



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, December 17, 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

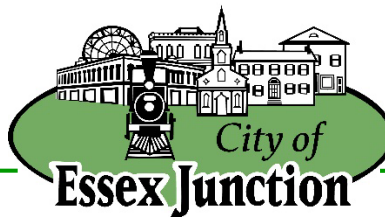
1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from the Public
5. **BUSINESS ITEMS**
 - a. Annual Green Mountain Transit Presentation and Discussion and Consideration of Green Mountain Transit's Request to Approve Amendment to Formula for Apportionment for ADA Paratransit Service
 - b. Discussion and Consideration of the Connect the Junction Transit-Oriented Development Master Plan
 - c. Discussion and Consideration of the Proposed Traffic Calming Manual
 - d. Discussion and Consideration of the Rebranding Identity Feedback
 - e. Discussion and Consideration of Updated annual Meeting Schedule
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 12/05/25
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24101 12/12/25
 - b. November Financial Reports
 - c. Recreation Advisory Committee Minutes 12/03/25
 - d. Planning Commission Minutes 12/04/25
 - e. Governance Committee Minutes 12/04/25
 - f. Tree Farm Management Group Minutes 12/08/25
9. **ADJOURN**

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

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.



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

CC: Clayton Clark, GMT General Manager

Meeting Date: December 17, 2025

Subject: Annual Green Mountain Transit Presentation and Discussion & Consideration of Green Mountain Transit's Request to Approve Amendment to Formula for Apportionment for ADA Paratransit Service

Issue: To discuss and decide on the apportionment formula for ADA Paratransit service.

Discussion:

In addition to the annual presentation, this agenda item includes GMT's request to each of their 8 member municipalities to approve amendments to their ADA paratransit assessment methodology. As required by statute, amendments to the formula for apportionment must be approved by 75% of member municipalities. Also included is the 2023 study that recommended this approach.

As a point of reference, here is the breakdown of Essex Junction's GMT Assessments for FY25, FY26 & FY27:

	FY25 Budget	FY26 Budget	Proposed FY27
GMT Fixed Route Service	\$205,689	\$220,365	\$254,707
ADA Assessment	\$37,613	\$64,228	\$53,863*
Capital	\$6,313		\$6,426
Special Assessment	-	\$27,045	-
Total	\$249,615	\$311,638	\$314,996

*ADA Assessment was adjusted with a \$3,255 increase over your budget day proposed budget. GMT works to get the municipalities budget estimates as early as possible to accommodate our schedules while they are still in the process of finalizing their own budget. We will received our final assessment letter once their budget is finalized.

Also, GMT is also working with a consultant on a potential new assessment model for the fixed route service. The Manager's have been involved in that process. That process is not yet finalized, and this request is separate from that effort.

Cost: N/A outside of the annual assessments.

Recommendation:

GMT would like each legislative body to take up this matter prior to Town Meeting. Therefore, the Council does not need to make a decision at this meeting if you have further questions.

Recommended Motion:

If the Council is ready, here is a recommended motion:

"I move that the City Council retroactively approve the GMT amendment to Section 1(c) of the formula for apportionment in regard to ADA paratransit service, effective July 1, 2024."

Attachments:

Request Letter from Clayton Clark, GMT General Manager
ADA Assessment Stabilization



November 14, 2025

To: City of Burlington
City of Essex Junction
City of South Burlington
City of Winooski
Town of Essex
Town of Milton
Town of Shelburne
Town of Williston

Regarding: Request to Approve Amendment to Formula for Apportionment

Dear Urban Member Municipalities of Green Mountain Transit,

Green Mountain Transit requests each of your legislative bodies retroactively approve the amendment below to Section 1(c) of the formula for apportionment in regard to ADA paratransit service, effective July 1, 2024.

Background

- In 2023 and prior, members provided feedback to GMT that the volatility of the ADA paratransit assessment made budgeting difficult.
- In response, GMT asked Steadman Hill Consulting to conduct the attached study, which was issued on October 4, 2023. The study recommended changing the assessment methodology for ADA paratransit.

- On October 17, 2023, the GMT Board of Commissioners adopted the methodology recommended by Steadman Hill for ADA paratransit assessment.
- The new ADA paratransit assessment methodology was applied in FY25 and FY26 and is presently used in our draft FY27 budget.
- As required by statute, amendments to the formula for apportionment must be approved by 75% of member municipalities. GMT did not request your approval of the change in assessment methodology.

Apology

Please accept my apology for implementing the new assessment methodology without your vote. I ask you to help me correct this unintended oversight now by retroactively adopting the amendments, as suggested by GMT's legal counsel.

Next Steps

- If six of our eight legislative bodies approve this change, we will continue to use the new ADA paratransit assessment methodology.
- If the amendment fails to be approved by six of our eight legislative bodies, GMT will reinstate the previous ADA methodology beginning in FY28. Previous under/over payments for Fiscal Years 2025-2027 will be credited/debited as part of the FY28 assessment.
- GMT respectfully requests each member municipality vote on this amendment prior to Town Meeting Day.

Previous ADA Paratransit Assessment Methodology

Formula for Apportionment 1(c): Budgeted ADA complementary paratransit service expenses will be assessed to each municipality receiving such services according to the percentage of ridership of the total originating from each municipality, based upon paratransit ridership in the most recently completed year. Member municipalities will be assessed 50% of the net cost of service for the budgeted fiscal year for the total number of ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year. Non-member municipalities will be invoiced 100% of the net cost of service for the budgeted fiscal year for the total number of ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year.

Changes to ADA Paratransit Assessment Methodology

Formula for Apportionment 1(c): Budgeted ADA complementary paratransit service expenses will be assessed to each municipality receiving such services. Member municipalities will be assessed a percentage determined by the Board of the net cost of service for the budgeted fiscal year. The amount assessed to each member municipality will be calculated as follows: (1) half of the total assessment is assessed as an access fee, based on the average ratio of fixed route assessment to ADA assessment for the previous five years for that municipality; (2) the other half is assessed as a trip fee, based on the number of ADA trip origins and trip destinations in that community during the most recently completed fiscal year. The trip origins are multiplied by the average cost of trips originating in that municipality and the trip destinations are multiplied by the average cost of trips ending in that municipality. These figures are then normalized to represent half of the systemwide ADA assessment. Non-member municipalities will be invoiced 100% of the net cost of service for the budgeted fiscal year for the total number of ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year.

New ADA Paratransit Methodology for Approval by Each Legislative Body

Formula for Apportionment 1(c): Budgeted ADA complementary paratransit service expenses will be assessed to each municipality receiving such services. Member municipalities will be assessed a percentage determined by the Board of the net cost of service for the budgeted fiscal year. The amount assessed to each member municipality will be calculated as follows: (1) half of the total assessment is assessed as an access fee, based on the average ratio of fixed route assessment to ADA assessment for the previous five years for that municipality; (2) the other half is assessed as a trip fee, based on the number of ADA trip origins and trip destinations in that community during the most recently completed fiscal year. The trip origins are multiplied by the average cost of trips originating in that municipality and the trip destinations are multiplied by the average cost of trips ending in that municipality. These figures are then normalized to represent half of the systemwide ADA assessment. Non-member municipalities will be invoiced 100% of the net cost of service for the budgeted fiscal year for the total number of ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year.

Visits to City Councils and Select Boards

It is customary for me to join the legislative bodies of our member municipalities each fall after we issue our draft assessments for the following year. I would welcome the opportunity to join you and your councils, boards, or committees to both hear your feedback and to give you an update on GMT operations.

Sincerely

A handwritten signature in blue ink, appearing to read 'C. Clark', with a stylized flourish extending to the right.

Clayton Clark
General Manager

MEMORANDUM

To: Nicholas Foss
From: Stephen Falbel
Re: ADA Assessment Stabilization
Date: October 4, 2023

Green Mountain Transit requested assistance from Steadman Hill Consulting in exploring alternatives to its current method of assessing member communities for the cost of ADA complementary paratransit service. Over the years, the current method has resulted in assessments that vary widely from year to year, making it challenging for the member municipalities to budget and pay for this service. This memorandum presents a summary of the alternatives examined and a recommendation for the GMT board to consider.

Background

For many years, GMT has assessed member communities for ADA complementary paratransit service by tabulating the cost of paratransit trips made by residents of each community and charging those communities 50% of that total cost. Non-member communities with ADA service (Colchester, until FY2021) were charged 100% of the total cost. By this formula, it does not matter where the ADA trips go; if a Shelburne resident takes an ADA trip from South Burlington to Winooski, Shelburne pays for it.

The practical implication of this method is significant variation in the assessments from one year to the next. ADA-eligible individuals who need to ride on a daily basis, say, to get to work, can result in significant charges to a town. With each trip costing in the range of \$35, a single rider commuting on a daily basis can incur a cost to the town of about \$9,000 per year (50% of the total cost). With total assessments for the smaller members running between \$25,000 and \$90,000 per year, that one additional rider could cause a 10% to 35% increase in the town's assessment. If there were just five new riders who used service daily, a member community's assessment could double. It should also be noted that if a rider commutes to another community for a job, that destination community, which benefits from the economic activity related to that job, pays nothing for that rider's access.

In FY2019 (the most recent year of "normal" demand), about 68% of ADA trips crossed a municipal border. It was also the case that the trips that crossed municipal borders were more likely to be work trips compared to those trips that stayed within one town.

In contrast, GMT's assessments for fixed route service are based on where the service is operated, not on the home towns of riders. It is also the case that the service area for ADA complementary paratransit is based solely on a ¾ mile buffer around GMT's fixed routes. All of these points suggest that if a community has a lot of fixed route service, which then leads to demand for ADA service, that community should help pay for the ADA trips that bring workers or shoppers to that community, no matter where the ADA rider happens to reside.

Alternatives

Steadman Hill Consulting developed a series of alternative methods of allocating ADA paratransit costs among the member communities (excluding Milton and Hinesburg, which do not have any ADA service):

- 1) Calculate the average share of total ADA costs by community over the past five years and use that percentage share going forward. This option would essentially freeze the recent shares in place and all communities would see equal percentage changes going forward.
- 2) Calculate the average ratio of fixed route assessment to ADA assessment by community over the past five years and use that ratio to calculate ADA assessments in the future. This ratio would gradually change over time as fixed route assessments change. The calculated shares would have to be normalized to the total ADA operating cost, since ADA costs may rise faster (or slower) than fixed route costs in any given year.
- 3) Use the average share as calculated in option 1 to cover 50% of total ADA costs; this is the “access fee” for ADA service. The other 50% of costs would be based on the actual cost of service with the cost for each trip shared between the origin town and the destination town of the trip (or just one town if the trip never crossed a boundary).
- 4) Use the average ratio of fixed route assessment to ADA assessment to cover 50% of the total cost as the “access fee” for ADA service. The other 50% of the cost is based on origin and destination towns as in option 3.

An analysis of the financial impacts of these options, discussions with GMT staff and input from Finance Committee members led to the selection of option 4 as the recommended alternative. The key reasons for this selection are as follows:

- Basing half of the assessment on a rolling average will significantly diminish the volatility of the assessment at the community level, while still retaining some connection to the amount of service operated that year.
- Because the ADA service area is based on where fixed routes operate, it makes sense to tie ADA assessments in some way to fixed route assessments.
- Using origin and destination towns as the basis for the trip charges rather than the home towns of riders both reduces volatility of charges for any one community (since trip charges would accrue to two towns for any trips that crossed a municipal border rather than one town), and also means that the municipalities that see the economic benefits of the access provided by the ADA service help pay for that service.
- Over time the ADA assessment will more closely reflect the amount of service in a member community, both fixed route and ADA.
- The largest short term impacts of changing from home towns to origin-destination towns will be on Williston, which has relatively few residents who use ADA service but is the destination location for many ADA trips. However, Williston would likely see its ADA assessment rise over time in any case, as its population ages.

Estimated Impacts

The tables below show how the recommended method would affect community-level ADA assessments compared to the current method for FY2024. The first table shows the calculation of the “access fee.” The ratio of fixed route to ADA assessments for the five years from FY19 to FY23 was calculated for each member with ADA service. Most of these ratios are in the range of 1 to 3,

but Burlington's is 5.06 and Williston's is 9.29 reflecting that these municipalities have larger fixed route assessments compared to the other members than ADA assessments. These ratios were divided into the fixed route assessment for FY24, and then the values were normalized (proportionally scaled down) so that the sum of the access fees totaled 50% of the estimated systemwide ADA assessment (\$880,426).

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester	TOTAL
Ratio of FR to ADA FY19-FY23	5.06	1.53	3.08	1.17	1.38	9.29	1.28	
FR assessment for FY24	\$ 1,244,348	\$ 337,079	\$ 231,067	\$ 118,127	\$ 66,770	\$ 217,925	\$ 47,700	\$ 2,263,016
Full assessment based on ratio	\$ 245,894	\$ 219,647	\$ 74,951	\$ 100,594	\$ 48,379	\$ 23,469	\$ 37,207	
50% access fee	\$ 144,300	\$ 128,898	\$ 43,985	\$ 59,033	\$ 28,391	\$ 13,773	\$ 21,834	\$ 440,213

The trip fees were calculated based on FY22 ridership figures (the most recent full year available when the analysis was done). The number of rides beginning and ending in each member town was tabulated, and then the average cost of the rides beginning and ending in those towns was calculated. Towns closer to the center of the area and with higher density tend to have shorter, and thus less expensive trips (e.g. Burlington and Winooski) compared to less-dense towns further from the core (e.g. Essex and Shelburne). The average costs were multiplied by the numbers of trips, and then the totals were again normalized to sum up to 50% of the systemwide assessment.

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester	TOTAL
FY22 rides by origin town	14,984	11,938	3,252	2,825	1,250	3,073	2,739	40,061
FY22 rides by destination town	15,432	11,738	3,103	2,833	1,114	3,188	2,653	40,061
FY22 avg cost per trip by origin town	\$36.28	\$36.12	\$44.15	\$36.36	\$55.09	\$44.41	\$43.26	
FY22 avg cost per trip by dest town	\$36.72	\$36.25	\$44.32	\$35.65	\$51.07	\$44.95	\$43.00	
50% trip fee	\$ 158,180	\$ 122,053	\$ 40,048	\$ 29,023	\$ 17,916	\$ 39,859	\$ 33,134	\$ 440,213

The next table compares the assessments generated by this method ("Theoretical FY24 assessment") with the assessments that would apply based on the existing method ("Preliminary FY24 assessment"). These two alternatives are then compared to actual FY23 assessments to show how the community-level totals would change under each method.

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester	TOTAL
Preliminary FY24 assessment	\$ 339,054	\$ 241,090	\$ 76,926	\$ 105,991	\$ 38,702	\$ 30,975	\$ 47,688	\$ 880,426
Theoretical FY24 assessment	\$ 302,481	\$ 250,951	\$ 84,033	\$ 88,055	\$ 46,307	\$ 53,631	\$ 54,968	\$ 880,426
FY23 Actual Assessment	\$ 232,399	\$ 204,550	\$ 109,617	\$ 120,703	\$ 42,280	\$ 27,040	\$ 56,621	\$ 793,210
FY23 to FY24 preliminary change	\$ 106,656	\$ 36,540	\$ (32,691)	\$ (14,712)	\$ (3,578)	\$ 3,934	\$ (8,933)	
FY23 to FY24 theoretical change	\$ 70,082	\$ 46,402	\$ (25,584)	\$ (32,648)	\$ 4,026	\$ 26,591	\$ (1,653)	
Difference	\$ (36,573)	\$ 9,861	\$ 7,106	\$ (17,936)	\$ 7,605	\$ 22,657	\$ 7,280	
Preliminary percent change	46%	18%	-30%	-12%	-8%	15%	-16%	
Theoretical percent change	30%	23%	-23%	-27%	10%	98%	-3%	

It can be seen that Williston's assessment would rise by the greatest amount, reflecting the change from home towns to origin-destination towns, and also that it had by far the highest ratio of fixed route to ADA assessment for the past five years. Burlington and Winooski would both pay less under the recommended method than the existing method, while the other towns (other than Williston) would pay moderately more under the recommended method (by between \$7,000 and \$10,000).

In considering the possibility of changing the ADA assessment method, it is perhaps more important to consider how assessments would change in year 2 and beyond, rather than focusing just on what happens in the first year. In order to make projections for FY25 assessments, some assumptions had to be made:

- It was assumed that the ADA ridership in each town would rise by half of a standard deviation, based on the ridership statistics from 2012 through 2022. Thus, the more variable the ridership has been over the past 11 years in a given town, the greater the projected increase would be in FY24. Shelburne's ADA ridership has been more much variable than other towns, so its total was increased by only a quarter of a standard deviation.
- It was assumed that the systemwide ADA cost would rise by 8%.
- It was assumed that the systemwide urban fixed route assessment would rise by 4%.

The ratios of fixed route to ADA would change from those shown above based on the assessments charged in FY24. The table below shows the progression:

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester
Ratio of FR to ADA FY19-FY23	5.06	1.53	3.08	1.17	1.38	9.29	1.28
Ratio of FR to ADA FY20-FY24	4.87	1.50	3.02	1.21	1.39	8.24	1.20

It can be seen that the extreme ratios in Williston and Burlington drop, so that the ratios begin to converge. The table below shows the theoretical assessments for FY24 and FY25 under this model.

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester	Total
Theoretical FY24 assessment	\$ 302,481	\$ 250,951	\$ 84,033	\$ 88,055	\$ 46,307	\$ 53,631	\$ 54,968	\$ 880,426
Theoretical FY25 assessment	\$ 331,712	\$ 266,230	\$ 90,152	\$ 91,486	\$ 50,451	\$ 57,710	\$ 59,503	\$ 947,245
Increase FY24 to FY 25	\$ 29,232	\$ 15,279	\$ 6,120	\$ 3,431	\$ 4,145	\$ 4,079	\$ 4,535	
Percent change	10%	6%	7%	4%	9%	8%	8%	

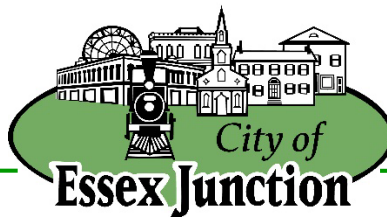
The volatility has nearly vanished as all of the members have changes of between 4% and 10% (compared to swings from -16% to +46% under the existing method as shown previously). The following table shows the impact on the ratio of fixed route to ADA assessment that is the basis of the access fee:

	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Colchester
Ratio of FR to ADA FY19-FY23	5.06	1.53	3.08	1.17	1.38	9.29	1.28
Ratio of FR to ADA FY20-FY24	4.87	1.50	3.02	1.21	1.39	8.24	1.20
Ratio of FR to ADA FY21-FY25	4.68	1.46	2.95	1.23	1.39	7.38	1.13

The ratios in Burlington and Williston continue to drop as they come closer to convergence.

Conclusion

The recommended option will produce much less volatile ADA assessments over time and will lead to a fairer share of ADA costs and benefits among the member communities. There will be significant changes in the first year of implementing the new method, particularly for Williston, but for Year 2 and beyond, the assessment should become much more stable. It must be noted that the numbers presented here are just forecasts based on a series of assumptions about future ridership. Actual changes could make the community-level numbers either more or less volatile than what is shown here, but because half of the assessment is based on a rolling average, future assessments have to be less volatile than they have been in the past.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: Thursday, December 17th, 2025

Subject: Connect the Junction Transit-Oriented Development Master Plan

Issue: Whether to adopt the *Connect the Junction Transit-Oriented Development (TOD) Master Plan* and what building height limits should be along the Pearl Street corridor.

Discussion:

Background

At the November 6 joint City Council and Planning Commission meeting, the consulting team presented results from the summer engagement and shared recommendations for the Connect the Junction TOD Master Plan. Discussion focused on:

- Regulation of building heights along the Pearl Street corridor; and
- The future configuration of the Five Corners intersection and surrounding area.

On December 4, the Planning Commission reviewed these topics in more detail and developed recommendations for Council consideration. The City Council may now consider adoption of the Plan, incorporating the Commission's recommendations or making additional adjustments.

If adopted, the project team will proceed with drafting zoning amendments—including form-based code—to implement the housing and development recommendations. These amendments will be reviewed by the Planning Commission in 2026 and will undergo additional public engagement and a formal adoption process by the City Council.

The following documents may be referenced for further context:

- The June 2025 draft plan
<https://www.connectthejunction.org/documents>
- The November 6 Joint Planning Commission and City Council meeting packet:
<https://www.essexjunction.org/meeting/joint-planning-commission-development-review-board-city-council-11-06-2025>
- The December 4 Planning Commission meeting packet, recording, and draft minutes:
<https://www.essexjunction.org/meeting/planning-commission-12-04-2025>

Below are the Planning Commission recommendations by the key issues discussed.

Relationship between Building Height Limits and the Municipal Housing Targets

PC Recommendation: The Commission believes the updated analysis supports allowing heights above 8 stories.

Affordable Housing Bonus; Inclusionary Zoning; Unit Type Incentive

PC Recommendation: The Commission does not recommend pursuing a mandatory IZ requirement at this time. It recommends continuing to align with the State's existing affordability bonus (one additional

story) and suggests considering a supplemental bonus for projects that include a share of two-bedroom or larger units to support larger households.

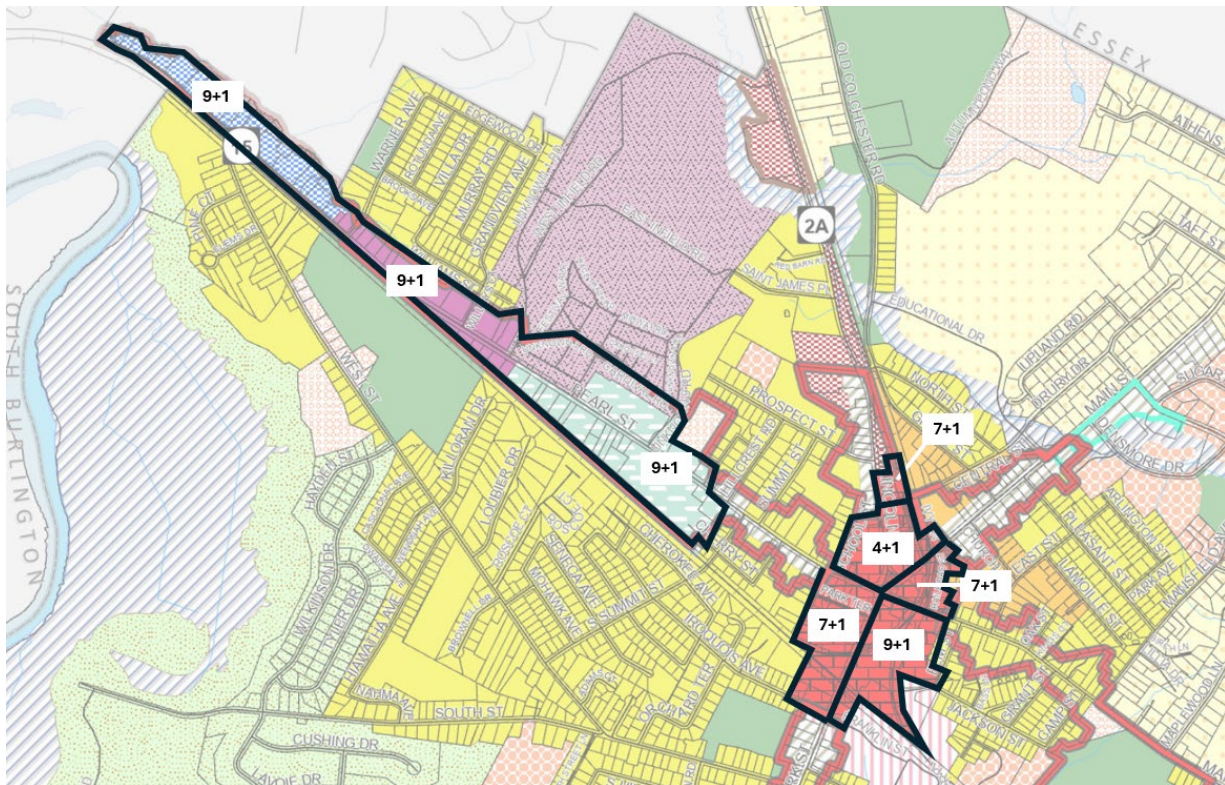
Height limits in specific areas

PC Recommendation: The Planning Commission recommends the following height framework:

- Pearl Street Corridor: 9 stories by right¹ (+1 affordability story)
- Village Center (VC) District:
 - Maintain 4+1 stories in the block bounded by Lincoln Street, Central Street, the Village Cemetery, and Main Street due to its historic scale.
 - Allow 9+1 stories between Park Street and Maple Street, where redevelopment potential is highest.
 - Allow 7+1 stories in the remainder of the VC district.

This approach is intended to establish a clear, practical regulatory structure while allowing form-based standards to address finer-grained design issues.

The PC's recommended height limits are summarized in this map:



Form-Based Code Considerations

PC Recommendation: The FBC should consider:

¹ Or as modified through the recommended incentive structure to encourage a diversity of unit types as noted in previous section

- **Transitions to lower-scale residential areas:** Use height transitions or step-backs² where needed to limit massing and shadow impacts on adjacent low-scale residential zones. The Commission did not see a strong need to impose step-backs along street frontages.
- **Design standards to temper visual impact of height:** Building modulation, façade articulation, and materials standards should reduce perceived bulk. The Commission specifically asked the code to prevent long, uninterrupted multi-story façades that could create a “canyon-like” appearance.
- **Multimodal Transportation Improvements:** Projects should incorporate pedestrian connections, safe access to transit, and features such as sheltered waiting areas where feasible.

Changes to traffic operations at the Five Corners intersection

PC Recommendation: Based on concerns about connectivity between Main Street, Lincoln Street, the Library, and the Fire Station, the Commission recommends removing the proposed permanent closure of Memorial Way from further consideration. Temporary closures for special events (e.g., “Meet Me on Main”) should still be explored.

Known Errors to be Corrected

- Commissioner Clemens was incorrectly listed as attending the August 13, 2025 public engagement event on page 17 of the public engagement summary. The attendee should have been listed as Kirstie Paschall. This error will be corrected in the record, and Framework has been asked to update the summary.
- Page 16 of the draft plan states: “Traffic counts in Essex Junction have increased in recent years, with the highest traffic on Pearl Street from Susie Wilson Road to Post Office Square and on Park Street at the Five Corners.” As part of the Pearl Street multimodal project, staff reviewed available traffic data with CCRPC and were unable to verify this statement. Data from the VTrans Traffic Count database for locations within Essex Junction indicate that traffic volumes have generally leveled off since the 2000s, likely reflecting workforce changes at Global Foundries offsetting population growth. Because a clear trend cannot be established, this statement will be removed from the final version of the plan.



² A step-back refers to a horizontal recession of an upper floor or section of a building from the wall below it, creating a stepped appearance, often to maintain daylight at ground level, or to create terraces on the building.

Planning Commission Endorsement

The Planning Commission unanimously endorsed the Connect the Junction Transit-Oriented Development Master Plan with the recommended changes discussed at its December 4, 2025 meeting.

Cost:

N/A

Recommendation:

Staff recommends that the City Council review the Planning Commission's recommendations regarding height limits, form-based code priorities, and the Five Corners intersection. If the Council is comfortable with the recommended approach, staff recommends adopting the Connect the Junction TOD Master Plan.

Recommended Motion:

"I move that the City Council adopt the Connect the Junction Transit-Oriented Development Master Plan, as discussed."

Attachments:

Below is a summary of the key issues discussed by the Planning Commission along with their recommendations.

Relationship between Building Height Limits and the Municipal Housing Targets

At the November 6 joint meeting, the consulting team presented three alternatives for regulating building height in the study area:

- Alternative 0: 4 stories, 1 story bonus- estimated capacity: 1,144 homes
- Alternative 1: 7 stories, 1 story bonus- estimated capacity: 1,662 homes
- Alternative 2: 9 stories, 1 story bonus- estimated capacity: 2,008 homes

Under Alternative 1, the study area could accommodate approximately 55% of the City's mid-range target of 3,062 new homes by 2050.

Commissioners noted that early public engagement materials suggested that 7 stories (+1 affordability bonus) would be sufficient to accommodate the entire draft target within the study area.



Figure 1: typical illustration displayed during Summer 2025 public engagement

The estimates presented on November 6 reflect an updated analysis that reflects new information learned from meetings with developers and landowners about their redevelopment plans and expected timeframes. This updated analysis also assumes more conservative “market factors” and density assumptions, calibrated against recent developments in the area.

Given the updated findings, it is possible that some members of the public supported an 8-story limit under earlier assumptions. The new analysis suggests that additional height may be warranted to meet long-term housing needs.

PC Recommendation: The Commission believes the updated analysis supports allowing heights above 8 stories.

Affordable Housing Bonus; Inclusionary Zoning; Unit Type Incentive

During the November 6 meeting, Commissioners and Councilors asked whether multiple bonus stories could be tied to projects including affordable units, and whether an Inclusionary Zoning (IZ) requirement should be considered.

Inclusionary Zoning (IZ): IZ would require that a portion of new housing be permanently or long-term affordable. While well-intentioned, this model carries significant economic risk—particularly under Vermont’s current challenging market conditions. According to the Sightline Institute, conventional (i.e., “unfunded”) IZ often has counterproductive effect: because developers lose rent revenue on required affordable units, a mandatory IZ policy can make projects financially unviable, prompting developers to abandon them entirely. See <https://www.sightline.org/2024/10/28/to-fix-inclusionary-zoning-fund-it/> for more.

In short: when markets are unfavorable, as they are now, IZ may not just deter inclusionary units—it may suppress overall development, reducing both market-rate and affordable housing. This risk is compounded by the fact that designing a robust IZ program requires careful calibration (affordability levels, income targets, alternatives like fee-in-lieu, long-term compliance), as well as substantial administrative capacity—to certify tenant income, monitor restrictions, and enforce covenants. Without that capacity, IZ becomes even harder to manage in a way that meets goals without destabilizing project financing.

Height Bonus Linked to Affordability, by comparison, is a lower-risk tool in this environment. Offering an extra story contingent on including affordable units provides an *incentive*, rather than a mandate. If the economics work—when construction costs, financing, and projected rents allow—developers can choose to take the bonus and build the mixed-income project. If, instead, the market is weak, developers can simply decline the bonus; they are less likely to abandon the entire project, but may build at a lower scale without the extra story. This structure rewards affordability when possible, but does not carry the same risk of derailing development when conditions tighten.

State mandate stipulates one-story bonus for affordable housing developments, although it is possible for the municipality to allow for additional bonuses beyond that.

Unit Type Incentive—During its discussion of building height and development incentives, the Planning Commission expressed concern that some recent apartment projects in the city have been heavily weighted toward studios and one-bedroom units, limiting options for larger households. A height bonus incentive for projects that include a meaningful share of units with two bedrooms or more may help encourage a broader diversity of unit sizes and layouts.

PC Recommendation: The Commission does not recommend pursuing a mandatory IZ requirement at this time. It recommends continuing to align with the State’s existing affordability bonus (one additional story) and suggests considering a supplemental bonus for projects that include a share of two-bedroom or larger units to support larger households.

Height limits in specific areas

The Housing Capacity Analysis assumes consistent height limits across the VC zoning district and the Pearl Street corridor. However, engagement materials distinguished these areas as having different contexts and redevelopment potential.

Within these two zones, it is possible to have further variations and gradations in the height limit along the corridor. Generally, two contrasting approaches are possible:

Approach A: focusing height limit increases on areas with larger parcels and limiting height increases in areas of greater historic character sensitivity

Advantages

- Focused on areas with higher likelihood of near-term redevelopment: Larger parcels are generally easier for developers to assemble, design, and finance.
- Better capacity for structured parking and open space: Larger lot dimensions can accommodate structured parking, internal circulation, stormwater management, and public-facing open spaces, which help support taller buildings while maintaining good site design.
- Reduced interface impacts: Limiting height increases to parcels with greater setbacks and

buffer potential can mitigate shading, privacy, and scale transitions for adjacent lower-intensity areas.

- Specific blocks of greater sensitivity can be insulated from development pressure.

Disadvantages

- Uneven distribution of redevelopment opportunities: Some smaller parcels may become economically stagnant if they cannot access the same development potential as larger sites, potentially slowing infill on fine-grained blocks.
- Risk of over-concentration: Height increases on only a few larger parcels may result in a small number of very large projects rather than a broader mix of incremental infill and “missing middle” housing types.
- Limited total capacity: Focusing additional height on a small subset of parcels may not fully capture the study area’s potential to deliver significant new housing supply.

Approach B: broadly applying increased height limits across the study area

Advantages

- Maximizes housing potential during housing shortage: Area-wide height increases can unlock redevelopment on both large and small parcels, enabling greater total housing production over time and allowing more property owners to participate in TOD-supportive growth.
- Simplifies zoning and increases predictability: Uniform height standards can create a clearer regulatory environment for property owners.

Disadvantages

- Potential compatibility concerns: Allowing taller buildings on small parcels increases the risk of massing conflicts, shadows, or abrupt transitions, especially where parcels directly abut existing lower-scale residential lots.
- Possibility of piecemeal form: Taller buildings dispersed across many smaller sites may create a less cohesive TOD character if not paired with strong design standards or form-based requirements.

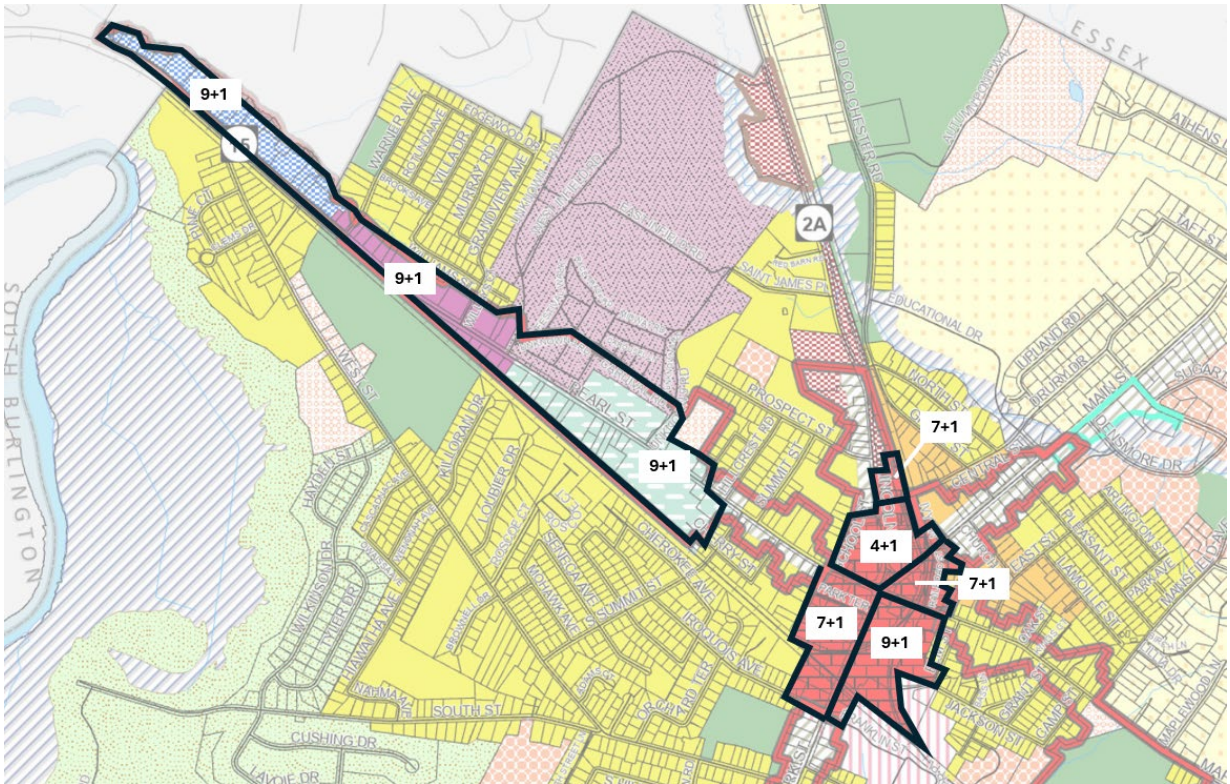
PC Recommendation: The Planning Commission recommends the following height framework:

- Pearl Street Corridor: 9 stories by right³ (+1 affordability story)
- Village Center (VC) District:
 - Maintain 4+1 stories in the block bounded by Lincoln Street, Central Street, the Village Cemetery, and Main Street due to its historic scale.
 - Allow 9+1 stories between Park Street and Maple Street, where redevelopment potential is highest.
 - Allow 7+1 stories in the remainder of the VC district.

