as their second choice.

**6. MEMBERS UPDATES**

Mr. McCormick said that he had attended a Community Vision and Strategic Action plan meeting, and an open house and community dinner will be scheduled in the future. Focus groups are planned for the end of January.

**7. STAFF UPDATES**

Mr. Yuen said that the City Council will hold a public hearing on the Rental Registry Ordinance on January 24. The Amtrak redesign project is proceeding to an RFQ for the 30% design stage. The Main Street Park project has been put on hold for the time being. A grant request for an update to the scoping study for Pearl Street (between West Street Extension and Susie Wilson Road) has been submitted to the Regional Planning Commission.

**8. ADJOURN**

**MOTION by SCOTT MCCORMICK, SECOND by DIANE CLEMENS, to adjourn the meeting at 8:55 PM. Motion passed 4-0.**



Respectfully submitted,  
Darby Mayville

**City of Essex Junction**  
**Bike/Walk Advisory Committee Meeting Minutes**  
**January 11, 2024**

**Meeting Attendees:** Micah Hagan, Chris Kline, Mark Breslin, Tacy Lincoln, Phil Bieber, Russ Miller-Johnson; Michael Giguere (new committee member waiting for confirmation)

**Meeting Called to Order:** at 7:10 p.m.

**Meeting Minutes:** Tacy Lincoln volunteered to take minutes for the meeting.

**Changes to Agenda/Review/Approval of Minutes:** Minutes from the December 18, 2023 meeting were unanimously approved. No agenda changes were requested.

**Public to be Heard:** No comments.

**CCPC Unified Planning Grant Information Update:** Chris Yuen was not able to attend this evening's meeting and discussion was tabled for the next BWAC meeting.

**Brainstorming Suggestions for the UVM Capstone Project:** The following suggestions will be put forward to Professor Lens and members of his class to consider for incorporation into their Capstone Project.

Project Ideas (not in order of priority)

1. Pearl Street/Susie Wilson Road Path Connection: Specifically, need for connectivity between the Pearl Street Park and the Susie Wilson/ Route 15 intersection.
2. Crescent Connector: Are the roads that appear to have been constructed in this area more narrow than originally proposed? Compare current state of construction for further research and evaluation of final plans for bike/walk utility.
3. Grove and North Street Crossing: This intersection has an unusually long crosswalk that transects a lane with no stop sign and has been brought to the BWAC's attention as a public safety concern.
4. Path Gaps in the 5 Corners:
  - a. Pearl Street: inbound bike lane disappears
  - b. Curtis Avenue and Lincoln Street: no inbound or outbound bike paths
  - c. River Road/Maple Street: inbound and outbound bike lanes disappear the 5 Corners intersection

Alternate Project Ideas

1. Develop a plausible proposal for bike traffic to bypass 5 Corners.
2. Identify common "jay walking" spots throughout the 5 Corners area. For example, areas where RRFB is ignored; on Park Street to get to Boxcar Bakery; on Maple Street to get to the Bagel shop, etc. and propose options to enhance safety.
3. Accessibility concerns around the timing of the pedestrian crossing lights at 5 Corners.

**Bike Rack Inventory:** Discussion tabled until the next BWAC meeting.

**Bike Safety Event:** Mark reminded the Committee that logistics related to this event must be submitted ASAP. Further discussion about the program content was tabled until the next BWAC meeting.

**Next Meeting:**

**Meeting Adjourned:** 8:10 p.m.

**City of Essex Junction  
Tree Advisory Committee  
Minutes of Meeting  
January 16, 2023**

Members Present: Nick Meyer, Rich Boyers  
City Representative: Ashley Snellenberger  
In attendance virtually Warren Spinner, Nicole Klett, Steve Rivard

**I. Call To Order**

The meeting was called to order at 4:36 pm by Warren, second by Rich.

**II. Additions or Amendments to Agenda**

Cascade Park. Tree City USA update.

**III. Approval of Meeting Minutes**

A motion to approve the December 2024 meeting minutes was made by Rich, second by Warren.

