

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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, April 10, 2024  
**6:30 PM**

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

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

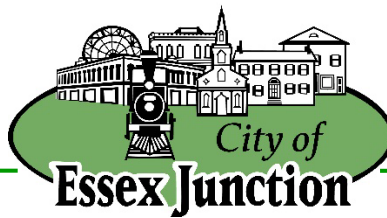
Phone: (802) 878-6944

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
5. **BUSINESS ITEMS**
  - a. Discussion & Consideration of FY25 Chittenden Solid Waste District Budget
  - b. Discussion & Consideration of FY25 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, Sanitation, and EJP Program Fund; and Warn Public Hearing for Utility Rates
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: March 27, 2024
  - b. Acting as Liquor Control Commission: Liquor License Approvals
  - c. Approve Letter of Intent to Participate in Grants in Aid Program
  - d. Approve Clarification of Tree Farm Management Group Board Composition
  - e. Approve Tree Farm Management Group Management Agreement Amendments
  - f. Approve July 4<sup>th</sup> Fireworks Display Permit – EJP
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant #24041, 04/05/24
  - b. March Financial Reports
  - c. Senior Programming Update
  - d. Five-year Stormwater Management Plan
  - e. Anaerobic Digester – WWTF Budget Supplement
  - f. Feedback for VTrans on Susie Wilson Road Scoping Study and Rt 15 Paving Request
  - g. DRB Meeting Minutes 3/21/24
  - h. PCAB Meeting Minutes 3/19/24
  - i. TAC Meeting Minutes 3/19/24
9. **EXECUTIVE SESSION**
10. **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.*



## MEMORANDUM

**To:** City Council Members

**From:** Regina Mahony, City Manager

**Meeting Date:** April 10, 2024

**Subject:** Discussion & Consideration of the FY25 Chittenden Solid Waste District Budget

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**Issue:** Within 45 days of the approval of the budget by the Chittenden Solid Waste District (CSWD) Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. Each member municipality may choose to approve or disapprove the budget prior to May 12, 2024.

**Discussion:** See attached documentation from CSWD for further detail.

**Cost:** N/A – there are no municipal assessments for CSWD

**Recommendation:**

Staff recommends that the Council approve the FY25 CSWD Budget as presented.

**Recommended Motion:**

“I make a motion to approve the FY25 Chittenden Solid Waste District Budget as presented.”

**Attachments:**

CSWD Cover Letter  
CSWD FY25 Budget



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204

South Burlington, VT 05403

**EMAIL** info@cswd.net

**TEL** (802) 872-8100

**www.cswd.net**

March 29, 2024

Joanne Pfaff  
City of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

Dear Joanne:

Attached please find copies of the Chittenden Solid Waste District Proposed FY 25 Budget. **CSWD is scheduled to meet with the City of Essex Junction on Wednesday, April 10, 2024, at 6:30 p.m.** Please forward the attached copies to your City Council for their review.

The Board of Commissioners approved sending the Proposed FY 25 Budget to Member towns for their approval on Wednesday, March 27, 2024. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

*Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.*

*The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.*

As stated above, each member municipality may choose to approve or disapprove the budget prior to May 12, 2024. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Amy Jewell'.

Amy Jewell  
Director, Administration

Cc: Mike Sullivan– Rep., Amber Thibeault-Alt.

March 19, 2024

## FISCAL YEAR 2025 BUDGET

Dear Board of Commissioners and Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2025 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board's strategic goals over the coming year. It also lays the foundation to continue to advance those goals towards the future. The financial condition of CSWD continues to be sound and **I do not see a need for any municipal assessments or per capita fees**. We continue to be self-sufficient, relying on revenue from facility user fees, material sales, and the Solid Waste Management Fee – the per ton fee charged to haulers when disposing Chittenden County trash at the landfill to cover the costs of the services we provide. This budget requires a small draw from reserves to cover anticipated expenses, and I am recommending increasing the Solid Waste Management Fee to help fund the Closed Landfill Reserve.

### *Managing Increasing Costs Across Programs*

Costs continue to increase in key areas, specifically health benefits, hauling services, fuel costs, waste disposal fees we pay at the transfer station, and processing fees we pay our MRF operator. The cost-of-living adjustment provided in July 2023 (7%) corrected the previous year's "behind the curve" COLA and brought CSWD employees in line with adjustments seen across various sectors. This budget proposes a 2.81% COLA for July 1, based on the 2023 twelve-month annual average percent change. We monitor the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class) and use this as the foundation for COLA recommendations. We are proposing an additional four positions, bringing our staffing to 56.80 Full Time Equivalents. The increased staffing and the annual increases across the board in each benefit sector is resulting in a Wages and Benefits increase of 13.3%.

To mitigate the costs associated with healthcare benefits, in 2023 CSWD moved to a lower-priced plan and increased the employee contribution to healthcare premiums. Employees contribute 3.5% of their salary/wages towards the costs of providing healthcare benefits, up from a previous contribution of 3.25% of salary/wages. These two changes decreased the impacts to the District, and the resulting overall increase to employee Total Compensation per Full-Time Equivalent over FY24 is 5%.

### MATERIALS RECOVERY FACILITY:

MRF processing costs are increasing in FY 2025 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. The processing fee increased by 55%, from \$45/ton to \$70/ton as of March 1, 2023. Per the contract, the operating fee increased on January 1 to \$72.80/ton and will increase again on January 1, 2025. **To remain self-supporting, we are raising the MRF tip fee from \$85/ton to \$90/ton as of July 1.** This tip fee is closer to the regional market rate as fees in the region range between \$90-\$110/ton as of the date of this memo.

MRF commodity revenue for Q1 and Q2 of FY 2024 remained in the depressed state seen in FY2023, hovering around \$55/ton, only picking up in December. The forecast for the remainder of FY 2024 and for Q1 FY 2025 is for an average commodity revenue rate around \$100/ton, blended across all commodities sorted at the MRF. The demand remains suppressed for plastics heading into FY 2025, however demand is beginning to increase and stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$75/ton, which I expect we will surpass.

### *Modern Facility*

In November 2022 Chittenden County voters voiced overwhelming support for the construction of a new Materials Recovery Facility on Redmond Road in Williston. The vote authorized a bond amount of \$22,000,000. We are designing a state-of-the-art facility, complete with high-tech sorting equipment and an education center. In Q4 FY 2024, we will be selecting a construction firm and aim to break ground in Q1 of FY 2025.

### ORGANICS RECYCLING FACILITY:

FY 2025 will see a renewed focus on identifying sources of contamination in the food scraps and implementing a new Contamination Policy (pending Board approval) which will lead to greater quality control and customer education opportunities. CSWD has invested in equipment and people to manage the contaminants once onsite, but the goal is to incentivize cleaner inbound streams of material. The combination of equipment, people, and policy is reflected by a budgeted 58% decrease in Materials Management costs (transportation and disposal fees). The ORF Team has been working with haulers and the CSWD Outreach Team to inform and educate food scrap generators of the effects of contamination on the process and to alert them to the upcoming policy.

We are mindful of the Board's desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance those two potentially competing factors. **Organics Recycling Facility tip fees are remaining at \$70/ton for FY 2025.** This budget shows a decrease in budgeted inbound food scraps to 4,527 tons. ORF staff are actively seeking additional high-quality tons to help improve tip fee revenue, projected to be down 4.5% from the FY 2024 budget. Budgeted sales revenue is up 18% due to increasing wholesale pricing, but even with the increase in product sales we are projecting needing to draw from the Operating Reserve to bring the ORF to -0-. *Additional clean inbound food scraps are vital to reducing the draw.*

### DROP OFF CENTERS:

In Q3 FY 2024 we adjusted pricing for construction and demolition debris to match the bag price increases that took effect July 1, 2023. **We are not raising prices for bagged trash in FY 2025.** A small bag is priced at \$3.00, a medium bag is \$8.00, and a large bag is \$11.00. New in FY 2024 is an extra-large bag priced at \$15.00. An extra-large bag holds 46-65 gallons. This pricing brings us closer to covering the costs of managing recycling and food scraps as part of the price of a bag of trash (although the smallest bag still doesn't cover those costs) and will allow the DOCs to generate a small amount of revenue in excess of expenses to contribute to the Operating Reserve. The biggest factor to bringing the DOCs firmly "in the black" was removing the allocation for Maintenance and Roll-Off

services as a program expense and considering that expense an internal District service supported by the Operating Reserve. This is the same approach taken with general Administrative, Outreach & Communications, Compliance, and Finance services, which are all completely supported by the Solid Waste Management Fee Reserve.

### *Friendly Neighborhood DOC*

Our six DOCs serve 28% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and the mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

Even though the DOCs are District facilities, they are very much viewed as “local.” This capital budget includes long-awaited improvements to the DOC in Milton as well as redesigning the DOC in Burlington. The remaining DOCs will receive updates in successive out-years.

In FY 2024 we changed the DOC schedule for most sites (except Hinesburg and Burlington) to a Tuesday – Saturday schedule, 8:00am 3:30pm. This schedule added service days to Milton and provided two-days off in a row for our hard-working DOC Team. The five-day schedule created efficiencies for our Maintenance Team when performing repairs and making improvements at the DOCs while they are closed to the public. The additional service days coupled with the FY 2024 price increases are reflected in the 32% increase in FY 2025 revenue compared to FY 2023 Actuals. When the DOC in Burlington resumes accepting trash (Q1 FY 2025), it will adopt the five-day schedule.

### SOLID WASTE MANAGEMENT FEE:

This is the fee charged to haulers when they dispose trash in the landfill in Coventry. The fee has not risen in eleven years, despite dramatic increases in District expenses. **I am recommending that the Solid Waste Management Fee increase from \$27.00 per ton of trash disposed to \$30.00 per ton.** The increase is needed at this time in part to help further fund the Closed Landfill Reserve. We are in Year 28 of the 30-Year landfill post-closure plan, and there are not sufficient funds remaining in the reserve to perform the work needed to move the landfill to its final stage, Custodial Care. The landfill continues to produce leachate in excess of what is expected of a landfill this far into post-closure. We are actively investigating the cause or causes. A further complicating factor, and one that may be extremely costly, is the yet to be announced PFAS treatment requirements for landfill leachate. The EPA and VTANR will be changing environmental rules within the next 12-18 months regarding PFAS, and the expectation is that landfill managers will be required to at minimum treat, but possibly destroy, any PFAS detected in the landfill leachate. There is no way to estimate the cost of the requirement until the extent of expected treatment is known, however, the balance in the Closed Landfill Reserve fund is most certainly inadequate to the task.

The FY 2025 budget reflects the SWMF increase, however the increase must be approved by the Board as an official change to CSWD’s local Ordinance. The Ordinance change process is separate from the budget process, with its own warnings, public processes, and approvals.

As the economy continues its recovery towards a “soft landing” (as it is being forecast to do through 2024-25) waste reduction education will be even more important. Our team of solid waste professionals is dedicated to ensuring our members’ solid waste is managed in an environmentally sound, efficient, effective, and economical manner. I continue to work with our team positioning CSWD to make sure we remain a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

# **FY 2025 BUDGET PROPOSAL**



**Chittenden Solid Waste District**

**19 GREGORY DRIVE, SUITE 204  
SOUTH BURLINGTON, VT 05403  
802-872-8100**

[Home - CSWD](#)



*Printed on recycled paper*





**ADMINISTRATIVE OFFICE**

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## **CHITTENDEN SOLID WASTE DISTRICT FY 2025 BUDGET PROPOSAL**

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- A. Budget Memo to Board of Commissioners
- B. FY25 Summary Budget
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- E. Operations Descriptions
- F. Operating Programs
- G. Self-Funded Descriptions
- H. Self-Funded and Allocated Programs
- I. Capital Budget Highlights
- J. Capital Plan
- K. Projected Solid Waste Management Fee Revenue
- L. Budget Reserve Summary
- M. Schedule of Program Tipping Fees
- N. Organizational Chart

*Individual Program Budgets with Details and Comparisons to previous years are available on line at <https://cswd.net/about-cswd/financial-information/>*

# who we are

**We are a municipal district** created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,301 residents and 8,092 businesses)\* with facilities, programs, and expertise developed over our 34-year history.

*\*2022 data. Sources: U.S. Census and VT Dept. Of Labor*

## OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

## OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.

## HOW WE'RE FUNDED

Our revenue comes from three primary sources:

- **User fees** on incoming material at our facilities;
- **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- **Material and product sales** from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

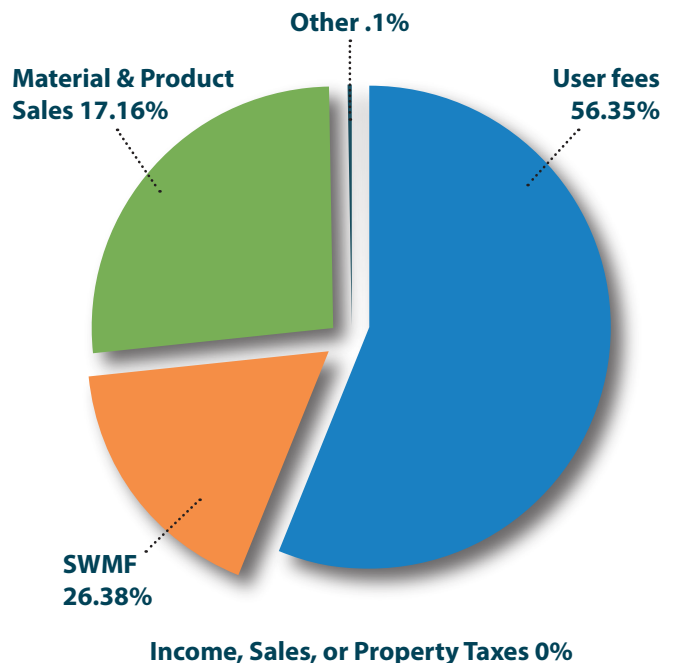
**We are not funded by Income, Sales, or Property tax dollars.**

### CHITTENDEN COUNTY, VT



2022 data. Sources: U.S. Census and VT Dept. of Labor

### FY23 REVENUE \$13.2M (unaudited)



# what we do

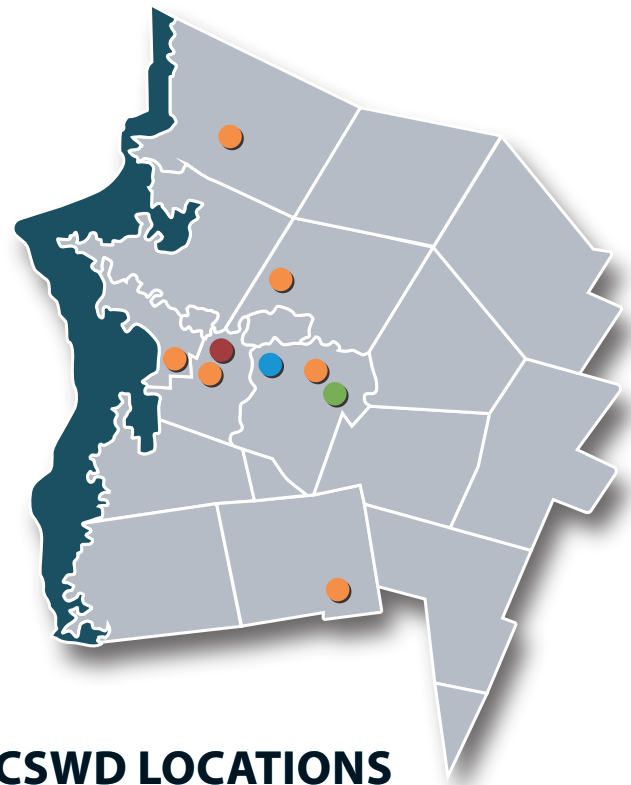
## REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

## MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recycling Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



## CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recycling Facility**
- **Organics Recycling Facility** (Green Mountain Compost)

## SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
  - › Community Cleanup Fund for all member towns
  - › Waste Reduction Container and Project Grants
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;
- › **Outreach and education**

# how we're doing

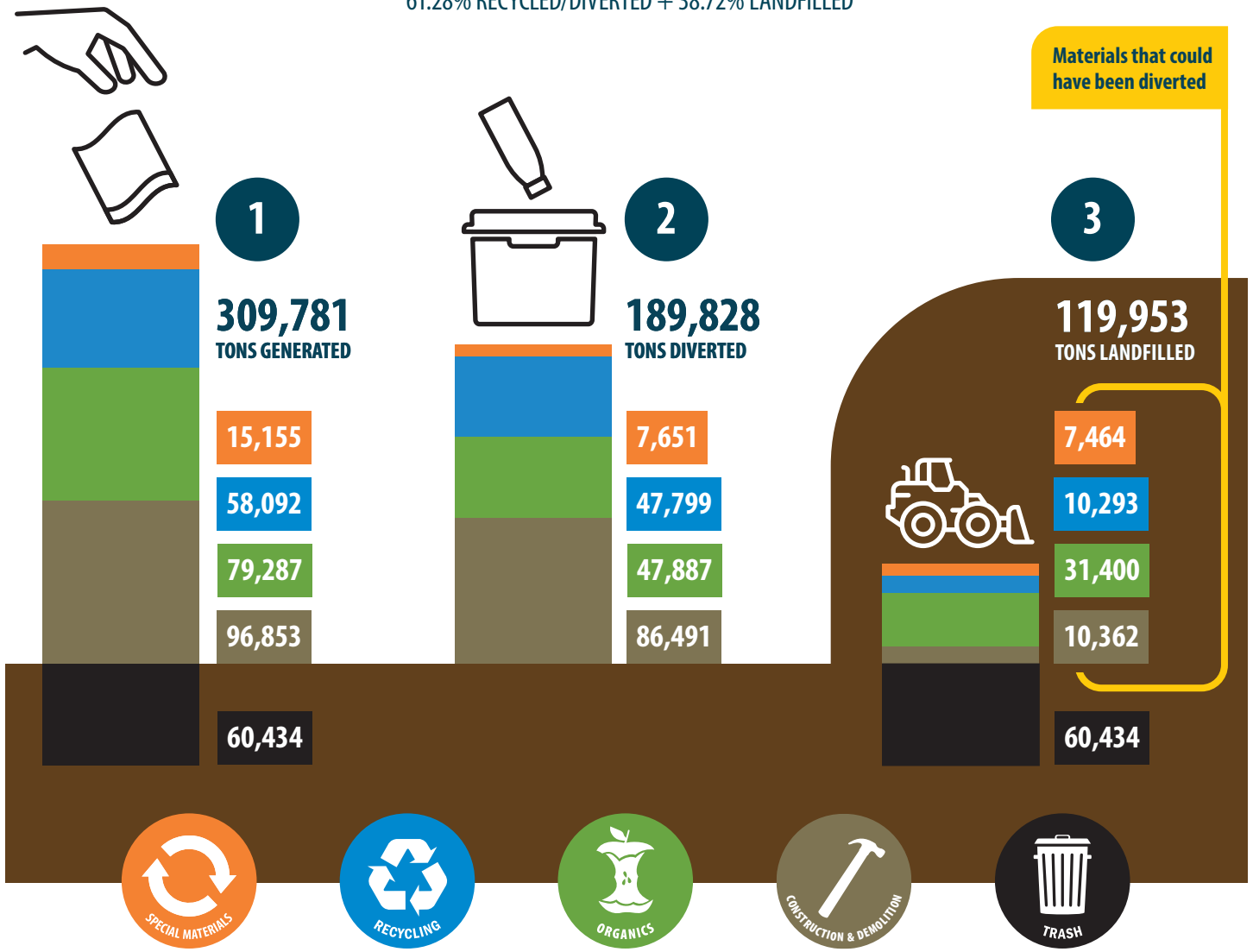
This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in 2022:

1. An estimate of how much "stuff" we all generated and needed to manage as solid waste in 2022.
2. Which stream all that stuff went to via recycling or composting.
3. How much recoverable material our community chose to send to the landfill instead of keeping it out of the trash by using a currently available program or facility.

Full details are available in the 2022 CSWD Diversion Report.

## 100% MATERIALS GENERATED (309,781 tons)

61.28% RECYCLED/DIVERTED + 38.72% LANDFILLED





Chittenden Solid Waste District

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204

South Burlington, VT 05403

Attachment A

EMAIL [info@cswd.net](mailto:info@cswd.net)

TEL (802) 872-8100

[www.cswd.net](http://www.cswd.net)

To: Board of Commissioners  
From: Sarah Reeves, Executive Director  
Nola Ricci, Director of Finance  
Date: March 20, 2024  
RE: Fiscal Year 2025 Budget Proposal

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## OVERVIEW

Fiscal Year 2025 brings many important changes to the future of CSWD. We will be breaking ground on the new Materials Recycling Facility, reconfiguring the CSWD Drop Off Center at Burlington, and redesigning the CSWD Drop Off Center at Milton.

The proposed budget for Fiscal Year 2025 remains conservative and acknowledges some of the increases we've experienced, and those we anticipate, as costs rise. FY24 was the first full fiscal year at the leased Administration building, and administrative staff has adjusted the FY25 budget includes costs associated with the use of the building.

At the outset of FY25 we are budgeting to end the year in a deficit, requiring a modest draw from reserves. Because several budget projections are very conservative, we don't believe that we will need to tap reserves to bring the year to Zero, however we do feel it is prudent to establish the expectation that we may, should the conservative path prove correct.

## CSWD SOURCES OF REVENUE

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), User Fees (tip fees), and Material Sales. The remaining revenue comes from rental income, license fees, bin sales, grants, and Extended Producer Responsibility program reimbursements. **CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.**

- Solid Waste Management Fees: Fees charged on each ton destined for disposal and which originated in Chittenden County. Four material types make up the tons subject to the SWMF—municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF. **In FY25, SWMF are 24% of the revenue budget.**
- Tipping/User Fees: Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recovery Facility (MRF), the Organics Diversion Facility (ODF), and the Environmental Depot. **In FY25, Tip/User Fees are 57% of the revenue budget.**
- Material Sales: Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables—or products we purchase on behalf of the public and then resell, like compost bins. **In FY25, Materials Sales are 16% of the revenue budget.**

## REVENUE SNAPSHOT

| Revenue (in thousands) | FY23 Actual   | FY24 Budget   | FY25 Budget   | Change from FY24 Budget | Change from FY22 Actual | % of Overall Revenue |
|------------------------|---------------|---------------|---------------|-------------------------|-------------------------|----------------------|
| Tip Fees               | 7,426         | 8,937         | 9,072         | 1.5%                    | 22.2%                   | 56.8                 |
| Material Sales         | 2,262         | 2,629         | 2,612         | -0.6%                   | 15.5%                   | 16.4                 |
| SWMF                   | 3,476         | 3,336         | 3,781         | 13.3%                   | 8.8%                    | 23.7                 |
| All Other              | 534           | 500           | 498           | -0.4%                   | -6.7%                   | 3.1                  |
| <b>TOTAL</b>           | <b>13,698</b> | <b>15,402</b> | <b>15,963</b> | <b>3.6%</b>             | <b>16.5%</b>            | <b>100%</b>          |
| Cost of Goods Sold     | 201           | 122           | 163           | 33.6%                   | -18.9%                  |                      |
| <b>Gross Profit</b>    | <b>13,497</b> | <b>15,280</b> | <b>15,800</b> | <b>3.4%</b>             | <b>17.1%</b>            |                      |

### Tip Fees, User Fees, and Material Sales Assumptions:

- Materials Recycling Facility processing costs are increasing in FY 2025 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. On March 1, 2023, the processing fee increased by 55%, from \$45/ton to \$70/ton. Per the contract, the operating fee increased again on January 1 to \$72.80/ton and will increase again on January 1, 2025. **To remain self-supporting, we are raising the MRF tip fee from \$85/ton to \$90/ton as of July 1.** This tip fee is closer to the regional market rate, as fees in the region range between \$90-\$110/ton as of the date of this memo.
  - MRF commodity revenue for Q1 and Q2 of FY24 remained in the depressed state seen in FY23, hovering around \$55/ton, only picking up in December. The forecast for the remainder of FY24 and for Q1 FY25 is for an average commodity revenue rate around \$100/ton, blended across all commodities sorted at the MRF. The demand remains suppressed for plastics heading into FY 2025, however demand is beginning to increase and stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$75/ton, which I expect we will surpass. We are assuming 47,500 tons of inbound recycling, and marketing 38,000 of those tons.
  - In November 2022 Chittenden County voters voiced overwhelming support for the construction of a new Materials Recovery Facility on Redmond Road in Williston. The vote authorized a bond amount of \$22,000,000. We are designing a state-of-the-art facility, complete with high-tech sorting equipment and an education center. In Q4 FY24, we will be selecting a construction firm and aim to break ground in Q1 of FY25.
- Organics Recycling Facility will renew focus on identifying sources of contamination inbound food scraps and implementing a new Contamination Policy (pending Board approval) which will lead to greater quality control, reduced materials management costs, and improved customer

education opportunities. CSWD has invested in equipment and people to manage the contaminants once onsite, but the goal is to incentivize cleaner inbound streams of material. The combination of equipment, people, and policy is reflected by a budgeted **58% decrease in Materials Management costs** (transportation and disposal fees). The ORF Team has been working with haulers and the CSWD Outreach Team to inform and educate food scrap generators of the effects of contamination on the process and to alert them to the upcoming policy.

- We are mindful of the Board’s desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two potentially competing factors and therefore **Organics Recycling Facility tip fees are remaining at \$70/ton for FY 2025**. ORF staff are actively seeking additional high-quality tons to help improve tip fee revenue, projected to be down 4.5% from the FY 2024 budget; This budget shows a **decrease in budgeted inbound food scraps to 4,527 tons. Budgeted sales revenue is up 18%** due to increasing wholesale pricing, but even with the increase in product sales we are projecting needing to draw from the Operating Reserve to bring the ORF to -0-. *Additional clean inbound food scraps are vital to reducing the draw.*
- Drop Off Centers **We are not raising prices for bagged trash in FY 2025**. A small bag is priced at \$3.00, a medium bag is \$8.00, and a large bag is \$11.00. New in FY24 is an extra-large bag (holding 46-65 gallons) is priced at \$15.00. Also in FY24 we adjusted pricing for construction and demolition debris to match the bag price increases that took effect July 1, 2023. This pricing brings us closer to covering the costs of managing recycling and food scraps as part of the price of a bag of trash (although the smallest bag still doesn’t cover those costs) and will generate an estimated **\$187,500 of revenue in excess of expenses to contribute to reserves**. The biggest factor bringing the DOCs firmly “in the black” was removing the allocation for Maintenance and Roll-Off services as a program expense and considering that expense an internal District service supported by the Operating Reserve. This is the same approach taken with general Administrative, Outreach & Communications, Compliance, and Finance services, which are all completely supported by the Solid Waste Management Fee Reserve. DOCs continue to manage materials that do not have adequate (or any) revenue associated with them, meaning CSWD is subsidizing the collection and management of certain materials such as universal waste, some electronics, and leaf and yard debris.

### **Solid Waste Management Fee:**

Solid Waste Management Fees (the fees charged to haulers when they dispose trash at the landfill in Coventry) revenue is projected to be 13.3% higher than FY24 budget. We are budgeting a slight uptick in solid waste generation and an **increase to the solid waste management fee, from \$27/ton to \$30/ton**. The fee was last increased in FY13 and would require an ordinance amendment to make the change. We used the Solid Waste Disposal and Diversion Trends Model developed for CSWD by SERA, Inc to generate our projections for FY25. Supporting the model’s output, the state’s Joint Fiscal Office is

projecting slow growth in FY25, demonstrated by increasing consumer confidence and anticipated lower interest rates mid-year. This is the fee charged to haulers when they dispose trash in the landfill in Coventry. The fee has not risen in eleven years, despite dramatic increases in District expenses.

The increase is needed at this time in part to help further fund the Closed Landfill Reserve. We are in Year 28 of the 30-Year landfill post-closure plan, and there are not sufficient funds remaining in the reserve to perform the work needed to move the landfill to its final stage, Custodial Care. The landfill continues to produce leachate in excess of what is expected of a landfill this far into post-closure, and we are actively investigating the cause or causes. A further complicating factor, and one that may be extremely costly, is the soon to be announced PFAS treatment requirements for landfill leachate. The EPA and VTANR will be changing environmental rules within the next 12 months regarding PFAS and PFOA, and the expectation is that landfill managers will be required to at minimum treat, but possibly destroy, any PFAS detected in the landfill leachate. There is no way to estimate the cost of the requirement until the extent of expected treatment is known, however, the balance in the Closed Landfill Reserve fund is most certainly inadequate to the task.

The FY 2025 budget reflects the SWMF increase, however the *increase must be approved by the Board as an official change to CSWD's local Ordinance*. The Ordinance change process is separate from the budget process.

#### **EXPENSES SNAPSHOT**

|                       | Actual     | Budget     | Forecast   | Change from FY24 to FY25 |        |
|-----------------------|------------|------------|------------|--------------------------|--------|
|                       | FY23       | FY24       | FY25       | \$                       | %      |
| Expenses              |            |            |            |                          |        |
| Salaries & Wages      | 3,236,495  | 3,752,336  | 4,200,898  | 448,562                  | 12.0%  |
| Benefits              | 1,374,524  | 1,630,639  | 1,897,751  | 267,113                  | 16.4%  |
| Payroll Expenses      | 4,611,018  | 5,382,975  | 6,098,649  | 715,675                  | 13.3%  |
| Travel & Training     | 47,516     | 118,175    | 127,432    | 9,257                    | 7.8%   |
| Administrative Costs  | 79,244     | 182,885    | 152,753    | (30,131)                 | -16.5% |
| Professional Fees     | 201,044    | 280,690    | 345,691    | 65,001                   | 23.2%  |
| Equipment & Fleet     | 630,966    | 772,074    | 1,284,628  | 512,554                  | 66.4%  |
| Supplies              | 105,636    | 133,644    | 131,813    | (1,831)                  | -1.4%  |
| Materials Management  | 5,959,886  | 6,691,366  | 6,998,897  | 307,530                  | 4.6%   |
| Property Management   | 548,396    | 597,111    | 686,715    | 89,605                   | 15.0%  |
| Promotion & Education | 137,728    | 142,178    | 150,317    | 8,139                    | 5.7%   |
| Community Support     | 32,346     | 100,950    | 106,400    | 5,450                    | 5.4%   |
| Total Expense         | 12,353,781 | 14,402,047 | 16,083,295 | 1,681,248                | 11.7%  |



Key Points:

- The cost-of-living adjustment provided in July 2023 (7%) corrected the previous year’s “behind the curve” COLA and brought CSWD employees in line with adjustments seen across various sectors. This budget proposes a 2.81% COLA for July 1, based on the US Bureau of Labor Statistics’ consumer price index for the Northeast (Urban B/C class) 2023 twelve-month annual average percent change. For FY25 we are proposing an additional four positions, bringing our staffing to 56.80 Full Time Equivalents. The increased staffing and the annual increases across the board in each benefit sector is resulting in a Wages and Benefits increase of 13.3%.
  - To mitigate increases associated with healthcare benefits, in 2023 CSWD moved to a lower-priced plan and increased employees’ contribution to healthcare premiums. Employees contribute 3.5% of their salary/wages towards the costs of providing healthcare benefits, up from a previous contribution of 3.25% of salary/wages. These two changes decreased the impacts to the District, with the resulting overall increase to employee Total Compensation per Full-Time Equivalent over FY24 at 5%.

|                      | FY24      | FY25      | % Difference |
|----------------------|-----------|-----------|--------------|
| Payroll Expense      | 5,382,975 | 6,098,649 |              |
| Full Time Employee   | 52.66     | 56.80     |              |
| Expense per Employee | 102,221   | 107,371   | 5.0%         |

- In FY25, we will move the Maintenance and Roll Off department under the Operating Programs as an expense unto itself and funded this year out of the Operating Reserve. Maintenance and Roll Off was once allocated to various programs based on assumptions of time used, however we found the allocations were not yielding an accurate view of the full scope of services provided. The allocations hit the DOCs with significant expenses (88% of the M&R/O budget was allocated to DOCs) and the DOC revenue could not keep pace with the expense without significant subsidy.
  - Historically, the M&R/O program has not been a revenue-generating program but in FY25 we will be actively engaging in a pilot program to determine if there is a possibility of a new revenue stream.
- Equipment and Fleet expenses are significantly higher at 66% above FY24 budget because more purchases that previously were part of the Capital Budget are now part of the Operations Budget. We’re fine-tuning our approach to Capital Expenditures (CapEx) and Operating Expenses (OpEx), and specifically our approach to asset depreciation. CapEx are those purchases that have long-term benefits and can be depreciated over time. OpEx are purchases that are consumed (used) over a short time period or are used regularly for day-to-day business. Some OpEx purchases are depreciated as well, but they are depreciated over a very short time period and will appear in budgets as an operational expense.

- Prior to FY25, CSWD used the capital budget to purchase all operations-related equipment over a cost of \$7,500. Two years ago we increased the capital purchase threshold to \$25,000 and moved smaller purchases to operating budgets. This year, we're also using depreciation as a factor to determine which items should be purchased with capital dollars versus operating dollars.
- Travel and Training is budgeted slightly higher compared to FY24 (7.8%), however we continue to struggle to fully utilize this line item. Scheduling coverage for key personnel is an ongoing challenge, and our ranks are thin in several operational positions. I continue to stress to all CSWD staff that I strongly support continuing professional development and skill building, and we will review our approach to trainings in FY25 to try to better understand how to be more successful in this area.
- Administrative costs are down 16.5%, reflecting (among other things) budgeting based on known actuals at our leased space in South Burlington.
- Materials Management is up only modestly (4.6%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs, such as diesel fuel costs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market, and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

### **RESERVE FUNDS**

Please see the FY25 Reserve Funds memo included in the budget packet for details on the reserve balances.

In FY22, the District revised the Reserve Fund Guideline and structure. The new structure establishes a priority funding mechanism, minimum and maximum balances, and proposes to restrict certain funds (Closed Landfill, Facility Closure, and Biosolids). As each priority reserve reaches its maximum, remaining excess revenue flows (“waterfalls”) to the next priority reserve fund in order, as illustrated below:

| <b>Reserve Type</b>    | <b>Reserve Name</b>                 | <b>Minimum Carry Value</b>                                   | <b>Maximum Carry Value</b>                        |
|------------------------|-------------------------------------|--|---|
| Restricted             | Biosolids Reserve                   | Current depreciation of Biosolids Trailers, as contracted    | \$650,000 or cost of replacing Biosolids trailers |
| Restricted             | Landfill Post Closure Reserve       | Original cost of calculated closure less operating reduction | Original cost of calculated closure               |
| Temporarily Restricted | Material Recycling Facility Reserve | 10% of total Bond  | 10% of total Bond                                 |

| <b>Reserves Subject to Funding Priority Waterfall</b> |  |  |   |
|---|--|--|---|
| Assigned  | Solids Waste Management Reserve (General Fund) | 3 months of budgeted administrative expenses | 6 months of budgeted administrative expenses, or highest past calculated cost |
| Assigned  | Operating Reserve                              | 3 months of budgeted operating expenses      | 6 months of budgeted operating expenses, or highest past calculated cost      |
| Assigned  | Capital Reserve                                | Current value of fully depreciated assets    | Current value of total asset depreciation                                     |
| Unrestricted, Unassigned                              | Undesignated Fund                              | 5% of budgeted revenue                       | 10% of budgeted revenue   |

| <b>Reserves Using a Set Calculation</b> |  |   |  |
|---|--|---|--|
| <b>Reserve Type</b>                     | <b>Reserve Name</b>                        | <b>Minimum Carry Value</b>                          | <b>Maximum Carry Value</b>                                       |
| Assigned                                | Facilities Decommission Reserve            | Calculated cost of facilities decommissions         | Highest past calculated cost of facilities decommissions         |
| Restricted                              | Facilities Solid Waste Termination Reserve | Calculated cost of facility solid waste termination | Highest past calculated cost of facility solid waste termination |
| Assigned                                | Community Clean Up Fund                    | Current balance due to communities                  | Maximum carry over allowed to communities                        |

### RESTRICTED FUNDS

The Biosolids, Closed Landfill, and Facilities Closure reserve funds are considered Restricted Funds as a best practice. The Materials Recycling Facility Reserve is required by the Vermont Municipal Bond Bank as part of the bonding agreement. Restricting these reserves means that the funds attributed to these programs may be used only for the expenses of these programs. Excess funds, after their restricted use, may be redistributed as deemed appropriate by management or, in the case of the Biosolids Reserve, returned to the member cities/towns that contribute specifically to that reserve. Interest revenue resulting from the investment of monies from these funds are returned to these funds.

### ASSIGNED FUNDS

The remaining reserve funds (except the Undesignated Reserve) are assigned but not restricted. This means that those funds have a specific intended use but are available to be reassigned to other reserves if needed. These funds are organized in priority order and are filled with revenue in excess of expenses at the end of the fiscal year. When the first priority fund is full, the remaining excess revenue is assigned (flows as a waterfall) to the next priority fund. Four reserves make up the “waterfall”

reserves: Solid Waste Management Fee, Operating, Capital, and Undesignated reserves, in that order. When the Undesignated Reserve maximum is met, any remaining excess revenue will be assigned to the Capital Reserve. The Facilities Decommission and Facilities Solid Waste Termination Reserves were seeded with excess solid waste management fee revenue. The Community Clean Up Fund is also funded with solid waste management fees and is capped at \$95,000.

### **BOTTOM LINE**

Each year we need to “get to zero.” In FY25, we are projecting a deficit of \$287,837, which if realized would require a draw from reserves. We are budgeting conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF. Should actuals perform better than the budget, the need for a reserve transfer will be reduced or eliminated.

|   |              |                     |
|---|--------------|---------------------|
| Revenue                                       | \$15,957,869 |                     |
| Cost of Goods Sold                            | \$162,411    |                     |
| Gross Profit                                  |              | <b>\$15,795,458</b> |
| Expenses                                      |              | <i>\$16,083,295</i> |
| <b>Income from Operations</b>                 |              | <b>(\$287,837)</b>  |
|   |              |                     |
|   |              |                     |
| Transfer from (to) Closed Landfill Reserve    | \$39,125     |                     |
| Transfer from (to) SWMF Reserve               | (\$381,701)  |                     |
| Transfer from (to) Biosolids Reserve          | (\$47,000)   |                     |
| Transfer from (to) Operating Reserve          | \$582,413    |                     |
| Transfer from (to) Capital Reserve            | \$0          |                     |
| Transfer from (to) Community Clean Up Reserve | \$95,000     |                     |
| Facility Closure Reserve                      | \$0          |                     |
| <b>Net</b>                                    |              | -                   |

Chittenden Solid Waste District  
FY25 Proposed Budget  
Summary

|   | Actual            | Budget            | Forecast          | Change from FY24 to FY25 |              |
|---|-------------------|-------------------|-------------------|--------------------------|--------------|
|   | FY23              | FY24              | FY25              | \$                       | %            |
| <b>Income</b>                               |                   |                   |                   |                          |              |
| Tipping Fees                                | \$ 5,978,341      | \$ 7,470,630      | \$ 7,574,853      | \$ 104,223               | 1.4%         |
| Hazardous Waste                             | 97,010            | 62,000            | 92,500            | 30,500                   | 49.2%        |
| Biosolids                                   | 1,350,510         | 1,404,358         | 1,405,000         | 642                      | 0.0%         |
| Solid Waste Management                      | 3,476,118         | 3,335,702         | 3,780,540         | 444,838                  | 13.3%        |
| Sale of Materials                           | 2,261,553         | 2,628,603         | 2,612,482         | (16,121)                 | -0.6%        |
| License Fees, Fines & Penalties             | 15,423            | 14,000            | 14,000            | -                        | 0.0%         |
| Rental Income                               | 73,500            | 75,000            | 12,000            | (63,000)                 | -84.0%       |
| Product Stewardship & Reimbursements        | 171,502           | 169,000           | 167,500           | (1,500)                  | -0.9%        |
| Interest & Dividends                        | 172,202           | 61,000            | 182,000           | 121,000                  | 198.4%       |
| Charges for Services & Miscellaneous Income | 187               | 75,000            | 10,524            | (64,476)                 | -86.0%       |
| Grant Revenue                               | 106,850           | 106,470           | 106,470           | -                        | 0.0%         |
| Equipment Sale/Trade                        | (5,437)           | -                 | -                 | -                        | 0.0%         |
| <b>Total Income</b>                         | <b>13,697,758</b> | <b>15,401,763</b> | <b>15,957,869</b> | <b>556,106</b>           | <b>3.6%</b>  |
| <b>Cost of Goods Sold</b>                   |                   |                   |                   |                          |              |
| Bins & Containers                           | 1,117             | -                 | -                 | -                        | 0.0%         |
| Paint                                       | (3,855)           | 19,000            | 19,000            | -                        | 0.0%         |
| Organics                                    | 203,145           | 102,405           | 143,411           | 41,006                   | 40.0%        |
| <b>Total Cost of Goods Sold</b>             | <b>200,407</b>    | <b>121,405</b>    | <b>162,411</b>    | <b>41,006</b>            | <b>33.8%</b> |
| <b>Gross Profit</b>                         | <b>13,497,351</b> | <b>15,280,358</b> | <b>15,795,458</b> | <b>515,099</b>           | <b>3.4%</b>  |

Chittenden Solid Waste District  
 FY25 Budget  
 Summary

|                       | Actual<br>FY23 | Budget<br>FY24 | Forecast<br>FY25 | Change from FY24 to FY25<br>\$ | %       |
|-----------------------|----------------|----------------|------------------|--------------------------------|---------|
| Expenses              |                |                |                  |                                |         |
| Salaries & Wages      | 3,236,495      | 3,752,336      | 4,200,898        | 448,562                        | 12.0%   |
| Benefits              | 1,374,524      | 1,630,639      | 1,897,751        | 267,113                        | 16.4%   |
| Payroll Expenses      | 4,611,018      | 5,382,975      | 6,098,649        | 715,675                        | 13.3%   |
| Travel & Training     | 47,516         | 118,175        | 127,432          | 9,257                          | 7.8%    |
| Administrative Costs  | 79,244         | 182,885        | 152,753          | (30,131)                       | -16.5%  |
| Professional Fees     | 201,044        | 280,690        | 345,691          | 65,001                         | 23.2%   |
| Equipment & Fleet     | 630,966        | 772,074        | 1,284,628        | 512,554                        | 66.4%   |
| Supplies              | 105,636        | 133,644        | 131,813          | (1,831)                        | -1.4%   |
| Materials Management  | 5,959,886      | 6,691,366      | 6,998,897        | 307,530                        | 4.6%    |
| Property Management   | 548,396        | 597,111        | 686,715          | 89,605                         | 15.0%   |
| Promotion & Education | 137,728        | 142,178        | 150,317          | 8,139                          | 5.7%    |
| Community Support     | 32,346         | 100,950        | 106,400          | 5,450                          | 5.4%    |
| Total Expense         | 12,353,781     | 14,402,047     | 16,083,295       | 1,681,248                      | 11.7%   |
| Net Ordinary Income   | 1,143,570      | 878,311        | (287,837)        | (1,166,148)                    | -132.8% |

Chittenden Solid Waste District  
FY25 Budget  
Summary

|   | Actual<br>FY23     | Budget<br>FY24   | Forecast<br>FY25 |
|---|--------------------|------------------|------------------|
| Other Income                            |                    |                  |                  |
| Subsidies & Transfers                   |                    |                  |                  |
| Solid Waste Management Fee Subsidy      | -                  | 3,342,938        | 3,398,839        |
| Capital Reserve                         | 136,753            |                  |                  |
| Landfill Post Closure Transfer          |                    | -                | 159,125          |
| Operating Reserve Subsidy               | -                  | 177,452          | 2,619,395        |
| CCUF Transfer                           | 27,323             | 95,000           | 95,000           |
| Depreciation                            | 1,019,262          | -                | -                |
| Total Subsidies & Transfers             | <u>1,183,337</u>   | <u>3,615,390</u> | <u>6,272,359</u> |
| Total Other Income                      | <u>1,183,337</u>   | <u>3,615,390</u> | <u>6,272,359</u> |
| Other Expense                           |                    |                  |                  |
| Reserve Transfers                       |                    |                  |                  |
| Transfer Capital Reserve                |                    | 934,614          | -                |
| Transfer Solid Waste Management Reserve | 910,820            | 3,335,702        | 3,780,540        |
| Transfer Biosolids Reserve              | 46,375             | 45,500           | 47,000           |
| Transfer Operating Reserve              | 297,208            | 176,385          | 2,036,982        |
| Transfer Facility Closure Reserve       | 1,883              | 500              | -                |
| Transfer Landfill Post Closure Reserve  | 51,359             | 1,000            | 120,000          |
| Transfer Investment in Assets           | 1,019,262          | -                | -                |
| Total Reserve Transfers                 | <u>2,326,907</u>   | <u>4,493,701</u> | <u>5,984,522</u> |
| Total Other Expense                     | <u>2,326,907</u>   | <u>4,493,701</u> | <u>5,984,522</u> |
| Other Income and Expenses               | <u>(1,143,570)</u> | <u>(878,311)</u> | <u>287,837</u>   |
| Net Income                              | <u>0</u>           | <u>(0)</u>       | <u>(0)</u>       |

Chittenden Solid Waste District  
Administrative Descriptions

**Administration Program**

The Administrative program encompasses the expenses of human resources, the Executive Director, risk management, information and technology, infrastructure and general support services.

**Compliance Program**

The Compliance program oversees the Solid Waste Management Ordinance and ensures the regulated community maintains compliance. Additionally, the Compliance program oversees the District Safety program.

**Finance Program**

The Finance program provides management, oversight, and control of CSWD financial assets, as well as accurate and timely financial information to facilitate sound management decisions.

**Outreach and Communications (O&C)**

The Outreach and Communications program manages statutory mandates for raising awareness of CSWD services and educating residents, businesses, and institutions in reducing and properly managing the waste they generate.



# Attachment D

Chittenden Solid Waste District  
 FY25 Proposed Budget  
 Administrative Summary

|   | Administration     | Compliance       | Finance          | Outreach & Communication | Solid Waste Management | Total Administrative |
|---|--------------------|------------------|------------------|--------------------------|------------------------|----------------------|
| <b>Income</b>                           |                    |                  |                  |                          |                        |                      |
| Solid Waste Management Fee              | \$ -               | \$ -             | \$ -             | \$ -                     | \$ 3,780,540           | \$ 3,780,540         |
| License Fees, Fines & Penalties         | -                  | 14,000           | -                | -                        | -                      | 14,000               |
| Interest & Dividends                    | -                  | -                | 120,000          | -                        | -                      | 120,000              |
| <b>Total Income</b>                     | <b>-</b>           | <b>14,000</b>    | <b>120,000</b>   | <b>-</b>                 | <b>3,780,540</b>       | <b>3,914,540</b>     |
| <b>Gross Profit</b>                     | <b>-</b>           | <b>14,000</b>    | <b>120,000</b>   | <b>-</b>                 | <b>3,780,540</b>       | <b>3,914,540</b>     |
| <b>Expenses</b>                         |                    |                  |                  |                          |                        |                      |
| Salaries & Wages                        | 633,516            | 146,998          | 339,237          | 599,124                  | -                      | 1,718,875            |
| Benefits                                | 222,846            | 56,929           | 156,610          | 218,150                  | -                      | 654,535              |
| Payroll Expenses                        | 856,362            | 203,927          | 495,846          | 817,274                  | -                      | 2,373,409            |
| Travel & Training                       | 49,543             | 7,300            | 2,303            | 31,761                   | -                      | 90,907               |
| Administrative Costs                    | 37,636             | 6,570            | 2,980            | 33,848                   | -                      | 81,034               |
| Professional Fees                       | 112,732            | 13,500           | 35,000           | 61,559                   | -                      | 222,791              |
| Equipment & Fleet                       | 199,962            | 5,570            | 86,400           | 13,565                   | -                      | 305,497              |
| Supplies                                | 5,794              | 950              | 3,350            | 38,126                   | -                      | 48,220               |
| Materials Management                    | 2,000              | -                | -                | -                        | -                      | 2,000                |
| Property Management                     | 140,014            | -                | -                | -                        | -                      | 140,014              |
| Promotion & Education                   | -                  | -                | -                | 144,567                  | -                      | 144,567              |
| Community Support                       | -                  | -                | 95,000           | 4,400                    | -                      | 99,400               |
| <b>Total Expense</b>                    | <b>1,404,043</b>   | <b>237,817</b>   | <b>720,879</b>   | <b>1,145,100</b>         | <b>-</b>               | <b>3,507,839</b>     |
| <b>Net Ordinary Income</b>              | <b>(1,404,043)</b> | <b>(223,817)</b> | <b>(600,879)</b> | <b>(1,145,100)</b>       | <b>3,780,540</b>       | <b>406,701</b>       |
| <b>Other Income</b>                     |                    |                  |                  |                          |                        |                      |
| Subsidies & Transfers                   |                    |                  |                  |                          |                        |                      |
| Solid Waste Management Fee Subsidy      | 1,404,043          | 223,817          | 625,879          | 1,145,100                | -                      | 3,398,839            |
| <b>Total Subsidies &amp; Transfers</b>  | <b>1,404,043</b>   | <b>223,817</b>   | <b>625,879</b>   | <b>1,145,100</b>         | <b>-</b>               | <b>3,398,839</b>     |
| <b>Total Other Income</b>               | <b>1,404,043</b>   | <b>223,817</b>   | <b>625,879</b>   | <b>1,145,100</b>         | <b>-</b>               | <b>3,398,839</b>     |
| <b>Other Expense</b>                    |                    |                  |                  |                          |                        |                      |
| Reserve Transfers                       |                    |                  |                  |                          |                        |                      |
| Transfer Solid Waste Management Reserve | -                  | -                | -                | -                        | 3,780,540              | 3,780,540            |
| Transfer Community Clean Up Reserve     | -                  | -                | (95,000)         | -                        | -                      | (95,000)             |
| Transfer Landfill Post Closure Reserve  | -                  | -                | 120,000          | -                        | -                      | 120,000              |
| <b>Total Reserve Transfers</b>          | <b>-</b>           | <b>-</b>         | <b>25,000</b>    | <b>-</b>                 | <b>3,780,540</b>       | <b>3,805,540</b>     |
| <b>Total Other Expense</b>              | <b>-</b>           | <b>-</b>         | <b>25,000</b>    | <b>-</b>                 | <b>3,780,540</b>       | <b>3,805,540</b>     |
| <b>Other Income and Expenses</b>        | <b>1,404,043</b>   | <b>223,817</b>   | <b>600,879</b>   | <b>1,145,100</b>         | <b>(3,780,540)</b>     | <b>(406,701)</b>     |
| <b>Net Income</b>                       | <b>-</b>           | <b>-</b>         | <b>(0)</b>       | <b>(0)</b>               | <b>-</b>               | <b>(0)</b>           |

Chittenden Solid Waste District  
Operating Descriptions

**Operating Administration**

The Operating Administration program (formerly Engineering) provides resources for compliance, design, project management, and applicable permitting. Additionally, this program oversees capital projects through the lifecycle of feasibility, design, and construction management.

**Drop Off Centers (DOCs)**

CSWD Drop Off Centers provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, compostable yard debris, and certain special recyclables.

**Hazardous Waste**

The Hazardous Waste program includes both the Environmental Depot and Paint Depot. The Environmental Depot manages the hazardous waste of the residents and small businesses of Chittenden County. The Paint Depot manages discarded paint and produces recycled paint for the CSWD Local Color Program.

**Materials Recovery Facility (MRF)**

The Materials Recovery Facility manages single stream recycling from Chittenden County and Northern Vermont through sorting and preparing recyclables for domestic commodity sales.

**Organics Diversion Facility (ODF)**

The Organics Diversion Facility manages the acceptance, processing, and transfer of organics for use in compost and anaerobic digestion.

**Property Management**

The Property Management department maintains and protects CSWD's investment in residential and business tenant property.

**Maintenance & Roll-off**

The Maintenance department provides material hauling and supports facility operations through ongoing maintenance of CSWD assets.

Chittenden Solid Waste District  
FY25 Proposed Budget  
Operating Summary

Attachment F

|   | Drop Off Center<br>DOC | Materials<br>Recycling Facility | Organics<br>Recycling Facility | Property<br>Management | Hazardous<br>Waste | Operating<br>Administration | Maintenance &<br>RollOff | Total Operating   |
|---|------------------------|---------------------------------|--------------------------------|------------------------|--------------------|-----------------------------|--------------------------|-------------------|
| <b>Income</b>                               |                        |                                 |                                |                        |                    |                             |                          |                   |
| Tipping Fees                                | \$ 2,938,000           | \$ 4,320,000                    | \$ 316,853                     | \$ -                   | \$ -               | \$ -                        | \$ -                     | \$ 7,574,853      |
| Hazardous Waste                             | 15,000                 | -                               | -                              | -                      | 77,500             | -                           | -                        | 92,500            |
| Sale of Materials                           | 230,202                | 1,440,000                       | 896,780                        | -                      | 45,500             | -                           | -                        | 2,612,482         |
| Rental Income                               | -                      | -                               | -                              | 12,000                 | -                  | -                           | -                        | 12,000            |
| Product Stewardship & Reimbursements        | 36,000                 | -                               | -                              | -                      | 131,500            | -                           | -                        | 167,500           |
| Charges for Services & Miscellaneous Income | 8,000                  | -                               | 2,524                          | -                      | -                  | -                           | -                        | 10,524            |
| Grant Revenue                               | -                      | -                               | -                              | -                      | 111,323            | -                           | -                        | 111,323           |
| <b>Total Income</b>                         | <b>3,227,202</b>       | <b>5,760,000</b>                | <b>1,216,157</b>               | <b>12,000</b>          | <b>365,823</b>     | <b>-</b>                    | <b>-</b>                 | <b>10,581,182</b> |
| <b>Cost of Goods Sold</b>                   |                        |                                 |                                |                        |                    |                             |                          |                   |
| Paint                                       | -                      | -                               | -                              | -                      | 19,000             | -                           | -                        | 19,000            |
| Organics                                    | -                      | -                               | 143,411                        | -                      | -                  | -                           | -                        | 143,411           |
| <b>Total Cost of Goods Sold</b>             | <b>-</b>               | <b>-</b>                        | <b>143,411</b>                 | <b>-</b>               | <b>19,000</b>      | <b>-</b>                    | <b>-</b>                 | <b>162,411</b>    |
| <b>Gross Profit</b>                         | <b>3,227,202</b>       | <b>5,760,000</b>                | <b>1,072,746</b>               | <b>12,000</b>          | <b>346,823</b>     | <b>-</b>                    | <b>-</b>                 | <b>10,418,771</b> |
| <b>Expenses</b>                             |                        |                                 |                                |                        |                    |                             |                          |                   |
| Salaries & Wages                            | 865,588                | 55,775                          | 458,068                        | -                      | 387,819            | 347,702                     | 333,223                  | 2,448,175         |
| Benefits                                    | 502,696                | 21,384                          | 230,525                        | -                      | 204,407            | 95,858                      | 185,666                  | 1,240,536         |
| Payroll Expenses                            | 1,368,284              | 77,159                          | 688,593                        | -                      | 592,226            | 443,560                     | 518,888                  | 3,688,711         |
| Travel & Training                           | 3,000                  | 6,265                           | 13,560                         | -                      | 6,350              | 2,100                       | 3,250                    | 34,525            |
| Administrative Costs                        | 27,900                 | 28,000                          | 10,154                         | -                      | 2,500              | 1,000                       | 800                      | 70,354            |
| Professional Fees                           | 7,650                  | 2,000                           | 4,500                          | 1,000                  | 2,750              | -                           | -                        | 17,900            |
| Equipment & Fleet                           | 171,805                | 292,500                         | 307,356                        | -                      | 26,100             | -                           | 181,370                  | 979,131           |
| Supplies                                    | 26,350                 | 1,150                           | 19,743                         | 1,000                  | 17,500             | -                           | 17,600                   | 83,343            |
| Materials Management                        | 1,305,900              | 3,761,812                       | 101,005                        | -                      | 432,800            | -                           | -                        | 5,601,517         |
| Property Management                         | 82,551                 | 121,014                         | 125,916                        | 81,846                 | 74,150             | -                           | 22,623                   | 508,100           |
| Promotion & Education                       | -                      | -                               | 5,750                          | -                      | -                  | -                           | -                        | 5,750             |
| Community Support                           | 7,000                  | -                               | -                              | -                      | -                  | -                           | -                        | 7,000             |
| <b>Total Expense</b>                        | <b>3,000,440</b>       | <b>4,289,900</b>                | <b>1,276,577</b>               | <b>83,846</b>          | <b>1,154,376</b>   | <b>446,660</b>              | <b>744,531</b>           | <b>10,996,331</b> |
| <b>Net Ordinary Income</b>                  | <b>226,762</b>         | <b>1,470,100</b>                | <b>(203,831)</b>               | <b>(71,846)</b>        | <b>(807,553)</b>   | <b>(446,660)</b>            | <b>(744,531)</b>         | <b>(577,560)</b>  |

**Biosolids Program**

The Biosolids program provides efficient and effective residuals management for participating community members. This program is developed to be self-funding.

**Closed Landfill Program**

The Closed Landfill program oversees the 30-year post closure period through responsible maintenance, reporting and monitoring according to the safety standards of applicable governing bodies. This program is funded through monies reserved at the launch of the closing project.