This approach is intended to establish a clear, practical regulatory structure while allowing form-based standards to address finer-grained design issues.

³ Or as modified through the recommended incentive structure to encourage a diversity of unit types as noted in previous section

The PC's recommended height limits are summarized in this map:



Form-Based Code Considerations

Following Council direction on the TOD Plan, the project team will draft form-based code (FBC) recommendations. During the December 4 meeting, the Planning Commission identified several priorities to guide the code.

PC Recommendation: The FBC should consider:

- **Transitions to lower-scale residential areas:** Use height transitions or step-backs⁴ where needed to limit massing and shadow impacts on adjacent low-scale residential zones. The Commission did not see a strong need to impose step-backs along street frontages.
- **Design standards to temper visual impact of height:** Building modulation, façade articulation, and materials standards should reduce perceived bulk. The Commission specifically asked the code to prevent long, uninterrupted multi-story façades that could create a “canyon-like” appearance.
- **Multimodal Transportation Improvements:** Projects should incorporate pedestrian connections, safe access to transit, and features such as sheltered waiting areas where feasible.

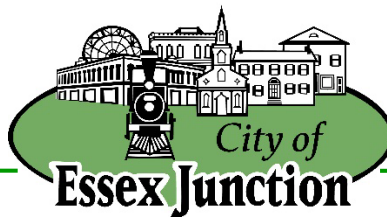
Changes to traffic operations at the Five Corners intersection

⁴ A step-back refers to a horizontal recession of an upper floor or section of a building from the wall below it, creating a stepped appearance, often to maintain daylight at ground level, or to create terraces on the building.

The draft plan includes potential future changes to traffic operations at the Five Corners intersection, such as closing Memorial Way and redirecting traffic between Main Street and Park Street via the Crescent Connector. This topic was discussed at the November 6 meeting.

Any changes at the Five Corners would be subject to detailed evaluation through an engineering study and capital planning process, and would require City Council approval before implementation.

PC Recommendation: Based on concerns about connectivity between Main Street, Lincoln Street, the Library, and the Fire Station, the Commission recommends removing the proposed permanent closure of Memorial Way from further consideration. Temporary closures for special events (e.g., “Meet Me on Main”) should still be explored.



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: December 17, 2025

Subject: Revised Traffic Calming Policy – Consideration for Adoption

Issue: Whether to adopt a revised Traffic Calming Policy

Discussion:

On August 13, 2025, City staff introduced a comprehensive draft revision of the City's Traffic Calming Policy and received initial high-level feedback from the City Council. That discussion highlighted the limitations of the current policy, including a limited toolbox of interventions, a high petition threshold, and a lack of successful implementation in recent years.

Councilors may refer back to the August 13 materials here: <https://www.essexjunction.org/meeting/city-council-08-13-2025>

Since that meeting, City staff have refined the proposed Traffic Calming Policy in response to Council feedback and through subsequent internal discussions. The scoring rubric has also been tested and calibrated to closely mirror the Essex Police Department's previous recommendations for traffic calming prioritization. The Community Development Department, Police Department, Public Works Department, and the City Engineer generally support the amended policy and believe it is workable from a technical and operational standpoint.

This memo highlights several policy considerations that warrant City Council discussion prior to adoption.

1. Public Engagement and Local Support

Under the existing policy, a petition signed by 70% of households on the affected street is required before speed tables may be installed. In practice, this is a very high barrier, particularly on long streets and in areas with multi-unit housing. Consequently, the City has not received any successful petitions in recent years.

The first draft of the amended policy, presented in August, removed this petition requirement. Instead, it used a quantitative scoring system that prioritized potential traffic calming sites based on documented safety risks and community needs. Public input would occur through advertised meetings where residents and stakeholders could share their experiences and comment on proposed measures.

Both the existing policy and the original amended draft presume public participation, but they function in opposite ways:

- The existing policy defaults to *no action* unless substantial support is demonstrated.
- The initial amended draft defaults to *action* when a location scores highly, even if only a small number of residents participate.

During the August 13 meeting, Councilor Thibeault suggested incorporating public participation directly into the scoring rubric. Staff have done so: the revised draft now includes a *Local Support* factor in Sections 3.3 and 4.6. This will elevate the priority of locations with strong resident backing; however, it would still be possible for a single complaint at an exceptionally high-scoring location to lead to implementation.

If the City Council wishes to retain a clearer threshold for local buy-in—while still lowering barriers compared to the 70% petition—one option is to mirror the City of South Burlington’s approach. Under that model, prior to the official meeting described in Section 2.3, the applicant must provide five (5) or more signatures from proximate households or businesses supporting the request.

Staff are seeking guidance on which approach the Council prefers.

2. Who Gets a Say in Defining Local Need?

The existing policy allows only residents of Essex Junction to request a speed study or sign the required petition. The draft amended policy expands participation by allowing any interested party to submit an initial complaint and allowing both residents and stakeholders—including business owners, employees, and nearby institutions—to participate in the process. This expanded approach recognizes that businesses, schools, and community facilities have legitimate traffic-safety needs even without directly adjacent residential populations. However it is possible that this approach may result in some residents feeling that decisions about their street are being influenced by those who do not live there.

Importantly, staff note that the vast majority of speeding-related complaints currently come from local residents, so while the amended policy broadens who may participate, we do not expect this change to significantly alter the volume or nature of requests.

Cost:

There are no immediate costs to amending the policy, but there are costs to implementing traffic calming measures. Costs vary depending on the type of intervention.

The draft FY27 budget includes \$10,000 per year for traffic calming measures over the next three years. This funding is likely sufficient for implementing one lower-cost measure every one to two years, such as a speed table or chicane using temporary materials like flex posts or planters. The Bike Walk Advisory Committee (BWAC) funds (\$10,000 per year) may also support some measures, though those funds have competing priorities, including the installation of Rectangular Rapid Flashing Beacons (RRFBs).

Larger or permanent projects would need to go through the capital planning process and may require external grant funding.

Recommendation:

Staff recommend that the City Council discuss the policy questions flagged above. If the Council is satisfied with the amendments and comfortable with the approaches to public engagement and stakeholder participation, staff recommend adoption of the revised Traffic Calming Policy.

Recommended motion:

I move that the City Council adopt the revised Traffic Calming Policy as discussed.

Attachments:

1. Draft Revised Traffic Calming Policy
2. Existing Traffic Calming Policy

City of Essex Junction Traffic Calming Manual

Adopted INSERT DATE HERE



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1. Introduction

This policy details the process for the identification, evaluation, prioritization, and implementation of traffic calming measures in Essex Junction. These projects are designed to make streets safer, reduce vehicle speeds, and create more comfortable environments through the implementation of traffic calming.

1.1 What is traffic calming?

Traffic calming is the addition of physical roadway features (bump outs, speed humps, chicanes, lane striping, etc.) to reduce vehicle speeds in targeted areas. Traffic calming interventions are self-enforcing and are meant to result in durable changes in driver behavior.

The goals of traffic calming are to reduce automobile speeds, increase safety for all road users, and to manage traffic flow and discourage cut-through traffic on certain streets. Specifically:

A. Reduce Automobile Speeds

Slowing vehicle speeds is particularly important in areas with high pedestrian or cyclist activity, such as residential neighborhoods, school zones, and nearby parks.

B. Increase Safety for all Road Users

Traffic calming can help reduce the frequency and severity of crashes. The link between vehicle speed and survivability is non-linear, with the risk of pedestrian fatality rising exponentially as speeds increase. Conversely, even small reductions in average speed can have large safety gains.

C. Discourage Cut-Through Traffic

On collector and local roads¹, traffic calming can help minimize cut-through traffic and discourage drivers from using smaller streets as shortcuts that are not intended to handle higher traffic volumes.

1.2 What is not traffic calming?

Traffic calming focuses on physical changes to the road environment that naturally slow traffic and improve safety without relying on external enforcement or driver compliance. Some common traffic safety initiatives which do not meet this definition include:

¹ See Section 10 for a map of roads by functional class.

A. Driver Safety Education

Although education is an essential tool for raising awareness about safe driving, it does not physically slow down traffic or automatically alter driver behavior.

B. Speed Limit Enforcement by Police

Speed enforcement requires active monitoring by law enforcement. While this can be deployed quickly, strategically, or in response to complaints, it is not a self-enforcing measure. Automated speed enforcement cameras may potentially allow for more durable results but at the time of this policy's adoption, there is no legal framework for their implementation in Vermont.

C. Stop Signs

The Manual on Uniform Traffic Control Devices (MUTCD) states clearly that "STOP signs shall not be used for speed control" (Section 2B.06).

2. Traffic Calming Evaluation Process

While traffic calming projects may be identified through other City processes (i.e. the City's Comprehensive Planning process, Capital Planning, etc), this policy also provides a pathway for community members to request improvements directly.

The following summarizes the evaluation process for community-initiated requests. This evaluation will be completed by the Community Development Department.

2.1 Submit a Request

1. Interested parties may report concerns and request traffic calming regarding any street or intersection in the City. Applicants must include the street with an approximate address or intersection name and details on the traffic concern. This can be done by:

- [SeeClickFix report via City website](#)
- Call (802) 878-6944
- Email admin@essexjunction.org
- Report your concern in person at the Essex Junction Municipal Offices (2 Lincoln Street, Essex Junction, VT 05452)

2.2 Assessment

City staff will review the request using available data to determine whether the location has been previously studied and whether it meets the scoring threshold

for further investigation. If it meets Step 1 and Step 2 thresholds as outlined in Section 4.2, City staff will collect speed data to complete Step 3 and to generate a *Full Transportation Score*.

2.3 Community Input Meeting

If a location meets the Step 3 Full Transportation Score threshold, the City will host a *Community Input Meeting* to discuss that location. This meeting will be an agenda item on a regularly scheduled Bike/Walk Advisory Committee (BWAC) meeting, providing an opportunity for members of the public to share input on neighborhood context. The City will make reasonable efforts to notify neighboring residents of this meeting, using methods such as physical signage, mailed notices or door hangers.

Location Scores may be adjusted based on the findings of this meeting. After the meeting, the Transportation Score, Community Score, and Local Support Score will be combined to form the Project Prioritization Score. This updated score will serve as guidance for the prioritization of projects to advance to the Evaluation and Recommendation step.

2.4 Evaluation and Recommendation

When resources are available, a Technical Review Committee, including representatives from the Community Development Department, Public Works, Fire Department, Police Department, and the City Engineer, will evaluate and recommend an appropriate pilot or permanent traffic calming treatment for one or more high-scoring locations.

2.5 Project Endorsement Meeting, Design, and Queueing

City staff will present the proposed treatment at a second BWAC public meeting, the *Project Endorsement Meeting*. If supported by BWAC and other interested community members, the project will be presented to the City Council for approval. If approved, the project will be designed and added to the implementation queue. Projects will be implemented when feasible and upon City Council approval.

Additional notes:

- Only City-owned roads are eligible for City-installed traffic calming.
- The applicant is not required to suggest a treatment type. City staff will explore potential traffic calming treatments using tables 6.1 and 6.2, professional judgement, and community input.

- The applicant will not be required to fund the project.
- The applicant is not responsible for collecting data. City staff or a hired consultant will research existing data and collect additional data if necessary.
- City staff reserves the right to conduct a study of traffic calming opportunities in locations that don't meet the minimum threshold or where no prior requests were made.

3. Data Collection

The evaluation criteria are divided into two general categories: “Transportation”, and “Community”.

3.1 Transportation Data

Existing data will be reviewed to determine if the submitted location meets the scoring thresholds for Step 1- *Initial Transportation Score* and Step 2- *Community Score* as outlined in Section 4.2. If necessary, City staff will collect field data on Speed and Volume to validate existing data used in Step 1, complete Step 3, and to generate a *Full Transportation Score*. If needed, traffic volume estimates may be interpolated from existing data from nearby streets with similar characteristics.

Crash data will be evaluated by the frequency, severity, and cause of crash from the past five (5) of Vermont Agency of Transportation Crash Data Query Tool and Essex Junction records, such as police reports or other data.

3.2 Community Data

Trip generators and bike/pedestrian facilities will be confirmed through map data or site visits. *Community Score* factors include proximity to pedestrian generators, senior, congregate, income-qualified, permanently affordable, or family care housing within a 0.25-mile radius of the submitted location. Pedestrian generator is defined as a facility that generates significant pedestrian activity and includes schools, parks, libraries, bus transit stops, or large employers.

3.3 Local Support Data

Local support for traffic calming measures will be recorded and scored based on the number of unique local residents and stakeholders expressing support for their street. Support may be provided at a Community Input Meeting or through direct communication with City staff or elected officials. Local residents and stakeholders include property owners and people who live, work, or regularly visit

properties near or along the road under consideration. Each individual is counted only once.

3.4 Additional Considerations

Additional context-specific considerations for staff evaluation may include the speed and volume of traffic on neighboring streets, as well as any upcoming planned construction or modifications.

4. Evaluation

4.1 Purpose

The evaluation rubric is designed to prioritize traffic calming investments to locations with the highest overall risk, including those with a history of crashes, significant numbers of people affected, and a high presence of vulnerable road users as defined in 23 VSA § 4(81). The scoring thresholds in Section 4.2 are designed to ensure that the most critical and impactful locations are prioritized for traffic calming.

4.2 Scoring Thresholds

To advance to the design phase, a location must pass all of the following minimum score thresholds:

Step 1: *Initial Transportation Score*: 15 or higher

- This includes Volume and Safety subcategories.
- Locations that exceed this threshold will be further evaluated in Step 2.

Step 2: *Community Score*: 30 or higher

- Locations that exceed this threshold will be further evaluated in Step 3.

Step 3: *Full Transportation Score*: 30 or higher

- This includes Speed, Volume, and Safety subcategories.
- Locations where 85 Percentile Speed is below the speed limit will be removed from consideration.
- Locations that exceed this threshold will be discussed at a community meeting, which will help inform the Final Prioritization Score for project prioritization.

Step 4: Project Prioritization Score

- This is the sum of the Full Transportation Score, Community Score, and Local Support Score adjusted in response to any new information obtained during community meeting.
- This summary score will serve as guidance for the prioritization of projects to advance to the Evaluation and Recommendation step.

4.3 Calibration and Adjustments

Scoring weights and thresholds may be periodically reviewed by City staff to reflect changing conditions and improve program effectiveness; however, any changes to these scoring weights and thresholds must be approved by the City Council before taking effect.

4.4 Ineligible Locations

If a location does not meet the minimum score thresholds, or if the 85th Percentile Speed is below the speed limit, it will not move forward for traffic calming treatment as a part of this process. In such cases:

- A new request for the same location will not be considered for three (3) years from the location's first submission date, unless there is a substantial change in traffic patterns or nearby development as determined by City staff.
- The City will post the results of all evaluations on its website for transparency.
- Traffic calming or other changes to the street may still be considered through other City processes (i.e. the City's Comprehensive Planning process, Capital Planning, etc).

4.5 Data Sources and Timeframe

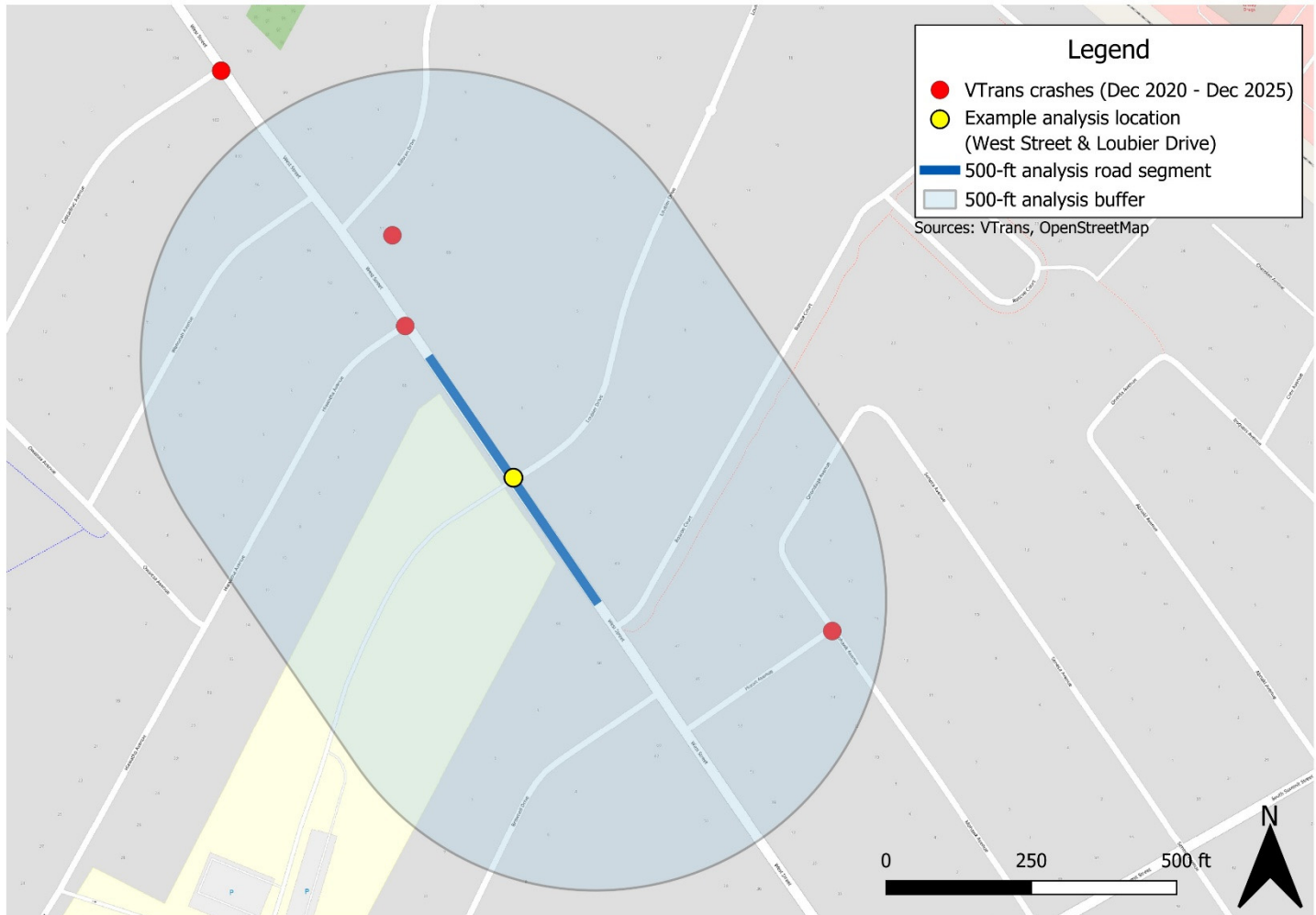
Unless otherwise noted, scoring is determined using the past five (5) years of available data. This includes crash history, traffic volume, speed data, and other relevant factors.

4.6 Evaluation Rubric

See table below for the evaluation rubric.

Technical note: For the purposes of GIS analysis and scoring only, locations are scored using a road segment measuring 500 feet in length, or the full length of the street if it is shorter. If a radius is included in the criteria, the buffer is applied to the road segment, excluding any data on parallel streets. For example, crash data is

scored per crash within 500-foot radius of this study segment, so all crashes along a road within 1,500 ft would be counted. See illustration below:



In this example, at the intersection of West Street and Loubier Street, a 500 ft segment is studied. As per the Evaluation Rubric, crash data is scored per crash within 500-foot radius of this study segment, so all crashes along a road within 1,500 ft would be counted.

Category	Sub-Category	Street Type	Criteria	Points	Maximum Points
Transportation	Speed	All	Apply points per MPH only if 85th percentile speed is \geq 5 MPH over posted limit.	2	20
	Volume	Arterial	Per 100 AADT over 5000	2	25
		Major Collector	Per 100 AADT over 3500		
		Minor Collector	Per 100 AADT over 2000		
		Local	Per 100 AADT over 400	4	
	Safety	All	Per crash within 500 ft radius of study segment (past 5 years)	5	10
			Per fatal crash or any crash involving cyclist or pedestrian or other vulnerable road user within 500 ft radius of study segment (past 5 years)	15	15
Maximum Transportation Score					70

Category	Sub-Category	Criteria	Points	Maximum Points
Community	Proximity to Pedestrian Generators	Directly Adjacent - within certain feet of ROW	10	10
		Within 250-foot radius	8	
		Within 500-foot radius	5	
		School located within 0.25 mile radius	7	7
	/Pedestrian Facilities	No sidewalk on road	15	15
		Sidewalk on one side of road	10	
		Sidewalk on both sides of road	8	
		Bike lanes	4	
		Shared use path	4	8
		No crosswalk on road	8	
		Mid-Block crossing within 500-foot radius	4	
		On known school route	10	10
		On bicycle boulevard mapped in the City’s Comprehensive Plan or any current and approved transportation plan	5	5
	Other Community Factors	Senior or congregate housing located within 0.25 mile radius	5	15
		Permanently affordable housing located within 0.25 mile radius	5	
		Family care home/facility located within 0.25 mile radius	5	
Maximum Community Score				70

Category	Criteria	Points	Maximum Points
Local Support	Number of local residents or stakeholders who have voiced support for the addition of traffic calming measures during the past three years	2	20
Maximum Local Support Score			20

5. Pilot Projects

5.1 Purpose

Traffic calming projects may be tested using temporary materials as part of a pilot program. Pilot installations are particularly useful when outcomes are uncertain, the intervention is part of a complex or area-wide plan, or a new or unfamiliar traffic calming measure is being introduced.

Pilot installations can often be implemented at a lower cost using flexible, temporary materials such as paint, flexible posts, planters, and signage. These elements allow the City to test a design's effectiveness before committing to permanent infrastructure.

5.2 Duration and Maintenance

The length of pilot installation will be determined by City staff based on the specific context of the location. When feasible, pilot treatments may remain in place year-round. Some materials may require periodic replacement or maintenance to preserve the installation's intended design and functionality.

5.3 Evaluation and Next Steps

Following installation, the City will monitor the pilot treatment and will make prompt adjustments if any immediate safety or operational concerns arise. These targeted modifications are intended to address urgent issues and do not constitute a full evaluation of the pilot's performance.

A broader assessment of the pilot's effectiveness, including community feedback, speed and volume data, and input gathered through a BWAC public meeting or other engagement methods, will be conducted approximately six months to one year after installation. This longer evaluation window helps ensure that the assessment reflects typical traffic patterns after the initial period of adjustment.

If the pilot is ultimately found to be effective, the City may seek funding and move forward with the design and construction of a permanent installation through the capital program or external grant opportunities. If the pilot does not meet the program's objectives, the design may be revised and tested again, or the treatment may be removed.

6. Traffic Calming Toolkit

As part of the traffic calming design process, City staff may select from a broad menu of proven interventions based on nationally recognized best practices and local context.

Design decisions will be guided by resources such as:

- [Vermont Agency of Transportation's \(VTrans\) Speeding Countermeasures Toolbox](#)
- [National Association of City Transportation Officials' \(NACTO\) Urban Street Design Guide](#)
- [Federal Highway Administration's \(FHWA\) Traffic Calming ePrimer](#)
- [Institute of Transportation Engineers' \(ITE\) Designing Walkable Urban Thoroughfares](#)

Traffic calming resources from other Chittenden County Municipalities may also be considered. These include:

- [City of Burlington's Traffic Calming Manual](#)
- [City of Winooski Traffic Calming Manual](#)
- [City of South Burlington Traffic Request Evaluation Guidance](#)

These tools help ensure that treatments—such as curb extensions, chicanes, speed humps, raised crosswalks, and lane narrowing—are applied appropriately and effectively to improve safety, slow vehicle speeds, and enhance the livability of neighborhoods.

The VTrans Speeding Countermeasures Toolbox (Section 6.1) and the Essex Junction Traffic Calming Summary Table (Section 6.2) each provide initial guidance on the application of traffic calming measures under various contexts.

6.1 Summary Table from VTrans Speeding Countermeasures Toolbox

++ most favorable / most common + moderately favorable / moderately common — not favorable / not common seek seek Agency review/assistance		Frequency of Use in Vermont	Snow and Ice Control	Emergency Response	Cost / Maintenance	Speed Reduction Potential	Within Village or Town Center (< 35 mph)	Within Transition Zone (> 35 mph)
Type	Speeding Countermeasure							
Horizontal deflections	Lane or street narrowing	+	+	+	+	+	++	++
	Lateral shift	+	+	+	+	+	+	+
	Bulbout / pinchpoint / choker	+	+	+	+	+	++	—
	Median island	+	+	+	+	+	+	+
	Mini-roundabout	—	—	+	—	++	++	—
	Neighborhood traffic circle	+	+	+	—	++	++	—
Vertical deflections	Speed hump or cushion	+	—	+	—	++	++	—
	Raised crosswalk / speed table	+	—	+	—	++	++	—
	Raised intersection	—	—	+	—	++	++	—
Perceptual, or passive, measures	Road diet	+	++	++	+	+	++	+
	Radar speed feedback signs	++	++	++	+	+	++	+
	Transverse line markings	+	++	++	+	+	+	++
	Gateway signing / landscaping	++	++	++	++	+	—	++
	Transverse mumble strips	—	+	+	+	+	+	+
	[SLOW]/[-- MPH] pavement word marking	—	++	++	+	+	+	—

6.2 Essex Junction Traffic Calming Summary Table

This table is adapted from the City of Burlington's 2020 Traffic Calming Manual for application to Essex Junction's context.

TRAFFIC CALMING MEASURES AND CONTEXTUAL GUIDANCE

+	Most desirable
!	Engineering judgment
-	Not recommended

Essex Junction Street Typology	Local & Minor Collector Street		Designated Low-Traffic Bike Route or Neighborhood Greenway		Street with All-Day Transit Service			Arterial & Major Collector Street		
Low-Impact Physical Design	2-lane	3-lane	2-lane	3-lane	2-lane	3-lane	4-lane	2-lane	3-lane	4-lane
Rumble Strips	-	-	-	-	!	!	+	!	+	+
Reallocation of Pavement Space	-	-	+	+	+	+	!	+	+	-
Curb Extension	+	+	+	+	!	!	!	+	+	+
Choker	+	!	+	!	!	!	-	+	!	-
Chicane	+	!	+	!	!	!	-	!	!	-
Speed Hump	+	+	!	!	-	-	-	!	-	-
High-Impact Physical Design										
Raised Crosswalk	+	+	!	!	-	-	-	!	-	-
Raised Intersection	+	+	!	!	-	-	-	!	-	-
Median Refuge Island (intersection treatment)	+	!	+	!	+	!	!	+	!	!
Median Island (midblock treatment)	+	+	+	+	!	!	!	+	+	!
Neighborhood Traffic Circle	+	-	+	-	+	-	-	!	-	-
Road Closure	+	+	+	+	!	-	-	!	-	-
Other Traffic Calming										
Parking Conversion ² (or modification of parking space)	!	!	!	!	!	!	+	!	!	+

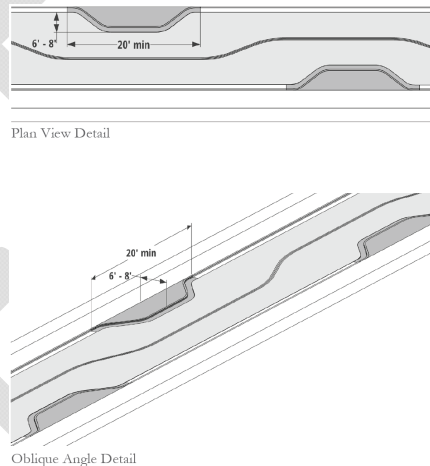
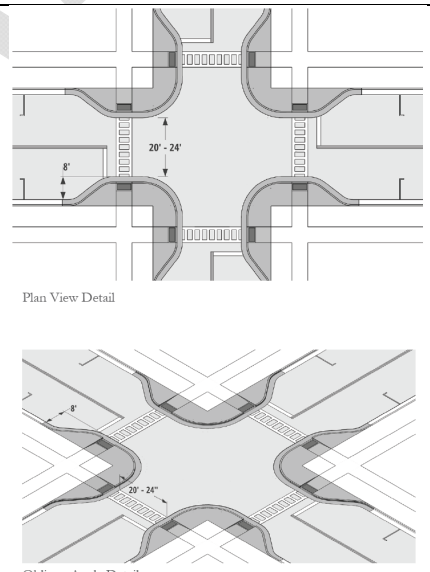
¹ Street Typology refers to functional class

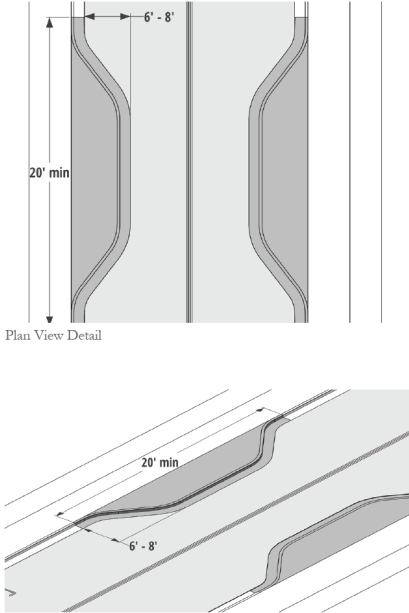
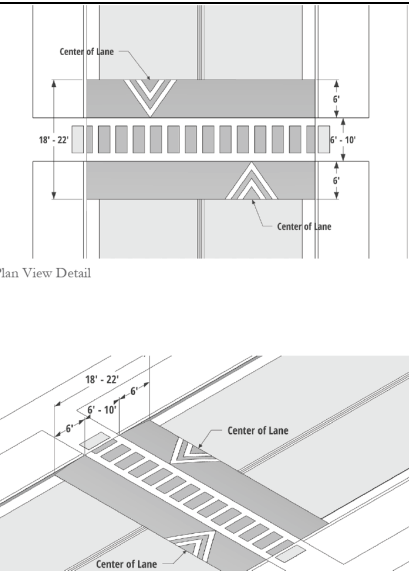
² Parking Conversion is context dependent, but may refer to widening of on-street parking to restrict the travel lane or conversion of angled to parallel-parking.

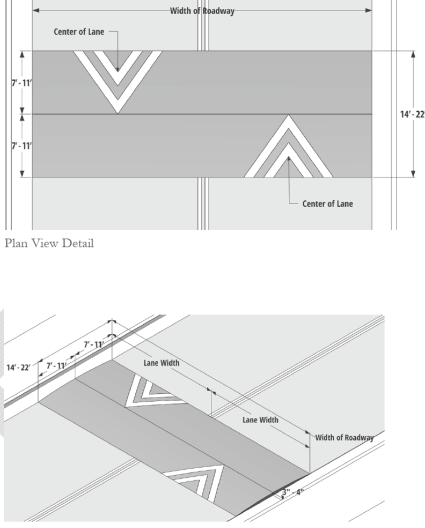
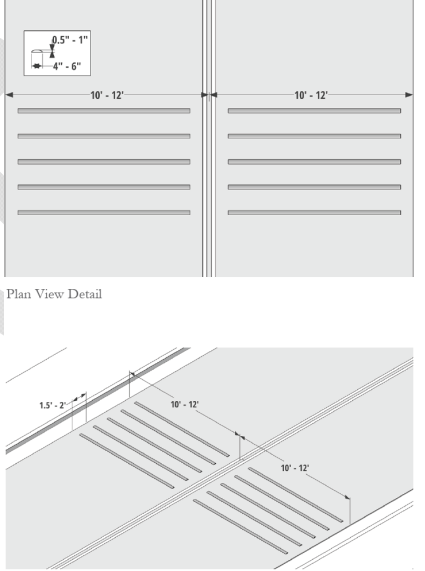
³ This table is adapted from the 2020 City of Burlington Traffic Calming Manual

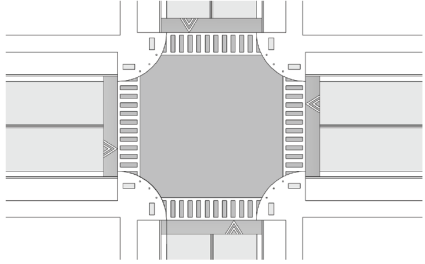
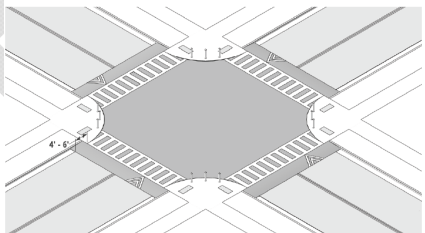
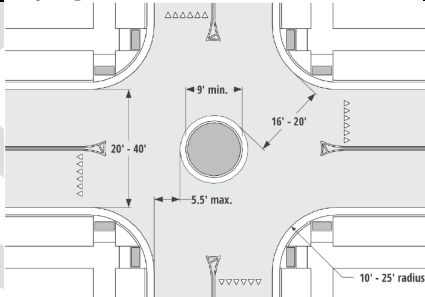
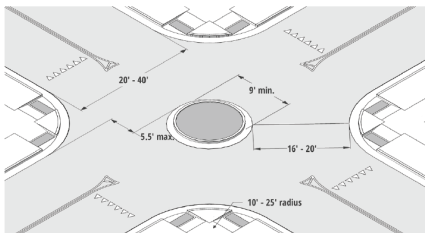
6.2.1 List of Common Traffic Calming Interventions in Vermont

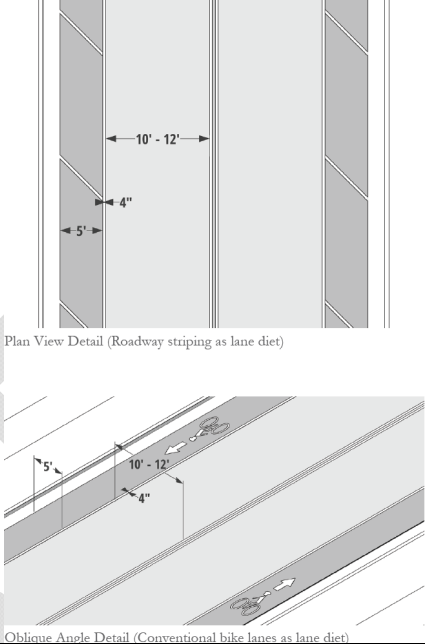
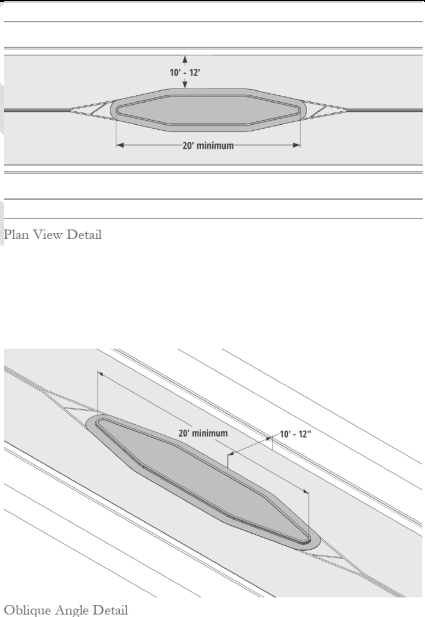
The following is a list of common traffic calming interventions used in Vermont. It is not exhaustive; other interventions may be recommended based on professional judgement. Images are for illustrative purposes only and may not reflect final construction dimensions or materials. Images are sourced from the 2020 City of Burlington Traffic Calming Manual and 2023 VTrans Speeding Countermeasures Toolbox.

