



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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, April 09, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person in the Community Room at the Essex Police Department located at 145 Maple 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. **PUBLIC HEARING**
 - a. Stormwater Utility New Ordinance 21 Public Hearing [20 Minutes]
6. **BUSINESS ITEMS**
 - a. Discussion and Consideration of the Stormwater Utility (New Ordinance 21) and the Stormwater Utility Credit Manual [15 Minutes]
 - b. Discussion and Consideration of 2 Lincoln Renovation Update and Re-Assign Funds [20 Minutes]
 - c. Discussion and Consideration of the City's Rebranding Request for Proposals [15 Minutes]
 - d. *Discussion and Consideration of an Executive Session to discuss a Contract
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 3/25/25 and 3/26/25
 - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
 - c. Acting as the Cannabis Control Commission – Approve Tier 1 Manufacturer Application at 8 Taft St
 - d. Approve Amendments to Tree Planting Outside of Public Right-of-Way Policy
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant #240702 4/4/25
 - b. March Financial Reports
 - c. LOT Fund Sidewalk Projects for FY25 and FY26
 - d. Regional Boards and Committees Minutes Memo
 - e. Police Community Advisory Board Minutes 3/18/25
 - f. Development Review Board Minutes 3/20/25
 - g. Chittenden County Regional Planning Commission Draft Housing Targets
 - h. Chittenden County Communications Union District 2024 Annual Report
 - i. VELCO Notification Letter – Using Drones for Inspections
10. **EXECUTIVE SESSION**
 - a. *An Executive Session May be needed to discuss a Contract
11. **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.

City Council Rules for Public Participation
City of Essex Junction

Vermont's Open Meeting Law protects the public's right to attend and participate in meetings of local public bodies, but the purpose and function of these meetings is for the public body to do the work of the public; they are not meetings of the public (i.e., public forums). Consequently, these rules are necessary to manage the public's participation to ensure an environment in which the public feels safe to express their views on matters considered by the public body while minimizing disruptions so that the public body can get its work done. The full City Council Rules of Procedures for Meetings can be found here: www.essexjunction.org/codes/policies.

1. Please raise your hand to speak, whether in person or attending virtually.
2. You may only speak after you have been recognized by the president.
3. Before speaking, please state your name and address for the record.
4. All remarks must be addressed to the president.
5. Comments must be germane to the agenda item being addressed.
6. Comments under "Public to be Heard" must pertain to the business of the public body.
7. Repetitive and irrelevant comments are not allowed.
8. Please wait your turn; do not interrupt others.
9. Each person will be limited to two minutes of comment. This time may be extended only by permission of the president. The balance of time not used by each person will expire and cannot be reserved or yielded to another.
10. Each person may only speak once on the same agenda item, time permitting, with the consent of the president.
11. Those yet to be heard will be given priority over those who have already spoken.
12. You do not have the right to vote on agenda items.
13. Please obey orders and rulings of the president.
14. Keep your cool. Disruptive people will be asked to leave and removed if necessary.
15. Listen well, pay attention, and participate.



City of Essex Junction

Stormwater Ordinances Public Hearing

April 9, 2025



Agenda

1. Stormwater Management
2. What is a Stormwater Utility and how are user fees calculated?
3. Credit Manual
4. Proposed or Amended Stormwater Chapters for Municipal Code

Why Manage Stormwater?

- Human development has disrupted the watershed balance causing water to runoff the landscape instead of infiltrating
- Stormwater runoff carries excess nutrients, sediment, and pollutants into our waterways
- In VT especially the Lake Champlain Basin, the excess nutrients (phosphorus) affect water quality and cause toxic algae blooms

Stormwater Management History

- Established through the Clean Water Act of 1972
 - Created permits requiring states to manage and reduce stormwater runoff to improve water quality
 - MS4 permits-Municipal Separate Storm Sewer System
- Lake Champlain Total Maximum Daily Load- daily limit in the amount of phosphorus that can go into the Lake without negative effects on water quality
 - Timeline for the State to meet the target daily limit by 2036

MS4 Permit Requirements

- Reduce the amount of stormwater runoff into stormwater-impaired streams
 - Indian Brook and Sunderland Brook
- Implement stormwater infiltration projects by 2036 to reduce the amount of phosphorus within municipal boundary by 25% per lake watershed
 - › Two lake watersheds in City- Mallet's Bay and Main Lake

Aging Infrastructure

- Many of the stormwater pipes in the City were installed over 30 years ago
- Often corrugated metal pipe was used which rusts and breaks down over time leading to collapsed pipes and sink holes
- Preserve the pipes we can through slip lining or replace them with larger plastic pipes that have a longer life expectancy

What is a Stormwater Utility?

- Stormwater utilities are funded by stormwater user fees
 - › Stormwater runoff isn't metered like water. Instead, the burden that each property places on the system is based on property characteristics and most importantly, its total **impervious area**.
- Seven communities have established stormwater utilities, and two more are in formation

Why form a stormwater utility?

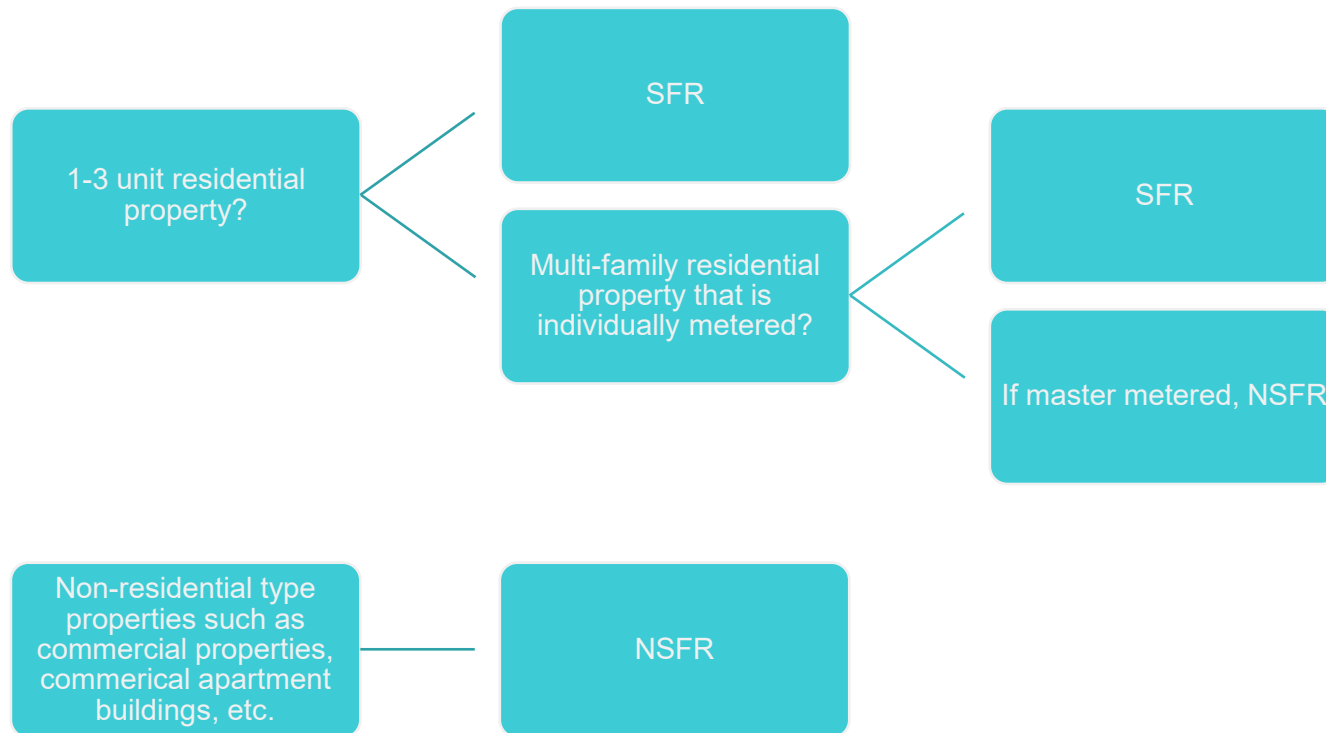
- Provides a fair, equitable, and stable source of funding
- Currently stormwater management is funded through the General Fund based on property taxes
- Before separation from the Town of Essex, stormwater capital projects were funded through the Town's Stormwater Capital Fund. Since the separation, these stormwater projects no longer have a dedicated source of capital. Instead, they are ranked alongside General Fund Capital projects, which do not have specific deadlines for implementation.

How to Bill Based on Impervious Area?

- **Impervious area (IA)** is defined as developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil.
- The standard unit of charge is the **Equivalent Residential Unit (ERU)**.
- The ERU is defined as the typical amount of impervious area on a single-family residential parcel. Calculated based on a median amount of IA in the City (2823 sq ft).
- The ERU is then calculated for all non-single family residential parcels based on the amount of measured impervious area.

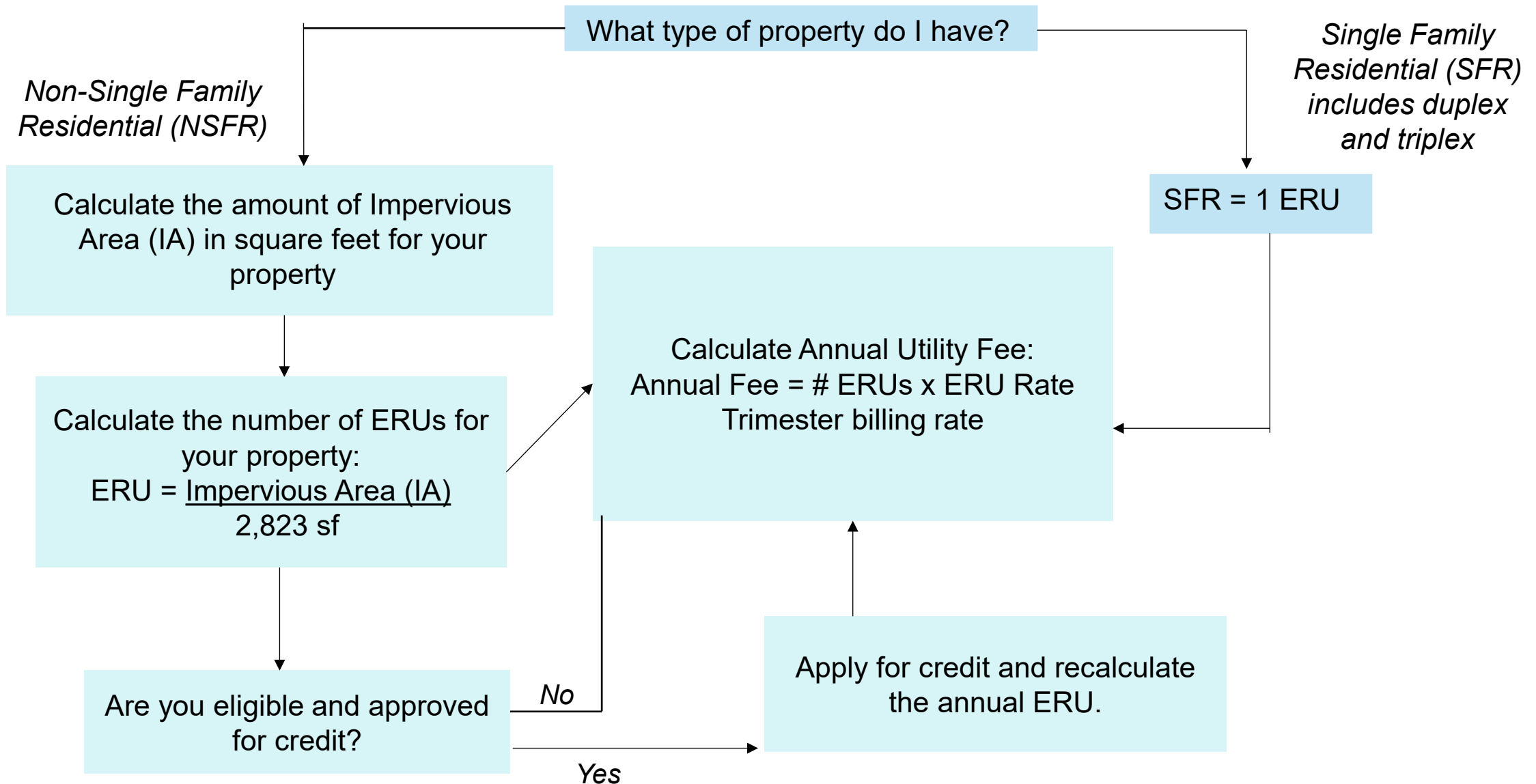


How SFR vs NSFR translate to your bill?



- NSFR Condo Developments:
Heritage Hill, Sherwood Square,
Highland Village, Brickyard (Essex Park
East & West, Eastcreek, Southcreek,
Northcreek)
- SFR Condo Developments:
Brookside, Sugartree, Brookfield
Woods, Sussex Place, Village Glen,
Rivers Edge, Whitcomb Heights

Stormwater Utility Fee Flowchart



Example Properties

Single Family Residential
Property:



2,823 sq ft IA

1 ERU

\$72.69 annual fee

Commercial Property:



57,785 sq ft IA

20 ERUs

\$1,453.80 annual fee

Tax Exempt Property:



44,857 sq ft IA

16 ERUs

\$1163.04 annual fee

Credit Manual

- **Credit** towards the stormwater fee assessed for a property
- Application available online or through mail
- Only NSFR properties are eligible
- Credit cannot exceed 50% of the stormwater fee assessed for a property. Minimum charge of 1 ERU

Credit Manual Categories

- Stormwater Treatment Practice (STP)
 - › Parcels that have practices on their site can apply
 - › Must be operational and maintained
 - › % credit received based on treatment standards met as specified in the Vermont Stormwater Management Manual
 - › The better the practice is at infiltration or improving water quality the more credit can be received
- MS4/TS4 permit holders
 - › % credit capped at 35%
- Education Credit
 - › Demonstrate teaching stormwater or water quality curriculum
 - › Schools can receive on top of STP credit
- Potential new credit for permit holders as presented in the memo to Council

Credit Recertification

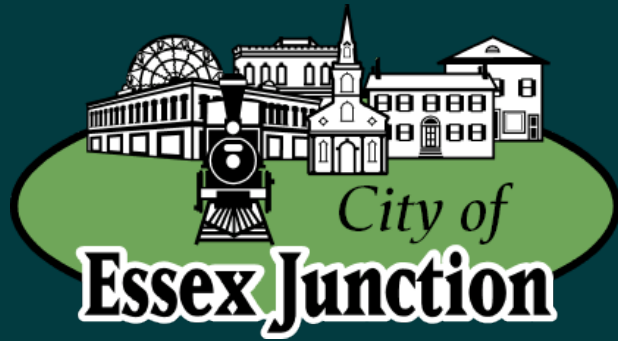
- Every 2 years property owners need to recertify compliance with credit category requirements to continue to receive credit

Chapter 21: Regulation of Stormwater Utility

- New proposed chapter that establishes the City's stormwater utility
- Outlines the following:
 - › Administration, development, and procedures of utility
 - › Assignment of ERU's
 - › Credits
 - › Billing and Collections
 - › Formation of Enterprise fund for stormwater
- Changes since 2024 hearings- exemption list, State statute reference to establish a utility

What's next

- Set the next ERU rate as part of the Fiscal Year 2026 City Enterprise Fund budget process
- First round of stormwater utility bills to go out in October 2025 on utility bills



Thank you!

Any questions or concerns can be directed to:

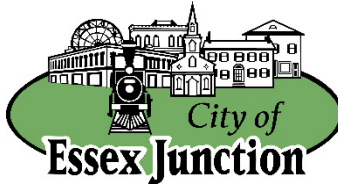
Chelsea Mandigo, Water Quality Superintendent

Chelsea@essexjunction.org

802-878-6943 X1705

City's stormwater utility page contains most up to date info!

<https://www.essexjunction.org/departments/stormwater/stormwater-utility>



Memo

To: Essex Junction City Council

From: Chelsea Mandigo, Water Quality Superintendent

Meeting Date: April 9, 2025

Agenda Item: Discussion and Consideration of Municipal Ordinance 21: Regulation of Stormwater Utility and the Stormwater Credit Manual

Issue: Formally amend or adopt Municipal Ordinance 21: Regulation of Stormwater Utility and associated Stormwater Credit Manual.

Discussion: On November 13 and December 11, 2024, the City Council held public hearings to discuss amendments to existing and proposed ordinances related to stormwater management in the city. At the City Council meeting on February 26, 2025, two of the three chapters were approved. Questions raised during the public hearings were gathered, and a summary of the responses was compiled and attached to the memo. All collected questions pertained to Chapter 21 and the associated credit manual.

A third public hearing regarding Municipal Ordinance Chapter 21, which regulates the Stormwater Utility, will be at this meeting due to changes in the exempt parcel list (removal of Global Foundries from the list) and the addition of state statute references. This ordinance establishes the stormwater utility and outlines its structure.

Additionally, the Stormwater User Fee Credit Manual needs approval even though it can be enacted without Council approval. The manual provides a mechanism for non-single-family parcels to apply for and potentially receive a reduction in the stormwater user fee assessed for their property. The timeline for credit application submissions was revised to better align with a fiscal year budget process.

In response to the public comments received, staff recommends including an additional credit category to the manual. This would allow a 10% credit for NPDES (National Pollutant Discharge Elimination System permit) (federal) and Operational (state) permit holders. The purpose of this credit is to recognize parcels that have other federal or state requirements to perform best management practices, specifically intended to reduce the impact of stormwater runoff or provide an ongoing public health benefit related to stormwater management. Examples of parcels that would be eligible for this credit are Global Foundries, Essex Westford School District, Champlain Valley Expo, Autumn Pond, and a handful of others. The maximum overall credit up to 50% would not change. This would allow these existing permit holders to get a 10% credit, and then eligibility up to the 50% would be treatment practice related.

If the Council would like to add this credit option, the manual would be edited accordingly; and the Chapter 21 ordinance would need to be amended to have a sentence removed that lists each credit type. This ordinance amendment would also allow more flexibility for future credit changes to the manual without an ordinance amendment. The ordinance already refers to the manual as the main source for credit information.

Regarding the budget and rate, the ERU rate for FY2026 will be set as part of the Enterprise Fund budget approval process in May and June, allowing time to make adjustments if needed. The utility would not begin until FY2026 or July 1, 2025, with the first triannual bill set to go out in October 2025. As previously discussed, the Staff is suggesting phasing in the utility fee. Year one would be the drafted budget minus the \$125,000 transfer to capital, which would reduce the fee for the larger parcels by \$15,000-\$30,000 in year one. In year two of the utility, we would shift to the full budget, including the transfer to capital.

As a reminder, after the Public Hearing for Chapter 21, the council can choose to do the following:

- approve the adoption of Chapter 21 and the credit manual by the majority of the total membership of the Council or
- amend the ordinance and manual, which would include the addition of the new credit category. If the Council amends the ordinance and manual further, another public hearing must be held at which the amended ordinance and manual will be further considered. The Council may finally pass the amended ordinance and manual or amend it again, subject to the same procedures (City Charter Section 502).

The ordinance and manual become effective upon passage (City Charter Section 503).

After approval of Chapter 21, a notice of the amendments and additions to the Essex Junction Municipal Code will be placed in the Seven Days newspaper and appear in the minutes.

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or Annual Meeting to disapprove ordinance amendments adopted by the City Council. To exercise this right, citizens must present to the City Council or the City Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the City's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments.

Cost: None

Recommendation

It is recommended that the Council advise on the phasing of the stormwater utility fee, and the addition of a category to the credit manual. It is recommended to either adopt the Municipal Ordinance Chapter 21 Regulation of Stormwater Utility as proposed or warn an additional public hearing to incorporate further amendments. It is also recommended that the Council approve the establishment of the Stormwater User Fee Credit Manual or request amendments before approval.

Recommended Motions

Should the Council decide to approve the ordinance adoption, here is a recommended motion:

"I move that the City Council adopt the Essex Junction Municipal Ordinance Chapter 21: Regulation of Stormwater Utility"

"I move that the City Council approve the establishment of the Stormwater User Fee Credit Manual."

Should the Council decide to amend the ordinance further and set another public hearing, here is a recommended motion:

"I move that the City Council warn a public hearing on April 23rd, 2025, at 6:30 pm to receive comment on changes to Essex Junction Municipal Ordinance Chapter 21 An Ordinance Relating to Stormwater Utility Regulation; and the Stormwater User Fee Credit Manual, as amended and with any edits as discussed."

Attachments:

- 1) Draft Chapter 21: Regulation of Stormwater Utility Draft
- 2) Draft Stormwater User Fee Credit Manual
- 3) Q&A document regarding Stormwater Utility

CITY OF ESSEX JUNCTION, VT**MUNICIPAL CODE****CHAPTER 21****REGULATION OF STORMWATER UTILITY****SECTION 2101. PURPOSE**

- a) The Essex Junction Stormwater Utility is established pursuant to 24 App, V.S.A. c. 4 §201; 24 V.S.A. 1971; and 24 V.S.A. Chapter 101, including 24 V.S.A 3616(b)(6) defines the Equivalent Residential Unit (ERU) concept and 24 V.S.A3616(c). The basic purpose of the utility is to administer the City's Stormwater Management Program, including stormwater infrastructure maintenance and repair, permitting, and capital improvements. The utility is a division of the City's Stormwater Department.
- b) The purpose of this Ordinance is to provide for the health, safety, and general welfare of the citizens of the City through the regulation of stormwater discharges to the stormwater system.
- c) The stormwater utility provides a stable and adequate source of revenue for the City's Stormwater Management Program which allocates the costs of stormwater services across every stormwater "user" in the City through a stormwater utility fee (or user *fee*). The impervious surface area on individual properties is the basis for the fee charged to property owners in the City. The stormwater fee that a property owner pays is directly proportional to the impervious surface found on the property.

SECTION 2102. ADMINISTRATION

Except where specifically noted in this Ordinance, the Water Quality Superintendent shall administer, implement, and enforce the provisions of this Ordinance. The powers and duties granted to and held by the Water Quality Superintendent in Chapters 19-21 of the City of Essex Junction Municipal Code may be delegated by the Water Quality Superintendent, at the Superintendent's discretion, to another qualified employee of the City of Essex Junction if the delegation is deemed appropriate and necessary by the Superintendent to achieve the intent and purpose of these Chapters.

SECTION 2103. DOCUMENTS REFERENCED

- a) City of Essex Junction Utility Billing Policy
- b) City of Essex Junction Stormwater Utility Credit Manual
- c) City of Essex Junction Land Development Code

SECTION 2104. DEFINITIONS

“Best Management Practices” or “BMPs” shall mean any structural or non-structural site improvements recognized as the most effective and practical means to prevent and reduce stormwater

volumes and flows to achieve water quality goals. BMPs include measures to prevent pollution and measures to mitigate pollution. BMPs include schedules of activities, prohibitions of practices, pollution prevention, education practices, natural resource protection, maintenance and operating procedures, management and treatment practices, and measures to control site runoff, spills, or leaks and reduce pollution.

“Credit” shall mean an annual reduction in a parcel’s normally calculated stormwater fee for certain qualifying activities that reduce the impact of increased stormwater runoff resulting from development, or provide an ongoing public benefit related to stormwater management. The annual reduction in fee is subject to continued compliance with the terms of this manual.

“Department of Stormwater” shall mean the employees, contractors, or designees of the City of Essex Junction Water Quality Superintendent.

“Developed Property” shall mean any property that is altered from a natural state by construction, or installation of improvements such as buildings, structures, or other impervious surfaces.

“Equivalent Residential Unit” (“ERU”) shall refer to the unit of measurement used to bill stormwater fees. It is equal to the square footage that represents the median of the area of impervious surface for all Single-Family Residential properties in the city.

“Exempt from stormwater fee” shall refer to 1) properties included within the limits of a railroad track right-of-way (property on which railroad stations, maintenance buildings, or other developed land used for railroad purposes is located shall not be exempt), , 2) properties that are required to develop and meet “Required Agricultural Practices” Sect.10V.S.A.§1264 and 3) those included within the limits of a public road right-of-way.

“Impervious area, surface, or cover” shall mean developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical impervious surfaces include, but are not limited to roofs, sidewalks, walkways, driveways, parking lots, access extensions, alleys, and other paved, engineered, compacted, or gravel surfaces.

“Municipal Separate Storm Sewer System” and “MS4” shall mean a collection system or conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains): (i) owned or operated by the City of Essex Junction or another designated MS4 entity that discharges to surface waters or groundwater; (ii) designed or used for collecting or conveying or discharging stormwater and groundwater entering the system; (iii) which is not a combined sewer; and (iv) which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR, Section 122.2.

“Non-Single Family Residential” (“NSFR”) shall refer to all properties that are not Single Family Residential. This includes government properties, including those owned by the City of Essex Junction, the State of Vermont, and the federal government.

“Non- Structural BMPs” BMPs that use natural measures involving site characteristics to reduce the volume of stormwater or eliminate the source of the pollutant.

“Parcel” and “Property” shall mean any lot, subdivided piece of land or real property, unit of land, any subset of land, land owned in common, or a condominium unit or condominium association in the City of Essex Junction that could legally be sold as a separate entity as of January first of the year the fee is based on, and has a separate parcel identification number, map identification number or is identified as a

separate parcel. Included in this definition are all roadways owned by the City, the State, and the Federal Government.

“Single Family Residential” (“SFR”) shall mean property comprised of the following property types as defined in the city’s Land Development code: Dwelling, Single-Family, Dwelling, Two-Family or Duplex, or Dwelling, Three-Family or Triplex.

“Stormwater” shall mean any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

“Stormwater Runoff” shall mean flow on the surface of the ground, resulting from precipitation.

“Stormwater Treatment Practice (STP)” shall mean measures, either structural or non-structural, that are determined to be the most effective, practical means of preventing or reducing point source or non-point source stormwater pollution inputs to stormwater runoff and water bodies.

“Structural BMPs” are devices engineered and constructed to provide treatment and temporary storage of stormwater runoff.

“Transportation Separate Storm Sewer System, or TS4” shall mean Vermont Agency of Transportation owned or controlled state highways, sidewalks, multi-use pedestrian paths, welcome centers, airports, gravel pits, mineral mining facilities, maintenance facilities, park & rides, truck weigh stations, and other impervious surfaces, and Vermont Agency of Transportation owned facilities leased to third parties, except for rail lines, rail yards, public transit facilities, and rail trails.”

“Undeveloped Property” shall mean any property that exists in a natural state.

“Water Quality Superintendent” shall mean the person who manages the stormwater and wastewater departments. Also referred to as the Superintendent in this document.

SECTION 2105. ESTABLISHMENT OF STORMWATER UTILITY AND USER FEES

- a) A user fee based on an equivalent residential unit (“ERU”) shall be imposed on every owner of non-exempt Developed Property within the City, including tax-exempt properties.
- b) The City Council shall have the authority to set and modify the user fee rates so that the total revenue generated by said charges, and any secondary sources of revenue, shall be sufficient to fund the City's Stormwater Program.
- c) The City Council shall establish by motion the annual rate for each ERU.
- d) Impervious areas in the City shall be re-evaluated periodically. The City Council shall, by motion, establish the square footage that constitutes one ERU on a periodic basis.
- e) Fees will be calculated in accordance with the property customer class: SFR or NSFR, as defined in Section 2104 above.

SECTION 2106. ASSIGNMENT OF ERUs

- a) Parcels containing less than 500 square feet of impervious area shall be assigned zero (0) ERU, regardless of customer class.
- b) Each SFR property is assigned one (1) ERU.
- c) Each NSFR property is assigned the number of ERUs equal to the measured impervious surface on the parcel divided by ERU value and rounded up to the nearest integer.
- d) Exempt properties shall include property regulated under the Required Agricultural Practices for discharges of agricultural waste or agricultural nonpoint source pollution pursuant to 24 V.S.A § 4414(9) as amended; properties included within the limits of a railroad track right-of-way (property on which railroad stations, maintenance buildings, or other developed land used for railroad purposes is located shall not be exempt) and those included within the limits of a public road right-of-way

SECTION 2107. CREDITS

- a) The City stormwater utility offers credits against the stormwater fee for stormwater service customers who undertake specific, approved actions that reduce the impact of stormwater runoff on the public stormwater system, or provide an ongoing public benefit related to stormwater management. A credit is an ongoing reduction in the fee.
- b) Stormwater fee credits are offered by the stormwater utility to NSFR properties. These are credits for approved stormwater treatment practices (“STPs”), educational credits, Transportation Separate Storm Sewer System (“TS4”) credits, and MS4 credits. Individual SFR properties are not eligible to receive credits. Credits will remain in effect as long as the STP is approved, maintained, and functioning as designed.
- c) To qualify for any of the user fee credits, the stormwater utility customer must submit a complete credit application form and submit it by mail or electronically by email to the Water Quality Superintendent. The application will be evaluated to determine the amount of credit that an individual parcel will be given, which shall be within the Water Quality Superintendent’s sole discretion. Eligibility for user fee credits is independent of the State Stormwater permitting process. Properties both with and without valid State Stormwater permits are equally eligible for user fee credits.
- d) Refer to the City’s Stormwater Utility Credit Manual for detailed definitions of each credit type, credit policies, and application approval process.

SECTION 2108. BILLING AND COLLECTIONS

- a) Stormwater user fees will be billed tri-annually and shall be reflected on the utility bills for each property owner, where applicable, or a separate Stormwater bill. The bill shall also state the ERUs allocated to each property.
- b) A Property owner may appeal an allocation of ERUs to the Water Quality Superintendent by submitting a written notice of appeal within fifteen (15) calendar days of the mailing date of the

bill. The Water Quality Superintendent shall promptly communicate with the property owner and issue a decision on the allocation of ERUs. A property owner may appeal the Water Quality Superintendent's determination regarding credit revocation in the same manner. The filing of an appeal shall not relieve a property owner of the obligation to pay the user fee when due.

- c) In the event any Stormwater user fee is not paid within thirty (30) days from the billing date, a late penalty charge will be added to the fee together with interest charges. The amount of the late penalty charge and the interest rate on the overdue accounts shall be the same as those applied to delinquent utilities. If such payment is not made, Stormwater user fees will be collected using the City's Delinquent Utility and Shut Off policy.
- d) Property owners have a right to appeal their bills if they believe that the fee is in error. The City's Stormwater bill appeal policies shall be up to the discretion of the City Manager and are outlined in the Billing Policy document.

SECTION 2109. ESTABLISHMENT OF ENTERPRISE FUND

- a) The user fees, as well as any secondary sources of revenue, shall be used to fund the City's efforts to manage Stormwater in the municipality and operate the City's system for Stormwater collection, conveyance, and treatment.
- b) Revenues from user fees will be placed into the Stormwater Enterprise Fund and may be retained and expended in the manner set forth herein.
- c) The City Council shall establish a dedicated Stormwater Enterprise Fund in the City budget and an accounting system to manage all funds collected for the purposes and obligations of the Stormwater program. All revenues and receipts of the Stormwater program shall be placed in the Stormwater Enterprise Fund, which shall be separate from all other funds. Fees will be set at a rate that covers the costs associated with Stormwater management, collection, conveyance, treatment, planning, staffing, engineering, maintenance and repair, public education, capital improvements, technical assistance, customer service, and other services approved by the City to implement the purposes of the Stormwater program as set forth herein. The City Council may consider both Stormwater quality and quantity management needs in determining whether to expend any funds in the Stormwater Enterprise Fund, and the use of the fund is limited to operating expenses, nonoperating expenses such as equipment, payment of principal and interest on debt obligations, capital improvement projects, reserve expenses, and other costs as deemed necessary by the City Council. Excess revenues may be placed into a reserve fund and may be retained and expended pursuant to the provisions of this Chapter.