Chittenden Solid Waste District  
FY25 Proposed Budget  
Biosolids

|                            |                  |
|----------------------------|------------------|
| Income                     |                  |
| Biosolids                  | \$ 1,405,000     |
| Total Income               | <u>1,405,000</u> |
| Gross Profit               | <u>1,405,000</u> |
| Expenses                   |                  |
| Travel & Training          | 2,000            |
| Administrative Costs       | 1,000            |
| Professional Fees          | 5,000            |
| Materials Management       | 1,350,000        |
| Total Expense              | <u>1,358,000</u> |
| Net Ordinary Income        | <u>47,000</u>    |
| Other Expense              |                  |
| Reserve Transfers          |                  |
| Transfer Biosolids Reserve | 47,000           |
| Total Reserve Transfers    | <u>47,000</u>    |
| Total Other Expense        | <u>47,000</u>    |
| Other Income and Expenses  | <u>(47,000)</u>  |
| Net Income                 | <u>-</u>         |

Chittenden Solid Waste District  
FY25 Proposed Budget  
Closed Landfill

|                                |                  |
|--------------------------------|------------------|
| Income                         |                  |
| Interest & Dividends           | \$ 62,000        |
| Total Income                   | <u>62,000</u>    |
| Gross Profit                   | <u>62,000</u>    |
| Expenses                       |                  |
| Salaries & Wages               | 33,849           |
| Benefits                       | 2,681            |
| Payroll Expenses               | <u>36,529</u>    |
| Administrative Costs           | 365              |
| Professional Fees              | 100,000          |
| Supplies                       | 250              |
| Materials Management           | 45,380           |
| Property Management            | 38,601           |
| Total Expense                  | <u>221,125</u>   |
| Net Ordinary Income            | <u>(159,125)</u> |
| Other Income                   |                  |
| Subsidies & Transfers          |                  |
| Landfill Post Closure Transfer | <u>159,125</u>   |
| Total Subsidies & Transfers    | <u>159,125</u>   |
| Total Other Income             | <u>159,125</u>   |
| Other Income and Expenses      | <u>159,125</u>   |
| Net Income                     | <u>-</u>         |

To: Board of Commissioners  
From: Josh Estey, Director of Compliance and Hazardous Waste  
Date: February 2, 2024  
RE: Fiscal Year 2025 Capital Budget

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### Operating Capital

Presented in this enclosure is a capital budget and timeline for FY25, FY26, and FY27 as well as, for the first time, an overview of previously approved capital projects that are in progress and are yet to be completed. This memo highlights the projects and procurements planned for FY25.

As has been presented to this committee, the Executive Board, and the full Board of Commissioners over the last few months, the initial estimates of the cost of the new MRF have come in significantly higher than initially planned, leaving the District in a position (from a capital reserve point of view) tighter than in years past. Previously approved capital projects have been provided in the 3-year outlook for that reason, so the full picture of capital needs and capital reserve position can be understood. Staff has completed a thorough review of previously approved capital projects and those that had not/will not begin have been removed from the capital project outlook and the dollars associated with those projects have been returned to the capital reserve fund.

Staff has worked to diligently to reduce the overall capital project expenditure projection not just for FY25 but for fiscal years to come in light of the increased cost estimation of the new MRF. Additionally, staff has been working to identify capital projects that have a higher likelihood to be covered by potential grant opportunities in the next few years, including aspects of the new MRF, with the knowledge that some federal monies will be flowing to the state this calendar year (the actual dollar amount will be understood later this spring/early summer). The capital budget does not specify which projects are likely to be funded, as grant funding is never guaranteed. The budget is presented as though all expenditures will come from capital reserve funds.

Highlights of the FY25 projected capital projects list include an increase to the monies dedicated to the Milton Drop-Off Center expansion and improvement project (the result of an updated cost estimation exercise), a new hook truck to be used by our maintenance department to haul specific containers (food scraps and some recycling containers), and a shredder that will be used for both reducing yard to waste to produce a suitable carbon feedstock for ORF as well as potentially shredding tires to reduce the number of trips to Maine. The shredder, of all the projects, seems to have the highest potential for grant coverage. The last project to note is plans for the Drop-Off Center in Burlington to become a "fast trash" operation utilizing existing space and built infrastructure. Equipment purchased for this project could be readily removed and relocated if the Pine Street location were to no longer be available in the future.

Please note that this is a description of intended projects and procurements and is inclusive of all potential capital expenses for FY25. Approval of the budget does not mean work will proceed without a proper bidding process and associated Board approvals according to CSWD financial policies. All capital projects greater than \$50,000 will require approval from the Executive Board of Commissioners and all capital projects greater than \$100,000 will require approval from the Board of Commissioners. In addition to Board notice of projects exceeding \$100,000, Staff will regularly report updates of facility projects that are under the \$100,000 threshold.

CHITTENDEN SOLID WASTE DISTRICT  
CAPITAL PROJECTS 3 YEAR PLAN

Previously Budgeted  
Works in Progress

FY27

FY26

FY25

**MATERIALS RECOVERY FACILITY**

**Building & Building Repair**

|               |    |   |           |     |           |     |     |     |     |
|---------------|----|---|-----------|-----|-----------|-----|-----|-----|-----|
| Building Roof |    |   |           |     |           |     |     |     |     |
| Sub Total     | \$ | - | \$150,000 | \$0 | \$150,000 | \$0 | \$0 | \$0 | \$0 |

**Capital Equipment**

|                      |    |   |     |     |     |     |     |     |     |
|----------------------|----|---|-----|-----|-----|-----|-----|-----|-----|
| Single Stream System |    |   |     |     |     |     |     |     |     |
| Sub Total            | \$ | - | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

**Rolling Stock**

|               |    |            |     |     |     |     |     |     |     |
|---------------|----|------------|-----|-----|-----|-----|-----|-----|-----|
| Scissor Lift  | \$ | 35,000.00  |     |     |     |     |     |     |     |
| MSW Compactor | \$ | 25,000.00  |     |     |     |     |     |     |     |
| Skid Steer #2 | \$ | 58,600.00  |     |     |     |     |     |     |     |
| Sub Total     | \$ | 118,600.00 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

**New MRF Project**

|                                 |           |                   |                  |            |                  |            |            |            |            |
|---------------------------------|-----------|-------------------|------------------|------------|------------------|------------|------------|------------|------------|
| Site and Design Plan & Attorney | \$        | 209,200.00        |                  |            |                  |            |            |            |            |
| Sub Total                       | \$        | 209,200.00        | \$0              | \$0        | \$0              | \$0        | \$0        | \$0        | \$0        |
| <b>Total MRF</b>                | <b>\$</b> | <b>327,800.00</b> | <b>\$150,000</b> | <b>\$0</b> | <b>\$150,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

**ORGANICS DIVERSION FACILITY**

**Site Work**

|                                     |    |            |     |     |     |     |     |     |     |
|-------------------------------------|----|------------|-----|-----|-----|-----|-----|-----|-----|
| Concrete Patching (water abatement) | \$ | 78,000.00  |     |     |     |     |     |     |     |
| ASP Water System                    | \$ | 35,000.00  |     |     |     |     |     |     |     |
| Expansion Phase III Site Grading    | \$ | 150,000.00 |     |     |     |     |     |     |     |
| Sub Total                           | \$ | 263,000.00 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

**Building & Building Repair**

|                                       |    |   |     |     |     |     |     |          |          |
|---------------------------------------|----|---|-----|-----|-----|-----|-----|----------|----------|
| Main ASP Pad Repair                   |    |   |     |     |     |     |     |          | \$25,000 |
| Concrete Pad Replacement (mixing bay) |    |   |     |     |     |     |     | \$60,000 | \$60,000 |
| Sub Total                             | \$ | - | \$0 | \$0 | \$0 | \$0 | \$0 | \$60,000 | \$25,000 |

**Capital Equipment**

|  |    |            |           |     |     |     |     |     |     |
|--|----|------------|-----------|-----|-----|-----|-----|-----|-----|
| Single-shaft shredder (Eggersmann F25 or Equivalent) |    |            | \$750,000 |     |     |     |     |     |     |
| Eggersmann Air Separator V 60                        |    |            |           |     |     |     |     |     |     |
| Aeras air classification                             |    |            | \$50,000  |     |     |     |     |     |     |
| Komtech L3 Screener                                  | \$ | 750,000.00 |           |     |     |     |     |     |     |
| F550 Organics Collection Insert                      | \$ | 100,000.00 |           |     |     |     |     |     |     |
| Sub Total  | \$ | 850,000.00 | \$800,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

**Rolling Stock**

|                          |    |           |     |     |     |     |     |           |     |
|--------------------------|----|-----------|-----|-----|-----|-----|-----|-----------|-----|
| 644k Loader              |    |           |     |     |     |     |     | \$350,000 |     |
| Pump Truck Refurbishment | \$ | 25,000.00 |     |     |     |     |     | \$350,000 | \$0 |
| Sub Total                | \$ | 25,000.00 | \$0 | \$0 | \$0 | \$0 | \$0 | \$350,000 | \$0 |



|  |    |   |     |
|--|----|---|-----|
| <b>Hauling</b>   |    |   |     |
| Second Hauling Truck (non-CDL)                         |    |   |     |
| Hauling Infrastructure (Heated Garage, Wash Pad, etc.) | \$ | - | \$0 |
| <b>Sub Total</b>                                       |    |   | \$0 |

|  |    |              |           |
|--|----|--------------|-----------|
| <b>ORF New Projects</b>  |    |              |           |
| Compost pad expansion - lagoon pad, bunker for YW/FW expansion   |    |              |           |
| Greenhouse   |    |              | \$50,000  |
| East-end redesign/repurposing (1042, greenhouse, bagging building, pole barn, fueling station, hill carve) | \$ | -            | \$50,000  |
| <b>Sub Total</b>   |    |              | \$50,000  |
| <b>Total ODF</b>   | \$ | 1,138,000.00 | \$850,000 |
|  |    |              | \$460,000 |
|  |    |              | \$25,000  |

**Closed LF**

**Site Work**

|                            |    |   |          |          |
|----------------------------|----|---|----------|----------|
| East side base remediation |    |   | \$15,000 | \$50,000 |
| <b>Total Closed LF</b>     | \$ | - | \$15,000 | \$50,000 |
| <b>Biosolids</b>           |    |   |          |          |
| <b>Total Biosolids</b>     |    |   | \$0      | \$0      |

**Roll-Off and Maintenance**

**Building & Building Repair**

|  |    |           |    |        |
|--|----|-----------|----|--------|
| Building Maintenance (Roof, Systems,...) | \$ | 65,000.00 | \$ | 50,000 |
| Lean-to and building renovation          | \$ | 65,000.00 | \$ | 50,000 |
| <b>Sub Total</b>                         |    |           |    | \$ -   |

**Rolling Stock**

|  |    |            |    |         |            |
|--|----|------------|----|---------|------------|
| 2012 KENWORTH TRUCK T800 #31                           |    |            |    | \$      | 275,000    |
| Overage needed 2012 KENWORTH TRUCK T800 #31 - (FY2307) | \$ | 255,000.00 | \$ | 20,000  |            |
| New Hook Truck   |    |            |    | \$      | 175,000    |
| Overage needed for new Deere 644P (FY2409)             | \$ | 250,000.00 | \$ | 86,500  |            |
| <b>Sub Total</b>                                       | \$ | 505,000.00 | \$ | 281,500 | \$ 275,000 |
| <b>Total Roll-Off and Maintenance</b>                  | \$ | 570,000.00 | \$ | 331,500 | \$ -       |
|  |    |            |    |         | \$ 275,000 |

**Drop Off Centers**

**Site Work**

|                  |    |            |    |            |      |
|------------------|----|------------|----|------------|------|
| BUR              |    |            | \$ | 90,000     |      |
| MIL              |    |            | \$ | 185,000.00 | \$   |
| MIL              |    |            | \$ | 45,000.00  |      |
| BUR              |    |            |    |            |      |
| <b>Sub Total</b> | \$ | 230,000.00 | \$ | 610,000    | \$ - |

**Building & Building Repair**

|                  |    |   |    |   |      |
|------------------|----|---|----|---|------|
|                  |    |   |    |   |      |
| <b>Sub Total</b> | \$ | - | \$ | - | \$ - |

**Capital Equipment**

|                  |    |   |    |   |      |
|------------------|----|---|----|---|------|
|                  |    |   |    |   |      |
| <b>Sub Total</b> | \$ | - | \$ | - | \$ - |

|                               |    |            |    |         |    |   |    |   |
|-------------------------------|----|------------|----|---------|----|---|----|---|
| <b>Total Drop Off Centers</b> | \$ | 230,000.00 | \$ | 610,000 | \$ | - | \$ | - |
|-------------------------------|----|------------|----|---------|----|---|----|---|

**HAZARDOUS WASTE AND LATEX PAINT**

**Sitework**

|           |    |           |    |        |  |  |  |  |
|-----------|----|-----------|----|--------|--|--|--|--|
| Paving    | \$ | 80,000.00 | \$ | 10,000 |  |  |  |  |
| Sub Total | \$ | 80,000.00 | \$ | 10,000 |  |  |  |  |

**Building & Building Repair**

|                     |    |            |    |   |    |   |    |   |
|---------------------|----|------------|----|---|----|---|----|---|
| Waste Oil Heater    | \$ | 45,000.00  |    |   |    |   |    |   |
| Storage Building #1 | \$ | 40,000.00  |    |   |    |   |    |   |
| Storage Building #2 | \$ | 40,000.00  |    |   |    |   |    |   |
| Sub Total           | \$ | 125,000.00 | \$ | - | \$ | - | \$ | - |

**Rolling Stock**

|             |    |            |    |        |  |  |  |  |
|-------------|----|------------|----|--------|--|--|--|--|
| Rover Truck | \$ | 115,000.00 |    |        |  |  |  |  |
| Forklift    | \$ | 25,000     |    |        |  |  |  |  |
| Sub Total   | \$ | 115,000.00 | \$ | 25,000 |  |  |  |  |

**Total HAZARDOUS WASTE AND LATEX PAINT**

|  |    |            |    |        |    |        |    |   |
|--|----|------------|----|--------|----|--------|----|---|
|  | \$ | 320,000.00 | \$ | 10,000 | \$ | 25,000 | \$ | - |
|--|----|------------|----|--------|----|--------|----|---|

**Property Management**

|                                  |  |  |     |  |     |  |     |  |
|----------------------------------|--|--|-----|--|-----|--|-----|--|
| <b>Total Property Management</b> |  |  | \$0 |  | \$0 |  | \$0 |  |
|----------------------------------|--|--|-----|--|-----|--|-----|--|

**Administration**

**Site Work**

|                                   |    |           |    |   |    |   |    |   |
|-----------------------------------|----|-----------|----|---|----|---|----|---|
| Building Site Design & Permitting | \$ | 55,000.00 |    |   |    |   |    |   |
| Sub Total                         | \$ | 55,000.00 | \$ | - | \$ | - | \$ | - |

**Intangible**

|                              |    |            |    |   |    |   |    |   |
|------------------------------|----|------------|----|---|----|---|----|---|
| Revenue Sufficiency Analysis | \$ | 55,000.00  |    |   |    |   |    |   |
| Website Upgrades             | \$ | 99,000.00  |    |   |    |   |    |   |
| Sub Total                    | \$ | 154,000.00 | \$ | - | \$ | - | \$ | - |
| <b>Total Administration</b>  | \$ | 209,000.00 | \$ | - | \$ | - | \$ | - |

**Miscellaneous**

|  |    |  |    |        |    |        |    |        |
|--|----|--|----|--------|----|--------|----|--------|
|  | \$ |  | \$ | 50,000 | \$ | 50,000 | \$ | 50,000 |
|--|----|--|----|--------|----|--------|----|--------|

|                                |    |           |    |           |    |         |    |         |
|--------------------------------|----|-----------|----|-----------|----|---------|----|---------|
| <b>Total Cap Cost</b>          | \$ | 2,794,800 | \$ | 2,016,500 | \$ | 585,000 | \$ | 350,000 |
| <b>Program Input</b>           |    |           |    |           |    |         |    |         |
| <b>General Fund Support</b>    | \$ | 2,001,500 | \$ | 535,000   | \$ | 350,000 | \$ | 350,000 |
| <b>Closed Landfill Reserve</b> | \$ | 15,000    | \$ | 50,000    | \$ | 50,000  | \$ | -       |



ADMINISTRATIVE OFFICE  
1021 Redmond Road  
Williston, VT 05495

## Attachment K

EMAIL [info@cswd.net](mailto:info@cswd.net)  
TEL (802) 872-8100

[www.cswd.net](http://www.cswd.net)

### MEMORANDUM

TO: Sarah Reeves  
FROM: Jon Dorwart  
DATE: January 25, 2024  
RE: FY 2025 Projected SWMF Revenue

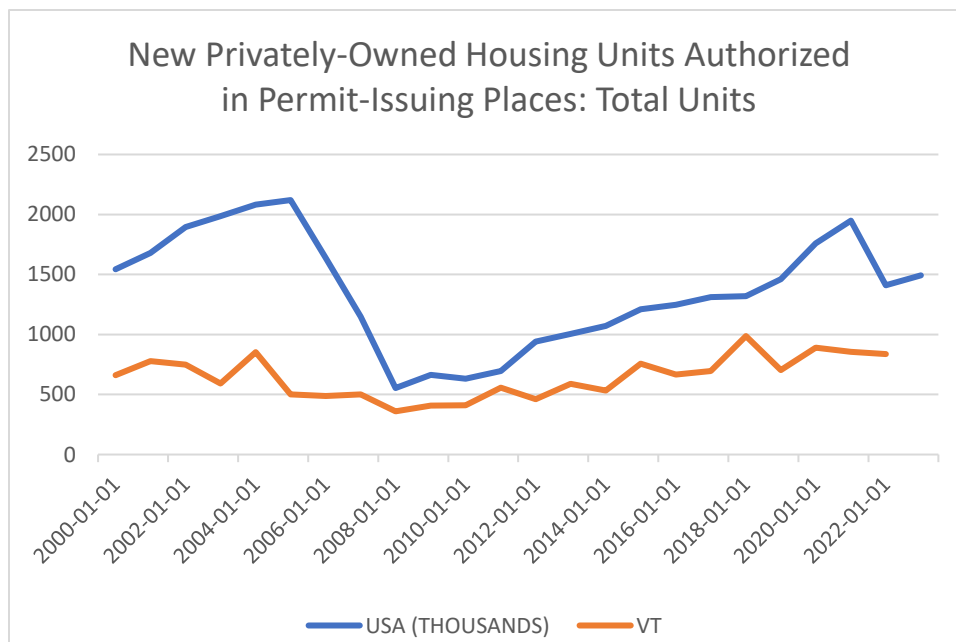
As you know, CSWD's Solid Waste Management Fee (SWMF or Fee) is imposed on all solid waste generated in the District as established in Article VIII of CSWD's Solid Waste Management Ordinance. Certain materials are exempt from the SWMF or are subject to a reduced Fee. Generally, the Fee is assessed at disposal sites, such as transfer stations and the landfill in Coventry. Haulers, including CSWD, which hauls waste from the District's Drop-Off Centers, recover the cost from their customers (the waste generators) through the rates they charge. The SWMF was originally set at \$17.61 in 1993. It was raised to \$22.06 in 2009 and to \$27.00 in 2013. The SWMF is anticipated to be increased to \$30 for FY25.

Estimated SWMF revenue for FY 2025 is \$3,780,540. The estimate is based on projections of waste generation and diversion from the Solid Waste Disposal and Diversion Trends Model prepared for CSWD by Skumatz Economic Research Associates. Variables impacting projections in the Model were updated including the expected economic growth rate for the coming year.

SWMF revenues rose 3.2% from FY 2022 to FY 2023, with both years enjoying a much higher than average amount of alternative daily cover due to ongoing demolition and construction at Burlington High School and other projects. The CY 2023 receipts are 7.0% higher than CY 2022 for the same reason. Calendar year disposed tons for 2023 were 159,946, a 16.0% jump from CY 2022. Total tons disposed is always greater than the total SWMF tons since ADC material is discounted by 75%, and by Board motion, asphalt shingles collected by Myers and disposed at the landfill for beneficial use is also exempt temporarily due to a lack of markets. Green Up Day material collected in the spring is also not subject SWMF, but this amount of material is a small increment of the

year total. There is no guarantee either of the ADC trends will continue to climb or not substantially decrease in the next projected fiscal year, which could impact the SWMF collected. As the high school demolition winds down, we expect our ADC rates to be lower and more in line with historical averages.

As usual projections under unusual conditions continue to be extremely difficult to prepare (i.e. waning pandemic related issues, international conflict, reduced labor force, supply chain disruptions, and shifting consumer preferences). It will not be surprising that waste generation will return to pre-pandemic levels in FY25, as economic activity has improved, the impact of federal investment continues, and we appear to be headed for a 'soft landing' avoiding a recession. However, inflation or excessive changes to monetary policy driving the risk of recession, commercial real estate instability, potential domestic turmoil during the upcoming presidential election and international political volatility continue to be countervailing forces. On the upside, the State of Vermont's Joint Fiscal Office's forecast (<https://lifo.vermont.gov/subjects/revenue-and-tax/state-forecasts/consensus-revenue-forecasts-legislative-economic-outlook>) points toward the positive impact of unspent appropriated federal funds and strong consumer spending despite broadly partisan sentiment (exceeding expectations in first half of '23 by 1.9%). Likewise, numerous large-scale real estate projects remain underway in the County and indicates continued strengthening in the current construction cycle despite higher interest rates. Continuation of building is favored by historically low vacancy rates, though data is somewhat limited to confirm that this trend will necessarily continue.



Whether we will enjoy as high or increasing diversion rates in the future also could be in question since recent increases may have been driven in part by the pandemic response, though the diversion rate did increase last

year and appears stable. Ultimately, a wide variety of factors could impact the amount of disposed material in potentially unpredictable ways.

Given the Vermont economic forecast and using the Skumatz model, the SWMF is projected to be 2.0% higher than the FY 2024 projection and 7.0% lower than the actuals for CY 2023 resulting in a baseline of 129,618 tons at \$3,780,540 in revenue for FY 2025.

Disposal data from recent calendar and fiscal years and SWMF projections are shown in the following table:

| TONS DISPOSED             | MSW         | C&D    | C&D<br>Road<br>Build* | ADC*   | TOTAL   | SWMF TONS |
|---------------------------|-------------|--------|-----------------------|--------|---------|-----------|
|                           |             |        |                       |        |         |           |
| CY 2021 actual            | 88,485      | 34,806 | 1                     | 11,352 | 134,644 | 126,129   |
| CY 2022 actual            | 86,148      | 37,724 | 0                     | 14,090 | 137,962 | 127,395   |
| FY 2023 actual            | 87,321      | 39,702 | 0                     | 17,205 | 144,228 | 131,324   |
| CY 2023 actual            | 87,317      | 40,531 | 0                     | 32,098 | 159,946 | 135,873   |
| FY 2024 budget projection | 86,595      | 36,500 | 800                   | 1,000  | 124,895 | 123,545   |
| FY 2025 budget projection | 83,361      | 41,457 | 800                   | 4,000  | 129,618 | 126,018   |
| 25% of SWMF FY 2024       |             |        | 200                   | 1,000  |         |           |
| SWMF Tons                 | 126,018     |        |                       |        |         |           |
| SWMF Revenue              | \$3,780,540 |        |                       |        |         |           |

\*These are regular C&D fines from the C&D recycling facility plus painted concrete from demolition projects in FY21 & beginning of FY22 used in landfill road building. The SWMF rate for these and ADC is 25% of the full rate.

Excess income is allocated to specified reserve accounts based on their established priority and reserve type.

Reserve Types include:

**Restricted Reserves:** resources subject to constraints. Due to the nature of their restriction, expenses must be tracked to prove the funds are used as authorized.

**Committed Reserves:** include encumbrances not otherwise reflected in Restricted Reserves. Limitations on spending imposed by the annual operating budget naturally lapse with the passage of time and thus do not remain binding indefinitely. Committed Reserves allows for the inclusion of encumbrances committed to, but not yet obtained.

**Assigned Reserves:** may be established by the Board from time to time to meet the future needs of CSWD. These reserves are established and may be changed by resolution of the Board in accordance with the Open Meeting Law requirements.

**Undesignated Funds:** not considered special revenue fund and include the unrestricted surplus funds not accounted for and reported in another fund

In FY25, CSWD will manage the following Restricted Reserves:

**Biosolids Reserve** – established by the contract with the members of wastewater treatment plants for the disposal of sludge. Reserves are often designated to reduce the impact of market conditions on the fees assessed from biosolids or to collect funds for the purchase of capital equipment. Budget projections for FY25 indicate **an increase of \$47,000.**

**Landfill Post Closure Reserve** – designated to assure funding exists to meet the requirements of the 30-year process of closing the landfill that began in 1996. Members of the operations team perform an annual audit to review the current closing cost and adjust for inflation and alterations, as necessary. Excess funds will remain in this fund until CSWD reaches custodial care through resolution with the state, expected no sooner than Fiscal Year 2025. A portion of the reserve earns interest through interest-bearing accounts. Both expected expenditures and expected interest earned are included in the annual budget. Budget projections for FY25 indicate **a reduction of \$39,125.**

**Facilities Solid Waste Termination Reserve** – mandated to safely remove solid waste from closed operating facilities as required by state law. Members of the operations team perform an annual review of the current termination cost adjusting for inflation and alterations, as necessary. Funds for this reserve reside in an interest-bearing account; revenue from the account is included in the Finance budget. Budget projections for FY25 indicate **the reserve will remain unchanged.**

In FY25, CSWD will manage the following Temporarily Restricted Reserves:

**Materials Recycling Facility Reserve-** developed in FY23 to maintain a minimum fund balance per the bond agreement. Funds will be deposited as available, until management is confident bond payments can be completed through the net ordinary income at the Materials Recycling Facility.

Chittenden Solid Waste District  
Fiscal Year 25 Proposed Budget  
Reserve Funds

In FY25 CSWD will manage the following Assigned Reserves:

**Solid Waste Management Reserve** – designated to provide support to management services as described in the Charter through a management fee structure. Budget projections for FY25 indicate **an increase of \$381,701.**

**Operating Reserve** – designated to provide funds to operating programs and reduce the reliance on the solid waste management subsidy. It is assumed contributions are made in years when operation allocations balances are in excess; withdraws are made when operational allocations balances are insufficient. In the event operating reserves are depleted, funding will be withdrawn from the Solid Waste Management Reserve. Budget projections for FY25 indicate a **decrease of \$577,560.**

**Capital Reserves** – established to preserve funding for future capital projects, asset upgrades and replacement of depreciated or disposed assets. In FY25 the capital budget projects a **decrease of \$2,016,500.**

**Community Clean Up Fund** – designated to member communities for local permissible projects. Budget projections for FY25 indicate a **decrease of \$95,000.**

| <b>Reserve</b>          | Actual            | Beginning Balance | Budgeted          | Budgeted Beginning | Proposed Budget   |
|-------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
|                         | FY23              | FY24              | FY24              | Balance<br>FY25    | FY25              |
| Biosolids               | 335,224           | 335,224           | 380,724           | 380,724            | 427,724           |
| Landfill Post Closure   | 608,302           | 608,302           | 430,850           | 430,850            | 391,725           |
| Facilities Closure      | 1,466,062         | 1,466,062         | 1,466,062         | 1,466,062          | 1,466,062         |
| Solid Waste Management  | 1,910,820         | 1,000,000         | 1,284,546         | 1,000,000          | 1,381,701         |
| Operating               | 2,047,208         | 1,750,000         | 1,794,566         | 1,750,000          | 1,172,440         |
| Designated for Capital* | 9,653,950         | 10,834,655        | 10,834,655        | 11,068,767         | 11,068,767        |
| Community Clean Up      | 67,677            | 95,000            | -                 | 95,000             | -                 |
| Undesignated            | 882,101           | 882,101           | 882,101           | 882,101            | 882,101           |
|                         | <b>16,971,343</b> | <b>16,971,343</b> | <b>17,073,503</b> | <b>17,073,503</b>  | <b>16,790,518</b> |

\*designated for capital balance assumes Work In Progress remains in progress



CHITTENDEN SOLID WASTE DISTRICT  
FY 24 SCHEDULE OF PROGRAM TIPPING FEES

Attachment M

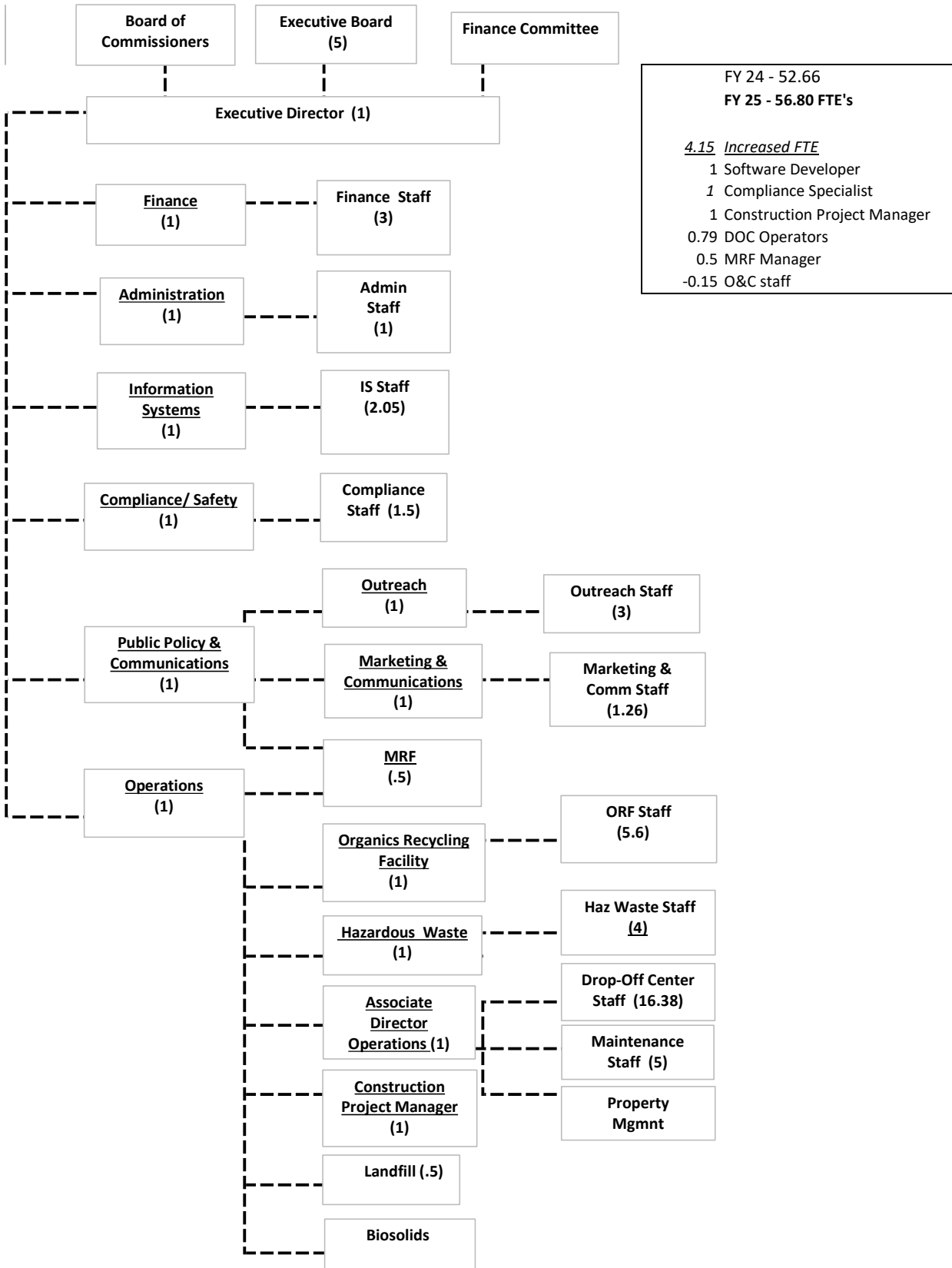
|   | FY23      | FY24      | FY25      | Change from FY24<br>to FY25 |
|---|-----------|-----------|-----------|-----------------------------|
| <b>MATERIALS RECYCLING FACILITY</b>   |           |           |           |                             |
| <i>Materials Sales fluctuate with market price.</i>                         |           |           |           |                             |
| Budgeted Tipping Fees:  |           |           |           |                             |
| In-District materials, per ton  | \$ 80.00  | \$ 85.00  | \$ 90.00  | \$ 5.00                     |
| Out-of-District materials, per ton  | \$ 80.00  | \$ 85.00  | \$ 90.00  | \$ 5.00                     |
| <b>DROP-OFF CENTERS</b>   |           |           |           |                             |
| <i>Items accepted vary by facility</i>                                      |           |           |           |                             |
| Household Trash   |           |           |           |                             |
| Small - up to 13 gallons  | \$ 2.00   | \$ 3.00   | \$ 3.00   | -                           |
| Medium - 14 to 35 gallons   | \$ 6.00   | \$ 8.00   | \$ 8.00   | -                           |
| Large - 36 to 45 gallons  | \$ 8.00   | \$ 11.00  | \$ 11.00  | -                           |
| per cubic yard  | \$ 42.00  | \$ 48.00  | \$ 48.00  | -                           |
| at Drop-Off Center in Burlington, per pound                                 | n/a       | n/a       | n/a       |                             |
| Recycling   |           |           |           |                             |
| Blue-bin Recyclables, with paid trash items                                 | No charge | No charge | No charge |                             |
| Blue-bin Recyclables ONLY   | \$ 2.00   | \$ 2.00   | \$ 2.00   | -                           |
| Organics  |           |           |           |                             |
| Food Scraps, with paid trash items  | No charge | No charge | No charge |                             |
| Food Scraps (per 5 gallons), without paid trash items                       | \$ 1.00   | \$ 1.00   | \$ 1.00   | -                           |
| Tree limbs, trunks, clean stumps, & brush (Williston no longer accept '24): |           |           |           |                             |
| Up to 1 cubic yard (Milton, SB & Essex) (up to 3 cy in '24)                 | No charge | No charge | No charge |                             |
| Up to 3 cubic yards (up to 2 cubic yards starting '24)                      | No charge | No charge | No charge |                             |
| Each cubic yard in excess of 3 cy (changed to 2 cy in 2024)                 | \$ 5.00   | \$ 5.00   | \$ 5.00   | -                           |
| Pallets & clean lumber:   |           |           |           |                             |
| Up to 1 cubic yard (Milton, SB & Essex)                                     | No charge | No charge | No charge |                             |
| Up to 3 cubic yards (Williston) (changed to 5 in '24)                       | No charge | No charge | No charge |                             |
| Each cubic yard in excess of 1 cy   | \$ 5.00   | \$ 5.00   | \$ 5.00   | -                           |
| Per ton   | \$ 50.00  | \$ 50.00  | \$ 50.00  | -                           |
| Yard debris   | No Charge | No Charge | No Charge |                             |
| Special Materials   |           |           |           |                             |
| Non-covered Electronics ~ per pound (by appt. only)                         | \$ 0.18   | \$ 0.18   | \$ 0.18   | -                           |
| Gypsum wallboard (clean, new scrap):  |           |           |           |                             |
| Small loads (up to 2 cy), per cubic yard                                    | \$ 22.50  | \$ 22.50  | \$ 28.00  | \$ 5.50                     |
| Large loads, per ton  | \$ 90.00  | \$ 90.00  | \$ 100.00 | \$ 10.00                    |
| Tires ~ up to 16" (bike tires up to 20)                                     | \$ 3.00   | \$ 3.00   | \$ 4.00   | \$ 1.00                     |
| Tires ~ 16.5" to 19"  | \$ 3.00   | \$ 3.00   | \$ 4.00   | \$ 1.00                     |
| Tires ~ per ton   | \$ 225.00 | \$ 225.00 | \$ 250.00 | \$ 25.00                    |
| Propane cylinders over 20 lbs.  | \$ 5.00   | \$ 5.00   | \$ 5.00   | -                           |
| Mercury-containing products*  | No charge | No charge | No charge |                             |
| Propane cylinders 20 lbs. & under*  | No charge | No charge | No charge |                             |
| Construction & Demolition Materials   |           |           |           |                             |
| up to 13-gallon bag/barrel  | \$ 5.00   | \$ 5.00   | \$ 6.00   | \$ 1.00                     |
| up to 33-gallon bag/barrel  | \$ 10.00  | \$ 10.00  | \$ 16.00  | \$ 6.00                     |
| up to 45-gallon bag/barrel  | \$ 15.00  | \$ 15.00  | \$ 22.00  | \$ 7.00                     |
| up to 64-gallon bag/barrel  | n/a       | n/a       | \$ 30.00  | new category                |
| per cubic yard  | \$ 82.00  | \$ 82.00  | \$ 96.00  | \$ 14.00                    |

CHITTENDEN SOLID WASTE DISTRICT  
FY 24 SCHEDULE OF PROGRAM TIPPING FEES

|  | FY23                     | FY24                     | FY25                      | Change from FY24<br>to FY25 |
|--|--------------------------|--------------------------|---------------------------|-----------------------------|
| <b>DROP-OFF CENTERS, continued</b>                         |                          |                          |                           |                             |
| <i>Items accepted vary by facility</i>                     |                          |                          |                           |                             |
| Other Items  |                          |                          |                           |                             |
| Appliances without refrigerants                            | \$ 5.00                  | \$ 5.00                  | \$ 5.00                   | \$ -                        |
| Appliances with refrigerants                               | \$ 15.00                 | \$ 15.00                 | \$ 15.00                  | eliminated range            |
| Batteries (household and lead acid)*                       | No charge                | No charge                | No charge                 |                             |
| Electronics -non-covered                                   | No charge                | \$ -                     | \$ 2.00                   | \$ 2.00                     |
| Electronics - items covered by State program               | No charge                | No charge                | No charge                 |                             |
| Fluorescent lamps*   | No charge                | No charge                | No charge                 |                             |
| XS Furniture Item  | n/a                      | n/a                      | \$ 3.00                   | new category                |
| Small furniture item                                       | \$4-11                   | \$4-11                   | \$ 8.00                   | eliminated range            |
| Medium Furniture item                                      | n/a                      | n/a                      | \$ 11.00                  | new category                |
| Large furniture item                                       | \$16- 22                 | \$16- 22                 | \$ 15.00                  | eliminated range            |
| XL furniture item  | n/a                      | n/a                      | \$ 24.00                  | new category                |
| Twin box spring  | \$ 20.00                 | \$ 20.00                 | \$ 20.00                  | \$ -                        |
| Twin mattress  | \$ 20.00                 | \$ 20.00                 | \$ 20.00                  | \$ -                        |
| Full/double/queen mattress                                 | \$ 25.00                 | \$ 25.00                 | \$ 25.00                  | \$ -                        |
| Full/double/queen box spring                               | \$ 25.00                 | \$ 25.00                 | \$ 25.00                  | \$ -                        |
| King mattress  | \$ 30.00                 | \$ 30.00                 | \$ 30.00                  | \$ -                        |
| King box spring  | \$ 30.00                 | \$ 30.00                 | \$ 30.00                  | \$ -                        |
| Crib mattress  | \$ 6.00                  | \$ 6.00                  | \$ 8.00                   | \$ 2.00                     |
| Hard cover books*  | \$ -                     | \$ -                     | \$ -                      | \$ -                        |
| Scrap metal  | No charge                | No charge                | No charge                 |                             |
| Textiles*  | No charge                | No charge                | No charge                 |                             |
| Tires  | \$ 3.00                  | \$ 3.00                  | \$ 4.00                   | \$ 1.00                     |
| Tires ~ Up to 19.5"  | \$ 3.00                  | \$ 3.00                  | \$ 4.00                   | \$ 1.00                     |
| Tires ~ 20" to 24.5"                                       | \$ 15.00                 | \$ 15.00                 | \$ 15.00                  | \$ -                        |
| Tires ~ large equipment tires                              | \$ 56.00                 | \$ 56.00                 | \$ 56.00                  | \$ -                        |
| Tires ~ XL equipment tires                                 | n/a                      | n/a                      | \$ 100.00                 | new category                |
| Used oil*  | No charge                | No charge                | No charge                 |                             |
| Used oil filters*  | No charge                | No charge                | No charge                 |                             |
| Ashes (accepted as trash)                                  | \$2-8; \$42 (Cubic Yard) | \$2-8; \$42 (Cubic Yard) | \$3-15; \$48 (Cubic Yard) | \$6/cubic yard              |
| <b>HAZARDOUS WASTE - ENVIRONMENTAL DEPOT &amp; ROVER</b>   |                          |                          |                           |                             |
| Environmental Depot  |                          |                          |                           |                             |
| Household hazardous waste                                  | No Charge                | No Charge                | No Charge                 |                             |
| Business hazardous waste ~ Conditionally Exempt Generators | Call For Pricing         | Call For Pricing         | Call For Pricing          |                             |
| Rover  |                          |                          |                           |                             |
| Household hazardous waste                                  | No Charge                | No Charge                | No Charge                 |                             |
| <b>Organics Diversion Facility</b>                         |                          |                          |                           |                             |
| Food Waste   |                          |                          |                           |                             |
| Tip fee, per ton   | \$ 65.00                 | \$ 70.00                 | \$ 70.00                  | \$ -                        |
| <b>Solid Waste Management</b>                              |                          |                          |                           |                             |
| Budgeted Fee:  |                          |                          |                           |                             |
| Management Fee, per ton                                    | \$ 27.00                 | \$ 27.00                 | \$ 30.00                  | \$ 3.00                     |

# FY 25 PROPOSED CSWD ORGANIZATIONAL CHART

Attachment N



## FY25 City of Essex Junction - Enterprise and EJP Program Fund Budgets and Rates v.2

### Table of Contents and Notes

The Water, Wastewater and Sanitation fund budgets and rates have been updated with current data through February 2024.

The utility rates combined result in a 2.67% increase which calculates to an increase of \$17.52 per year on an average bill (based on 120 gallons/day usage).

| Utility Charges Comparison                 |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|
| Residential Property using 120 gallons/Day |           |           |           |           |           |
|  | FY21      | FY22      | FY23      | FY24      | FY25      |
| <b>Total All Utility Rates, annual</b>     | \$ 544.13 | \$ 559.80 | \$ 585.91 | \$ 656.62 | \$ 674.14 |
| \$ Change                                  | \$ 35.18  | \$ 15.67  | \$ 26.11  | \$ 70.71  | \$ 17.52  |
| % Change                                   | 6.91%     | 2.88%     | 4.66%     | 12.07%    | 2.67%     |

### Enterprise Funds Administrative Fees Calculation (for reference)

5

There is no change in the Administrative Fees calculation from the preliminary draft budget. The Administrative Fees will increase 3.7% over the prior year. There are a few additional costs added to the calculation this year to include a share of Clerk and IT expenses at 25% of the cost. A portion of the Clerk's office payroll and benefits has been added as this office processes all cash receipts related to the enterprise funds and the City Clerk is also the delinquent collector for utilities. A portion of the managed services and subscriptions/licensing is also attributed to the enterprise funds from the IT budget. The enterprise funds budget for IT device replacement within each budget separately. The calculation has also reduced the Admin department expense attributable to the enterprise funds to 25%, down from 50% in prior years. The calculation still attributes 50% of the Finance, Legislative, and building costs as in prior years.

### Water Fund

6

Preliminary Rate Change:

| Person using 120 gallons/Day      | FY24          | FY25          | Increase/<br>(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> |

Revised Rate Change:

| Person using 120 gallons/Day      | FY24          | FY25          | Increase/<br>(Decrease) | % Change     |
|-----------------------------------|---------------|---------------|-------------------------|--------------|
| Water                             |               |               |                         |              |
| Fixed Charge                      | 152.52        | 142.13        | (10.39)                 | -6.81%       |
| Usage (120 Gal/day, 5840 c.f./yr) | 150.09        | 160.60        | 10.51                   | 7.00%        |
| <b>Total</b>                      | <b>302.61</b> | <b>302.73</b> | <b>0.12</b>             | <b>0.04%</b> |

The Water operating increase is 6.2% or \$105,393 with a 0.04% increase in user fees. A 5.1% rate increase in the cost of water purchased has been budgeted per Champlain Water District's proposed rate increase. The annual contribution to capital has increased by \$50,000 as planned.

### Wastewater Fund

7

Preliminary Rate Change:

| Person using 120 gallons/Day<br>WWTF | FY24          | FY25          | Increase/<br>(Decrease) | % Change      |
|--------------------------------------|---------------|---------------|-------------------------|---------------|
| Fixed Charge                         | 127.66        | 131.13        | 3.47                    | 2.72%         |
| Usage (120 Gal/day, 5840 c.f./yr)    | 67.82         | 86.75         | 18.93                   | 27.91%        |
| <b>Total</b>                         | <b>195.48</b> | <b>217.88</b> | <b>22.40</b>            | <b>11.46%</b> |

Revised Rate Change:

| Person using 120 gallons/Day<br>WWTF | FY24          | FY25          | Increase/<br>(Decrease) | % Change     |
|--------------------------------------|---------------|---------------|-------------------------|--------------|
| Fixed Charge                         | 127.66        | 128.26        | 0.60                    | 0.47%        |
| Usage (120 Gal/day, 5840 c.f./yr)    | 67.82         | 78.45         | 10.63                   | 15.68%       |
| <b>Total</b>                         | <b>195.48</b> | <b>206.72</b> | <b>11.24</b>            | <b>5.75%</b> |

The Wastewater Fund is proposed at a 2.2% or \$63,752 increase with a 5.75% increase in user fees. The primary increases in this budget are related to biosolids management with increases in both biosolids land application and biosolids subcontractor due issue with the digester likely making normal biosolids management strategies more expensive. See the Water Quality Superintendent Memo in the reading file for more detailed information. The annual transfer to capital has increased by \$20,000 as planned.

The wastewater facility is shared with Essex Town and Williston, and the annual budget is allocated to each municipality based on the flow through the facility for each community. Currently, Essex and Williston provide flow data to the City monthly based on meter readings from both towns. Both of these metered amounts are deducted from the total flow, leaving the balance attributed to the City. The rate increase is a result of the City's share of the total flow through the wastewater treatment facility increasing disproportionately to Essex Town and Williston's shares. The Tri-Town committee has met to discuss rates and flows in recent weeks as we believe there has been some stormwater/groundwater infiltration into the system causing the flow attributable to both Essex Town and the City to be inaccurate. Both communities are working on developing solutions including adding another flow meter in the Town and TV'ing of collection system lines to determine where infiltration may be occurring.

### Sanitation Fund

10

Preliminary Rate Change:

| Person using 120 gallons/Day<br>Sanitation | FY24          | FY25          | Increase/<br>(Decrease) | % Change     |
|--|---------------|---------------|-------------------------|--------------|
| Fixed Charge                               | 118.82        | 114.30        | (4.52)                  | -3.80%       |
| Usage (120 Gal/day, 5840 c.f./yr)          | 39.71         | 47.30         | 7.59                    | 19.12%       |
| <b>Total</b>                               | <b>158.53</b> | <b>161.60</b> | <b>3.07</b>             | <b>1.94%</b> |

Revised Rate Change:

| Person using 120 gallons/Day<br>Sanitation | FY24          | FY25          | Increase/<br>(Decrease) | % Change     |
|--|---------------|---------------|-------------------------|--------------|
| Fixed Charge                               | 118.82        | 119.14        | 0.32                    | 0.27%        |
| Usage (120 Gal/day, 5840 c.f./yr)          | 39.71         | 45.55         | 5.84                    | 14.71%       |
| <b>Total</b>                               | <b>158.53</b> | <b>164.69</b> | <b>6.16</b>             | <b>3.89%</b> |

The Sanitation fund is proposed at a 12.2% increase or \$79,887 with a 3.89% increase in user fees. This is primarily a result of the increase in the transfer to capital of \$55,000, and an increase in technical services of \$5,800 to TV sewer lines. Upon further research, it was determined that the annual transfer to capital of \$95,000 has been the same since FY16 despite the fact that capital needs for infrastructure have increased. The capital transfer is proposed to increase to \$150,000 for

FY25, and by \$30,000 annually after that, which will allow us to begin building the necessary reserves for scheduled projects without having a significant impact on rates.

**Enterprise Funds Capital**

**12**

Several of the capital projects identified in the enterprise funds are directly tied to larger General Fund capital projects that have been ranked by the Capital Committee. The Water and Wastewater Capital Funds both have sufficient funding and balances to complete all projects identified at this time. The Sanitation Capital Reserve incorporates much needed upgrades for River St, Maple St, and West St pump stations. The West St pump station cost would be covered 50% by the Town of Essex. Despite the planned \$30,000 increase in the capital transfer, the cost of debt service for these projects is ultimately what puts this reserve fund into the negative in FY28. Staff will be working to find other funding sources for the pump station upgrades, and also exploring the option of an interfund transfer from the Wastewater fund since the Sanitation and Wastewater funds are so interconnected to help offset a significant future rate increase in the Sanitation fund, and to inform the decision making process to determine if a bond vote is feasible next spring.

**EJRP Programs Fund Administrative Fees Calculation (for reference)**

**14**

There is no change in the EJRP Administrative Fee calculation from the preliminary draft budget. This is the first year that an Admin Fee has been proposed for the EJRP Programs Fund. Staff worked to gather data on resources from the City General Fund that are used by the EJRP Programs Fund. The attached calculation details the allocation method for certain Admin staff, and certain shared software and services. This results in a total fee to the EJRP Programs Fund of about \$45,000 which has been included in both the EJRP Programs budget, and as revenue in the City General Fund budget.

**EJRP Program Fund**

**15**

There is no change in the EJRP Program Fund from the preliminary draft budget. The EJRP Program Fund budget represents the anticipated revenues and expenses associated with the programs and events EJRP is planning to operate in the coming year. There are 19 full-time employees in the Program Fund. More than 72% of all EJRP-related expenses are in the Program Fund (Admin, Parks, Pool, Programs, After School, Preschool, Summer Day Camps), with the other 28% in the General Fund (Admin, Parks, Park Street, Maple Street, Capital). The Program Fund is budgeted to net negative money in FY25. There is currently a healthy fund balance of \$634,827 and there are some nuances in the coming year, which should allow us to operate in this fashion for a budget cycle. Two major factors include: 1) this is the first year of the 2/3 room at preschool and revenue will not begin until September. That will change in subsequent years, as the program will operate year-round. 2) There is a significant shift in the thresholds and reimbursement rates for licensed childcare subsidy - both in positive directions; more families will qualify and the reimbursement to programs will be higher. We cannot predict how this will play out exactly, but know that it will be a positive net effect on our budget. Our original budget did not have \$82,000 worth of expenses that have since been added as a transfer to the General Fund for an admin allocation (\$45,000) and the shifting of \$37,000 in cleaning expenses and supplies for Park Street School. Now that these changes have been identified, we will be able to better plan for these expenses in subsequent budgets.

**Senior Center Fund**

**n/a**

There is no change in the Senior Center Fund from the preliminary draft budget. In FY25, the City plans to run all senior programming through the General Fund. The balance of the Senior Center Fund will remain separated from all other City funds; that balance is currently \$16,791.69. The intention is to see what the future needs of the senior center and space are after the renovations of 2 Lincoln, and determine what these funds may be used for going forward.

**Schedule of Next Steps**

**23**

|                |  |
|----------------|--|
| April 10, 2024 | Finalize Enterprise Budgets, Approve Warning for Rate Setting Public Hearing |
| May 22, 2024   | Public Hearing to set utility rates  |

The warning for the Public Hearing is included in this packet.

**Suggested Motions**

Motion to approve the FY25 Enterprise Fund operating and capital budgets for Water, Wastewater, Sanitation, and EJRP Program Fund as presented.

Motion to warn a public hearing on May 22, 2024 for FY25 rate setting for the Water, Wastewater and Sanitation funds.