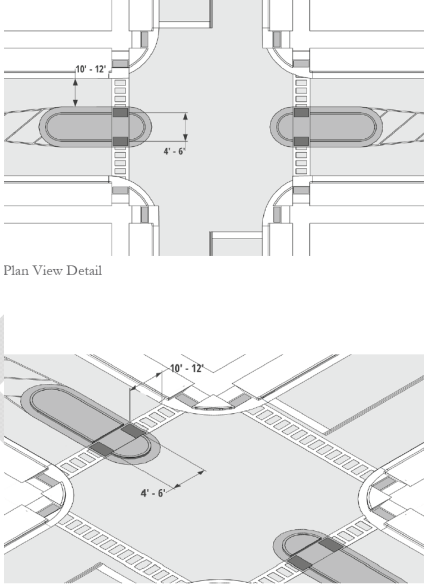
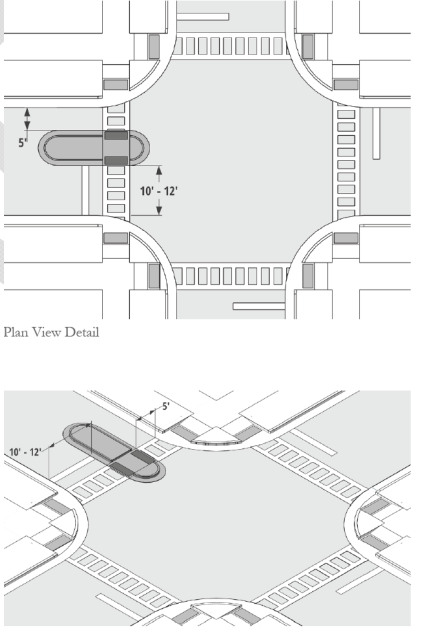
Strategy	Description	Picture
Chicane	A chicane is a series of alternating curves or lane shifts that are located in a position to force a motorist to steer back and forth out of a straight travel path. The chicane curves can be created with a curb extension that alternates from one side of the street to the other. A chicane-like effect can also be achieved by alternating on-street parking from one side of the street to the other.	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>
Curb extension/bulb out	Bulb-outs reduce width at an intersection or midblock crossing by reconstructing the curb line in a “bulb” fashion, providing shorter crossing distances, narrower lanes, space for furniture or landscaping, and improving visibility of waiting pedestrians, all of which work to reduce vehicle speeds.	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>

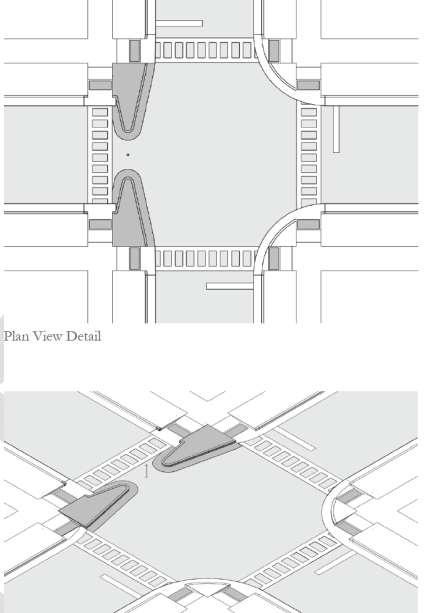
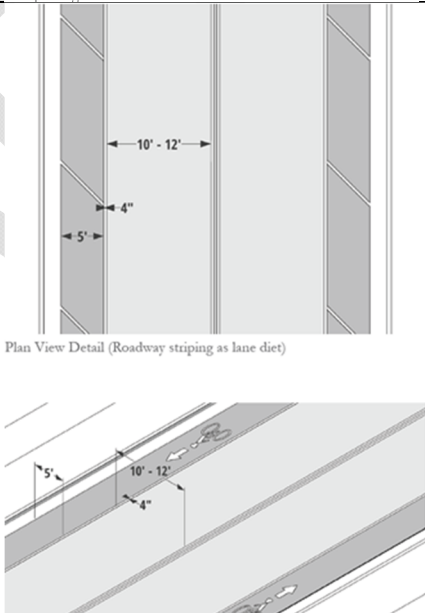

Strategy	Description	Picture
Choker	<p>Narrowing of a roadway using curb extensions or roadside islands. It can be created by a pair of curb extensions at a midblock location that narrows the street by widening the sidewalk or planting a strip. A choker can also be created using roadside islands or a curb extension with parking on the opposite side.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>
Raised Crosswalk	<p>Speed humps with a flat-topped profile are referred to as speed tables. Raised crosswalks are speed tables with pavement markings or texture for a crosswalk on the flat portion. Speed tables have the potential to slow vehicles, providing a high-visibility location for pedestrians to cross the street.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>

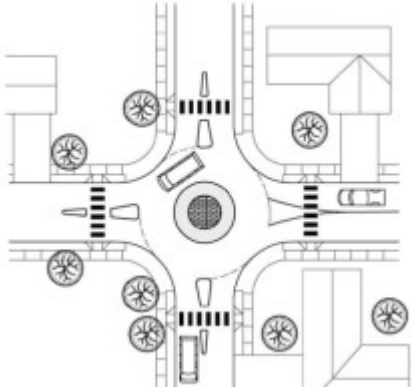


Strategy	Description	Picture
Speed Hump	<p>A speed hump is an elongated mound in the roadway extending across the travel lane at a right angle to the traffic flow. They are designed to be tolerable to drivers traveling below the posted speed limit, but uncomfortable for drivers at higher speeds (generally above 25 mph).</p>	 <p>The Plan View Detail shows a speed hump across a roadway. The hump is 14'-22" wide and 7'-11" high. The center of the lane is marked. The Oblique Angle Detail shows the hump from a side perspective, with lane width and roadway width dimensions.</p> <p>Plan View Detail</p> <p>Oblique Angle Detail</p>
Rumble Strips	<p>Rumble strips are patterned sections of rough pavement or topical applications of raised material, perpendicular to the direction of travel, that cause vibration and noise when driven over by the operator of a motor vehicle. This noise and vibration is intended to direct the motorist's attention back to the roadway. FHWA-approved treatments include white- and black-painted stripes. Avoid conflicts with driveways. Typical spacing is 50 - 100 feet apart.</p>	 <p>The Plan View Detail shows two lanes of a roadway with rumble strips. The strips are 10'-12" wide and 0.5" - 1" high. The Oblique Angle Detail shows the rumble strips from a side perspective, with lane width and roadway width dimensions.</p> <p>Plan View Detail</p> <p>Oblique Angle Detail</p>


Strategy	Description	Picture
<p>Raised Intersection</p>	<p>At a raised intersection, the entire roadway surface is raised to be level with (or slightly below) the top of the curb. Raised intersections can effectively slow traffic on four approaches simultaneously, and through the intersection where vehicle and pedestrian collisions are more likely to occur.</p>	 <p>Plan View Detail</p>  <p>Oblique Angle Detail</p>
<p>Neighborhood Traffic Circle</p>	<p>Neighborhood traffic circles, or intersection islands, are round islands that reduce speeds as vehicles are routed around the island rather than straight through the intersection. The presence of the center island has been shown to reduce vehicle speeds and minimize points of conflict.</p>	 <p>Plan View Detail</p>  <p>Oblique Angle Detail</p>

Strategy	Description	Picture
Road Diet	<p>A road diet is a reconfiguration of the entire width of a roadway to slow vehicles and support non-auto modes of travel. The most common reconfiguration is the conversion of an undivided four-lane roadway to a three-lane roadway with a center two-way left turn lane and bike lanes or on-street parking.</p>	 <p>Plan View Detail (Roadway striping as lane diet)</p> <p>Oblique Angle Detail (Conventional bike lanes as lane diet)</p>
Mid-Block Median Island	<p>Mid-block median islands are islands in the center of a road to reduce roadway width and provide refuge areas for pedestrians to decrease the crosswalk length that is exposed to traffic. This speeding countermeasure is particularly appropriate for wide and/or multilane roads.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>

Strategy	Description	Picture
Intersection Median Island	<p>An intersection median island is also called a median refuge island and is a median located at an intersection along the centerline that narrows the travel lanes. A median island may be a painted area or a raised curb, with or without landscaping. A central cutout can create a pedestrian refuge. At intersections, a median island may also be called a pedestrian or splitter island.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>
Partial Street Closure	<p>A partial closure is a physical barrier that blocks vehicle travel in one direction for a short distance on an otherwise two-way street. A partial closure can block either traffic entering the side or exiting the side street, depending on its placement. The traffic movement that is obstructed by the half closure is rerouted along an alternative path.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>

Strategy	Description	Picture
Full Street Closure	<p>A full street closure is a physical barrier, whether at an intersection or midblock, that is placed across a street to close the street completely to through vehicle traffic. A full closure can be designed to allow bicyclists and pedestrians to pass through. An operational analysis shall be completed prior considering this treatment.</p>	 <p>Plan View Detail</p> <p>Oblique Angle Detail</p>
Lane Narrowing	<p>Narrowing involves the reduction in the striped lane width or the curb-to-curb width of a street to encourage drivers to reduce speed. Lanes can be narrowed using pavement markings, removable vertical traffic control devices, or permanent installations such as medians, curbing, or a road diet.</p>	 <p>Plan View Detail (Roadway striping as lane diet)</p> <p>Oblique Angle Detail (Conventional bike lanes as lane diet)</p>
Lateral Shift	<p>A lateral shift is a realignment of the travel lanes and centerline of an otherwise straight roadway away from a straight line. A typical lateral shift separates opposing traffic using a median island or pavement markings, but strategically placed curb extensions or shoulder obstructions can also be used.</p>	

Strategy	Description	Picture
Mini-Roundabout	Mini-roundabouts are functionally similar to regular roundabouts, except the diameter is smaller and the central island is sometimes traversable. Motorists must yield to pedestrians and vehicles already in the intersection, so geometric features and yield control maintain low speeds in a village or town center.	
Radar Speed Feedback Signs	Radar speed feedback signs (RSFS) provide a real-time dynamic display of a driver's speed to encourage compliance with posted speed limits. Used in conjunction with a regulatory speed limit sign, drivers receive immediate confirmation of their actual speed in comparison to the speed limit.	
Transverse Line Markings	Transverse line markings are placed within a lane with progressively reduced spacing to give drivers the impression that their speed is increasing. They consist of a parallel series of white transverse lines on both sides of the lane that are perpendicular to the center line, edge line, or lane line.	

Strategy	Description	Picture
Gateway Signing/Landscaping	“Gateways” are sign installations that may include landscaping at the border of a town center or village that identify the community for motorists. Gateway signs provide an indication to motorists that they are entering a denser region of land use, pedestrian, and motor vehicle activities where lower speeds prevail.	
Transverse Mumble Strips	Transverse mumble strips are a series of strips of grooved pavement across the lane to alert drivers to the need to be more aware and reduce speeds. They are shallower and less sharp than traditional rumble strips, so are less disturbing to nearby residents, but still alert drivers to reduce speeds.	
Pavement Word Marking	[SLOW] pavement markings advise drivers to proceed slowly with increased attention, as when other countermeasures are present that require speeds lower than the posted speed limit. [-- MPH] pavement markings supplement speed limit signs to remind drivers of the lawful speed limit.	

7. Project Funding

Small projects (under \$5,000) or pilot projects may be funded through the General operating budget. Larger projects, such as the conversion of pilot projects to permanent installations, will need to be considered through the City's Capital Program or be funded through external grants in subsequent years.

8. Operational Considerations

When designing and selecting traffic calming measures, it is essential to account for the operational impact on the City's Public Works Department, particularly for snow removal and seasonal maintenance. Some traffic calming features may be incompatible with winter operations and therefore not feasible, while others may add manageable but additional labor demands.

City staff will evaluate each proposed treatment in consultation with Public Works to ensure that selected measures can be maintained effectively throughout the year. In general, most traffic calming installations will increase operational complexity to some degree which can require more time, precision, or specialized equipment. Treatments that pose significant barriers to maintenance or safety operations may be modified or excluded from consideration.

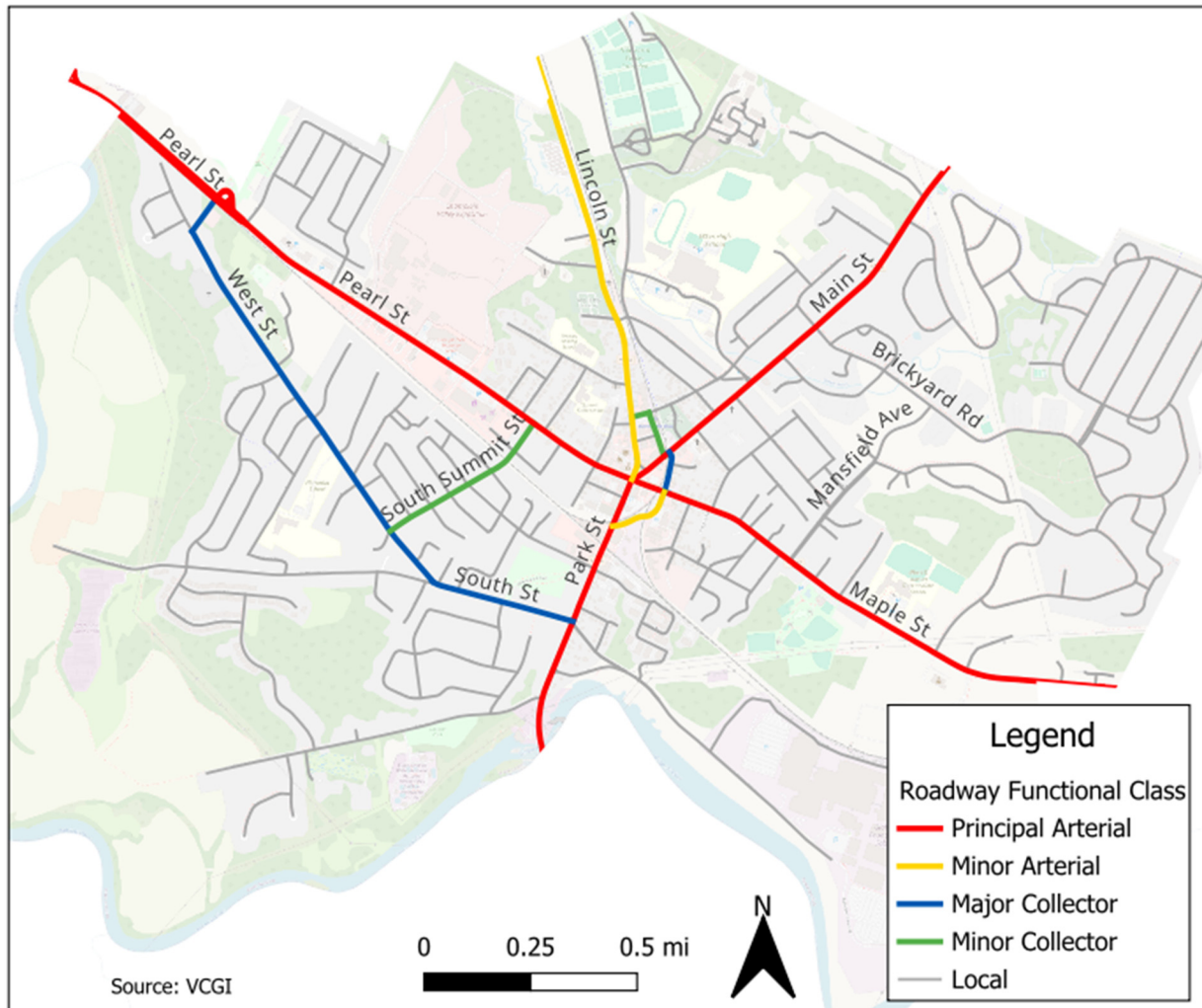
Traffic calming designs should aim to balance the goals of traffic safety with the City's capacity to maintain public infrastructure efficiently and reliably.

9. Review and Adjustment of Speed Limits

In some cases, the analysis within this policy may reveal that the 85th percentile speed on a roadway is significantly higher than the posted speed limit. When crash data is low and the roadway design supports higher speeds—such as with wide lanes, long sight distances, and limited opportunities for pedestrian conflict—this may indicate that the current speed limit is set below what is appropriate for the roadway.

In these circumstances a more comprehensive evaluation will be needed to ensure whether a speed limit adjustment may be warranted, in accordance with Vermont law and engineering standards, including National Association of City Transportation Officials (NACTO) guidance on urban street design. Any changes to speed limits will consider roadway design, functional classification, traffic volumes, crash history, and the intended use of the street. The most comprehensive way to address these analyses will be to hold them and approve them through a City-wide transportation plan process.

10. Roadway Functional Classification



*For the purposes of the traffic calming policy, Brickyard Road and Mansfield Ave are to be treated as Minor Collectors.

TRUSTEES' POLICY REGARDING TRAFFIC CALMING

Preamble: The intent of traffic calming is to raise awareness and slow down traffic. However, any traffic calming measures must allow motorists to drive the posted speed limit in a safe manner. Traffic calming measures must also take into consideration road maintenance (i.e., snow removal, etc.), emergency management services and the potential impact on other residential streets (i.e., significant traffic diversion onto other Class 3 roads, etc.). Traffic cones and speed tables have been found to satisfy these criteria.

Purpose: To establish guidelines for the prioritization and installation of traffic cones and speed tables to help protect the public health, safety, and welfare.

Section 1. "Keep Kids Alive Drive 25" Cones

By calling the Village Manager's office at 878-6944, any citizen on a Class 3 road may request a set of "Keep Kids Alive Drive 25" cones with the following conditions:

1. Cones must be placed adjacent to the edge of pavement.
2. Cones shall not be placed within 250 feet of a signalized intersection.
3. Cones shall not be placed within designated municipal parking spaces.
4. Cones must not be placed in front of a driveway or otherwise interfere with entering or exiting.
5. Cones shall not be allowed within the public right-of-way from December 1st through April 1st.

The Village of Essex Junction and Essex Police Department reserves the right to remove any traffic cones that are not in compliance with this policy, interferes with the maintenance of public infrastructure, or creates a safety hazard.

Section 2. Speed Table Approval Process

Any resident can request speed enforcement by contacting the Essex Police Department at 878-8331.

Any resident can request a speed study by calling the Village Manager's office at 878-6944. If the speed study indicates the 85th percentile speed is 5 mph or above the speed limit in either direction, residents of a street can request a speed table(s) if 70% of the households sign a petition and submit it to the Village Manager.

Speed studies will be conducted from May 1st through September 30th. All petitions must be received by October 15, in order to be considered in the prioritization process for the upcoming budget year.

The Trustees reserve the right to order the installation of a speed table(s) without resident approval.

Section 3. Priority Ranking

It is anticipated that there will be more requests for funding of speed tables than the annual budget could support. Therefore, the following criteria will be used to establish a base formula from which to rank projects for funding during budget development. Sites shall be ranked based on the cumulative total points. A site with the greatest number of total points shall be considered to have the highest priority. A list shall be established with descending order of total cumulative points, with earliest date of application having a higher priority when sites have the same number of cumulative points.

The following criteria will be used to rank the sites:

- Traffic volume (24 hour)
- Traffic volume (peak hour)
- Speed
- Accident data
- Activity generators

Traffic Volume (24 hour)

Traffic volumes will be measured for a 24 hour period on the streets in the traffic calming area. Points will be allocated based on the following table.

24 hour volume	Points
0-250	1
250-500	2
500-750	3
750-1000	4
1000+	5

Traffic Volume (Peak Hour)

Traffic volumes will be measured during the peak hour for both directions on the streets in the traffic calming area. Points will be allocated based on the following table.

Peak Hour Volume (vehicles per hour in both directions)	Points
0-50	1
50-75	2
75-100	3
100-125	4
125+	5

Traffic Speed

The site specific existing 85th percentile speed will be used in the evaluation process, and not the posted speed limit. [All Class 3 roads in the Village of Essex Junction are posted at 25 mph.] Points will be allocated based on the following table.

Site specific 85th percentile speed	Points
Within speed limit	0
5-10 mph above speed limit	5
10-15 mph above speed limit	10
15+ mph above speed limit	15

Accident Data

Site specific evaluation shall be limited to accidents in the traffic calming area. The analysis shall be limited to the total number of reported accidents over a period of the recent past three years. One point shall be assigned for each reported accident that is susceptible to correction by a traffic calming measure.

Activity Generators

Points for features will be assigned based on the type of activities on that street. Generators will be considered in terms of likely pedestrian and bicycle activity. The following table will act as a guide.

Activity Generators	Points
A street with a mid-block crosswalk or school crossing guard	5
A street with a public school	5
A street with a public park	5

Section 4. Appeal

If person(s) think that there are unique circumstances that require a higher prioritization, they may write a letter to the Village Trustees, c/o Village Manager, 2 Lincoln Street, Essex Junction, VT 05452.

Section 5. Funding

Budget: Requests for speed tables shall be prioritized in the Fall of each year for consideration as part of the proposed General Fund Budget or the General Fund Capital Budget in a subsequent fiscal year.

Special Assessment: If traffic calming is determined to be warranted, but money is not readily available for implementation, all affected parties may agree to pay for the improvements in accordance with 24 V.S.A., Chapter 87.

Section 6. Removal or Suspension

The Village Trustees reserve the right to direct the immediate removal and/or suspension of any traffic calming measure(s).

Adopted by the Village Trustees on 1/27/04. Revised 7/13/04, 8/10/04 and 8/26/14.

PETITION FOR SPEED TABLES

**We, the undersigned, request speed table(s) be installed on _____,
a residential street in the Village of Essex Junction, Vermont.**

SIGNATURE

PRINT NAME (first, last)

STREET ADDRESS[illegible]



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: December 17, 2025
Agenda Item: Rebranding Update December 2025

Issue: The Rebranding Committee has been working with Place Creative Company to develop our brand identity. The Committee has worked through three rounds of revisions and is bringing the updated versions to the Council for feedback. This is the last time for the Council to provide feedback on the logo before we bring the final version to the Council for approval.

Discussion: At the November 12th City Council meeting, the Rebranding Committee brought seven brand identity options to the Council for review. The Committee recommended the Council move forward with option A and provided some changes for the committee to review. The committee has now asked for additional revisions. These revisions included:

Round 2 Revisions

- Explore an updated color palette — incorporating brighter tones inspired by other design directions.
- Adjust the composition so that the five-corners intersection is centered within the circular frame.
- Create a version using the same typography but with a capital “E” in “Essex” for comparison.
- Create a version with "Junction" more prominent in the design.
- See what this design would look like in a single color and in black and white.

Round 3 Revisions

- Icon Changes: We would like to see a variation with
 - The Five Corners zoomed out
 - The Five Corners centered
 - The Five Corners in the original location
- Color Changes: We would like to see a variation with
 - The original colors
 - Concept C Colors
 - A new color scheme. The color schemes have reminded people of the Trivial Pursuit icon.
 - A two-color variation
- Font Changes We would like to see a variation with
 - Concept E with the “E” and “J” capitalized. Play with the overall proportion of the lock-up of those two words.
 - Re-evaluate the spacing of the '--City of --' as it's so snug to the 'Essex' on the newer options.

- A justified option with “E” and “J” capitalized. Make "Junction" larger than Essex. In previous options, “Essex” stands out more. We want Junction to be a focal point.

After reviewing these alternatives, the Committee felt that the original logo icon with the Five Corners off centered and zoomed in was the better option. We also felt that the original color scheme was a better choice as well.

From these revisions the Committee has brought three versions of the logo for your review and feedback. Concept A is a version of the logo with the words “Essex Junction” the same font size. Concept B is the logo with the words “Essex Junction” in all capital letters and the same font size. Concept C is the original version of the logo with the “E” and “J” capitalized.

The Committee still has two more rounds of revisions before we bring the final version to the Council for approval. The Committee would like the Council to let us know their thoughts on the current versions and provide any additional feedback for the committee to consider during the next two rounds.

The Committee would also like the Council to discuss the tagline options and let us know if there is a preference. At the November meeting, some Council members expressed preferences for Options A and F however not all Council members weighed in. The Council wanted to discuss these again. The committee had originally recommended Option G. As a reference, the tagline options are listed below.

- A. Where it All Comes Together.
- B. Connected to Community.
- C. Centered Around You.
- D. Bringing it All Together.
- E. At the Center of it All.
- F. Small City. Big Heart.
- G. Vermont’s Neighborhood City.

Cost: None

Recommendation: No formal action is needed at this time. The Committee asks that the Council review the three designs and provide any feedback on the designs for the next two rounds of revisions. The Committee would also like to know the Council’s preference on taglines.

Recommended Motion: None

Attachments: CEJ Identity Development R3 Presentation

CITY OF ESSEX JUNCTION

IDENTITY DEVELOPMENT

ROUND 3 | DECEMBER 11, 2025

SUGGESTED EDITS TO EXPLORE

Icon Changes — Would like to see a variation with:

- The Five Corners zoomed out
- The Five Corners centered
- The Five Corners in the original location

Color Changes — Would like to see a variation with:

- The original colors
- Concept C colors
- A new color scheme

Font Changes — Would like to see a variation with:

- Concept E with the “E” and “J” capitalized.
- Play with the overall proportion of the lock-up of those two words.
- Re-evaluate the spacing of the ‘—City of—’ as it’s so snug to the ‘Essex’ on the newer options.
- A justified option with “E” and “J” capitalized. Make “Junction” larger than Essex. In previous options, “Essex” stands out more. We want Junction to be a focal point.
- No variations without the first letters capitalized.

IDENTITY DESIGN | RND 3

CONCEPT A



CITY OF

Essex Junction



— CITY OF —

Essex Junction

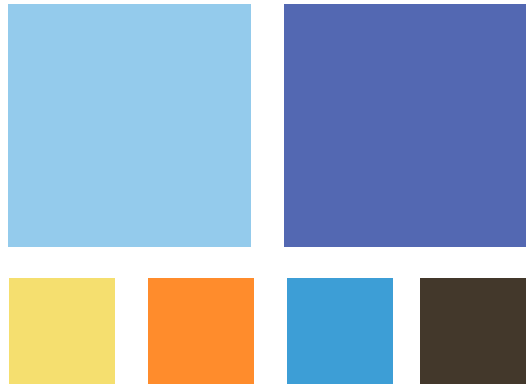
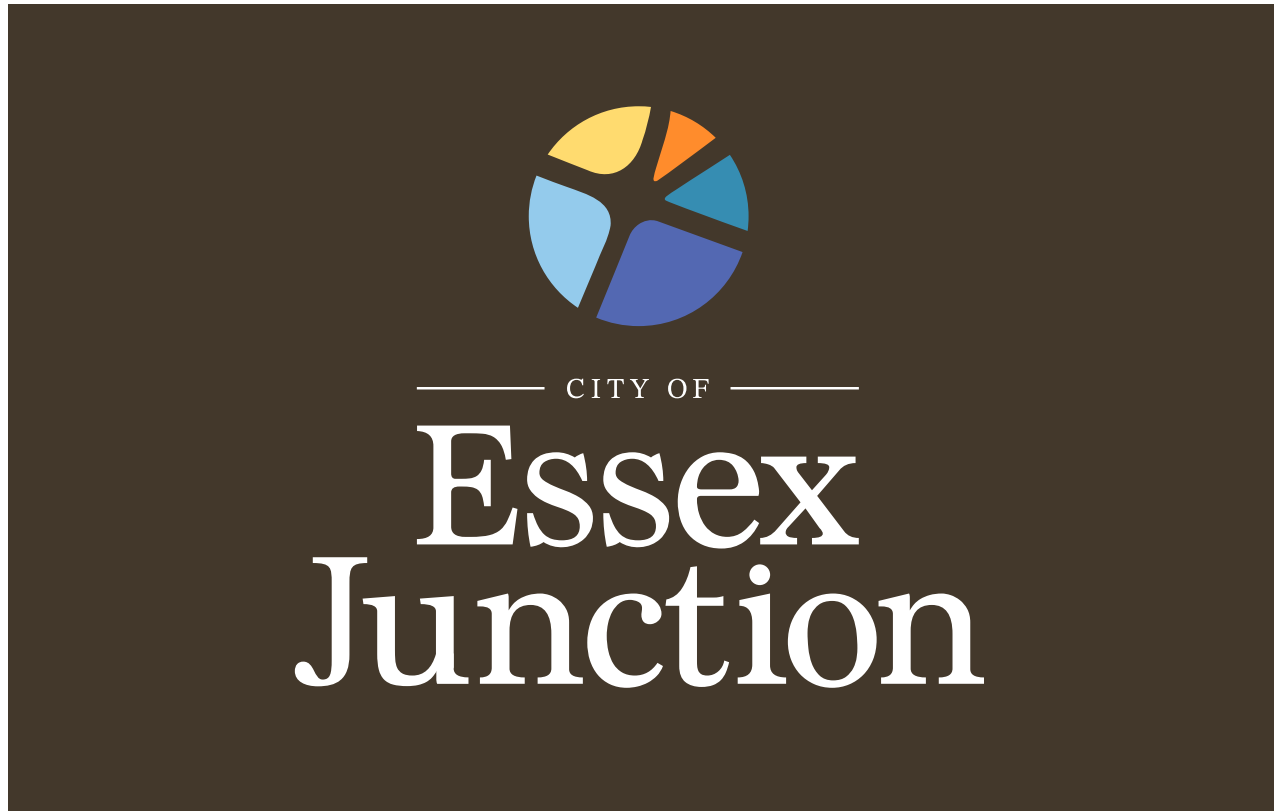
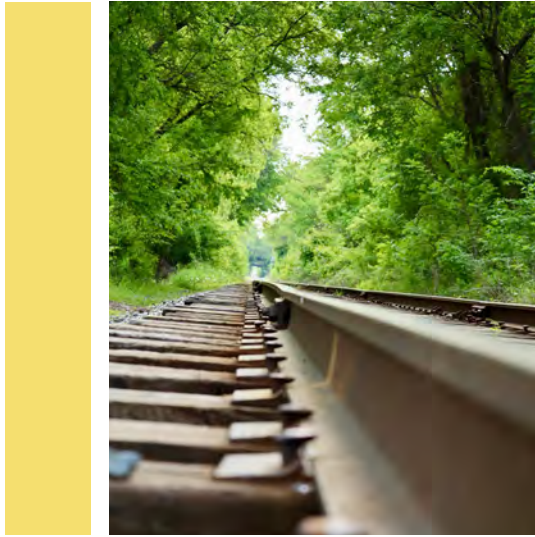


— CITY OF —
**Essex
Junction**



— CITY OF —
**Essex
Junction**











ICON OPTIONS



CITY OF
**Essex
Junction**

ORIGINAL OFF-CENTERED ICON



CITY OF
**Essex
Junction**

CENTERED ICON



CITY OF
**Essex
Junction**

ZOOMED OUT, OFF-CENTERED



CITY OF
**Essex
Junction**

ZOOMED OUT, CENTERED

COLOR PALETTE OPTIONS



CITY OF
**Essex
Junction**

COLOR PALETTE A



CITY OF
**Essex
Junction**

COLOR PALETTE B



CITY OF
**Essex
Junction**

COLOR PALETTE C



CITY OF
**Essex
Junction**

COLOR PALETTE D

IDENTITY DESIGN | RND 3

CONCEPT B



CITY OF

ESSEX JUNCTION



— CITY OF —
**ESSEX
JUNCTION**

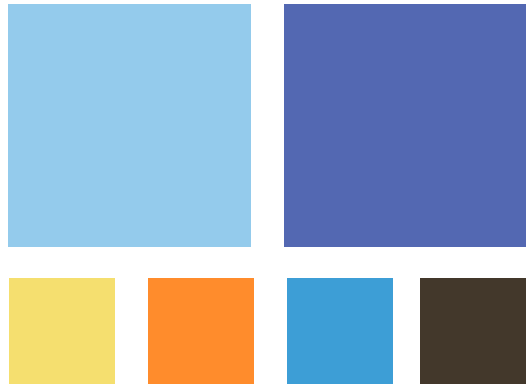
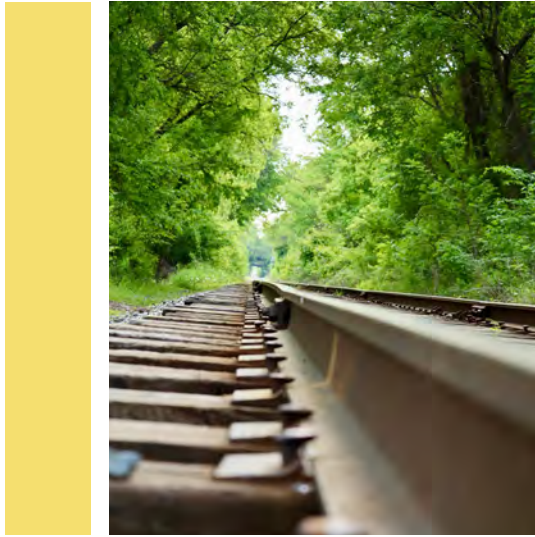