**IV. Tree Planting 2024**

Nick sent out locations that he and Warren looked at as potential new sites. Nick started knocking on doors for planting trees in neighborhoods after the Ash Borer information was shared. Preparing neighborhood residents for the invasion and loss of ash trees. Nick would like a more official ID when speaking with the public. Ashley can get cards for TAC.

Warren and Nick worked with Jen on an EAB grant to plant 18-20 trees. Matching of funds with Public Works tree removal labor and oversight through Jennifer Marbl. This is separate from trees TAC has in the nursery. This grant goes into October of 2025. Should know by 2/1/24. Public Works can start doing removals this winter. The grant request is for \$18,357 with an equal match from the city.

**V. Tree City USA**

Warren and Ashley got together to update our Arbor Day Foundation account and fill out this year's Tree City USA application. TAC members were all involved in gathering information for the application. Regina signed the cover page and Ashley submitted it. This will be the city's 9th year receiving Tree City USA recognition. Also we need to remember to get next year's Arbor Day proclamation prepared and signed.

**VI. Maple Street Park Tree Walk Improvements**

Nicole reported that outside Map for EJRP could be done in collaboration with CTE Design & Creative Media group with instructor Deanna Vaida after specific questions like when needed, what verbiage, what visual. Come in with a QR code with a map and highlight each tree reminded by Nick.

3 X 3 QR code needed from 7.5 feet apart calculated by Nick. Warren reminds that vandalism should be expected on tags on anything around 8 feet off the ground. Wanting to make the walk more impactful and accessible by decreasing the number of trees suggested by Warren. Nick will recommend a smaller more central walk and get tree information over to Nicole to try to share with CTE Design and Media Group for signage design.

Arbor Day timeline is not likely a realistic goal. Likely need to have this as a subcommittee or organized by one member as there are many moving parts. Will try to take steps piecemeal for now and revisit how best to approach this project.

Aspects of this project needing attention are:

1. Budget for project
2. New vision of walk
3. Outdoor sign design and creation
4. Signs on trees and purchasing
5. QR codes on main map and trees
6. The information to be accessed through the PR codes/websites
7. New printed maps
8. Audio version
9. Miscellaneous

## **VII. Storm Damage**

Nick reports not much damage to Village owned trees luckily. This would be a good time to do a PSA on tree cutting in case the public wants to cut down more trees than necessary. Article on getting an arborist and basic pruning. Rich will put together a blurb that we can link to our website. Warren will also help with information.

## **VIII. Max Seaton**

TAC is interested in honoring the loss of Max's daughter with the planting of a tree. Rich wants to know the correct way to collect money for that. Cascade Park is near the family and is on EJRP land. EJRP does want trees there. TAC could donate one of our trees and a bench. Lindsay, Max's other daughter, was very touched by the idea and in favor of an honor in any form by the TAC.

## **IX. 2024 TAC Calendar**

Nicole put a folder together to capture info for PSAs.

<b>January</b> -Planning Calendar and setting up folder
<b>February</b> -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-
<b>March</b> -Public Education around Thinking about planting a tree

<b>April-</b> Tree Sale /National Arbor Day
<b>May-</b> Tree Planting /VT Arbor Day @ named school
<b>June-</b> Tree Walk 2nd annual!
<b>July-</b> Public Education around Tree Planting/Maintenance/Watering
<b>August-</b> Advertise Tree Contest
<b>September-</b> Form Submission for Tree Contest open after Labor Day
<b>October-</b> Judging and Announcement of Tree Contest Winner
<b>November-</b> Public Education around Trees in Fall (Best Handling of Leaves, etc)
<b>December-</b> Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree

**IX. Budget**

Nothing new information per Nick.

**X. Other Business**

None

**XI. Date for Next Meeting**

The Committee will meet on February 20, 2024 at 4:30 p.m.

**Adjournment**

Nick made a motion to adjourn at 5:30 pm, 2nd by Warren.

# FY25 City of Essex Junction - Preliminary Enterprise Fund Budgets and Rates

## Table of Contents and Notes

The Water, Wastewater and Sanitation fund budgets and rates are in the early stages of being compiled and calculated. With only 6 months of water purchase and wastewater flow data to work with, **these preliminary estimates will change**. This data is being provided now to give the Council and community an idea of the preliminary overall impact on residents/taxpayers in FY25.