**Administrative Charges**

Assume 25%  
for Admin,  
Clerk and IT;  
50% for  
Finance and  
Legislative

| <u>Personnel Costs</u> | <u>Payroll/Benefits</u> | <u>WC (0.50% * 16,100<br/>* # FTE)</u> | <u>Total</u> | <u>Legislative</u> |
|------------------------|-------------------------|--|--------------|--------------------|
| 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            |

**Other Costs**

|  |  |         |        |
|--|--|---------|--------|
| 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                   |  |         | -      |

**Total** 1,425,455 477,228

| <b>Allocation based on perceived time spent</b> |            |  |     | <u>FY23</u> | <u>FY24</u> | <u>FY25</u> |       |        |
|---|------------|--|-----|-------------|-------------|-------------|-------|--------|
| 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  |
|   |            |  |     |             |             |             |       | 17,216 |
| 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        | 1,600,514        | 49,784         | 3.2%        |   |
| 021.001-Water Large User Fees                     | 114,093                | 111,276          | 110,000          | 125,230          | 139,263          | 194,672          | 55,409         | 39.8%       |   |
| 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              | 5,858            | 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>1,385,677</b> | <b>1,702,943</b> | <b>1,808,336</b> | <b>105,393</b> | <b>6.2%</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           | 9,410            | 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          | 636,128          | 631,689          | 722,132          | 90,443         | 14.3%       | estimate, includes CDW rate increase                      |
| 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           | 34,333           | 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%        |   |
| 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%        |   |
| 609.000-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            | 3,500            | 500            | 16.7%       |   |
| 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, not operating         |
| <b>Total Expenditure</b>                          | <b>1,364,661</b>       | <b>1,395,172</b> | <b>1,443,707</b> | <b>1,496,776</b> | <b>1,702,943</b> | <b>1,808,336</b> | <b>105,393</b> | <b>6.2%</b> |   |
| <i>Net Water Fund</i>                             | -                      | 44,447           | -                | 111,098          | -                | -                | -              | n/a         |   |

| 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          | 1,075,639        | 110,993       | 11.5%       | estimate based on FY23 actual flow allocation  |  |
| 022.001-City: Septage Discharge                        | 20,000           | 64,790           | 20,000           | 54,115           | 50,000           | 55,000           | 5,000         | 10.0%       |  |  |
| 022.002-City: Leachate Revenues                        | 500              | 1,031            | 500              | 1,568            | 500              | 1,000            | 500           | 100.0%      |  |  |
| 025.001-Tri-Town: WWTF Charge - Essex                  | 560,055          | 560,055          | 649,661          | 649,661          | 746,504          | 753,285          | 6,781         | 0.9%        | estimate based on FY23 actual flow allocation  |  |
| 025.002-Tri-Town: WWTF Charge - Williston              | 818,542          | 818,542          | 853,286          | 853,401          | 1,095,511        | 1,030,988        | (64,523)      | -5.9%       | estimate based on FY23 actual flow allocation  |  |
| 025.003-Tri-Town: Shared Septage                       | 20,000           | 32,395           | 10,000           | 27,058           | 20,000           | 25,000           | 5,000         | 25.0%       |  |  |
| 025.004-Tri-Town: Shared Leachate                      | 100              | 516              | 100              | 784              | 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            | -                | 26,433           | -                | -                | -             | 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>2,512,432</b> | <b>2,916,761</b> | <b>2,980,512</b> | <b>63,751</b> | <b>2.2%</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           | 41,735           | 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 \$400 x 12, 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       | -           | 1,370       | 1,500       | 3,384       | 1,884     | 125.6%   | misc equipment rental \$1,500; copier lease based on estimate received from vendor FY24 included additional \$14,000 for IT  |  |
| 491.000-Administrative Fees               | 61,778           | 60,404      | 62,980      | 62,980      | 106,003     | 95,446      | (10,557)  | -10.0%   | 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, Qwestica \$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     | 205,200     | 15,200    | 8.0%     | increase 1cent/gal to Whitcomb Farm (12c), based on 1.75mil gals/yr  |  |
| 568.000-Biosolids Subcontractor           | 160,000          | 117,921     | 150,000     | 198,632     | 255,000     | 305,046     | 50,046    | 19.6%    | New Casella contract, Eaton contract \$935, Waite-Heindel CAP \$17,409   |  |
| 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      | to track Cogen specific expenses separately  |  |

| Costing Center                                    | 255-55-30 - WWTF |                  |                  |                  |                  |                  |               |             |   |  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|---------------|-------------|---|--|
|   | 2022 Budget      | 2022 Actual      | 2023 Budget      | 2023 Actual      | 2024 Budget      | 2025 Budget      | \$ Change     | % Change    | Notes   |  |
| 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   |  |
| 609.000-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          | 467,512          | 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>2,527,265</b> | <b>2,916,761</b> | <b>2,980,513</b> | <b>63,752</b> | <b>2.2%</b> |   |  |
| <i>Net Wastewater Fund</i>                        | -                | 97,712           | 23,999           | (14,832)         | (0)              | (1)              | (1)           | 6725.6%     |   |  |

| 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        | 865,899        | 87,762        | 11.3%        | estimate  |  |
| 023.001-Essex Pump Station Fees           | 30,123                 | 27,591         | 35,625         | 26,825         | 33,125         | 33,500         | 375           | 1.1%         | 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          | 23,182         | 5,000          | 5,000          | -             | 0.0%         |   |  |
| 085.000-Penalties                         | 2,500                  | 3,597          | 2,500          | 3,160          | 3,000          | 3,000          | -             | 0.0%         |   |  |
| 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>733,673</b> | <b>864,762</b> | <b>952,399</b> | <b>87,637</b> | <b>10.1%</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         | 10,561         | 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          | 14,800         | 5,800         | 64.4%        | Open Approach monthly fee for PS COMM IT support (\$560/month; 6720 yr.); TV sewer lines \$8,000  |  |
| 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          | 868            | 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%         |   |  |
| 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  |
| 609.000-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         | 150,000        | 55,000        | 57.9%        | no increase in capital transfer since FY16, increase by \$55,000 this year and then increase by \$30,000 each year after |
| <b>Total Expenditure</b>                          | <b>581,684</b>         | <b>520,464</b> | <b>591,700</b> | <b>600,692</b> | <b>657,262</b> | <b>737,149</b> | <b>79,887</b> | <b>12.2%</b> |  |
| <i>Net Sanitation Fund</i>                        | <i>192,000</i>         | <i>332,169</i> | <i>199,750</i> | <i>132,981</i> | <i>207,500</i> | <i>215,250</i> | <i>7,750</i>  | <i>3.7%</i>  |  |

**Water Fund Capital Reserve Balance**

|   | FY24             | FY25           | FY26             | FY27             | FY28             | FY29             | FY30             | FY31             | FY32             |
|---|------------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Beginning Fund Balance</b>   | 811,787          | 1,014,327      | 710,716          | 1,007,681        | 1,359,344        | 1,672,694        | 1,980,050        | 1,548,315        | 2,038,453        |
| Planned Spending  | (23,363)         | (556,193)      | (10,584)         | (10,883)         | (18,222)         | (79,270)         | (873,434)        | (6,657)          | (34,852)         |
| 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>  | <b>1,014,327</b> | <b>710,716</b> | <b>1,007,681</b> | <b>1,359,344</b> | <b>1,672,694</b> | <b>1,980,050</b> | <b>1,548,315</b> | <b>2,038,453</b> | <b>2,555,517</b> |

**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        | 1,828,791        | 2,217,653        | 2,649,515        | 3,031,377        | 3,568,239        | 4,125,102        | 4,701,964        |
| Planned Spending                                    | (268,500)        | (553,900)        | (88,000)         | (65,000)         | (135,000)        | -                | -                | -                | -                |
| 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>                          | <b>1,925,829</b> | <b>1,828,791</b> | <b>2,217,653</b> | <b>2,649,515</b> | <b>3,031,377</b> | <b>3,568,239</b> | <b>4,125,102</b> | <b>4,701,964</b> | <b>5,301,964</b> |

**Sanitation Fund Capital Reserve Balance**

|  | FY24           | FY25           | FY26             | FY27           | FY28             | FY29             | FY30             | FY31             | FY32             |
|--|----------------|----------------|------------------|----------------|------------------|------------------|------------------|------------------|------------------|
| <b>Beginning Fund Balance</b>  | 200,277        | 51,548         | 17,975           | 20,730         | 13,768           | (141,829)        | (181,110)        | (277,119)        | (262,440)        |
| Planned Spending   | (168,897)      | (115,130)      | (3,332,584)      | (67,322)       | (122,218)        | (40,000)         | (130,829)        | (54,240)         | (40,000)         |
| 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)         |
| Estimated Debt Payment on Pump Station Upgrades (\$3,250,000 for 20 yrs @ 3.66%) |                |                |                  | (99,017)       | (278,350)        | (272,409)        | (266,468)        | (260,527)        | (254,586)        |
| Revenue Sources  |                |                |                  |                |                  |                  |                  |                  |                  |
| <i>Transfer In from Sanitation Operating Budget</i>                              | 95,000         | 150,000        | 180,000          | 210,000        | 240,000          | 270,000          | 300,000          | 330,000          | 360,000          |
| <i>Allocation Fee Revenue</i>  | 7,168          |                |                  |                |                  |                  |                  |                  |                  |
| <i>Bond Funding ESTIMATE ONLY</i>  |                | 12,900         | 3,237,100        |                |                  |                  |                  |                  |                  |
| <i>Town Share (50% of West St pump station) ESTIMATE ONLY</i>                    |                |                |                  | 30,695         | 86,289           | 84,447           | 82,605           | 80,763           | 78,922           |
| <i>Interest Earnings</i>   |                |                |                  |                |                  |                  |                  |                  |                  |
| <b>Total Revenues</b>  | <b>102,168</b> | <b>162,900</b> | <b>3,417,100</b> | <b>240,695</b> | <b>326,289</b>   | <b>354,447</b>   | <b>382,605</b>   | <b>410,763</b>   | <b>438,922</b>   |
| <b>Ending Fund Balance</b>   | <b>51,548</b>  | <b>17,975</b>  | <b>20,730</b>    | <b>13,768</b>  | <b>(141,829)</b> | <b>(181,110)</b> | <b>(277,119)</b> | <b>(262,440)</b> | <b>(185,223)</b> |

| Fund | Dept       | Project  | Rank | Project #    | Date of Est. | Est. \$   | FY24   | FY25    | FY26      | FY27   | FY28    | FY29   |
|------|------------|--|------|--------------|--------------|-----------|--------|---------|-----------|--------|---------|--------|
| WA   | Water      | Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.         | 1    | Y            | 8/17/23      | 244,672   |        | 127,745 |           |        |         |        |
| SAN  | Sanitation | Iroquois Ave Road and Waterline rebuild                            | 2    | OOO/PPP      | 8/17/23      | 2,063,639 |        | 13,050  |           |        |         |        |
| WA   | Water      | Iroquois Ave Road and Waterline rebuild                            | 2    | OOO/PPP      | 8/17/23      | 2,063,639 |        | 418,164 |           |        |         |        |
| SAN  | Sanitation | Main Street Pedestrian Bridge and Sidewalk                         | 4    | UUU-Phase I  | 1/26/24      | 609,372   |        |         | 5,596     |        |         |        |
| SAN  | Sanitation | Main Street Pedestrian Bridge and Sidewalk                         | 4    | UUU-Phase II | 1/26/24      | 806,803   |        |         |           | 5,226  |         |        |
| WA   | Water      | Sidewalk and road West St to Susie Wilson                          | 5    | UU           | 8/17/23      | 1,094,502 |        |         |           |        | 12,631  |        |
| SAN  | Sanitation | Rosewood Lane Sidewalk/Roadway Reconstruction                      | 6    | III          | 8/17/23      | 1,762,306 |        |         |           |        | 70,866  |        |
| WA   | Water      | Algonquin Ave Waterline  | 7    | C            | 8/17/23      | 281,576   |        |         |           |        |         | 79,270 |
| 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    | 40,000 | 40,000  | 40,000 |
| SAN  | Sanitation | Maple and River St pump station retrofit                           |      |              | 7/31/23      | 1,236,260 |        | 5,160   | 1,231,100 |        |         |        |
| SAN  | Sanitation | Trailer Pump   |      |              |              |           |        |         |           |        | TBD     |        |
| SAN  | Sanitation | Meter replacement program  |      |              |              |           | 20,272 | 20,880  | 21,488    | 22,096 | 11,352  |        |
| SAN  | Sanitation | West St pump station retrofit (50% by Town)                        |      |              | 7/31/23      | 2,013,740 |        | 7,740   | 2,006,000 |        |         |        |
| SAN  | Sanitation | Emergency Lincoln St Repair  |      |              |              |           | 65,000 |         |           |        |         |        |
| WA   | Water      | Meter replacement program  |      |              |              |           | 23,363 | 10,284  | 10,584    | 10,883 | 5,591   |        |
| WW   | Wastewater | 10 year engineer evaluation  |      |              |              |           | 50,000 |         |           |        |         |        |
| WW   | Wastewater | Aeration header replacement Side A/Side B                          |      |              | 11/29/22     | 20,000    |        |         | 10,000    | 10,000 |         |        |
| WW   | Wastewater | Automatic Samplers   |      |              | 10/5/22      | 27,000    | 27,000 |         |           |        |         |        |
| WW   | Wastewater | Capital Planning - 20 Year (FY28)                                  |      |              |              |           |        |         |           |        | TBD     |        |
| 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 | 52,500  |           |        |         |        |
| WW   | Wastewater | Effluent Filter Cloths (recurring 5-7 years)                       |      |              | 4/1/22       |           |        |         |           |        | 45,000  |        |
| WW   | Wastewater | Energy Cons. Measures Design, install.                             |      |              |              |           |        | 10,000  | 10,000    | 10,000 |         |        |
| WW   | Wastewater | eX-mark Mower  |      |              |              |           |        |         | 12,000    |        |         |        |
| WW   | Wastewater | Concrete Crack Sealing (annual amount for routine maintenance TBD) |      |              |              |           |        |         |           |        |         | 10,000 |
| WW   | Wastewater | Lab renovation   |      |              | 11/29/22     |           |        |         | 16,000    |        |         |        |
| WW   | Wastewater | Oxygen reduction potential controller replacement                  |      |              | 12/2/22      |           | 14,000 |         |           |        |         |        |
| WW   | Wastewater | Digester Block Re-Face   |      |              |              |           |        |         |           |        | 125,000 |        |
| WW   | Wastewater | Service truck with body and crane                                  |      |              |              |           | 60,000 |         |           |        |         |        |
| WW   | Wastewater | Vt Phos Challenge PePhlo pilot                                     |      |              |              |           | 50,000 | 100,000 |           |        |         |        |
| WW   | Wastewater | Generator for admin building                                       |      |              |              |           |        | 52,000  |           |        |         |        |
| WW   | Wastewater | Digester flare & flame arrestor replacement                        |      |              | 12/4/23      | 230,000   |        | 248,400 |           |        |         |        |
| WW   | Wastewater | Flow EQ Blowers  |      |              |              |           |        | 40,000  | 40,000    |        |         |        |
| WW   | Wastewater | Waste Primary Sludge #2 upsize                                     |      |              |              |           |        | 40,000  |           |        |         |        |
| WW   | Wastewater | IT Upgrades  |      |              |              |           |        | 11,000  |           |        |         |        |



**EJRP Programs Admin Fee Calculation**

| <b>EJRP GF</b>     | <b>FY25 Budget</b> |
|--------------------|--------------------|
| Admin (net GF)     | \$786,516          |
| Parks & Facilities | \$334,950          |
| Capital            | \$113,380          |
| Maple Street       | \$136,850          |
| Park Street        | \$68,050           |
| <b>Total:</b>      | <b>\$1,439,746</b> |

|               | <b>\$</b>          | <b>%</b>       |
|---------------|--------------------|----------------|
| EJRP GF:      | \$1,439,746        | 27.84%         |
| EJRP PF:      | \$3,731,551        | 72.16%         |
| <b>Total:</b> | <b>\$5,171,297</b> | <b>100.00%</b> |

| <b>Cost</b>             | <b>Allocation Calculation Method:</b>  | <b>Total Expense</b> | <b>% EJRP Overall</b> | <b>% EJRP Programs</b> | <b>Admin Allocation Amount</b> |
|-------------------------|--|----------------------|-----------------------|------------------------|--------------------------------|
| City Manager            | estimate 6 hours/month   | \$180,476            | 3.46%                 | 2.50%                  | \$4,508                        |
| HR Director             | estimate average of 2-5 hours/month; use 3.5 hours/month   | \$127,966            | 2.02%                 | 1.46%                  | \$1,865                        |
| Communications Director | estimate 1 hour/month  | \$125,638            | 0.58%                 | 0.42%                  | \$523                          |
| City Clerk/Treasurer    | estimate average of 15 mins/batch posting by Asst. Clerk, usually 1 batch/week   | \$65,434             | 0.63%                 | 0.45%                  | \$295                          |
| HRIS Software - GoCo    | based on number of FT and permanent PT employees in program fund only (see expense allocation methods file for additional detail)  | \$7,800              | n/a                   | 35.94%                 | \$2,803                        |
| NEMRC Finance Software  | based on number of users - EJRP has 1  | \$6,145              | 6.67%                 | 4.81%                  | \$296                          |
| Annual Financial Audit  | % of total prior year budget, do not include cost of single audit unless/until EJRP becomes major program on SEFA - this is currently the Crescent Connector grant (see expense allocation methods file for additional detail) | \$24,500             | n/a                   | 16.00%                 | \$3,920                        |
| Finance Director        | estimate 3 hours/month for budgeting, reporting, payroll/AP review, reconciliation/grant reporting review and audit prep   | \$136,200            | n/a                   | 1.73%                  | \$2,357                        |
| Accountant II           | estimate 2.5 hrs/month for JE posting, bank reconciliations, misc grant tracking/reporting, audit work   | \$88,603             | n/a                   | 1.44%                  | \$1,278                        |
| Accountant I            | estimate .5 hr/payroll and 1 hr/AP check run   | \$89,113             | n/a                   | 1.88%                  | \$1,671                        |
| IT                      | 34 total devices for EJRP, estimate 10% of managed services contract   | \$118,981.00         | n/a                   | 6.00%                  | \$7,139                        |
|                         |  | \$63,026.00          | 39.08%                | 28.20%                 | \$17,773                       |

|                                       |                    |
|---------------------------------------|--------------------|
| <b>Total EJRP Programs Admin Fee:</b> | <b>\$44,427.68</b> |
|---------------------------------------|--------------------|

**FY25 EJRP Program Summary**

|                           | <b>2022<br/>Budget</b> | <b>2022<br/>Actual</b> | <b>2023<br/>Budget</b> | <b>2023<br/>Actual</b> | <b>2024<br/>Budget</b> | <b>2025 Budget</b> | <b>\$ Change</b> | <b>% Change</b> | <b>Notes</b> |
|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------|------------------|-----------------|--------------|
| <b>Revenues</b>           |                        |                        |                        |                        |                        |                    |                  |                 |              |
| Admin                     | -                      | 413,783                | -                      | 266,621                | -                      | -                  | -                | n/a             | grants       |
| Pool                      | 128,273                | 134,538                | 167,664                | 153,001                | 158,339                | 172,327            | 13,988           | 9%              |              |
| Parks                     | 12,549                 | 36,393                 | 12,549                 | 30,644                 | 18,379                 | 32,489             | 14,110           | 77%             |              |
| Programs                  | 321,197                | 351,789                | 359,368                | 482,165                | 435,210                | 543,955            | 108,745          | 25%             |              |
| After School              | 1,258,603              | 1,273,714              | 1,386,548              | 1,343,667              | 1,510,734              | 1,671,432          | 160,698          | 11%             |              |
| Preschool                 | 390,475                | 358,082                | 397,508                | 396,284                | 438,868                | 624,996            | 186,128          | 42%             |              |
| Summer Day Camp           | 478,920                | 494,133                | 538,825                | 571,617                | 618,635                | 689,296            | 70,661           | 11%             |              |
| <b>Total Revenues</b>     | <b>2,590,017</b>       | <b>3,062,432</b>       | <b>2,862,462</b>       | <b>3,243,998</b>       | <b>3,180,165</b>       | <b>3,734,495</b>   | <b>554,330</b>   | <b>17%</b>      |              |
| <b>Expenditures</b>       |                        |                        |                        |                        |                        |                    |                  |                 |              |
| Admin                     | 79,235                 | 129,596                | 177,329                | 201,901                | 88,020                 | 150,295            | 62,275           | 71%             |              |
| Pool                      | 150,803                | 151,993                | 157,818                | 148,072                | 155,939                | 165,459            | 9,520            | 6%              |              |
| Parks                     | 27,363                 | 19,598                 | 34,158                 | 33,301                 | 36,648                 | 36,974             | 326              | 1%              |              |
| Programs                  | 313,371                | 348,333                | 294,954                | 422,569                | 496,069                | 626,079            | 130,010          | 26%             |              |
| After School              | 1,266,141              | 1,096,527              | 1,285,454              | 1,204,802              | 1,382,302              | 1,551,595          | 169,293          | 12%             |              |
| Preschool                 | 390,242                | 390,599                | 407,409                | 404,675                | 450,933                | 627,757            | 176,824          | 39%             |              |
| Summer Day Camp           | 462,126                | 519,903                | 504,712                | 458,265                | 586,935                | 674,779            | 87,844           | 15%             |              |
| <b>Total Expenditures</b> | <b>2,689,281</b>       | <b>2,656,549</b>       | <b>2,861,834</b>       | <b>2,873,585</b>       | <b>3,196,846</b>       | <b>3,832,937</b>   | <b>636,091</b>   | <b>20%</b>      |              |

| Costing Center                                | 259-30-10 - EJRP Programs Admin |                |                |                |               |                |               |              |  |  |
|---|---------------------------------|----------------|----------------|----------------|---------------|----------------|---------------|--------------|--|--|
|   | 2022 Budget                     | 2022 Actual    | 2023 Budget    | 2023 Actual    | 2024 Budget   | 2025 Budget    | \$ Change     | % Change     | Notes                                    |  |
| Revenues                                      |                                 |                |                |                |               |                |               |              |  |  |
| 040.000-Intergov: Federal Grant               | -                               | 183,458        | -              | 21,750         | -             | -              | -             | -            | n/a                                      |  |
| 040.832-Federal Grant ARPA                    | -                               | 209,942        | -              | 229,710        | -             | -              | -             | -            | n/a                                      |  |
| 060.000-Interest Income                       | -                               | 1,013          | -              | 15,161         | -             | -              | -             | -            | n/a                                      |  |
| 098.000-Miscellaneous Revenue                 | -                               | 19,370         | -              | -              | -             | -              | -             | -            | n/a                                      |  |
| <b>Total Revenues</b>                         | -                               | <b>413,783</b> | -              | <b>266,621</b> | -             | -              | -             | -            | <b>n/a</b>                               |  |
| Expenditure                                   |                                 |                |                |                |               |                |               |              |  |  |
| 110.000-Regular Salaries                      | -                               | 4,258          | 51,064         | 52,109         | -             | -              | -             | -            | n/a                                      |  |
| 120.000-Part Time Salaries                    | 4,840                           | 453            | -              | 448            | -             | -              | -             | -            | n/a                                      |  |
| 210.000-Group Insurance                       | -                               | -              | 24,865         | 350            | -             | -              | -             | -            | n/a                                      |  |
| 220.000-Social Security                       | 370                             | 258            | 3,906          | 4,221          | -             | -              | -             | -            | n/a                                      |  |
| 230.000-Retirement                            | -                               | 224            | 4,085          | 4,258          | -             | -              | -             | -            | n/a                                      |  |
| 250.000-Unemployment Insurance                | -                               | 2,048          | -              | -              | 4,282         | 4,154          | (128)         | -3.0%        | based on actual CY2024                   |  |
| 260.000-Workers Comp insurance                | 40,552                          | 35,570         | 40,552         | 29,838         | 50,000        | 50,000         | -             | 0.0%         | estimate                                 |  |
| 330.000-Professional Services                 | 3,750                           | 2,413          | 6,000          | 3,980          | 4,500         | 4,500          | -             | 0.0%         |  |  |
| 442.000-Rental of Vehicles or Equipment       | 2,135                           | 3,973          | 2,135          | 7,300          | 2,135         | 1,968          | (167)         | -7.8%        | add copier lease for 2nd Maple St copier |  |
| 500.000-Training, Conferences, Dues           | 10,250                          | 10,523         | 15,549         | 19,100         | 9,500         | 9,500          | -             | 0.0%         |  |  |
| 505.000-Technology Subscriptions, Licenses    | -                               | -              | -              | -              | -             | 17,570         | 17,570        | n/a          | Kofax \$1,978, Questica \$3,087          |  |
| 550.000-Printing and Binding                  | 12,860                          | 6,901          | 22,220         | 9,674          | 10,500        | 10,500         | -             | 0.0%         |  |  |
| 560.000-Postage                               | 4,478                           | 1,956          | 6,953          | 5,627          | 7,103         | 7,103          | -             | 0.0%         |  |  |
| 561.000-Credit Card Processing Fees           | -                               | 61,018         | -              | 64,996         | -             | -              | -             | -            | n/a                                      |  |
| NEW-Transfer to General Fund Admin Allocation | -                               | -              | -              | -              | -             | 45,000         | 45,000        | n/a          |  |  |
| <b>Total Expenditure</b>                      | <b>79,235</b>                   | <b>129,596</b> | <b>177,329</b> | <b>201,901</b> | <b>88,020</b> | <b>150,295</b> | <b>62,275</b> | <b>70.8%</b> |  |  |
| Net EJRP Program Fund                         | (79,235)                        | 284,187        | (177,329)      | 64,720         | (88,020)      | (150,295)      |               |              |  |  |

| Costing Center                    | 259-30-11 - EJRP Pool |                |                |                |                |                |               |             |       |
|-----------------------------------|-----------------------|----------------|----------------|----------------|----------------|----------------|---------------|-------------|-------|
|                                   | 2022 Budget           | 2022 Actual    | 2023 Budget    | 2023 Actual    | 2024 Budget    | 2025 Budget    | \$ Change     | % Change    | Notes |
| <b>Revenues</b>                   |                       |                |                |                |                |                |               |             |       |
| 020.304-Pool Day Admissions       | 53,795                | 55,396         | 72,444         | 72,226         | 68,444         | 79,581         | 11,137        | 16.3%       |       |
| 020.305-Pool Memberships          | 32,151                | 35,496         | 43,296         | 40,057         | 40,843         | 44,315         | 3,472         | 8.5%        |       |
| 020.306-Swim Lessons              | 42,327                | 43,646         | 51,924         | 40,718         | 49,052         | 48,431         | (621)         | -1.3%       |       |
| <b>Total Revenues</b>             | <b>128,273</b>        | <b>134,538</b> | <b>167,664</b> | <b>153,001</b> | <b>158,339</b> | <b>172,327</b> | <b>13,988</b> | <b>8.8%</b> |       |
| <b>Expenditure</b>                |                       |                |                |                |                |                |               |             |       |
| 120.000-Part Time Salaries        | 105,427               | 98,634         | 108,694        | 88,583         | 108,972        | 117,879        | 8,907         | 8.2%        |       |
| 130.000-Overtime                  | -                     | 6,729          | -              | 6,762          | -              | -              | -             | n/a         |       |
| 220.000-Social Security           | 8,065                 | 8,086          | 8,316          | 7,294          | 8,336          | 9,018          | 682           | 8.2%        |       |
| NEW-Act 76 Childcare              | -                     | -              | -              | -              | -              | 389            | 389           | n/a         |       |
| 330.000-Professional Services     | 6,046                 | 3,280          | 6,580          | 6,168          | 5,080          | 5,194          | 114           | 2.2%        |       |
| 410.000-Water and Sewer Charges   | 3,428                 | -              | 2,701          | 1,877          | -              | -              | -             | n/a         |       |
| 431.000-R&M Buildings and Grounds | 21,887                | 22,738         | 25,887         | 32,737         | 29,189         | 28,847         | (342)         | -1.2%       |       |
| 610.000-General Supplies          | 5,950                 | 12,528         | 5,640          | 4,652          | 4,362          | 4,132          | (230)         | -5.3%       |       |
| <b>Total Expenditure</b>          | <b>150,803</b>        | <b>151,993</b> | <b>157,818</b> | <b>148,072</b> | <b>155,939</b> | <b>165,459</b> | <b>9,520</b>  | <b>6.1%</b> |       |
| Net EJRP Program Fund             | (22,530)              | (17,455)       | 9,846          | 4,929          | 2,400          | 6,868          |               |             |       |



| Costing Center                          | 259-30-14 - EJRP Recreation Programs |                |                |                |                |                |                |              |                    |
|---|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|--------------------|
|   | 2022 Budget                          | 2022 Actual    | 2023 Budget    | 2023 Actual    | 2024 Budget    | 2025 Budget    | \$ Change      | % Change     | Notes              |
| <b>Revenues</b>                         |                                      |                |                |                |                |                |                |              |                    |
| 020.311-Youth Programs                  | 226,662                              | 213,643        | 203,155        | 330,287        | 250,040        | 361,480        | 111,440        | 44.6%        |                    |
| 020.312-Adult Programs                  | 87,585                               | 124,096        | 129,663        | 136,134        | 146,320        | 147,575        | 1,255          | 0.9%         |                    |
| 050.000-Donation Revenue                | 6,950                                | 950            | 26,550         | 1,594          | 38,850         | 34,900         | (3,950)        | -10.2%       |                    |
| 050.150-Donations - Memorial Day Parade | -                                    | 13,100         | -              | 14,150         | -              | -              | -              | n/a          |                    |
| <b>Total Revenues</b>                   | <b>321,197</b>                       | <b>351,789</b> | <b>359,368</b> | <b>482,165</b> | <b>435,210</b> | <b>543,955</b> | <b>108,745</b> | <b>25.0%</b> |                    |
| <b>Expenditure</b>                      |                                      |                |                |                |                |                |                |              |                    |
| 110.000-Regular Salaries                | 13,820                               | 14,203         | -              | 4,626          | 53,745         | 56,163         | 2,418          | 4.5%         |                    |
| 120.000-Part Time Salaries              | 4,369                                | 6,974          | 14,400         | 13,215         | 30,968         | 52,922         | 21,954         | 70.9%        |                    |
| 210.000-Group Insurance                 | 7,877                                | -              | -              | -              | 25,158         | 27,393         | 2,235          | 8.9%         |                    |
| 220.000-Social Security                 | 1,398                                | 1,611          | 1,102          | 1,361          | 6,507          | 8,391          | 1,884          | 29.0%        |                    |
| NEW-Act 76 Childcare                    | -                                    | -              | -              | -              | -              | 362            | 362            | n/a          |                    |
| 230.000-Retirement                      | 1,382                                | -              | -              | -              | 4,434          | 4,945          | 511            | 11.5%        |                    |
| 290.000-Other Employee Benefits         | 88                                   | -              | -              | -              | 350            | 350            | -              | 0.0%         |                    |
| 330.000-Professional Services           | 256,513                              | 275,899        | 241,880        | 336,591        | 329,262        | 433,805        | 104,543        | 31.8%        |                    |
| 410.000-Water and Sewer Charges         | 800                                  | -              | 800            | 649            | 800            | 1,500          | 700            | 87.5%        |                    |
| 431.000-R&M Buildings and Grounds       | 200                                  | -              | 800            | 504            | 1,300          | 1,300          | -              | 0.0%         |                    |
| 441.000-Rental of Land or Buildings     | 600                                  | -              | 600            | -              | -              | -              | -              | n/a          |                    |
| 442.000-Rental of Vehicles or Equipment | 1,400                                | -              | 900            | 2,818          | 2,000          | 2,000          | -              | 0.0%         |                    |
| 500.000-Training, Conferences, Dues     | 700                                  | 2,401          | 750            | 1,180          | 6,784          | 8,077          | 1,293          | 19.1%        |                    |
| 530.000-Communications                  | -                                    | -              | -              | -              | -              | 1,098          | 1,098          | n/a          | cell phone stipend |
| 540.000-Advertising                     | 200                                  | -              | 200            | 150            | -              | -              | -              | n/a          |                    |
| 560.000-Postage                         | -                                    | -              | -              | -              | -              | -              | -              | n/a          |                    |
| 580.000-Travel                          | -                                    | -              | -              | -              | -              | -              | -              | n/a          |                    |
| 610.000-General Supplies                | 24,024                               | 37,929         | 30,610         | 52,955         | 34,761         | 27,773         | (6,988)        | -20.1%       |                    |
| 831.000-Special or New Programs         | -                                    | -              | 2,912          | -              | -              | -              | -              | n/a          |                    |
| 850.150-Memorial Day Parade             | -                                    | 9,318          | -              | 8,521          | -              | -              | -              | n/a          |                    |
| <b>Total Expenditure</b>                | <b>313,371</b>                       | <b>348,333</b> | <b>294,954</b> | <b>422,569</b> | <b>496,069</b> | <b>626,079</b> | <b>130,010</b> | <b>26.2%</b> |                    |
| Net EJRP Program Fund                   | 7,826                                | 3,455          | 64,414         | 59,596         | (60,859)       | (82,124)       |                |              |                    |

| Costing Center                      |  | 259-30-15 - EJRP After School Care |                  |                  |                  |                  |                  |                |              |                              |  |
|-------------------------------------|--|------------------------------------|------------------|------------------|------------------|------------------|------------------|----------------|--------------|------------------------------|--|
|                                     |  | 2022 Budget                        | 2022 Actual      | 2023 Budget      | 2023 Actual      | 2024 Budget      | 2025 Budget      | \$ Change      | % Change     | Notes                        |  |
| Revenues                            |  |                                    |                  |                  |                  |                  |                  |                |              |                              |  |
| 020.311-Youth Programs              |  | 66,500                             | 10,547           | -                | -                | -                | -                | -              | n/a          |                              |  |
| 020.313-Childcare                   |  | 1,087,910                          | 1,141,154        | 1,247,624        | 1,232,847        | 1,369,027        | 1,500,072        | 131,045        | 9.6%         |                              |  |
| 020.315-Shared Staffing Contract    |  | 104,193                            | 122,012          | 138,924          | 110,820          | 141,707          | 171,360          | 29,653         | 20.9%        |                              |  |
| <b>Total Revenues</b>               |  | <b>1,258,603</b>                   | <b>1,273,714</b> | <b>1,386,548</b> | <b>1,343,667</b> | <b>1,510,734</b> | <b>1,671,432</b> | <b>160,698</b> | <b>10.6%</b> |                              |  |
| Expenditure                         |  |                                    |                  |                  |                  |                  |                  |                |              |                              |  |
| 110.000-Regular Salaries            |  | 462,544                            | 412,007          | 483,791          | 456,161          | 561,969          | 576,341          | 14,372         | 2.6%         |                              |  |
| 120.000-Part Time Salaries          |  | 354,015                            | 274,151          | 390,955          | 363,635          | 379,133          | 491,920          | 112,787        | 29.7%        |                              |  |
| 130.000-Overtime                    |  | 6,115                              | 4,646            | -                | 7,383            | -                | -                | -              | n/a          |                              |  |
| 150.000-Shared Employee Expense     |  | -                                  | -                | -                | -                | -                | -                | -              | n/a          |                              |  |
| 210.000-Group Insurance             |  | 128,041                            | 76,741           | 95,989           | 108,884          | 135,435          | 122,197          | (13,238)       | -9.8%        |                              |  |
| 220.000-Social Security             |  | 64,003                             | 52,866           | 64,612           | 62,163           | 72,289           | 83,264           | 10,975         | 15.2%        |                              |  |
| NEW-Act 76 Childcare                |  | -                                  | -                | -                | -                | -                | 3,592            | 3,592          | n/a          |                              |  |
| 230.000-Retirement                  |  | 46,289                             | 41,025           | 44,165           | 47,297           | 43,846           | 58,286           | 14,440         | 32.9%        |                              |  |
| 290.000-Other Employee Benefits     |  | 3,620                              | -                | 4,200            | -                | 3,850            | 3,850            | -              | 0.0%         |                              |  |
| 330.000-Professional Services       |  | 32,524                             | 25,888           | 31,480           | 36,178           | 51,917           | 96,400           | 44,483         | 85.7%        |                              |  |
| 500.000-Training, Conferences, Dues |  | 21,146                             | 9,186            | 36,940           | 13,502           | 25,045           | 33,241           | 8,196          | 32.7%        |                              |  |
| 530.000-Communications              |  | 7,260                              | 8,331            | 5,700            | 12,860           | 7,920            | 7,920            | -              | 0.0%         | includes cell phone stipends |  |
| 580.000-Travel                      |  | 67,412                             | 8,029            | 54,380           | 20,421           | 20,100           | -                | (20,100)       | -100.0%      |                              |  |
| 610.000-General Supplies            |  | 58,634                             | 82,024           | 53,286           | 74,482           | 57,792           | 69,084           | 11,292         | 19.5%        |                              |  |
| 626.000-Gasoline                    |  | 1,900                              | 2,951            | 2,650            | 1,836            | 5,500            | 5,500            | -              | 0.0%         |                              |  |
| 750.000-Machinery & Equipment       |  | -                                  | 14,151           | -                | -                | -                | -                | -              | n/a          |                              |  |
| 751.000-Vehicle Purchase            |  | -                                  | 84,530           | -                | -                | 17,506           | -                | (17,506)       | -100.0%      |                              |  |
| 975.000-Interest Expense - Leases   |  | 12,638                             | -                | 17,306           | -                | -                | -                | -              | n/a          |                              |  |
| 995.000-Interest on Cash            |  | -                                  | -                | -                | -                | -                | -                | -              | n/a          |                              |  |
| <b>Total Expenditure</b>            |  | <b>1,266,141</b>                   | <b>1,096,527</b> | <b>1,285,454</b> | <b>1,204,802</b> | <b>1,382,302</b> | <b>1,551,595</b> | <b>169,293</b> | <b>12.2%</b> |                              |  |
| Net EJRP Program Fund               |  | (7,538)                            | 177,187          | 101,094          | 138,865          | 128,432          | 119,837          |                |              |                              |  |

| Costing Center                          | 259-30-16 - EJRP Preschool |                |                |                |                |                |                |              |  |  |
|---|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|--|--|
|   | 2022 Budget                | 2022 Actual    | 2023 Budget    | 2023 Actual    | 2024 Budget    | 2025 Budget    | \$ Change      | % Change     | Notes                                    |  |
| <b>Revenues</b>                         |                            |                |                |                |                |                |                |              |  |  |
| 020.313-Childcare                       | 390,475                    | 358,082        | 397,508        | 396,284        | 438,868        | 624,996        | 186,128        | 42.4%        |  |  |
| <b>Total Revenues</b>                   | <b>390,475</b>             | <b>358,082</b> | <b>397,508</b> | <b>396,284</b> | <b>438,868</b> | <b>624,996</b> | <b>186,128</b> | <b>42.4%</b> |  |  |
| <b>Expenditure</b>                      |                            |                |                |                |                |                |                |              |  |  |
| 110.000-Regular Salaries                | 193,272                    | 206,516        | 203,065        | 223,650        | 249,948        | 351,704        | 101,756        | 40.7%        |  |  |
| 120.000-Part Time Salaries              | 41,109                     | 41,520         | 37,480         | 22,690         | 12,186         | 14,024         | 1,838          | 15.1%        |  |  |
| 130.000-Overtime                        | -                          | 311            | -              | 276            | -              | -              | -              | n/a          |  |  |
| 210.000-Group Insurance                 | 98,852                     | 87,030         | 112,206        | 85,888         | 126,922        | 131,414        | 4,492          | 3.5%         |  |  |
| 220.000-Social Security                 | 18,038                     | 18,920         | 18,509         | 18,547         | 20,187         | 28,504         | 8,317          | 41.2%        |  |  |
| NEW-Act 76 Childcare                    | -                          | -              | -              | -              | -              | 1,230          | 1,230          | n/a          |  |  |
| 230.000-Retirement                      | 19,327                     | 20,535         | 20,307         | 13,484         | 23,098         | 32,564         | 9,466          | 41.0%        |  |  |
| 290.000-Other Employee Benefits         | 1,400                      | -              | 1,400          | -              | 1,750          | 2,450          | 700            | 40.0%        |  |  |
| 330.000-Professional Services           | 3,114                      | 2,376          | 3,114          | 7,862          | 3,114          | 6,665          | 3,551          | 114.0%       |  |  |
| 420.000-Cleaning Services               | -                          | -              | -              | -              | -              | 32,500         | 32,500         | n/a          | add \$32,500 from GF for cleaning        |  |
| 431.000-R&M Buildings and Grounds       | -                          | -              | -              | -              | -              | -              | -              | n/a          |  |  |
| 442.000-Rental of Vehicles or Equipment | -                          | -              | -              | -              | -              | 1,860          | 1,860          | n/a          | copier lease for Park St                 |  |
| 500.000-Training, Conferences, Dues     | 8,902                      | 2,768          | 5,100          | 8,296          | 7,500          | 11,750         | 4,250          | 56.7%        |  |  |
| 530.000-Communications                  | -                          | -              | -              | -              | -              | -              | -              | n/a          |  |  |
| 580.000-Travel                          | 1,728                      | -              | 1,728          | -              | 1,728          | 2,592          | 864            | 50.0%        |  |  |
| 610.000-General Supplies                | 4,500                      | 10,623         | 4,500          | 23,982         | 4,500          | 10,500         | 6,000          | 133.3%       | add \$4500 from GF for cleaning supplies |  |
| <b>Total Expenditure</b>                | <b>390,242</b>             | <b>390,599</b> | <b>407,409</b> | <b>404,675</b> | <b>450,933</b> | <b>627,757</b> | <b>176,824</b> | <b>39.2%</b> |  |  |
| Net EJRP Program Fund                   | 233                        | (32,517)       | (9,901)        | (8,391)        | (12,065)       | (2,761)        |                |              |  |  |



| Costing Center                | 259-30-17 - EJRP Summer Day Camps |                |                |                |                |                |               |              |       |  |
|-------------------------------|-----------------------------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|-------|--|
|                               | 2022 Budget                       | 2022 Actual    | 2023 Budget    | 2023 Actual    | 2024 Budget    | 2025 Budget    | \$ Change     | % Change     | Notes |  |
| Revenues                      |                                   |                |                |                |                |                |               |              |       |  |
| 020.313-Childcare             | 478,920                           | 494,133        | 538,825        | 571,617        | 618,635        | 689,296        | 70,661        | 11.4%        |       |  |
| <b>Total Revenues</b>         | <b>478,920</b>                    | <b>494,133</b> | <b>538,825</b> | <b>571,617</b> | <b>618,635</b> | <b>689,296</b> | <b>70,661</b> | <b>11.4%</b> |       |  |
| Expenditure                   |                                   |                |                |                |                |                |               |              |       |  |
| 110.000-Regular Salaries      | 50,310                            | 24,023         | 60,195         | 18,266         | 73,501         | 72,644         | (857)         | -1.2%        |       |  |
| 120.000-Part Time Salaries    | 293,123                           | 317,369        | 308,642        | 283,585        | 355,071        | 420,770        | 65,699        | 18.5%        |       |  |
| 130.000-Overtime              | -                                 | 22,518         | -              | 13,310         | -              | -              | -             | n/a          |       |  |
| 220.000-Social Security       | 26,273                            | 27,706         | 28,215         | 24,192         | 32,786         | 37,746         | 4,960         | 15.1%        |       |  |
| NEW-Act 76 Childcare          | -                                 | -              | -              | -              | -              | 1,628          | 1,628         | n/a          |       |  |
| 330.000-Professional Services | 9,290                             | 21,898         | 8,905          | 25,881         | 64,585         | 111,981        | 47,396        | 73.4%        |       |  |
| 580.000-Travel                | 51,399                            | 78,163         | 72,240         | 62,967         | 34,300         | -              | (34,300)      | -100.0%      |       |  |
| 610.000-General Supplies      | 31,631                            | 28,228         | 26,515         | 30,064         | 26,692         | 30,009         | 3,317         | 12.4%        |       |  |
| 626.000-Gasoline              | 100                               | -              | -              | -              | -              | -              | -             | n/a          |       |  |
| <b>Total Expenditure</b>      | <b>462,126</b>                    | <b>519,903</b> | <b>504,712</b> | <b>458,265</b> | <b>586,935</b> | <b>674,779</b> | <b>87,844</b> | <b>15.0%</b> |       |  |
| Net EJRP Program Fund         | 16,794                            | (25,770)       | 34,113         | 113,351        | 31,700         | 14,517         |               |              |       |  |

**CITY OF ESSEX JUNCTION CITY COUNCIL  
NOTICE OF PUBLIC HEARING  
May 22, 2024  
6:30 p.m.  
Essex Jct., VT 05452**

The City of Essex Junction City Council will hold a public meeting to discuss proposed changes in water, wastewater, and sanitation rates. The meeting will be held at the City Office, 2 Lincoln Street, Essex Junction, Vermont, and remotely via Zoom, and accessible clicking the following link or calling the following conference call number:

[Join Zoom Meeting](#)

Audio Only: (888) 788-0099

Meeting ID: 944 6429 7825

Passcode: 635787

Water, Wastewater and Sanitation rates are proposed to increase a combined 2.67% or \$17.52 per year for an average user consuming 120 gallons of water per day. The Large User Water rate is proposed to increase 42.61% to \$0.157 per 1,000 gallons. The Wholesale Wastewater Treatment rate is proposed to increase 0.59% to \$4.171 per 1,000 gallons. The Water, Wastewater and Sanitation budgets are available at [www.essexjunction.org](http://www.essexjunction.org).

Please direct questions to Finance Director Jess Morris at [jmorris@essexjunction.org](mailto:jmorris@essexjunction.org) 802-878-6944.

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
MINUTES OF MEETING  
March 27, 2024**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Wendy Hysko, Library Director; Harlan Smith, Interim Building Coordinator.

**OTHERS PRESENT:** Dorothy Bergendahl, Jim Conley, Helen Donahey, Jean Grant, Ursula Haverback, Karen Hergesheimer, Fred Leuchter, Resa Mehren, Nick Meyer, Tim Miller, Rick Monet, Sheila Porter, Warren Spinner, Dennis Thibeault.

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

3. **APPROVE AGENDA**

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Karen Hergesheimer thanked Councilor Certa for coming to a library event for the public and said that they had a good conversation and she appreciates him coming and participating. She thanked staff of the Brownell Library for all of the work that they do in the community.

5. **BUSINESS ITEMS**

a. Library DH Brief to Council

Director Hysko began by thanking Councilor Haney for attending last week's Library Trustee meeting. She said that the library is quite busy and continues to see high visitor volumes from all ages. She said that she is working with the City on planning for a roof replacement, and has applied for a large grant to help pay for that, as well as to pay for upgrades to make the front entrance more ADA-accessible. Councilor Chawla asked when the City will hear back about the grant, and Director Hysko replied that they should hear back this summer, and that the grant is quite competitive, though she believes that the City is a good candidate.

Councilor Certa acknowledged the significant number of challenges occurring at Brownell, saying that he looks forward to hearing from staff and Trustees on possible solutions and collaborating to improve the challenges. He also acknowledged the overwhelming support in the community for the library. He said that he has heard specific feedback from many members of the public who would like the library to be open on Saturdays during the summer. Director Hysko noted contractual and budgetary constraints around increasing hours on Saturdays, but thanked Councilor Certa for this feedback.

Councilor Chawla asked for details about the different ways that users can access the library and its materials. Director Hysko replied that the library has print materials that visitors can access and check out, an extensive audio-visual collection, digital audiobooks, e-books, and magazines, which are available on-demand, ten public computers, laptops, a newspaper database that includes local papers, online streaming, magazines in non-English languages, robust kids programming, and a library of things (garden tools, instruments, other types of tools, various pieces of equipment, and games that can be checked out).

54 Councilor Certa asked how the library approaches being accessible to the City’s non-English-speaking  
55 New American community. Director Hysko replied that there have been challenges with language  
56 barriers, but that there are translation services available electronically that have helped. She noted that  
57 the youth of the New American community tend to also help interpret and interact with staff, as they tend  
58 to learn English more easily through their participation in the school system. Councilor Certa asked  
59 whether there may be perceived barriers to accessing the library on the part of the New American  
60 community, and Director Hysko spoke about outreach activities that the youth staff conduct in the  
61 schools to provide education on the library as a resource.

62  
63 Director Hysko spoke about the limited hours of operation and lack of a pay phone at the train station,  
64 saying that she has witnessed it causes stress among some community members who may not have a  
65 smartphone nor another way of purchasing tickets if they arrive at the station and it is closed. She noted  
66 that many of these individuals come to the Brownell Library in search of a pay phone or internet  
67 connection to help with purchasing tickets and checking schedules. She asked that this be taken into  
68 consideration as the City pursues more upgrades at the train station.

69  
70 The following public comments were received:

- 71 • Jean Grant, a Library Trustee, spoke about some of the other library initiatives and programs.  
72 She noted that the library has a seed swap program, as well as a museum pass check-out  
73 program.

74  
75 b. Update from Tree Advisory Committee

76 Nick Meyer, Chair of the Tree Advisory Committee, provided an update on the committee’s activities this  
77 past year, as well as spoke about the general benefits of having a healthy urban forest in the City. He  
78 noted that the Tree Committee has planted around 250 trees since it was formed (37 in the past year).  
79 He spoke about the committee’s partnership with Branch Out Burlington to buy young trees, grow them  
80 for several years, and plant them in the City. He spoke about Arbor Day outreach events to local schools.  
81 He spoke about the City’s Tree City USA designation and associated requirements. He spoke about  
82 community engagement events over the past year. He spoke about various collaboration activities with  
83 the Development Review Board as well as the Public Works Department.

84  
85 Warren Spinner, a member of the Tree Advisory Committee, spoke about the discovery of the Emerald  
86 Ash Borer beetle in Essex Junction in December. He spoke about the committee’s work to spread the  
87 word among the community about this infestation. He said that the City has been proactive and has  
88 worked since 2019 to remove about 60 ash trees from the City (and has about 100 more of them to still  
89 remove). He said that the City has also received a grant from the State to help with this remediation and  
90 to replace the trees that were removed with more diverse species. Councilor Chawla asked how a  
91 resident could ask for a replacement tree on their private property, and Mr. Spinner described the  
92 process, saying that the City would plant a replacement tree and maintain it for a year. Councilor Certa  
93 asked about the impact of the Emerald Ash Borer beetle on the public parks and green spaces. Mr.  
94 Spinner replied that the only public park with native ash trees growing is Cascade Park. Councilor Haney  
95 asked about removal of ash trees on private property, and Mr. Spinner replied that the property-owner  
96 would need to cover the cost, but that the Tree Advisory Committee could serve as technical advisors  
97 and consultants to assist in selecting replacement trees. Councilor Chawla asked if there is state funding  
98 to help homeowners remove trees, and Mr. Spinner replied that though the cost of tree removal is not  
99 covered by the state grant the City has, the grant will cover the cost of planting on private property.

100  
101 c. 2 Lincoln Remodel Update and Discussion

102 Building Coordinator Smith began by speaking about the design phase and cost estimates for the  
103 renovation project for 2 Lincoln Street. He noted that the initial cost estimate came in high, which

104 required revisions to the scope of the project to reduce its cost to fit within the budget. He noted that the  
105 second iteration of cost estimates after the change in scope are also above the budget of funds available  
106 for the project. City Manager Mahony provided a more detailed description of the current and proposed  
107 layouts once renovations are completed, if the City pursues the current scope of work for the project.  
108

109 Building Coordinator Smith described what had been in the original project scope and what has been  
110 removed as a result of the first value engineering exercise. He noted that the original scope proposed  
111 to upgrade the building to three-phase power, relocate its generator, add an elevator, address the lobby  
112 and resident services, address public bathrooms and meeting spaces, address the office space layout  
113 for security, workflow, and efficiency, address the HVAC system and install it on the roof to maintain  
114 basement storage, and accommodate Teen Center needs where possible. He said that this scope's cost  
115 estimates were outside of the target for the project's budget, at which point a value engineering exercise  
116 was conducted to remove certain parts of the scope and reconfigure others to be done more cost-  
117 effectively. He said that these changes included leaving the building's power as single-phase, changing  
118 certain aspects of the lobby, reducing the vestibule from three bays to one bay and addressing ADA  
119 concerns to the vestibule, moving the HVAC system to the basement, adding a sewer line lining, and  
120 addressing door replacements and Teen Center types of flooring. He said that even after this exercise,  
121 the new cost estimates are still outside of the target for the project's budget by about \$350,000. City  
122 Manager Mahony said that they are now moving forward without taking a second round of items out,  
123 and would like to put this project out to bid to obtain actual cost estimates from contractors.  
124

125 Councilor Chawla said that he would like to approach this project in a way that enough renovation occurs  
126 to not need future upgrades in the near-term, and that he would like it if the City can find enough funding  
127 to have meaningful and needed renovations now. He said that in terms of feedback, he would have liked  
128 to see public restrooms be included in the scope, noting that they came out after the first value  
129 engineering exercise. He also asked whether going with the more expensive energy option now might  
130 pay off in increased energy efficiency and savings in the future. He expressed a desire to look at  
131 including window restoration and resealing back into the scope of work. He also noted that it is difficult  
132 to tell how much of a cost impact the Teen Center is having on the project, so firmer estimates for that  
133 line item specifically would be helpful to see. He asked whether the sewer lining could be funded through  
134 the capital budget.  
135

136 Councilor Haney said that she anticipates that once this goes out to be and preliminary estimates come  
137 back, it will be high and will necessitate further reduction in scope anyway. Building Coordinator Smith  
138 replied that though the market will not return to pre-Covid levels, some of the trades have been able to  
139 obtain more labor and become more competitive, which is why the City is pursuing obtaining a  
140 Guaranteed Maximum Price, which should reflect the true costs. He said that they do not anticipate the  
141 cost being much different than the current \$2.9 million estimate. City Manager Mahony noted that if they  
142 do not receive the library grant funding, they could have around \$200,000 available potentially for this  
143 project. She also noted that there are energy grants from the state available, though the City would not  
144 likely qualify for some of them because it is not low-income. She said that the LOT fund would be the  
145 only other bucket of funding available for this.  
146

147 Councilor Brown said that if there are opportunities to get firmer estimates from potential contractors, he  
148 is supportive of that as a way of moving forward. He also said that the City should get a head start on  
149 addressing its future building needs in terms of the Fire Department and Public Works buildings, and  
150 think about the option of bonding.  
151

152 Councilor Certa expressed concern about removing the vestibule from the project scope list completely,  
153 and also expressed concern about not making some of the public safety improvements. He asked about

154 the electric vehicle charging station and whether it could potentially be a revenue-generating  
155 mechanism. City Manager Mahony said that she would look into this further. Building Coordinator Smith  
156 noted that an EV charging station may be a new requirement at the state level for new buildings or  
157 buildings undergoing renovation.

158  
159 Building Coordinator Smith suggested that they could request alternate add pricing estimates in RFP  
160 responses from contractors, to get a sense of what various wish-list items would cost if they were  
161 pursued in addition to the base scope of work (for example, a bidder could include an optional cost  
162 estimate for heat pump installation in addition to the replacement of the heating system). He said that  
163 the window restoration and resealing line item would also be a good candidate for an alternate add  
164 estimate. Councilor Haney asked about the benefits of going to a three-phase energy power system.  
165 Building Coordinator Smith explained that it is more energy efficient, though the payback would be longer  
166 (50 to 100 years) than some other energy efficient solutions, because the building runs on a generator  
167 system. He said that it would improve the longevity of the equipment, as well, but that the three-phase  
168 system line item was a relatively easy item to remove from the scope. Councilor Thibeault agreed with  
169 the approach of having alternate adds included in bid responses to the RFP for this project. She said  
170 that they should also keep the Land Development Code and the City's Energy Plan in mind when  
171 developing this project scope.

172  
173 Building Coordinator Smith said that they are targeting releasing an RFP in May with responses due  
174 back in early June.

175  
176 The following public comments were received:

- 177 • Dorothy Bergendahl asked for more information about the Senior Center and what will occur with  
178 it in the context of this renovation project, including the timeline for renovation and what changes  
179 are being made to the space. City Manager Mahony said that the City offices will move into that  
180 senior space during renovation and that there is a level of contaminant work that will be done  
181 even before the office space moves into the Senior Center. She said that previously-  
182 communicated timelines have not changed.

183  
184 d. Discussion & Consideration of Green Mountain Transit Funding Support

185 City Manager Mahony said that GMT for the last number of years has been working with ARPA and  
186 one-time funding from the federal government to help manage their operations and have been  
187 experiencing increased costs. She said that they are confronted with a bad fiscal situation in FY25 and  
188 an even worse fiscal situation in FY26, as much of this federal funding will sunset at that time. She said  
189 that the state has been trying to come up with solutions for how to address some of these funding  
190 challenges and gaps and decreased revenue in the transportation fund. She said that GMT's ask is  
191 currently an ask of the state legislature. She noted that Burlington's City Council approved a resolution  
192 of support and Shelburne is also working on a letter of support to its legislative delegation as well. She  
193 offered to develop a letter of support for GMT on behalf of Essex Junction as well, if Councilors are  
194 amenable. Councilor Chawla said that Burlington's resolution is a good starting point for a letter, as well  
195 as the talking points from GMT itself. He said it would be worth noting that Essex Junction is on one of  
196 the busiest GMT routes in the City and that all of the planning and potential development for tackling the  
197 housing crisis requires an investment in public transportation in order to be successful. Councilor Haney  
198 noted that the Town of Essex should have a serious role in this as well, and suggested partnering with  
199 them to reach out to the legislative delegation. Councilor Chawla also suggested creating and pushing  
200 out a call to action on Front Porch Forum for residents to reach out to their legislators on this topic.

201  
202 **Councilor Brown made a motion, seconded by Councilor Haney, to authorize the City Council**  
203 **President to sign a letter on behalf of the City Council asking Chittenden County State**

204 **Representatives and State Senators to support the recommendations of the Report on Funding**  
205 **Sources for Public Transit Nonfederal Match into the transportation bill. The motion passed 5-0.**  
206

207 6. **CONSENT ITEMS**

- 208 a. Approve Meeting Minutes: March 13, 2024  
209 b. Approve Finance Policy Updates  
210 c. Approve Annual Local Emergency Management Plan  
211 d. Approve Gem & Mineral Club Banner Application  
212

213 **Councilor Certa made a motion, seconded by Councilor Haney, to approve the consent agenda.**  
214 **The motion passed 5-0.**  
215

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

217 City Manager Mahony noted that City offices and the Library will be closing at noon on April 8, 2024 for  
218 the solar eclipse. She noted that the City offices has pairs of eclipse glasses for distribution to the public.  
219 She noted that certain residents may receive correspondence from MSK Engineers, and said that this  
220 is a legitimate communication pertaining to a lead line inventory project to identify and remove any  
221 remaining lead service lines in the community.  
222

223 Councilor Chawla apologized to the community once more for the racist and hate-filled speech that has  
224 occurred at a number of City Council meetings (including tonight's). He said that the City is actively  
225 working with its attorney, the Vermont League of Cities and Towns, and the anti-defamation league to  
226 determine what is and isn't permissible in terms of limiting speech at public forums.  
227

228 8. **READING FILE**

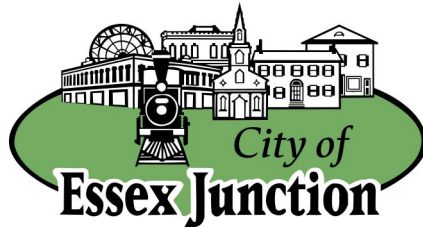
- 229 a. Check Warrant #240398 3/22/2024  
230 b. Planning Commission Minutes 3/7/2024  
231 c. Bike Walk Advisory Committee Minutes 3/18/2024  
232 d. Essex Restorative Justice Report  
233

234 9. **EXECUTIVE SESSION**

235  
236 10. **ADJOURN**  
237

238 **Councilor Haney made a motion, seconded by Councilor Certa, to adjourn the meeting. The**  
239 **motion passed 5-0 at 8:26 P.M.**  
240

241 Respectfully Submitted,  
242 Amy Coonradt



## 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:** April 10, 2024

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## Issue

The issue is whether the Council will approve the Liquor and Tobacco License applications for businesses in the City of Essex Junction listed in the April 4, 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 (serves beer & wine on premises):

- Jake Tran – The Firebird Café, 1 Main Street, includes outside consumption

1<sup>st</sup> and 3<sup>rd</sup> class (serves beer, wine & spirits on premises):

- Brown Lab Pub Co. – McGillicuddy's Five Corners, 4 Pearl St, Ste 105, includes outside consumption
- Kanz Corporation – On Tap Bar and Grill, 4 Park Street, includes outside consumption
- SE & NP, Inc. – Park Place Tavern, 38 Park St, includes outside consumption (see separate memorandum from Detective Corporal Nicholas Van Winkle)
- Vespa Foods Inc. – Vespa's Pizza Pasta & Deli, 99 Pearl Street.

2<sup>nd</sup> class (sells beer and wine for off-premise consumption):

- Wesco Inc. – Champlain Farms (Essex), 56 Pearl Street, includes tobacco and tobacco substitute
- KPH Drugs, Inc. – Kinney Drugs Store #21, 82 Pearl Street.

## Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License applications for businesses listed in the April 4, 2024 memorandum re: "Liquor License Applications".



**DEPARTMENTAL MEMORANDUM**



Date: April 4, 2024

---

**To:** Regina Mahony  
City Manager

**From:** Ron Hoague  
Chief of Police

**Subject:** Liquor License Applications

The police department conducted records review of the following first class liquor license applicants. There was nothing of concern found:

Jake Tran  
*Includes outside consumption*

DBA: The Firebird Cafe  
1 Main Street  
Essex Junction, VT 05452

Brown Lab Pub Co.  
*Includes 3<sup>rd</sup> class and outside consumption*

DBA: McGillicuddy's Five Corners  
4 Pearl Street, Suite 105  
Essex Junction, VT 05452

Kanz Corporation  
*Includes 3<sup>rd</sup> class and outside consumption*

DBA: On Tap Bar and Grill  
4 Park Street  
Essex Junction, VT 05452

SE & NP, Inc  
*Includes 3<sup>rd</sup> class and outside consumption*

DBA: Park Place Tavern  
38 Park Street  
Essex Junction, VT 05452

Vespa Foods Inc.

DBA: Vespa's Pizza Pasta & Deli  
99 Pearl Street  
Essex Junction, VT 05452

The police department conducted records review of the following second class liquor license applicants. There was nothing of concern found:

Wesco, Inc.

DBA: Champlain Farms (Essex)  
56 Pearl Street  
Essex Junction, VT 05452

KPH Drugs, Inc

DBA: Kinney Drugs Store #21  
82 Pearl Street  
Essex Junction, VT 05452

Chief of Police  
Ron Hoague  
(802) 878-1335



Dispatch  
(802) 878-8331

Detective Division  
(802) 879-4923

Records Division  
(802) 878-1337

Department Fax  
(802) 878-1340

## ESSEX POLICE DEPARTMENT

145 Maple Street  
Essex Junction, Vermont  
05452-3792  
www.epdvt.org

### MEMORANDUM

TO: City Council, City of Essex Junction  
2 Lincoln Street  
Essex Junction, Vermont 05452  
(802) 878-6944

FROM: Detective Corporal Nicholas Van Winkle  
Liquor Liaison, Essex Police Department

RE: Park Place Tavern Liquor License Renewal

Park Place Tavern located at 38 Park Street in the City of Essex Junction, has applied for their first- and third-class liquor license for 2024. During the 2023 license year the establishment had no incidents involving law enforcement. In January of 2024, the establishment had two incidents prior to their renewal. The incidents are outlined below. Both incidents were reported to the Vermont Department of Liquor Control.

**24ES000518/ 24VL000063**

**Date of Complaint: 01/19/2024**

An aggravated assault occurred on 01/19/2024. A pint glass was thrown at someone resulting in emergency surgery. The victim states he is blind except for seeing some shadows and light in his eye. Victim and friends state the Park Place Tavern never called the police or an emergency service, which neither were called. The offender was charged with aggravated assault.

DLL Investigator Matthew Gonyo I issued Park Place Tavern an Administrative Notice Of Agency Action, for a Violation of General Regulation #33 (Fights/Brawls/Illegal Conduct) in the form of a monetary fine. A second Administrative Notice Of Agency Action was issued, for a Violation Of General Regulation #16 (Intoxicated Patron On Premises/ Fail To Segregate), in the form of a written warning.

**24ES000889 /24VL000085**

**Date of Complaint: 01/31/2024**

The Essex Police Department Patrol Division received a complaint about an individual that had crashed into multiple vehicles. The individual admitted to coming from Park Place Tavern. The offender had a Blood Alcohol concentration of .084 % and was charged with Driving Under the Influence.

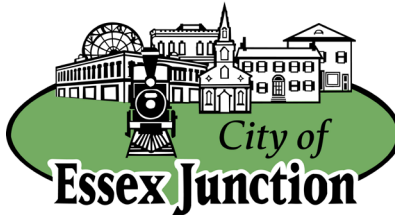
DLL Investigator Matthew Gonyo reported that “it would appear that although the arrestee was determined to be legally intoxicated at the time of the crash, the course of activity seems to fall more in line with the self-description of other medical issues possibly being a factor. In either event, I see no evidence that the licensee was in violation of any General Regulations while the arrestee was present on the premises. No action taken at this time.”

It is my recommendation at this time that licenses be approved, but we continued to monitor their interactions with law enforcement pertaining to violations pertaining to their first- and third-class liquor license.

Regards,

A handwritten signature in blue ink that reads "Nicholas Van Winkle". The signature is written in a cursive, flowing style.

Detective Corporal Nicholas Van Winkle  
Liquor Liaison, Essex Police Department



## **MEMORANDUM**

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE: April 10, 2024

SUBJECT: Participation in VTRANS grants-in-aid program for fiscal year 2025

**Issue:** Participate in Vermont Agency of Transportation (VTRANS) Municipal Roads Grants-in-Aid program for fiscal year 2025 (FY'25).

