



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, January 14, 2026
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. Discussion of Community Engagement Budget Ask [10 Minutes]
 - b. Discussion and Consideration of the Proposed FY27 General Fund Budget [40 Minutes]
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 12/10/25 and 12/17/25
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24102 12/23/25 and #24103 01/09/26
 - b. Regional Boards and Committees memo
 - c. Bike Walk Advisory Committee Minutes 12/11/25
 - d. Tri-Town Joint Review Committee Minutes 12/15/25
 - e. Brownell Library Trustee Minutes 12/16/25
 - f. Police Community Advisory Board Minutes 12/16/25
9. **EXECUTIVE SESSION**

None Anticipated
10. **ADJOURN**

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

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.

Dear City Council Members,

I am writing to respectfully request funding support for the Community Connections team and its associated community events. This investment would strengthen our city's ability to foster meaningful relationships among residents, increase civic engagement, and create inclusive spaces where people feel connected, supported, and informed.

The Community Connections team could play a vital role in bringing residents together through events, outreach initiatives, and partnerships with local organizations. These efforts help reduce social isolation, improve communication between the city and its residents, and build trust across diverse communities. Community events organized by the team provide accessible opportunities for residents to engage with one another and with city services in a positive, welcoming environment.

With dedicated funding, the Community Connections team would be able to:

- Expand the number and reach of community events across neighborhoods
- Improve outreach to underserved and hard-to-reach populations
- Strengthen partnerships with local nonprofits, schools, and community groups
- Enhance coordination, planning, and evaluation to ensure measurable community impact

This funding would be an investment in the social infrastructure of our city—supporting stronger neighborhoods, increased resident participation, and a greater sense of belonging for all who live here.

Some examples of possible events:

Create a welcome brochure for all EJ newcomers, both renters and home buyers, which could include both municipal information/ contacts and interesting additions such as how to become involved in community endeavors.

Invite newcomers to occasional mixer/ happy hour

Sock hop dance for youngsters and parents

Moth type EJ storytelling- short EJ stories told by any age

Rent skating facility for free evening skate for residents

Rent pool for free evening swim

Thank you for your time, leadership, and consideration of this request. I would welcome the opportunity to provide additional information, discuss anticipated outcomes, or answer any questions you may have.

Sincerely,

Bridget Meyer

FY27 City of Essex Junction

Proposed Budget Transmittal

The Budget

Following the City's December 5th Budget Day, staff have been continuing to work on the budget as additional data has become available and working on getting answers to the Council's questions. This transmittal includes the following:

1. An overview of the amended proposed FY27 budget with changes since Budget Day as detailed below.
2. Questions & Answers
3. Additional Budget Items for Consideration.
4. Next Steps

FY27 Proposed Budget Overview as amended since Budget Day:

FY27 will be the fourth City budget, and we have the benefit of two full years of actuals (FY24 & FY25). The City Council asked staff to try to produce a budget as close to a 3% increase as possible and asked for a second budget at 5%. On Budget Day, staff presented a budget with a 4.2% or \$526,192 increase on the expense side of the general fund and 4.4% increase on the tax levy which represents a \$124 property tax increase on a \$280K property. Also presented were preliminary utility rates for the enterprise funds.

General Fund: The amended proposed FY27 City General Fund (GF) budget presented here is a reduction of \$50,164 from the budget presented on Budget Day. This budget represents a 3.8% or \$474,654 increase from FY26 \$12,419,241 to FY27 \$12,893,895. This increase is supported mostly with an increase to the City tax levy of \$11,863,908 or 3.9%. The following is a summary of changes made to the budget since Budget Day:

Budget Changes	Increase/(Decrease) to Budget
Multiple: Updated payroll/benefits for new hires, correct dental insurance rates, and current employee insurance elections after open enrollment	(63,431)
General Revenue: decrease Admin Fee from enterprise funds revenue	1,501
General Revenue: increase Admin Fee from EJP Program Fund revenue	(127)
Admin: add CATMA transit program cost	1,728
Admin: increase Ecopixel cost	347
Admin: increase GoCo cost	2,329
Finance: increase annual tax form costs	10
Clerks: increase shredding services cost	12
Assessing: increase based on updated Town budget	5,134
PSS Police: decrease based on updated Town budget	(9,217)
County/Regional: increase GMT for paratransit cost	3,255
EJP Parks: add flag replacements at Memorial Park cost	2,000
Streets: increase security camera licensing cost	168
Building 2 Lincoln: increase Comcast cost	179
Building 2 Lincoln: increase cleaning cost	4,644
Building 2 Lincoln: add elevator maintenance cost	1,000
Building 2 Lincoln: increase security camera licensing cost	246
Building Park Street: increase security camera licensing cost	19
Building Maple Street Park: increase security camera licensing cost	39
Total	(50,164)

There are a few outstanding items not included in this budget that will be updated as soon as information is available:

1. We are working to allocate postage expense by department. Currently, the full expense is reflected under the Admin budget. This total amount may change once we run actual data and will be allocated to appropriate departments.
2. VLCT insurance rates will be available in the next couple weeks. This will include property/casualty/worker's comp/unemployment amounts in the Finance, Fire, Streets, and Enterprise budgets.
3. The County Tax amount is anticipated to be available in January. This shows up in the County/Regional budget.

The proposed budget would result in an estimated City General Fund tax rate, plus the tax agreement rate and economic development rate, of \$1.0600, compared to \$1.0202 in FY26, which is a 3.9% increase. The projected City tax cost for a \$280K home in FY27 is an increase of \$111 per year over FY26. Note the tax rate calculation assumes no growth in the grand list as growth rates in the City have been relatively low. This is a conservative approach that will work in favor of the taxpayers if the grand list does indeed grow.

Enterprise Funds: The Water, Wastewater, Sanitation, and Stormwater fund budgets and rates are in the early stages of being compiled and calculated; there have been no updates to these budgets since Budget Day. **These preliminary estimates will change.** The utility rates combined result in a 9.2%

increase which calculates to an increase of \$74.42 per year on an average bill (based on 120 gallons/day usage). Also, the Stormwater fund is proposed at a 49.5% increase or \$160,012, with a 43.1% increase in the ERU rate. The ERU rate is proposed to increase to \$77.74 per ERU, up from \$54.32 per ERU per year in FY26.

Therefore, the total overall PRELIMINARY impact on residents/taxpayers in FY27 is estimated to be:

Comparison of FY26 Rates to FY27 Rates				
	FY26	FY27	% Change	\$ Increase/ (Decrease)
Taxes on \$280,000 assessed value property	\$2,857	\$2,968	3.9%	\$111
Total All Utility Rates - Annual (residential property using 120 gallons/day)	\$813.26	\$887.68	9.2%	\$74
Stormwater Utility (1 ERU)	\$54.32	\$77.74	43.1%	\$23
Total	\$3,724.58	\$3,933.42	5.6%	\$209

City Council Questions from Budget Day & Answers:

- 1. There were questions about the Annual Meeting election costs, sharing the costs with the Essex Westford School District (EWSD) and if we have enough budgeted if the City and EWSD no longer share an Annual Meeting election.**

Answer: First, some background information may be helpful - Both the Village, now City, and the EWSD have held their Annual Meetings in April rather than VT's traditional Town Meeting day in March. My understanding is that the Village held an April Annual Meeting so that Village residents could also attend the Town's Annual Meeting on Town Meeting day. Post separation, City residents no longer vote in the Town's Annual Meeting so the timing of the City's Annual Meeting could be reconsidered. The City Council can set the date for the City Annual Meeting; it no longer needs to be set by the voters at the previous Annual Meeting.

Annual Meeting Date	Pros for the City	Cons for the City
April	<ul style="list-style-type: none"> Currently allows city residents to vote on all local topics (both city and EWSD) at one time The shared election with EWSD provides cost savings for both entities because the costs are shared between both entities 	<ul style="list-style-type: none"> There is a lot of momentum in the state around Town Meeting day and perhaps there is a general understanding that this is the day Vermonters vote on local issues; this momentum is missed when the City's Annual Meeting is a month later
Town Meeting Day (in March)	<ul style="list-style-type: none"> Setting the schedule for Annual Meeting preparation is complicated especially if charter changes and bond questions are on the ballot. VLCT produces an annual calendar that helps with this, especially if your Annual Meeting is on Town Meeting day. 	<ul style="list-style-type: none"> CVE has become the polling place for the City and that consistency is helpful; unfortunately, every other year there is a conflict at CVE on Town Meeting Day in March. If EWSD stays with April and the City moves to March, the City will no longer benefit from splitting the costs of the Annual Meeting elections The City Clerk is responsible for running the Annual Meeting elections for the EWSD regardless of whether

		the Annual Meetings are on the same day or not. So if EWSD stays with April, the Clerk's office will need to run two elections. EWSD would cover the costs of their own, but it is still time out of the City offices to serve city residents.
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- From a high level point of view, we generally split the costs in half with the EWSD so long as the costs are applicable to both. It is difficult to provide a precise answer to the question of how much money we save by holding our elections in April at the same time as EWSD because the exact costs vary from one year to the next and we have budgeted and tracked this in an evolving fashion over the last few years. These variables include, but are not limited to:
 - We don't need to order everything every year (envelopes for example).
 - Some years we have universally mailed the ballots, other years we have not.
 - Some years include a re-vote, while others do not.
 - FY24 was the first year of the election expense post-separation from the town and it also moved into a newly created Clerk dept budget (was previously in Admin).
 - Generally speaking the revenue from the EWSD gets recorded back to the election expense line thereby reducing the expense total to reflect just the City's share. There are some exceptions to this for staff time and postage for ballots mailed through the postage machine at the office (this still all exists in the Admin budget).
- For your information on costs associated with the Annual Meeting, the following tables have been prepared by the City Clerk:

Universal mailing				
Item	#	Cost per unit	Total	
Ballot	8,000	\$ 0.28	\$ 2,240.00	**
Shipping & Handling			\$ 600.00	*
Code tabulator cards			\$ 625.00	
Envelopes (per 1,000)	7.3	\$ 602.00	\$ 4,394.60	*
Postage	7300	\$ 1.03	\$ 7,519.00	*
Election Worker pay	25	\$ 15.00	\$ 375.00	Est 5 persons@5 hours each*
Refreshments			\$ 200.00	*
Misc printing exp			\$ 600.00	*
			<u>\$ 16,553.60</u>	
* Expenses that could be shared if election combined with EWSD				
** May or may not be shared expense.				

No universal mailing				
Item	#	Cost per unit	Total	
Ballots	2500	\$ 0.29	\$ 725.00	**
Shipping & Handling			\$ 300.00	*
Code tabulator cards			\$ 625.00	
Envelopes (per 1,000)	1	\$ 602.00	\$ 602.00	*
Postage	1000	\$ 1.03	\$ 1,030.00	*
Election Worker pay	25	\$ 15.00	\$ 375.00	Est 5 persons@5 hours each*
Refreshments			\$ 200.00	*
Pre-election postcard	7300	\$ 0.15	\$ 1,095.00	*
Postage for postcard	7300	\$ 0.61	\$ 4,453.00	*
Misc printing exp			\$ 600.00	*
			<u>\$ 10,005.00</u>	
* Expenses that could be shared if election combined with EWSD				
** May or may not be shared expense.				
Note: Costs may be slightly higher if we contract with a mailing house to mail ballots.				

- The proposed FY27 election expense line includes \$14,000. Outside of unforeseen variables, that should be enough to cover the cost of the City Annual Meeting election, even if the EWSD holds their Annual Meeting on a separate date and doesn't end up covering half of the costs. However, if we were to return to universal mailing of ballots, this may not cover it.

2. Where are we with establishing the Clerk's Office as a location for processing US Passports? Also, did we assume revenue for processing US passports in the FY26 budget or FY27 proposed budget?

Answer: No, we did not and have not included projected revenue for this service in either year. As of 12/23/25 we are (conditionally) approved to become a passport facility. Next steps include naming two processing agents, training, then the final submission. Before finalizing this, we are carefully considering the operational ramifications because it will limit the Clerk's Office ability to issue certified copies of vital records. We submitted the application for one agent, but they have asked that we have two agents. Passport agents cannot have any access to vital records forms so they cannot issue certified copies of birth, death or marriage certificates. Comparing the amount of vital records we provide to the amount of passports three peer Clerk's Offices issue, issuing passports may very well result in greater revenue.

- Certified Copies of Vital Records: On average the Clerk's Office receives 5 to 8 requests for vital records/month at \$10 per certified copy of a vital record. Actual revenue for sales of certified copies was \$720 in FY24 and \$1,340 in FY25.
- Passport Processing: Colchester, Shelburne and Williston Clerk's Offices issue US passports. In FY25 they issued 954, 487 and 1,030 passports, respectfully, at \$35 per passport. That averages to 824 per community. With three other communities doing this already it's difficult to know how many we'd process, but if we project that we'd issue a 1/3rd of that average we could see 275 passports issued for \$9,625.

While the certified copy revenue appears to be on the rise, it makes sense to move forward on processing passports. We'd be able to offer another service to the community and one of the two Clerk's would issue passports (along with the Admin Asst), and the other would issue vital records.

3. Please detail the PILOT revenue lines on the General Revenue tab.

Answer: This detail has been added to the note section at the bottom of the General Revenue sheet. In summary, one line is the Whitcomb Solar tax agreement and the other is for the State PILOTs. These need to be recorded as separate revenue lines given the nature of the payments.

4. There was a suggestion that we look into billing for repeat Fire Department calls to properties where issues have not been resolved.

Answer: We will look into this. It will likely require an ordinance change, so this will not be something that results in a change in this budget, but it will be added to the workplan.

5. There was a question about when Rte. 15 will be paved by VTrans.

Answer: Within the City, the answer I got in 2023 was "These sections are on our tentative lists to be paved again in the rough timeframe of 2029 to 2031." Outside of the City, the [VTransparency site](#) currently shows Rte 15 from Susie Wilson Road to I89 (Exit 15) scheduled for resurfacing in 2026. I suspect that information may be subject to change, but I don't know for sure.

6. Are we earning interest and where can we see what that is?

Answer: Yes. The interest earned on cash is reflected on the Interest Income line (060.000) in each of the funds where interest is allocated to each month (ex. Water, Wastewater, Sanitation, Capital, Rolling Stock, etc).

Additional Budget Items for Consideration for the FY27 General Fund Budget:

If the Council is open to considering additions to the proposed General Fund budget, these items have been identified or requested:

1. **Community Connections Team Request** – Bridget Meyer presented this budget request as a separate agenda item prior to this discussion. The Council can now consider whether you'd like to add any funding to the budget for this purpose.
2. **Revenue/Economic Development** – The topic of increased revenue was raised at budget day and has been a question for quite a while. For better or worse the main way to increase revenues is to increase the grand list (outside of LOT, and other minor revenue streams). We are on the right path to doing that for residential. However, when it comes to commercial/industrial property we are without an economic development strategy, committee, staff, etc. While there was no clear consensus that came out of the retreat on which committee level work to resource and focus on, if there is consensus on revenue generation, sorting out a game plan on economic development is probably the best start. My suggestion is to build on the Actions (#7-9) in the Strategic Plan, the Economic Mobility & Opportunity work (focused on entrepreneurship, attainable housing and government participation) and connections with peer municipalities in that work and add \$30,000 in the FY27 budget for consultant services to help us establish a

game plan. Establishing a committee would likely be a necessary step as well (stipends would be approximately \$4,200 additional).

Staff do not need direction from the Council on the following three items at this meeting, but they are listed here as a reminder of the potential impact to tax and rate payers as the Council considers the other items on this list.

3. **Social Services Grant Program** – Councilor Haney has proposed a human services fund at 1% of the city budget (that would be \$128,938 based on the proposed FY27 budget as it currently stands). Councilor Haney has indicated that the Village tax payers used to support a similar program through the Town budget prior to separation (going back to 1987). The Town’s program is still in existence and details of it can be found here: [Human Services Funding page](#). If the Council would like to move this forward it would be a separate ballot item. We would not add an expense line to the General Fund budget, therefore Staff does not need direction on this at this meeting. As an example, the question on the Town ballot last year was this: “Shall the Town of Essex vote to appropriate an amount equal to 1% of the General Fund Budget, as passed by voters, to the Essex Human Services Contributions Fund to support social service organizations, such amount being reasonably necessary and for the support of programs to benefit Town of Essex residents?” Also, for your information VLCT has recently provided [guidance on Social Service Appropriations](#), and they suggest establishing a policy. I’ll note that the model policy contemplates that each appropriation would be a separate ballot item.
4. **Potential Public Works Facility Bond Vote** - A priority from the Council retreat is to move forward on the public works facility, and a bond vote is necessary for that. The Council will be presented with more information about this at their January 28th meeting. Therefore, staff is not asking for direction on January 14th. As presented on budget day as well, here is an initial rough estimate of the debt impact on an average household. This is based on the first full year of debt repayment (6/30/28) and a level debt service schedule:

Bond Amount	Annual Debt Payment (6/30/28) - 20-year Debt Term	Impact on Avg Household - 20-year Debt Term	Annual Debt Payment (6/30/28) - 30-year Debt Term	Impact on Avg Household - 30-year Debt Term
\$8 million	716,290	\$177/year	619,251	\$153/year
\$9 million	805,826	\$200/year	696,657	\$173/year
\$10 million	895,363	\$222/year	774,063	\$192/year
\$15 million	1,343,044	\$332/year	1,161,095	\$287/year
\$20 million	1,790,725	\$443/year	1,548,127	\$383/year

5. **Stormwater** – also as discussed during budget day, the stormwater fund could benefit from additional capital. Ideally, we would have gotten that budget to \$250,000 for capital and it’s only at \$150,000. I didn’t present it that way because it would be a very large increase to customer’s utility bills. No direction is needed on this as we are not discussing the enterprise budgets on January 14th.

If there are any changes the Council would like to make for FY27, staff will need this information at this time. For your information in considering the above, approximately \$113,000 equals 1% on the tax rate, so for each \$113,000 that is cut or added to the budget (or increase in revenue) it would change the tax rate by 1%. A 1% tax rate change equates to a \$28/year change on a \$280,000 property.

Next Steps:

We will provide a second version of the budget for the January 28, 2026 meeting. The associated narrative will include a clear description of what has been changed. The second version will be revised for the following reasons:

1. The three outstanding items listed previously in the Overview (postage, insurance and county tax).
2. Any needed edits that we become aware of, possibly including revised election expense in the Clerk's budget.
3. **Any changes that come out of the January 14th City Council discussion.**

Following the January 28, 2026 meeting we will make any other edits that come out of that meeting, in preparation for the January 31, 2026 budget open house.