The utility rates combined result in a 7.96% increase which calculates to \$52.27 per year on an average bill (based on 120 gallons/day usage).

**Administrative Fees Calculation** (for reference) **1**

**Water Fund** **2**

Preliminary Rate Change:

Person using 120 gallons/Day	FY24	FY25	Increase/ (Decrease)	% Change
Water				
Fixed Charge	152.52	146.19	(6.33)	-4.15%
Usage (120 Gal/day, 5840 c.f./yr)	150.09	174.03	23.94	15.95%
<b>Total</b>	<b>302.61</b>	<b>320.22</b>	<b>17.61</b>	<b>5.82%</b>

The Water operating increase is 6.0% (\$102,107) with a 5.82% increase in user fees. This is primarily a result of an increase in cost of water purchased (\$55,657 or 8.8% of the overall increase). A 5.1% increase in the cost of water purchased has been budgeted per CWD's proposed rate increase. The annual contribution to capital has increased by \$50,000 as planned.

**Wastewater Fund** **3**

Preliminary Rate Change:

Person using 120 gallons/Day	FY24	FY25	Increase/ (Decrease)	% Change
WWTF				
Fixed Charge	127.66	137.63	9.97	7.81%
Usage (120 Gal/day, 5840 c.f./yr)	67.82	91.05	23.23	34.25%
<b>Total</b>	<b>195.48</b>	<b>228.67</b>	<b>33.19</b>	<b>16.98%</b>

The Wastewater Fund is proposed at a 1.7% or \$33,506 increase with a 16.98% increase in user fees. This is primarily a result of the flow through the wastewater treatment facility being attributed more to the City compared to Essex and Williston compared to previous years. The annual transfer to capital has increased by \$20,000 as planned.

**Sanitation Fund** **4**

Preliminary Rate Change:

Person using 120 gallons/Day	FY24	FY25	Increase/ (Decrease)	% Change
Sanitation				
Fixed Charge	118.82	113.27	(5.55)	-4.67%
Usage (120 Gal/day, 5840 c.f./yr)	39.71	46.72	7.01	17.65%
<b>Total</b>	<b>158.53</b>	<b>159.99</b>	<b>1.46</b>	<b>0.92%</b>

The Sanitation fund is proposed at a \$36,887 or 5.6% increase. This is primarily a result of the planned increase in the transfer to capital of \$20,000.

**Administrative Charges**

<u>Personnel Costs</u>	<u>Payroll/Benefits</u>	<i>WC (0.50% * 16,100</i>		<u>Total</u>	<i>Assume 25% for Admin, Clerk and IT; 50% for Finance and Legislative</i>
		<i>* # FTE)</i>			
Administration	537,501	322		537,823	134,456
Legislative	13,498	-		13,498	6,749
Clerk	217,006	161		217,167	54,292
Finance	397,943	322		398,265	199,133
<b>Other Costs</b>					
Public Officials Liability				4,275	2,138
IT (managed services, tech subs/lic)				187,007	46,752
Lincoln Hall Exp (from buildings department)				67,420	33,710
General Property Insurance					-
<b>Total</b>				<b>1,425,455</b>	<b>477,228</b>

*Assume 1/2 for Enterprise Funds*

**712,727.50**

<b>Allocation based on perceived time spent</b>				<b>FY23</b>	<b>FY24</b>	<b>FY25</b>		
Assumptions	Water	40%		125,960	184,005	190,891.30	3.74%	6,886
	WWTF	20%		62,980	92,003	95,445.65	3.74%	3,443
	Sanitation	40%		125,960	184,005	190,891.30	3.74%	6,886
								<u>17,216</u>
Wastewater Pump Station Maint				33,000	36,000	36,000		

<b>Contract Services</b>			
	<u>Admin</u>	<u>Pump Stations</u>	<u>Total</u>
Water	190,891	-	190,891
WWTF	95,446	-	95,446
Sanitation	190,891	36,000	226,891