**Discussion:** VTRANS grants-in-aid program assists municipalities in complying with the requirements of the statewide Municipal Roads General Permit (MRGP). This permit requires municipalities to repair eroded catch basin outlets to help mitigate phosphorus in stormwater runoff. The money is allocated based on the amount of "hydrologically connected" road miles as defined by the MRGP. The connected roads prioritize which catch basin outlets need stabilization due to erosion. The City falls into the category of <5-10 Connect Road miles. For FY'25 we have been allocated \$6,875 towards an outlet stabilization project. A match of 20% is required and can include in-kind contributions ranging from transportation, use of municipally owned road equipment, crew labor, municipal staff time and other cost directly related to the repair work.

A signed letter of intent (attached) is required to indicate we want to participate in the program for Fiscal Year 2025. The letter is due May 11<sup>th</sup> with project completion between July 1, 2024-September 30, 2025.

**Costs:**

Grant award: \$5,500

Match required: \$1,375 (cash or in-kind)

Source of match: FY'25 Stormwater grant match account

Total funds towards project: \$6,875

**Recommendation:** It is recommended that City Council authorize the City Manager to sign the Letter of Intent to participate in the VTRANS Municipal Roads Grant-in-Aid program for fiscal year 2025.



**LETTER OF INTENT TO PARTICIPATE IN THE  
SFY25 MUNICIPAL ROADS GRANTS-IN-AID  
PROGRAM**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2025.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Duly Authorized Representatives)

Municipality: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Town Zip*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Town Clerk (2nd contact): \_\_\_\_\_ Email: \_\_\_\_\_

Unique Entity Identifier (SAM #) #: \_\_\_\_\_ Fiscal Year End Month (MM): \_\_\_\_\_

Note: Primary Contact is responsible for grant execution on Town’s behalf, Secondary Contact must be Town Clerk.

**This form must be submitted via email by May 10th, 2024 to indicate participation.**

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: [Grantsinaid@vermont.gov](mailto:Grantsinaid@vermont.gov)

**This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.**

# Memorandum

**To:** Regina Mahony – City Manager  
**From:** Tree Farm Management Group  
**Re:** Discussion and potential action clarifying Tree Farm Management Group board composition  
**Date:** April 1, 2024

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## Issue

This issue is to clarify the composition of the 11-member board for the Tree Farm Management Group and to move forward with filling the vacancy related to Town representation.

## Discussion

In the Lease Agreement between the Town of Essex, the City of Essex Junction, and the Tree Farm Management Group (TFMG) in January 2023, item 3c states:

By April 15, 2023 the composition of the 11 member TFMG Board of Directors shall be updated to meet the original intent of appointees from various organizations, municipalities, and interests, to address organizational changes and to ensure equal representation by the Town and City. Following this effort, TFMG will make every effort to fill all Board vacancies and maintain a full complement of Board members through the entirety of the lease.

Ahead of this deadline, the TFMG filled three vacant seats for representation from the Tree Farm neighborhood as well as an adult league that reserves the facility throughout the open season. The TFMG made continued efforts to fill the Essex Westford School District (EWSD) vacancy, including the Center for Technology, with no success.

Two seats remain vacant on the TFMG, which should be filled by a Town of Essex resident and a City of Essex Junction resident in order to have equal representation. All other seats are represented with the original intent from various organizations, primarily high-user clubs, and groups that reserve field space throughout the season at the Tree Farm. The 11-member board composition is recommended as:

1. Town of Essex Parks & Recreation Director
2. City of Essex Junction Recreation & Parks Director
3. Essex Westford School District
4. Vermont Soccer Association
5. Essex United Soccer
6. Nordic Soccer Club
7. Burlington Rugby Football Club
8. Adult Sport/Recreation
9. Local Resident
10. Town of Essex – appointed by the Town Selectboard

## 11. City of Essex Junction – appointed by the City Council

The TFMG shall interview and appoint Board seats for the local resident and adult sport/recreation seats. Clubs, the school district, and the recreation departments will appoint a representative from their organization, while the municipal governing boards will appoint a representative from each of their communities. This City of Essex Junction representative will meet all TFMG Board expectations, including regular attendance, communication, and input to the facility and business-related items. This individual shall work diligently with the TFMG Board to maintain a successful and smooth operation of the Tree Farm Recreational Facility, focusing on what is best for the City of Essex Junction.

### **Cost**

There is no cost associated with the recommended changes.

### **Recommendation**

It is recommended that the City Council move forward with an advertised vacancy on the Tree Farm Management Group, resulting in interviews and a final appointment of a resident of the City of Essex Junction.

Motion to approve the amendment to the signed Lease Agreement, originally dated January 17, 2023, to amend the board composition in section 3c, to detail membership. The 11-member Board of Directors for the Tree Farm Management Group shall include: one member appointed by the Selectboard, one member appointed by the City Council, a member from the school district, one staff member from the Town of Essex, one staff member from the City of Essex Junction, five individual club members and one local (Town or City) resident.

### **Attachments:**

1. TFMG Lease - Jan202



## TREE FARM RECREATION FACILITY LEASE

This Tree Farm Recreation Facility Lease (hereinafter "Lease") is made by and between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452, and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 (herein also referred to jointly as "Lessor") and the Tree Farm Management Group Corporation ("TFMG" or "Lessee") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452

### 1. PROPERTY

- a. Lessor does hereby lease and rent to Lessee, TFMG, property known as the Tree Farm Recreation Facility ("Property" or "Tree Farm"), which consists of approximately 99 acres of field and wooded areas in both the Town and City from the date of execution of this Lease through December 31, 2025.
- b. The Property includes the overflow parking lot off Old Colchester Road, next to the footbridge on the western side of the Property.
- c. The Property does not include the three buildings at the front of the complex, adjacent to the main access road.

### 2. TFMG'S RESPONSIBILITIES

- a. This Lease incorporates herein and is made in connection with the Management Agreement executed by the City, Town and TFMG dated January 17, 2023 ("Management Agreement").
- b. TFMG shall obtain and maintain, at its own expense, all permits, or licenses required for permitted activities on the Property and shall comply with the terms and conditions of any of those permits or licenses including, but not limited to, any Town, City or Act 250 permits.
- c. TFMG shall develop, operate, and maintain the Property in a safe and sanitary condition, consistent with the intended use, as a facility dedicated to field-based and non-motorized sports, as defined in the Management Agreement and paragraph 3d below. All costs of such development, operation, and maintenance of the Property shall be the responsibility of TFMG. TFMG shall be entitled to use the pole barn (so-called) building on the Property.
- d. TFMG shall comply with all laws and regulations of the United States of America and the State of Vermont, and all applicable local ordinances, codes, and regulations.
- e. TFMG shall pay any and all taxes or assessments that may be lawfully levied against TFMG by reason of its operations on the Property.
- f. TFMG shall maintain commercial general liability and premises liability insurance for the Property and shall ensure that any renters or group users also maintain insurance for any events hosted at the Property consistent with the following limits:

- i. Workers Compensation Insurance in accordance with the laws of the State of Vermont covering all employees of TFMG or any sub-lessee.
- ii. Commercial General Liability for Bodily Injury and Property Damage – combined single limits of no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- iii. Insurance policies shall be endorsed to show the Town and City are named as additional insureds.
- iv. TFMG shall provide a certificate of insurance to the municipal managers of the Town and City on an annual basis demonstrating that such policies have been issued and are in force, and that said insurance companies agree to notify the Municipalities/Lessor at least thirty (30) days prior to the date of termination or change in said policies.
- v. TFMG shall obtain a certificate of insurance that contains the same liability limits from any sub-tenant or sub-lessee using the Property for an event.

### 3. OTHER CONDITIONS

- a. Open Meeting Law: The TFMG shall comply with Vermont's Open Meeting Laws (1 V.S.A. §§ 310–314) for all management group meetings. Vermont's open meeting law requires all meetings of public bodies to be open to the public at all times unless a specific exception applies (i.e., Executive Session). The purpose of the law is to promote transparency, accountability, and better decision-making in government. The TFMG meeting schedule, agenda, and minutes will be posted on their regular media platforms and physically in the Town and City municipal buildings in addition to any other locations in order to comply with Open Meeting Law.
- b. TFMG will present to both legislative bodies (together or separately) a summary of the year's financials and overall operations between the months of September-December every year through the entirety of the Lease.
- c. By April 15, 2023 the composition of the 11 member TFMG Board of Directors shall be updated to meet the original intent of appointees from various organizations, municipalities, and interests, to address organizational changes and to ensure equal representation by the Town and City. Following this effort, TFMG will make every effort to fill all Board vacancies and maintain a full complement of Board members through the entirety of the Lease.
- d. The use of the Property shall be limited to passive recreation, associated uses, and field-based and non-motorized trail use, with exception to the parking lot, which may be used by other organizations for special events for no more than fifteen (15) days per calendar year (i.e., Champlain Valley Exposition, Essex High School, etc.) for overflow parking. Such use must be approved by the TFMG and agreed to by the Essex Police Department. TFMG shall not approve the use of the field space for parking or other use, except for

passive recreation and field sports, unless otherwise agreed to by the Essex Junction City Council and the Town of Essex Selectboard.

- e. TFMG will ensure inclusive and equitable field rental opportunities to current and future field-based recreation users to adapt to facility use needs and demands.
  - f. Finances:
    - i. A facility fee structure shall be established and posted by the TFMG for each of the next three operating seasons of this Lease, with the facility fee structure being included in the annual summary presented to the City Council and Town Selectboard each fall.
    - ii. Upon request, the TFMG shall make its financial records available for reasonable inspection and copying at reasonable times to the Lessor and the public.
  - g. It shall be made clear to the public, through signs and/or other mediums, that the Property is available to the general public for passive recreation and other uses, subject to reasonable regulations that may be adopted by the TFMG Board of Directors.
  - h. TFMG shall not discriminate based on race, religion, national origin, or sex, in any aspect of its operations, permitting, and approved sub-leases.
  - i. After the expiration of this Lease, neither the Town nor the City shall have any further obligation to TFMG, unless otherwise mutually agreed upon. TFMG shall leave the Property in a satisfactory condition or be financially responsible for the restoration of the Property by the Lessor or their private contractors.
4. **ASSIGNMENT:** This Lease may not be assigned without the prior written approval of the Town and City, which may be withheld for any reason. Assignment shall not be construed to mean regular field rentals, which are in the ordinary course of TFMG operations.
5. **TERMINATION:** This Lease may be terminated prior to its expiration in accordance with the provisions set forth in the Management Agreement under Section VIII.
6. **RELEASE OF LIABILITY.** – TFMG agrees to release, indemnify and hold harmless the Town and City, their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Property. Such indemnity shall include but not limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Lease or use of the Property by TFMG or its customers or users.

- 7. **INVALID PROVISIONS:** In the event that any covenant, condition, or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition, or provision shall not impact the remaining covenants, conditions or provisions, provided that the validity of any such covenant, condition or provision does not materially prejudice either the Town, City or TFMG in its respective rights and obligations contained in the valid covenants, conditions, or provisions of this Lease.
- 8. **PREVIOUS AGREEMENTS:** This writing supersedes and takes precedence over all other agreements written or oral, regarding the subject matter of this Lease, with the exception of the Management Agreement which is expressly made a part hereof and incorporated herein, and it is intended by the parties hereto as the final, complete, and exclusive expression of their agreement.

Dated at Essex Junction, Vermont, this 17 day of January, 2023.

Jim Beck  
 Witness  
 STATE OF VERMONT  
 COUNTY OF CHITTENDEN, SS

**TREE FARM MANAGEMENT GROUP**  
Jason Hennekey  
 It's Authorized Agent  
 Jason Hennekey

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Jason Hennekey duly authorized agent of the Tree Farm Management Group, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Tree Farm Management Group.

Cheryl Brown  
 Notary Public State of Vermont  
 Commission #0009833  
 Commission Expires: 1/31/2023

Cheryl Brown Deputy Town <sup>Essex</sup> Clerk  
 Notary Public  
 Commission Expires 1/31/2023

Janet Brown  
 Witness  
 STATE OF VERMONT  
 COUNTY OF CHITTENDEN, SS

**TOWN OF ESSEX**  
Gregory S. Duggan  
 It's Authorized Agent  
 Gregory S. Duggan

Cheryl Brown  
 Notary Public State of Vermont  
 Commission #0009833  
 Commission Expires: 1/31/2023

4  
 Cheryl Brown  
 Cheryl Brown  
 Deputy Town Clerk Essex  
 Notary Public  
 Commission Expires 1/31/2023

At Essex Junction in said County and State, this 17<sup>th</sup> day of January 2023, personally appeared Gregory S. Duggan duly authorized agent of the Town of Essex, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Town of Essex.

Jeff Beer  
Witness

CITY OF ESSEX JUNCTION  
Regina Mahony  
It's Authorized Agent  
Regina Mahony

STATE OF VERMONT  
COUNTY OF CHITTENDEN, SS

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Regina Mahony duly authorized agent of the City of Essex Junction, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the City of Essex Junction.

Cheryl Brown  
Notary Public State of Vermont  
Commission #0009833  
Commission Expires: 1/31/2023

Cheryl Brown  
Cheryl Brown Essex  
Deputy Town Clerk  
Notary Public  
Commission Expires 1/31/2023

State of Vermont  
County of Chittenden, SS

# Memorandum

**To:** Regina Mahony – City Manager  
**From:** Tree Farm Management Group  
**Re:** Discussion and potential action on amending the joint Management Agreement between the Town of Essex, the City of Essex Junction, and the Tree Farm Management Group  
**Date:** April 1, 2024

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## Issue

The issue is to amend the joint Management Agreement between the Town of Essex, City of Essex Junction, and the Tree Farm Management Group to match and align with the operations of the Tree Farm Management Plan.

## Discussion

The Tree Farm Management Group (TFMG) submitted a Management Plan in December 2023, outlining standard and current operations practices, policies, and procedures to the overall management of the facility located at 189 Old Colchester Road. After review, both municipal managers discovered a few discrepancies between the submitted Management Plan (Tree Farm) regarding the Municipal Park Ordinances and the signed Management Agreement between the three entities for the current lease and management timeframe of January 2023 – December 2025. One discrepancy noted from the signed Management Agreement that is slightly different than in the TFMG's Management Plan, as submitted, is as follows:

### Management Agreement (signed 1/17/2023)

IV. Operations – a: The Facility will open for reservations from 8 a.m. until dusk each day, from late May – October. The Facility is accessible to the public year-round by ways of the recreation path, adjacent public roads or overflow parking area.

### The Management Plan (submitted by the TFMG on 12/22/2023)

General Rules & Conditions – Operating Hours:

- The facility opens before the first reservation of the day and closes 30 minutes after the last reservation or 30 minutes after sunset (dusk).
- The main entrance remains closed if no reservations are scheduled.
- The reservation season for the facility is late April/early May - late October/early November.

The other discrepancy noted from the municipal park ordinances (for both the Town of Essex and City of Essex Junction), is the dog policy, as it differs from the policy stated in the Management Plan submitted by the TFMG:

## **Esse Junction Ordinance, Chapter 03 – Public Parks**

### **310 Animals**

- A. No domestic animals, except dogs, shall be permitted in any park.
- B. Dogs shall be under control of the owners or handlers and be held on leash.
- C. All dogs must wear a collar or harness with current license attached. Any dogs visiting from another town, city or state must wear a collar or harness with current license of said jurisdiction.
- D. Service animals shall adhere to the American with Disabilities Act regulations.
- E. If a dog defecates on park property, the owner, agent, or guardian of the dog shall be required to pick up any fecal matter and properly dispose of it in a trash receptacle or take it off park property and dispose of it. This is true for unleashed exemptions as well.
- F. The director may designate areas within parks where dogs are prohibited. These dog restricted areas shall be properly marked with signage.
- G. Dogs may be unrestrained by leash, cord, or chain in the following places:
  - a. Within the confines of the fenced-in dog park located at 111 West Street, according to the regulations for use of the park.

### **The TFMG Management Plan’s Dog Policy states (page 7):**

- Dogs are prohibited on playing surfaces
- Dogs are allowed at the Tree Farm Facility. Dogs must be on leash and dog owners are responsible for waste disposal. Dog owners must follow the City of Essex Junction and Town of Essex dog ordinances.
- Dogs are strongly discouraged during tournaments and large events, as the areas they can go will be limited.

The TFMG will ensure that operations policies, communication (direct and via the website), on-site signage, align with Town and City ordinances pertaining to the dog policy. The Tree Farm Management Group will allow leashed dogs at the facility, and that signage at the facility, along with direct and online communication, will be updated to match this policy and municipal ordinances. The TFMG will also remind all clubs and users of the facility that it is recommended all dogs should not be present during tournaments and large events for the safety of all playing and spectating.

### **Cost**

There is no cost associated with the recommended amendments and updates.

### **Recommendation**

It is recommended that the Essex Junction City Council amend the signed Management Agreement to generalize the open and close schedules for the reservation season at the Tree Farm, as this is

based on the calendar, weather, and field readiness.

I, (City Council Member), motion to approve the amendment to the signed Management Agreement, originally dated January 17, 2023, to amend the facility reservation season from “late May to October” to read “late April/early May - late October/early November”, as noted in the TFMG’s Management Plan, dated December 2023.

**Attachments:**

1. Town-City-TFMG Management Agmt Jan2023
2. TFMG - Management Plan Dec2023
3. Essex Junction ordinance Chapter 03 – Public Parks APPROVED



**Chapter 03  
PUBLIC PARKS**

**Sections:**

- 301 Parks Defined**
- 302 Administration and Operation**
- 303 Permit—Required When—Application and Fees**
- 304 Groups May Not Impose Use Charges**
- 305 Permits**
- 306 Permit—Cancellation Conditions**
- 307 Park Hours**
- 308 Speed**
- 309 Motor Vehicles**
- 310 Animals**
- 311 Disorderly Conduct**
- 312 Bathing**
- 313 Public Nudity**
- 314 Use of Tobacco, Marijuana, and Smoking Prohibited**
- 315 Alcoholic Beverages / Controlled Substances**
- 316 Fire**
- 317 Fireworks**
- 318 Firearms / Hunting**
- 319 Injuring Birds, Nests, Eggs or Animals**
- 320 Rubbish and Recycling**
- 321 Vending and Soliciting Prohibited**
- 322 Drones**
- 323 Metal Detectors**
- 324 Cutting, Pruning or Removing Trees, Shrubs, Plants**
- 325 Planting of Trees**
- 326 Damage to Parks**
- 327 Enforcement**
- 328 Violations - Penalties**
- 329 Severability**

**301 Parks Defined**

- A. The following shall constitute the parks of the City of Essex Junction and be used as such by the public under the rules and regulations as set by Essex Junction Recreation & Parks (EJRP). It includes all facilities, amenities, parking lots, and grounds within park boundaries.
  - a. Cascade Park
  - b. Maple Street Park
  - c. Meadow Terrace Community Garden
  - d. Stevens Park
  - e. Tree Farm Recreational Facility
  - f. West Street Community Gardens
  - g. West Street Dog Park

**302 Administration and Operation**

- A. All City parks will be operated, maintained and administered under the direct control and supervision of the Recreation & Parks Director (hereinafter “director”).

### **303 Permit—Required When— Application and Fees**

- A. Permits shall be acquired by any group totaling 6 or more persons, including organizations and teams, who desire exclusive use of rentable areas of the City parks. These areas must be reserved in advance through the director, and reasonable fees may be charged in accordance with the rules and regulations as established by the director.
- B. Application for permits must be signed by an authorized representative of the group, who will be accountable for any damage or loss of property arising from such use.

### **304 Groups May Not Impose Use Charges**

- A. No group or team may impose charges on persons or parties using the park or recreation facilities.

### **305 Permits**

- A. Depending on the size of the group and nature of the event, the permitters may be required to sign an agreement with the City that contains an indemnity provision and may need to provide event insurance that names the City as an additional insured.
- B. No person or group to whom a permit is issued shall be released from any personal liability because of the issuing of a permit, and shall hold and shall agree to hold the City of Essex Junction and its employees free and harmless from any and all liability by virtue of their use of the park.
- C. Any permit issued shall be a binding agreement or contract between the persons to whom it was issued and the parks and recreation department.
- D. Whenever such permit is revoked, no part of the fee paid therefore shall be returned.

### **306 Permit—Cancellation Conditions**

- A. Permits may be canceled by the director or City Manager if the intent of the permit is violated or if the permit holders/users violate any of the park rules and regulations.

### **307 Park Hours**

- A. All parks and recreation areas shall be closed between 9 p.m. and 7 a.m. unless there is a recreation department sponsored activity taking place or a permit for other hours is obtained in advance from the director. Trespassing signs shall be posted at each park in accordance with state statutes.
- B. Camping is allowed at Maple Street Park with a permit from the director.

### **308 Speed**

- A. The maximum vehicle speed within the park boundaries, including parking lots, shall be 5 miles per hour.

### **309 Motor Vehicles**

- A. All state statutes regulating motor vehicle operation or other motorized vehicles shall be applicable within the confines of any park.
- B. The director may allow vehicles in prohibited areas for special events occurring in such areas.
- C. Parking is allowed only in designated areas or as directed by the director. Violators may be towed at the owner's expense.

### **310 Animals**

- A. No domestic animals, except dogs, shall be permitted in any park.
- B. Dogs shall be under control of the owners or handlers and be held on leash.
- C. All dogs must wear a collar or harness with current license attached. Any dogs visiting from another town, city or state must wear a collar or harness with current license of said jurisdiction.
- D. Service animals shall adhere to the American with Disabilities Act regulations.
- E. If a dog defecates on park property, the owner, agent, or guardian of the dog shall be required to pick up any fecal matter and properly dispose of it in a trash receptacle or take it off park property and dispose of it. This is true for unleashed exemptions as well.
- F. The director may designate areas within parks where dogs are prohibited. These dog restricted areas shall be properly marked with signage.
- G. Dogs may be unrestrained by leash, cord, or chain in the following places:
  - a. Within the confines of the fenced-in dog park located at 111 West Street, according to the regulations for use of the park.

### **311 Disorderly Conduct**

- A. No person shall engage in disorderly conduct as defined in 13 V.S.A. § 1026 in any park of the City of Essex Junction.
- B. No person shall make, cause to be made, or depict graffiti, indecent figures, letters, words or write indecent or obscene words on natural or manmade park property.

### **312 Bathing**

- A. Removing bathing apparel or swimwear in public view is prohibited. "Bathing apparel or clothing" includes bathing suits, or clothing worn for bathing purposes including, but not limited to shorts, cutoffs, or swim trunks.

### **313 Public Nudity**

- A. No person shall knowingly or intentionally in a public place:
  - a. Engage in sexual intercourse;
  - b. Be nude
  - c. Fondle their genitals;
  - d. Fondle the genitals of another person;
  - e. Fondle their breasts;
  - f. Fondle the breasts of another person.

### **314 Use of Tobacco, Marijuana, and Smoking Prohibited**

- A. It shall be unlawful to use or smoke any tobacco products, cigarettes, smokeless tobacco, electronic cigarettes, tobacco substitutes, nicotine products, or marijuana (including medical marijuana) in the parks. Smoking is defined as the act of inhaling a burning product of any type, including but not limited to the use of flammable products, vape, electric devices, or water devices, which by use creates a smoke or vapor which may be inhaled.
- B. Exceptions:
  - a. Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered to be tobacco substitutes.

### **315 Alcoholic Beverages / Controlled Substances**

- A. No malt, vinous or spirituous liquors or other controlled substances under federal or state law, shall be permitted within park boundaries.
- B. Exceptions
  - a. Groups may obtain a permit from the director to host a private event with alcohol being served. All Vermont State laws must be adhered to.
  - b. The parks and recreation department may host an event with alcohol being served by obtaining permission from the City Council. All Vermont State laws must be adhered to.

### **316 Fire**

- A. Fires shall be built only in fire pits, fireplaces or charcoal grills at picnic and camping areas except as otherwise provided in these rules and regulations or unless a permit for other areas is obtained in advance from the director.
- B. All fires must be attended and under control at all times and extinguished completely when unattended.

### **317 Fireworks**

- A. No fire crackers or other explosive devices shall be displayed or discharged in the park without a permit from the City Council.

### **318 Firearms / Hunting**

- A. No person shall carry or have any firearms in any parks, except any law enforcement officer or animal control warden in the course of duty.
- B. All parks fall within the area where discharge of firearms is prohibited.
- C. A person who intends to set a trap for any animal on any park property shall, prior to setting the trap, request permission from the director. The director may, at any time, refuse to grant permission to set a trap or at any time revoke the permission if previously granted.

### **319 Injuring Birds, Nests, Eggs or Animals**

- A. No unauthorized person shall disturb, destroy or injure any bird, bird's nest, eggs, or any squirrel or other animal.

### **320 Rubbish and Recycling**

- A. The parks are to be kept in a neat, clean and sanitary condition at all times.
- B. No glass containers shall be permitted within the park boundaries.
- C. All refuse and recycling shall be placed in receptacles provided for that purpose. If receptacles are not available, all refuse and recyclables shall be carried out of the park by the user/consumer.

### **321 Vending and Soliciting Prohibited**

- A. There shall be no soliciting, vending, sale or rental of goods, products, wares or services without a special permit secured in advance from the director.

### **322 Drones**

- A. Anyone wishing to fly a drone over park property must first obtain a permit from the director. The director may establish regulations related to the use of drones. Any person who obtains a drone permit to operate a drone in a park shall also be required to be in compliance with all applicable state and federal regulations.

**323 Metal Detectors**

- A. Metal detecting activity is permitted in parks with advanced permission from the director.
- B. Metal detecting activity cannot interfere with park use or activities.
- C. Only “probes” such as a screwdriver no larger than 3/8" diameter are allowed. Shovels, trowels, plug cutters and knives are not permitted. Metal must be removed with minimal sod disturbance. Sod may not be lifted in any manner. There should be no noticeable impact to park property resulting from metal detecting activity.
- D. Trash and scrap metals must be removed and disposed of in an appropriate manner.

**324 Cutting, Pruning or Removing Trees, Shrubs, Plants**

- A. No plant, tree or shrub may be uprooted or cut without a written permit from the director.
- B. No person shall take or carry away a plant, flower, vine, vase, pot or other vessel used for flowers or plants.
- C. Wild berries, fruits, seeds, nuts or mushrooms may be collected only for personal use at the risk of the collector, and must be consumed on park property. Commercial harvesting of such items for profit is allowed only with a special permit from the director.

**325 Planting of Trees**

- A. No tree shall be planted in any public park without the approval of the director.

**326 Damage to Parks**

- A. No person shall pick any flowers, fruit or foliage, or cut, break, dig up, or in any way mutilate or injure any tree, shrub, plant, grass, turf, railing, seat, bleachers, fence, structure, or equipment in the parks, or cut, carve, paint, mark or paste on, mar or otherwise deface any trees, stone, fence, wall, building, monument or other natural or manmade City property.
- B. No person shall post anywhere in the parks or on vehicles at the parks any bills, advertisements, banners or inscription whatsoever without permission of the director.
- C. Approved bills, advertisements, banners or inscriptions shall not be posted longer than approved by the director.
- D. Bills, advertisements, banners or inscriptions that do not adhere to the approval guidelines will be promptly removed.

**327 Enforcement**

- A. This is a civil ordinance and shall be enforced as set forth in 24 V.S.A. § 1974a et seq.

**328 Violations – Penalties**

- A. Any person in violation of any provisions of this Chapter may be fined. If any violation continues, each day shall constitute a separate violation.

- a. Waiver Fees

- i. An issuing municipal official is authorized to recover a waiver fee, in lieu of a civil penalty, for any person who declines to contest a municipal complaint and pays the following waiver amount for each violation:

|   |          |
|---|----------|
| First Offense                                       | \$50.00  |
| Second Offense                                      | \$100.00 |
| Third and subsequent Offense                        | \$200.00 |
| Offenses shall be counted on a calendar year basis. |          |

- b. Civil Penalties

- i. An issuing municipal official is authorized to recover civil penalties in the following amounts for each violation:

|               |          |
|---------------|----------|
| First Offense | \$100.00 |
|---------------|----------|

Second Offense \$200.00

Third and subsequent Offense \$400.00

Offenses shall be counted on a calendar year basis.

B. In addition to the enforcement procedures available before the Judicial Bureau, the municipal manager or designee is authorized to commence a civil action, pursuant to 24 V.S.A. Chapter 117, to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law.

C. Essex Police, at their own discretion or at the request of the director, may issue a notice of trespass from park property for up to one year to individuals violating parks ordinances.

**329 Severability**

A. If any portion of this ordinance and any amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments made hereto shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance shall be amended, this ordinance shall be deemed to refer to such statute as amended.

## Management Agreement

- I. This Management Agreement is made between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452 and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 and the Tree Farm Management Group Corporation ("TFMG") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452 ("Management Agreement") is made on this 17<sup>th</sup> day of January, 2023, and effective as of January 1, 2023.
- II. This Management Agreement governs the operation of approximately 98 acres of field and wooded areas at the Tree Farm Recreation Facility ("Facility"), which is currently and shall continue to be used exclusively for field-based sports, non-motorized trail use and associated uses as defined below. This Management Agreement is being entered into to ensure that the management of the Tree Farm Recreation Facility is coordinated jointly between the Town and the City.
- III. **Definitions** - Throughout this Management Agreement, the following definitions apply:
  - a. **Facility** - the field and wooded areas (comprising approximately 98 of the 99 acres) of the Tree Farm Recreation Facility. This does not include the approximately one-acre area where the Buildings (as defined in the 02/15/2010 memorandum of understanding between the Town and City) are located.
  - b. **Field-based sports** - refers to soccer, lacrosse, rugby, ultimate Frisbee, flag football, or other use deemed appropriate by the Town and City and in conformance with this Agreement.
  - c. **Field area** - refers to the area currently utilized for field-based sports, as indicated on the attached map in purple and green.
  - d. **Wooded area** - refers to the forested area, as indicated on the attached map in green/gray and dotted.
  - e. **Existing Trails** - refers to the trails already in use in the wooded area.
  - f. **Proposed Trails** - refers to all additions to the network of existing trails.
  - g. **Non-motorized trail use** - refers to the following uses of any existing or proposed trails except for the existing VAST snowmobile trail: walking, hiking, cross-country skiing,

snowshoeing, running, or other use deemed appropriate by the Town and City and in conformance with this Agreement.

- h. School - refers to any of the public schools serving the residents of Essex and Essex Junction.

**IV. Operations** - The following section governs the operations of the Facility:

- a. The Facility will be open for reservations from 8 a.m. until dusk each day, from late May – October. The Facility is accessible to the public year-round by ways of the recreation path, adjacent public roads or overflow parking area.
- b. TFMG will be responsible for setting and maintaining the Facility schedule. When the Facility schedule has been updated, copies will be provided to the Essex Parks and Recreation Department, the City of Essex Junction Recreation and Parks Department, and the Essex Police Department. This will also be posted on the TFMG website and linked to municipal websites.
- c. TFMG will be responsible for submitting a current profit and loss statement, and a complete list of assets and liabilities to the Town and City no later than April 15, 2023. The parties shall endeavor to mutually agree upon the list of assets and liabilities on or before June 1, 2023. This Lease shall be subject to termination procedures in the event the parties are unable to agree on TFMG's listing of assets and liabilities.
- d. TFMG will create and approve a management plan for its operations at the Facility and will provide copies of said plan to the managers of the Town and City for review and comment. The management plan should cover all aspects of TFMG's operational plans, including maintenance, event and activity management, rules and regulations, emergency response, capital planning, traffic, and insurance. The management plan shall be completed no later than 12/31/23.
- e. General use entry to the Facility will be via the main gate located along the northwest section of the Facility along Old Colchester Road. Facility users will be instructed to use the gate for entry and exit and to connect with Route 2A in accordance with agreed-upon traffic flow practices
- f. Parking is allowed at designated locations only. Providing overflow parking and any transportation to and from those lots is the responsibility of TFMG.
- g. A traffic management plan approved by the Essex Police Department shall be required for larger special events.
- h. TFMG shall be responsible for maintenance and oversight of the existing trail system in the wooded area. Construction of any proposed trail must first receive approval from the Town



and City. Trails may be used for non-motorized activities only, apart from the existing VAST trail. The Town Conservation & Trails Committee will be consulted regarding any proposed trail. TFMG will supply an annual report to the Conservation & Trails Committee regarding the trail network, conditions, and use. TFMG is permitted to utilize resources and connections with the School for necessary updates the trail network may need in preparation to host a race at the Facility.

- i. The TFMG shall obtain 501(c)3 non-profit status no later than 12/31/23. The TFMG shall maintain throughout this agreement positive standing with the State and Federal government as a recognized legal business entity and 501(c)3 non-profit organization. Failure to maintain either designation is grounds for the Municipalities to terminate this Management Agreement. A copy of TFMG's annual 990 federal filing shall be sent to the Municipalities upon completion each year.

**V. Fees** - TFMG shall set and retain all fees reasonably necessary to sustain the orderly and efficient operation of the Facility. This does not include fees related to municipal use by the Town and City, which will be set separately.

**VI. Insurance** – TFMG shall procure commercial general liability insurance and premises insurance for the Facility and shall include the Town of Essex and the City of Essex Junction named as additional insureds. Coverage shall be combined with single limits of \$1,000,000 for each occurrence and \$2,000,000 aggregate.

**VII. Indemnification and Hold-Harmless** – TFMG agrees to indemnify and hold harmless the Town and City, and their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Facility. Such indemnity shall include but not be limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Management Agreement or use of the Facility by TFMG or its customers or users.

**VIII. Miscellaneous** –

- a. Any use of the Facility not covered in this Agreement, shall be subject to mutual approval by the Town and City. All applicable covenants and restrictions on the property apply.
- b. The Town and City are not responsible for damaged or stolen property or equipment.
- c. Priority will be given to Town and City uses of the Facility when possible and in accordance with TFMG's management plan.

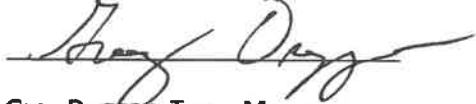
- d. All disputes regarding usage of the fields shall first be referred to TFMG for resolution. TFMG's decisions on field usage may be appealed to a special four-member panel consisting of two members of the Town Selectboard and two members of the City Council appointed by the respective bodies as necessary. In the event of a 2-2 vote on the special appeal panel, TFMG's decision on field usage will be upheld.
- e. Any forestry education activities pursued by the School first need the approval of the Town and City.
- f. Any proposed commercial activity inconsistent with the goal of preserving open space for recreational uses and natural resource protection is strictly prohibited. This does not include hosting of tournaments, league activity, temporary advertising (i.e., during league or tournament play), field sponsorship, or general concessions operated by TFMG. Any proposed commercial activity shall first be discussed by and between TFMG and the Town and City Managers and referred to the Town Selectboard and City Council for approval.
- g. TFMG will make its financial records available for inspection and copying upon request by the Town and/or City.
- h. If at any time, for any reason, the TFMG is no longer managing the Facility, pursuant to the TFMG's original and current by-laws, and aligned with the mutual goals of the Town, City and TFMG, TFMG shall dissolve as a Corporation and the assets of the Corporation, after all debts and liabilities identified pursuant to section IV.c above have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, equally to the Town of Essex and City of Essex Junction for the benefit of their Recreation and Parks Departments. This shall include all physical and financial assets of the Corporation. This will ensure the continued efficient and orderly operation of the Facility and be made in recognition that the assets were acquired by TFMG from rentals of the municipally owned Facility and for the benefits of the users and community.

**IX. Term** - This Agreement shall be in effect from the date of signing until December 31, 2025.

- a. The Agreement shall be reopened within the first 24 months of the current lease for the purpose of discussing another extension, amendment, termination, or other management agreement.
- b. The Town and City reserve the right to terminate this Agreement prior to its expiration if (1) TFMG is not adequately performing the duties described in either this Agreement or the Management Plan, or (2) any party to this Agreement has otherwise materially breached this Agreement. It shall be

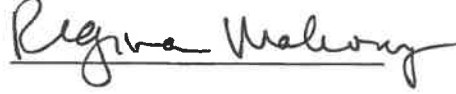
- within the sole discretion of the municipalities to determine whether TFMG is adequately performing its duties. The legislative body of both municipalities must each vote affirmatively to terminate this Agreement prior to its expiration.
- c. Prior to early termination of this Agreement, the party seeking to terminate the Agreement must notify the other parties in writing of any and all reasons the party is seeking to terminate the Agreement. Notice must detail the reasons set forth that the party is seeking termination and if termination is being sought on the basis of breach, the party alleging breach must set forth in detail the breach alleged. The breaching party shall be afforded 120 days to cure any alleged breach or deficiency prior to termination ("Corrective Action Period").
  - d. Following the Corrective Action Period, the non-breaching party shall have 30 days to review the corrective actions taken by the alleged breaching party to determine whether the breaching party has achieved compliance with the terms of this Agreement or the Management Plan. If the compliance has not been achieved and the deficiency or breach has not been corrected, the non-breaching party may elect to proceed with terminating this Agreement. Both municipal legislative bodies must again vote affirmatively to terminate this Agreement prior to its expiration. Any joint determination shall be sent to the other party in writing.
  - e. TFMG may voluntarily terminate this Agreement upon 90 days advance, written notice to the Town and City. In so doing, TFMG forfeits all rights or claims to use of the Facility, and interim management of the Facility shall jointly be conducted by the Parks and Recreation Departments of the Town of Essex and City of Essex Junction, including all physical and financial assets after all debts have been satisfied for the continued operation of the Facility.
  - f. At the time of the termination of this Agreement, either at its expiration or prior to its expiration, the Parties hereto agree that, after all debts have been satisfied, TFMG shall transfer in equal shares to the Town and City any and all funds, monies or revenues earned and accrued, in its possession or control at the time of the termination of this Agreement. All unencumbered physical assets shall remain with the facility for the continued operation of the facility.

For the Town of Essex



Greg Duggan, Town Manager

For the City of Essex Junction



Regina Mahony, City Manager

For the Tree Farm Management Group



Jason Hennekey, TFMG President

Dated (Town): 1/17/23

Dated (City): 1/17/23

Dated (TFMG): 1/17/23

# Tree Farm Management Group



## Management Plan

12/31/2023

Provided to the Town of Essex and City of Essex Junction

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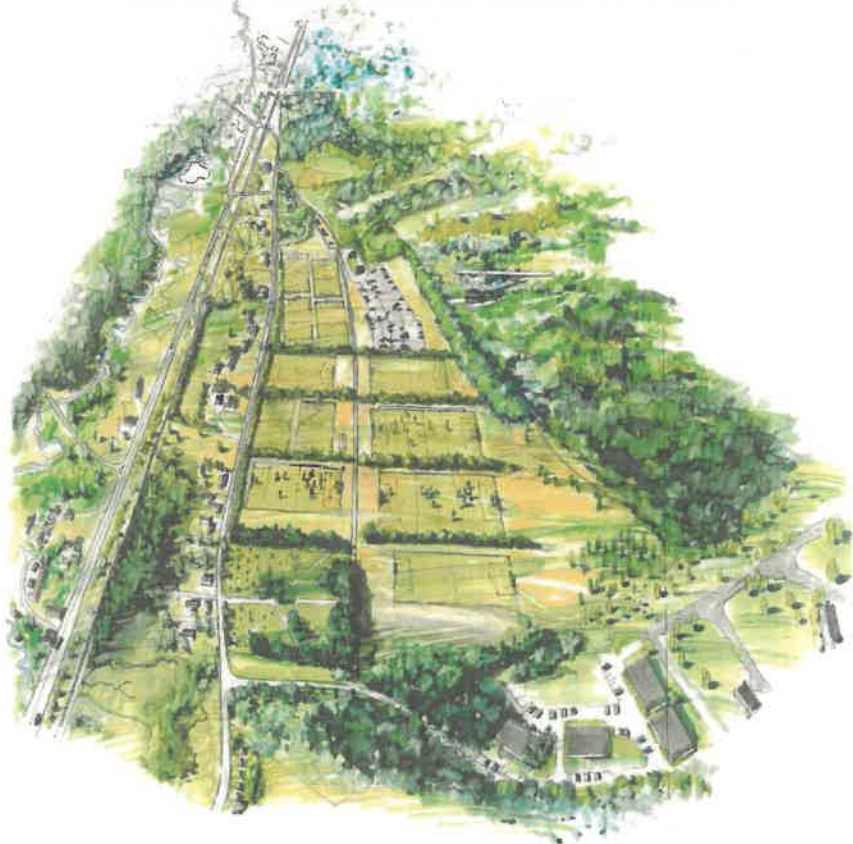
## ABOUT US

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### Tree Farm Recreational Facility & the Tree Farm Management Group

The Tree Farm Recreational Facility is a 99 acre parcel of land that is owned by the Town of Essex and City of Essex Junction. The Facility is a privately managed, self-sustaining outdoor space that is funded entirely through field rental fees paid by customers. The Facility provides playing fields for field sports (soccer, rugby, ultimate frisbee, lacrosse, and football) and hiking trails/open space for passive recreation. The Tree Farm Management Group (TFMG) was formed in 2002 as a non-profit charitable entity with the purpose of developing the property as a premier recreational facility, along with the overall management of the Tree Farm Facility. Members of the TFMG represent the Town of Essex, the City of Essex Junction, Essex United Soccer Club, Nordic Soccer Club, Vermont Soccer Association, Burlington Rugby, Elite 8 Adult Soccer League, at large members representing neighboring communities, and soon the Essex Westford School District.

### TREE FARM RECREATIONAL FACILITY



## MISSION STATEMENT & MANAGEMENT GOALS

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### Mission Statement

The Tree Farm Recreational Facility, operated by the Tree Farm Management Group, is dedicated to fostering a community where individuals of all ages and abilities come together to pursue their athletic & outdoor passions. We promote physical well-being, sportsmanship, and the spirit of competition. We are committed to maintaining high-quality fields and facilities that elevate the athletic experience. Additionally, we aim to provide accessible outdoor space for passive recreation.

### Management Goals

| <u>Short-Term Goals</u> | <u>Description</u>   |
|-------------------------|--|
| Maintain Compliance     | Moving forward, stay vigilant about compliance requirements, filing tax returns, and fulfilling obligations to retain the organization's non-profit status. Improve communication with municipalities.   |
| Maintenance and Upkeep  | Regularly inspect and maintain equipment, trails, and facilities to ensure optimal functionality and increased safety. Replace wooden fence with large boulders and trim large hedgerows between fields.   |
| Turf Management         | Continue to implement practices for maintaining high-quality fields and green spaces within the facility. Focus on a field rotation schedule.  |
| Road & Parking          | Conduct a thorough assessment of the road and parking areas to identify damaged sections, potholes, or drainage issues. Prioritize repairs based on the severity of damage and the areas most frequented by visitors. Establish a road site plan for long term planning. |
| Traffic & Parking Plan  | Formalize and assess the new traffic plan for large events. Monitor traffic flow, add new signs, and make necessary adjustments that   |



|  |   |
|--|---|
|  | optimizes parking, relieves congestion and keeps users from parking on Old Colchester Rd and Autumn Pond Way.   |
| Amenities  | Refresh amenities in the picnic area and improve the quality and service of portalets.  |
| Community Involvement /<br>Expand field based sports | Encourage more community involvement by inviting local teams, schools, and groups to utilize the facility for practices, games, or tournaments. Foster partnerships to create a diverse sporting community. Involve Essex High School (CTE) on Tree Farm projects and improve communications with neighbors, municipalities, emergency services, and residents. |
| Board Member<br>Involvement                          | Work with the municipalities to meet board member requirements as required in the Management Agreement.   |
| Equipment Replacement                                | Establish an equipment replacement schedule.  |
|  |   |
| <b><u>Long Term Goals</u></b>                        | <b><u>Description</u></b>   |
| Capital Plan   | Upon lease renewal, prioritize long term goals into essential, necessary, and desirable upgrades and develop a capital plan that allocates budgetary resources for each approved goal. Consider seeking additional funding sources if needed.   |
| Field Irrigation                                     | Install a field irrigation system to help maintain the quality of the playing surfaces. An irrigation system enables the fields to recover faster between activities, maintaining their quality during high demand activities and reducing downtime and costs due to maintenance.   |

|                     |  |
|---------------------|--|
| Entrance Gate       | Install a new automated entrance gate to help manage the daily opening and closing demands.  |
| Pavilion/ Restrooms | Design and build a multi functional pavilion or like structure that provides adequate shelter from weather elements and provides space for events and community engagement. Consider replacing portalets with permanent restrooms. |
| Road Site Plan      | Develop a road & parking site plan that involves steps to enhance the road & parking infrastructure over time.   |

# GENERAL RULES & CONDITIONS

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## Operating Hours:

- The facility opens before the first reservation of the day and closes 30 minutes after the last reservation or 30 minutes after sunset (dusk).
- The main entrance remains closed if no reservations are scheduled.
- The reservation season for the facility is late April/early May - late October/early November.

## User Compliance

- Users must comply with local, state, and federal codes, laws, ordinances and regulations.

## Schedules and Updates:

- Schedules are posted on the the Tree Farm Management Website: <http://www.treefarmsports.com/>
- Check for field changes and closures before arrival. Weather-related closures and field changes by 3:30 pm will be posted on the website. Emails will be sent to impacted user(s). The Tree Farm reserves the right to cancel and change field assignments.
- Updates and notices may also be posted at the parking lot kiosk.
- Tree Farm Field Map is attached below.

## Parking Regulations:

- Parking is only allowed at the Tree Farm Facility in designated areas. Emergency access must be maintained, therefore no parking is permitted along the entrance road or flagpole circle. Additional parking restrictions may be implemented during high usage times.
- No parking in unauthorized areas. (Autumn Pond Way, Old Colchester Road or other neighboring areas). Please reference the City of Essex Junction and the Town Of Essex parking ordinances for more information.
- No parking is permitted at Essex High School and Little Ones University unless prior authorization is arranged through the Tree Farm Management Group for overflow parking allowances.
- Users are expected to comply with any additional parking rules imposed and failure to comply may impact future reservation requests and/or towing at owner's expense.
- Large events must acknowledge and adhere to the Tree Farm Traffic Plan.

**Vehicle and Road Rules:**

- Vehicles are restricted to designated areas. Drive safely, be mindful of pedestrian traffic.

**Maintenance Road (Walking Path):**

- Restricted usage for vehicles, requires prior authorization.

**Dog Policy:**

- Dogs are prohibited on playing surfaces
- Dogs are allowed at the Tree Farm Facility. Dogs must be on leash and dog owners are responsible for waste disposal. Dog owners must follow the the City of Essex Junction and Town of Essex dog ordinances.
- Dogs are not allowed during tournaments and large events.

**Right to Deny Use:**

- Tree Farm Management Group (TFMG) reserves the right to deny or cancel facility use at its discretion.

**Clean Up Responsibility:**

- Users must clean up after reservations or bear expenses for any necessary clean up. Users must leave the area in the same condition in which it was found.

**Prohibited Activities:**

- Unsafe, careless, or negligent behavior.
- The possession, sale or use of alcoholic beverages, illegal drugs or substances. Use of tobacco products, vaping, and cannabis.
- The use of glass containers of any kind.
- The posting of any signs or advertisements unless granted permission by the TFMG.
- Taking up collections or making solicitations of any kind unless granted permission by the TFMG.
- Use of Facility for any unlawful or unauthorized purpose.
- Any activity that may be reasonably expected to cause injury or harm to anyone; or will deface or cause damage to the Tree Farm or property of others.
- Parking on any public way, including Old Colchester Road & Autumn Pond Way.

# RESERVATIONS & FIELD USE RULES

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## Reservation and Fees:

- Field reservations are required and can be rented hourly or for day use.
- Field rental fees and full complex rental fees are determined annually. The 2023 field rental fee is \$66/ per hour and the full complex rental fee (2 days) is \$12,000. The hourly fee is billed in ½ hour increments.
- The Tree Farm Management group will provide a Reservation Packet and users are required to fill out the packet and acknowledge The Tree Farm's general rules and conditions prior to use.
- Users must sign a facility use and release waiver and must provide a current Certificate of Insurance prior to use. No Exceptions.

## Field Use:

- Max two teams per field.
- Fields to be used only on dates and times specified for the purpose named. Reservations are for the assigned field only. Reservations that start early or end late will be billed \$25 per occurrence.
- Fields being "rested" are marked and not to be used. Users who use areas other than those specifically assigned in the reservation will be fined an additional \$50/ per hour per field and "Damage" costs may apply.
- No unauthorized use. Users using areas other than those specifically assigned as part of an approved reservation will be fined an additional \$50 per hour, per field for unauthorized use, and may result in future field cancellation.
- Users are responsible for any and all damages to fields and areas incurred. Damages to field(s), general areas within the complex, or equipment will result in additional charges equal to the amount of repair and additional fines as stated in "Penalties".
- Penalties include suspension or revocation of reservations.
- Moving goals or equipment is not allowed unless granted permission by the TFMG. A \$100 dollar fine will be assessed if goals are moved without permission.

## Field & Weather Conditions:

- The TFMG may deem the playing fields unplayable due to weather or other conditions. Fields with standing water are unplayable. If the TFMG closes a field or the facility due to any reason, the TFMG will make every attempt to reschedule an equivalent reservation within the same calendar season, based on availability.

- The above conditions also apply to an unfinished game if it is cancelled by a certified referee.
- No refunds for unused field space.

**Rule Violations:**

- Violations may incur fines and/or repair costs as noted above, and possible suspension or cancellation of reservations.

**FULL FACILITY EVENTS****Event Requirements:**

- Full complex events require additional portalets and the Tree Farm can help coordinate this with the renter.
- A Traffic Plan is required and must be approved by the TFMG. The TFMG may require users to hire an outside organization to assist with parking and or have a police officer present during the event.
- The above expenses will be event dependent and to be paid by the organizers of the event.
- All users must comply with the general rules and conditions of the Tree Farm.

## TRAFFIC MANAGEMENT PLAN

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The Tree Farm Management Group has developed a Traffic Management Plan. The plan is designed to prevent traffic congestion on Old Colchester Road and surrounding areas so residents and emergency services are not impeded during large tournaments and events at the Tree Farm. Safety for the residents of Old Colchester Road, the surrounding areas and participants of events taking place at the Tree Farm are our top priorities.

- Prior to the start of the Tree Farm season, the Tree Farm Management Group will send the event schedule for the year to Essex/Essex Junction Emergency services to include: Police, Fire, Rescue and the City and Town Managers.
- Prior to the start of the Tree Farm season, the Tree Farm Management Group will send the event schedule for the year to Essex High School and Little Ones University for permission to use their parking lots for overflow parking.
- With large-scale events that expect a large attendance, the Tree Farm Management Group will place temporary "No Parking" signs on Old Colchester Road to prevent parking on the road for events taking place at the Tree Farm. This will take place no less than 2 hours from the start of the first game.
- When participants exit the Tree Farm facility, no left-hand turns will be allowed. All vehicles exiting the venue will need to make a right-hand turn onto Old Colchester Road toward VT Route 2A.
- Organizers for all events using the Tree Farm facility for events will need to have their parking plan approved 30 days prior to their event. It will be at the discretion of the Tree Farm to require organizers to hire an outside organization to assist with parking or require a police officer to be present during their event with the expenses to be paid by the organizers of the event.
- Utilize electronic navigation services to assist with traffic patterns and management of systems using google maps.
- No parking along the Tree Farm entrance road and road circle to maintain emergency access. Additional no parking signs will be added as necessary for large events.

# FACILITY FIELD MAP

# WELCOME TO THE TREE FARM





RESERVATION PACKET

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**RESERVATION PACKET  
2024**

Complete this packet and email to: [admin@treefarmsports.com](mailto:admin@treefarmsports.com)

**Payments are mailed to:**

**Tree Farm Recreational Facility**

**PO Box 8436**

**Essex, VT 05451**

*The Tree Farm Recreational Facility thanks you for your support!*

[www.treefarmsports.com](http://www.treefarmsports.com)

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## RESERVATION CONTACT INFORMATION & ACKNOWLEDGMENTS

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Club/Group Name: \_\_\_\_\_

Tournament/Event Name (if applicable): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### *Acknowledgements:*

|                        |  |
|------------------------|--|
| <p><b>Initial:</b></p> | <p>Included in this packet are the Tree Farm General Rules &amp; Conditions, and the Tree Farm Reservation Field Use Rules. All clubs, groups, and users are required to abide by the rules and conditions of the Tree Farm. The reservation organization acknowledges receipt of the rules and will share the rules with their respected organizations, leagues, teams, users, coaches, participants, and fans. For large events, the reservation organization acknowledges that a Parking/ Traffic Plan is required.</p> |
| <p><b>Initial:</b></p> | <p>All reservation organizations are required to submit a current certificate of insurance naming the Tree Farm Recreational Facility as a Certificate Holder under "Additional Insured". A copy of the insurance certificate is required prior to reservation.</p>  |
| <p><b>Initial:</b></p> | <p>All reservation organizations should consider tournament/event insurance in the event of a full or partial cancellation.</p>  |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# TREE FARM RECREATIONAL FACILITY USE RELEASE & WAIVER

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*ACKNOWLEDGEMENT OF UNDERSTANDING*, being a duly authorized representative of the organization requesting field(s) at the Tree Farm Recreational Facility, I acknowledge that I have read and understand the Tree Farm Recreational Facility Rules attached and agree to inform my users and abide by the conditions within the policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LIABILITY RELEASE** *RELEASE* made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

(Organization): \_\_\_\_\_

IN CONSIDERATION, of permission being granted by the Tree Farm Recreational Facility to use the requested field(s), (Organization) \_\_\_\_\_ hereby and forever discharge and release Tree Farm Recreational Facility, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization's use of the permitted facility.

*WE ACKNOWLEDGE* that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the Tree Farm Recreational Facility has no responsibility for the condition of the facility, be it a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and usable condition. We further acknowledge to the Tree Farm Recreational Facility that our organization or group has adequate liability insurance, and that such insurance protects the Tree Farm Recreation Facility to the extent of its interest. We further acknowledge that a Certificate of Insurance will be provided to the Tree Farm Recreational Facility, naming the Tree Farm Recreational Facility as the certificate holder as Additional Insured under the policy. This will be sent along with the reservation packet prior to the reservation being confirmed.