— CITY OF —
**ESSEX
JUNCTION**



— CITY OF —
**ESSEX
JUNCTION**



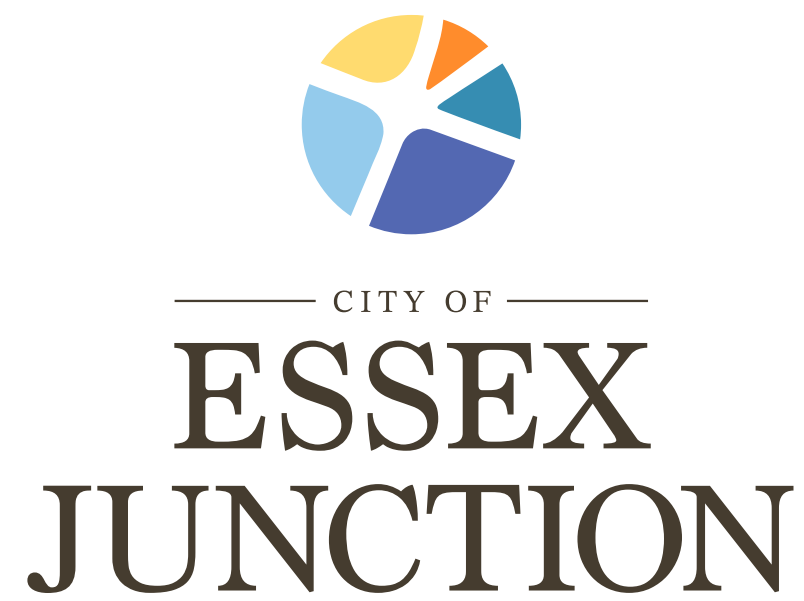




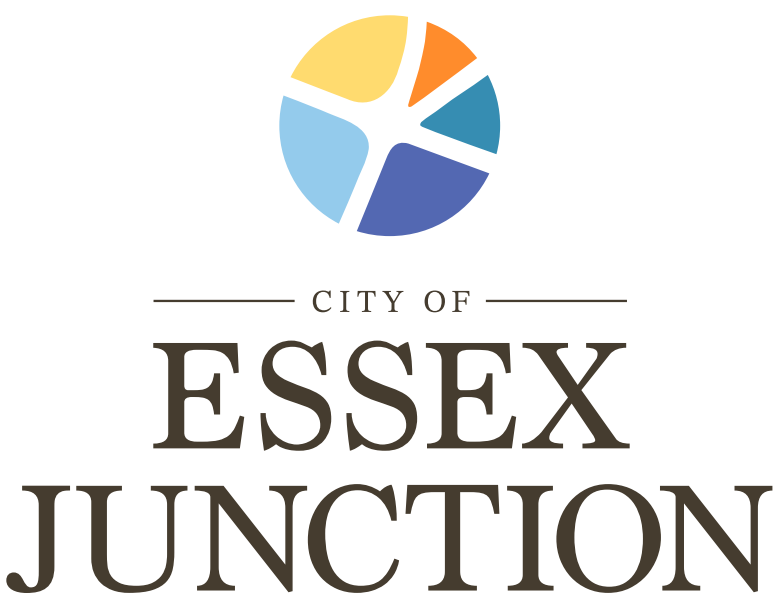




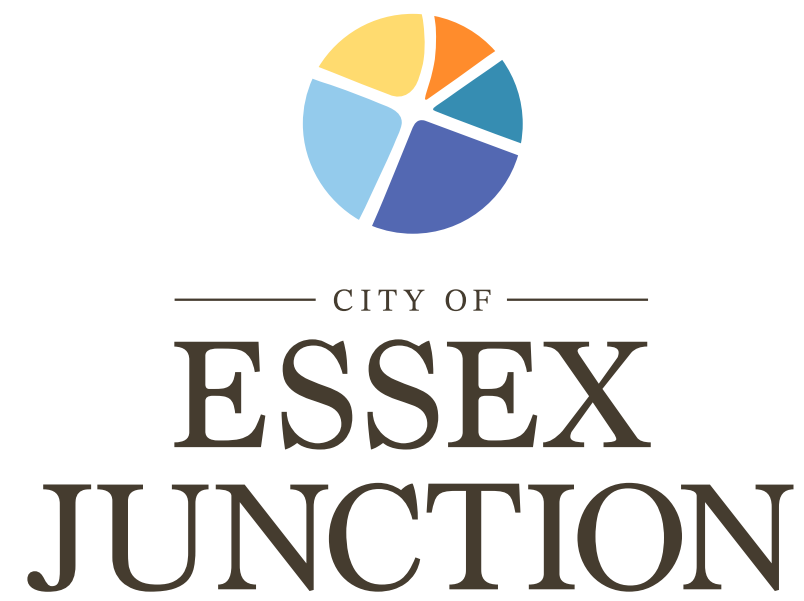
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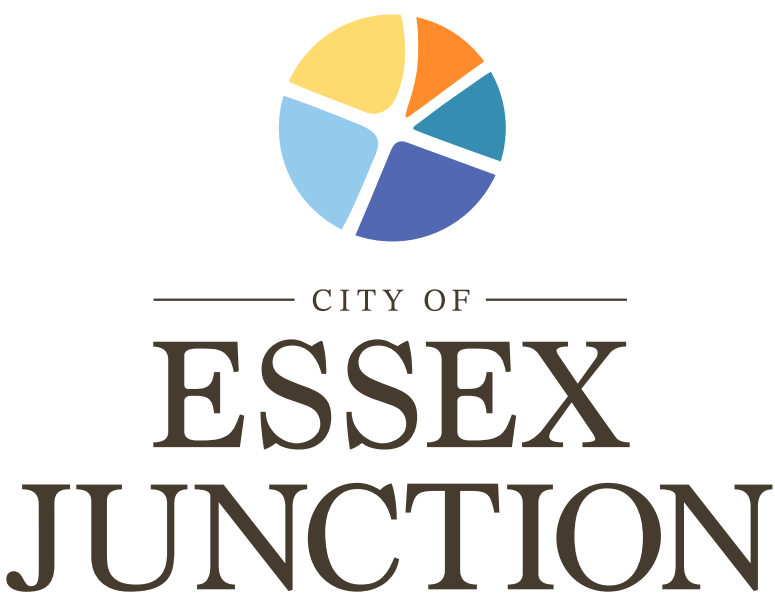
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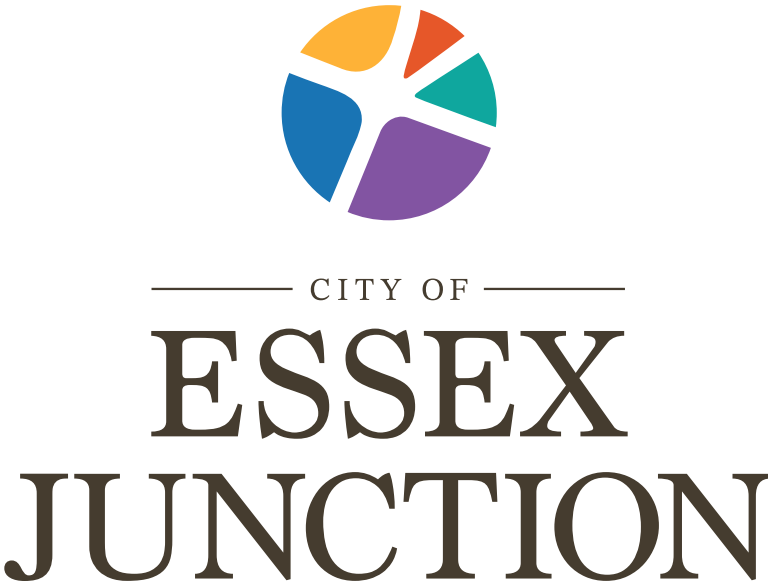


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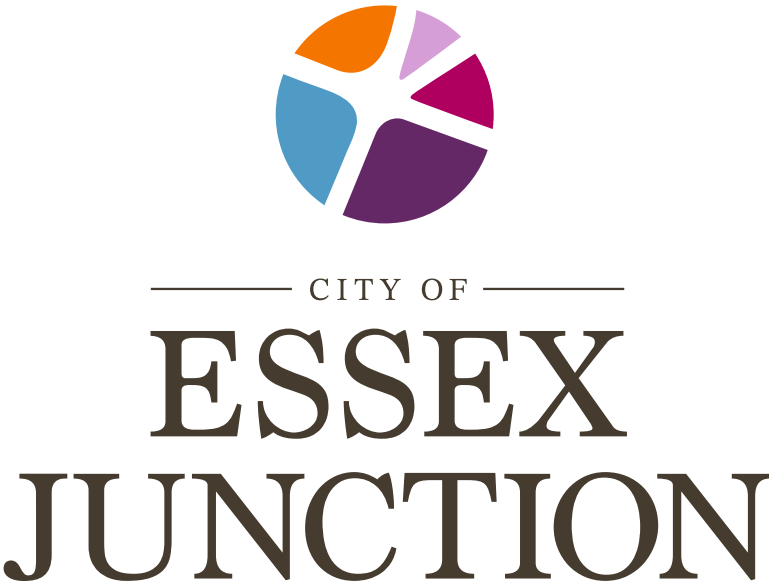


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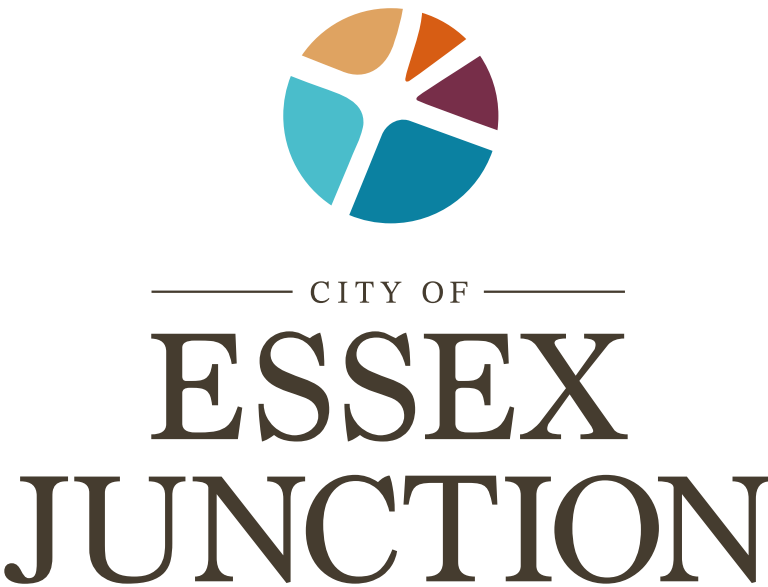
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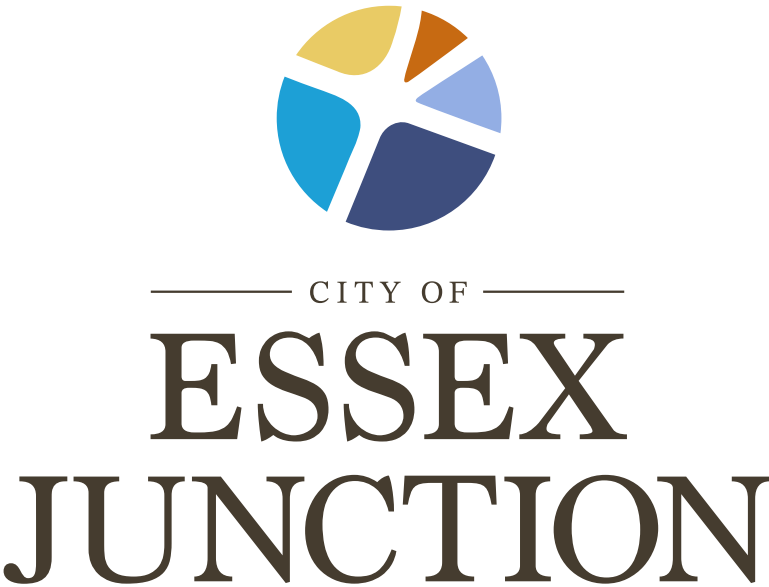
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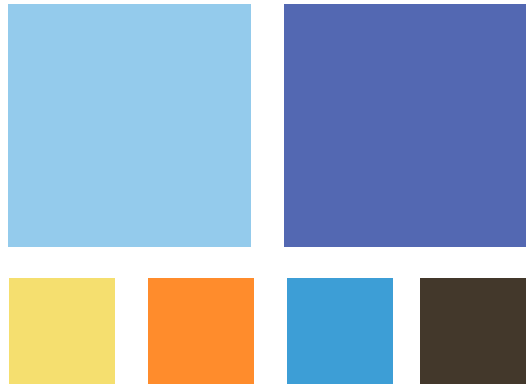
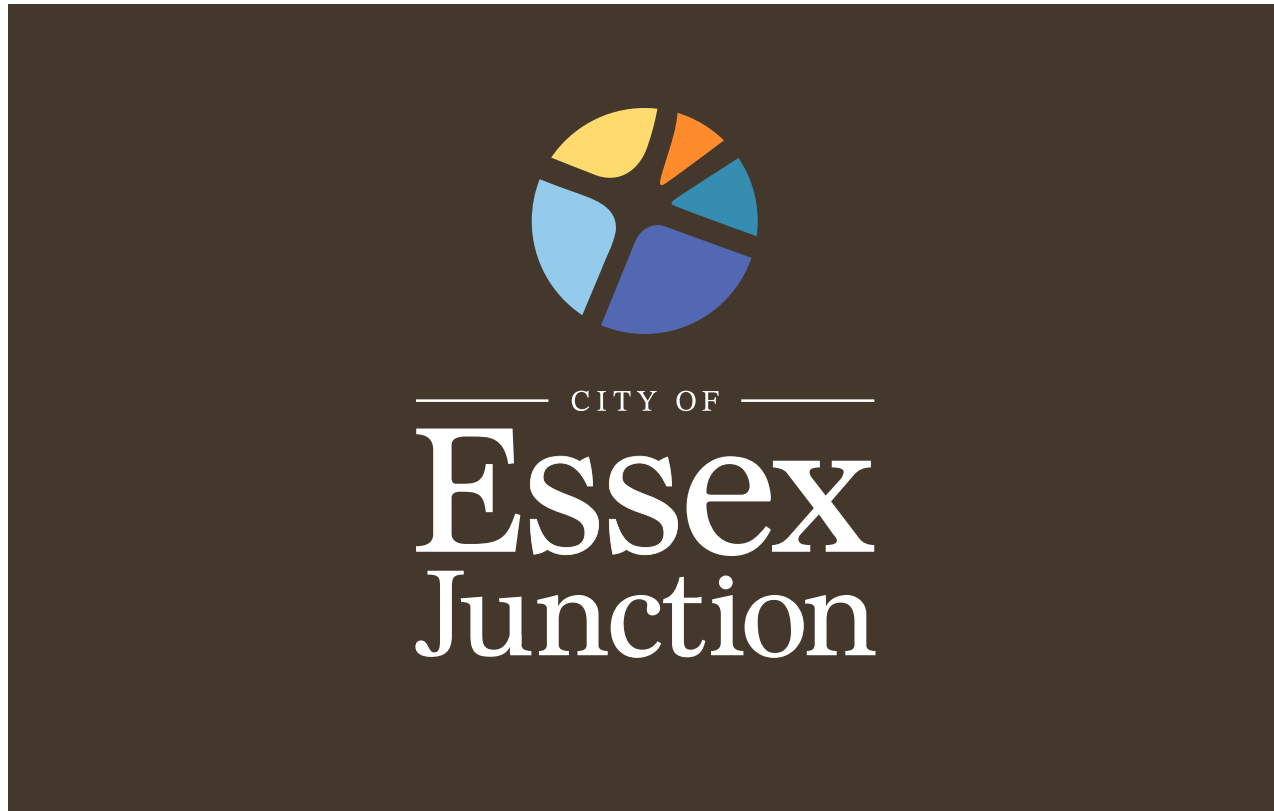
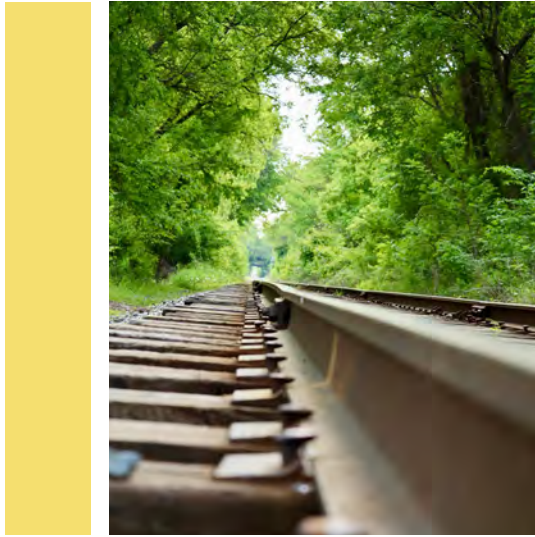


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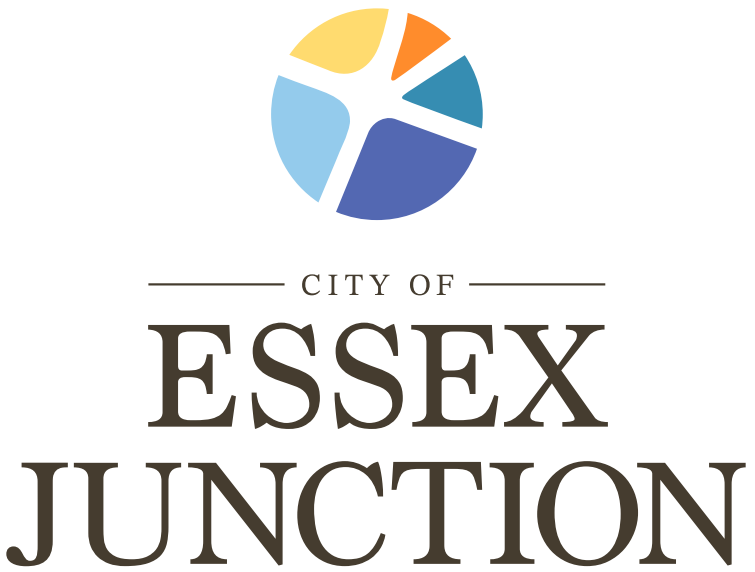


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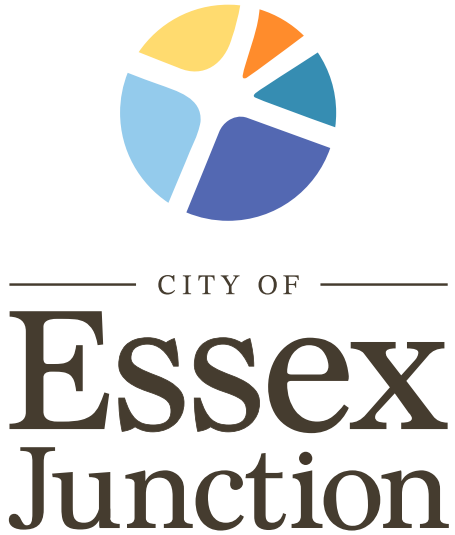
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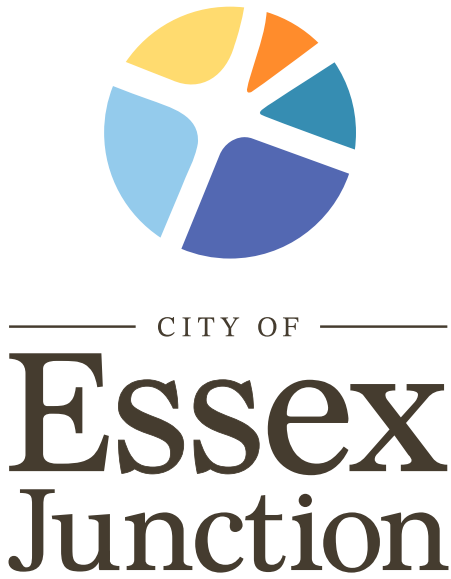
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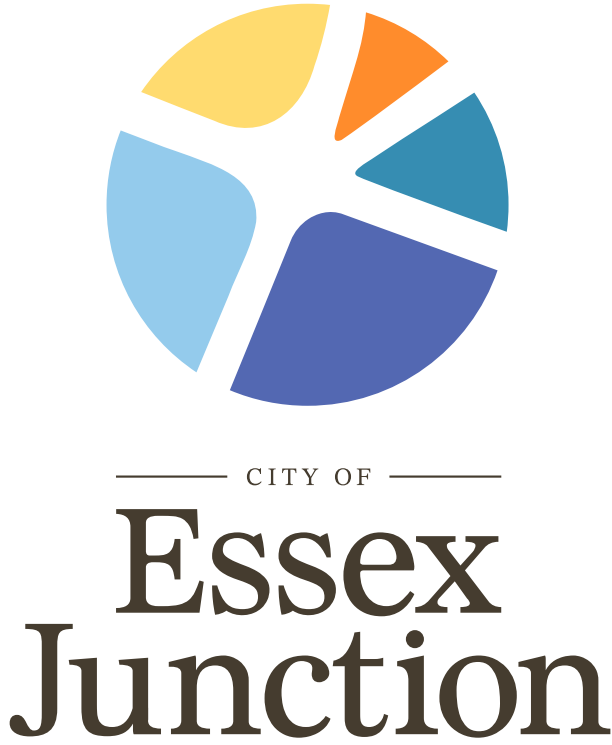
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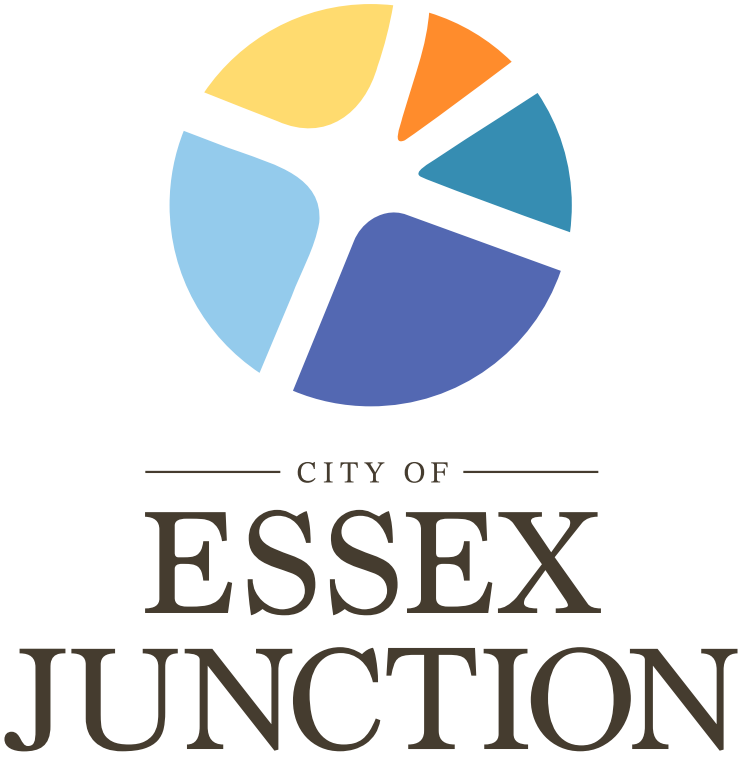
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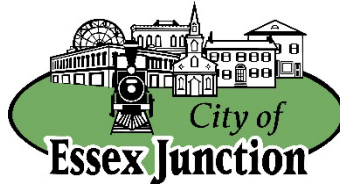


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NEXT STEPS

- Round 3 feedback due to Place Creative on 12/15
- Round 3 revisions due to Committee for review on 12/19

place.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: December 17, 2025
Agenda Item: Updated Annual Meeting Schedule

Issue:

Staff have updated the draft Annual Meeting schedule due to the Annual Meeting date change.

Discussion:

In coordinating with the Essex Westford School District on this schedule, April 7, 2026 was originally provided. However, it was discovered that the district's annual meeting should be held on the first Tuesday following the second Monday in April. The annual meeting date has now been changed to April 14, 2026.

City staff have made changes to the draft annual meeting schedule to accommodate the annual meeting date change, and to include the informational hearing date as decided by the Council on December 10. An important date to note is that the warning must now be approved at the March 11, 2026 meeting. This memo is for Council's review of the new schedule.

The schedule is still in draft form, as staff intend to run this by the City Attorney particularly for the charter change process.

Cost: None

Recommendation: No action is needed. This is for informational purposes only.

Attachments: DRAFT 2026 Annual Meeting Schedule

2026 Annual Meeting Schedule

December	
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 31	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 14, 2026. (Wording in italics is taken from VSA 24, Section 1755).</i>
February 25	City Council Meeting & Budget Discussion
February 26	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>
March	
March 5-15	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 9	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 <ul style="list-style-type: none"> Budget Finalized Adoption of Warning for Annual City Meeting (to include bond vote and charter change questions)

Week of March 23	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #1</i>
March 25	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 25	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 30	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #2</i>
March 25	City Council Meeting
April	
April 4	Publish Budget in local newspaper (or send in Newsletter by this date). <i>(Budget must be published at least 10 days before meeting).</i>
Week of April 7	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #3</i>
April 9	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 14	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.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING – FY27 BUDGET
DRAFT MINUTES OF MEETING
December 5, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Greg Duggan, Town of Essex Manager; Colleen Dwyer, Human Resources Director; Chris Gaboriault, Fire Chief; Michael Giguere, City Planner; Ron Hoague, Essex Chief of Police; Wendy Hysko, Library Director; Ricky Jones, Public Works Superintendent; Karen Lemnah, Assessor; Brad Luck, EJRP Director; Susan McNamara-Hill, Clerk/Treasurer; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHER ATTENDEES: Dottie Bergendahl, Alex Carmical, Jeanne Grant, Karen Hergesheimer, Christine Packard, Sheila Porter, Dennis Thibeault, George Tyler, Resa.

1. CALL TO ORDER

City Council President Thibeault called the meeting to order at 8:30 AM.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from public

Resa asked how the public can provide input for the FY27 budget being reviewed during today's meeting, and City Council President Thibeault replied that members of the public can submit written comment via email to the City Manager and City Councilors and during the public comment portion of City Council meetings where the budget will be discussed over the next several months.

5. BUSINESS ITEMS

a. Discussion of the proposed FY27 General Fund and Enterprise Fund Budgets

Overview, Revenues

City Manager Mahony began by noting that Fiscal Year (FY) 2027 will be the fourth City budget and will be the second year that a comparison to actuals (FY25) is available. She noted that staff were asked to produce a budget with no greater an increase than 3% and were also asked to produce a second budget with a no greater an increase than 5%. She noted that the initial draft budget in front of the Council today represents a \$500,000 (or 4.2%) increase over FY26's City Budget in the General Fund and a 4.4% increase on the tax levy. She noted that overall, this translates to a \$124 tax increase per year on a \$280,000 home over FY26. She also noted that draft utility budgets have been developed in order to provide a full picture of next year's tax scenario. She said that the total impact from all budgets (General Fund and enterprise budgets) is an approximately \$222 increase over FY26.

City Manager Mahony provided overall comments about General Fund expenses. She noted that while personnel costs account for the largest share of the General Fund budget (about 34%), staff are the City's greatest asset. She noted that this year is the final year of the current association contract, and that staff will see a maximum of a 4.25% merit-based increase. She noted that health insurance costs for FY27 only increased by 2.05% (though they are assuming a conservative 12% increase for CY2027—the latter half of FY27), and that no new positions are being contemplated (though the Assessor's Office will expand from 1.7 FTEs to 2.0 FTEs, to be cost-shared with the Town).

City Manager Mahony spoke briefly about her FY27 top ten Manager considerations for the budget. These included adhering to Council direction as much as possible (a proposed budget increase of between 3-5% over FY26), aligning with Councilor priorities from the Council's Strategic Retreat, building as conservative a budget as possible, recognizing Grand List uncertainty with the current reappraisal activities, acknowledging the volatility of health insurance costs, implementing cost containment efforts where possible, moving expenses out of the General Fund to Enterprise Funds incrementally, estimating preliminary Enterprise Fund impacts for FY27 where possible, acknowledging a potential bond vote to minimize the impact on taxpayers, and implementing a certain level of transfers from operating budgets to capital reserve funds where and if feasible. She also briefly provided an overview on revenues (a 4.7% increase over FY26).

City Manager Mahony briefly summarized the timeline for FY27 budget development and approval. She noted that after this initial presentation, Council budget working sessions are scheduled for the City Council meetings in January, with a community meal and budget presentation on January 31, 2026. She said that after that, continued Council budget sessions and a vote will be held in February, with the budget up for voter consideration at Annual Meeting Day on April 14, 2026.

Fire/Fire Building

Fire Chief Gaboriault began by noting that this budget represents an increase of 3% over the FY26 budget, and that they worked to adhere to last year's budget as much as possible. He noted additional funding into the salary line item of the budget, given higher call volumes seen during the year.

Councilor Certa noted that some of the increased call volume could be due to repeat callers or frequent flyers from the same address, and wondered if there could be a mechanism to recoup some of the costs due to repeat callers. Chief Gaboriault replied that they could look into potential ordinances to address this, possibly by assessing fees for multiple calls to the same address. He noted that increases to call volume don't seem to be driven by any one cause.

City Manager Mahony then spoke about the Fire Building budget, which shows a 40% increase from FY26 (around \$11,500) for removing walls on the first floor of the Fire Department to employ a more open-concept floor plan. Chief Gaboriault said that this renovation allows for more staff collaboration.

Community Development

City Manager Mahony began by noting that the Community Development budget for FY27 has increased by 3.1% over FY26. She spoke about the revenue decrease from FY26 to FY27 of around 40%, noting that this is driven by the volatility in development activity and collecting development-related fees from year to year. She said that this revenue assumption is conservative. She also noted that dedicated funding for Taft Street litigation is not included here and that it could cost a total of \$40,000 between FY26 and FY27.

City Council President Thibeault asked about assumptions for revenue due to fines for ordinance violation, and City Manager Mahony noted that this is included in the license and zoning fees revenue line and that there was no potential revenue assumed for this activity for FY27.

City Manager Mahony and Community Development Director Yuen reviewed the Community Development Department's Work Plan with the Council. Councilor Certa asked if vacancies in the Police Department will affect the Community Development Department's ability to update the City's traffic calming policy. Director Yuen replied that the policy itself is almost completed, but that the speed studies could be impacted by capacity limitations at the Police Department.

Economic Development/Public Safety and Services/County-Regional/Economic Development Fund/LOT Fund, Building Maintenance Fund

City Manager Mahony spoke briefly about the Economic Development budget, noting that it is included as a placeholder (with \$0 revenue and \$0 expenses). She noted that the City successfully had an Economic

Mobility and Opportunity Special Assistant Program position approved, and that this is a grant-funded shared resource with the Chittenden County Regional Planning Commission (CCRPC) and the municipalities of Winooski, South Burlington, and Shelburne. She also noted a shared equity resource at CCRPC for Essex Junction.

City Manager Mahony spoke briefly about the Public Safety and Services budget, which includes costs for Essex Rescue, the Police Department, and the Cemetery Association. She noted that the Essex Rescue budget and Cemetery Association line items are level-funded from FY26 to FY27. She noted a 9.7% increase in Police Department costs, but said that the Police Department's budget will be discussed in more depth later this afternoon.

City Manager Mahony then spoke about the County and Regional Functions budget, which has an overall 1.6% increase. She noted that the CCRPC decrease was due to an error in assigning dues to CCRPC between the Town and City (they had previously been combined), resulting in a decrease in actual costs. She noted that there will be an additional increase to the Green Mountain Transit line item of \$4,000.

City Manager Mahony spoke about the Building Maintenance Fund, which is supported by transfers from the General Fund. She said that this fund is used for maintenance and repairs for the City's buildings.

City Manager Mahony spoke briefly on the Economic Development Fund, noting that the projects currently in the fund include the Amtrak station, the Main Street Park project, and the Crescent Connector project.

City Manager Mahony spoke briefly on the Local Option Tax Fund. She noted that this funding is very dependent on the economy and the receipts generated through sales. She said that though the percentage of the funding that municipalities receive will increase beginning in FY27, some municipalities are projecting overall decreases in this revenue stream (partially driven by decreased revenue from Canadian tourism).

Administrative/Legislative/2 Lincoln Building

City Manager Mahony noted that the 2 Lincoln Building budget is showing an increase in FY27 of 6.5%, but noted that this budget may fluctuate given that the space was recently renovated and they are still trying to project costs for building heating, utilities, and cleaning services.

City Manager Mahony provided an overview of the Administrative budget, noting its projected increase of 4.1% over FY26, largely due to health insurance election changes for personnel.

City Manager Mahony spoke briefly on the legislative budget, noting a projected 11% decrease due to removing costs associated with the Governance Committee in FY27. Councilor Certa noted that the Governance Committee has been discussing potential changes in stipend amounts for City Councilors, and City Manager Mahony noted that this is included on a list of potential line items that will change between now and when the budget is finalized.

Public Works – Streets

City Manager Mahony spoke about the Streets budget. She noted that in FY27 there is an increase in the repair and maintenance for vehicle costs due to aging equipment and some shifts in roof insurance costs, but that generally this budget mostly attempts to stay on top of costs associated with vehicles and paving. She also noted that throughout the entirety of the budget there are increases in certain places, anticipating the impacts of the new traffic calming policy.

Councilor Certa asked if this budget assumes full staff capacity, and Public Works Superintendent Jones replied that it does, yes. He also asked if it would be possible to allocate staff time to the Buildings portion of the budget to reflect the expenses of staff, and City Manager Mahony replied that this could be reflected in the budget, but that these costs are all ultimately in the General Fund budget anyway. Councilor Miller asked if paving funds for the westbound portion of Pearl Street was reallocated from elsewhere and whether this

resulted in detrimental impacts to other projects, and Public Works Superintendent Jones replied that this isn't negatively impacting other projects. He noted that state paving budgets were significantly cut and that the Class 1 paving schedule has been pushed out for all roads across the state.

Enterprise Funds – Water/Wastewater/Sanitation/Stormwater

City Manager Mahony began by noting that the enterprise fund budget estimates are preliminary and will be worked on for a number of months. Finance Director Morris noted that the Water Fund's budget currently shows a projected increase of 3%, but that it is not clear yet how that will translate to water rate impacts for rate payers. City Manager Mahony spoke about the Sanitation Fund budget, noting that the 9.2% rate increase is due to the proposed capital transfer. City Manager Mahony then spoke about the Stormwater Fund budget, noting that this is the second year of the City's stormwater utility and the first year that transfers are proposed for capital savings (resulting in a budget increase from FY26 to FY27 of around 50%). Water Quality Superintendent Mandigo noted that the City has expended the majority of its FY26 budget implementing emergency fixes to stormwater pipe infrastructure and that she has had to decline a number of grants in order to save the City's matching funds for any future emergencies. Councilor Sheldon asked how much of a need there is for current urgent repairs, and Water Quality Superintendent Mandigo replied that approximately \$250,000 would help to catch up on repairs and immediate maintenance for sliplining stormwater pipes. City Manager Mahony then spoke about the Wastewater Fund budget, noting an increase of 3.4% over FY26. Water Quality Superintendent Mandigo noted that the City's land use application for biosolids will cease in two years and that staff are working on designing and developing alternative recycling methods for biosolids.

Councilor Haney recommended that any rate changes that will impact rate payers be communicated aggressively to taxpayers and users.

Capital/Rolling Stock/Transfers and History

City Manager Mahony walked through the Transfers activity within the budget. She noted a recommendation to level fund the General Fund transfer from FY26 to FY27, a 7% increase for rolling stock transfer, a level funded buildings transfer, a level funded EJRP capital transfer, and an increase in fund balance reserve planning by \$20,000 for anticipated retirements.

City Manager Mahony then spoke about the General Fund Capital Reserve Fund Balance and the Rolling Stock Fund Balance. Finance Director Morris spoke further about the Rolling Stock Fund, noting that the City conducted an inventory of the totality of its rolling stock. She emphasized the importance of directing transfers to this fund, given that the City has a number of trucks that are well past their warranties and are costing the City money in repairs and maintenance. She said the goal would be to replace fleet vehicles within the 8-year warranty time period.

Finance, Debt

City Manager Mahony noted a projected increase of 7.4% to the Finance budget from FY26 to FY27, largely driven by the increase in group insurance costs. Finance Director Morris noted a reduction in the training and conference expense line item for FY27, but said that she would like to add those costs back in, if possible.

City Manager Mahony then spoke briefly about the Debt portion of the budget, which is where the City's debt is tracked. She noted that the City will be incurring costs for the police facility through FY34 and other capital improvements through FY35.

IT

Finance Director Morris spoke about the IT budget, noting an increase of 12.7% over FY26. She noted that IT management costs have increased more than budgeted in prior years but is confident that the FY27 numbers accurately represent costs, given that the budget contains actual quotes from the City's IT vendor. She noted that IT and hardware for enterprise fund departments will come out of those funds' budgets, not the General Fund budget.

City Council President Thibeault noted that now that the City has separated from the Town and has had three years of its own IT department and vendor, she would be interested in what comes out of the next RFP process for procuring IT services. City Manager Mahony agreed, saying that exploring the City's options for IT will be a useful exercise. Councilor Certa asked if the City has servers on site or whether its data is stored in the cloud, and City Manager Mahony replied that the City's data is both stored in-house and in the cloud. Councilor Shelden asked for a list of the City's software subscriptions, and City Manager Mahony replied that these include subscriptions for Office 365, Adobe, and password storage software. Councilor Certa asked if the City has explored using free, open-source software (such as Libra instead of Adobe), and City Manager Mahony replied that the City has not.

Brownell Library/Brownell Building

City Manager Mahony began by noting that the FY27 budget for the Library represents a 3.3% increase over the FY26 budget. She noted that this year's budget has two separate lines for digital versus non-digital collections, given that digital collections is such a driver of those costs. Karen Hergesheimer, Brownell Board of Trustees Vice Chair, provided a brief presentation on the Brownell Library's budget. She began by speaking briefly about what has been reduced or changed in the past three budget cycles, including cuts to several line items, cuts to the collections budget, increased inflation of both costs for digital and physical books, and increased costs and demand from the community for digital collections. She noted that though they are presenting a budget with a 3.3% increase, they view it as level-funded because those increases are going toward personnel costs. She talked about the implications of significant budget cuts, which would lead to cuts to programs, services, and supports at the library. She spoke about the HomeCard agreement, which is a reciprocal borrowing agreement and system among 30 libraries within the state. She spoke about the latest strategic planning survey results from the community. Dottie Bergendahl, a Library Trustee, spoke about the continued and compounded increases in the cost of digital items and advised that this be monitored. She also spoke positively about interlibrary loan services. Library Director Hysko explained in more detail about the pricing structure for digital items.