Costing Center	254-54-20 - Water Fund									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
<b>Revenues</b>										
021.000-Water User Fees	1,237,418	1,215,978	1,320,757	1,241,894	1,550,730	1,646,598	95,868	6.2%	preliminary estimate	
021.001-Water Large User Fees	114,093	111,276	110,000	127,115	139,263	145,302	6,039	4.3%	preliminary estimate	
024.000-Utility Connection Fee	7,000	9,450	7,000	2,560	7,000	7,000	-	0.0%		
060.000-Interest Income	1,000	1,190	800	5,869	800	1,000	200	25.0%		
085.000-Penalties	5,000	6,308	5,000	5,600	5,000	5,000	-	0.0%		
098.000-Miscellaneous Revenue	150	6,523	150	4,536	150	150	-	0.0%		
<b>Total Revenues</b>	<b>1,364,661</b>	<b>1,350,725</b>	<b>1,443,707</b>	<b>1,387,573</b>	<b>1,702,943</b>	<b>1,805,050</b>	<b>102,107</b>	<b>6.0%</b>		
<b>Expenditure</b>										
110.000-Regular Salaries	127,344	130,113	140,268	123,665	143,158	146,915	3,757	2.6%		
120.000-Part Time Salaries	9,906	3,342	1,382	104	-	-	-	n/a		
130.000-Overtime	14,408	9,409	15,082	8,379	19,970	13,669	(6,300)	-31.5%		
210.000-Group Insurance	77,998	77,286	82,964	75,965	84,631	94,158	9,527	11.3%		
220.000-Social Security	11,672	10,823	12,056	10,919	12,717	12,491	(226)	-1.8%		
NEW-Act 76 Childcare	-	-	-	-	-	539	539	n/a		
230.000-Retirement	12,734	12,377	13,902	9,219	14,778	14,879	101	0.7%		
250.000-Unemployment Insurance	175	239	190	353	135	184	49	36.3%	based on actual CY2024	
260.000-Workers Comp insurance	10,300	6,126	7,101	5,924	7,200	7,200	-	0.0%	estimate	
290.000-Other Employee Benefits	875	-	875	-	-	700	700	n/a		
330.000-Professional Services	1,000	621	1,000	1,239	1,000	1,000	-	0.0%		
335.000-Audit	4,500	5,581	4,750	3,850	4,806	5,477	671	14.0%		
410.000-Water and Sewer Charges	200	160	200	128	200	200	-	0.0%		
411.000-Water Purchase - CWD	540,613	582,557	559,534	645,725	631,689	687,346	55,657	8.8%	preliminary estimate	
430.000-R&M Vehicles and Equipment	2,500	27,901	4,000	15,831	4,000	5,000	1,000	25.0%		
433.000-R&M Infrastructure	16,000	25,103	16,000	49,490	20,000	25,000	5,000	25.0%		
441.000-Rental of Land or Buildings	150	100	150	100	150	150	-	0.0%		
491.000-Administrative Fees	123,556	120,808	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate	
500.000-Training, Conferences, Dues	3,000	693	3,000	573	3,000	4,500	1,500	50.0%		
505.000-Technology Subscription, Licenses	955	955	1,000	2,951	1,000	2,551	1,551	155.1%	Kofax \$224, Questica \$1653, ClickTime \$303, GoCo \$371	
520.000-Insurance	6,225	2,212	5,765	2,283	6,300	6,974	674	10.7%	estimate 10.7% increase per VLCT	
521.000-Insurance Deductibles	-	-	-	-	1,000	1,000	-	0.0%		
530.000-Communications	2,500	2,422	2,500	3,760	2,500	2,500	-	0.0%		
550.000-Printing and Binding	2,000	1,456	2,000	1,537	2,500	2,500	-	0.0%		
560.000-Postage	3,500	2,659	3,500	3,629	3,500	3,800	300	8.6%		
610.000-General Supplies	7,500	3,652	7,000	10,851	7,000	7,000	-	0.0%		
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%		
612.000-Uniforms	1,350	1,370	1,350	1,581	1,755	1,350	(405)	-23.1%		
614.000-Meters and Parts	8,000	-	6,000	824	6,000	6,000	-	0.0%		
621.000-Natural Gas/Heating	3,000	2,830	3,078	2,907	3,000	35,000	32,000	1066.7%		
622.000-Electricity	1,000	1,053	1,400	845	1,400	1,400	-	0.0%		
626.000-Gasoline	3,000	1,908	3,000	2,290	3,000	3,000	-	0.0%		
735.000-Technology: Hardware, Software, Equipment	2,700	1,416	2,700	460	2,700	1,676	(1,024)	-37.9%	Neptune 360	
750.000-Machinery and Equipment	6,000	-	6,000	-	7,000	7,000	-	0.0%		
920.000-Transfer between funds (capital)	360,000	360,000	410,000	410,000	460,000	510,000	50,000	10.9%		
955.000-Interest on Long Term Debt	-	-	-	-	59,850	-	(59,850)	-100.0%	this flows through capital reserve	
<b>Total Expenditure</b>	<b>1,364,661</b>	<b>1,395,172</b>	<b>1,443,707</b>	<b>1,521,339</b>	<b>1,702,943</b>	<b>1,805,050</b>	<b>102,107</b>	<b>6.0%</b>		
<b>Net Water Fund</b>	<b>-</b>	<b>44,447</b>	<b>-</b>	<b>133,766</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>		