SECTION 2110. PENALTY

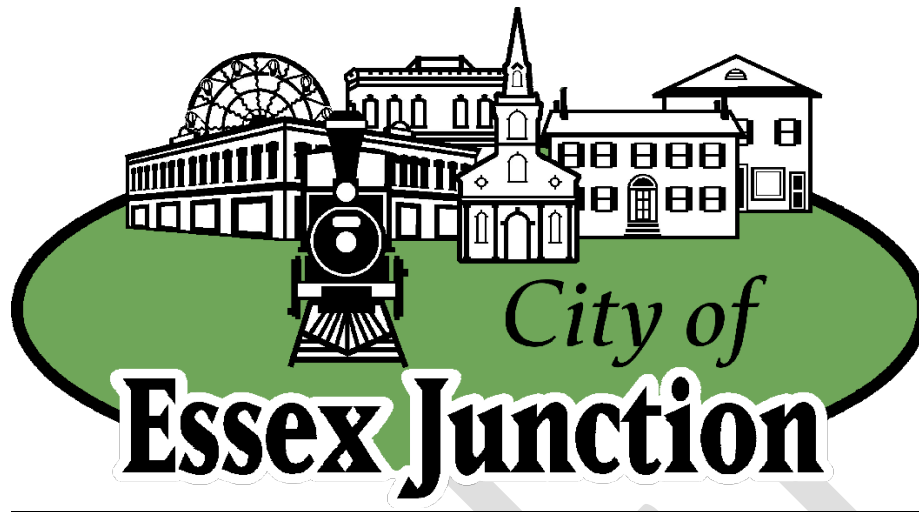
Any person violating any of the provisions of Chapters 21 of the City of Essex Junction Municipal Code ("this Ordinance") shall be subject to a civil penalty of Five Hundred Dollars (\$500) for each violation. Each day that any violation of any of the provisions of this Ordinance or a permit issued hereunder continues shall constitute a separate offense. The City may recover all attorney's fees, court costs, and other expenses associated with the enforcement of this Ordinance including sampling and monitoring expenses.

SECTION 2111. APPEALS TO CITY COUNCIL

Any interested person who believes that the staff has committed an error in making a decision or taking an action may appeal such act or decision to the City Council by filing a written Notice of Appeal with the City Clerk within 15 calendar days of the subject action or decision. The Notice of Appeal must identify the decision or action appealed from and identify the issues on appeal.

The Council shall conduct a duly warned Public Hearing. The Council shall take testimony and consider all relevant evidence before it and issue a written decision. A party aggrieved by a decision of the City Council may appeal the decision to the Vermont Superior Court, Civil Division, within 30 days of the date of the decision pursuant to Vermont Rule of Civil Procedure 75.

DRAFT



Stormwater User Fee Credit Manual

April 4, 2025

1. INTRODUCTION AND PURPOSE

The City of Essex Junction Stormwater Utility's basic purpose to administer the City's Stormwater management program, including stormwater infrastructure, maintenance and repair, permitting, and capital improvements.

The Utility provides a stable and adequate source of revenue for the City's stormwater management program that allocates the costs of stormwater services equitably across every stormwater "user" through a stormwater user fee. The area of impervious surfaces on a parcel is the basis of the fee charged to the parcel owner. Impervious surfaces are developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical impervious surfaces include, but are not limited to roofs, sidewalks, walkways, private driveways, parking lots, access extensions, alleys, and other paved, engineered, compacted, or gravel surfaces. The stormwater fee that a parcel owner pays is directly proportional to the impervious area found on their parcel.

The Essex Junction Stormwater Utility offers credits against the stormwater fee for parcel owners who undertake specific, approved actions that reduce the impact of stormwater runoff into the public stormwater system, or provide an ongoing public benefit related to stormwater management. The credits will serve to equitably reduce the fee assessed to owners of such parcels. A credit is an annual reduction in fee subject to periodic recertification. This Stormwater User Fee Credit Manual ("Manual") details the policies and procedures for Stormwater Utility Credits.

Three different stormwater fee credits are offered by the Stormwater Utility to Non-Single-Family Residential Properties (NSFR). Individual Single-Family Residential Properties (SFR) are not eligible to receive credits. To qualify for the user fee credits, the Stormwater Utility Customer must fill out a credit application form and submit it to the Water Quality Superintendent with the applicable fee. The application will be evaluated to determine the amount of credit that an individual parcel will be given. Eligibility for user fee credits is independent of the State stormwater permitting process. Parcels both with and without valid State stormwater permits are equally eligible for user fee credits. These credits are discussed in the following pages.

2. DEFINITIONS

For more definitions refer to the City of Essex Junction Municipal Code Chapter 20 Regulation of Stormwater Management and Chapter 21 Regulation of Stormwater Utility.

Credit shall mean an annual reduction in a parcel's normally calculated stormwater fee for certain qualifying activities that reduce the impact of increased stormwater runoff resulting from development, or provide an ongoing public benefit related to stormwater management. The annual reduction in fee is subject to continued compliance with the terms of this manual.

Municipal Separate Storm Sewer System and MS4 shall mean a collection system or conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains): (i) owned or operated by the City of Essex Junction or another designated MS4 entity that discharges to surface waters or groundwater; (ii) designed or used for collecting or conveying or discharging stormwater and groundwater entering the system; (iii) which is not a combined sewer; and (iv) which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR, Section 122.2.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit shall mean a permit issued by the Environmental Protection Agency or the State of Vermont under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

Parcel and Property shall mean any lot, subdivided piece of land, unit of land, any subset of land, land owned in common, or a condominium unit or condominium association in the City of Essex Junction that could legally be sold as a separate entity as of January first of the year the fee is based on, and has a separate parcel identification number, map identification number or is identified as a separate parcel. Included in this definition are all roadways owned by the City, the State, and the Federal Government.

Stormwater Runoff shall mean the flow of water on the surface of the ground, resulting from precipitation.

Stormwater Treatment Practice (STP) shall mean measures, either structural or non-structural, that are determined to be the most effective, practical means of preventing or reducing point source or non-point source stormwater pollution inputs to stormwater runoff and water bodies.

Transportation Separate Storm Sewer System, or TS4 shall mean Vermont Agency of Transportation owned or controlled state highways, sidewalks, multi-use pedestrian paths, welcome centers, airports, gravel pits, mineral mining facilities, maintenance facilities, park & rides, truck weigh stations, and other impervious surfaces, and Vermont Agency of

Transportation owned facilities leased to third parties, except for rail lines, rail yards, public transit facilities, and rail trails.”

Water Quality Superintendent shall mean the person who manages the stormwater and wastewater departments for the City of Essex Junction (“Superintendent”).

3. GENERAL CREDIT POLICIES

- a) Credit is given to eligible NSFR parcels as described in this Manual.
- b) Credits will remain in effect as long as the parcel is eligible as per the credit descriptions defined herein and remains in compliance with the requirements of this Manual.
- c) Multiple credits can be given to eligible parcels. The total credit to any given parcel cannot exceed 50% of the stormwater fee for that parcel except for the Vermont Agency of Transportation or MS4 entity, which will have a maximum credit allowance of 35%. At no time, will a parcel eligible for credits pay less than 1 equivalent residential unit (ERU).
- d) It is the responsibility of the parcel owner to apply for stormwater credits and provide the necessary information with the credit application. In addition, the parcel owner must successfully demonstrate compliance to continue to receive credit.
- e) The Department of Stormwater should be contacted with questions related to credits and credit applications. The Superintendent shall make all decisions involving approvals, denials, or revocations of stormwater credits.

4. CREDIT APPLICATION AND APPROVAL

A. Application Process

- a) Credit applications can be found in the Appendix of this Manual or on the City of Essex Junction’s website <https://www.essexjunction.org/departments/stormwater/stormwater-utility>.
- b) Credit applications must be completed in full and submitted to the Department of Stormwater. Electronic submissions by email are preferred; however, U.S. mail is also accepted. The contact information for submitting applications can be found on the credit application forms.
- c) Credit applications must include calculations and an associated narrative demonstrating the STPs meet the technical criteria, design requirements, and/or applicable restrictions set forth as specified in the Vermont Stormwater Management Manual (“VSMM”), as amended.

- d) All engineering calculations, drawings, and inspection reports required by the application must be prepared and stamped by a Vermont Licensed Professional Engineer.
- e) Credit applications for non-structural practices must include site plans or other engineering documents that demonstrate that the non-structural practice complies with the “*Minimum Criteria for Credit*” outlined in the VSMM, as amended.
- f) Credit applications for new construction may be submitted to the Department of Stormwater as part of the normal development plan review process. However, the credit will not be approved based on site plans alone. The credit application approval requires that the STP must first be constructed and working in proper operating conditions before application approval.
- g) A Right-of-Entry or easement, as applicable, must be granted to the City to perform periodic inspections. Right-of-entry is presumed granted via the applicant’s or parcel owner’s signature on the credit application.
- h) If all requirements and conditions of this section are met, the credit will be granted upon successful completion of the credit application process and favorable City site inspection.

B. Review of Credit Applications

- a) Review will take place within 30 days after a complete application is submitted.
- b) The applicant will be notified of the approval or denial of the credit application electronically.

5. APPLICATION OF CREDIT TO BILL

- 1. Credit applications must be received by January 1st of a calendar year. If approved, the credit will be applied to the next fiscal year, starting July 1st, and billed in October.
- 2. Credits will not be applied retroactively, and the Stormwater Utility will not refund any portion of the Stormwater fees paid before the approval of the Applicant’s Credit application.

6. COMPLIANCE

- a) The Department of Stormwater will, at its discretion, undertake a periodic visual inspection of the BMPs being utilized to obtain a credit. The Superintendent may revoke credit at any time for non-compliance by providing thirty (30) days' written notice of a non-complying condition and intent to revoke the credit to the parcel. Non-complying conditions include the BMP facility not being functional or requiring unperformed maintenance. If the non-compliance is not cured by the parcel owner within 30 days, the Superintendent shall eliminate the credit. The parcel owner will then have to reapply for credit as outlined in this Manual.

- b) Properties or parcels that have been issued stormwater credits will be required to submit compliance statements every two (2) years from the date of credit issuance. The Superintendent may revoke credit for failure to submit this compliance statement by providing thirty (30) days written notice, notice being calculated from the date of the notice to the parcel owner. If the non-compliance is not cured within the thirty (30) day period, the Superintendent shall eliminate the credit. Before the credit is reinstated, the parcel owner will have to reapply for the credit as outlined in this Manual.

7. APPEALS

The Superintendent's determination to grant, deny, or revoke user fee credits per this Manual may be appealed to the City Council. The party aggrieved shall deliver a Notice of Appeal to the City Clerk within 15 days of the date of the decision appealed from, providing a copy of the decision and stating the reasons for the appeal. The City Council shall hold a hearing to address the appeal. Any decision of the City Council may be appealed to the Vermont Superior Court, Civil Division, within 30 days of the date of the decision pursuant to Vermont Rule of Civil Procedure 75.

8. CREDIT CATEGORIES AND DESCRIPTIONS

A) Stormwater Treatment Practice (STP) Credit

- a) An STP Credit is available to NSFRs that design, construct, and maintain Stormwater Treatment Practices (STPs) that meet the treatment standards, sizing criteria, and/or non-structural criteria and restrictions contained in the (VSMM), as amended.
- b) The STP credit is a graduated credit that is based on the treatment standards that are implemented on an NSFR parcel. A parcel can implement one or more of the treatment standards, adding credit percentages up to 50% of the total Stormwater fee for that parcel. The total credit given to any parcel cannot exceed 50% of the Stormwater fee for that parcel. At no time will a parcel eligible for credits pay less than 1 equivalent residential unit (ERU).

Table 1 contains the available credit allocation for each treatment standard.

Table 1. STP Credit Percentages

Treatment Standard or Criteria	Credit Amount
Water Quality (WQ _v)	15%

Groundwater Recharge (Re_v)	15%
Channel Protection (CP_v)	15%
Overbank Flood (Q_{p10}) or Extreme Storm (Q_{p100})	10%
Non-structural Practices	10%

- c) Properties or parcels that qualify for waivers of the Groundwater Recharge, the Overbank Flood (Q_{p10}), or the Extreme Flood (Q_{p100}) treatment standards are not eligible for the STP credit for the treatment standard that has been waived. For those properties or parcels that implement controls for both Q_{p10} and Q_{p100} treatment standards, a maximum of 10% credit is available for flood control STPs.
- d) Runoff Reduction. The Runoff Reduction Framework as outlined in the VSMM may be used to wholly or partially meet the treatment credits. The methods for meeting each treatment standard through runoff reduction are described in the VSMM.
- e) An STP submitted for credit must treat the stormwater to the full extent of the treatment standard as specified in the VSMM.
- f) For an STP to receive credit it does not have to treat all the stormwater on a parcel. Credit can be prorated for STPs that treat a portion of the impervious area on a parcel as long as the STP meets the requirements of the VSMM. For example, if a parcel contains 4 acres of impervious surface and installs an STP that treats stormwater from 2 acres of impervious surface to the full extent of the Water Quality Volume standard as specified in the VSMM, then that site is eligible for 50% of the WQv Credit. The site would receive a 7.5% reduction (i.e. the WQv credit is worth a 15% credit, $50\% \times 15\% = 7.5\%$) to its Stormwater fee.
- g) STPs utilized at State permitted redevelopment sites that are designed to treat 50% of the Water Quality Volume (WQv) are only eligible to receive 50% of the WQv credit amount ($50\% \times 15\% = 7.5\%$).
- h) An STP is only eligible to receive credit for the treatment standards for which it meets in the VSMM. If a pond is designed to meet all CP_v criteria, but does not meet all WQv criteria, only the CP_v Credit will be applied to the Stormwater treated.
- i) STPs that receive permit coverage through the City's MS4 Permit are eligible to receive credit as long as the applicant operates and maintains the STPs. Inspection and reporting conducted by City staff does not preclude these STPs from receiving credit.

- j) A homeowner's association common area may receive credit for eligible STPs that are operated and maintained by the homeowner's association. Credits issued to incorporated homeowner's associations for STPs will be applied only to that portion of the parcel served by the STP.
- k) An STP owned by an incorporated homeowner's association, but operated and maintained by the City is not eligible for credit.
- l) If non-structural practices as outlined in VSMM are employed on a site, allowing reductions in the required treatment volumes for water quality (WQ_v) and recharge (Re_v) credit is available. A maximum of 10% credit will only be applied to that portion of a parcel served by the non-structural practice These include:
 - Natural area conservation
 - Disconnect rooftop runoff and direct it to a pervious area that provides for infiltration and/or filtering
 - Disconnect non-rooftop runoff from impervious surface areas and direct to pervious areas that provide for infiltration and/or filtering
 - Stream buffers
 - Grass channels

Sufficient information must be supplied to the Superintendent to verify that STPs, as designed and constructed, meet the treatment standards and criteria and/or restrictions as specified within the VSMM. These include documents like hydroCAD and engineer drawings.

All STPs and non-structural practices must be operated and maintained in proper condition at all times to control stormwater runoff to the treatment standards and criteria specified within the VSMM, as amended. Failure of the applicant to meet these requirements will result in the discontinuance of the credit.

B) MS4 or TS4 Credit

- a) A credit is offered to entities that have a valid National Pollution Discharge Elimination System (NPDES) permit and are required by the State of Vermont to comply with General Permit 3-9014 or 3-9007, as amended. This credit known as the MS4/TS4 Credit is offered in recognition of the permit compliance activities performed by the MS4/TS4 permittee that may reduce impacts on non-point source stormwater runoff and/or provide an ongoing public benefit related to stormwater management.
- b) MS4/TS4 credit applicants must submit a credit application to receive the credit.
- c) The credit amount is 35% of the total stormwater fee assessed to the parcel. If the MS4/TS4 entity owns multiple parcels and therefore receives multiple bills, the 35% credit will be applied to every fee assessed to the MS4/TS4 entity.
- d) At no time will a parcel eligible for credits pay less than 1 equivalent residential unit (ERU).

C) Stormwater Education Credit

The Stormwater Education Credit is available to public and private schools that educate and inform their students about the importance of stormwater, local surface water, and groundwater resources and how they can be protected. The rationale behind this credit is that the information provided will translate into appreciation and stewardship of water resources and thereby reduce negative impacts on local streams, ponds, and lakes that can result from uninformed citizens.

Approval on the sufficiency of the educational program to meet the requirements stated in the NPDES Phase II MS4 Permit 3-9014, IV.H.1a.5.d, is as follows: Develop elementary, middle school, or high school education curricula regarding local stormwater concerns based on new or existing material.

Approval of the credit application will result in a 20% credit of the assessed stormwater fee. The credit will be applied only to the school parcel(s) where the curriculum is taught. The total credit available to any parcel cannot exceed 50% of the stormwater fee for that parcel. At no time will a parcel eligible for credits pay less than 1 equivalent residential unit (ERU).

Schools that are interested in obtaining the Education Credit must submit a completed application form to the Department of Stormwater. The form will require a description of the educational program, a list of educational tools used, an estimated number of students that will/have received the education, the length of the educational program, and the schedule for providing refresher teacher training courses.

Appendix: Credit Application Forms

DRAFT

City of Essex Junction Stormwater Utility Formation Follow-up to Public Hearing November 13, 2024, and December 11, 2024

Below is a summary of questions and comments received by the City from the Public as part of the Public Hearing process. Answers and responses from City staff are included in this document.

1. Impervious surface: the drive and parking are gravel. Is this truly “impervious”? [submitted by Tree Farm Management Group]

If you look at the definition of impervious surface on page two of the proposed Chapter 21 SW utility, gravel surfaces are included. This definition matches the State of Vermont definition and the MS4 permit definition. This is because gravel surfaces act in similar ways to pavement due to compaction and do not allow stormwater to infiltrate through.

2. If a road is a class 4 road, is it included in the impervious surface area? [submitted by Tree Farm Management Group]

We did not include any impervious surfaces associated with public roads in the stormwater ERU calculation. A Class 4 road is a public road so it would not have been included. Also, in this particular example (Tree Farm), the road itself is almost entirely within the Town of Essex boundary so for that reason it is also not included.

3. Can we share the mapping/imagery that determined the ERU value? [submitted by Tree Farm Management Group]

The analysis was conducted by Raftelis (consultant). It was done in a GIS system, so viewers would need that software to view the original product. The easier way to see this is through Google Maps or the ANR Atlas (<https://anrmaps.vermont.gov/websites/anra5/>). The GIS imagery is not any different than what is visible on these services.

4. How will this work for condo associations - meaning a large block of land held in common, but where each individual unit pays their own utility bills. Is the intention to calculate the impervious area of the entire property and then divide by the ERU and then divide by the number of units? Or is it on the owners to determine how much each unit pays? [submitted by Steve Eustis]

For all Non-Single Family Residential (NSFR) properties, the ERUs are determined based on the measured impervious area of the property to determine the total fee for the property. Condos classified as NSFR will be billed on one existing account to the HOA/Property Management Company.

NSFR Condo Developments: Heritage Hill, Sherwood Square, Highland Village, Brickyard (Essex Park East & West, Eastcreek, Southcreek, Northcreek)

Some Condo developments in the City are classified as Single-Family Residential properties (SFR) based on having an individual meter and account in the existing utility billing system. Condos classified as SFR are assigned 1 ERU and will be billed on their current water bill.

SFR Condo Developments: Brookside, Sugartree, Brookfield Woods, Sussex Place, Village Glen, Rivers Edge, Whitcomb Heights

5. **In the most recent draft of Municipal Code Chapter 21 Regulation of Stormwater Utility it indicates that Global Foundries would be exempt from the regulations yet in the January 10, 2024 packet to the council it indicates they would be under its jurisdiction. Just wondered what changed over the course of 2024 to change their status?** [submitted by George Dunbar]

Further research and legal review found there are no exemptions from the stormwater utility, including those under 10 V.S.A §1263. This is further supported by 24 V.S.A. 3616(f), which provides the 35 percent credit to VTrans for stormwater utility fees rather than providing an exemption.

The only exemption is for Agriculture due to a bill enacted by the State of Vermont Legislature.

The stormwater utility is designed to provide a more equitable and sustainable solution for managing stormwater runoff across the community as well as fund our Municipal Separate Storm Sewer System (MS4) program, which is mandated to meet regulatory requirements that go beyond infrastructure needs alone. These regulations ensure that we can effectively manage stormwater quality and quantity, address environmental concerns, and prevent flooding in our community.

Additionally, Global Foundries has been providing ongoing support of the stormwater department through property taxes as it has been in the General Fund. The shift of this program out of the General Fund and into a stormwater utility (enterprise fund) is part of a broader, more equitable system that ensures all properties contribute fairly to the maintenance and enhancement of the stormwater infrastructure based on impervious area, regardless of property size or usage. This system aims to distribute the cost of stormwater management in a way that is as fair and consistent as possible while ensuring compliance with regulatory requirements.

6. **I have read the Stormwater User Fee Credit Manual, and I am writing to express my concerns regarding the proposed stormwater utility fee structure. While I support efforts to improve stormwater management, I believe the proposed fee structure unfairly penalizes property owners who have proactively invested in upgrading their properties with new or improved stormwater systems.**

The proposed fee structure charges primarily on the impervious area of a property, which fails to adequately recognize the significant financial investments made by property owners who have installed effective stormwater treatment systems in compliance with state and municipal guidelines. While the manual does offer partial credits for such systems, these credits are capped at 50% of the total fee, regardless of the system's performance or the extent of the benefits it provides to the overall stormwater infrastructure. This approach creates several inequities:

1. **Insufficient Recognition of Contributions: Properties with high-performing stormwater systems that significantly reduce runoff and pollutant load are treated the same as properties with minimal or no stormwater controls.**
2. **Ongoing Costs Without Fair Relief: We face ongoing maintenance costs to ensure our systems function effectively. The limited credits offered fail to offset these costs, effectively double-charging property owners who are already mitigating their impact on public systems.**
3. **Limited Incentives for Further Improvement: The 50% cap on credits does not reward property owners who go above and beyond the minimum requirements to achieve significant reductions in stormwater impact. This policy undermines the City's stated goal of incentivizing sustainable stormwater practices.**
4. **Property Taxes: I understand stormwater improvements are currently funded by property taxes. Since stormwater funding will come from the stormwater utility then property tax bills should be reduced accordingly.**

A fairer approach would be to implement a more robust credit system that better reflects the actual performance and public benefits of stormwater systems. For example:

- **Establishing a tiered credit structure that provides greater relief to properties with higher levels of stormwater treatment or runoff reduction.**
- **Allowing credits to exceed 50% for properties that achieve exceptional reductions in stormwater volume or pollutant load.**
- **Recognizing retroactive investments in stormwater systems, as current policy excludes any credits for fees paid before credit approval.**
- **Reduce property taxes by the amount contributed to the utility.**

[submitted by Bradd Rubman, representing the Village at Autumn Pond]

It may be worth considering a larger credit for new construction that has stormwater management systems that treat and eliminate runoff from the property. However, the City is subject to permit requirements in and of itself within its entire municipal boundary. The overall Federal and State requirement is water quality improvement focusing on phosphorus reduction. The State has put requirements on multiple sectors to achieve this goal. One sector's achievement does not eliminate the requirement on the other sectors. At least not now. Hopefully, we do collectively achieve phosphorus reduction and the water quality in Lake Champlain improves; but we'll likely have other pollutant requirements to address at that point. As an example, VTrans has its own stormwater permit requirements, and they are still subject to municipal utility fees in fact, VTrans cannot get more than 35% credit for municipal utility fees. In addition, the City is paying its own stormwater utility fees to the utility and is only eligible for the same credit amount as VTrans.

The current draft of the credit manual grants a higher credit percentage to those who implement enhanced stormwater treatment measures. This is aligned with the State of Vermont Stormwater Manual, which is intentionally designed to prioritize stormwater systems that infiltrate

and improve water quality when determining the appropriate stormwater treatment system for a specific parcel.

In addition, the stormwater program has been zeroed out in the FY26 general fund budget; therefore, taxes will no longer be collected for this program.

7. Due to the limited amount of runoff entering City MS4 infrastructure, is there consideration of a significant reduction to the proposed annual City Stormwater Utility Fee. Our parcel is also facing substantial investments in stormwater permit fees, engineering, and future construction for the State's '3-acre site' requirements. [submitted by Champlain Valley Expo]

The stormwater utility is designed to provide a more equitable and sustainable solution for managing stormwater runoff across the community as well as fund our Municipal Separate Storm Sewer System (MS4) program, which is mandated to meet regulatory requirements that go beyond infrastructure needs alone. Reductions in the City's stormwater utility fee can be achieved by the credit manual for stormwater infrastructure installed and certified to be functioning as intended. The credit is good for 2 years with a recertification required to demonstrate the infrastructure is being maintained and continuing to function to allow the credit to remain in place.

8. Comments were received from Global Foundries as well in the attached letter. The City's attorney provided a response, which is also attached.



March 12, 2025

Dear City Council Members:

I am writing on behalf of my client, GlobalFoundries (GF) and thank you for the opportunity to provide you with our perspective on the applicability of the Draft Municipal Code Chapter 21 – Regulation of Stormwater Utility. GF learned in February that the City intends to include GF in the stormwater utility with the associated fees based on the amount of impervious surface. GF was previously informed by the City that it would be exempt from the utility. GF was asked to submit a letter explaining whether it should participate in the utility and our response was submitted on July 22, 2024. On February 6, 2025, it received a letter from the City explaining that there had been a change in position and GF would be included in the utility based on equity and the need to fund the City's Municipal Separate Storm Sewer System (MS4). GlobalFoundries continues to believe that it should not be subject to the utility. A high-level summary of GF's perspective is set forth below.

As outlined in GF's July 2024 letter, GF's stormwater system is regulated by the State of Vermont under a permit that also regulates its wastewater and by statute and rule, is not subject to any other stormwater permits including the MS4 permit. GF's stormwater collection system also does not co-mingle or discharge into the City's MS4. A connection to the City's MS4 is a fundamental premise of defining the stormwater the City is regulatorily responsible for managing. In other words, the City is not responsible, nor should it be, for GF's stormwater and the City's MS4 permit does not authorize or regulate GF's stormwater.

This is supported by the City's newly adopted Stormwater Management Ordinance (Chapter 20) and Draft Stormwater Utility Ordinance (Chapter 21). Chapter 20 regulates "discharges to the MS4" and approvals are required from the City for discharges "into the Public Stormwater System." Further it defines an MS4 as a system "owned or operated by



the City” to address “stormwater and groundwater entering the system.” GF’s stormwater does not discharge to or enter into the City’s MS4, and GF’s stormwater system is not owned by the City. Draft Chapter 21 states as its purpose “to provide for the health, safety, and general welfare of the citizens of the City through the regulation of stormwater discharges to the stormwater system.” Chapter 21 also includes the same definition of an MS4 noted above. In summary, GF’s stormwater is rigorously regulated under a separate permitting program by the State because of the nature of being an industrial site and does not connect to the City’s system, therefore the MS4 permit held by the City does not cover GF’s stormwater discharges and nor does Chapters 20 and 21.

To date, the City has conveyed primarily policy reasons for including GF. For example: it would be more fair and equitable; including GF would raise approximately 25% of the budget for the stormwater program; excluding GF would lead to other entities in the City seeking exclusions; GF’s employees use the City roads; GF has been paying property taxes that have previously funded the stormwater program; and GF has been paying fees to the Town of Williston. Without debating the merits of these policy considerations, what has not yet been conveyed is that there is clear statutory authority for the City to adopt this ordinance and apply the fee to GF, particularly in light of the fact that the City’s MS4 permit does not cover GF’s stormwater discharges.

We know that municipalities have broad authority under state law to adopt ordinances that are authorized by law; adopt a stormwater rate based on impervious surfaces; adopt ordinances related to stormwater rates; and adopt bylaws to implement stormwater programs that are consistent with programs developed by the Vermont Agency of Natural Resources. It is GF’s position that applying the City’s program through these ordinances to GF is inconsistent with the Vermont ANR’s stormwater program and not authorized by law. A similar conclusion was reached recently, and the legislature explicitly exempted farms subject to the Required Agricultural Practices from municipal charges of an impervious surface fee or stormwater fee. Draft Chapter 21 includes this exemption for farms.

This situation is analogous because GF is not regulated by Vermont ANR’s stormwater programs but rather through its wastewater programs which includes GF’s stormwater discharges. As in the situation of farms, including GF in the utility creates a second layer of regulation and expense to an entity already rigorously regulated under a separate and distinct program of the State. GF is unique among commercial and industrial sites in the



way it is regulated by the State, so other entities would be unlikely to be able to support a similar claim.

Finally, it is a general principle that if a utility fee is being levied then a service is being provided for that fee. There is no expectation or basis for the City to provide any services to GF to meet the regulatory requirements in managing stormwater on its campus. And quite frankly, there should be no desire on the part of the City to even consider assuming any of those responsibilities borne by GF under its stringent wastewater permits. In other words, GF is being asked to pay a substantial fee to support the City's utility that it doesn't discharge into, that is separately regulated by the State, and for which GF will receive no services for that fee.

While GF is very interested in maintaining a long-term strong and positive relationship with the City now and in the future, we do not see a basis in law to include GF in the utility. Rather than invest additional time and resources debating the legal and regulatory merits of the utility, GF would prefer to continue a conversation with the City to find a mutually agreeable solution. We look forward to further conversations with the City.

Sincerely,



Warren T. Coleman

Cc: Andrew Lacourciere, GF NE Regional Manager



April 1, 2025

Warren Coleman, Esq.
MMR, LLC
45 Court Street
Montpelier, VT 05602

Re: Global Foundries – Request for Stormwater Utility Exemption

Mr. Coleman:

Please consider the following to be a response to your letter of March 12, 2025 in which you provided your client's, Global Foundries ("GF"), perspective on the obligation of GF to be responsible for the payment of a stormwater utility fee to the City of Essex Junction ("the City"). You expressed an opinion that GF should be considered exempt from the City's stormwater utility fee. The City has considered the arguments that you presented in your letter and we disagree with your analysis and conclusions. In summary, we do not see support in Vermont law for a wholesale exemption for GF from the City's stormwater utility fee.

We understand GF's arguments to be generally based on the idea that 1) stormwater from the GF property does not enter the City's stormwater infrastructure; and 2) GF is subject to its own stormwater permit. GF believes that, given these two issues, the City must have specific statutory authority to apply a stormwater utility fee to GF separate and apart from its authority to apply a fee to any other property.

We find no statutory exemption requiring that the City exempt GF from the stormwater utility fee. While GF believes the City is lacking statutory authority to apply the stormwater utility fee to GF, this is simply not the case. The same statutory authority that the City possesses to apply the stormwater utility to other properties within the City also applies to GF.

Pursuant to 24 V.S.A. § 3616(a), which addresses rents and rates for municipal sewage, sewage disposal, and stormwater systems, "[a] municipal corporation, through its board may establish rates, rents, or charges to be paid as the board may prescribe." Section 3616(b) goes on to state that, for stormwater, these rates, rents, or charges may be based on an average area of impervious surface on residential property within the municipality, or any combination of the other six outlined bases, provided the combination is equitable.

Your letter references an agricultural exemption under 24 V.S.A. § 4414(9) which states, "[m]unicipalities shall not charge an impervious surface fee or other stormwater fee under this subdivision or under other provisions of this title on property regulated under the Required Agricultural Practices for discharges of agricultural waste or

agricultural nonpoint source pollution.” GF compares its situation with that of a farm, in that the “utility creates a second layer of regulation and expense to an entity already rigorously regulated under a separate and distinct program of the state.” We do not find GF to be comparable to farms under Vermont law.

Notably, this exemption under Section 4414(9) was added during the 2023 legislative session, when GF had already been paying a stormwater utility fee to the Town of Williston for close to ten years. GF’s arguments would have been more appropriate before the legislature while the legislature was considering exemptions to Section 4414(9). The Legislature could have chosen to add an exemption that applies to all properties subject to a separate MS4 or NPDES permits, but it chose not to do so.

GF also argues that, because its stormwater never enters the City’s stormwater infrastructure, it should not be charged under the utility. Again, the legislature could have included this as an exemption, and it chose not to do so. Furthermore, it is hard to guaranty that absolutely no stormwater leaves the GF site and ends up in the City’s infrastructure. Regardless, that issue is not relevant to the question. The GF property is located in the City and is not subject to a stormwater exemption, and therefore it is subject to the City’s stormwater utility fee.

In similar situations, when an entity is subject to its own stormwater permit as well as a municipal stormwater utility, some entities may receive credits from a municipality. For example, VTrans is subject to a TS4 stormwater permit that regulates stormwater on state highways. In spite of this separate permit, VTrans property is also subject to municipal stormwater fees. In 2016, through Act 158, the legislature provided a 35 percent credit to Vtrans on all municipal stormwater fees. “When a rate, rent, or charge established under this section for the management of stormwater is applied to property owned, controlled, or managed by the Agency of Transportation, the charge shall not exceed the highest rate category applicable to other properties in the municipality, and the Agency of Transportation shall receive a 35 percent credit on the charge. The Agency of Transportation shall receive no other credit on the charge from the municipal corporation.” 24 V.S.A. § 3616(f). The reasoning behind the Act was described as, “because of the traditional and continuing expenditures of the Agency for the construction, operation, and maintenance of stormwater control infrastructure designed to control stormwater runoff from State highway rights-of-way and developed lands owned, controlled, or managed by the Agency, it is fair and equitable to provide the Agency with a uniform credit against fees assessed by municipalities for the management of stormwater.”

Similarly, South Burlington provides an “NPDES Permit Credit” to properties that manage stormwater runoff under a separate NPDES permit. South Burlington’s Stormwater Utility FAQ states that the NPDES Permit Credit applies to, “properties that have been have Multi-Sector General Permits (MSGP) and properties that are subject to the Municipal Separate Storm Sewer Systems (MS4) permit issued by the State of Vermont. The only MS4s in South Burlington, excluding the City, are the Burlington

International Airport, the University of Vermont, and the Vermont Agency of Transportation. In addition, non-single family residential properties ('non-MS4 supporting entities') that, due to federal requirements, perform best management practices (BMPs) specifically intended to reduce impacts on non-point source stormwater runoff and/or provide an on-going public benefit related to stormwater management are also eligible to receive this credit. An example of a "non-MS4 supporting entity" within the City is the Champlain Water District (CWD)."

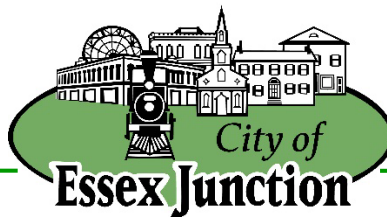
While we don't see any statutory requirement for a credit, other than the specific credit for VTrans, GF may be eligible for a credit. If GF seeks complete exemption, however, that solution would be better addressed at the legislative level.

Sincerely,



Claudine C. Safar, Esq.
Kristen Shamis, Esq.

cc. Client



MEMORANDUM

To: City Council

CC: Rick Jones, Public Works Superintendent; Jess Morris, Finance Director, John Alden, Scott + Partners

From: Regina Mahony, City Manager

Meeting Date: April 9, 2025

Subject: Discussion & Consideration of 2 Lincoln Renovation

Issue: To provide an update on the 2 Lincoln renovation project, reallocate funds, and amend the Scott + Partners contract.

Discussion:

As a reminder, the goals of the renovation are to house the municipal offices of the newly formed City of Essex Junction, establish a formal entry way, add an elevator, and accommodate the main room for the senior center and accommodate CHIPS on the second floor.

Action to date on this project:

- At the April 26, 2023 meeting the architect and engineering contract was authorized for Scott + Partners.
- At the September 13, 2023 meeting, the City Council awarded the Construction Manager (CM) bid to the Bread Loaf Corporation, assigned \$43,729 funds for this project, and authorized the City Manager to move forward and execute a contract with the Bread Loaf Corporation for Construction Manager services for an amount not to exceed \$43,729 plus a 5% fee including legal review.
- At the March 13, 2024 meeting the Council designated the FY24 surplus of \$2,824,513.71 to the 2 Lincoln renovation project.
- At the June 12, 2024 meeting the Council the City Council re-assigned and assigned funds, and authorized the City Manager to move forward on the renovation of 2 Lincoln.
- The Council was given an update on the contract on December 11, 2024.

Since that time the team has begun construction and gone through quite a bit of discovery. Major changes include:

1. The full basement has been sprinklered to achieve the required separation dictated by the Life Safety permit. We originally only had sprinkler in the old mechanical room. Now we have a sprinkler in the entire basement, with the only exception being the vault. The piping is arranged to easily extend the piping in the future to other parts of the building.
2. New energy code (the project was designed before it took effect; but it was in effect by the time we got the permit) resulted in some changes. An example includes a given quantity of convenience power outlets (non-computer) need to shut off on a time switch. This requires more expensive outlets and wiring. There are other changes to electrical and fire alarm system as well.
3. Discovery – the walls of the original brick building (building D) were not stable. The wall issues were discovered when we went to put in the supports for the new roof trusses. Couldn't support the roof without securing the walls. Expensive but good thing in the long run.

4. Some discrepancies between the bid documents and the issued for construction (IFC) drawings Two floors weren't clear in the drawings, so the bidders didn't see it. Fumble in the design and CM handoff (b/c they knew but it wasn't in the drawings). We didn't pay for it b/c it wasn't bid out in the GMP.
5. Other owner requested changes that just make sense while the building open – moved forward on key card access in main locations, added insulation above the second floor more so than anticipated, etc.

Cost:

We are rounding up these figures below and planning for a worst-case scenario.

Scott + Partners contract: \$231,419 and amended to \$244,719. Needs to be further amended to accommodate for the work prior to contract, additional need for design work from subs and anticipate expenses moving forward. The not to exceed amount is \$310,000.

Breadloaf contract: \$2,770,578. Needs to be further amended to accommodate change orders as summarized above. For a total not to exceed \$3,300,000.

Non-Contracted and Preliminary Project Expenses: We anticipate expenses to be approximately \$410,976 and preliminary expenses.

That equates to approximately \$4,020,976 total budget needed for this project.

Funding Sources	Previously Allocated	More to be Allocated	Totals
ARPA Funds*	\$128,295.89	-	\$128,295.89
FY24 budget surplus*	\$2,824,513.71	-	\$2,824,513.71
LOT Fund	\$352,924	\$400,000	\$752,924
Capital Reserve Funds	\$215,242	-	\$215,242
Building Maintenance Fund	-	\$100,000	\$100,000
Total	\$3,520,976	\$500,000	\$4,020,976

* Federal Sources

Staff finds that there are adequate funds in the LOT fund to accommodate assigning an additional \$400,000 while retaining the amounts assigned to capital projects. *[See the second to last page in the March financials in the Reading File for more information on this fund.]*

Further, staff recommends re-assigning \$100,000 from the Building Maintenance Fund. We anticipated spending a total of \$300,000 for the roof replacement and re-entry work at the library; part of this was match for a grant we applied for. We did not get the grant, and don't have enough to do the full re-entry at this point in time. To date we have spent just under \$40,000 and will spend about \$60,000 under the contract that was recently awarded for the roof replacement. That leaves \$200,000 remaining from the original budgeted amount. Re-assigning \$100,000; would mean only \$100,000 remains for the re-entry/ADA work that we'd still like to do. However, for now the 2 Lincoln project is underway and needs to be completed and that remains the priority.

Recommendation:

Staff's recommendation is to assign an additional \$400,000 from the LOT fund to this project; and assign \$100,000 from the Building Maintenance Fund to the 2 Lincoln renovation project.

Staff recommends amending the Scott + Partner contract not to exceed \$310,000 to clarify all expenses associated (including those prior to contract), and to accommodate for the additional subs and design work.

Staff recommends that the Council authorize the City Manager to approve spending on the Breadloaf Contract not to exceed \$3,300,000.

Recommended motion:

"I move that the City Council assign \$400,000 in LOT funds for this project; re-assign an additional \$100,000 from the building maintenance fund for this project; and authorize the City Manager to complete the renovation of 2 Lincoln with the not to exceed amounts as identified by staff herein and approve change orders and contract amendments as needed."

Attachments:

None



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: April 9, 2025
Agenda Item: Discussion of Draft RFP: Rebranding

Issue: In 2023, the City Council approved funding for a strategic action plan and rebranding. Now that the Community Vision and Strategic Action Plan is complete, it is time to begin the rebranding process.

Discussion: The rebranding initiative will develop a long-standing, clearly recognizable brand identity and brand style guide. The project will include visual elements, messaging, and guidance on incorporating sub-brands for departments. One objective of the project is to create a logo that has a wide appeal and reflects the community as a whole. The project will also include deliverables, including templates to meet the necessities of day-to-day operations (e.g., letterheads, memos, report covers, and city apparel), signage, and banners. City staff have prepared a Request for Proposals (RFP) for rebranding. The RFP is included in this packet for the Council's review and discussion.

City staff would like one member of the Council to consider being on the selection committee outlined below.

Project Summary

The project will include three phases

1. Write RFP and selection of designer or firm
 - a. RFP draft enclosed
 - b. Establish a temporary committee to help with the process.
 - i. City Manager, Communications Director, Councilor, staff (2), committee member, and community member.
 - ii. To review submitted RFPs and select a firm/designer, to review design options and help select the top three designs, and to assist with community outreach.
 - c. Inventory of all logos and signs needing to be replaced throughout the City
2. Design Process
 - a. Conduct research with the community and staff to determine values and identity
 - b. Initial designs for the Committee, staff, and City Council
 - c. The top three designs and taglines for the community to vote on

- d. Final draft of logo and tagline presented to City Council for approval
- e. Development of materials
- 3. Changeover of logo and signs
 - a. Education of staff, committees, and the public on the usage of logo/colors/font/etc.
 - b. Replacement of entrance signs and banners
 - c. Replacement of logo on forms or other easily changeable items.
 - d. Three-year replacement plan determined by prominence and ease of replacement (finalized after inventory)
 - i. Priority Year 1 (FY26): website (logo, colors, and fonts), building signage, use new logo on uniforms if they need to be replaced
 - ii. Priority Year 2 (FY27): PW Trucks, signs, second year of new logo on uniforms if they need to be replaced
 - iii. Priority Year 3: (FY28) All clothing replaced with new logo if not done already

Timeline

- RFP approved by City Council (April)
- RFP published (3 weeks; April/May)
- Selection of designer/firm (May)
- Community Survey (May/June)
- Designs to City Council and Staff (June)
- Designs to Community (June/July)
- Finalize logo and design items (July)
- Present logo to the public (unveiling of signs at entrances) (July)
- Begin logo changeover (July/Aug)
- Phased timeline of changeover (July/Aug)

Cost: The Council has approved LOT funding for rebranding, totaling \$27,500, and for banners/signs, at \$14,375. This includes 50 banners for streetlights, priced at \$110 each, and 5 entrance signs, priced at \$1,775 each. These costs were obtained in 2023.

Develop the City Brand	\$20,000
Website Update (colors, fonts)	\$4,500
Professional Imagery of the City	\$3,000
Budgeted from the LOT Fund for Rebranding	\$27,500

Budgeted from the LOT Fund for Signs and Banners	\$14,375
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Recommendation: No action is needed; but we'd like a Council volunteer for the Committee.

Recommended Motion: None

Attachments: Draft RFP



REQUEST FOR PROPOSALS REBRANDING INITIATIVE

The City of Essex Junction is seeking a qualified graphic designer, design firm, or agency to develop a long-standing, clearly recognizable brand identity and brand style guide. The project will include visual elements, messaging, and guidance on incorporating sub-brands for departments. One objective of the project is to create a logo that has a wide appeal and reflects the community as a whole. The chosen designer or firm will also provide a style guide for graphics and templates to meet the necessities of day-to-day operations (e.g., letterheads, memos, report covers, and city apparel).

Proposals are to be submitted by 4:00 PM (local time) on May 5, 2025, at the City Office, 2 Lincoln Street, Essex Junction, Vermont, 05452. Proposals shall be marked to the attention of Ashley Snellenberger, Communications and Strategic Initiatives Director. Digital proposals may be submitted via email to asnellenberger@essexjunction.org, but the City assumes no responsibility for formatting or transmission errors.

The complete RFP may be obtained, without charge, on the City of Essex Junction webpage at www.essexjunction.org/news/invitation-to-bid, at the City Office, or by calling (802) 878-6944. Please direct all questions regarding this request for proposals by April 28, 2025, to Ashley Snellenberger, Communications and Strategic Initiatives Director, at asnellenberger@essexjunction.org or 802-878-6944 EXT 1601. All answers to questions received will be posted to the City's website by April 29, 2025. The City of Essex Junction, through its Authorized Representative, reserves the right to waive any informalities in or reject any and all proposals, in whole or in part, or to accept any proposal deemed to be in the best interest of the City of Essex Junction.

Authorized Representative (Print Name)

Signature

Date

The City of Essex Junction is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.

GENERAL INFORMATION

The City of Essex Junction is located in Chittenden County, Vermont. The City is a forward-thinking, growing, high-quality-of-life small city in the Greater Burlington metropolitan area. With a population of 10,590 spread across 4.6 square miles, interlaced with sidewalks and primarily residential streets, the City has a neighborly, tree-lined, and family-friendly feel. The community prioritizes investments in education, health and wellness, and recreation. It was incorporated as a Village within the Town of Essex on November 15, 1892, and became Vermont's 10th city on July 1, 2022, after Village residents voted to separate from the Town of Essex. The City operates under the council-manager form of government with five elected City Council members and an appointed city manager. The City has nine departments that employ 61 full-time and 13 part-time employees.

The City of Essex Junction is seeking a qualified graphic designer, design firm, or agency to develop a long-standing, clearly recognizable brand identity and brand style guide. Currently, the City of Essex Junction's brand includes a logo that was created in 2004 and was previously used as the Village logo (see Appendix A). The City does not have brand standards or a brand style guide. This leaves City departments to make decisions about formatting, font selection, logo usage, voice, tone, and other elements. Currently, three departments —the Brownell Library, the Essex Junction Fire Department, and the Essex Junction Recreation and Parks (EJRP) — have individual identities and separate logos. The City would like the designer to provide guidance on incorporating sub-brands for departments that use the City logo, as well as advice and ideas on how to build a connection between the Brownell Library, Essex Junction Fire Department, and EJRP and the City's brand without overhauling their existing logos.

While a rebrand will result in a refreshed look, the project will ultimately define the City's brand and ensure departments have the tools they need to create effective and strategic communications. The guidelines and key messages developed through this project will serve as the foundation for all future marketing, communications, and engagement projects.

This rebranding should also build upon the City's Community Vision and Strategic Plan. In 2023, the City conducted a Community Vision and Strategic Plan project that explored the future direction of the City of Essex Junction, looking out to 2030.

Through the strategic planning process, the community helped identify a preferred future and six strategic pillars that represent the major themes or topic areas reflecting Essex Junction's preferred future.

The City's preferred future forecasts a future where the City of Essex Junction becomes known for its inclusive and welcoming ethos. As a result, the population is both economically and ethnically diverse. The economic approach is community-led while having a strong focus on adapting and growing as a community. Community connectivity is significant in relation to amenities, activities, and engagement as well as practicality via cycle lanes, trails, and public transportation. Walkability and cycling are encouraged, and there are passive and active green spaces within the city. Inclusivity and equity are demonstrated via affordable housing, vertical development, incentives, and new businesses. There is investment in the public good and shared amenities and resources that create desirable living conditions. There is a focus on community vitality across the City with vibrant amenities and activities. The enviable location is attractive to people wishing to move to the city due to its amenities, character, sense of community, and proximity to the airport, Burlington, and the landscape of Vermont.

These strategic pillars include Housing and Density, Public Services and Facilities, Economic Development, Transportation and Connectivity, Environment, and Community Engagement. With these six pillars, 18 key actions were also identified, representing the building blocks that help define the action for the strategic pillars. The six pillars and 18 action items have been ranked in order of importance for action and implementation over the next five years. The full report can be viewed at www.essexjunction.org/news/vision-and-strategic-action-plan.

PROJECT GOALS

To deliver a brand that reflects a growing, diverse, and inclusive community, one that resonates with the City's history as a village and effectively communicates the City of Essex Junction's impact on the community, serving stakeholders, including current and potential residents, employees, committees, businesses, and community organizations. Public input must be incorporated into the development process to ensure that the design accurately reflects the community as a whole.

PROJECT SCOPE

Brand & Message Development

The selected designer or firm will create visual elements, messaging, a brand tagline, and guidance on incorporating sub-brands for departments. The selected firm will create a logo that effectively communicates the identity of the City and messaging that connects with community members in a memorable way. The logo and messaging should allow for flexibility so that they may be used by all departments and for all programs and services. The chosen consultant will also provide a brand style guide and templates to meet the necessities of day-to-day operations (e.g., letterheads, memos, report covers, and city apparel).

The chosen designer or firm will conduct research on the City of Essex Junction as the foundation for developing the brand and messaging. This may include collecting information from stakeholders, reviewing the Community Vision and Strategic Action Plan, and analyzing the branding strategies of regional communities.

Deliverables

1. Conduct research with the community and staff to determine values and identity
2. Development of a City of Essex Junction logo, logo variations, and tagline
 - Create authentic and relevant logo mock-ups and taglines that effectively communicate the City's identity. The design process will consist of two rounds:
 1. In the first round, five logo mock-ups will be created for review by the City Council, Committee, and staff. They will narrow these down to three logos.
 2. In the second round, the three selected logos will be presented to stakeholders for their review and feedback. Following this, the Council will choose the final design.
 - The City may make up to five revisions during the two rounds of the logo design process.
 - Additionally, create three different taglines associated with the logos from the second

round.

- Incorporate sub-brands for City Departments that use the City logo, and ensure the Brownell Library, EJ Fire Department, and EJRP are included in the City's branding.
 - Create a color palette for print and web. Design a versatile color palette with high-contrast hues to provide the City with greater flexibility in creating branded materials. Ensure that colors adhere to accessibility for online and print.
 - Establish fonts for print and web. Fonts should be easy to read, accessible, and readily available for use in both print and online contexts.
 - Provide high-resolution (600 dpi min) EPS file format layered images of the final approved logo(s) and tagline, as well as flattened JPEG and PDF formats.
 - Content to be created in full color, single color, and black and white.
 - The logo should have variations suitable for both vertical and horizontal usage. Chosen concepts can be utilized easily and effectively across multiple platforms and mediums, including signage, print, digital marketing, and the City's website.
 - The City will retain copyrights to all images, logos, designs, colors, fonts, and templates created by the qualified consultant.
3. Templates for common needs, such as brochures, PowerPoint, report covers, letterhead, business cards, memos, etc. Designs for road and building signage, as well as street lamp banners.
 4. Brand Style Guide. This guide should include the correct usage of the logo, sub-brands, colors, fonts, and templates.
 5. The designer will be available for brand consultation for up to 12 months, responding to questions regarding usage or clarification on the style guide.

PROPOSAL SUBMISSION AND TIMELINE

The selection committee will select a designer from the proposals received. This process will include a review of proposals, references, and other information as necessary. The City may conduct interviews with potential candidates if applicable. In making this selection, the City reserves the right to request from any responding entity clarification of its proposal or to supply any additional material deemed necessary to assist in evaluating the proposal within the timeline requested by the City.

To be considered, interested parties must submit by the deadline a proposal package that includes the following:

- Letter of interest. It should provide a complete and concise description of the firm's ability to meet the requirements of this RFP.
- Summary of qualifications, experience, and availability. It should summarize the qualifications and relevant experience of all team members who will participate in this project.
- Proposed approach to the process, including a proposed schedule for product delivery. If

there are any proposed changes to the scope of work outlined in the RFP, please provide an explanation for these changes.

- Proposal budget. Include a summary of costs and fees based on the deliverables previously noted above. Provide a budget for each individual task as an independent project and an aggregated budget for the entire project. All overhead costs, including travel and vehicle mileage, should be included in the basic fee. Any optional services recommended by the consultant may be included but should be priced separately.
- References and examples of work. Include three references and at least three samples of completed projects. Examples of previous work with municipalities are preferred but not required.

Proposals are to be submitted by 4:00 PM (local time) on May 5, 2025, at the City Office, 2 Lincoln Street, Essex Junction, Vermont, 05452. Proposals shall be marked to the attention of Ashley Snellenberger, Communications and Strategic Initiatives Director. Digital proposals may be submitted via e-mail to asnellenberger@essexjunction.org, but the City assumes no responsibility for formatting or transmission errors. Please direct all questions regarding this request for proposals by April 28, 2025 to Ashley Snellenberger, Communications and Strategic Initiatives Director, at asnellenberger@essexjunction.org or 802-878-6944 EXT 1601. All answers to questions received will be posted to the City's website by April 29, 2025.

Interviews To Discuss Proposals

If deemed necessary, a short list of qualified designers may be selected from those who submitted proposals for informal oral presentations. Oral presentations, if requested, will take place at the City of Essex Junction offices and may be done in person and/or remotely.

All proposals submitted become the property of the City of Essex Junction and are considered public documents. Preparing, submitting, and presenting a proposal is the sole expense of the designer. Proposals must remain valid for at least 60 days.

Timeline

- Issuance of RFP: April 14, 2025
- Deadline for Questions: April 28, 2025
- Proposal Due: May 5, 2025
- Review of Proposals: Week of May 5, 2025
- Staff Recommendation to City Council: May 14, 2025
- Notice to Proceed with Project: May 15, 2025

PROJECT EVALUATION

The following criteria will be used in consideration of proposals:

- Quality and completeness of the proposal. 10 pt
- Design firm qualifications, demonstrated experience with similar projects, and references. 15 pts
- Proposed cost for this project. 25 pts
- Project approach, ability to produce deliverables, and proposed timeline. 25 pts

- Demonstration of Innovativeness and Creativity 25 pts

The City of Essex Junction Rights

The City of Essex Junction reserves the right to modify or issue changes to the original RFP. Any change will be distributed to all those who originally issued the RFP. The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.

Equal Employment Opportunity

The Consultant shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations (41DFR Part 60). The Consultant shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

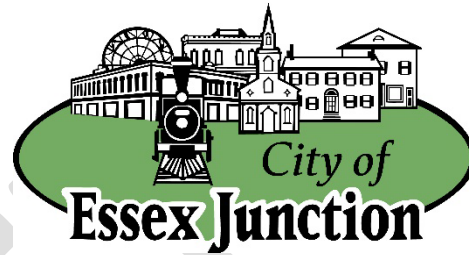
The Consultant shall meet the insurance requirements of the City's Purchasing Policy. Also, all contracts for services shall contain indemnification and hold harmless language as required by the City's Purchasing Policy.

APPENDIX A

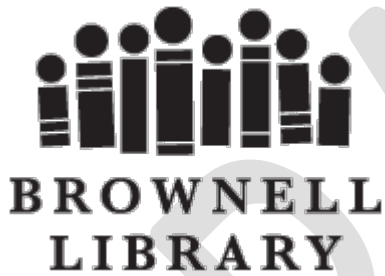
Village of Essex Junction Logo



City of Essex Junction Logo (current)



Brownell Library Logo

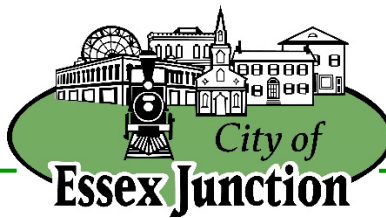


Essex Junction Recreation & Parks Logo



EJ Fire Department Logo





MEMORANDUM

To: Essex Junction City Council

From: Regina Mahony, City Manager

Meeting Date: April 9, 2025

Subject: Executive session for a contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract.

Discussion: To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Contracts can be a protected discussion.

Cost: N/A at this time

Recommendation:

If the City Council wishes to enter executive session, the following motions are recommended:

Motion #1

"I move that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager."

**CITY OF ESSEX JUNCTION
CITY COUNCIL
INFORMATIONAL HEARING
MINUTES OF MEETING
March 25, 2025**

COUNCILORS PRESENT: Amber Thibeault; Vice President; Tim Miller, Clerk; Marcus Certa, Elaine Haney.

ADMINISTRATION: Regina Mahony, City Manager; Colleen Dwyer, Human Resources Director; Steve Eustis, Moderator; Chris Gaboriault, Fire Chief; Ricky Jones, Public Works Superintendent; Brad Luck, Essex Junction Parks & Recreation Director; Susan McNamara-Hill, City Clerk; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Diane Clemens, Beth Custer, George Dunbar, Karen Hergesheimer, Venessa Luck, Sheila Porter, Andy Suntup, Linda Suntup, Jeanne.

1. CALL TO ORDER

Moderator Steve Eustis called the meeting to order at 6:30 P.M.

2. WELCOME, INTRODUCTIONS AND PROCEDURES OVERVIEW

Moderator Eustis began the meeting by conducting a round of introductions. He then spoke about procedures, noting that this is an informational meeting and that there are no motions or amendments to be made, and that it pertains to the warned items that will be voted on by ballot.

3. PRESENTATION AND DISCUSSION ABOUT ARTICLE 1: Shall the voters approve an annual General Fund Budget in the amount of \$12,419,241 for Fiscal Year July 1, 2025 to June 30, 2026, \$11,405,931 of which is to be levied in taxes against the City Grant List?

City Manager Mahony provided an overview of the proposed FY26 General Fund summary. She noted that the proposed FY26 general Fund budget represents an increase of \$415,117 or 3% over the FY25 budget. She spoke about the estimated FY26 tax impact of the proposed FY26 General Fund budget, noting that the estimated tax increase on a \$280,000 property in FY26 is an increase of \$73 (or 2.6%) per year over FY25. She also shared preliminary impact on residents and taxpayers for FY26 for total annual utility rate increases and stormwater utility fees. She noted that the utility rate (across utilities) is projected to increase by \$99.86 or 14.7%, and that the stormwater utility would increase by \$84.75. She noted that taken with the tax rate increase, the overall increase would be \$257.61 or 7.5% per resident/taxpayer for FY26.

City Manager Mahony then spoke in further detail about the budgeted expenses and revenues for the FY26 General Fund.

The following public comments were received:

- George Dunbar spoke about the EJRP budgets, both within the enterprise funds and the General Fund. He asked whether there is an opportunity to move more administrative costs from the general Fund to the enterprise fund for EJRP, adding that it could save between 5 and 6 cents on the tax rate. City Manager Mahony noted that over the last several budget cycles, the City has been shifting more funding from the General Fund to the enterprise fund where possible, but only where appropriate to do so (for example, if administrative costs can be tied to a specific program or fee within the enterprise fund). Director Luck provided more information about how administrative costs are categorized within the program fund, noting that individual programs' budgets have their own administrative costs associated with them. He said that administrative costs on the General Fund

side for EJRP relate to basic overhead, and they have been working over the last several years to ensure that these costs are right-sized for the department.

4. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 2:** Shall general obligation bonds or notes of the City of Essex Junction in an amount not to exceed three million eight hundred thousand Dollars (\$3,800,000), subject to available grants-in-aid, if any, be issued to finance the cost of retrofitting the three pump stations located on West Street, Maple Street, and River Street?

City Manager Mahony noted that this bonding authority would be for retrofitting three pump stations that are nearing or past the end of their useful life. She noted that these would be upgraded to meet future demands and ensure community safety. She noted that the West Street pump station is also shared with the Town of Essex, which would participate in cost-sharing for the debt related to retrofitting that station.

5. **ANNOUNCEMENT ABOUT ARTICLE 3:** To elect City officers required by law including: one City Council member (three year term), one Library Trustee (five-year term), and one Champlain Water District Commissioner (three year term)?

Moderator Eustis noted that ballots are available ahead of time at the City Office, or voting can occur in-person on April 8, 2025 at the Champlain Valley Expo.

6. **PUBLIC TO BE HEARD**

None.

7. **READING FILE**

- a. Annual Report Newsletter
- b. Annual Report

8. **ADJOURN**

Councilor Thibeault made a motion, seconded by Councilor Certa, to adjourn the meeting. The motion passed 4-0 at 6:49 P.M.

Respectfully Submitted,
Amy Coonradt

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
March 26, 2025**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault; Vice President; Tim Miller, Clerk;
Marcus Certa, Elaine Haney.

ADMINISTRATION: Regina Mahony, City Manager; Wendy Hysko, Library Director.

OTHERS PRESENT: Joe Duncan, Jeanne Grant, Karen Hergesheimer, Brian Shelden.

1. CALL TO ORDER

City Council President Chawla called the meeting to order at 6:30 P.M.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

None.

5. BUSINESS ITEMS

a. Champlain Water District Annual Presentation

Joe Duncan, General Manager at Champlain Water District, presented on this item. He began by providing an overview of the Champlain Water District (CWD), noting that it has been a wholesale water provider since 1973, and that it produces water drawn out of Shelburne Bay and pumps it to nine member municipalities (Shelburne, Jericho, Milton, South Burlington, the Town of Essex, the City of Essex Junction, Williston, Colchester, and Winooski). He noted that Essex Junction is CWD's largest customer by volume (due to the inclusion of Global Foundries, which is a large water user). He noted that the City has its own staff to administer the utility and distribution piping that brings water from transmission mains to the businesses and homes of the water users in the City. He spoke about when CWD has its monthly and annual meetings. He noted that in the 1970s through the 1990s CWD was able to hold its water rates flat, largely because it sold more water year-over-year (largely attributed to IBM), but that since the 1990s, they have seen changing water usage patterns and have had to contend with more consistent and stable levels of water usage. He spoke about CWD's proactive capital improvement funding model, which allows it to stay ahead of potential maintenance issues for its systems and avoid rate hikes to water users.

Councilor Certa asked about how CWD is trying to keep costs down in its budget, especially given that health insurance premiums have been increasing significantly across the state for the last several years. Mr. Duncan spoke about challenges in trying to competitively search for the best health insurance plans for staff, but said that they are actively seeking the most competitive plans for health insurance and building insurance to try and limit cost growth.

b. Brownell Library Director Brief to Council

Library Director Hysko began by speaking to some of the impacts to the Library of the renovation of the 2 Lincoln Street building, in terms of trying to accommodate meeting spaces and parking. She also noted that there have been staffing challenges (mostly due to illness) but that they have been able to fill gaps where needed. She expressed gratitude to patrons, staff, and outreach workers. She highlighted concerns with potential cuts to library services at the federal level, noting that this funding is crucial for inter-library loan

services within Vermont. She said they are looking forward to the roof replacement project, and noted other maintenance work they anticipate conducting on the building.

City Council President Chawla asked about the policies mentioned as future activities, particularly around sustainable library initiatives. Director Hysko spoke about how the Trustees are focusing on recruiting a more diverse set of board members and staff, adopting more sustainable purchasing policies and practices, and sharing more resources in order to reduce the Library's footprint.

Councilor Miller asked about training around firearms and safety protocols with the Essex police. Director Hysko replied that this is mostly related to safe handling of firearms in the event that staff find them in unaccompanied bags (given that the state does not regulate firearms in libraries).

Councilor Certa asked about the City's plans for increasing the human services presence in the Library, or other thoughts on how the City can best serve the needs of individuals who may be in distress and going to the Library. Director Hysko spoke about a program the South Burlington Library has with an intern who is staffing a desk to respond to various human services needs, and noted that this type of model requires some staff time to train up an individual to provide that set of services. She said she would be reluctant to bring interns into the Brownell Library in this role, due to turnover and the lack of capacity for current library staff. She also noted that current outreach workers provide similar services, and expressed deep gratitude for their services. Councilor Certa asked about efforts to improve staff morale at the Library. Director Hysko replied that staff are trying to stay positive and supportive of each other, that they take pride in the mission of the Library and the work around it, and that the Library is primarily a place for resource-sharing, which includes connecting people to the resources in the community. She spoke about the value of training staff in de-escalation techniques, which has proven useful in a number of instances.

c. Brownell Trustee to Council Brief

Jeanne Grant, Chair of the Brownell Library Board of Trustees, provided the brief to the City Council. She spoke about collective concern about the financial stability of the library in the current political climate. She spoke about staff turnover due to the high cost of living in this area. She spoke about two key staff hires, including a technical assistant who processes youth materials and plans adult programs, and the library assistant for youth and young adult services, who coordinates programs for teens and tweens, as well as the summer reading program. She spoke about the Library's diverse programming in the past year and its high attendance. She spoke about the Library's passive programming (craft kits, jigsaw puzzles, looms, etc). She spoke about the work that staff did to implement of Act 150 this past July, which created new privacy protections for youth ages 12-18. She spoke about the Library's sustainability plan, which includes environmental stewardship, social equity, economic feasibility, energy efficiency, waste reduction, the promotion of digital resources, and community engagement. She spoke about the Library's role in hosting swaps (of toys, seeds, sewing, etc), which is a sustainable activity that can help build community. She spoke about turnover of 3 positions on the Board of Trustees. She spoke about the successful development of a Memorandum of Understanding (MOU) between the Board of Trustees and City Council to help clarify roles and responsibilities of each. She spoke about the Library's strategic planning process, which is completed every five years, and includes a significant amount of community engagement and feedback through surveys. She expressed gratitude for the Library's staff, and spoke about the Library as a valuable community asset.

City Council President Chawla said he would be interested to see the results of the surveys related to the strategic planning process. He said that the impacts of federal political and financial policies and activities will be felt across the community in the coming months. He said that more communication between the Trustees and the Council during this period of flux and uncertainty could be beneficial.

d. Discussion & Consideration of Renewal of the City Manager Contract

Councilor Certa made a motion, seconded by Councilor Haney, that the City Council renew the Employment Agreement for the City Manager with Regina Mahony as negotiated, and through September 14, 2027. The motion passed 5-0.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: March 12, 2025
- b. Approve July 4th Fireworks Display Permit – EJRP
- c. Approve Application for the Municipal Planning Grant for the 2027 Comprehensive Plan
- d. Approve Library Roof Bid Award
- e. Approve Lincoln Terrace Quick-Build Pedestrian Crossing Improvements
- f. Approve Street Vending Permit Mr. Ding-A-Ling

City Council President Chawla made a motion, seconded by Councilor Haney, to approve the consent agenda as presented. The motion passed 5-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT**: City Manager Mahony noted that the City is conducting camera monitoring at the Five Corners intersection to assess how the lights are functioning and conduct improvements if needed. She noted that reappraisal letters will start to be mailed to City properties in May and that they should have more information to share in April. Councilor Certa noted that the City's Governance Committee will hold its organizational meeting tomorrow evening at 75 Maple Street and can be attended in person or via Zoom. City Council President Chawla thanked Public Works for its quick response to the water main break in the Countryside development.

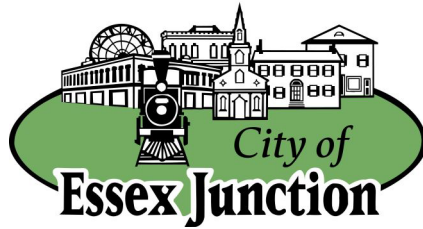
8. **READING FILE**

- a. Check Warrant #24071 03/21/2025
- b. Tree Advisory Committee Minutes 02/27/2025
- c. Planning Commission Minutes 03/06/2025
- d. Bike Walk Advisory Committee Minutes 03/13/2025
- e. Tri-Town Joint Review Minutes 03/18/2025
- f. CATMA 2024 Annual Report

9. **ADJOURN**

Councilor Thibeault made a motion, seconded by Councilor Certa, to adjourn the meeting. The motion passed 5-0 at 7:39 P.M.

Respectfully Submitted,
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 9, 2025

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 3, 2025 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.

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

- Brown Lab Pub Co. (McGillcuddy's Five Corners, 4 Pearl Street)
- Dependes, Inc. (Pearl Street Pub, 137 Pearl Street)

2nd class (includes tobacco and tobacco substitute):

- Third Burlington Corporation (Central Beverage, 4 Central Street)
- Wesco, Inc. (Champlain Farms, 56 Pearl Street)
- KPH Drugs, Inc. (Kinney Drug Store, 82 Pearl Street) – no tobacco

Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License applications for businesses listed in the April 3, 2025 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: April 3, 2025

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:

Brown Lab Pub Co.
Includes 3rd class and outside consumption

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

Dependes, Inc.
Includes 3rd class and outside consumption

DBA: Pearl Street Pub
137 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:

Third Burlington Corporation

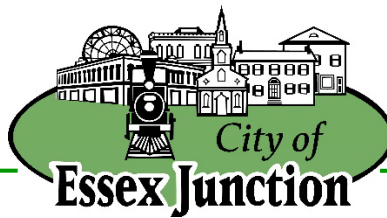
DBA: Central Beverage
4 Central Street
Essex Junction, VT 05452

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



MEMORANDUM

To: City Council, acting as the Local Cannabis Control Commission
From: Christopher Yuen, Community Development Director
Meeting Date: April 9th, 2025
Subject: Tier 1 Manufacturer cannabis license application – TrichomeVT

Issue

The issue is whether the City Council, acting as the Local Cannabis Control Commission (LCCC), will approve the Tier 1 Manufacturer, VT S-000011684 license application, for TrichomeVT on 8 Taft Street.

Discussion

On February 24th, 2025, the City received notice of a pending license application for a Tier 1 Manufacturer license at 8 Taft Street from the Vermont Cannabis Control Board (VCCB). The LCCC has 45 days from the date of the City receiving this notice to render a decision on the renewal. The Tier 1 Manufacturing license is separate from the Tier 1 Outdoor Cultivation license that the applicant currently holds.

Tier 1 cannabis manufacturing is a permitted use in the Residential 1 (R1) Zoning District, where the 8 Taft Street property is located. Section 201 of the Land Development Code offers the following definition:

“Cannabis Manufacturing Establishment, Tier 1” shall mean an establishment licensed by the Vermont Cannabis Control Board and the Local Control Commission to manufacture cannabis products in accordance with 7 V.S.A Chapter 33 [or current state definition at time of application].

Cannabis establishments may also be permitted as “Home Occupations”, a land-use category for miscellaneous small home-businesses allowed in any residential district.

The applicant holds a valid Zoning Permit #19 for a Home Occupation at the address, and therefore, this land use complies with the Land Development Code.

Recommendation

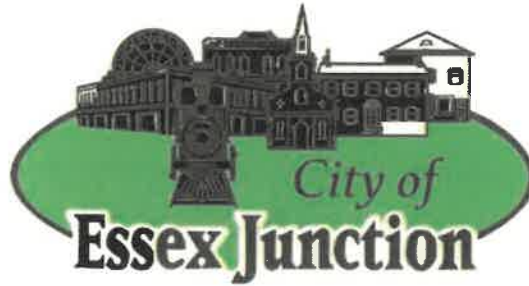
Staff recommends that the Essex Junction Local Cannabis Control Commission APPROVE this license application.

Recommended Motion

“I move that the Essex Junction Local Cannabis Control Commission APPROVE the Tier 1 Cannabis Manufacturing license for Trichrome VT, associated with state license VT S-000011684”

Attachments

Local Cannabis License application and Zoning Permit



RECEIVED
MAR 27 2025
City of Essex Junction

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

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

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

1. Applicant Information

Name: Jason Struthers

Doing Business

As: Trichome VT

Mailing Address: 8 Taft Street

Telephone

Number: 802-738-6927

2. Owner/Agent Contact Information

Name: Jason Struthers

Mailing Address: 8 Taft Street Essex Junction, VT 05452

Telephone

Number: 802-738-6927

Email: Jay Struthers@gmail.com

3. Address where use will occur in the City

8 Taft Street

4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input type="checkbox"/>	Outdoor Cultivation*			
<input type="checkbox"/>	Indoor Cultivation*			
<input type="checkbox"/>	Mixed Cultivation*			
<input type="checkbox"/>	Retail			
<input checked="" type="checkbox"/>	Manufacturing*	1	Feb 2025	
<input type="checkbox"/>	Testing			
<input type="checkbox"/>	Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	Yes
Is the use permitted by local zoning bylaws in the location you have identified?	Yes
If yes, is a zoning permit required?	Home occupancy
If a zoning permit is required, what is the date the complete application was submitted for review?	27 MAR 2025
Has the zoning permit been issued? Is yes, please attach to application.	NO
Utility	
Is an allocation for water being requested?	NO
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

6. Acknowledgement & Signature

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

Signature

Jason Struthers

Date 27 MAR 2025

Printed Name

Jason Struthers

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

Official Use Only - Do Not Write Below This Line

Parcel Code: 1043001009

Received By: T. Hass

Department Sign Offs

Fire: Chris Gaboriault
Chris Gaboriault (Mar 31, 2025 19:07 EDT)

Police: Ron Hoague

Planning & Zoning: [Signature]

Wastewater: Chelsea H. Mandigo

Recommended

Action: Approve

Cannabis Control Commission Review

License/Application #: VT S-000011684

Date of CCC Meeting: 9-Apr-2025

Action by CCC: _____

Date Follow-up sent: _____

S-000011684 Tier 1 Manufacturer Application 8 Taft 2025

Final Audit Report

2025-04-02

Created:	2025-03-27
By:	Chris Yuen (cyuen@essexjunction.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-VGkYm2QSnoemgzz-I5uzORP8ZDK1Mv2

"S-000011684 Tier 1 Manufacturer Application 8 Taft 2025" History



Document created by Chris Yuen (cyuen@essexjunction.org)

2025-03-27 - 7:57:38 PM GMT



Document emailed to Chelsea Mandigo (chelsea@essexjunction.org) for signature

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 Agreement completed.

2025-04-02 - 6:26:53 PM GMT



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Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: April 9, 2025
Agenda Item: Tree Planting Policy

Issue: The Policy Regarding the Use of Public Money to Plant Trees Outside the Public Right of Way needs to be amended.

Discussion: The Policy Regarding the Use of Public Money to Plant Trees Outside the Public Right of Way was adopted by the Village Trustees on October 12, 1999; prior to the Tree Advisory Committee being formed. This policy needs to be amended to make it current with today's tree planting practices.

Cost: None

Recommendation: It is recommended that the City Council approve the amendments to the Policy Regarding the Use of Public Money to Plant Trees Outside the Public Right of Way.

Attachments:

Policy Regarding the Use of Public Money to Plant Trees Outside the Public Right of Way

**CITY OF ESSEX JUNCTION COUNCIL ~~==~~ POLICY
REGARDING THE USE OF PUBLIC MONEY TO
PLANT TREES OUTSIDE OF THE PUBLIC RIGHT-OF-WAY**

- I. **Purpose:** To improve the streetscape and to provide staff guidance ~~in regard~~
~~to regarding~~ using public money for planting trees outside of the public right-of-way.
- II. **Location:** Using public money to plant trees outside of the public right-of-way shall be limited to properties that are located adjacent to public right-of-ways
~~within the City Center District or abut Class I highways~~, if a suitable location is not available within the public right-of-way ~~and or~~ planting a tree on private property will enhance the streetscape.
- III. **Permission:** Permission must be obtained from the City ~~Manager~~Council,
following a recommendation from the Tree Advisory Committee and/or Tree
Warden, and the property owner prior to using public money to plant a tree outside of the public right-of-way. The property owner shall sign the attached release form prior to planting a tree.
- IV. **Ownership:** Once the tree is planted, it shall become the sole responsibility of the property owner. ~~The City of Essex Junction shall have no more responsibility for the tree (e.g., maintenance, liability).~~

Adopted by the ~~Village Trustees~~ City Council on XX, 202 ~~October 12,~~
~~1999.~~

PERMISSION FOR PLANTING OF TREE(S)

I/We, being the owner(s) of property commonly known and designated as (address) _____, Essex Junction, Vermont, hereby grant permission to the City of Essex Junction, including its Public Works Department, to enter onto my/our property to plant one or more trees outside of the public right-of-way on my/our property.

I/We understand that any portions of the property disturbed as a result of this work will be restored to their prior condition by the City of Essex Junction. I/We agree to accept the tree(s) planted on my/our property which shall become my/our property and not the property of the City of Essex Junction. I/We further understand that the City of Essex Junction, by completing this work, neither assumes nor acquires any responsibility for ongoing maintenance, repair or replacement of the tree(s) or any liability related in any way to the tree(s).

Dated at Essex Junction, Vermont, this _____ day of _____, 20__.

_____ Print Name	_____ Signature
_____ Print Name	_____ Signature

PERMISSION TO REMOVE CEDARS

I, We, being the owner(s) of property commonly known and designated as (address)
_____, Essex Junction, Vermont, hereby grant permission to the
City of Essex Junction, including its Public Works Department, to enter onto my/our property to
remove a portion of cedar hedge located outside of the public right of way on my/our property.

I, We understand that any portions of the property disturbed as a result of this work will
be restored to their prior condition by the City of Essex Junction.

Dated at _____, Vermont, this _____ day of _____, _____.

_____ Print Name _____ Signature

_____ Print Name _____ Signature

04/03/25

City of Essex Junction Accounts Payable

Page 1 of 12

01:21 pm

Check Warrant Report # 24072 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/28/25 To 04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	03/11/25	Maint Supplies 455250705	210-5-30-12-610.000 General Supplies	24.16	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/12/25	Floor Machine Battery 455250715	210-5-30-12-431.000 R&M Buildings & Grounds	262.70	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/19/25	JB KWIWELD SYRINGE 552507825747	210-5-40-12-610.000 General Supplies	6.82	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/20/25	BRAKE CLEANER 14 OZ 552507956929	210-5-40-12-610.000 General Supplies	45.48	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/21/25	Shop supplies 552508025840	210-5-40-12-610.000 General Supplies	73.46	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/31/25	Parts for shop 552509057281	210-5-40-12-610.000 General Supplies	26.94	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/31/25	HEADLGH-T-SILVERSTAR 552509057287	210-5-40-12-610.000 General Supplies	34.99	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/31/25	Brush with pole 552509057292	210-5-40-12-610.000 General Supplies	59.07	55039	04/04/25
05290	ADVANCE AUTO PARTS 9820	03/31/25	RV ANTIFREEZE -50 1 GA 552509057293	210-5-40-12-610.000 General Supplies	18.87	55039	04/04/25
28555	ALLEGIANCE TRUCKS	03/28/25	FLEETRITE DEF, 2.5 GALLON X12203773201	210-5-40-12-626.000 Gasoline	89.90	55040	04/04/25
80172	ALPHA ELEVATOR COMPANY	03/21/25	BL ELEVATOR MAR25 5439	210-5-41-21-431.000 R&M Buildings & Grounds	825.00	55042	04/04/25
80184	AMAZON BUSINESS SERVICES	03/22/25	BL CProgs-Crafts MAR25 19Y61NCMT4L7	210-5-35-10-840.202 Childrens Programs	194.05	55043	04/04/25
80184	AMAZON BUSINESS SERVICES	03/24/25	BL Supplies MAR25 1FCFKKCYXNWK	210-5-35-10-610.000 General Supplies	88.24	55043	04/04/25
80184	AMAZON BUSINESS SERVICES	03/17/25	BL JCollctn MAR25 1MJ1NFKQ414T	210-5-35-10-640.202 Juvenile Collection	49.23	55043	04/04/25
80184	AMAZON BUSINESS SERVICES	03/27/25	BL JBooks MAR25 1N7WL941GK1H	210-5-35-10-640.202 Juvenile Collection	39.92	55043	04/04/25
80184	AMAZON BUSINESS SERVICES	03/26/25	BL JFNDN Mats MAR25 1VL3Y616X3KV	210-5-90-00-991.000 Library Donation Expense	135.98	55043	04/04/25
80184	AMAZON BUSINESS SERVICES	03/26/25	BL JFNDN-Progs MAR25 1XGGHXRRQM6N	210-5-90-00-991.000 Library Donation Expense	512.25	55043	04/04/25
19815	AMAZON CAPITAL SERVICES	03/24/25	Senior Supplies 1199LVXN7JVH	210-5-30-10-610.000 General Supplies	121.43	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/26/25	Senior Supplies 11YMCLLKTG6	210-5-30-10-610.000 General Supplies	34.95	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/28/25	Seniors Supplies 1MCJD3N7PTJD	210-5-30-10-610.000 General Supplies	39.67	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/21/25	Senior Supplies 1YRR9WGTJLKH	210-5-30-10-610.000 General Supplies	238.09	55044	04/04/25
04310	APALACHEE MARINE	03/17/25	Road Salt 76943	210-5-40-12-600.000 Salt, Sand and Gravel	3970.99	55046	04/04/25
29410	BERGENDAHL DOROTHY	03/19/25	BL BrdStipend MAR25 BERG032025	210-5-35-10-190.000 Board Member Payments	50.00	55047	04/04/25
07465	BIBENS ACE HARDWARE INC	03/31/25	Parts for shop 53768	210-5-40-12-610.000 General Supplies	19.98	55048	04/04/25
00530	BRODART CO	03/17/25	BL JBooks MAR25 B6953030	210-5-35-10-610.000 General Supplies	7.07	55050	04/04/25

04/03/25

City of Essex Junction Accounts Payable

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01:21 pm

Check Warrant Report # 24072 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/28/25 To 04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	03/17/25	BL JBooks MAR25 B6953030	210-5-35-10-640.202 Juvenile Collection	156.23	55050	04/04/25
00530	BRODART CO	03/17/25	BL JBooks MAR25 B6953031	210-5-35-10-640.202 Juvenile Collection	154.23	55050	04/04/25
00530	BRODART CO	03/17/25	BL JBooks MAR25 B6953031	210-5-35-10-610.000 General Supplies	12.12	55050	04/04/25
00530	BRODART CO	03/18/25	BL JBooks MAR25 B6953950	210-5-35-10-610.000 General Supplies	19.19	55050	04/04/25
00530	BRODART CO	03/18/25	BL JBooks MAR25 B6953950	210-5-35-10-640.202 Juvenile Collection	301.56	55050	04/04/25
00530	BRODART CO	03/18/25	BL JBooks MAR25 B6954019	210-5-35-10-610.000 General Supplies	1.01	55050	04/04/25
00530	BRODART CO	03/18/25	BL JBooks MAR25 B6954019	210-5-35-10-640.202 Juvenile Collection	7.01	55050	04/04/25
00530	BRODART CO	03/25/25	BL JBooks MAR25 B6958418	210-5-35-10-640.202 Juvenile Collection	291.22	55050	04/04/25
00530	BRODART CO	03/25/25	BL JBooks MAR25 B6958418	210-5-35-10-610.000 General Supplies	21.21	55050	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-40-12-530.000 Communications	161.26	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-41-23-530.000 Communications	194.89	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-41-22-530.000 Communications	53.26	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-41-20-530.000 Communications	360.04	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-41-26-530.000 Communications	282.78	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	Phone/Internet April 2025 43985040125	210-5-30-13-530.000 Communications	26.63	55051	04/04/25
30360	BURLINGTON TELECOM	04/01/25	BL PhoneInternet MAR25 BT 042025	210-5-41-21-530.000 Communications	336.30	55052	04/04/25
21120	CHAMPLAIN MEDICAL URGENT	03/15/25	EJFD Medical Osha Questio 00073024-00	210-5-25-10-330.000 Professional Services	38.00	55053	04/04/25
21120	CHAMPLAIN MEDICAL URGENT	03/30/25	Physicals 00073309-00	210-5-25-10-330.000 Professional Services	1074.00	55053	04/04/25
15285	CHECKR INC	03/31/25	background check WRRF 1752720	210-5-10-10-330.000 Professional Services	50.00	55054	04/04/25
21210	CINTAS LOC # 68M 71 M	03/20/25	3X10 BLACK MAT 4224663248	210-5-40-12-610.000 General Supplies	33.45	55056	04/04/25
21210	CINTAS LOC # 68M 71 M	03/27/25	3X10 BLACK MAT 4225425842	210-5-40-12-610.000 General Supplies	33.45	55056	04/04/25
17895	CLEAN NEST	04/01/25	EJRP Cleaning March 15554	210-5-41-26-420.000 Cleaning Services	4944.00	55057	04/04/25
17895	CLEAN NEST	04/01/25	2 Lincoln and WW Janitori 15555	210-5-41-20-420.000 Cleaning Services	798.00	55057	04/04/25
17895	CLEAN NEST	04/01/25	BL Cleaning MAR25 15556	210-5-41-21-420.000 Cleaning Services	2860.00	55057	04/04/25
04940	COMCAST	03/19/25	2 Linc Backup Internet Ap 01363430325	210-5-41-20-530.000 Communications	149.89	55058	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17025	COONRADT AMY	03/28/25	Recording Secretary CC 03 0209	210-5-11-10-330.000 Professtional Services	24.00	55060	04/04/25
38280	CRYSTAL ROCK BOTTLED WATE	03/28/25	2 Lincoln Bottled Water 177222770325	210-5-41-20-610.000 General Supplies	34.19	55061	04/04/25
35360	CYR LUMBER INC	03/18/25	Bark 8028934448	210-5-40-12-571.000 Streetscape Maintenance	630.00	55063	04/04/25
V0777	ESSEX REPORTER	03/31/25	Newsletter April 2025 405770	210-5-10-10-540.000 Advertising	615.00	55067	04/04/25
V0795	ESSEX TOWN OF	03/31/25	Due to Town Mar 2025 033125	210-2-00-00-215.000 Due to Town	30.00	55068	04/04/25
14320	ESSEX WESTFORD SCHOOL DIS	03/17/25	FY25 ed tax pmt 2 031725	210-2-00-00-215.001 Due to School District	9810913.67	55069	04/04/25
38955	F W WEBB COMPANY	03/19/25	2 Linc Furnace March 2025 90026691	210-5-41-20-431.000 R&M Buildings & Grounds	177.91	55071	04/04/25
38955	F W WEBB COMPANY	03/27/25	2" ring 90146575	210-5-40-12-610.000 General Supplies	7.78	55071	04/04/25
23000	F W WHITCOMB	03/24/25	Outbound crushed glass 00026888	210-5-40-12-605.000 Summer Construction Suppl	94.10	55072	04/04/25
80025	GAMMEL, BUDDY	03/21/25	Refund - Gammal 250321	210-4-00-00-098.000 Misc Revenue	13.00	55078	04/04/25
80079	GANNETT NEW ENGL LOCALIQ	02/28/25	grant tree planting RFP 0006966099	210-5-40-12-890.834 Emerald Ash Borer	247.32	55079	04/04/25
34895	GAUTHIER TRUCKING, INC.	03/01/25	Railroad Ave removal Febr 1852993	210-5-40-12-425.000 Trash Removal	643.08	55080	04/04/25
34895	GAUTHIER TRUCKING, INC.	04/01/25	11 JACKSON ST Trash remov 1859742	210-5-40-12-425.000 Trash Removal	156.88	55080	04/04/25
34895	GAUTHIER TRUCKING, INC.	04/01/25	2 Lincoln Garbage March 2 1859743	210-5-41-20-425.000 Trash Removal	342.33	55080	04/04/25
34895	GAUTHIER TRUCKING, INC.	04/01/25	Pearl Memorial Trash Marc 1859744	210-5-40-12-425.000 Trash Removal	643.08	55080	04/04/25
34895	GAUTHIER TRUCKING, INC.	04/01/25	Trash Beech March 2025 - 1859905	210-5-40-12-425.000 Trash Removal	91.08	55080	04/04/25
34895	GAUTHIER TRUCKING, INC.	04/01/25	MSP Trash March 1860589	210-5-41-26-425.000 Trash Removal	473.77	55080	04/04/25
80139	GOLDRING, LESLIE	03/27/25	Stipend TAC March 2025 032725Goldri	210-5-40-12-190.000 Board Member Payments	50.00	55082	04/04/25
04035	GOT THAT RENTAL & SALES I	03/24/25	Rented a GRINDER, STUMP 138627	210-5-40-12-890.834 Emerald Ash Borer	563.98	55083	04/04/25
04035	GOT THAT RENTAL & SALES I	03/28/25	GRINDER, STUMP RENTAL 138672	210-5-40-12-890.834 Emerald Ash Borer	275.00	55083	04/04/25
80042	GOV OS INC	03/24/25	March land records 1NV9265	210-5-12-10-505.000 Tech. Subs Licenses	357.00	55084	04/04/25
07010	GREEN MOUNTAIN POWER CORP	03/13/25	Non Solar accounts 02/11/ 031325NS	210-5-40-12-622.200 Streetlight Electricity	11148.16	55086	04/04/25
07010	GREEN MOUNTAIN POWER CORP	03/13/25	Non Solar accounts 02/11/ 031325NS	210-5-40-12-622.000 Electricity	804.21	55086	04/04/25
80046	HAGESTAD CHRISTINA	03/18/25	Stipend PCAB March 2025 031825Hagest	210-5-11-10-190.000 Board Member Payments	50.00	55088	04/04/25
80178	HARRINGTON, DAVID	03/18/25	Stipend PCAB March 2025 031825Harrin	210-5-11-10-190.000 Board Member Payments	50.00	55089	04/04/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80091	HERGESHEIMER KAREN	03/19/25 BL BrdStipend MAR25 HERG032025	210-5-35-10-190.000 Board Member Payments	50.00	55091	04/04/25
21335	HOLY FAMILY / ST LAWRENCE	03/28/25 Bingo Bridge March Rental 03312025	210-5-30-10-330.000 Professional Services	400.00	55092	04/04/25
21335	HOLY FAMILY / ST LAWRENCE	02/28/25 Cribbage Feb Rental 2025Feb	210-5-30-10-330.000 Professional Services	200.00	55092	04/04/25
21335	HOLY FAMILY / ST LAWRENCE	02/28/25 Bingo Bridge Feb Rental Feb2025	210-5-30-10-330.000 Professional Services	400.00	55092	04/04/25
21335	HOLY FAMILY / ST LAWRENCE	03/28/25 Cribbage March Rental March2025	210-5-30-10-330.000 Professional Services	200.00	55092	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/18/25 BL A+FNDN+ARepBks MAR25 87163881	210-5-90-00-991.000 Library Donation Expense	135.51	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/18/25 BL A+FNDN+ARepBks MAR25 87163881	210-5-35-10-610.000 General Supplies	11.70	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/18/25 BL A+FNDN+ARepBks MAR25 87163881	210-5-90-00-640.201 Adult Collection replacem	12.19	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/18/25 BL A+FNDN+ARepBks MAR25 87163881	210-5-35-10-640.201 Adult Collection	18.74	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/19/25 BL ABooks MAR25 87179501	210-5-35-10-610.000 General Supplies	9.03	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/19/25 BL ABooks MAR25 87179501	210-5-35-10-640.201 Adult Collection	75.85	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/24/25 BL ABooks MAR25 87253176	210-5-35-10-610.000 General Supplies	16.68	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/24/25 BL ABooks MAR25 87253176	210-5-35-10-640.201 Adult Collection	194.52	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/25/25 BL ABooks MAR25 87280213	210-5-35-10-640.201 Adult Collection	379.31	55093	04/04/25
33495	INGRAM LIBRARY SERVICES I	03/25/25 BL ABooks MAR25 87280213	210-5-35-10-610.000 General Supplies	39.95	55093	04/04/25
15145	JOBTARGET LLC	03/21/25 Job Ad Finance 32335243	210-5-10-10-540.000 Advertising	499.00	55094	04/04/25
33195	LIMOGES & SONS GARAGE DOOR	02/26/25 MULTI CODE REMOTES (2) 87396TE	210-5-40-12-431.000 R&M Buildings & Grounds	80.00	55101	04/04/25
26920	MAYVILLE DARBY	03/24/25 Mar DRB 40	210-5-16-10-330.000 Professional Services	42.00	55104	04/04/25
80012	MECHLER THOMAS	03/26/25 BL CProg DD MAR25 MECHLER03202	210-5-35-10-840.202 Childrens Programs	50.00	55105	04/04/25
10220	NEW ENGLAND AIR SYSTEMS L	03/20/25 BL HVAC MAR25 205000	210-5-41-21-431.000 R&M Buildings & Grounds	259.00	55107	04/04/25
10220	NEW ENGLAND AIR SYSTEMS L	03/27/25 BL HVAC MAR25 205088	210-5-41-21-431.000 R&M Buildings & Grounds	637.00	55107	04/04/25
37605	NEW ENGLAND MUNICIPAL RES	03/05/25 2024 tax forms 56856	210-5-13-10-550.000 Printing and Binding	621.02	55108	04/04/25
25680	NORTHEAST NURSERY INC	03/31/25 Marking Lime 461355	210-5-30-12-610.000 General Supplies	437.51	55109	04/04/25
19325	OPEN APPROACH INC	04/01/25 IT Services April 2025 25816	210-5-14-10-330.000 Professional Services	8125.00	55110	04/04/25
19325	OPEN APPROACH INC	04/01/25 IT Services April 2025 25816	210-5-14-10-505.000 Tech. Subs, Licenses	5090.52	55110	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	OPEN APPROACH INC	04/01/25	Connect Wise Control Acce 25818	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	55110	04/04/25
V10729	OVERDRIVE INC	03/12/25	BL JDigibks MAR25 01459DA25079	210-5-35-10-640.202 Juvenile Collection	621.93	55111	04/04/25
V10729	OVERDRIVE INC	03/18/25	BL JDgibks MAR25 01459DA25085	210-5-35-10-640.202 Juvenile Collection	89.99	55111	04/04/25
23420	P & P SEPTIC SERVICE INC.	03/31/25	MSP Portolet April T641264	210-5-30-12-330.000 Professional Services	330.00	55113	04/04/25
80177	PARKER, JENNY	03/18/25	Stipend PCAB March 2025 031825Parker	210-5-11-10-190.000 Board Member Payments	50.00	55114	04/04/25
V9862	PERCY RENTALS, SALES & SE	03/20/25	lawn mower parts 41312	210-5-40-12-610.000 General Supplies	540.43	55116	04/04/25
V10554	PHOENIX BOOKS BURLINGTON	12/11/24	BL ABooks DEC24 1355835	210-5-35-10-640.201 Adult Collection	23.19	55120	04/04/25
V10554	PHOENIX BOOKS BURLINGTON	03/27/25	BL JFNDN Books MAR25 1489295	210-5-90-00-991.000 Library Donation Expense	152.68	55120	04/04/25
V10554	PHOENIX BOOKS BURLINGTON	03/27/25	BL JBooks MAR25 1489299	210-5-35-10-640.202 Juvenile Collection	160.70	55120	04/04/25
24410	PRIORITY EXPRESS INC	03/31/25	BL Courier 8 MAR25 80272514	210-5-35-10-560.000 Postage	214.72	55122	04/04/25
37430	R R CHARLEBOIS INC	01/24/25	Check Engine Light RC88359	210-5-25-10-430.000 R&M Vehicles & Equipment	1070.90	55123	04/04/25
24325	RADIO NORTH GROUP INC	03/13/25	SERVICE - OTHER 24146941	210-5-25-10-570.000 Other Purchased Services	740.00	55124	04/04/25
18010	REYNOLDS & SON, INC.	03/31/25	Pads Alcohol Free Respira 3451919	210-5-25-10-610.000 General Supplies	19.69	55125	04/04/25
03180	SAFETY SYSTEMS OF VT LLC	03/29/25	Pinnacle Upgrade 12966961	210-5-41-26-400.000 Contracted Services	925.00	55126	04/04/25
03180	SAFETY SYSTEMS OF VT LLC	03/29/25	Pinnacle Upgrade 12966961	210-5-41-23-400.000 Contracted Services	925.00	55126	04/04/25
03180	SAFETY SYSTEMS OF VT LLC	03/29/25	Pinnacle Upgrade 12966961	210-5-41-20-400.000 Contracted Services	925.00	55126	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/25/25	SS7000 Super Sucker parts 113433	210-5-40-12-610.000 General Supplies	95.24	55127	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/28/25	SS7000 Parts 113619	210-5-40-12-610.000 General Supplies	32.39	55127	04/04/25
00275	SB SIGNS INC	03/19/25	Annual Mtg Banner 31694	210-5-12-10-820.000 Elections	175.00	55128	04/04/25
09105	SECURE SHRED	03/25/25	EJRP Shred March 485417	210-5-30-10-330.000 Professional Services	24.00	55130	04/04/25
09105	SECURE SHRED	03/25/25	2 Lincoln Shred bin 485422	210-5-12-10-330.000 Professional Services	24.00	55130	04/04/25
29090	SUNBELT RENTALS	03/20/25	2 HATHARD W/ RATCHET BLUE 000166622208	210-5-40-12-609.000 Safety Supplies	42.00	55135	04/04/25
29090	SUNBELT RENTALS	12/20/24	Gloves deer skin bar 163449501001	210-5-40-12-610.000 General Supplies	78.64	55135	04/04/25
29090	SUNBELT RENTALS	03/24/25	Stump Grinder Rental 166736536001	210-5-40-12-890.834 Emerald Ash Borer	512.88	55135	04/04/25
12890	U S BANK	03/15/25	debt payments May 2025 VMBBESS81 05	210-5-95-00-955.903 Capital Imp Interest	18441.43	55137	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00710	UPS STORE	03/25/25	Bumper Rubber for snow pl POS33276	210-5-40-12-430.000 R&M Vehicles & Equipment	50.45	55138	04/04/25
02970	USA BLUE BOOK INC	03/17/25	SafeGrip Powder Free glove 00653427	210-5-40-12-609.000 Safety Supplies	448.73	55139	04/04/25
19350	VERIZON CONNECT FLEET USA	04/01/25	VEHICLE TRACKING SUBSCRIP 621000068847	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	55140	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25	Cellular March 2025 6108750484	210-5-25-10-530.000 Communications	100.06	55141	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25	Cellular March 2025 6108750484	210-5-10-10-530.000 Communications	40.44	55141	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25	Cellular March 2025 6108750484	210-5-40-12-530.000 Communications	60.48	55141	04/04/25
80096	VERMONT LIBRARY ASSOCIATI	04/01/25	BL Conf Dues APR25 02632	210-5-35-10-500.000 Training, Conf, Dues	410.00	55142	04/04/25
22070	VILLAGE COPY & PRINT INC.	03/17/25	Election env printing 9976	210-5-12-10-820.000 Elections	450.50	55143	04/04/25
22070	VILLAGE COPY & PRINT INC.	03/17/25	Code Updates February 26 9977	210-5-10-10-550.000 Printing and Binding	613.45	55143	04/04/25
22070	VILLAGE COPY & PRINT INC.	03/17/25	Newsletter March 2025 9978	210-5-10-10-550.000 Printing and Binding	3142.57	55143	04/04/25
22070	VILLAGE COPY & PRINT INC.	03/18/25	FY24 Annual Report March 9980	210-5-10-10-550.000 Printing and Binding	950.75	55143	04/04/25
23395	VILLAGE HARDWARE - WILLIS	03/19/25	Supplies for the Trailer 519768	210-5-40-12-610.000 General Supplies	74.46	55144	04/04/25
23395	VILLAGE HARDWARE - WILLIS	03/27/25	Ratchet Tie Down 519797	210-5-40-12-610.000 General Supplies	31.34	55144	04/04/25
23395	VILLAGE HARDWARE - WILLIS	03/28/25	Parts for the shop 519803	210-5-40-12-610.000 General Supplies	17.84	55144	04/04/25
23395	VILLAGE HARDWARE - WILLIS	03/31/25	Straw and turf mix 519814	210-5-40-12-605.000 Summer Construction Suppl	306.36	55144	04/04/25
V2371	VMCTA	04/01/25	Clerk Training DB 2648	210-5-12-10-500.000 Training Conf Dues	35.00	55145	04/04/25
28470	VMERS DB 110800	03/14/25	Payroll Transfer PR-03/14/25	210-2-00-00-210.004 Retirement Payable	20297.89	55146	04/04/25
28470	VMERS DB 110800	03/28/25	Payroll Transfer PR-03/28/25	210-2-00-00-210.004 Retirement Payable	21364.32	55146	04/04/25
80130	VMERS DC 110800	03/28/25	Payroll Transfer PR-03/28/25	210-2-00-00-210.004 Retirement Payable	3265.95	55147	04/04/25
29825	VT GAS SYSTEMS	03/20/25	MSP Gas April 157875603202	210-5-41-26-621.000 Natural Gas/Heating	387.56	55148	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	210-5-41-22-621.000 Natural Gas/Heating	811.24	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	210-5-41-20-621.000 Natural Gas/Heating	212.56	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	210-5-41-23-621.000 Natural Gas/Heating	361.73	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	210-5-41-21-621.000 Natural Gas/Heating	1048.09	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	210-5-40-12-621.000 Natural Gas/Heating	599.39	55149	04/04/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	03/20/25 MSP Gas April 810044032025	210-5-41-26-621.000 Natural Gas/Heating	420.45	55150	04/04/25
41630	VT STATE TREASURER	04/03/25 1st Qtr Marriage License 040325	210-2-00-00-215.003 Due to VT Marriage Lic	130.00	55151	04/04/25
23575	VTCMA	03/24/25 Conference May 2025 05152025	210-5-10-10-500.000 Training, Conf, Dues	375.00	55152	04/04/25
07565	W B MASON CO INC	03/18/25 Cleaning Supplies 253030540	210-5-30-12-610.000 General Supplies	31.99	55153	04/04/25
07565	W B MASON CO INC	03/19/25 Office Supplies 253071883	210-5-30-10-610.000 General Supplies	109.86	55153	04/04/25
80203	EVmatch Inc	03/19/25 EV Charger on Fire Statio 1456	220-5-00-00-720.006 EV Charging	1231.00	55070	04/04/25
80077	BREADLOAF CONSTRUCTION CO	02/28/25 2 Lincoln Renovation Febr 8	232-5-41-20-890.832 2 Lincoln Street Renovati	328004.04	55049	04/04/25
V10545	KD ASSOCIATES, INC	11/14/24 2 Lincoln Renovation Nove 00024445	232-5-41-20-890.832 2 Lincoln Street Renovati	580.00	55095	04/04/25
03180	SAFETY SYSTEMS OF VT LLC	03/01/25 2 Lincoln Renovation Marc 12966916	232-5-41-20-890.832 2 Lincoln Street Renovati	6466.50	55126	04/04/25
39425	SCOTT & PARTNERS INC	03/25/25 2 Linc Reno Feb 2025 21-1457 0225	232-5-41-20-890.832 2 Lincoln Street Renovati	1140.00	55129	04/04/25
39425	SCOTT & PARTNERS INC	03/11/25 BL Roof FEB25 5842	232-5-41-21-730.001 Roof	2665.00	55129	04/04/25
42565	SEVEN DAYS	02/26/25 BL Roof FEB25 244585	232-5-41-21-730.001 Roof	162.76	55131	04/04/25
30025	FREEMAN FRENCH FREEMAN IN	03/20/25 MSP Gym Study Feb 12956	233-5-00-00-740.005 Park Amenities	3250.00	55076	04/04/25
31275	DON WESTON EXCAVATING INC	03/26/25 Countryside Watermain Bre 11101	254-5-54-20-433.000 R&M Infrastructure	3395.00	55065	04/04/25
40025	E J PRESCOTT INC	03/24/25 Parts for Countryside Wat 6458739	254-5-54-20-433.000 R&M Infrastructure	491.19	55066	04/04/25
40025	E J PRESCOTT INC	03/25/25 FULL WRAP LEAK CLAMP 6459412	254-5-54-20-433.000 R&M Infrastructure	128.36	55066	04/04/25
07010	GREEN MOUNTAIN POWER CORP	03/13/25 Non Solar accounts 02/11/ 031325NS	254-5-54-20-622.000 Electricity	227.42	55086	04/04/25
80010	HELLA, NICK	03/27/25 Utility Refund Hella 009000 REF	254-2-00-00-200.002 Overpayments Payable	194.42	55090	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/25/25 SS7000 Super Sucker parts 113433	254-5-54-20-610.000 General Supplies	15.87	55127	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/28/25 SS7000 Parts 113619	254-5-54-20-610.000 General Supplies	5.40	55127	04/04/25
12890	U S BANK	03/15/25 debt payments May 2025 VMBBESS81 05	254-5-54-70-955.000 Bond Interest Expense	4048.12	55137	04/04/25
12890	U S BANK	03/15/25 debt payments May 2025 VMBBESS81 05	254-5-54-70-955.000 Bond Interest Expense	55859.49	55137	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25 Cellular March 2025 6108750484	254-5-54-20-530.000 Communications	110.94	55141	04/04/25
29825	VT GAS SYSTEMS	03/20/25 VGS 02/18/25-03/18/25 25065	254-5-54-20-621.000 Natural Gas/Heating	442.81	55149	04/04/25
80204	A.DuiePYLE	02/27/25 Picked up Roller for GBT 642448534	255-5-55-30-570.000 Other Purchased Services	697.37	55038	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14685	ALLIANCE GROUP SERV LLC	03/27/25	centrifuge panel repair 85093	255-5-55-30-431.000 R&M Buildings	312.50	55041	04/04/25
14685	ALLIANCE GROUP SERV LLC	03/27/25	Clarifier motor repair 85100	255-5-55-30-431.000 R&M Buildings	155.00	55041	04/04/25
23455	CHITTENDEN SOLID WASTE DI	02/28/25	FEB25 Biosolids INV21892	255-5-55-30-568.000 Biosolids Subcontractor	13587.68	55055	04/04/25
17895	CLEAN NEST	04/01/25	2 Lincoln and WW Janitori 15555	255-5-55-30-330.000 Professional Services	434.00	55057	04/04/25
04940	COMCAST	03/23/25	Internet Only 03160280325	255-5-55-30-530.000 Communications	174.89	55059	04/04/25
38955	F W WEBB COMPANY	03/24/25	For SHT #2 Decant valve 90091202	255-5-55-30-570.000 Other Purchased Services	70.31	55071	04/04/25
04640	FASTENAL INDUSTRIAL & CON	03/25/25	2-Drum Mod Platform 336103	255-5-55-30-609.000 Safety Supplies	879.93	55073	04/04/25
29280	FIRST NATIONAL BANK OMAH	03/19/25	WWVisa 02/19-03/12/25 0481031925	255-5-55-30-610.000 General Supplies	143.45	55074	04/04/25
29280	FIRST NATIONAL BANK OMAH	03/19/25	WWVisa 02/19-03/12/25 0481031925	255-5-55-30-435.000 COGEN	13.85	55074	04/04/25
19005	FIRSTLIGHT FIBER	10/01/24	Communications October 20 18347649	255-5-55-30-530.000 Communications	542.86	55075	04/04/25
19005	FIRSTLIGHT FIBER	11/01/24	Communications November 2 18556649	255-5-55-30-530.000 Communications	550.84	55075	04/04/25
19005	FIRSTLIGHT FIBER	12/01/24	Communications December 2 18757649	255-5-55-30-530.000 Communications	559.11	55075	04/04/25
19005	FIRSTLIGHT FIBER	01/01/25	Communications January 20 18978649	255-5-55-30-530.000 Communications	567.49	55075	04/04/25
19005	FIRSTLIGHT FIBER	02/01/25	Communications February 2 19226649	255-5-55-30-530.000 Communications	576.00	55075	04/04/25
19005	FIRSTLIGHT FIBER	03/01/25	Communications March 2025 19447649	255-5-55-30-530.000 Communications	584.64	55075	04/04/25
04035	GOT THAT RENTAL & SALES I	03/26/25	RentScaffold to fix clari 138725	255-5-55-30-442.000 Rental Vehicles/Equip	43.60	55083	04/04/25
24785	GRAINGER	03/25/25	PRESSURE REGULATOR,1/2 9450935359	255-5-55-30-610.000 General Supplies	150.54	55085	04/04/25
V10407	KIMBALL MIDWEST	10/28/24	Cleaner and clamp 102740833	255-5-55-30-610.000 General Supplies	62.68	55096	04/04/25
V10407	KIMBALL MIDWEST	11/01/24	Credit is for invoice 102 102758453	255-5-55-30-610.000 General Supplies	-56.88	55096	04/04/25
V10407	KIMBALL MIDWEST	11/01/24	CLAMP Credit for invoice 102758742	255-5-55-30-570.000 Other Purchased Services	-20.40	55096	04/04/25
V10407	KIMBALL MIDWEST	12/18/24	clamps 102901663	255-5-55-30-610.000 General Supplies	5.80	55096	04/04/25
V10407	KIMBALL MIDWEST	03/19/25	Drill bits 103178362	255-5-55-30-610.000 General Supplies	9.56	55096	04/04/25
41005	LARAMIE WATER RESOURCES L	03/23/25	9-Annual Backflow Test 1654	255-5-55-30-431.000 R&M Buildings	945.00	55099	04/04/25
V9454	LENNY'S SHOE & APP	03/25/25	UniformJason S. 4059486	255-5-55-30-612.000 Uniforms	219.98	55100	04/04/25
V9454	LENNY'S SHOE & APP	03/25/25	Uniform Josh S. 4059487	255-5-55-30-612.000 Uniforms	386.97	55100	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9454	LENNY'S SHOE & APP	03/28/25	Uniform TSullivan 4059764	255-5-55-30-612.000 Uniforms	648.90	55100	04/04/25
V9454	LENNY'S SHOE & APP	03/31/25	Uniform Art Garrison 4059947	255-5-55-30-612.000 Uniforms	321.04	55100	04/04/25
19325	OPEN APPROACH INC	04/01/25	Connect Wise Control Acce 25818	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	55110	04/04/25
03160	P & H SENESAC INC	03/28/25	POLYMER FOR DEWATERING 20569	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	55112	04/04/25
15450	PEAK MOTOR AND PUMP	03/18/25	Pump and Motor 102284	255-5-55-30-570.000 Other Purchased Services	2333.26	55115	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/25/25	SS7000 Super Sucker parts 113433	255-5-55-30-610.000 General Supplies	15.87	55127	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/28/25	SS7000 Parts 113619	255-5-55-30-610.000 General Supplies	5.40	55127	04/04/25
V2124	STAPLES ADVANTAGE	03/22/25	21N GRN BETTER BINDERS 6027230862	255-5-55-30-610.000 General Supplies	76.60	55133	04/04/25
12890	U S BANK	03/15/25	debt payments May 2025 VMBBESS81 05	255-5-55-70-955.002 RZEDB Interest	16455.69	55137	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25	Cellular March 2025 6108750484	255-5-55-30-530.000 Communications	90.90	55141	04/04/25
23395	VILLAGE HARDWARE - WILLIS	03/27/25	2ndClarifier PVC glue sc 519801	255-5-55-30-610.000 General Supplies	34.18	55144	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	255-5-55-30-621.000 Natural Gas/Heating	2363.81	55149	04/04/25
07010	GREEN MOUNTAIN POWER CORP	03/13/25	Non Solar accounts 02/11/ 031325NS	256-5-56-40-622.000 Electricity	577.86	55086	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/25/25	SS7000 Super Sucker parts 113433	256-5-56-40-610.000 General Supplies	190.48	55127	04/04/25
11345	SANITARY EQUIPMENT CO INC	03/28/25	SS7000 Parts 113619	256-5-56-40-610.000 General Supplies	64.78	55127	04/04/25
36130	VERIZON WIRELESS VSAT	03/23/25	Pump Stations 2/24-3/23, 6109321702	256-5-56-40-340.000 Technical Services	304.75	55141	04/04/25
36130	VERIZON WIRELESS VSAT	03/23/25	Pump Stations 2/24-3/23, 6109321702	256-5-56-40-434.001 Susie Wilson PS Costs	78.50	55141	04/04/25
36130	VERIZON WIRELESS VSAT	03/23/25	Pump Stations 2/24-3/23, 6109321702	256-5-56-40-434.002 West Street PS Costs	78.50	55141	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	256-5-56-40-434.001 Susie Wilson PS Costs	48.55	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	256-5-56-40-434.002 West Street PS Costs	55.79	55149	04/04/25
29825	VT GAS SYSTEMS	03/20/25	VGS 02/18/25-03/18/25 25065	256-5-56-40-621.000 Natural Gas/Heating	178.35	55149	04/04/25
VI633	WILMINGTON TRUST	03/26/25	RF1-157 debt payment (RF1-157) 03	256-5-56-70-955.002 RF1-157 PS upgrade	12058.13	55154	04/04/25
VI633	WILMINGTON TRUST	03/26/25	RF1-157 debt payment (RF1-157) 03	256-2-00-00-250.002 RF1-157	55061.37	55154	04/04/25
19815	AMAZON CAPITAL SERVICES	03/31/25	RK FMS Supplies 13PJFKHWG4FR	259-5-30-15-610.000 General Supplies	95.37	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/28/25	RK MSP EES Supplies 14N4QC3QKQDQ	259-5-30-15-610.000 General Supplies	22.38	55044	04/04/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/26/25 Program Supplies 1GV41QL4XRL7	259-5-30-14-610.000 General Supplies	71.94	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/24/25 Preschool Supplies 1JQTF493XV9Y	259-5-30-16-610.000 General Supplies	36.98	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/19/25 RK MSP Shared 1K4Q4MKLVHMY	259-5-30-15-610.000 General Supplies	7.99	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/20/25 Preschool Supplies 1KYVLC6H4673	259-5-30-16-610.000 General Supplies	146.76	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/28/25 RK Hiawatha Supplies 1MWPV7PGPXFG	259-5-30-15-610.000 General Supplies	56.45	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/26/25 RK S/H MSP 1PTXFQ6YTLH9	259-5-30-15-610.000 General Supplies	9.00	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/19/25 RK Summit Supplies 1T9TG4K3WYM6	259-5-30-15-610.000 General Supplies	24.82	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/19/25 RK Summit Supplies 1TJ3N9PPT9QH	259-5-30-15-610.000 General Supplies	81.40	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/27/25 RK FMS Supplies 1TL6WFX79L3R	259-5-30-15-610.000 General Supplies	105.63	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/21/25 RK Summit Supplies 1VQ61TXDKL3Y	259-5-30-15-610.000 General Supplies	42.23	55044	04/04/25
19815	AMAZON CAPITAL SERVICES	03/24/25 RK MSP Supplies 1XXGLNVL1PQQ	259-5-30-15-610.000 General Supplies	15.96	55044	04/04/25
17895	CLEAN NEST	04/01/25 EJRP Cleaning March 15554	259-5-30-16-420.000 Cleaning Services	1159.36	55057	04/04/25
80025	CUSEO, BRIAN	03/28/25 Chcare Ref-Cuseo \$198 205158	259-4-30-15-020.313 Childcare - AS	198.00	55062	04/04/25
27810	DOCNETWORK INC	04/04/25 Camp Doc Annual Fee 2515072	259-5-30-15-330.000 Professional Services	6600.00	55064	04/04/25
04640	FASTENAL INDUSTRIAL & CON	03/25/25 RK First Aid VTBUR336096	259-5-30-15-610.000 General Supplies	2.34	55073	04/04/25
04640	FASTENAL INDUSTRIAL & CON	03/25/25 Preschool First Aid VTBUR336097	259-5-30-16-610.000 General Supplies	7.60	55073	04/04/25
04640	FASTENAL INDUSTRIAL & CON	03/25/25 Preschool First Aid VTBUR336098	259-5-30-16-610.000 General Supplies	17.73	55073	04/04/25
80192	Fountain of Youth Fitness	03/24/25 Lifting Spirits Class 3/2 032425D	259-5-30-14-330.000 Professional Services	88.00	55077	04/04/25
80025	GILBERT, KAITLIN	03/31/25 Childcare Refund-Gilbert 205245	259-4-30-15-020.313 Childcare - AS	473.00	55081	04/04/25
80191	GREEN MTN TRAINING CTR	02/24/25 Vac Camp 2/24 01272512	259-5-30-15-330.000 Professional Services	620.00	55087	04/04/25
28895	KINDERMUSIK WITH RACHEL L	03/20/25 Kindermusik March 1033	259-5-30-14-330.000 Professional Services	1344.00	55097	04/04/25
80082	KONARE, ISSA	03/26/25 Youth BBall Ref 032625D	259-5-30-14-330.000 Professional Services	805.00	55098	04/04/25
80026	MAJESTIC 10 - MAPLETREE C	02/25/25 Vac Camp 2/25 EJRP071025	259-5-30-15-330.000 Professional Services	381.50	55102	04/04/25
80126	MAPLE STREET ART SPACE LL	03/27/25 Vac Camps Feb 032725D	259-5-30-14-330.000 Professional Services	2970.00	55103	04/04/25
80126	MAPLE STREET ART SPACE LL	03/27/25 Afterschool Art March/Apr 032725D2	259-5-30-14-330.000 Professional Services	4441.50	55103	04/04/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80126	MAPLE STREET ART SPACE LL	03/31/25	Senior Art Programs 033125D	259-5-30-14-330.000 Professional Services	562.50	55103	04/04/25
14570	METROCK STATION / VERTI	03/20/25	Vac Camp 3/4 1334999	259-5-30-15-330.000 Professional Services	860.00	55106	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/19/25	RK FMS Snack 350453	259-5-30-15-610.000 General Supplies	16.72	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/19/25	RK Hiawatha Snack 352900	259-5-30-15-610.000 General Supplies	196.96	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/19/25	RK Summit Snack 353251	259-5-30-15-610.000 General Supplies	351.12	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/26/25	RK EES Snack 355400	259-5-30-15-610.000 General Supplies	293.93	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/24/25	RK Fleming Snack 355442	259-5-30-15-610.000 General Supplies	119.26	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/25/25	RK MSP EES Snack 355973	259-5-30-15-610.000 General Supplies	128.10	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/25/25	RK FMS Snack 355974	259-5-30-15-610.000 General Supplies	150.77	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/25/25	RK S/H MSP Snack 356169	259-5-30-15-610.000 General Supplies	148.96	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/26/25	RK Westford Snack 356518	259-5-30-15-610.000 General Supplies	47.68	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/27/25	RK Hiawatha Snack 357758	259-5-30-15-610.000 General Supplies	22.73	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/31/25	RK Summit Snack 358247	259-5-30-15-610.000 General Supplies	117.43	55117	04/04/25
29425	PERFORMANCE FOOD 24793-EJ	03/31/25	Vac Camp Snack 359315	259-5-30-15-610.000 General Supplies	77.92	55117	04/04/25
24855	PETTY CASH - CAITLIN FAY	04/02/25	DC Trip Petty Cash 040225D	259-5-30-14-330.000 Professional Services	9992.00	55119	04/04/25
80071	PLUM THERAPY LLC KATRINA	04/01/25	Clinical Supervision Marc 040125D	259-5-30-15-330.000 Professional Services	300.00	55121	04/04/25
17675	SMUGGLERS NOTCH RESORT	03/31/25	Vac Camp 3/31 033125D	259-5-30-15-330.000 Professional Services	390.00	55132	04/04/25
23495	STUDENT TRANSPORTATION OF	03/04/25	Vac Camp Bus 2/24-27 70293258	259-5-30-15-580.000 Travel	714.56	55134	04/04/25
23495	STUDENT TRANSPORTATION OF	03/31/25	Vac Camp Bus 3/31 70296160	259-5-30-15-580.000 Travel	637.31	55134	04/04/25
80025	TROMBLY, JULIE	03/28/25	Chcare Ref-Trombly \$1211 205160	259-4-30-17-020.313 Childcare - DC	626.00	55136	04/04/25
80025	TROMBLY, JULIE	03/28/25	Chcare Ref-Trombly \$1211 205160	259-4-30-15-020.313 Childcare - AS	585.00	55136	04/04/25
36130	VERIZON WIRELESS VSAT	03/17/25	Cellular March 2025 6108750484	259-5-30-16-530.000 Communications	40.44	55141	04/04/25
07565	W B MASON CO INC	03/25/25	Preschool Paper 253195782	259-5-30-16-610.000 General Supplies	54.93	55153	04/04/25
07565	W B MASON CO INC	03/25/25	Preschool Supplies 253195993	259-5-30-16-610.000 General Supplies	40.49	55153	04/04/25

04/03/25

City of Essex Junction Accounts Payable

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01:21 pm

Check Warrant Report # 24072 Current Prior Next FY Invoices For Fund (GENERAL FUND)

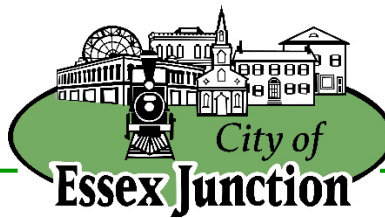
Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/28/25 To 04/04/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

Report Total				10514829.46		
				=====		

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 \$ 10,514,829.46
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers

CC: Tri-Town Members (Essex Town and Williston)

From: Jess Morris, Finance Director

Meeting Date: April 9, 2025

Subject: March Financial Report

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 3/31/25 therefore the year to date actuals are for the period 7/1/24-3/31/25, 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 just over 99% of budget or \$11,939,094 and expenditures are just over 67% of budget or \$8,084,830.

The Water Fund operating revenue is just under 60% of budget or \$723,976 and operating expenditures are just over 64% of budget or \$1,159,095. The Wastewater Fund operating revenue is just under 77% of budget or \$2,285,652 and operating expenditures are just over 64% of budget or \$1,909,382. The Sanitation Fund operating revenue is just over 81% of budget or \$793,775 and operating expenditures are just over 74% of budget or \$567,334. The final FY25 utility bills will be prepared at the end of June and will be reflected in the June reports.

There are currently 342 delinquent utility accounts with balances totaling \$104,385. There are currently no properties with water shut off. This amount is high as payments were due on March 25th but will continue to decrease as we pursue collections on delinquent accounts through April.

The EJRP Program Fund revenue is just over 78% of budget or \$2,933,212 and expenditures are just under 81% of budget or \$3,091,137.

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, as well as quarterly transfers for capital and administrative allocations between funds.

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

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	11,110,346.00	10,931,021.62	179,324.38	98.39%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	8,800.00	17,600.00	-8,800.00	200.00%	8,800.00
210-4-00-00-020.054 Admin Fee - Water	190,891.00	143,168.25	47,722.75	75.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	95,446.00	71,584.50	23,861.50	75.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	190,891.00	143,168.25	47,722.75	75.00%	0.00
210-4-00-00-020.059 Admin Fee - EJRP PF	45,000.00	33,750.00	11,250.00	75.00%	0.00
210-4-00-00-030.009 Cannabis Control	0.00	600.00	-600.00	100.00%	0.00
210-4-00-00-042.001 PILOT Revenue	8,000.00	16,646.20	-8,646.20	208.08%	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	32,955.50	-29,519.50	959.12%	29,486.50
210-4-00-00-042.005 State Act 68 Revenue	39,000.00	44,248.67	-5,248.67	113.46%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	70,738.89	-68,238.89	2,829.56%	57.74
210-4-00-00-080.001 State District Court Fine	4,500.00	3,741.00	759.00	83.13%	498.00
210-4-00-00-085.000 Penalties	30,000.00	167,280.06	-137,280.06	557.60%	134,640.79
210-4-00-00-086.000 Interest	8,000.00	15,101.05	-7,101.05	188.76%	1,311.69
210-4-00-00-098.000 Misc Revenue	1,500.00	7,251.52	-5,751.52	483.43%	101.19
Total General Revenues	11,743,010.00	11,698,835.51	44,154.49	99.62%	174,895.91
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	50.00	52.00	-2.00	104.00%	8.00
210-4-12-10-020.004 Recording Fees	55,000.00	39,656.00	15,344.00	72.10%	6,171.00
210-4-12-10-020.010 Printing and Duplication	4,000.00	298.05	3,701.95	7.45%	32.00
210-4-12-10-020.011 Online Land Records	0.00	376.25	-376.25	100.00%	91.00
210-4-12-10-020.013 Sale of Certified Copy	6,000.00	1,050.00	4,950.00	17.50%	130.00
210-4-12-10-020.023 Records Preservation	0.00	14,391.00	-14,391.00	100.00%	2,240.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	1,065.00	1,810.00	37.04%	555.00
210-4-12-10-030.002 Hunting and Fishing	10.00	5.00	5.00	50.00%	0.00
210-4-12-10-030.003 Marriage Licenses	630.00	390.00	240.00	61.90%	15.00
210-4-12-10-030.004 Animal Licenses	2,700.00	2,718.00	-18.00	100.67%	1,350.00
210-4-12-10-030.005 Green Mountain Passport	100.00	102.00	-2.00	102.00%	8.00
210-4-12-10-030.006 DMV Registrations	99.00	27.00	72.00	27.27%	6.00
Total Clerk Revenue	71,464.00	60,130.30	11,333.70	84.14%	10,606.00
210-4-14-10 Information Technology					
Total Information Technology	0.00	0.00	0.00	0.00%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	47,000.00	34,615.00	12,385.00	73.65%	3,630.00
Total ComDev Revenues	47,000.00	34,615.00	12,385.00	73.65%	3,630.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17 EconDev Revenues					
Total EconDev Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-25 Fire Revenues					
Total Fire Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	9,500.00	840.00	8,660.00	8.84%	90.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
Total EJPJ Revenues	9,500.00	1,590.00	7,910.00	16.74%	90.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	683.80	-683.80	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	3,300.00	-3,300.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	650.00	852.25	-202.25	131.12%	244.85
Total Library Revenues	650.00	4,836.05	-4,186.05	744.01%	244.85
210-4-40 PW Revenues					
210-4-40-12-020.017 EV Charger	0.00	1,639.57	-1,639.57	100.00%	276.08
210-4-40-12-042.006 State Aid to Highways	130,000.00	128,709.65	1,290.35	99.01%	0.00
210-4-40-12-098.000 Misc Revenue	2,500.00	2,228.50	271.50	89.14%	287.60
Total PW Revenues	132,500.00	132,577.72	-77.72	100.06%	563.68
210-4-41 Building Revenues					
Total Building Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	4,989.86	-4,989.86	100.00%	3,037.87
210-4-90-00-640.201 Adult Collection replacem	0.00	781.95	-781.95	100.00%	113.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	718.00	-718.00	100.00%	74.00
Total Other Sources and Uses	0.00	6,489.81	-6,489.81	100.00%	3,224.87
Total Revenue	12,004,124.00	11,939,094.39	65,029.61	99.46%	193,255.31
Total Revenues	12,004,124.00	11,939,094.39	65,029.61	99.46%	193,255.31
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	356,253.00	255,535.07	100,717.93	71.73%	26,828.37
210-5-10-10-210.000 Group Insurance	115,354.00	71,920.58	43,433.42	62.35%	6,237.77
210-5-10-10-220.000 Social Security	27,438.00	19,941.64	7,496.36	72.68%	2,086.63
210-5-10-10-225.000 Act 76 Childcare Tax	1,184.00	824.91	359.09	69.67%	77.89

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10-230.000 Retirement	31,295.00	22,525.01	8,769.99	71.98%	2,411.92
210-5-10-10-290.000 Other Employee Benefits	5,978.00	350.00	5,628.00	5.85%	0.00
210-5-10-10-320.000 Legal Services	45,000.00	18,018.50	26,981.50	40.04%	967.50
210-5-10-10-330.000 Professional Services	8,031.00	968.50	7,062.50	12.06%	68.35
210-5-10-10-442.000 Rental Vehicles/Equip	6,717.00	2,271.18	4,445.82	33.81%	165.54
210-5-10-10-500.000 Training, Conf, Dues	10,982.00	6,336.53	4,645.47	57.70%	400.00
210-5-10-10-505.000 Tech. Subs, Licenses	15,851.00	15,686.78	164.22	98.96%	730.18
210-5-10-10-530.000 Communications	3,408.00	3,185.18	222.82	93.46%	40.44
210-5-10-10-540.000 Advertising	29,530.00	11,418.40	18,111.60	38.67%	3,166.00
210-5-10-10-550.000 Printing and Binding	8,000.00	4,706.77	3,293.23	58.83%	4,706.77
210-5-10-10-560.000 Postage	9,310.00	6,779.68	2,530.32	72.82%	68.17
210-5-10-10-580.000 Travel	2,000.00	34.95	1,965.05	1.75%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	1,205.01	3,794.99	24.10%	0.00
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	1,507.09	4,492.91	25.12%	0.00
210-5-10-10-850.000 Community Events and Cele	500.00	500.00	0.00	100.00%	0.00
Total Administration	688,831.00	443,715.78	245,115.22	64.42%	47,955.53
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	13,800.00	900.00	12,900.00	6.52%	150.00
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
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	30.90	10.10	75.37%	10.30
210-5-11-10-330.000 Professtional Services	33,608.00	16,087.00	17,521.00	47.87%	168.00
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,968.00	1,595.00	90.92%	20.50
210-5-11-10-540.000 Advertising	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,075.00	539.68	1,535.32	26.01%	0.00
210-5-11-10-831.000 Special or New Programs	20,000.00	5,322.64	14,677.36	26.61%	0.00
Total Legislative	102,243.00	48,940.37	53,302.63	47.87%	3,712.85
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	157,132.00	120,482.73	36,649.27	76.68%	11,214.40
210-5-12-10-120.000 Part Time Salaries	7,426.00	2,136.25	5,289.75	28.77%	0.00
210-5-12-10-130.000 Overtime	453.00	824.63	-371.63	182.04%	339.26
210-5-12-10-210.000 Group Insurance	30,302.00	37,463.83	-7,161.83	123.63%	4,601.76
210-5-12-10-220.000 Social Security	12,919.00	9,446.73	3,472.27	73.12%	906.28
210-5-12-10-225.000 Act 76 Childcare Tax	557.00	404.50	152.50	72.62%	36.10
210-5-12-10-230.000 Retirement	15,396.00	11,624.38	3,771.62	75.50%	1,133.09
210-5-12-10-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-12-10-330.000 Professional Services	192.00	186.00	6.00	96.88%	48.00
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	2,514.04	485.96	83.80%	750.00
210-5-12-10-505.000 Tech. Subs Licenses	4,200.00	3,213.00	987.00	76.50%	714.00
210-5-12-10-550.000 Printing and Binding	1,500.00	574.35	925.65	38.29%	0.00
210-5-12-10-560.000 Postage	500.00	307.19	192.81	61.44%	0.00
210-5-12-10-570.023 Records Preservation	0.00	-4.00	4.00	100.00%	-4.00
210-5-12-10-580.000 Travel	500.00	394.18	105.82	78.84%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-12-10-610.000 General Supplies	3,776.00	2,337.28	1,438.72	61.90%	0.00
210-5-12-10-735.000 Tech: Equip/Hardware	2,000.00	24.00	1,976.00	1.20%	0.00
210-5-12-10-820.000 Elections	15,867.00	3,617.41	12,249.59	22.80%	2,883.88
Total Clerk	236,470.00	195,546.50	60,923.50	76.25%	22,622.77
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	287,174.00	205,516.30	81,657.70	71.57%	21,668.32
210-5-13-10-190.000 Board Member Payments	1,400.00	100.00	1,300.00	7.14%	0.00
210-5-13-10-210.000 Group Insurance	57,813.00	33,741.57	24,071.43	58.36%	4,480.42
210-5-13-10-220.000 Social Security	23,190.00	17,234.30	5,955.70	74.32%	1,874.24
210-5-13-10-225.000 Act 76 Childcare Tax	1,000.00	713.08	286.92	71.31%	72.96
210-5-13-10-230.000 Retirement	27,366.00	19,807.25	7,558.75	72.38%	2,142.16
210-5-13-10-250.000 Unemployment Insurance	3,834.00	3,749.62	84.38	97.80%	1,068.63
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	24,542.49	-3,360.49	115.86%	9,826.78
210-5-13-10-290.000 Other Employee Benefits	1,400.00	700.00	700.00	50.00%	0.00
210-5-13-10-330.000 Professional Services	14,310.00	7,049.93	7,260.07	49.27%	20.00
210-5-13-10-335.000 Audit	14,453.00	16,956.81	-2,503.81	117.32%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	240.00	1,518.00	13.65%	75.00
210-5-13-10-505.000 Tech. Subs, Licenses	21,999.00	13,505.27	8,493.73	61.39%	428.00
210-5-13-10-520.000 PACIF Insurance	103,615.00	66,901.68	36,713.32	64.57%	23,034.22
210-5-13-10-550.000 Printing and Binding	3,883.00	3,415.58	467.42	87.96%	621.02
210-5-13-10-560.000 Postage	2,800.00	1,886.84	913.16	67.39%	0.00
210-5-13-10-580.000 Travel	1,140.00	53.51	1,086.49	4.69%	0.00
210-5-13-10-610.000 General Supplies	800.00	320.42	479.58	40.05%	215.88
Total Finance	589,117.00	416,434.65	172,682.35	70.69%	65,527.63
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	118,981.00	89,909.33	29,071.67	75.57%	17,972.20
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	63,026.00	51,238.28	11,787.72	81.30%	4,674.21
210-5-14-10-735.000 Tech: Equip/Hardware	41,604.00	8,344.64	33,259.36	20.06%	35.88
Total Information Technology	228,611.00	149,492.25	79,118.75	65.39%	22,682.29
210-5-15-10 Assessing					
210-5-15-10-330.000 Professional Services	89,068.00	44,535.32	44,532.68	50.00%	0.00
210-5-15-10-505.000 Tech. Subs, Licenses	500.00	1,035.00	-535.00	207.00%	0.00
Total Assessing	89,568.00	45,570.32	43,997.68	50.88%	0.00
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	223,763.00	160,993.49	62,769.51	71.95%	16,699.02
210-5-16-10-190.000 Board member Payments	14,400.00	6,100.00	8,300.00	42.36%	1,600.00
210-5-16-10-210.000 Group Insurance	33,625.00	41,171.15	-7,546.15	122.44%	6,205.97
210-5-16-10-220.000 Social Security	18,142.00	13,060.96	5,081.04	71.99%	1,424.11
210-5-16-10-225.000 Act 76 Childcare Tax	783.00	514.48	268.52	65.71%	53.96
210-5-16-10-230.000 Retirement	21,347.00	13,231.02	8,115.98	61.98%	1,406.35
210-5-16-10-290.000 Other Employee Benefits	1,050.00	350.00	700.00	33.33%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-16-10-320.000 Legal Services	16,978.00	7,740.90	9,237.10	45.59%	1,462.50
210-5-16-10-330.000 Professional Services	25,780.00	7,436.52	18,343.48	28.85%	922.80
210-5-16-10-500.000 Training, Conf, Dues	5,890.00	3,266.99	2,623.01	55.47%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	600.00	0.00	600.00	0.00%	0.00
210-5-16-10-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-16-10-540.000 Advertising	3,650.00	747.76	2,902.24	20.49%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	555.60	444.40	55.56%	0.00
210-5-16-10-560.000 Postage	350.00	0.00	350.00	0.00%	0.00
210-5-16-10-580.000 Travel	8,400.00	1,934.33	6,465.67	23.03%	100.00
210-5-16-10-610.000 General Supplies	3,000.00	90.53	2,909.47	3.02%	51.38
210-5-16-10-810.111 BWAC	10,000.00	5,857.85	4,142.15	58.58%	0.00
210-5-16-10-899.000 Matching Grant Funds	6,000.00	0.00	6,000.00	0.00%	0.00
Total Community Development	396,078.00	263,031.58	133,026.42	66.41%	29,926.09
210-5-17-10 Economic Development					
210-5-17-10-850.000 Community Events and Cele	0.00	28.35	-28.35	100.00%	0.00
Total Economic Development	0.00	28.35	-28.35	100.00%	0.00
210-5-18-10 Health & Human Services					
210-5-18-10-800.106 Essex Rescue	196,338.00	196,338.00	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	2,841,023.00	1,420,509.68	1,420,513.32	50.00%	0.00
Total Health & Human Services	3,057,361.00	1,636,847.68	1,420,513.32	53.54%	0.00
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,720.00	13,720.00	0.00	100.00%	0.00
210-5-19-10-800.102 GMT	249,615.00	249,615.00	0.00	100.00%	0.00
210-5-19-10-800.103 County Tax	58,604.00	34,185.67	24,418.33	58.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	965.00	965.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	31,472.00	31,472.00	0.00	100.00%	0.00
Total County & Regional Functio	354,376.00	329,957.67	24,418.33	93.11%	0.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	302,400.00	201,968.16	100,431.84	66.79%	17,624.65
210-5-25-10-210.000 Group Insurance	3,400.00	2,464.00	936.00	72.47%	0.00
210-5-25-10-220.000 Social Security	23,134.00	15,481.31	7,652.69	66.92%	1,348.31
210-5-25-10-225.000 Act 76 Childcare Tax	998.00	690.07	307.93	69.15%	58.25
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	13,113.25	6,886.75	65.57%	6,596.50
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	4,849.00	2,151.00	69.27%	358.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	53,861.67	-27,861.67	207.16%	392.75
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	1,109.40	5,890.60	15.85%	268.80
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	7,082.27	917.73	88.53%	0.00
210-5-25-10-530.000 Communications	3,361.00	1,006.17	2,354.83	29.94%	100.06
210-5-25-10-570.000 Other Purchased Services	11,000.00	15,788.84	-4,788.84	143.53%	572.00
210-5-25-10-610.000 General Supplies	4,000.00	2,896.36	1,103.64	72.41%	40.16

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	18,343.45	26,656.55	40.76%	0.00
210-5-25-10-612.000 Uniforms	32,000.00	17,379.50	14,620.50	54.31%	0.00
210-5-25-10-613.000 Program Supplies	7,500.00	6,088.84	1,411.16	81.18%	0.00
210-5-25-10-626.000 Gasoline	6,500.00	3,301.78	3,198.22	50.80%	424.00
210-5-25-10-750.000 Machinery & Equipment	22,000.00	3,716.04	18,283.96	16.89%	146.70
Total Fire	530,293.00	369,788.11	160,504.89	69.73%	27,930.18
210-5-30-10 EJRP Administration					
210-5-30-10-110.000 Regular Salaries	461,786.00	332,688.63	129,097.37	72.04%	35,099.02
210-5-30-10-120.000 Part Time Salaries	0.00	4,158.80	-4,158.80	100.00%	56.25
210-5-30-10-210.000 Group Insurance	189,293.00	167,422.77	21,870.23	88.45%	18,145.19
210-5-30-10-220.000 Social Security	35,603.00	25,645.27	9,957.73	72.03%	2,665.78
210-5-30-10-225.000 Act 76 Childcare Tax	1,536.00	998.50	537.50	65.01%	97.01
210-5-30-10-230.000 Retirement	40,590.00	25,609.05	14,980.95	63.09%	2,707.06
210-5-30-10-290.000 Other Employee Benefits	2,100.00	1,750.00	350.00	83.33%	0.00
210-5-30-10-330.000 Professional Services	21,424.00	7,422.98	14,001.02	34.65%	973.98
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	1,344.60	431.40	75.71%	149.40
210-5-30-10-500.000 Training, Conf, Dues	3,155.00	1,738.33	1,416.67	55.10%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	0.00	11,701.12	-11,701.12	100.00%	0.00
210-5-30-10-530.000 Communications	2,640.00	1,796.00	844.00	68.03%	180.00
210-5-30-10-540.000 Advertising	0.00	12.00	-12.00	100.00%	0.00
210-5-30-10-561.000 CC Processing Fees	200.00	80.61	119.39	40.31%	0.00
210-5-30-10-610.000 General Supplies	15,000.00	7,138.50	7,861.50	47.59%	1,225.67
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
Total EJRP Administration	796,603.00	599,507.16	197,095.84	75.26%	61,299.36
210-5-30-12 EJRP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	143,767.00	117,151.05	26,615.95	81.49%	5,976.92
210-5-30-12-120.000 Part Time Salaries	56,341.00	39,158.90	17,182.10	69.50%	134.62
210-5-30-12-130.000 Overtime	0.00	646.30	-646.30	100.00%	0.00
210-5-30-12-210.000 Group Insurance	40,769.00	28,674.61	12,094.39	70.33%	2,206.64
210-5-30-12-220.000 Social Security	15,400.00	11,963.66	3,436.34	77.69%	459.98
210-5-30-12-225.000 Act 76 Childcare Tax	664.00	540.73	123.27	81.44%	17.62
210-5-30-12-230.000 Retirement	14,447.00	11,424.76	3,022.24	79.08%	557.68
210-5-30-12-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	12,603.00	16,100.98	-3,497.98	127.76%	330.00
210-5-30-12-431.000 R&M Buildings & Grounds	12,013.00	7,612.84	4,400.16	63.37%	1,615.69
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	2,925.00	0.00	2,925.00	0.00%	0.00
210-5-30-12-500.000 Training, Conf, Dues	2,000.00	235.46	1,764.54	11.77%	0.00
210-5-30-12-530.000 Communications	1,320.00	315.00	1,005.00	23.86%	45.00
210-5-30-12-610.000 General Supplies	30,000.00	22,362.26	7,637.74	74.54%	1,221.78
210-5-30-12-626.000 Gasoline	1,500.00	2,274.10	-774.10	151.61%	215.84
Total EJRP Parks and Facilities	334,949.00	258,960.65	75,988.35	77.31%	12,781.77
210-5-30-13 Adult Programs					

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-13-330.000 Professional Services	0.00	1,300.00	-1,300.00	100.00%	0.00
210-5-30-13-500.000 Training, Conferences, Du	0.00	1,291.95	-1,291.95	100.00%	0.00
210-5-30-13-530.000 Communications	0.00	224.76	-224.76	100.00%	26.63
210-5-30-13-610.000 General Supplies	0.00	283.40	-283.40	100.00%	0.00
Total Adult Programs	0.00	3,100.11	-3,100.11	100.00%	26.63
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	458,449.00	328,175.81	130,273.19	71.58%	35,172.94
210-5-35-10-120.000 Part Time Salaries	146,548.00	96,319.46	50,228.54	65.73%	10,450.74
210-5-35-10-190.000 Board Member Payments	5,500.00	700.00	4,800.00	12.73%	100.00
210-5-35-10-210.000 Group Insurance	158,376.00	134,062.93	24,313.07	84.65%	13,152.82
210-5-35-10-220.000 Social Security	46,605.00	31,988.79	14,616.21	68.64%	3,533.02
210-5-35-10-225.000 Act 76 Childcare Tax	2,010.00	1,400.47	609.53	69.68%	144.93
210-5-35-10-230.000 Retirement	48,190.00	32,557.72	15,632.28	67.56%	3,272.67
210-5-35-10-290.000 Other Employee Benefits	2,450.00	1,750.00	700.00	71.43%	1,050.00
210-5-35-10-340.000 Technical Services	3,000.00	1,956.00	1,044.00	65.20%	896.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,901.00	2,952.00	949.00	75.67%	328.00
210-5-35-10-500.000 Training, Conf, Dues	6,500.00	4,301.92	2,198.08	66.18%	102.74
210-5-35-10-505.000 Tech. Subs, Licenses	13,500.00	10,532.86	2,967.14	78.02%	539.04
210-5-35-10-530.000 Communications	2,640.00	1,740.00	900.00	65.91%	180.00
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	1,418.95	1,581.05	47.30%	212.56
210-5-35-10-610.000 General Supplies	12,200.00	6,850.26	5,349.74	56.15%	703.64
210-5-35-10-640.201 Adult Collection	52,000.00	32,596.32	19,403.68	62.69%	4,346.26
210-5-35-10-640.202 Juvenile Collection	26,000.00	18,609.62	7,390.38	71.58%	4,097.61
210-5-35-10-735.000 Tech: Equip/Hardware	9,000.00	1,549.58	7,450.42	17.22%	0.00
210-5-35-10-755.000 Furniture & Fixtures	8,000.00	883.30	7,116.70	11.04%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	742.69	1,257.31	37.13%	24.02
210-5-35-10-840.202 Childrens Programs	4,500.00	3,884.36	615.64	86.32%	410.39
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	868.88	631.12	57.93%	279.60
210-5-35-10-890.000 Federal Grant Expenditure	0.00	683.80	-683.80	100.00%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	3,300.00	-3,300.00	100.00%	0.00
Total Brownell Library	1,016,569.00	719,825.72	296,743.28	70.81%	78,996.98
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	247,092.00	164,906.77	82,185.23	66.74%	20,431.84
210-5-40-12-120.000 Part Time Salaries	28,323.00	15,293.45	13,029.55	54.00%	1,905.00
210-5-40-12-130.000 Overtime	28,237.00	11,008.24	17,228.76	38.99%	790.01
210-5-40-12-190.000 Board Member Payments	3,000.00	450.00	2,550.00	15.00%	100.00
210-5-40-12-210.000 Group Insurance	135,833.00	102,421.22	33,411.78	75.40%	9,984.59
210-5-40-12-220.000 Social Security	23,615.00	14,641.11	8,973.89	62.00%	1,738.00
210-5-40-12-225.000 Act 76 Childcare Tax	1,019.00	570.24	448.76	55.96%	72.21
210-5-40-12-230.000 Retirement	24,809.00	15,611.78	9,197.22	62.93%	2,143.08
210-5-40-12-250.000 Unemployment Insurance	432.00	399.11	32.89	92.39%	113.74
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	12,330.32	269.68	97.86%	4,425.96
210-5-40-12-290.000 Other Employee Benefits	1,400.00	700.00	700.00	50.00%	0.00
210-5-40-12-330.000 Professional Services	20,000.00	12,940.86	7,059.14	64.70%	476.25
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	1,929.41	1,570.59	55.13%	964.73

GENERAL FUND

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-40-12-422.000 Snow Removal	21,000.00	23,420.65	-2,420.65	111.53%	10,517.50
210-5-40-12-425.000 Trash Removal	9,500.00	7,779.55	1,720.45	81.89%	247.96
210-5-40-12-430.000 R&M Vehicles & Equipment	100,000.00	135,475.37	-35,475.37	135.48%	11,465.01
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	3,921.44	6,078.56	39.21%	1,840.92
210-5-40-12-432.000 R&M Technology	0.00	188.89	-188.89	100.00%	188.89
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	10,182.62	2,817.38	78.33%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,864.00	2,785.20	1,078.80	72.08%	2,070.40
210-5-40-12-451.000 Summer Construction Servi	300,000.00	188,883.32	111,116.68	62.96%	0.00
210-5-40-12-500.000 Training, Conf, Dues	3,500.00	143.88	3,356.12	4.11%	0.00
210-5-40-12-505.000 Tech. Subs, Licenses	0.00	7,459.54	-7,459.54	100.00%	453.18
210-5-40-12-520.000 PACIF Insurance	17,800.00	12,290.24	5,509.76	69.05%	4,183.20
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	1,000.00
210-5-40-12-530.000 Communications	4,500.00	2,761.92	1,738.08	61.38%	311.74
210-5-40-12-540.000 Advertising	500.00	0.00	500.00	0.00%	0.00
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	13,459.51	6,540.49	67.30%	1,392.53
210-5-40-12-572.000 Traffic Control	33,000.00	13,951.25	19,048.75	42.28%	91.20
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	165,000.00	183,079.86	-18,079.86	110.96%	38,400.65
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	9,737.92	35,262.08	21.64%	0.00
210-5-40-12-609.000 Safety Supplies	3,000.00	1,175.02	1,824.98	39.17%	490.73
210-5-40-12-610.000 General Supplies	35,000.00	22,167.93	12,832.07	63.34%	1,986.90
210-5-40-12-610.200 Streetlight Supplies	15,000.00	9,431.90	5,568.10	62.88%	404.00
210-5-40-12-612.000 Uniforms	2,700.00	3,652.71	-952.71	135.29%	124.99
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	2,662.78	1,537.22	63.40%	849.40
210-5-40-12-622.000 Electricity	4,500.00	10,734.13	-6,234.13	238.54%	1,160.97
210-5-40-12-622.200 Streetlight Electricity	138,000.00	98,533.19	39,466.81	71.40%	12,336.18
210-5-40-12-626.000 Gasoline	50,000.00	27,936.37	22,063.63	55.87%	9,277.64
210-5-40-12-735.000 Tech: Equip/Hardware	0.00	1,816.56	-1,816.56	100.00%	0.00
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	2,196.00	7,804.00	21.96%	0.00
210-5-40-12-890.834 Emerald Ash Borer	0.00	4,630.57	-4,630.57	100.00%	1,750.57
Total Highways	1,552,924.00	1,154,660.83	398,263.17	74.35%	143,689.97
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	32,814.00	23,996.63	8,817.37	73.13%	2,470.38
210-5-40-13-120.000 Part Time Salaries	17,760.00	9,666.25	8,093.75	54.43%	0.00
210-5-40-13-210.000 Group Insurance	9,040.00	6,578.54	2,461.46	72.77%	725.32
210-5-40-13-220.000 Social Security	3,875.00	2,511.08	1,363.92	64.80%	186.64
210-5-40-13-225.000 Act 76 Childcare Tax	167.00	107.25	59.75	64.22%	0.00
210-5-40-13-230.000 Retirement	2,871.00	1,889.32	981.68	65.81%	0.00
210-5-40-13-250.000 Unemployment Insurance	7.00	34.70	-27.70	495.71%	9.89
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	2,210.74	-10.74	100.49%	746.57
210-5-40-13-330.000 Professional Services	42,000.00	50,982.75	-8,982.75	121.39%	765.00
210-5-40-13-451.000 Summer Construction Servi	25,000.00	3,767.68	21,232.32	15.07%	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	18,166.00	14,029.27	4,136.73	77.23%	0.00
210-5-40-13-540.000 Advertising	2,000.00	554.91	1,445.09	27.75%	0.00
210-5-40-13-570.000 Other Purchased Services	5,000.00	1,124.89	3,875.11	22.50%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	30,000.00	24,986.65	5,013.35	83.29%	6,020.00

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-13-580.000 Travel	1,500.00	140.75	1,359.25	9.38%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	59.23	1,140.77	4.94%	0.00
210-5-40-13-899.000 Matching Grant Funds	35,250.00	10,884.10	24,365.90	30.88%	0.00
Total Stormwater	230,850.00	153,524.74	77,325.26	66.50%	10,923.80
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	620.00	2,380.00	20.67%	0.00
210-5-41-20-410.000 Water and Sewer Charges	750.00	515.39	234.61	68.72%	265.03
210-5-41-20-420.000 Cleaning Services	15,000.00	5,232.86	9,767.14	34.89%	722.00
210-5-41-20-425.000 Trash Removal	4,000.00	2,610.06	1,389.94	65.25%	342.33
210-5-41-20-431.000 R&M Buildings & Grounds	5,000.00	4,145.46	854.54	82.91%	343.91
210-5-41-20-530.000 Communications	10,600.00	5,717.76	4,882.24	53.94%	533.52
210-5-41-20-610.000 General Supplies	2,150.00	1,080.72	1,069.28	50.27%	102.23
210-5-41-20-621.000 Natural Gas/Heating	5,800.00	1,790.34	4,009.66	30.87%	320.45
210-5-41-20-622.000 Electricity	8,500.00	6,429.34	2,070.66	75.64%	988.55
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	69.98	6,930.02	1.00%	0.00
Total 2 Lincoln Street	61,800.00	28,211.91	33,588.09	45.65%	3,618.02
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	6,350.00	5,044.42	1,305.58	79.44%	224.66
210-5-41-21-410.000 Water and Sewer Charges	540.00	413.29	126.71	76.54%	209.09
210-5-41-21-420.000 Cleaning Services	30,000.00	23,151.97	6,848.03	77.17%	0.00
210-5-41-21-431.000 R&M Buildings & Grounds	23,300.00	14,496.63	8,803.37	62.22%	2,193.18
210-5-41-21-530.000 Communications	4,470.00	2,685.34	1,784.66	60.07%	336.30
210-5-41-21-610.000 General Supplies	1,800.00	1,548.12	251.88	86.01%	363.50
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	5,265.04	1,934.96	73.13%	1,562.56
210-5-41-21-622.000 Electricity	14,650.00	12,837.22	1,812.78	87.63%	1,456.14
210-5-41-21-755.000 Furniture and Fixtures	2,155.00	0.00	2,155.00	0.00%	0.00
Total Brownell Library	90,465.00	65,442.03	25,022.97	72.34%	6,345.43
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	600.00	562.62	37.38	93.77%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	408.40	91.60	81.68%	228.65
210-5-41-22-420.000 Cleaning Services	250.00	0.00	250.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,500.00	10,416.87	-1,916.87	122.55%	0.00
210-5-41-22-530.000 Communications	4,140.00	566.18	3,573.82	13.68%	53.26
210-5-41-22-610.000 General Supplies	1,500.00	198.97	1,301.03	13.26%	0.00
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	3,625.48	1,374.52	72.51%	1,171.77
210-5-41-22-622.000 Electricity	8,000.00	6,429.28	1,570.72	80.37%	988.54
210-5-41-22-755.000 Furniture and Fixtures	2,000.00	1,199.92	800.08	60.00%	0.00
Total Fire Station	30,490.00	23,407.72	7,082.28	76.77%	2,442.22
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	2,000.00	1,015.47	984.53	50.77%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,150.00	506.20	643.80	44.02%	277.55

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-41-23-420.000 Cleaning Services	0.00	2,282.00	-2,282.00	100.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	30,326.16	-15,326.16	202.17%	0.00
210-5-41-23-530.000 Communications	3,100.00	2,288.30	811.70	73.82%	194.89
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	1,953.65	1,946.35	50.09%	441.32
210-5-41-23-622.000 Electricity	5,900.00	3,386.86	2,513.14	57.40%	432.07
Total Park Street School	31,050.00	41,758.64	-10,708.64	134.49%	1,345.83
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	3,000.00	2,321.44	678.56	77.38%	0.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	5,478.81	2,321.19	70.24%	1,540.96
210-5-41-26-420.000 Cleaning Services	32,500.00	27,312.89	5,187.11	84.04%	4,782.50
210-5-41-26-425.000 Trash Removal	4,900.00	3,738.44	1,161.56	76.29%	473.77
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	4,169.88	25,830.12	13.90%	242.50
210-5-41-26-530.000 Communications	9,150.00	6,517.11	2,632.89	71.23%	282.78
210-5-41-26-610.000 General Supplies	6,500.00	762.20	5,737.80	11.73%	0.00
210-5-41-26-621.000 Natural Gas/Heating	6,500.00	4,130.63	2,369.37	63.55%	1,151.43
210-5-41-26-622.000 Electricity	36,500.00	24,736.20	11,763.80	67.77%	2,044.06
Total Maple St. Park and Pool	136,850.00	79,167.60	57,682.40	57.85%	10,518.00
Total Buildings	350,655.00	237,987.90	112,667.10	67.87%	24,269.50
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	416.57	-416.57	100.00%	58.48
210-5-90-00-640.202 Juvenile Collection repl	0.00	266.16	-266.16	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	1,031,574.00	773,680.50	257,893.50	75.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	3,750.00	1,250.00	75.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	5,652.18	-5,652.18	100.00%	463.35
Total Transfers and Misc.	1,036,574.00	783,765.41	252,808.59	75.61%	521.83
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	200,574.00	100,286.82	100,287.18	50.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	155,395.79	-20,260.79	114.99%	0.00
210-5-95-00-955.903 Capital Imp Interest	56,344.00	18,441.43	37,902.57	32.73%	18,441.43
Total Debt Service	392,053.00	274,124.04	117,928.96	69.92%	18,441.43
Total Expenditures	12,004,125.00	8,084,829.82	3,919,295.18	67.35%	571,308.61
Total GENERAL FUND	-1.00	3,854,264.57	-3,854,263.57		-378,053.30
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City of Essex Junction General Ledger
 Current Yr Pd: 9 Year Budget Status Report
 ECONOMIC DEVELOPMENT FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	114,102.92	-2,102.92	101.88%	0.00
220-4-00-00-060.000 Interest Income	0.00	18,742.32	-18,742.32	100.00%	0.00
Total Revenues	112,000.00	132,845.24	-20,845.24	118.61%	0.00
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	3,435.00	-3,435.00	100.00%	360.00
220-5-00-00-720.005 Crescent Connector Amenit	109,000.00	0.00	109,000.00	0.00%	0.00
220-5-00-00-720.006 EV Charging	0.00	1,231.00	-1,231.00	100.00%	1,231.00
220-5-00-00-890.836 Train Station	0.00	2,343.75	-2,343.75	100.00%	487.50
220-5-00-00-899.000 Matching Grant Funds	250,000.00	0.00	250,000.00	0.00%	0.00
Total Expenditures	359,000.00	7,009.75	351,990.25	1.95%	2,078.50
Total ECONOMIC DEVELOPMENT FUND	-247,000.00	125,835.49	121,164.51	-50.95%	-2,078.50

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City of Essex Junction General Ledger
 Current Yr Pd: 9 Year Budget Status Report
 MEMORIAL PARK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-050.000 Donation Revenue	0.00	3,618.00	-3,618.00	100.00%	0.00
221-4-00-00-060.000 Interest Income	0.00	96.68	-96.68	100.00%	0.00
Total Revenues	0.00	3,714.68	-3,714.68	100.00%	0.00
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	490.00	-490.00	100.00%	0.00
Total Expenditures	0.00	490.00	-490.00	100.00%	0.00
Total MEMORIAL PARK FUND	0.00	3,224.68	-3,224.68	-100.00%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date

Total Revenues	0.00	0.00	0.00	0.00%	0.00

Total Expenditures	0.00	0.00	0.00	0.00%	0.00

Total ARPA FUNDS	0.00	0.00	0.00	0.00%	0.00
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LOCAL OPTION TAX

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	874,432.00	524,531.81	349,900.19	59.99%	0.00
224-4-00-00-060.000 Interest Income	0.00	18,670.50	-18,670.50	100.00%	0.00
Total Revenues	874,432.00	543,202.31	331,229.69	62.12%	0.00
224-5-00-00-920.000 Transfer to Capital	1,000,000.00	750,000.00	250,000.00	75.00%	0.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	218,608.00	0.00	218,608.00	0.00%	0.00
Total Expenditures	1,218,608.00	750,000.00	468,608.00	61.55%	0.00
Total LOCAL OPTION TAX	-344,176.00	-206,797.69	550,973.69	60.08%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,918.00	0.00	15,918.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	46,879.26	-46,879.26	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	1,584,744.00	1,188,558.00	396,186.00	75.00%	0.00
Total Revenue	1,600,662.00	1,235,437.26	365,224.74	77.18%	0.00
230-4-16-10-040.824 Cres. Connector	0.00	3,612,942.62	-3,612,942.62	100.00%	41,472.60
Total Revenues	1,600,662.00	4,848,379.88	-3,247,717.88	302.90%	41,472.60
230-5-16-10-890.824 Cres. Connector	0.00	2,373,085.85	-2,373,085.85	100.00%	5,802.60
230-5-40-10-720.000 Railroad Ave Rd/Wtr Line	116,927.00	0.00	116,927.00	0.00%	0.00
230-5-40-10-720.002 Iroquois Ave Road and Wat	1,520,449.00	2,952.68	1,517,496.32	0.19%	0.00
230-5-40-13-722.002 Sliplining of Pipes	30,000.00	30,000.00	0.00	100.00%	30,000.00
230-5-40-13-722.003 Old Colchester Box Culver	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-41-10-730.000 Facilities Assessment	0.00	7,812.80	-7,812.80	100.00%	341.25
Total Expenditures	1,717,376.00	2,413,851.33	-696,475.33	140.55%	36,143.85
Total GEN FUND CAP RESERVE	-116,714.00	2,434,528.55	-2,317,814.55	-2,085.89%	5,328.75

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 ROLLING STOCK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	430.88	-430.88	100.00%	0.00
231-4-00-00-060.000 Interest Income	0.00	23,323.40	-23,323.40	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	283,450.00	212,587.50	70,862.50	75.00%	0.00
Total Revenues	283,450.00	236,341.78	47,108.22	83.38%	0.00
231-5-25-10-751.001 Ladder Truck Frame Replac	293,593.00	293,593.00	0.00	100.00%	0.00
231-5-40-12-751.002 4Wd Pickup - Trk #3	63,000.00	43,957.39	19,042.61	69.77%	0.00
231-5-40-12-751.008 Dump Truck #7	0.00	116,961.00	-116,961.00	100.00%	0.00
231-5-40-12-751.009 Dump Truck #5	262,500.00	0.00	262,500.00	0.00%	0.00
Total Expenditures	619,093.00	454,511.39	164,581.61	73.42%	0.00
Total ROLLING STOCK FUND	-335,643.00	-218,169.61	553,812.61	65.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	20,105.34	-20,105.34	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	37,500.00	12,500.00	75.00%	0.00
Total Revenues	50,000.00	57,605.34	-7,605.34	115.21%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	1,160,606.91	-1,160,606.91	100.00%	334,204.32
232-5-41-21-730.004 Flooring	75,000.00	0.00	75,000.00	0.00%	0.00
Total Expenditures	75,000.00	1,160,606.91	-1,085,606.91	1,547.48%	334,204.32
Total BUILDING MAINT FUND	-25,000.00	-1,103,001.57	1,128,001.57	4,412.01%	-334,204.32

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 EJRP CAP RESERVE

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-060.000 Interest Income	0.00	318.07	-318.07	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	113,380.00	85,035.00	28,345.00	75.00%	0.00
Total Revenues	113,380.00	85,353.07	28,026.93	75.28%	0.00
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.002 Buildings & Facilities	0.00	97.50	-97.50	100.00%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	12,000.00	0.00	100.00%	0.00
233-5-00-00-740.003 Fencing	0.00	15,216.62	-15,216.62	100.00%	0.00
233-5-00-00-740.005 Park Amenities	47,198.00	95,353.98	-48,155.98	202.03%	1,896.25
233-5-00-00-740.006 Pool Improvements	6,500.00	0.00	6,500.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	32,056.00	28,557.20	3,498.80	89.09%	0.00
Total Expenditures	113,380.00	151,225.30	-37,845.30	133.38%	1,896.25
Total EJRP CAP RESERVE	0.00	-65,872.23	65,872.23	-100.00%	-1,896.25

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City of Essex Junction General Ledger
Current Yr Pd: 9 Year Budget Status Report
LAND ACQUISITION FUND

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Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date

Total Revenues	0.00	0.00	0.00	0.00%	0.00

Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,600,514.00	932,890.88	667,623.12	58.29%	115.50
254-4-54-20-021.001 Water Large User Fees	194,672.00	116,007.14	78,664.86	59.59%	12,394.21
254-4-54-20-024.000 Utility Connection Fees	7,000.00	5,900.00	1,100.00	84.29%	1,200.00
254-4-54-20-060.000 Interest Income	1,000.00	21,112.34	-20,112.34	2,111.23%	0.00
254-4-54-20-085.000 Penalties	5,000.00	8,449.22	-3,449.22	168.98%	2,530.36
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
Total Water Revenues	1,808,336.00	1,084,359.58	723,976.42	59.96%	16,240.07
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	2,169,978.87	-2,169,978.87	100.00%	230,437.54
254-4-54-70-092.000 Transfer to Capital	510,000.00	382,500.00	127,500.00	75.00%	0.00
Total Nonoperating Revenues	510,000.00	2,552,478.87	-2,042,478.87	500.49%	230,437.54
Total Revenues	2,318,336.00	3,636,838.45	-1,318,502.45	156.87%	246,677.61
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	146,915.00	73,162.05	73,752.95	49.80%	6,446.42
254-5-54-20-120.000 Part Time Salaries	0.00	187.55	-187.55	100.00%	0.00
254-5-54-20-130.000 Overtime	13,669.00	6,903.63	6,765.37	50.51%	610.98
254-5-54-20-210.000 Group Insurance	94,158.00	52,347.83	41,810.17	55.60%	4,510.68
254-5-54-20-220.000 Social Security	12,491.00	6,049.67	6,441.33	48.43%	528.55
254-5-54-20-225.000 Act 76 Childcare Tax	539.00	239.19	299.81	44.38%	15.09
254-5-54-20-230.000 Retirement	14,879.00	6,940.65	7,938.35	46.65%	473.30
254-5-54-20-250.000 Unemployment Insurance	184.00	184.77	-0.77	100.42%	52.66
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	4,461.46	2,738.54	61.96%	1,126.26
254-5-54-20-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	715.00	285.00	71.50%	0.00
254-5-54-20-335.000 Audit	5,477.00	6,728.39	-1,251.39	122.85%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	94.76	105.24	47.38%	47.38
254-5-54-20-411.000 CWD Water Purchase	722,132.00	421,401.44	300,730.56	58.36%	43,945.54
254-5-54-20-430.000 R&M Vehicles & Equipment	5,000.00	9.93	4,990.07	0.20%	0.00
254-5-54-20-431.000 R&M Buildings & Grounds	0.00	5,656.24	-5,656.24	100.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	25,000.00	23,721.94	1,278.06	94.89%	4,014.55
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	190,891.00	143,168.25	47,722.75	75.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	4,500.00	759.00	3,741.00	16.87%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,551.00	6,716.62	-4,165.62	263.29%	13.33
254-5-54-20-520.000 PACIF Insurance	6,974.00	3,829.02	3,144.98	54.90%	1,626.16
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	1,007.66	1,492.34	40.31%	110.94
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	3,800.00	2,936.40	863.60	77.27%	1,096.21
254-5-54-20-609.000 Safety Supplies	3,000.00	29.98	2,970.02	1.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	4,595.31	2,404.69	65.65%	0.00
254-5-54-20-612.000 Uniforms	1,350.00	325.00	1,025.00	24.07%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	175.67	5,824.33	2.93%	0.00

WATER FUND

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-621.000 Natural Gas/Heating	3,500.00	2,045.31	1,454.69	58.44%	592.82
254-5-54-20-622.000 Electricity	1,400.00	1,107.42	292.58	79.10%	227.42
254-5-54-20-626.000 Gasoline	3,000.00	1,094.64	1,905.36	36.49%	123.42
254-5-54-20-735.000 Tech: Equip/Hardware	1,676.00	0.00	1,676.00	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	510,000.00	382,500.00	127,500.00	75.00%	0.00
Total Operating Expenses	1,808,336.00	1,159,094.78	649,241.22	64.10%	65,561.71
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	2,155,638.87	-2,155,638.87	100.00%	230,437.54
254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	127,745.00	580.00	127,165.00	0.45%	0.00
254-5-54-70-723.004 Main St Water Line	0.00	95,375.10	-95,375.10	100.00%	0.00
254-5-54-70-723.005 Iriquois Ave Water Line	418,164.00	43,315.43	374,848.57	10.36%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	94,476.14	-94,476.14	100.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	10,284.00	7,894.63	2,389.37	76.77%	0.00
254-5-54-70-751.001 Pickup Truck	0.00	62,926.52	-62,926.52	100.00%	61,151.76
254-5-54-70-955.000 Bond Interest Expense	0.00	122,239.74	-122,239.74	100.00%	59,907.61
Total NonOperating Expenses	556,193.00	2,582,446.43	-2,026,253.43	464.31%	351,496.91
Total Expenditures	2,364,529.00	3,741,541.21	-1,377,012.21	158.24%	417,058.62
Total WATER FUND	-46,193.00	-104,702.76	150,895.76	226.66%	-170,381.01
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	1,075,639.00	629,058.55	446,580.45	58.48%	0.00
255-4-55-30-022.001 City: Septage Discharg	55,000.00	204,491.51	-149,491.51	371.80%	13,772.50
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	1,438.23	-438.23	143.82%	171.00
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	753,285.00	564,963.75	188,321.25	75.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,030,988.00	773,241.00	257,747.00	75.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	25,000.00	0.00	25,000.00	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%	0.00
255-4-55-30-060.000 Interest Income	0.00	62,119.22	-62,119.22	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	5,664.85	-2,164.85	161.85%	1,732.23
255-4-55-30-098.000 Misc Revenue	0.00	17,675.00	-17,675.00	100.00%	2,100.00
Total Operating Revenue	2,980,512.00	2,285,652.11	694,859.89	76.69%	17,775.73
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,609.92	-287,609.92	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	295,453.82	-295,453.82	100.00%	0.00
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	279,766.00	-279,766.00	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	460,000.00	345,000.00	115,000.00	75.00%	0.00
Total Nonoperating Revenues	460,000.00	1,207,829.74	-747,829.74	262.57%	0.00
Total Revenues	3,440,512.00	3,493,481.85	-52,969.85	101.54%	17,775.73

255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	467,036.00	290,755.25	176,280.75	62.26%	37,852.13
255-5-55-30-120.000 Part Time Salaries	8,880.00	4,896.56	3,983.44	55.14%	0.00
255-5-55-30-130.000 Overtime	44,888.00	33,876.58	11,011.42	75.47%	2,845.56
255-5-55-30-210.000 Group Insurance	157,225.00	84,114.18	73,110.82	53.50%	8,249.06
255-5-55-30-220.000 Social Security	41,515.00	26,070.14	15,444.86	62.80%	3,249.62
255-5-55-30-225.000 Act 76 Childcare Tax	1,791.00	1,059.65	731.35	59.17%	128.65
255-5-55-30-230.000 Retirement	45,999.00	28,558.56	17,440.44	62.09%	3,843.68
255-5-55-30-250.000 Unemployment Insurance	672.00	674.81	-2.81	100.42%	192.32
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	13,655.41	11,744.59	53.76%	3,649.02
255-5-55-30-290.000 Other Employee Benefits	3,150.00	350.00	2,800.00	11.11%	350.00
255-5-55-30-320.000 Legal Services	3,000.00	1,665.00	1,335.00	55.50%	67.50
255-5-55-30-330.000 Professional Services	8,300.00	3,477.64	4,822.36	41.90%	326.00
255-5-55-30-335.000 Audit	5,188.00	6,374.20	-1,186.20	122.86%	0.00
255-5-55-30-340.000 Technical Services	26,250.00	4,620.00	21,630.00	17.60%	215.00
255-5-55-30-340.001 Lab Testing	0.00	35.00	-35.00	100.00%	0.00
255-5-55-30-410.000 Water and Sewer Charges	3,500.00	4,951.35	-1,451.35	141.47%	2,233.62
255-5-55-30-421.000 Grit Disposal	17,600.00	11,106.74	6,493.26	63.11%	1,361.68
255-5-55-30-430.000 R&M Vehicles & Equipment	3,000.00	218.82	2,781.18	7.29%	0.00
255-5-55-30-431.000 R&M Buildings	26,625.00	19,762.35	6,862.65	74.22%	12,852.85
255-5-55-30-435.000 COGEN	35,000.00	24,942.14	10,057.86	71.26%	0.00
255-5-55-30-442.000 Rental Vehicles/Equip	3,384.00	1,426.05	1,957.95	42.14%	158.45
255-5-55-30-491.000 Administrative Fees	95,446.00	71,584.50	23,861.50	75.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	9,000.00	4,077.49	4,922.51	45.31%	0.00

WASTEWATER FUND

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
255-5-55-30-505.000 Tech. Subs, Licenses	16,405.00	4,057.62	12,347.38	24.73%	103.33
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	278.00	10,722.00	2.53%	0.00
255-5-55-30-520.000 PACIF Insurance	44,059.00	29,487.69	14,571.31	66.93%	9,773.05
255-5-55-30-530.000 Communications	12,620.00	7,135.65	5,484.35	56.54%	360.90
255-5-55-30-540.000 Advertising	750.00	0.00	750.00	0.00%	0.00
255-5-55-30-567.000 Biosolids Land Applicatio	205,200.00	119,619.52	85,580.48	58.29%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	305,046.00	177,272.97	127,773.03	58.11%	15,576.11
255-5-55-30-570.000 Other Purchased Services	140,000.00	89,339.86	50,660.14	63.81%	16,038.61
255-5-55-30-609.000 Safety Supplies	3,000.00	807.23	2,192.77	26.91%	0.00
255-5-55-30-610.000 General Supplies	9,000.00	7,334.22	1,665.78	81.49%	1,136.48
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	3,347.34	1,652.66	66.95%	0.00
255-5-55-30-612.000 Uniforms	7,050.00	1,590.65	5,459.35	22.56%	0.00
255-5-55-30-618.000 Laboratory Supplies	28,000.00	11,550.34	16,449.66	41.25%	0.00
255-5-55-30-619.000 Chemicals	495,000.00	353,437.87	141,562.13	71.40%	21,621.41
255-5-55-30-621.000 Natural Gas/Heating	25,500.00	13,939.70	11,560.30	54.67%	3,478.77
255-5-55-30-622.000 Electricity	170,000.00	103,242.19	66,757.81	60.73%	0.00
255-5-55-30-626.000 Gasoline	4,250.00	1,263.73	2,986.27	29.73%	174.75
255-5-55-30-735.000 Tech: Equip/Hardware	4,284.00	1,675.00	2,609.00	39.10%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	460,000.00	345,000.00	115,000.00	75.00%	0.00
Total Operating Expenses	2,980,513.00	1,909,382.00	1,071,131.00	64.06%	145,838.55
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	100,000.00	14,841.96	85,158.04	14.84%	0.00
255-5-55-70-722.014 Digester Maintenance	52,500.00	14,996.55	37,503.45	28.56%	0.00
255-5-55-70-722.018 Flow EQ Blowers	40,000.00	35,480.00	4,520.00	88.70%	0.00
255-5-55-70-722.019 Waste Primary Sludge #2 U	40,000.00	48,914.15	-8,914.15	122.29%	0.00
255-5-55-70-722.020 Digester Flare/Flame Arre	248,400.00	0.00	248,400.00	0.00%	0.00
255-5-55-70-730.001 Energy Conservation	10,000.00	0.00	10,000.00	0.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	0.00	22,876.00	-22,876.00	100.00%	0.00
255-5-55-70-750.001 Generator	52,000.00	0.00	52,000.00	0.00%	0.00
255-5-55-70-750.002 IT Upgrades	11,000.00	0.00	11,000.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	406.16	-406.16	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	33,834.84	-33,834.84	100.00%	16,455.69
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	167,185.69	-167,185.69	100.00%	0.00
Total Nonoperating Expenses	553,900.00	338,535.35	215,364.65	61.12%	16,455.69
Total Expenditures	3,534,413.00	2,247,917.35	1,286,495.65	63.60%	162,294.24
Total WASTEWATER FUND	-93,901.00	1,245,564.50	-1,151,663.50	-1,326.47%	-144,518.51

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	887,899.00	523,639.92	364,259.08	58.98%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,500.00	23,843.91	9,656.09	71.18%	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	67,816.08	-37,816.08	226.05%	3,019.80
256-4-56-40-026.000 Allocation Fees	0.00	118,145.60	-118,145.60	100.00%	5,376.00
256-4-56-40-060.000 Interest Income	5,000.00	46,602.99	-41,602.99	932.06%	0.00
256-4-56-40-085.000 Penalties	3,000.00	4,666.06	-1,666.06	155.54%	1,421.43
256-4-56-40-098.000 Misc Revenue	0.00	9,060.00	-9,060.00	100.00%	0.00
Total Operating Revenues	974,399.00	793,774.56	180,624.44	81.46%	9,817.23
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	423,900.00	-423,900.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	172,000.00	129,000.00	43,000.00	75.00%	0.00
Total Nonoperating Revenues	172,000.00	552,900.00	-380,900.00	321.45%	0.00
Total Revenues	1,146,399.00	1,346,674.56	-200,275.56	117.47%	9,817.23
256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	134,743.00	99,016.60	35,726.40	73.49%	9,980.58
256-5-56-40-120.000 Part Time Salaries	0.00	187.55	-187.55	100.00%	0.00
256-5-56-40-130.000 Overtime	20,392.00	20,371.36	20.64	99.90%	1,468.35
256-5-56-40-210.000 Group Insurance	43,997.00	36,973.37	7,023.63	84.04%	3,864.63
256-5-56-40-220.000 Social Security	12,497.00	9,491.59	3,005.41	75.95%	926.84
256-5-56-40-225.000 Act 76 Childcare Tax	539.00	373.28	165.72	69.25%	31.02
256-5-56-40-230.000 Retirement	14,934.00	10,625.97	4,308.03	71.15%	980.76
256-5-56-40-250.000 Unemployment Insurance	143.00	143.61	-0.61	100.43%	40.93
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	4,234.86	1,865.14	69.42%	1,106.75
256-5-56-40-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	6,000.00	356.00	5,644.00	5.93%	356.00
256-5-56-40-335.000 Audit	2,882.00	3,540.60	-658.60	122.85%	0.00
256-5-56-40-340.000 Technical Services	14,800.00	5,649.21	9,150.79	38.17%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	261.70	238.30	52.34%	130.85
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	150.73	1,849.27	7.54%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	5,000.00	7,855.13	-2,855.13	157.10%	0.00
256-5-56-40-434.000 R&M Pump Stations	12,000.00	14,816.84	-2,816.84	123.47%	304.79
256-5-56-40-434.001 Susie Wilson PS Costs	11,500.00	15,670.69	-4,170.69	136.27%	825.51
256-5-56-40-434.002 West Street PS Costs	13,500.00	10,522.10	2,977.90	77.94%	896.83
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,972.78	-172.78	109.60%	0.00
256-5-56-40-491.000 Administrative Fees	226,891.00	170,168.25	56,722.75	75.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	1,668.00	768.42	899.58	46.07%	13.34
256-5-56-40-520.000 PACIF Insurance	6,310.00	1,878.34	4,431.66	29.77%	712.22
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-530.000 Communications	0.00	90.00	-90.00	100.00%	0.00
256-5-56-40-560.000 Postage	6,000.00	5,961.79	38.21	99.36%	2,225.63

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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	810.00	190.00	81.00%	180.00
256-5-56-40-612.000 Uniforms	1,350.00	429.06	920.94	31.78%	0.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	920.34	579.66	61.36%	233.61
256-5-56-40-622.000 Electricity	12,000.00	11,120.30	879.70	92.67%	1,539.54
256-5-56-40-626.000 Gasoline	6,000.00	3,973.35	2,026.65	66.22%	191.55
256-5-56-40-735.000 Tech: Equip/Hardware	3,403.00	0.00	3,403.00	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	172,000.00	129,000.00	43,000.00	75.00%	0.00
Total Operating Expenses	759,149.00	567,333.82	191,815.18	74.73%	26,569.73
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	33,172.49	6,827.51	82.93%	27,370.00
256-5-56-70-722.005 Maple/River/West St PS	12,900.00	5,330.00	7,570.00	41.32%	1,640.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	2,904.00	25,396.00	10.26%	0.00
256-5-56-70-722.009 West St PS Emergency Repa	0.00	28,187.13	-28,187.13	100.00%	0.00
256-5-56-70-723.005 Iriquois Ave Water Line	13,050.00	0.00	13,050.00	0.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	20,880.00	13,864.26	7,015.74	66.40%	0.00
256-5-56-70-910.000 Transfer to WWTF	0.00	279,766.00	-279,766.00	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	1,837.81	-1,837.81	100.00%	0.00
Total Nonoperating Expenses	115,130.00	365,061.69	-249,931.69	317.09%	29,010.00
Total Expenditures	874,279.00	932,395.51	-58,116.51	106.65%	55,579.73
Total SANITATION FUND	272,120.00	414,279.05	-686,399.05	152.24%	-45,762.50

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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257-4-57-50-060.000 Interest Income	0.00	72.96	-72.96	100.00%	0.00
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Total Revenues	0.00	72.96	-72.96	100.00%	0.00
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Total Expenditures	0.00	0.00	0.00	0.00%	0.00
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Total STORMWATER FUND	0.00	72.96	-72.96	-100.00%	0.00
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04/03/25

City of Essex Junction General Ledger
 Current Yr Pd: 9 Year Budget Status Report
 SENIOR CENTER FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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258-4-33-13-060.000 Interest Income	0.00	334.38	-334.38	100.00%	0.00
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Total Revenues	0.00	334.38	-334.38	100.00%	0.00
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Total Expenditures	0.00	0.00	0.00	0.00%	0.00
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Total SENIOR CENTER FUND	0.00	334.38	-334.38	-100.00%	0.00
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Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-4-30-10-060.000 Interest Income	0.00	31,360.87	-31,360.87	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	79,581.00	73,747.57	5,833.43	92.67%	0.00
259-4-30-11-020.305 Pool Memberships	44,315.00	16,489.20	27,825.80	37.21%	45.00
259-4-30-11-020.306 Swim Lessons	48,431.00	11,832.50	36,598.50	24.43%	50.00
259-4-30-12-020.308 Facility & Field Rental	32,489.00	13,622.00	18,867.00	41.93%	0.00
259-4-30-14-020.311 Youth Programs	361,480.00	151,191.50	210,288.50	41.83%	0.00
259-4-30-14-020.312 Adult Programs	147,575.00	108,522.75	39,052.25	73.54%	1,735.00
259-4-30-14-050.000 Donation Revenue	34,900.00	4,725.00	30,175.00	13.54%	0.00
259-4-30-14-050.150 Memorial Day Parade	0.00	6,650.00	-6,650.00	100.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,500,072.00	1,391,563.17	108,508.83	92.77%	108,455.26
259-4-30-15-020.315 Shared Staffing Contract	171,360.00	85,286.26	86,073.74	49.77%	0.00
259-4-30-15-040.835 Special Accommodation Gra	0.00	5,260.00	-5,260.00	100.00%	5,260.00
259-4-30-16-020.313 Childcare - PS	624,996.00	462,562.72	162,433.28	74.01%	8,901.68
259-4-30-16-040.837 Early Childhood Arts Gran	0.00	5,600.00	-5,600.00	100.00%	0.00
259-4-30-17-020.313 Childcare - DC	689,296.00	548,623.78	140,672.22	79.59%	300.00
259-4-30-17-040.835 Special Accommodation Gra	0.00	16,174.50	-16,174.50	100.00%	0.00
Total Revenues	3,734,495.00	2,933,211.82	801,283.18	78.54%	124,746.94
259-5-30-10 Administration					
259-5-30-10-210.000 Group Insurance	0.00	-810.49	810.49	100.00%	0.00
259-5-30-10-250.000 Unemployment Insurance	4,154.00	4,171.38	-17.38	100.42%	1,188.83
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	43,013.11	6,986.89	86.03%	17,975.11
259-5-30-10-330.000 Professional Services	4,500.00	8,568.08	-4,068.08	190.40%	2,135.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	1,489.50	478.50	75.69%	165.50
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	6,940.28	2,559.72	73.06%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	17,570.00	15,573.81	1,996.19	88.64%	1,680.42
259-5-30-10-550.000 Printing and Binding	10,500.00	3,590.00	6,910.00	34.19%	0.00
259-5-30-10-560.000 Postage	7,103.00	9,798.46	-2,695.46	137.95%	5,636.00
259-5-30-10-561.000 CC Processing Fees	0.00	39,882.90	-39,882.90	100.00%	0.00
259-5-30-10-610.000 General Supplies	0.00	1,048.74	-1,048.74	100.00%	196.45
259-5-30-10-910.000 Trnsfr Between Funds (non	45,000.00	33,750.00	11,250.00	75.00%	0.00
Total Administration	150,295.00	167,015.77	-16,720.77	111.13%	28,977.31
259-5-30-11 Pool					
259-5-30-11-120.000 Part Time Salaries	117,879.00	86,545.76	31,333.24	73.42%	0.00
259-5-30-11-130.000 Overtime	0.00	1,365.89	-1,365.89	100.00%	0.00
259-5-30-11-220.000 Social Security	9,018.00	6,725.29	2,292.71	74.58%	0.00
259-5-30-11-225.000 Act 76 Childcare Tax	389.00	353.38	35.62	90.84%	0.00
259-5-30-11-330.000 Professional Services	5,194.00	8,188.67	-2,994.67	157.66%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	28,847.00	15,771.90	13,075.10	54.67%	0.00
259-5-30-11-610.000 General Supplies	4,132.00	533.11	3,598.89	12.90%	12.83
Total Pool	165,459.00	119,484.00	45,975.00	72.21%	12.83
259-5-30-12 Parks and Facilities					
259-5-30-12-120.000 Part Time Salaries	9,422.00	2,200.35	7,221.65	23.35%	0.00
259-5-30-12-220.000 Social Security	721.00	168.32	552.68	23.35%	0.00

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-225.000 Act 76 Childcare Tax	31.00	5.91	25.09	19.06%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	108,488.56	-99,488.56	1,205.43%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	8,304.61	5,495.39	60.18%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	2,799.21	1,200.79	69.98%	0.00
259-5-30-12-530.000 Communications	0.00	420.00	-420.00	100.00%	0.00
259-5-30-12-610.000 General Supplies	0.00	10,266.47	-10,266.47	100.00%	73.59
Total Parks and Facilities	36,974.00	132,653.43	-95,679.43	358.77%	73.59
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	56,163.00	38,979.20	17,183.80	69.40%	4,313.60
259-5-30-14-120.000 Part Time Salaries	52,922.00	7,653.82	45,268.18	14.46%	587.98
259-5-30-14-210.000 Group Insurance	27,393.00	27,932.60	-539.60	101.97%	3,021.89
259-5-30-14-220.000 Social Security	8,391.00	3,692.28	4,698.72	44.00%	364.81
259-5-30-14-225.000 Act 76 Childcare Tax	362.00	145.23	216.77	40.12%	14.36
259-5-30-14-230.000 Retirement	4,945.00	3,054.19	1,890.81	61.76%	258.82
259-5-30-14-290.000 Other Employee Benefits	350.00	350.00	0.00	100.00%	0.00
259-5-30-14-330.000 Professional Services	433,805.00	275,725.11	158,079.89	63.56%	82,804.98
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	762.18	737.82	50.81%	161.09
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	342.04	957.96	26.31%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	8,077.00	1,238.95	6,838.05	15.34%	0.00
259-5-30-14-530.000 Communications	1,098.00	210.00	888.00	19.13%	45.00
259-5-30-14-610.000 General Supplies	27,773.00	61,728.67	-33,955.67	222.26%	2,036.45
Total Recreation Programs	626,079.00	421,814.27	204,264.73	67.37%	93,608.98
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	576,341.00	410,621.33	165,719.67	71.25%	47,224.10
259-5-30-15-120.000 Part Time Salaries	491,920.00	357,267.20	134,652.80	72.63%	53,719.28
259-5-30-15-130.000 Overtime	0.00	5,180.09	-5,180.09	100.00%	338.01
259-5-30-15-210.000 Group Insurance	122,197.00	94,131.98	28,065.02	77.03%	10,658.84
259-5-30-15-220.000 Social Security	83,264.00	60,161.26	23,102.74	72.25%	7,829.39
259-5-30-15-225.000 Act 76 Childcare Tax	3,592.00	2,529.00	1,063.00	70.41%	321.29
259-5-30-15-230.000 Retirement	58,286.00	38,829.56	19,456.44	66.62%	4,274.18
259-5-30-15-290.000 Other Employee Benefits	3,850.00	1,400.00	2,450.00	36.36%	0.00
259-5-30-15-330.000 Professional Services	96,400.00	37,339.27	59,060.73	38.73%	16,196.70
259-5-30-15-500.000 Training, Conf, Dues	33,241.00	20,341.58	12,899.42	61.19%	7,125.42
259-5-30-15-530.000 Communications	7,920.00	8,436.53	-516.53	106.52%	1,209.13
259-5-30-15-580.000 Travel	0.00	11,239.91	-11,239.91	100.00%	5,600.64
259-5-30-15-610.000 General Supplies	69,084.00	71,308.45	-2,224.45	103.22%	11,582.56
259-5-30-15-626.000 Gasoline	5,500.00	672.78	4,827.22	12.23%	149.94
Total After School Care	1,531,595.00	1,119,458.94	432,136.06	72.15%	166,229.48
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	351,704.00	250,093.16	101,610.84	71.11%	27,791.38
259-5-30-16-120.000 Part Time Salaries	14,024.00	10,820.81	3,203.19	77.16%	1,282.05
259-5-30-16-130.000 Overtime	0.00	477.20	-477.20	100.00%	94.50
259-5-30-16-210.000 Group Insurance	131,414.00	108,499.03	22,914.97	82.56%	13,044.70

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-16-220.000 Social Security	28,504.00	20,699.46	7,804.54	72.62%	2,301.78
259-5-30-16-225.000 Act 76 Childcare Tax	1,230.00	839.68	390.32	68.27%	92.30
259-5-30-16-230.000 Retirement	32,564.00	21,840.58	10,723.42	67.07%	2,250.80
259-5-30-16-290.000 Other Employee Benefits	2,450.00	1,400.00	1,050.00	57.14%	0.00
259-5-30-16-330.000 Professional Services	6,665.00	14,140.94	-7,475.94	212.17%	0.00
259-5-30-16-420.000 Cleaning Services	32,500.00	17,416.55	15,083.45	53.59%	1,147.00
259-5-30-16-441.000 Rental Land/Buildings	1,860.00	0.00	1,860.00	0.00%	0.00
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	1,344.60	-1,344.60	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	3,916.26	7,833.74	33.33%	0.00
259-5-30-16-530.000 Communications	0.00	343.64	-343.64	100.00%	40.44
259-5-30-16-580.000 Travel	2,592.00	0.00	2,592.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	10,500.00	43,856.69	-33,356.69	417.68%	816.51
259-5-30-16-890.837 Early Childhood Arts Gran	0.00	5,600.00	-5,600.00	100.00%	0.00
Total Preschool	627,757.00	501,288.60	126,468.40	79.85%	49,010.86
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	72,644.00	37,250.83	35,393.17	51.28%	0.00
259-5-30-17-120.000 Part Time Salaries	420,770.00	392,302.31	28,467.69	93.23%	0.00
259-5-30-17-130.000 Overtime	0.00	19,304.52	-19,304.52	100.00%	0.00
259-5-30-17-220.000 Social Security	37,746.00	33,821.16	3,924.84	89.60%	0.00
259-5-30-17-225.000 Act 76 Childcare Tax	1,628.00	1,966.25	-338.25	120.78%	0.00
259-5-30-17-330.000 Professional Services	111,981.00	52,402.75	59,578.25	46.80%	0.00
259-5-30-17-580.000 Travel	0.00	25,749.19	-25,749.19	100.00%	0.00
259-5-30-17-610.000 General Supplies	30,009.00	66,624.52	-36,615.52	222.02%	0.00
Total Summer Day Camps	674,778.00	629,421.53	45,356.47	93.28%	0.00
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,832,937.00	3,091,136.54	741,800.46	80.65%	337,913.05
Total EJRP PPROGRAMS FUND	-98,442.00	-157,924.72	256,366.72	160.42%	-213,166.11
Total All Funds	-1,034,950.00	6,221,635.60	-5,186,685.60	-601.15%	-1,284,731.75

LOT Fund Balance Detail

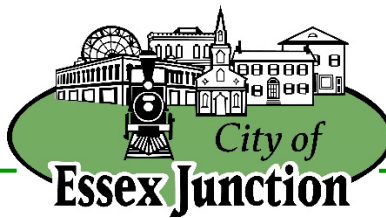
LOT Funds Revenue FY23	659,341.99	
11/21/22 Disbursement - Q1	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
6/30/23 Disbursement - Q4	219,588.49	funds received in August, but recorded back to June to properly recognize revenue
Interest Accrued	3,517.96	
LOT Funds Revenue FY24	986,078.22	
Q1	284,780.40	
Q2	223,554.85	
Q3	219,797.53	
Q4	232,463.92	
Interest Accrued	25,481.52	allocated monthly
LOT Funds Revenue FY25	543,202.31	
Q1	263,103.52	
Q2	261,428.29	
Q3		
Q4		
Interest Accrued	18,670.50	allocated monthly
Less:		
FY23 IT Migration Balance of Funds Avail.	-	
FY24 Expenses	(262,239.00)	rebranding, capital transfer, IT migration and paving actual spent to date
Rebranding Balance of Funds Avail.	(27,500.00)	\$40,000 assigned during budget, \$12,500 reassigned to Strategic Planning by Council
Strategic Planning Balance of Funds Avail.	-	\$30,000 assigned during budget, \$12,500 added from Rebranding by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)	
Capital Transfer Balance of Funds Avail.	-	recurring quarterly entry
Paving Balance of Funds Avail.	-	\$20,000 assigned during budget, additonal \$20,000 assigned by Council
2 Lincoln Renovation	(284,766.00)	assigned by Council 6/12/24
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)	Council authorized to reassign to 2 Lincoln Renovation project 6/12/24
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)	Council authorized to reassign to 2 Lincoln Renovation project 6/12/24
FY25 Expenses to Date	(750,000.00)	
Sidewalks per Policy	(218,608.00)	25% of projected revenue
FY25 Capital Transfer Balance of Funds Avail.	(250,000.00)	
Balance of LOT Funds Available	312,976.52	
Projected Remaining FY25 LOT Revenue	349,900.19	\$874,432 projected, less actual funds received to date
Projected FY25 LOT Fund Balance	662,876.71	

updated 4/3/25

Economic Development Fund Balance Detail

FY25 Economic Development Fund Beginning Balance	869,061.06	
Economic Development Funds Received FY25	132,845.24	
	<i>Property Taxes</i>	114,102.92 will be allocated around 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	18,742.32 allocated monthly
Less:		
		FY25 \$40,000 grant match, less \$3,435 actual spent to date
Main St Park	(36,565.00)	FY25
Crescent Connector	(90,000.00)	estimated
EV Charging	(1,231.00)	actual spent to date FY25
		FY25 \$250,000 grant match, less \$2,343.75 actual spent to
Amtrak Grant Match	(247,656.25)	date FY25
Balance of Economic Development Funds Available	<u>626,454.05</u>	
Projected FY25 Economic Development Fund Revenue	-	
Projected FY25 Economic Development Fund Balance	<u>626,454.05</u>	

updated 4/3/25



MEMORANDUM

To: City Council

From: Joanne Pfaff, Administrative Assistant

Meeting Date: 04/09/2025

Subject: Sidewalk Project Using LOT Funds

Issue: Sidewalks that will be redone with the sidewalk specific LOT funding.

Discussion: The LOT policy sets aside 25% of the funds for sidewalk replacement. The FY25 & FY26 sidewalk work is getting done collectively in early FY26. The sidewalks chosen by the Capital Committee for replacement include portions of Main Street from Ivy Lane to Grove Street on the north side, and from Railroad Street to Pleasant Street on the south side.

Cost: \$342,120.24

Recommendation: N/A

Recommended Motion: N/A

Attachments:

Final Main Street Sidewalk Replacement Railroad to Pleasant

Final Main Street Sidewalk Replacement Ivy to Grove

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk Replacement

Cost Reference Date: 3/25/2025
Estimate Preparation Date: 3/25/2025
Original Capital Plan Date:

south side

Railroad Street to Pleasant Street

Primary Project Reason:

- Remove existing 4' wide sidewalk
- Install New 5' wide sidewalk

Secondary Project Reason:

Assumptions:

- 5' Wide sidewalk.
- One way traffic maintained
- A portion of each residential driveway will be rebuilt to match new roadway.

O	Pavement Overlay		---
R	Roadway Reconstruction		---
W	Waterline Improvements		---
S	Sanitary Sewer Improvements		---
D	Storm Drainage Improvements		---
P	Sidewalk Improvements	\$	144,314.10
Combined Account Costs		\$	144,314.10
Project Management, Design and Resident Engineering		\$	28,862.82
Total Project Cost		\$	173,176.92

Map Labels: DENSMORE DRIVE, MAIN STREET, EDUCATIONAL DRIVE, CENTRAL STREET, GROVE STREET, PLEASANT STREET, CHURCH STREET, RAILROAD STREET, IVY LANE.

Project Information:
 CITY OF ESSEX JUNCTION
 CAPITAL PROJECT ESTIMATES
 MAIN STREET
 SIDEWALK REPLACEMENT
 RAILROAD STREET TO PLEASANT STREET

Scale: 1" = 100'

Legend:
 Survey
 Map
 Draw
 Check
 Date
 10/20/2020

Donatelli Hamlin Consulting Engineers

DATE	REASON	BY
	REASON	BY
	REASON	BY
	REASON	BY

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk Replacement

south side

Cost Reference Date: 3/25/2025

Estimate Preparation Date: 3/25/2025

Railroad Street to Pleasant Street

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Remove Existing Concrete Sidewalk	420	sy	\$ 20.00	\$ 8,400.00
2) Excavation for New Subbase	125	cy	\$ 30.00	\$ 3,750.00
3) New Plant Mixed Gravel Subbase	125	cy	\$ 55.00	\$ 6,875.00
4) New Cement Concrete Sidewalk - 4" Thick	450	sy	\$ 100.00	\$ 45,000.00
5) New Cement Concrete Sidewalk - 6" Thick	80	sy	\$ 115.00	\$ 9,200.00
6) Detectable Warning Surface	8	sf	\$ 45.00	\$ 360.00
7) New Bituminous Concrete Driveway and Apron	210	sy	\$ 55.00	\$ 11,550.00
8) Supply and Spread Topsoil	40	cy	\$ 65.00	\$ 2,600.00
9) Seed, Fertilize, Lime and Matting	360	sy	\$ 5.00	\$ 1,800.00
10) Traffic Control	25	days	\$ 1,000.00	\$ 25,000.00
11) Mobilization	---	---	5%	\$ 5,726.75
Contingency	---	---	20%	\$ 24,052.35

Subtotal \$ 144,314.10

Design Engineering Services \$ 14,431.41

Bidding and Construction Services \$ 14,431.41

Grand Total \$ 173,176.92

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk Replacement

Cost Reference Date: 3/25/2025
Estimate Preparation Date: 3/25/2025
Original Capital Plan Date:

**north side
Ivy Lane to Grove Street**

Primary Project Reason:

Remove existing 4' wide sidewalk
Install New 5' wide sidewalk

Secondary Project Reason:

Assumptions:

5' Wide sidewalk.
One way traffic maintained
A portion of each residential driveway will be rebuilt to match new roadway.

O	Pavement Overlay	---
R	Roadway Reconstruction	---
W	Waterline Improvements	---
S	Sanitary Sewer Improvements	---
D	Storm Drainage Improvements	---
P	Sidewalk Improvements	\$ 140,786.10
Combined Account Costs		\$ 140,786.10
Project Management, Design and Resident Engineering		\$ 28,157.22
Total Project Cost		\$ 168,943.32

City of Essex Junction Capital Projects Construction Cost Estimate



Main SW, Ivy Lane to Grove Street-2

**City of Essex Junction
Capital Projects
Construction Cost Estimate**

Main Street Sidewalk Replacement

north side

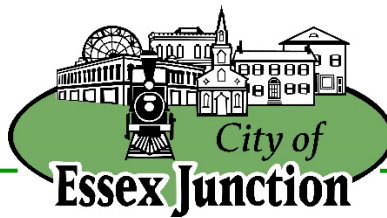
Ivy Lane to Grove Street

Cost Reference Date: 3/25/2025

Estimate Preparation Date: 3/25/2025

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1) Remove Existing Concrete Sidewalk	305	sy	\$ 20.00	\$ 6,100.00
2) Excavation for New Subbase	95	cy	\$ 30.00	\$ 2,850.00
3) New Plant Mixed Gravel Subbase	95	cy	\$ 55.00	\$ 5,225.00
4) New Cement Concrete Sidewalk - 4" Thick	310	sy	\$ 100.00	\$ 31,000.00
5) New Cement Concrete Sidewalk - 6" Thick	75	sy	\$ 115.00	\$ 8,625.00
6) Detectable Warning Surface	8	sf	\$ 45.00	\$ 360.00
7) New Bituminous Concrete Driveway and Apron	225	sy	\$ 55.00	\$ 12,375.00
8) Precast Concrete Catch Basin	2	ea	\$ 4,500.00	\$ 9,000.00
9) 6" PVC Underdrain Piping	260	lf	\$ 35.00	\$ 9,100.00
10) 3/4" Crushed Stone	60	cy	\$ 65.00	\$ 3,900.00
11) Supply and Spread Topsoil	30	cy	\$ 65.00	\$ 1,950.00
12) Seed, Fertilize, Lime and Matting	250	sy	\$ 5.00	\$ 1,250.00
13) Traffic Control	20	days	\$ 1,000.00	\$ 20,000.00
14) Mobilization	---	---	5%	\$ 5,586.75
Contingency	---	---	20%	\$ 23,464.35

Subtotal	\$	140,786.10
Design Engineering Services	\$	14,078.61
Bidding and Construction Services	\$	14,078.61
Grand Total	\$	168,943.32



MEMORANDUM

To: City Council

From: Joanne Pfaff

Meeting Date: April 9, 2025

Subject: Regional Boards and Committees

Issue: To improve coordination and understanding of discussions, decisions and actions taken on the regional boards and committees where the City is represented.

Discussion: In the packet for the first Council meeting of every month we will include this quick reference to the regional board's websites and minute locations in each reading file to keep the regional boards at front of mind. By reviewing the meeting minutes, the Council can have a better understanding of the discussions and allow them to stay informed about regional issues and resolutions.

[Chittenden Solid Waste District](#)

[Town Meeting TV](#)

[Chittenden County Communications Union District](#)

[Green Mountain Transit](#)

[Winooski Valley Parks District](#)

[Champlain Water District](#)

[Tree Farm Management Group](#)

[Chittenden County Regional Planning Commission](#)

Cost: N/A

Recommendation: N/A

Recommended Motion: N/A

Attachments: N/A

POLICE COMMUNITY ADVISORY BOARD

March 18, 2025

POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING - DRAFT March 18, 2025

POLICE COMMUNITY ADVISORY BOARD: Gwendolyn Evans, Vince Cuciti, Christina Hagestad, Jenny Parker and David Harrington

ABSENT: Jody Kamon (Advisor), Dan Maguire

STAFF: Alyssa March, Community Liaison, Essex Police Department

ADMINISTRATION: Ron Hoague (EPD Chief)

OTHERS PRESENT:

1. CALL TO ORDER

Chair Christina Hagestad called the meeting to order at 6:10pm.

2. AGENDA ADDITIONS/CHANGES

a. Gwendolyn would like an update from EPD.

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

Christina asked how someone could get information on an officer and concerns about the officer. The Chief informed Christina that anyone could put in a records request but encouraged the person to reach out to him directly so he can know what is going on and support the person with concerns.

5. CONSENT ITEMS

a. The Board approved the Minutes for the February meeting.

6. BUSINESS ITEMS

a. David offered a suggestion to do multiple surveys on different topics like the elderly population getting scammed with technology and AI. The Board agreed that a survey a month or every other month as well as training on the survey topic could be the next step after getting the community survey out to the community. The Chief suggested that the training could be online with someone from the PD and PCAB facilitating.

The Board discussed the goals of the public survey with The Chief and Alyssa. The Board then discussed different ways to ask questions to the community and how to word the questions in an appropriate way. The Board reviewed some of the previous questions and suggestions as well as questions on the original survey.

Alyssa informed the Board that she has been working on Microsoft Forms to create the survey for free without needing to use Survey Monkey (due to their pricing).

b. The Chief informed the Board that the PD is still hiring and is hopeful of a couple of people to attend the Academy in August.

Action Steps:

- Alyssa will send a sample survey to Gwendolyn to see if it is ADA compliant.
- Chief and Alyssa will go through the previous survey as well as the new questions made and create a survey to present to the Board next meeting that has the needs from EPD.
- The Board will think of ways to push the survey to the Essex community.

7. ADJOURN

A motion to adjourn was made by Christina. The motion was seconded and approved by the Board. The meeting adjourned at 7:38pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
MARCH 20, 2025
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Luke Brockmeier; Cristin Gildea; Dylan Zwicky

ADMINISTRATION: Michael Giguere, City Planner

OTHERS PRESENT: Greg Dixon, Adam Slocum, Eva Slocum

1. CALL TO ORDER

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

2. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Giguere requested adding Item 6a, "Consideration of Rescheduling June's Meeting."

Mr. Giguere noted that this is a hybrid meeting, and that staff are present at 6 Lincoln Street 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 on April 17th, 2025. All votes that are not unanimous will be done via roll call. A roll call attendance of all remote members was held.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

a. Regular Meeting – February 20, 2025

LUKE BROCKMEIER made a motion, seconded by **CRISTIN GILDEA**, to approve the minutes of February 20, 2025. Motion passed 4-0.

5. PUBLIC MEETING

6. PUBLIC HEARING

All participants were sworn in.

a. Variance application for the conversion of an existing duplex into a fourplex located three feet within the front 15-foot setback at 177 West Street by Eva and Adam Slocum, owners.

Mr. Giguere said that new application materials were presented to staff today which nullify the staff report. The newly submitted plans show a proposed expansion that is slightly larger than the current garage. Mr. Giguere said that he recommends denying the application and requesting that the applicant reapply. Mr. Alden suggested that the Board decide based on the previously submitted material. Ms. Slocum said that she submitted architectural drawings of the property today, as this is when she received them. The property is still on the same footprint as with the previous plans, except for the roof overhang and stairs which extend to the setback. Mr. Alden said that nonconformities cannot become more in noncompliance, and thus the footprint is very important. Mr. Alden said that the roof overhang would be allowable, however the stairs would need to be moved as they are within the setback. The applicants are amenable

to this change. Mr. Brockmeier asked for clarification on the encroachment. Mr. Giguere said that stairs can encroach up to 18 inches, but that the property is already nonconforming. The existing driveway and parking will be used for all the proposed units. The DRB suggested moving the stairs to the back of the building, which the applicant was amenable to.

JOHN ALDEN made a motion, seconded by CRISTIN GILDEA that the DRB find that the application meets the non-complying structures definition and exceptions of 802.B 1&2 a, b, and c as originally presented and that no additional impact or change to the existing setback infraction is allowed. Motion passed 4-0.

b. Site plan amendment for three additional (3) dwelling units and opening of the fifth floor at an existing multi-family building at 197 Pearl Street by JIDDU/SITTU Trust c/o Gabe Handy

Mr. Dixon, of Krebs & Lansing, said that he is the civil engineer on this project. Mr. Alden said that he wanted to note that the Planning Commission and Development Review Board had no knowledge of the fifth story on this building and that it was constructed after the plan was approved. It does not break the height limit, but the extra story was not allowed at the time it was built. Vermont state law has changed since this time. Mr. Dixon said that the fifth story is on the southwestern side of the building and is currently unused space. There are no exterior changes with this project. Mr. Alden said that he is amenable to this application but would like to not see this happen again. All units are leased.

To be able to use the fifth floor, fourteen units in this project need to be deeded as affordable for at least 15 years, at 80% of the average medium income. This will be a proposed condition for approval. If the applicant is not interested in this, they are not able to use the fifth story. There are no parking issues at the property currently, and it is close to being fully rented. The property currently has half the required parking as a waiver was previously issued due to its proximity to the bus line. Shared parking arrangements between the surrounding apartment buildings could be examined if needed. The parking waiver is now 74 spaces for a demand of, on paper, of 85 spaces. Mr. Giguere pointed out that one of the units was incorrectly labeled as a two-bedroom, when it should have been a one-bedroom. This will be changed on the application materials.

CRISTIN GILDEA made a motion, seconded by LUKE BROCKMEIER, that the DRB approve the site plan amendment for three (3) additional dwelling units and opening of the fifth floor at the existing multi-family building at 197 Pearl Street with conditions as presented and amended. Motion passed 4-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

a. Consideration of Rescheduling June's Meeting

The DRB's regularly scheduled meeting in June is on Juneteenth. The DRB rescheduled this meeting to June 9th.

7. ADJOURNMENT

LUKE BROCKMEIER made a motion, seconded by CRISTIN GILDEA, to adjourn the meeting. The motion passed 5-0 at 7:18 PM.

Respectfully submitted,
Darby Mayville

FOR IMMEDIATE RELEASE: March 28, 2025

CONTACT: Taylor Newton, CCRPC Planning Program Director | tnewton@ccrpcvt.org | 802-846-4490 x115

Chittenden County Draft Housing Targets Available for Review and Comment

Comment deadline: Monday, May 19

(*Winooski, VT*) Finding a place to live in Chittenden County, particularly one that is affordable, has become more difficult over the years. For decades, housing production hasn't kept up with the needs of our communities, making it difficult for families to put down roots, workers to live near their jobs, and employers to find staff.

To help communities plan for the future, the Vermont Department of Housing and Community Development, at the direction of the Vermont Legislature, has introduced new statewide and regional housing targets. These data-driven targets are presented as ranges and take into account the housing Vermont needs – not only to house new residents, but also to accommodate downsizing seniors, replace older homes that can't be repaired, and help address homelessness.

Overall, Chittenden County has a housing target range of 15,783 – 47,407 new housing units by 2050. As required in the HOME Act (Act 47 of 2023), the Chittenden County Regional Planning Commission (CCRPC) has divided the regional housing targets into targets for each city and town in Chittenden County. **The first draft ranges can be viewed [here](#).** Residents, business owners, and community leaders are invited to review the draft housing targets and provide feedback and generate ideas to help increase housing in Chittenden County. Comments will be accepted through Monday, May 19, 2025.

HOUSING TARGETS AND FUTURE LAND USE MAP: TOOLS FOR PLANNING

With housing targets and data collection in place, for the first time, Vermont will be able to track housing production, informing policy decisions at all levels of government. Housing targets are meant to be a planning tool, and there are no penalties for not reaching these goals at this time. However, cities and towns are expected to include the housing targets in their municipal plans and identify actions they'll take toward meeting them. CCRPC is available to assist with this effort.

While cities and towns typically don't build housing, they can create conditions that make housing development easier. Options include adjusting zoning laws, expanding infrastructure like water and wastewater systems, and working with the private sector – and cities and towns choose the options that are right for them. Cities and towns must plan to accommodate most of the housing target in *downtown centers, village centers, planned growth areas, and village areas* – areas that are shown and defined on [this draft Chittenden County Future Land Use map](#), which is available for public comment through May 19.

There are many coordinated efforts underway to address this issue locally, regionally, and statewide. By making progress toward the new housing targets, communities will:

- Increase housing options and affordability to support local families and workers;
- Strengthen schools and local economies by retaining existing and attracting new residents;
- Protect farmland and forests by concentrating housing in areas designed for growth, such as those able to accommodate or already served by public transit, water, sewer, and social services; and
- Ensure public dollars are spent efficiently, maximizing investments.

JOIN THE CONVERSATION – LEARN MORE AND PROVIDE COMMENTS BY MAY 19

Two key items related to housing in Chittenden County are available for review and comment by **Monday, May 19, 2025**:

1. **DRAFT HOUSING TARGETS** | These targets, once adopted, will be integrated into city and town plans to help address the urgent need for housing in Chittenden County. [Review the draft housing targets and provide comments »](#)
2. **DRAFT FUTURE LAND USE MAP** | This map, once adopted, will guide how land in the region will be used in the future. [Review the draft map and provide comments »](#)

If you have questions or would like more information, please contact Taylor Newton:
tnewton@ccrpcvt.org.

The need for housing in Chittenden County is urgent, and solutions require thoughtful collaboration across all sectors. No single city or town can solve this crisis alone. It will take a coordinated effort at the local, regional, and state levels to create a resilient, inclusive, and affordable housing market for Vermont's current and future residents. *Please share your questions, thoughts, and ideas!*

MORE INFORMATION ABOUT CCRPC

The CCRPC (<https://www.ccrpcvt.org/>) is one of 11 regional planning commissions in Vermont and serves as the State's only federally required metropolitan planning organization. The CCRPC acts as the principal forum for planning, policy and community development in the region by providing planning and technical assistance that meets the needs of its member municipalities and the public, while remaining consistent with federal and state requirements. The CCRPC's work results in the development and implementation of plans that support sustainable development and improve the region's quality of life and environment.

For more information, visit <https://www.ccrpcvt.org/housing/>.

###



CHITTENDEN COUNTY HOUSING TARGETS

Review and comment by May 19! Visit ccrpcvt.org/housing for more details.

Vermont's **HOME Act** (Act 47 of 2023) introduced new requirements for regional and municipal plans. One is that plans must now include housing targets for 2030 and 2050 to ensure an adequate supply of safe, affordable housing in locations that keep transportation costs low.

Below are the draft housing targets for 2050. CCRPC has divided its regional target range (15,783 - 47,407) into LOW, MID, and HIGH targets for each city and town.

	EXISTING HOUSING UNITS (2023)	2050 HOUSING TARGET RANGES						ANNUAL HISTORIC GROWTH (2000-23)	2050 ANNUAL #S*		
		LOW # and %		MID # and %		HIGH # and %			LOW	MID	HIGH
BOLTON	550	59	11%	118	21%	177	32%	6	2	5	7
BUEL'S GORE	12	1	11%	3	21%	4	32%	0	0	0	0
BURLINGTON	18,245	3,557	19%	7,120	39%	10,683	59%	77	142	285	427
CHARLOTTE	1,643	176	11%	353	21%	530	32%	6	7	14	21
COLCHESTER	7,673	848	11%	1,697	22%	2,546	33%	39	34	68	102
ESSEX	4,889	1,233	25%	2,467	50%	3,702	76%	51	49	99	148
ESSEX JUNCTION	4,955	1,462	30%	2,927	59%	4,392	89%	52	58	117	176
HINESBURG	2,071	375	18%	752	36%	1,128	54%	16	15	30	45
HUNTINGTON	876	94	11%	188	21%	282	32%	6	4	8	11
JERICHO	2,014	210	10%	419	21%	629	31%	10	8	17	25
MILTON	4,515	640	14%	1,282	28%	1,923	43%	42	26	51	77
RICHMOND	1,729	202	12%	404	23%	606	35%	8	8	16	24
SHELBURNE	3,529	802	23%	1,605	45%	2,409	68%	33	32	64	96
SOUTH BURLINGTON	9,921	3,788	38%	7,583	76%	11,378	115%	142	152	303	455
ST. GEORGE	314	34	11%	67	21%	101	32%	2	1	3	4
UNDERHILL	1,313	141	11%	282	21%	423	32%	9	6	11	17
WESTFORD	899	96	11%	193	21%	290	32%	6	4	8	12
WILLISTON	4,725	1,402	30%	2,807	59%	4,212	89%	70	56	112	168
WINOOSKI	3,665	663	18%	1,327	36%	1,991	54%	27	27	53	80
COUNTY TOTAL	73,538	15,783	21%	31,595	43%	47,407	64%	602	631	1,264	1,896

HOW WERE THE NUMBERS ASSIGNED TO EACH CITY AND TOWN?

CCRPC worked with its Planning Advisory Committee, made up of city / town planning directors and commissioners, for over a year to develop a method to assign housing targets to each city and town in Chittenden County.

Housing targets consider factors like **infrastructure**, **historic growth rates**, and **land available for development**.

CITIES

Burlington, Essex Junction, South Burlington, Winooski

Receive **60%** of the regional housing target.

RURAL TOWNS

Bolton, Buel's Gore, Charlotte, Huntington, St. George, Underhill, Westford

Receive **3.8%** of the regional housing target and are encouraged to promote village development and protect working lands.

SUBURBAN TOWNS

Colchester, Essex Town, Hinesburg, Jericho, Milton, Richmond, Shelburne, Williston

Receive **36.2%** of the regional housing target, and weighting is applied based on accessibility of water and wastewater infrastructure.



This approach allows Chittenden County to meet its goals for livable downtowns and villages, intact farm and forest land, and healthy natural resources – while still accommodating development in all cities and towns.

CHITTENDEN COUNTY DRAFT FUTURE LAND USE MAP


Chittenden County Regional Planning Commission (CCRPC) is working with cities and towns to create a regional Future Land Use map. This map, once adopted, will generally guide how land in the region will be used in the future. For more information, visit ccrpcvt.org/ecos-engagement.


The land use categories on the map are defined in state law and CCRPC is tasked with determining how the land use categories apply in the region. CCRPC is seeking input from the public to help guide our mapping work.


HOW WILL THIS IMPACT ME?


Through planning, your town or city prioritizes how land is used and shared. Land use maps and planning impact where houses and other development are built, as well as where natural resources are protected. You can participate in community discussions and decisions that shape your town or city. Please provide comments on the proposed future land use for Chittenden County by e-mailing Taylor Newton (tnewton@ccrpcvt.org).


Legend


 Municipal Boundary


 Property Boundary


 Roads


 River or Stream


 Lake Champlain


 Transition / Infill Area


 Resource-Based Recreation Area


 Enterprise Area


 Hamlet

 Rural General


 Rural Ag and Forestry


 Rural Conservation


 Airport & Camp

 Johnson & Ethan Allen Firing Range

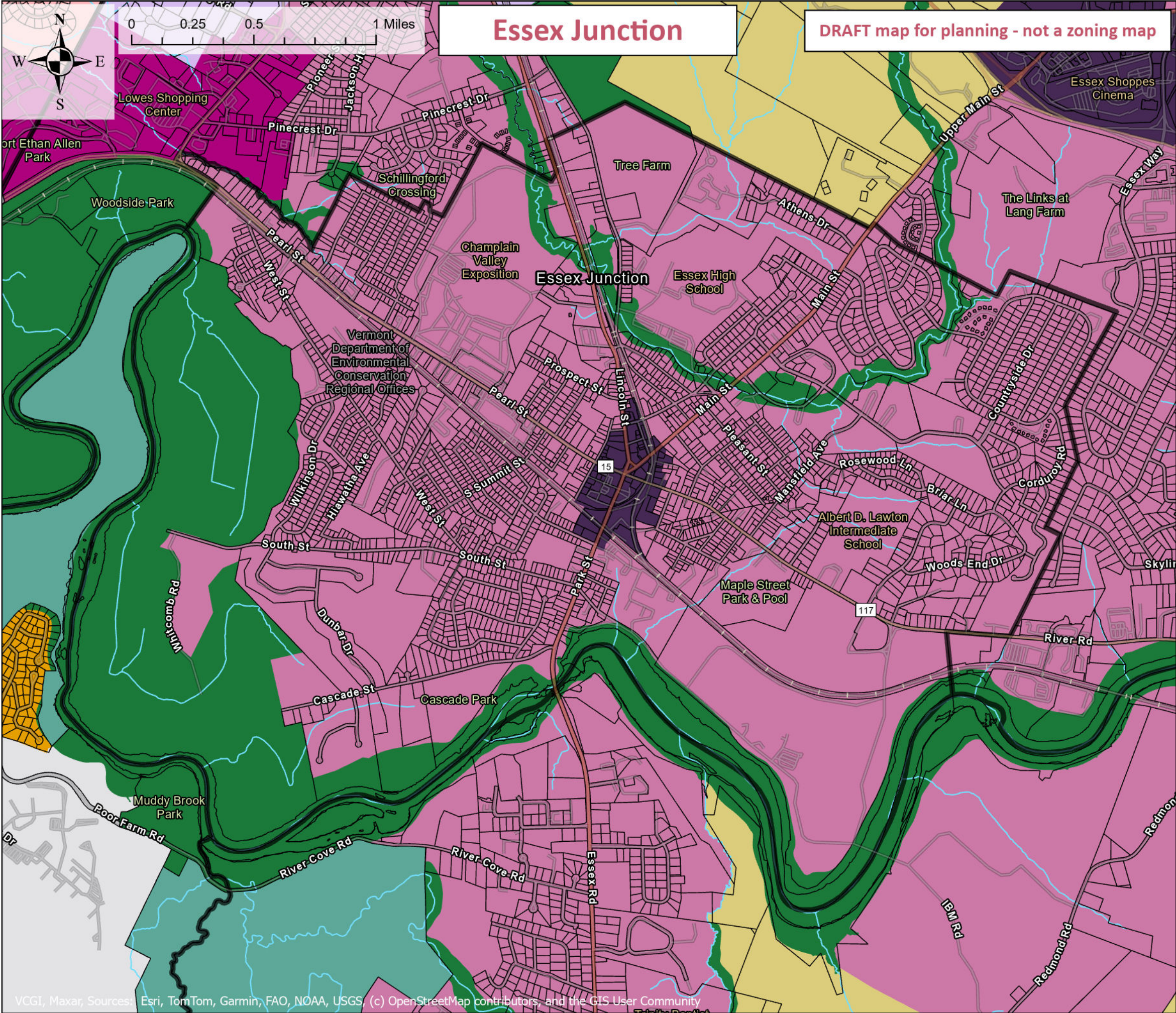
Future Land Use Area

 Downtown Center

 Village Center

 Planned Growth Area

 Village Area



Chittenden County Communications Union District

110 West Canal Street, Suite 202, Winooski, Vermont 05404

2024 Annual Report

Approved by CCCUD Board March 26, 2025

Executive Summary

The Chittenden County Communications Union District (CCCUD) includes Essex, Essex Junction, Jericho, Shelburne, South Burlington, Underhill, Westford and Williston. In 2024, the CCCUD received proposals from internet service providers to form a public/private partnership to provide broadband service to all the unserved and underserved locations in the 8-municipality district (~500+ locations). In the fall, the CCCUD applied for and was awarded its allotted amount of \$2.1M in Construction Grant funds from the Vermont Community Broadband Board (VCBB). The CCCUD then finalized a contract to partner with Consolidated Communications (CCI) to accomplish phase 1 (~100+ locations) of this work. The CCCUD anticipates service will be available for all phase 1 customers by the end of 2025.

2024 Activities and Plans for 2025

Activities in 2024

- Received and reviewed proposals from internet service providers to form a public/private partnership to provide broadband service to all the unserved and underserved locations in the 8-municipality district (~500+ locations)
- Continued work with consultant, Mission Broadband, to research the underserved/unserved community in the area
- Applied to the VCBB for its allotted amount of \$2.1M in Construction Grant funds to begin the work of providing broadband service to all the unserved and underserved locations in the 8-municipality district (~100+ locations)
- Finalized a contract with Consolidated Communications (CCI) to accomplish phase 1 (~100+ locations) of this work
- The FY25 Budget was developed, a public hearing held, and a final budget was adopted.

Anticipated next steps in 2025

- Begin the administration of the of the \$2.1M in Construction Grant funds to CCI
- Support CCI's application for Federal BEAD funds to complete phase 2 of the work (~400+ locations). There is no timeline for BEAD funds yet, but the CCCUD anticipates this funding could occur in 2026 with work to follow. CCI has begun this process.
- Consider sustainability plans to fund the long-term oversight required for the phase 1 work.

View minutes and learn more at: <https://www.ccrpcvt.org/our-work/broadband/>

CCCUD

January through December 2024

Ordinary Income/Expense	Budget	* Actual	Difference
Income			
Revenue - Cash Basis			
Carryover from Previous Yr	\$69,927	\$31,697	\$38,230
VCBB Pre-Construction Grant	\$225,000	\$225,000	
VCBB Construction Grant	\$2,174,320	\$0	\$2,174,320
Total Project Revenue	\$2,469,247	\$256,697	\$2,212,550
Expense			
Project - Expenses			
Project - Insurance	\$3,400	\$5,444	\$2,044
Project - Dues/Subscriptions	\$12,000	\$2,334	-\$9,666
Project - Audit	\$20,000		
Project - Legal	\$28,000	\$3,328	-\$24,672
Project - Consultant - MBI	\$150,000	\$28,850	-\$121,150
Total Project - Expenses	\$213,400	\$39,956	-\$153,444
Personnel			
CCRPC Staff Time	\$80,000	\$24,270	-\$55,730
Construction Activity	\$2,174,320	\$0	-\$2,174,320
Total Personnel	\$2,254,320	\$24,270	-\$2,230,050
Total Expense	\$2,467,720	\$64,226	-\$2,403,494
Net Ordinary Income	\$1,527	\$192,471	\$190,944

*Note the the figures presented above reflect a modified cash basis. Grant reveue is expressed as deposited cash, not earned revenue. Earned Revenues were \$64,226 for CY2024 for a Net Income of \$0. Deferred grant funds of \$192,472 remained as of 12/31/2024 (all pre-construction funds).



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RECEIVED

March 11, 2025

MAR 14 2025

City of Essex Junction

Dear Neighbor,

I am writing to make you aware that VELCO will be starting inspections in the **April-May time frame** on its Georgia to Essex transmission lines which may cross your property. We have a number of lines to inspect this year, so **you can anticipate inspections lasting until July-August, weather depending.**

VELCO already performs these inspections routinely through a combination of helicopter, Utility Terrain Vehicle (UTV), and foot patrols, however this year, VELCO has contracted with a company that will be utilizing a Small Unmanned Aerial System also known as "sUAS" or "drone" to perform inspections of the transmission line. The contractor VELCO has selected has completed similar inspections across the northeast for our neighboring utilities, and they have a great amount of experience operating the equipment and inspecting power lines. All Drone Pilots working for VELCO have been properly trained and have been certified by the FAA to conduct commercial drone operations.

VELCO is committed to ensuring the safe and reliable transmission of electricity across the state of Vermont, and utilizing Drone technology will allow us to get an up-close look at the transmission line without utilizing heavy equipment while keeping workers away from the energized lines. The use of Drones will increase safety, minimize landowner impacts, reduce costs, and is much more sustainable for the environment than helicopters or heavy equipment.

- Will Drones replace helicopter patrols?
 - No, at this time the FAA regulations, and the Drone technology would not be able to replace every task that is performed by a helicopter. VELCO anticipates utilizing Drone technology to minimize the need for helicopters in the future to lower emissions and costs.
- How far can the drone fly?
 - FAA regulations state that the Drone must remain in sight of the Pilot when operating.
- How long with this take?
 - We expect the inspections on these lines to last no more than three weeks, however it is weather dependent.
 - Each structure (pole) should only take a few minutes to inspect.
- How many people will be performing inspections?
 - Generally, Drone inspectors work in a two-person team to ensure safe and efficient operations. The Pilot will operate the Drone, and the visual observer monitors the surroundings and identifies hazards for the Pilot.

- How can VELCO ensure my privacy?
 - The contractor assigned to complete inspections are certified professionals who are focused on putting the public first. Their only interest is within the utility line corridor and making sure VELCO's transmission lines are in the best condition to deliver safe and reliable electricity.
- Is there anything else VELCO will use Drones for?
 - Potentially. A few examples could include emergency work including storm damage assessments, mapping/surveying as well as 3D modeling of equipment, thermal inspections, substation inspections, etc.
- How will I know if VELCO is flying a Drone in my area?
 - Except for emergencies, VELCO plans to use an assortment of notification methods, which may include a letter, email/text message, door hanger, local media, social media and our company website at www.velco.com.
 - ***If you would like an email or text message notice prior to routine Drone flights in your area, please contact me directly by phone or email so that I can add you to our pre-notification list.***

We want to thank you for your cooperation and understanding as we perform this important work. We also want to invite you to share your thoughts with us regarding your recent experience. We value feedback from landowners who are affected by our work, and we use that information to improve our maintenance and construction practices. Please feel free to reach out to me with any feedback for our drone inspection work.

Thank you for your time.

Kind regards,



Marina Vitagliano

Real Estate & ROW Specialist