*IN WITNESS WHEREOF*, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the Tree Farm Recreational Facility from providing support including facilities to any organization which discriminates on the basis of disability. I, \_\_\_\_\_ agree that while we use the Tree Farm Recreational Facility building, fields or open space for practice, games, tournaments, meetings and other such events, we will not discriminate on the basis of disability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## RESERVATION REQUEST FORM - HOURLY

Club/ Group Name: \_\_\_\_\_

Field Need (circle):      Soccer      Rugby      Frisbee      Other:

Field Size (circle):      U8      U10      U12      FULL

Game Reservation by age:

U8/U10 - 1 Hour, U12/U14 - 1.5 Hours, U16 - Adult: 2 Hours

| DATE | DAY OF WEEK | START TIME | END TIME | AGE GROUP | QUANTITY |
|------|-------------|------------|----------|-----------|----------|
|      |             |            |          |           |          |
|      |             |            |          |           |          |
|      |             |            |          |           |          |
|      |             |            |          |           |          |
|      |             |            |          |           |          |
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All league organizers attach your game schedules including opponents

# FULL COMPLEX RENTAL REQUEST FORM

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Club Group Name: \_\_\_\_\_

Tournament/ Event Size # of Teams, # of Participants: \_\_\_\_\_

Date(s) of Tournament/Event:

| Field Usage/Size | Day 1 | Day 2 |
|------------------|-------|-------|
| U8               |       |       |
| U10              |       |       |
| U12              |       |       |
| U14              |       |       |
| U18              |       |       |
| Total            |       |       |

Start time of first game: Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_

Start time of last game: Day 1: \_\_\_\_\_ Day 2: \_\_\_\_\_

**Additional Facility Requests:**

Ancillary use of fields (non-sport): \_\_\_\_\_

Tents to be on-site? Y N If Yes, how many? \_\_\_\_\_

Desired location(s): \_\_\_\_\_

Electricity needed? Y N If Yes, for what purpose? \_\_\_\_\_

Water needed? Y N If Yes, for what purpose? \_\_\_\_\_

Concessions? Y N Provided by: \_\_\_\_\_

**Parking and Traffic Plan (required for large events):**

Provided by: \_\_\_\_\_

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# MAINTENANCE CALENDAR

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| January   | Task Responsibility          |
|---|------------------------------|
| Prepare and send sponsorship packets for field and garden signage.  | TFMG                         |
| Contact current vendors for opening date/season startup.  | TFMG                         |
| Prepare/update user packet information for the upcoming season.   | TFMG / Scheduler             |
| Review 'Due Dates' for the upcoming season. Refer to the Management & Lease Agreements with the municipalities. | TFMG - Secretary             |
| For 2024 only: Send an email every 2 weeks updating municipalities on tax/501(c)(3) status.                     | TFMG - President & Treasurer |
| Gather tax documents and prepare tax filing for TFMG accountant. Tax filing deadline is 03/15.                  | TFMG - Treasurer             |

| February                                       | Task Responsibility |
|--|---------------------|
| Send a reservation packet to previous users.   | Scheduler           |
| Book primary users and block standard dates.   | Scheduler           |
| Order necessary equipment (goals, nets, etc.). | TFMG                |

|   |                              |
|---|------------------------------|
| Confirm liability insurance for the upcoming season.<br>Provide municipalities with proof of insurance and ensure they are listed as "Additional Insured" | TFMG - President & Treasurer |
|---|------------------------------|

| March   | Task Responsibility          |
|---|------------------------------|
| Confirm tax filing is complete.   | TFMG - President & Treasurer |
| Schedule a facility walk-through in April.  | TFMG - Secretary             |
| Conduct equipment inventory check (goals, paint, nets, water hoses, water guns, corner flags, tools, tractor, sprayers, etc...) | TFMG                         |
| Establish the Tree Farm open/close schedule for the upcoming season with board members and volunteers.                          | TFMG                         |

| April   | Task Responsibility                            |
|---|--|
| Receive and provide updates on facility needs and repairs. Organize field rotation schedule. Assess which fields need rest. | TFMG / Contracted Service Provider / Scheduler |
| Check the road, service path, and parking lot for repairs. Refer to the road & parking improvement plan.                    | TFMG   |
| Prepare and send an updated profit/ loss report, current balance sheet, & list of assets to the municipalities by April 15. | TFMG - President & Treasurer                   |

|  |   |
|--|---|
| <p>Order portalets and trash bins/dumpsters. Coordinate with contracted services. Procure toilet paper for the year.</p>   | <p>TFMG / Contracted Service Provider</p> |
| <p>Plan facility spring clean up day for late April - clean up property (fields, road, parking lot, trails, flower beds, tree lines, fencing, barn). Move goals to assigned fields.</p>  | <p>TFMG / Volunteers</p>                  |
| <p>Set up fields, goals, posts, signage, ropes, update kiosk(s), flagpole, etc.</p>  | <p>TFMG / Contracted Service Provider</p> |
| <p>Send thank-you notes to sponsors/donors.</p>  | <p>TFMG - Secretary</p>                   |
| <p>Update Town and City documentation due June 1st (re: lease &amp; mgmt agreement).</p>   | <p>TFMG - President &amp; Treasurer</p>   |
| <p>Turf management begins and continues through October - Mow (usually 2x/ week), fertilize plan, weed control, insect control, aeration, &amp; overseeding.</p>   | <p>Contracted Service Provider</p>        |
| <p>Trash – Put trash &amp; recycle barrels out before the season starts. Empty on Mondays and Fridays each week through October. Coordinate trash pickup with trash service as needed.</p>   | <p>Contracted Service Provider</p>        |
| <p>Field design &amp; lining – Build fields as soon as water is turned on. Order paint and prepare liners for the upcoming season. Fields are lined 1-2 times/ week depending on weather and mowing schedule. Lining begins the last week in April and goes through October.</p> | <p>Contracted Service Provider</p>        |



|   |                             |
|---|-----------------------------|
| Nets, flags and goals – check on nets and goals and repair if needed. Put corner flags out on fields on a daily basis if/when needed. Communicate and coordinate with landscape contracted service. | Contracted Service Provider |
| Confirm opening and closing of front gates – daily.   | TFMG / Volunteers           |
| Walk Tree Farm trails and assess.   | TFMG                        |
| Standard field and facility maintenance begins in late April (Mowing, turf care, lining, road & parking lot).   | Contracted Service Provider |

| May   | Task Responsibility         |
|---|-----------------------------|
| Opening day - usually 1st week in May, weather dependent.   | TFMG                        |
| Notify Essex/Essex Junction Emergency services to include: Police, Fire, Rescue and the City and Town Managers about upcoming large events. Seek permission for overflow parking at Essex High School and Little Ones University. | TFMG                        |
| Monitor road dust & road repairs.   | TFMG                        |
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance.  | Contracted Service Provider |
| Evaluate portalet use and provider service.   | TFMG                        |

|   |                                    |
|---|------------------------------------|
| Field rotation schedule (Rotate field use to protect against wear & tear). Continues through October. | TFMG / Contracted Service Provider |
| Tournament Planning for June events (toilets, mowing, traffic plan etc.)                              | TFMG / Contracted Service Provider |

| June   | Task Responsibility                |
|--|------------------------------------|
| Monitor road dust & road repairs.  | TFMG                               |
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance. | Contracted Service Provider        |
| Evaluate portalets (regular use and scheduled tournaments).  | TFMG                               |
| Tournaments: Prep/setup/traffic plan, cleanup/assess.  | TFMG / Contracted Service Provider |
| Irrigation as needed.  | TFMG - Irrigation Team             |
| Assess fields for rest and activity levels.  | TFMG / Contracted Service Provider |
| Brush hog area behind Fields 1, 2, 3 prior to June tournaments.                                    | Contracted Service Provider        |
| Walk Tree Farm trails and assess.  | TFMG                               |

| July  | Task Responsibility |
|---|---------------------|
| Tournament season ends - clean up and review. | TFMG                |

|   |                                    |
|---|------------------------------------|
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance.                            | Contracted Service Provider        |
| Grant research - look for grants.   | TFMG                               |
| Irrigation as needed.   | TFMG - Irrigation Team             |
| Monitor mowing expense - weather dependent<br>Analyze/ review YTD expenses: mowing, trash, port-a-lets, painting, fertilizer. | TFMG / Contracted Service Provider |
| Evaluate Fall season bookings.  | Scheduler                          |
| Confirm open & close schedule with board members and volunteers.  | TFMG                               |

| August   | Task Responsibility                |
|--|------------------------------------|
| Assess spring/summer field use/status.<br>Develop a field rotation schedule.                       | TFMG / Contracted Service Provider |
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance. | Contracted Service Provider        |
| Irrigation as needed.  | TFMG / Irrigation Team             |
| Minimize added expenses: mowing, trash, port-a-lets, painting.                                     | Operations/Management              |
| Fall field setup.  | TFMG / Contracted Service Provider |

|   |                             |
|---|-----------------------------|
| Brush hog area behind Fields 1,2,3 prior to Essex High School X-Country Meet and Fall Season. | Contracted Service Provider |
| Walk Tree Farm trails and assess.   | TFMG                        |

| September  | Task Responsibility                |
|--|------------------------------------|
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance. | Contracted Service Provider        |
| Portalets, Trash needs at the complex.   | TFMG / Contracted Service Provider |
| Monitor road dust & road repairs.  | TFMG                               |
| Irrigation as needed.  | TFMG / Irrigation Team             |
| Fall projects: barn repair, parking, fence repair, road/path maintenance, etc.                     | TFMG / Contracted Service Provider |
| Advertise RFPs for landscaping if needed.  | TFMG - Secretary                   |
| Renew website domain name.   | TFMG - Treasurer                   |
| Begin to discuss next year's rental rate so clubs can budget for any changes.                      | TFMG                               |

| October  | Task Responsibility         |
|--|-----------------------------|
| Standard field maintenance continues - Turf plan, field lining, trash pickup, general maintenance. | Contracted Service Provider |

|   |                             |
|---|-----------------------------|
| Port-a-lets, Trash needs at the complex.  | Contracted Service Provider |
| Monitor road dust & road repairs.   | TFMG                        |
| Begin season - end tasks (scheduling RFPs, board walk-through, assess fields for next season).  | TFMG                        |
| New equipment recommendations for the upcoming year.  | TFMG                        |
| Plan year end clean up event in early November. Clean up property (fields, road, parking lot, trails, flower beds, tree lines, fencing, barn). Move goals off fields and store unused field paint. Winterize barn and irrigation. | TFMG / Volunteers           |

| November  | Task Responsibility                |
|---|------------------------------------|
| Review service provider agreements and obtain pricing for next season.  | TFMG                               |
| Update inventory based on replacement needs.<br>Create a new equipment list and obtain pricing for budget review. | TFMG - Vice President              |
| Financial follow-up/payments.   | TFMG - Treasurer                   |
| Renew scheduling software membership fee.   | TFMG - Treasurer                   |
| Facility Winterization.   | TFMG / Contracted Service Provider |
| Review Maintenance Plan and Traffic Plan - Update if necessary.   | TFMG - President & Vice President  |

|   |                              |
|---|------------------------------|
| Provide an annual report to municipalities. | TFMG - President & Treasurer |
|---|------------------------------|

| December  | Task Responsibility                |
|---|------------------------------------|
| Review and confirm Federal Non-Profit status 501(c)(3) & Vermont State filing status.   | TFMG - President & Treasurer       |
| Maintenance Contracts - review/renew/ RFP.  | TFMG / Contracted Service Provider |
| Confirm Board members.  | TFMG - Secretary                   |
| Gather quotes for Contracted Services for upcoming season (turf management, field maintenance, trash, portalets, Tree Farm Scheduler etc...). | TFMG - Vice President              |
| Review end of year financials and establish goals for next year. Prepare and approve the budget for next year.                                | TFMG - President & Treasurer       |

**FIREWORKS DISPLAY PERMIT**

NAME OF PERSON IN CHARGE OF DISPLAY: \_\_\_\_\_ **Northstar Fireworks** \_\_\_\_\_

SPONSOR'S NAME: **Essex Junction Recreation & Parks Dept.** \_\_\_\_\_

DATE AND TIME OF DISPLAY: **July 4, 2024 @ 9:30 p.m.** \_\_\_\_\_

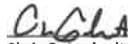
DATE AND TIME OF POSTPONEMENT (rain date): **N/A** \_\_\_\_\_

LOCATION: **Champlain Valley Exposition, 105 Pearl Street** \_\_\_\_\_

MUNICIPALITY: **Essex Junction** \_\_\_\_\_ STATE: **Vermont** \_\_\_\_\_

This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

  
Chris Gaboriault (Apr 2, 2024 13:46 EDT)

Print Name: **Chris Gaboriault** \_\_\_\_\_

(Signature)

Title: **Fire Chief** \_\_\_\_\_

*Ron Hoague*

Print Name: **Ron Hoague** \_\_\_\_\_

(Signature)

Title: **Chief of Police** \_\_\_\_\_

Print Name: \_\_\_\_\_

(Signature)

Title: \_\_\_\_\_

| Vendor | Invoice Date | Invoice Description     | Invoice Number                          | Account  | Amount Paid | Check Number | Check Date |
|--------|--------------|-------------------------|---|--|-------------|--------------|------------|
| 19815  | 03/27/24     | AMAZON CAPITAL SERVICES | BL SUPPLY-AColl MAR24<br>1D77VJLG4MM    | 210-5-35-10-610.000<br>General Supplies          | 149.99      | 52078        | 04/05/24   |
| 19815  | 03/27/24     | AMAZON CAPITAL SERVICES | BL SUPPLY-AColl MAR24<br>1D77VJLG4MM    | 210-5-35-10-640.201<br>Adult Collection          | 17.74       | 52078        | 04/05/24   |
| 19815  | 03/20/24     | AMAZON CAPITAL SERVICES | BL JColl MAR24<br>1FH6LGP6G46N          | 210-5-35-10-640.202<br>Juvenile Collection       | 75.38       | 52078        | 04/05/24   |
| 19815  | 03/30/24     | AMAZON CAPITAL SERVICES | BL SUPPLY MAR24<br>1K9P9HVYLMWH         | 210-5-35-10-610.000<br>General Supplies          | 156.56      | 52078        | 04/05/24   |
| 19815  | 03/20/24     | AMAZON CAPITAL SERVICES | BL AProg MAR24<br>1RPVD7CYFL4J          | 210-5-35-10-840.201<br>Adult Programs            | 86.72       | 52078        | 04/05/24   |
| 19815  | 03/27/24     | AMAZON CAPITAL SERVICES | BL CProg MAR24<br>1VT7MF9J1YDH          | 210-5-35-10-840.202<br>Childrens Programs        | 35.97       | 52078        | 04/05/24   |
| 19815  | 03/25/24     | AMAZON CAPITAL SERVICES | BL CProg MAR24<br>1X1XWC9V13PJ          | 210-5-35-10-840.202<br>Childrens Programs        | 260.19      | 52078        | 04/05/24   |
| 23190  | 02/20/24     | BAILEY SPRING & CHASSIS | install carrier bearing o<br>W20150     | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 208.10      | 52082        | 04/05/24   |
| 80088  | 03/26/24     | BEN & JERRY'S CATERING  | BL VolAppr APR24 2nd 1/2<br>C165129B    | 210-5-35-10-845.000<br>Employee/Volunteer Recogn | 216.00      | 52083        | 04/05/24   |
| 29410  | 03/22/24     | BERGENDAHL DOROTHY      | BL BrdStipend JAN24<br>BERG012024       | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52084        | 04/05/24   |
| 29410  | 03/22/24     | BERGENDAHL DOROTHY      | BL BrdStipend FEB24<br>BERG022024       | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52084        | 04/05/24   |
| 29410  | 03/22/24     | BERGENDAHL DOROTHY      | BL BrdStipend MAR24<br>BERG032024       | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52084        | 04/05/24   |
| 29410  | 03/22/24     | BERGENDAHL DOROTHY      | BL BrdStipend NOV23<br>BERG112023       | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52084        | 04/05/24   |
| 80017  | 03/18/24     | BOWKER ERIC             | Stipend BWAC March 2024<br>031824EBowke | 210-5-16-10-190.000<br>Board member Payments     | 50.00       | 52086        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760754       | 210-5-35-10-640.202<br>Juvenile Collection       | 803.31      | 52087        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760754       | 210-5-35-10-610.000<br>General Supplies          | 76.76       | 52087        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760758       | 210-5-35-10-640.202<br>Juvenile Collection       | 9.71        | 52087        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760758       | 210-5-35-10-610.000<br>General Supplies          | 1.01        | 52087        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760777       | 210-5-35-10-640.202<br>Juvenile Collection       | 48.20       | 52087        | 04/05/24   |
| 00530  | 03/13/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6760777       | 210-5-35-10-610.000<br>General Supplies          | 4.04        | 52087        | 04/05/24   |
| 00530  | 03/14/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6761518       | 210-5-35-10-640.202<br>Juvenile Collection       | 175.10      | 52087        | 04/05/24   |
| 00530  | 03/14/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6761518       | 210-5-35-10-610.000<br>General Supplies          | 12.12       | 52087        | 04/05/24   |
| 00530  | 03/14/24     | BRODART CO              | BL JColl-Supply MAR24<br>B6761528       | 210-5-35-10-640.202<br>Juvenile Collection       | 160.49      | 52087        | 04/05/24   |
| 00530  | 03/14/24     | BRODART CO              | BL JColl-Supply MAR24<br>B6761528       | 210-5-35-10-610.000<br>General Supplies          | 10.10       | 52087        | 04/05/24   |
| 00530  | 03/14/24     | BRODART CO              | BL JColl-SUPPLY MAR24<br>B6761532       | 210-5-35-10-640.202<br>Juvenile Collection       | 14.40       | 52087        | 04/05/24   |



| Vendor | Invoice Date | Invoice Description                     | Account  | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 00530  | 03/14/24     | BL JColl-SUPPLY MAR24<br>B6761532       | 210-5-35-10-610.000<br>General Supplies          | 1.01        | 52087        | 04/05/24   |
| 00530  | 03/19/24     | BL AColl-SUPPLY MAR24<br>B6763472       | 210-5-35-10-640.201<br>Adult Collection          | 568.23      | 52087        | 04/05/24   |
| 00530  | 03/19/24     | BL AColl-SUPPLY MAR24<br>B6763472       | 210-5-35-10-610.000<br>General Supplies          | 36.36       | 52087        | 04/05/24   |
| 00530  | 03/19/24     | BL AColl-SUPPLY MAR24<br>B6763544       | 210-5-35-10-640.201<br>Adult Collection          | 88.06       | 52087        | 04/05/24   |
| 00530  | 03/19/24     | BL AColl-SUPPLY MAR24<br>B6763544       | 210-5-35-10-610.000<br>General Supplies          | 6.06        | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764627       | 210-5-35-10-640.201<br>Adult Collection          | 76.30       | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764627       | 210-5-35-10-610.000<br>General Supplies          | 4.04        | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764652       | 210-5-35-10-640.201<br>Adult Collection          | 77.22       | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764652       | 210-5-35-10-610.000<br>General Supplies          | 5.05        | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764656       | 210-5-35-10-640.201<br>Adult Collection          | 15.63       | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-Supply MAR24<br>B6764656       | 210-5-35-10-610.000<br>General Supplies          | 1.01        | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-SUPPLY MAR24<br>B6764873       | 210-5-35-10-640.201<br>Adult Collection          | 167.72      | 52087        | 04/05/24   |
| 00530  | 03/21/24     | BL AColl-SUPPLY MAR24<br>B6764873       | 210-5-35-10-610.000<br>General Supplies          | 10.10       | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-SUPPLY MAR24<br>B6765217      | 210-5-90-00-991.000<br>Library Donation Expense  | 10.79       | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-SUPPLY MAR24<br>B6765217      | 210-5-35-10-610.000<br>General Supplies          | 1.01        | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-SUPPLY MAR24<br>B6765377      | 210-5-90-00-991.000<br>Library Donation Expense  | 32.40       | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-SUPPLY MAR24<br>B6765377      | 210-5-35-10-610.000<br>General Supplies          | 2.02        | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-Supply MAR24<br>B6765379      | 210-5-90-00-991.000<br>Library Donation Expense  | 31.86       | 52087        | 04/05/24   |
| 00530  | 03/22/24     | BL LibDon-Supply MAR24<br>B6765379      | 210-5-35-10-610.000<br>General Supplies          | 2.02        | 52087        | 04/05/24   |
| 00530  | 03/28/24     | BL AColl MAR24<br>B6767791              | 210-5-35-10-640.201<br>Adult Collection          | 146.94      | 52087        | 04/05/24   |
| 30360  | 04/01/24     | BL BldgCOMM MAR24<br>BT 04012024        | 210-5-41-21-530.000<br>Communications            | 335.35      | 52089        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324     | 210-5-17-10-850.000<br>Community Events and Cele | 4.99        | 52090        | 04/05/24   |
| 03000  | 02/15/24     | DEICER SALT ICE CNTRL BLK<br>2909204029 | 210-5-40-12-600.000<br>Salt, Sand and Gravel     | 5557.20     | 52091        | 04/05/24   |
| 03000  | 03/11/24     | DEICER SALT ICE CNTRL BLK<br>2909303566 | 210-5-40-12-600.000<br>Salt, Sand and Gravel     | 5697.12     | 52091        | 04/05/24   |
| 03000  | 03/12/24     | DEICER SALT ICE CNTRL BLK<br>2909308770 | 210-5-40-12-600.000<br>Salt, Sand and Gravel     | 2837.12     | 52091        | 04/05/24   |

| Vendor |                           | Invoice Date | Invoice Description<br>Invoice Number    | Account   | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--------------|--|---|-------------|--------------|------------|
| V04609 | CENTER POINT LARGE PRINT  | 04/01/24     | BL AColl APR24<br>2084143                | 210-5-35-10-640.201<br>Adult Collection         | 98.28       | 52092        | 04/05/24   |
| V10617 | CHADWICK-BAROSS           | 03/21/24     | GREASE FITTING sidewalk m<br>C96683      | 210-5-40-12-430.000<br>R&M Vehicles & Equipment | 59.94       | 52093        | 04/05/24   |
| V10617 | CHADWICK-BAROSS           | 03/22/24     | GREASE FITTING sidewalk m<br>C96793      | 210-5-40-12-430.000<br>R&M Vehicles & Equipment | 127.12      | 52093        | 04/05/24   |
| 15285  | CHECKR INC                | 03/31/24     | background check<br>1209157              | 210-5-10-10-330.000<br>Professional Services    | 25.00       | 52095        | 04/05/24   |
| 21210  | CINTAS LOC # 68M 71 M     | 03/14/24     | SM SHOP TWL-RED-<br>4186346596           | 210-5-40-12-610.000<br>General Supplies         | 156.30      | 52096        | 04/05/24   |
| 21210  | CINTAS LOC # 68M 71 M     | 03/11/24     | supplies<br>5201485127                   | 210-5-40-12-610.000<br>General Supplies         | 241.38      | 52096        | 04/05/24   |
| 17895  | CLEAN NEST                | 04/01/24     | City Bldg Cleaning March<br>15204        | 210-5-41-21-420.000<br>Cleaning Services        | 2359.09     | 52097        | 04/05/24   |
| 17895  | CLEAN NEST                | 04/01/24     | City Bldg Cleaning March<br>15204        | 210-5-41-20-420.000<br>Cleaning Services        | 1572.72     | 52097        | 04/05/24   |
| 17895  | CLEAN NEST                | 04/01/24     | EJRP Cleaning March<br>15205             | 210-5-41-23-420.000<br>Cleaning Services        | 2290.50     | 52097        | 04/05/24   |
| 17895  | CLEAN NEST                | 04/01/24     | EJRP Cleaning March<br>15205             | 210-5-41-26-420.000<br>Cleaning Services        | 2290.55     | 52097        | 04/05/24   |
| 04940  | COMCAST                   | 03/12/24     | internet service 3/19 to<br>00918110324  | 210-5-40-12-610.000<br>General Supplies         | 120.40      | 52099        | 04/05/24   |
| 04940  | COMCAST                   | 03/23/24     | MSP Internet April<br>01763150324        | 210-5-41-26-530.000<br>Communications           | 483.88      | 52100        | 04/05/24   |
| 04940  | COMCAST                   | 03/23/24     | Park St Internet April<br>02109080324    | 210-5-41-23-530.000<br>Communications           | 307.60      | 52101        | 04/05/24   |
| 04940  | COMCAST                   | 03/19/24     | 2 Lincoln Internet March<br>03192024     | 210-5-41-20-530.000<br>Communications           | 198.39      | 52103        | 04/05/24   |
| 17025  | COONRADT AMY              | 03/18/24     | Recording Secretary CC 20<br>0167        | 210-5-11-10-330.000<br>Professtional Services   | 45.68       | 52104        | 04/05/24   |
| 17025  | COONRADT AMY              | 04/02/24     | Recording Secretary CC 03<br>0168        | 210-5-11-10-330.000<br>Professtional Services   | 114.20      | 52104        | 04/05/24   |
| 38280  | CRYSTAL ROCK BOTTLED WATE | 03/29/24     | 2 Lincoln Bottled Water M<br>032924      | 210-5-41-20-610.000<br>General Supplies         | 40.97       | 52105        | 04/05/24   |
| 11870  | CVC PAGING                | 03/08/24     | APOLLO XL2000 - NEW SPARE<br>104000461   | 210-5-40-12-442.000<br>Rental Vehicles/Equip    | 86.95       | 52106        | 04/05/24   |
| 31275  | DON WESTON EXCAVATING INC | 03/14/24     | Shawn's Way Culvert Repla<br>10933       | 210-5-40-13-575.000<br>Storm Sewer Maintenance  | 16586.66    | 52107        | 04/05/24   |
| 25715  | DONALD L. HAMLIN CONSULT  | 03/28/24     | Engineering fees 2 River<br>23806 032824 | 210-1-00-00-130.002<br>Exchange - Billable      | 396.00      | 52108        | 04/05/24   |
| 25715  | DONALD L. HAMLIN CONSULT  | 03/28/24     | Engineering Fees 17 Park<br>24805 032824 | 210-1-00-00-130.002<br>Exchange - Billable      | 2266.25     | 52108        | 04/05/24   |
| 35260  | EAST COAST PRINTERS INC   | 03/07/24     | CSV100 safety vests<br>03012418          | 210-5-40-12-612.000<br>Uniforms                 | 222.00      | 52110        | 04/05/24   |
| V0795  | ESSEX TOWN OF             | 04/03/24     | Due to Town 040324<br>040324             | 210-2-00-00-215.000<br>Due to Town              | 23289.61    | 52115        | 04/05/24   |
| 14320  | ESSEX WESTFORD SCHOOL DIS | 03/15/24     | FY24 school tax payment 2<br>FY24-2      | 210-2-00-00-215.001<br>Due to School District   | 8364098.51  | 52116        | 04/05/24   |
| 21835  | FIRST NATIONAL BANK OMAHA | 03/19/24     | Interest<br>03/19/2024                   | 210-5-25-10-750.000<br>Machinery & Equipment    | 7.76        | 52119        | 04/05/24   |

| Vendor | Invoice Date | Invoice Description<br>Invoice Number                             | Account   | Amount Paid | Check Number | Check Date |
|--------|--------------|---|---|-------------|--------------|------------|
| 16000  | 03/12/24     | FISHER AUTO PARTS<br>GATES RUBBER hose<br>293455802               | 210-5-40-12-430.000<br>R&M Vehicles & Equipment | 111.16      | 52120        | 04/05/24   |
| 16000  | 03/21/24     | FISHER AUTO PARTS<br>Grease Gun<br>293456858                      | 210-5-40-12-610.000<br>General Supplies         | 33.64       | 52120        | 04/05/24   |
| 34895  | 04/01/24     | GAUTHIER TRUCKING, INC.<br>2 Lincoln Garbage March 2<br>1784524   | 210-5-40-12-425.000<br>Trash Removal            | 316.49      | 52122        | 04/05/24   |
| 34895  | 04/01/24     | GAUTHIER TRUCKING, INC.<br>MSP Trash Removal April<br>1785388     | 210-5-41-26-425.000<br>Trash Removal            | 440.15      | 52122        | 04/05/24   |
| 20470  | 03/31/24     | GLOBAL MONTELLO GROUP<br>March Fuel<br>313234                     | 210-5-40-12-626.000<br>Gasoline                 | 5118.12     | 52123        | 04/05/24   |
| 20470  | 03/31/24     | GLOBAL MONTELLO GROUP<br>March Fuel<br>313234                     | 210-5-25-10-626.000<br>Gasoline                 | 167.99      | 52123        | 04/05/24   |
| 20470  | 03/31/24     | GLOBAL MONTELLO GROUP<br>March Fuel<br>313234                     | 210-5-30-12-626.000<br>Gasoline                 | 148.05      | 52123        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-41-20-622.000<br>Electricity              | 445.14      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-40-12-622.000<br>Electricity              | 386.82      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-41-23-622.000<br>Electricity              | 132.52      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-41-22-622.000<br>Electricity              | 445.14      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-40-12-622.000<br>Electricity              | 189.00      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | GREEN MOUNTAIN POWER CORP<br>Solar Accts 2/8 to 3/8/24<br>031124D | 210-5-41-21-622.000<br>Electricity              | 685.49      | 52124        | 04/05/24   |
| 07010  | 03/14/24     | GREEN MOUNTAIN POWER CORP<br>GMP NS 2/12 to 3/13/24<br>031524NS   | 210-5-40-12-622.200<br>Streetlight Electricity  | 10875.69    | 52125        | 04/05/24   |
| 07010  | 03/14/24     | GREEN MOUNTAIN POWER CORP<br>GMP NS 2/12 to 3/13/24<br>031524NS   | 210-5-40-12-622.200<br>Streetlight Electricity  | 781.40      | 52125        | 04/05/24   |
| 80046  | 03/19/24     | HAGESTAD CHRISTINA<br>Stipend PCAB March 2024<br>031924CHages     | 210-5-11-10-190.000<br>Board Member Payments    | 50.00       | 52127        | 04/05/24   |
| 80091  | 03/22/24     | HERGESHEIMER KAREN<br>BL BrdStipend JAN24<br>HERG012024           | 210-5-35-10-190.000<br>Board Member Payments    | 50.00       | 52128        | 04/05/24   |
| 80091  | 03/22/24     | HERGESHEIMER KAREN<br>BL BrdStipend FEB24<br>HERG022024           | 210-5-35-10-190.000<br>Board Member Payments    | 50.00       | 52128        | 04/05/24   |
| 80091  | 03/22/24     | HERGESHEIMER KAREN<br>BL BrdStipend MAR24<br>HERG032024           | 210-5-35-10-190.000<br>Board Member Payments    | 50.00       | 52128        | 04/05/24   |
| 80091  | 03/22/24     | HERGESHEIMER KAREN<br>BL Brd Stipend DEC23<br>HERG122023          | 210-5-35-10-190.000<br>Board Member Payments    | 50.00       | 52128        | 04/05/24   |
| 24560  | 03/26/24     | JET SERVICE ENVELOPE CO<br>Ballot prep mail<br>88461              | 210-5-12-10-820.000<br>Elections                | 12702.64    | 52129        | 04/05/24   |
| 15145  | 03/31/24     | JOBTARGET LLC<br>Planner Job Ad<br>98510                          | 210-5-10-10-540.000<br>Advertising              | 834.00      | 52130        | 04/05/24   |
| 20365  | 03/19/24     | KEY CHEVROLET BUICK GMC C<br>321C SHIELD<br>39284P                | 210-5-40-12-430.000<br>R&M Vehicles & Equipment | 94.30       | 52132        | 04/05/24   |
| 26920  | 03/24/24     | MAYVILLE DARBY<br>DRB Meeting March 21 2024<br>14A                | 210-5-16-10-330.000<br>Professional Services    | 45.68       | 52135        | 04/05/24   |
| 26920  | 04/03/24     | MAYVILLE DARBY<br>Recording Secretary CRC 0<br>15A                | 210-5-13-10-330.000<br>Professional Services    | 39.97       | 52135        | 04/05/24   |

| Vendor | Invoice Date | Invoice Description       | Invoice Number                            | Account  | Amount Paid | Check Number | Check Date |
|--------|--------------|---------------------------|---|--|-------------|--------------|------------|
| V9970  | 03/18/24     | MIDWEST TAPE              | BL AColl MAR24<br>505186566               | 210-5-35-10-640.201<br>Adult Collection          | 34.49       | 52137        | 04/05/24   |
| 45220  | 03/27/24     | NEMCI&I                   | Deposit for NEMCI<br>20240327             | 210-5-12-10-500.000<br>Training Conf Dues        | 100.00      | 52139        | 04/05/24   |
| 25680  | 03/25/24     | NORTHEAST NURSERY INC     | Red Field Dirt<br>936805                  | 210-5-30-12-610.000<br>General Supplies          | 2562.00     | 52141        | 04/05/24   |
| 80081  | 03/18/24     | O'BRIEN JOHN              | Stipend BWAC March 2024<br>031824JO'Bri   | 210-5-16-10-190.000<br>Board member Payments     | 50.00       | 52142        | 04/05/24   |
| 23420  | 04/01/24     | P & P SEPTIC SERVICE INC. | MSP Portolet April<br>T618638             | 210-5-30-12-330.000<br>Professional Services     | 330.00      | 52144        | 04/05/24   |
| 24100  | 03/17/24     | PERMA-LINE CORP OF NEW EN | FINISHED TRAFFIC SIGNS-TY<br>203265       | 210-5-40-12-451.000<br>Summer Construction Servi | 2482.85     | 52147        | 04/05/24   |
| V10554 | 04/02/24     | PHOENIX BOOKS BURLINGTON  | BL AColl APR24<br>1121992                 | 210-5-35-10-640.201<br>Adult Collection          | 24.99       | 52149        | 04/05/24   |
| 24410  | 03/31/24     | PRIORITY EXPRESS INC      | BL COURIER-9 MAR24<br>80272414            | 210-5-35-10-560.000<br>Postage                   | 208.25      | 52150        | 04/05/24   |
| 37430  | 03/21/24     | R R CHARLEBOIS INC        | PACKAGE, FUEL SEPERA BR22<br>IE49833      | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 118.02      | 52151        | 04/05/24   |
| 37430  | 03/21/24     | R R CHARLEBOIS INC        | TRANSMISSION COOLER LINES<br>RC85149      | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 2091.67     | 52151        | 04/05/24   |
| 37430  | 03/22/24     | R R CHARLEBOIS INC        | Removed and replaced fail<br>RC85274      | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 678.16      | 52151        | 04/05/24   |
| 02050  | 03/06/24     | RON BUSHEY'S SUNOCO       | 2 tires repairs<br>8167                   | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 60.00       | 52153        | 04/05/24   |
| 02050  | 01/19/24     | RON BUSHEY'S SUNOCO       | side walk mach towing<br>8943             | 210-5-40-12-430.000<br>R&M Vehicles & Equipment  | 200.00      | 52153        | 04/05/24   |
| 11345  | 03/01/24     | SANITARY EQUIPMENT CO INC | Jetter Truck 7000<br>0195318              | 210-5-40-12-610.000<br>General Supplies          | 41.52       | 52155        | 04/05/24   |
| 11345  | 03/07/24     | SANITARY EQUIPMENT CO INC | Jetter truck 7000 vac par<br>0195622      | 210-5-40-12-610.000<br>General Supplies          | 61.88       | 52155        | 04/05/24   |
| 80094  | 05/18/23     | SCLS-SUSTANABLE LIB. INIT | BL Membrship MAY23<br>290                 | 210-5-35-10-500.000<br>Training, Conf, Dues      | 100.00      | 52156        | 04/05/24   |
| 09105  | 03/26/24     | SECURE SHRED              | EJRP Shred Service April<br>452401        | 210-5-30-10-330.000<br>Professional Services     | 24.00       | 52157        | 04/05/24   |
| 29090  | 03/04/24     | SUNBELT RENTALS           | APWA NIGH VLSIBILTTY YFI<br>151172979     | 210-5-40-12-610.000<br>General Supplies          | 87.48       | 52161        | 04/05/24   |
| 29090  | 03/20/24     | SUNBELT RENTALS           | chain saw supplies<br>151870809           | 210-5-40-12-610.000<br>General Supplies          | 169.31      | 52161        | 04/05/24   |
| 29090  | 03/21/24     | SUNBELT RENTALS           | LINCH PINS<br>151900561                   | 210-5-40-12-610.000<br>General Supplies          | 4.50        | 52161        | 04/05/24   |
| 80016  | 03/22/24     | SUSAN MCNAMARA - HILL CI  | Petty cash reimbursements<br>1730         | 210-5-16-10-560.000<br>Postage                   | 0.78        | 52163        | 04/05/24   |
| 80016  | 03/22/24     | SUSAN MCNAMARA - HILL CI  | Petty cash reimbursements<br>1730         | 210-5-10-10-560.000<br>Postage                   | 21.02       | 52163        | 04/05/24   |
| 80016  | 03/22/24     | SUSAN MCNAMARA - HILL CI  | Petty cash reimbursements<br>1730         | 210-5-12-10-505.000<br>Tech. Subs Licenses       | 3.50        | 52163        | 04/05/24   |
| 12890  | 03/15/24     | U S BANK                  | Bond Bank debt payments M<br>VMBBESS79May | 210-5-95-00-955.903<br>Capital Imp Interest      | 27156.69    | 52164        | 04/05/24   |
| 36130  | 03/17/24     | VERIZON WIRELESS VSAT     | Cell Service March 2024<br>9959400976     | 210-5-10-10-530.000<br>Communications            | 50.51       | 52166        | 04/05/24   |

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|--------|---------------------------|--------------|---|--|-------------|--------------|------------|
| 36130  | VERIZON WIRELESS VSAT     | 03/17/24     | Cell Service March 2024<br>9959400976     | 210-5-25-10-530.000<br>Communications            | 160.04      | 52166        | 04/05/24   |
| 36130  | VERIZON WIRELESS VSAT     | 03/17/24     | Cell Service March 2024<br>9959400976     | 210-5-40-12-530.000<br>Communications            | 210.55      | 52166        | 04/05/24   |
| 23395  | VILLAGE HARDWARE - WILLIS | 03/26/24     | WHT STDT1 Rural Mailbox<br>517976         | 210-5-40-12-600.000<br>Salt, Sand and Gravel     | 55.08       | 52169        | 04/05/24   |
| 30210  | VLCT                      | 10/11/23     | Morris munibudget23<br>3434               | 210-5-13-10-500.000<br>Training, Conf, Dues      | 10.00       | 52170        | 04/05/24   |
| 30210  | VLCT                      | 03/29/24     | Boards/Committees Webinar<br>6346         | 210-5-10-10-500.000<br>Training, Conf, Dues      | 20.00       | 52170        | 04/05/24   |
| 30210  | VLCT                      | 03/29/24     | Boards/Committees Webinar<br>6346         | 210-5-11-10-500.000<br>Training, Conferences, Du | 20.00       | 52170        | 04/05/24   |
| 30210  | VLCT                      | 03/29/24     | Boards/Committees Webinar<br>6346         | 210-5-35-10-500.000<br>Training, Conf, Dues      | 10.00       | 52170        | 04/05/24   |
| 30210  | VLCT                      | 04/04/24     | Collins webinar 041724<br>6476            | 210-5-13-10-500.000<br>Training, Conf, Dues      | 10.00       | 52170        | 04/05/24   |
| V2380  | VLCT PACIF                | 03/08/24     | insurance end 1 additiona<br>INT195030424 | 210-5-13-10-260.000<br>Workers Comp Insurance    | 149.29      | 52171        | 04/05/24   |
| V2371  | VMCTA                     | 03/29/24     | Prof Development - SMH<br>1038            | 210-5-12-10-500.000<br>Training Conf Dues        | 35.00       | 52172        | 04/05/24   |
| V2371  | VMCTA                     | 03/29/24     | Prof Development - DB<br>991              | 210-5-12-10-500.000<br>Training Conf Dues        | 35.00       | 52172        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/21/24     | MSP Gas April<br>157875603212             | 210-5-41-26-621.000<br>Natrual Gas/Heating       | 295.80      | 52174        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/19/24     | VGS 2/20 to 3/19/24<br>24125              | 210-5-40-12-621.000<br>Natural Gas/Heating       | 415.44      | 52175        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/19/24     | VGS 2/20 to 3/19/24<br>24125              | 210-5-41-21-621.000<br>Natrual Gas/Heating       | 733.26      | 52175        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/19/24     | VGS 2/20 to 3/19/24<br>24125              | 210-5-41-20-621.000<br>Natrual Gas/Heating       | 461.25      | 52175        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/19/24     | VGS 2/20 to 3/19/24<br>24125              | 210-5-41-23-621.000<br>Natrual Gas/Heating       | 308.47      | 52175        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/19/24     | VGS 2/20 to 3/19/24<br>24125              | 210-5-41-20-621.000<br>Natrual Gas/Heating       | 548.28      | 52175        | 04/05/24   |
| 29825  | VT GAS SYSTEMS            | 03/21/24     | MSP Gas April<br>810044032120             | 210-5-41-26-621.000<br>Natrual Gas/Heating       | 320.18      | 52176        | 04/05/24   |
| 24570  | VT TROPHY & ENGRAVING     | 03/21/24     | Plaque City Council April<br>89475        | 210-5-11-10-610.000<br>General Supplies          | 104.43      | 52177        | 04/05/24   |
| 07565  | W B MASON CO INC          | 03/15/24     | Office Supplies EJRP<br>245269901         | 210-5-30-12-610.000<br>General Supplies          | 154.96      | 52178        | 04/05/24   |
| 07565  | W B MASON CO INC          | 03/18/24     | BL SUPPLY MAR24 2nd half<br>245301027b    | 210-5-35-10-610.000<br>General Supplies          | 46.76       | 52178        | 04/05/24   |
| 07565  | W B MASON CO INC          | 04/18/24     | Brownell Cleaning Supplie<br>245320542    | 210-5-41-21-431.000<br>R&M Buildings & Grounds   | 31.99       | 52178        | 04/05/24   |
| 07565  | W B MASON CO INC          | 04/18/24     | MSP Buffing Pads<br>245328003             | 210-5-30-12-610.000<br>General Supplies          | 69.27       | 52178        | 04/05/24   |
| 07565  | W B MASON CO INC          | 04/19/24     | MSP Floor Cleaning<br>245356783           | 210-5-30-12-610.000<br>General Supplies          | 32.95       | 52178        | 04/05/24   |
| 07565  | W B MASON CO INC          | 03/20/24     | Printer Toner Cartridge C<br>245360437    | 210-5-13-10-610.000<br>General Supplies          | 104.54      | 52178        | 04/05/24   |

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|--------|--------------|---|--|-------------|--------------|------------|
| 07565  | 03/22/24     | W B MASON CO INC<br>Brownell Toilet Paper<br>245410290                | 210-5-41-21-431.000<br>R&M Buildings & Grounds   | 69.99       | 52178        | 04/05/24   |
| 07565  | 03/25/24     | W B MASON CO INC<br>2 Lincoln Supplies March<br>245456477             | 210-5-10-10-610.000<br>General Supplies          | 38.99       | 52178        | 04/05/24   |
| 07565  | 03/26/24     | W B MASON CO INC<br>BL SUPPLIES MAR24<br>245478211                    | 210-5-35-10-610.000<br>General Supplies          | 79.42       | 52178        | 04/05/24   |
| 29375  | 03/22/24     | WADSWORTH ANN C<br>BL BrdStipend JAN24<br>WADS012024                  | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52179        | 04/05/24   |
| 29375  | 03/22/24     | WADSWORTH ANN C<br>BL BrdStipend FEB24<br>WADS022024                  | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52179        | 04/05/24   |
| 29375  | 03/22/24     | WADSWORTH ANN C<br>BL BrdStipend MAR24<br>WADS03182024                | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52179        | 04/05/24   |
| 29375  | 03/22/24     | WADSWORTH ANN C<br>BL BrdStipend NOV23<br>WADS112023                  | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52179        | 04/05/24   |
| 29375  | 03/22/24     | WADSWORTH ANN C<br>BL BrdStipend DEC23<br>WADS122023                  | 210-5-35-10-190.000<br>Board Member Payments     | 50.00       | 52179        | 04/05/24   |
| 23390  | 03/21/24     | WOMEN LEADING GOVERNMENT<br>VT WLG Annual Dues-Chelsea<br>2024Chelsea | 210-5-40-13-500.000<br>Training, Conferences, Du | 40.00       | 52183        | 04/05/24   |
| 25715  | 03/18/24     | DONALD L. HAMLIN CONSULT<br>Phase 2 of Crescent Conne<br>228220324    | 230-5-16-10-890.824<br>Cres. Connector           | 16100.57    | 52108        | 04/05/24   |
| 03280  | 02/29/24     | ENGINEERS CONSTRUCTION IN<br>Crescent Connector Projec<br>7218        | 230-5-16-10-890.824<br>Cres. Connector           | 451056.40   | 52114        | 04/05/24   |
| 03280  | 03/15/24     | ENGINEERS CONSTRUCTION IN<br>Crescent Connector Projec<br>7283        | 230-5-16-10-890.824<br>Cres. Connector           | 232243.41   | 52114        | 04/05/24   |
| 25715  | 03/28/24     | DONALD L. HAMLIN CONSULT<br>Lincoln Hall Reno Februar<br>23803 0224   | 232-5-41-20-890.832<br>2 Lincoln Street Renovati | 3258.01     | 52108        | 04/05/24   |
| 25715  | 03/27/24     | DONALD L. HAMLIN CONSULT<br>BL Roof Engineer MAR24<br>238090324       | 232-5-41-21-730.001<br>Roof                      | 1824.00     | 52108        | 04/05/24   |
| 34895  | 04/03/24     | GAUTHIER TRUCKING, INC.<br>2 Lincoln Renovations Mar<br>1787081       | 232-5-41-20-890.832<br>2 Lincoln Street Renovati | 674.77      | 52122        | 04/05/24   |
| 40025  | 03/14/24     | E J PRESCOTT INC<br>3/4 RANGER COMP X COMP<br>6299775                 | 254-5-54-20-610.000<br>General Supplies          | 165.05      | 52109        | 04/05/24   |
| 20470  | 03/31/24     | GLOBAL MONTELLO GROUP<br>March Fuel<br>313234                         | 254-5-54-20-626.000<br>Gasoline                  | 116.42      | 52123        | 04/05/24   |
| 07010  | 03/14/24     | GREEN MOUNTAIN POWER CORP<br>GMP NS 2/12 to 3/13/24<br>031524NS       | 254-5-54-20-622.000<br>Electricity               | 94.75       | 52125        | 04/05/24   |
| 10110  | 03/22/24     | MCGOVERN MECHANICAL CORP<br>Residential Water Meter R<br>2055         | 254-5-54-70-750.001<br>Meter Replacement Program | 350.00      | 52136        | 04/05/24   |
| 11345  | 03/01/24     | SANITARY EQUIPMENT CO INC<br>Jetter Truck 7000<br>0195318             | 254-5-54-20-610.000<br>General Supplies          | 6.92        | 52155        | 04/05/24   |
| 11345  | 03/07/24     | SANITARY EQUIPMENT CO INC<br>Jetter truck 7000 vac par<br>0195622     | 254-5-54-20-610.000<br>General Supplies          | 10.32       | 52155        | 04/05/24   |
| 12890  | 03/15/24     | U S BANK<br>Bond Bank debt payments M<br>VMBBESS79May                 | 254-5-54-70-955.000<br>Bond Interest Expense     | 5961.23     | 52164        | 04/05/24   |
| 12890  | 03/15/24     | U S BANK<br>Bond Bank debt payments M<br>VMBBESS79May                 | 254-5-54-70-955.000<br>Bond Interest Expense     | 57854.47    | 52164        | 04/05/24   |
| 36130  | 03/17/24     | VERIZON WIRELESS VSAT<br>Cell Service March 2024<br>9959400976        | 254-5-54-20-530.000<br>Communications            | 181.04      | 52166        | 04/05/24   |
| 29825  | 03/19/24     | VT GAS SYSTEMS<br>VGS 2/20 to 3/19/24<br>24125                        | 254-5-54-20-621.000<br>Natural Gas/Heating       | 360.84      | 52175        | 04/05/24   |

| Vendor | Invoice Date | Invoice Description   | Account   | Amount Paid | Check Number | Check Date |
|--------|--------------|---|---|-------------|--------------|------------|
| V10655 | 03/25/24     | AQUAFIX (THE BUGMAN)<br>Aquabac XT (Case of 2, 2.<br>IN012014, 3-     | 255-5-55-30-619.000<br>Chemicals                | 3611.13     | 52080        | 04/05/24   |
| 22645  | 03/26/24     | AQUATEC ENVIRONMENTAL INC<br>2024 WET test<br>1697                    | 255-5-55-30-340.001<br>Lab Testing              | 2400.00     | 52081        | 04/05/24   |
| 07465  | 03/19/24     | BIBENS ACE HARDWARE INC<br>SCALE HOUSEHOLD 22#<br>505815              | 255-5-55-30-610.000<br>General Supplies         | 22.99       | 52085        | 04/05/24   |
| 26290  | 03/20/24     | CHAMPLIN ASSOC. INC.<br>Bisulfite pump VFD reprog<br>4500             | 255-5-55-30-570.000<br>Other Purchased Services | 307.30      | 52094        | 04/05/24   |
| 26290  | 03/20/24     | CHAMPLIN ASSOC. INC.<br>RAS CABLE and CL17 loose<br>4501              | 255-5-55-30-570.000<br>Other Purchased Services | 140.00      | 52094        | 04/05/24   |
| 26290  | 03/20/24     | CHAMPLIN ASSOC. INC.<br>Dewatering blend tank fai<br>4502             | 255-5-55-30-570.000<br>Other Purchased Services | 1557.82     | 52094        | 04/05/24   |
| 17895  | 04/01/24     | CLEAN NEST<br>Waste Water Cleaning Marc<br>15203                      | 255-5-55-30-330.000<br>Professional Services    | 269.30      | 52097        | 04/05/24   |
| V10411 | 03/18/24     | CLEAN WATERS, INC.<br>Charge-Pack 155 (2,290 #<br>13511               | 255-5-55-30-568.000<br>Biosolids Subcontractor  | 6855.20     | 52098        | 04/05/24   |
| 04940  | 03/23/24     | COMCAST<br>internet 3/30 to 4/29/20<br>03160280324                    | 255-5-55-30-530.000<br>Communications           | 288.34      | 52102        | 04/05/24   |
| V10734 | 02/20/24     | ENCORE ESSEX JUNCTION SOL<br>Fixed Monthly Payment ( 1<br>2402WW1T    | 255-5-55-30-622.000<br>Electricity              | 2969.11     | 52112        | 04/05/24   |
| 06870  | 03/20/24     | ENDYNE INC<br>Constituent Monitoring Me<br>482078                     | 255-5-55-30-340.001<br>Lab Testing              | 140.00      | 52113        | 04/05/24   |
| 06870  | 03/26/24     | ENDYNE INC<br>BOD-5day<br>482479                                      | 255-5-55-30-340.001<br>Lab Testing              | 105.00      | 52113        | 04/05/24   |
| 38955  | 03/12/24     | F W WEBB COMPANY<br>Heat exchanger blow off P<br>84837084             | 255-5-55-30-570.000<br>Other Purchased Services | 206.58      | 52117        | 04/05/24   |
| 38955  | 03/20/24     | F W WEBB COMPANY<br>repair gas feed line Dige<br>84953421             | 255-5-55-30-570.000<br>Other Purchased Services | 13.02       | 52117        | 04/05/24   |
| 29280  | 03/19/24     | FIRST NATIONAL BANK OMAH<br>WW Visa Charges 2/26 to 3<br>04810324     | 255-5-55-30-500.000<br>Training, Conf, Dues     | 92.00       | 52118        | 04/05/24   |
| 29280  | 03/19/24     | FIRST NATIONAL BANK OMAH<br>WW Visa Charges 2/26 to 3<br>04810324     | 255-5-55-30-505.000<br>Tech. Subs, Licenses     | 427.00      | 52118        | 04/05/24   |
| 29280  | 03/19/24     | FIRST NATIONAL BANK OMAH<br>WW Visa Charges 2/26 to 3<br>04810324     | 255-5-55-30-570.000<br>Other Purchased Services | 11.04       | 52118        | 04/05/24   |
| 29280  | 03/19/24     | FIRST NATIONAL BANK OMAH<br>WW Visa Charges 2/26 to 3<br>04810324     | 255-5-55-30-610.000<br>General Supplies         | 102.94      | 52118        | 04/05/24   |
| 29280  | 03/19/24     | FIRST NATIONAL BANK OMAH<br>WW Visa Charges 2/26 to 3<br>04810324     | 255-5-55-30-610.000<br>General Supplies         | 21.99       | 52118        | 04/05/24   |
| 20470  | 03/31/24     | GLOBAL MONTELLO GROUP<br>March Fuel<br>313234                         | 255-5-55-30-626.000<br>Gasoline                 | 58.97       | 52123        | 04/05/24   |
| 07010  | 03/20/24     | GREEN MOUNTAIN POWER CORP<br>39 Cascade 2/19 to 3/20/2<br>0324Cascade | 255-5-55-30-622.000<br>Electricity              | 14612.05    | 52126        | 04/05/24   |
| V1661  | 03/13/24     | NORTH CENTRAL LABORATORIE<br>BOD, glass, P tubes<br>500965            | 255-5-55-30-618.000<br>Laboratory Supplies      | 327.24      | 52140        | 04/05/24   |
| 19325  | 04/01/24     | OPEN APPROACH INC<br>PS IT support April 2024<br>22558                | 255-5-55-30-340.000<br>Technical Services       | 130.00      | 52143        | 04/05/24   |
| 80090  | 02/05/24     | ROYCO DISTRIBUTORS INC<br>chevron AF 50/50-cogen<br>168848            | 255-5-55-30-570.000<br>Other Purchased Services | 1301.50     | 52154        | 04/05/24   |
| 11345  | 03/01/24     | SANITARY EQUIPMENT CO INC<br>Jetter Truck 7000<br>0195318             | 255-5-55-30-610.000<br>General Supplies         | 6.92        | 52155        | 04/05/24   |

| Vendor | Invoice Date | Invoice Description       | Invoice Number | Account  | Amount Paid | Check Number | Check Date |
|--------|--------------|---------------------------|----------------|--|-------------|--------------|------------|
| 11345  | 03/07/24     | Jetter truck 7000 vac par | 0195622        | 255-5-55-30-610.000<br>General Supplies          | 10.31       | 52155        | 04/05/24   |
| V2159  | 04/01/24     | Sodium Hypochlorite 4556  | 384560         | 255-5-55-30-619.000<br>Chemicals                 | 11326.22    | 52162        | 04/05/24   |
| 12890  | 03/15/24     | Bond Bank debt payments M | VMBBESS79May   | 255-5-55-70-955.002<br>RZEDB Interest            | 17379.15    | 52164        | 04/05/24   |
| 00710  | 03/18/24     | ship return to Trojan Tec | 3182024D       | 255-5-55-30-618.000<br>Laboratory Supplies       | 47.66       | 52165        | 04/05/24   |
| 36130  | 03/17/24     | Cell Service March 2024   | 9959400976     | 255-5-55-30-530.000<br>Communications            | 141.03      | 52166        | 04/05/24   |
| 29825  | 03/19/24     | VGS 2/20 to 3/19/24       | 24125          | 255-5-55-30-621.000<br>Natural Gas/Heating       | 2199.42     | 52175        | 04/05/24   |
| 17765  | 07/20/23     | Spring PFAS sampling 2023 | 5797           | 255-5-55-30-568.000<br>Biosolids Subcontractor   | 1522.50     | 52180        | 04/05/24   |
| 13620  | 02/26/24     | WEF/NEWEA membership 2024 | 000359702      | 255-5-55-30-500.000<br>Training, Conf, Dues      | 596.00      | 52181        | 04/05/24   |
| 03280  | 03/19/24     | Lincoln St prep pave sew  | 7265           | 256-5-56-40-433.000<br>R&M Infrastructure        | 27625.00    | 52114        | 04/05/24   |
| 20470  | 03/31/24     | March Fuel                | 313234         | 256-5-56-40-626.000<br>Gasoline                  | 442.07      | 52123        | 04/05/24   |
| 07010  | 03/11/24     | Solar Accts 2/8 to 3/8/24 | 031124D        | 256-5-56-40-622.000<br>Electricity               | 597.54      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | Solar Accts 2/8 to 3/8/24 | 031124D        | 256-5-56-40-434.001<br>Susie Wilson PS Costs     | 411.98      | 52124        | 04/05/24   |
| 07010  | 03/11/24     | Solar Accts 2/8 to 3/8/24 | 031124D        | 256-5-56-40-434.002<br>West Street PS Costs      | 497.38      | 52124        | 04/05/24   |
| 07010  | 03/14/24     | GMP NS 2/12 to 3/13/24    | 031524NS       | 256-5-56-40-622.000<br>Electricity               | 537.30      | 52125        | 04/05/24   |
| 10110  | 03/22/24     | Residential Water Meter R | 2055           | 256-5-56-70-750.001<br>Meter Replacement Program | 175.00      | 52136        | 04/05/24   |
| 19325  | 04/01/24     | PS IT support April 2024  | 22558          | 256-5-56-40-340.000<br>Technical Services        | 560.00      | 52143        | 04/05/24   |
| 20040  | 04/01/24     | Sewer Ordinance developme | 194            | 256-5-56-40-330.000<br>Professional Services     | 741.00      | 52152        | 04/05/24   |
| 11345  | 03/01/24     | Jetter Truck 7000         | 0195318        | 256-5-56-40-610.000<br>General Supplies          | 83.03       | 52155        | 04/05/24   |
| 11345  | 03/07/24     | Jetter truck 7000 vac par | 0195622        | 256-5-56-40-610.000<br>General Supplies          | 123.76      | 52155        | 04/05/24   |
| 36130  | 03/23/24     | Verizon PS bill 2-23 to 3 | 9959967244     | 256-5-56-40-434.002<br>West Street PS Costs      | 78.28       | 52167        | 04/05/24   |
| 36130  | 03/23/24     | Verizon PS bill 2-23 to 3 | 9959967244     | 256-5-56-40-434.001<br>Susie Wilson PS Costs     | 78.28       | 52167        | 04/05/24   |
| 36130  | 03/23/24     | Verizon PS bill 2-23 to 3 | 9959967244     | 256-5-56-40-433.000<br>R&M Infrastructure        | 303.89      | 52167        | 04/05/24   |
| 29825  | 03/19/24     | VGS 2/20 to 3/19/24       | 24125          | 256-5-56-40-434.001<br>Susie Wilson PS Costs     | 44.54       | 52175        | 04/05/24   |
| 29825  | 03/19/24     | VGS 2/20 to 3/19/24       | 24125          | 256-5-56-40-434.002<br>West Street PS Costs      | 44.54       | 52175        | 04/05/24   |
| 29825  | 03/19/24     | VGS 2/20 to 3/19/24       | 24125          | 256-5-56-40-621.000<br>Natural Gas/Heating       | 138.29      | 52175        | 04/05/24   |



| Vendor | Invoice Date | Invoice Description                       | Account  | Amount Paid | Check Number | Check Date |
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| VI633  | 03/28/24     | debt payment May 2024<br>032824-RF115     | 256-2-00-00-250.002<br>RF1-157                 | 53981.73    | 52182        | 04/05/24   |
| VI633  | 03/28/24     | debt payment May 2024<br>032824-RF115     | 256-5-56-70-955.002<br>RF1-157 PS upgrade      | 13137.77    | 52182        | 04/05/24   |
| 19815  | 03/30/24     | RK Hiawatha Supplies<br>11NK9NINTMCV      | 259-5-30-15-610.000<br>General Supplies        | 271.91      | 52078        | 04/05/24   |
| 19815  | 04/01/24     | RK Westford Supplies<br>1966WLK3CYY       | 259-5-30-15-610.000<br>General Supplies        | 21.34       | 52078        | 04/05/24   |
| 19815  | 04/01/24     | RK EES Supplies<br>19JH3WXM16V9           | 259-5-30-15-610.000<br>General Supplies        | 216.54      | 52078        | 04/05/24   |
| 19815  | 03/21/24     | RK MSP Supplies<br>1C636CPHM61V           | 259-5-30-15-610.000<br>General Supplies        | 120.00      | 52078        | 04/05/24   |
| 19815  | 03/28/24     | RK Westford Supplies<br>1KGVXR99FVY3      | 259-5-30-15-610.000<br>General Supplies        | 23.77       | 52078        | 04/05/24   |
| 19815  | 03/23/24     | Maint Garage Printer EJRP<br>1VNWX67VXQ9V | 259-5-30-12-610.000<br>General Supplies        | 429.00      | 52078        | 04/05/24   |
| 07465  | 04/01/24     | Bath House Project Heat<br>50684          | 259-5-30-11-431.000<br>R&M Buildings & Grounds | 62.82       | 52085        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324       | 259-5-30-15-610.000<br>General Supplies        | 80.98       | 52090        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324       | 259-5-30-15-500.000<br>Training, Conf, Dues    | 7973.06     | 52090        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324       | 259-5-30-16-610.000<br>General Supplies        | 783.56      | 52090        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324       | 259-5-30-14-610.000<br>General Supplies        | 531.61      | 52090        | 04/05/24   |
| 22670  | 03/16/24     | EJRP Credit Card April<br>6508 0324       | 259-5-30-10-505.000<br>Tech. Subs, Licenses    | 361.35      | 52090        | 04/05/24   |
| 42360  | 03/20/24     | Vac Camp Trip 11/21<br>R126128            | 259-5-30-15-330.000<br>Professional Services   | 320.00      | 52111        | 04/05/24   |
| 42360  | 03/20/24     | Vac Camp Trip 11/22<br>R126129            | 259-5-30-15-330.000<br>Professional Services   | 400.00      | 52111        | 04/05/24   |
| 25590  | 03/07/24     | Egg Hunt Supplies<br>73020929701          | 259-5-30-14-610.000<br>General Supplies        | 547.78      | 52121        | 04/05/24   |
| 20470  | 03/31/24     | March Fuel<br>313234                      | 259-5-30-15-626.000<br>Gasoline                | 93.64       | 52123        | 04/05/24   |
| 80089  | 03/18/24     | Bath House Door Replaceme<br>16117115     | 259-5-30-11-431.000<br>R&M Buildings & Grounds | 192.50      | 52131        | 04/05/24   |
| 28895  | 04/01/24     | Kindermusik April<br>1025                 | 259-5-30-14-330.000<br>Professional Services   | 968.00      | 52133        | 04/05/24   |
| 80025  | 04/01/24     | RK/Camp Refund-Lovegood \$<br>182686      | 259-4-30-15-020.313<br>Childcare - AS          | 36.00       | 52134        | 04/05/24   |
| 80025  | 04/01/24     | RK/Camp Refund-Lovegood \$<br>182686      | 259-4-30-17-020.313<br>Childcare - DC          | 504.00      | 52134        | 04/05/24   |
| 25620  | 03/22/24     | Vac Camp Trip 3/22<br>2344                | 259-5-30-15-330.000<br>Professional Services   | 488.00      | 52138        | 04/05/24   |
| 29425  | 03/13/24     | RK Hiawatha Snack<br>136625               | 259-5-30-15-610.000<br>General Supplies        | 208.26      | 52145        | 04/05/24   |
| 29425  | 03/13/24     | RK EES Snack<br>136748                    | 259-5-30-15-610.000<br>General Supplies        | 139.75      | 52145        | 04/05/24   |

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| 29425  | PERFORMANCE FOOD SERVICE  | 03/13/24     | RK EES Snack<br>136753                    | 259-5-30-15-610.000<br>General Supplies        | 36.86       | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/20/24     | RK FMS Snack<br>139309                    | 259-5-30-15-610.000<br>General Supplies        | 103.60      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/21/24     | RK Summit Snack<br>141696                 | 259-5-30-15-610.000<br>General Supplies        | 282.92      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/21/24     | RK EES Snack<br>141760                    | 259-5-30-15-610.000<br>General Supplies        | 160.22      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/26/24     | RK MSP Snack<br>144332                    | 259-5-30-15-610.000<br>General Supplies        | 95.17       | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/27/24     | RK Summit Snack<br>144492                 | 259-5-30-15-610.000<br>General Supplies        | 203.42      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/27/24     | RK Hiawatha Snack<br>144506               | 259-5-30-15-610.000<br>General Supplies        | 100.49      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/27/24     | RK FMS Snack<br>144507                    | 259-5-30-15-610.000<br>General Supplies        | 177.72      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/27/24     | RK Fleming Snack<br>144944                | 259-5-30-15-610.000<br>General Supplies        | 186.45      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 03/28/24     | RK Westford Snack<br>145738               | 259-5-30-15-610.000<br>General Supplies        | 90.10       | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 04/02/24     | RK EES Snack<br>147873                    | 259-5-30-15-610.000<br>General Supplies        | 258.37      | 52145        | 04/05/24   |
| 29425  | PERFORMANCE FOOD SERVICE  | 04/02/24     | RK MSP Snack<br>148319                    | 259-5-30-15-610.000<br>General Supplies        | 311.52      | 52145        | 04/05/24   |
| 24855  | PETTY CASH - CAITLIN FAY  | 04/04/24     | DC Trip Petty Cash<br>040424D             | 259-5-30-14-330.000<br>Professional Services   | 8444.00     | 52148        | 04/05/24   |
| 80092  | SIDER-CRETE INC           | 03/22/24     | Pool Repair Supplies<br>03241666          | 259-5-30-11-431.000<br>R&M Buildings & Grounds | 1434.03     | 52158        | 04/05/24   |
| 45825  | SPARE TIME                | 03/01/20     | Vac Camp Trip 3/1<br>37003400             | 259-5-30-15-330.000<br>Professional Services   | 660.00      | 52159        | 04/05/24   |
| 23495  | STUDENT TRANSPORTATION OF | 03/26/24     | Vac Camp 3/22 Bus<br>70249180             | 259-5-30-15-580.000<br>Travel                  | 1893.75     | 52160        | 04/05/24   |
| 29090  | SUNBELT RENTALS           | 03/15/24     | Bath House Project Heater<br>15098069500A | 259-5-30-11-431.000<br>R&M Buildings & Grounds | 1025.53     | 52161        | 04/05/24   |
| 36130  | VERIZON WIRELESS VSAT     | 03/17/24     | Cell Service March 2024<br>9959400976     | 259-5-30-16-530.000<br>Communications          | 50.51       | 52166        | 04/05/24   |
| 25315  | VESPA'S PIZZA PASTA & DEL | 03/18/24     | RK Training Food<br>031824D               | 259-5-30-15-610.000<br>General Supplies        | 142.00      | 52168        | 04/05/24   |
| V2380  | VLCT PACIF                | 03/08/24     | insurance end 1 additiona<br>INT195030424 | 259-5-30-10-260.000<br>Workers Comp Insurance  | 574.71      | 52171        | 04/05/24   |
| 25945  | VT AFTERSCHOOL            | 03/19/24     | RK Training 3/18<br>6511                  | 259-5-30-15-330.000<br>Professional Services   | 120.00      | 52173        | 04/05/24   |
| 07565  | W B MASON CO INC          | 03/19/24     | RK Tri Fold Display<br>245329850          | 259-5-30-15-610.000<br>General Supplies        | 9.99        | 52178        | 04/05/24   |

04/05/24

City of Essex Junction Accounts Payable

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02:04 pm

Check Warrant Report # 24041 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 04/05/24 To 04/05/24

| Vendor       | Invoice Date | Invoice Description<br>Invoice Number | Account | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------------|--------------|---------------------------------------|---------|----------------|-----------------|---------------|
| Report Total |              |                                       |         | 9481893.73     |                 |               |

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 \$ \*9,481,893.73  
 Let this be your order for the payments of these amounts.