Costing Center	255-55-30 - WWTF									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
<b>Revenues</b>										
022.000-Tri-Town: WWTF Charge - City Users	775,461	852,940	921,161	855,052	964,646	1,154,407	189,761	19.7%	preliminary estimate	
022.001-City: Septage Discharge	20,000	64,790	20,000	81,173	50,000	50,000	-	0.0%		
022.002-City: Leachate Revenues	500	1,031	500	2,352	500	500	-	0.0%		
025.001-Tri-Town: WWTF Charge - Essex	560,055	560,055	649,661	649,661	746,504	748,948	2,444	0.3%	preliminary estimate	
025.002-Tri-Town: WWTF Charge - Williston	818,542	818,542	853,286	853,401	1,095,511	990,813	(104,698)	-9.6%	preliminary estimate	
025.003-Tri-Town: Shared Septage	20,000	32,395	10,000	-	20,000	20,000	-	0.0%		
025.004-Tri-Town: Shared Leachate	100	516	100	-	100	100	-	0.0%		
025.005-Tri-Town: Village Pump Station Inspection Fees	34,300	34,300	36,000	36,000	36,000	36,000	-	0.0%		
060.000-Interest Income	-	5,320	-	26,437	-	-	-	n/a		
085.000-Penalties	3,500	4,537	3,500	3,985	3,500	3,500	-	0.0%		
098.000-Miscellaneous Revenue	-	4,338	-	4,375	-	-	-	n/a		
<b>Total Revenues</b>	<b>2,232,458</b>	<b>2,378,764</b>	<b>2,494,208</b>	<b>2,512,437</b>	<b>2,916,761</b>	<b>3,004,268</b>	<b>87,507</b>	<b>3.0%</b>		
<b>Expenditure</b>										
110.000-Regular Salaries	355,183	375,309	445,885	402,863	493,131	467,036	(26,095)	-5.3%		
120.000-Part Time Salaries	34,193	9,586	-	1,950	-	8,880	8,880	n/a		
130.000-Overtime	50,000	39,797	50,000	41,276	44,955	44,888	(66)	-0.1%		
210.000-Group Insurance	135,055	120,011	178,057	97,397	162,045	157,225	(4,820)	-3.0%		
220.000-Social Security	29,924	37,113	38,102	37,067	42,912	41,515	(1,397)	-3.3%		
NEW-Act 7 Childcare	-	-	-	-	-	1,791	1,791	n/a		
230.000-Retirement	35,519	39,951	44,364	40,888	46,817	45,999	(818)	-1.7%		
250.000-Unemployment Insurance	450	626	720	1,323	527	672	145	27.5%	based on actual CY2024	
260.000-Workers Comp insurance	27,800	17,449	22,462	17,049	25,400	25,400	-	0.0%	estimate	
290.000-Other Employee Benefits	1,809	-	2,159	-	-	3,150	3,150	n/a		
320.000-Legal Services	4,000	14,649	3,000	3,152	3,000	3,000	-	0.0%		
330.000-Professional Services	4,000	5,164	5,500	22,287	12,000	8,300	(3,700)	-30.8%	cleaning control building, add admin building \$400X12, engineering support \$2000, consulting for ordinance creation \$1500	
335.000-Audit	4,500	5,556	4,500	3,675	4,553	5,188	635	14.0%		
340.000-Technical Services	36,000	29,722	40,000	44,298	40,000	26,250	(13,750)	-34.4%	Open Approach PS comms \$1560 annual, Permit required water quality testing including lab certification \$14250, Previous budget charging consultants, electrician-moved to R&M for this budget, additional \$10,000 for Open Approach remote SCADA upgrades	
340.001-Lab Testing	-	-	-	-	-	-	-	n/a	Combined into Tech services since all that it was is lab testing and open approach	
410.000-Water and Sewer Charges	4,000	3,926	4,000	3,076	4,000	3,500	(500)	-12.5%		
421.000-Grit Disposal	16,000	15,970	16,000	17,513	16,500	17,600	1,100	6.7%		
430.000-R&M Vehicles and Equipment	4,000	1,121	4,000	2,734	4,000	3,000	(1,000)	-25.0%		