Councilor Certa asked about exploring setting up a subscription service for certain library services or items, given the need for revenue and leveraging ways to offset the library's costs. Director Hysko noted that State statute prohibits placing costs for users on library items and requiring that items be free to access and equitable.

Clerk

City Manager Mahony began by noting that this budget is reduced in expenditure, and that the budget is projected to cover 100% of annual meeting costs assuming that those costs are no longer shared with the school. She said that these costs include election expenses, printing, and postage. City Manager Mahony noted that some years have more or fewer elections than others, so year-to-year budget comparisons for this costing center are somewhat volatile. She said that FY27 will have fewer elections than FY26.

Councilor Shelden asked for more detail on the budget and itemized election costs for FY27. Councilor Certa noted that it has been difficult to find volunteers to work elections and that having to pay them part-time salaries to work the polls would be an extra expense. City Council President Thibeault said it would be helpful to hear an update from the school district about their thinking on holding their budget vote on Town Meeting Day, as that would help to inform the City's conversation about election timing. City Council President Thibeault then asked for an update on the passport site application, and Clerk/Treasurer McNamara-Hill replied that an application has been submitted to the State Department and they are awaiting a response.

Essex Junction Recreation & Parks General Fund/Program Funds/Capital

City Manager Mahony began by noting that the EJRP General Fund budget has decreased, as additional salary and benefit costs have moved from the General Fund budget to the EJRP Program budget. She also noted increases in the Fourth of July expenditure line item and \$20,000 for community events similar to Meet Me On Main. EJRP Director Luck added that the department is planning to field a community survey,

participating business survey, and a downtown business survey related to the Meet Me On Main event to gather feedback. City Manager Mahony then spoke about the EJRP, Parks, and Facilities budget, with a proposed increase of 5.2% over FY26. She then walked through the Park Street School budget and the Maple Street Park and pool budget.

Director Luck then spoke about the EJRP Capital budget and Capital Plan. He said that the Capital Plan and rolling stock for EJRP are both funded by the Penny for Parks tax.

Director Luck and City Manager Mahony then walked through the EJRP Program budget summary. Finance Director Morris noted that she and Director Luck have been working over the past several years to attempt to further allocate costs within all of EJRP's programs (insurance, overhead, etc). She said that this helps give a better picture of actual program costs, which can inform decisions about fees.

Councilor Haney asked about the timeline for Cascade Park and the funding source for that project. Director Luck replied that it is being covered by a Land and Water Conservation Fund (LWCF) federal grant with either a cash or time match. He said that the project is slated to begin in June. Councilor Haney asked for an update on the senior center. Director Luck replied that the City has applied for a grant from the State for \$25,000 and should be receiving a response soon. He also noted that they are currently working on renovating the space to move programming back into it, and intend to have multi-use, versatile programming in the space. He said that they hope to resume programming in the space in February. Councilor Certa asked about program participation numbers, and Director Luck spoke about the programs that have been offered since the senior center temporarily relocated out of 2 Lincoln, noting that they have generally been active and well-attended. City Manager Mahony provided an update on the 2 Lincoln Street renovations, noting that they are currently repairing several items (chimney leaks, boilers), but that they anticipate completion of renovations soon, and will update the Council when it has concluded.

Town – Police, Assessing

City Manager Mahony began by speaking about the City portion of the Assessing budget, which is a shared service with the Town of Essex. She noted that the department is expanding from 1.7 to 2 FTEs and to a 50/50 cost-share with the Town. City Council President Thibeault asked for a status update on the reappraisal, and Assessor Lemnah provided an update on the batches of residential and commercial properties that have undergone review thus far. She outlined the process for setting up informational meetings once properties receive preliminary reappraisal estimates.

Chief Hoague then provided a summary of the proposed FY27 Essex Police Department budget (which is a service that is also shared with the Town of Essex). He noted that they currently have 25 out of 31 police officer positions filled and that all other staff positions are filled. He said that due to stretched capacity, they had decided to pull officers from specialty positions on a temporary basis and reassign them to patrol as of January 1, but that when new recruits are onboarded in the March timeframe, they will revert back to their assignments. He said that in terms of personnel, they decided to cut a parks patrol position, since they have been unable to reliably staff that position. He noted a decrease in legal fees expenditures. He said that the Police Department is continuing its community outreach contract with the Howard Center and that Community Justice Center (CJC) funding is unknown and will depend on how the legislature chooses to fund the program. He said there is also an open question on whether the CJC will completely relocate back to Burlington/Chittenden County. He spoke about increases in line items related to specialized equipment (body cameras and tasers), and reductions in line items related to leases and interest (as a leased vehicle was paid off in July). He spoke about the anticipated purchase of two vehicles in FY27.

Councilor Shelden asked about looking into drafting an ordinance whereby the City can share in the revenue earned from state police-issued speeding tickets incurred on state highways within City limits. Chief Hoague said that an ordinance could be crafted that revenue from fines incurred under Title 7 could come back to the City. Councilor Miller asked for more detail on the purchase of body cameras. Chief Hoague said that the Police Department began issuing body cameras to officers five years ago and that now it is very

commonplace, and the technology helps write reports and is used as supporting information during testimony. He said that they would like to replace those body cameras and in-car cameras. Councilor Haney asked about Essex and Williston sharing dispatcher resources, and Chief Hoague provided further details on the arrangement.

GENERAL DISCUSSION:

The Council began by reviewing the City's progress on its prioritization list of action items by department, particularly focusing on new items and the process for adding and reviewing items that have been newly added to the list. City Council President Thibeault suggested adding items for future prioritization related to focusing on revenue and revenue generation for the City, annual review of rate sheets, reviewing engineering and legal contracts, and buildings assessment. City Manager Mahony noted that in terms of revenue, while the City tracks and successfully obtains a number of grants per year, those aren't included in proposed budgets given that they need to be applied for and aren't certain sources of revenue. As an example of creative revenue generation, Councilor Miller noted that the Town of Essex has been able to earn interest on their unassigned fund balance by placing it into short-term low-fee Certificate of Deposit accounts, which in turn they have used to buy down tax rate increases for their residents. Councilors supported exploring a similar activity, especially while interest rates are high. Finance Director Morris said that the City is moving in that direction.

City Manager Mahony then introduced the topic of upcoming community engagement activities. She began by summarizing the community meal event that will occur on January 31, 2026. She noted that the physical location for the event is still pending availability and Council decisions, but suggested the Multipurpose Room at Maple Street Park or the Public Works facility (if there is a bond vote for a new facility). She suggested potentially a community engagement activity or open house format, rather than a formal meeting. City Council President Thibeault suggested setting up a separate time and meeting for an open house style meeting, given that an informational meeting on the budget is important, and that having EJRP host an open house would be appropriate. The Council also discussed hosting the community meal at one of the Essex Junction schools, and Director Snellenberger said she would look into availability.

City Manager Mahony then reviewed the FY27 budget engagement schedule, saying that the City's goal is to provide a variety of engagement options to the public. The Council discussed various options for community engagement events, agreeing to schedule coffee chats and to host a table at the ADL basketball tournament. They discussed the difficulty of holding community engagement events in the winter months. Councilor Haney suggested creating brief, easily digestible video clips of different parts of the budget and posting them to the City's Facebook page.

The following public comments were received:

- Resa asked a clarifying question about call volume at the Fire Department, and City Manager Mahony provided clarification on the timeframes for call volume statistics. Resa also strongly advocated for using Libra as an open-source free suite of software.

6. COUNCILOR COMMENTS AND CITY MANAGER REPORT:

None.

7. ADJOURN

Councilor Certa made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 4-0 (Councilor Shelden absent for vote).

Respectfully Submitted,
Amy Coonradt

12/11/25

City of Essex Junction Accounts Payable

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02:00 pm

Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	11/20/25	Supplies 552532424022	210-5-40-12-610.000 General Supplies	65.36	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	11/20/25	DEGREASER 5 GA 552532424023	210-5-40-12-610.000 General Supplies	36.39	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	11/21/25	Wire ties for shop 552532524086	210-5-40-12-610.000 General Supplies	19.83	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	12/01/25	ENGINE BRITE FOAMY 552533524371	210-5-40-12-610.000 General Supplies	38.19	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	12/01/25	RX TRUCK WIPER 22" for Tr 552533524378	210-5-40-12-430.000 R&M Vehicles & Equipment	76.18	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	12/02/25	Return for different wipe 552533624395	210-5-40-12-430.000 R&M Vehicles & Equipment	-9.82	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	12/05/25	Interior detailer, Microf 552533924518	210-5-40-12-610.000 General Supplies	46.52	57292	12/12/25
05290	ADVANCE AUTO PARTS 9820	12/05/25	Gates 552533945150	210-5-40-12-610.000 General Supplies	21.12	57292	12/12/25
28555	ALLEGIANCE TRUCKS	11/20/25	TRK#7 service R401012464:0	210-5-40-12-430.000 R&M Vehicles & Equipment	388.45	57294	12/12/25
V0002	AM LEONARD, INC.	12/01/25	SPREADER 100LB ICE MELT W CI25065392	210-5-40-12-610.000 General Supplies	684.95	57296	12/12/25
80184	AMAZON BUSINESS SERVICES	11/22/25	BL JFoundation NOV25 14XFXP7YJCJ7M	210-5-90-00-991.000 Library Donation Expense	402.95	57297	12/12/25
80184	AMAZON BUSINESS SERVICES	11/24/25	BL JFoundationExp NOV25 1DP99TWM9LWT	210-5-90-00-991.000 Library Donation Expense	82.05	57297	12/12/25
80184	AMAZON BUSINESS SERVICES	12/08/25	BL AProg DEC25 1GTH94GK3F74	210-5-35-10-840.201 Adult Programs	22.99	57297	12/12/25
80184	AMAZON BUSINESS SERVICES	11/22/25	BL Supplies NOV25 1KRJHNKV9XXY	210-5-35-10-610.000 General Supplies	60.23	57297	12/12/25
80184	AMAZON BUSINESS SERVICES	11/19/25	BL CProg NOV25 1W1G9W73KPLC	210-5-35-10-840.202 Childrens Programs	164.57	57297	12/12/25
19815	AMAZON CAPITAL SERVICES	11/24/25	Senior Supplies 1FPXLNP3HYDV	210-5-30-10-610.000 General Supplies	7.99	57298	12/12/25
19815	AMAZON CAPITAL SERVICES	12/05/25	Office Supplies 1PNCL7FYXVCP	210-5-30-10-610.000 General Supplies	25.98	57298	12/12/25
19815	AMAZON CAPITAL SERVICES	11/25/25	Seniors Supplies 1Q9XHDC1J31G	210-5-30-10-610.000 General Supplies	161.98	57298	12/12/25
19815	AMAZON CAPITAL SERVICES	11/25/25	Senior Supplies 1YDPFKYHHDTK	210-5-30-10-610.000 General Supplies	400.70	57298	12/12/25
19815	AMAZON CAPITAL SERVICES	11/24/25	Senior Supplies 1YYRLMXQJJVY	210-5-30-10-610.000 General Supplies	10.99	57298	12/12/25
80061	BASSICK, LINDA	12/02/25	BL CProg-Music DEC25 0027	210-5-35-10-840.202 Childrens Programs	100.00	57300	12/12/25
80185	BIRMINGHAM, JOSHUA	12/03/25	Stipend RAC December 2025 120325Birmin	210-5-11-10-190.000 Board Member Payments	50.00	57301	12/12/25
80282	BLUETRITON BRANDS INC	12/02/25	2 Lincoln Bottled Water N 05D874002105	210-5-41-20-610.000 General Supplies	27.95	57302	12/12/25
80282	BLUETRITON BRANDS INC	10/02/25	2 Lincoln Bottled Water S 05I874002105	210-5-41-20-610.000 General Supplies	7.22	57302	12/12/25
80282	BLUETRITON BRANDS INC	11/04/25	2 Lincoln Bottled Water O 05J874002105	210-5-41-20-610.000 General Supplies	46.67	57302	12/12/25

12/11/25

City of Essex Junction Accounts Payable

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02:00 pm

Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	11/13/25	BL JBooks NOV25 B7103078	210-5-35-10-640.202 Juvenile Collection	115.28	57304	12/12/25
00530	BRODART CO	11/13/25	BL JBooks NOV25 B7103078	210-5-35-10-610.000 General Supplies	9.37	57304	12/12/25
00530	BRODART CO	11/20/25	BL JBooks NOV25 B7108093	210-5-35-10-640.202 Juvenile Collection	4.79	57304	12/12/25
00530	BRODART CO	11/20/25	BL JBooks NOV25 B7108093	210-5-35-10-610.000 General Supplies	2.30	57304	12/12/25
16030	BROWN ELECTRIC	11/21/25	Issue: Water fountain pum 40953	210-5-41-27-431.000 R&M Buildings & Grounds	3894.36	57305	12/12/25
16030	BROWN ELECTRIC	11/21/25	EJ Fire Station Elec upst 40983	210-5-41-22-431.000 R&M Buildings & Grounds	404.00	57305	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-40-12-530.000 Communications	160.46	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-30-13-530.000 Communications	26.23	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-41-22-530.000 Communications	52.46	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-41-26-530.000 Communications	280.38	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-41-20-530.000 Communications	357.63	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	Phone/Internet December 2 43985120125	210-5-41-23-530.000 Communications	193.69	57306	12/12/25
30360	BURLINGTON TELECOM	12/01/25	BL PhoneInternet NOV25 BT 122025	210-5-41-21-530.000 Communications	342.95	57307	12/12/25
03000	CARGILL SALT EASTERN INC	11/17/25	DEICER SALT ICE CNTRL BLK 2911705562	210-5-40-12-600.000 Salt, Sand and Gravel	2237.76	57308	12/12/25
03000	CARGILL SALT EASTERN INC	11/24/25	DEICER SALT ICE CNTRL BLK 2911733244	210-5-40-12-600.000 Salt, Sand and Gravel	11019.64	57308	12/12/25
03000	CARGILL SALT EASTERN INC	12/03/25	DEICER SALT ICE CNTRL BLK 2911769820	210-5-40-12-600.000 Salt, Sand and Gravel	2200.94	57308	12/12/25
26395	CCRPC	10/31/25	Equity Advisor October 20 2025-777	210-5-10-10-330.000 Professional Services	401.04	57310	12/12/25
V04609	CENTER POINT LARGE PRINT	11/13/25	BL A LP Books DEC25 2210912	210-5-90-00-991.000 Library Donation Expense	103.08	57311	12/12/25
V0461	CENTRAL BEVERAGE	12/05/25	BL Newspapers NOV25 149	210-5-35-10-640.201 Adult Collection	425.75	57312	12/12/25
45120	CHAMPLAIN VALLEY EQUIPMEN	11/25/25	Filters for mobile compre CC17383	210-5-40-12-430.000 R&M Vehicles & Equipment	90.21	57314	12/12/25
15285	CHECKR INC	11/30/25	Background Check PW-WRRF 2183155	210-5-10-10-330.000 Professional Services	77.50	57316	12/12/25
21210	CINTAS LOC # 68M 71 M	11/20/25	Shop supplies 4250521541	210-5-40-12-610.000 General Supplies	207.89	57318	12/12/25
21210	CINTAS LOC # 68M 71 M	11/26/25	3X10 BLACK MAT 4251423459	210-5-40-12-610.000 General Supplies	26.30	57318	12/12/25
21210	CINTAS LOC # 68M 71 M	12/04/25	3X10 BLACK MAT 4251845140	210-5-40-12-610.000 General Supplies	26.30	57318	12/12/25
21210	CINTAS LOC # 68M 71 M	11/30/25	WATERBREAK COOLER AGREEME 9348826072	210-5-40-12-610.000 General Supplies	50.00	57318	12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80221	CLARK, BETHANY	12/04/25	Stipend GOV December 2025 120425Clark	210-5-11-10-190.000 Board Member Payments	50.00	57319	12/12/25
80197	COEN, Thomas	12/04/25	Stipend GOV December 2025 120425Coen	210-5-11-10-190.000 Board Member Payments	50.00	57322	12/12/25
80208	Capital One Trade Credit	09/26/25	Flashlight 2161538	210-5-40-12-610.000 General Supplies	21.99	57324	12/12/25
80208	Capital One Trade Credit	12/05/25	Supplies 2162095	210-5-40-12-610.000 General Supplies	57.94	57324	12/12/25
80187	DELUCIA, CORA	12/03/25	Stipend RAC December 2025 120325Deluci	210-5-11-10-190.000 Board Member Payments	50.00	57326	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	Pocket Park Eng. Oct 2025 22815112425	210-5-16-10-330.000 Professional Services	180.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	Engineering Oct 2025 w/s 24824112425	210-1-00-00-130.002 Exchange - Billable	2221.40	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	Engineer Taft ST October 24825112425	210-1-00-00-130.002 Exchange - Billable	234.05	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Misc Assistance Oct 20 25810112425	210-5-16-10-330.000 Professional Services	143.35	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Misc Assistance Oct 20 25810112425	210-5-40-12-330.000 Professional Services	97.50	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Assistance-RVJ - Octob 25816112425	210-5-40-12-330.000 Professional Services	1387.50	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Assistance-RVJ-Novembe 2581612925	210-5-40-12-330.000 Professional Services	185.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Capital Estimates 2025 25823112425	210-5-40-12-330.000 Professional Services	370.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Capital Estimates 2025 2582312925	210-5-40-12-330.000 Professional Services	786.25	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	Engineering TRC meeting O 25826112425	210-5-16-10-330.000 Professional Services	370.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	Eng water tie-in 17 park CD2480511242	210-1-00-00-130.002 Exchange - Billable	1204.60	57327	12/12/25
80226	DOW, JESSICA	11/18/25	Stipend BLT November 2025 20251118Dow	210-5-35-10-190.000 Board Member Payments	50.00	57330	12/12/25
V10347	EHRLICH	11/25/25	2 Lincoln Pest Control 85531620	210-5-41-20-400.000 Contracted Services	70.44	57331	12/12/25
80186	EMILO, JOCELYN	12/03/25	Stipend RAC December 2025 120325Emilo	210-5-11-10-190.000 Board Member Payments	50.00	57332	12/12/25
V0777	ESSEX REPORTER	11/30/25	Newsletter December 2025 425461	210-5-10-10-540.000 Advertising	615.00	57336	12/12/25
31875	ESSEX TOWN WATER DEPT	11/05/25	Maint Bldg Water/Sewer 323739371	210-5-41-26-410.000 Water and Sewer Charges	303.97	57337	12/12/25
80280	Epic Concrete Constructio	11/26/25	Park Street Stairs 1307	210-5-41-23-431.000 R&M Buildings & Grounds	9000.00	57338	12/12/25
16000	FISHER AUTO PARTS	11/20/25	Car wash soap and faucet 526588	210-5-40-12-610.000 General Supplies	66.20	57341	12/12/25
16000	FISHER AUTO PARTS	12/05/25	3 GATES HYDRAULIC 527987	210-5-40-12-430.000 R&M Vehicles & Equipment	100.89	57341	12/12/25
34895	GAUTHIER TRUCKING, INC.	12/01/25	11 JACKSON ST - 11/01/25- 1907694	210-5-40-12-425.000 Trash Removal	156.88	57343	12/12/25

12/11/25

City of Essex Junction Accounts Payable

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02:00 pm

Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	GAUTHIER TRUCKING, INC.	12/01/25	2 Lincoln Garbage Novembe 1907695	210-5-41-20-425.000 Trash Removal	342.33	57343	12/12/25
34895	GAUTHIER TRUCKING, INC.	12/01/25	Railroad Ave PEARL ST, MA 1907696	210-5-40-12-425.000 Trash Removal	643.08	57343	12/12/25
34895	GAUTHIER TRUCKING, INC.	12/01/25	Beech St. BARREL ON BIKE 1907860	210-5-40-12-425.000 Trash Removal	91.08	57343	12/12/25
34895	GAUTHIER TRUCKING, INC.	12/01/25	MSP Trash Removal Dec 1908582	210-5-41-26-425.000 Trash Removal	519.46	57343	12/12/25
20470	GLOBAL MONTELLO ATT: FLEE	11/30/25	Vehicle fuel Nov 2025 339138	210-5-40-12-626.000 Gasoline	1992.07	57344	12/12/25
20470	GLOBAL MONTELLO ATT: FLEE	11/30/25	Vehicle fuel Nov 2025 339138	210-5-30-12-626.000 Gasoline	63.07	57344	12/12/25
20470	GLOBAL MONTELLO ATT: FLEE	11/30/25	Vehicle fuel Nov 2025 339138	210-5-25-10-626.000 Gasoline	592.01	57344	12/12/25
80139	GOLDRING, LESLIE	11/25/25	Stipend TAC November 2025 112525Goldri	210-5-40-12-190.000 Board Member Payments	50.00	57345	12/12/25
07010	GREEN MOUNTAIN POWER CORP	11/13/25	GMP Railroad St Crossing 36161125	210-5-40-12-622.200 Streetlight Electricity	504.31	57350	12/12/25
07010	GREEN MOUNTAIN POWER CORP	11/13/25	GMP Park/Railroad Signal 85921125	210-5-40-12-622.200 Streetlight Electricity	144.25	57351	12/12/25
80091	HERGESHEIMER KAREN	11/18/25	Stipend BLT November 2025 111825Herges	210-5-35-10-190.000 Board Member Payments	50.00	57353	12/12/25
38585	IDENTIFICATION SOURCE	11/16/25	2026 Dog licenses 26-254	210-5-12-10-610.000 General Supplies	495.10	57355	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/24/25	BL A.F.LPBooks NOV25 92202896	210-5-90-00-991.000 Library Donation Expense	20.74	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/24/25	BL A.F.LPBooks NOV25 92202896	210-5-90-00-991.000 Library Donation Expense	17.92	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/24/25	BL A.F.LPBooks NOV25 92202896	210-5-35-10-610.000 General Supplies	26.03	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/24/25	BL A.F.LPBooks NOV25 92202896	210-5-35-10-640.201 Adult Collection	221.59	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/26/25	BL A.F.LPBooks DEC25 92281178	210-5-35-10-610.000 General Supplies	18.41	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/26/25	BL A.F.LPBooks DEC25 92281178	210-5-90-00-991.000 Library Donation Expense	18.91	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/26/25	BL A.F.LPBooks DEC25 92281178	210-5-35-10-640.201 Adult Collection	151.20	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	11/26/25	BL A.F.LPBooks DEC25 92281178	210-5-90-00-991.000 Library Donation Expense	33.59	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/03/25	BL A.F.LPBooks DEC25 92467803	210-5-35-10-640.201 Adult Collection	110.66	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/03/25	BL A.F.LPBooks DEC25 92467803	210-5-90-00-991.000 Library Donation Expense	35.84	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/03/25	BL A.F.LPBooks DEC25 92467803	210-5-35-10-610.000 General Supplies	16.29	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/03/25	BL A.F.LPBooks DEC25 92467803	210-5-90-00-991.000 Library Donation Expense	65.49	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/07/25	BL A.F.RBooks DEC25 92563218	210-5-90-00-640.201 Adult Collection replacem	116.27	57356	12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	12/07/25	BL A.F.RBooks DEC25 92563218	210-5-35-10-610.000 General Supplies	31.92	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/07/25	BL A.F.RBooks DEC25 92563218	210-5-35-10-640.201 Adult Collection	124.10	57356	12/12/25
33495	INGRAM LIBRARY SERVICES I	12/07/25	BL A.F.RBooks DEC25 92563218	210-5-90-00-991.000 Library Donation Expense	84.55	57356	12/12/25
37715	INTEGRITY COMMUNICATIONS	12/05/25	Phone Tree Updates 44556	210-5-30-10-330.000 Professional Services	120.00	57357	12/12/25
03525	KITTELL BRANAGAN & SARGEN	11/20/25	FY25 audit progress billi 99396	210-5-13-10-335.000 Audit	1117.67	57358	12/12/25
03525	KITTELL BRANAGAN & SARGEN	12/04/25	FY25 audit progress billi 99494	210-5-13-10-335.000 Audit	1117.67	57358	12/12/25
25625	LOWE'S - 1080	11/02/25	EJRP Lowes Dec 41910801125	210-5-41-23-431.000 R&M Buildings & Grounds	68.31	57360	12/12/25
25625	LOWE'S - 1080	11/02/25	EJRP Lowes Dec 41910801125	210-5-30-12-610.000 General Supplies	998.17	57360	12/12/25
V10130	LOWE'S BUSINESS ACCOUNT	11/25/25	LED Lights 11252025	210-5-25-10-610.000 General Supplies	21.79	57361	12/12/25
V10130	LOWE'S BUSINESS ACCOUNT	11/10/25	Supplies 74347	210-5-40-12-610.000 General Supplies	31.58	57361	12/12/25
V10130	LOWE'S BUSINESS ACCOUNT	11/24/25	Hardware 84561	210-5-25-10-610.000 General Supplies	11.36	57361	12/12/25
V10130	LOWE'S BUSINESS ACCOUNT	11/26/25	2 Lincoln Supplies Nov 20 89689	210-5-10-10-610.000 General Supplies	9.48	57361	12/12/25
80188	LYNCH, PATRICK	12/03/25	Stipend RAC December 2025 120325Lynch	210-5-11-10-190.000 Board Member Payments	50.00	57362	12/12/25
80213	Luck, Venessa	11/18/25	Stipend BLT November 2025 111825Luck	210-5-35-10-190.000 Board Member Payments	50.00	57363	12/12/25
26920	MAYVILLE DARBY	11/21/25	Minutes- DRB 11/20/25 57	210-5-16-10-330.000 Professional Services	30.90	57368	12/12/25
V9970	MIDWEST TAPE	11/24/25	BL ADvd NOV25 508076301	210-5-35-10-640.201 Adult Collection	26.99	57371	12/12/25
V9970	MIDWEST TAPE	11/26/25	BL ADVD DEC25 508092586	210-5-35-10-640.201 Adult Collection	25.49	57371	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-35-10-210.000 Group Insurance	24.50	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-16-10-210.000 Group Insurance	7.00	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-10-10-210.000 Group Insurance	14.00	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-13-10-210.000 Group Insurance	7.00	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-12-10-210.000 Group Insurance	3.50	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-40-12-210.000 Group Insurance	8.05	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-30-12-210.000 Group Insurance	7.00	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	210-5-30-10-210.000 Group Insurance	24.50	57373	12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10220	NEW ENGLAND AIR SYSTEMS L	11/30/25	Contracted Services 210326	210-5-41-20-400.000 Contracted Services	244.00	57374	12/12/25
12235	NEW ENGLAND CENTRAL RAILR	12/08/25	10650 ROW Lease 233013	210-5-40-12-441.000 Rental Land/Buildings	4245.28	57375	12/12/25
12235	NEW ENGLAND CENTRAL RAILR	12/08/25	10706 ROW lease 233014	210-5-40-12-441.000 Rental Land/Buildings	373.88	57375	12/12/25
12235	NEW ENGLAND CENTRAL RAILR	12/08/25	NECR100528 ROW ped cross 233398	210-5-40-12-441.000 Rental Land/Buildings	3500.00	57375	12/12/25
19325	OPEN APPROACH INC	12/01/25	IT Services December 2025 27852	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	57376	12/12/25
19325	OPEN APPROACH INC	12/01/25	IT Services December 2025 27852	210-5-25-10-570.000 Other Purchased Services	98.40	57376	12/12/25
19325	OPEN APPROACH INC	12/01/25	IT Services December 2025 27852	210-5-14-10-505.000 Tech. Subs, Licenses	3447.00	57376	12/12/25
19325	OPEN APPROACH INC	12/01/25	IT Services December 2025 27852	210-5-14-10-330.000 Professional Services	11550.60	57376	12/12/25
19325	OPEN APPROACH INC	11/30/25	FY26 Laptop Imaging 28074	210-5-14-10-735.000 Tech: Equip/Hardware	3375.00	57376	12/12/25
80195	OSBORNE, OONA	12/03/25	Stipend RAC December 2025 120325Osborn	210-5-11-10-190.000 Board Member Payments	50.00	57377	12/12/25
V10729	OVERDRIVE INC	11/12/25	BL JDigiBooks NOV25 01459DA25358	210-5-35-10-640.202 Juvenile Collection	813.01	57378	12/12/25
V10729	OVERDRIVE INC	11/30/25	BL A Digital NOV25 01459SV25379	210-5-35-10-640.201 Adult Collection	8.97	57378	12/12/25
V10554	PHOENIX BOOKS BURLINGTON	12/04/25	BL A LD Books DEC25 1774687	210-5-90-00-991.000 Library Donation Expense	22.40	57380	12/12/25
24410	PRIORITY EXPRESS INC	11/30/25	BL Courier 6 NOV25 80272549	210-5-35-10-560.000 Postage	159.96	57382	12/12/25
05380	PURCHASE POWER	12/05/25	2 Lincoln Postage Novembe 1205254061	210-5-10-10-560.000 Postage	502.25	57383	12/12/25
80215	Pringle-Corcoran, Wendee	11/17/25	Stipend TFMG November 202 111725Pringl	210-5-11-10-190.000 Board Member Payments	50.00	57384	12/12/25
25330	QUEEN CITY STEEL CO.	12/01/25	Truck #7 plow 290734	210-5-40-12-430.000 R&M Vehicles & Equipment	101.60	57385	12/12/25
37430	R R CHARLEBOIS INC	10/14/25	Coolant Sensor Repair RC90696	210-5-25-10-430.000 R&M Vehicles & Equipment	573.20	57386	12/12/25
24325	RADIO NORTH GROUP INC	11/24/25	Radio Charger 24147555	210-5-25-10-611.000 Small Tools and Equipment	525.00	57387	12/12/25
24325	RADIO NORTH GROUP INC	11/18/25	Impres 2 LI ION Batteries 4147541	210-5-25-10-611.000 Small Tools and Equipment	1065.00	57387	12/12/25
24325	RADIO NORTH GROUP INC	11/19/25	Radio Programming 4147545	210-5-25-10-611.000 Small Tools and Equipment	175.00	57387	12/12/25
18010	REYNOLDS & SON, INC.	11/24/25	BAU UNICUS 4I-13-E1 3460459	210-5-25-10-570.000 Other Purchased Services	734.38	57389	12/12/25
18010	REYNOLDS & SON, INC.	12/02/25	Bourke NFPA Eyeshield 3460704	210-5-25-10-612.000 Uniforms	241.50	57389	12/12/25
18010	REYNOLDS & SON, INC.	12/02/25	Lunar Spare Battery 3460708	210-5-25-10-611.000 Small Tools and Equipment	2161.92	57389	12/12/25
21815	RICK'S TOWING & REPAIR	12/10/25	Dump Truck #7 #25-11520	210-5-40-12-430.000 R&M Vehicles & Equipment	400.00	57390	12/12/25