\_\_\_\_\_

\_\_\_\_\_

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## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council; Department Managers  
**CC:** Tri-Town Members (Essex Town and Williston)  
**From:** Jess Morris, Finance Director  
**Date:** April 4, 2024  
**Subject:** March 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 3/31/24 therefore the year to date actuals are for the period 7/1/23-3/31/24, and the month actuals are for the month of March.

While we will continue to receive March invoices over the coming weeks, we are about 75% of the way through the fiscal year. The General Fund revenue is about 98% of budget or \$13,619,666 and expenditures are about 73% of budget or \$10,398,361.

The Water Fund operating revenue is about 70% of budget or \$1,193,678 and operating expenditures are about 67% of budget or \$1,137,419. The Wastewater Fund operating revenue is about 78% of budget or \$2,265,095 and operating expenditures are about 69% of budget or \$2,008,762. The Sanitation Fund operating revenue is about 73% of budget or \$633,984 and operating expenditures are about 71% of budget or \$463,889. Utility bills were mailed on February 28<sup>th</sup> and there will be one more billing for this fiscal year which will happen at the end of June.

There are currently 407 utility accounts with delinquent balances for a total of \$128,540, with \$95,841 outstanding from the most recent February billing cycle. In February, there were 176 delinquent utility accounts with a balance of \$45,257, with \$22,340 of that balance from the October and prior billing cycles.

The EJRP Program Fund revenue is about 79% of budget or \$2,500,408 and expenditures are about 82% of budget or \$2,618,464. 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 reports of the 2 Lincoln renovation project tracking, 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%         | 0.00                |
| 210-4-00-00-020.001 PILOT Tax Agreements      | 17,600.00            | 17,600.00            | 0.00              | 100.00%        | 8,800.00            |
| 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           | 138,003.75           | 46,001.25         | 75.00%         | 46,001.25           |
| 210-4-00-00-020.055 Admin Fee - WWTF          | 92,003.00            | 69,002.25            | 23,000.75         | 75.00%         | 23,000.75           |
| 210-4-00-00-020.056 Admin Fee - Sanitation    | 184,005.00           | 138,003.75           | 46,001.25         | 75.00%         | 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             | 32,860.50            | -29,424.50        | 956.36%        | 3,459.00            |
| 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             | -4,570.07            | 7,070.07          | -182.80%       | 48.20               |
| 210-4-00-00-080.001 State District Court Fine | 2,000.00             | 5,973.36             | -3,973.36         | 298.67%        | 707.50              |
| 210-4-00-00-085.000 Penalties                 | 70,367.00            | 58,245.49            | 12,121.51         | 82.77%         | 27,246.17           |
| 210-4-00-00-086.000 Interest                  | 13,426.00            | 7,898.17             | 5,527.83          | 58.83%         | 652.63              |
| 210-4-00-00-091.832 ARPA Revenue              | 2,824,513.71         | 2,824,513.71         | 0.00              | 100.00%        | 2,824,513.71        |
| 210-4-00-00-098.000 Misc Revenue              | 1,500.00             | 14,244.75            | -12,744.75        | 949.65%        | 1,615.92            |
| <b>Total General Revenues</b>                 | <b>13,877,029.71</b> | <b>13,619,666.33</b> | <b>257,363.38</b> | <b>98.15%</b>  | <b>2,982,046.38</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                 | 21.00                | -21.00            | 100.00%        | 2.00                |
| 210-4-12-10-020.004 Recording Fees            | 86,000.00            | 32,367.00            | 53,633.00         | 37.64%         | 3,784.00            |
| 210-4-12-10-020.010 Printing and Duplication  | 5,590.00             | 234.10               | 5,355.90          | 4.19%          | 18.00               |
| 210-4-12-10-020.011 Online Land Records       | 0.00                 | 42.00                | -42.00            | 100.00%        | 42.00               |
| 210-4-12-10-020.013 Sale of Certified Copy    | 7,200.00             | 550.00               | 6,650.00          | 7.64%          | 80.00               |
| 210-4-12-10-020.023 Records Preservation      | 0.00                 | 11,740.00            | -11,740.00        | 100.00%        | 1,376.00            |
| 210-4-12-10-030.001 Liquor Licenses           | 2,875.00             | 2,065.00             | 810.00            | 71.83%         | 955.00              |
| 210-4-12-10-030.003 Marriage Licenses         | 624.00               | 150.00               | 474.00            | 24.04%         | 0.00                |
| 210-4-12-10-030.004 Animal Licenses           | 2,500.00             | 2,308.00             | 192.00            | 92.32%         | 980.00              |
| 210-4-12-10-030.005 Green Mountain Passport   | 120.00               | 58.00                | 62.00             | 48.33%         | 2.00                |
| 210-4-12-10-030.006 DMV Registrations         | 99.00                | 3.00                 | 96.00             | 3.03%          | 0.00                |
| <b>Total Clerk Revenue</b>                    | <b>105,008.00</b>    | <b>49,538.10</b>     | <b>55,469.90</b>  | <b>47.18%</b>  | <b>7,239.00</b>     |
| <b>210-4-14-10 Information Technology</b>     |                      |                      |                   |                |                     |
| 210-4-14-10-091.000 Transfer btwn funds (non- | 14,000.00            | 110,500.00           | -96,500.00        | 789.29%        | 103,500.00          |
| <b>Total Information Technology</b>           | <b>14,000.00</b>     | <b>110,500.00</b>    | <b>-96,500.00</b> | <b>789.29%</b> | <b>103,500.00</b>   |
| <b>210-4-16 ComDev Revenues</b>               |                      |                      |                   |                |                     |
| 210-4-16-10-030.008 License and Zoning Fees   | 39,000.00            | 30,705.08            | 8,294.92          | 78.73%         | 1,900.00            |
| 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>30,705.08</b>     | <b>48,452.92</b>  | <b>38.79%</b>  | <b>1,900.00</b>     |

| Account                                       | Budget               | Actual               | Budget Balance    | % of Budget    | Pd to Date          |
|---|----------------------|----------------------|-------------------|----------------|---------------------|
| <b>210-4-17 EconDev Revenues</b>              |                      |                      |                   |                |                     |
| 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%        | 0.00                |
| <b>Total Fire Revenues</b>                    | <b>10.00</b>         | <b>10.00</b>         | <b>0.00</b>       | <b>100.00%</b> | <b>0.00</b>         |
| <b>210-4-30 EJP Revenues</b>                  |                      |                      |                   |                |                     |
| 210-4-30-10-020.000 Charges for Services      | 12,479.00            | 3,901.00             | 8,578.00          | 31.26%         | 40.00               |
| 210-4-30-12-091.000 Transfer btwn funds (non- | 0.00                 | 750.00               | -750.00           | 100.00%        | 0.00                |
| <b>Total EJP Revenues</b>                     | <b>12,479.00</b>     | <b>4,651.00</b>      | <b>7,828.00</b>   | <b>37.27%</b>  | <b>40.00</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               | 581.16               | -81.16            | 116.23%        | 0.00                |
| <b>Total Library Revenues</b>                 | <b>500.00</b>        | <b>2,017.64</b>      | <b>-1,517.64</b>  | <b>403.53%</b> | <b>0.00</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            | 40,000.00            | -20,000.00        | 200.00%        | 40,000.00           |
| 210-4-40-12-098.000 Misc Revenue              | 3,500.00             | 1,478.40             | 2,021.60          | 42.24%         | 100.00              |
| 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>178,082.70</b>    | <b>-24,582.70</b> | <b>116.01%</b> | <b>40,100.00</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                 | 1,016.99             | -1,016.99         | 100.00%        | 0.00                |
| 210-4-90-00-640.202 Juvenile Collection repl  | 0.00                 | 358.00               | -358.00           | 100.00%        | 0.00                |
| <b>Total Other Sources and Uses</b>           | <b>0.00</b>          | <b>4,475.99</b>      | <b>-4,475.99</b>  | <b>100.00%</b> | <b>0.00</b>         |
| <b>Total Revenue</b>                          | <b>14,245,684.71</b> | <b>13,999,646.84</b> | <b>246,037.87</b> | <b>98.27%</b>  | <b>3,134,825.38</b> |
| <b>Total Revenues</b>                         | <b>14,245,684.71</b> | <b>13,999,646.84</b> | <b>246,037.87</b> | <b>98.27%</b>  | <b>3,134,825.38</b> |

210-5-10-10 Administration

| Account                                       |                   |                   | Budget            |               | Pd to Date       |
|---|-------------------|-------------------|-------------------|---------------|------------------|
|   | Budget            | Actual            | Balance           | % of Budget   |                  |
| 210-5-10-10-110.000 Regular Salaries          | 338,567.00        | 256,998.74        | 81,568.26         | 75.91%        | 25,950.44        |
| 210-5-10-10-210.000 Group Insurance           | 98,127.00         | 77,177.71         | 20,949.29         | 78.65%        | 8,027.88         |
| 210-5-10-10-220.000 Social Security           | 26,085.00         | 25,607.61         | 477.39            | 98.17%        | 2,562.70         |
| 210-5-10-10-230.000 Retirement                | 28,897.00         | 21,688.54         | 7,208.46          | 75.05%        | 2,205.79         |
| 210-5-10-10-320.000 Legal Services            | 40,000.00         | 10,400.00         | 29,600.00         | 26.00%        | 2,833.50         |
| 210-5-10-10-330.000 Professional Services     | 6,025.00          | 12,345.00         | -6,320.00         | 204.90%       | 0.00             |
| 210-5-10-10-340.000 Technical Services        | 9,552.00          | 8,559.08          | 992.92            | 89.61%        | 657.80           |
| 210-5-10-10-442.000 Rental Vehicles/Equip     | 4,250.00          | 4,172.13          | 77.87             | 98.17%        | 291.54           |
| 210-5-10-10-500.000 Training, Conf, Dues      | 4,247.00          | 2,718.72          | 1,528.28          | 64.02%        | 690.72           |
| 210-5-10-10-505.000 Tech. Subs, Licenses      | 10,875.00         | 8,942.77          | 1,932.23          | 82.23%        | 0.00             |
| 210-5-10-10-530.000 Communications            | 3,300.00          | 3,434.71          | -134.71           | 104.08%       | 50.51            |
| 210-5-10-10-540.000 Advertising               | 15,075.00         | 4,269.00          | 10,806.00         | 28.32%        | 1,284.00         |
| 210-5-10-10-550.000 Printing and Binding      | 5,570.00          | 1,434.89          | 4,135.11          | 25.76%        | -613.01          |
| 210-5-10-10-560.000 Postage                   | 2,000.00          | 6,136.66          | -4,136.66         | 306.83%       | 1,029.52         |
| 210-5-10-10-570.000 Other Purchased Services  | 1,000.00          | 17,280.00         | -16,280.00        | 1,728.00%     | 0.00             |
| 210-5-10-10-580.000 Travel                    | 6,000.00          | 1,205.49          | 4,794.51          | 20.09%        | 0.00             |
| 210-5-10-10-610.000 General Supplies          | 5,000.00          | 1,977.83          | 3,022.17          | 39.56%        | 4.58             |
| 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          | 3,108.05          | 2,891.95          | 51.80%        | 1,756.44         |
| <b>Total Administration</b>                   | <b>611,570.00</b> | <b>467,456.93</b> | <b>144,113.07</b> | <b>76.44%</b> | <b>46,732.41</b> |
| <b>210-5-11-10 Legislative</b>                |                   |                   |                   |               |                  |
| 210-5-11-10-190.000 Board Member Payments     | 16,500.00         | 400.00            | 16,100.00         | 2.42%         | 50.00            |
| 210-5-11-10-190.001 City Council Payments     | 12,500.00         | 9,375.00          | 3,125.00          | 75.00%        | 3,125.00         |
| 210-5-11-10-220.000 Social Security           | 956.00            | 717.15            | 238.85            | 75.02%        | 239.05           |
| 210-5-11-10-330.000 Professtional Services    | 32,114.00         | 15,713.85         | 16,400.15         | 48.93%        | 262.66           |
| 210-5-11-10-500.000 Training, Conferences, Du | 17,563.00         | 15,628.00         | 1,935.00          | 88.98%        | 0.00             |
| 210-5-11-10-540.000 Advertising               | 1,200.00          | 197.52            | 1,002.48          | 16.46%        | 61.36            |
| 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          | 1,073.29          | 926.71            | 53.66%        | 54.32            |
| <b>Total Legislative</b>                      | <b>83,333.00</b>  | <b>43,104.81</b>  | <b>40,228.19</b>  | <b>51.73%</b> | <b>3,792.39</b>  |
| <b>210-5-12-10 Clerk</b>                      |                   |                   |                   |               |                  |
| 210-5-12-10-110.000 Regular Salaries          | 162,763.00        | 120,303.31        | 42,459.69         | 73.91%        | 12,423.48        |
| 210-5-12-10-120.000 Part Time Salaries        | 2,785.00          | 1,199.25          | 1,585.75          | 43.06%        | 1,199.25         |
| 210-5-12-10-130.000 Overtime                  | 434.00            | 126.47            | 307.53            | 29.14%        | 126.47           |
| 210-5-12-10-210.000 Group Insurance           | 51,149.00         | 15,395.19         | 35,753.81         | 30.10%        | 3,148.99         |
| 210-5-12-10-220.000 Social Security           | 12,790.00         | 9,291.84          | 3,498.16          | 72.65%        | 1,067.20         |
| 210-5-12-10-230.000 Retirement                | 15,627.00         | 11,337.78         | 4,289.22          | 72.55%        | 1,210.67         |
| 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          | 1,693.76          | 1,306.24          | 56.46%        | 0.00             |
| 210-5-12-10-505.000 Tech. Subs Licenses       | 15,000.00         | 2,103.50          | 12,896.50         | 14.02%        | -6,189.79        |
| 210-5-12-10-550.000 Printing and Binding      | 1,000.00          | 613.01            | 386.99            | 61.30%        | 613.01           |
| 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              | 14,442.19         | -14,442.19        | 100.00%       | 6,543.29         |
| 210-5-12-10-580.000 Travel                    | 1,738.00          | 779.29            | 958.71            | 44.84%        | 0.00             |
| 210-5-12-10-610.000 General Supplies          | 5,250.00          | 1,254.68          | 3,995.32          | 23.90%        | 75.00            |

| Account                                       | Budget            | Actual            | Budget Balance    | % of Budget    | Pd to Date       |
|---|-------------------|-------------------|-------------------|----------------|------------------|
| 210-5-12-10-820.000 Elections                 | 32,000.00         | 5,104.73          | 26,895.27         | 15.95%         | 43.98            |
| <b>Total Clerk</b>                            | <b>306,750.00</b> | <b>183,923.10</b> | <b>122,826.90</b> | <b>59.96%</b>  | <b>20,261.55</b> |
| <b>210-5-13-10 Finance</b>                    |                   |                   |                   |                |                  |
| 210-5-13-10-110.000 Regular Salaries          | 225,124.00        | 174,841.98        | 50,282.02         | 77.66%         | 17,594.73        |
| 210-5-13-10-190.000 Board Member Payments     | 750.00            | 350.00            | 400.00            | 46.67%         | 0.00             |
| 210-5-13-10-210.000 Group Insurance           | 53,585.00         | 28,948.64         | 24,636.36         | 54.02%         | -17,984.89       |
| 210-5-13-10-220.000 Social Security           | 17,730.00         | 8,290.29          | 9,439.71          | 46.76%         | -454.92          |
| 210-5-13-10-230.000 Retirement                | 20,688.00         | 15,691.27         | 4,996.73          | 75.85%         | 1,624.43         |
| 210-5-13-10-250.000 Unemployment Insurance    | 3,209.00          | 2,204.69          | 1,004.31          | 68.70%         | 843.17           |
| 210-5-13-10-260.000 Workers Comp Insurance    | 21,182.00         | 15,338.54         | 5,843.46          | 72.41%         | 4,888.93         |
| 210-5-13-10-330.000 Professional Services     | 15,250.00         | 14,647.37         | 602.63            | 96.05%         | 1,106.68         |
| 210-5-13-10-335.000 Audit                     | 12,612.00         | 11,400.03         | 1,211.97          | 90.39%         | 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          | 140.00            | 1,360.00          | 9.33%          | 40.00            |
| 210-5-13-10-505.000 Tech. Subs, Licenses      | 28,640.00         | 26,475.55         | 2,164.45          | 92.44%         | 0.00             |
| 210-5-13-10-520.000 Workers Comp Insurance    | 93,600.00         | 86,225.68         | 7,374.32          | 92.12%         | 20,833.22        |
| 210-5-13-10-550.000 Printing and Binding      | 2,780.00          | 2,996.86          | -216.86           | 107.80%        | 0.00             |
| 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%          | 0.00             |
| 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>390,388.69</b> | <b>113,911.31</b> | <b>77.41%</b>  | <b>28,491.35</b> |
| <b>210-5-14-10 Information Technology</b>     |                   |                   |                   |                |                  |
| 210-5-14-10-330.000 Professional Services     | 100,000.00        | 141,216.58        | -41,216.58        | 141.22%        | 9,030.00         |
| 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         | 41,145.05         | -16,145.05        | 164.58%        | 5,163.27         |
| 210-5-14-10-735.000 Tech Hardware, Software,  | 23,650.00         | 32,992.93         | -9,342.93         | 139.50%        | 0.00             |
| <b>Total Information Technology</b>           | <b>153,650.00</b> | <b>215,354.56</b> | <b>-61,704.56</b> | <b>140.16%</b> | <b>14,193.27</b> |
| <b>210-5-15-10 Assessing</b>                  |                   |                   |                   |                |                  |
| 210-5-15-10-505.000 Tech. Subs, Licenses      | 0.00              | 1,500.00          | -1,500.00         | 100.00%        | 0.00             |
| 210-5-15-10-900.000 Transfer between Town/Cit | 77,810.00         | 38,904.90         | 38,905.10         | 50.00%         | 0.00             |
| <b>Total Assessing</b>                        | <b>77,810.00</b>  | <b>40,404.90</b>  | <b>37,405.10</b>  | <b>51.93%</b>  | <b>0.00</b>      |
| <b>210-5-16-10 Community Development</b>      |                   |                   |                   |                |                  |
| 210-5-16-10-110.000 Regular Salaries          | 256,708.00        | 157,565.89        | 99,142.11         | 61.38%         | 16,254.22        |
| 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         | 5,300.00          | 10,300.00         | 33.97%         | 1,600.00         |
| 210-5-16-10-210.000 Group Insurance           | 89,186.00         | 18,473.27         | 70,712.73         | 20.71%         | 5,297.80         |
| 210-5-16-10-220.000 Social Security           | 20,281.00         | 12,729.67         | 7,551.33          | 62.77%         | 1,625.81         |
| 210-5-16-10-230.000 Retirement                | 23,328.00         | 13,793.30         | 9,534.70          | 59.13%         | 8,912.18         |
| 210-5-16-10-320.000 Legal Services            | 6,000.00          | 17,007.29         | -11,007.29        | 283.45%        | 502.50           |
| 210-5-16-10-330.000 Professional Services     | 40,760.00         | 6,340.86          | 34,419.14         | 15.56%         | 1,174.19         |
| 210-5-16-10-500.000 Training, Conf, Dues      | 4,700.00          | 1,663.86          | 3,036.14          | 35.40%         | 193.00           |



| Account  |                     |                     | Budget              |               | Pd to Date       |
|--|---------------------|---------------------|---------------------|---------------|------------------|
|  | Budget              | Actual              | Balance             | % of Budget   |                  |
| 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            | 502.48              | 5,157.52            | 8.88%         | 0.00             |
| 210-5-16-10-540.000 Advertising                  | 1,350.00            | 519.48              | 830.52              | 38.48%        | 151.32           |
| 210-5-16-10-550.000 Printing and Binding         | 1,000.00            | 2,620.69            | -1,620.69           | 262.07%       | 0.00             |
| 210-5-16-10-560.000 Postage                      | 280.00              | 164.72              | 115.28              | 58.83%        | 0.78             |
| 210-5-16-10-580.000 Travel                       | 6,600.00            | 1,951.59            | 4,648.41            | 29.57%        | 1,151.59         |
| 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>238,706.28</b>   | <b>244,106.72</b>   | <b>49.44%</b> | <b>36,863.39</b> |
| <b>210-5-17-10 Economic Development</b>          |                     |                     |                     |               |                  |
| 210-5-17-10-831.000 Special or New Programs      | 5,000.00            | 4,328.44            | 671.56              | 86.57%        | 0.00             |
| 210-5-17-10-850.000 Community Events and Cele    | 15,000.00           | 937.69              | 14,062.31           | 6.25%         | 0.00             |
| 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>5,266.13</b>     | <b>34,733.87</b>    | <b>13.17%</b> | <b>0.00</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        | 1,381,556.32        | 1,381,556.68        | 50.00%        | 0.00             |
| <b>Total Health &amp; Human Services</b>         | <b>2,977,293.00</b> | <b>1,592,176.32</b> | <b>1,385,116.68</b> | <b>53.48%</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            | 3,500.00            | 0.00                | 100.00%       | 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>292,315.01</b>   | <b>54,567.99</b>    | <b>84.27%</b> | <b>0.00</b>      |
| <b>210-5-25-10 Fire</b>                          |                     |                     |                     |               |                  |
| 210-5-25-10-120.000 Part Time Salaries           | 216,000.00          | 166,769.27          | 49,230.73           | 77.21%        | 14,511.14        |
| 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           | 12,776.69           | 3,747.31            | 77.32%        | 1,110.15         |
| 210-5-25-10-260.000 Workers Comp Insurance       | 20,000.00           | 14,977.50           | 5,022.50            | 74.89%        | 3,537.25         |
| 210-5-25-10-290.000 Other Employee Benefits      | 1,000.00            | 648.00              | 352.00              | 64.80%        | 0.00             |
| 210-5-25-10-330.000 Professional Services        | 7,000.00            | 2,050.00            | 4,950.00            | 29.29%        | 0.00             |
| 210-5-25-10-430.000 R&M Vehicles & Equipment     | 26,000.00           | 19,676.55           | 6,323.45            | 75.68%        | 5,983.94         |
| 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            | 2,083.46            | 3,416.54            | 37.88%        | 240.00           |
| 210-5-25-10-505.000 Tech. Subs, Licenses         | 7,000.00            | 220.09              | 6,779.91            | 3.14%         | 0.00             |
| 210-5-25-10-530.000 Communications               | 2,600.00            | 2,139.49            | 460.51              | 82.29%        | 323.67           |
| 210-5-25-10-570.000 Other Purchased Services     | 11,000.00           | 11,154.77           | -154.77             | 101.41%       | 0.00             |

| Account                                       |                   |                   | Budget            |               | Pd to Date       |
|---|-------------------|-------------------|-------------------|---------------|------------------|
|   | Budget            | Actual            | Balance           | % of Budget   |                  |
| 210-5-25-10-610.000 General Supplies          | 4,000.00          | 3,532.57          | 467.43            | 88.31%        | 205.43           |
| 210-5-25-10-611.000 Small Tools and Equipment | 45,000.00         | 34,034.27         | 10,965.73         | 75.63%        | 0.00             |
| 210-5-25-10-612.000 Uniforms                  | 30,000.00         | 9,070.25          | 20,929.75         | 30.23%        | 0.00             |
| 210-5-25-10-613.000 Program Supplies          | 6,000.00          | 1,869.37          | 4,130.63          | 31.16%        | 0.00             |
| 210-5-25-10-626.000 Gasoline                  | 6,000.00          | 2,928.16          | 3,071.84          | 48.80%        | 373.42           |
| 210-5-25-10-750.000 Machinery & Equipment     | 20,000.00         | 21,733.75         | -1,733.75         | 108.67%       | 0.00             |
| 210-5-25-10-920.000 Transfer btwn funds (capi | 118,260.00        | 88,695.00         | 29,565.00         | 75.00%        | 29,565.00        |
| <b>Total Fire</b>                             | <b>545,484.00</b> | <b>397,103.34</b> | <b>148,380.66</b> | <b>72.80%</b> | <b>55,850.00</b> |
| <b>210-5-30-10 EJP Administration</b>         |                   |                   |                   |               |                  |
| 210-5-30-10-110.000 Regular Salaries          | 395,061.00        | 301,046.46        | 94,014.54         | 76.20%        | 29,964.25        |
| 210-5-30-10-120.000 Part Time Salaries        | 0.00              | 3,241.29          | -3,241.29         | 100.00%       | 0.00             |
| 210-5-30-10-210.000 Group Insurance           | 162,427.00        | 106,393.73        | 56,033.27         | 65.50%        | 12,184.51        |
| 210-5-30-10-220.000 Social Security           | 30,453.00         | 23,339.14         | 7,113.86          | 76.64%        | 2,268.93         |
| 210-5-30-10-230.000 Retirement                | 33,729.00         | 25,958.64         | 7,770.36          | 76.96%        | -5,257.78        |
| 210-5-30-10-330.000 Professional Services     | 1,764.00          | 210.00            | 1,554.00          | 11.90%        | -6,424.00        |
| 210-5-30-10-442.000 Rental Vehicles/Equip     | 0.00              | 264.60            | -264.60           | 100.00%       | 264.60           |
| 210-5-30-10-500.000 Training, Conf, Dues      | 6,068.00          | 1,731.20          | 4,336.80          | 28.53%        | 0.00             |
| 210-5-30-10-505.000 Tech. Subs, Licenses      | 10,825.00         | 12,072.31         | -1,247.31         | 111.52%       | 6,756.10         |
| 210-5-30-10-530.000 Communications            | 1,980.00          | 1,503.53          | 476.47            | 75.94%        | -10,910.00       |
| 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              | 0.00              | 0.00              | 0.00%         | -50.00           |
| 210-5-30-10-561.000 CC Processing Fees        | 0.00              | 67.11             | -67.11            | 100.00%       | 0.00             |
| 210-5-30-10-610.000 General Supplies          | 7,200.00          | 3,687.90          | 3,512.10          | 51.22%        | -4,448.50        |
| 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>489,515.91</b> | <b>184,491.09</b> | <b>72.63%</b> | <b>24,348.11</b> |
| <b>210-5-30-12 EJP Parks and Facilities</b>   |                   |                   |                   |               |                  |
| 210-5-30-12-110.000 Regular Salaries          | 139,626.00        | 108,968.56        | 30,657.44         | 78.04%        | 11,565.98        |
| 210-5-30-12-120.000 Part Time Salaries        | 46,574.00         | 44,409.43         | 2,164.57          | 95.35%        | 1,763.41         |
| 210-5-30-12-130.000 Overtime                  | 0.00              | 1,486.76          | -1,486.76         | 100.00%       | 313.40           |
| 210-5-30-12-210.000 Group Insurance           | 38,170.00         | 22,709.54         | 15,460.46         | 59.50%        | 2,684.04         |
| 210-5-30-12-220.000 Social Security           | 14,337.00         | 12,179.38         | 2,157.62          | 84.95%        | 874.78           |
| 210-5-30-12-230.000 Retirement                | 14,033.00         | 10,701.64         | 3,331.36          | 76.26%        | 1,166.64         |
| 210-5-30-12-330.000 Professional Services     | 12,573.00         | 12,562.15         | 10.85             | 99.91%        | 330.00           |
| 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          | 3,239.00          | 663.00            | 83.01%        | 2,331.82         |
| 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         | 13,309.57         | 15,449.43         | 46.28%        | 809.13           |
| 210-5-30-12-626.000 Gasoline                  | 1,500.00          | 2,531.39          | -1,031.39         | 168.76%       | 2,531.39         |
| <b>Total EJP Parks and Facilities</b>         | <b>310,569.00</b> | <b>238,988.77</b> | <b>71,580.23</b>  | <b>76.95%</b> | <b>24,370.59</b> |
| <b>210-5-30-13 Adult Programs</b>             |                   |                   |                   |               |                  |
| 210-5-30-13-110.000 Regular Salaries          | 26,166.00         | 2,845.00          | 23,321.00         | 10.87%        | 765.00           |

| Account                                       |           |           | Budget    |             | Pd to Date |
|---|-----------|-----------|-----------|-------------|------------|
|   | Budget    | Actual    | Balance   | % of Budget |            |
| 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  | 217.65    | 1,830.35  | 10.63%      | 58.53      |
| 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 | 0.00      | 20,000.00 | 0.00%       | 0.00       |
| 210-5-30-13-500.000 Training, Conferences, Du | 2,000.00  | 0.00      | 2,000.00  | 0.00%       | 0.00       |
| 210-5-30-13-610.000 General Supplies          | 0.00      | 470.21    | -470.21   | 100.00%     | 60.13      |
| 210-5-30-13-900.000 Transfer between Town/Cit | 50,379.00 | 50,382.24 | -3.24     | 100.01%     | 0.00       |

|                             |                   |                  |                  |               |               |
|-----------------------------|-------------------|------------------|------------------|---------------|---------------|
| <b>Total Adult Programs</b> | <b>115,902.00</b> | <b>53,915.10</b> | <b>61,986.90</b> | <b>46.52%</b> | <b>883.66</b> |
|-----------------------------|-------------------|------------------|------------------|---------------|---------------|

**210-5-35-10 Brownell Library**

|   |            |            |            |         |           |
|---|------------|------------|------------|---------|-----------|
| 210-5-35-10-110.000 Regular Salaries          | 463,760.00 | 330,161.73 | 133,598.27 | 71.19%  | 32,179.08 |
| 210-5-35-10-120.000 Part Time Salaries        | 125,170.00 | 92,544.60  | 32,625.40  | 73.94%  | 9,837.73  |
| 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 | 100,165.84 | 38,730.16  | 72.12%  | 12,244.20 |
| 210-5-35-10-220.000 Social Security           | 45,552.00  | 32,852.16  | 12,699.84  | 72.12%  | 3,308.72  |
| 210-5-35-10-230.000 Retirement                | 48,256.00  | 34,708.27  | 13,547.73  | 71.93%  | 3,334.55  |
| 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   | 2,298.27   | 701.73     | 76.61%  | 577.87    |
| 210-5-35-10-500.000 Training, Conf, Dues      | 5,500.00   | 1,347.10   | 4,152.90   | 24.49%  | 100.00    |
| 210-5-35-10-505.000 Tech. Subs, Licenses      | 12,500.00  | 9,628.96   | 2,871.04   | 77.03%  | 1,828.97  |
| 210-5-35-10-530.000 Communications            | 2,640.00   | 1,925.00   | 715.00     | 72.92%  | 330.00    |
| 210-5-35-10-540.000 Advertising               | 700.00     | 0.00       | 700.00     | 0.00%   | 0.00      |
| 210-5-35-10-560.000 Postage                   | 3,000.00   | 1,220.70   | 1,779.30   | 40.69%  | 181.72    |
| 210-5-35-10-610.000 General Supplies          | 14,000.00  | 5,362.02   | 8,637.98   | 38.30%  | 509.63    |
| 210-5-35-10-640.201 Adult Collection          | 50,000.00  | 28,661.00  | 21,339.00  | 57.32%  | 2,796.69  |
| 210-5-35-10-640.202 Juvenile Collection       | 25,000.00  | 16,739.34  | 8,260.66   | 66.96%  | 1,602.91  |
| 210-5-35-10-735.000 Tech: Equip/Hardware      | 8,660.00   | 7,987.77   | 672.23     | 92.24%  | 6,427.98  |
| 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   | 369.19     | 1,130.81   | 24.61%  | 0.00      |
| 210-5-35-10-840.202 Childrens Programs        | 4,500.00   | 3,454.09   | 1,045.91   | 76.76%  | 599.32    |
| 210-5-35-10-845.000 Employee/Volunteer Recogn | 1,500.00   | 314.83     | 1,185.17   | 20.99%  | 216.00    |
| 210-5-35-10-890.000 Federal Grant Expenditure | 0.00       | 410.75     | -410.75    | 100.00% | 0.00      |
| 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>674,323.88</b> | <b>289,810.12</b> | <b>69.94%</b> | <b>76,075.37</b> |
|-------------------------------|-------------------|-------------------|-------------------|---------------|------------------|

**210-5-40-12 Highways**

|   |            |            |           |        |            |
|---|------------|------------|-----------|--------|------------|
| 210-5-40-12-110.000 Regular Salaries        | 232,291.00 | 156,958.28 | 75,332.72 | 67.57% | 18,241.86  |
| 210-5-40-12-120.000 Part Time Salaries      | 21,973.00  | 8,500.17   | 13,472.83 | 38.68% | 1,466.84   |
| 210-5-40-12-130.000 Overtime                | 26,974.00  | 10,950.83  | 16,023.17 | 40.60% | 994.02     |
| 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 | 79,595.19  | 41,805.81 | 65.56% | 28,169.00  |
| 210-5-40-12-220.000 Social Security         | 21,962.00  | 14,094.65  | 7,867.35  | 64.18% | 1,566.94   |
| 210-5-40-12-230.000 Retirement              | 22,855.00  | 14,526.74  | 8,328.26  | 63.56% | -14,660.27 |
| 210-5-40-12-250.000 Unemployment Insurance  | 250.00     | 226.35     | 23.65     | 90.54% | 79.62      |
| 210-5-40-12-260.000 Workers Comp Insurance  | 12,600.00  | 12,180.44  | 419.56    | 96.67% | 3,478.40   |
| 210-5-40-12-330.000 Professional Services   | 18,000.00  | 9,912.69   | 8,087.31  | 55.07% | 1,130.21   |
| 210-5-40-12-410.000 Water and Sewer Charges | 3,500.00   | 2,311.32   | 1,188.68  | 66.04% | 1,034.23   |

| Account                                       |                     |                     | Budget            |               | Pd to Date        |
|---|---------------------|---------------------|-------------------|---------------|-------------------|
|   | Budget              | Actual              | Balance           | % of Budget   |                   |
| 210-5-40-12-422.000 Snow Removal              | 21,000.00           | 8,725.72            | 12,274.28         | 41.55%        | 0.00              |
| 210-5-40-12-425.000 Trash Removal             | 9,100.00            | 10,846.22           | -1,746.22         | 119.19%       | 812.75            |
| 210-5-40-12-430.000 R&M Vehicles & Equipment  | 38,000.00           | 98,009.08           | -60,009.08        | 257.92%       | 2,771.24          |
| 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           | 9,926.26            | 3,073.74          | 76.36%        | 0.00              |
| 210-5-40-12-442.000 Rental Vehicles/Equip     | 3,000.00            | 2,894.83            | 105.17            | 96.49%        | 436.18            |
| 210-5-40-12-451.000 Summer Construction Servi | 300,000.00          | 357,656.32          | -57,656.32        | 119.22%       | 3,884.27          |
| 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           | 15,709.28           | 2,090.72          | 88.25%        | 3,923.84          |
| 210-5-40-12-521.000 Insurance Deductibles     | 1,000.00            | 2,110.00            | -1,110.00         | 211.00%       | 800.00            |
| 210-5-40-12-530.000 Communications            | 4,500.00            | 3,381.44            | 1,118.56          | 75.14%        | 506.44            |
| 210-5-40-12-540.000 Advertising               | 0.00                | 92.04               | -92.04            | 100.00%       | 92.04             |
| 210-5-40-12-571.000 Streetscape Maintenance   | 20,000.00           | 10,263.12           | 9,736.88          | 51.32%        | 601.20            |
| 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          | 91,526.05           | 53,473.95         | 63.12%        | 16,082.00         |
| 210-5-40-12-605.000 Summer Construction Suppl | 45,000.00           | 4,084.98            | 40,915.02         | 9.08%         | 266.24            |
| 210-5-40-12-609.000 Safety Supplies           | 3,000.00            | 1,021.46            | 1,978.54          | 34.05%        | 1,021.46          |
| 210-5-40-12-610.000 General Supplies          | 35,000.00           | 15,466.41           | 19,533.59         | 44.19%        | 2,661.54          |
| 210-5-40-12-610.200 Streetlight Supplies      | 15,000.00           | 18,611.62           | -3,611.62         | 124.08%       | 1,608.47          |
| 210-5-40-12-612.000 Uniforms                  | 3,510.00            | 3,023.63            | 486.37            | 86.14%        | -1,038.42         |
| 210-5-40-12-621.000 Natural Gas/Heating       | 4,200.00            | 2,473.55            | 1,726.45          | 58.89%        | 769.68            |
| 210-5-40-12-622.000 Electricity               | 4,200.00            | 6,007.53            | -1,807.53         | 143.04%       | 183.81            |
| 210-5-40-12-622.200 Streetlight Electricity   | 138,000.00          | 94,164.12           | 43,835.88         | 68.23%        | 11,597.03         |
| 210-5-40-12-626.000 Gasoline                  | 42,000.00           | 26,925.22           | 15,074.78         | 64.11%        | 3,866.53          |
| 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           | 5.95                | 9,994.05          | 0.06%         | 0.00              |
| 210-5-40-12-920.000 Transfer to Capital       | 151,440.00          | 113,580.00          | 37,860.00         | 75.00%        | 37,860.00         |
| <b>Total Highways</b>                         | <b>1,566,556.00</b> | <b>1,217,525.91</b> | <b>349,030.09</b> | <b>77.72%</b> | <b>130,207.15</b> |
| <b>210-5-40-13 Stormwater</b>                 |                     |                     |                   |               |                   |
| 210-5-40-13-110.000 Regular Salaries          | 30,247.00           | 23,726.38           | 6,520.62          | 78.44%        | 10,717.61         |
| 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            | 5,180.11            | 3,121.89          | 62.40%        | 1,035.93          |
| 210-5-40-13-220.000 Social Security           | 3,679.00            | 1,873.73            | 1,805.27          | 50.93%        | 902.45            |
| 210-5-40-13-230.000 Retirement                | 2,571.00            | 1,777.15            | 793.85            | 69.12%        | 0.00              |
| 210-5-40-13-250.000 Unemployment Insurance    | 25.00               | 19.69               | 5.31              | 78.76%        | 6.93              |
| 210-5-40-13-260.000 Workers Comp Insurance    | 2,200.00            | 2,512.86            | -312.86           | 114.22%       | 717.60            |
| 210-5-40-13-330.000 Professional Services     | 20,000.00           | 9,367.42            | 10,632.58         | 46.84%        | 1,191.01          |
| 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           | 18,567.51           | 432.49            | 97.72%        | 1,099.98          |
| 210-5-40-13-570.000 Other Purchased Services  | 5,000.00            | 3,912.00            | 1,088.00          | 78.24%        | 0.00              |
| 210-5-40-13-575.000 Storm Sewer Maintenance   | 25,000.00           | 4,186.66            | 20,813.34         | 16.75%        | 0.00              |
| 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>85,878.34</b>    | <b>81,605.66</b>  | <b>51.28%</b> | <b>15,671.51</b>  |

| Account                                     |                     |                  | Budget              |               | Pd to Date       |
|---|---------------------|------------------|---------------------|---------------|------------------|
|   | Budget              | Actual           | Balance             | % of Budget   |                  |
| <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            | 1,486.36         | 1,513.64            | 49.55%        | 0.00             |
| 210-5-41-20-410.000 Water and Sewer Charges | 1,500.00            | 554.86           | 945.14              | 36.99%        | 277.43           |
| 210-5-41-20-420.000 Cleaning Services       | 22,000.00           | 10,976.41        | 11,023.59           | 49.89%        | 1,512.24         |
| 210-5-41-20-425.000 Trash Removal           | 3,600.00            | 2,707.63         | 892.37              | 75.21%        | 881.09           |
| 210-5-41-20-431.000 R&M Buildings & Grounds | 20,000.00           | 2,456.47         | 17,543.53           | 12.28%        | 173.16           |
| 210-5-41-20-450.000 Construction Services   | 2,824,513.71        | 0.00             | 2,824,513.71        | 0.00%         | 0.00             |
| 210-5-41-20-530.000 Communications          | 8,968.00            | 8,689.46         | 278.54              | 96.89%        | 112.12           |
| 210-5-41-20-610.000 General Supplies        | 5,000.00            | 349.40           | 4,650.60            | 6.99%         | 53.96            |
| 210-5-41-20-621.000 Natrual Gas/Heating     | 6,500.00            | 3,505.69         | 2,994.31            | 53.93%        | 959.65           |
| 210-5-41-20-622.000 Electricity             | 11,000.00           | 4,970.02         | 6,029.98            | 45.18%        | 250.19           |
| 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>2,913,081.71</b> | <b>35,696.30</b> | <b>2,877,385.41</b> | <b>1.23%</b>  | <b>4,219.84</b>  |
| <b>210-5-41-21 Brownell Library</b>         |                     |                  |                     |               |                  |
| 210-5-41-21-400.000 Contracted Services     | 4,750.00            | 6,140.44         | -1,390.44           | 129.27%       | 173.13           |
| 210-5-41-21-410.000 Water and Sewer Charges | 700.00              | 407.12           | 292.88              | 58.16%        | 199.15           |
| 210-5-41-21-420.000 Cleaning Services       | 30,000.00           | 16,357.05        | 13,642.95           | 54.52%        | 2,268.35         |
| 210-5-41-21-431.000 R&M Buildings & Grounds | 25,175.00           | 13,997.97        | 11,177.03           | 55.60%        | 493.59           |
| 210-5-41-21-530.000 Communications          | 4,090.00            | 2,668.41         | 1,421.59            | 65.24%        | 225.02           |
| 210-5-41-21-621.000 Natrual Gas/Heating     | 7,200.00            | 4,805.26         | 2,394.74            | 66.74%        | 1,313.56         |
| 210-5-41-21-622.000 Electricity             | 14,750.00           | 10,042.32        | 4,707.68            | 68.08%        | 527.83           |
| <b>Total Brownell Library</b>               | <b>86,665.00</b>    | <b>54,418.57</b> | <b>32,246.43</b>    | <b>62.79%</b> | <b>5,200.63</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              | 354.20           | 145.80              | 70.84%        | 177.10           |
| 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            | 6,756.11         | 1,243.89            | 84.45%        | 1,792.00         |
| 210-5-41-22-530.000 Communications          | 2,400.00            | 4,880.29         | -2,480.29           | 203.35%       | 343.72           |
| 210-5-41-22-610.000 General Supplies        | 1,100.00            | 1,464.62         | -364.62             | 133.15%       | 0.00             |
| 210-5-41-22-621.000 Natrual Gas/Heating     | 4,000.00            | 2,984.04         | 1,015.96            | 74.60%        | 939.69           |
| 210-5-41-22-622.000 Electricity             | 7,000.00            | 4,969.98         | 2,030.02            | 71.00%        | 250.19           |
| <b>Total Fire Station</b>                   | <b>24,100.00</b>    | <b>22,145.51</b> | <b>1,954.49</b>     | <b>91.89%</b> | <b>3,502.70</b>  |
| <b>210-5-41-23 Park Street School</b>       |                     |                  |                     |               |                  |
| 210-5-41-23-400.000 Contracted Services     | 1,000.00            | 1,083.00         | -83.00              | 108.30%       | -3,500.00        |
| 210-5-41-23-410.000 Water and Sewer Charges | 1,500.00            | 814.80           | 685.20              | 54.32%        | 407.40           |
| 210-5-41-23-420.000 Cleaning Services       | 32,500.00           | 12,327.35        | 20,172.65           | 37.93%        | 2,405.02         |
| 210-5-41-23-431.000 R&M Buildings & Grounds | 15,000.00           | 14,778.17        | 221.83              | 98.52%        | -1,810.53        |
| 210-5-41-23-530.000 Communications          | 3,100.00            | 2,414.67         | 685.33              | 77.89%        | 307.60           |
| 210-5-41-23-621.000 Natrual Gas/Heating     | 3,500.00            | 946.60           | 2,553.40            | 27.05%        | 495.91           |
| 210-5-41-23-622.000 Electricity             | 5,900.00            | 2,772.72         | 3,127.28            | 47.00%        | 164.43           |
| <b>Total Park Street School</b>             | <b>62,500.00</b>    | <b>35,137.31</b> | <b>27,362.69</b>    | <b>56.22%</b> | <b>-1,530.17</b> |

| Account                                       | Budget               |                      |                      |                 |                     |
|---|----------------------|----------------------|----------------------|-----------------|---------------------|
|   | Budget               | Actual               | Balance              | % of Budget     | Pd to Date          |
| <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             | 5,886.62             | 1,913.38             | 75.47%          | 4,014.57            |
| 210-5-41-26-420.000 Cleaning Services         | 32,500.00            | 17,453.81            | 15,046.19            | 53.70%          | 2,405.03            |
| 210-5-41-26-425.000 Trash Removal             | 4,716.00             | 2,518.62             | 2,197.38             | 53.41%          | 440.15              |
| 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             | 7,313.23             | 1,586.77             | 82.17%          | 843.88              |
| 210-5-41-26-621.000 Natrual Gas/Heating       | 6,500.00             | 4,197.85             | 2,302.15             | 64.58%          | 1,022.31            |
| 210-5-41-26-622.000 Electricity               | 37,500.00            | 24,300.61            | 13,199.39            | 64.80%          | 1,878.04            |
| 210-5-41-26-626.000 Gasoline                  | 0.00                 | 0.00                 | 0.00                 | 0.00%           | -2,531.39           |
| <b>Total Maple St. Park and Pool</b>          | <b>128,916.00</b>    | <b>64,514.95</b>     | <b>64,401.05</b>     | <b>50.04%</b>   | <b>8,072.59</b>     |
| <b>Total Buildings</b>                        | <b>3,215,262.71</b>  | <b>211,912.64</b>    | <b>3,003,350.07</b>  | <b>6.59%</b>    | <b>19,465.59</b>    |
| <b>210-5-90-00 Transfers and Misc.</b>        |                      |                      |                      |                 |                     |
| 210-5-90-00-640.201 Adult Collection replacem | 0.00                 | 437.95               | -437.95              | 100.00%         | 90.48               |
| 210-5-90-00-640.202 Juvenile Collection repl  | 0.00                 | 258.33               | -258.33              | 100.00%         | 0.00                |
| 210-5-90-00-910.000 Transfer btwn Funds       | 0.00                 | 2,824,513.71         | -2,824,513.71        | 100.00%         | 2,824,513.71        |
| 210-5-90-00-920.000 Transfer btwn funds (capi | 694,356.00           | 460,962.75           | 233,393.25           | 66.39%          | 153,654.25          |
| 210-5-90-00-922.000 Contribution to FB/Reserv | 5,000.00             | 3,750.00             | 1,250.00             | 75.00%          | 1,250.00            |
| 210-5-90-00-991.000 Library Donation Expense  | 0.00                 | 4,020.69             | -4,020.69            | 100.00%         | 73.37               |
| <b>Total Transfers and Misc.</b>              | <b>699,356.00</b>    | <b>3,293,943.43</b>  | <b>-2,594,587.43</b> | <b>471.00%</b>  | <b>2,979,581.81</b> |
| <b>210-5-95-00 Debt Service</b>               |                      |                      |                      |                 |                     |
| 210-5-95-00-900.000 Transfer Between Town/Cit | 203,203.00           | 101,601.48           | 101,601.52           | 50.00%          | 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>266,157.35</b>    | <b>136,370.65</b>    | <b>66.12%</b>   | <b>0.00</b>         |
| <b>Total Expenditures</b>                     | <b>14,245,684.71</b> | <b>10,398,361.40</b> | <b>3,847,323.31</b>  | <b>72.99%</b>   | <b>3,476,788.15</b> |
| <b>Total GENERAL FUND</b>                     | <b>0.00</b>          | <b>3,601,285.44</b>  | <b>-3,601,285.44</b> | <b>-100.00%</b> | <b>-341,962.77</b>  |

| Account                                |                   |                   | Budget             |                | Pd to Date  |
|--|-------------------|-------------------|--------------------|----------------|-------------|
|  | Budget            | Actual            | Balance            | % of Budget    |             |
| 220-4-00-00-010.000 Property Taxes     | 112,000.00        | 113,342.86        | -1,342.86          | 101.20%        | 0.00        |
| 220-4-00-00-060.000 Interest Income    | 0.00              | 14,149.53         | -14,149.53         | 100.00%        | 0.00        |
| <b>Total Revenues</b>                  | <b>112,000.00</b> | <b>127,492.39</b> | <b>-15,492.39</b>  | <b>113.83%</b> | <b>0.00</b> |
| 220-5-00-00-720.002 1 Main; Road Res-Q | 0.00              | 4,522.50          | -4,522.50          | 100.00%        | 0.00        |
| <b>Total Expenditures</b>              | <b>0.00</b>       | <b>4,522.50</b>   | <b>-4,522.50</b>   | <b>100.00%</b> | <b>0.00</b> |
| <b>Total ECONOMIC DEVELOPMENT FUND</b> | <b>112,000.00</b> | <b>122,969.89</b> | <b>-234,969.89</b> | <b>109.79%</b> | <b>0.00</b> |

| Account                             | Budget      | Actual       | Budget<br>Balance | % of Budget     | Pd to Date  |
|-------------------------------------|-------------|--------------|-------------------|-----------------|-------------|
| 221-4-00-00-060.000 Interest Income | 0.00        | 65.51        | -65.51            | 100.00%         | 0.00        |
| <b>Total Revenues</b>               | <b>0.00</b> | <b>65.51</b> | <b>-65.51</b>     | <b>100.00%</b>  | <b>0.00</b> |
| <b>Total Expenditures</b>           | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b>       | <b>0.00%</b>    | <b>0.00</b> |
| <b>Total MEMORIAL PARK FUND</b>     | <b>0.00</b> | <b>65.51</b> | <b>-65.51</b>     | <b>-100.00%</b> | <b>0.00</b> |



| Account                                       | Budget      |                     |                      |                 |                     |
|---|-------------|---------------------|----------------------|-----------------|---------------------|
|   | Budget      | Actual              | Balance              | % of Budget     | Pd to Date          |
| 223-4-00-00-060.000 Interest Income           | 0.00        | 50,077.81           | -50,077.81           | 100.00%         | 0.00                |
| 223-4-90-00-040.000 Federal Grant: ARPA       | 0.00        | 2,807,831.12        | -2,807,831.12        | 100.00%         | 2,779,068.90        |
| <b>Total Revenues</b>                         | <b>0.00</b> | <b>2,857,908.93</b> | <b>-2,857,908.93</b> | <b>100.00%</b>  | <b>2,779,068.90</b> |
| 223-5-23-10-910.000 Transfer btwn funds (non- | 0.00        | 2,897,866.43        | -2,897,866.43        | 100.00%         | 2,869,104.21        |
| <b>Total Expenditures</b>                     | <b>0.00</b> | <b>2,897,866.43</b> | <b>-2,897,866.43</b> | <b>100.00%</b>  | <b>2,869,104.21</b> |
| <b>Total ARPA FUNDS</b>                       | <b>0.00</b> | <b>-39,957.50</b>   | <b>39,957.50</b>     | <b>-100.00%</b> | <b>-90,035.31</b>   |

| Account                                       |                   |                   | Budget             |               | Pd to Date         |
|---|-------------------|-------------------|--------------------|---------------|--------------------|
|   | Budget            | Actual            | Balance            | % of Budget   |                    |
| 224-4-00-00-015.000 LOT Revenue               | 745,000.00        | 508,335.25        | 236,664.75         | 68.23%        | 0.00               |
| 224-4-00-00-060.000 Interest Income           | 0.00              | 14,069.99         | -14,069.99         | 100.00%       | 0.00               |
| <b>Total Revenues</b>                         | <b>745,000.00</b> | <b>522,405.24</b> | <b>222,594.76</b>  | <b>70.12%</b> | <b>0.00</b>        |
| 224-5-00-00-330.000 Professional Services     | 70,000.00         | 21,250.00         | 48,750.00          | 30.36%        | 0.00               |
| 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         | 140,000.00        | -79,842.00         | 232.72%       | 140,000.00         |
| 224-5-00-00-920.000 Transfer to Capital       | 79,739.00         | 59,804.25         | 19,934.75          | 75.00%        | 19,934.75          |
| <b>Total Expenditures</b>                     | <b>252,272.00</b> | <b>221,054.25</b> | <b>31,217.75</b>   | <b>87.63%</b> | <b>159,934.75</b>  |
| <b>Total LOCAL OPTION TAX</b>                 | <b>492,728.00</b> | <b>301,350.99</b> | <b>-794,078.99</b> | <b>61.16%</b> | <b>-159,934.75</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                |
| 230-4-00-00-060.000 Interest Income           | 0.00              | 3,433.25            | -3,433.25            | 100.00%          | 0.00                |
| 230-4-00-00-091.000 Transfer btwn Funds       | 0.00              | 2,824,513.71        | -2,824,513.71        | 100.00%          | 2,824,513.71        |
| 230-4-00-00-092.000 Transfer to Capital       | 611,324.00        | 398,688.75          | 212,635.25           | 65.22%           | 132,896.25          |
| <b>Total Revenue</b>                          | <b>626,930.00</b> | <b>3,226,635.71</b> | <b>-2,599,705.71</b> | <b>514.67%</b>   | <b>2,957,409.96</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                |
| 230-4-16-10-040.825 Pearl St Missing Link     | 0.00              | 23,677.41           | -23,677.41           | 100.00%          | 23,677.41           |
| 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>5,120,906.73</b> | <b>-4,493,976.73</b> | <b>816.82%</b>   | <b>2,981,087.37</b> |
| <b>230-5-16-10-890.824 Cres. Connector</b>    |                   |                     |                      |                  |                     |
| 230-5-16-10-890.824 Cres. Connector           | 0.00              | 2,001,080.99        | -2,001,080.99        | 100.00%          | 605,771.82          |
| 230-5-40-10-720.002 Iroquois Ave Road and Wat | 111,976.00        | 0.00                | 111,976.00           | 0.00%            | 0.00                |
| 230-5-40-13-722.001 Hiawatha Infiltration Sys | 50,000.00         | 0.00                | 50,000.00            | 0.00%            | 0.00                |
| 230-5-40-13-895.830 BC2058 Brickyard Culvert  | 0.00              | 851,900.15          | -851,900.15          | 100.00%          | 4,287.00            |
| 230-5-41-10-730.000 Facilities Assessment     | 20,000.00         | 0.00                | 20,000.00            | 0.00%            | 0.00                |
| 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>2,852,981.14</b> | <b>-2,651,005.14</b> | <b>1,412.53%</b> | <b>610,058.82</b>   |
| <b>Total GEN FUND CAP RESERVE</b>             | <b>424,954.00</b> | <b>2,267,925.59</b> | <b>-2,692,879.59</b> | <b>533.69%</b>   | <b>2,371,028.55</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             |
| 231-4-00-00-060.000 Interest Income     | 0.00              | 22,229.16         | -22,229.16         | 100.00%         | 0.00             |
| 231-4-00-00-092.000 Transfer to Capital | 269,700.00        | 202,275.00        | 67,425.00          | 75.00%          | 67,425.00        |
| <b>Total Revenues</b>                   | <b>269,700.00</b> | <b>225,199.68</b> | <b>44,500.32</b>   | <b>83.50%</b>   | <b>67,425.00</b> |
| 231-5-40-12-750.005 Landscape Trailer   | 15,000.00         | 12,152.75         | 2,847.25           | 81.02%          | -53.98           |
| 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>13,152.75</b>  | <b>302,267.25</b>  | <b>4.17%</b>    | <b>-53.98</b>    |
| <b>Total ROLLING STOCK FUND</b>         | <b>-45,720.00</b> | <b>212,046.93</b> | <b>-166,326.93</b> | <b>-463.79%</b> | <b>67,478.98</b> |

| Account                                       | Budget             | Actual            | Budget Balance    | % of Budget    | Pd to Date       |
|---|--------------------|-------------------|-------------------|----------------|------------------|
| 232-4-00-00-060.000 Interest Income           | 0.00               | 5,421.23          | -5,421.23         | 100.00%        | 0.00             |
| 232-4-00-00-091.832 Transfer btwn funds (non- | 0.00               | 73,352.72         | -73,352.72        | 100.00%        | 44,590.50        |
| 232-4-00-00-092.000 Transfer to Capital       | 50,000.00          | 37,500.00         | 12,500.00         | 75.00%         | 12,500.00        |
| 232-4-00-00-098.000 Misc Revenue              | 0.00               | 27,619.31         | -27,619.31        | 100.00%        | 0.00             |
| <b>Total Revenues</b>                         | <b>50,000.00</b>   | <b>143,893.26</b> | <b>-93,893.26</b> | <b>287.79%</b> | <b>57,090.50</b> |
| 232-5-41-20-890.832 2 Lincoln Street Renovati | 0.00               | 92,208.47         | -92,208.47        | 100.00%        | 22,417.50        |
| 232-5-41-21-730.001 Roof                      | 300,000.00         | 1,093.08          | 298,906.92        | 0.36%          | 0.00             |
| <b>Total Expenditures</b>                     | <b>300,000.00</b>  | <b>93,301.55</b>  | <b>206,698.45</b> | <b>31.10%</b>  | <b>22,417.50</b> |
| <b>Total BUILDING MAINT FUND</b>              | <b>-250,000.00</b> | <b>50,591.71</b>  | <b>199,408.29</b> | <b>-20.24%</b> | <b>34,673.00</b> |

| Account                                     |                   |                   | Budget             |                 | Pd to Date        |
|---|-------------------|-------------------|--------------------|-----------------|-------------------|
|   | Budget            | Actual            | Balance            | % of Budget     |                   |
| 233-4-00-00-060.000 Interest Income         | 0.00              | -1,469.43         | 1,469.43           | 100.00%         | 0.00              |
| 233-4-00-00-092.000 Transfer to Capital     | 112,771.00        | 84,578.25         | 28,192.75          | 75.00%          | 28,192.75         |
| <b>Total Revenues</b>                       | <b>112,771.00</b> | <b>83,108.82</b>  | <b>29,662.18</b>   | <b>73.70%</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         | -72,258.97        | 111,632.97         | -183.52%        | -72,258.97        |
| 233-5-00-00-740.006 Pool Improvements       | 22,121.00         | 16,355.88         | 5,765.12           | 73.94%          | 6,441.50          |
| 233-5-00-00-750.001 Maintenance Equipment   | 10,500.00         | -1,500.00         | 12,000.00          | -14.29%         | 0.00              |
| <b>Total Expenditures</b>                   | <b>112,771.00</b> | <b>-33,620.04</b> | <b>146,391.04</b>  | <b>-29.81%</b>  | <b>-65,817.47</b> |
| <b>Total EJRP CAP RESERVE</b>               | <b>0.00</b>       | <b>116,728.86</b> | <b>-116,728.86</b> | <b>-100.00%</b> | <b>94,010.22</b>  |

| Account                            | Budget      | Actual      | Budget<br>Balance | % of Budget  | Pd to Date  |
|------------------------------------|-------------|-------------|-------------------|--------------|-------------|
| -----                              | -----       | -----       | -----             | -----        | -----       |
| <b>Total Revenues</b>              | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>       | <b>0.00%</b> | <b>0.00</b> |
| -----                              | -----       | -----       | -----             | -----        | -----       |
| <b>Total LAND ACQUISITION FUND</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>       | <b>0.00%</b> | <b>0.00</b> |
| =====                              | =====       | =====       | =====             | =====        | =====       |