Costing Center	255-55-30 - WWTF									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
431.00-R&M Buildings	-	-	-	-	3,000	26,625	23,625	787.5%	miscellaneous building maintenance, wax touch up of control building floor (\$1500), monthly rodent control (\$87X12), alliance service boiler systems, air handling systems, related troubleshooting (\$10,000), Pratt & Smith electrical support \$8000, Laramie Water Resources (\$1,125 backflow preventor inspections,\$ 4,000 special project support)	
442.000-Rental of Vehicles or Equipment	-	1,301	-	1,338	1,500	3,384	1,884	125.6%	misc equipment rental \$1,500; copier lease based on estimate received from vendor	
491.000-Administrative Fees	61,778	60,404	62,980	62,980	106,003	95,446	(10,557)	-10.0%	preliminary estimate; FY24 included additional \$14,000 for IT which has been rolled into Admin Allocation calculation	
500.000-Training, Conferences, Dues	7,500	4,793	7,500	5,480	8,500	9,000	500	5.9%	5 new employees in 2023 need to take classes to get WW license, State requiring 50% be in person training again which has a higher cost, 3 other operators who need few classes to keep up with license requirements. WEF 1 Prof membership, 4 professional operator membership, 4 free for 1st year (\$725)	
505.000-Technology Subscription, Licenses	1,737	1,837	1,925	10,941	3,000	16,405	13,405	446.8%	WIN911 license, HIPPO Maintenance program, BioWinn (to model loading to facility), Kofax \$876, Questica \$2832, ClickTime \$1,211, CoCo \$1,486	
510.000-Permits, Licenses, Registrations	9,900	10,425	9,900	12,775	11,000	11,000	-	0.0%	NPDES permit fee ANR \$9,900, application fee for new operators to get licenses ( 5*\$110), test through grades \$110 each	
520.000-Insurance	36,610	41,765	38,605	41,794	39,800	44,059	4,259	10.7%	estimate 10.7% increase per VLCT	
530.000-Communications	6,000	11,225	6,400	10,634	12,675	12,620	(55)	-0.4%	cell phone stipends for 6 staff, internet, Verizon, annual fees pager and fire alarm comms	
540.000-Advertising	-	-	-	-	-	750	750	n/a	job ads (from Colleen)	
567.000-Biosolids Land Application	165,000	187,759	190,000	156,005	190,000	215,000	25,000	13.2%	increase 1cent/gal to Whitcomb Farm (12c)	
568.000-Biosolids Subcontractor	160,000	117,921	150,000	198,632	255,000	265,000	10,000	3.9%	New Casella contract	
570.000-Other Purchased Services	130,000	173,405	130,000	132,566	195,000	140,000	(55,000)	-28.2%	Prices of equipment replacement coming down, Cogen own budget so can reduce this, electrician and alliance pulled to separate acct	
NEW-Cogen	-	-	-	-	-	35,000	35,000	n/a	NEW account request	
610.000-General Supplies	9,000	20,204	10,000	9,464	12,000	9,000	(3,000)	-25.0%	with creation of small tools account we can reduce this account	