02:00 pm

Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
09105	SECURE SHRED	12/02/25	Shred services 511560	210-5-12-10-330.000 Professional Services	25.00	57395	12/12/25
09105	SECURE SHRED	12/02/25	EJRP Shred Dec 511562	210-5-30-10-330.000 Professional Services	25.00	57395	12/12/25
80140	SHORTSLEEVE, ANDREA	11/25/25	Stipend TAC November 2025 112525Shorts	210-5-40-12-190.000 Board Member Payments	50.00	57396	12/12/25
V2124	STAPLES ADVANTAGE	11/22/25	tape 6048518747	210-5-40-12-610.000 General Supplies	19.97	57400	12/12/25
V2124	STAPLES ADVANTAGE	11/29/25	report covers for PW and 6049087753	210-5-40-12-610.000 General Supplies	24.12	57400	12/12/25
80189	VAUGHAN, RACHEL	12/03/25	Stipend RAC December 2025 120325Vaughan	210-5-11-10-190.000 Board Member Payments	50.00	57409	12/12/25
80198	VERASAMY, MARLON	12/04/25	Stipend GOV December 2025 120425Verasa	210-5-11-10-190.000 Board Member Payments	50.00	57410	12/12/25
19350	VERIZON CONNECT FLEET USA	12/01/25	Vehicle tracking Subscrip 604000075891	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	57411	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	210-5-10-10-530.000 Communications	37.45	57412	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	210-5-40-12-530.000 Communications	47.47	57412	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	210-5-25-10-530.000 Communications	60.08	57412	12/12/25
11935	VIKING-CIVES USA	12/05/25	Truck #6 4547687	210-5-40-12-430.000 R&M Vehicles & Equipment	134.77	57415	12/12/25
22070	VILLAGE COPY & PRINT INC.	12/08/25	Dog license reminder post 10377	210-5-12-10-550.000 Printing and Binding	80.95	57416	12/12/25
23395	VILLAGE HARDWARE - WILLIS	11/18/25	6/12V Circuit Tester 521223	210-5-40-12-610.000 General Supplies	11.39	57417	12/12/25
23395	VILLAGE HARDWARE - WILLIS	11/25/25	5PK 4.5x.045 Cut Wheel 521257	210-5-40-12-610.000 General Supplies	12.34	57417	12/12/25
23395	VILLAGE HARDWARE - WILLIS	12/05/25	For shop 521303	210-5-40-12-610.000 General Supplies	94.98	57417	12/12/25
23395	VILLAGE HARDWARE - WILLIS	12/05/25	Office supplies 521311	210-5-40-12-610.000 General Supplies	18.51	57417	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	210-5-13-10-250.000 Unemployment Insurance	1018.99	57418	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	210-5-40-12-250.000 Unemployment Insurance	84.39	57418	12/12/25
28470	VMERS DB 110800	12/05/25	Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	26693.14	57419	12/12/25
80130	VMERS DC 110800	12/05/25	Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	2524.46	57420	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	210-5-41-21-621.000 Natural Gas/Heating	664.56	57421	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	210-5-40-12-621.000 Natural Gas/Heating	282.87	57421	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	210-5-41-20-621.000 Natural Gas/Heating	353.17	57421	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	210-5-41-23-621.000 Natural Gas/Heating	308.80	57421	12/12/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	11/21/25	VT GAS SYSTEMS VGS Serv Date: 10/20/25-1 112125VGS	210-5-41-22-621.000 Natural Gas/Heating	335.72	57421	12/12/25
29825	11/21/25	VT GAS SYSTEMS EJRP Gas December 157875611212	210-5-41-26-621.000 Natural Gas/Heating	282.03	57422	12/12/25
29825	11/21/25	VT GAS SYSTEMS MSP Gas Dec 810044112125	210-5-41-26-621.000 Natural Gas/Heating	268.61	57423	12/12/25
07565	11/21/25	W B MASON CO INC BL Paper NOV25 258379409	210-5-35-10-610.000 General Supplies	76.39	57425	12/12/25
07565	11/25/25	W B MASON CO INC Maint Supplies 258430184	210-5-30-12-610.000 General Supplies	147.23	57425	12/12/25
07565	11/25/25	W B MASON CO INC Office Supplies 258435745	210-5-30-10-610.000 General Supplies	84.98	57425	12/12/25
07565	11/26/25	W B MASON CO INC Finance Supplies November 258456240	210-5-13-10-610.000 General Supplies	237.98	57425	12/12/25
07565	12/05/25	W B MASON CO INC 2 Lincoln Supplies 258631241	210-5-10-10-610.000 General Supplies	35.60	57425	12/12/25
07565	12/05/25	W B MASON CO INC 2 Lincoln Cleaning Suppli 258635986	210-5-41-20-610.000 General Supplies	46.30	57425	12/12/25
29185	12/09/25	ZOOM VIDEO COMMUNICATIONS City Annual License FY26 INV333091300	210-5-10-10-505.000 Tech. Subs, Licenses	2049.80	57426	12/12/25
17425	12/05/25	ICMA ROTH PLAN 706287 Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	150.00	A 120525	12/05/25
80158	12/05/25	MISSION SQUARE TRADITINAL Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	269.23	B 120525	12/05/25
V1160	12/05/25	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	3000.64	C 120525	12/05/25
V1161	12/05/25	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-12/05/25	210-2-00-00-210.004 Retirement Payable	5434.99	D 120525	12/05/25
V1165	12/05/25	INTERNAL REVENUE SERVICE Payroll Transfer PR-12/05/25	210-2-00-00-210.002 Federal Inc Tax W/H	49038.92	E 120525	12/10/25
V2413	12/05/25	VT DEPT OF TAXES Payroll Transfer PR-12/05/25	210-2-00-00-210.003 State Inc Tax W/H	6579.10	F 120525	12/10/25
80281	11/07/25	Concord Awning & Canvas Shade Sails Pocket Park 26085	220-5-00-00-720.002 1 Main; Road Res-Q	3000.00	57325	12/12/25
12235	11/14/25	NEW ENGLAND CENTRAL RAILR Amtrak Station Improvment 1036PA000218	220-5-00-00-890.836 Train Station	3097.50	57375	12/12/25
25715	11/25/25	DONALD L. HAMLIN CONSULT EJ-Crescent Connector Pha 22822112525	230-5-16-10-890.824 Cres. Connector	6168.50	57327	12/12/25
25715	12/09/25	DONALD L. HAMLIN CONSULT EJ-Crescent Connector Pha 2282212925	230-5-16-10-890.824 Cres. Connector	14658.50	57327	12/12/25
25715	11/24/25	DONALD L. HAMLIN CONSULT EJ-Iroquois Ave Waterline 24807112425	230-5-40-10-720.002 Iroquois Ave Road and Wat	29708.10	57327	12/12/25
25715	12/09/25	DONALD L. HAMLIN CONSULT EJ-Iroquois Ave Waterline 2480712925	230-5-40-10-720.002 Iroquois Ave Road and Wat	27995.15	57327	12/12/25
25715	11/25/25	DONALD L. HAMLIN CONSULT EJ-Public Works Facility 24828112525	230-5-41-25-730.000 Public Works Facility	536.25	57327	12/12/25
25715	12/09/25	DONALD L. HAMLIN CONSULT EJ-Public Works Facility 2482812925	230-5-41-25-730.000 Public Works Facility	341.25	57327	12/12/25
V10130	11/12/25	LOWE'S BUSINESS ACCOUNT 2 Lincoln Renovation 79783	232-5-41-20-890.832 2 Lincoln Street Renovati	846.46	57361	12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10220	NEW ENGLAND AIR SYSTEMS L	11/20/25	2 Lincoln Renovation 210113	232-5-41-20-890.832 2 Lincoln Street Renovati	1767.65	57374	12/12/25
23435	CHAMPLAIN WATER DISTRICT	11/30/25	Water Nov 2025 113025	254-5-54-20-411.000 CWD Water Purchase	47340.87	57315	12/12/25
23435	CHAMPLAIN WATER DISTRICT	11/30/25	Water Nov 2025 113025	254-5-54-70-411.400 CWD Water Purchase - Glob	260541.83	57315	12/12/25
23435	CHAMPLAIN WATER DISTRICT	11/30/25	Water Nov 2025 113025	254-5-54-70-411.400 CWD Water Purchase - Glob	4326.50	57315	12/12/25
23435	CHAMPLAIN WATER DISTRICT	11/30/25	Water Nov 2025 113025	254-5-54-20-411.000 CWD Water Purchase	786.13	57315	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Railroad Ave Waterline 2481912925	254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	3776.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Utility Map Update- No 2581812925	254-5-54-20-330.000 Professional Services	231.25	57327	12/12/25
20470	GLOBAL MONTELLO ATT: FLEE	11/30/25	Vehicle fuel Nov 2025 339138	254-5-54-20-626.000 Gasoline	107.32	57344	12/12/25
03525	KITTELL BRANAGAN & SARGEN	11/20/25	FY25 audit progress billi 99396	254-5-54-20-335.000 Audit	558.84	57358	12/12/25
03525	KITTELL BRANAGAN & SARGEN	12/04/25	FY25 audit progress billi 99494	254-5-54-20-335.000 Audit	558.84	57358	12/12/25
V9454	LENNY'S SHOE & APP	11/24/25	Uniform for Jarred Barone 4088514	254-5-54-20-612.000 Uniforms	309.99	57359	12/12/25
80059	MSK ENGINEERS	12/04/25	Project 1461-001 ESSEX JU 18268	254-5-54-70-723.006 Service Line Inventoy	290.00	57372	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	254-5-54-20-210.000 Group Insurance	6.30	57373	12/12/25
23855	SOUTHWORTH-MILTON, INC.	12/01/25	Parts for the vehicles INV3757266	254-5-54-20-430.000 R&M Vehicles & Equipment	217.22	57398	12/12/25
23855	SOUTHWORTH-MILTON, INC.	12/01/25	Supplies backhoe INV3757744	254-5-54-20-430.000 R&M Vehicles & Equipment	82.53	57398	12/12/25
00710	UPS STORE	11/21/25	44 Lincoln Street Meter s POS33270	254-5-54-20-614.000 Meters and Parts	17.51	57407	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	254-5-54-20-530.000 Communications	104.96	57412	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	254-5-54-20-250.000 Unemployment Insurance	16.76	57418	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	254-5-54-20-621.000 Natural Gas/Heating	331.70	57421	12/12/25
38680	VT RURAL WATER ASSOC	12/05/25	Membership Renewal: Combi 302828481225	254-5-54-20-505.000 Tech. Subs, Licenses	595.00	57424	12/12/25
80229	ALFA LAVAL INC	12/09/25	Allen Bradley Decanter Co 285769719	255-5-55-70-722.024 Dewatering VFDs	48787.24	57293	12/12/25
14685	ALLIANCE GROUP SERV LLC	11/24/25	Service Agreement: 1711 - 94391	255-5-55-30-431.000 R&M Buildings	5925.00	57295	12/12/25
11375	CASELLA WASTE MANAGEMENT	12/01/25	Recycling Trash Disposal 3777170	255-5-55-30-421.000 Grit Disposal	1377.68	57309	12/12/25
23455	CHITTENDEN SOLID WASTE DI	11/01/25	OCT25 Biosolids INV24003	255-5-55-30-568.000 Biosolids Subcontractor	10287.93	57317	12/12/25
04940	COMCAST	11/23/25	Communications: November 031602811232	255-5-55-30-530.000 Communications	174.89	57323	12/12/25

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Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10347	12/05/25	EHRlich Pest removal 89196317	255-5-55-30-431.000 R&M Buildings	106.61	57331	12/12/25
V10734	11/21/25	ENCORE ESSEX JUNCTION SOL Fixed Monthly Payment (10 2511WWTP	255-5-55-30-622.000 Electricity	2218.85	57333	12/12/25
V10134	06/06/25	ENVIRONMENTAL RESOURCES A ERA FY25 113036	255-5-55-30-340.000 Technical Services	1890.36	57334	12/12/25
38955	11/20/25	F W WEBB COMPANY supplies 93549129	255-5-55-30-610.000 General Supplies	40.10	57339	12/12/25
19005	12/01/25	FIRSTLIGHT FIBER Communications 12/1/25-12 21764649	255-5-55-30-530.000 Communications	545.36	57340	12/12/25
20470	11/30/25	GLOBAL MONTELLO ATT: FLEE Vehicle fuel Nov 2025 339138	255-5-55-30-626.000 Gasoline	228.12	57344	12/12/25
24785	11/20/25	GRAINGER DUST CAP,TYPE DC,316 STAI 9719520927	255-5-55-30-570.000 Other Purchased Services	114.60	57347	12/12/25
08475	11/18/25	GREEN MOUNTAIN ELECTRIC S Supplies for Pephlo S5597074001	255-5-55-70-722.008 Vt Phos Challenge PePhlo	68.00	57348	12/12/25
07010	11/21/25	GREEN MOUNTAIN POWER CORP 39 Cascade - 10/17/25-11/ 1125Cascade	255-5-55-30-622.000 Electricity	18612.40	57349	12/12/25
V1093	12/02/25	HOLLAND CO., INC. Sodium Aluminate 9.64 dt PI36853	255-5-55-30-619.000 Chemicals	21621.41	57354	12/12/25
03525	11/20/25	KITTELL BRANAGAN & SARGEN FY25 audit progress billi 99396	255-5-55-30-335.000 Audit	529.42	57358	12/12/25
03525	12/04/25	KITTELL BRANAGAN & SARGEN FY25 audit progress billi 99494	255-5-55-30-335.000 Audit	529.42	57358	12/12/25
V9454	11/24/25	LENNY'S SHOE & APP Uniform for Jason Scott 4088496	255-5-55-30-612.000 Uniforms	299.00	57359	12/12/25
V9454	11/24/25	LENNY'S SHOE & APP Uniform for John Brooks 4088504	255-5-55-30-612.000 Uniforms	653.90	57359	12/12/25
42805	11/12/25	MARYLAND BIOCHEMICAL CO.I Bacteria for wastewater t 11TT1054	255-5-55-30-619.000 Chemicals	7179.57	57366	12/12/25
80056	10/30/25	MASTER LEAK TECHNOLOGIES Yearly Calibration 1839	255-5-55-30-435.000 COGEN	425.93	57367	12/12/25
34995	11/25/25	MCMaster CARR SUPPLY CO Quarter-Turn Metal Pipe C 55957681	255-5-55-30-570.000 Other Purchased Services	1364.47	57369	12/12/25
44275	12/08/25	MVP SELECT CARE INC. 05 Nov 25 HRA Admin Fee CINV015141	255-5-55-30-210.000 Group Insurance	14.00	57373	12/12/25
19325	12/01/25	OPEN APPROACH INC IT Services December 2025 27852	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	57376	12/12/25
19325	12/01/25	OPEN APPROACH INC Monthly Billing for Decem 27922	255-5-55-30-340.000 Technical Services	160.00	57376	12/12/25
19325	11/30/25	OPEN APPROACH INC WWTF Core Switch Replacem 28022	255-5-55-70-750.002 IT Upgrades	15892.10	57376	12/12/25
03180	11/20/25	SAFETY SYSTEMS OF VT LLC Alarm Systems Service Cal 13220111	255-5-55-30-431.000 R&M Buildings	450.00	57392	12/12/25
V2093	11/20/25	SLACK CHEMICAL COMPANY IN Caustic 50% 495432	255-5-55-30-619.000 Chemicals	10829.04	57397	12/12/25
V2124	11/29/25	STAPLES ADVANTAGE report covers for PW and 6049087753	255-5-55-30-610.000 General Supplies	14.26	57400	12/12/25
02970	11/20/25	USA BLUE BOOK INC Flo-E-Centric Plug Valve INV00891163	255-5-55-30-570.000 Other Purchased Services	1592.03	57408	12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02970	USA BLUE BOOK INC	12/03/25	Chessell Circular Chart B INV00899683	255-5-55-30-610.000 General Supplies	782.73	57408	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	255-5-55-30-530.000 Communications	37.45	57412	12/12/25
23395	VILLAGE HARDWARE - WILLIS	12/02/25	Lab supplies 521284	255-5-55-30-618.000 Laboratory Supplies	26.09	57417	12/12/25
23395	VILLAGE HARDWARE - WILLIS	12/02/25	Return of wrong pails for J20604	255-5-55-30-618.000 Laboratory Supplies	-6.27	57417	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	255-5-55-30-250.000 Unemployment Insurance	177.01	57418	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	255-5-55-30-621.000 Natural Gas/Heating	2542.28	57421	12/12/25
33850	CENTRAL VERMONT PROPERTIE	12/08/25	888610 pipe crossing 9500281700	256-5-56-40-441.000 Rental Land/Buildings	55.00	57313	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Assistance CHM - Octob 25817112425	256-5-56-40-330.000 Professional Services	582.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Assistance CHM-Novembe 2581712925	256-5-56-40-330.000 Professional Services	185.00	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	11/24/25	EJ-Sewer Study Phase 2 - 25822112425	256-5-56-70-722.006 Collection Sys Capacity S	9778.20	57327	12/12/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	EJ-Sewer Study Phase 2 - 2582212925	256-5-56-70-722.006 Collection Sys Capacity S	3120.25	57327	12/12/25
20470	GLOBAL MONTELLO ATT: FLEE	11/30/25	Vehicle fuel Nov 2025 339138	256-5-56-40-626.000 Gasoline	445.56	57344	12/12/25
03525	KITTELL BRANAGAN & SARGEN	11/20/25	FY25 audit progress billi 99396	256-5-56-40-335.000 Audit	294.07	57358	12/12/25
03525	KITTELL BRANAGAN & SARGEN	12/04/25	FY25 audit progress billi 99494	256-5-56-40-335.000 Audit	294.07	57358	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	256-5-56-40-210.000 Group Insurance	5.50	57373	12/12/25
19325	OPEN APPROACH INC	12/01/25	Monthly Billing for Decem 27922	256-5-56-40-340.000 Technical Services	560.00	57376	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	256-5-56-40-434.001 Susie Wilson PS Costs	9.91	57412	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	256-5-56-40-434.002 West Street PS Costs	9.91	57412	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	256-5-56-40-434.000 R&M Pump Stations	38.50	57412	12/12/25
36130	VERIZON WIRELESS VSAT	11/23/25	Pump Station (PS): Octobe 6129309377	256-5-56-40-434.001 Susie Wilson PS Costs	33.12	57413	12/12/25
36130	VERIZON WIRELESS VSAT	11/23/25	Pump Station (PS): Octobe 6129309377	256-5-56-40-434.002 West Street PS Costs	33.11	57413	12/12/25
36130	VERIZON WIRELESS VSAT	11/23/25	Pump Station (PS): Octobe 6129309377	256-5-56-40-434.000 R&M Pump Stations	128.57	57413	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	256-5-56-40-250.000 Unemployment Insurance	33.52	57418	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	256-5-56-40-434.002 West Street PS Costs	53.00	57421	12/12/25
29825	VT GAS SYSTEMS	11/21/25	VGS Serv Date: 10/20/25-1 112125VGS	256-5-56-40-434.001 Susie Wilson PS Costs	54.06	57421	12/12/25

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Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	11/21/25	VT GAS SYSTEMS VGS Serv Date: 10/20/25-1 112125VGS	256-5-56-40-621.000 Natural Gas/Heating	87.41	57421	12/12/25
25715	11/24/25	DONALD L. HAMLIN CONSULT EJ-Autumn Pond Constructi 24801112425	257-5-57-50-451.000 Summer Construction Servi	441.85	57327	12/12/25
44275	12/08/25	MVP SELECT CARE INC. 05 Nov 25 HRA Admin Fee CINV015141	257-5-57-50-210.000 Group Insurance	4.65	57373	12/12/25
05590	12/08/25	STONE ENVIRONMENTAL INC Services Provided: 09/01/ 17945	257-5-57-50-510.000 Permit/License/Registrati	819.68	57401	12/12/25
V2377	11/21/25	VLCT EMPLOYMENT RESOURCE UI Q1 CY26 REN041257Q1	257-5-57-50-250.000 Unemployment Insurance	21.10	57418	12/12/25
19815	12/06/25	AMAZON CAPITAL SERVICES PS Supplies 116KR677MV9N	259-5-30-16-610.000 General Supplies	248.71	57298	12/12/25
19815	11/23/25	AMAZON CAPITAL SERVICES RK Westford Supplies 11XH7GLQMYNQ	259-5-30-15-610.000 General Supplies	67.96	57298	12/12/25
19815	12/04/25	AMAZON CAPITAL SERVICES RK Hia Supplies 13YJFCPL9T6C	259-5-30-15-610.000 General Supplies	80.72	57298	12/12/25
19815	11/25/25	AMAZON CAPITAL SERVICES PS Supplies 144TDYYD9VCH	259-5-30-16-610.000 General Supplies	9.99	57298	12/12/25
19815	11/24/25	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 197GNVKLH6CX	259-5-30-15-610.000 General Supplies	189.87	57298	12/12/25
19815	11/21/25	AMAZON CAPITAL SERVICES PS Discoverers Supplies 19NLHCNYRMC1	259-5-30-16-610.000 General Supplies	45.92	57298	12/12/25
19815	12/01/25	AMAZON CAPITAL SERVICES RK EES 1-2 Supplies 1CRTYH19H19M	259-5-30-15-610.000 General Supplies	14.99	57298	12/12/25
19815	11/30/25	AMAZON CAPITAL SERVICES PS Supplies 1DHKC6TWRNN	259-5-30-16-610.000 General Supplies	69.80	57298	12/12/25
19815	11/24/25	AMAZON CAPITAL SERVICES Vac Camp Supplies 1FPXLNP3HWYL	259-5-30-15-610.000 General Supplies	276.50	57298	12/12/25
19815	11/24/25	AMAZON CAPITAL SERVICES RK EES K Supplies 1PW3JJJPKDM1	259-5-30-15-610.000 General Supplies	58.37	57298	12/12/25
19815	11/25/25	AMAZON CAPITAL SERVICES PS Supplies 1RGGM1FH9WC3	259-5-30-16-610.000 General Supplies	9.99	57298	12/12/25
19815	11/24/25	AMAZON CAPITAL SERVICES PS Supplies 1RJRKQJP7XH7	259-5-30-16-610.000 General Supplies	15.60	57298	12/12/25
19815	11/30/25	AMAZON CAPITAL SERVICES RK EES 1-2 Supplies 1XGHQGH6GD7R	259-5-30-15-610.000 General Supplies	103.20	57298	12/12/25
19815	11/24/25	AMAZON CAPITAL SERVICES RK Westford Supplies 1XH93QFGLRQW	259-5-30-15-610.000 General Supplies	28.95	57298	12/12/25
25370	12/02/25	BOUNCE AROUND VT LLC RK EES 12/17 120225D	259-5-30-15-330.000 Professional Services	225.00	57303	12/12/25
25370	12/02/25	BOUNCE AROUND VT LLC RK Hiawatha 12/11 120225D1	259-5-30-15-330.000 Professional Services	304.00	57303	12/12/25
25120	12/04/25	CLICKTIME.COM EJRP Timesheets Nov 465470	259-5-30-10-505.000 Tech. Subs, Licenses	1080.00	57320	12/12/25
80277	11/30/25	CLOSE UP MAGIC LLC RK Westford 12/16 INV000008	259-5-30-15-330.000 Professional Services	475.00	57321	12/12/25
20680	12/08/25	EPIC DRIVING LLC Drivers Ed December 580	259-5-30-14-330.000 Professional Services	15502.50	57335	12/12/25
80192	12/03/25	Fountain of Youth Fitness Lifting Spirits 120325D	259-5-30-14-330.000 Professional Services	107.20	57342	12/12/25

02:00 pm

Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80192	Fountain of Youth Fitness	12/08/25	Lifting Spirits 12/8 120825D	259-5-30-14-330.000 Professional Services	115.20	57342	12/12/25
04035	GOT THAT RENTAL & SALES I	11/20/25	Holiday Lights Lift 148952	259-5-30-12-442.000 Rental Vehicles/Equip	535.00	57346	12/12/25
04035	GOT THAT RENTAL & SALES I	11/18/25	EJRP CREDIT c3066	259-5-30-12-442.000 Rental Vehicles/Equip	-114.00	57346	12/12/25
04005	GREGORY CIARA	12/04/25	Zumba November 120425D	259-5-30-14-330.000 Professional Services	304.00	57352	12/12/25
80026	MAJESTIC 10 - MAPLETREE C	12/03/25	Vac Camp Field Trip 12/31 EJRP123125	259-5-30-15-330.000 Professional Services	500.00	57364	12/12/25
80126	MAPLE STREET ART SPACE LL	11/23/25	Gingerbread House Worksho 112325D	259-5-30-14-330.000 Professional Services	450.00	57365	12/12/25
80273	MERHAR, CHRISTINA	11/28/25	Yoga Fall Session 2 112825D	259-5-30-14-330.000 Professional Services	384.00	57370	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	259-5-30-15-210.000 Group Insurance	24.50	57373	12/12/25
44275	MVP SELECT CARE INC.	12/08/25	05 Nov 25 HRA Admin Fee CINV015141	259-5-30-16-210.000 Group Insurance	10.50	57373	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	11/26/25	RK Fleming Snack 508764	259-5-30-15-610.000 General Supplies	324.91	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	11/24/25	Vac Camp K Snack 509899	259-5-30-15-610.000 General Supplies	72.59	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/01/25	Behavior Support 512861	259-5-30-15-610.000 General Supplies	52.84	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/01/25	RK MSP Snack 513383	259-5-30-15-610.000 General Supplies	347.73	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/02/25	RK Westford Snack 513845	259-5-30-15-610.000 General Supplies	134.25	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/02/25	RK Hiawatha Snack 514039	259-5-30-15-610.000 General Supplies	201.94	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/02/25	RK EES Snack 514695	259-5-30-15-610.000 General Supplies	156.33	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/02/25	RK EES 1-2 Snack 514709	259-5-30-15-610.000 General Supplies	135.18	57379	12/12/25
29425	PERFORMANCE FOOD 24793-EJ	12/02/25	RK FMS Snack 514834	259-5-30-15-610.000 General Supplies	244.15	57379	12/12/25
80071	PLUM THERAPY LLC	12/02/25	Clinical Supervision Nov 120225D	259-5-30-15-330.000 Professional Services	300.00	57381	12/12/25
20620	RASCO LAURA	12/03/25	Playgroup November 120325D	259-5-30-14-330.000 Professional Services	180.00	57388	12/12/25
05280	S & D LANDSCAPES LLC	11/18/25	Park St Snow Plowing 250792	259-5-30-16-330.000 Professional Services	1156.20	57391	12/12/25
39425	SCOTT & PARTNERS INC	11/06/25	MSP Storage Project 6406	259-5-30-15-330.000 Professional Services	910.00	57393	12/12/25
10435	SCREENMYLOGO.COM	12/04/25	EJRP Gear 21939	259-5-30-15-610.000 General Supplies	3381.00	57394	12/12/25
45825	SPARE TIME	11/24/25	Vac Camp 11/24 54137551	259-5-30-15-330.000 Professional Services	1140.00	57399	12/12/25
23495	STUDENT TRANSPORTATION OF	11/26/25	Vac Camp Bus 11/24-25 70328686	259-5-30-15-580.000 Travel	714.56	57402	12/12/25

12/11/25

City of Essex Junction Accounts Payable

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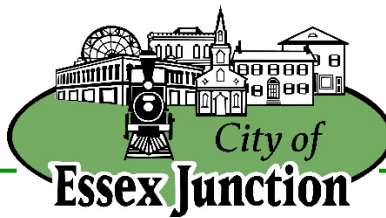
Check Warrant Report # 24101 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/05/25 To 12/12/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	11/30/25	Vac Camp Bus 11/25 70329135	259-5-30-15-580.000 Travel	328.31	57402	12/12/25
29090	SUNBELT RENTALS	11/19/25	Lights Lift Rental 17593877702	259-5-30-12-442.000 Rental Vehicles/Equip	607.50	57403	12/12/25
80224	Simpson, Jeffrey	12/01/25	Train Hop Event 202512EJPR	259-5-30-14-330.000 Professional Services	1400.00	57404	12/12/25
25340	State of Vermont	11/25/25	West St Community Gardens 254522025	259-5-30-14-330.000 Professional Services	50.00	57405	12/12/25
14695	THE BIG BLUE TRUNK	12/04/25	Train Hop 12/12 2741	259-5-30-14-330.000 Professional Services	525.00	57406	12/12/25
36130	VERIZON WIRELESS VSAT	11/17/25	Cellular Service November 6128740760	259-5-30-16-530.000 Communications	37.45	57412	12/12/25
25315	VESPA'S PIZZA PASTA & DEL	09/25/25	RK EES 1-2 Open House 092525D	259-5-30-15-610.000 General Supplies	322.00	57414	12/12/25
25315	VESPA'S PIZZA PASTA & DEL	10/09/25	RK EES K Staff Mtg 100925D	259-5-30-15-610.000 General Supplies	32.00	57414	12/12/25
V2377	VLCT EMPLOYMENT RESOURCE	11/21/25	UI Q1 CY26 REN041257Q1	259-5-30-10-250.000 Unemployment Insurance	1709.23	57418	12/12/25
Report Total					805692.39		

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 \$ ***805,692.39
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: December 17, 2025

Subject: November 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 11/30/25 therefore the year to date actuals are for the period 7/1/25-11/30/25, and the month actuals are for the month of November.

While we will continue to receive November invoices over the coming weeks, we are about 42% of the way through the fiscal year. The General Fund revenue is just under 96% of budget or \$11,938,137 and expenditures are just over 38% of budget or \$4,716,482.

The Water Fund operating revenue is just over 32% of budget or \$632,787 and operating expenditures are just under 42% of budget or \$821,481. The Wastewater Fund operating revenue is just under 45% of budget or \$1,432,344 and operating expenditures are just under 36% of budget or \$1,143,939. The Sanitation Fund operating revenue is just under 33% of budget or \$374,084 and operating expenditures are just under 43% of budget or \$392,780. The Stormwater Fund operating revenue is just under 43% or \$138,883, and operating expenditures are just under 32% or \$102,508.

At the end of November there were 77 delinquent utility accounts with balances totaling \$24,944. There is currently one property with water shut off for non-payment as a result of the September shut-off process. I anticipate these figures to increase notably with the next financial report for December as the next round of utility bills were due on December 1st.

The EJP Program Fund revenue is just under 35% of budget or \$1,512,210, and expenditures are just over 49% of budget or \$2,190,827.

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	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	11,405,931.00	11,314,125.61	91,805.39	99.20%	-35,012.29
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	8,800.00	50.00%	0.00
210-4-00-00-020.022 Rents and Royalties	0.00	2,800.00	-2,800.00	100.00%	700.00
210-4-00-00-020.054 Admin Fee - Water	199,500.00	99,750.00	99,750.00	50.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	99,750.00	49,875.00	49,875.00	50.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	199,500.00	99,750.00	99,750.00	50.00%	0.00
210-4-00-00-020.059 Admin Fee - EJRP PF	53,155.00	26,577.50	26,577.50	50.00%	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	15,717.20	-1,717.20	112.27%	1,727.20
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	48,686.01	-10,686.01	128.12%	0.00
210-4-00-00-060.000 Interest Income	10,000.00	54,190.73	-44,190.73	541.91%	81.92
210-4-00-00-080.001 State District Court Fine	5,000.00	1,728.50	3,271.50	34.57%	0.00
210-4-00-00-085.000 Penalties	40,000.00	29,220.21	10,779.79	73.05%	-2,057.14
210-4-00-00-086.000 Interest	8,000.00	7,042.57	957.43	88.03%	1,602.67
210-4-00-00-098.000 Misc Revenue	1,500.00	8,440.04	-6,940.04	562.67%	7,269.48
Total General Revenues	12,127,636.00	11,766,703.37	360,932.63	97.02%	-25,688.16
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	21.00	4.00	84.00%	4.00
210-4-12-10-020.004 Recording Fees	55,000.00	26,930.00	28,070.00	48.96%	5,654.00
210-4-12-10-020.010 Printing and Duplication	1,000.00	155.00	845.00	15.50%	9.00
210-4-12-10-020.011 Online Land Records	150.00	248.50	-98.50	165.67%	45.50
210-4-12-10-020.013 Sale of Certified Copy	1,000.00	790.00	210.00	79.00%	180.00
210-4-12-10-020.023 Records Preservation	15,000.00	9,790.00	5,210.00	65.27%	2,056.00
210-4-12-10-030.001 Liquor Licenses	2,500.00	255.00	2,245.00	10.20%	70.00
210-4-12-10-030.002 Hunting and Fishing	10.00	5.00	5.00	50.00%	5.00
210-4-12-10-030.003 Marriage Licenses	250.00	300.00	-50.00	120.00%	30.00
210-4-12-10-030.004 Animal Licenses	3,000.00	396.00	2,604.00	13.20%	12.00
210-4-12-10-030.005 Green Mountain Passport	100.00	78.00	22.00	78.00%	8.00
210-4-12-10-030.006 DMV Registrations	0.00	18.00	-18.00	100.00%	9.00
Total Clerk Revenue	78,035.00	38,986.50	39,048.50	49.96%	8,082.50
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%	0.00
210-4-16-10-030.008 License and Zoning Fees	75,000.00	12,213.13	62,786.87	16.28%	2,753.13
Total ComDev Revenues	75,000.00	12,258.13	62,741.87	16.34%	2,753.13

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	340.00	8,330.00	3.92%	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	1,090.00	9,080.00	10.72%	0.00
210-4-35 Library Revenues					
210-4-35-10-041.000 State and Other Grant Rev	0.00	350.00	-350.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	900.00	630.40	269.60	70.04%	121.00
Total Library Revenues	900.00	980.40	-80.40	108.93%	121.00
210-4-40 PW Revenues					
210-4-40-12-020.017 EV Charger	0.00	1,579.73	-1,579.73	100.00%	258.04
210-4-40-12-040.834 Emerald Ash Borer	0.00	36,640.00	-36,640.00	100.00%	0.00
210-4-40-12-042.006 State Aid to Highways	125,000.00	70,035.70	54,964.30	56.03%	0.00
210-4-40-12-098.000 Misc Revenue	2,500.00	891.70	1,608.30	35.67%	143.40
Total PW Revenues	127,500.00	109,147.13	18,352.87	85.61%	401.44
210-4-41 Building Revenues					
210-4-41-22-040.000 Federal Grant Revenue	0.00	5,000.00	-5,000.00	100.00%	0.00
Total Building Revenues	0.00	5,000.00	-5,000.00	100.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	2,553.15	-2,553.15	100.00%	1,693.15
210-4-90-00-640.201 Adult Collection replacem	0.00	886.00	-886.00	100.00%	187.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	522.00	-522.00	100.00%	71.00
Total Other Sources and Uses	0.00	3,961.15	-3,961.15	100.00%	1,951.15
Total Revenue	12,419,241.00	11,938,136.68	481,104.32	96.13%	-12,378.94
Total Revenues	12,419,241.00	11,938,136.68	481,104.32	96.13%	-12,378.94
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	362,725.00	139,543.56	223,181.44	38.47%	28,186.20

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10-210.000 Group Insurance	136,610.00	48,028.15	88,581.85	35.16%	7,752.90
210-5-10-10-220.000 Social Security	27,952.00	10,558.14	17,393.86	37.77%	2,126.74
210-5-10-10-225.000 Act 76 Childcare Tax	1,206.00	415.91	790.09	34.49%	91.55
210-5-10-10-230.000 Retirement	32,789.00	12,594.82	20,194.18	38.41%	2,536.74
210-5-10-10-290.000 Other Employee Benefits	6,178.00	2,900.00	3,278.00	46.94%	2,500.00
210-5-10-10-320.000 Legal Services	35,500.00	3,551.50	31,948.50	10.00%	1,669.50
210-5-10-10-330.000 Professional Services	51,507.00	15,485.15	36,021.85	30.06%	15,094.20
210-5-10-10-340.000 Technical Services	0.00	774.42	-774.42	100.00%	0.00
210-5-10-10-442.000 Rental Vehicles/Equip	5,784.00	1,970.40	3,813.60	34.07%	736.89
210-5-10-10-500.000 Training, Conf, Dues	8,174.00	2,036.66	6,137.34	24.92%	35.12
210-5-10-10-505.000 Tech. Subs, Licenses	16,471.00	9,170.29	7,300.71	55.68%	560.02
210-5-10-10-530.000 Communications	3,348.00	2,993.73	354.27	89.42%	0.00
210-5-10-10-540.000 Advertising	20,475.00	8,239.83	12,235.17	40.24%	1,662.67
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	3,611.31	5,978.69	37.66%	502.25
210-5-10-10-580.000 Travel	2,000.00	30.94	1,969.06	1.55%	0.00
210-5-10-10-610.000 General Supplies	3,000.00	1,479.23	1,520.77	49.31%	93.98
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	246.10	5,753.90	4.10%	101.02
Total Administration	735,309.00	263,630.14	471,678.86	35.85%	63,649.78
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	11,800.00	2,550.00	9,250.00	21.61%	700.00
210-5-11-10-190.001 City Council Payments	12,500.00	3,125.00	9,375.00	25.00%	0.00
210-5-11-10-220.000 Social Security	956.00	239.05	716.95	25.01%	0.00
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	10.30	30.70	25.12%	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	15,548.04	13,190.96	54.10%	160.68
210-5-11-10-500.000 Training, Conferences, Du	18,364.00	16,040.38	2,323.62	87.35%	0.00
210-5-11-10-540.000 Advertising	900.00	209.04	690.96	23.23%	0.00
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	14.99	1,985.01	0.75%	0.00
210-5-11-10-831.000 Special or New Programs	20,000.00	931.84	19,068.16	4.66%	92.02
Total Legislative	99,150.00	38,668.64	60,481.36	39.00%	952.70
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	151,619.00	59,811.48	91,807.52	39.45%	13,444.28
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	117.63	352.37	25.03%	0.00
210-5-12-10-210.000 Group Insurance	37,371.00	24,849.34	12,521.66	66.49%	4,534.88
210-5-12-10-220.000 Social Security	12,682.00	4,696.57	7,985.43	37.03%	1,050.88
210-5-12-10-225.000 Act 76 Childcare Tax	547.00	187.61	359.39	34.30%	42.35
210-5-12-10-230.000 Retirement	15,172.00	5,763.18	9,408.82	37.99%	1,150.52
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	243.44	242.56	50.09%	99.44
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	969.80	1,030.20	48.49%	0.00
210-5-12-10-505.000 Tech. Subs Licenses	4,300.00	1,820.70	2,479.30	42.34%	728.28

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-12-10-550.000 Printing and Binding	1,500.00	646.44	853.56	43.10%	0.00
210-5-12-10-560.000 Postage	400.00	318.10	81.90	79.53%	0.00
210-5-12-10-570.023 Records Preservation	15,000.00	6,660.36	8,339.64	44.40%	0.00
210-5-12-10-580.000 Travel	500.00	504.66	-4.66	100.93%	0.00
210-5-12-10-610.000 General Supplies	2,000.00	92.28	1,907.72	4.61%	0.00
210-5-12-10-820.000 Elections	14,000.00	209.10	13,790.90	1.49%	0.00
Total Clerk	268,921.00	106,890.69	162,030.31	39.75%	21,050.63
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	292,962.00	110,012.61	182,949.39	37.55%	22,412.44
210-5-13-10-190.000 Board Member Payments	1,400.00	100.00	1,300.00	7.14%	100.00
210-5-13-10-210.000 Group Insurance	59,140.00	26,195.83	32,944.17	44.29%	6,220.43
210-5-13-10-220.000 Social Security	25,436.00	9,281.52	16,154.48	36.49%	1,841.41
210-5-13-10-225.000 Act 76 Childcare Tax	1,097.00	347.39	749.61	31.67%	61.18
210-5-13-10-230.000 Retirement	30,634.00	10,401.73	20,232.27	33.95%	2,163.36
210-5-13-10-250.000 Unemployment Insurance	4,608.00	2,137.26	2,470.74	46.38%	0.00
210-5-13-10-260.000 Workers Comp Insurance	39,043.00	18,903.90	20,139.10	48.42%	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	7,535.36	6,852.64	52.37%	30.90
210-5-13-10-335.000 Audit	18,412.00	12,517.95	5,894.05	67.99%	1,564.74
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	140.00	1,618.00	7.96%	60.00
210-5-13-10-505.000 Tech. Subs, Licenses	22,754.00	13,327.67	9,426.33	58.57%	416.00
210-5-13-10-520.000 PACIF Insurance	99,922.00	46,154.88	53,767.12	46.19%	0.00
210-5-13-10-550.000 Printing and Binding	3,883.00	2,883.51	999.49	74.26%	0.00
210-5-13-10-560.000 Postage	2,800.00	2,054.01	745.99	73.36%	0.00
210-5-13-10-580.000 Travel	1,140.00	350.62	789.38	30.76%	0.00
210-5-13-10-610.000 General Supplies	800.00	11.79	788.21	1.47%	11.79
Total Finance	621,777.00	262,756.03	359,020.97	42.26%	34,882.25
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	140,016.00	57,638.00	82,378.00	41.17%	11,940.60
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	22,917.81	18,867.19	54.85%	3,497.00
210-5-14-10-735.000 Tech: Equip/Hardware	24,750.00	21,142.84	3,607.16	85.43%	0.00
Total Information Technology	211,551.00	101,698.65	109,852.35	48.07%	15,437.60
210-5-15-10 Assessing					
210-5-15-10-330.000 Professional Services	94,575.00	23,643.75	70,931.25	25.00%	0.00
210-5-15-10-505.000 Tech. Subs, Licenses	1,500.00	530.45	969.55	35.36%	530.45
Total Assessing	96,075.00	24,174.20	71,900.80	25.16%	530.45
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	225,773.00	86,531.31	139,241.69	38.33%	17,306.27
210-5-16-10-190.000 Board member Payments	9,600.00	2,400.00	7,200.00	25.00%	250.00
210-5-16-10-210.000 Group Insurance	59,616.00	37,032.99	22,583.01	62.12%	6,086.03
210-5-16-10-220.000 Social Security	18,624.00	7,008.40	11,615.60	37.63%	1,378.72