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        | 1,082,779.05        | 467,950.95           | 69.82%         | -313.16           |
| 254-4-54-20-021.001 Water Large User Fees     | 139,263.00          | 112,970.06          | 26,292.94            | 81.12%         | 11,665.22         |
| 254-4-54-20-024.000 Utility Connection Fees   | 7,000.00            | 1,100.00            | 5,900.00             | 15.71%         | 0.00              |
| 254-4-54-20-060.000 Interest Income           | 800.00              | -8,461.77           | 9,261.77             | -1,057.72%     | 0.00              |
| 254-4-54-20-085.000 Penalties                 | 5,000.00            | 5,012.33            | -12.33               | 100.25%        | 0.00              |
| 254-4-54-20-098.000 Misc Revenue              | 150.00              | 278.06              | -128.06              | 185.37%        | 0.00              |
| <b>Total Water Revenues</b>                   | <b>1,702,943.00</b> | <b>1,193,677.73</b> | <b>509,265.27</b>    | <b>70.09%</b>  | <b>11,352.06</b>  |
| <b>254-4-54-70 Nonoperating Revenues</b>      |                     |                     |                      |                |                   |
| 254-4-54-70-021.400 Water Passthrough - Globa | 0.00                | 2,283,284.64        | -2,283,284.64        | 100.00%        | 231,721.26        |
| 254-4-54-70-092.000 Transfer to Capital       | 460,000.00          | 345,000.00          | 115,000.00           | 75.00%         | 115,000.00        |
| <b>Total Nonoperating Revenues</b>            | <b>460,000.00</b>   | <b>2,628,284.64</b> | <b>-2,168,284.64</b> | <b>571.37%</b> | <b>346,721.26</b> |
| <b>Total Revenues</b>                         | <b>2,162,943.00</b> | <b>3,821,962.37</b> | <b>-1,659,019.37</b> | <b>176.70%</b> | <b>358,073.32</b> |

|  |            |            |            |         |           |
|--|------------|------------|------------|---------|-----------|
| <b>254-5-54-20 Operating Expenses</b>        |            |            |            |         |           |
| 254-5-54-20-110.000 Regular Salaries         | 143,158.00 | 101,454.11 | 41,703.89  | 70.87%  | 2,495.12  |
| 254-5-54-20-120.000 Part Time Salaries       | 0.00       | 2,073.58   | -2,073.58  | 100.00% | 0.00      |
| 254-5-54-20-130.000 Overtime                 | 19,970.00  | 5,887.99   | 14,082.01  | 29.48%  | 387.17    |
| 254-5-54-20-210.000 Group Insurance          | 84,631.00  | 53,732.45  | 30,898.55  | 63.49%  | 6,497.47  |
| 254-5-54-20-220.000 Social Security          | 12,717.00  | 8,260.25   | 4,456.75   | 64.95%  | 212.59    |
| 254-5-54-20-230.000 Retirement               | 14,778.00  | 9,012.73   | 5,765.27   | 60.99%  | 6,677.47  |
| 254-5-54-20-250.000 Unemployment Insurance   | 135.00     | 103.69     | 31.31      | 76.81%  | 36.85     |
| 254-5-54-20-260.000 Workers Comp Insurance   | 7,200.00   | 7,546.76   | -346.76    | 104.82% | 2,208.94  |
| 254-5-54-20-330.000 Professional Services    | 1,000.00   | 440.00     | 560.00     | 44.00%  | 440.00    |
| 254-5-54-20-335.000 Audit                    | 4,806.00   | 5,698.13   | -892.13    | 118.56% | 0.00      |
| 254-5-54-20-410.000 Water and Sewer Charges  | 200.00     | 101.68     | 98.32      | 50.84%  | 50.84     |
| 254-5-54-20-411.000 CWD Water Purchase       | 631,689.00 | 432,996.16 | 198,692.84 | 68.55%  | 46,387.08 |
| 254-5-54-20-430.000 R&M Vehicles & Equipment | 4,000.00   | 4,532.58   | -532.58    | 113.31% | 64.70     |
| 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 | 138,003.75 | 46,001.25  | 75.00%  | 46,001.25 |
| 254-5-54-20-500.000 Training, Conf, Dues     | 3,000.00   | 560.00     | 2,440.00   | 18.67%  | 0.00      |
| 254-5-54-20-505.000 Tech. Subs, Licenses     | 1,000.00   | 3,512.13   | -2,512.13  | 351.21% | 0.00      |
| 254-5-54-20-520.000 Workers Comp Insurance   | 6,300.00   | 2,348.29   | 3,951.71   | 37.27%  | 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   | 1,597.74   | 902.26     | 63.91%  | 181.04    |
| 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   | 1,973.18   | 1,526.82   | 56.38%  | 674.42    |
| 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   | 4,998.19   | 2,001.81   | 71.40%  | 0.00      |
| 254-5-54-20-612.000 Uniforms                 | 1,755.00   | 1,608.96   | 146.04     | 91.68%  | 105.06    |
| 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   | 1,966.30   | 1,033.70   | 65.54%  | 571.82    |
| 254-5-54-20-622.000 Electricity              | 1,400.00   | 614.57     | 785.43     | 43.90%  | 83.69     |
| 254-5-54-20-626.000 Gasoline                 | 3,000.00   | 1,485.48   | 1,514.52   | 49.52%  | 128.47    |



| 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          | 345,000.00           | 115,000.00           | 75.00%            | 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>1,137,418.65</b>  | <b>565,525.35</b>    | <b>66.79%</b>     | <b>228,780.68</b>  |
| <b>254-5-54-70 NonOperating Expenses</b>      |                     |                      |                      |                   |                    |
| 254-5-54-70-411.400 CWD Water Purchase - Glob | 0.00                | 2,005,337.37         | -2,005,337.37        | 100.00%           | 231,721.26         |
| 254-5-54-70-723.004 Main St Water Line        | 0.00                | 1,895,700.64         | -1,895,700.64        | 100.00%           | -564,867.00        |
| 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                | 80,963.73            | -80,963.73           | 100.00%           | 44,249.70          |
| 254-5-54-70-750.001 Meter Replacement Program | 0.00                | 27,089.76            | -27,089.76           | 100.00%           | 25.88              |
| 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>4,075,363.17</b>  | <b>-3,662,965.17</b> | <b>988.21%</b>    | <b>-288,870.16</b> |
| <b>Total Expenditures</b>                     | <b>2,115,342.00</b> | <b>5,212,781.82</b>  | <b>-3,097,439.82</b> | <b>246.43%</b>    | <b>-60,089.48</b>  |
| <b>Total WATER FUND</b>                       | <b>47,601.00</b>    | <b>-1,390,819.45</b> | <b>1,343,218.45</b>  | <b>-2,921.83%</b> | <b>418,162.80</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          | 684,831.31          | 279,814.69         | 70.99%         | 0.00              |
| 255-4-55-30-022.001 City: Septage Discharg    | 50,000.00           | 107,660.25          | -57,660.25         | 215.32%        | 11,549.25         |
| 255-4-55-30-022.002 City: Leachate Revenue    | 500.00              | 2,766.97            | -2,266.97          | 553.39%        | 134.40            |
| 255-4-55-30-025.001 Tri-Town: WWTF Charge - E | 746,504.00          | 559,878.00          | 186,626.00         | 75.00%         | 0.00              |
| 255-4-55-30-025.002 Tri-Town: WWTF Charge - W | 1,095,511.00        | 821,633.25          | 273,877.75         | 75.00%         | 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           | 27,000.00           | 9,000.00           | 75.00%         | 9,000.00          |
| 255-4-55-30-060.000 Interest Income           | 0.00                | 38,384.93           | -38,384.93         | 100.00%        | 0.00              |
| 255-4-55-30-085.000 Penalties                 | 3,500.00            | 3,354.08            | 145.92             | 95.83%         | 0.00              |
| 255-4-55-30-098.000 Misc Revenue              | 0.00                | 19,586.00           | -19,586.00         | 100.00%        | 2,450.00          |
| <b>Total Operating Revenue</b>                | <b>2,916,761.00</b> | <b>2,265,094.79</b> | <b>651,666.21</b>  | <b>77.66%</b>  | <b>23,133.65</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                | 287,904.69          | -287,904.69        | 100.00%        | 0.00              |
| 255-4-55-70-092.000 Transfer to Capital       | 440,000.00          | 330,000.00          | 110,000.00         | 75.00%         | 110,000.00        |
| <b>Total Nonoperating Revenues</b>            | <b>440,000.00</b>   | <b>905,809.38</b>   | <b>-465,809.38</b> | <b>205.87%</b> | <b>110,000.00</b> |
| <b>Total Revenues</b>                         | <b>3,356,761.00</b> | <b>3,170,904.17</b> | <b>185,856.83</b>  | <b>94.46%</b>  | <b>133,133.65</b> |
| <b>255-5-55-30 Operating Expenses</b>         |                     |                     |                    |                |                   |
| 255-5-55-30-110.000 Regular Salaries          | 493,131.00          | 336,349.00          | 156,782.00         | 68.21%         | 35,106.01         |
| 255-5-55-30-120.000 Part Time Salaries        | 0.00                | 15,146.49           | -15,146.49         | 100.00%        | 29.80             |
| 255-5-55-30-130.000 Overtime                  | 44,955.00           | 36,836.77           | 8,118.23           | 81.94%         | 3,190.74          |
| 255-5-55-30-210.000 Group Insurance           | 162,045.00          | 67,145.35           | 94,899.65          | 41.44%         | 20,440.22         |
| 255-5-55-30-220.000 Social Security           | 42,912.00           | 30,567.62           | 12,344.38          | 71.23%         | 3,737.77          |
| 255-5-55-30-230.000 Retirement                | 46,817.00           | 32,059.81           | 14,757.19          | 68.48%         | 2,675.08          |
| 255-5-55-30-250.000 Unemployment Insurance    | 527.00              | 385.87              | 141.13             | 73.22%         | 134.62            |
| 255-5-55-30-260.000 Workers Comp Insurance    | 25,400.00           | 21,719.74           | 3,680.26           | 85.51%         | 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           | 16,005.94           | -4,005.94          | 133.38%        | 754.55            |
| 255-5-55-30-335.000 Audit                     | 4,553.00            | 5,400.94            | -847.94            | 118.62%        | 0.00              |
| 255-5-55-30-340.000 Technical Services        | 40,000.00           | 3,666.09            | 36,333.91          | 9.17%          | 130.00            |
| 255-5-55-30-340.001 Lab Testing               | 0.00                | 7,386.05            | -7,386.05          | 100.00%        | 1,165.00          |
| 255-5-55-30-410.000 Water and Sewer Charges   | 4,000.00            | 2,244.27            | 1,755.73           | 56.11%         | 1,287.51          |
| 255-5-55-30-421.000 Grit Disposal             | 16,500.00           | 9,729.68            | 6,770.32           | 58.97%         | 1,260.81          |
| 255-5-55-30-430.000 R&M Vehicles & Equipment  | 4,000.00            | 1,715.12            | 2,284.88           | 42.88%         | 0.00              |
| 255-5-55-30-431.000 R&M Buildings             | 3,000.00            | 3,216.93            | -216.93            | 107.23%        | 0.00              |
| 255-5-55-30-442.000 Rental Vehicles/Equip     | 1,500.00            | 1,605.82            | -105.82            | 107.05%        | 279.72            |
| 255-5-55-30-491.000 Administrative Fees       | 106,003.00          | 79,502.25           | 26,500.75          | 75.00%         | 26,500.75         |
| 255-5-55-30-500.000 Training, Conf, Dues      | 8,500.00            | 8,039.59            | 460.41             | 94.58%         | 143.91            |
| 255-5-55-30-505.000 Tech. Subs, Licenses      | 3,000.00            | 5,219.60            | -2,219.60          | 173.99%        | 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           | 41,789.57           | -1,989.57          | 105.00%        | 9,941.59          |

WASTEWATER FUND

| Account                                       |                     |                     | Budget             |                | Pd to Date         |
|---|---------------------|---------------------|--------------------|----------------|--------------------|
|   | Budget              | Actual              | Balance            | % of Budget    |                    |
| 255-5-55-30-530.000 Communications            | 12,675.00           | 12,066.23           | 608.77             | 95.20%         | 1,099.63           |
| 255-5-55-30-567.000 Biosolids Land Applicatio | 190,000.00          | 102,600.00          | 87,400.00          | 54.00%         | 0.00               |
| 255-5-55-30-568.000 Biosolids Subcontractor   | 255,000.00          | 154,010.38          | 100,989.62         | 60.40%         | 18,684.17          |
| 255-5-55-30-570.000 Other Purchased Services  | 195,000.00          | 144,982.14          | 50,017.86          | 74.35%         | 15,963.00          |
| 255-5-55-30-609.000 Safety Supplies           | 3,000.00            | 3,752.26            | -752.26            | 125.08%        | 0.00               |
| 255-5-55-30-610.000 General Supplies          | 12,000.00           | 6,701.85            | 5,298.15           | 55.85%         | 82.42              |
| 255-5-55-30-612.000 Uniforms                  | 7,898.00            | 2,239.11            | 5,658.89           | 28.35%         | 0.00               |
| 255-5-55-30-618.000 Laboratory Supplies       | 22,000.00           | 15,777.05           | 6,222.95           | 71.71%         | 2,056.73           |
| 255-5-55-30-619.000 Chemicals                 | 500,000.00          | 378,545.58          | 121,454.42         | 75.71%         | 52,198.47          |
| 255-5-55-30-621.000 Natural Gas/Heating       | 25,650.00           | 11,882.87           | 13,767.13          | 46.33%         | 2,494.43           |
| 255-5-55-30-622.000 Electricity               | 170,000.00          | 116,561.26          | 53,438.74          | 68.57%         | 0.00               |
| 255-5-55-30-626.000 Gasoline                  | 4,500.00            | 1,932.84            | 2,567.16           | 42.95%         | 189.41             |
| 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          | 330,000.00          | 110,000.00         | 75.00%         | 110,000.00         |
| <b>Total Operating Expenses</b>               | <b>2,916,762.00</b> | <b>2,008,761.57</b> | <b>908,000.43</b>  | <b>68.87%</b>  | <b>315,903.71</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           | 14,340.00           | 35,660.00          | 28.68%         | 2,868.00           |
| 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>334,519.07</b>   | <b>-66,019.07</b>  | <b>124.59%</b> | <b>2,868.00</b>    |
| <b>Total Expenditures</b>                     | <b>3,185,262.00</b> | <b>2,343,280.64</b> | <b>841,981.36</b>  | <b>73.57%</b>  | <b>318,771.71</b>  |
| <b>Total WASTEWATER FUND</b>                  | <b>171,499.00</b>   | <b>827,623.53</b>   | <b>-999,122.53</b> | <b>482.58%</b> | <b>-185,638.06</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        | 561,336.05        | 216,800.95         | 72.14%         | 0.00             |
| 256-4-56-40-023.001 Essex Pump Station Fees | 33,125.00         | 18,207.58         | 14,917.42          | 54.97%         | 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         | 11,529.70         | 18,470.30          | 38.43%         | 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          | 32,183.64         | -27,183.64         | 643.67%        | 0.00             |
| 256-4-56-40-085.000 Penalties               | 3,000.00          | 2,682.12          | 317.88             | 89.40%         | 0.00             |
| 256-4-56-40-098.000 Misc Revenue            | 500.00            | 876.54            | -376.54            | 175.31%        | 0.00             |
| <b>Total Operating Revenues</b>             | <b>864,762.00</b> | <b>633,983.63</b> | <b>230,778.37</b>  | <b>73.31%</b>  | <b>0.00</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         | 71,250.00         | 23,750.00          | 75.00%         | 23,750.00        |
| <b>Total Nonoperating Revenues</b>          | <b>95,000.00</b>  | <b>212,550.00</b> | <b>-117,550.00</b> | <b>223.74%</b> | <b>23,750.00</b> |
| <b>Total Revenues</b>                       | <b>959,762.00</b> | <b>846,533.63</b> | <b>113,228.37</b>  | <b>88.20%</b>  | <b>23,750.00</b> |

|  |            |            |           |         |            |
|--|------------|------------|-----------|---------|------------|
| <b>256-5-56-40 Operating Expenses</b>        |            |            |           |         |            |
| 256-5-56-40-110.000 Regular Salaries         | 126,885.00 | 92,275.37  | 34,609.63 | 72.72%  | -4,147.03  |
| 256-5-56-40-120.000 Part Time Salaries       | 0.00       | 2,073.58   | -2,073.58 | 100.00% | 0.00       |
| 256-5-56-40-130.000 Overtime                 | 19,369.00  | 11,060.38  | 8,308.62  | 57.10%  | 2,124.00   |
| 256-5-56-40-210.000 Group Insurance          | 40,894.00  | 26,203.93  | 14,690.07 | 64.08%  | -14,127.37 |
| 256-5-56-40-220.000 Social Security          | 11,792.00  | 8,050.28   | 3,741.72  | 68.27%  | -150.13    |
| 256-5-56-40-230.000 Retirement               | 13,798.00  | 8,767.73   | 5,030.27  | 63.54%  | 3,915.66   |
| 256-5-56-40-250.000 Unemployment Insurance   | 135.00     | 86.88      | 48.12     | 64.36%  | 28.65      |
| 256-5-56-40-260.000 Workers Comp Insurance   | 6,100.00   | 6,905.90   | -805.90   | 113.21% | 2,021.36   |
| 256-5-56-40-330.000 Professional Services    | 4,000.00   | 1,925.00   | 2,075.00  | 48.13%  | 1,925.00   |
| 256-5-56-40-335.000 Audit                    | 2,529.00   | 3,000.90   | -471.90   | 118.66% | 0.00       |
| 256-5-56-40-340.000 Technical Services       | 9,000.00   | 5,040.00   | 3,960.00  | 56.00%  | 560.00     |
| 256-5-56-40-410.000 Water and Sewer Charges  | 500.00     | 266.00     | 234.00    | 53.20%  | 133.00     |
| 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   | 2,579.19   | 3,420.81  | 42.99%  | 0.00       |
| 256-5-56-40-433.000 R&M Infrastructure       | 16,000.00  | 11,087.07  | 4,912.93  | 69.29%  | 1,069.26   |
| 256-5-56-40-434.001 Susie Wilson PS Costs    | 14,000.00  | 8,869.20   | 5,130.80  | 63.35%  | 364.79     |
| 256-5-56-40-434.002 West Street PS Costs     | 15,000.00  | 12,048.54  | 2,951.46  | 80.32%  | 429.95     |
| 256-5-56-40-441.000 Rental Land/Buildings    | 1,800.00   | 1,937.65   | -137.65   | 107.65% | 0.00       |
| 256-5-56-40-491.000 Administrative Fees      | 220,005.00 | 165,003.75 | 55,001.25 | 75.00%  | 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% | 0.00       |
| 256-5-56-40-520.000 Workers Comp Insurance   | 5,700.00   | 2,008.20   | 3,691.80  | 35.23%  | 453.91     |
| 256-5-56-40-521.000 Insurance Deductibles    | 1,000.00   | 1,000.00   | 0.00      | 100.00% | 1,000.00   |
| 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   | 4,006.14   | 1,743.86  | 69.67%  | 1,369.29   |
| 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   | 330.90     | 669.10    | 33.09%  | 42.84      |

| Account                                       |                   |                   | Budget             |                | Pd to Date        |
|---|-------------------|-------------------|--------------------|----------------|-------------------|
|   | Budget            | Actual            | Balance            | % of Budget    |                   |
| 256-5-56-40-612.000 Uniforms                  | 1,755.00          | 510.00            | 1,245.00           | 29.06%         | 0.00              |
| 256-5-56-40-621.000 Natural Gas/Heating       | 2,000.00          | 888.89            | 1,111.11           | 44.44%         | 224.23            |
| 256-5-56-40-622.000 Electricity               | 13,000.00         | 8,769.36          | 4,230.64           | 67.46%         | 897.17            |
| 256-5-56-40-626.000 Gasoline                  | 4,500.00          | 3,629.67          | 870.33             | 80.66%         | 398.46            |
| 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         | 71,250.00         | 23,750.00          | 75.00%         | 23,750.00         |
| <b>Total Operating Expenses</b>               | <b>657,262.00</b> | <b>463,888.61</b> | <b>193,373.39</b>  | <b>70.58%</b>  | <b>77,284.29</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         | 7,659.21          | 20,640.79          | 27.06%         | 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              | 22,918.27         | -22,918.27         | 100.00%        | 51.76             |
| 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>39,737.66</b>  | <b>43,887.34</b>   | <b>47.52%</b>  | <b>51.76</b>      |
| <b>Total Expenditures</b>                     | <b>740,887.00</b> | <b>503,626.27</b> | <b>237,260.73</b>  | <b>67.98%</b>  | <b>77,336.05</b>  |
| <b>Total SANITATION FUND</b>                  | <b>218,875.00</b> | <b>342,907.36</b> | <b>-561,782.36</b> | <b>156.67%</b> | <b>-53,586.05</b> |

| Account                                   | Budget      | Actual           | Budget<br>Balance | % of Budget     | Pd to Date       |
|---|-------------|------------------|-------------------|-----------------|------------------|
| 257-4-57-50-060.000 Interest Income       | 0.00        | 299.80           | -299.80           | 100.00%         | 0.00             |
| <b>Total Revenues</b>                     | <b>0.00</b> | <b>299.80</b>    | <b>-299.80</b>    | <b>100.00%</b>  | <b>0.00</b>      |
| 257-5-57-50-330.000 Professional Services | 0.00        | 6,603.75         | -6,603.75         | 100.00%         | 3,643.75         |
| <b>Total Expenditures</b>                 | <b>0.00</b> | <b>6,603.75</b>  | <b>-6,603.75</b>  | <b>100.00%</b>  | <b>3,643.75</b>  |
| <b>Total STORMWATER FUND</b>              | <b>0.00</b> | <b>-6,303.95</b> | <b>6,303.95</b>   | <b>-100.00%</b> | <b>-3,643.75</b> |

| Account                                     |                 |                  | Budget          |                 | Pd to Date    |
|---|-----------------|------------------|-----------------|-----------------|---------------|
|   | Budget          | Actual           | Balance         | % of Budget     |               |
| 258-4-33-13-020.310 Senior Center Payments  | 3,000.00        | 1,414.32         | 1,585.68        | 47.14%          | 0.00          |
| 258-4-33-13-050.000 Donation Revenue        | 2,000.00        | 385.00           | 1,615.00        | 19.25%          | 100.00        |
| 258-4-33-13-050.002 Fund Raising Revenue    | 300.00          | 0.00             | 300.00          | 0.00%           | 0.00          |
| 258-4-33-13-060.000 Interest Income         | 0.00            | 313.04           | -313.04         | 100.00%         | 0.00          |
| <b>Total Revenues</b>                       | <b>5,300.00</b> | <b>2,112.36</b>  | <b>3,187.64</b> | <b>39.86%</b>   | <b>100.00</b> |
| 258-5-33-13-330.000 Professional Services   | 1,500.00        | 1,598.08         | -98.08          | 106.54%         | 0.00          |
| 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          | 808.46           | -208.46         | 134.74%         | 0.00          |
| 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%          | 0.00          |
| <b>Total Expenditures</b>                   | <b>5,100.00</b> | <b>3,563.09</b>  | <b>1,536.91</b> | <b>69.86%</b>   | <b>0.00</b>   |
| <b>Total SENIOR CENTER FUND</b>             | <b>200.00</b>   | <b>-1,450.73</b> | <b>1,250.73</b> | <b>-725.37%</b> | <b>100.00</b> |

| Account                                       | Budget              |                     |                   |               |                  |
|---|---------------------|---------------------|-------------------|---------------|------------------|
|   | Budget              | Actual              | Balance           | % of Budget   | Pd to Date       |
| 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                | 272,914.00          | -272,914.00       | 100.00%       | 0.00             |
| 259-4-30-10-060.000 Interest Income           | 0.00                | 20,567.12           | -20,567.12        | 100.00%       | 0.00             |
| 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           | 13,633.00           | 27,210.00         | 33.38%        | 0.00             |
| 259-4-30-11-020.306 Swim Lessons              | 49,052.00           | 2,884.00            | 46,168.00         | 5.88%         | 0.00             |
| 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          | 178,248.07          | 71,791.93         | 71.29%        | 95.00            |
| 259-4-30-14-020.312 Adult Programs            | 146,320.00          | 116,221.00          | 30,099.00         | 79.43%        | 1,398.00         |
| 259-4-30-14-050.000 Donation Revenue          | 38,850.00           | 3,100.00            | 35,750.00         | 7.98%         | 2,100.00         |
| 259-4-30-15-020.313 Childcare - AS            | 1,369,027.00        | 1,076,705.87        | 292,321.13        | 78.65%        | 65,363.18        |
| 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          | 295,452.72          | 143,415.28        | 67.32%        | 3,811.43         |
| 259-4-30-17-020.313 Childcare - DC            | 618,635.00          | 337,430.25          | 281,204.75        | 54.54%        | 1,703.25         |
| <b>Total Revenues</b>                         | <b>3,180,165.00</b> | <b>2,500,407.77</b> | <b>679,757.23</b> | <b>78.63%</b> | <b>74,470.86</b> |

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

|  |                  |                   |                   |                |                  |
|--|------------------|-------------------|-------------------|----------------|------------------|
| 259-5-30-10-110.000 Regular Salaries       | 0.00             | 0.00              | 0.00              | 0.00%          | -31,099.94       |
| 259-5-30-10-210.000 Group Insurance        | 0.00             | 0.00              | 0.00              | 0.00%          | -350.00          |
| 259-5-30-10-220.000 Social Security        | 0.00             | 3.76              | -3.76             | 100.00%        | -2,491.51        |
| 259-5-30-10-230.000 Retirement             | 0.00             | 0.00              | 0.00              | 0.00%          | -2,712.45        |
| 259-5-30-10-250.000 Unemployment Insurance | 4,282.00         | 2,598.57          | 1,683.43          | 60.69%         | 832.16           |
| 259-5-30-10-260.000 Workers Comp Insurance | 50,000.00        | 31,352.74         | 18,647.26         | 62.71%         | 7,062.89         |
| 259-5-30-10-330.000 Professional Services  | 4,500.00         | 4,638.32          | -138.32           | 103.07%        | 50.00            |
| 259-5-30-10-442.000 Rental Vehicles/Equip  | 2,135.00         | 4,176.06          | -2,041.06         | 195.60%        | 291.49           |
| 259-5-30-10-500.000 Training, Conf, Dues   | 9,500.00         | 5,666.75          | 3,833.25          | 59.65%         | 0.00             |
| 259-5-30-10-505.000 Tech. Subs, Licenses   | 0.00             | 13,268.29         | -13,268.29        | 100.00%        | 11,862.90        |
| 259-5-30-10-550.000 Printing and Binding   | 10,500.00        | 8,866.00          | 1,634.00          | 84.44%         | 8,866.00         |
| 259-5-30-10-560.000 Postage                | 7,103.00         | 4,032.16          | 3,070.84          | 56.77%         | 0.00             |
| 259-5-30-10-561.000 CC Processing Fees     | 0.00             | 37,082.85         | -37,082.85        | 100.00%        | 0.00             |
| 259-5-30-10-610.000 General Supplies       | 0.00             | 4,482.58          | -4,482.58         | 100.00%        | 4,482.58         |
| <b>Total Administration</b>                | <b>88,020.00</b> | <b>116,168.08</b> | <b>-28,148.08</b> | <b>131.98%</b> | <b>-3,205.88</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%        | 0.00             |
| 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%        | 0.00             |
| 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              | 0.00              | 0.00             | 0.00%         | -2,117.94        |
| 259-5-30-11-431.000 R&M Buildings & Grounds | 29,189.00         | 14,190.30         | 14,998.70        | 48.62%        | 173.22           |
| 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>118,990.97</b> | <b>36,948.03</b> | <b>76.31%</b> | <b>-1,944.72</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 |



| Account                                     |                     |                   | Budget            |               | Pd to Date        |
|---|---------------------|-------------------|-------------------|---------------|-------------------|
|   | Budget              | Actual            | Balance           | % of Budget   |                   |
| 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            | 3,377.38          | 622.62            | 84.43%        | -2,331.82         |
| 259-5-30-12-530.000 Communications          | 1,320.00            | 990.00            | 330.00            | 75.00%        | 110.00            |
| 259-5-30-12-610.000 General Supplies        | 0.00                | 2,374.59          | -2,374.59         | 100.00%       | 2,374.59          |
| <b>Total Parks and Facilities</b>           | <b>36,648.00</b>    | <b>24,825.41</b>  | <b>11,822.59</b>  | <b>67.74%</b> | <b>152.77</b>     |
| <b>259-5-30-14 Recreation Programs</b>      |                     |                   |                   |               |                   |
| 259-5-30-14-110.000 Regular Salaries        | 53,745.00           | 41,955.09         | 11,789.91         | 78.06%        | 35,753.76         |
| 259-5-30-14-120.000 Part Time Salaries      | 30,968.00           | 15,070.25         | 15,897.75         | 48.66%        | 483.75            |
| 259-5-30-14-210.000 Group Insurance         | 25,158.00           | 350.00            | 24,808.00         | 1.39%         | 350.00            |
| 259-5-30-14-220.000 Social Security         | 6,507.00            | 4,348.10          | 2,158.90          | 66.82%        | 2,762.95          |
| 259-5-30-14-230.000 Retirement              | 4,434.00            | 3,590.95          | 843.05            | 80.99%        | 3,063.85          |
| 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          | 289,830.59        | 39,431.41         | 88.02%        | 33,549.67         |
| 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            | 4,294.49          | 2,489.51          | 63.30%        | 0.00              |
| 259-5-30-14-530.000 Communications          | 0.00                | 495.00            | -495.00           | 100.00%       | 440.00            |
| 259-5-30-14-540.000 Advertising             | 0.00                | 0.00              | 0.00              | 0.00%         | -3,585.00         |
| 259-5-30-14-610.000 General Supplies        | 34,761.00           | 32,259.34         | 2,501.66          | 92.80%        | 586.00            |
| 259-5-30-14-850.150 Memorial Day Parade     | 0.00                | 2,264.17          | -2,264.17         | 100.00%       | 0.00              |
| <b>Total Recreation Programs</b>            | <b>496,069.00</b>   | <b>392,747.33</b> | <b>103,321.67</b> | <b>79.17%</b> | <b>73,404.98</b>  |
| <b>259-5-30-15 After School Care</b>        |                     |                   |                   |               |                   |
| 259-5-30-15-110.000 Regular Salaries        | 561,969.00          | 309,614.27        | 252,354.73        | 55.09%        | 29,076.79         |
| 259-5-30-15-120.000 Part Time Salaries      | 379,133.00          | 368,200.36        | 10,932.64         | 97.12%        | 50,890.38         |
| 259-5-30-15-130.000 Overtime                | 0.00                | 2,402.49          | -2,402.49         | 100.00%       | 175.02            |
| 259-5-30-15-210.000 Group Insurance         | 135,435.00          | 71,680.08         | 63,754.92         | 52.93%        | 5,705.37          |
| 259-5-30-15-220.000 Social Security         | 72,289.00           | 52,231.00         | 20,058.00         | 72.25%        | 6,113.63          |
| 259-5-30-15-230.000 Retirement              | 43,846.00           | 33,592.57         | 10,253.43         | 76.61%        | 1,203.80          |
| 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           | 35,946.08         | 15,970.92         | 69.24%        | 4,427.50          |
| 259-5-30-15-500.000 Training, Conf, Dues    | 25,045.00           | 11,003.44         | 14,041.56         | 43.93%        | 830.00            |
| 259-5-30-15-530.000 Communications          | 7,920.00            | 7,962.96          | -42.96            | 100.54%       | 590.62            |
| 259-5-30-15-580.000 Travel                  | 20,100.00           | 3,445.82          | 16,654.18         | 17.14%        | 1,397.25          |
| 259-5-30-15-610.000 General Supplies        | 57,792.00           | 54,406.00         | 3,386.00          | 94.14%        | 4,350.68          |
| 259-5-30-15-626.000 Gasoline                | 5,500.00            | 735.22            | 4,764.78          | 13.37%        | 91.36             |
| 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>951,220.29</b> | <b>431,081.71</b> | <b>68.81%</b> | <b>104,852.40</b> |
| <b>259-5-30-16 Preschool</b>                |                     |                   |                   |               |                   |
| 259-5-30-16-110.000 Regular Salaries        | 249,948.00          | 198,385.78        | 51,562.22         | 79.37%        | 19,140.14         |
| 259-5-30-16-120.000 Part Time Salaries      | 12,186.00           | 11,726.54         | 459.46            | 96.23%        | 897.60            |
| 259-5-30-16-130.000 Overtime                | 0.00                | 701.10            | -701.10           | 100.00%       | 187.10            |
| 259-5-30-16-210.000 Group Insurance         | 126,922.00          | 57,919.72         | 69,002.28         | 45.63%        | 9,352.40          |

| Account                                     |                     |                     | Budget               |                | Pd to Date          |
|---|---------------------|---------------------|----------------------|----------------|---------------------|
|   | Budget              | Actual              | Balance              | % of Budget    |                     |
| 259-5-30-16-220.000 Social Security         | 20,187.00           | 16,318.03           | 3,868.97             | 80.83%         | 1,891.10            |
| 259-5-30-16-230.000 Retirement              | 23,098.00           | 18,091.86           | 5,006.14             | 78.33%         | 11,291.14           |
| 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            | 84,066.41           | -80,952.41           | 2,699.63%      | 0.00                |
| 259-5-30-16-431.000 R&M Buildings & Grounds | 0.00                | 36,898.95           | -36,898.95           | 100.00%        | 19,443.10           |
| 259-5-30-16-442.000 Rental Vehicles/Equip   | 0.00                | 264.61              | -264.61              | 100.00%        | 264.61              |
| 259-5-30-16-500.000 Training, Conf, Dues    | 7,500.00            | 3,244.88            | 4,255.12             | 43.27%         | 0.00                |
| 259-5-30-16-530.000 Communications          | 0.00                | 101.02              | -101.02              | 100.00%        | 50.51               |
| 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            | 29,746.01           | -25,246.01           | 661.02%        | 7,519.80            |
| <b>Total Preschool</b>                      | <b>450,933.00</b>   | <b>457,464.91</b>   | <b>-6,531.91</b>     | <b>101.45%</b> | <b>70,037.50</b>    |
| <b>259-5-30-17 Summer Day Camps</b>         |                     |                     |                      |                |                     |
| 259-5-30-17-110.000 Regular Salaries        | 73,501.00           | 48,668.31           | 24,832.69            | 66.21%         | 194.88              |
| 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                | 17,944.99           | -17,944.99           | 100.00%        | 18.27               |
| 259-5-30-17-220.000 Social Security         | 32,786.00           | 31,288.27           | 1,497.73             | 95.43%         | 26.72               |
| 259-5-30-17-330.000 Professional Services   | 64,585.00           | 46,997.63           | 17,587.37            | 72.77%         | 350.00              |
| 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%        | 0.00                |
| <b>Total Summer Day Camps</b>               | <b>586,935.00</b>   | <b>557,046.75</b>   | <b>29,888.25</b>     | <b>94.91%</b>  | <b>589.87</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>2,618,463.74</b> | <b>578,382.26</b>    | <b>81.91%</b>  | <b>243,886.92</b>   |
| <b>Total EJRP PPROGRAMS FUND</b>            | <b>-16,681.00</b>   | <b>-118,055.97</b>  | <b>134,736.97</b>    | <b>707.73%</b> | <b>-169,416.06</b>  |
| <b>Total All Funds</b>                      | <b>1,155,456.00</b> | <b>6,286,908.21</b> | <b>-7,442,364.21</b> | <b>544.11%</b> | <b>1,981,236.80</b> |

## 2 Lincoln Renovation Project

|   |                     |   |
|---|---------------------|---|
| Prior Fiscal Years  | 128,295.89          |   |
| FY24 Budget Surplus Transfer  | 2,824,513.71        |   |
| <i>Less:</i>  |                     |   |
| Balance of assigned amount by Council for architect/engineering services contract | (111,537.86)        | \$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract |
| Balance of assigned amount by Council for construction manager services           | (41,229.00)         | \$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services                 |
| Total Expenses to Date  | (150,713.39)        | see Spending Detail worksheet   |
| <b>Balance of Funds Available</b>   | <b>2,649,329.35</b> |   |

*updated 4/3/24*

**LOT Fund Balance Detail**

|  |  |                     |   |
|--|--|---------------------|---|
| <b>LOT Funds Received FY23</b>                           |  | <b>659,341.99</b>   |   |
|  | 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 recognize revenue |
|  | 6/30/23 Disbursement - Q4              | 219,588.49          |   |
|  | Interest Accrued                       | 3,517.96            |   |
| <b>LOT Funds Received FY24</b>                           |  | <b>522,405.24</b>   |   |
|  | 11/21/23 Disbursement - Q1             | 284,780.40          |   |
|  | Q2                                     | 223,554.85          |   |
|  | Q3                                     |                     | will be received in May 2024  |
|  | Q4                                     |                     | will be received in August 2024   |
|  | Interest Accrued                       | 14,069.99           | allocated quarterly   |
| Less:  |  |                     |   |
| FY23 IT Migration Balance of Funds Avail.                |  | -                   |   |
|  |  |                     | rebranding, capital transfer, IT migration and paving actual                      |
| FY24 Expenses to Date                                    | (221,054.25)                           |                     | spent to date   |
|  |  |                     | \$40,000 assigned during budget, \$12,500 reassigned to                           |
| Rebranding Balance of Funds Avail.                       | (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 Balance of Funds Avail.                    | (14,375.00)                            |                     |   |
| Capital Transfer Balance of Funds Avail.                 | (19,934.75)                            |                     | recurring quarterly entry   |
|  |  |                     | \$20,000 assigned during budget, additional \$20,000 assigned                     |
| Paving Balance of Funds Avail.                           | -                                      |                     | by Council  |
| Stormwater Grant Match Balance of Funds Avail.           | (28,000.00)                            |                     | no expenses to date   |
| Code Enforcement Salary/Benefits Balance of Funds Avail. | (40,158.00)                            |                     | no expenses to date   |
|  |  | <b>809,475.23</b>   |   |
|  | <b>Balance of LOT Funds Available</b>  |                     |   |
| Projected Remaining FY24 LOT Revenue                     | 236,664.75                             |                     | \$745,000 projected, less actual funds received to date                           |
|  |  |                     | \$1,000,000 of this has been assigned to the FY25 Capital                         |
|  | <b>Projected FY24 LOT Fund Balance</b> | <b>1,046,139.98</b> | <i>budget</i>   |

updated 4/4/24

**Economic Development Fund Balance Detail**

|   |                          |  |
|---|--------------------------|--|
| <b>FY23 Economic Development Fund Balance</b>           | <b>737,083.46</b>        |  |
| <b>Economic Development Funds Received FY24</b>         | <b>127,492.39</b>        |  |
|   | <i>Property Taxes</i>    | 113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates |
|   | <i>Interest Accrued</i>  | 14,149.53 allocated quarterly  |
| Less:   |                          |  |
|   |                          | \$200,000 estimated, less \$24,933.60 actual spend in FY23, less       |
| Main St Park  | <u>(170,543.90)</u>      | \$4,522.50 actual spend to date in FY24                                |
| <b>Balance of Economic Development Funds Available</b>  | <b><u>694,031.95</u></b> |  |
| Projected FY24 Economic Development Fund Revenue        | <u>-</u>                 |  |
|   |                          | Crescent Connector project may require an additional                   |
|   |                          | \$255,780, remaining balance after Crescent Connector                  |
| <b>Projected FY24 Economic Development Fund Balance</b> | <b><u>694,031.95</u></b> | expense should cover Amtrak match                                      |

updated 4/3/24

## **Essex Area Senior Center and City Senior Programming Update**

April 4, 2024

Brad Luck, Director, EJRP

The last day for using the Senior Center as a space for programming is Friday, April 26. Starting the following week, the space will begin the transformation into City office space for the renovation period.

Starting the week of April 29, existing senior programming is being relocated in the following ways:

- Tuesday and Thursday programming will take place at the Holy Family Parish Center at 28 Lincoln Street.
- Friday programming will take place in the Kolvord Room at the Brownell Library.

This information and more is in the April Senior Newsletter:

[https://www.ejrp.org/fileadmin/files/Rec/olderadults/Senior\\_Center\\_April\\_Newsletter\\_003\\_\\_1\\_.pdf](https://www.ejrp.org/fileadmin/files/Rec/olderadults/Senior_Center_April_Newsletter_003__1_.pdf)

We are now accepting applications for the Program Director – Older Adults position. Applications are being accepted through April 28, at which point the review and hiring process will begin. Ideally, someone will begin in this full-time capacity by mid-June. Below is the job advertisement:

Essex Junction Recreation & Parks (EJRP) is seeking a Program Director – Older Adults. The right candidate will have a spark for working with older adults (55+) and a genuine interest and care to support them and meet their recreational needs. This position will be responsible for supporting the Essex Area Senior Center and other activities and events that take place outside of the Center. The most important quality is to be able to engage, communicate with, and listen to senior community members. This position will research, plan, and implement educational, recreational, and affordable programming. Prior experience working with seniors is a huge plus. The ability to coordinate logistics, budget, see the big picture, and manage relationships is critical. Quality candidates should have good written communication, be comfortable engaging with community members, and be resourceful in identifying grant and sponsorship funding sources. Experience creating newsletters, flyers, and visually appealing marketing materials will be valuable. While there are currently some staple programs for this age group, there is a lot of opportunity for a new program director to explore and build a wide range of programs to meet the desires of our senior community. The starting salary is \$56,083, and the position has excellent benefits. For more information and to apply visit: <https://cityofessexjunction.applytojob.com/apply/MmPckbTU1X/Program-DirectorOlder-Adults>



## **MEMORANDUM**

TO: City Council  
FROM: Chelsea Mandigo, Water Quality Superintendent  
MEETING DATE: April 10, 2024  
SUBJECT: City's Stormwater Management Plan

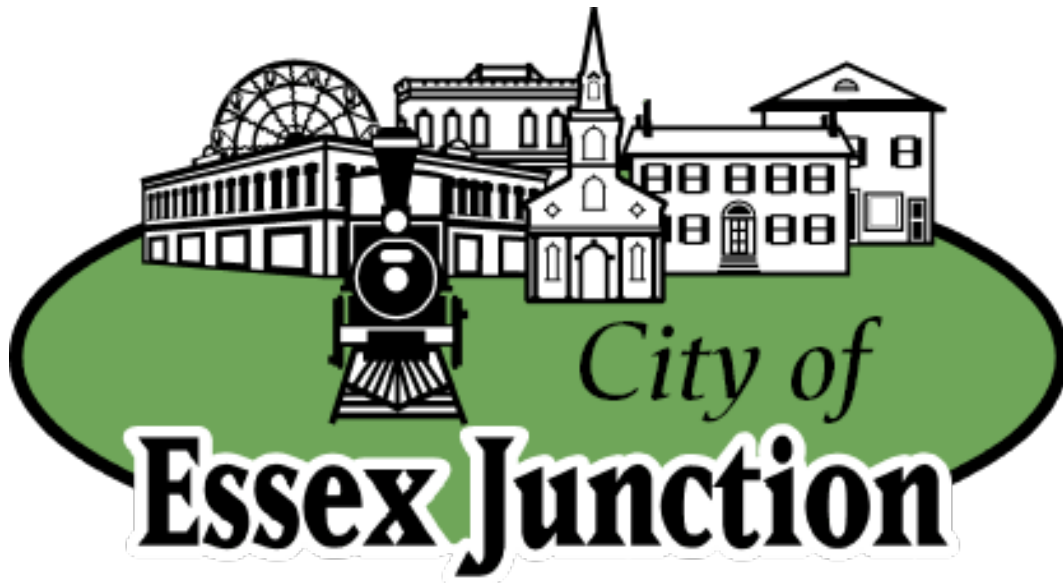
**Issue:** To share the City's Stormwater Management Plan with the City Council.

**Discussion:** The State of Vermont revises and reissues the Municipal Separate Storm Sewer System (MS4) permit every 5 years. As part of the reissuance, we are required to update our Stormwater Management Plan (SWMP). The SWMP outlines how the City plans to comply with stormwater management as required by the MS4 permit. The plan consists of best management practices, measurable goals and timeframes to comply with the 6 minimum measures of the permit which are 1) education and outreach, 2) public participation and involvement, 3) illicit discharge detection and elimination, 4) construction site stormwater runoff control, 5) post-construction stormwater management for new development or redevelopment and 6) pollution prevention and good housekeeping for municipal operations.

The SWMP also includes project driven plans to improve water quality as outlined by the MS4 permit which included 1) Flow Restoration Plan (FRP) for Indian Brook 2) Flow Restoration Plan (FRP) for Sunderland Brook 3) Phosphorus Control Plan (PCP) for Lake Champlain. The City jointly developed these plans with the Town of Essex as they are watershed based worked. The City has been working on project implementation of its portion of these plans for the past 5-8 years by receiving grant funds to off set the cost of many of these projects. To date the City has meet the requirements of the Sunderland Brook FRP and its portion of the Indian Brook FRP. For the PCP through current stormwater practices and projects the phosphorus reduction target for the Mallet's Bay watershed has been met but there is more work to do on the Main Lake watershed within the City's municipal boundaries.

**Costs:** The majority of budget for stormwater is driven by MS4 permit requirements. A capital plan which is largely laid out in the FRPs and PCPs will formally be developed once the stormwater utility is launched in late 2024. Previously this plan resided fully in the Town of Essex stormwater capital fund/plan.

**Recommendation:** N/A



City of Essex Junction  
Stormwater Management Plan

Submitted March 26, 2024



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## **INTRODUCTION**

This Stormwater Management plan (SWMP) documents the City of Essex Junction's (the City) strategy to address and reduce the impact of stormwater runoff as required by the Vermont Municipal Separate Storm Sewer System (MS4) permit #3-9014 issued September 28, 2023. This plan contains the required elements described in the 2023 Vermont MS4 permit.

Chelsea Mandigo, Water Quality Superintendent, is responsible for implementing and coordinating the SWMP, BMPs and the associated requirements outlined in this plan.

### **4.2.A Discharges to Impaired Waters with an Approved Total Maximum Daily Load (TMDL)**

In September 2008, TMDLs were established for Indian Brook (VT05-09) and Sunderland Brook (VT08-02) which were designated as stormwater impaired due to excess flow and non-support of aquatic life designated uses. Per Subpart 8.1 of the MS4 permit the City is to implement Flow Restoration Plans for the stormwater impaired streams *Appendix A*. For more information on the FRPs see Section 8 of this plan.

A map of the City's watersheds is included in *Appendix B*.

### **Part 6: MINIMUM MEASURES (MM)**

The City is responsible for complying with the six minimum measures laid out in the VT MS4 permit. Below is an outline on how the compliance is planned to be achieved.

#### **MM 1: Public Education & Outreach**

| <b>BMP</b>   | <b>Timeframe</b> | <b>Measurable Goal</b>  | <b>Rationale</b>   |
|--|------------------|---|--|
| Participate in a regional stormwater education strategy or develop an MS4 specific program | Ongoing          | Financial and participatory support provided for operation of the regional Rethink Runoff campaign consisting of periodic advertising throughout the year and a survey every 5 years to track residents' behavior with regards to residential stormwater BMPs. Survey is distributed via an annual report provided by the Chittenden County RPC's subcontractor. The permittee will document annual number of site visits to <a href="http://www.rethinkrunoff.org">www.rethinkrunoff.org</a> , as well as other metrics. | Support of the campaign will educate the public, including landowners, about key stormwater quality issues by using TV, radio, online media placements/advertising to drive viewers to the Rethink Runoff website. |
| Provide biodegradable pet waste bags to community  | Ongoing          | Number of bags purchased  | Providing pet waste bags with Rethink Runoff logo to residents encourages website visits to education program .  |

|   |          |   |  |
|---|----------|---|--|
| Website updates to stormwater & water quality information   | Annually | List of updates made  | Providing a central location for community education on stormwater and water quality issues, events, and projects occurring in the municipality, including links to Rethink Runoff and the Stream Team |
| Host educational talks on the importance of water quality including virtual or in-person tours of the Wastewater Treatment Facility | Ongoing  | Number of classroom visits, tours given; number of education handouts distributed, Number of people reached | To educate the public about the difference between wastewater and stormwater management in the city and how individual actions can make a difference.  |

## MM 2: Public Participation & Involvement

| BMP   | Timeframe | Measurable Goal  | Rationale   |
|---|-----------|--|---|
| Participate in a regional stormwater public involvement and participation strategy or develop an MS4 specific program | Ongoing   | Participate in and provide financial support for operation of the Rethink Runoff Stream Team consisting of both outreach and hands-on participation events in various MS4 towns on a rotating annual basis via an annual report provided by the Chittenden County RPC's subcontractor. The permittee will document on an annual basis the number of participants and/or persons contacted by outreach events and hands-on activities through the Rethink Runoff Stream Team. | Through support of the Stream Team, the regional campaign's "action arm", the permittee will support the engagement of residents in the MS4 area via outreach events and via hands-on participation events. |
| Adopt-a-Drain program in which community members take responsibility for cleaning a storm drain                       | Ongoing   | Attach Annual Report for Essex Junction provided by Adopt-a-drain which summarizes number of participants, amount of debris removed for a one-year period.   | Creates awareness around stormwater management and provides an avenue for residents to be involved in the community and water quality initiatives   |

## MM 3: Illicit Discharge Detection and Elimination

The City of Essex Junction has used the *EPA's Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments* by the Center for Watershed Protection and Robert Pitt, University of Alabama, as the basis for its IDDE program for several years.

Section 713C of the City of Essex Junction Land Development Code (LDC) houses the IDDE policy prohibiting non-stormwater discharges into the regulated MS4 system *Appendix C*. Section 1101B of LDC prohibits stormwater into the sanitary sewer system. The LDC also encompasses the enforcement of these policies. Over the next permit term, the City will be developing a Stormwater Ordinance and Sewer Ordinance which will encompass the IDDE policy, program outline and enforcement amongst other items. The relevant sections will be pulled from the LDC, updated and then incorporated by reference.

The City has approximately 195 outfalls that are part of the MS4. These outfalls are inspected every year to ensure functionality and condition. To ensure dry weather field screening of all outfalls is completed within the permit cycle, a list of 40 different outfalls/year will be compiled. The outfalls on the list for the given year will be dry weather field screened. If flow of water is found present during the dry weather inspection the outfall will be test for 1) E.coli 2) ammonia 3) chlorine and 4) optical brightener presence. It is important to note that sometimes outlet design prevents optical brightener to be feasible. All of the water quality tests will be conducted by City staff at the in-house laboratory located at the wastewater treatment facility.

If an illicit discharge is found an investigation will be launched to find the potential source. This investigation will include using the City’s GIS map of the stormwater system to systematically move upstream from the positive source until a negative source is discovered or the source of origin is determined. Other tools that may be part of the investigation is to camera inspect the stormwater line, smoke test, or use a vacuum truck to clean the line.

Once an illicit discharge is found it will be eliminated as soon as feasibly possible regardless of source. If the source is a private property owner, a letter documenting the issue and remedy is sent with a timeline of compliance. If the property owner does not comply the City has the ability to charge a fee as laid out in the LDC.

Below are the BMP’s that are part of the IDDE program with timeframe, measurable goals and rationale included for each.

| <b>BMP</b>  | <b>Timeframe</b> | <b>Measurable Goal</b>  | <b>Rationale</b>  |
|---|------------------|---|---|
| Maintain & improve storm sewer GIS map  | Annually         | Number of outfalls field verified; Number of map updates made   | Partnering with CCPRC to update GIS map will ensure efficiency in identifying illicit discharges.   |
| Provide education materials related to hazards associated with illicit discharges | Upon discovery   | Number of door tags, brochures, and public notices distributed  | To educate residents about the hazard of illicit discharge and importance of proper disposal of waste   |
| Illicit Discharge Detection & Elimination Program                                 | Ongoing          | Number of discoveries or complaints; Number of incidents resolved; Number of outfalls tested for water quality parameters | To improve water quality through an effective and proactive IDDE program. Documenting location, issue, and resolution to determine if history of pattern or new area. |

|                                   |                                      |  |  |
|-----------------------------------|--------------------------------------|--|--|
| Program Evaluation and Assessment | Annually- at the end of field season | Summary of any changes made to the IDDE program after field season | To ensure a proactive and effective IDDE program, which changes to address any emerging issues |
|-----------------------------------|--------------------------------------|--|--|

**MM 4: Construction Site Stormwater Control**

**6.2.4.4 and 6.2.4.5** Section 514 and Section 515 of the LDC outline the City’s erosion and sediment control requirements which defer to the State of Vermont’s Construction General Permit (CGP) 3-9020 for Stormwater Runoff from Construction Sites; therefore, the City is deferring to this State CGP process to comply with this part of the MM4. Language will be added to the LDC and Stormwater Ordinance requiring a copy of the CGP be provided to the City as part of final project approval.