Costing Center	255-55-30 - WWTF								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	
611.000-Small Tools & Equipment	-	-	-	-	-	5,000	5,000	n/a	small tools, hardware, pieces of piping etc.
612.000-Uniforms	5,000	4,462	5,000	5,816	7,898	7,050	(848)	-10.7%	8*675 (including Chelsea), little extra in case polymer accident again and need new boots 2 pair @150
618.000-Laboratory Supplies	18,000	20,373	20,000	19,889	22,000	28,000	6,000	27.3%	new sample fridge \$1500 (20 yrs old), centrifuge \$1500 (didn't pass calibration), new scale \$5,000 (30 yrs old), regular supplies \$20,000
619.000-Chemicals	300,000	332,648	355,000	451,057	500,000	495,000	(5,000)	-1.0%	
621.000-Natural Gas/Heating	25,000	21,395	25,650	24,010	25,650	25,500	(150)	-0.6%	should be lower with Cogen back
622.000-Electricity	150,000	149,299	175,000	204,567	170,000	170,000	-	0.0%	Cogen back up and running should be lower
626.000-Gasoline	4,500	4,386	3,500	3,937	4,500	4,250	(250)	-5.6%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	6,396	4,284	(2,112)	-33.0%	laptop for employee, tablet- remote Scada access, Lab printer
910.000-Transfer between funds (non-capital)	-	1,500	-	1,500	-	1,500	1,500	n/a	Mowing by Parks & Rec
920.000-Transfer between funds (capital)	400,000	400,000	420,000	420,000	440,000	460,000	20,000	4.5%	
<b>Total Expenditure</b>	<b>2,232,458</b>	<b>2,281,051</b>	<b>2,470,209</b>	<b>2,509,931</b>	<b>2,916,761</b>	<b>2,950,267</b>	<b>33,506</b>	<b>1.1%</b>	
<i>Net Wastewater Fund</i>	-	97,712	23,999	2,505	(0)	54,001	54,001	-688130887.9%	

Costing Center	256-56-40 - Sanitation									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
<b>Revenues</b>										
023.000-Sanitation User Fees	685,061	680,777	700,325	657,506	778,137	823,399	45,262	5.8%	preliminary estimate	
023.001-Essex Pump Station Fees	30,123	27,591	35,625	26,825	33,125	33,500	375	1.1%	preliminary estimate	
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	121,000	30,000	8,000	30,000	30,000	-	0.0%		
060.000-Interest Income	8,000	4,275	5,000	23,187	5,000	5,000	-	0.0%		
085.000-Penalties	2,500	3,597	2,500	3,160	3,000	2,500	(500)	-16.7%		
098.000-Miscellaneous Revenue	3,000	393	3,000	-	500	-	(500)	-100.0%		
<b>Total Revenues</b>	<b>773,684</b>	<b>852,633</b>	<b>791,450</b>	<b>733,678</b>	<b>864,762</b>	<b>909,399</b>	<b>44,637</b>	<b>5.2%</b>		
<b>Expenditure</b>										
110.000-Regular Salaries	113,186	102,089	124,788	134,576	126,885	134,743	7,857	6.2%		
120.000-Part Time Salaries	9,906	3,342	1,382	104	-	-	-	n/a		
130.000-Overtime	16,977	11,362	13,574	12,066	19,369	20,392	1,024	5.3%		
210.000-Group Insurance	58,478	58,416	63,266	74,883	40,894	43,997	3,103	7.6%		
220.000-Social Security	10,482	9,667	10,755	11,294	11,792	12,497	706	6.0%		
NEW-Act 76 Childcare	-	-	-	-	-	539	539	n/a		
230.000-Retirement	11,318	9,928	12,356	10,346	13,798	14,934	1,136	8.2%		
250.000-Unemployment Insurance	175	247	190	353	135	143	8	5.9%	based on actual CY2024	
260.000-Workers Comp insurance	8,850	5,545	6,330	5,421	6,100	6,100	-	0.0%		
290.000-Other Employee Benefits	840	-	840	-	-	700	700	n/a		
330.000-Professional Services	1,000	3,030	1,000	2,236	4,000	6,000	2,000	50.0%	Hamlin Engineering support collection system questions \$2,500, electrical troubleshooting at stations \$2000, consulting for ordinance creation \$1500	
335.000-Audit	2,500	2,852	2,500	2,100	2,529	2,882	353	14.0%		
340.000-Technical Services	-	-	-	-	9,000	6,800	(2,200)	-24.4%	Open Approach monthly fee for PS COMM IT support (\$560/month; 6720 yr.)	
410.000-Water and Sewer Charges	500	452	500	354	500	500	-	0.0%	from Ricky	
430.000-R&M Vehicles and Equipment	2,000	4,629	2,000	7,036	2,000	2,000	-	0.0%	from Ricky	
431.000-R&M Buildings & Grounds	14,000	6,437	14,000	14,677	6,000	6,000	-	0.0%	from Ricky	
433.000-R&M Infrastructure	6,000	2,828	6,000	16,658	16,000	5,000	(11,000)	-68.8%	Cleaning of drying beds at Winooski in FY24 (every other year paid by City)	
434.000-R&M Pump Stations	-	-	-	-	-	12,000	12,000	n/a	Maintenance of 6 pump stations, \$2000 electrical troubleshooting	
434.001-Susie Wilson PS Costs	12,480	10,037	15,000	9,015	14,000	11,500	(2,500)	-17.9%		
434.002-West Street PS Costs	13,520	12,010	17,000	12,883	15,000	13,500	(1,500)	-10.0%		
441.000-Rental of Land or Buildings	1,700	1,779	1,700	4,758	1,800	1,800	-	0.0%	railroad crossings	
491.000-Administrative Fees	157,856	155,108	161,960	161,960	220,005	226,891	6,886	3.1%	preliminary estimate	
500.000-Training, Conferences, Dues	200	410	200	92	4,500	2,000	(2,500)	-55.6%	from Ricky	
505.000-Technology Subscription, Licenses	616	616	750	1,757	750	1,668	918	122.4%	Kofax \$154, Questica \$840, ClickTime \$303, GoCo \$371	
520.000-Insurance	5,750	1,712	3,457	1,778	5,700	6,310	610	10.7%	estimate 10.7% increase per VLCT	
521.000-Insurance Deductibles	1,000	-	1,000	-	1,000	1,000	-	0.0%		
550.000-Printing and Binding	1,500	-	-	-	1,500	-	(1,500)	-100.0%		
560.000-Postage	5,500	4,847	5,750	7,336	5,750	6,000	250	4.3%		
610.000-General Supplies	1,000	31	1,000	2,430	1,000	1,000	-	0.0%	from Ricky	

Costing Center	256-56-40 - Sanitation								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	from Ricky
612.000-Uniforms	1,350	661	1,350	1,841	1,755	1,350	(405)	-23.1%	
621.000-Natural Gas/Heating	2,000	1,123	2,052	1,287	2,000	1,500	(500)	-25.0%	
622.000-Electricity	14,000	10,216	14,000	9,132	13,000	12,000	(1,000)	-7.7%	
626.000-Gasoline	4,000	3,603	4,000	5,276	4,500	6,000	1,500	33.3%	truck #14
735.000-Technology: Hardware, Software, Equipment	3,000	2,487	3,000	-	3,000	3,403	403	13.4%	Neptune 360
750.000-Machinery and Equipment	5,000	-	5,000	-	5,000	5,000	-	0.0%	from Ricky
920.000-Transfer between funds (capital)	95,000	95,000	95,000	95,000	95,000	115,000	20,000	21.1%	
<b>Total Expenditure</b>	<b>581,684</b>	<b>520,464</b>	<b>591,700</b>	<b>606,645</b>	<b>657,262</b>	<b>694,149</b>	<b>36,887</b>	<b>5.6%</b>	
<i>Net Sanitation Fund</i>	<i>192,000</i>	<i>332,169</i>	<i>199,750</i>	<i>127,033</i>	<i>207,500</i>	<i>215,250</i>	<i>7,750</i>	<i>3.7%</i>	