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-16-10-225.000 Act 76 Childcare Tax	803.00	263.90	539.10	32.86%	51.78
210-5-16-10-230.000 Retirement	19,374.00	7,340.50	12,033.50	37.89%	1,468.10
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	9,091.62	7,908.38	53.48%	1,071.90
210-5-16-10-330.000 Professional Services	23,560.00	3,279.77	20,280.23	13.92%	184.02
210-5-16-10-500.000 Training, Conf, Dues	4,630.00	2,213.91	2,416.09	47.82%	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	569.92	2,030.08	21.92%	204.88
210-5-16-10-550.000 Printing and Binding	3,000.00	640.75	2,359.25	21.36%	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	500.00	5,300.00	8.62%	100.00
210-5-16-10-610.000 General Supplies	3,000.00	218.52	2,781.48	7.28%	0.00
210-5-16-10-810.111 BWAC	10,000.00	4,412.71	5,587.29	44.13%	4,087.71
210-5-16-10-899.000 Matching Grant Funds	17,000.00	2,625.00	14,375.00	15.44%	0.00
Total Community Development	425,610.00	164,129.30	261,480.70	38.56%	32,189.41
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	207,140.40	-0.40	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	3,008,353.00	752,088.25	2,256,264.75	25.00%	0.00
Total Health & Human Services	3,235,493.00	979,228.65	2,256,264.35	30.27%	0.00
210-5-19-10 County & Regional Function					
210-5-19-10-800.101 CCRPC	19,712.00	14,162.00	5,550.00	71.84%	-5,550.00
210-5-19-10-800.102 GMT	311,638.00	142,296.50	169,341.50	45.66%	71,148.25
210-5-19-10-800.103 County Tax	73,911.00	43,114.75	30,796.25	58.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	995.00	995.00	0.00	100.00%	0.00
210-5-19-10-800.105 GBIC	3,750.00	3,750.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	33,895.00	33,895.00	0.00	100.00%	0.00
210-5-19-10-800.110 Essex Comm Historical Soc	2,000.00	2,000.00	0.00	100.00%	0.00
Total County & Regional Function	445,901.00	240,213.25	205,687.75	53.87%	65,598.25
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	315,000.00	113,882.60	201,117.40	36.15%	21,251.77
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	8,727.52	15,370.48	36.22%	1,625.78
210-5-25-10-225.000 Act 76 Childcare Tax	1,040.00	368.68	671.32	35.45%	68.08
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	5,959.00	14,041.00	29.80%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	432.00	568.00	43.20%	0.00
210-5-25-10-330.000 Professional Services	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	16,059.89	8,940.11	64.24%	2,770.55
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	1,055.48	5,944.52	15.08%	627.48

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	5,726.04	2,273.96	71.58%	0.00
210-5-25-10-521.000 Insurance Deductibles	0.00	1,000.00	-1,000.00	100.00%	0.00
210-5-25-10-530.000 Communications	4,500.00	240.32	4,259.68	5.34%	0.00
210-5-25-10-570.000 Other Purchased Services	11,000.00	5,313.96	5,686.04	48.31%	852.90
210-5-25-10-610.000 General Supplies	4,000.00	2,639.67	1,360.33	65.99%	1,112.89
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	20,153.08	24,846.92	44.78%	58.00
210-5-25-10-612.000 Uniforms	32,000.00	155.80	31,844.20	0.49%	120.75
210-5-25-10-613.000 Program Supplies	7,500.00	555.27	6,944.73	7.40%	473.80
210-5-25-10-626.000 Gasoline	6,500.00	1,841.27	4,658.73	28.33%	547.20
210-5-25-10-750.000 Machinery & Equipment	22,000.00	17,714.55	4,285.45	80.52%	828.84
Total Fire	543,038.00	204,362.63	338,675.37	37.63%	30,338.04
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	436,934.00	173,093.48	263,840.52	39.62%	35,743.22
210-5-30-10-120.000 Part Time Salaries	0.00	1,561.69	-1,561.69	100.00%	0.00
210-5-30-10-210.000 Group Insurance	217,195.00	109,600.20	107,594.80	50.46%	21,071.55
210-5-30-10-220.000 Social Security	33,731.00	13,141.46	20,589.54	38.96%	2,680.04
210-5-30-10-225.000 Act 76 Childcare Tax	1,455.00	478.27	976.73	32.87%	97.29
210-5-30-10-230.000 Retirement	33,819.00	13,435.28	20,383.72	39.73%	2,774.64
210-5-30-10-290.000 Other Employee Benefits	2,400.00	400.00	2,000.00	16.67%	0.00
210-5-30-10-330.000 Professional Services	11,764.00	3,872.00	7,892.00	32.91%	1,525.00
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	747.00	1,029.00	42.06%	149.40
210-5-30-10-500.000 Training, Conf, Dues	2,873.00	1,369.00	1,504.00	47.65%	0.00
210-5-30-10-530.000 Communications	2,160.00	900.00	1,260.00	41.67%	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	4,169.14	10,830.86	27.79%	855.43
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	14,184.00	-14,184.00	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 EJP Administration	780,807.00	336,972.94	443,834.06	43.16%	65,076.57
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	129,489.00	51,844.60	77,644.40	40.04%	10,368.92
210-5-30-12-120.000 Part Time Salaries	66,335.00	37,893.33	28,441.67	57.12%	5,844.30
210-5-30-12-130.000 Overtime	0.00	550.84	-550.84	100.00%	314.76
210-5-30-12-210.000 Group Insurance	64,535.00	32,518.43	32,016.57	50.39%	5,743.67
210-5-30-12-220.000 Social Security	15,082.00	6,821.61	8,260.39	45.23%	1,246.68
210-5-30-12-225.000 Act 76 Childcare Tax	651.00	274.56	376.44	42.18%	49.75
210-5-30-12-230.000 Retirement	12,484.00	4,824.16	7,659.84	38.64%	983.24
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	7,883.85	8,165.15	49.12%	952.00
210-5-30-12-431.000 R&M Buildings & Grounds	11,577.00	6,232.97	5,344.03	53.84%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,207.00	1,237.50	969.50	56.07%	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	450.00	630.00	41.67%	90.00
210-5-30-12-610.000 General Supplies	27,681.00	11,746.89	15,934.11	42.44%	2,003.96
210-5-30-12-626.000 Gasoline	4,500.00	1,699.49	2,800.51	37.77%	434.11

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total EJP Parks and Facilities	354,970.00	164,478.23	190,491.77	46.34%	28,031.39
210-5-30-13 Adult Programs					
210-5-30-13-530.000 Communications	0.00	132.50	-132.50	100.00%	26.23
Total Adult Programs	0.00	132.50	-132.50	100.00%	26.23
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	475,410.00	182,580.88	292,829.12	38.40%	36,401.33
210-5-35-10-120.000 Part Time Salaries	146,132.00	53,567.53	92,564.47	36.66%	10,772.18
210-5-35-10-190.000 Board Member Payments	2,200.00	500.00	1,700.00	22.73%	0.00
210-5-35-10-210.000 Group Insurance	188,643.00	80,413.70	108,229.30	42.63%	12,906.37
210-5-35-10-220.000 Social Security	47,904.00	18,030.71	29,873.29	37.64%	3,571.27
210-5-35-10-225.000 Act 76 Childcare Tax	2,066.00	738.16	1,327.84	35.73%	146.14
210-5-35-10-230.000 Retirement	44,755.00	17,039.88	27,715.12	38.07%	3,406.38
210-5-35-10-290.000 Other Employee Benefits	2,800.00	2,000.00	800.00	71.43%	0.00
210-5-35-10-340.000 Technical Services	3,000.00	2,194.00	806.00	73.13%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,936.00	1,640.00	2,296.00	41.67%	328.00
210-5-35-10-500.000 Training, Conf, Dues	6,000.00	1,228.95	4,771.05	20.48%	914.98
210-5-35-10-505.000 Tech. Subs, Licenses	14,797.00	11,058.34	3,738.66	74.73%	3,219.89
210-5-35-10-530.000 Communications	2,160.00	900.00	1,260.00	41.67%	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	905.00	2,095.00	30.17%	238.86
210-5-35-10-610.000 General Supplies	11,200.00	3,498.99	7,701.01	31.24%	1,183.75
210-5-35-10-640.201 Adult Collection	46,000.00	20,344.10	25,655.90	44.23%	2,730.13
210-5-35-10-640.202 Juvenile Collection	25,500.00	10,152.25	15,347.75	39.81%	1,412.38
210-5-35-10-735.000 Tech: Equip/Hardware	7,000.00	102.35	6,897.65	1.46%	20.47
210-5-35-10-755.000 Furniture & Fixtures	7,000.00	3,337.73	3,662.27	47.68%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	71.37	1,928.63	3.57%	0.00
210-5-35-10-840.202 Childrens Programs	4,500.00	3,072.44	1,427.56	68.28%	766.35
210-5-35-10-845.000 Employee/Volunteer Recogn	1,000.00	56.76	943.24	5.68%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	350.00	-350.00	100.00%	0.00
Total Brownell Library	1,047,703.00	413,783.14	633,919.86	39.49%	78,198.48
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	218,526.00	66,718.45	151,807.55	30.53%	13,371.15
210-5-40-12-120.000 Part Time Salaries	33,920.00	19,775.25	14,144.75	58.30%	3,934.88
210-5-40-12-130.000 Overtime	21,342.00	4,778.29	16,563.71	22.39%	932.10
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	29,534.04	95,213.96	23.67%	5,943.96
210-5-40-12-220.000 Social Security	21,341.00	7,040.07	14,300.93	32.99%	1,407.64
210-5-40-12-225.000 Act 76 Childcare Tax	921.00	262.84	658.16	28.54%	51.74
210-5-40-12-230.000 Retirement	21,732.00	7,091.16	14,640.84	32.63%	1,611.17
210-5-40-12-250.000 Unemployment Insurance	204.00	227.48	-23.48	111.51%	0.00
210-5-40-12-260.000 Workers Comp Insurance	15,663.00	7,205.00	8,458.00	46.00%	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	3,606.50	16,393.50	18.03%	0.00
210-5-40-12-400.000 Contracted Services	0.00	800.00	-800.00	100.00%	800.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-40-12-410.000 Water and Sewer Charges	3,800.00	1,166.23	2,633.77	30.69%	1,166.23
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	4,324.16	5,175.84	45.52%	891.04
210-5-40-12-430.000 R&M Vehicles & Equipment	120,000.00	36,570.86	83,429.14	30.48%	14,451.79
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	5,244.53	4,755.47	52.45%	680.00
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	847.00	2,153.00	28.23%	70.40
210-5-40-12-451.000 Summer Construction Servi	310,000.00	190,036.92	119,963.08	61.30%	11,444.37
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	10,798.65	-10,798.65	100.00%	151.60
210-5-40-12-520.000 PACIF Insurance	17,264.00	7,961.08	9,302.92	46.11%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	5,340.00	1,489.71	3,850.29	27.90%	205.46
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	1,192.03	23,807.97	4.77%	1,109.53
210-5-40-12-572.000 Traffic Control	35,000.00	7,125.31	27,874.69	20.36%	594.50
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	15,667.99	29,332.01	34.82%	2,760.98
210-5-40-12-609.000 Safety Supplies	3,000.00	91.70	2,908.30	3.06%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	8,812.33	26,187.67	25.18%	1,531.51
210-5-40-12-610.200 Streetlight Supplies	20,000.00	4,161.49	15,838.51	20.81%	1,362.22
210-5-40-12-612.000 Uniforms	3,400.00	2,022.09	1,377.91	59.47%	255.00
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	345.64	3,854.36	8.23%	0.00
210-5-40-12-622.000 Electricity	25,000.00	4,292.58	20,707.42	17.17%	1,155.32
210-5-40-12-622.200 Streetlight Electricity	142,000.00	54,865.93	87,134.07	38.64%	13,558.66
210-5-40-12-626.000 Gasoline	50,000.00	9,369.96	40,630.04	18.74%	2,259.81
210-5-40-12-750.000 Machinery & Equipment	10,000.00	2,274.00	7,726.00	22.74%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	370.80	9,629.20	3.71%	0.00
Total Highways	1,583,501.00	517,070.07	1,066,430.93	32.65%	81,701.06
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	6,000.00	2,827.52	3,172.48	47.13%	2,189.00
210-5-41-20-410.000 Water and Sewer Charges	1,700.00	312.76	1,387.24	18.40%	312.76
210-5-41-20-420.000 Cleaning Services	18,000.00	5,770.84	12,229.16	32.06%	798.42
210-5-41-20-425.000 Trash Removal	4,000.00	1,369.32	2,630.68	34.23%	342.33
210-5-41-20-431.000 R&M Buildings & Grounds	8,000.00	2,127.86	5,872.14	26.60%	166.00
210-5-41-20-530.000 Communications	7,000.00	2,789.49	4,210.51	39.85%	522.52
210-5-41-20-610.000 General Supplies	3,500.00	644.23	2,855.77	18.41%	0.00
210-5-41-20-621.000 Natural Gas/Heating	6,000.00	260.18	5,739.82	4.34%	0.00
210-5-41-20-622.000 Electricity	9,000.00	4,054.23	4,945.77	45.05%	1,126.44
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	20,156.43	43,543.57	31.64%	5,457.47
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	6,350.00	5,496.84	853.16	86.56%	4,337.84
210-5-41-21-410.000 Water and Sewer Charges	650.00	502.63	147.37	77.33%	273.98

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-21-420.000 Cleaning Services	42,000.00	14,869.00	27,131.00	35.40%	2,613.00
210-5-41-21-431.000 R&M Buildings & Grounds	21,650.00	15,865.80	5,784.20	73.28%	3,161.22
210-5-41-21-530.000 Communications	4,470.00	1,412.18	3,057.82	31.59%	394.40
210-5-41-21-610.000 General Supplies	1,500.00	1,092.35	407.65	72.82%	143.27
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	377.91	6,822.09	5.25%	0.00
210-5-41-21-622.000 Electricity	16,800.00	6,378.58	10,421.42	37.97%	1,315.78
Total Brownell Library	100,620.00	45,995.29	54,624.71	45.71%	12,239.49
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	850.00	1,141.20	-291.20	134.26%	570.00
210-5-41-22-410.000 Water and Sewer Charges	600.00	527.52	72.48	87.92%	527.52
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	957.30	7,542.70	11.26%	957.30
210-5-41-22-530.000 Communications	2,000.00	359.36	1,640.64	17.97%	76.14
210-5-41-22-610.000 General Supplies	1,500.00	541.55	958.45	36.10%	0.00
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	244.32	4,755.68	4.89%	0.00
210-5-41-22-622.000 Electricity	8,250.00	4,054.23	4,195.77	49.14%	1,126.45
Total Fire Station	26,950.00	7,825.48	19,124.52	29.04%	3,257.41
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	2,000.00	6,393.17	-4,393.17	319.66%	4,019.67
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	394.47	1,105.53	26.30%	394.47
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	972.50	1,527.50	38.90%	193.69
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	347.89	3,552.11	8.92%	0.00
210-5-41-23-622.000 Electricity	5,900.00	1,432.02	4,467.98	24.27%	233.00
Total Park Street School	30,800.00	9,540.05	21,259.95	30.97%	4,840.83
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	6,500.00	2,305.00	4,195.00	35.46%	2,305.00
210-5-41-26-410.000 Water and Sewer Charges	8,750.00	4,860.61	3,889.39	55.55%	4,860.61
210-5-41-26-420.000 Cleaning Services	35,000.00	18,425.67	16,574.33	52.64%	2,395.25
210-5-41-26-425.000 Trash Removal	4,900.00	2,579.66	2,320.34	52.65%	519.46
210-5-41-26-530.000 Communications	4,000.00	1,410.00	2,590.00	35.25%	280.38
210-5-41-26-610.000 General Supplies	6,500.00	21.43	6,478.57	0.33%	0.00
210-5-41-26-621.000 Natural Gas/Heating	7,000.00	705.63	6,294.37	10.08%	249.16
210-5-41-26-622.000 Electricity	38,000.00	19,855.19	18,144.81	52.25%	3,616.77
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	50,163.19	90,486.81	35.67%	14,226.63
210-5-41-27-431.000 R&M Buildings & Grounds	0.00	531.25	-531.25	100.00%	0.00
Total Buildings	362,720.00	134,211.69	228,508.31	37.00%	40,021.83
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	461.60	-461.60	100.00%	65.49

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-90-00-910.000 Transfer btwn Funds	7,811.00	1,104.71	6,706.29	14.14%	1,104.71
210-5-90-00-920.000 Transfer btwn funds (capi	1,107,959.00	553,979.50	553,979.50	50.00%	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	7,609.21	-7,609.21	100.00%	3,343.90
Total Transfers and Misc.	1,230,770.00	563,155.02	667,614.98	45.76%	4,514.10
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	188,738.00	47,184.50	141,553.50	25.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	52,070.00	18,441.39	33,628.61	35.42%	0.00
Total Debt Service	375,943.00	200,925.89	175,017.11	53.45%	0.00
Total Expenditures	12,419,239.00	4,716,481.66	7,702,757.34	37.98%	562,198.77
Total GENERAL FUND	2.00	7,221,655.02	-7,221,657.02		-574,577.71
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City of Essex Junction General Ledger
Current Yr Pd: 5 Year Budget Status Report
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%	0.00
220-4-00-00-060.000 Interest Income	0.00	9,186.29	-9,186.29	100.00%	0.00
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Total Revenues	112,000.00	65,826.46	46,173.54	58.77%	0.00
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220-5-00-00-720.002 1 Main; Road Res-Q	0.00	585.00	-585.00	100.00%	450.00
220-5-00-00-890.836 Train Station	450,000.00	2,865.00	447,135.00	0.64%	0.00
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	3,450.00	896,550.00	0.38%	450.00
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Total ECONOMIC DEVELOPMENT FUND	-788,000.00	62,376.46	725,623.54	-7.92%	-450.00
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 Current Yr Pd: 5 Year Budget Status Report
 MEMORIAL PARK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-060.000 Interest Income	0.00	44.26	-44.26	100.00%	0.00
Total Revenues	0.00	44.26	-44.26	100.00%	0.00
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	3,361.42	-3,361.42	100.00%	0.00
Total Expenditures	0.00	3,361.42	-3,361.42	100.00%	0.00
Total MEMORIAL PARK FUND	0.00	-3,317.16	3,317.16	-100.00%	0.00

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ARPA FUNDS

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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 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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City of Essex Junction General Ledger
Current Yr Pd: 5 Year Budget Status Report
LOCAL OPTION TAX

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Account	Budget		Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
224-4-00-00-015.000 LOT Revenue	900,000.00	300,296.44	599,703.56	33.37%	300,296.44
224-4-00-00-060.000 Interest Income	0.00	7,262.44	-7,262.44	100.00%	0.00
Total Revenues	900,000.00	307,558.88	592,441.12	34.17%	300,296.44
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	175.00	-175.00	100.00%	250.00
224-5-00-00-920.000 Transfer to Capital	800,000.00	400,000.00	400,000.00	50.00%	0.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	225,000.00	4,256.00	220,744.00	1.89%	0.00
Total Expenditures	1,025,000.00	410,931.00	614,069.00	40.09%	250.00
Total LOCAL OPTION TAX	-125,000.00	-103,372.12	228,372.12	82.70%	300,046.44
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Current Yr Pd: 5 Year Budget Status Report
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	20,082.11	-20,082.11	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	1,443,218.00	721,609.00	721,609.00	50.00%	0.00

Total Revenue	1,459,454.00	741,691.11	717,762.89	50.82%	0.00

Total Revenues	1,459,454.00	741,691.11	717,762.89	50.82%	0.00

230-5-16-10-890.824 Cres. Connector	0.00	15,905.53	-15,905.53	100.00%	4,100.60
230-5-40-10-720.002 Iroquois Ave Road and Wat	0.00	617,759.70	-617,759.70	100.00%	0.00
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
230-5-41-25-730.000 Public Works Facility	0.00	3,303.25	-3,303.25	100.00%	633.75

Total Expenditures	1,218,188.00	636,968.48	581,219.52	52.29%	4,734.35

Total GEN FUND CAP RESERVE	241,266.00	104,722.63	-345,988.63	43.41%	-4,734.35
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City of Essex Junction General Ledger
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 ROLLING STOCK FUND

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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	377.02	-377.02	100.00%	0.00
231-4-00-00-060.000 Interest Income	0.00	7,534.86	-7,534.86	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	300,638.00	150,319.00	150,319.00	50.00%	0.00
Total Revenues	300,638.00	158,230.88	142,407.12	52.63%	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	158,230.88	-113,868.88	-356.68%	0.00

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City of Essex Junction General Ledger
Current Yr Pd: 5 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	11,130.92	-11,130.92	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	25,000.00	25,000.00	50.00%	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	37,130.92	12,869.08	74.26%	0.00
232-5-41-20-730.000 Buildings & Improvements	0.00	-1,100.00	1,100.00	100.00%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	482,541.18	-482,541.18	100.00%	1,197.50
232-5-41-21-730.001 Roof	0.00	4,495.00	-4,495.00	100.00%	1,712.50
Total Expenditures	0.00	485,936.18	-485,936.18	100.00%	2,910.00
Total BUILDING MAINT FUND	50,000.00	-448,805.26	398,805.26	-897.61%	-2,910.00

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City of Essex Junction General Ledger
Current Yr Pd: 5 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	856.66	-856.66	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	114,103.00	57,051.50	57,051.50	50.00%	0.00
Total Revenues	114,103.00	57,908.16	56,194.84	50.75%	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%	0.00
233-5-00-00-740.002 Resurfacing	22,254.00	17,200.00	5,054.00	77.29%	0.00
233-5-00-00-740.005 Park Amenities	0.00	3,577.50	-3,577.50	100.00%	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	32,777.50	81,325.50	28.73%	0.00
Total EJRP CAP RESERVE	0.00	25,130.66	-25,130.66	-100.00%	0.00

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City of Essex Junction General Ledger
Current Yr Pd: 5 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	552,843.04	1,194,151.96	31.65%	138.12
254-4-54-20-021.001 Water Large User Fees	206,773.00	64,483.03	142,289.97	31.19%	18,086.77
254-4-54-20-024.000 Utility Connection Fees	3,000.00	1,200.00	1,800.00	40.00%	0.00
254-4-54-20-060.000 Interest Income	1,000.00	11,848.19	-10,848.19	1,184.82%	0.00
254-4-54-20-085.000 Penalties	5,000.00	2,412.91	2,587.09	48.26%	0.00
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	632,787.17	1,330,130.83	32.24%	18,224.89
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	1,181,530.46	-1,181,530.46	100.00%	331,518.54
254-4-54-70-092.000 Transfer to Capital	560,000.00	280,000.00	280,000.00	50.00%	0.00
Total Nonoperating Revenues	560,000.00	1,461,530.46	-901,530.46	260.99%	331,518.54
Total Revenues	2,522,918.00	2,094,317.63	428,600.37	83.01%	349,743.43
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	188,406.00	93,707.51	94,698.49	49.74%	10,255.90
254-5-54-20-130.000 Overtime	24,069.00	5,652.82	18,416.18	23.49%	1,371.74
254-5-54-20-210.000 Group Insurance	105,600.00	46,459.52	59,140.48	44.00%	5,154.58
254-5-54-20-220.000 Social Security	16,476.00	5,097.82	11,378.18	30.94%	872.93
254-5-54-20-225.000 Act 76 Childcare Tax	711.00	189.32	521.68	26.63%	32.73
254-5-54-20-230.000 Retirement	19,806.00	9,397.27	10,408.73	47.45%	4,190.25
254-5-54-20-250.000 Unemployment Insurance	180.00	105.32	74.68	58.51%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,913.00	2,412.16	5,500.84	30.48%	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	6,258.97	447.03	93.33%	782.37
254-5-54-20-410.000 Water and Sewer Charges	200.00	57.88	142.12	28.94%	57.88
254-5-54-20-411.000 CWD Water Purchase	738,826.00	251,242.71	487,583.29	34.01%	64,644.68
254-5-54-20-430.000 R&M Vehicles & Equipment	7,000.00	998.82	6,001.18	14.27%	31.76
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	6,989.62	18,010.38	27.96%	1,785.00
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	99,750.00	99,750.00	50.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	2,500.00	152.00	2,348.00	6.08%	72.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,609.00	3,578.96	-969.96	137.18%	1,910.94
254-5-54-20-520.000 PACIF Insurance	7,216.00	3,329.98	3,886.02	46.15%	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	554.70	3,025.30	15.49%	0.00
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	1,107.84	2,692.16	29.15%	439.65
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	2,919.67	4,080.33	41.71%	548.00
254-5-54-20-612.000 Uniforms	1,350.00	60.24	1,289.76	4.46%	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	227.10	3,272.90	6.49%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-622.000 Electricity	1,400.00	351.35	1,048.65	25.10%	147.26
254-5-54-20-626.000 Gasoline	3,000.00	879.46	2,120.54	29.32%	192.17
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	280,000.00	280,000.00	50.00%	0.00
Total Operating Expenses	1,962,919.00	821,481.04	1,141,437.96	41.85%	92,489.84
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	1,181,530.46	-1,181,530.46	100.00%	331,518.54
254-5-54-70-723.004 Main St Water Line	0.00	1,900.00	-1,900.00	100.00%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	1,705.23	-1,705.23	100.00%	1,705.23
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	2,984.25	7,599.75	28.20%	1,422.87
254-5-54-70-750.002 New/Replacement Valves	50,000.00	0.00	50,000.00	0.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	59,907.60	-59,907.60	100.00%	0.00
Total NonOperating Expenses	603,161.00	1,248,027.54	-644,866.54	206.91%	334,646.64
Total Expenditures	2,566,080.00	2,069,508.58	496,571.42	80.65%	427,136.48
Total WATER FUND	-43,162.00	24,809.05	18,352.95	-57.48%	-77,393.05

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	393,519.14	850,415.86	31.64%	0.00
255-4-55-30-022.001 City: Septage Discharg	55,000.00	61,527.93	-6,527.93	111.87%	16,976.75
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	602.46	397.54	60.25%	87.78
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	824,018.00	412,009.00	412,009.00	50.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,009,743.00	504,871.50	504,871.50	50.00%	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	18,000.00	19,044.00	48.59%	0.00
255-4-55-30-060.000 Interest Income	0.00	31,291.45	-31,291.45	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	1,597.07	1,902.93	45.63%	0.00
255-4-55-30-098.000 Misc Revenue	0.00	8,925.00	-8,925.00	100.00%	2,450.00
Total Operating Revenue	3,199,340.00	1,432,343.55	1,766,996.45	44.77%	19,514.53
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,302.09	-287,302.09	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	295,137.60	-295,137.60	100.00%	0.00
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	279,466.58	-279,466.58	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	480,000.00	240,000.00	240,000.00	50.00%	0.00
Total Nonoperating Revenues	480,000.00	1,101,906.27	-621,906.27	229.56%	0.00
Total Revenues	3,679,340.00	2,534,249.82	1,145,090.18	68.88%	19,514.53

255-5-55-30 Operating Expenses

255-5-55-30-110.000 Regular Salaries	530,187.00	183,710.60	346,476.40	34.65%	36,742.13
255-5-55-30-120.000 Part Time Salaries	8,880.00	3,404.00	5,476.00	38.33%	0.00
255-5-55-30-130.000 Overtime	49,944.00	19,252.95	30,691.05	38.55%	3,566.47
255-5-55-30-210.000 Group Insurance	176,434.00	50,687.42	125,746.58	28.73%	8,899.78
255-5-55-30-220.000 Social Security	47,742.00	16,549.27	31,192.73	34.66%	3,343.29
255-5-55-30-225.000 Act 76 Childcare Tax	2,059.00	618.48	1,440.52	30.04%	123.87
255-5-55-30-230.000 Retirement	52,849.00	18,436.21	34,412.79	34.88%	3,707.10
255-5-55-30-250.000 Unemployment Insurance	534.00	384.64	149.36	72.03%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,152.00	7,064.18	18,087.82	28.09%	0.00
255-5-55-30-290.000 Other Employee Benefits	3,600.00	1,200.00	2,400.00	33.33%	1,200.00
255-5-55-30-320.000 Legal Services	3,000.00	112.50	2,887.50	3.75%	45.00
255-5-55-30-330.000 Professional Services	7,000.00	1,937.50	5,062.50	27.68%	0.00
255-5-55-30-335.000 Audit	6,353.00	5,929.49	423.51	93.33%	741.19
255-5-55-30-340.000 Technical Services	15,750.00	5,079.10	10,670.90	32.25%	280.00
255-5-55-30-410.000 Water and Sewer Charges	3,605.00	2,901.28	703.72	80.48%	2,901.28
255-5-55-30-415.000 Stormwater Charges	4,088.00	724.40	3,363.60	17.72%	724.40
255-5-55-30-421.000 Grit Disposal	18,000.00	5,510.72	12,489.28	30.62%	1,377.68
255-5-55-30-430.000 R&M Vehicles & Equipment	1,500.00	111.15	1,388.85	7.41%	0.00
255-5-55-30-431.000 R&M Buildings	45,702.00	28,601.95	17,100.05	62.58%	324.36
255-5-55-30-435.000 COGEN	35,000.00	36,533.07	-1,533.07	104.38%	24,841.37
255-5-55-30-442.000 Rental Vehicles/Equip	3,400.00	792.25	2,607.75	23.30%	158.45
255-5-55-30-491.000 Administrative Fees	99,750.00	49,875.00	49,875.00	50.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,800.00	1,298.08	7,501.92	14.75%	0.00

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-5-55-30-505.000 Tech. Subs, Licenses	11,783.00	3,565.63	8,217.37	30.26%	271.34
255-5-55-30-510.000 Permits, Licenses, Reg	12,105.00	1,997.00	10,108.00	16.50%	0.00
255-5-55-30-520.000 PACIF Insurance	42,427.00	19,625.48	22,801.52	46.26%	0.00
255-5-55-30-530.000 Communications	17,500.00	5,098.89	12,401.11	29.14%	815.36
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	5,500.00	229,500.00	2.34%	5,500.00
255-5-55-30-568.000 Biosolids Subcontractor	310,046.00	77,488.68	232,557.32	24.99%	9,518.00
255-5-55-30-570.000 Other Purchased Services	150,000.00	79,712.39	70,287.61	53.14%	13,194.40
255-5-55-30-609.000 Safety Supplies	3,000.00	6,599.75	-3,599.75	219.99%	0.00
255-5-55-30-610.000 General Supplies	8,500.00	5,631.22	2,868.78	66.25%	2,606.17
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	1,450.92	3,549.08	29.02%	0.00
255-5-55-30-612.000 Uniforms	7,050.00	838.94	6,211.06	11.90%	0.00
255-5-55-30-618.000 Laboratory Supplies	28,000.00	5,567.09	22,432.91	19.88%	0.00
255-5-55-30-619.000 Chemicals	525,000.00	166,131.65	358,868.35	31.64%	37,464.77
255-5-55-30-621.000 Natural Gas/Heating	21,000.00	4,765.63	16,234.37	22.69%	0.00
255-5-55-30-622.000 Electricity	170,000.00	55,572.79	114,427.21	32.69%	2,218.85
255-5-55-30-626.000 Gasoline	2,000.00	3,780.00	-1,780.00	189.00%	192.55
255-5-55-30-735.000 Tech: Equip/Hardware	18,750.00	19,149.00	-399.00	102.13%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	480,000.00	240,000.00	240,000.00	50.00%	0.00
Total Operating Expenses	3,199,340.00	1,143,939.30	2,055,400.70	35.76%	160,757.81
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	0.00	12,077.52	-12,077.52	100.00%	0.00
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	8,085.00	41,915.00	16.17%	0.00
255-5-55-70-722.021 Aeration Header Replaceme	25,000.00	17,691.81	7,308.19	70.77%	0.00
255-5-55-70-722.022 Process Monitoring Upgrad	48,000.00	8.84	47,991.16	0.02%	8.84
255-5-55-70-722.024 Dewatering VFDs	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-722.025 WAS Pump Replacements	35,000.00	0.00	35,000.00	0.00%	0.00
255-5-55-70-722.026 SHT #1 Mixer	40,000.00	49,691.20	-9,691.20	124.23%	49,691.20
255-5-55-70-730.005 HVAC Upgrades	25,000.00	16,972.00	8,028.00	67.89%	3,761.24
255-5-55-70-750.002 IT Upgrades	16,483.00	0.00	16,483.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	351.53	-351.53	100.00%	351.53
255-5-55-70-955.002 RZEDB Interest	0.00	16,455.69	-16,455.69	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	154,720.39	-154,720.39	100.00%	0.00
Total Nonoperating Expenses	354,483.00	276,053.98	78,429.02	77.88%	53,812.81
Total Expenditures	3,553,823.00	1,419,993.28	2,133,829.72	39.96%	214,570.62
Total WASTEWATER FUND	125,517.00	1,114,256.54	-1,239,773.54	887.73%	-195,056.09