**6.2.4.6** The City will add language to the LDC and Stormwater Ordinance that outlines the procedure for site inspection and enforcement of erosion control measures. It will also require that before a certificate of occupancy is issued a letter from the project engineer or other professional attesting to the proper installation of erosion control measures and stormwater treatment practices.

| <b>BMP</b>   | <b>Timeframe</b>                                      | <b>Measurable Goal</b>   | <b>Rationale</b>   |
|--|---|--|--|
| a) Inspect construction sites for compliance with stormwater construction permits during 1) start of project 2) after a storm event 3) after a notice of violation                     | Ongoing- largely during construction months April-Oct | Number of construction site inspections, Number of issues found, Time it took for resolution/issue | To ensure construction projects follow State or local stormwater construction permits and are properly protecting water quality  |
| b) Review existing policies, codes & ordinances to ensure compliance with State/federal requirements in relation to construction activities and erosion control/stormwater mitigation/ | 2024  | Summary of updates incorporated  | Determine the effectiveness in managing construction related erosion and stormwater control; Ensure consistency with new MS4 permit requirements and State’s general stormwater permit |
| d) Provide erosion control information to zoning permit applicants   | Ongoing   | Number of brochures or Low Risk Handbook handed out  | To inform residents about simple practices they can implement to reduce amount of erosion during construction projects   |

**MM 5: Post-Construction Stormwater Management for New Development and Redevelopment**

Amendments to Section 719B were made in the 2023 update of the LDC encouraging Low Impact Design (LID) and Green Stormwater Best Management Practices to meet landscaping, parking lot, buffering, streetscaping and tree preservations code requirements.

Language will be added to the LDC and Stormwater Ordinance that will require reports of annual inspections of stormwater treatment practices to be sent to the Water Quality Superintendent.

| <b>BMP</b>  | <b>Timeframe</b> | <b>Measurable Goal</b>                                 | <b>Rationale</b>   |
|---|------------------|--|--|
| Inspect post-construction sites for compliance with stormwater stabilization control requirements                                   | Ongoing          | Number of post-construction site inspections conducted | To ensure post-construction sites follow State & municipal site stabilization requirements to improve water quality  |
| Review site plans to ensure incorporation of LID and BMPs in compliance with local regulation                                       | Ongoing          | Number of site plans reviewed                          | To encourage LID in new or redevelopment projects wherever practicable to reduce stormwater runoff and improve water quality.  |
| Incorporate LID into municipal projects   | Ongoing          | Number of projects retrofitted                         | Encourage municipal engineers or consultant’s implementation of LID in new or redevelopment projects to achieve reduction in stormwater runoff.                          |
| Review existing policies, codes & ordinances to encourage combination of structural, non-structural and LID in development projects | 2024             | Summary of changes made                                | Continue to encourage mixture of different stormwater management practices to allow flexibility to achieve the greatest water quality benefit from a development project |

**MM 6: Pollution Prevention and Good Housekeeping for Municipal Operations**

| <b>BMP</b>              | <b>Timeframe</b>          | <b>Measurable Goal</b>  | <b>Rationale</b>   |
|-------------------------|---------------------------|---|--|
| Inspect catch basins    | Annually                  | Number of catch basins inspected;<br>Amount of material removed (in yards)              | Inspections will ensure that the stormwater system is functioning properly and reduce pollutants entering waterways  |
| Conduct street sweeping | Spring/Fall/<br>As needed | Sum of Phosphorus load (kg/yr.) per lake segment captured by street sweeping activities | To reduce the amount of sediment and pollutants (including phosphorus) entering the stormwater system. The municipality makes every effort to follow the procedure outlined in the Clean Streets Report developed by UGSG and the State of Vermont. This focuses on sweeping the |

|   |   |  |  |
|---|---|--|--|
|   |   |  | routes that have more than 17% canopy cover first in the fall before moving to the other routes.   |
| Inspect outfalls                                | Annually  | Number of outfalls inspected; number of outfalls maintained      | Inspections will ensure that the stormwater system is functioning properly and reduce pollutants entering waterways  |
| Inspect MS4 permitted infrastructure            | Annually  | Number of STP inspections; Number of STPs maintained             | Inspections will ensure that the stormwater system is functioning properly and reduce pollutants entering waterways  |
| Installation and retrofitting of STPs           | Annually  | Number of STPs installed and retrofitted                         | To comply with State-approved Indian Brook & Sunderland Brook FRPs including the TMDL's  |
| Develop budget for stormwater permit compliance | Annually, Stormwater Utility being formed in 2024 | Annual stormwater operating budget by Fiscal Year; utility rates | To invest money into a stormwater infrastructure maintenance program with best asset management practices  |
| Develop stormwater capital plan                 | 2025  | Number of projects formed; Number of projects built              | To compile a list of capital projects and associated costs needed to comply with the Lake Champlain TMDL, along with maintenance of existing stormwater management practices in the MS4. |
| Participate in stormwater training for staff    | Annually  | Number of credit hours   | Participate in regional, local, and national stormwater and water quality trainings to be informed on new techniques and polices   |
| Develop a stormwater ordinance                  | 2024-2025   | Existence of ordinance   | To codify, consolidate, and publish all stormwater rules, regulations, and municipal intentions and projects   |

**Six Minimum Measures BMP Alternatives Considered:** It is the purpose of this application to define what beneficial stormwater actions will be taken. The list of potential BMPs that could have been selected has no boundaries and the answer to the question of which BMPs were not selected is essentially infinite in scope. The City identified specific BMPs that exceed the minimum permit requirements (in the tables above). If the regulatory agencies determine that additional BMPs should be evaluated for inclusion in the plan, these BMPs should be identified by the regulatory agencies and either considered or rejected by the communities with a rationale for the decision.

**Part 7: ASSUMPTION OF RESPONSIBILITY FOR PREVIOUSLY PERMITTED STORMWATER SYSTEMS**

The City incorporated the following stormwater permits under the 2023 authorization of the MS4 Permit:

- 2-0317: Essex Park – Phase II (Note: already listed as permitted on State’s SW expired permit excel sheet)
- 7778-INDS: Crescent Connector (Maple St/Railroad St/Park St)

The City previously incorporated the following expired or valid stormwater permits:

- 1-0236: Brickyard Rd/Upper Main St
- 2-0155: Essex Park Phase 3
- 2-0769: Athens Dr.
- 2-0952: Essex Park Condominiums
- 3268-9010: Woods End/Rivendell Dr.
- 4128-INDO: Hannaford Offset-Brookside Rd/Drury Dr/Upland Rd
- 1-0953: Drury Dr./Meadow Ter.
- 2-0187: Grove St./North St.
- 2-0835: Village Glen/Densmore Dr.
- 2-0961: Brookside Condominiums
- 3547-9010.R: Whitcomb I/II/III Combined
- 4989-INDO.R: Five Corners North
- 1-1074: Countryside II/Fairview Dr.
- 2-0289: Countryside Dr./Beech Rd.
- 2-0855: Village Knoll (Briar Lane)
- 2-1103: Pleasant St./East St.
- 3553-9010: Brownell Rd
- 6653-9015: Village Walk (unimpaired waterway, Winooski River)
- 6006-9020.1 INDS: Taft Street (Impaired waterway, Indian Brook)

**Stormwater Treatment Practices Owned by MS4**

Annually, City staff inspect the practices listed below for condition and functionality. All vortech units are cleaned with a vacuum truck regardless of amount of material accumulation. If other maintenance needs are discovered during inspections, an assessment of severity is conducted and a timeline for repair developed.

| Stormwater Treatment Practice | System Name       | Location                  | State Stormwater Permit |
|-------------------------------|-------------------|---------------------------|-------------------------|
| Vortech Unit/Flow Control     | 5 Corners North   | Educational Dr/Central St | 4989-INDO               |
| Stormwater Wet Pond           | Hawthorn SW Pond  | Hawthorn Cir              | 7024-9014.A             |
| Vortech Unit                  | Hawthorn          | Hawthorn Cir              | 7024-9014.A             |
| Dry Swale                     | Whitcomb Combined | South St                  | 3547-9010.R             |
| Vortech Unit                  | Upland/Drury      | Brookside Ave             | 4128-INDO               |
| Stormwater Pond               | Village Walk      | Kiln Rd Ext               | 7024-9014.I             |
| Stormwater Pond               | Whitcomb Combined | Dunbar Rd                 | 3547-9010.R             |
| Stormwater Pond               | Whitcomb Combined | Ketchum Rd                | 3547-9010.R             |
| Gravel wetland                | Fairview Wetland  | Fairview Dr               | 7024-9014.A             |
| Gravel wetland                | Mansfield Wetland | Mansfield Ave             | 7024-9014.A             |
| Sand Filter                   | Crecent Connector | Railroad St               | 7788-INDS               |



## **Part 8: TMDL IMPLEMENTATION**

### **8.1 Stormwater Flow Restoration Plan**

The Sunderland Brook Flow Restoration Plan submitted and approved in July 2015 demonstrate compliance with the flow targets set in the Sunderland Brook TMDL based on projects already implemented in the watershed. Therefore, no further projects have been implemented in this watershed for flow restoration.

The Indian Brook Flow Restoration Plan submitted and approved indicated the need for implementation of four projects to meet flow targets. Three of the four projects have been completed. The remaining project is being built in 2025.

- The projects completed in the City that are part of this plan are:
  - Fairview Drive/ Main Street Gravel Wetland installed 2019.
  - Mansfield Rd/Brickyard Rd Gravel Wetland installed 2020.
- Sydney Drive Infiltration system installed 2020 in the Town of Essex was the third project completed.
- LDS Church SW practices is the remaining project located in the Town of Essex that is being built in 2025.

Sunderland FRP and an updated Indian Brook FRP can be found in *Appendix A*.

### **Lake Champlain Total Maximum Daily Load (TMDL)**

Excess phosphorus from the various sources across the landscape have caused the water quality of Lake Champlain to become impaired. In 2002, Vermont prepared a plan to reduce phosphorus loadings through the development of an Environmental Protection Agency (EPA) mandated TMDL, placing a cap on the maximum amount of phosphorus allowed to enter the Lake and still meet Vermont Water Quality Standards. This plan was appealed by lawsuit by EPA in 2011. On June 17, 2016, the EPA approved a new phosphorus TMDL for twelve Vermont segments of Lake Champlain. The percentage reduction required from developed lands was set per Lake Segment. The City falls under the Main Lake and Mallets Bay Lake Segments and will be required to reduce phosphorus from developed land by 20.2% and 20.5% respectively.

The following section of this SWMP outlines the approach the City plans to use to work towards achieving the percent reduction in phosphorus from developed lands.

### **8.2 Lake Champlain Phosphorus Control Plans (PCP) Requirements**

The City developed a Phosphorus Control Plans (PCPs) that is consistent with the guidance provided by the State and requirements outlined under the Permit and the Lake Champlain TMDLs.

This plan was designed to achieve a level of phosphorus reduction equivalent to the percent reduction targets for developed lands in the Main Lake and Mallets Bay Lake segments. The City will submit annual reports and BMP tracking table to demonstrate the development of the PCP. An update to the approved PCP was submitted March 26, 2024, *Appendix D* showing the City has exceeded its phosphorus reduction target in the Mallet's Bay lake segment based on projects/practices implemented. Continued work needs to be done in the Main Lake segment however the projects/practices outlined demonstrate the target can be met.

### **8.3: Municipal Road Requirements**

The City partners with the Chittenden County Regional Planning Commission (CCRPC) who survey and reassess all hydrologically connected road segments using the Road Erosion Inventory (REI) Survey 123 Assessment app once during a permit cycle. In addition, annually the CCRPC assists the City in updating the Implementation Table based on work completed.

Implementation Table (Portal)

<https://anrweb.vt.gov/DEC/IWIS/MRGPREportViewer.aspx?ViewParms=True&Report=Portal>

Reporter Application

<https://vtanr.maps.arcgis.com/apps/instant/interactivelegend/index.html?appid=0c5ebf5a1fbb4d959cd2e6274bd50278>

The City will continue to apply for grant opportunities to help with cost share of the outlet stabilization projects. Generally, the City has been able to stabilize 3 outlets per permit cycle.

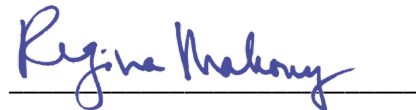
### **Part 9: MONITORING, RECORD KEEPING, AND REPORTING**

The City will comply with all monitoring, record keeping, and reporting requirements as outlined in Part 9 of the 2023 MS4 permit including internal review of the SWMP. This includes conducting an annual review of the SWMP as part of the annual reporting requirements due April 1<sup>st</sup> of each year of the permit.

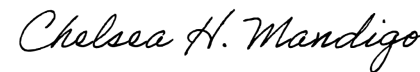
### **Part 10: STANDARD PERMIT CONDITIONS**

#### **10.8 Signatures Requirements**

"I certify under the penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personal properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and believe, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."



Regina Mahony, City Manager



Chelsea H. Mandigo, Water Quality Superintendent

## **Appendices Table**

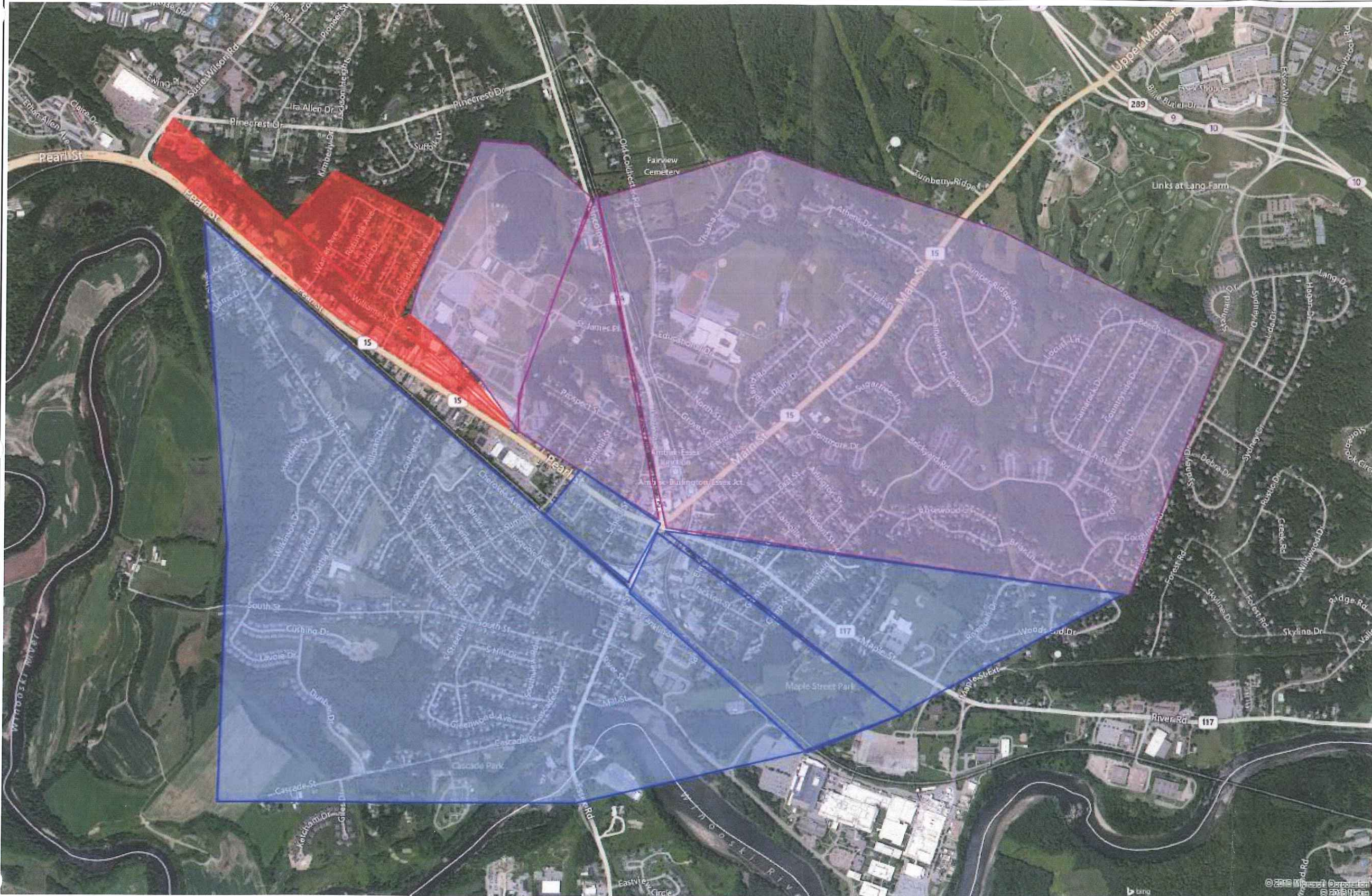
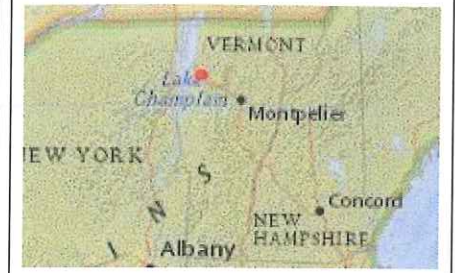
**Appendix A: Updated Indian Brook Flow Restoration Plan and Approved Sunderland Brook Flow Restoration Plan**

**Appendix B: Map of the Watersheds in the City**

**Appendix C: Land Development Code Table of Contents**

Link to entire document: <https://www.essexjunction.org/codes/development-code/>

**Appendix D: Phosphorus Control Plan**



LEGEND

Town Boundary

Red = Sunderland  
Purple = Indian  
Blue = Winooski

1: 15,644

1 in = 1304 ft.  
1 cm = 156 meters

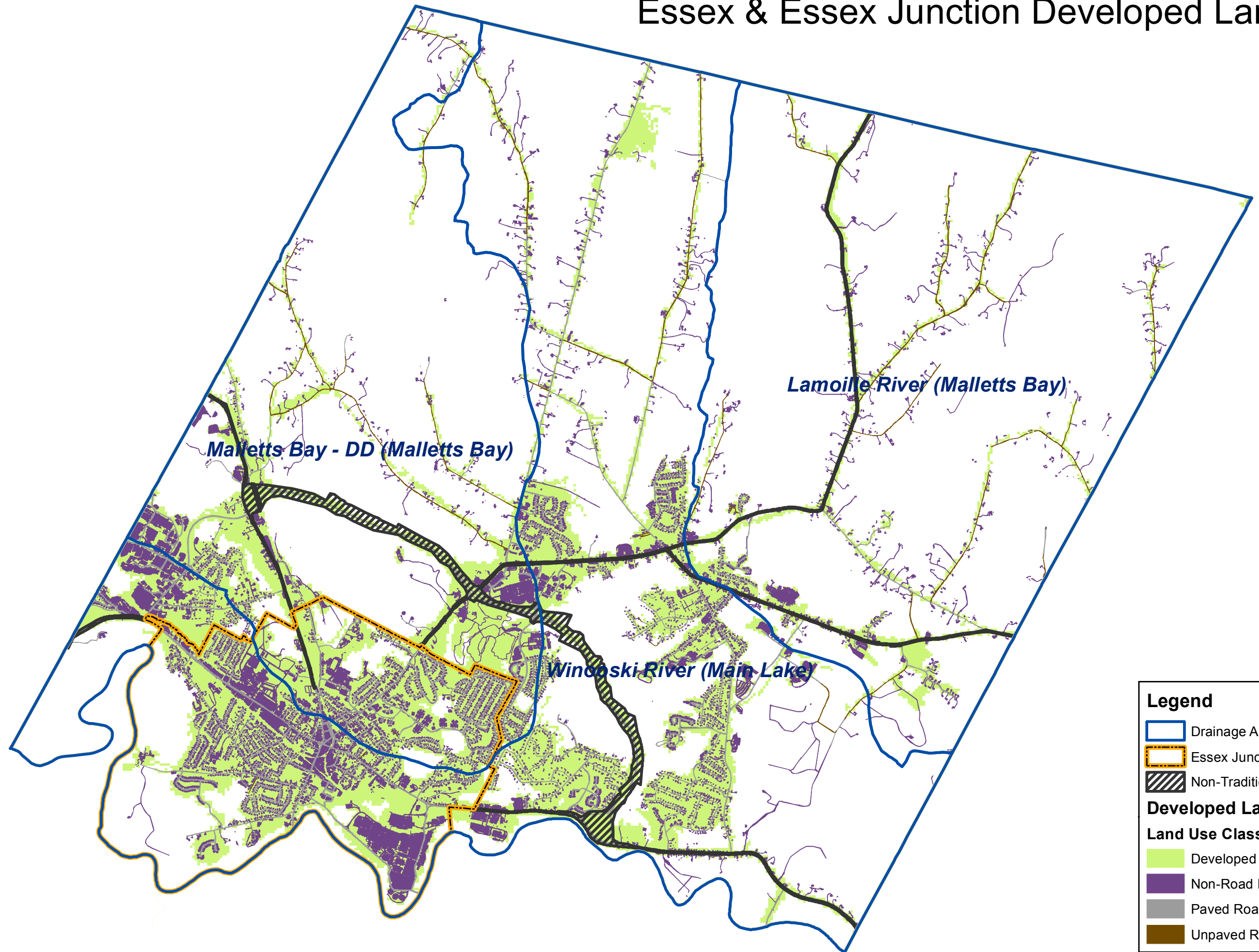


795.0 0 398.0 795.0 Meters

NOTES

RED= Sunderland Brook  
PURPLE= Indian Brook  
BLUE= Winooski River

# Essex & Essex Junction Developed Land Areas



**Legend**

- Drainage Areas (Lake Segment)
- Essex Junction boundary
- Non-Traditional MS4s

**Developed Landuses**

**Land Use Class**

- Developed Pervious
- Non-Road Impervious
- Paved Roads
- Unpaved Roads





## **MEMORANDUM**

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE : April 10, 2024

SUBJECT: Anaerobic Digester issues

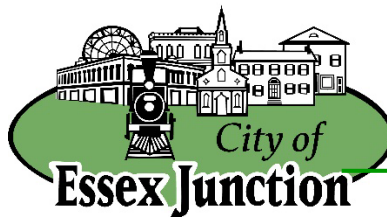
**Issue:** Increase to the biosolids land application and biosolids subcontractor budget line items due to Anaerobic digester issues.

**Discussion:** It has been 10 years since the major upgrade to the facility. Equipment that has run reliably since then is starting to fail, especially sensors. The past month we have seen several critical sensors and equipment related to the Anaerobic Digester (which produces our biosolids) fail or act up. We are working on troubleshooting, quotes for replacement and ordering of sensors/equipment. Luckily, some of what we needed was in our own backstock. We are starting to suspect we had several failures occur at once, some that can be fixed sooner than others. One suspected failure is one of three cannons inside the digester. These cannons are critical for mixing and circulating the heat. The issue is the only way to repair is to take the digester down completely, which is not a normal task. Luckily, we had the digester earmarked in the wastewater capital budget FY24/FY25 to be cleaned which involves such action. We have arranged for this to occur late May/early June right after we finish Spring land application of biosolids leaving us an empty 1,000,000-gal storage tank for biosolids to be dumped to from the digester while the second 1,000,000-gal storage tank remains half full.

The issues with the digester have resulted in the system to struggle to meet the 95-98 degrees F temperature needed to produce high quality biosolids and to certify that we are meeting the EPA 503 rules which is permits land application of biosolids. This is not an issue for spring land application since we have a storage tank full and isolated since December for this but may make it challenging to have a certifiable tank for the fall. Therefore, I worked with the Finance Director to amend the drafted wastewater budget for biosolids line items to plan for the worse case scenario giving the greatest flexibility biosolids management.

**Costs:** Propose increase for FY25 to the biosolids land application and biosolids subcontractor budget line items by a total 27.6% over FY24

**Recommendation:** N/A



April 11, 2024

Ken Robie  
Consultant Project Manager  
VTrans Traffic Design Unit  
sent via email: Ken.Robie@partner.vermont.gov

Dear Mr. Robie,

I am writing in response to VTrans' request for the City's preferred alternative design concept for the Susie Wilson Road and VT 15 intersection as discussed during our meeting on March 22, 2024. This letter will outline our preferred alternative in several components.

#### **Single southbound left turn Lane**

Given VTrans's updated traffic analysis that finds a single southbound left turn lane to be sufficient to accommodate foreseeable traffic volumes, the City prefers a design that maintains a single southbound lane for the Southbound Susie Wilson Road to Pearl Street movement. While the City's 2018 VT-15 Bike and Pedestrian Improvements Scoping Study alternatives planned for two eastbound receiving lanes in anticipation of VTrans needing to widen the Susie Wilson intersection with dual left turn lanes, City Staff agrees with Town Staff that having a single left turn lane and single receiving lane would be preferable. This would allow for a shorter pedestrian crossing across Susie Wilson Road, and would eliminate the need for a lane-merge on Pearl Street when the future VT-15 Bike and Pedestrian Improvements are implemented.

#### **Jughandle Turn**

Currently, a median along Pearl Street between Susie Wilson Road and West Street Extension prevents access to the adjacent properties from the eastbound direction. Vehicular turn-around is accommodated through a loop at West Street Extension, and a "jughandle" turn-lane at Susie Wilson Road. The 2018 VT-15 Bike and Pedestrian Improvements envisions the removal of the median to establish two-way access to these properties and to eliminate the need for turnarounds at both ends of the road segment. This is shown in Figure 2 of Appendix A.

We now understand that VTrans is not interested in funding the removal of the median as a part of the Susie Wilson Road intersection project, as requested in our original comment letter dated May 26, 2023, but is still interested in replacing the jughandle lane with a U-turn. While we appreciate that the removal of the jughandle turn would represent a partial implementation of the City's long-term plans for Pearl Street, we continue to have concerns about the feasibility of the U-turn maneuver that would then be necessary. We believe that such maneuver should only be done from a dedicated U-turn safe harbor lane with a separate signal where there is sufficient space for most vehicles to complete the U-turn in a single maneuver. Given that the intersection does not have the width to accommodate these features, the City does not support the removal of the jughandle turn as a part of VTrans's Susie Wilson Road intersection project.

#### **Pedestrian Crossing and Sidewalk for Eastbound Bus Stop**

Green Mountain Transit's Route 2, one of Vermont's most frequent lines, running every 20 minutes all day, currently has no eastbound stops between Ethan Allen Blvd and West Street Extension. This gap, about 0.75

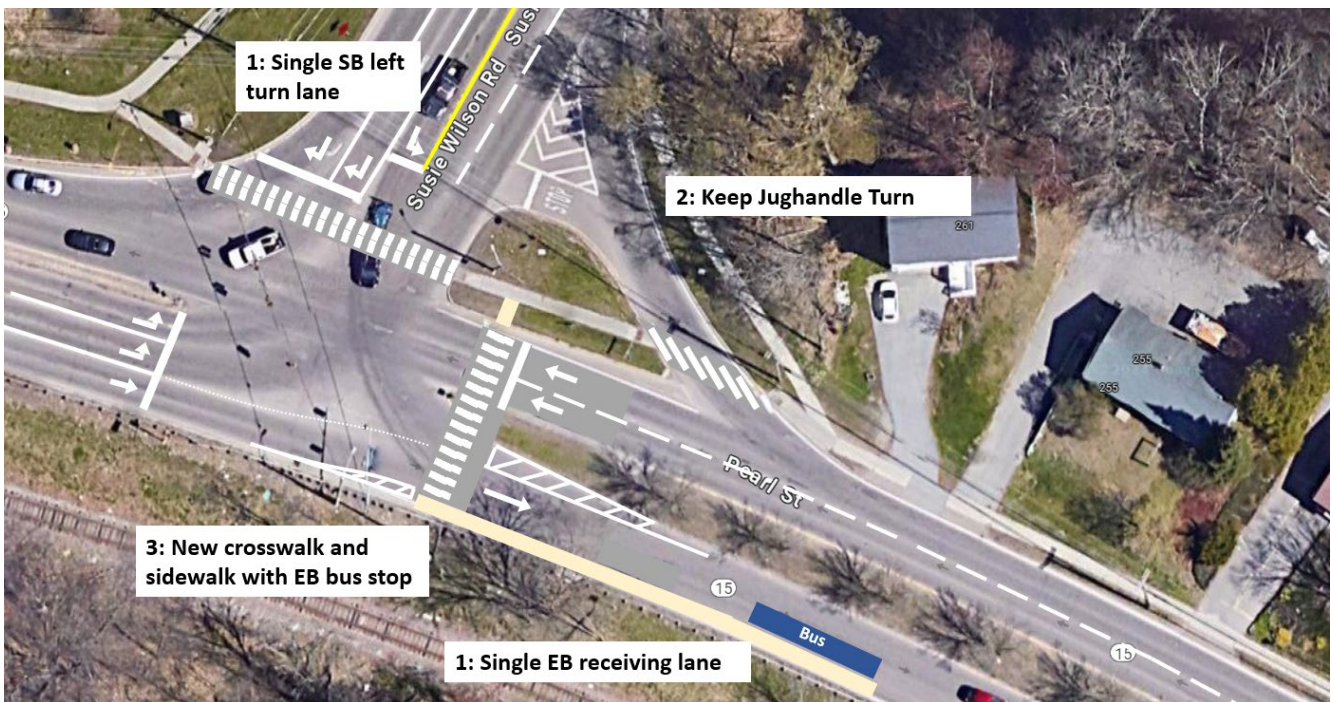
miles in length (Appendix A Figure 3), puts many residents and businesses beyond a reasonable walk of service.

While the issue of transit access appears to have been largely absent from previous discussions around both the Susie Wilson Intersection project and the adjacent 2018 VT-15 Bicycle and Pedestrian study, City Staff understands that improving transit access is a City priority, and is aligned with Town and State policy objectives. Accordingly, the City requests that VTrans consider the addition of a crosswalk, sidewalk and eastbound bus stop (at a safe distance from the intersection) on the south side of Pearl Street as a part of the Susie Wilson Road Intersection project.

Notably, if VTrans maintains a single left turn lane on Susie Wilson Road, Pearl Street can be re-striped for a single receiving lane, creating space to add a crosswalk and sidewalk with an eastbound bus stop within the existing paved area. This would avoid the topographical and right-of-way challenges south associated with the adjacent rail corridor.

In summary, the City would prefer that the Susie Wilson / VT-15 Intersection project:

1. Maintain a single southbound left turn lane on Susie Wilson Road, paired with a single receiving lane on Pearl Street.
2. Maintain the existing jughandle turnaround
3. Add a crosswalk, sidewalk and eastbound bus stop on the south side of Pearl Street to improve transit access for businesses in the area.



**Figure 1:** Illustration of City Preferred Alternative

In addition, we'd also like to take this opportunity to identify a paving need in this same location. While we realize this is unrelated to the Susie Wilson Road project we would be remiss to not identify this issue. Within Essex Junction, Pearl Street (VT-15) is a Class 1 highway, and was last resurfaced by VTrans in 2019, under project "Essex Jct. NH 2956(2)". At that time, the City agreed to have the section between Susie Wilson Road, and West Street extension removed from the scope, with the intention that the cost savings could be used to



defray the project costs of the future VT-15 Bicycle and Pedestrian improvements. This was noted in the Page 56 of the Scoping Study:

*"Funding for the Route 15 Bicycle/Pedestrian Improvements project would utilize the unused Class 1 paving funds to help defray the project costs (promised Class 1 paving was delayed until this scoping study was completed)"*

Recent communications with Jesse Devlin from VTrans suggest that this may have been a misunderstanding, and that it is not actually possible to coordinate Class 1 resurfacing funding to defray the capital costs of the VT15 Bicycle and Pedestrian project. Given that repaving was skipped in 2019, and the City has been unable to identify a sufficient funding source for the full redesign of the road, Pearl Street (VT-15), between Susie Wilson Road, and West Street Extension, continues to deteriorate, with no scheduled repaving on the horizon.

The Colchester-Essex NH PS24(11) project, programmed for Year 2024, is currently scoped to include repaving VT-15 from St. Michael's College to Susie Wilson Road. With equipment already mobilized for this area, we believe this may be a cost-effective opportunity to address the deteriorating pavement conditions on VT-15, within Essex Junction. As such, we request that VTrans explore the potential of adding the repaving of the Pearl Street, between Susie Wilson Road and West Street Extension to the scope of Colchester-Essex NH PS24(11) Repaving Project.

Please let me know if you have any questions or require any further information.

Thank you,



Regina Mahony  
Essex Junction City Manager

Cc (via email):

Jesse Devlin, [Jesse.Devlin@vermont.gov](mailto:Jesse.Devlin@vermont.gov)

Patti Coburn, [Patti.Coburn@vermont.gov](mailto:Patti.Coburn@vermont.gov)

Greg Duggan, [gduggan@ESSEX.ORG](mailto:gduggan@ESSEX.ORG)

Kent Johnson, [KJohnson@essex.org](mailto:KJohnson@essex.org)

Aaron Martin, [amartin@ESSEX.ORG](mailto:amartin@ESSEX.ORG)

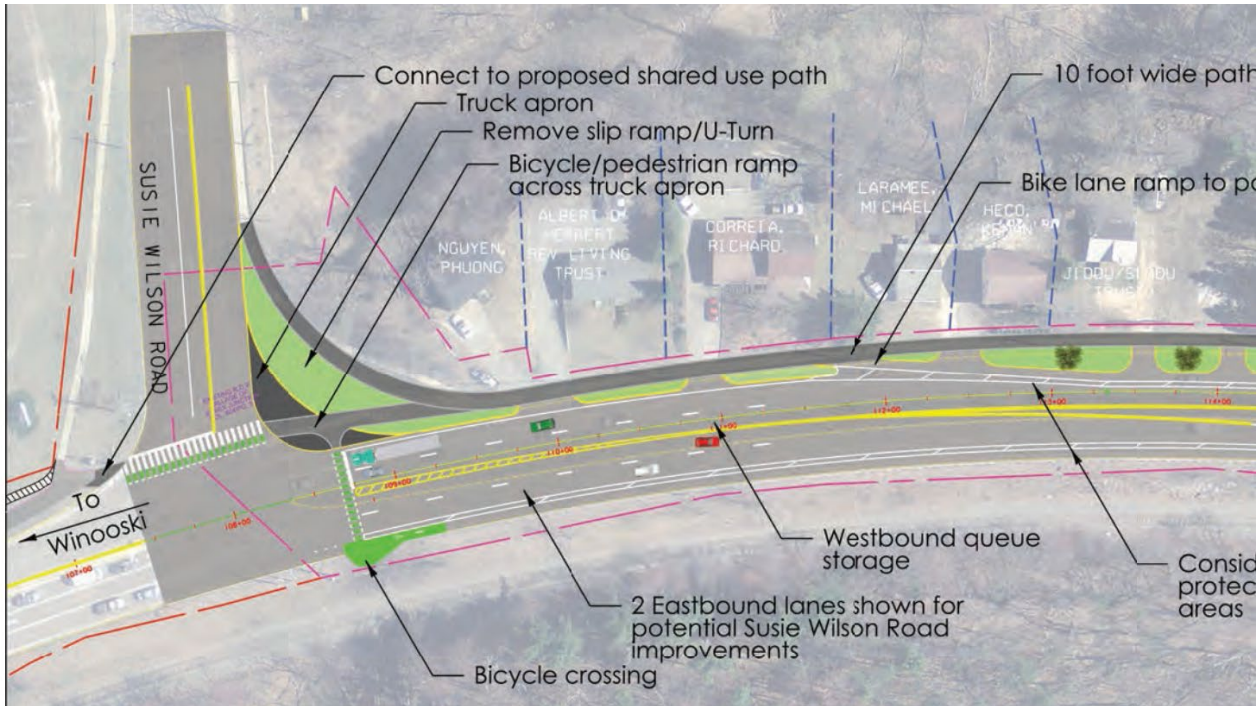
Chris Yuen, [cyuen@essexjunction.org](mailto:cyuen@essexjunction.org)

Ricky Jones, [rick@essexjunction.org](mailto:rick@essexjunction.org)

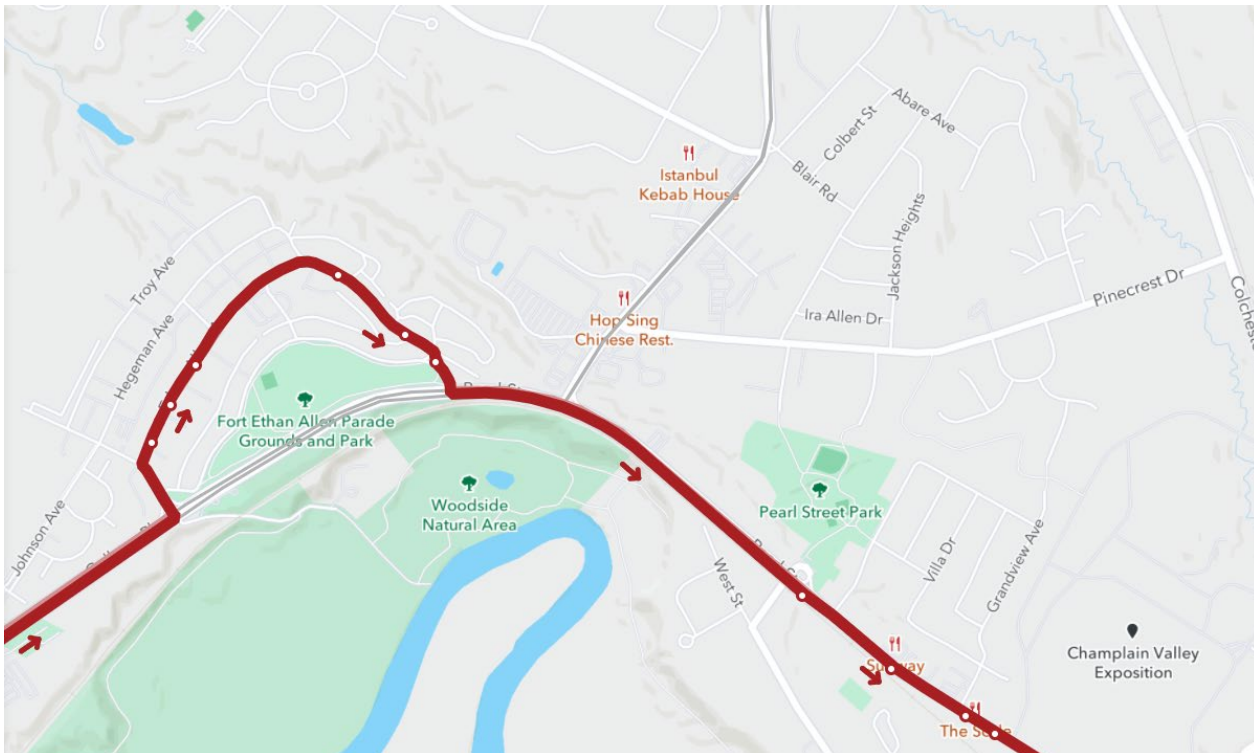
Richard Hamlin, [rhamlin@dlhce.com](mailto:rhamlin@dlhce.com)

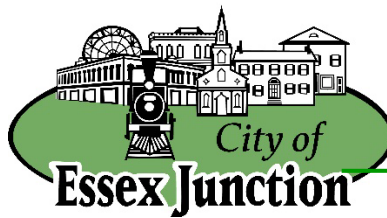
## Appendix A:

**Figure 2:** The following diagram shows the preferred alternative (Alternative 3) from the 2018 VT15 Bicycle / Pedestrian Study. This alternative would remove the median and re-allocate the space towards an eastbound bike lane.



**Figure 3:** The following map shows the existing eastbound bus stops on Green Mountain Transit's Route 2 and how there are no eastbound stops for about 3/4 of a mile due to the lack of sidewalks and safe crossings.





April 11, 2024

Jesse Devlin, Program Manager  
VTrans Traffic Design Unit  
sent via email: Jesse.Devlin@vermont.gov

Dear Mr. Devlin,

I am writing to follow up on a paving need on a Class I highway in Essex Junction previously discussed via email in November 2023.

Within Essex Junction, Pearl Street (VT-15) is a Class 1 highway, and was last resurfaced by VTrans in 2019, under project "Essex Jct. NH 2956(2)". At that time, the City agreed to have the section between Susie Wilson Road, and West Street extension removed from the scope, with the intention that the cost savings could be used to defray the project costs of the future VT-15 Bicycle and Pedestrian improvements. This was noted in the Page 56 of the Scoping Study:

*"Funding for the Route 15 Bicycle/Pedestrian Improvements project would utilize the unused Class 1 paving funds to help defray the project costs (promised Class 1 paving was delayed until this scoping study was completed)"*

City Staff's email communications with you and the CCRPC in November 2023 suggest that this may have been a misunderstanding, and that it is not actually possible to coordinate Class 1 resurfacing funding to defray the capital costs of the VT15 Bicycle and Pedestrian project. Given that repaving was skipped in 2019, and the City has been unable to identify a sufficient funding source for the full redesign of the road, Pearl Street (VT-15), between Susie Wilson Road, and West Street Extension, continues to deteriorate, with no scheduled repaving on the horizon (See Figure 1 in Appendix A).

The Colchester-Essex NH PS24(11) project, programmed for Year 2024, is currently scoped to include repaving VT-15 from St-Michael's College to Susie Wilson Road. With equipment already mobilized for this area, we believe this may be a cost-effective opportunity to address the deteriorating pavement conditions on VT-15, within Essex Junction. As such, we request that VTrans explore the potential of adding the repaving of the Pearl Street, between Susie Wilson Road and West Street Extension to the scope of Colchester-Essex NH PS24(11) Repaving Project (see Figure 2 in Appendix A).

We would be happy to schedule a time to discuss this or any other potential solution for Pearl Street at your earliest convenience.

Thank you,

A handwritten signature in blue ink that reads "Regina Mahony".

Regina Mahony  
Essex Junction City Manager

Cc (via email):

Brandon Kipp, [brandon.kipp@vermont.gov](mailto:brandon.kipp@vermont.gov)

Chris Yuen, [cyuen@essexjunction.org](mailto:cyuen@essexjunction.org)

Ricky Jones, [rick@essexjunction.org](mailto:rick@essexjunction.org)

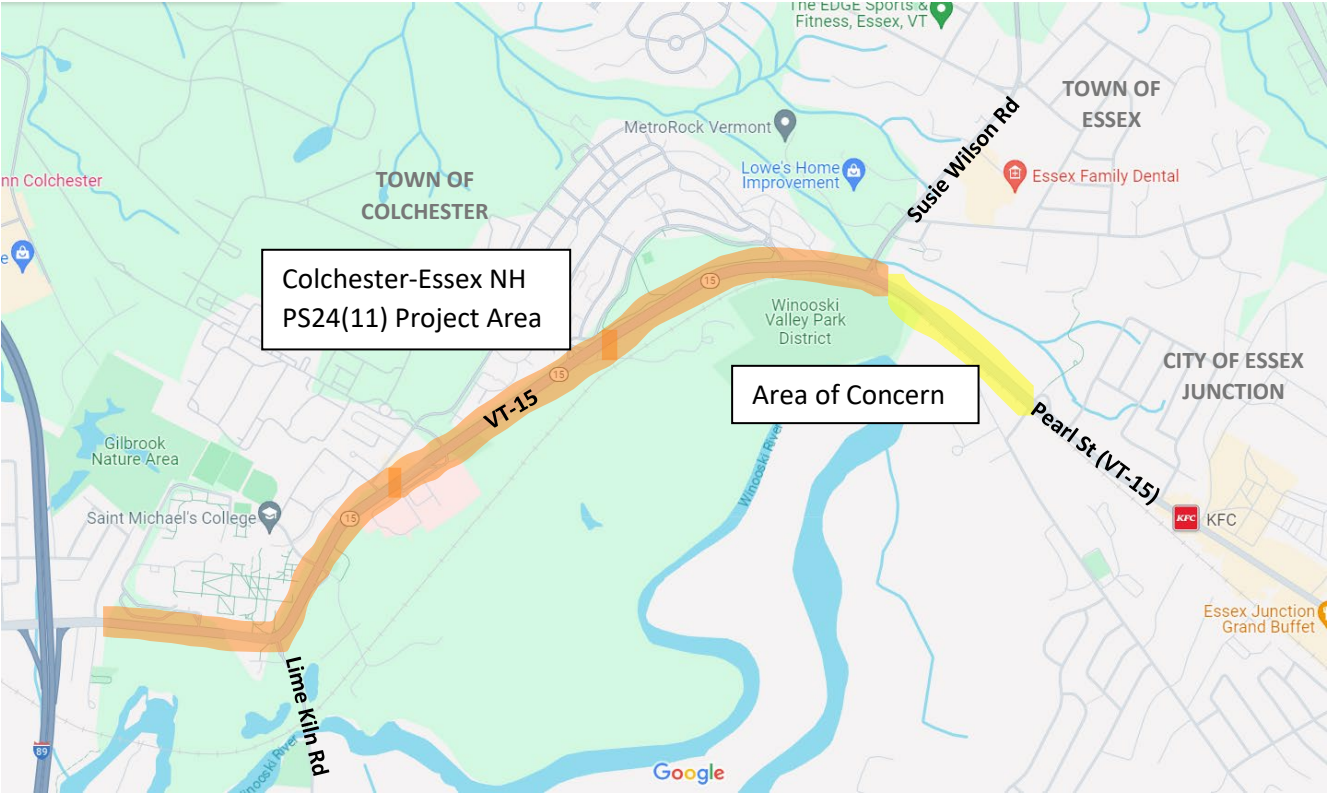
Richard Hamlin, [rhamlin@dlhce.com](mailto:rhamlin@dlhce.com)

Appendix A:

Figure 1: Conditions along Pearl Street (VT-15) between Susie Wilson Road and West Street Extensions as of April 2024. Based on Google Streetview, this segment was last paved in 2009.



Figure 2: Approximate project area of the Colchester-Essex NH PS24(11) resurfacing project and the area of concern.



**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
MARCH 21, 2024  
DRAFT**

**MEMBERS PRESENT:** John Alden, Chair; Cristin Gildea; Maggie Massey; Robert Mount, Vice-Chair; Dylan Zwicky

**ADMINISTRATION:** Jennifer Marbl, City Planner

**OTHERS PRESENT:** Michele Arcovitch; Dean Bartlett; Ethan Bartlett; Brian Currier, O’Leary Burke Civil Associates; Michael Duggan, Architect; John Giroux; Brett

**1. CALL TO ORDER**

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

**2. ADDITIONS OR AMENDMENTS TO AGENDA**

No additions or amendments.

**3. PUBLIC TO BE HEARD**

None.

**4. MINUTES**

**a. Regular Meeting – February 15, 2024**

**MOTION by CRISTIN GILDEA, SECOND by MAGGIE MASSEY, to approve the minutes with changes. The motion passed 5-0.**

**Mr. Alden requested the following changes:**

**-On page two, when Mr. Alden stated a conflict of interest it should also be noted that he recused himself from the application, left the room, and re-entered the room as a presenter. On page three, it should be noted that Mr. Alden re-joined the meeting as Chair prior to the start of the next item.**

**-On page four, change “conducted” to “completed.”**

**5. PUBLIC MEETING**

Ms. Marbl noted that this is a hybrid meeting, and that staff are present at the City offices to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed later.

Ms. Marbl swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth so help me God or under the pains and penalties of perjury”

**a. Conceptual site plan for removal of building #14 at 5 Fuller Place to construct a 32-unit apartment building with underground parking at 5 Fuller Place in the MCU District by O’Leary-Burke Civil Associates, agents for 222 Franklin, Inc., owner**

Mr. Currier, of O’Leary-Burke Civil Associates presented on behalf of the applicant. This proposal is to tear down an existing six-plex and build a 32-unit apartment building with underground parking in its

place. This building will have 24 one-bedroom units and 8 two-bedroom units. The project will offer 730 parking spaces for all units on the property. The proposed building will be four-stories and similar in style to other recently constructed units. Mr. Alden said that this apartment complex appears to be very successful and that this is one of many replacements that will be developed. He suggested including a street-facing, expressed concerns about pedestrian-friendliness, and a desire to include more sidewalks. Mr. Currier noted concerns with the riparian buffer for stormwater which could prevent accommodations from being added. Mr. Zwicky asked what will happen to the current tenants. Mr. Currier said that they can be moved into the new building, or into other units in the complex.

The City is amenable to the current parking situation, which is considered to be “overparked” however this has not been reviewed by engineering staff. Mr. Alden requested public input, of which there was none. Mr. Alden closed the public hearing.

**JOHN ALDEN made a motion, seconded by DYLAN ZWICKY to approve the conceptual plan as submitted with the proposed conditions moving forward and a positive waiver of the 22-ft parking travel aisle as requested. Motion passed 5-0.**

## **6. PUBLIC HEARING**

### **a. Final site plan to convert an existing duplex into a tri-plex with two additional parking spaces at 4 Church Street in the MF3 District by John Giroux, owner**

Mr. Giroux described changes to the interior of the building. The DRB discussed the parking plan, and a desire to see the dimensions of the parking spaces. Ms. Marbl said that this will be added to the conditions. She said that she followed up with a neighbor regarding noise issues and found it to be a civil matter and not have any bearing on zoning applications. The parking area will be gravel. Mr. Alden requested that property drawings and the site plan meet the City standard and requested that this be a condition of approval. Mr. Alden requested that a condition be added to this application that a residential building energy standard and the VT Fire and Building Code be consulted to determine if this building is subject to those requirements. Mr. Alden requested public input, of which there was none.

Ms. Marbl said that trash regulations do not apply to tri-plexes. She said that a member of the Tree Advisory Committee reached out regarding a requirement for planting street trees. The technical review committee expressed concern about the planting regarding current site and utility conditions. Mr. Alden proposed a condition that would require the applicant to satisfy the landscaping requirement and work with the Tree Advisory Committee and staff to find a reasonable solution.

**JOHN ALDEN made a motion, seconded by ROBERT MOUNT to close the public hearing. Motion passed 5-0.**

The additional conditions are as follows:

- The applicant shall submit a final site plan meeting City requirement, including setbacks and the dimensions of the proposed parking area;
- The applicant shall confirm applicability of Vermont Fire and Safety Code and comply as required;
- The applicant shall meet the landscaping requirement including street trees. The applicant shall work with staff including the Tree Advisory Committee to find an acceptable method of compliance.

**DYLAN ZWICKY made a motion, seconded by ROBERT MOUNT to approve the application with amended proposed conditions. Motion passed 5-0.**

**7. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

Ms. Gildea asked about a recent sale between two developments in progress on Park and Pearl Streets. Ms. Marbl said that ownership changes would not typically require additional review; however, the owners would like to make modifications to these properties which would require review by the DRB.

**8. ADJOURNMENT**

**ROBERT MOUNT made a motion, SECONDED by CRISTIN GILDEA, to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 7:31 PM.

Respectfully submitted,  
Darby Mayville



**POLICE COMMUNITY ADVISORY BOARD**  
**March 19, 2024**

**POLICE COMMUNITY ADVISORY BOARD**  
**REGULAR MEETING**  
**MINUTES OF MEETING - DRAFT**  
**MARCH 19, 2024**

**POLICE COMMUNITY ADVISORY BOARD:** Chair, Leo Duque, Co-chair Christina Hagestad, Gwendolyn Evans, Dan Maguire, Ta-Tanisha Redditta (Advisor) and Jody Kamon (Advisor).

**Absent:** Guillamue Teganyi and Arthur Bergeron

**STAFF:** Anthony Jackson-Miller (Community Affairs Liaison-Essex Police Department)

**ADMINISTRATION:** Ron Hoague (Police Chief); Lt. Rob Kissinger, (EPD)

**OTHERS PRESENT:** None.

**1. CALL TO ORDER**

*Chair Leo Duque called the meeting to order at 6:06pm.*

**2. AGENDA ADDITIONS/CHANGES**

No additions or changes to the Agenda.

**3. AGENDA APPROVAL**

*Agenda Approved. Minutes from February 20, 2024 were approved.*

**4. PUBLIC TO BE HEARD**

*No members of the public were heard.*

**5. BUSINESS ITEMS**

*a. Lt. Rob Kissinger addressed the board about the Domestic Violence Policy, a new statewide policy, involving law enforcement or individuals in positions of power. The Chief had shared the policy with the board at the last meeting. The board learned that although EPD already has it's own policy related to domestic violence and this new statewide policy would be an addition, addressing a specific need. The Chief, anticipating its adoption, discussed what additional training might be necessary to employ the "checks and balances" system envisioned by the policy.*

*The board learned that domestic violence victims' names and other identifying information are not released to the public and EPD's policy generally has a focus on "civilian victims". The board inquired about EPD's social media policy. Specifically, the publishing of citizen's names accused of criminal offences on different social media platforms. A discussion ensued about how decisions are made about when and what to post to social media. It was learned that although EPD has no social media policy one is in the works and should be forthcoming. The board recognized the situational tension between the privacy of citizens and the public safety - as well as the freedom of speech.*

*b. Work Plan 2024 – follow up.*

*The board continued to develop its work plan for 2024. The board agreed that PCAB is the official moniker as opposed to just CAB. That it more accurately reflects our mission. Board chair Leo Duque shared his Town Meeting Showcase experience and offered some insight as to how we might proceed going forward next year. “Getting the word out” as Anthony Jackson-Miller continued to share his rolodex in a pro-social victim centered way.*

*In short:*

- It was learned the board has secured a coveted place on the Town’s website, independent of the EPD space.*
- The Essex Reporter has requested an interview, and it was determined that Chair Leo Duque and Advisor Jody Kamon would oblige.*
- Gwendolyn Evans was encouraged to continue her Blog about PCAB and noted her admission into the next class of the Citizen’s Academy.*
- The board also revisited the idea of a community survey seeking feedback relative to the board’s mission.*

*c. The board was updated on the respective Town and City ongoing processes to replace the two open seats. The board discussed those with one-year appointments are up for reappointment or exit. Gwendolyn Evans, who was appointed for a one-year term, indicated an interest in reapplying. The board also determined it would revote Chair, Cochair and Secretary each year.*

#### **6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA**

*The board will continue its Work Plan as well as to continue to monitor the efforts to fill the two empty seats.*

#### **7. ADJOURN**

*A motion to adjourn was made and unanimously seconded by the Board. The meeting adjourned at 7:32pm.*

Respectfully submitted,

Dan Maguire  
CAB Secretary

**City of Essex Junction  
Tree Advisory Committee  
Minutes of Meeting  
March 19, 2024**

Members Present: Nick Meyer, Nicole Klett, Warren Spinner, Max Seaton

In attendance virtually: Steve Rivard and Rich Boyers

Guest: Leslie Goldring

**I. Call To Order**

The meeting was called to order at 4:35 pm by Nick, second by Warren.

**II. Additions or Amendments to Agenda**

No additions

**III. Approval of Meeting Minutes**

A motion to approve the February 2024 meeting minutes was made by Warren, second by Nick.

**IV. Tree Planting 2024**

Warren updated the group on 23 trees that are coming from BOB nursery. He is looking at LaVoie, Cascade Park, replacing one on Mansfield and working on other spots. Two contractors that we are entertaining to plant the trees after looking at the proposals. Thirteen spots remaining. Losing 38 trees due to EAB which Public Works has already started on.

Next year we could be planting 18 from the grant in addition to what is available from the BOB nursery.

**V. UCF Emerald Ash Borer Grant**

Warren reports the first meeting in April with Vermont Forest and Parks with Rick to get the grant folks familiarized with TAC and what we are doing. Another meeting will be a walk around the neighborhoods where the grant trees will be planted.

**VI. Maple Street Park Tree Walk Improvements**

Nicole was contacted by Brian Japp of CTE Forestry. He is interested in collaborating with having his students do a project for his Tree ID section. They could look at the walk and offer suggestions. Make signs from species of trees on the walk and more.

TAC will meet in June/Summer and walk the park.

Arbor Day or June as Tree Walk 2025 as target.

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-Brian Japp and CTE may help
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. Arbor Day**

Nick is in contact with Fleming's principal and has 3 teams that are interested in helping with Arbor Day. Will aim for the first Friday in May or so. Need to decide on the location of planting there. Hoping students can research about trees and climate change. Steve will be happy to help.

## **VIII. Tree Training Workshop PR**

Would like to get the public interested in this training workshop on 4/10/24 at 6 pm on 645 Pine Street. Warren and Nick will attend. Would like to get Ashley to have it on the City website tree page, Essex Reporter, etc once we have official PR from BOB.

TAC would like to have more outreach on FB, FPF, webpage, Essex Reporter in general. Will discuss our plans with Ashley.

## **IX. Development Applications**

**17 Park St**-continuation of building design (Old Domino's) similar to building with Boxcar Bakery that will have parking as well. They have submitted a final plan, waiting on hearing. Warren has met with Jen and the requirement for trees in front will be met. TAC prefers Silva Cells.

**8 RR**-next to Essex Agency, narrow structure with landscape with plans for a fire pit and bbq for residents.

Application coming in April and we have not heard about our comments/concerns. Hope to review again.

**229 Pearl St** -with a project with a good landscape design and got approval for it. But it has changed hands and the design is likely to be different.

Another one on Pearl St down from Wendy's that has gone quiet after comments.

A couple of other smaller ones with duplex to a triplex, development code says they have to put a tree in. Question of composition if they can't plant.

**X. Other Business**

Next Wednesday, the trustees would like to hear what TAC has done in 2023 will go in the minutes. Nick will attend. He and Warren will meet to go over details to share. At some point we are wondering when/where to address Stevens Park and its future and our hope to keep it a greenspace.

Rich reports that TAC wants to plant at Cascade Park in honor of Max's daughter and Warren has selected a tree from BOB nursery called 'Celebration' Maple. Max can get back to us when he would like to plant so that family can be involved.

Pocket Park is on hold for now.

**XI. Date for Next Meeting**

The Committee will meet on April 16, 2024 at 4:30 p.m.

**Adjournment**

Warren made a motion to adjourn at 5:32 pm, 2nd by Nick.

=====

**2024 TAC Calendar**

Nicole put a [folder](#) together to capture info for PSAs.

Will aim for a Tree [planting article](#)

|  |
|--|
| <b>January</b> -Planning Calendar and setting up folder-complete   |
| <b>February</b> -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-incomplete |
| <b>March</b> -Public Education around Thinking about planting a tree (So, you want to plant a tree)                  |
| <b>April</b> - Tree Planting 5/4 at BOB  |
| <b>May</b> -VT Arbor Day @ named school–Mulching, etc.   |
| <b>June</b> -Tree Walk/????  |
| <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  |

**October**-Judging and Announcement of Tree Contest Winner

**November**-Public Education around Trees in Fall (Best Handling of Leaves, etc)

**December**-Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree