



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, September 10, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Bike Walk Advisory Committee Brief [10 Minutes]
 - b. Discussion and Consideration of Annual Meeting and Budget Schedule [15 Minutes]
 - c. Discussion on Future Committees [20 Minutes]
 - d. Discussion and Consideration of Vermont League of Cities and Towns Annual Meeting Voting Delegate [5 Minutes]
 - e. *Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 08/27/25
 - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
 - c. Authorize City Manager to Implement the ICMA Economic Mobility and Opportunity (EMO) Special Assistants Program
 - d. Approval of Teen Center/Essex CHIPS Lease for 2 Lincoln
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24085 09/25/25
 - b. August Financials
 - c. Regional Boards and Committees Memo
 - d. Development Review Board Minutes 08/21/25
 - e. Police Community Advisory Board Minutes 08/19/25
 - f. Governance Committee Minutes 08/28/25
9. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to Discuss Attorney Client Communication and Litigation
10. **ADJOURN**

**CITY OF ESSEX JUNCTION CITY COUNCIL
MEETING AGENDA – September 10, 2025**

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.

It's been an exciting year for the Bike Walk Advisory Committee. We've received several new members, most with young families, who love getting out in our community walking and on their bikes, and the enthusiasm that has been brought to the committee through them has driven us to take on a lot of issues that have long faced our city in terms of pedestrian infrastructure.

First I'd love to share a few projects which we have seen through in the past year before moving onto some of our larger ongoing efforts:

- Annual RRFB Purchase at Athens & Main Intersection, awaiting installation
 - Developed rubric for future RRFB considerations
- Implemented Bike parking survey to catalog existing sites
 - Led directly to installation of new bike racks based on community demand
 - Bench near Boxcar/Park Terrace
 - Bespoke
 - Nest
 - Brownell Block
 - Planet Fitness
 - Essex Junction Market
- Developed advertising plan for Crescent Connector bike lockers
- Collaborated with UVM Engineering program for capstone project which considered Park Street reconfiguration and redesign, presented May '25
- Revisited 2014 Bike and Pedestrian Plan
- Reviewed the latest CCRPC Regional Safety Data
- Reviewed existing Sidewalk Policy, joined Capital Review Committee for Main Street project review
- Conducted Traffic Counts for Memorial Way slip lane
- Tabled and collected feedback on bike / walking routes around city at Essex Pride Fest
- Reviewed Town of Essex's plan for shared use path on Route 15/Main Street
- Worked with community for July 4 Balance Bike Race
- Held joint meeting with Williston on the Move in August
 - Completed AARP Bike and Walk audits
- Reviewed Connect the Junction draft plan
- Reviewed Pearl Street multimodal improvement scoping study
 - Attended Planning Commission community engagement session

The following longer term projects also concluded recently:

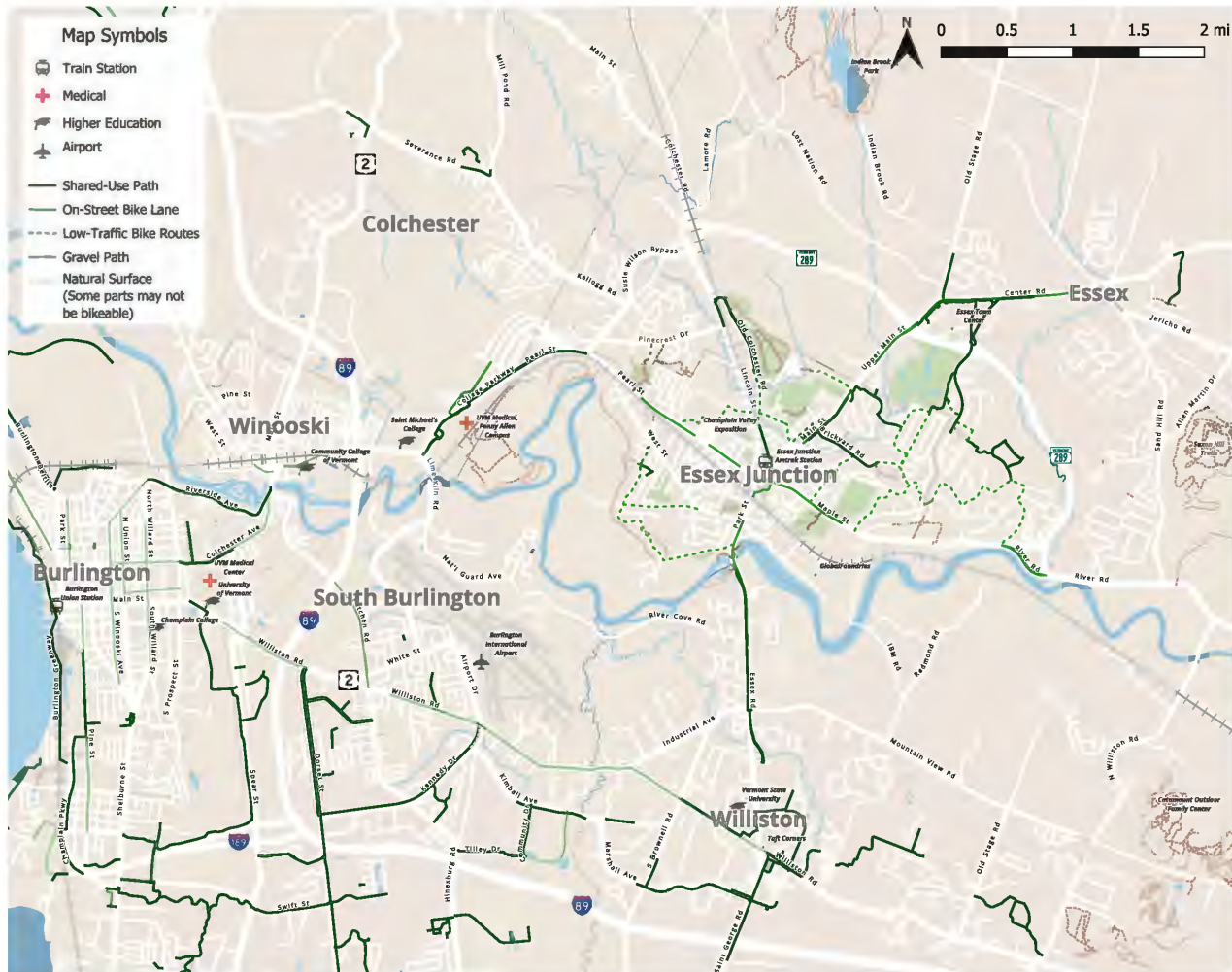
- Lincoln Terrace Traffic Calming consideration and installation (September '24 - July '25)
- Re-Application for Bicycle Friendly Community designation
- Publication of 2025 Bike Map (August '25)

Currently we are still working on several ongoing projects:

- Wayfinding signage project (March '25 - present)
- Review of draft Traffic Calming Policy (December '24 - present)

Under the guidance of staff in Community Development we have had a great year on the committee, thanks largely to our communities desire for continuous improvements on our pedestrian and biking infrastructure. There has undoubtedly been a wider range of folks in our community speaking out for these improvements because they know that they have receptive folks on city council who have signaled how important these matters are by taking on projects such as Connect the Junction and putting it as a pillar of the long term plan of our city.

That being said, now is not the time to ease off of these efforts. Residents that we engage with on these matters are very vocal about the challenges that they see and their concerns about safety for bikers and walkers alike. I am hopeful that we are able to provide tools to our neighbors via the implementation of a new Traffic Calming Policy which, with a modest increase to our annual budget, Bike Walk can use to take on the process of considering temporary projects, much like the one we undertook on Lincoln Terrace, thus giving our residents the tools to visibly improve the safety of their neighborhoods. As we discussed in our August meeting, BWAC is ready to collaborate with Public Works, Police, and other community organizations to collect and assemble data and develop our criteria to best implement this policy and I hope we'll have your support in this effort.



For the most up to date regional route information, contact the relevant municipalities or visit an open-source map website such as cyclism.org.

Notice some gaps in the City's bike routes? Join the Essex Junction Bike/Walk Advisory Committee every second Thursday of each month to help the City plan for improved and expanded bicycle and pedestrian infrastructure in the coming years! Visit essexjunction.org/boards/bike-walk-advisory-committee for more details.

Map created by Michael Giguere
Photo by David Achee



NEW

Essex
Junction

Cycling
Map

FEEDBACK
WELCOME



- Map Symbols
- Commercial
 - Transportation
 - Medical
 - Higher Education
 - Airport
 - Shared-Use Path
 - On-Street Bike Lane
 - Low-Traffic Bike Routes
 - Informal Path
 - Formal Path



2025
Cycling Map
See reverse side for local map

For the most recent data regarding roads, information, check the website: www.essexjunction.org or visit the Essex Junction Bicycle Advisory Committee every second Thursday open house at the City of Essex Junction and explore the city and its features with a local expert. essexjunction@essexjunction.org or www.essexjunction.org

To be replaced with a local biking photo



2025
Cycling Map
See reverse side for local map



- Map Symbols
- School
 - Bicycle Repair Station
 - Shared-Use Path
 - On-Street Bike Lane
 - Low-Traffic Bike Routes
 - Informal Path
 - Formal Path





Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: September 10, 2025
Agenda Item: Annual Meeting and Budget Schedule

Issue: The Communications Department and City Clerk have drafted a Council budget engagement schedule and annual meeting deadlines. This schedule is for the Council to review and discuss any changes they would like to see made.

Discussion:

Annual Meeting Date

This is the first year that the Council will need to vote on the date for the annual meeting. Per the City Charter, "Annually on or before January 1, the Council shall set the date of the next annual meeting, at which time the voters shall vote for the election of officers, the voting on the City budget, and any other business included in the warnings for the meetings." (Subchapter 4: CITY MEETINGS § 401. City meetings and elections (a))

The School District plans to hold its annual meeting on April 7th. The attached schedule assumes the City Annual Meeting will be held on that same date as has been the tradition in the Village/City; and one election day for City residents has been desirable. The proposed schedule will need to be re-worked if the City Annual Meeting is moved to Town Meeting Day. Staff requests that the Council discuss and decide on the annual meeting date.

Budget Day

Below are potential dates for Budget Day. The Council has previously held Budget Day in the first week of December. The second week of December is another option. The regular City Council meeting is scheduled for that week but could be canceled if Budget Day is held then. The following week, December 17, is the next scheduled regular City Council meeting due to the Christmas holiday. Staff requests that the Council discuss and decide on the date for Budget Day.

- Tuesday, December 2
- Wednesday, December 3
- Tuesday, December 9
- Wednesday, December 10 (Regular City Council Meeting day)

Budget Schedule

The budget schedule includes a community meal for residents to attend, learn more, and discuss the budget. This event has previously been held on the last Saturday in January, with the format consisting of a meal followed by a presentation and Q&A. Staff are discussing potential dates with CVE. Staff requests that the Council discuss the format and timing for this Community Meal and Budget Discussion. You'll see in the schedule that holding the Community Meal between January 30th to February 9th is also necessary to accommodate the potential charter change deadlines.

In the past, the Council has also conducted Coffee Chats and other community engagement activities during January and February. The Coffee Chats have not seen strong attendance in the past two years. Staff suggests that the Council explore additional opportunities to meet residents where they are, rather than asking the community to attend a meeting or gathering. Staff will continue researching other engagement options and will bring suggestions to the Council at a future meeting. The staff is seeking additional ideas from the Council on how to further engage the community regarding the budget.

Annual Meeting Deadlines

This schedule also outlines important deadlines for the Annual Meeting. The Annual Meeting Warning must be finalized by the February 25 City Council meeting so it can be printed on the ballot, in the City Newsletter, and in the Annual Report. Another important section is the requirement for public hearings if a Charter proposal is involved. Two public hearings must be held before the meeting to vote on the Charter proposal, and the first public hearing must be held at least 30 days prior to the vote.

Cost: None

Recommendation: It is recommended that the City Council set the Annual Meeting date, adjust the first January City Council meeting and provide direction on the date for the Community Meal and Budget presentation. Though no formal motion is needed on the last piece.

Recommended Motion:

If the Council decides to follow the recommended motion:

"I move the Council set the Essex Junction Annual Meeting for Tuesday, April 7, 2026 from 7am to 7pm [or an alternative date]."

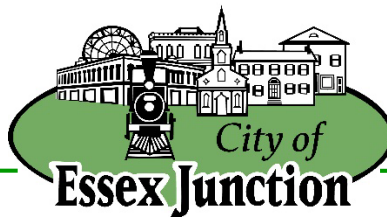
"I move the Council move the regularly scheduled January 14th meeting to January 21st to enable the proper warning of potential charter changes."

Attachments: DRAFT 2026 Annual Meeting and Budget Schedule

2026 Annual Meeting and Budget Deadlines

December	
December TBD	Budget Day
December 10	City Council Meeting
December 17	City Council Meeting
January	
January	Department Head Budget Videos will be produced
January 18	Official copy of the Charter proposal to be filed as public record with clerk. 17 VSA §2645(a)(2) – <i>at least 10 days before the first public hearing</i>
January 21 (move January 14 th regular meeting to accommodate the Charter Change requirement)	City Council Meeting & Budget Work Session <ul style="list-style-type: none"> Warn first public hearing for Charter Proposal. 17 VSA §2645(a)(3),(6); 17 VSA §2641(a) – <i>must be within January 16-26</i>
January 23	Notice in paper for the First Public Hearing for the Charter Changes – <i>at least 5 days before the hearing</i>
January 28	City Council Meeting & Budget Work Session <ul style="list-style-type: none"> Warn Public Hearing on the Budget First Charter Change Public Hearing – <i>last time changes can be made</i>
January 30-February 9	Warn second public hearing for Charter Proposal. 17 VSA §2645(a)(3),(6); 17 VSA §2641(a)
January/February TBD – hold during 1/30 to 2/9 to also warn required charter change public hearing	Community Meal and Budget Discussion
February	
February 6	Notice in paper for the Second Public Hearing for the Charter Changes – <i>at least 5 days before the hearing</i>
February 11	City Council Meeting & Budget Work Session <ul style="list-style-type: none"> Public Hearing on the Budget Second Charter Change Public Hearing – <i>though changes can't be made because there is no time to warn a third public hearing</i> Adoption of Resolution for bond vote <ul style="list-style-type: none"> The Council should adopt a resolution <i>that the public interest or necessity demands the _____ (description of project) and that the cost ... will be too great to be paid out of the ordinary annual income and revenue, and a proposition of incurring a bonded debt to pay for public improvements will be submitted to the qualified voters of the City at Annual City Election on April 7, 2026. (Wording in italics is taken from VSA 24, Section 1755).</i>
February 19	Last day to file petitions signed by at least 5% of the voters with the City Clerk for Articles to be included in the City Meeting Warning. <i>(Not less than 47 days before the Annual Meeting)</i>
February 25	City Council Meeting & Budget Discussion <ul style="list-style-type: none"> Budget Finalized Adoption of Warning for Annual City Meeting (to include bond vote and charter change questions)
February 26 - March 8	Warning of Annual City Meeting to be posted in two public places, plus in or near the Clerk's office, and on the City website between these dates. <i>(No earlier than 40, nor later than 30 days before the Annual Meeting)</i>
March	
March 5	Deadline for nominating petitions to be filed with City Clerk by 5 p.m. <i>(6th Monday before Election)</i> . Each petition must contain at least 30 valid signatures.

March 11	City Council Meeting
Week of March 16	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #1</i>
March 18	Deadline for revisions to Charter proposal because of suggestions and recommendations made at a public hearing. (20 days before the vote). <i>NOTE we are keeping this date here to ensure we aren't missing anything. However this statutory deadline is not practical considering the annual meeting warning must be finalized on 2/25 and the ballots must be ready by this date. This may be more relevant to a Town Meeting system, and not Australian ballot.</i>
March 18	Ballots must be ready by this date, and absentee ballots must be mailed no later than this date. <i>(20 days before election).</i>
Week of March 23	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #2</i>
March 23	Publish Budget in local newspaper (or send in Newsletter by this date). <i>(Budget must be published at least 10 days before meeting).</i>
March 25	City Council Meeting
Week of March 30	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #3</i>
April	
April 3	Publish Warning in local newspaper (if it has not been mailed out in Annual Report/Newsletter). <i>(Warning must be published at least 5 days before meeting).</i>
TBD	Informational Meeting on Ballot Items
April 7	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Champlain Valley Exposition) Note: The vote will be with the school election.
April 17	Clerk must certify to Secretary of State by this date the results of Charter proposal vote as well as show the facts as origin and procedure followed.



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: September 10, 2025

Subject: Future Committees Discussion

Issue: To discuss potential future committees.

Discussion: Time permitting, the purpose of this agenda item is for the Council to have an open discussion regarding their thoughts on committees and meeting community needs.

Cost: N/A

Recommendation: N/A – agenda item is for discussion only.

Attachments: None



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: September 10, 2025
Agenda Item: VLCT Voting Delegate

Issue: A voting delegate needs to be selected for VLCT's annual business meeting to be held virtually, on Tuesday, October 7, 2025, from 3:00PM to 5:00PM.

Discussion: Every VLCT, PACIF, and VERB member that wants to vote at the annual meetings must designate voting delegate(s). To ensure that all three organizations' members are represented and able to participate in the election of officers and any other item that may properly come before the membership, VLCT is asking that we designate one official as the voting delegate for each VLCT organization that we are a member of. We may delegate different people for each VLCT organization or a single person as the delegate for two or all three of the meetings.

Here is the link for more information about the agenda: <https://www.vlct.org/resource/vlct-pacif-and-verb-annual-meeting>

Members are encouraged to attend the meeting via Zoom. The delegate will need to register separately from the Town Fair.

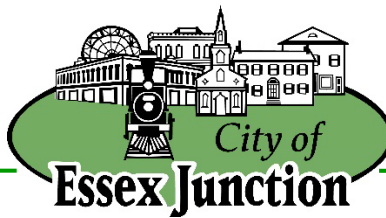
VLCT also prepares a Draft Municipal Policy statement every other year for consideration at the Annual Meeting. This was approved last year, so there is NOT a municipal policy statement on the agenda this year.

Cost: None

Recommendation: None

Recommended Motion: I recommend that the City Council approve **(Name)** as the voting delegate for VLCT, PACIF and VERB.

Attachments: None



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: September 10, 2025

Subject: Executive Session discuss Confidential Attorney-client Communications and Probable Litigation

Issue: The issue is whether the City Council will enter executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body and pending or probable civil litigation.

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. Confidential attorney-client communications 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 confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager."

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING AGENDA
MINUTES OF MEETING
August 27, 2025**

COUNCILORS PRESENT: Amber Thibeault, President; Marcus Certa, Vice President; Tim Miller, Clerk; Brian Shelden.

ADMINISTRATION: Regina Mahony, City Manager; Ricky Jones, Public Works Superintendent, Carl Wermer, EJFD Dispatch.

OTHERS PRESENT: Rick Hamlin, Dennis Thibeault, Resa, vtemi.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

It was requested that Business Item #5c be moved up in the agenda.

3. APPROVE AGENDA

Councilor Miller made a motion, seconded by Councilor Shelden, to reorder the Business Items such that #5c is now #5a. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public
None.

5. BUSINESS ITEMS

a. Discussion and Consideration of Health Officer and Deputy Health Officer Appointments
City Manager Mahony began by noting that Assistant Fire Chief John Rowell is serving as the current Health Officer but will be retiring at the end of September. She said that Carl Wermer of the Essex Junction Fire Dispatch is recommended for the position once Assistant Chief Rowell steps down, and that the City Council must make this recommendation to the Vermont Department of Health, which approves these appointments. She also noted that staff are recommending the reappointment of Sharon Kelly as the Deputy Health Officer, whose current term expires on August 31, 2025.

Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make a recommendation to the Department of Health to appoint Carl Wermer to the position of Health Officer for the City starting October 1, 2025; and to re-appoint Sharon L. Kelley to the position of Deputy Health Officer for the City starting September 1, 2025. The motion passed 5-0.

b. Public Works Department Head Brief to Council

Public Works Superintendent Jones began by summarizing activities from the past six months. He noted that the Public Works Department is now fully staffed, having hired two additional staff. He noted that they had looked into contracting out certain services, such as snow removal and line striping, but that they determined it was more cost-effective to retain services in house. He spoke about activities over the next six months, including wrapping up the Lincoln Hall renovations, work on the Iroquois water line, working with the WWTF to identify issues in the sewer lines, taking on some additional building maintenance, and working on Crescent Connector traffic lights. Councilor Miller commended the Public Works Department for its prompt response to issues the public raises. Councilor Shelden asked about the sewer activity work that is occurring, and Public Works Superintendent Jones spoke about the activity occurring and how it affects residents' sewer systems. Councilor Shelden asked if they could explore communicating a schedule to residents about sewer activity and flushing, and Public Works Superintendent Jones replied that they could discuss this further with the Council and the City administration.

c. Discussion and Consideration of Initial Concepts for Public Works Facility Renovation

Rick Hamlin, Chief of Engineering at Hamlin Consulting Engineers, spoke regarding this item. He noted that the last time the Public Works facility was upgraded was in 1996, and that the only major addition since then was the addition of the salt shed in 2005. He provided a brief overview of the current 3-acre Public Works facility site, located off Jackson Street, noting where current buildings and parking lots are located. He pointed out the locations of two different options: one which represents removing current buildings and constructing a new building, and the other which represents building an addition to connect and renovate existing buildings. He noted that one option shows a 9,900 square foot infill between the 5,000 square foot building and the 2,000 square foot building, which would connect the structures and allow for complete passage from one structure to another without going outside. He said that this would be the new shop and prime vehicle storage space for the Public Works department. He showed details about the elevation of each building in this infill option. He noted that the other option shows a 21,000 square foot new building, which proposes to remove every current building on site except for the 3,000 square foot salt shed. He showed details about the elevation of each building in the replacement option. He noted that both options propose expanding the salt shed from its current size. Mr. Hamlin noted that one exercise conducted was to inventory every single piece of rolling stock that Public Works has, in order to determine how each piece of equipment could be stored inside the buildings in both options. He provided details about the layout of the interiors of the buildings in both options. Mr. Hamlin then spoke about the pros and cons of each of these options, based on the information and feedback gathered from other regional municipalities' Public Works department facility renovations. He noted that one potential disadvantage of removing current buildings and rebuilding a brand new set of buildings is that the Public Works department would essentially not have a location for operations and storage while construction and renovations occur, whereas pursuing the option that retrofits current facilities would allow for continued operations on site during renovations. He noted that a complete renovation would yield a brand-new facility. He spoke about cost estimates for each option, noting that an infill option could cost around \$5 million and a brand-new facility could cost around \$8 million. He noted that the very preliminary estimated timelines for completion for both options are around the same (approximately a year).

Councilor Miller noted that both Georgia and Milton renovated their own public works facilities recently using relatively similar design builds, and that the Milton project cost around \$6 million for 27,000 square foot facility, and the Georgia project cost around \$3.5 million based on the bond used to fund it. He said that having toured the current facility and having also learned from some of the experience of renovating 2 Lincoln Street, he would advise the City to pursue a tear-down and complete rebuild. Councilor Certa asked about the condition of the current buildings and whether they have deferred maintenance or would otherwise need additional renovation. Mr. Hamlin noted that in the infill version, the existing building would largely be used for cold storage and the new infill would be where staff office spaces and other amenities would be located. Councilor Shelden noted that these designs attempt to anticipate and address the City's needs for the next 50-100 years, and Public Works Superintendent Jones added that they allow for the storage of the City's current equipment with some additional space left over for more equipment, if needed in the future. Councilor Shelden asked about the condition of the buildings at the existing facilities, and Public Works Superintendent Jones replied that the conditions of most buildings is good, except for one of the structures in the corner of the lot. Councilor Certa noted that a number of vehicles in the Public Works Department's current inventory are not able to be stored inside currently, and asked if this impacts the length of their useful life. Public Works Superintendent Jones replied that moving vehicles into heated storage where possible would help extend their working lives by some time. Councilors Certa and Miller and City Council President Thibeault expressed support for the option involving replacing the current facility with a brand-new facility. Councilor Shelden expressed support for the option involving utilizing existing buildings and constructing infill, given that the brand-new building option would involve the complete loss of use of the site for storage of vehicles while construction is occurring.

d. *Executive Session to Discuss Negotiating Lease Options for the Teen Center/CHIPS at 2 Lincoln
See item #9a below.

e. **Executive Session to Discuss and Possible Contract with the Town for Assessing Services

See item #9b below.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: August 13, 2025
- b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses

Councilor Miller made a motion, seconded by Councilor Shelden, to approve the consent agenda. The motion passed 4-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the City, Town, Westford, and the Essex Westford School District are holding an opioid forum on September 9, 2025 at 5:00 P.M. She noted that it will include a community barbecue, resource booths, and discussion panels. Councilor Certa congratulated Councilor Haney for winning a blue ribbon at the Champlain Valley Fair for her flowers.

8. **READING FILE**

- a. Check Warrant #24083, August 22, 2025
- b. Governance Committee Minutes – August 4, 2025
- c. Recreation Advisory Committee Minutes – August 6, 2025
- d. Planning Commission Minutes – August 7, 2025
- e. Bike Walk Advisory Committee Minutes – August 14, 2025

9. **EXECUTIVE SESSION**

- a. *An Executive Session may be needed to discuss negotiating lease options for the Teen Center/CHIPS at 2 Lincoln

Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make the specific finding that premature disclosure of contractual matters would place the City at a substantial disadvantage. The motion passed 4-0.

Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(2) to include the City Council and City Manager. The motion passed 4-0.

- b. **An Executive Session may be needed to discuss a possible contract with the Town for assessing services

Councilor Certa made a motion, seconded by Councilor Miller, that the City Council make the specific finding that premature disclosure of contractual matters would place the City at a substantial disadvantage. The motion passed 4-0.

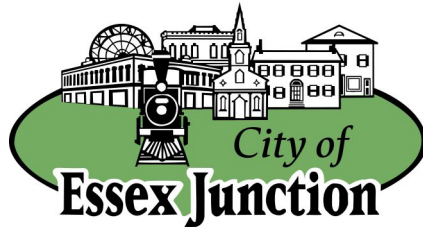
Councilor Certa made a motion, seconded by Councilor Miller, that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager. The motion passed 4-0.

Councilor Miller made a motion, seconded by Councilor Shelden, to exit executive session. The motion passed 4-0 at 8:44 P.M.

10. **ADJOURN**

Councilor Miller made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 8:46 P.M.

Respectfully Submitted,
Amy Coonradt



REVISED Memorandum

To: City Council, Regina Mahony, City Manager

CC: Ron Hoague, Police Chief

From: Susan McNamara-Hill, Clerk

Re: Liquor applications

Date: September 10, 2025

Issue

On August 27, 2025, the City Council approved the 1st and 3rd class liquor licenses for The Hive dba Hornet's Nest Pub at 12 Railroad Avenue. The business has now applied for an outside consumption permit for the premises. The issue is whether the Council will approve the addition of an Outside Consumption Permit for the business in the City of Essex Junction listed in the September 4, 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 (serves beer, wine and ready-to-drink spirits beverages for consumption on the premises and 3rd class (provides the ability to sell spirits and fortified wines for consumption only on licensed premises):

- The Hive, LLC (Hornet's Nest Pub, LLC, 12 Railroad Avenue) *includes outside consumption.*

Recommendation

Staff recommends that the Council approve the Liquor applications for the business listed in the September 4, 2025 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: September 4, 2025

To: Regina Mahony
City Manager

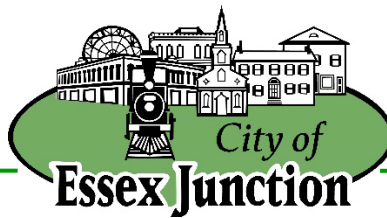
From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

The Hive, LLC
Includes 3rd class and outside consumption

DBA: Hornet's Nest Pub, LLC
12 Railroad Avenue
Essex Junction, VT 05452



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: September 10, 2025

Subject: Authorize City Manager to Implement the Economic Mobility & Opportunity Special Assistants Program

Issue: Update on the award of the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program.

Discussion:

This was last discussed with the Council on May 28, 2025. At that meeting the Council authorized the City Manager to apply for this program. Subsequently, our five party coalition (Essex Junction, Shelburne, South Burlington, Winooski and CCRPC) was chosen to participate in the program. [Here](#) is the press release announcing the host communities.

As a reminder, here is the description from the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program [website](#):

"ICMA's EMO Special Assistants Program (EMO SA) offers a rare, significant infusion of resources to bolster local leadership and align actions and stakeholders around factors that enable all residents to climb the economic ladder. ICMA invites applications from local governments interested in hosting a full-time, senior level position to spearhead coordinated efforts to advance economic mobility and opportunity for residents.

Local governments selected for this opportunity will receive a grant from ICMA to support salary for and programming directed by their special assistant. Reporting to executive leadership in the local government, the EMO SA will work across departments and external partners to identify strategic priorities and develop a tailored implementation plan informed by a community-engaged co-design process during their 2+ year tenure. ICMA will also facilitate coaching, training, and customized technical assistance to support EMO SAs, individually and as a cohort. ICMA anticipates selecting 15 local governments to serve as host communities for EMO SAs."

Here is a reminder of our thoughts on applying for the program: This is beneficial because as we've been working with Winooski, CCRPC and other municipal partners on the shared Equity Policy Advisor position that we funded at \$25,000 for FY26. This program can help support that and or dovetail with it. Conceptually the Equity Policy Advisor position is a bit more internal facing, while the EMO-SA would be much more outward facing, however they could be complimentary. This program is also helpful because this combines two areas of work that we have not yet been able to focus on and resource properly: welcoming and engaging community work and economic development. It will also provide an opportunity to bring on a high-level professional at a lower cost to the city and for a temporary basis (2+ years). Last but not least, this timing would give us the chance to develop this work program before determining what long-term staff changes may be needed.

A few details have been sorted out:

- The host communities need to cover the cost of benefits, while ICMA will cover the salary cost. The grant recipient will be CCRPC. The matching contribution will come from the four participating

municipalities. While this is not yet finalized and subject to change, our municipal contribution will be approximately \$15,000 in the first year of the program. We may also have some additional expenses as there are travel requirements for peer learning with the rest of the cohort.

- The EMO-SA will be an employee of CCRPC. However, the EMO-SA will be physically located in the municipal offices of the participating municipalities.

The next steps are to finalize the Five-Party agreement so the roles and financial obligation is clear between CCRPC and the four participating municipalities; and finalize the job description and hire the EMO-SA by December 1st. The EMO-SA and two other team members will need to attend the first cohort gathering in El Paso, TX on 12/10 to 12/12. We are sorting out who will attend from our group. Following that gathering the EMO-SA will be tasked with conducting a co-design process to develop a community-informed workplan for EMO priorities and activities over the period of the grant.

Cost: We currently have \$25,000 budgeted in FY26 for the Equity Policy Advisor; and expect about \$15,000 to be used for the EMO-SA program.

Recommendation: It is recommended that the City Council authorize the City Manager to move forward with this program.

Recommended Motion:

If the Council decides to follow the recommended motion:

“I move the Council authorize the City Manager to execute the Five Party Agreement in support of the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program and carry out any other actions needed to implement this program.”

Attachments:

Draft Five Party Agreement

Scope of Work and Budget from the Grant Agreement (this will be between ICMA and CCRPC)

Vermont EMO Coalition Municipal Service Agreement

Section 1 Purpose

The purpose of this Vermont EMO Coalition Municipal Service Agreement (Agreement) is to enable Chittenden County Regional Planning Commission (CCRPC) to employ an ICMA Economic Mobility and Opportunity Special Assistant on behalf of the municipalities of Essex Junction, Shelburne, South Burlington and Winooski; and to act as the grant recipient of the ICMA grant funds for this 30 month grant program. This Agreement further establishes the roles and responsibilities of the participating municipalities. This agreement is authorized under 24 V.S.A. § 4345b "Intermunicipal Service Agreements."

Section 2 Participation

Participation by a municipality in this Agreement is valid upon execution. By signing this Agreement, each participating municipality certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law. Other parties besides the participating municipalities may be included in this Agreement upon agreement by all parties as may be relevant to a particular service.

Section 3 Effective Date

This Agreement shall become effective only upon execution by a duly authorized agent of the CCRPC and of each of the legislative bodies of the participating municipalities below. This program will begin upon execution of the grant agreement with ICMA.

Section 4 Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all participating municipalities and a duly authorized agent of the CCRPC. A copy of any such modifications shall be provided to all parties to this Agreement.

Section 5 Governance

CCRPC has adopted provisions in Article XI of its bylaws regarding municipal service agreements as authorized by 24 V.S.A. § 4345b. This Agreement is made in accordance with those bylaws, and the adopted policies of the participating towns.

The Economic Mobility and Opportunity Special Assistant (EMO-SA) shall be a CCRPC employee. The CCRPC Executive Director shall have the sole discretion and authority to make personnel decisions, without limitation, including any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. The CCRPC Executive Director shall consult with the Managers of the participating municipalities in making these decisions. CCRPC shall be the employer of the individual serving as EMO-SA for all employment-related purposes. The EMO-SA shall use the CCRPC timesheet system and will not be required to fill out municipal timesheets.

Notwithstanding the foregoing, the Managers of the participating municipalities have the responsibility to participate on a regularly scheduled steering committee to manage, support and guide the EMO SA's workplan. Each participating municipality shall appoint the Manager to a steering committee, which will provide input into the EMO-SA's work activities, subject to budget limits. Representatives on the steering committee are responsible for keeping their respective legislative bodies apprised of progress and for communicating municipal concerns with this Agreement to CCRPC. Each municipal representative shall have the full authority to represent their municipality except in matters of amending this Agreement or approving costs. The steering committee shall meet at least once every month.

Section 6 Termination

This Agreement shall terminate on the earlier of June 30, 2028, in conjunction with the subgrant period of performance in the ICMA Subgrant Agreement, or the termination of the ICMA Subgrant Agreement pursuant to Article 25 therein. This agreement may only be terminated in connection with the termination of the ICMA Subgrant Agreement.

Section 7 Services

CCRPC will provide the EMO-SA staff position dedicated to this Agreement. This will be a Full Time Equivalent position for 30 months at an annual salary of \$100,000 to be paid for by the ICMA grant.

Specific services to each of the four participating municipalities shall be established through the co-design process to develop a community-informed workplan for EMO priorities and activities over the period of performance.

Section 9 Indemnification

CCRPC shall fully defend, indemnify and hold each participating municipality and any and all officials or employees or former officials, agents or employees of each participating municipality harmless for any and all claims for damages of any kind, attorneys' fees, equitable relief, administrative fines, civil money penalties, other penalties or interest asserted against all or any of them, relating to the services to be provided under this Agreement, including the EMO-SA's employment by CCRPC, including but not limited to any claims under: the United States or Vermont constitutions, any labor law, any employee benefit or pension plan, any state, federal or municipal law, ordinance or common law claim, any workers compensation, workplace health and safety, civil rights, labor or employment statute, regulation, rule, policy or contract, any claim that a participating municipality is an employer or joint employer of the EMO-SA, or any claim by taxing authorities that a participating municipality has failed to satisfy its obligations to the EMO-SA under any and all tax laws, regulations, rules or policies, unless the claims arise from a participating municipality's bad faith or intentional malfeasance.

To the extent that CCRPC has professional liability coverage or insurance covering the services to be provided to this contract, the participating municipalities shall be named as additional named insureds or additional covered parties and CCRPC shall provide evidence of such coverage to the participating municipalities. CCRPC has verified its coverage will satisfy the above referenced parameters after conferring with its insurer Cheeseman Insurance Group.

Section 10 Disputes

Should a dispute arise under this Agreement, CCRPC and the relevant participating municipality or municipalities shall first attempt to resolve it through negotiations by and through individuals who have the authority to settle the same.

If the matter is not resolved by negotiation within fifteen (15) business days of receipt of a "written request to negotiate" directed to the CCRPC Executive Director and the appropriate person of the relevant participating municipality or municipalities indicated in Section 16 of this Agreement, the dispute shall be referred to a mutually agreed upon independent mediator, who shall be a licensed Vermont Attorney. Each party participating in the mediation session shall bear their own costs and expenses, including attorneys' fees and costs, and each participating party shall evenly split and pay their respective pro-rata share of the mediator's fees and costs.

Should the relevant parties not be able to successfully mediate the dispute, all claims, counterclaims and other matters related to the dispute in question, arising out of or relating to this agreement, between CCRPC and the participating municipality or municipalities, will be decided in the Chittenden Superior Court, Civil Division.

Section 11 Funding

Work under this Agreement shall be supported solely by grants, donations, and municipal funds. Annual funding by municipalities shall be as follows:

	EMO-SA Benefits*	CCRPC 5% + IT costs**
Essex Junction	\$12,000	\$3,000
Shelburne	\$12,000	\$3,000
South Burlington	\$12,000	\$3,000
Winooski	\$12,000	\$3,000

*The above benefits are an approximate cost based on an assumed family health insurance plan and based on FY26 costs.

**This assumes the EMO-SA is housed in the municipal offices, not at CCRPC, and therefore the CCRPC indirect rate does not apply.

This funding table will be updated for FY27 & FY28.

Municipalities will be invoiced monthly by CCRPC for services that will be provided in the next month. The Invoice shall include the anticipated costs of providing services, based on the actual costs of fringe and management. The invoice shall be accompanied by a monthly progress report documenting the EMO-SA's services to each municipality in the previous month and a copy of the CCRPC timesheet from the previous month.

Funds provided to CCRPC for regional planning under sections 4341a or 4346 of Title 24 shall not be used to provide services under this Agreement without prior written authorization from the State agency or other entity providing the funds, nor shall CCRPC use municipal funds or grants provided for regional planning services under Title 24, chapter 117 to cover the costs of providing services under this Agreement.

Section 12 Employee Leave

The EMO-SA shall coordinate any paid time off with each municipality for their awareness. CCRPC's Executive Director has sole authority to approve paid time off.

Extended leaves, including family and medical leaves, shall be coordinated between the EMO-SA, CCRPC and the municipalities to the greatest extent practicable. CCRPC's Executive Director has the sole authority to approve extended leave.

In the event that the EMO-SA is on an extended leave, CCRPC and the participating municipalities will coordinate on next steps along with the ICMA.

Section 13 Computers and Email

CCRPC will provide the EMO-SA with a computer and a CCRPC email address. The EMO-SA shall exclusively use the computer and CCRPC email address to conduct business under this agreement.

Section 14 Entire Agreement

This agreement contains the entire understanding of the parties, supersedes all prior agreements and understandings relating to the subject matter hereof and shall not be amended except by a written instrument hereafter signed by all of the parties hereto.

Section 15 Governing Law

This Agreement shall be controlled by and construed under the laws of the State of Vermont without regard to any state's principles of conflict or choice of law that would defeat the application of Vermont Law.

If any provision of this Agreement is or becomes invalid, illegal or unenforceable in any respect under the law, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired.

Section 16 Notices

Any notice or other communication to be given hereunder shall be in writing and shall be deemed duly served when delivered by hand, acknowledged electronic mail, by courier or delivery service, including same day or overnight delivery company, or when deposited in the United States mail, certified, return receipt requested, postage prepaid and properly addressed to the addresses set forth below, or to such other person or address as the party entitled to such notice or communication shall have specified by notice to the other party given in accordance with the provisions of this Section. Any such notice or other communication shall have specified by notice to the other party given in accordance with the provision of this Section. Any such notice or other communication shall be deemed given when sent by acknowledged electronic mail or deposited in the mail, properly addressed and with postage prepaid:

If to CCRPC: CCRPC
 ATTN Executive Director
 110 West Canal Street Suite 202
 Winooski, Vermont 05404-2109

If to Essex Junction:

If to Shelburne:

If to South Burlington:

If to Winooski:

City of Essex Junction
ATTN City Manager
2 Lincoln Street
Essex Junction,
Vermont 05452

Town of Shelburne
ATTN Town Manager
P.O. Box 88
5420 Shelburne Road
Shelburne, VT 0548

City of South Burlington
ATTN City Manager
180 Market Street
South Burlington, VT
05403

City of Winooski
ATTN City Manager
27 West Allen Street
Winooski, VT 05404

All notices will be deemed to have been received on the date of delivery or on the third (3rd) business day after mailing in accordance with this Section, except that any change of address will be effective only upon actual receipt.

ADD 5 SIGNATORY BLOCKS AND DATES

ATTACHMENT A

Scope of Work and Budget

ICMA Economic Mobility and Opportunity Special Assistants Program

Background

ICMA has been awarded a grant from the Gates Foundation to address local economic mobility and opportunity issues and strengthen field infrastructure through strategic talent investment in new roles: “Economic Mobility and Opportunity Special Assistants.” These senior level positions within local governments will focus on advancing economic mobility in their communities and work across departments and external partners to identify strategic priorities and begin implementation during their tenure.

The specific purpose of this agreement is to confirm the partnership between the Subgrantee (“Host Community”) and ICMA.

Purpose of the Subgrant

The Subgrantee will recruit and hire a full-time, senior-level staff member—an “EMO Special Assistant” (EMO SA)—to drive the implementation of comprehensive economic mobility strategies for the Host Community. Reporting to the Host Community’s executive leadership, the EMO SA will work across departments and external partners to identify strategic priorities and develop and execute a tailored implementation plan informed by a community-engaged co-design process. In addition to advancing local EMO activities, the EMO SA and Host Community will participate along with other subgrantees in regular coaching, training, and networking activities facilitated by ICMA. They will contribute to ongoing measurement, learning, and evaluation efforts to help develop a model for replication by other local governments.

Roles and Responsibilities

Prime Grantee, ICMA, Specific Activities/Tasks:

1. Work with the local government host community throughout the period of performance.
2. Assist host community in the EMO SA hiring process to ensure compliance with program expectations. Activities may include assisting with position description development, promoting the opportunity, participating in final candidate interviews, and other tasks as necessary. At a minimum, prior to a final hiring decision, ICMA will review the recommended candidate profile(s) and supporting documentation to verify the selection complies with program and funder expectations.
3. Coordinate regular (primarily virtual) meetings of EMO SAs and additional coaching, trainings, and professional development opportunities.
4. Coordinate and host four (4) in-person convenings for program participants (EMO SAs and two additional representatives per host community).
5. Support in the development of a resource roadmap outlining a long-term strategy to maintain EMO position and/or the initiatives that have started.
6. Monitor the schedule and budget for the plan of action to ensure proper timeliness.

Subgrantee, the Host Community, Specific Activities/Tasks:

1. Adhere to the approved timeline to the best of their ability and provide the ICMA staff with timely notice of problems that could cause delay.

2. Lead the recruitment and hiring process for the EMO SA and support the EMO SA as a full-time, locally-based (non-remote) employee with appropriate compensation and benefits.
3. Conduct a co-design process to develop a community-informed workplan for EMO priorities and activities over the period of performance.
4. Implement EMO activities outlined in the community-informed workplan.
5. Through the EMO SA, develop or enhance formal networks of local EMO stakeholders.
6. Participate, via the EMO SA and others as necessary, in all required virtual and in-person meetings. This includes four in-person convenings of the EMO SAs and two additional representatives of Host Community.
7. Develop a strategy/resource roadmap for sustaining the EMO work beyond the duration of the grant.
8. Comply with reporting and evaluation requests from ICMA and funding partners.
9. Utilize customizable templates provided to deliver progress reports in a timely manner.
10. Notify ICMA if the EMO SA position becomes vacant for any reason, and with consultation from ICMA, determine next steps for rehiring and/or concluding the program.

Reporting

The Host Community and their EMO SA are expected to regularly report on their economic mobility efforts, i.e., progress, challenges, etc. in virtual and in-person meetings. Participants are also expected to comply with occasional surveys, brief interviews, or other similar actions from ICMA staff or funding partners as a part of required measurement, learning, and evaluation activities.

Interim written progress reports and a final written report summarizing activities undertaken in the reporting period, measures of success, and expenditures, will be submitted to ICMA staff according to the schedule below. ICMA will provide templates for these reports, to be supplemented with additional records or other attachments as appropriate.

Milestones and Payment Schedule

The first payment will be issued to the Subgrantee upon execution of this subagreement. Subsequent payments will be issued to the Subgrantee upon submission of the progress reports listed below and ICMA's acceptance/confirmation that subgrantee has fulfilled remaining deliverables. ICMA may, in its reasonable discretion, modify payment dates or amounts and notify Subgrantee such changes in writing.

Activities and Outputs	Timeframe	Budget Allocation
Execution of agreement	September 1, 2025	\$74,666.67
Period 1 <ul style="list-style-type: none"> Recruit, hire, and onboard EMO SA by December 1, 2025 Attend December 10-12, 2025 in-person orientation convening; 3 attendees/community 	September 2025 – January 2026	

<ul style="list-style-type: none"> • Begin planning and/or launch of local co-design process • Submit annual progress report including measures of success 		
Progress report #1	January 31, 2026	\$123,666.67
Period 2 <ul style="list-style-type: none"> • Complete co-design process and develop EMO SA workplan • Begin workplan implementation, including developing “local resource network” of partners • EMO SA participation in monthly/periodic cohort meetings with ICMA • Attend annual convening; 3 attendees/community • Submit annual progress report including measures of success 	February 2026 – December 2026	
Progress report #2	December 31, 2026	\$132,000.00
Period 3 <ul style="list-style-type: none"> • Continue workplan implementation in coordination with local resource network • EMO SA participation in monthly/periodic cohort meetings with ICMA • Attend annual convening; 3 attendees/community • Submit annual progress report including measures of success 	January – December 2027	
Progress report #3	December 31, 2027	\$23,666.67
Period 4 <ul style="list-style-type: none"> • Continue workplan implementation in coordination with local resource network • EMO SA participation in monthly/periodic cohort meetings with ICMA • Attend annual convening; 3 attendees/community • Develop strategy/resource roadmap for sustaining work beyond period of performance • Submit final report including measures of success 	January – June 2028	
Final report	June 30, 2028	

Note:

U11/Essex Junction, VT/Subgrant/Fixed Price/**ATE OF COMPLETION**

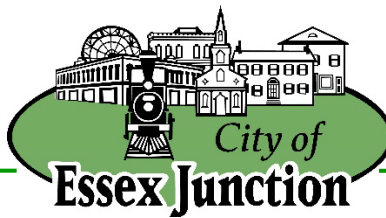
RETURN OF FUNDS. Any Subgrant Agreement Funds that have not been used for, or committed to, the Project upon expiration or termination of this Subgrant agreement must be returned promptly to ICMA.

Subgrantee Budget

Category	Period 1	Period 2	Period 3	Period 4	Total
EMO SA Salary	\$41,666.67	\$91,666.67	\$100,000.00	\$16,666.67	\$250,000.00
Relocation Support	\$5,000.00	N/A	N/A	N/A	\$5,000.00
Co-Design Expenses	\$25,000.00	N/A	N/A	N/A	\$25,000.00
Implementation Expenses	N/A	\$15,000.00	\$15,000.00	N/A	\$30,000.00
Intern Support	N/A	\$10,000.00	\$10,000.00	N/A	\$20,000.00
Travel+ EMO SA Professional Development	\$3,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$24,000.00
TOTAL	\$74,666.67	\$123,666.67	\$132,000.00	\$23,666.67	\$354,000.00

Cost Category Descriptions

- **EMO SA Salary:** 30 months total; local government to provide benefits package
- **Relocation Support:** Optional incentive to EMO SA upon hire
- **Co-design Expenses:** Consulting or related direct expenses (meeting costs including food and beverage, participant stipends, printing of materials, etc.) to execute co-design activities
- **Implementation Expenses:** Expenses related to programming or other activities outlined in EMO SA workplan
- **Intern support:** Optional Support
- **Travel+EMO SA Professional Development:** Transportation for 3 people x 4 mandatory in-person convenings; professional development activities/travel for the EMO SA



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: September 10, 2025

Subject: Approve Teen Center/Essex CHIPS Lease

Issue: To finalize the Teen Center/Essex CHIPS Lease.

Discussion:

The City committed to a 3 year lease with the Teen Center/Essex CHIPS (Community Health Initiatives and Programs for Students) following the 2 Lincoln renovations. The lease includes a monthly operating and maintenance fee to ensure that we establish funds to properly clean and maintain the building. The lease is now ready for approval.

Recommendation: I recommend that the City Council approve the lease as written and authorize the City Manager to execute the lease.

Recommended Motion:

If the Council decides to follow the recommended motion:

"I move the City Council approve the lease as written and authorize the City Manager to execute the lease upon receipt of the certificate of insurance and a final start date."

Attachments:

Draft Lease

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

LEASE made this ____ day of _____, 2025 by and between the CITY OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Health Initiatives and Programs for Students), (hereinafter referred to as "Lessee").

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the locations on the second floor of Lincoln Hall as depicted in Appendix A, Essex Junction, Vermont.

This lease is for the period of September __, 2025 through August 30, 2028, unless sooner terminated as herein provided. It is understood that the City of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay to Lessor a monthly fee of **Seven Hundred Dollars (\$700.00)** for maintenance and cleaning services provided at the Premises. This fee covers routine maintenance, janitorial services, and general cleaning of the Premises, as determined and coordinated by the Lessor.
2. Starting on the first anniversary of the Lease Commencement Date, and each year thereafter during the Lease Term, the monthly maintenance and cleaning fee shall increase based on the annual percentage change in the Consumer Price Index (CPI) published by the U.S. Bureau of Labor Statistics. The adjusted fee shall never be less than the amount paid in the previous year, even if the CPI decreases.
3. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
4. Lessee shall provide their own internet and communications services.
5. Lessee shall keep the premises clean and, in such repair, as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the Lessee or guests shall be the responsibility of the Lessee to fix in a timely manner.
6. The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.
7. Lessee shall not sublet the premises nor assign this Lease without the approval

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

of the City Council. Occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times.

8. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
9. The Lessee paid for the oven installed in the Teen Center kitchenette in August 2025, and therefore owns the oven and may take it with them upon termination of this lease.
10. Lessee agrees to indemnify, defend, and hold harmless the Lessor, its officers, officials, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in any way connected with the Lessee's use, occupancy, or operations on the premises, including any act or omission of the Lessee, its agents, employees, contractors, guests, or invitees, except to the extent such claims result from the sole negligence or willful misconduct of the Lessor. Lessee shall, at its sole expense, maintain during the term of this Lease, Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, covering bodily injury, property damage, and personal injury arising out of the use, occupancy, or operations on the premises. The policy shall name the Lessor, its officers, officials, employees, and agents as additional insureds. Property Insurance for all personal property, equipment, trade fixtures, and other contents owned or used by Lessee and located on the premises. The Lessor shall not be responsible or liable for any damage to or loss of Lessee's personal property, and Lessee hereby waives any claims against the Lessor for the same. All insurance policies shall be issued by companies licensed to do business in the state of Vermont and shall provide for at least thirty (30) days' written notice to the Lessor prior to any cancellation, non-renewal, or material modification. Lessee shall provide the Lessor with certificates of insurance and endorsements evidencing compliance with these insurance requirements upon execution of this Lease and upon renewal of each policy term.
11. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.

12. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
13. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
14. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: City of Essex Junction
 c/o Regina Mahony, City Manager
 2 Lincoln Street
 Essex Junction, VT 05452

Lessee: Essex CHIPS
 c/o Christina Corodimas, Executive Director
 2 Lincoln Street
 Essex Junction, VT 05452

15. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
16. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a licensed electrician.
17. Load Bearing Capacity: The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.
18. Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

IN WITNESS WHEREOF, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:

Lessor: **CITY OF ESSEX JUNCTION**

By: _____
Regina Mahony, City Manager

STATE OF VERMONT
COUNTY OF CHITTENDEN

At Essex Junction, Vermont, this _____ day of _____, 2025, Regina Mahony, City Manager of the City of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the City of Essex Junction.

Before me, _____
Notary Public

IN PRESENCE OF:

Lessee: **ESSEX CHIPS**

By: _____
Christina Corodimas, Executive Director

STATE OF VERMONT
COUNTY OF CHITTENDEN

At Essex Junction, Vermont, this _____ day of _____, 2025, Christina Corodimas of Essex CHIPS (Community Health Initiatives and Programs for Students) personally appeared and

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

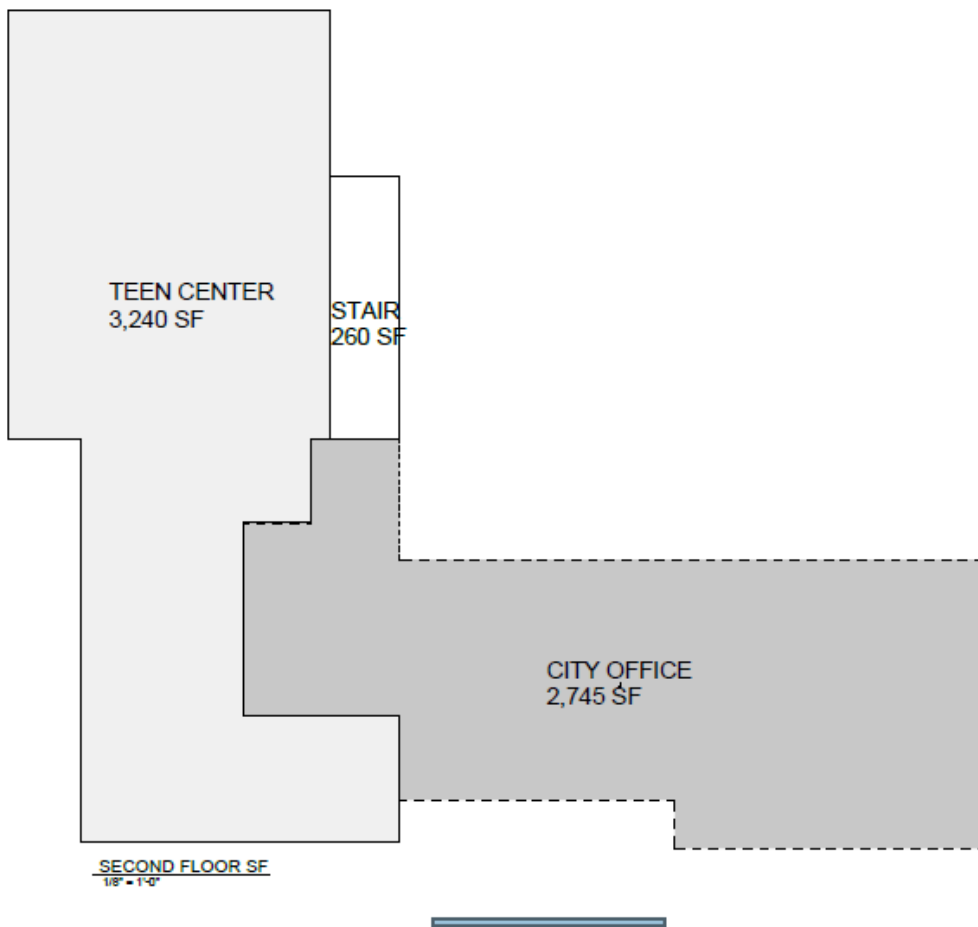
acknowledged this instrument by him sealed and subscribed, to be his free act and deed.

Before me, _____
Notary Public

DRAFT

CITY OF ESSEX JUNCTION, VERMONT
2 LINCOLN STREET, ESSEX JUNCTION, VT
ESSEX CHIPS LEASE

Appendix A



09/05/25

City of Essex Junction Accounts Payable

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03:27 pm

Check Warrant Report # 24085 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 09/05/25 To 09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80132	ACHEE, DAVID	08/14/25	Stipend BWAC August 2025 081425Achee	210-5-16-10-190.000 Board member Payments	50.00	56436	09/05/25
05290	ADVANCE AUTO PARTS 9820	08/20/25	battery for wacker 552523252349	210-5-40-12-430.000 R&M Vehicles & Equipment	172.34	56437	09/05/25
05290	ADVANCE AUTO PARTS 9820	08/20/25	Core battery returned 552523252356	210-5-40-12-430.000 R&M Vehicles & Equipment	-22.00	56437	09/05/25
05290	ADVANCE AUTO PARTS 9820	08/22/25	Shop supplies 552523421028	210-5-40-12-610.000 General Supplies	12.99	56437	09/05/25
05290	ADVANCE AUTO PARTS 9820	08/25/25	supplies 552523721133	210-5-40-12-610.000 General Supplies	25.07	56437	09/05/25
05290	ADVANCE AUTO PARTS 9820	08/26/25	epoxy for supplies 552523868556	210-5-40-12-610.000 General Supplies	10.99	56437	09/05/25
28555	ALLEGIANCE TRUCKS	08/25/25	OILZUM DEF 2.5GAL X401044971:0	210-5-30-12-626.000 Gasoline	99.90	56439	09/05/25
80172	ALPHA ELEVATOR COMPANY	08/19/25	BL RM Elevator AUG25 6004	210-5-41-21-431.000 R&M Buildings & Grounds	1037.60	56441	09/05/25
80184	AMAZON BUSINESS SERVICES	08/11/25	BL ABks.ARep.Sup AUG25 13MTHLQRYN9G	210-5-90-00-640.201 Adult Collection replacem	4.99	56442	09/05/25
80184	AMAZON BUSINESS SERVICES	08/11/25	BL ABks.ARep.Sup AUG25 13MTHLQRYN9G	210-5-35-10-640.201 Adult Collection	27.80	56442	09/05/25
80184	AMAZON BUSINESS SERVICES	08/11/25	BL ABks.ARep.Sup AUG25 13MTHLQRYN9G	210-5-35-10-610.000 General Supplies	34.04	56442	09/05/25
80184	AMAZON BUSINESS SERVICES	08/25/25	BL AProg AUG25 19KJ3VKYTN9Q	210-5-35-10-840.201 Adult Programs	10.99	56442	09/05/25
80184	AMAZON BUSINESS SERVICES	08/19/25	BL JBooksDvds AUG25 1R6TFRKVQ1P4	210-5-35-10-640.202 Juvenile Collection	151.82	56442	09/05/25
80184	AMAZON BUSINESS SERVICES	08/27/25	BL CProgs AUG25 1VTVPWDP3KD3	210-5-35-10-840.202 Childrens Programs	84.14	56442	09/05/25
19815	AMAZON CAPITAL SERVICES	08/19/25	Office Supplies 1TDQ3FWYQYM6	210-5-30-10-610.000 General Supplies	6.64	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/22/25	Senior Supplies 1XJP6NJY4PKW	210-5-30-10-610.000 General Supplies	35.39	56443	09/05/25
30125	BIEBER PHILLIP	08/14/25	Stipend BWAC August 2025 081425Bieber	210-5-16-10-190.000 Board member Payments	50.00	56448	09/05/25
19630	BP WASTEWATER SERVICES LL	08/18/25	BL RM Sewer AUG25 16087288	210-5-40-12-431.000 R&M Buildings & Grounds	3300.00	56449	09/05/25
20915	BRANCH OUT BURLINGTON!	08/18/25	Gator bags 081825BOB	210-5-40-12-810.112 Tree Advisory Committee	370.80	56450	09/05/25
00530	BRODART CO	08/05/25	BL JBooks AUG25 B7034183	210-5-35-10-640.202 Juvenile Collection	40.90	56451	09/05/25
00530	BRODART CO	08/21/25	BL JBooks AUG25 B7044481	210-5-35-10-640.202 Juvenile Collection	4.19	56451	09/05/25
00530	BRODART CO	08/21/25	BL JBooks AUG25 B7044481	210-5-35-10-610.000 General Supplies	3.31	56451	09/05/25
00530	BRODART CO	08/21/25	BL JBooks AUG25 B7044484	210-5-35-10-640.202 Juvenile Collection	209.67	56451	09/05/25
00530	BRODART CO	08/21/25	BL JBooks AUG25 B7044484	210-5-35-10-610.000 General Supplies	9.37	56451	09/05/25
00530	BRODART CO	08/21/25	BL JBooks AUG25 B7044485	210-5-35-10-610.000 General Supplies	4.32	56451	09/05/25

09/05/25

City of Essex Junction Accounts Payable

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03:27 pm

Check Warrant Report # 24085 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 09/05/25 To 09/05/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	08/21/25	BL JBooks AUG25 B7044485	210-5-35-10-640.202 Juvenile Collection	14.56	56451	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-41-22-530.000 Communications	52.06	56452	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-41-20-530.000 Communications	356.02	56452	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-41-23-530.000 Communications	193.09	56452	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-40-12-530.000 Communications	160.06	56452	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-30-13-530.000 Communications	26.03	56452	09/05/25
30360	09/01/25	Telephone Service 43985090125	210-5-41-26-530.000 Communications	279.18	56452	09/05/25
30360	09/01/25	BL Phone-Internet AUG25 BT 092025	210-5-41-21-530.000 Communications	337.34	56452	09/05/25
22670	08/16/25	EJRP CC July/Aug 65080825	210-5-30-10-500.000 Training, Conf, Dues	349.00	56453	09/05/25
15285	08/31/25	Background Check Sep 25 E 2037813	210-5-10-10-330.000 Professional Services	165.00	56455	09/05/25
21210	08/21/25	3X10 BLACK MAT 4240811176	210-5-40-12-610.000 General Supplies	23.45	56457	09/05/25
21210	08/25/25	Supplies 5288211510	210-5-40-12-610.000 General Supplies	79.40	56457	09/05/25
17895	08/25/25	MSP Floor Wax 15712	210-5-41-26-420.000 Cleaning Services	1460.00	56458	09/05/25
17895	09/01/25	BL Cleaning AUG25 15715	210-5-41-21-420.000 Cleaning Services	2420.00	56458	09/05/25
04940	08/19/25	2 Lincoln Backup Internet 01363430825	210-5-41-20-530.000 Communications	149.89	56460	09/05/25
17025	08/18/25	Recording Secretary CC 20 0224	210-5-11-10-330.000 Professtional Services	168.00	56462	09/05/25
17025	09/01/25	Recording Secretary CC 08 0225	210-5-11-10-330.000 Professtional Services	96.00	56462	09/05/25
33075	08/07/25	BL Tech AUG25 10829513443	210-5-35-10-735.000 Tech: Equip/Hardware	20.47	56464	09/05/25
25715	08/22/25	EJ-Pavement Marking Inven 24820082225	210-5-40-12-330.000 Professional Services	647.50	56465	09/05/25
25715	08/22/25	Water services easements 248240822202	210-1-00-00-130.002 Exchange - Billable	138.75	56465	09/05/25
25715	08/22/25	Stormwater Improvements 258010822202	210-1-00-00-130.002 Exchange - Billable	277.50	56465	09/05/25
25715	08/22/25	EJ-Paving 2025 25808082225	210-5-40-12-451.000 Summer Construction Servi	374.20	56465	09/05/25
25715	08/22/25	EJ-Fairview Crosswalks 25814082225	210-5-40-12-330.000 Professional Services	92.50	56465	09/05/25
25715	08/22/25	EJ-Assistance-RVJ 25816082225	210-5-40-12-330.000 Professional Services	462.50	56465	09/05/25
25715	08/22/25	Rev25816082225 25816822252	210-5-40-12-330.000 Professional Services	557.10	56465	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	08/22/25	Sewer Water inspections J 25821082225	210-1-00-00-130.002 Exchange - Billable	218.70	56465	09/05/25
25715	DONALD L. HAMLIN CONSULT	08/22/25	Eninegeering Misc July 202 258260822202	210-5-16-10-330.000 Professional Services	1389.60	56465	09/05/25
80226	DOW, JESSICA	08/19/25	Stipend Brownell August 2 20250819Dow	210-5-35-10-190.000 Board Member Payments	50.00	56467	09/05/25
35260	EAST COAST PRINTERS INC	08/21/25	Hats 108192512	210-5-40-12-612.000 Uniforms	288.00	56470	09/05/25
00925	ESSEX COMMUNITY HISTORICA	08/25/25	FY26 Request 08252025	210-5-19-10-800.110 Essex Comm Historical Soc	2000.00	56473	09/05/25
244635	FIRST NATIONAL BANK OMAHA	08/12/25	CC Manager Lunch August 2 081225	210-5-10-10-500.000 Training, Conf, Dues	32.57	56479	09/05/25
244635	FIRST NATIONAL BANK OMAHA	08/15/25	Cleaning Supplies 20250825	210-5-41-20-610.000 General Supplies	19.25	56479	09/05/25
21845	FIRST NATIONAL BANK OMAHA	08/19/25	BL Progs-Tech-BSup AUG25 0017 0825	210-5-41-21-610.000 General Supplies	112.50	56480	09/05/25
21845	FIRST NATIONAL BANK OMAHA	08/19/25	BL Progs-Tech-BSup AUG25 0017 0825	210-5-35-10-840.202 Childrens Programs	166.01	56480	09/05/25
21845	FIRST NATIONAL BANK OMAHA	08/19/25	BL Progs-Tech-BSup AUG25 0017 0825	210-5-35-10-505.000 Tech. Subs, Licenses	159.46	56480	09/05/25
21845	FIRST NATIONAL BANK OMAHA	08/19/25	BL Progs-Tech-BSup AUG25 0017 0825	210-5-35-10-840.201 Adult Programs	7.98	56480	09/05/25
21835	FIRST NATIONAL BANK OMAHA	08/11/25	Cake for Alexis Leaving 502217	210-5-25-10-610.000 General Supplies	29.99	56482	09/05/25
21835	FIRST NATIONAL BANK OMAHA	08/09/25	Lunch for work detail 65	210-5-25-10-430.000 R&M Vehicles & Equipment	47.84	56482	09/05/25
34895	GAUTHIER TRUCKING, INC.	09/01/25	2 Lincoln Garbage August 1889803	210-5-41-20-425.000 Trash Removal	342.33	56485	09/05/25
26375	GBIC	08/18/25	FY26 Request 1072	210-5-19-10-800.105 GBIC	3750.00	56486	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	210-5-40-12-626.000 Gasoline	2171.58	56487	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	210-5-30-12-626.000 Gasoline	110.80	56487	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	210-5-30-12-626.000 Gasoline	283.68	56487	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	210-5-25-10-626.000 Gasoline	459.17	56487	09/05/25
04035	GOT THAT RENTAL & SALES I	08/18/25	BLACK DIAMOND spool "Echo 145187	210-5-40-12-610.000 General Supplies	62.99	56488	09/05/25
07010	GREEN MOUNTAIN POWER CORP	08/11/25	GMP Non Solar: 07/11/25-0 081125NS	210-5-40-12-622.000 Electricity	784.59	56491	09/05/25
07010	GREEN MOUNTAIN POWER CORP	08/11/25	GMP Non Solar: 07/11/25-0 081125NS	210-5-40-12-622.200 Streetlight Electricity	11845.70	56491	09/05/25
80046	HAGESTAD CHRISTINA	08/19/25	Stipend PCAB August 2025 20250819Hage	210-5-11-10-190.000 Board Member Payments	50.00	56495	09/05/25
80091	HERGESHEIMER KAREN	08/29/25	Stipend Brownell August 2 20250819Herg	210-5-35-10-190.000 Board Member Payments	50.00	56496	09/05/25
21335	HOLY FAMILY / ST LAWRENCE	08/01/25	Bingo Rental August 2025August	210-5-30-10-330.000 Professional Services	400.00	56497	09/05/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21335	HOLY FAMILY / ST LAWRENCE	07/01/25 Bingo Rental July 2025	210-5-30-10-330.000 Professional Services	500.00	56497	09/05/25
21335	HOLY FAMILY / ST LAWRENCE	08/01/25 Cribbage Rental August 2025	210-5-30-10-330.000 Professional Services	200.00	56497	09/05/25
21335	HOLY FAMILY / ST LAWRENCE	07/01/25 Cribbage Rental July 2025	210-5-30-10-330.000 Professional Services	200.00	56497	09/05/25
06530	INFOUSA MARKETING INC	08/05/25 BL ABooks AUG25 10004338632	210-5-35-10-640.201 Adult Collection	231.00	56498	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/19/25 BL A+LPBooks AUG25 89878081	210-5-35-10-610.000 General Supplies	16.24	56499	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/19/25 BL A+LPBooks AUG25 89878081	210-5-90-00-991.000 Library Donation Expense	132.71	56499	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/19/25 BL A+LPBooks AUG25 89878081	210-5-35-10-640.201 Adult Collection	167.33	56499	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/26/25 BL A+AFndBooks AUG25 90067358	210-5-35-10-640.201 Adult Collection	190.56	56499	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/26/25 BL A+AFndBooks AUG25 90067358	210-5-35-10-610.000 General Supplies	28.12	56499	09/05/25
33495	INGRAM LIBRARY SERVICES I	08/26/25 BL A+AFndBooks AUG25 90067358	210-5-90-00-991.000 Library Donation Expense	138.30	56499	09/05/25
29060	KOFILE TECHNOLOGIES INC	08/22/25 Land record books paper INV-KT-02159	210-5-12-10-570.023 Records Preservation	1975.36	56500	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25 Copier Lease August 2025 561965880	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	56501	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25 Copier Lease August 2025 561965880	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	56501	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25 Copier Lease August 2025 561965880	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	56501	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25 Copier Lease August 2025 561965880	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	56501	09/05/25
26330	LAKE CHAMPLAIN CHAMBER	08/31/25 LCC Membership Renewal 104741	210-5-19-10-800.104 Chamber of Commerce	995.00	56502	09/05/25
80227	LIGUORI, DANIEL	08/14/25 Stipend BWAC August 2025 081425Liquor	210-5-16-10-190.000 Board member Payments	50.00	56504	09/05/25
25625	LOWE'S - 1080	08/02/25 EJRP Lowes July 4191080825	210-5-30-12-610.000 General Supplies	592.23	56505	09/05/25
25625	LOWE'S - 1080	08/02/25 EJRP Lowes July 4191080825	210-5-41-26-610.000 General Supplies	21.43	56505	09/05/25
V10130	LOWE'S BUSINESS ACCOUNT	08/04/25 Utility Pane 73657	210-5-40-12-610.000 General Supplies	23.26	56506	09/05/25
V10130	LOWE'S BUSINESS ACCOUNT	08/05/25 propane exchange 76993	210-5-25-10-610.000 General Supplies	41.76	56506	09/05/25
V10130	LOWE'S BUSINESS ACCOUNT	08/29/25 2 Lincoln Hall Building S 92665	210-5-41-20-610.000 General Supplies	35.57	56506	09/05/25
80213	Luck, Venessa	08/19/25 Stipend Brownell August 2025 0819Luck	210-5-35-10-190.000 Board Member Payments	50.00	56507	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25 Life Ins Sep 2025 1713078	210-5-30-10-210.000 Group Insurance	237.90	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25 Life Ins Sep 2025 1713078	210-5-30-12-210.000 Group Insurance	73.20	56508	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-40-12-210.000 Group Insurance	157.38	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-13-10-210.000 Group Insurance	219.60	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-10-10-210.000 Group Insurance	146.40	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-12-10-210.000 Group Insurance	73.20	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-16-10-210.000 Group Insurance	103.85	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	210-5-35-10-210.000 Group Insurance	256.20	56508	09/05/25
26920	MAYVILLE DARBY	08/25/25	Aug DRB 50	210-5-16-10-330.000 Professional Services	72.00	56510	09/05/25
26920	MAYVILLE DARBY	09/04/25	Minutes 51	210-5-12-10-330.000 Professional Services	48.00	56510	09/05/25
V9970	MIDWEST TAPE	08/04/25	BL ADVDs AUG25 507550181	210-5-35-10-640.201 Adult Collection	53.98	56511	09/05/25
V9970	MIDWEST TAPE	08/04/25	BL JDVDs AUG25 507550182	210-5-35-10-640.202 Juvenile Collection	26.99	56511	09/05/25
V9970	MIDWEST TAPE	08/08/25	BL ADVDs AUG25 507568174	210-5-35-10-640.201 Adult Collection	16.99	56511	09/05/25
V9970	MIDWEST TAPE	08/18/25	BL JDVDs AUG25 507610456	210-5-35-10-640.202 Juvenile Collection	23.24	56511	09/05/25
V9970	MIDWEST TAPE	08/18/25	BL JDVDs AUG25 507610458	210-5-35-10-640.202 Juvenile Collection	26.99	56511	09/05/25
03070	MINUTEMAN PRESS	08/13/25	FY26 tax bills and insert 60590	210-5-13-10-550.000 Printing and Binding	2883.51	56512	09/05/25
03070	MINUTEMAN PRESS	08/13/25	FY26 tax bills and insert 60590	210-5-16-10-550.000 Printing and Binding	445.75	56512	09/05/25
80025	MISC REFUNDS	08/18/25	Used AC Delibac Air 81825	210-5-41-22-610.000 General Supplies	400.00	56513	09/05/25
80244	MULLIGAN, Kathleen	09/02/25	Town Meadow 9/23 090225D	210-5-30-10-330.000 Professional Services	200.00	56515	09/05/25
80220	Mountain Creek Cleaning S	08/26/25	BL Windows AUG25 1097	210-5-41-21-420.000 Cleaning Services	869.00	56516	09/05/25
10220	NEW ENGLAND AIR SYSTEMS L	08/15/25	Air Conditioner Maintenanc 208146	210-5-41-20-400.000 Contracted Services	252.20	56517	09/05/25
10220	NEW ENGLAND AIR SYSTEMS L	08/21/25	Park Street HVAC Service 208274	210-5-41-23-400.000 Contracted Services	297.00	56517	09/05/25
37605	NEW ENGLAND MUNICIPAL RES	08/22/25	tax bill prep 57698	210-5-13-10-330.000 Professional Services	580.00	56519	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-30-12-210.000 Group Insurance	218.94	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-30-10-210.000 Group Insurance	759.72	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-12-10-210.000 Group Insurance	75.80	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-10-10-210.000 Group Insurance	437.88	56521	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-40-12-210.000 Group Insurance	197.21	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-16-10-210.000 Group Insurance	191.39	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-35-10-210.000 Group Insurance	489.91	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	210-5-13-10-210.000 Group Insurance	258.73	56521	09/05/25
80081	O'BRIEN JOHN	08/14/25	Stipend BWAC August 2025 081425OBrien	210-5-16-10-190.000 Board member Payments	50.00	56522	09/05/25
19325	OPEN APPROACH INC	09/01/25	IT Services September 202 27083	210-5-14-10-505.000 Tech. Subs, Licenses	3496.40	56523	09/05/25
19325	OPEN APPROACH INC	09/01/25	IT Services September 202 27083	210-5-25-10-570.000 Other Purchased Services	98.40	56523	09/05/25
19325	OPEN APPROACH INC	09/01/25	IT Services September 202 27083	210-5-14-10-330.000 Professional Services	10700.60	56523	09/05/25
19325	OPEN APPROACH INC	09/01/25	IT Services September 202 27083	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	56523	09/05/25
V10729	OVERDRIVE INC	08/19/25	BL JDigibooks AUG25 01459DA25253	210-5-35-10-640.202 Juvenile Collection	1023.81	56524	09/05/25
80247	Office Environments INC	08/29/25	BL Chairs AUG25 14321	210-5-35-10-755.000 Furniture & Fixtures	3337.73	56525	09/05/25
80177	PARKER, JENNY	08/19/25	Stipend PCAB August 2025 20250819Park	210-5-11-10-190.000 Board Member Payments	50.00	56527	09/05/25
24100	PERMA-LINE CORP OF NEW EN	08/21/25	FINISHED TRAFFIC, SIGNS-T 210965	210-5-40-12-572.000 Traffic Control	309.70	56530	09/05/25
V10554	PHOENIX BOOKS BURLINGTON	08/27/25	BL FndnBooks AUG25 1663473	210-5-90-00-991.000 Library Donation Expense	141.58	56531	09/05/25
25140	PIKE INDUSTRIES INC	08/22/25	Asphalt 1339976	210-5-40-12-605.000 Summer Construction Suppl	375.75	56532	09/05/25
25140	PIKE INDUSTRIES INC	08/25/25	Asphalt 1341109	210-5-40-12-605.000 Summer Construction Suppl	1061.25	56532	09/05/25
25140	PIKE INDUSTRIES INC	08/20/25	City of Essex Junction 20 48035	210-5-40-12-451.000 Summer Construction Servi	171723.40	56532	09/05/25
23465	PITNEY BOWES, INC.	08/21/25	Postage Lease July-Sept 2 3321179626	210-5-10-10-442.000 Rental Vehicles/Equip	571.35	56533	09/05/25
24410	PRIORITY EXPRESS INC	08/31/25	BL Courier 8 AUG25 80272536	210-5-35-10-560.000 Postage	214.72	56535	09/05/25
37430	R R CHARLEBOIS INC	08/20/25	Clamp-band IE73638	210-5-40-12-430.000 R&M Vehicles & Equipment	31.82	56536	09/05/25
37430	R R CHARLEBOIS INC	08/20/25	Repair of Truck #5 RC90296	210-5-40-12-430.000 R&M Vehicles & Equipment	1491.36	56536	09/05/25
24325	RADIO NORTH GROUP INC	08/11/25	Antenna(s) 4147289	210-5-25-10-611.000 Small Tools and Equipment	129.00	56537	09/05/25
00275	SB SIGNS INC	07/16/25	Parade Supplies 32169	210-5-30-10-850.000 Community Events & Celebr	4184.00	56539	09/05/25
42565	SEVEN DAYS	08/20/25	Legal Notice AD 248342	210-5-10-10-540.000 Advertising	143.52	56541	09/05/25
23855	SOUTHWORTH-MILTON, INC.	08/19/25	Part for Vehicle INV3661391	210-5-40-12-430.000 R&M Vehicles & Equipment	9.20	56544	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80123	SULLIVAN/ MICHAEL//	07/30/25	Stipend CSWD July 2025 20250730Sull	210-5-11-10-190.000 Board Member Payments	50.00	56546	09/05/25
80123	SULLIVAN/ MICHAEL//	08/11/25	Stipend CSWD August 2025 20250811Sull	210-5-11-10-190.000 Board Member Payments	50.00	56546	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25	Cell Phone Service August 6121276669	210-5-40-12-530.000 Communications	47.44	56551	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25	Cell Phone Service August 6121276669	210-5-25-10-530.000 Communications	60.08	56551	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25	Cell Phone Service August 6121276669	210-5-10-10-530.000 Communications	37.42	56551	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/18/25	Shop Supply Batteries 520784	210-5-40-12-610.000 General Supplies	51.28	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/19/25	Street supplies 520794	210-5-40-12-610.000 General Supplies	37.51	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/21/25	Cleaning supplies 520799	210-5-41-20-610.000 General Supplies	13.29	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/21/25	Hardware for blinds 520800	210-5-41-20-431.000 R&M Buildings & Grounds	72.18	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/25/25	5PK 9" 6TPI Recip Blade 520807	210-5-40-12-610.000 General Supplies	25.64	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/26/25	2 Lincoln Building Suppli 520815	210-5-41-20-610.000 General Supplies	5.96	56553	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-30-10-210.000 Group Insurance	138.22	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-30-12-210.000 Group Insurance	28.04	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-35-10-210.000 Group Insurance	96.20	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-12-10-210.000 Group Insurance	14.02	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-10-10-210.000 Group Insurance	89.41	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-13-10-210.000 Group Insurance	48.82	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-40-12-210.000 Group Insurance	53.16	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	210-5-16-10-210.000 Group Insurance	37.71	56554	09/05/25
30210	VLCT	08/28/25	Town Fair SMH 17730	210-5-12-10-500.000 Training Conf Dues	99.00	56555	09/05/25
30210	VLCT	08/28/25	Town Fair - DB 17733	210-5-12-10-500.000 Training Conf Dues	99.00	56555	09/05/25
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25	Q4 CY2025 unemp ins REN040921Q4	210-5-40-12-250.000 Unemployment Insurance	113.74	56556	09/05/25
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25	Q4 CY2025 unemp ins REN040921Q4	210-5-13-10-250.000 Unemployment Insurance	1068.63	56556	09/05/25
28470	VMERS DB 110800	08/29/25	Payroll Transfer PR-08/29/25	210-2-00-00-210.004 Retirement Payable	22565.17	56557	09/05/25
80130	VMERS DC 110800	08/29/25	Payroll Transfer PR-08/29/25	210-2-00-00-210.004 Retirement Payable	2885.24	56558	09/05/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10238	08/18/25	Mumford Concert August 20 626	210-1-00-00-130.000 Exchange - General	1060.00	56559	09/05/25
22015	07/30/25	Engraved paper for certif 1704	210-5-12-10-610.000 General Supplies	38.00	56560	09/05/25
29825	08/21/25	MSP Gas Sept 157875608212	210-5-41-26-621.000 Natural Gas/Heating	51.82	56561	09/05/25
29825	08/21/25	Service Period: 07/17/202 25463	210-5-41-21-621.000 Natural Gas/Heating	61.08	56562	09/05/25
29825	08/21/25	Service Period: 07/17/202 25463	210-5-41-20-621.000 Natural Gas/Heating	53.15	56562	09/05/25
29825	08/21/25	Service Period: 07/17/202 25463	210-5-40-12-621.000 Natural Gas/Heating	90.05	56562	09/05/25
29825	08/21/25	Service Period: 07/17/202 25463	210-5-41-22-621.000 Natural Gas/Heating	61.08	56562	09/05/25
29825	08/21/25	Service Period: 07/17/202 25463	210-5-41-23-621.000 Natural Gas/Heating	72.59	56562	09/05/25
29825	08/21/25	MSP Gas Sept 810044082125	210-5-41-26-621.000 Natural Gas/Heating	121.93	56563	09/05/25
41630	08/31/25	Dog report to state 20250831	210-2-00-00-215.004 Due to VT Dog Lic	854.00	56564	09/05/25
23575	08/28/25	VTCMA 2025 Fall Conferenc F63E3T1	210-5-10-10-500.000 Training, Conf, Dues	20.00	56565	09/05/25
07565	08/13/25	Office Supplies 256153136	210-5-30-10-610.000 General Supplies	20.59	56566	09/05/25
07565	08/14/25	Maint Supplies 256185707	210-5-30-12-610.000 General Supplies	177.56	56566	09/05/25
07565	08/21/25	2 Lincoln Supplies 256336978	210-5-10-10-610.000 General Supplies	102.97	56566	09/05/25
07565	08/21/25	Office Supplies 256348376	210-5-30-10-610.000 General Supplies	39.99	56566	09/05/25
25715	08/26/25	Post Park Shade details 228150826202	220-5-00-00-720.002 1 Main; Road Res-Q	135.00	56465	09/05/25
12235	06/09/25	Amtrak Improvements June 49-2125-3G04	220-5-00-00-890.836 Train Station	2865.00	56518	09/05/25
25715	08/22/25	EJ-Sidewalks 2025 25809082225	224-5-40-12-573.000 Sidewalk Improve/Repairs	4256.00	56465	09/05/25
25715	08/22/25	EJ-Iroquois Ave Waterline 24807082225	230-5-40-10-720.002 Iroquois Ave Road and Wat	18027.50	56465	09/05/25
80193	08/18/25	2 Lincoln Renovations IN431637	232-5-41-20-890.832 2 Lincoln Street Renovati	550.00	56446	09/05/25
80129	08/19/25	2 Lincoln Renovation 219528	232-5-41-20-890.832 2 Lincoln Street Renovati	2185.00	56493	09/05/25
39425	08/11/25	2 Lincoln Renovation 6162	232-5-41-20-890.832 2 Lincoln Street Renovati	2931.25	56540	09/05/25
25715	08/22/25	MSP Permitting July 248110725	233-5-00-00-740.005 Park Amenities	277.50	56465	09/05/25
30025	08/21/25	MSP Gym Study July 13109	233-5-00-00-740.005 Park Amenities	3300.00	56484	09/05/25
25715	08/22/25	CEJ-Main Street Waterline 21806082225	254-5-54-70-723.004 Main St Water Line	1900.00	56465	09/05/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21840	FIRST NATIONAL BANK OMAHA	08/19/25 PW Visa Period: 07/17/25-0631081925	254-5-54-20-505.000 Tech. Subs, Licenses	119.88	56481	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25 Aug Vehicle Fuel 335097	254-5-54-20-626.000 Gasoline	187.70	56487	09/05/25
07010	GREEN MOUNTAIN POWER CORP	08/11/25 GMP Non Solar: 07/11/25-081125NS	254-5-54-20-622.000 Electricity	67.71	56491	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25 Life Ins Sep 2025 1713078	254-5-54-20-210.000 Group Insurance	102.48	56508	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25 Dental Sep 2025 081525 6197	254-5-54-20-210.000 Group Insurance	292.58	56521	09/05/25
23855	SOUTHWORTH-MILTON, INC.	08/25/25 hoses INV3667369	254-5-54-20-430.000 R&M Vehicles & Equipment	169.91	56544	09/05/25
V2227	TI-SALES, INC.	08/19/25 2" Neptune T-10 Meter Int INV0188180	254-5-54-70-750.001 Meter Replacement Program	460.71	56549	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25 Cell Phone Service August 6121276669	254-5-54-20-530.000 Communications	104.90	56551	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25 Vision Sep 2025 823484235	254-5-54-20-210.000 Group Insurance	67.27	56554	09/05/25
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25 Q4 CY2025 unemp ins REN040921Q4	254-5-54-20-250.000 Unemployment Insurance	52.66	56556	09/05/25
29825	VT GAS SYSTEMS	08/21/25 Service Period: 07/17/20225463	254-5-54-20-621.000 Natural Gas/Heating	51.82	56562	09/05/25
20475	AERZEN USA CORPORATION	06/20/25 Resistance thermometer SEPI-25-0034	255-5-55-30-570.000 Other Purchased Services	416.30	56438	09/05/25
14685	ALLIANCE GROUP SERV LLC	08/21/25 Install new exhaust fan m 91096	255-5-55-30-431.000 R&M Buildings	1480.00	56440	09/05/25
14685	ALLIANCE GROUP SERV LLC	08/26/25 Dewatering Building- Supp 91257	255-5-55-30-431.000 R&M Buildings	3422.75	56440	09/05/25
21210	CINTAS LOC # 68M 71 M	08/21/25 Supplies 5287635208	255-5-55-30-610.000 General Supplies	92.14	56457	09/05/25
04940	COMCAST	08/23/25 Communication Aug 30-Sept 03160280825	255-5-55-30-530.000 Communications	174.89	56461	09/05/25
25715	DONALD L. HAMLIN CONSULT	08/22/25 Review WW pamphlet -July 25817082225	255-5-55-30-330.000 Professional Services	277.50	56465	09/05/25
06870	ENDYNE INC	08/20/25 Essex Jct. WWTF TKN Only 544806	255-5-55-30-340.000 Technical Services	35.00	56472	09/05/25
V10616	EVOQUA WATER TECH LLC	08/25/25 BIOXIDE 907181919	255-5-55-30-619.000 Chemicals	11305.65	56475	09/05/25
38955	F W WEBB COMPANY	08/18/25 Aeration supplies 92126869	255-5-55-70-722.021 Aeration Header Replaceme	65.57	56476	09/05/25
04640	FASTENAL INDUSTRIAL & CON	08/22/25 FPAS ProGradeGun for aera VTBUR339514	255-5-55-70-722.021 Aeration Header Replaceme	41.15	56477	09/05/25
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/20481081925	255-5-55-30-618.000 Laboratory Supplies	91.07	56478	09/05/25
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/20481081925	255-5-55-30-570.000 Other Purchased Services	48.65	56478	09/05/25
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/20481081925	255-5-55-30-435.000 COGEN	7.03	56478	09/05/25
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/20481081925	255-5-55-30-610.000 General Supplies	78.78	56478	09/05/25

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20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	255-5-55-30-626.000 Gasoline	225.22	56487	09/05/25
24785	GRAINGER	08/21/25	Safety Supplies fire hos 9615923225	255-5-55-30-609.000 Safety Supplies	243.22	56489	09/05/25
24785	GRAINGER	08/21/25	Safety Supplies fire hos 9615923225	255-5-55-30-570.000 Other Purchased Services	422.58	56489	09/05/25
07010	GREEN MOUNTAIN POWER CORP	08/19/25	39 Cascade Street Period: 39 Cascade	255-5-55-30-622.000 Electricity	8673.89	56492	09/05/25
09050	HACH COMPANY	08/11/25	SENSOR CAP REPLACEMENT, L 14619200	255-5-55-30-570.000 Other Purchased Services	1546.10	56494	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25	Copier Lease August 2025 561965880	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	56501	09/05/25
V10130	LOWE'S BUSINESS ACCOUNT	08/13/25	Aeration Header replaceme 73205	255-5-55-70-722.021 Aeration Header Replaceme	343.81	56506	09/05/25
V10130	LOWE'S BUSINESS ACCOUNT	08/04/25	Supplies for wastewater p 74805	255-5-55-30-570.000 Other Purchased Services	93.30	56506	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	255-5-55-30-210.000 Group Insurance	256.20	56508	09/05/25
V10674	MOTION INDUSTRIES	08/11/25	SPROCKET VT20-0028079	255-5-55-30-570.000 Other Purchased Services	1981.18	56514	09/05/25
V1661	NORTH CENTRAL LABORATORIE	08/11/25	Lab Supplies 523901	255-5-55-30-618.000 Laboratory Supplies	1029.12	56520	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	255-5-55-30-210.000 Group Insurance	402.23	56521	09/05/25
19325	OPEN APPROACH INC	08/15/25	Updated Computers for was 27052	255-5-55-30-735.000 Tech: Equip/Hardware	16164.00	56523	09/05/25
19325	OPEN APPROACH INC	09/01/25	IT Services September 202 27083	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	56523	09/05/25
29090	SUNBELT RENTALS	08/13/25	Trash pump rental for Aer 172781452	255-5-55-70-722.021 Aeration Header Replaceme	342.32	56547	09/05/25
43260	ULINE	08/06/25	To know placecards safety 196268089	255-5-55-30-609.000 Safety Supplies	145.60	56550	09/05/25
43260	ULINE	08/07/25	return freight of safety 196380860	255-5-55-30-609.000 Safety Supplies	18.10	56550	09/05/25
43260	ULINE	08/12/25	return of some safety sig 196560709	255-5-55-30-609.000 Safety Supplies	-108.00	56550	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25	Cell Phone Service August 6121276669	255-5-55-30-530.000 Communications	47.44	56551	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/06/25	wall ladder anchor ring 520729	255-5-55-30-610.000 General Supplies	6.64	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/19/25	Supplies 520792	255-5-55-30-610.000 General Supplies	13.76	56553	09/05/25
23395	VILLAGE HARDWARE - WILLIS	08/26/25	1/4" Wire Rope Clip 520816	255-5-55-30-610.000 General Supplies	6.80	56553	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	255-5-55-30-210.000 Group Insurance	71.07	56554	09/05/25
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25	Q4 CY2025 unemp ins REN040921Q4	255-5-55-30-250.000 Unemployment Insurance	192.32	56556	09/05/25
29825	VT GAS SYSTEMS	08/21/25	Service Period: 07/17/202 25463	255-5-55-30-621.000 Natural Gas/Heating	1262.34	56562	09/05/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80241	CN Wood Co Inc	07/17/25 EBOMB CAMERA for Vac Tru	256-5-56-70-751.006	13232.00	56459	09/05/25
		P06881	Vactor Truck			
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25 Aug Vehicle Fuel	256-5-56-40-626.000	396.53	56487	09/05/25
		335097	Gasoline			
07010	GREEN MOUNTAIN POWER CORP	08/11/25 GMP Non Solar: 07/11/25-0	256-5-56-40-622.000	491.60	56491	09/05/25
		081125NS	Electricity			
27840	MADISON NATIONAL LIFE INS	08/26/25 Life Ins Sep 2025	256-5-56-40-210.000	94.06	56508	09/05/25
		1713078	Group Insurance			
24960	NORTHEAST DELTA DENTAL	08/15/25 Dental Sep 2025	256-5-56-40-210.000	202.15	56521	09/05/25
		081525 6197	Group Insurance			
V2227	TI-SALES, INC.	08/19/25 2" Neptune T-10 Meter Int	256-5-56-70-750.001	921.42	56549	09/05/25
		INV0188180	Meter Replacement Program			
21230	VISION SERVICE PLAN (CT)	08/19/25 Vision Sep 2025	256-5-56-40-210.000	39.74	56554	09/05/25
		823484235	Group Insurance			
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25 Q4 CY2025 unemp ins	256-5-56-40-250.000	40.93	56556	09/05/25
		REN040921Q4	Unemployment Insurance			
29825	VT GAS SYSTEMS	08/21/25 Service Period: 07/17/202	256-5-56-40-434.001	54.93	56562	09/05/25
		25463	Susie Wilson PS Costs			
29825	VT GAS SYSTEMS	08/21/25 Service Period: 07/17/202	256-5-56-40-434.002	55.98	56562	09/05/25
		25463	West Street PS Costs			
29825	VT GAS SYSTEMS	08/21/25 Service Period: 07/17/202	256-5-56-40-621.000	59.76	56562	09/05/25
		25463	Natural Gas/Heating			
25715	DONALD L. HAMLIN CONSULT	08/22/25 EJ-Autumn Pond Constructi	257-5-57-50-451.000	131.40	56465	09/05/25
		24801082225	Summer Construction Servi			
25715	DONALD L. HAMLIN CONSULT	08/22/25 EJ-Hiawatha Infiltration	257-5-57-50-899.000	3484.95	56465	09/05/25
		25815082225	Matching Grant Funds			
40025	E J PRESCOTT INC	08/19/25 24 MH Cover Drain for Kil	257-5-57-50-575.000	297.40	56468	09/05/25
		6532829	Storm Sewer Maintenance			
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/2	257-5-57-50-570.000	199.99	56478	09/05/25
		0481081925	Other Purchased Services			
29280	FIRST NATIONAL BANK OMAH	08/19/25 WWTF Visa Period: 07/29/2	257-5-57-50-500.000	624.00	56478	09/05/25
		0481081925	Training, Conferences, Du			
V9454	LENNY'S SHOE & APP	08/20/25 Uniform for Tyler Marshal	257-5-57-50-612.000	593.95	56503	09/05/25
		4075025	Uniforms			
27840	MADISON NATIONAL LIFE INS	08/26/25 Life Ins Sep 2025	257-5-57-50-210.000	85.28	56508	09/05/25
		1713078	Group Insurance			
24960	NORTHEAST DELTA DENTAL	08/15/25 Dental Sep 2025	257-5-57-50-210.000	100.81	56521	09/05/25
		081525 6197	Group Insurance			
19325	OPEN APPROACH INC	08/15/25 Updated Computers for was	257-5-57-50-735.000	2188.00	56523	09/05/25
		27052	Tech: Equip/Hardware			
21230	VISION SERVICE PLAN (CT)	08/19/25 Vision Sep 2025	257-5-57-50-210.000	18.65	56554	09/05/25
		823484235	Group Insurance			
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25 Q4 CY2025 unemp ins	257-5-57-50-250.000	9.89	56556	09/05/25
		REN040921Q4	Unemployment Insurance			
19815	AMAZON CAPITAL SERVICES	08/22/25 PS Cleaning Supplies	259-5-30-16-610.000	69.47	56443	09/05/25
		11PC9HPV4L1N	General Supplies			
19815	AMAZON CAPITAL SERVICES	08/25/25 PS Supplies	259-5-30-16-610.000	9.99	56443	09/05/25
		14HRP9LVX3MP	General Supplies			
19815	AMAZON CAPITAL SERVICES	08/20/25 PS Supplies	259-5-30-16-610.000	51.88	56443	09/05/25
		1633FCRK1N34	General Supplies			

09/05/25

City of Essex Junction Accounts Payable

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03:27 pm

Check Warrant Report # 24085 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 09/05/25 To 09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	08/21/25	RK EES 1-2 17L6D14G67PP	259-5-30-15-610.000 General Supplies	98.58	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/22/25	RK EES 1-2 19KJ3VKY63RL	259-5-30-15-610.000 General Supplies	37.98	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	Town Behavior Supplies 19XVL9N146GH	259-5-30-15-610.000 General Supplies	6.98	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/20/25	PS Supplies 1DK7HN131QDQ	259-5-30-16-610.000 General Supplies	9.38	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/21/25	PS Supplies - Shared 1FYXTJDR13FP	259-5-30-16-610.000 General Supplies	260.73	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	Program Supplies 1H1NWQLR6VGR	259-5-30-14-610.000 General Supplies	189.95	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/19/25	PS Supplies 1HMDM1P9NWFJ	259-5-30-16-610.000 General Supplies	92.41	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/21/25	RK EES Tables 1HNQQ3GRK4CY	259-5-30-15-610.000 General Supplies	627.35	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/19/25	PS Supplies 1J7Q6PYRQDXC	259-5-30-16-610.000 General Supplies	175.42	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/26/25	RK Hiawatha Storage 1JHJVYJJ3RVN	259-5-30-15-610.000 General Supplies	14.99	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/19/25	RK EES 1-2 1KMHP9MPQX6T	259-5-30-15-610.000 General Supplies	128.84	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	Program Supplies 1QMLQGCK6LYY	259-5-30-14-610.000 General Supplies	6.00	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/17/25	RK EES 1-2 1QP3G4FQ31FX	259-5-30-15-610.000 General Supplies	52.26	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/06/25	PS Adventurers CREDIT 1RVT9XL94DTA	259-5-30-16-610.000 General Supplies	-63.13	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	PS Supplies 1T133J6PWKDV	259-5-30-16-610.000 General Supplies	17.40	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/19/25	RK Fleming Supplies 1TDQ3FWYPQHV	259-5-30-15-610.000 General Supplies	408.42	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/22/25	PS Supplies - Building 1V9QN3N74LFW	259-5-30-16-610.000 General Supplies	35.96	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	RK Westford Supplies 1VHC4PQM4WMY	259-5-30-15-610.000 General Supplies	16.85	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/26/25	RK Fleming Supplies 1VNKFNFN6Y6F	259-5-30-15-610.000 General Supplies	105.13	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/21/25	RK Fleming Supplies 1VVL4CCY14FD	259-5-30-15-610.000 General Supplies	159.65	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	RK Fleming Supplies 1Y41DKY34GJF	259-5-30-15-610.000 General Supplies	33.42	56443	09/05/25
19815	AMAZON CAPITAL SERVICES	08/25/25	PS Supplies 1Y7DVKTWXT	259-5-30-16-610.000 General Supplies	9.99	56443	09/05/25
80128	BARBER, KEVIN	08/21/25	Fall Programing 8/21 082925D	259-5-30-14-330.000 Professional Services	375.00	56447	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-12-610.000 General Supplies	73.63	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-17-610.000 General Supplies	4151.06	56453	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-10-505.000 Tech. Subs, Licenses	524.64	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-10-530.000 Communications	863.86	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-11-610.000 General Supplies	12.83	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-14-330.000 Professional Services	1664.80	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-16-610.000 General Supplies	165.75	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-16-330.000 Professional Services	500.00	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-16-500.000 Training, Conf, Dues	2566.20	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-17-330.000 Professional Services	7416.36	56453	09/05/25
22670	CAPITAL ONE CREDIT CARD -	08/16/25	EJRP CC July/Aug 65080825	259-5-30-14-610.000 General Supplies	191.89	56453	09/05/25
27590	CATAMOUNT COLOR (OFFSET H	08/15/25	Fall Brochure Printing 37772	259-5-30-10-550.000 Printing and Binding	3585.00	56454	09/05/25
30240	CHOQUETTE INFLATABLES LLC	08/15/25	Nova 8/15 1330	259-5-30-17-330.000 Professional Services	300.00	56456	09/05/25
30240	CHOQUETTE INFLATABLES LLC	08/15/25	CMS 8/15 1331	259-5-30-17-330.000 Professional Services	1470.00	56456	09/05/25
80243	CORRON, TINA	08/23/25	EJRP Services 8/21 082325D	259-5-30-16-330.000 Professional Services	375.00	56463	09/05/25
29970	EAST COAST ICE	08/19/25	PS End of Summer Gatherin 081925D	259-5-30-16-610.000 General Supplies	552.00	56469	09/05/25
80245	EMERY, TIMOTHY	09/02/25	Meet Me On Main 9/20 090225D	259-5-30-14-330.000 Professional Services	300.00	56471	09/05/25
19570	ESSEX PARKS & RECREATION	08/29/25	Camp Pool Use 082925D	259-5-30-17-330.000 Professional Services	8203.25	56474	09/05/25
37875	FLEETPRIDE	08/26/25	RK Bus Repairs 12398	259-5-30-15-330.000 Professional Services	795.84	56483	09/05/25
20470	GLOBAL MONTELLO ATT: FLEE	08/31/25	Aug Vehicle Fuel 335097	259-5-30-15-626.000 Gasoline	133.34	56487	09/05/25
80246	GRAVITY CIRQUE INC	09/02/25	Meet Me On Main 9/27 090225D	259-5-30-14-330.000 Professional Services	1200.00	56490	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25	Copier Lease August 2025 561965880	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	56501	09/05/25
80087	KONICA MINOLTA PREMIER FI	08/11/25	Copier Lease August 2025 561965880	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	56501	09/05/25
25625	LOWE'S - 1080	08/02/25	EJRP Lowes July 4191080825	259-5-30-16-610.000 General Supplies	351.62	56505	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	259-5-30-15-210.000 Group Insurance	311.10	56508	09/05/25
27840	MADISON NATIONAL LIFE INS	08/26/25	Life Ins Sep 2025 1713078	259-5-30-16-210.000 Group Insurance	256.20	56508	09/05/25
31270	MARKO THE MAGICIAN	08/15/25	Main Street Event 9/20 081525D1	259-5-30-14-330.000 Professional Services	750.00	56509	09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	259-5-30-16-210.000 Group Insurance	262.51	56521	09/05/25
24960	NORTHEAST DELTA DENTAL	08/15/25	Dental Sep 2025 081525 6197	259-5-30-15-210.000 Group Insurance	306.53	56521	09/05/25
2900	PALMER LANE MAPLE	08/08/25	Disc 8/8 8140	259-5-30-17-610.000 General Supplies	265.50	56526	09/05/25
2900	PALMER LANE MAPLE	08/19/25	CMS 8/8 8144	259-5-30-17-610.000 General Supplies	207.50	56526	09/05/25
29795	PAULINA'S SWEETS	08/22/25	Nova 8/7 Additional Campe 000297	259-5-30-17-330.000 Professional Services	225.00	56528	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/26/25	RK Hiawatha Snack 447288	259-5-30-15-610.000 General Supplies	297.22	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/25/25	RK Snack 448527	259-5-30-15-610.000 General Supplies	57.78	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/25/25	ESS 1-2 Snack 448528	259-5-30-15-610.000 General Supplies	371.74	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/25/25	RK EES Snack 448893	259-5-30-15-610.000 General Supplies	152.21	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/26/25	RK Fleming Snack 450483	259-5-30-15-610.000 General Supplies	400.70	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/27/25	RK Westford Snack 450571	259-5-30-15-610.000 General Supplies	257.79	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/27/25	RK MSP Snack 450603	259-5-30-15-610.000 General Supplies	234.38	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/27/25	RK Founders Snack 451081	259-5-30-15-610.000 General Supplies	66.50	56529	09/05/25
29425	PERFORMANCE FOOD 24793-EJ	08/27/25	RK Founders Snack 451089	259-5-30-17-610.000 General Supplies	35.30	56529	09/05/25
V9723	PREMIER PAVING, INC	08/12/25	MSP Paving Project 3803	259-5-30-12-330.000 Professional Services	23275.00	56534	09/05/25
37430	R R CHARLEBOIS INC	08/19/25	RK Bus Repairs WC05541	259-5-30-15-330.000 Professional Services	525.00	56536	09/05/25
20620	RASCO LAURA	09/02/25	Meet Me On Main 9/27 090225D	259-5-30-14-330.000 Professional Services	50.00	56538	09/05/25
80214	SHELTON, MARK	08/29/25	Main Street Event 9/20 92025	259-5-30-14-330.000 Professional Services	350.00	56542	09/05/25
17675	SMUGGLERS NOTCH RESORT	08/12/25	Reach FMS 8/11 196551S	259-5-30-17-330.000 Professional Services	915.00	56543	09/05/25
17675	SMUGGLERS NOTCH RESORT	08/12/25	Reach Fleming 8/12 1965716	259-5-30-17-330.000 Professional Services	825.00	56543	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	Reach FMS Bus 8/11 70315519	259-5-30-17-580.000 Travel	463.50	56545	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	Reach FMS Bus 8/14 70315520	259-5-30-17-580.000 Travel	482.81	56545	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	Nova Bus 8/12-14 70315522	259-5-30-17-580.000 Travel	753.19	56545	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	Disc EMS Bus 8/11 70315523	259-5-30-17-580.000 Travel	289.69	56545	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	Disc EES Bus 8/11-13 70315524	259-5-30-17-580.000 Travel	733.87	56545	09/05/25

09/05/25

City of Essex Junction Accounts Payable

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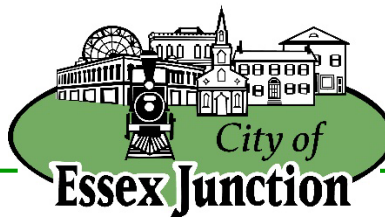
Check Warrant Report # 24085 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 09/05/25 To 09/05/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	08/18/25	Nova Bus 8/5 70315525	259-5-30-17-580.000 Travel	366.94	56545	09/05/25
23495	STUDENT TRANSPORTATION OF	08/18/25	CMS Bus 8/8 70315526	259-5-30-17-580.000 Travel	610.06	56545	09/05/25
27970	THE PORTABLE MINI GOLF CO	08/19/25	CMS 8/15 000534	259-5-30-17-330.000 Professional Services	800.00	56548	09/05/25
36130	VERIZON WIRELESS VSAT	08/17/25	Cell Phone Service August 6121276669	259-5-30-16-530.000 Communications	37.42	56551	09/05/25
25315	VESPA'S PIZZA PASTA & DEL	08/15/25	Disc EMS 8/15 081525D	259-5-30-17-610.000 General Supplies	106.00	56552	09/05/25
25315	VESPA'S PIZZA PASTA & DEL	08/26/25	RK Staff Training 082625D	259-5-30-15-610.000 General Supplies	172.00	56552	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	259-5-30-15-210.000 Group Insurance	86.05	56554	09/05/25
21230	VISION SERVICE PLAN (CT)	08/19/25	Vision Sep 2025 823484235	259-5-30-16-210.000 Group Insurance	54.13	56554	09/05/25
V2377	VLCT EMPLOYMENT RESOURCE	08/20/25	Q4 CY2025 unemp ins REN040921Q4	259-5-30-10-250.000 Unemployment Insurance	1188.83	56556	09/05/25
07565	W B MASON CO INC	08/20/25	Pool Supplies 256310253	259-5-30-11-610.000 General Supplies	7.68	56566	09/05/25
80249	WILD, AMY	08/22/25	Event 8/21 082225D	259-5-30-14-330.000 Professional Services	415.00	56567	09/05/25
Report Total					473828.79	=====	

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 \$ ***473,828.79
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: September 10, 2025
Subject: August 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 8/31/25 therefore the year to date actuals are for the period 7/1/25-8/31/25, and the month actuals are for the month of August.

While we will continue to receive August invoices over the coming weeks, we are about 17% of the way through the fiscal year. The General Fund revenue is 268% of budget or \$33,283,088 and expenditures are just under 12% of budget or \$1,444,654.

Tax bills were mailed from the printer on 8/8 with the first payment due date of 9/15. Property tax revenue is overstated at the moment as the education tax amount is still included in the total; this amount will be reconciled and remitted to the school district after 9/15, so revenue will decrease to the correct amount and be in line with budget. This process can't be completed until the cash flow reports are issued by the State of VT.

The Water Fund operating revenue is actually at 1% of budget or \$20,885 and operating expenditures are just over 15% of budget or \$300,224. The Wastewater Fund operating revenue is actually just under 16% of budget or \$504,259 and operating expenditures are just under 14% of budget or \$445,181. The Sanitation Fund operating revenue is actually under 1% of budget or \$7,555 and operating expenditures are just under 19% of budget or \$172,659. The revenue for all three of these funds is understated due to an FY25 year end entry that adjusts revenue back to the prior year for consumption/usage in the last few days of June that will not be billed to customers until October. The Stormwater Fund operating revenue is at 0% and operating expenditures are just under 10% or \$31,685. Stormwater fees will be billed for the first time on the October utility bill.

There are currently 192 delinquent utility accounts with balances totaling \$49,650. The delinquent notice and water shut off process is currently underway for accounts with a \$500 and greater balance.

The EJRP Program Fund revenue is just over 7% of budget or \$316,359 and expenditures are just over 28% of budget or \$1,248,898.

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, 2 Lincoln Renovation, and Economic Development Fund activity.

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	11,405,931.00	33,073,998.31	-21,668,067.31	289.97%	32,821,198.17
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	0.00	17,600.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	199,500.00	49,875.00	149,625.00	25.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	99,750.00	24,937.50	74,812.50	25.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	199,500.00	49,875.00	149,625.00	25.00%	0.00
210-4-00-00-020.059 Admin Fee - EJRP PF	53,155.00	13,288.75	39,866.25	25.00%	0.00
210-4-00-00-030.009 Cannabis Control	400.00	0.00	400.00	0.00%	0.00
210-4-00-00-042.001 PILOT Revenue	14,000.00	0.00	14,000.00	0.00%	0.00
210-4-00-00-042.002 Railroad Taxes	2,500.00	0.00	2,500.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	32,800.00	0.00	32,800.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,000.00	0.00	38,000.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	10,000.00	351.04	9,648.96	3.51%	161.22
210-4-00-00-080.001 State District Court Fine	5,000.00	0.00	5,000.00	0.00%	0.00
210-4-00-00-085.000 Penalties	40,000.00	0.00	40,000.00	0.00%	0.00
210-4-00-00-086.000 Interest	8,000.00	2,392.33	5,607.67	29.90%	1,038.15
210-4-00-00-098.000 Misc Revenue	1,500.00	2,938.91	-1,438.91	195.93%	2,930.66
Total General Revenues	12,127,636.00	33,217,636.84	-21,090,020.84	273.90%	32,825,328.20
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	25.00	6.00	19.00	24.00%	1.00
210-4-12-10-020.004 Recording Fees	55,000.00	12,697.00	42,303.00	23.09%	4,371.00
210-4-12-10-020.010 Printing and Duplication	1,000.00	100.00	900.00	10.00%	31.00
210-4-12-10-020.011 Online Land Records	150.00	78.75	71.25	52.50%	78.75
210-4-12-10-020.013 Sale of Certified Copy	1,000.00	260.00	740.00	26.00%	100.00
210-4-12-10-020.023 Records Preservation	15,000.00	4,608.00	10,392.00	30.72%	1,584.00
210-4-12-10-030.001 Liquor Licenses	2,500.00	115.00	2,385.00	4.60%	115.00
210-4-12-10-030.002 Hunting and Fishing	10.00	0.00	10.00	0.00%	0.00
210-4-12-10-030.003 Marriage Licenses	250.00	120.00	130.00	48.00%	30.00
210-4-12-10-030.004 Animal Licenses	3,000.00	292.00	2,708.00	9.73%	122.00
210-4-12-10-030.005 Green Mountain Passport	100.00	56.00	44.00	56.00%	24.00
210-4-12-10-030.006 DMV Registrations	0.00	6.00	-6.00	100.00%	6.00
Total Clerk Revenue	78,035.00	18,338.75	59,696.25	23.50%	6,462.75
210-4-14-10 Information Technology					
Total Information Technology	0.00	0.00	0.00	0.00%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-020.016 Bike Locker Rental Revenu	0.00	45.00	-45.00	100.00%	45.00
210-4-16-10-030.008 License and Zoning Fees	75,000.00	4,910.00	70,090.00	6.55%	2,015.00
Total ComDev Revenues	75,000.00	4,955.00	70,045.00	6.61%	2,060.00

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					
210-4-25-10-098.000 Misc Revenue	0.00	10.00	-10.00	100.00%	0.00
Total Fire Revenues	0.00	10.00	-10.00	100.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	8,670.00	320.00	8,350.00	3.69%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
Total EJPJ Revenues	10,170.00	1,070.00	9,100.00	10.52%	0.00
210-4-35 Library Revenues					
210-4-35-10-098.000 Misc Revenue	900.00	277.25	622.75	30.81%	140.70
Total Library Revenues	900.00	277.25	622.75	30.81%	140.70
210-4-40 PW Revenues					
210-4-40-12-020.017 EV Charger	0.00	581.25	-581.25	100.00%	367.22
210-4-40-12-042.006 State Aid to Highways	125,000.00	38,479.82	86,520.18	30.78%	0.00
210-4-40-12-098.000 Misc Revenue	2,500.00	359.40	2,140.60	14.38%	159.40
Total PW Revenues	127,500.00	39,420.47	88,079.53	30.92%	526.62
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	860.00	-860.00	100.00%	860.00
210-4-90-00-640.201 Adult Collection replacem	0.00	296.00	-296.00	100.00%	226.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	204.00	-204.00	100.00%	130.00
Total Other Sources and Uses	0.00	1,360.00	-1,360.00	100.00%	1,216.00
Total Revenue	12,419,241.00	33,283,088.31	-20,863,847.31	268.00%	32,835,734.27
Total Revenues	12,419,241.00	33,283,088.31	-20,863,847.31	268.00%	32,835,734.27
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	362,725.00	55,363.61	307,361.39	15.26%	41,522.71
210-5-10-10-210.000 Group Insurance	136,610.00	25,238.71	111,371.29	18.48%	7,860.37
210-5-10-10-220.000 Social Security	27,952.00	4,176.29	23,775.71	14.94%	3,075.88
210-5-10-10-225.000 Act 76 Childcare Tax	1,206.00	157.01	1,048.99	13.02%	116.02

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10-230.000 Retirement	32,789.00	4,982.68	27,806.32	15.20%	3,670.73
210-5-10-10-290.000 Other Employee Benefits	6,178.00	0.00	6,178.00	0.00%	0.00
210-5-10-10-320.000 Legal Services	35,500.00	0.00	35,500.00	0.00%	0.00
210-5-10-10-330.000 Professional Services	51,507.00	113.40	51,393.60	0.22%	70.05
210-5-10-10-442.000 Rental Vehicles/Equip	5,784.00	902.43	4,881.57	15.60%	736.89
210-5-10-10-500.000 Training, Conf, Dues	8,174.00	1,323.90	6,850.10	16.20%	471.57
210-5-10-10-505.000 Tech. Subs, Licenses	16,471.00	8,064.47	8,406.53	48.96%	567.61
210-5-10-10-530.000 Communications	3,348.00	2,881.42	466.58	86.06%	37.42
210-5-10-10-540.000 Advertising	20,475.00	4,359.16	16,115.84	21.29%	1,556.52
210-5-10-10-550.000 Printing and Binding	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-10-10-560.000 Postage	9,590.00	1,480.07	8,109.93	15.43%	1,009.75
210-5-10-10-580.000 Travel	2,000.00	10.50	1,989.50	0.53%	10.50
210-5-10-10-610.000 General Supplies	3,000.00	469.61	2,530.39	15.65%	209.69
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	0.00	6,000.00	0.00%	0.00
Total Administration	735,309.00	109,523.26	625,785.74	14.89%	60,915.71
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	11,800.00	400.00	11,400.00	3.39%	300.00
210-5-11-10-190.001 City Council Payments	12,500.00	0.00	12,500.00	0.00%	0.00
210-5-11-10-220.000 Social Security	956.00	0.00	956.00	0.00%	0.00
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	0.00	41.00	0.00%	0.00
210-5-11-10-320.000 Legal Services	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-11-10-330.000 Professtional Services	28,739.00	14,970.00	13,769.00	52.09%	168.00
210-5-11-10-500.000 Training, Conferences, Du	18,364.00	15,941.38	2,422.62	86.81%	77.38
210-5-11-10-540.000 Advertising	900.00	209.04	690.96	23.23%	209.04
210-5-11-10-580.000 Travel	250.00	0.00	250.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-11-10-831.000 Special or New Programs	20,000.00	49.90	19,950.10	0.25%	49.90
Total Legislative	99,150.00	31,570.32	67,579.68	31.84%	804.32
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	151,619.00	23,183.60	128,435.40	15.29%	17,387.70
210-5-12-10-120.000 Part Time Salaries	10,024.00	0.00	10,024.00	0.00%	0.00
210-5-12-10-130.000 Overtime	470.00	0.00	470.00	0.00%	0.00
210-5-12-10-210.000 Group Insurance	37,371.00	11,204.80	26,166.20	29.98%	4,587.19
210-5-12-10-220.000 Social Security	12,682.00	1,818.34	10,863.66	14.34%	1,349.67
210-5-12-10-225.000 Act 76 Childcare Tax	547.00	72.46	474.54	13.25%	53.81
210-5-12-10-230.000 Retirement	15,172.00	2,301.04	12,870.96	15.17%	1,709.21
210-5-12-10-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
210-5-12-10-330.000 Professional Services	486.00	96.00	390.00	19.75%	72.00
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	2,000.00	828.00	1,172.00	41.40%	443.00
210-5-12-10-505.000 Tech. Subs Licenses	4,300.00	728.28	3,571.72	16.94%	364.14
210-5-12-10-550.000 Printing and Binding	1,500.00	646.44	853.56	43.10%	646.44
210-5-12-10-560.000 Postage	400.00	84.10	315.90	21.03%	0.00
210-5-12-10-570.023 Records Preservation	15,000.00	1,975.36	13,024.64	13.17%	1,975.36
210-5-12-10-580.000 Travel	500.00	146.16	353.84	29.23%	146.16

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-12-10-610.000 General Supplies	2,000.00	38.00	1,962.00	1.90%	38.00
210-5-12-10-820.000 Elections	14,000.00	0.00	14,000.00	0.00%	0.00
Total Clerk	268,921.00	43,122.58	225,798.42	16.04%	28,772.68
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	292,962.00	42,975.28	249,986.72	14.67%	32,231.46
210-5-13-10-190.000 Board Member Payments	1,400.00	0.00	1,400.00	0.00%	0.00
210-5-13-10-210.000 Group Insurance	59,140.00	10,475.03	48,664.97	17.71%	4,791.68
210-5-13-10-220.000 Social Security	25,436.00	3,751.46	21,684.54	14.75%	2,683.31
210-5-13-10-225.000 Act 76 Childcare Tax	1,097.00	145.90	951.10	13.30%	104.21
210-5-13-10-230.000 Retirement	30,634.00	4,346.52	26,287.48	14.19%	3,166.77
210-5-13-10-250.000 Unemployment Insurance	4,608.00	1,068.63	3,539.37	23.19%	0.00
210-5-13-10-260.000 Workers Comp Insurance	39,043.00	9,826.78	29,216.22	25.17%	0.00
210-5-13-10-290.000 Other Employee Benefits	1,600.00	400.00	1,200.00	25.00%	0.00
210-5-13-10-330.000 Professional Services	14,388.00	6,885.46	7,502.54	47.86%	3.00
210-5-13-10-335.000 Audit	18,412.00	0.00	18,412.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	455.00	1,303.00	25.88%	455.00
210-5-13-10-505.000 Tech. Subs, Licenses	22,754.00	2,128.73	20,625.27	9.36%	455.09
210-5-13-10-520.000 PACIF Insurance	99,922.00	23,034.20	76,887.80	23.05%	0.00
210-5-13-10-550.000 Printing and Binding	3,883.00	0.00	3,883.00	0.00%	0.00
210-5-13-10-560.000 Postage	2,800.00	2,054.01	745.99	73.36%	2,054.01
210-5-13-10-580.000 Travel	1,140.00	0.00	1,140.00	0.00%	0.00
210-5-13-10-610.000 General Supplies	800.00	0.00	800.00	0.00%	0.00
Total Finance	621,777.00	107,547.00	514,230.00	17.30%	45,944.53
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	140,016.00	23,091.20	116,924.80	16.49%	11,720.60
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	41,785.00	12,377.41	29,407.59	29.62%	8,936.52
210-5-14-10-735.000 Tech: Equip/Hardware	24,750.00	0.00	24,750.00	0.00%	0.00
Total Information Technology	211,551.00	35,468.61	176,082.39	16.77%	20,657.12
210-5-15-10 Assessing					
210-5-15-10-330.000 Professional Services	94,575.00	0.00	94,575.00	0.00%	0.00
210-5-15-10-505.000 Tech. Subs, Licenses	1,500.00	0.00	1,500.00	0.00%	0.00
Total Assessing	96,075.00	0.00	96,075.00	0.00%	0.00
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	225,773.00	34,612.52	191,160.48	15.33%	25,959.39
210-5-16-10-190.000 Board member Payments	9,600.00	200.00	9,400.00	2.08%	200.00
210-5-16-10-210.000 Group Insurance	59,616.00	18,690.00	40,926.00	31.35%	6,968.78
210-5-16-10-220.000 Social Security	18,624.00	2,757.44	15,866.56	14.81%	2,036.08
210-5-16-10-225.000 Act 76 Childcare Tax	803.00	103.56	699.44	12.90%	76.35
210-5-16-10-230.000 Retirement	19,374.00	2,936.20	16,437.80	15.16%	2,180.06
210-5-16-10-290.000 Other Employee Benefits	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-16-10-320.000 Legal Services	17,000.00	4,546.00	12,454.00	26.74%	4,546.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-16-10-330.000 Professional Services	23,560.00	276.00	23,284.00	1.17%	168.00
210-5-16-10-500.000 Training, Conf, Dues	4,630.00	101.00	4,529.00	2.18%	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	1,080.00	0.00	1,080.00	0.00%	0.00
210-5-16-10-540.000 Advertising	2,600.00	196.04	2,403.96	7.54%	117.00
210-5-16-10-550.000 Printing and Binding	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-16-10-560.000 Postage	2,350.00	0.00	2,350.00	0.00%	0.00
210-5-16-10-580.000 Travel	5,800.00	200.00	5,600.00	3.45%	100.00
210-5-16-10-610.000 General Supplies	3,000.00	121.77	2,878.23	4.06%	14.95
210-5-16-10-810.111 BWAC	10,000.00	325.00	9,675.00	3.25%	0.00
210-5-16-10-899.000 Matching Grant Funds	17,000.00	0.00	17,000.00	0.00%	0.00
Total Community Development	425,610.00	65,065.53	360,544.47	15.29%	42,366.61
210-5-17-10 Economic Development					
Total Economic Development	0.00	0.00	0.00	0.00%	0.00
210-5-18-10 Health & Human Services					
210-5-18-10-800.106 Essex Rescue	207,140.00	0.00	207,140.00	0.00%	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	3,008,353.00	0.00	3,008,353.00	0.00%	0.00
Total Health & Human Services	3,235,493.00	20,000.00	3,215,493.00	0.62%	0.00
210-5-19-10 County & Regional Function					
210-5-19-10-800.101 CCRPC	19,712.00	19,712.00	0.00	100.00%	0.00
210-5-19-10-800.102 GMT	311,638.00	71,148.25	240,489.75	22.83%	0.00
210-5-19-10-800.103 County Tax	73,911.00	6,159.25	67,751.75	8.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	995.00	0.00	995.00	0.00%	0.00
210-5-19-10-800.105 GBIC	3,750.00	0.00	3,750.00	0.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	33,895.00	33,895.00	0.00	100.00%	33,895.00
210-5-19-10-800.110 Essex Comm Historical Soc	2,000.00	2,000.00	0.00	100.00%	2,000.00
Total County & Regional Function	445,901.00	132,914.50	312,986.50	29.81%	35,895.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	315,000.00	48,206.56	266,793.44	15.30%	32,887.12
210-5-25-10-210.000 Group Insurance	3,400.00	2,337.50	1,062.50	68.75%	0.00
210-5-25-10-220.000 Social Security	24,098.00	3,703.22	20,394.78	15.37%	2,515.98
210-5-25-10-225.000 Act 76 Childcare Tax	1,040.00	158.12	881.88	15.20%	106.90
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	2,979.50	17,020.50	14.90%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	216.00	784.00	21.60%	0.00
210-5-25-10-330.000 Professional Services	6,000.00	200.00	5,800.00	3.33%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	25,000.00	607.70	24,392.30	2.43%	607.70
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	0.00	8,000.00	0.00%	0.00
210-5-25-10-530.000 Communications	4,500.00	60.08	4,439.92	1.34%	60.08
210-5-25-10-570.000 Other Purchased Services	11,000.00	1,514.35	9,485.65	13.77%	1,415.95
210-5-25-10-610.000 General Supplies	4,000.00	629.20	3,370.80	15.73%	482.20

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	634.00	44,366.00	1.41%	634.00
210-5-25-10-612.000 Uniforms	32,000.00	0.00	32,000.00	0.00%	0.00
210-5-25-10-613.000 Program Supplies	7,500.00	0.00	7,500.00	0.00%	0.00
210-5-25-10-626.000 Gasoline	6,500.00	466.66	6,033.34	7.18%	466.66
210-5-25-10-750.000 Machinery & Equipment	22,000.00	0.00	22,000.00	0.00%	0.00
Total Fire	543,038.00	61,712.89	481,325.11	11.36%	39,176.59
210-5-30-10 EJRP Administration					
210-5-30-10-110.000 Regular Salaries	436,934.00	70,578.18	366,355.82	16.15%	53,846.44
210-5-30-10-120.000 Part Time Salaries	0.00	340.52	-340.52	100.00%	340.52
210-5-30-10-210.000 Group Insurance	217,195.00	51,266.32	165,928.68	23.60%	17,998.07
210-5-30-10-220.000 Social Security	33,731.00	5,325.24	28,405.76	15.79%	4,069.56
210-5-30-10-225.000 Act 76 Childcare Tax	1,455.00	203.68	1,251.32	14.00%	157.83
210-5-30-10-230.000 Retirement	33,819.00	5,791.57	28,027.43	17.13%	4,489.68
210-5-30-10-290.000 Other Employee Benefits	2,400.00	0.00	2,400.00	0.00%	0.00
210-5-30-10-330.000 Professional Services	11,764.00	1,898.00	9,866.00	16.13%	1,474.00
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	298.80	1,477.20	16.82%	149.40
210-5-30-10-500.000 Training, Conf, Dues	2,873.00	0.00	2,873.00	0.00%	0.00
210-5-30-10-530.000 Communications	2,160.00	360.00	1,800.00	16.67%	180.00
210-5-30-10-561.000 CC Processing Fees	200.00	21.42	178.58	10.71%	0.00
210-5-30-10-610.000 General Supplies	15,000.00	986.07	14,013.93	6.57%	314.08
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	0.00	10,000.00	-10,000.00	100.00%	0.00
210-5-30-10-910.000 Transfer to Other Funds	17,500.00	0.00	17,500.00	0.00%	0.00
Total EJRP Administration	780,807.00	147,069.80	633,737.20	18.84%	83,019.58
210-5-30-12 EJRP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	129,489.00	20,737.84	108,751.16	16.02%	15,553.38
210-5-30-12-120.000 Part Time Salaries	66,335.00	22,315.23	44,019.77	33.64%	16,398.57
210-5-30-12-210.000 Group Insurance	64,535.00	13,575.27	50,959.73	21.04%	4,811.00
210-5-30-12-220.000 Social Security	15,082.00	3,261.19	11,820.81	21.62%	2,419.29
210-5-30-12-225.000 Act 76 Childcare Tax	651.00	132.89	518.11	20.41%	98.52
210-5-30-12-230.000 Retirement	12,484.00	1,909.84	10,574.16	15.30%	1,432.38
210-5-30-12-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	16,049.00	1,307.10	14,741.90	8.14%	977.10
210-5-30-12-431.000 R&M Buildings & Grounds	11,577.00	6,822.59	4,754.41	58.93%	6,822.59
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	500.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,207.00	0.00	2,207.00	0.00%	0.00
210-5-30-12-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,080.00	180.00	900.00	16.67%	90.00
210-5-30-12-610.000 General Supplies	27,681.00	4,227.98	23,453.02	15.27%	3,516.21
210-5-30-12-626.000 Gasoline	4,500.00	500.82	3,999.18	11.13%	500.82
Total EJRP Parks and Facilities	354,970.00	75,470.75	279,499.25	21.26%	53,119.86
210-5-30-13 Adult Programs					
210-5-30-13-530.000 Communications	0.00	54.21	-54.21	100.00%	27.55
Total Adult Programs	0.00	54.21	-54.21	100.00%	27.55

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	475,410.00	72,339.74	403,070.26	15.22%	54,246.84
210-5-35-10-120.000 Part Time Salaries	146,132.00	21,085.01	125,046.99	14.43%	15,975.00
210-5-35-10-190.000 Board Member Payments	2,200.00	50.00	2,150.00	2.27%	50.00
210-5-35-10-210.000 Group Insurance	188,643.00	38,607.55	150,035.45	20.47%	13,569.99
210-5-35-10-220.000 Social Security	47,904.00	7,071.96	40,832.04	14.76%	5,315.68
210-5-35-10-225.000 Act 76 Childcare Tax	2,066.00	289.36	1,776.64	14.01%	217.52
210-5-35-10-230.000 Retirement	44,755.00	6,770.30	37,984.70	15.13%	5,076.75
210-5-35-10-290.000 Other Employee Benefits	2,800.00	0.00	2,800.00	0.00%	0.00
210-5-35-10-340.000 Technical Services	3,000.00	1,060.00	1,940.00	35.33%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,936.00	656.00	3,280.00	16.67%	328.00
210-5-35-10-500.000 Training, Conf, Dues	6,000.00	129.22	5,870.78	2.15%	129.22
210-5-35-10-505.000 Tech. Subs, Licenses	14,797.00	6,127.76	8,669.24	41.41%	2,828.87
210-5-35-10-530.000 Communications	2,160.00	360.00	1,800.00	16.67%	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	214.72	2,785.28	7.16%	214.72
210-5-35-10-610.000 General Supplies	11,200.00	884.66	10,315.34	7.90%	609.79
210-5-35-10-640.201 Adult Collection	46,000.00	8,457.20	37,542.80	18.39%	3,427.65
210-5-35-10-640.202 Juvenile Collection	25,500.00	6,074.07	19,425.93	23.82%	697.90
210-5-35-10-735.000 Tech: Equip/Hardware	7,000.00	40.94	6,959.06	0.58%	20.47
210-5-35-10-755.000 Furniture & Fixtures	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	28.95	1,971.05	1.45%	28.95
210-5-35-10-840.202 Childrens Programs	4,500.00	1,386.23	3,113.77	30.81%	527.48
210-5-35-10-845.000 Employee/Volunteer Recogn	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	350.00	-350.00	100.00%	350.00
Total Brownell Library	1,047,703.00	171,983.67	875,719.33	16.42%	103,794.83
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	218,526.00	28,087.63	190,438.37	12.85%	21,507.97
210-5-40-12-120.000 Part Time Salaries	33,920.00	8,341.67	25,578.33	24.59%	6,206.27
210-5-40-12-130.000 Overtime	21,342.00	3,520.67	17,821.33	16.50%	3,195.67
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	124,748.00	12,784.58	111,963.42	10.25%	4,108.64
210-5-40-12-220.000 Social Security	21,341.00	3,063.04	18,277.96	14.35%	2,378.64
210-5-40-12-225.000 Act 76 Childcare Tax	921.00	138.45	782.55	15.03%	112.59
210-5-40-12-230.000 Retirement	21,732.00	3,502.03	18,229.97	16.11%	2,899.97
210-5-40-12-250.000 Unemployment Insurance	204.00	113.74	90.26	55.75%	0.00
210-5-40-12-260.000 Workers Comp Insurance	15,663.00	4,425.96	11,237.04	28.26%	0.00
210-5-40-12-290.000 Other Employee Benefits	1,600.00	0.00	1,600.00	0.00%	0.00
210-5-40-12-330.000 Professional Services	20,000.00	1,202.50	18,797.50	6.01%	1,202.50
210-5-40-12-410.000 Water and Sewer Charges	3,800.00	0.00	3,800.00	0.00%	0.00
210-5-40-12-422.000 Snow Removal	25,000.00	0.00	25,000.00	0.00%	0.00
210-5-40-12-425.000 Trash Removal	9,500.00	891.04	8,608.96	9.38%	891.04
210-5-40-12-430.000 R&M Vehicles & Equipment	120,000.00	9,373.35	110,626.65	7.81%	3,952.12
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	0.00	10,000.00	0.00%	0.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	140.80	2,859.20	4.69%	70.40
210-5-40-12-451.000 Summer Construction Servi	310,000.00	517.00	309,483.00	0.17%	517.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-40-12-500.000 Training, Conf, Dues	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-40-12-505.000 Tech. Subs, Licenses	0.00	10,223.97	-10,223.97	100.00%	151.60
210-5-40-12-520.000 PACIF Insurance	17,264.00	4,183.22	13,080.78	24.23%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-40-12-530.000 Communications	5,340.00	537.86	4,802.14	10.07%	331.54
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	25,000.00	0.00	25,000.00	0.00%	0.00
210-5-40-12-572.000 Traffic Control	35,000.00	5,479.78	29,520.22	15.66%	1,362.61
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	0.00	165,000.00	0.00%	0.00
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	5,950.99	39,049.01	13.22%	2,431.75
210-5-40-12-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	2,873.16	32,126.84	8.21%	1,128.11
210-5-40-12-610.200 Streetlight Supplies	20,000.00	2,512.00	17,488.00	12.56%	0.00
210-5-40-12-612.000 Uniforms	3,400.00	606.95	2,793.05	17.85%	477.95
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	77.08	4,122.92	1.84%	77.08
210-5-40-12-622.000 Electricity	25,000.00	1,030.25	23,969.75	4.12%	1,030.25
210-5-40-12-622.200 Streetlight Electricity	142,000.00	13,664.33	128,335.67	9.62%	13,664.33
210-5-40-12-626.000 Gasoline	50,000.00	2,293.96	47,706.04	4.59%	2,293.96
210-5-40-12-750.000 Machinery & Equipment	10,000.00	0.00	10,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	370.80	9,629.20	3.71%	370.80
Total Highways	1,583,501.00	125,906.81	1,457,594.19	7.95%	70,362.79
210-5-40-13-120.000 Part Time Salaries	0.00	0.00	0.00	0.00%	-2,368.00
210-5-40-13-220.000 Social Security	0.00	0.00	0.00	0.00%	-181.16
210-5-40-13-225.000 Act 76 Childcare Tax	0.00	0.00	0.00	0.00%	-7.82
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	6,000.00	252.20	5,747.80	4.20%	252.20
210-5-41-20-410.000 Water and Sewer Charges	1,700.00	0.00	1,700.00	0.00%	0.00
210-5-41-20-420.000 Cleaning Services	18,000.00	836.00	17,164.00	4.64%	836.00
210-5-41-20-425.000 Trash Removal	4,000.00	342.33	3,657.67	8.56%	342.33
210-5-41-20-431.000 R&M Buildings & Grounds	8,000.00	1,181.69	6,818.31	14.77%	832.67
210-5-41-20-530.000 Communications	7,000.00	1,255.15	5,744.85	17.93%	544.84
210-5-41-20-610.000 General Supplies	3,500.00	135.24	3,364.76	3.86%	89.67
210-5-41-20-621.000 Natural Gas/Heating	6,000.00	45.45	5,954.55	0.76%	45.45
210-5-41-20-622.000 Electricity	9,000.00	1,043.03	7,956.97	11.59%	1,043.03
210-5-41-20-755.000 Furniture and Fixtures	500.00	0.00	500.00	0.00%	0.00
Total 2 Lincoln Street	63,700.00	5,091.09	58,608.91	7.99%	3,986.19
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	6,350.00	1,159.00	5,191.00	18.25%	370.00
210-5-41-21-410.000 Water and Sewer Charges	650.00	228.65	421.35	35.18%	0.00
210-5-41-21-420.000 Cleaning Services	42,000.00	2,420.00	39,580.00	5.76%	2,420.00
210-5-41-21-431.000 R&M Buildings & Grounds	21,650.00	10,669.60	10,980.40	49.28%	10,669.60
210-5-41-21-530.000 Communications	4,470.00	680.44	3,789.56	15.22%	680.44
210-5-41-21-610.000 General Supplies	1,500.00	459.96	1,040.04	30.66%	112.50
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	49.42	7,150.58	0.69%	49.42

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-21-622.000 Electricity	16,800.00	1,690.63	15,109.37	10.06%	1,690.63
Total Brownell Library	100,620.00	17,357.70	83,262.30	17.25%	15,992.59
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	850.00	571.20	278.80	67.20%	571.20
210-5-41-22-410.000 Water and Sewer Charges	600.00	0.00	600.00	0.00%	0.00
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	0.00	8,500.00	0.00%	0.00
210-5-41-22-530.000 Communications	2,000.00	155.60	1,844.40	7.78%	78.69
210-5-41-22-610.000 General Supplies	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	54.73	4,945.27	1.09%	54.73
210-5-41-22-622.000 Electricity	8,250.00	1,043.04	7,206.96	12.64%	1,043.04
Total Fire Station	26,950.00	1,824.57	25,125.43	6.77%	1,747.66
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	2,000.00	1,647.00	353.00	82.35%	597.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	0.00	15,000.00	0.00%	0.00
210-5-41-23-530.000 Communications	2,500.00	392.63	2,107.37	15.71%	197.65
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	65.21	3,834.79	1.67%	65.21
210-5-41-23-622.000 Electricity	5,900.00	401.92	5,498.08	6.81%	401.92
Total Park Street School	30,800.00	2,506.76	28,293.24	8.14%	1,261.78
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	6,500.00	0.00	6,500.00	0.00%	0.00
210-5-41-26-410.000 Water and Sewer Charges	8,750.00	0.00	8,750.00	0.00%	0.00
210-5-41-26-420.000 Cleaning Services	35,000.00	3,778.50	31,221.50	10.80%	3,778.50
210-5-41-26-425.000 Trash Removal	4,900.00	740.37	4,159.63	15.11%	740.37
210-5-41-26-530.000 Communications	4,000.00	571.26	3,428.74	14.28%	288.30
210-5-41-26-610.000 General Supplies	6,500.00	21.43	6,478.57	0.33%	21.43
210-5-41-26-621.000 Natural Gas/Heating	7,000.00	321.61	6,678.39	4.59%	321.61
210-5-41-26-622.000 Electricity	38,000.00	6,533.35	31,466.65	17.19%	6,533.35
210-5-41-26-920.000 Transfer btwn Funds (Capi	30,000.00	0.00	30,000.00	0.00%	0.00
Total Maple St. Park and Pool	140,650.00	11,966.52	128,683.48	8.51%	11,683.56
Total Buildings	362,720.00	38,746.64	323,973.36	10.68%	34,671.78
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	96.80	-96.80	100.00%	85.21
210-5-90-00-910.000 Transfer btwn Funds	7,811.00	0.00	7,811.00	0.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	1,107,959.00	276,989.75	830,969.25	25.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-90-00-922.001 General Reserves	110,000.00	0.00	110,000.00	0.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	1,411.11	-1,411.11	100.00%	919.01
Total Transfers and Misc.	1,230,770.00	278,497.66	952,272.34	22.63%	1,004.22

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 Current Yr Pd: 2 Year Budget Status Report
 GENERAL FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	188,738.00	0.00	188,738.00	0.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	0.00	135,135.00	0.00%	0.00
210-5-95-00-955.903 Capital Imp Interest	52,070.00	0.00	52,070.00	0.00%	0.00
Total Debt Service	375,943.00	0.00	375,943.00	0.00%	0.00
Total Expenditures	12,419,239.00	1,444,654.23	10,974,584.77	11.63%	617,976.19
Total GENERAL FUND	2.00	31,838,434.08	-31,838,436.08		32,217,758.08

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 ECONOMIC DEVELOPMENT FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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220-4-00-00-010.000 Property Taxes	112,000.00	56,640.17	55,359.83	50.57%	56,640.17
220-4-00-00-060.000 Interest Income	0.00	2,235.03	-2,235.03	100.00%	0.00
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Total Revenues	112,000.00	58,875.20	53,124.80	52.57%	56,640.17
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220-5-00-00-890.836 Train Station	450,000.00	2,865.00	447,135.00	0.64%	2,865.00
220-5-00-00-899.000 Matching Grant Funds	450,000.00	0.00	450,000.00	0.00%	0.00
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Total Expenditures	900,000.00	2,865.00	897,135.00	0.32%	2,865.00
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Total ECONOMIC DEVELOPMENT FUND	-788,000.00	56,010.20	731,989.80	-7.11%	53,775.17
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 MEMORIAL PARK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-060.000 Interest Income	0.00	17.36	-17.36	100.00%	0.00
Total Revenues	0.00	17.36	-17.36	100.00%	0.00
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	3,361.42	-3,361.42	100.00%	3,361.42
Total Expenditures	0.00	3,361.42	-3,361.42	100.00%	3,361.42
Total MEMORIAL PARK FUND	0.00	-3,344.06	3,344.06	-100.00%	-3,361.42

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		Pd to Date
	Budget	Actual	Balance	% of Budget	
224-4-00-00-015.000 LOT Revenue	900,000.00	0.00	900,000.00	0.00%	0.00
224-4-00-00-060.000 Interest Income	0.00	1,543.29	-1,543.29	100.00%	0.00
Total Revenues	900,000.00	1,543.29	898,456.71	0.17%	0.00
224-5-00-00-330.000 Professional Services	0.00	6,500.00	-6,500.00	100.00%	0.00
224-5-00-00-570.000 Other Purchased Services	0.00	-250.00	250.00	100.00%	-250.00
224-5-00-00-920.000 Transfer to Capital	800,000.00	200,000.00	600,000.00	25.00%	0.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	225,000.00	4,256.00	220,744.00	1.89%	4,256.00
Total Expenditures	1,025,000.00	210,506.00	814,494.00	20.54%	4,006.00
Total LOCAL OPTION TAX	-125,000.00	-208,962.71	333,962.71	167.17%	-4,006.00
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GEN FUND CAP RESERVE

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date

230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	16,236.00	0.00	16,236.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	6,082.11	-6,082.11	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	1,443,218.00	360,804.50	1,082,413.50	25.00%	0.00

Total Revenue	1,459,454.00	366,886.61	1,092,567.39	25.14%	0.00

Total Revenues	1,459,454.00	366,886.61	1,092,567.39	25.14%	0.00

230-5-16-10-890.824 Cres. Connector	0.00	591.50	-591.50	100.00%	591.50
230-5-40-10-720.002 Iroquois Ave Road and Wat	0.00	226,803.01	-226,803.01	100.00%	226,803.01
230-5-40-13-720.003 SW & Road West St to Susi	1,218,188.00	0.00	1,218,188.00	0.00%	0.00

Total Expenditures	1,218,188.00	227,394.51	990,793.49	18.67%	227,394.51

Total GEN FUND CAP RESERVE	241,266.00	139,492.10	-380,758.10	57.82%	-227,394.51
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ROLLING STOCK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-060.000 Interest Income	0.00	1,859.46	-1,859.46	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	300,638.00	75,159.50	225,478.50	25.00%	0.00
Total Revenues	300,638.00	77,018.96	223,619.04	25.62%	0.00
231-5-25-10-751.007 Fire Command Vehicle	70,000.00	0.00	70,000.00	0.00%	0.00
231-5-40-12-751.001 Dump Truck #34	275,000.00	0.00	275,000.00	0.00%	0.00
Total Expenditures	345,000.00	0.00	345,000.00	0.00%	0.00
Total ROLLING STOCK FUND	-44,362.00	77,018.96	-32,636.96	-173.61%	0.00

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 Current Yr Pd: 2 Year Budget Status Report
 BUILDING MAINT FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	3,850.54	-3,850.54	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	12,500.00	37,500.00	25.00%	0.00
232-4-00-00-098.000 Misc Revenue	0.00	1,000.00	-1,000.00	100.00%	0.00
Total Revenues	50,000.00	17,350.54	32,649.46	34.70%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	16,502.25	-16,502.25	100.00%	16,502.25
232-5-41-21-730.001 Roof	0.00	340.00	-340.00	100.00%	0.00
Total Expenditures	0.00	16,842.25	-16,842.25	100.00%	16,502.25
Total BUILDING MAINT FUND	50,000.00	508.29	-50,508.29	1.02%	-16,502.25

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Current Yr Pd: 2 Year Budget Status Report
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	93.81	-93.81	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	114,103.00	28,525.75	85,577.25	25.00%	0.00
Total Revenues	114,103.00	28,619.56	85,483.44	25.00%	0.00
233-5-00-00-730.002 Buildings & Facilities	55,000.00	0.00	55,000.00	0.00%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	12,000.00	0.00	100.00%	12,000.00
233-5-00-00-740.002 Resurfacing	22,254.00	0.00	22,254.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	24,849.00	0.00	24,849.00	0.00%	0.00
Total Expenditures	114,103.00	12,000.00	102,103.00	10.52%	12,000.00
Total EJRP CAP RESERVE	0.00	16,619.56	-16,619.56	-100.00%	-12,000.00

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City of Essex Junction General Ledger
Current Yr Pd: 2 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	1,746,995.00	-43,984.76	1,790,979.76	-2.52%	605.00
254-4-54-20-021.001 Water Large User Fees	206,773.00	13,609.48	193,163.52	6.58%	15,133.87
254-4-54-20-024.000 Utility Connection Fees	3,000.00	550.00	2,450.00	18.33%	0.00
254-4-54-20-060.000 Interest Income	1,000.00	4,311.58	-3,311.58	431.16%	0.00
254-4-54-20-085.000 Penalties	5,000.00	2,414.34	2,585.66	48.29%	2.22
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
Total Water Revenues	1,962,918.00	-23,099.36	1,986,017.36	-1.18%	15,741.09
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	249,051.91	-249,051.91	100.00%	277,393.94
254-4-54-70-092.000 Transfer to Capital	560,000.00	140,000.00	420,000.00	25.00%	0.00
Total Nonoperating Revenues	560,000.00	389,051.91	170,948.09	69.47%	277,393.94
Total Revenues	2,522,918.00	365,952.55	2,156,965.45	14.51%	293,135.03

254-5-54-20 Operating Expenses

254-5-54-20-110.000 Regular Salaries	188,406.00	23,817.46	164,588.54	12.64%	16,614.89
254-5-54-20-130.000 Overtime	24,069.00	2,993.35	21,075.65	12.44%	2,201.69
254-5-54-20-210.000 Group Insurance	105,600.00	25,803.69	79,796.31	24.44%	9,495.75
254-5-54-20-220.000 Social Security	16,476.00	2,009.04	14,466.96	12.19%	1,409.15
254-5-54-20-225.000 Act 76 Childcare Tax	711.00	60.76	650.24	8.55%	38.32
254-5-54-20-230.000 Retirement	19,806.00	2,045.88	17,760.12	10.33%	1,287.06
254-5-54-20-250.000 Unemployment Insurance	180.00	52.66	127.34	29.26%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,913.00	1,126.26	6,786.74	14.23%	0.00
254-5-54-20-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	3,121.00	0.00	3,121.00	0.00%	0.00
254-5-54-20-335.000 Audit	6,706.00	0.00	6,706.00	0.00%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	0.00	200.00	0.00%	0.00
254-5-54-20-411.000 CWD Water Purchase	738,826.00	49,216.65	689,609.35	6.66%	54,817.49
254-5-54-20-430.000 R&M Vehicles & Equipment	7,000.00	655.27	6,344.73	9.36%	596.11
254-5-54-20-431.000 R&M Buildings & Grounds	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	25,000.00	0.00	25,000.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	199,500.00	49,875.00	149,625.00	25.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	2,500.00	80.00	2,420.00	3.20%	80.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,609.00	212.08	2,396.92	8.13%	175.09
254-5-54-20-520.000 PACIF Insurance	7,216.00	1,626.16	5,589.84	22.54%	0.00
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	3,580.00	194.90	3,385.10	5.44%	149.90
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	0.00	3,800.00	0.00%	0.00
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	103.02	6,896.98	1.47%	26.99
254-5-54-20-612.000 Uniforms	1,350.00	33.25	1,316.75	2.46%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	0.00	6,000.00	0.00%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,500.00	45.45	3,454.55	1.30%	45.45

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City of Essex Junction General Ledger
Current Yr Pd: 2 Year Budget Status Report
WATER FUND

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Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
254-5-54-20-622.000 Electricity	1,400.00	67.71	1,332.29	4.84%	67.71
254-5-54-20-626.000 Gasoline	3,000.00	205.25	2,794.75	6.84%	205.25
254-5-54-20-735.000 Tech: Equip/Hardware	2,000.00	0.00	2,000.00	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	560,000.00	140,000.00	420,000.00	25.00%	0.00
Total Operating Expenses	1,962,919.00	300,223.84	1,662,695.16	15.29%	87,210.85
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	249,051.91	-249,051.91	100.00%	277,393.94
254-5-54-70-723.004 Main St Water Line	0.00	1,900.00	-1,900.00	100.00%	1,900.00
254-5-54-70-723.007 SW & Road West St to Susi	14,223.00	0.00	14,223.00	0.00%	0.00
254-5-54-70-723.008 Waterline 235 Pearl to Su	528,354.00	0.00	528,354.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	10,584.00	1,561.38	9,022.62	14.75%	937.86
254-5-54-70-750.002 New/Replacement Valves	50,000.00	0.00	50,000.00	0.00%	0.00
Total NonOperating Expenses	603,161.00	252,513.29	350,647.71	41.86%	280,231.80
Total Expenditures	2,566,080.00	552,737.13	2,013,342.87	21.54%	367,442.65
Total WATER FUND	-43,162.00	-186,784.58	229,946.58	432.75%	-74,307.62
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WASTEWATER FUND

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	1,243,935.00	-22,000.00	1,265,935.00	-1.77%	0.00
255-4-55-30-022.001 City: Septage Discharg	55,000.00	24,191.00	30,809.00	43.98%	24,191.00
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	215.22	784.78	21.52%	215.22
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	824,018.00	206,004.50	618,013.50	25.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,009,743.00	252,435.75	757,307.25	25.00%	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	37,044.00	9,000.00	28,044.00	24.30%	0.00
255-4-55-30-060.000 Interest Income	0.00	8,712.35	-8,712.35	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	1,599.94	1,900.06	45.71%	2.31
255-4-55-30-098.000 Misc Revenue	0.00	2,100.00	-2,100.00	100.00%	2,100.00
Total Operating Revenue	3,199,340.00	482,258.76	2,717,081.24	15.07%	26,508.53
255-4-55-70 Nonoperating Revenues					
255-4-55-70-041.000 State and Other Grant Rev	0.00	0.00	0.00	0.00%	51,743.90
255-4-55-70-092.000 Transfer to Capital	480,000.00	120,000.00	360,000.00	25.00%	0.00
Total Nonoperating Revenues	480,000.00	120,000.00	360,000.00	25.00%	51,743.90
Total Revenues	3,679,340.00	602,258.76	3,077,081.24	16.37%	78,252.43

255-5-55-30 Operating Expenses

255-5-55-30-110.000 Regular Salaries	530,187.00	77,314.48	452,872.52	14.58%	58,943.42
255-5-55-30-120.000 Part Time Salaries	8,880.00	3,404.00	5,476.00	38.33%	2,812.00
255-5-55-30-130.000 Overtime	49,944.00	8,297.07	41,646.93	16.61%	5,985.21
255-5-55-30-210.000 Group Insurance	176,434.00	24,266.91	152,167.09	13.75%	8,386.51
255-5-55-30-220.000 Social Security	47,742.00	7,029.84	40,712.16	14.72%	5,278.81
255-5-55-30-225.000 Act 76 Childcare Tax	2,059.00	275.44	1,783.56	13.38%	209.93
255-5-55-30-230.000 Retirement	52,849.00	8,096.96	44,752.04	15.32%	6,144.03
255-5-55-30-250.000 Unemployment Insurance	534.00	192.32	341.68	36.01%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,152.00	3,649.02	21,502.98	14.51%	0.00
255-5-55-30-290.000 Other Employee Benefits	3,600.00	0.00	3,600.00	0.00%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	0.00	3,000.00	0.00%	0.00
255-5-55-30-330.000 Professional Services	7,000.00	603.50	6,396.50	8.62%	603.50
255-5-55-30-335.000 Audit	6,353.00	0.00	6,353.00	0.00%	0.00
255-5-55-30-340.000 Technical Services	15,750.00	1,309.10	14,440.90	8.31%	350.00
255-5-55-30-410.000 Water and Sewer Charges	3,605.00	0.00	3,605.00	0.00%	0.00
255-5-55-30-415.000 Stormwater Charges	4,088.00	0.00	4,088.00	0.00%	0.00
255-5-55-30-421.000 Grit Disposal	18,000.00	1,377.68	16,622.32	7.65%	1,377.68
255-5-55-30-430.000 R&M Vehicles & Equipment	1,500.00	0.00	1,500.00	0.00%	0.00
255-5-55-30-431.000 R&M Buildings	45,702.00	20,655.35	25,046.65	45.20%	20,479.01
255-5-55-30-435.000 COGEN	35,000.00	2,847.29	32,152.71	8.14%	2,839.13
255-5-55-30-442.000 Rental Vehicles/Equip	3,400.00	316.90	3,083.10	9.32%	158.45
255-5-55-30-491.000 Administrative Fees	99,750.00	24,937.50	74,812.50	25.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,800.00	0.00	8,800.00	0.00%	0.00
255-5-55-30-505.000 Tech. Subs, Licenses	11,783.00	427.49	11,355.51	3.63%	279.53
255-5-55-30-510.000 Permits, Licenses, Reg	12,105.00	1,997.00	10,108.00	16.50%	0.00

WASTEWATER FUND

Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-520.000 PACIF Insurance	42,427.00	9,773.05	32,653.95	23.03%	0.00
255-5-55-30-530.000 Communications	17,500.00	1,482.58	16,017.42	8.47%	862.80
255-5-55-30-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00
255-5-55-30-567.000 Biosolids Land Applicatio	235,000.00	0.00	235,000.00	0.00%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	310,046.00	9,108.00	300,938.00	2.94%	0.00
255-5-55-30-570.000 Other Purchased Services	150,000.00	20,307.39	129,692.61	13.54%	11,533.37
255-5-55-30-609.000 Safety Supplies	3,000.00	6,544.05	-3,544.05	218.14%	2,874.74
255-5-55-30-610.000 General Supplies	8,500.00	1,927.87	6,572.13	22.68%	1,167.13
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	913.60	4,086.40	18.27%	343.37
255-5-55-30-612.000 Uniforms	7,050.00	210.00	6,840.00	2.98%	0.00
255-5-55-30-618.000 Laboratory Supplies	28,000.00	1,120.19	26,879.81	4.00%	1,120.19
255-5-55-30-619.000 Chemicals	525,000.00	39,755.59	485,244.41	7.57%	37,327.56
255-5-55-30-621.000 Natural Gas/Heating	21,000.00	751.12	20,248.88	3.58%	751.12
255-5-55-30-622.000 Electricity	170,000.00	29,132.79	140,867.21	17.14%	29,132.79
255-5-55-30-626.000 Gasoline	2,000.00	243.38	1,756.62	12.17%	243.38
255-5-55-30-735.000 Tech: Equip/Hardware	18,750.00	16,164.00	2,586.00	86.21%	16,164.00
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	480,000.00	120,000.00	360,000.00	25.00%	0.00
Total Operating Expenses	3,199,340.00	445,181.46	2,754,158.54	13.91%	215,367.66
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.013 Cogen	55,000.00	0.00	55,000.00	0.00%	0.00
255-5-55-70-722.020 Digester Flare/Flame Arre	50,000.00	1,764.00	48,236.00	3.53%	1,764.00
255-5-55-70-722.021 Aeration Header Replaceme	25,000.00	8,703.16	16,296.84	34.81%	8,703.16
255-5-55-70-722.022 Process Monitoring Upgrad	48,000.00	0.00	48,000.00	0.00%	0.00
255-5-55-70-722.023 Headworks Improvements	40,000.00	0.00	40,000.00	0.00%	0.00
255-5-55-70-722.024 Dewatering VFDs	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-730.001 Energy Conservation	10,000.00	0.00	10,000.00	0.00%	0.00
255-5-55-70-730.004 Catwalk	20,000.00	0.00	20,000.00	0.00%	0.00
255-5-55-70-730.005 HVAC Upgrades	25,000.00	0.00	25,000.00	0.00%	0.00
255-5-55-70-750.002 IT Upgrades	16,483.00	0.00	16,483.00	0.00%	0.00
Total Nonoperating Expenses	349,483.00	10,467.16	339,015.84	3.00%	10,467.16
Total Expenditures	3,548,823.00	455,648.62	3,093,174.38	12.84%	225,834.82
Total WASTEWATER FUND	130,517.00	146,610.14	-277,127.14	112.33%	-147,582.39

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	1,006,390.00	-13,000.00	1,019,390.00	-1.29%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	30,365.00	0.00	30,365.00	0.00%	0.00
256-4-56-40-023.002 Two party agreement	67,022.00	0.00	67,022.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	0.00	30,000.00	0.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	6,244.71	-1,244.71	124.89%	0.00
256-4-56-40-085.000 Penalties	3,000.00	1,309.97	1,690.03	43.67%	1.94
Total Operating Revenues	1,141,777.00	-5,445.32	1,147,222.32	-0.48%	1.94
256-4-56-70 Nonoperating Revenues					
256-4-56-70-092.000 Transfer to Capital	222,000.00	55,500.00	166,500.00	25.00%	0.00
Total Nonoperating Revenues	222,000.00	55,500.00	166,500.00	25.00%	0.00
Total Revenues	1,363,777.00	50,054.68	1,313,722.32	3.67%	1.94
256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	174,975.00	23,997.57	150,977.43	13.71%	17,290.45
256-5-56-40-130.000 Overtime	24,246.00	1,011.00	23,235.00	4.17%	848.50
256-5-56-40-210.000 Group Insurance	63,587.00	16,236.64	47,350.36	25.53%	4,576.23
256-5-56-40-220.000 Social Security	16,197.00	2,012.24	14,184.76	12.42%	1,434.98
256-5-56-40-225.000 Act 76 Childcare Tax	699.00	65.33	633.67	9.35%	44.00
256-5-56-40-230.000 Retirement	19,618.00	2,158.10	17,459.90	11.00%	1,430.51
256-5-56-40-250.000 Unemployment Insurance	180.00	40.93	139.07	22.74%	0.00
256-5-56-40-260.000 Workers Comp Insurance	8,419.00	1,106.75	7,312.25	13.15%	0.00
256-5-56-40-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	6,242.00	0.00	6,242.00	0.00%	0.00
256-5-56-40-335.000 Audit	3,529.00	0.00	3,529.00	0.00%	0.00
256-5-56-40-340.000 Technical Services	14,500.00	1,120.00	13,380.00	7.72%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	0.00	500.00	0.00%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	15,000.00	0.00	15,000.00	0.00%	0.00
256-5-56-40-434.000 R&M Pump Stations	22,500.00	3,583.64	18,916.36	15.93%	1,344.29
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	786.75	13,213.25	5.62%	786.75
256-5-56-40-434.002 West Street PS Costs	12,000.00	1,258.43	10,741.57	10.49%	947.58
256-5-56-40-441.000 Rental Land/Buildings	2,048.00	2,507.17	-459.17	122.42%	2,377.17
256-5-56-40-491.000 Administrative Fees	235,500.00	58,875.00	176,625.00	25.00%	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	1,726.00	92.21	1,633.79	5.34%	55.22
256-5-56-40-520.000 PACIF Insurance	3,402.00	712.21	2,689.79	20.94%	0.00
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	1,080.00	180.00	900.00	16.67%	90.00
256-5-56-40-560.000 Postage	6,180.00	0.00	6,180.00	0.00%	0.00
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	2,500.00	25.15	2,474.85	1.01%	0.00
256-5-56-40-612.000 Uniforms	1,350.00	48.25	1,301.75	3.57%	0.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	53.40	1,446.60	3.56%	53.40

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City of Essex Junction General Ledger
Current Yr Pd: 2 Year Budget Status Report
SANITATION FUND

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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-622.000 Electricity	16,000.00	711.04	15,288.96	4.44%	711.04
256-5-56-40-626.000 Gasoline	6,000.00	576.92	5,423.08	9.62%	576.92
256-5-56-40-735.000 Tech: Equip/Hardware	3,500.00	0.00	3,500.00	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	222,000.00	55,500.00	166,500.00	25.00%	0.00
Total Operating Expenses	918,778.00	172,658.73	746,119.27	18.79%	33,127.04
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab/Sliplining	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.005 Maple/River/West St PS	3,740,650.00	0.00	3,740,650.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	33,129.00	0.00	33,129.00	0.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	21,488.00	3,122.77	18,365.23	14.53%	1,875.73
256-5-56-70-751.006 Vactor Truck	9,500.00	13,232.00	-3,732.00	139.28%	13,232.00
Total Nonoperating Expenses	3,844,767.00	16,354.77	3,828,412.23	0.43%	15,107.73
Total Expenditures	4,763,545.00	189,013.50	4,574,531.50	3.97%	48,234.77
Total SANITATION FUND	-3,399,768.00	-138,958.82	3,538,726.82	4.09%	-48,232.83
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
257-4-57-50-027.000 Stormwater User Fees	323,057.00	0.00	323,057.00	0.00%	0.00
257-4-57-50-060.000 Interest Income	0.00	-29.08	29.08	100.00%	0.00
Total Revenues	323,057.00	-29.08	323,086.08	-0.01%	0.00
257-5-57-50-110.000 Regular Salaries	99,249.00	7,573.60	91,675.40	7.63%	6,289.00
257-5-57-50-120.000 Part Time Salaries	17,760.00	6,012.50	11,747.50	33.85%	6,012.50
257-5-57-50-210.000 Group Insurance	42,750.00	4,285.33	38,464.67	10.02%	2,847.15
257-5-57-50-220.000 Social Security	9,048.00	1,034.58	8,013.42	11.43%	937.54
257-5-57-50-225.000 Act 76 Childcare Tax	390.00	30.53	359.47	7.83%	26.95
257-5-57-50-230.000 Retirement	8,968.00	334.79	8,633.21	3.73%	219.17
257-5-57-50-250.000 Unemployment Insurance	50.00	9.89	40.11	19.78%	0.00
257-5-57-50-260.000 Workers Comp Insurance	6,617.00	746.57	5,870.43	11.28%	0.00
257-5-57-50-290.000 Other Employee Benefits	400.00	0.00	400.00	0.00%	0.00
257-5-57-50-320.000 Legal Services	3,000.00	0.00	3,000.00	0.00%	0.00
257-5-57-50-330.000 Professional Services	20,000.00	0.00	20,000.00	0.00%	0.00
257-5-57-50-451.000 Summer Construction Servi	20,000.00	131.40	19,868.60	0.66%	131.40
257-5-57-50-500.000 Training, Conferences, Du	2,000.00	624.00	1,376.00	31.20%	624.00
257-5-57-50-510.000 Permit/License/Registrati	18,250.00	0.00	18,250.00	0.00%	0.00
257-5-57-50-540.000 Advertising	1,250.00	0.00	1,250.00	0.00%	0.00
257-5-57-50-570.000 Other Purchased Services	5,000.00	199.99	4,800.01	4.00%	199.99
257-5-57-50-575.000 Storm Sewer Maintenance	20,000.00	297.40	19,702.60	1.49%	297.40
257-5-57-50-580.000 Travel	1,500.00	66.36	1,433.64	4.42%	66.36
257-5-57-50-612.000 Uniforms	675.00	593.95	81.05	87.99%	593.95
257-5-57-50-735.000 Tech: Equip/Hardware	0.00	2,188.00	-2,188.00	100.00%	2,188.00
257-5-57-50-830.000 Regular Programs	900.00	0.00	900.00	0.00%	0.00
257-5-57-50-899.000 Matching Grant Funds	45,250.00	7,555.95	37,694.05	16.70%	3,484.95
Total Expenditures	323,057.00	31,684.84	291,372.16	9.81%	23,918.36
Total STORMWATER FUND	0.00	-31,713.92	31,713.92	-100.00%	-23,918.36

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 Current Yr Pd: 2 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	41.60	-41.60	100.00%	0.00
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Total Revenues	0.00	41.60	-41.60	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	41.60	-41.60	-100.00%	0.00
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-4-30-10-060.000 Interest Income	0.00	4,917.60	-4,917.60	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	74,333.00	51,650.75	22,682.25	69.49%	12,894.00
259-4-30-11-020.305 Pool Memberships	44,988.00	7,746.00	37,242.00	17.22%	180.00
259-4-30-11-020.306 Swim Lessons	45,219.00	2,540.00	42,679.00	5.62%	0.00
259-4-30-12-020.308 Facility & Field Rental	26,440.00	4,896.75	21,543.25	18.52%	1,900.00
259-4-30-14-020.311 Youth Programs	399,745.00	5,085.50	394,659.50	1.27%	-132.00
259-4-30-14-020.312 Adult Programs	156,800.00	10,212.45	146,587.55	6.51%	128.95
259-4-30-14-050.000 Donation Revenue	20,050.00	1,000.00	19,050.00	4.99%	0.00
259-4-30-14-091.000 Transfer from Other Funds	17,500.00	0.00	17,500.00	0.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,743,980.00	3,156.80	1,740,823.20	0.18%	0.00
259-4-30-15-020.315 Shared Staffing Contract	170,573.00	0.00	170,573.00	0.00%	0.00
259-4-30-15-040.835 Special Accommodation Gra	0.00	3,762.50	-3,762.50	100.00%	3,762.50
259-4-30-16-020.313 Childcare - PS	706,353.00	51,649.14	654,703.86	7.31%	13,480.50
259-4-30-17-020.313 Childcare - DC	961,280.00	169,741.38	791,538.62	17.66%	130,419.25
Total Revenues	4,367,261.00	316,358.87	4,050,902.13	7.24%	162,633.20
259-5-30-10 Administration					
259-5-30-10-250.000 Unemployment Insurance	5,231.00	1,188.83	4,042.17	22.73%	0.00
259-5-30-10-260.000 Workers Comp Insurance	89,072.00	17,975.11	71,096.89	20.18%	0.00
259-5-30-10-330.000 Professional Services	0.00	1,700.00	-1,700.00	100.00%	1,700.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	331.00	1,637.00	16.82%	165.50
259-5-30-10-500.000 Training, Conf, Dues	5,500.00	0.00	5,500.00	0.00%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	1,835.00	2,144.77	-309.77	116.88%	1,656.00
259-5-30-10-560.000 Postage	353.00	2,284.48	-1,931.48	647.16%	2,284.48
259-5-30-10-561.000 CC Processing Fees	0.00	7,117.52	-7,117.52	100.00%	0.00
259-5-30-10-610.000 General Supplies	0.00	196.73	-196.73	100.00%	0.00
259-5-30-10-910.000 Trnsfr Between Funds (non-	0.00	13,288.75	-13,288.75	100.00%	0.00
Total Administration	103,959.00	46,227.19	57,731.81	44.47%	5,805.98
259-5-30-11 Pool					
259-5-30-11-120.000 Part Time Salaries	115,130.00	99,372.06	15,757.94	86.31%	72,770.03
259-5-30-11-130.000 Overtime	0.00	2,804.44	-2,804.44	100.00%	2,378.96
259-5-30-11-220.000 Social Security	8,807.00	7,816.52	990.48	88.75%	5,748.84
259-5-30-11-225.000 Act 76 Childcare Tax	380.00	354.88	25.12	93.39%	259.38
259-5-30-11-330.000 Professional Services	1,486.00	0.00	1,486.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	39,708.00	25,535.97	14,172.03	64.31%	19,381.70
259-5-30-11-505.000 Technology Subs, Licenses	629.00	483.24	145.76	76.83%	483.24
259-5-30-11-550.000 Printing and Binding	420.00	0.00	420.00	0.00%	0.00
259-5-30-11-560.000 Postage	270.00	0.00	270.00	0.00%	0.00
259-5-30-11-610.000 General Supplies	3,832.00	3,416.57	415.43	89.16%	1,860.74
259-5-30-11-910.000 Transfer btwn Funds (non-	2,126.00	0.00	2,126.00	0.00%	0.00
Total Pool	172,788.00	139,783.68	33,004.32	80.90%	102,882.89
259-5-30-12 Parks and Facilities					
259-5-30-12-120.000 Part Time Salaries	10,383.00	3,446.95	6,936.05	33.20%	1,891.76
259-5-30-12-220.000 Social Security	794.00	263.68	530.32	33.21%	144.71

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-12-225.000 Act 76 Childcare Tax	34.00	6.49	27.51	19.09%	3.05
259-5-30-12-330.000 Professional Services	9,000.00	5,643.58	3,356.42	62.71%	5,643.58
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	1,064.80	12,735.20	7.72%	1,064.80
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	0.00	4,000.00	0.00%	0.00
Total Parks and Facilities	38,011.00	10,425.50	27,585.50	27.43%	8,747.90
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	58,320.00	1,757.23	56,562.77	3.01%	1,557.23
259-5-30-14-120.000 Part Time Salaries	21,284.00	604.88	20,679.12	2.84%	462.69
259-5-30-14-210.000 Group Insurance	42,844.00	75.00	42,769.00	0.18%	0.00
259-5-30-14-220.000 Social Security	6,141.00	179.87	5,961.13	2.93%	153.96
259-5-30-14-225.000 Act 76 Childcare Tax	265.00	9.37	255.63	3.54%	8.90
259-5-30-14-230.000 Retirement	3,523.00	0.00	3,523.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	400.00	0.00	400.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	474,238.00	124,033.22	350,204.78	26.15%	75,939.96
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	0.00	1,500.00	0.00%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,750.00	0.00	6,750.00	0.00%	0.00
259-5-30-14-505.000 Technology Subs, Licenses	2,360.00	1,812.17	547.83	76.79%	1,812.17
259-5-30-14-530.000 Communications	540.00	0.00	540.00	0.00%	0.00
259-5-30-14-550.000 Printing and Binding	1,575.00	0.00	1,575.00	0.00%	0.00
259-5-30-14-560.000 Postage	1,013.00	0.00	1,013.00	0.00%	0.00
259-5-30-14-610.000 General Supplies	32,393.00	1,926.78	30,466.22	5.95%	643.98
259-5-30-14-850.150 Memorial Day Parade	7,500.00	0.00	7,500.00	0.00%	0.00
259-5-30-14-910.000 Transfer btwn Funds (non-	7,973.00	0.00	7,973.00	0.00%	0.00
Total Recreation Programs	671,919.00	130,398.52	541,520.48	19.41%	80,578.89
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	669,664.00	49,393.72	620,270.28	7.38%	40,288.46
259-5-30-15-120.000 Part Time Salaries	429,246.00	2,622.70	426,623.30	0.61%	1,704.70
259-5-30-15-130.000 Overtime	0.00	565.93	-565.93	100.00%	565.93
259-5-30-15-210.000 Group Insurance	204,294.00	40,537.62	163,756.38	19.84%	11,747.84
259-5-30-15-220.000 Social Security	86,208.00	4,080.62	82,127.38	4.73%	3,234.56
259-5-30-15-225.000 Act 76 Childcare Tax	3,719.00	151.96	3,567.04	4.09%	122.82
259-5-30-15-230.000 Retirement	65,662.00	9,073.20	56,588.80	13.82%	6,861.35
259-5-30-15-290.000 Other Employee Benefits	5,200.00	0.00	5,200.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	101,800.00	1,320.84	100,479.16	1.30%	1,320.84
259-5-30-15-500.000 Training, Conf, Dues	45,339.00	2,106.00	43,233.00	4.65%	2,106.00
259-5-30-15-505.000 Technology Subs, Licenses	6,609.00	5,074.07	1,534.93	76.78%	5,074.07
259-5-30-15-530.000 Communications	7,560.00	225.00	7,335.00	2.98%	135.00
259-5-30-15-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
259-5-30-15-550.000 Printing and Binding	4,410.00	0.00	4,410.00	0.00%	0.00
259-5-30-15-560.000 Postage	2,835.00	0.00	2,835.00	0.00%	0.00
259-5-30-15-610.000 General Supplies	123,316.00	236.22	123,079.78	0.19%	236.22
259-5-30-15-626.000 Gasoline	5,500.00	135.52	5,364.48	2.46%	135.52
259-5-30-15-910.000 Transfer btwn Funds (non-	22,327.00	0.00	22,327.00	0.00%	0.00
Total After School Care	1,786,689.00	115,523.40	1,671,165.60	6.47%	73,533.31

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	375,640.00	60,235.99	315,404.01	16.04%	44,300.51
259-5-30-16-120.000 Part Time Salaries	29,493.00	5,526.41	23,966.59	18.74%	4,820.60
259-5-30-16-130.000 Overtime	0.00	97.65	-97.65	100.00%	97.65
259-5-30-16-210.000 Group Insurance	182,985.00	33,273.09	149,711.91	18.18%	8,868.41
259-5-30-16-220.000 Social Security	32,759.00	5,208.98	27,550.02	15.90%	3,816.41
259-5-30-16-225.000 Act 76 Childcare Tax	1,413.00	213.97	1,199.03	15.14%	157.93
259-5-30-16-230.000 Retirement	30,732.00	5,056.20	25,675.80	16.45%	3,674.79
259-5-30-16-290.000 Other Employee Benefits	2,800.00	400.00	2,400.00	14.29%	0.00
259-5-30-16-330.000 Professional Services	4,525.00	699.15	3,825.85	15.45%	45.00
259-5-30-16-420.000 Cleaning Services	32,500.00	2,763.50	29,736.50	8.50%	2,763.50
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	298.80	-298.80	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	0.00	11,750.00	0.00%	0.00
259-5-30-16-505.000 Technology Subs, Licenses	2,675.00	2,053.79	621.21	76.78%	2,053.79
259-5-30-16-530.000 Communications	0.00	37.42	-37.42	100.00%	37.42
259-5-30-16-550.000 Printing and Binding	1,785.00	0.00	1,785.00	0.00%	0.00
259-5-30-16-560.000 Postage	1,148.00	0.00	1,148.00	0.00%	0.00
259-5-30-16-580.000 Travel	1,536.00	176.40	1,359.60	11.48%	176.40
259-5-30-16-610.000 General Supplies	7,750.00	7,204.72	545.28	92.96%	6,563.49
259-5-30-16-910.000 Transfer btwn Funds (non-	9,036.00	0.00	9,036.00	0.00%	0.00
Total Preschool	730,387.00	123,246.07	607,140.93	16.87%	77,525.30
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	85,671.00	52,288.27	33,382.73	61.03%	38,623.04
259-5-30-17-120.000 Part Time Salaries	536,093.00	468,926.90	67,166.10	87.47%	339,757.46
259-5-30-17-130.000 Overtime	0.00	19,371.44	-19,371.44	100.00%	16,331.75
259-5-30-17-220.000 Social Security	47,565.00	41,420.49	6,144.51	87.08%	30,275.41
259-5-30-17-225.000 Act 76 Childcare Tax	2,052.00	1,743.34	308.66	84.96%	1,268.93
259-5-30-17-330.000 Professional Services	163,066.00	28,091.70	134,974.30	17.23%	18,887.73
259-5-30-17-505.000 Technology Subs, Licenses	3,462.00	2,657.85	804.15	76.77%	2,657.85
259-5-30-17-550.000 Printing and Binding	2,310.00	0.00	2,310.00	0.00%	0.00
259-5-30-17-560.000 Postage	1,485.00	0.00	1,485.00	0.00%	0.00
259-5-30-17-580.000 Travel	0.00	41,428.51	-41,428.51	100.00%	33,024.29
259-5-30-17-610.000 General Supplies	66,267.00	27,365.62	38,901.38	41.30%	12,476.34
259-5-30-17-910.000 Transfer btwn Funds (non-	11,693.00	0.00	11,693.00	0.00%	0.00
Total Summer Day Camps	919,664.00	683,294.12	236,369.88	74.30%	493,302.80
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	4,423,417.00	1,248,898.48	3,174,518.52	28.23%	842,377.07
Total EJRP PPROGRAMS FUND	-56,156.00	-932,539.61	988,695.61	1,660.62%	-679,743.87

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Account	Budget				Pd to Date
	Budget	Actual	Balance	% of Budget	

Total All Funds	-4,034,663.00	30,772,431.23	-26,737,768.23	-762.70%	31,034,484.00
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LOT Fund Balance Detail

LOT Funds Revenue FY23		659,341.99	
	<i>11/21/22 Disbursement - Q1</i>	1,178.64	
	<i>2/9/23 Disbursement - Q2</i>	239,621.26	
	<i>5/12/23 Disbursement - Q3</i>	195,435.64	
			funds received in August, but recorded back to June to properly recognize revenue
	<i>6/30/23 Disbursement - Q4</i>	219,588.49	
	<i>Interest Accrued</i>	3,517.96	
LOT Funds Revenue FY24		986,078.22	
	<i>Q1</i>	284,780.40	
	<i>Q2</i>	223,554.85	
	<i>Q3</i>	219,797.53	
	<i>Q4</i>	232,463.92	
	<i>Interest Accrued</i>	25,481.52	allocated monthly
LOT Funds Revenue FY25		1,048,482.39	
	<i>Q1</i>	263,103.52	
	<i>Q2</i>	261,428.29	
	<i>Q3</i>	237,710.40	
	<i>Q4</i>	259,860.01	
	<i>Interest Accrued</i>	26,380.17	allocated monthly
LOT Funds Revenue FY26		1,543.29	
	<i>Q1</i>		
	<i>Q2</i>		
	<i>Q3</i>		
	<i>Q4</i>		
	<i>Interest Accrued</i>	1,543.29	allocated monthly
Less:			
FY23 IT Migration Balance of Funds Avail.		-	
			rebranding, capital transfer, IT migration and paving actual
FY24 Expenses	(262,239.00)		spent to date
			\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding Balance of Funds Avail.	(21,000.00)		Strategic Planning by Council
			\$30,000 assigned during budget, \$12,500 added from
Strategic Planning Balance of Funds Avail.	-		Rebranding by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
Capital Transfer Balance of Funds Avail.	-		recurring quarterly entry
			\$20,000 assigned during budget, additonal \$20,000 assigned
Paving Balance of Funds Avail.	-		by Council
			\$284,766 assigned by Council 6/12/24, \$400,000 assigned by
2 Lincoln Renovation	(684,766.00)		council 4/9/25
			Council authorized to reassign to 2 Lincoln Renovation project
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)		6/12/24
			Council authorized to reassign to 2 Lincoln Renovation project
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)		6/12/24
			capital projects within the approved capital plan \$1,000,000,
FY25 Expenses	(1,019,401.75)		sidewalks \$19,401.75
			capital projects within the approved capital plan \$200,000,
FY26 Expenses to Date	(210,756.00)		rebranding \$6500, \$4256 sidewalks
FY25 Sidewalks per Policy Balance of Funds Avail.	(199,206.25)		25% of projected revenue
FY26 Capital Transfer Balance of Funds Avail.	(600,000.00)		\$800,000 total
FY26 Sidewalks per Policy Balance of Funds Avail.	(220,744.00)		25% of projected revenue
Balance of LOT Funds Available	(606,743.40)		
Projected Remaining FY26 LOT Revenue	900,000.00		\$900,000 projected, less actual funds received to date
Projected FY26 LOT Fund Balance	293,256.60		

updated 9/5/25

2 Lincoln Renovation Project

	Breadloaf	Scott & Partners	Other	Totals
Original Contract	\$ 2,770,578.00	\$ 231,419.00	n/a	\$ 3,001,997.00
Change Orders/Amendments/Non-Contract	\$ 475,254.07	\$ 58,610.18	n/a	\$ 533,864.25
Revised Contract	\$ 3,245,832.07	\$ 290,029.18	n/a	\$ 3,535,861.25
Payments to Date	\$ 2,748,761.09	\$ 285,564.18	\$ 148,700.39	\$ 3,183,025.66
Balance of Contract	\$ 497,070.98	\$ 4,465.00	n/a	\$ 352,835.59

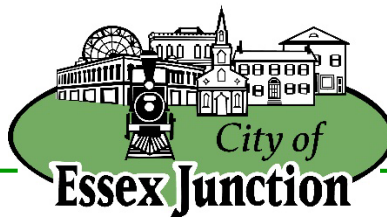
Approved Project Funds	4,020,975.60
Payments to Date	(3,183,025.66)
Remaining Contract Obligations	(352,835.59)
Anticipated Additional Costs	(354,781.45)
Balance of Funds Available	130,332.91

updated 9/5/25

Economic Development Fund Balance Detail

FY26 Economic Development Fund Beginning Balance PRELIMINARY	914,544.23	
Economic Development Funds Received FY26	58,875.20	
	<i>Property Taxes</i>	56,640.17 will be allocated around 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	2,235.03 allocated monthly
Less:		
Main St Park	(33,575.00)	FY25 \$40,000 grant match, less \$6,425 actual spent FY25
Crescent Connector	(86,820.25)	actual spent FY25
EV Charging	(1,060.03)	actual spent FY25
		FY25 \$250,000 grant match, FY26 \$450,000 grant match, less
		\$2,538 actual spent FY25, less \$2,865 actual spent to date
Amtrak Grant Match	(694,597.00)	FY26
Balance of Economic Development Funds Available	<u>157,367.15</u>	
Projected FY26 Economic Development Fund Revenue	<u>55,359.83</u>	\$112,000 less actual property tax revenue to date
Projected FY26 Economic Development Fund Balance	<u>212,726.98</u>	

updated 9/5/25



MEMORANDUM

To: City Council

From: Joanne Pfaff

Meeting Date: September 10, 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

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
AUGUST 21, 2025
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Maggie Massey, Vice-Chair; Luke Brockmeier; Cristin Gildea, Dylan Zwicky

ADMINISTRATION/STAFF: Michael Giguere, City Planner

OTHERS PRESENT: Chris Blondin, Dan Marta

1. CALL TO ORDER

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

2. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Giguere said that he has staff project updates for the end of the meeting.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

a. Regular Meeting – July 17, 2025

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, to approve the minutes of July 17, 2025, as drafted. Motion passed 5-0.

5. PUBLIC HEARING

a. CONTINUED FROM JULY 17, 2025 - Design review for the construction of a new single-family home at 40 Maple Street in the Residential 2 (R2) district by Ron Bushey, owner

Mr. Giguere noted that all interested members of the public must be sworn in, and that all meetings that are continued must have a date specified to be continued too. He said 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 September 18th, 2025. All votes that are not unanimous will be done via roll call.

Mr. Giguere swore in all those speaking on behalf of an application.

Mr. Blondin, of Blondin Builders, presented on behalf of the applicant. He said that the drawing and lot line details have been improved and is now to scale. Colors and siding have been included as well. Mr. Alden said that, due to the location of the property in the design overlay district, the project must meet higher standards than other locations in the City. Staff noted discrepancies in the design. Mr. Alden said that he is interested in seeing what the property would look like once constructed and said that he would like to know if the pressure treated wood would be painted or not. Mr. Giguere said that most measurements in the drawing are in the 1-15% error range and encouraged the DRB to be as specific as possible with what improvements would be necessary if the application is continued. Ms. Gildea said that this property should be professionally designed. Mr. Giguere said that the only detail the applicant did

not provide is drainage and snow removal, however the question is if the DRB finds the materials to be of a high enough quality to interpret. Mr. Alden recommended hiring a draftsman for this project. Mr. Blondin expressed concern about the cost and time involved with hiring a professional. Mr. Alden suggested that the applicant coordinate with the City regarding the location of the maple tree, Mr. Blondin was amenable. Mr. Alden said that the applicant has addressed all the questions that the DRB has had at the previous meeting. Ms. Gildea suggested that the City add something to the checklist to require professional drawings to the design review district in the future. Ms. Massey also suggested that the DRB not accept plans with greater than 10% error in scale in the future. Mr. Brockmeier suggested requiring continued collaboration with the applicant.

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, that the DRB approve the site plan application for a single-family home at 40 Maple Street by Ron Bushey, owner, with conditions as proposed, including a change to Staff Condition #1 to include a 2% dimensional tolerance. Motion passed 5-0.

Conditions:

- 1. The structure shall be built according to submitted plans, within a dimensional tolerance of +/- 2% for all design features apart from building height and footprint.**
- 2. The building height and footprint shall precisely match the approved plans.**
- 3. Any modification deemed by staff to substantially change the building's appearance, character, or compliance with the requirements of the LDC shall be referred to the Development Review Board for reconsideration.**
- 4. All exterior light fixtures shall be down shielded and Dark Sky compliant as required by Section 714 of the LDC.**
- 5. The applicant shall contact the City to pursue an Excavation Permit prior to performing any work in the public right of way.**
- 6. The applicant shall contact the City for authorization prior to performing any new utility connections or changes to existing connections.**
- 7. Tree location with assistance from City staff.**

b. Conditional use review for the addition of an exterior propane gas pump for Tractor Supply Company at 70 Pearl Street in the Transit Oriented Development (TOD) district by Cathy West, Parkway C&A, LP and Brandon Kubik c/o Pulley Studios, Inc. on behalf of Shawn Handy c/o Handy's Hotel & Rentals LLC, owner

Mr. Marta, of Parkway Construction and Architecture, presented on behalf of the applicant. Mr. Giguere said that this project requires DRB approval because they are placing a bulk propane refill station behind the store. There are also exterior changes which include parking lot reconfiguration, the addition of a shade tree and exterior merchandise placement. Mr. Marta said that this location was previously Big Lots, and that Tractor Supply would like to take over the space. No expansion is proposed. A trailer display area and seasonal outdoor items are also proposed. The outdoor items can include seasonal items and will not block pedestrian access. The sidewalk area will be increased and the parking area will be pushed out to be consistent with the rest of the building. The parking will be slightly angled and restriping will occur. Mr. Marta discussed the trailer display area and said that the larger items will be in front of the outdoor area. The propane fill station will be self-serve and have a canopy. RVs and other vehicles can drive-up to this space. Bollards are present to prevent collision. The store must be open to utilize the fill station, and it will have an emergency shut-off. Mr. Marta said that the location will have a portable loading dock.

Mr. Alden discussed the importance of striping, especially around delivery vehicles and to help drivers avoid hitting the propane stations. Mr. Alden said that the circulation path behind the store is difficult to navigate. Ms. Gildea said that an easier to use and attractive area would help the user experience for customers. Mr. Brockmeier said that he has traffic concerns, as there is no stop sign and it is difficult to see if a car is exiting the area near the post office. This is a safety concern for those filling up their propane tanks. Mr. Alden said that it may be outside the purview for this application. The metal canopy in the exterior of the building is the only lighting in the back of the building. Mr. Brockmeier said that he would like to see better lighting in the exterior of the building. He said that the public right of way and traffic pattern in this area is very unclear. Mr. Brockmeier said that he likes the idea of making the back of the building a more public area, but that he would like to see improved vehicle circulation. Mr. Marta said that an American Hornbeam tree is proposed, which is a Vermont native plant. A bench and bike rack will also be installed. The landscaping plan is pro-rated for the type of changes that are being done to the building. Mr. Alden said that the Commercial Energy Standards for Vermont will apply to new equipment only. He said that the doors open in which is a life safety violation. Mr. Marta said that the doors will be installed to open out. The bathrooms will have baby changing stations. The applicant will work with the Tree Advisory Committee to ensure that landscaping meets local standards.

Mr. Giguere said that the intention of this district is to have a maximum of a twenty-foot setback, which would leave the building as an existing noncompliance. There is not an expansion of the building envelope. The lighting plan will be reviewed by the City engineer to ensure that it meets parking lot minimum requirements. Ms. Massey said that large vehicles are being parked in the lot by non-tenants. Mr. Giguere said that the property owner and City have an interest in ensuring that the lot is safe, and that he will gather further information on this issue.

JOHN ALDEN made a motion to close the public hearing. Motion passed 5-0.

MAGGIE MASSEY made a motion, seconded by CRISTIN GILDEA that the DRB approve the conditional use application for the addition of an exterior propane Gas Pump for Tractor Supply Company at 70 Pearl Street in the Transit-Oriented Development (TOD) district by Cathy West, Parkway C&A, LP and Brandon Kubik c/o Pulley Studios, Inc. on behalf of Handy's Hotel & Rentals LLC, owner. Motion passed 5-0.

MAGGIE MASSEY made a motion, seconded by CRISTIN GILDEA, that the DRB approve the site plan application for Tractor Supply Company at 70 Pearl Street in the Transit-Oriented Development (TOD) district by Cathy West, Parkway C&A, LP and Brandon Kubik c/o Pulley Studios, Inc. on behalf of Handy's Hotel & Rentals LLC, owner, with conditions as discussed. Motion passed 5-0.

- 1) All staff comments shall be addressed to the satisfaction of City Staff.**
- 2) Applicant shall provide clarification on how vehicular access in the rear of the building will be managed when a truck is parked at the portable loading ramp, the propane tank area is in use and how other drive and travel ways are to be used by the public.**
- 3) Applicant shall revise submitted lighting plans to meet the requirements of Section 704 of the LDC to the satisfaction of City Staff.**
- 4) Applicant shall provide clarification on infrastructure or planting methods used to support the proposed shade tree's well-being and consult with the Tree Advisory Committee.**

5) Applicant shall submit a Sewer Allocation Request form and pay all applicable sewer allocation fees prior to the issuance of a zoning permit.

c. Site plan and design review for Tractor Supply Company at 70 Pearl Street in the Transit Oriented Development (TOD) district by Cathy West, Parkway C&A, LP and Brandon Kubik c/o Pulley Studios, Inc. on behalf of Shawn Handy c/o Handy's Hotel & Rentals LLC, owner. Included in the application is a waiver request of the TOD district standards (LDC Section 608)

This was discussed with the previous item.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

a. Status update on Spark Hotel at 92-101 Pearl

Mr. Giguere reviewed the project history and the negatives and positives throughout the process of this development. He discussed the changes that have been implemented to City policies because of this project. Mr. Alden said that a hotel has been a long-term goal for the location and said that the project had no design approval process during the time the PC authorized it. He said that he is happy that the City is looking back on the process.

b. Other Business

The comment period on the Connect the Junction project is open. The City is working on a plan for Pearl Street which will be reviewed by the Planning Commission at their September meeting. The City is asking residents to prioritize what site improvements most like to see with the Amtrak station renovations. The City offices are now open to the public. Essex Junction Recreation and Parks will be holding a "Meet Me on Main" series, where a small portion of Main Street will be closed for community events. The City was selected for design funding for the Animating Infrastructure grant. An artist will be selected to design a mural for the fire station wall.

7. ADJOURNMENT

LUKE BROCKMEIER made a motion, seconded by CRISTIN GILDEA, to adjourn the meeting. The motion passed 5-0 at 8:37 PM.

Respectfully submitted,
Darby Mayville

POLICE COMMUNITY ADVISORY BOARD

August 19, 2025

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING - DRAFT

August 19, 2025

POLICE COMMUNITY ADVISORY BOARD: Christina Hagestad, Jenny Parker, Gwendolyn Evans, Dan Maguire

ABSENT:

STAFF: Alyssa March- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

ADMINISTRATION:

OTHERS PRESENT: Vince Cuciti, Erika D

1. CALL TO ORDER

Chair Christina Hagestad called the meeting to order at 6:03pm.

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

Erika D shared two incidents she had with Essex Police Department in the past year that were negative. Erika, the Board as well as EPD Chief discussed next steps for Erika, PCAB and EPD.

5. CONSENT ITEMS

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

6. BUSINESS ITEMS

a. The Board made motions for the new Chair and Vice Chair. Gwendolyn Evans is the new Chair and Christina Hagestad is the new Vice Chair.

b. Alyssa gave updates about the PCAB survey. Alyssa will make flyers to be put out in public spaces and will be going to the schools with EPD's District Liaison Officer to share the survey to the students and staff.

c. The Chief shared the data he recently shared with the City. Crime is trending downwards in the last year but larceny with car break ins. The Chief encouraged the community to continue to lock their car doors. The Chief shared the new Crime Reduction Team and the goal to support businesses with theft.

The Chief shared that Rick Garey retired from EPD after 36 years which will open a Lieutenant position. Gwendolyn and Vince shared that they would like to be apart of the interview process when the time comes.

The Chief asked the Board if they received the Handbook from Tammy and they all agreed. Chief asked the Board to provide any feedback to Alyssa so she can share it with Tammy.

7. ADJOURN

A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:16pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison

City of Essex Junction Governance Committee Meeting Minutes
Thursday, August 28, 2025 @ 6:30 PM

Members present: Bethany Clark, Thomas Coen, Steve Eustis, Elaine Haney, Deb McAdoo, Candace Morgan, Brian Sheldon, Gabrielle Smith, Marlon Verasamy

Staff present: Brad Luck

Members of the public present: None

Steve Eustis called the meeting to order at 6:30 PM. There were no amendments or additions to the agenda. There was no public to be heard.

Marlon Verasamy moved and Deb McAdoo seconded the approval of the minutes of the August 4th meeting. The minutes were approved unanimously.

Review & Discuss Interviews with Other Communities

Marlon shared his notes from his conversation with Mayor Mulvaney-Stanak of Burlington. Thomas reviewed his conversation with the town manager of Barre Town. Candace and Bethany shared notes from their conversation with the manager of St Albans City. Deb and Gabrielle shared their notes about their conversations with the manager and selectboard chair of Brattleboro.

Notes from all the interviews can be found in this document:

<https://docs.google.com/spreadsheets/d/1u51AqBQXHvU8wpK57oyrXfX60Xw-D56hcvPNH32zRXY/edit?usp=sharing>

Discuss Plan Moving Forward & Identify Next Steps

Before we go out to the public:

- What do we need to know?
- How will we find that out?
- Be mindful of limited time and resources.

We also must remember that some community members may not be aware of the form of governance we have now; will need to include education on that as well.

It was noted that whatever the committee comes up with will have to go before the city council, which will also want to take public input. In addition, anything that results in charter changes will require a public hearing process.

It will be important to include explanatory information about the choices and why the committee arrived at them.

The committee agreed that a good next step is gathering consensus from members on the items covered in the interviews. Brad will create a form for committee members to submit their thoughts about the information we've gathered so far.

The next meeting is Thursday, September 11, 2025 at 6:30 PM.

Marlon moved and Deb seconded to adjourn. Steve adjourned the meeting at 8:12 PM.