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	322,993.25	683,396.75	32.09%	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	1,509.90	28,490.10	5.03%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	16,998.40	-16,998.40	100.00%	10,240.00
256-4-56-40-060.000 Interest Income	5,000.00	24,281.63	-19,281.63	485.63%	0.00
256-4-56-40-085.000 Penalties	3,000.00	1,307.49	1,692.51	43.58%	0.00
256-4-56-40-098.000 Misc Revenue	0.00	6,992.93	-6,992.93	100.00%	6,816.46
Total Operating Revenues	1,141,777.00	374,083.60	767,693.40	32.76%	17,056.46
256-4-56-70 Nonoperating Revenues					
256-4-56-70-092.000 Transfer to Capital	222,000.00	111,000.00	111,000.00	50.00%	0.00
Total Nonoperating Revenues	222,000.00	111,000.00	111,000.00	50.00%	0.00
Total Revenues	1,363,777.00	485,083.60	878,693.40	35.57%	17,056.46
256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	174,975.00	66,722.54	108,252.46	38.13%	13,414.24
256-5-56-40-130.000 Overtime	24,246.00	5,467.71	18,778.29	22.55%	1,797.86
256-5-56-40-210.000 Group Insurance	63,587.00	29,969.56	33,617.44	47.13%	4,422.36
256-5-56-40-220.000 Social Security	16,197.00	5,761.50	10,435.50	35.57%	1,211.64
256-5-56-40-225.000 Act 76 Childcare Tax	699.00	214.59	484.41	30.70%	45.44
256-5-56-40-230.000 Retirement	19,618.00	6,869.47	12,748.53	35.02%	1,441.31
256-5-56-40-250.000 Unemployment Insurance	180.00	81.86	98.14	45.48%	0.00
256-5-56-40-260.000 Workers Comp Insurance	8,419.00	2,287.72	6,131.28	27.17%	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	3,725.25	2,516.75	59.68%	0.00
256-5-56-40-335.000 Audit	3,529.00	3,293.59	235.41	93.33%	411.70
256-5-56-40-340.000 Technical Services	14,500.00	2,800.00	11,700.00	19.31%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	164.98	335.02	33.00%	164.98
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	5,268.66	-3,268.66	263.43%	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	4,830.34	17,669.66	21.47%	722.41
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	3,391.14	10,608.86	24.22%	384.77
256-5-56-40-434.002 West Street PS Costs	12,000.00	4,249.97	7,750.03	35.42%	471.15
256-5-56-40-441.000 Rental Land/Buildings	2,048.00	2,507.17	-459.17	122.42%	0.00
256-5-56-40-491.000 Administrative Fees	235,500.00	117,750.00	117,750.00	50.00%	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	4,642.43	-2,916.43	268.97%	3,768.54
256-5-56-40-520.000 PACIF Insurance	3,402.00	1,586.32	1,815.68	46.63%	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	450.00	630.00	41.67%	90.00
256-5-56-40-560.000 Postage	6,180.00	2,249.26	3,930.74	36.40%	892.63
256-5-56-40-609.000 Safety Supplies	3,000.00	1,093.25	1,906.75	36.44%	0.00
256-5-56-40-610.000 General Supplies	2,500.00	917.27	1,582.73	36.69%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-5-56-40-612.000 Uniforms	1,350.00	505.93	844.07	37.48%	0.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	237.70	1,262.30	15.85%	0.00
256-5-56-40-622.000 Electricity	16,000.00	3,132.41	12,867.59	19.58%	1,056.29
256-5-56-40-626.000 Gasoline	6,000.00	1,609.31	4,390.69	26.82%	303.23
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	111,000.00	111,000.00	50.00%	0.00
Total Operating Expenses	918,778.00	392,779.93	525,998.07	42.75%	31,158.55
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 St PS	3,740,650.00	23,426.16	3,717,223.84	0.63%	6,000.00
256-5-56-70-722.006 Collection Sys Capacity S	33,129.00	0.00	33,129.00	0.00%	0.00
256-5-56-70-722.055 West St PS	0.00	7,300.00	-7,300.00	100.00%	2,000.00
256-5-56-70-750.001 Meter Replacement Program	21,488.00	5,968.52	15,519.48	27.78%	2,845.75
256-5-56-70-751.006 Vactor Truck	9,500.00	13,232.00	-3,732.00	139.28%	0.00
256-5-56-70-910.000 Transfer to WWTF	0.00	279,466.58	-279,466.58	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	1,590.60	-1,590.60	100.00%	1,590.60
Total Nonoperating Expenses	3,844,767.00	330,983.86	3,513,783.14	8.61%	12,436.35
Total Expenditures	4,763,545.00	723,763.79	4,039,781.21	15.19%	43,594.90
Total SANITATION FUND	-3,399,768.00	-238,680.19	3,638,448.19	7.02%	-26,538.44

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
257-4-57-50-021.000 Stormwater User Fees	0.00	123,871.18	-123,871.18	100.00%	0.00
257-4-57-50-027.000 Stormwater User Fees	323,057.00	0.00	323,057.00	0.00%	0.00
257-4-57-50-040.000 Federal Grant Revenue	0.00	15,416.80	-15,416.80	100.00%	0.00
257-4-57-50-060.000 Interest Income	0.00	-405.14	405.14	100.00%	0.00
Total Revenues	323,057.00	138,882.84	184,174.16	42.99%	0.00
257-5-57-50-110.000 Regular Salaries	99,249.00	29,892.40	69,356.60	30.12%	7,439.60
257-5-57-50-120.000 Part Time Salaries	17,760.00	6,012.50	11,747.50	33.85%	0.00
257-5-57-50-210.000 Group Insurance	42,750.00	12,892.24	29,857.76	30.16%	2,887.90
257-5-57-50-220.000 Social Security	9,048.00	2,735.52	6,312.48	30.23%	566.98
257-5-57-50-225.000 Act 76 Childcare Tax	390.00	109.67	280.33	28.12%	23.51
257-5-57-50-230.000 Retirement	8,968.00	2,822.91	6,145.09	31.48%	735.85
257-5-57-50-250.000 Unemployment Insurance	50.00	19.78	30.22	39.56%	0.00
257-5-57-50-260.000 Workers Comp Insurance	6,617.00	3,140.06	3,476.94	47.45%	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	902.70	19,097.30	4.51%	0.00
257-5-57-50-500.000 Training, Conferences, Du	2,000.00	722.18	1,277.82	36.11%	51.75
257-5-57-50-510.000 Permit/License/Registrati	18,250.00	12,175.85	6,074.15	66.72%	5,000.00
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	1,399.99	3,600.01	28.00%	0.00
257-5-57-50-575.000 Storm Sewer Maintenance	20,000.00	18,361.65	1,638.35	91.81%	0.00
257-5-57-50-580.000 Travel	1,500.00	66.36	1,433.64	4.42%	0.00
257-5-57-50-612.000 Uniforms	675.00	593.95	81.05	87.99%	0.00
257-5-57-50-735.000 Tech: Equip/Hardware	0.00	2,188.00	-2,188.00	100.00%	0.00
257-5-57-50-830.000 Regular Programs	900.00	916.49	-16.49	101.83%	0.00
257-5-57-50-899.000 Matching Grant Funds	45,250.00	7,555.95	37,694.05	16.70%	0.00
Total Expenditures	323,057.00	102,508.20	220,548.80	31.73%	16,705.59
Total STORMWATER FUND	0.00	36,374.64	-36,374.64	-100.00%	-16,705.59

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City of Essex Junction General Ledger
Current Yr Pd: 5 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	163.72	-163.72	100.00%	0.00
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Total Revenues	0.00	163.72	-163.72	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	163.72	-163.72	-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	15,029.82	-15,029.82	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	74,333.00	70,907.75	3,425.25	95.39%	0.00
259-4-30-11-020.305 Pool Memberships	44,988.00	7,906.00	37,082.00	17.57%	0.00
259-4-30-11-020.306 Swim Lessons	45,219.00	2,710.00	42,509.00	5.99%	0.00
259-4-30-12-020.308 Facility & Field Rental	26,440.00	13,985.25	12,454.75	52.89%	0.00
259-4-30-14-020.311 Youth Programs	399,745.00	102,460.29	297,284.71	25.63%	0.00
259-4-30-14-020.312 Adult Programs	156,800.00	56,666.16	100,133.84	36.14%	233.90
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	582,580.80	1,161,399.20	33.41%	133,499.04
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	9,247.50	-9,247.50	100.00%	0.00
259-4-30-16-020.313 Childcare - PS	706,353.00	208,263.94	498,089.06	29.48%	8,620.00
259-4-30-16-098.000 Misc Revenue	0.00	300.00	-300.00	100.00%	300.00
259-4-30-17-020.313 Childcare - DC	961,280.00	404,467.27	556,812.73	42.08%	0.00
259-4-30-17-040.835 Special Accommodation Gra	0.00	36,685.00	-36,685.00	100.00%	0.00
Total Revenues	4,367,261.00	1,512,209.78	2,855,051.22	34.63%	142,652.94
259-5-30-10 Administration					
259-5-30-10-250.000 Unemployment Insurance	5,231.00	2,377.66	2,853.34	45.45%	0.00
259-5-30-10-260.000 Workers Comp Insurance	89,072.00	36,699.83	52,372.17	41.20%	0.00
259-5-30-10-330.000 Professional Services	0.00	1,700.00	-1,700.00	100.00%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	827.50	1,140.50	42.05%	165.50
259-5-30-10-500.000 Training, Conf, Dues	5,500.00	3,304.76	2,195.24	60.09%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	1,835.00	10,963.72	-9,128.72	597.48%	1,794.88
259-5-30-10-530.000 Communications	0.00	863.86	-863.86	100.00%	0.00
259-5-30-10-550.000 Printing and Binding	0.00	3,910.00	-3,910.00	100.00%	0.00
259-5-30-10-560.000 Postage	353.00	2,284.48	-1,931.48	647.16%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	32,461.52	-32,461.52	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	26,577.50	-26,577.50	100.00%	0.00
Total Administration	103,959.00	122,167.56	-18,208.56	117.52%	1,960.38
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%	0.00
259-5-30-11-130.000 Overtime	0.00	2,804.44	-2,804.44	100.00%	0.00
259-5-30-11-220.000 Social Security	8,807.00	7,816.52	990.48	88.75%	0.00
259-5-30-11-225.000 Act 76 Childcare Tax	380.00	354.88	25.12	93.39%	0.00
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	27,205.21	12,502.79	68.51%	794.54
259-5-30-11-505.000 Technology Subs, Licenses	629.00	483.24	145.76	76.83%	0.00
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	3,475.57	356.43	90.70%	12.83
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	141,511.92	31,276.08	81.90%	807.37

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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%	0.00
259-5-30-12-220.000 Social Security	794.00	348.19	445.81	43.85%	28.17
259-5-30-12-225.000 Act 76 Childcare Tax	34.00	6.49	27.51	19.09%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	28,918.58	-19,918.58	321.32%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	7,450.01	6,349.99	53.99%	6,385.21
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	2,060.51	1,939.49	51.51%	0.00
259-5-30-12-610.000 General Supplies	0.00	4,552.46	-4,552.46	100.00%	1,050.57
Total Parks and Facilities	38,011.00	46,783.19	-8,772.19	123.08%	7,463.95
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	58,320.00	14,443.99	43,876.01	24.77%	4,228.92
259-5-30-14-120.000 Part Time Salaries	21,284.00	3,310.49	17,973.51	15.55%	577.64
259-5-30-14-210.000 Group Insurance	42,844.00	1,179.72	41,664.28	2.75%	368.24
259-5-30-14-220.000 Social Security	6,141.00	1,358.02	4,782.98	22.11%	367.92
259-5-30-14-225.000 Act 76 Childcare Tax	265.00	57.14	207.86	21.56%	15.30
259-5-30-14-230.000 Retirement	3,523.00	1,241.22	2,281.78	35.23%	413.74
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	195,639.66	278,598.34	41.25%	11,148.15
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	785.22	714.78	52.35%	785.22
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	3,725.09	3,024.91	55.19%	129.92
259-5-30-14-505.000 Technology Subs, Licenses	2,360.00	1,812.17	547.83	76.79%	0.00
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	47,090.24	-14,697.24	145.37%	28,696.55
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	270,642.96	401,276.04	40.28%	46,731.60
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	669,664.00	210,622.29	459,041.71	31.45%	55,798.04
259-5-30-15-120.000 Part Time Salaries	429,246.00	148,013.38	281,232.62	34.48%	52,194.30
259-5-30-15-130.000 Overtime	0.00	910.51	-910.51	100.00%	30.82
259-5-30-15-210.000 Group Insurance	204,294.00	86,291.15	118,002.85	42.24%	17,476.50
259-5-30-15-220.000 Social Security	86,208.00	28,168.85	58,039.15	32.68%	8,361.97
259-5-30-15-225.000 Act 76 Childcare Tax	3,719.00	1,125.74	2,593.26	30.27%	337.89
259-5-30-15-230.000 Retirement	65,662.00	24,738.43	40,923.57	37.68%	5,256.75
259-5-30-15-290.000 Other Employee Benefits	5,200.00	400.00	4,800.00	7.69%	0.00
259-5-30-15-330.000 Professional Services	101,800.00	8,981.84	92,818.16	8.82%	2,350.00
259-5-30-15-500.000 Training, Conf, Dues	45,339.00	6,617.65	38,721.35	14.60%	0.00
259-5-30-15-505.000 Technology Subs, Licenses	6,609.00	5,074.07	1,534.93	76.78%	0.00
259-5-30-15-530.000 Communications	7,560.00	3,078.93	4,481.07	40.73%	889.26
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

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-15-560.000 Postage	2,835.00	0.00	2,835.00	0.00%	0.00
259-5-30-15-580.000 Travel	0.00	1,718.81	-1,718.81	100.00%	0.00
259-5-30-15-610.000 General Supplies	123,316.00	38,800.15	84,515.85	31.46%	7,787.21
259-5-30-15-626.000 Gasoline	5,500.00	268.86	5,231.14	4.89%	0.00
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	564,810.66	1,221,878.34	31.61%	150,482.74
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	375,640.00	161,642.65	213,997.35	43.03%	27,942.24
259-5-30-16-120.000 Part Time Salaries	29,493.00	11,463.28	18,029.72	38.87%	2,020.62
259-5-30-16-130.000 Overtime	0.00	97.65	-97.65	100.00%	0.00
259-5-30-16-210.000 Group Insurance	182,985.00	63,616.27	119,368.73	34.77%	8,916.22
259-5-30-16-220.000 Social Security	32,759.00	14,044.11	18,714.89	42.87%	2,550.93
259-5-30-16-225.000 Act 76 Childcare Tax	1,413.00	566.36	846.64	40.08%	102.70
259-5-30-16-230.000 Retirement	30,732.00	14,101.73	16,630.27	45.89%	2,507.78
259-5-30-16-290.000 Other Employee Benefits	2,800.00	2,000.00	800.00	71.43%	1,200.00
259-5-30-16-330.000 Professional Services	4,525.00	1,856.47	2,668.53	41.03%	0.00
259-5-30-16-420.000 Cleaning Services	32,500.00	11,296.83	21,203.17	34.76%	2,177.50
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	747.00	-747.00	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	6,133.00	5,617.00	52.20%	1,459.50
259-5-30-16-505.000 Technology Subs, Licenses	2,675.00	2,053.79	621.21	76.78%	0.00
259-5-30-16-530.000 Communications	0.00	149.73	-149.73	100.00%	0.00
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%	0.00
259-5-30-16-610.000 General Supplies	7,750.00	13,365.91	-5,615.91	172.46%	302.02
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	303,311.18	427,075.82	41.53%	49,328.91
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%	0.00
259-5-30-17-120.000 Part Time Salaries	536,093.00	468,926.90	67,166.10	87.47%	0.00
259-5-30-17-130.000 Overtime	0.00	19,371.44	-19,371.44	100.00%	0.00
259-5-30-17-220.000 Social Security	47,565.00	41,420.49	6,144.51	87.08%	0.00
259-5-30-17-225.000 Act 76 Childcare Tax	2,052.00	1,743.34	308.66	84.96%	0.00
259-5-30-17-330.000 Professional Services	163,066.00	63,820.31	99,245.69	39.14%	0.00
259-5-30-17-505.000 Technology Subs, Licenses	3,462.00	2,657.85	804.15	76.77%	0.00
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	51,965.21	-51,965.21	100.00%	6,836.64
259-5-30-17-610.000 General Supplies	66,267.00	39,405.23	26,861.77	59.46%	0.00
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	741,599.04	178,064.96	80.64%	6,836.64
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00

12/10/25

City of Essex Junction General Ledger
 Current Yr Pd: 5 Year Budget Status Report
 EJRP PPROGRAMS FUND

Page 31 of 31

07:56 am

jmorris

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date

Total Expenditures	4,423,417.00	2,190,826.51	2,232,590.49	49.53%	263,611.59

Total EJRP PPROGRAMS FUND	-56,156.00	-678,616.73	734,772.73	1,208.45%	-120,958.65
=====					
Total All Funds	-4,039,663.00	7,274,928.14	-3,235,265.14	-180.09%	-719,277.44
=====					

LOT Fund Balance Detail

LOT Funds Revenue FY23	659,341.99	
11/21/22 Disbursement - Q1	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
6/30/23 Disbursement - Q4	219,588.49	funds received in August, but recorded back to June to properly recognize revenue
Interest Accrued	3,517.96	
LOT Funds Revenue FY24	986,078.22	
Q1	284,780.40	
Q2	223,554.85	
Q3	219,797.53	
Q4	232,463.92	
Interest Accrued	25,481.52	allocated monthly
LOT Funds Revenue FY25	1,048,482.39	
Q1	263,103.52	
Q2	261,428.29	
Q3	237,710.40	
Q4	259,860.01	
Interest Accrued	26,380.17	allocated monthly
LOT Funds Revenue FY26	307,558.88	
Q1	300,296.44	
Q2		
Q3		
Q4		
Interest Accrued	7,262.44	allocated monthly
Less:		
FY24 Expenses	(587,239.00)	strategic planning, capital transfer, IT migration and paving actual spent
FY25 Expenses	(1,019,401.75)	capital projects within the approved capital plan \$1,000,000, sidewalks \$19,401.75
FY25 Sidewalks per Policy Balance of Funds Avail.	(236,123.81)	25% of projected revenue
Rebranding Balance of Funds Avail.	(20,825.00)	\$40,000 assigned during budget, \$12,500 reassigned to Strategic Planning by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)	
FY26 Expenses to Date	(610,931.00)	capital projects within the approved capital plan \$400,000, rebranding \$6675, \$4256 sidewalks
FY26 Capital Transfer Balance of Funds Avail.	(200,000.00)	\$800,000 total
FY26 Sidewalks per Policy Balance of Funds Avail.	(245,744.00)	25% of projected revenue
Balance of LOT Funds Available	66,821.92	
Projected Remaining FY26 LOT Revenue	699,703.56	\$1,000,000 projected, less actual funds received to date
Projected FY26 LOT Fund Balance	766,525.48	

updated 12/10/25

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	\$ 479,963.10	\$ 58,610.18	n/a	\$ 538,573.28
Revised Contract	\$ 3,250,541.10	\$ 290,029.18	n/a	\$ 3,540,570.28
Payments to Date	\$ 3,183,549.95	\$ 299,107.93	\$ 166,406.71	\$ 3,649,064.59
Balance of Contract	\$ 66,991.15	\$ (9,078.75)	n/a	\$ (108,494.31)

Approved Project Funds	4,020,975.60
Payments to Date	(3,649,064.59)
Remaining Contract Obligations	108,494.31
Anticipated Additional Costs	(305,879.14)
Balance of Funds Available	174,526.18

updated 12/10/25

Economic Development Fund Balance Detail

FY26 Economic Development Fund Beginning Balance PRELIMINARY	914,544.23	
Economic Development Funds Received FY26	65,826.46	
	<i>Property Taxes</i>	56,640.17 will be allocated around 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	9,186.29 allocated monthly
Less:		
		FY25 \$40,000 grant match, less \$6,425 actual spent FY25, less
Main St Park	(32,990.00)	\$135 actual spent to date FY26
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
Amtrak Grant Match	(694,597.00)	\$2,538 actual spent FY25, less \$2,865 actual spent to date FY26
Balance of Economic Development Funds Available	<u>164,903.41</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>220,263.24</u>	

updated 12/10/25



**CITY OF ESSEX JUNCTION
RECREATION ADVISORY COMMITTEE
REGULAR MEETING AGENDA**

*Online & 75 Maple St.
Essex Junction, VT 05452*
**Wednesday, December 3, 2025
6:00 PM**

Members Present: Bridget Downey-Meyer, Cora Delucia, Oona Osborne, Pat Lynch, Rachel Hamm
Vaughan, Joshua Birmingham, Jocelyn Emilio

Members Not Present: Piper Goodkind

Staff Present: Brad Luck, Mark Brislin, Rosy Peckham, Emma Membrino, Cass Falone, Riley Wilbur

The meeting was called to order at 6:02p.m. by Bridget.

1. WELCOME AND INTRODUCTIONS

2. ADDITIONS OR AMENDMENTS TO AGENDA

No additions or amendments were made to the agenda.

3. PUBLIC TO BE HEARD

No public in attendance or online.

4. REVIEW AND APPROVE MINUTES FROM LAST MEETING

Minutes were reviewed. Rachel motioned to pass, Pat seconded, and motion passed unanimously.

5. RAC MEMBER FEEDBACK TIME

- RAC members provided positive feedback on current Winter Lights display and the successful Pumpkin Palooza event – with particular accolades for the organization and flow of the Pumpkin Palooza foot traffic
- Discussion on the new Kaizen registration system: generally well-accepted and user-friendly for external users/Rec participants. Staff are working through some challenges and kinks, and are doing so with a high level of customer service

6. STAFF UPDATES – LICENSED CHILDCARE TEAM

Licensed childcare team provided introductions, information on each of their roles & responsibilities, shared accomplishments and challenges within their roles, and asked for RAC member input on expanding and improving opportunities within the camp and afterschool programs.

7. DIRECTOR'S REPORT/UPDATE

Brad shared the Director's report highlighting staffing, upcoming projects/updates to Rec facilities, upcoming events and engagement opportunities, and enrollment capacity updates

8. DISCUSS ANY POTENTIAL ACTION STEPS

Volunteers are needed at Train Hop (12/12 – particular need for volunteers at 2 Lincoln)
Invitation to participate in the Giving Tree project – updated this year to operate as an Amazon Wishlist
Bridget (and RAC members who are able/interested to join) will represent RAC at City Council's Feb meeting

9. ADJOURN

Pat motioned to adjourn, Cora seconded. Motion passed unanimously.
The meeting adjourned at 7:36p.m.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
DECEMBER 4, 2025
DRAFT**

PLANNING COMMISSIONERS PRESENT: Elijah Massey, Chair; Diane Clemens, Vice-Chair; Elena Juodisius; Finn Hamilton (non-voting); Scott McCormick; Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Steve Eustis, Theresa Gookin, Raechel McLeod

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Eustis said that building heights and traffic patterns are the most impactful aspects of planning to the community, and he encouraged the Planning Commission (PC) to carefully consider changing these with community feedback. Mr. McCormick said that the PC has worked hard to engage the community, and that he welcomes any suggestions on engagement. Mr. Eustis spoke about clarifying agendas titles to ensure that residents knew what was being approved and discussed. Ms. Clemens said that the PC has had success with visiting the public where they are but has been working on creating this plan for a year and have not had luck in bringing more residents to meetings to provide concrete feedback.

4. MINUTES

a. November 6th, 2025

ELENA JUODISIUS made a motion, seconded by SCOTT MCCORMICK, to approve the minutes of November 6th, 20205, with corrections. Motion passed 5-0.

Corrections:

-The date included in the minutes is incorrectly listed as November 7th.

b. November 18th, 2025

SCOTT MCCORMICK made a motion to approve the minutes of November 18th, 2025. Motion passed 5-0.

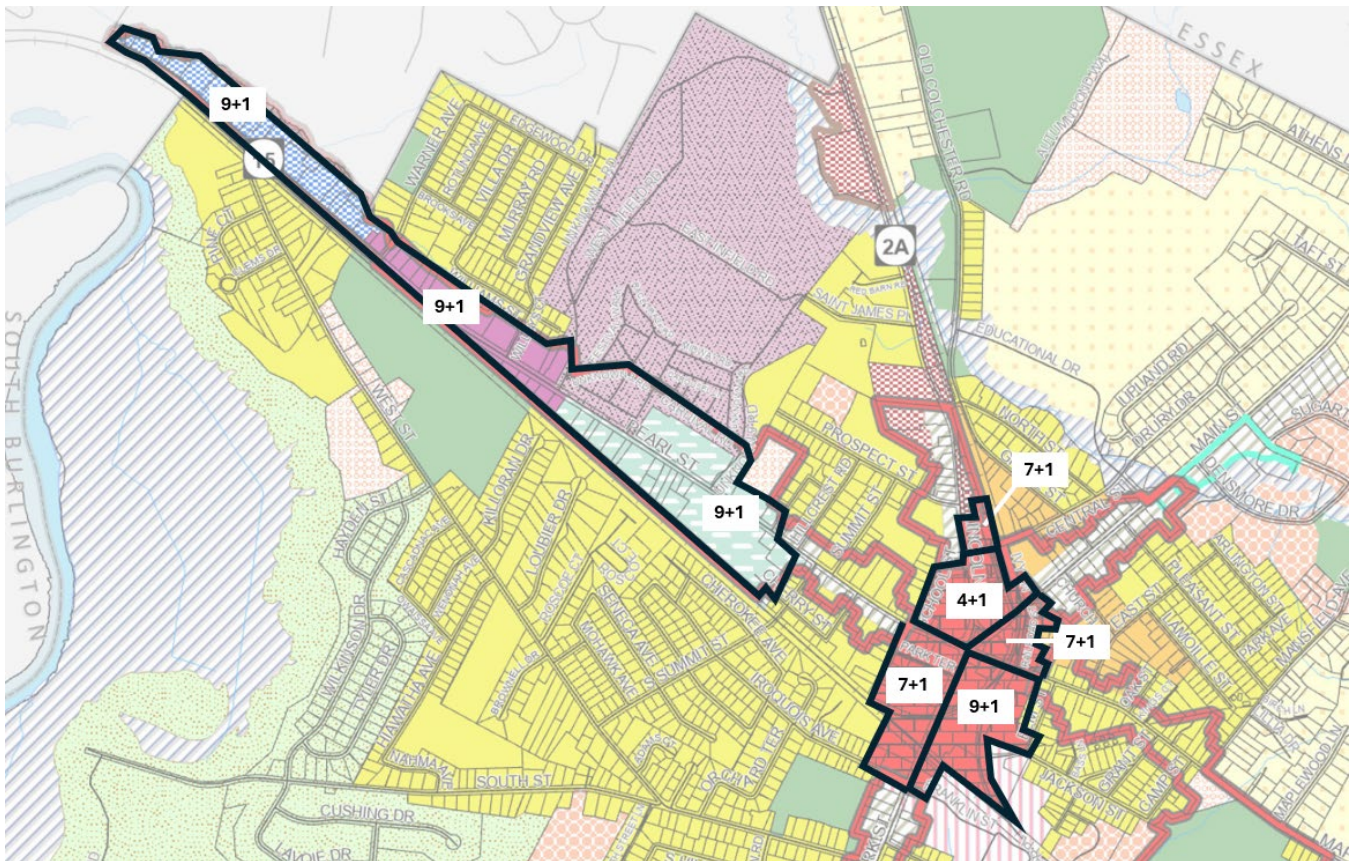
5. BUSINESS ITEMS

a. Discussion and Consideration of Connect the Junction Transit Oriented Development Master Plan.

Mr. Yuen said that he prepared memo to give the PC an understanding of the issues that need to be further discussed and decided upon regarding the Transit Orientated Development Master Plan. Ms. Clemens suggested that there be a height bonus for developers who build larger units for families, as many of the recently constructed units are studios or one-bedroom units. She also suggested asking developers if they are interested in selling owner-occupied units, rather than just rentals.

The PC discussed building heights that should be allowed in each area of Essex Junction. Mr. Yuen stated that allowing seven-story buildings, with an eighth bonus story, would not bring Essex Junction as close to the mid-range housing targets as expected. Mr. Hamilton said that most residents seem to be supportive of eight to ten story building heights. Mr. McCormick said that he is supportive of higher building heights but unsure if it is appropriate for the Village Center. He said that he would like to further understand the housing strategy for Essex Junction as a whole. Ms. Paschall said that she supports broadly increasing heights in Essex Junction and then looking at other tools to address concerns. Building construction takes time and the market forces may not support taller buildings in all areas of the community. Mr. Massey said that having an eight or ten story building will drastically change the feel of the area. He agrees that taller buildings should be permitted on the Pearl Street corridor but is unsure if this is appropriate for the downtown area. Mr. Yuen said that each property in Essex Junction has been broken down based on its chance of redevelopment. There is more likelihood of buildout in the Village Center than on the Pearl Street Corridor.

Mr. Massey said that the PC is split between those who would like to see nine stories with a one-story bonus allowed in all areas, and those who believe that the standards for the Village Center should be more conservative. He said that he would like to see a compromise between the two viewpoints. Ms. Juodisius suggested working to keep the same character in the more historic block of the Village Center district, Mr. Yuen said that a specific area of the Village Center could have a height limit included. After significant discussion, the PC decided on the following limits:



Mr. Massey said that it would be beneficial to have Pearl Street as a second commercial core to assist residents of the western end of the city. There is additional public support for increasing the height limits on Pearl Street. The PC discussed the impact of large buildings on noise from concerts at CVE, as well as massing and shadowing. Ms. Clemens expressed a desire to not create a “canyon” with very large buildings around CVE.

Mr. Yuen provided an overview of inclusionary zoning, noting that this could be helpful to ensure that there are a wider variety of housing options and mixed-unit developments. Mr. Massey suggested informing the consultant that this is something that the PC is interested in learning more about. Regarding the changes to traffic operations at the Five Corners intersection, Mr. Yeun said that this project would need to be scoped and ensure that accessibility and public engagement is present. Ms. Clemens said that she believes that Memorial Way should not be closed permanently. Mr. McCormick discussed traffic patterns and potential turning issues at the Five Corners. Mr. Hamilton said that he liked the idea of making Main Street two lanes to reduce speeds.

SCOTT MCCORMICK made a motion, seconded by ELENA JUODISIUS, that the Planning Commission endorse the Connect the Junction Transit-Oriented Development Master Plan, as discussed and agreed upon in this meeting. Motion passed 5-0.

b. Discussion and Consideration of 2026 ECOS Plan Review Comments

Mr. Yuen said that the City is not required to submit comments, but that it is always appreciated. He said that staff are suggesting that comments regarding the difficulty of achieving the housing targets be included. Ms. Clemens discussed the maps included and said that she believes that not including Global Foundries in the enterprise zone is misleading. She suggested that the map be on a more granular scale.

ELENA JUODISIUS made a motion, seconded by ELIJAH MASSEY, that the Planning Commission direct City staff to submit the comments on the 2026 ECOS plan as discussed. Motion passed 5-0.

c. Informational Update on FY27 Unified Planning Work Program (UPWP)

Mr. Yuen said that the UPWP process happens yearly and provides funding to Chittenden County Regional Planning Commission (CCRPC) member communities. Essex Junction is requesting funds for continuation of previous year’s projects and one transportation scoping study. Staff will work with the City Council to ensure that these projects are budgeted for. Projects that are of regional significance typically do not have a cost-share. Mr. McCormick said that he is the Essex Junction representative to the CCRPC and suggested that he works with Mr. Yuen to understand the projects in more detail.

6. MEMBERS UPDATES

Ms. Clemens said that she recently read an article about murals being painted on utility boxes and suggested that it may be feasible in Essex Junction. Mr. McCormick discussed a recent news article regarding a public vote on speed reduction failing in a California beach town, leading to a fatality.

7. STAFF UPDATES

None.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by **DIANE CLEMENS**, to adjourn. Motion passed 5-0. Meeting adjourned 9:31 PM.

Respectfully submitted,
Darby Mayville

City of Essex Junction Governance Committee Meeting Minutes
Thursday, December 4, 2025 @ 6:30 PM

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

Absent: None

Staff present: Brad Luck

Members of the public present: John O'Brien

Chair Steve Eustis was planning to arrive late so Vice Chair Marlon Verasamy called the meeting to order at 6:38 PM.

There were no comments from the public. Deb McAdoo moved and Gabrielle Smith seconded the approval of the minutes. The minutes passed unanimously.

Brad emphasized that the draft report is due to the City Manager by noon Friday, December 5th so there's a tight turnaround.

He mentioned that there hadn't been discussion about a potential recall provision to the charter. He shared the Town of Essex's version. This item was not included in the committee's discussions up to this point. There was consensus to remove it from the report so that a future, more thorough discussion can happen.

Next question was whether to suggest a 10- or 15-year cycle for a charter review committee. After discussion, consensus of the group was 12 years.

Regarding councilor stipends, the committee discussed an appropriate stipend amount to recommend. The group consensus was \$3600 per year per councilor, increased annually at the rate of the Consumer Price Index (CPI). (City Councilors and committee members Elaine Haney and Brian Shelden abstained from this consensus gathering.)

Term limits were discussed next. Public feedback on this topic was split very evenly. The consensus of the group was to recommend not having term limits, which is the current status quo. (City Councilors and committee members Elaine Haney and Brian Shelden abstained from this consensus gathering.)

Public feedback regarding the leader of the council and how they are elected weighed more in favor of keeping a city council president elected by the other council members and less in favor of having a mayor elected separately by the people. Consensus of the committee was to maintain the status quo of a city council president elected by the other council members.

Additional discussion happened on the idea of changing the title of the leader of the council from “city council president” to “mayor.” The topic will be included in the report for consideration, but the Committee did not reach consensus on this.

The committee reviewed and confirmed the remaining paragraphs of the draft report. Steve Eustis encouraged committee members to attend the city council meeting on December 10th where the report will be discussed.

Deb McAdoo moved and Marlon Vaerasamy seconded to adjourn at 8:22 PM.

Tree Farm Management Group - Monthly Meeting

Date: Monday 12/8/25 at 6:00 PM

**Location: Essex Town Offices Conference Room
81 Main Street, Essex Junction, VT 05452**

In attendance: Giles Willey, Maria Godleski, Ally Vile, Paul Benoit, Mike Nick, Aaron Stewart, Harlan Smith, Wendee Pringle, Debbie Knakal

Absent - Jim Goudie, Mark Brislin, Mark Benjamin

AGENDA

Call to Order: 601 PM

Agenda Additions/Changes: none

1. Public to be heard - none

2. BUSINESS ITEMS

- a. Approval of the November Meeting Minutes - [TFMG Meeting Minutes, November Approved 12.8.25.pdf](#)** Giles motioned for the minutes to be approved. Aaron seconded that motion. All were in favor.
- b. Field Scheduling and Reservation Packet Updates for 2026 season (Debbie)** - Paul is reviewing the current reservation packet to make sure it is worded correctly. It will need to have an update at least about COIs to name the TFMG as the insured. The rates will need to be set for 2026 in order to send the reservation packets to 2025 users after our January 2026 meeting. A late fee will be assessed starting in 2026. Once the reservation packet is updated it can be added as a link on the new website. Debbie assists groups in best utilization of fields for their rental based on age groups, number of games, etc.
- c. Equipment/Field Needs 2026 (all)** - A Harlan was in communication with CTE about work on the hedgerow. This is work that will be done as soon as able with no set timeline or completion date. Another project that may fall under the CTE construction class is barn door improvement. Giles reports we have 8 sets of u10/12 nets and 4 sets of full size nets.
- d. Board member assignments (all)** - Discussion tabled to January due to time and absence of three current board members.

3. Financial Review (Giles) [TF Financials December25.pdf](#)

- a. Financial updates and Budget** - Giles reviewed the budget answering questions related to estimates for 2026. On the expense side, we will have a payment to Don Weston Excavating to cover stone replacement for wooden split rail fencing

running along the driveway . This is estimated to be between \$3 and \$4K. On the income side, we have roughly \$1K outstanding. All line items tied to S&D are from the approved proposal that was presented at our last meeting. The equipment line item is broken down below the budget detail. The road maintenance figure includes 20 additional loads of crushed asphalt @ \$450/load and 6 grading @ \$1K/ea. Our paint budget line item is 1/4 less than 2025 because we had 34 buckets left. These will be applied to 2026. Wasted had billing issues in 2025. Maria to request proposals from other vendors. 2 years ago there were no other vendors who were able to meet our needs and Wasted's proposal was less expensive. There was discussion about the rental rates for 2026. In addition to hourly rates and youth per player rates, there is also a rate for renting the full complex for 2 days.

4. Other -

a. Calendar (Ally) -

b. Bench for Charlie Lancaster (All) - Ally shared that a metal bench is approximately \$1,400 and a composite bench ranges from \$400-\$1,000. Maria made a motion which was seconded by Harlan and approved by all to approve Ally to coordinate with Giles to purchase a composite bench for up to \$1,500 (including shipping).

c. Sponsorship/Banner Solicitations for 2026 (Mike) - Each post can hold 2 banners. All posts are installed. Sponsors for 2026 will get a banner for \$1,000. Sponsors from 2025 did not get a full year out of their sponsorship and will be allowed to get a banner for \$500 for 2026. This is a one time arrangement given they didn't get the promised exposure. Yipes to be solicited to sponsor again in 2026 which would look like providing \$500 worth of new banners. If the cost of new banners exceeds their sponsorship, we will pay. Mike to share a flyer with the group to solicit new sponsors over the winter.

5. Additions to the Agenda -

a. Executive Session - none occurred

6. Next Meeting & Adjournment - Maria motioned for the meeting to adjourn at 7:58 PM. This was seconded by Aaron and all were in favor.

Next meeting Monday January 12th, 2026 at 6 PM at the Town Offices Conference Room.