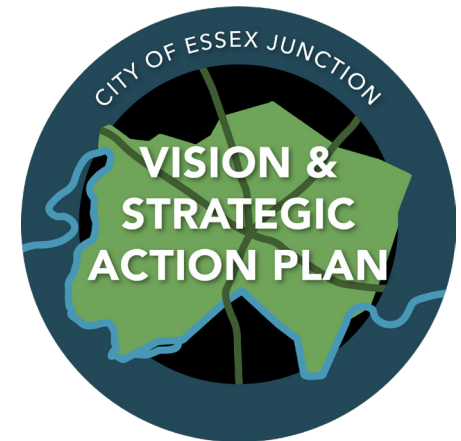
Looking further out, the updated Annual Meeting Schedule has been attached, for reference to the full process. **Please note that the Informational Hearing has been moved from March 16th to March 23rd to accommodate the 10 day warning requirement for the Informational Hearing.**

Attachments:

Proposed FY27 Budget and Strategic Plan
Annual Meeting Schedule

COMMUNITY VISION & STRATEGIC ACTION PLAN

Prioritization List and Department Work Plans FY 2026



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HOW TO USE THIS GUIDE

The Community Vision and Strategic Action Plan project explored the future direction of the City of Essex Junction, looking out to 2030. It serves as a guiding framework for our community's vision and priorities. However, its high-level nature necessitates further refinement to ensure our work effectively aligns with these strategic priorities. To accomplish this, a Prioritization List and Department Work Plans have been developed to align the future project list and the day-to-day work with the Community Vision and Strategic Action Plan and the budget.

This is the second year the City has developed the Prioritization List and Department Work Plans, and we see this process continuing to evolve. The Prioritization List identifies projects and initiatives from 2025 and into the future. The Prioritization list includes the ideas from the Council and community members and the action items in each Department's FY26 to FY27 Work Plan. It also includes the action items that have been completed in FY 25. This list has been broken into departments, fiscal year, strategic pillars, and strategic action items.

We have developed detailed Department Work Plans to bridge the gap between the Strategic Action Plan and our daily operations. These plans give the City Council a better idea of department goals and projects and provide a way for Department Heads to coordinate the work that needs to be done with an emphasis on continuous improvement and innovation. The Department Work Plans include goals tied to Strategic Pillars and Action Items, current/ongoing work, improvements or new actions, and evaluation methods to measure our progress.

STRATEGIC ACTION PLAN FRAMEWORK

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



STRATEGIC PILLARS RANKED IN TERMS OF IMPORTANCE FOR ACTION OVER THE NEXT FIVE YEARS

1. Pillar 1: Housing and Urban Design
2. Pillar 3: Economic and Business Development
3. Pillar 2: Public Services and Facilities
4. Pillar 6: Community Engagement and Decision Making
5. Pillar 4: Transportation and Connectivity
6. Pillar 5: Environmental Stewardship

STRATEGIC ACTIONS RANKED IN THE ORDER OF IMPLEMENTATION OVER THE NEXT FIVE YEARS

1. Action 6: Provide Responsible, Open and Transparent Government
2. Action 7: Enhance Downtown and Corridors
3. Action 4: Promote and Enhance Safety
4. Action 17: Enhance Community Connectivity
5. Action 1: Enhance the 'Neighborhood Village Feel'
6. Action 5: Address and Focus on Community Wellness
7. Action 18: Create a Comprehensive Community Engagement Plan
8. Action 3: Improve the City's Landscaping and Design Standards
9. Action 2: Include Contemporary Design Principles into the City of Essex Junction
10. Action 11: Enhance Transportation Safety
11. Action 10: Improve Community Education
12. Action 12: Develop a Citywide Multimodal Transportation Plan
13. Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy
14. Action 16: Promote Community Vitality
15. Action 9: Bring Businesses Together to Work Collaboratively
16. Action 15: Create a City-wide Comprehensive Sustainability Plan
17. Action 13: Support Green Spaces and Tree Planting
18. Action 14: Encourage Clean Energy and Efficiency Options

PILLAR 1: HOUSING AND URBAN DESIGN*

The City of Essex Junction is regarded as a destination community, where people are wanting to move to the community as a residential location. However, the community is geographically very constrained, with limited available space for future development. This constraint is driving development and planning to consider greater density and height of buildings. Overall, throughout the planning process, there has been a willingness to consider and incorporate greater density, but that it needs to be done in the 'right way'. This particularly focused on the desire to retain a strong neighborhood character, and to retain a scale that makes sense in the City of Essex Junction. This pillar was ranked as the most important for action over the next 5 years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACOMPLISHMENTS
<p>Action 1: Enhance the 'Neighborhood Village Feel'</p> <p>The notion of creating and sustaining a 'village feel' has been very important to people in the community. Ideas on how to achieve this have included adding a balance of smaller one-story single housing together with more multistory mixed income and multi-generational housing as the population increases. There was also an emphasis on using the housing approach to help build 'ownership' pathways, by offering smaller home options. The overarching concern was that the rate of expansion does not overwhelm schools and roads.</p>	<ul style="list-style-type: none"> Amend Land Development Code with recommendations from Transit Oriented Development Master Plan and Comprehensive Plan Update Comprehensive Plan and create subcommittees on business/economic development, housing and energy as needed Participate in Homes for All Phase 3; 802 Homes Initiative as a Development-Ready Community Partner Participate in UPWP Infill Housing Consortium Project with other Chittenden County Cities 	<ul style="list-style-type: none"> Lead LDC amendment process for Sign Regulation rewrite and other technical adjustments Integrate regional land use directives, housing targets, and new state designation program requirements into the Comprehensive Plan
<p>Action 2: Include contemporary design principles into the City of Essex Junction</p> <p>There was a desire for the City to guide the design of properties more intentionally in the community. Examples of where this could be applied included continuing the 5 Corners Project and Transit Design Process, which was seen as a promising process. Ideas included encouraging development from the city center outwards, sound barriers along busy streets, and multi-use bike/walking lanes and trails. Overall, the desire was for the urban design to be aligned with the community roots as a village.</p>	<ul style="list-style-type: none"> Complete "Connect the Junction" Transit-Oriented-Development Master Plan 	
<p>Action 3: Improve the City's Landscaping and Design Standards</p> <p>The participants in the process have identified landscaping and design standards in shared spaces as a key way to 'soften' the urban environment and create a more intimate village feel. This includes approaches to preserve and enhance green space, including tree planting and green infrastructure to offset harsh landscape. There is a desire to create improved walkability and bikability and help build interconnected neighborhoods via these pathways and lanes. There also needs to be a focus on the upkeep and maintenance of older buildings and structures, as these provide the authentic roots of the City of Essex Junction streetscapes.</p>	<ul style="list-style-type: none"> **Preserve Green Space with future development (will be incorporated into the LDC changes from TOD and Comprehensive Plan update 	

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

The City of Essex Junction has a key municipal responsibility to provide some essential services, such as water and sewer. It also has the flexibility to provide other important services to the community. The recreation and lifestyle amenities in the City of Essex Junction were consistently highlighted as key priority areas. This includes amenities such as the parks, library and senior center. In addition, there is a strong focus on the core services that help maintain safety in the community. This pillar was ranked as the third most important for action over the next 5 years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 4: Promote and Enhance Safety*</p> <p>Safety was a key issue in the community discussions. Residents appreciate that the City of Essex Junction is currently a safe and peaceful community and want to ensure that continues. There is broad support for Police, Fire and Rescue at current funding levels, and investment in new fire and rescue facilities. There is also a strong sentiment that public works should be supported at a level to maintain safe and walkable neighborhoods and improve the overall walkability and bike-ability of the city. This key action item was ranked third to implement over the next five years.</p>	<ul style="list-style-type: none"> • Offer a comprehensive training program to cover all services provided • Fire Station Building – exploration of building needs and future remodel/new building • Learn more about new water meter reading software • Work on water line on Iroquois Ave • Paving for FY26 city streets • Sidewalk and road West St to Susie Wilson • **Public Works Building – Design & Financing Plan • New waterline on Railroad Ave. • Sidewalk Replacement in line with LOT Policy • New logo on equipment • Rosewood lane road and sidewalk replacement • Formation of a stormwater capital plan • Three pump station retrofit designs (Maple/River/West) • Develop a Sewer Allocation Policy • Develop a Sewer Ordinance • Infiltration and Inflow study of City collection system • Capacity study of the collection system • Update the two-party agreement with the Town of Essex • Design Hiawatha Infiltration Phosphorus Control Project 	<ul style="list-style-type: none"> • Review equipment and gear for upgrades or replacement • Lead Survey Line Project completed • New waterline on Railroad Ave. • Finish up Main Street water line • Paving for FY25 city streets • Implement stormwater utility • Addition of one FTE staff-Stormwater Coordinator • Develop stormwater ordinance
<p>Action 5: Address and Focus on Community Wellness</p> <p>The topic of community wellness ran through the engagement work. Residents see that the City of Essex Junction has an important role to play in creating community wellness. This is through the provision of amenities that support healthy lifestyles, build community connections and allow people to engage in their community life together. There is a desire for expanded recreation options, especially the idea of trails and indoor recreation facilities.</p>	<ul style="list-style-type: none"> • **Exploration of future gymnasium at Maple Street Park. • Resurface Maple Street skatepark. • Cascade Park redevelopment project (courts, fields, bathrooms, playground) initiated. • Maintenance garage addition. • Evaluate how the library tracks safety management such as de-escalation, incident reports, calls to community services and supports, managing behavior, safety conversations among staff, and requests for patrons to leave the library due to disruptive behavior • Work with other City departments to combine systems when possible and to reduce overall costs • Support City efforts that prioritize environmental stewardship and fiscal sustainability • Finalize a philosophy of customer services or customer service guidelines • Establish a means of tracking locker use during and after library hours • Explore methods for tracking library material use in the library 	<ul style="list-style-type: none"> • More clearly define buildings role now and in the future. Identify appropriate professional development opportunities – conferences, certifications, etc. • Create pool water quality emergency checklist so any staff on-site can administer and remedy. • Identify more efficient, timely, consistent, and affordable solution for bus service needs. • Offer families a social-emotional learning educational opportunity. • Incorporate and schedule meaningful field trips into each classroom's curriculum. • Bring in outside professional to lead a music class for preschoolers. • Skatepark repairs • Resurface Maple Street basketball court. • New infield mix.

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
Action 5: Continued	<ul style="list-style-type: none"> Review library practices and build sustainable library infrastructure as guided by the Sustainable Libraries Initiative Evaluate how the library tracks reference questions such as referrals to community services, library instruction, readers advisory requests, and technology training with the public. Connect community members with resources that support their clean energy, efficiency and sustainability needs Complete a physical space assessment Investigate and pursue funding options to update the space Create an inviting downstairs space Make improvements to the Dog Park. Redesign summer camp bathrooms, changing stalls, and quiet space. Remodel senior space at 2 Lincoln. Enhance winter lights in the park. Purchase new Kabota for park maintenance. Replenish playground safety chips at Maple Street Park. Memorial Fountain and Park Repair 	<ul style="list-style-type: none"> Replace golf cart. Resurface Maple Street basketball court.
Action 6: Provide Responsible, Open and Transparent Government* There is a desire for local government to be transparent, open and responsive to community needs. This includes issues such as better explaining the basic services the City must provide, outlining its role in water and sewerage, and sharing the budget implications. There is interest in better communication about the broader costs of services such as transportation, library, senior center and recreation areas. As society changes, there will be a need to incorporate new metrics such as diversity, equity and inclusion from both policy and practice perspectives. This key action was ranked first to implement over the next five years.	<ul style="list-style-type: none"> 2 Lincoln - renovation. Attend Department staff meetings at least twice/year Advance Welcoming & Engaging Communities work, and increase employee engagement Increase delegation and distribution of workload Global Foundries Reappraisal GMT Financial Challenges and Support Library – roof repair. Update Trustee/Village Policies as they come up and as can be incorporated in two larger policies: Personnel and Purchasing Houselessness Policies, Enforcement & Removal Policies and Procedures Relating to Unauthorized Campsites on City Properties Replace and/or Improve the Clock/bulletin board at Main St Take leadership working with the City Council and Human Resources Director to revise and advocate for City policies and procedures that codify our commitment to equity, inclusion, and transparency. 	<ul style="list-style-type: none"> Improve Council Onboarding & Orientation, including new ethics policy Attend VT Local Government Institute Replace car charger at the Fire Station Negotiate CHIPS Lease Determine Post Reappraisal Assessor Services Determine Post Reappraisal Assessor Services Monitor Outdoor Cannabis Legislation Implement Annual Strategic Planning Process Establish a new hire quarterly check in system Refine the onboarding paperwork for new staff Managers trained in performance management Update and modernize HR Policies, including with a lens to becoming a Welcoming & Engaging Community Hold meeting for all FT employee prior to open enrollment about options and solicit feedback on plan options Employee health insurance benefit satisfaction survey Provide clear expectations and guidance with employee evaluations Roll out new state ethics policy to staff Update the Personnel Regulations

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
Action 6: Continued	<ul style="list-style-type: none"> • Highly Complex Projects – Ensure Implementation of Traffic Calming Policy • Work with Tabatha Moore on Vision/Mission and Welcoming & Inclusion Training**Enhance City and CVE Opportunities • Work with Winooski and CCRPC on Municipal Equity Policy Advisory Deliverables • Support Economic Mobility & Opportunity Special Assistant work and coordinate with partners • Monitor State Designation Program Changes • Library – carpet replacement. • **New Public Works Facility • 2 Lincoln - exterior trim painting. • Coordinate with partners on use of Opioid Funds • Contract Negotiations • Update Ordinances as they come up (more thorough review in FY27) • Highly Complex Projects – Analysis of future TIF/CHIP – New • Economic Development Fund (to be reconsidered again in 2027) • Complete Salary Study (started no later than January 2026 and will be concluded and distributed by July 2026) • Evaluate the broker options available to us for managing our health insurance • Assess dental, life, and disability providers to find quality services at the best price. • Update the Mission Statement, Goal Statement and Organizational Values • Develop and deliver training that equips staff with the knowledge, context, and skills to embody the City's mission, vision, values, and goals. • Schedule a pre-contract negotiation meeting with the Council to get their thoughts prior to finalizing management supposal list. • Assist with Employee Negotiation efforts (commence renegotiation August 1, 2026 and conclude by June 1, 2027) 	<ul style="list-style-type: none"> • Committee established to address hiring and wage compression • Continue training assistant clerk to process land records • Propose zoning regulation and ordinance amendments to encourage compliance and strengthen enforcement • Pursue fines and other legal action for cases of chronic non-compliance • Create a training guide for pool gate staff outlining front office requirements, including transactions, group invoices, and pool pass forms. • Create, utilize, and maintain a new system of organizing EJRP brochures in order to help maintain the history of EJRP programming. • Apply for at least four grants and be successful in at least one. • Obtain first aid/CPR/AED instructor certification. • Begin Recreation Advisory Committee. • Identify next steps for Tree Farm Recreation Facility. • Identify ways to reduce burnout and stress for full day summer camp staff. • Evaluate licensed childcare behavior expectations and capacity, and adjust accordingly. • Bring in outside professional to lead a music class for preschoolers. • Leadership and administration of City Governance Committee. • ClickTime rollout to all staff. • Prioritize payroll to be completed by end of day Wednesday of each payroll week. • Clearly define and document internal controls and procedures within the finance department. • Tree Policy Update

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 6: Continued</p>	<ul style="list-style-type: none"> • Review and define core services, discuss current and potential ways of measuring success, and create guidelines for sunseting services. • Create a communication and marketing team to evaluate current messaging systems and needs • Work with a liaison from the Board of Trustees to evaluate reporting systems and requirements. Investigate what data/information would mean the most to stakeholders and develop systems for bringing the most useful information to the party that needs it: state reporting requirements, community stakeholders, decision making about resource allocation by librarians • Work with a liaison from the Board of Trustees to develop a communications/marketing plan that feels sustainable for staff, evaluates how to grow within current limitations (how and where do people get information, what is and is not working?), celebrates library successes, increases awareness of library services, resources, budgets, what a library is today, and what makes Brownell unique. • Develop a community asset map that documents community communication channels. • Develop a system for collecting and sharing stories about library impact and successes. • Remain reflective and adaptable to changing environments within the library and community. Encourage all staff to read local news and talk about trends they are hearing from/seeing in the community. Create staff training which equips staff to respond to the ways the library and community are changing and evolving • Develop a list of potential areas of inquiry based on strategic planning and community feedback. Assess and develop an action plan that addresses the highest priority question each year. Report findings as well as how the library is adapting services in response. • Prioritize reflective and adaptable practice which engages the community and promotes evidence based decision making. Build staff expertise around evidence based decision making and developing systems for getting user feedback. Check in more often with the community on specific questions that arise and identify patterns that inform programmatic and operational decisions. 	

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
Action 6: Continued	<ul style="list-style-type: none"> • Find, identify, and address barriers to entering and engaging with the library. Create a plan for engaging with non-visitors (physical or electronic) • Establish an annual calendar for distribution to other Departments to communicate busy times for the Clerk's Office • Engagement with civic organizations to provide information and answer questions about elections • More robust training for Election Workers • Organize vault with new shelving • Increase voter registration • Develop emergency management plan for elections and safety protocols for election workers • Review legislative changes relating to Clerk's position • Prepare for Primary & General Election • Research potential for implementing electronic zoning records in the future • CVE Sound Agreement & Waivers Review and Amend • RFP and creation of updated 10-year Recreation Master Plan. • Create and maintain system for consistent and meaningful staff, family, and youth feedback – including reviewing and sharing information. • Renew licensed childcare STARS accreditation and building plan to increase STARS level within next renewal cycle. • Write and submit at least three grants and be awarded at least one. • Establish and support self-regulation zones at each afterschool site. • Create a more detailed onboarding and training process for new hires including site specific onboarding videos. • Design successful summer camp registration process in new software • Work with staff to verify accuracy of insurance and fixed asset inventories. • Perform bank reconciliations within first week each month. • Finalize implementation of Questica software for reporting and provide training to necessary staff/Councilors. 	

PILLAR 2: PUBLIC SERVICES AND FACILITIES*

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
Action 6: Continued	<ul style="list-style-type: none"> • Update Purchasing Policy • Explore capital planning functionality within Questica and evaluate for possible implementation. • Create a process for evaluate the accurate and complete quarterly payroll reports by the due dates. • Update finance related policies. • Test and implement Questica budgeting functionality and provide training to necessary staff. • Cross train payroll and AP duties with identified City staff. • Explore performance budgeting functionality within Questica and evaluate for possible implementation • Support community events as needed • Finish up Crescent Connector • 2 Lincoln Renovations • Update Sidewalk Policy 	

PILLAR 3: ECONOMIC AND BUSINESS DEVELOPMENT*

Local economic and business development has been a strong theme in the planning work. There is appetite for more community and City-led economic initiatives, which specifically help ensure broad community outcomes are prioritized. These outcomes include more businesses that serve the needs of locals, and create local destination experiences, such as dining and retail areas. A key focus is to enhance the downtown experience and find creative approaches to stimulate the local business sector. This pillar was ranked as the second most important for action over the next five years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 7: Enhance Downtown and Corridors*</p> <p>The continued revitalization of the downtown area and the main retail corridors was the key focus of many comments. Overall residents see there is an upside potential to create more vibrant and interesting business areas, that will attract locals and visitors, and help enhance the experience of the City of Essex Junction. There is interest in these small walkable urban 'nodes' that could be full of life and energy. Residents especially liked the idea of promoting local and regional businesses, that sell Vermont produce and products. This key action item was ranked second to implement over the next five years.</p>	<ul style="list-style-type: none"> • Manage Amtrak Station Improvements project • Manage Main Street pocket park project • **Facilitate clearer vision of the future of the 5 corners area & work with developers and business owners to accomplish (as a part of the Connect the Junction Project) • Manage Vermont Arts Council Grant Mural Design project • Monitor State Designation Program Changes 	
<p>Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy</p> <p>The planning work has identified the need for more community-based organizations and businesses that work to improve the city and help its population. It was viewed by some that the City should be actively funding these organizations and assisting them in finding space very close to Five Corners as this will increase the community's ability to thrive.</p>		
<p>Action 9: Bring Businesses Together to Work Collaboratively</p> <p>There was a recognized need to build the business ecosystem. A dedicated economic development committee is needed which could creatively build partnerships (i.e.: with Global Foundries and CVExpo). Creativity is needed to grow the vibrant economic sector that the city needs. An important part of the economic and development approach will be promoting the City of Essex Junction. This could have important impacts on attracting new residents and businesses to the community, who are attracted by the values and the local approach.</p>		

PILLAR 4: TRANSPORTATION AND CONNECTIVITY

The City of Essex Junction is well serviced with macro transportation options, including commuter options to Burlington, and good road connections. The focus of residents interest is primarily on internal transportation and connectivity. This topic surfaced in all the community engagement sessions, where people have expressed a desire for more safe walkways, bikeways and connections between neighborhoods and to the downtown. There is a strong desire to create a more walkable community. This pillar was ranked as the fifth most important for action over the next five years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 10: Improve Communication Methods</p> <p>Resident input has highlighted the need for more signage and directional information. There are currently connection options that people might not be aware of or using. Part of the future communication and educational work will be to promote the existing safe walking and biking options throughout the city, but also to advocate for the expansion of this network.</p>		<ul style="list-style-type: none"> Improved bike network data sharing and mapping
<p>Action 11: Enhance Transportation Safety</p> <p>To create a more walkable and bikeable community will require a focus on safety. There are ideas and options such as traffic calming at city entrances, more traffic lights to slow down traffic, and more well located highly visible crosswalks. Many residents also expressed the desire for the physical separation of bike and walking lanes, from the road system.</p>	<ul style="list-style-type: none"> Study and plan for the potential of on-street bike lanes on Park Street Update Pearl Street Pedestrian and Bicycle improvements scoping study with quick-build alternative Identify and fill gaps in bicycle parking availability at public and commercial destinations Update the Traffic Calming Policy Study pedestrian crossing improvements along Pearl St and Park St Coordinate with the Town of Essex to plan for Main Street shared use path project 	
<p>Action 12: Develop a Citywide Multimodal Transportation Plan</p> <p>During the planning process, many people talked about the need to have an aggressive plan to build a full multimodal network across the city. This plan would look at the future connections, connection to regional trails, and internal transportation options and modes. This was seen as a potentially transformational approach, that could enhance the livability of the City of Essex Junction and create a very different level of community connection.</p>		

PILLAR 5: ENVIRONMENTAL STEWARDSHIP

The residents of the City of Essex Junction share a deep commitment to environmental sustainability and stewardship. This sentiment was repeated throughout the planning process, as people explored the many ways the City could embrace a long-term approach to environmental stewardship. There was significant interest in practical solutions like tree planting and reducing pesticide use, through to more systemic topics such as moving to renewable energy sources and managing for future climate related risks. This pillar was ranked as the sixth most important for action over the next five years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 13: Support Green Spaces and Tree Planting</p> <p>The green spaces in the City of Essex Junction are highly regarded, and the tree planting work is strongly supported by residents. The participants in the planning process have identified strong support for managing the green spaces as important ecological zones. There is a desire for the use of more native species, and to increase the tree planting across the community. Tree planting is seen as helping climate resiliency, improving habitat and enhancing the aesthetics of the community.</p>		
<p>Action 14: Encourage Clean Energy and Efficiency Options</p> <p>There is strong support for embracing clean energy / renewable energy options. This can also include energy efficient approaches, such as home weatherization. This can be undertaken at an individual home owner level, and at citywide level. This topic needs more information and support for homeowners to make the transition, and there is an important educational role the City can play in assisting with information and demonstration examples.</p>	<ul style="list-style-type: none"> • Update Emergency Response Plan to include severe weather events • Update Septage and Receiving Policy and Associated Fees 	<ul style="list-style-type: none"> • Complete 10-year evaluation study of WWTF • Renewal of Land Application permit and program • Participate in Flexible Load Management 3.0
<p>Action 15: Create a City-wide Comprehensive Sustainability Plan</p> <p>The City of Essex Junction needs a comprehensive long-term sustainability plan. There are many topics raised through the planning work that need to be picked up in such a plan, such as investment in renewable energy, emission reduction, waste management and recycling programs, climate mitigation efforts, and overall environmental stewardship. This plan would represent a shared community approach to this overall topic of environmental stewardship, and the role the community can play. This could be a very exciting initiative and is an ideal topic to continue the important community engagement work.</p>		

PILLAR 6: COMMUNITY ENGAGEMENT AND DECISION MAKING

As a newly formed and independent municipality, the City of Essex Junction is working to build a sense of community and identity. The geographic scale of the community is small, which can naturally help in building connection and engagement. However, many residents are also new to the community and may work elsewhere. This can make connecting with people more challenging. A lot of the planning workshops have explored how to make these connections with people in the community, and many good ideas have been offered, which have focused on how to create an environment of connection and meaningful community dialogue. This pillar was ranked as the fourth most important for action over the next five years.

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 16: Promote Community Vitality</p> <p>The subtext of a lot of the discussions about community engagement was about how to create a more vibrant and connected community. The issue of vibrancy is intriguing, as it gets to the heart of community character and vitality. Community based events are seen as central to the process of building vitality. Examples offered during the planning work included the Farmers Market, art and music events, multicultural events and other seasonal events. These are all seen as part of building the vitality of the community and bringing people together.</p>	<ul style="list-style-type: none"> • Review all policies • Develop the City Brand • Changeover of Logo/Village to City • Website Update (colors, fonts) • Professional Imagery of the City • 2 Lincoln Open House • Establish a plan to incorporate Committee/Commission/Board input into the annual strategic planning process • Look into additional ways to brand the City (merchandise, flag, signage, etc.) • Develop an interdepartmental programming/outreach committee to oversee sustainable programming and outreach efforts at the library, alleviate duplication of efforts, and collaborate with external departments/partners/ community organizations in an intentional manner. • Finalize Program Policy and procedures • Create programming and services that are adaptable and responsive to patron interests and needs. Promote the program survey and use it to inform programming decisions. • Connect community members with resources that support their clean energy, efficiency and sustainability needs • Prepare for and celebrate Brownell's 100th Anniversary in 2026 • Identify more firm future potential opportunities for recreation/community facility including size, location, cost, and operating estimated expenses. • Hold a resource fair for seniors. • **Strengthen and grow Meet Me on Main! and solidify into a regular community event. • Host a grand re-opening event at the Senior Center to re-introduce old users and welcome new users. • Create a new community event. • Offer new summer camp. 	<ul style="list-style-type: none"> • Complete year one of the Strategic Action Plan • Strategic Plan Work Plan Development • Grow female participation in youth sports and fitness programs. • Evaluate pool staff trainings – identify ways/areas for improvement, collaborate with others, and delegate components to managers and senior staff. • Identify an affordable and sustainable way to host free luncheons for seniors two to three times per month.

PILLAR 6: COMMUNITY ENGAGEMENT AND DECISION MAKING

KEY ACTION AREAS	DEPARTMENT ACTION ITEMS	FY 25 ACCOMPLISHMENTS
<p>Action 17: Enhance Community Connectivity</p> <p>There is a strong desire to build community connectively, which is at the heart of an engaged community. Ideas offered have included multilingual communications, welcome packets / wagons, volunteer openings and regular community meetings. Residents have appreciated the town hall format of the City Council and are keen to see more City engagement opportunities. The challenge is to reach all of the residents, and ideas were suggested about boosting social media, using print media and having volunteer 'community connectors' and local influencers.</p>	<ul style="list-style-type: none"> • Improve information on the City website • Research Community Surveys, Polls, and text messaging • Look for opportunities to provide additional outreach beyond FPF, website, community newsletter, community events) • Provide US Passport services • Prepare to take over Cemetery management tasks in FY27 if necessary • Investigate and plan for .gov website transition • Work with CCRPC Municipal Equity Policy Advisor on a Language Access Plan • Website in ADA Compliance • Update Social Media Policy • Collaborate and support community organizations and individuals in sharing their skills and expertise at the library • Develop clear systems among staff to improve workplace efficiency, staffing incentives for getting data, actioning items, etc. • Work with the Brownell Library Trustees to develop an onboarding process that empowers and supports library trustees in their role as library advocates and library-community connectors. 	<ul style="list-style-type: none"> • Roll out new state ethics policy to staff • Increase communications with all stakeholders with City newsletter. • Increase posting on the website, Facebook, and Front Porch Forum • More communications support to Departments and committees • Work with customers with delinquencies to provide payment plans and get them caught up.
<p>Action 18: Create a Comprehensive Community Engagement Plan</p> <p>Given the importance and complexity of engagement, it has been proposed that the City develop a comprehensive community engagement plan. This would identify what needs to be communicated, how it is done and how to create a communication loop. The plan may also explore the formation of a Community Engagement Committee or Task force, that works to bring in all the segments of the community and helps build the communications network. Such a Task force could include members from key stakeholder groups and representatives of key community segments.</p>	<ul style="list-style-type: none"> • Public Participation Training with Department Heads • **Establish a process for developing new committees and incorporating youth members into committees • Work with the CCRPC Municipal Equity Policy Advisory to define our Community Network • **Establish a Council/City Engagement Plan • Work with the Economic Mobility Opportunity Special Assistant 	<ul style="list-style-type: none"> • Stormwater Utility Engagement • TOD Project Engagement • More communications support to Departments and committees • Increase engagement with stakeholders by providing additional opportunities to participate in government

PRIORITIZATION LIST

Action Items	Fiscal Year	Department	Strategic Plan Pillar - *priority (top 3)	Strategic Plan Action - *priority (top 3)	Action Item Originated From	Progress
Improve Council Onboarding & Orientation, including new ethics policy	FY 25	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Attend VT Local Government Institute	FY 25	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Replace car charger at the Fire Station	FY 25	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
Negotiate CHIPS Lease	FY 25	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Monitor Outdoor Cannabis Legislation	FY 25	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
Implement Annual Strategic Planning Process	FY 25-Ongoing	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
2 Lincoln - renovation.	FY 25 & 26	Admin: City Manager/ Public Works Superintendent	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Attend Department staff meetings at least twice/year	FY 25/FY 26	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		90
Advance Welcoming & Engaging Communities work, and increase employee engagement	FY 25/FY 26	Admin: City Manager/HR	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Increase delegation and distribution of workload	FY 25/FY 26	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		75
Global Foundries Reappraisal	FY 25/FY 26	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		25
Determine Post Reappraisal Assessor Services	FY 25/FY 26	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
GMT Financial Challenges and Support	FY 25/FY 26	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	50
Library – roof repair.	FY 25/FY 26	Admin: City Manager/ Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		10
Update Trustee/Village Policies as they come up and as can be incorporated in two larger policies: Personnel and Purchasing	FY 25/FY 27	Admin: City Manager/ Department Heads/Assistant	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Houselessness Policies, Enforcement & Removal Policies and Procedures Relating to Unauthorized Campsites on City Properties	FY 26	Admin: City Manager/ Police Chief/ Community Outreach/ Library Director/ EJP Director/ Safety Committee (internal)/ Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Replace and/or Improve the Clock/bulletin board at Main St	FY 26	Admin: City Manager/Assistant/ Communications	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	25
Take leadership working with the City Council and Human Resources Director to revise and advocate for City policies and procedures that codify our commitment to equity, inclusion, and transparency.	FY 26	Admin: City Manager/HR	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		25
Highly Complex Projects – Ensure Implementation of Traffic Calming Policy	FY 26/FY 27	Admin: City Manager/ Public Works Superintendent/ City Engineer	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Work with Tabatha Moore on Vision/Mission and Welcoming & Inclusion Training	FY 26/FY 27	Admin: City Manager/HR	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		

**Enhance City and CVE Opportunities	FY 26/FY 27	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Work with Winooski and CCRPC on Municipal Equity Policy Advisory Deliverables	FY 26/FY 27	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		15
Support Economic Mobility & Opportunity Special Assistant work and coordinate with partners	FY 26/FY 27	Admin: City Manager/ Communications	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		15
Monitor State Designation Program Changes	FY 26/FY 27	Admin: City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Library – carpet replacement.	FY 26/FY 27	Admin: City Manager/ Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
**New Public Works Facility	FY 27	Admin: City Manager/ Public Works Superintendent/ City Engineer	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		10
2 Lincoln - exterior trim painting.	FY 27	Admin: City Manager/ Assistant	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Coordinate with partners on use of Opioid Funds	FY 27	Admin: City Manager/ Communications/ PD	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Contract Negotiations	FY 27	Admin: City Manager/HR	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Update Ordinances as they come up (more thorough review in FY27)	FY 27	Admin: City Manager/ Community Development/PD	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		25
Highly Complex Projects – Analysis of future TIF/CHIP – New	FY 27	Admin: City Manager/ Community Development/ Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Economic Development Fund (to be reconsidered again in 2027)	FY 27	Admin: City Manager/ Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Roll out new state ethics policy to staff	FY 25	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		100
Stormwater Utility Engagement	FY 25	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		100
TOD Project Engagement	FY 25	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		100
Complete year one of the Strategic Action Plan	FY 25	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		100
Increase communications with all stakeholders with City newsletter.	FY 25-Ongoing	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		100
Increase posting on the website, Facebook, and Front Porch Forum	FY 25-Ongoing	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		100
More communications support to Departments and committees	FY 25-Ongoing	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		100
Increase engagement with stakeholders by providing additional opportunities to participate in government	FY 25-Ongoing	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		100
Strategic Plan Work Plan Development	FY 25-Ongoing	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	The List	100
Improve information on the City website	FY 25/FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		50
Public Participation Training with Department Heads	FY 25/FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		
Develop the City Brand	FY 25/FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	The List	50

Investigate and plan for .gov website transition	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
**Establish a Council/City Engagement Plan	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		
**Establish a process for developing new committees and incorporating youth members into committees	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		
Review all policies	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
2 Lincoln Open House	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		100
Changeover of Logo/Village to City	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Website Update (colors, fonts)	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Professional Imagery of the City	FY 26	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	The List	
Research Community Surveys, Polls, and text messaging	FY 26/FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Work with CCRPC Municipal Equity Policy Advisor on a Language Access Plan	FY 26/FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Work with the Economic Mobility Opportunity Special Assistant	FY 26/FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		
Website in ADA Compliance	FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Update Social Media Policy	FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Work with the CCRPC Municipal Equity Policy Advisory to define our Community Network	FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 18: Create a Comprehensive Community Engagement Plan		
Establish a plan to incorporate Committee/Commission/ Board input into the annual strategic planning process	FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Look into additional ways to brand the City (merchandise, flag, signage, etc.)	FY 27	Admin: Communications	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Establish a new hire quarterly check in system	FY 25	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Refine the onboarding paperwork for new staff	FY 25	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Managers trained in performance management	FY 25	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Update and modernize HR Policies, including with a lens to becoming a Welcoming & Engaging Community	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Hold meeting for all FT employee prior to open enrollment about options and solicit feedback on plan options	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Employee health insurance benefit satisfaction survey	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Provide clear expectations and guidance with employee evaluations	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100

Roll out new state ethics policy to staff	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Update the Personnel Regulations	FY 25-Ongoing	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
Committee established to address hiring and wage compression	FY 25/FY 26	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Complete Salary Study (started no later than January 2026 and will be concluded and distributed by July 2026)	FY 26	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Evaluate the broker options available to us for managing our health insurance	FY 26/FY 27	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Assess dental, life, and disability providers to find quality services at the best price.	FY 26/FY 27	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Update the Mission Statement, Goal Statement and Organizational Values	FY 26/FY 27	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Develop and deliver training that equips staff with the knowledge, context, and skills to embody the City's mission, vision, values, and goals.	FY 26/FY 27	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Schedule a pre-contract negotiation meeting with the Council to get their thoughts prior to finalizing management supposal list.	FY 27	Manager/Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Assist with Employee Negotiation efforts (commence renegotiation August 1, 2026 and conclude by June 1, 2027)	FY 27	Admin: Human Resources	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Begin Collecting statistics on staff de-escalation	FY 25	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Begin Collecting statistics when outside resources need to be called for additional safety	FY 25	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Begin Collecting statistics on education patrons on library privacy and related policies	FY 25	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Create a list of priorities to achieve Sustainable Library Certification	FY 25	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Begin document programs inside and outside the building with outside organizations	FY 25	Brownell Library	Pillar 6: Community Engagement and Decision-Making	Action 16: Promote Community Vitality		NA
Create a form for program attendees for feedback	FY 25	Brownell Library	Pillar 6: Community Engagement and Decision-Making	Action 16: Promote Community Vitality		NA
Evaluate where we are in the Sustainable Libraries Certification process	FY 25	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Prepare for and Celebrate Brownell's 100 th Anniversary in 2026	FY 26	Brownell Library	Pillar 6: Community Engagement and Decision-Making	Action 16: Promote Community Vitality		NA
Examine stats of de-escalation and outside services to no trends and need for additional resources	FY 26	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Evaluate if Sustainable Library Certification steps have costs associated to plan for budgeting	FY 26	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness		NA
Assist with Citywide policies on Homelessness Policies, Enforcement & Removal Policies, and Procedures Relating to Unauthorized Campsites on City Properties	FY 26	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness	The List	NA
Library Roof	FY 26	Brownell Library, EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness	The List	NA
Library Entry	TBD	Brownell Library, EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community-Wellness	The List	NA

Review and define core services, discuss current and potential ways of measuring success, and create guidelines for sunseting services.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Create a communication and marketing team to evaluate current messaging systems and needs	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Work with a liaison from the Board of Trustees to evaluate reporting systems and requirements. Investigate what data/information would mean the most to stakeholders and develop systems for bringing the most useful information to the party that needs it: state reporting requirements, community stakeholders, decision making about resource allocation by librarians	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Work with a liaison from the Board of Trustees to develop a communications/marketing plan that feels sustainable for staff, evaluates how to grow within current limitations (how and where do people get information, what is and is not working?), celebrates library successes, increases awareness of library services, resources, budgets, what a library is today, and what makes Brownell unique.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Develop a community asset map that documents community communication channels.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Develop a system for collecting and sharing stories about library impact and successes.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Remain reflective and adaptable to changing environments within the library and community. Encourage all staff to read local news and talk about trends they are hearing from/seeing in the community. Create staff training which equips staff to respond to the ways the library and community are changing and evolving	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Develop a list of potential areas of inquiry based on strategic planning and community feedback. Assess and develop an action plan that addresses the highest priority question each year. Report findings as well as how the library is adapting services in response.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Evaluate how the library tracks safety management such as de-escalation, incident reports, calls to community services and supports, managing behavior, safety conversations among staff, and requests for patrons to leave the library due to disruptive behavior	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Work with other City departments to combine systems when possible and to reduce overall costs	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Support City efforts that prioritize environmental stewardship and fiscal sustainability	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Review library practices and build sustainable library infrastructure as guided by the Sustainable Libraries Initiative	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	

Collaborate and support community organizations and individuals in sharing their skills and expertise at the library	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity	Brownell Strategic Plan	
Develop clear systems among staff to improve workplace efficiency, staffing incentives for getting data, actioning items, etc.	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity	Brownell Strategic Plan	
Work with the Brownell Library Trustees to develop an onboarding process that empowers and supports library trustees in their role as library advocates and library-community connectors.	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity	Brownell Strategic Plan	
Finalize a philosophy of customer services or customer service guidelines	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Establish a means of tracking locker use during and after library hours	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Explore methods for tracking library material use in the library	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Evaluate how the library tracks reference questions such as referrals to community services, library instruction, readers advisory requests, and technology training with the public.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Connect community members with resources that support their clean energy, efficiency and sustainability needs	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Develop an interdepartmental programming/outreach committee to oversee sustainable programming and outreach efforts at the library, alleviate duplication of efforts, and collaborate with external departments/partners/ community organizations in an intentional manner.	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	Brownell Strategic Plan	
Finalize Program Policy and procedures	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	Brownell Strategic Plan	
Create programming and services that are adaptable and responsive to patron interests and needs. Promote the program survey and use it to inform programming decisions.	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	Brownell Strategic Plan	
Connect community members with resources that support their clean energy, efficiency and sustainability needs	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	Brownell Strategic Plan	
Prioritize reflective and adaptable practice which engages the community and promotes evidence based decision making. Build staff expertise around evidence based decision making and developing systems for getting user feedback. Check in more often with the community on specific questions that arise and identify patterns that inform programmatic and operational decisions.	FY 26/FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Prepare for and celebrate Brownell's 100th Anniversary in 2026	FY 26/FY 27	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality	Brownell Strategic Plan	
Find, identity, and address barriers to entering and engaging with the library. Create a plan for engaging with non-visitors (physical or electronic)	FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Brownell Strategic Plan	
Complete a physical space assessment	FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Investigate and pursue funding options to update the space	FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	

Create an inviting downstairs space	FY 27	Brownell Library	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Brownell Strategic Plan	
Continue training assistant clerk to process land records	FY 25-Ongoing	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Work with customers with delinquencies to provide payment plans and get them caught up.	FY 25-Ongoing	City Clerk	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		100
Establish an annual calendar for distribution to other Departments to communicate busy times for the Clerk's Office	FY 25/FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		20
Look for opportunities to provide additional outreach beyond FPF, website, community newsletter, community events)	FY 25/FY 26	City Clerk	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		20
Provide US Passport services	FY 25/FY 26	City Clerk	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		25
Engagement with civic organizations to provide information and answer questions about elections	FY 25/FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		20
More robust training for Election Workers	FY 25/FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		20
Organize vault with new shelving	FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		25
Increase voter registration	FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Develop emergency management plan for elections and safety protocols for election workers	FY 26	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Prepare to take over Cemetery management tasks in FY27 if necessary	FY 26/FY 27	City Clerk	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Review legislative changes relating to Clerk's position	FY 27	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Prepare for Primary & General Election	FY 27	City Clerk	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Lead LDC amendment process for Sign Regulation rewrite and other technical adjustments	FY 25	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	The List	100
Improved bike network data sharing and mapping	FY 25	Community Development	Pillar 4: Transportation and Connectivity	Action 10 Improve Communication Methods	The List	100
Propose zoning regulation and ordinance amendments to encourage compliance and strengthen enforcement	FY 25	Community Development	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Pursue fines and other legal action for cases of chronic non-compliance	FY 25-Ongoing	Community Development	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Integrate regional land use directives, housing targets, and new state designation program requirements into the Comprehensive Plan	FY 25-Ongoing	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'		100
Study and plan for the potential of on-street bike lanes on Park Street	FY 25/FY 26	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety		25
Update Pearl Street Pedestrian and Bicycle improvements scoping study with quick-build alternative	FY 25/FY 26	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety		60
Identify and fill gaps in bicycle parking availability at public and commercial destinations	FY 25/FY 26	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety		80
Update the Traffic Calming Policy	FY 25/FY 26	Community Development, Public Works	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	The List	75
Complete "Connect the Junction" Transit-Oriented-Development Master Plan	FY 25/FY 26	Community Development	*Pillar 1: Housing and Community Design	Action 2: Include contemporary design principles into the City of Essex Junction	The List	85

Manage Main Street pocket park project	FY 25/FY 26	Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	The List	25
Manage Amtrak Station Improvements project	FY 25/FY 27	Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	The List	5
Study pedestrian crossing improvements along Pearl St and Park St	FY 26	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety		
Coordinate with the Town of Essex to plan for Main Street shared use path project	FY26	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety		
Research potential for implementing electronic zoning records in the future	FY 26	Community Development	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		5
**Facilitate clearer vision of the future of the 5 corners area & work with developers and business owners to accomplish (as a part of the Connect the Junction Project)	FY 26	Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	The List	85
Manage Vermont Arts Council Grant Mural Design project	FY26	Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors		
Amend Land Development Code with recommendations from Transit Oriented Development Master Plan and Comprehensive Plan	FY 26/FY 27	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'		
Update Comprehensive Plan and create subcommittees on business/economic development, housing and energy as needed	FY 26/FY 27	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	The List	
**Preserve Green Space with future development (will be incorporated into the LDC changes from TOD and Comprehensive Plan update	FY 26/FY 27	Community Development	*Pillar 1: Housing and Community Design	Action 3: Improve the City's Landscaping and Design Standards		
Participate in Homes for All Phase 3; 802 Homes Initiative as a Development-Ready Community Partner	FY 26/FY27	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'		5
Participate in UPWP Infill Housing Consortium Project with other Chittenden County Cities	FY 26/FY27	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'		5
Monitor State Designation Program Changes	FY 26/FY 27	Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors		
CVE Sound Agreement & Waivers Review and Amend	FY 27	Community Development	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Create City-wide cleaning RFP:	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
2 Lincoln – renovation:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	NA
2 Lincoln – exterior trim painting:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
2 Lincoln – senior center remodel:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
EJRP – maintenance garage addition:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
Fire Department – exploration of building needs and future remodel/new building:	FY 25/FY 26	EJRP, Fire	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	NA
Library – roof repair:	FY 25/FY 26	EJRP, Brownell Library	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	NA
Library – fascia and soffit repairs and painting:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
Library – insulation enhancement:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
Library – new ADA entrance:	FY 25/FY 26	EJRP, Brownell Library	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	NA
Library – interior paint:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
Library – carpet replacement:	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		NA
**Public Works – exploration of building needs and future remodel/new building:	FY 25/FY 26	EJRP, Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	NA

Create a training guide for pool gate staff outlining front office requirements, including transactions, group invoices, and pool pass forms.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Create, utilize, and maintain a new system of organizing EJRP brochures in order to help maintain the history of EJRP programming.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Apply for at least four grants and be successful in at least one.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Obtain first aid/CPR/AED instructor certification.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Begin Recreation Advisory Committee.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
Identify next steps for Tree Farm Recreation Facility.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
More clearly define buildings role now and in the future. Identify appropriate professional development opportunities – conferences, certifications, etc.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Create pool water quality emergency checklist so any staff on-site can administer and remedy.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Identify more efficient, timely, consistent, and affordable solution for bus service needs.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Identify ways to reduce burnout and stress for full day summer camp staff.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Evaluate licensed childcare behavior expectations and capacity, and adjust accordingly.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Offer families a social-emotional learning educational opportunity.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Incorporate and schedule meaningful field trips into each classroom's curriculum.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Bring in outside professional to lead a music class for preschoolers.	FY 25	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Grow female participation in youth sports and fitness programs.	FY 25	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		100
Evaluate pool staff trainings – identify ways/areas for improvement, collaborate with others, and delegate components to managers and senior staff.	FY 25	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		100
Identify an affordable and sustainable way to host free luncheons for seniors two to three times per month.	FY 25	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		100
Leadership and administration of City Governance Committee.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
RFP and creation of updated 10-year Recreation Master Plan.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	25
**Exploration of future gymnasium at Maple Street Park.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		75
Skatepark repairs.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Cascade Park redevelopment project (courts, fields, bathrooms, playground) initiated.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		35
Create and maintain system for consistent and meaningful staff, family, and youth feedback – including reviewing and sharing information.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50

Renew licensed childcare STARS accreditation and building plan to increase STARS level within next renewal cycle.	FY 25/FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Identify more firm future potential opportunities for recreation/community facility including size, location, cost, and operating estimated expenses.	FY 25/FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		75
Maintenance garage addition.	FY 25/FY 27	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		10
Write and submit at least three grants and be awarded at least one.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Resurface Maple Street basketball court.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Resurface Maple Street skatepark.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
New infield mix.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Replace golf cart.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		100
Make improvements to the Dog Park.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Redesign summer camp bathrooms, changing stalls, and quiet space.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Establish and support self-regulation zones at each afterschool site.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Create a more detailed onboarding and training process for new hires including site specific onboarding videos.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Design successful summer camp registration process in new software	FY 26	EJRP	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Hold a resource fair for seniors.	FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
**Strengthen and grow Meet Me on Main! and solidify into a regular community event.	FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Host a grand re-opening event at the Senior Center to re-introduce old users and welcome new users.	FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
**Create a new community event.	FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Offer new summer camp.	FY 26	EJRP	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality		
Remodel senior space at 2 Lincoln.	FY 26	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Enhance winter lights in the park.	FY 26 & 27	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Purchase new Kabota for park maintenance.	FY 27	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Replenish playground safety chips at Maple Street Park.	FY 27	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness		
Memorial Fountain and Park Repair	FY 27	EJRP/ Capital Committee	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	The List	
ClickTime rollout to all staff.	FY 25	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Prioritize payroll to be completed by end of day Wednesday of each payroll week.	FY 25-Ongoing	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100

Clearly define and document internal controls and procedures within the finance department.	FY 25-Ongoing	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		100
Work with staff to verify accuracy of insurance and fixed asset inventories.	FY 25/FY 26	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Perform bank reconciliations within first week each month.	FY 25/FY 26	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		75
Finalize implementation of Questica software for reporting and provide training to necessary staff/Councilors.	FY 25/FY 26	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		50
Update Purchasing Policy	FY 26	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Explore capital planning functionality within Questica and evaluate for possible implementation.	FY 26	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Create a process for evaluate the accurate and complete quarterly payroll reports by the due dates.	FY 26/FY 27	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Update finance related policies.	FY 26/FY 27	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	25
Test and implement Questica budgeting functionality and provide training to necessary staff.	FY 26/FY 27	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Cross train payroll and AP duties with identified City staff.	FY 27	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		10
Explore performance budgeting functionality within Questica and evaluate for possible implementation	FY 27	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Review equipment and gear for upgrades or replacement	FY 25	Fire	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Support community events as needed	FY 25/FY 26	Fire	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Offer a comprehensive training program to cover all services provided	FY 26	Fire	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Fire Station Building – exploration of building needs and future remodel/new building	FY 27	Fire	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Lead Survey Line Project completed	FY 25	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Finish up Main Street water line	FY 25	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	100
Tree Policy Update	FY 25	Tree Advisory Committee, Public Works	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	100
Paving for FY25 city streets	FY 25	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Learn more about new water meter reading software	FY 25/FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		90
Work on water line on Iroquois Ave	FY 25/FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List/Capital Plan	50
Finish up Crescent Connector	FY 25/FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	98
2 Lincoln Renovations	FY 25/FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		95
**Public Works Building – Design & Financing Plan	FY 25/FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	10
New waterline on Railroad Ave.	FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	Capital Plan	
Paving for FY26 city streets	FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Sidewalk and road West St to Susie Wilson	FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	Capital Plan	
Sidewalk Replacement in line with LOT Policy	FY 26	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
New logo on equipment	FY 26/FY 27	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Update Sidewalk Policy	FY 27	Public Works	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Rosewood lane road and sidewalk replacement	FY 27	Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	Capital Plan	
Implement stormwater utility	FY 25	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	100

Develop stormwater ordinance	FY 25	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Addition of one FTE staff-Stormwater Coordinator	FY 25/FY 26	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		100
Complete 10-year evaluation study of WWTF	FY 25/FY 26	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		100
Renewal of Land Application permit and program	FY 25/FY 26	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		100
Update Emergency Response Plan to include severe weather events	FY 25/FY 26	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		25
Capacity study of the collection system	FY 25/FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		25
Develop a Sewer Allocation Policy	FY 26	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Update the two-party agreement with the Town of Essex	FY 26	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Participate in Flexible Load Management 3.0	FY 26	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		100
Adoption of Tri-town High-Strength Waste Policy	FY 26	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		NA
Three pump station retrofit designs (Maple/River/West)	FY 26/FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	25
Infiltration and Inflow study of City collection system	FY 26/FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Update Septage and Receiving Policy and Associated Fees	FY 26/FY 27	Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy & Efficiency Options		
Design Hiawatha Infiltration Phosphorus Control Project	FY 26/FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		25
Formation of a stormwater capital plan	FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		50
Develop a Sewer Ordinance	FY 27	Water Quality	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety		
Lincoln Terrace Pedestrian Safety Issues and Improvements	FY 25	Community Development, Bike Walk Advisory Committee, PWs Superintendent, City Engineer, Capital Committee	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	The List	100
Budget pressure considerations: compression adjustments, health & dental costs, etc.	FY 26	City Manager/Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Monitor and continue EWSD conversations regarding Hiawatha School pick up and drop off if necessary; Consider access improvements	NEW - FY 26	Community Development, Police, Public Works	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List Line	100
Rental Inspection Program	FY 28	Fire Department, Manager	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	The List	
Emergency Management Plan: continuity of operations, response plans, etc.	FY 28	PD, FD, Manager, all Depts	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Participatory Budgeting	FY 28	Finance Director, Communications Director, Manager, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Bike and Pedestrian Plan Update	FY 28	Community Development, Planning Commission	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	The List	
Stevens Park Options/Alternatives	FY 28	EJRP, Community Development, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	The List	
Housing Trust Fund	FY 28	Community Develop Dept, Finance Director, Manager, Council	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	The List	
Lead Service Line Replacements (if future rules require it)	FY 28	PWs, Capital Plan	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List Line	

Study to assess the collection rates of the LOT	FY 28	Finance Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Railroad quiet zone research	FY 28	Community Development	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on	The List	
Parking Management and Enforcement	FY 28	PD, Community Development, PW, Manager, Council	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Work with Essex Police Department on Warner Ave/Pearl St Park	FY 28	City Manager, PD	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Library - fascia and soffit repairs and painting.	FY 28	Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Library - insulation enhancement.	FY 28	Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Library – interior paint.	FY 28	Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Consider RFP for IT Managed Service Contract once separation is complete and city up and running	NEW - FY 28	Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Develop a Water Ordinance	NEW - FY 28	Water Quality/Public Works/ Finance	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Move towards a sustainable workload for staff by establishing internal boundaries, and clarifying tasks, priorities and limits.	FY 28/29	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Review staff communication channels to promote efficiency, accessibility, and sustainable workloads	FY 28/29	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Develop the volunteer program, including solidifying parameters and guidance for participation as a volunteer and task specific volunteer job descriptions	FY 28/29	Brownell Library	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity		
Library – new ADA entrance.	FY 29	Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Develop Data Portal	FY 29	Community Develop, Communications	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Short Term Rental Regulations - Analyze	FY 29	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	The List	
911 Addressing	FY 29	Community Development	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
VT Air Guard mission	FY 29				The List	
Look at Sustainable Certification for the City	FY 29	Manager, Library Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Build New Public Works Building	FY 29	PWs Superintendent, Finance Director, Manager	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Improve the community's ability to find items within the library, use	FY 29/30	Library Director	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community		
Evaluate access for individuals that cannot physically enter the library	FY 29/30	Library Director	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community		
Health services (no homeless shelter, howard center services, etc)	FY 30	Manager, Council, State Delegation	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	The List	
Consider use of a VT Community Development Program for economic development and subsequent revolving loan fund	FY 30	Community Development, Finance Director, Manager, Council	*Pillar 3: Economic and Business Development	Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy	The List	
Improve HS and Main intersection and HS and Drury intersections	FY 30	PWs, City Engineer, Capital Committee	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	The List	
Historic Resources Scoping Study	FY 30	Community Develop	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	The List	
Research project -Brownfield site in City	FY 30	Community Development	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy and Efficiency Options	The List	
Abatement guidelines for water fees	FY 30	Community Development, WQ, PW	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	

Underground all Power Lines	FY 30	PWs, Capital Committee	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Host Business Roundtables to share information, identify and collaborate on solutions	NEW		*Pillar 3: Economic and Business Development	Action 9: Bring Businesses Together to Work Collaboratively	The List	
Greater beautification and community engagement activities. Volunteers certainly can play a role but would need more support from the City.	NEW	Communications	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	The List	
Infrastructure in place to support continued growth	NEW	Community Development, Water Quality	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	Retreat	
housing committee	NEW	Community Development/ Communications	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'	Retreat	
5-10-25 year plan for Tree Farm	NEW	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	Retreat	
More services in neighborhoods	NEW		*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	Retreat	
expand downtown area	NEW	Community Development	*Pillar 3: Economic and Business Development	Action 7: Enhance Downtown and Corridors	Retreat	
economic development/downtown committee/capacity	NEW		*Pillar 3: Economic and Business Development	Action 9: Bring Businesses Together to Work Collaboratively	Retreat	
analysis of future bonding capacity	NEW	Finance/City Manager	*Pillar 3: Economic and Business Development	Action 9: Bring Businesses Together to Work Collaboratively	Retreat	
Help to stabilize schedule & routes for public bussing	NEW		Pillar 4: Transportation and Connectivity	Action 12: Develop a Citywide Multimodal Transportation Plan	Retreat	
consider additional traffic enforcement	NEW	Community Development, Police Department	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	Retreat	
** Improve the experience going through Five Corners (this will happen through other initiatives but we are keeping it here to not lose the level of priority)	NEW	Community Development/Public Works	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	Retreat	
5 corners lights work better	NEW	Public Works	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety	Retreat	
prepare for global warming (more solar, green stormwater infrastructure)	NEW	Community Development/Water Quality	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy and Efficiency Options	Retreat	
communicate election info reimagined	NEW	City Clerk/Communications	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity	Retreat	
Social Services Grant Program	NEW	City Council/City Manager	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness	The List	
Review renaming Railroad Ave to Village Way	NEW	City Manager	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors	The List	
Update Public Nuisance Ordinance	NEW	City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Review of Impact Fees	NEW	Finance/City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government		
Develop Use of Artificial Intelligence Policy	NEW	City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Investigate shift from Fireworks to Drones	NEW	EJRP	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety	The List	
Need to figure out where the building management tasks now go	NEW	All Depts, City Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	The List	
Public Parking	NEW	Community Development/ Public Works	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government	Retreat	

DEPARTMENT WORK PLANS

Department: Admin City Manager

DATE: July 1, 2025 – June 30, 2027

REGINA MAHONY, CITY MANAGER

Goal 1: Effectively implement the direction and objectives set out by the City Council, as established in the Strategic Plan and be nimble to emerging needs.		PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government		
ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Update Trustee/Village Policies as they come up and as can be incorporated in two larger policies: Personnel (largely done in FY25; but still needs an additional edit) and Purchasing Policies needs a re-write)	FY 26/27	GF Admin	Manager, Department Heads, Assistant	50%
Update Ordinances as they come up (more thorough review in FY27)	FY 27	GF Admin	PD, Community Development, Manager	25%
Houselessness Policies, Enforcement & Removal Policies and Procedures Relating to Unauthorized Campsites on City Properties	FY 26	GF Admin	Police Chief, Community Outreach, Library Director, EJRP Director, Safety Committee (internal), Manager, Council	
Replace and/or Improve the Clock/bulletin board at Main St	FY 26	GF Admin	Asst Admin/ Manager/ Communications	25%
Highly Complex Projects – Ensure Implementation of Traffic Calming Policy	FY 26/27	GF Admin	Manager/ Public Works Superintendent/ City Engineer	50%
Highly Complex Projects – Analysis of future TIF/CHIP	FY 27	GF Admin	Manager/Community Development/Finance	
Economic Development Fund (to be reconsidered again in 2027)	FY 27	GF Admin	Manager	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	

Council President and Vice President check-ins	Weekly	GF Admin	Manager
Agenda development with Council President	Twice per month	GF Admin	Manager
Council Meeting Packets	Twice per month	GF Admin	Manager
Planning and execution of highly complex, City-wide projects as listed in Department Work Plans	Daily	GF Admin	Manager
Develop and manage City-wide budget and increase revenue	Annual	GF Admin	Manager/Finance Director
Council Member Onboarding & Orientation	Annual	GF Admin	Manager/ HR
Attend VTCMA/ICMA conferences	2x/year	GF Admin	Manager
Implement Annual Strategic Planning Process	Annual	GF Admin & Legislative	Manager/Communications

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
General Fund Expenditures at year end (from June Financial report; then update when audit finalized)	94%					
Percentage of non-tax revenue in the general fund budget (from budget Summary – Actual difference between property taxes and total revenue)	10%					
Council packets delivered on Fridays before the meetings	100%					
Complete VT Local Government Class	completed					

GOAL 2. To empower City staff to deliver exceptional services through strategic guidance, thoughtful policymaking, and collaboration.	PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government
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ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Attend Department staff meetings at least twice/year	FY25/FY26	GF Admin	Manager	90%
Advance Welcoming & Engaging Communities work, and increase employee engagement	FY25/FY26	GF Admin	Manager/ HR	50%
Increase delegation and distribution of workload	FY25/FY26	GF Admin	Manager	75%
Take leadership working with the City Council and Human Resources Director to revise and advocate for City policies and procedures that codify our commitment to equity, inclusion, and transparency.	FY26	GF Admin	Manager, HR	25%

Work with Tabatha Moore on Vision/Mission and Welcoming & Inclusion Training	FY26/FY27	GF Admin	Manager/HR			
Contract Negotiations	FY27	GF Admin	Manager/HR			
CURRENT/ONGOING WORK	TIMELINE	BUDGET RESOURCES	RESPONSIBLE			
Department Head Meetings	2x/month	GF Admin	Manager			
Department Head Check-ins	Once/week to once/month	GF Admin	Manager			
Staff Gatherings/Appreciation	2 events/year	GF Admin	HR/Communications/Asst Admin			
Oversight, review and direction on Department projects as listed in Department workplans	Daily	GF Admin	Manager			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Evidence of stronger and connected team via City Manager annual evaluation feedback (% of strongly agree and agree from “the manager fosters a positive and inclusive work environment question”)	77%					
Goal 3: To strengthen collaboration with state, regional, and local community partners to enhance communication, resource sharing, and collective impact on City initiatives.			PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government			
ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE		
Global Foundries Reappraisal	FY25/26	GF Admin	Manager/Assessor	25%		
GMT Financial Challenges and Support	FY25/26	GF Admin	Manager	50%		
Enhance City and CVE Opportunities	FY26/27	GF Admin/Grants	Manager			
Work with Winooski and CCRPC on Municipal Equity Policy Advisory Deliverables	FY26/27	GF Admin	Manager	15%		
Support Economic Mobility & Opportunity Special Assistant work and coordinate with partners	FY26/27	GF Admin/Grants	Manager/ Communications	15%		
Monitor State Designation Program Changes	FY26/27	GF Admin	Manager	0%		

Coordinate with partners on use of Opioid Funds	FY27	GF Admin	Manager/Communications/PD	25%		
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE			
Attend Chittenden County Manager Lunches	Monthly	GF Admin	Manager			
Attend/Read Legislative Briefings: CCRPC, VLCT, Lake Champlain Chamber	Monthly	GF Admin	Manager			
Testify in Legislature as requested/needed	Annually	GF Admin	Manager/Communications			
Attend Community Events as possible (i.e. Rotary lunches, City events)		GF Admin	Manager			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Regular attendance at manager lunches	3 out of 7	4 out of 4 (as of Nov)				
Legislative testimony provided as requested/needed	done					

ADDED b/c was under EJRP - Goal 4: City Buildings: The Buildings Department of the City of Essex Junction is committed to providing safe, clean, accessible, and well-maintained public facilities that support municipal services and community needs.			Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government	
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
2 Lincoln - renovation.	FY 25 & 26	General & Capital Funds	Manager/ Public Works Superintendent	95%
2 Lincoln - exterior trim painting.	FY 27	General & Capital Funds	Manager – Admin Asst	0%
New Public Works Facility	FY 27	Bond Vote if passes & Capital	Manager/ Public Works Superintendent/ City Engineer	10%
Library – roof repair.	FY 25 & 26	General & Capital Funds	Library Director	10%

Library – carpet replacement.			FY 26/27		General & Capital Funds	Library Director		
CURRENT/ONGOING WORK			TIMELINE		BUDGET/RESOURCES		RESPONSIBLE	
Maintenance, repairs, and development of City buildings.			Daily		General & Capital Funds		Manager/ Department Heads	
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	
Budget vs. actuals		Don't have yet						

Department: Admin Communications

DATE: July 1, 2025 – June 30, 2027 (FY 26 & FY 27)

Ashley Snellenberger, Communications & Strategic Initiatives Director

GOAL 1. Provide open and timely communications with residents, committees, and staff		Pillar 6: Community Engagement and Decision Making Action 17: Enhance Community Connectivity		
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Research Community Surveys, Polls, and Text Messaging	FY 26-FY27	GF Admin	Communications Director	
Improve information on the City website	FY 26	GF Admin	Communications Director	50
Investigate and plan for .gov website transition	FY 26	GF Admin	Communications Director	
Website in ADA Compliance	FY 27	GF Admin	Communications Director	
Work with CCRPC Municipal Equity Policy Advisor on a Language Access Plan	FY 26/FY 27	GF Admin	Communications Director	
Update Social Media Policy	FY 27	GF Admin	Communications Director	
CURRENT/ONGOING WORK	TIMELINE	BUDGET RESOURCES	RESPONSIBLE	
News Releases, Public Notices, Announcements	Daily	GF Admin	Communications Director	
Social Media Management	Daily	GF Admin	Communications Director	
Website Management	Daily	GF Admin - \$6,942	Communications Director	
Front Porch Forum Management	Weekly	GF Admin - \$2,808	Communications Director	
Posting on the website, Facebook, and Front Porch Forum	Weekly	GF Admin	Communications Director	
Community Newsletter (Ad and Online)	Monthly	GF Admin - \$9,120	Communications Director/City Manager	
Junction City News	Monthly	GF Admin	Communications Director/City Manager	
Employee Newsletter	Monthly	GF Admin	Human Resources/ Communications Director	
Communications support to Departments and committees	Monthly	GF Admin	Communications Director	
State ethics policy to staff and committees	Yearly	GF Admin	HR/Communication Director	

Annual Report and Newsletter	Yearly	GF Admin - \$3,500	Communications Director			
Media Contact	As Needed	GF Admin	Communications Director			
Public Records Requests	As Needed	GF Admin	Communications Director			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
The number of community newsletter subscribers	105					
Open Rate: the average number of news emails opened (website posts)	84					
Click-Through Rate: the average number of clicks on an active link within a news email (website posts)	6					
The number of posts to the news section of the website, Facebook, and Front Porch Forum.	Website: 74 Facebook: 97 FPF: 64					
The number of Facebook followers by June 30 each year	2,963					
The number of website active users each fiscal year	54,648					
The average number of Junction City News views. (YouTube)	49					
The number of public records requests.	12					
Goal 2. Create Opportunities for Meaningful Stakeholder Participation and Collaboration				Pillar 6: Community Engagement and Decision Making Action 18: Create a Comprehensive Community Engagement Plan		
ACTION ITEMS	TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Public Participation Training with Department Heads	FY 26		GF Admin	Communications Director		
Establish a Council/City Engagement Plan	FY 26		GF Admin	Communications Director		
Establish a process for developing new committees and incorporating youth members into committees	FY 26		GF Admin	Communications Director		

Work with the CCRPC Municipal Equity Policy Advisory to define our Community Network	FY 27		GF Admin	Communications Director		
Work with the Economic Mobility Opportunity Special Assistant	FY 26/FY 27		GF Admin	City Manager/ Communications Director		
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE		
Management and recruitment of City and Regional Committees		Yearly	GF Admin	Communications Director/ Admin Assistant		
Support projects through engagement and communication		As Needed	GF Admin	Communications Director		
Assist with the Tree Advisory Committee		As Needed	GF Streets	Communications Director/ PW		
Budget Engagement and Community Meal		December-April	GF Legislative - \$10,000	Communications Director		
Organize Employee Morale Events		Bi-annually	GF Admin - \$6,000	Human Resources/ Communications Director		
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of applications for committees	39					
Number of public engagement events Council participated in	10					
Number of projects where Communications assisted with communications and engagement	2					
Goal 3: Lead Strategic Initiatives Efforts			Pillar 6: Community Engagement and Decision Making Action 16: Promote Community Vitality			
ACTION ITEMS		TIMELINE	BUDGET /RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Review all policies		FY 26	GF Admin	Communications Director		
2 Lincoln Open House		FY 26	GF Admin	Communications Director/ City Manager	100	

Establish a plan to incorporate Committee/Commission/Board input into the annual strategic planning process	FY 27	GF Admin	Communications Director/ City Manager			
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE			
Green Up Day	Yearly	GF Admin	Communications Director			
Strategic Plan Work Plan Development	Yearly	GF Admin	Communications Director/ City Manager			
Strategic Plan Retreat with Council and Department Heads	Yearly	GF Admin	Communications Director/ City Manager			
Banners, Block Parties, and Street Closure Applications	As Needed	GF Admin	Admin Assistant/ Communications Director			
Ordinance and Policy Updates	As Needed	GF Admin	City Manager/ Communications Director			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Strategic Work Plans have been developed by each department	Yes					
Strategic Work Plans submitted to City Council	Yes					
Number of ordinances updated	3					
Number of policies updated	8					
Number of block party applications	5					
Number of street closure applications	1					
Goal 4: Build Community Pride			Pillar 6: Community Engagement and Decision Making Action 16: Promote Community Vitality Action 17: Enhance Community Connectivity			
ACTION ITMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE		
Develop the City Brand	FY 26	LOT Fund - \$20,000	Communications Director	50%		
Changeover of Logo/Village to City	FY 26	LOT Fund - \$14,375	Communications Director			
Website Update (colors, fonts)	FY 26	LOT Fund - \$4,500	Communications Director			

Professional Imagery of the City	FY 26	LOT Fund - \$3,000	Communications Director			
Look into additional ways to brand the City (merchandise, flag, signage, etc.)	FY 27	GF Admin	Communications Director			
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE			
Graphic Design	Weekly	GF Admin - \$660	Communications Director			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
A new logo and brand guidelines were produced	NA					
Number of people who took the rebranding survey	272					
Replacement of logo on forms, signs, and assets	NA					

Department: Admin Human Resources

DATE: July 1, 2025 – June 30, 2027

Colleen Dwyer, Human Resources Director

GOAL 1. Improve Recruitment and Retention		PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government		
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Complete Salary Study (started no later than January 2026 and will be concluded and distributed by July 2026)	FY 26	GF Admin-\$30,000	HR(lead)/Employee committee	
Assist with Employee Negotiation efforts (commence renegotiation August 1, 2026 and conclude by June 1, 2027)	FY27	GF Admin	HR (Lead)/ Negotiation Team	
Schedule a pre-contract negotiation meeting with the Council to get their thoughts prior to finalizing management supposal list.	FY 27	GF Admin	HR/ Manager	
CURRENT/ONGOING WORK	TIMELINE	BUDGET RESOURCES	RESPONSIBLE	
Conduct employee satisfaction survey	Yearly	GF Admin	HR (Lead)/ Comm Director	
Conduct exit interviews to understand the reasons for turnover and address any underlying issues	As needed	GF Admin	HR	
Evolve job ads to meet market trends highlighting the benefits and opportunities for working for the City of Essex Junction	As needed	GF Admin	HR	
Assess and determine best places to advertise	As needed	GF Admin - \$11,100	HR (Lead)/employees	
Complete all new hiring paperwork	On going	GF Admin	HR (Lead)/Comm Director/Admin Assist	
Maintain compliance with all state and federal laws.	On going	GF Admin - \$710.00	HR	
Organize Employee Morale Events	Bi-annually	GF Admin - \$6,000	HR (Lead)/Comm Director	
Manage employee grievances	As needed	GF Admin - \$3,000	HR (Lead)/ Association President (as needed)	
Lead onboarding, development, succession planning, separation, and offboarding of all employees	As needed	GF Admin	HR (Lead)/Dept Heads	
City’s Designated Employer Representative	On going	GF Admin	HR	

Maintain employee files and documentation on changes	On going	GF Admin	HR			
Continually monitor a check-in system for new hires.	Ongoing	GF Admin	HR			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Time to fill open positions	31.31 Days					
Turnover rate from HRIS system	1.90%					
Number of applications received	701					
Number of exit interviews conducted	7 out of 10					
New hire paperwork completed in five business days	100%					
Number of staff onboarded	17					
Number of employees completing annual satisfaction survey	43 out of					
Percentage of respondents who are satisfied in the employee satisfaction survey	86%					
Goal 2. Provide quality benefits to FT staff				PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government		
ACTION ITEMS	TIMELINE		BUDGET/ RESOURCES		RESPONSIBLE	PERCENT COMPLETE
Evaluate the broker options available to us for managing our health insurance	FY 26/FY 27		GF Admin		HR	0%
Assess dental, life, and disability providers to find quality services at the best price.	FY 26/FY 27		GF Admin		HR	0%
CURRENT/ONGOING WORK	TIMELINE		BUDGET/RESOURCES		RESPONSIBLE	
Manage wellness benefits	On-going		GF Admin - \$		HR (Lead)/Finance	
Assess with broker the different benefit/packages offered by insurance companies	Yearly		GF Admin		HR(Lead)/Broker	
Negotiate with current and potential benefit providers to secure better rates and services	Yearly		GF Admin		HR (Lead)/Finance	
Clearly communicate all benefit changes to staff	Yearly		GF Admin		HR	
Point person for Safety Committee	Quarterly		GF Admin		HR	

Manages Workers Compensation		On-going		GF Admin - \$		HR (Lead)/Finance		
Hold meeting for all FT employee prior to open enrollment about options and solicit feedback on plan options		Yearly		GF Admin		HR/Broker		
Administer employee health insurance benefit satisfaction survey		Yearly		GF Admin		HR		
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	
Percentage of full-time eligible employees reporting satisfaction with health insurance per fall pre-renewal survey		86% were satisfied						
Number of staff attending trainings		110						
Goal 3: Increase Employee Engagement and Performance					PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government			
ACTION ITEMS			TIMELINE		BUDGET/RESOURCES		RESPONSIBLE	PERCENT COMPLETE
Update the Mission Statement, Goal Statement and Organizational Values			FY 26/FY 27		GF Admin \$7500		HR(Lead)/Consultant	0%
Develop and deliver training that equips staff with the knowledge, context, and skills to embody the City's mission, vision, values, and goals.			FY 26/FY 27		GF Admin \$7500		HR(Lead)/Consultant	0%
CURRENT/ONGOING WORK			TIMELINE		BUDGET/RESOURCES		RESPONSIBLE	
Maintain employee newsletter			Monthly		GF Admin		HR (Lead) /Comm Director	
Oversees personnel and workplace policies			As needed		GF Admin		HR	
Maintain employee leave of absence program			As needed		GF Admin		HR (Lead)/Finance	
Ethics policy for all employees			Annually		GF Admin		HR	
Provide clear expectations and guidance with employee evaluations			Annually		GF Admin		HR	
Update the Personnel Regulations			As needed		GF Admin		HR	
Update and modernize HR Policies, including with a lens to becoming a Welcoming & Engaging Community			As needed		GF Admin		HR	
Distribute performance management guidance to managers annually to support consistent application of expectations.			Annually		GF Admin		HR	
Organize employee education opportunities and trainings			Bi-annually		GF Admin - \$10,000		HR	

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of employees reading the newsletter	NA					
Percentage of employees who find the employee newsletter useful	NA					
Number of hours of staff training	7 hours					
Percentage of employees reporting trainings support essential work performance	NA					

Department: Brownell Library

DATE: July 1, 2025 – June 30, 2027

Library Director Hysko, Library Director

GOAL 1. Create responsive and adaptable library services that reflect community needs and interests and develop communication and marketing systems which engage and educate the public about library services		Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government		
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Review and define core services, discuss current and potential ways of measuring success, and create guidelines for sunsetting services.	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian	
Create a communication and marketing team to evaluate current messaging systems and needs	FY 26/27	GF Brownell	Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian	
Work with a liaison from the Board of Trustees to evaluate reporting systems and requirements. Investigate what data/information would mean the most to stakeholders and develop systems for bringing the most useful information to the party that needs it: state reporting	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical	

requirements, community stakeholders, decision making about resource allocation by librarians			Services and Program Librarian, Business Coordinator/ILL Librarian	
Work with a liaison from the Board of Trustees to develop a communications/marketing plan that feels sustainable for staff, evaluates how to grow within current limitations (how and where do people get information, what is and is not working?), celebrates library successes, increases awareness of library services, resources, budgets, what a library is today, and what makes Brownell unique.	FY 26/27	GF Brownell	Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian	
Develop a community asset map that documents community communication channels.	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian	
Develop a system for collecting and sharing stories about library impact and successes.	FY 26/27	GF Brownell	Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian	
Prioritize reflective and adaptable practice which engages the community and promotes evidence based decision making. Build staff expertise around evidence based decision making and developing systems for getting user feedback. Check in more often with the community on	FY 26/27 to 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian,	

specific questions that arise and identify patterns that inform programmatic and operational decisions.			Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian	
Remain reflective and adaptable to changing environments within the library and community. Encourage all staff to read local news and talk about trends they are hearing from/seeing in the community. Create staff training which equips staff to respond to the ways the library and community are changing and evolving	FY 26/27 to 30/31	GF Brownell	All Staff	
Develop a list of potential areas of inquiry based on strategic planning and community feedback. Assess and develop an action plan that addresses the highest priority question each year. Report findings as well as how the library is adapting services in response.	FY 26/27 to 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
Find, identify, and address barriers to entering and engaging with the library. Create a plan for engaging with non-visitors (physical or electronic)	FY 27/28	GF Brownell	Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Adhere to state statutes governing libraries and professional guidelines set by the American Library Association.	Daily	GF Brownell	All Staff	

Liaise with the Board of Trustees, Library Foundation and Friends Groups, key collaborators, other libraries and larger library initiatives.		Weekly	GF Brownell	Library Director		
Short and long term planning.		Annually	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian		
Ensure library space, resources, programs and services are responsive to community needs: collect and analyze data, conduct research and surveys, hold focus groups.		Annually	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian		
Make monthly and annual reports to stakeholders, including an overview of successes, opportunities, challenges, and the context that makes our library unique		Monthly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian		
Budgeting and financial reports		Monthly	GF Brownell	Business Coordinator/ILL Librarian		
Grants and donations		Annually	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian		
Bill processing		Weekly	GF Brownell	Business Coordinator/ILL Librarian		
Write and update policies and procedures		Annually	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian		
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Grant money received	\$1,833.80					
Goal 2. Update the library space to support community wellness, connectivity and sustainability.			Pillar 2: Public Services and Facilities Action 5: Address and Focus on Community Wellness			

ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Evaluate how the library tracks safety management such as de-escalation, incident reports, calls to community services and supports, managing behavior, safety conversations among staff, and requests for patrons to leave the library due to disruptive behavior	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Business Coordinator/ILL Librarian	
Work with other City departments to combine systems when possible and to reduce overall costs	FY 26/27 to FY 30/31	GF Brownell	Library Director, Assistant Library Director, Business Coordinator/ILL Librarian	
Support City efforts that prioritize environmental stewardship and fiscal sustainability	FY 26/27 to FY 30/31	GF Brownell	Library Director, Assistant Library Director, Business Coordinator/ILL Librarian	
Review library practices and build sustainable library infrastructure as guided by the Sustainable Libraries Initiative	FY 26/27 to FY 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian	
Complete a physical space assessment	FY 27/28	Building	Library Director,	

		Maintenance Fund, Grants and Donations, GF Brownell	Assistant Library Director, Circulation Librarian, Business Coordinator/ILL Librarian	
Arrange library to accommodate appropriate gathering, meeting, and staff spaces. Include/consider: Human centered design, accessibility (both physical and language), physical privacy, appropriate volume, various interactive levels, and a cohesive, intentional aesthetic. Develop a prioritized project list/plan for any needed changes.	FY 27/28 to FY 30/31	Building Maintenance Fund, Grants and Donations, GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Business Coordinator/ILL Librarian	
Investigate and pursue funding options to update the space	FY 27/28 to FY 30/31	Building Maintenance Fund, Grants and Donations, GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Business Coordinator/ILL Librarian	
Create an inviting downstairs space	FY 27/28 to FY 30/31	Building Maintenance Fund, Grants and Donations, GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Business Coordinator/ILL Librarian	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Purchase supplies	Weekly	GF Brownell	Business Coordinator/ILL Librarian	
Maintain order, cleanliness, and safety in library spaces	Daily	GF Brownell and Building Maintenance Fund	All Staff	
Maintain the building and its systems, arranging maintenance and repair	Weekly	Building Maintenance Fund	Library Director, Assistant Library Director, Business Coordinator/ILL Librarian	

Oversee capital improvement plans: Library roof, downstairs carpeting, accessible entryway	Annually		Building Maintenance Fund		Library Director	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Track progress towards Sustainable Libraries certification	40%					
Record number of sustainable programs and collaborations	N/A - Tracking in FY 26					
Record participation in sustainable programs and collaborations	N/A - Tracking in FY 26					
Goal 3: Foster robust community support of the library and sustainable workloads for staff			Pillar 6: Community Engagement and Decision Making Action 17: Enhance Community Connectivity			
ACTION ITEMS	TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Collaborate and support community organizations and individuals in sharing their skills and expertise at the library	FY 26/27 to 30/31		GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian		

Develop clear systems among staff to improve workplace efficiency, staffing incentives for getting data, actioning items, etc.	FY 26/27 to 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian	
Work with the Brownell Library Trustees to develop an onboarding process that empowers and supports library trustees in their role as library advocates and library-community connectors.	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Conduct quarterly staff development opportunities, including an annual all staff meeting to identify library opportunities and challenges and clarify strategic priorities for the year	Quarterly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
Support staff training, continuing education, mentorship and coaching	Monthly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
Conduct staff evaluations	Annually	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
Recruit, hire, train, schedule, assign tasks for staff and volunteers	Weekly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical	

					Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian	
Demonstrate staff and volunteer appreciation		Annually		GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian	
Maintain staff communication systems: Shift changes and calendar		Daily		GF Brownell	All staff	
Evaluate staffing needs for current services		Annually		GF Brownell	Library Director	
Develop and enforce library policies and procedures		As needed		GF Brownell	All staff	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Percentage of staff turnover	27.3% *We lost and gained a PT Youth and YA Library Assistant, gained a FT Tech Services Assistant/Adult Programming Librarian, lost 3 PT Shelves and gained 3 PT Shelves, lost 2 library subs, gained 10 library subs.					

Overall impact of staff shortages including number of closures, number of efforts to find substitute staff, or the number of times staff on site shift schedules/plans to cover the public service desk	N/A - Tracking in FY 26					
Total volunteer hours	2436.5					
Goal 4: Manage and maintain customer centered circulation and patron services			Pillar 2: Public Services and Facilities Action 5: Address and Focus on Community Wellness			
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE		
Finalize a philosophy of customer services or customer service guidelines	FY 26/27	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian			
Establish a means of tracking locker use during and after library hours	FY 26/27	GF Brownell	Assistant Library Director, Circulation Librarian,			
Explore methods for tracking library material use in the library	FY 26/27	GF Brownell	Circulation Librarian, Youth Librarian			
Evaluate how the library tracks reference questions such as referrals to community services, library	FY 26/27	GF Brownell	Assistant Library Director, Circulation			

instruction, readers advisory requests, and technology training with the public.			Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Check in/out, process holds, assist with renewals, requests, interlibrary loans	Daily	GF Brownell	All staff	
Monitor and follow up on problem returns/overdue/missing materials, including billing as needed	Weekly	GF Brownell	Circulation Librarian, Youth Librarian, All Circulation Staff	
Inventory the collection	Biannually	GF Brownell	Circulation Librarian	
Shelve materials, straighten and shift the collection	Daily	GF Brownell	Circulation Librarian, Youth Librarian, All Circulation Staff and shelvees	
Register new patrons and manage patron accounts	Daily	GF Brownell	All staff	
Answer directional and reference questions	Daily	GF Brownell	All staff	
Conduct reader's advisory	Daily	GF Brownell	All staff	
Instruct patrons on library services	Daily	GF Brownell	All staff	
Help patrons with computers and personal technology	Daily	GF Brownell	All staff	
Maintain library signage	Annually	GF Brownell	Circulation Librarian, Youth Librarian	

Monitor behavior, follow safety protocols, and coordinate services as needed	Daily	GF Brownell	All staff			
Adhere to statutes, especially regarding privacy.	Weekly	GF Brownell	All staff			
Provide space for formal and informal community gatherings	Daily	GF Brownell	All staff			
Schedule the community room	Weekly	GF Brownell	Circulation Librarian and all Circulation Staff			
Collect data on passive program engagement, safety, and reference interactions	Daily	GF Brownell	All staff			
Maintain handouts and brochures	Weekly	GF Brownell	All circulation staff			
Open and close the library	Daily	GF Brownell	All staff			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Overall collection use and noteworthy trends by format (can include physical/digital materials, technology, library of things)	111,507 Materials circulated *Increasing use in digital collections, especially audiobooks; increasing use of library of things/games/equipment collections					
Number of Interlibrary Loans sent and requested.	1579 sent 634 requested					

New library registrations	461					
Library visits to the physical space	78,272					
Community room use	635 events 8,068 participants					
Goal 5: Manage and maintain accessible library physical and digital collections			Pillar 2: Public Services and Facilities Action 5: Address and Focus on Community Wellness			
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Connect community members with resources that support their clean energy, efficiency and sustainability needs		FY 26/27 to FY 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian		
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES		RESPONSIBLE	
Select, process and catalog a diverse collection of materials including print and electronic books, magazines, media, databases, and a library of things.		Daily	GF Brownell		Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian	
Assign call numbers and subjects		Weekly	GF Brownell		Library Director, Assistant	

			Library Director, Youth Librarian
Evaluate and weed the collection, process discards	Monthly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian
Evaluate access and findability	Weekly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business Coordinator/ILL Librarian
Repair and mend materials	Daily	GF Brownell	Assistant Library Director, Assistant Technical Services and Program Librarian
Maintain periodicals	Weekly	GF Brownell	Assistant Library Director, Assistant Technical Services and Program Librarian
Maintain collection budget	Weekly	GF Brownell	Library Director, Youth Services Librarian, Business Coordinator/ILL Librarian
Apply for grants	Annually	GF Brownell	Library Director, Assistant Library Director, Youth Services Librarian
Evaluate collection use to guide decision making	Monthly	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Youth Librarian
Implement and support the libraries digital services including website, public access catalog, electronic	Weekly	GF Brownell	Assistant Library Director

resources, social media, mobile app, and other web-based services						
Manage, maintain, and troubleshoot library technology and IT infrastructure, such as PCs, print/copy machines, and self check outs		Weekly		GF Brownell		Assistant Library Director
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Computer and wifi use	10605 wifi users 5992 computer users					
Number of followers/users in library digital spaces	1704 Facebook followers 593 Instagram followers 23336 website users					
Number of materials processed and catalogued	5814					
Goal 6: Develop sustainable programming, outreach, and communications which foster community connection and promote library use.			Pillar 6: Community Engagement and Decision Making Action 16: Promote Community Vitality			
ACTION ITEMS	TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE		PERCENT COMPLETE

Prepare for and celebrate Brownell's 100th Anniversary in 2026	2026	GF Brownell	Library Director, Assistant Library Director, Assistant Technical Services and Program Librarian	
Develop an interdepartmental programming/outreach committee to oversee sustainable programming and outreach efforts at the library, alleviate duplication of efforts, and collaborate with external departments/partners/community organizations in an intentional manner.	FY 26/27	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Finalize Program Policy and procedures	FY 26/27	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian	
Create programming and services that are adaptable and responsive to patron interests and needs. Promote the program survey and use it to inform programming decisions.	FY 26/27	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Connect community members with resources that support their clean energy, efficiency and sustainability needs	FY 26/27 to FY 30/31	GF Brownell	Library Director, Assistant Library Director, Circulation Librarian, Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, Business	

			Coordinator/ILL Librarian	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Propose, plan and implement programs and displays, including intergenerational offerings, early literacy programs, a teen advisory group, and a summer reading program.	Monthly	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Collaborate with community organizations and members to provide programs	Monthly	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Develop enriching programming for community outreach events	Quarterly	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Create accessible promotional materials and communications for programming, collections, and services, including monthly calendars, flyers, social media, emails and press releases	Monthly	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Collect community feedback about programs and use it to inform programming decisions.	Daily	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
Maintain a programming budget	Weekly	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian	
Apply for grants	Annually	GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian,	

					and all programming staff	
Create thematic/seasonal displays/decor	Monthly			GF Brownell	Youth Services Librarian, Assistant Technical Services and Program Librarian, Assistant Youth Librarian, and all programming staff	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of programs by target audience	250 Adult 107 Teen 273 Children’s					
Number of programs by program type: synchronous, passive, virtual, giveaways	N/A - Tracking in FY 26					
Number of programs by location	N/A - Tracking in FY 26					
Overall program participation numbers by target audience	2955 at Adult Programs 1283 at Teen Programs 6476 at Children’s Programs					
Patron feedback on program impact	N/A - Tracking in FY 26					
Number of community partners the library collaborated with	67					
Number of outreach events	39					
Summer reading registered participants and volunteers	305					

Summer reading books and hours read	1846 Books 623 Hours					

Department: City Clerk

DATE: July 1, 2025 – June 30, 2027

Susan McNamara-Hill, Clerk/Treasurer

GOAL 1 Complete tasks as required by state statute.			Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open, and Transparent Government			
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Organize vault with new shelving		FY 26	Records Preservation	Clerk	25	
Establish an annual calendar for distribution to other Departments to communicate busy times for the Clerk’s Office		FY 26	GF Clerk	Clerk & Assistant Clerk	20	
Review legislative changes relating to Clerk’s position		FY 27	GF Clerk	Clerk		
CURRENT/ONGOING WORK		TIMELINE	BUDGET RESOURCES		RESPONSIBLE	
Answer phone, redirect callers to appropriate departments, answer questions.		Daily	GF Clerk		Clerk & Assistant Clerk	
Issue dog licenses, liquor licenses (with Council approval), and marriage licenses.		Daily (as needed)	GF Clerk		Clerk & Assistant Clerk	
Issue certified copies of birth and death certificates and marriage licenses.		As requested	GF Clerk		Clerk & Assistant Clerk	
Record land records		Daily	GF Clerk		Clerk & Assistant Clerk	
Continue training assistant clerk to process land records		Daily	GF Clerk		Clerk	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of land records recorded	1,500					
Number of licenses issued/renewed	Marriage – 33 Liquor- 23					
Number of records managed (certified copies of marriage, death, and birth certificates)	101					
Dog licenses by April 1 st every year	610					

State and local mandates and deadlines adhered to	Yes					
Marriage license report and fees to the state each quarter	Yes					
Dog License report and fees to the state every four months	Yes					
Goal 2. Provide outreach to the community to ensure payments are made and deadlines are met.			Pillar 6: Community Engagement and Decision Making Action 17: Enhance Community Connectivity			
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Look for opportunities to provide additional outreach beyond FPF, website, community newsletter, and community events		FY 26	GF Clerk	Clerk	20	
Provide US Passport services		FY 27	GF Clerk	Clerk	25	
Prepare to take over Cemetery management tasks in FY27 if necessary		FY 26 and FY 27	GF Clerk	Clerk and assistant clerk		
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES		RESPONSIBLE	
Postcard reminders about dog license renewals		January	GF Clerk		Clerk & Assistant Clerk	
Front porch forum, website, newsletter postings regarding payment due dates		After bills are issued	GF Clerk		Clerk	
Timing and accurate posting of payments		Daily	GF Clerk		Assistant clerk	
Work with customers with delinquencies to provide payment plans and get them caught up		Monthly	GF Clerk		Clerk	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Delinquent utility balance	\$43,006					
Delinquent tax balance	\$167,980 Tax \$20,001 Penalty \$19,265 Interest \$25 Ret. Ck Fee					
Number of delinquent utility accounts	146					
Number of delinquent tax accounts	29					

Post payments received within one business day	Yes					
Goal 3: Conduct all elections in a responsible, transparent manner			Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open, and Transparent Government			
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Engagement with civic organizations to provide information and answer questions about elections		FY 26	GF Clerk	Clerk	20	
More robust training for Election Workers		FY 26	GF Clerk	Clerk & BCA	20	
Increase voter registration		FY 26	GF Clerk	Clerk & BCA		
Develop emergency management plan for elections and safety protocols for election workers		FY 26	GF Clerk	Clerk		
Prepare for Primary & General Election		FY 27	GF Clerk	Clerk & BCA		
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES		RESPONSIBLE	
Staff the Board of Civil Authority		As Needed	GF Clerk		Clerk	
Conduct local, state, and federal elections		When scheduled	GF Clerk		Clerk	
Accuracy and logic testing of voting tabulators		Yearly	GF Clerk		Clerk	
Support Presiding Officer		As Needed	GF Clerk		Clerk	
School coordination for Annual Meeting ballot & any revotes		Yearly	GF Clerk		Clerk	
Mailing ballots and handling early returned ballots		Yearly	GF Clerk		Clerk	
Election reporting		Each election	GF Clerk		Clerk	
Collect 10 years annual reports and have them bound		As needed	GF Clerk (Records Pres?)		Clerk	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Warnings posted within timeframe	Done					
Number of registered voters	7959 (as of 4/8/25)					
Voter Turnout	23% annual meeting 75% general					

Percentage of absentee ballot voting	45% annual meeting *not universal mailing 72% general					
Election Reporting Deadlines	Met					

Department: Community Development

DATE: July 1, 2025 – June 30, 2027

Christopher Yuen, Community Development Director

GOAL 1. Maintain land use policies, plans, and regulations that are current and responsive to the community's needs and state requirements.		Pillar 1: Housing and Urban Design Action 1: Enhance the 'Neighborhood Village Feel' Action 2: Include contemporary design principles into the City of Essex Junction Action 3: Improve the City's Landscaping and Design Standards Pillar 3: Economic and Business Development Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy Pillar 5: Environmental Stewardship		
ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Complete "Connect the Junction" Transit-Oriented-Development Master Plan	FY 25 / FY 26	Federal RAISE grant through CCRPC	Comm Dev	85%
Update Comprehensive Plan and create subcommittees on business/economic development, housing and energy as needed	FY 26 / FY 27	GF Comm Dev - \$10,000	Comm Dev	0%
Amend Land Development Code with recommendations from Transit Oriented Development Master Plan and Comprehensive Plan	FY 26 / FY 27	GF Comm Dev	Comm Dev	0%
CVE Sound Agreement & Waivers Review and Amend	FY 27	Legislative - \$10,000	Comm Dev / City Manager	0%
Preserve Green Space with future development (will be incorporated into the LDC changes from TOD and Comprehensive Plan update	FY 26 / FY 27	GF Comm Dev	Comm Dev	0%
Facilitate clearer vision of the future of the 5 corners area & work with developers and business owners to accomplish (as a part of the Connect the Junction Project)	FY26	Community Development	Comm Dev	85%
Participate in Homes for All Phase 3; 802 Homes Initiative as a <i>Development-Ready Community Partner</i>	FY26 / FY27	GF Comm Dev, State-led Project	Comm Dev	5%
Participate in UPWP Infill Housing Consortium Project with other Chittenden County Cities	FY26 / FY27	GF Comm Dev - \$2,500	Comm Dev	5%

CURRENT/ONGOING WORK		TIMELINE		BUDGET RESOURCES		RESPONSIBLE
Providing staff support for Planning Commission		Monthly		GF Comm Dev - \$3000 (stipend) \$1781 (rec. secretary)		Comm Dev
Integrate regional land use directives, housing targets, and new state designation program requirements into local plans, policies and regulations		Ongoing		GF Comm Dev		Comm Dev
Serve on Chittenden County Regional Planning Commission’s Planning Advisory Committee		Monthly		GF Comm Dev		Comm Dev
Serve on Chittenden County Regional Planning Commission’s Transportation Advisory Committee		Monthly		GF Comm Dev		Comm Dev
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Completion of above planning projects	Partial					
Number of projects where the public participation level was <i>consult</i> or higher	5					
Percentage of residents who provided feedback on projects during the fiscal year	~3.8%					
Goal 2. Develop and Maintain transportation policies and plans that are current and responsive to the community’s needs.				Pillar 4: Transportation & Connectivity Action 10 Improve Communication Methods Action 11: Enhance Transportation Safety Action 12: Develop a Citywide Multimodal Transportation Plan		
ACTION ITEMS		TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Study and plan for the potential of on-street bike lanes on Park Street		FY 25 / FY 26		GF Comm Dev	Comm Dev Director / Planner	25%
Update Pearl Street Pedestrian and Bicycle improvements scoping study with quick-build alternative		FY 25 / FY 26		GF Comm Dev - \$6,000 in FY 2025	Comm Dev	60%
Identify and fill gaps in bicycle parking availability at public and commercial destinations		FY 25 / FY 26		GF Comm Dev	Comm Dev Planner	80%
Update the Traffic Calming Policy		FY 25 / FY 26		GF Comm Dev	Comm Dev Planner/ Public Works	75%

Study pedestrian crossing improvements along Pearl St and Park St	FY 26	\$7,000 UPWP match	Comm Dev	0%		
Coordinate with the Town of Essex to plan for Main Street shared use path project	FY26	GF Comm Dev, Capital Program Funds	Comm Dev	0%		
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE		
Provide staff support for Bike Walk Advisory Committee		Monthly	GF Comm Dev - \$10,000 Implementation budget + \$3,600 stipend	Comm Dev		
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of BWAC projects completed	3					
New Bike parking locations added at non-residential locations	4					
Miles of bike lanes added	0					
Miles of bike network gaps filled	0					
Number of new pedestrian crossings across arterial roads	0					
Goal 3: Provide professional and timely development review, zoning administration, and enforcement services				Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government		
ACTION ITEMS		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Research potential for implementing electronic zoning records in the future		FY 26	GF Comm Dev	Comm Dev Director	5%	
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE		
Provide Community Development Customer Service		Daily	GF Comm Dev	Comm Dev – Assist. Zoning Admin; Planner		
Coordinate Development Review with Technical Review Committee		Ongoing	GF Comm Dev	Comm Dev		
Provide staff support for Development Review Board		Monthly	GF Comm Dev - \$3000 (stipend)	Comm Dev		

				\$1781 (rec. secretary)		
Pursue fines and other legal action for cases of chronic non-compliance		Ongoing		GF Comm Dev - \$6,000 for legal fees	Comm Dev, City Manager, City Attorney	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Average time to resolve zoning enforcement issues	67.8 days					
Number of chronic unresolved zoning enforcement cases <i>(Unresolved files opened in prior FY or before; excludes those in litigation and those where enforcement has been paused on purpose)</i>	1					
Number of permits issued	125					
Number of site plans reviewed	15					
Number of CO’s issued for new housing units during previous calendar year net units lost through demolition	31					
Meeting or exceeding municipalized Statewide housing production targets	no					
Goal 4: Pursue funding opportunities and lead project delivery efforts			Pillar 3: Economic and Business Development Action 7: Enhance Downtown and Corridors Pillars 4: Transportation and Connectivity Action 11: Enhance Transportation Safety			
ACTION ITEMS	TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE		PERCENT COMPLETE
Manage Main Street pocket park project	FY 25/FY 26		200,000 Downtown Transportation Fund Grant + \$40,000 Municipal Contribution	Comm Dev		25%
Manage Amtrak Station Improvements project	FY 25/FY 27		\$3,000,000 Federal CDS + \$750,000 local match	Comm Dev		5%

Manage Vermont Arts Council Grant Mural Design project	FY26	\$2,000 Vermont Arts Council grant	Comm Dev			
Monitor State Designation Program Changes	FY 26/FY 27	GF Comm Dev	Comm Dev/ Manager			
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE			
Research grant funding opportunities	As needed	GF Comm Dev	Comm Dev			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
On time and on budget project delivery	ongoing					
Number of grants applied for and awarded	5 applied; 3 awarded					

Department: Essex Junction Recreation & Parks (EJRP)

DATE: July 1, 2025 – June 30, 2027

Brad Luck, Recreation & Parks Director

GOAL 1. EJRP Administration: Our goal is to deliver quality customer service that supports residents of Essex Junction and the surrounding area through clear and consistent communication. We are committed to being prompt, courteous, and responsive, providing assistance with registration, billing, payroll, and accounts payable. Our dedicated team listens thoughtfully, collaborates effectively, and strives to be a reliable resource for all community inquiries. BUDGET AREA: EJRP Administration – General Fund & Program Fund				Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government		
ACTION ITEMS			TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Create a new system in rec software for facility rentals.			FY26	EJRP Admin – GF	Business Coordinator	
Write and submit at least three grants and be awarded at least one.			FY26	EJRP Admin – PF	Business Services Administrator	
RFP and creation of updated 10-year Recreation Master Plan.			FY 25 & 26	EJRP Admin - PF	Recreation & Parks Director	25
CURRENT/ONGOING WORK			TIMELINE	BUDGET RESOURCES	RESPONSIBLE	
Registrations online, in-person, over the phone.			Daily	EJRP Admin – GF&PF	Admin Team	
Answer phone, email, in-person inquiries.			Daily	EJRP Admin – GF&PF	Admin Team	
Collaborate with and support EJRP staff to help make programs happen.			Daily	EJRP Admin – GF&PF	Admin Team	
Customer service and communication.			Daily	EJRP Admin – GF&PF	Admin Team	
Billing, payroll, and accounts payable.			Daily	EJRP Admin – GF&PF	Admin Team	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Summer survey feedback: “The registration process was smooth.” % Agree or Strongly Agree	N/A	Summer ‘25: 89%				
Summer survey feedback: “Customer service experience related to registration process was positive.”	N/A	Summer ‘25: 92%				

% Agree or Strongly Agree					
<p>Goal 2. EJRP Parks and Facilities: Our goal is to provide safe, clean, and aesthetically pleasing parks and facilities for the residents of Essex Junction, promoting both passive and active recreation. We are dedicated to creating spaces where individuals can learn, play, and socialize, supported by a committed team of professionals focused on excellence and continuous improvement. Through ongoing training and research, we ensure our facilities are well-maintained and accessible for all program participants and visitors.</p> <p>BUDGET AREA: EJRP Parks – General Fund & Program Fund</p>					
			<p>Pillar 2: Public Services and Facilities Action 5: Address and Focus on Community Wellness</p>		
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Cascade Park redevelopment project (courts, fields, bathrooms, playground) initiated.	FY 25 & 26 & 27	EJRP Capital Plan	Grounds & Facilities Director	35	
Make improvements to the Dog Park.	FY 26	EJRP Program Fund	Grounds & Facilities Director & Recreation & Parks Assistant Director		
Purchase new Kabota for park maintenance.	FY27	EJRP Capital Plan	Grounds & Facilities Director		
Replenish playground safety chips at Maple Street Park.	FY27	EJRP Capital Plan	Grounds & Facilities Director		
Enhance winter lights in the park.	FY 26 & 27	EJRP Program Fund	Grounds & Facilities Director		
Create Maple Street Park storage addition.	FY26	Grants; EJRP Program Fund	Grounds & Facilities Director		
Remodel senior space at 2 Lincoln.	FY26	Grants; City Budgets	Grounds & Facilities Director, Program Director		
Redesign summer camp bathrooms, changing stalls, and quiet space.	FY26	Grants; EJRP Program Fund	Grounds & Facilities Director		
Maintenance garage addition.	FY 25 & 26 & 27	Maple Street Buildings & EJRP Capital Plan	Grounds & Facilities Director	10	
Memorial Fountain and Park Repair	FY 27	Capital Plan	Grounds & Facilities Director		

CURRENT/ONGOING WORK		TIMELINE		BUDGET/RESOURCES		RESPONSIBLE			
Maintenance, repairs, and development of Maple Street Park & Pool, Cascade Park, Stevens Park, Community Gardens at West Street and Meadow Terrace, Essex Dog Park, Veterans Memorial Park, 5 Corners Park, and Park Street School.		Daily		EJRP Parks – GF & PF		Parks & Facilities Team			
Program support for Pumpkin Palooza and Winter Lights in the Park.		Intermittent		EJRP Parks GF & EJRP Programs PF		Parks & Facilities Team			
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30		
Total number of park users (5/1 - 4/30)	2024-2025: 275,722								
Average daily park users (5/1 - 4/30)	766								
Peak day number of park users (5/1 - 4/30)	4,538								
Facility rental satisfaction surveys	N/A	N/A							
Summer survey feedback: “The location/facilities were well maintained.” % Agree or Strongly Agree	N/A	Summer ‘25: 95%							
Goal 3: EJRP Licensed Childcare (Afterschool Program, Vacation Camps, Summer Day Camps): Our goal is to provide high-quality, licensed childcare programs, including afterschool care, vacation camps, and summer day camps, for elementary and middle school youth and families in Essex Junction and the Essex Westford School District. We strive to create a safe, inclusive, and welcoming environment where children feel a sense of belonging. With a caring and well-trained staff, we offer intentional and engaging activities, nutritious snacks and lunches, and foster positive communication among kids, families, and staff to promote enrichment and fun. BUDGET AREA: EJRP Afterschool & EJRP Summer Day Camps – Program Fund				Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government					
ACTION ITEMS		TIMELINE		BUDGET/ RESOURCES		RESPONSIBLE		PERCENT COMPLETE	
Create and maintain system for consistent and meaningful staff, family, and youth feedback – including reviewing and sharing information.		FY 25		EJRP Afterschool & Summer Day Camps – PF		Licensed Childcare Co-Director		50	
Renew licensed childcare STARS accreditation and building plan to increase STARS level within next renewal cycle.		FY 25 & 26		EJRP Afterschool - PF		Licensed Childcare Co-Director		50	
Establish and support self-regulation zones at each afterschool site.		FY 26		EJRP Afterschool – PF		Behavior Support Coordinator			

Create a more detailed onboarding and training process for new hires including site specific onboarding videos.	FY 26	EJRP Afterschool – PF	Assistant Director – Kid Success & Support			
Design successful summer camp registration process in new software	FY 26	EJRP Summer Day Camps – PF	Business Services Administrator			
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE		
Afterschool childcare at Hiawatha, Fleming, Maple Street, Essex Elementary, Founders, and Westford schools.		School year	EJRP Afterschool – PF	Licensed Childcare Team		
School vacation camps.		School year	EJRP Afterschool – PF	Licensed Childcare Team		
Summer day camps at Camp Maple Street, Camp REACH at Fleming, Camp REACH at Founders, Camp Discovery at Founders, Camp Discovery at Essex Elementary, and Camp Nova.		Summer	EJRP Summer Day Camps - PF	Licensed Childcare Team		
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Rec Kids average daily						
Rec Kids Mid-year satisfaction survey	N/A					
Rec Kids End of year satisfaction survey	N/A					
Summer Day Camps survey feedback: “This program was worth the fees paid” % Agree or Strongly Agree	N/A	Summer ‘25: 92%				
Summer Day Camps survey feedback: “Overall, this program was a positive experience” % Agree or Strongly Agree	N/A	Summer ‘25: 89%				
Summer Day Camps survey feedback: “My camper had fun at camp” % Agree or Strongly Agree	N/A	Summer ‘25: 94%				
Summer Day Camps survey feedback: “My camper liked their main counselor(s)” % Agree or Strongly Agree	N/A	Summer ‘25: 93%				
Goal 4: EJRP Preschool: Our goal is to lay the groundwork for growing good humans by providing accessible, affordable, quality early education that fosters the mind, body and spirit of all children, embraces the connection between home and school, and supports our community, both local and global. BUDGET AREA: EJRP Preschool – Program Fund				Pillar 2: Public Services and Facilities Action 5: Address and Focus on Community Wellness		

ACTION ITEMS		TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Coordinate a fall and spring field trip in each classroom.		FY 26		EJRP Preschool – PF	Preschool Director	
How at least two family involvement opportunities for all of preschool.		FY 26		EJRP Preschool – PF	Preschool Director	
Create and maintain a system for informal and formal observations with all members of the teaching team.		FY 26		EJRP Preschool – PF	Preschool Director	
CURRENT/ONGOING WORK		TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	
EJRP Preschool 2-3, 3-4, and 4-5 classrooms at Park Street School.		Daily		EJRP Preschool - PF	Preschool Team	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Mid-year satisfaction survey	N/A					
End of year satisfaction survey: “My child’s individual needs are being met at EJRP Preschool.” % Agree or Strongly Agree	2024-2025: 100%					
End of year satisfaction survey: “My child is positively growing socially and emotionally.” % Agree or Strongly Agree	2024-2025: 100%					
End of year satisfaction survey: “The EJRP Preschool Program is worth the fees I am charged.” % Agree or Strongly Agree	2024-2025: 95%					
End of year satisfaction survey: “We feel satisfied with the EJRP Preschool Program.” % Agree or Strongly Agree	2024-2025: 95%					
Goal 5: EJRP Programs & Community Events: Our goal is to provide accessible, affordable, and high-quality educational, recreational, and social opportunities for the residents of Essex Junction and the surrounding region. We offer engaging programs, classes, and events for all ages—from infants to seniors—that foster learning, growth, and community connection. Through the expertise of our dedicated team, we listen to feedback and actively respond to community needs, ensuring a welcoming and inclusive environment for all. BUDGET AREA: EJRP Programs – Program Fund				Pillar 6: Community Engagement and Decision Making Action 16: Promote Community Vitality		

ACTION ITEMS			TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Identify more firm future potential opportunities for recreation/community facility including size, location, cost, and operating estimated expenses.			FY 25		EJRP Programs - PF	Parks & Recreation Assistant Director	75
Hold a resource fair for seniors.			FY 26		EJRP Admin – GF	Program Director	
Strengthen and grow Meet Me on Main! and solidify into a regular community event.			FY 26		EJRP Programs – PF & EJRP Admin – GF	Parks & Recreation Assistant Director	
Host a grand re-opening event at the Senior Center to re-introduce old users and welcome new users.			FY 26		EJRP Admin – GF	Program Director	
Create a new community event.			FY 26		EJRP Programs – PF	Program Coordinator	
Offer new summer camp.			FY 26		EJRP Programs – PF	Program Director	
CURRENT/ONGOING WORK			TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	
Youth Programs: Volleyball Camp, Archery Camp, Chargers Youth Cheerleading, Culinary Adventures, Drivers Ed, Baseball Camp, Essex Youth Cheerleading, Essex Youth Lacrosse, Girls Spirit Yoga Camp, Jr. Hornets/Pee-Wee Basketball, Jr. Hornets Soccer, Kids Creative Yoga, Kindermusik, LEtGO Your Mind Camp, Maple Street Art Space Camps and Programs, Mountain Biking Camp, Parent-Child Tennis, Soccer Sparks, PE Camp, Sting Basketball, Tennis Camp, Track & Field Camp/Team, 8 th Grade DC Trip, Youth Basketball.			Daily		EJRP Programs - PF	Programs Team	
Adult Programs: Yoga, Dog Classes, Men’s Basketball, Over 30’s Hoops, Pickleball Clinics, Wilderness First Aid, Women’s Basketball, Thursday Basketball League.			Daily		EJRP Programs - PF	Programs Team	
Older Adult Programs: Green Mountain Steppers, Square Dancing, Bingo, Duplicate Bridge, Walking Club, Luncheons, Fall Picnic, Cribbage.			Daily		EJRP Programs - PF	Program Director – Older Adults	
Community Events: Construction Junction, Dog Day at the Pool, Egg Hunt, Essex Has Talent, Giving Tree, Halloween Hustle, July 4 th Celebration, Letters to the North Pole, Pumpkin Palooza, Meet Me on Main!, Summer Concert Series, Train Hop.			Daily		EJRP Programs - PF	Programs Team	
Community Gardens.			Summer		EJRP Programs - PF	Program Coordinator	
Running Events: Halloween Hustle, Maple Street Park Fall Running Series, Maple Street Park Spring Running Series.			Intermittent		EJRP Programs - PF	Program Director – Sports & Fitness	
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30

Summer Specialty Camps survey feedback: “I had a positive experience in this program.” % Agree or Strongly Agree	N/A	Summer '25: 99%				
Summer Specialty Camps survey feedback: “This program was worth the fees paid.” % Agree or Strongly Agree	N/A	Summer '25: 96%				
Swim Lessons survey feedback: “My child’s individual needs were met.” % Agree or Strongly Agree	N/A	Summer '25: 87%				
Swim Lessons survey feedback: “I had a positive experience in this program.” % Agree or Strongly Agree	N/A	Summer '25: 95%				

Department: Finance

DATE: July 1, 2025 – June 30, 2027

Jess Morris, Finance Director

GOAL 1. Administers accurate and timely payable, receivable and payroll functions.		PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government		
ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Cross train payroll and AP duties with identified City staff.	FY 27	GF Finance	Accountant I	10%
Create a process for evaluate the accurate and complete quarterly payroll reports by the due dates.	FY 26/FY 27	GF Finance	Finance Director	
CURRENT/ONGOING WORK	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	
Process bi-weekly payroll, direct deposits, and associated banking functions.	Bi-Weekly	GF Finance	Accountant I	
Process bi-weekly accounts payable checks, and positive pay files for bank.	Bi-Weekly	GF Finance	Accountant I	
Review and process all accounts payable invoices submitted for payment.	Ongoing	GF Finance	Accountant I/Finance Director	
Prepare and submit required quarterly and annual payroll related federal/state/retirement filings.	Quarterly/Annually	GF Finance	Accountant I	
Prepare and submit required annual unclaimed property to the State of VT.	Annually	GF Finance	Accountant I	
Produce and distribute annual tax forms, and file with Federal/State agencies.	Annually	GF Finance	Accountant I	
Prepare and issue tri-annual utility bills for three enterprise funds.	Tri-Annually	GF Finance	Accounts Receivable Coordinator	
Prepare and issue miscellaneous accounts receivable for the City.	Monthly	GF Finance	Accounts Receivable Coordinator	
Prepare and issue annual property tax bills, and issue revised tax bills as necessary.	Annually/Ongoing	GF Finance	Accounts Receivable Coordinator	
Process direct debit payments for all tax and utility customers enrolled in the program.	Tri-Annually	GF Finance	Accounts Receivable Coordinator	
Prioritize payroll to be completed by end of day Wednesday of each payroll week.	Bi-Weekly	GF Finance	Accountant I/Finance Director	

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Issue paychecks in accordance with the annual payroll calendar.	26 of 26					
Issue vendor payments in accordance with the annual accounts payable calendar.	26 of 26					
Produce and issue utility bills in accordance with the annual utility calendar.	3 of 3					
Process all direct debit payments for tax and utility customers for each bill due date.	complete					
Submit accurate and complete quarterly payroll reports by the due dates.	NA					
Issue annual tax reporting for employees and vendors by the due dates.	complete					
Payroll completed by end of day Wednesday of each payroll week.	7 of 26					

Goal 2. Financial Management and Analysis

Advance comprehensive improvements for meeting and documenting City financial needs, capital improvements, and long-ranging financial planning.

PILLAR 2: Public Services and Facilities

Action 6: Provide Responsible, Open & Transparent Government

ACTION ITEMS	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Work with staff to verify accuracy of insurance and fixed asset inventories.	FY 25/FY 26	GF Finance	Finance Director	50%
Update finance related policies.	FY 26/FY 27	GF Finance	Finance Director	25%
Update Purchasing Policy	FY 26			
Perform bank reconciliations within first week each month.	FY 25/FY 26	GF Finance	Accountant II	75%

CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE
Ensure compliance with municipal finance laws and best practices.	Ongoing	GF Finance	Finance Director
Management and tracking of all City assets and infrastructure.	Ongoing	GF Finance	Finance Director
Management of all City debt and financing instruments.	Ongoing	GF Finance	Finance Director

Oversee property/casualty/liability insurance and related claims.	Ongoing	GF Finance	Finance Director				
Plan and coordinate various audits, including the annual financial audit.	Annually/As Needed	GF Finance	Finance Director/Accountant II				
Financial administration of grants and contracts.	Ongoing	GF Finance	Accountant II				
Account reconciliations for all cash/bank accounts.	Monthly	GF Finance	Accountant II				
General ledger account reconciliations, financial system reconciliations.	Monthly	GF Finance	Accountant II				
Grant pre- and post-award functions.	Ongoing	GF Finance	Accountant II				
Reconcile City charge account statements.	Monthly	GF Finance	Accountant I				
Maintain and keep current all payroll records and the electronic payroll system.	Ongoing	GF Finance	Accountant I				
Maintain and keep current all vendor files and the electronic accounts payable system.	Ongoing	GF Finance	Accountant I				
Maintain utility billing system and all associated records.	Ongoing	GF Finance	Accounts Receivable Coordinator				
Maintain tax billing system and associated records.	Ongoing	GF Finance	Accounts Receivable Coordinator				
Maintain and update policy/procedure/control documentation for the department.	Ongoing	GF Finance	All Staff				
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Reconcile cash accounts monthly within 5 business days of receipt of the bank statements.	12 of 12						
The City’s annual financial audit receives a report free of material weaknesses and/or significant deficiencies.	complete						
Review and update the key control document annually.	complete						
Perform annual fixed asset review prior to audit.	complete						
Goal 3: Budget Management and Analysis Provide appropriate budgetary oversight to ensure City operations, human resources, and administrative functions work effectively and efficiently.				PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government			
ACTION ITEMS		TIMELINE	BUDGET/RESOURCES	RESPONSIBLE		PERCENT COMPLETE	

Finalize implementation of Questica software for reporting and provide training to necessary staff/Councilors.	FY 25/FY 26	GF Finance	Finance Director/Accountant II	50%		
Test and implement Questica budgeting functionality and provide training to necessary staff.	FY 26/FY 27	GF Finance	Finance Director/Accountant II			
Explore capital planning functionality within Questica and evaluate for possible implementation.	FY 26	GF Finance	Finance Director/Accountant II			
Explore performance budgeting functionality within Questica and evaluate for possible implementation	FY 27	GF Finance	Finance Director/Accountant II /Communications			
CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE			
Preparation and implementation of annual budgets for all City funds.	Annually	GF Finance	Finance Director			
Prepare monthly financial statements and other special reports as requested.	Monthly/As Needed	GF Finance	Finance Director/Accountant II			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Issue financial reports and memo for the first City Council meeting packet each month.	12					
Implement Questica reporting for staff by December 2024.	complete					
Implement Questica budgeting functionality by Fall 2026.	n/a					

Department: Fire Department

DATE: July 1, 2025 – June 30, 2027

Chris Gaboriault, Fire Chief

GOAL 1. To provide Fire / EMS / All Hazard support for residents of the City of Essex Junction.				Pillar 2: Public Services and Facilities Action 4: Promote and Enhance Safety		
ACTION ITEMS			TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Offer a comprehensive training program to cover all services provided			FY 26	GF Fire	Internal / External Resources	Ongoing
CURRENT/ONGOING WORK			TIMELINE	BUDGET RESOURCES	RESPONSIBLE	
Provide response to Fire and All Hazard calls for service in the city			As Needed	GF Fire	All staff	
Provide EMS First Response in support of increasing EMS call volume			As Needed	GF Fire	AEMT / EMT staff	
Fire / All Hazard Training to meet Firefighter I requirements			Annually	GF Fire	Int/Ext Resources	
EMS Training to meet State EMT Training requirements			Annually	GF Fire	Int/Ext Resources	
FIT Testing			Annually	GF Fire	Assistant Chief	
Annual Physicals			Annually	GF Fire	Assistant Chief	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Monitor attendance for call attendance and training to meet department standards	Call attendance completed for all staff 1886 hours of training completed					
Total # of Calls	652					
# of Calls to Support Essex Rescue	72					
Goal 2. Property Management and Maintenance: Ensure that City fleet services are well maintained, safe and ready to support calls for service. Additionally, maintaining support equipment to include turnout gear for firefighters.				Pillar 2: Public Services and Facilities Action 4: Promote and Enhance Safety		

ACTION ITEMS			TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Review equipment and gear for upgrades or replacement			FY 25	GF Fire	Officers	100%
Fire Station Building – exploration of building needs and future remodel/new building			FY 27	GF Fire	Officers/City Manager	
CURRENT/ONGOING WORK			TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	
Apparatus DOT Inspections			Fall	GF Fire	Assistant Chief / LT	
Pump Testing			Fall	GF Fire	Assistant Chief / LT	
Hose Testing			Spring	GF Fire	Assistant Chief / LT	
Ladder Testing			Summer	GF Fire	Assistant Chief / LT	
Scheduling Service / Repairs			Annually	GF Fire	Assistant Chief / LT	
Scheduling / Maintaining Gear Replacement			Annually	GF Fire	Supply Officer	
Knox Box Program – Manage & Maintain			Annually	GF Fire	Assistant Chief / LT	
ESO Updates – Training / Call Data / Staff Records / Equipment			Annually	GF Fire	All Staff	
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Monitor apparatus ready state	Complete					
Monitor gear condition	Complete					
Goal 3: Fire Department Administration and Customer Service: Provide customer service by supporting community events and City Department initiatives				Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government		
ACTION ITEMS			TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Support community events as needed			FY 25/FY 26	GF Fire	All Staff	Ongoing
CURRENT/ONGOING WORK			TIMELINE	BUDGET/RESOURCES	RESPONSIBLE	

Fire Prevention – Open House	Winter	GF Fire	All Staff
Pumpkin Palooza	Fall	GF Fire	All Staff
Night Out	Summer	GF Fire	All Staff
Train Hop	Winter	GF Fire	All Staff
Memorial Day Parade	Spring	GF Fire	All Staff
Station Tours	As Needed	GF Fire	All Staff
School Visits	Fall	GF Fire	All Staff
Adult Fire Extinguisher Training	As Needed	GF Fire	All Staff
Support Fair Events	Summer	GF Fire	All Staff

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of station tours hosted	4					
Number of schools visited	3					
Number of Extinguisher Trainings completed	6					

Goal 4: Support Interdepartmental planning and Mutual Aid.	Pillar 2: Public Services and Facilities Action 6: Provide Responsible, Open and Transparent Government
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ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE

CURRENT/ONGOING WORK	TIMELINE	BUDGET/RESOURCES	RESPONSIBLE
Provide representation for School Safety Meetings	As Needed	GF Fire	Assistant Chief / LT
Provide representation for Community Development	As Needed	GF Fire	Assistant Chief
Provide representation for County Chief's	As Needed	GF Fire	Chief / Assistant Chief
Support Training for County Basic Course	Fall / Spring	GF Fire	Officers

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Meetings attended	34					
Training classes supported	16					

Department: Public Works

DATE: July 1, 2025 – June 30, 2027

Rick Jones, Public Works Superintendent

GOAL 1. Water Distribution: To engage in long-range planning, maintenance, and buildout of the community's water infrastructure to support an outstanding quality of life for the residents of the City of Essex Junction.				Pillar 2 Public Services & Facilities Action 4 Promote & Enhance Safety		
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Learn more about new water meter reading software		FY 25/FY 26	GF Streets	All staff	90	
Work on water line on Iroquois Ave		FY 25/FY 26	Water Capital Fund	Superintendent	50	
New waterline on Railroad Ave.		FY 26	Water Capital Fund	Superintendent	0	
CURRENT/ONGOING WORK		TIMELINE	BUDGET RESOURCES	RESPONSIBLE		
Clean catch basins		Spring/Summer/Fall/Winter	Stormwater Fund	All staff		
Mark catch basins		Summer/Fall	Stormwater Fund	All staff		
Flush hydrants (fire flow testing)		Spring/Fall	GF Streets	All staff		
Flush sewers		Spring /Summer/Fall	Sanitization Fund	Eqmt. Oper./Tech. 1		
Install seasonal meters		Spring	GF Streets	All staff		
Read meters		Spring/Summer/Fall	GF Streets	All staff		
Pull seasonal meters		Fall	GF Streets	All staff		
Clean and exercise valves		Fall	GF Streets	All staff		
Emergency mark outs		Winter	GF Streets	All staff		
Re-store water break damage		Spring	GF Streets	All staff		
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of water line breaks	2					
Number of catch basins cleaned	118					
Yards of material removed from catch basins	31					

Goal 2. Public Works Administration and Customer Service: Enhance customer service initiatives to assist residents and City departments better while efficiently managing and overseeing construction projects across the City.				PILLAR 2: Public Services and Facilities Action 6: Provide Responsible, Open & Transparent Government			
ACTION ITEMS		TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Finish up Crescent Connector		FY 25/FY 26		GF Streets	Superintendent	98	
2 Lincoln Renovations		FY 25/FY 26		GF Streets	Superintendent	95	
Update Sidewalk Policy		FY 27		GF Streets	Superintendent		
CURRENT/ONGOING WORK		TIMELINE		BUDGET/RESOURCES	RESPONSIBLE		
Assist other departments, including PD & Tree Committee, with utility billings with shut-offs /turn on		Spring/Summer/Fall/Winter		GF Streets	All staff		
Assist with major projects throughout the City, such as Crescent Connector, Water line installs, etc.		Spring/Summer/Fall/Winter		GF Streets	Superintendent		
Customer complaints		Spring/Summer/Fall/Winter		GF Streets	All staff		
Help with hanging up banners		Summer/Fall		GF Streets	All staff		
Mark out city utilities for excavation		Spring/Summer/Fall/Winter		Water/Sanitization Fund	All staff		
Memorial Day parade set up -work it- tear down		Spring		GF Streets	All staff		
Respond to work emails as they come in		Spring/Summer/Fall/Winter		GF Streets	All staff		
Work at National Night Out		Summer		GF Streets	All staff		
Assist the Tree Advisory Committee		Monthly		GF Streets	Communications/ Superintendent		
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Yearly number of See/Click/Fix submissions		141					
Number of banners put up in a year		6					
Goal 3: Pavement Maintenance and Traffic Services: Implement effective pavement and concrete maintenance strategies to optimize the lifespan of streets and sidewalks, ensuring a safe and efficient transportation system for pedestrians, cyclists, and motorists.				Pillar 2 Public Services & Facilities Action 4 Promote & Enhance Safety			

ACTION ITEMS			TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Paving for FY26 city streets			FY 26		GF Streets	Superintendent	100
Sidewalk and road West St to Susie Wilson			FY 26		Water Capital Fund	Superintendent	
Sidewalk Replacement in line with LOT Policy			FY 26		GF Streets	Superintendent	
Rosewood lane road and sidewalk replacement			FY 27		Capital Fund	Superintendent	
CURRENT/ONGOING WORK			TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	
Pave			Spring/Summer/Fall		GF Streets	All staff	
Road paint (Day & Night)			Spring/Summer		GF Streets	All staff	
Sidewalk and curb maintenance			Spring/Fall		GF Streets	All staff	
Street signs			Spring		GF Streets	All staff	
Sweep streets			Spring/Summer		GF Streets	Eqmt. Oper./Tech. 1	
Traffic light maintenance			Spring/Summer/Fall/Winter		GF Streets	All staff	
Shim up manholes			Fall		GF Streets	All staff	
Mix treated salt			Winter		GF Streets	All staff	
Plow streets/sidewalks			Winter		GF Streets	All staff	
Salt sidewalks/water work			Winter		GF Streets	All staff	
Shovel municipal office/library			Winter		GF Streets	All staff	
Cold patch roads			Winter		GF Streets	All staff	
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Total feet of municipal streets paved		3,965	4,075				
Yards of debris collected from street sweeping		732.5					
Goal 4: Property Management and Maintenance: Ensure that City fleet services are well-maintained, safe, and clean to support City operations. Additionally, focus on preserving and enhancing the City's infrastructure and resources.					Pillar 2 Public Services & Facilities Action 4 Promote & Enhance Safety		
ACTION ITEMS			TIMELINE		BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE

Public Works Building – Design & Financing Plan			FY 26	GF Streets	Superintendent	10	
New logo on equipment			FY 26/FY 27	GF Streets	Superintendent		
CURRENT/ONGOING WORK			TIMELINE		BUDGET/RESOURCES	RESPONSIBLE	
Assist with Tree planting			Spring		GF Streets	All staff	
Tree pruning			Summer		GF Streets	All staff	
Water trees			Summer		GF Streets	All staff	
Mowing			Summer		GF Streets	All staff	
Cutting brush			Spring/Fall		GF Streets	All staff	
Sweep up leaves			Fall		GF Streets	All staff	
Haul in bark mulch/materials			Spring/Summer		GF Streets	All staff	
Pick up litter			Spring/Summer/Fall		GF Streets	All staff	
Pick up road kill			Spring/Summer/Fall/Winter		GF Streets	All staff	
Paint fire hydrants			Summer		Water Fund	All staff	
Put up flags			Spring/Summer/Fall		GF Streets	All staff	
Building Maintenance			Weekly		GF Streets	All staff	
Repair plow damage - Turf Damage (Sod Flop)			Spring		GF Streets	All staff	
Wash down sidewalks			Spring		GF Streets	All staff	
Fix damaged and install street signs			Summer/Winter		GF Streets	All staff	
Report streetlights out/check streetlights			Spring/Summer/Fall/Winter		GF Streets	All staff	
Vehicle maintenance trucks and plow equipment			Summer/Fall		GF Streets	All staff	
Pull plows and wings off dump trucks			Spring		GF Streets	All staff	
Oil changes on equipment/vehicles			Fall		GF Streets	All staff	
Paint plow equipment			Spring		GF Streets	All staff	
Clean vehicles/wash and wax			Winter		GF Streets	All staff	
Fix plow equipment			Winter		GF Streets	All staff	
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of new trees planted		38					
Total feet of municipal sidewalk repaired		150					

Monitor and continue EWSD conversations regarding Hiawatha School pick up and drop off if necessary	NEW - FY 26	Public Works, Police
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Capital Plan

Department: Water Quality

DATE: July 1, 2025 – June 30, 2027

Chelsea Mandigo, Water Quality Superintendent

GOAL 1. To improve water quality through stormwater management		Pillar 2: Public Services & Facilities Action 4: Promote & Enhance Safety		
ACTION ITEMS	TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE
Design Hiawatha Infiltration Phosphorus Control Project	FY26/FY27	Enterprise Stormwater Matching Grant Funds	Water Quality Superintendent/Hamlin Engineering	25
Formation of a stormwater capital plan	FY27	Stormwater Utility	Water Quality Superintendent	50
CURRENT/ONGOING WORK	TIMELINE	BUDGET RESOURCES	RESPONSIBLE	
Participate in MS4 Committee	Monthly	Enterprise Stormwater Permit/License/Registration \$4,500	Water Quality Superintendent/Stormwater Coordinator	
Repair of stormwater infrastructure	As needed, typically 2-3/year concentrated in summer months	Enterprise Stormwater Storm Sewer Maintenance \$30,000 and Summer Construction Services \$25,000	Stormwater Coordinator/Public Works Superintendent	
Grant management for stormwater projects	Monthly	Enterprise Stormwater Matching Grant Fund \$35,250	Water Quality Superintendent/Stormwater Coordinator	
Respond to resident issues	Daily	Enterprise Stormwater	Water Quality Superintendent/Stormwater Coordinator	
Manager summer interns	June-August	Enterprise Stormwater Travel \$1,500 and Part Time Salaries \$17,760	Stormwater Coordinator	

Coordinate inspection, maintenance, and cleaning of stormwater infrastructure	June-August	Vac-truck	Stormwater Coordinator/PW Vac truck operator			
Management of stormwater management plan, flow restoration plan, and phosphorus control plan	Daily	Stormwater Utility and Capital Plan	Water Quality Superintendent/Stormwater Coordinator			
Review of development and site plans for stormwater management	As needed	Enterprise Stormwater	Water Quality Superintendent/Hamlin Engineering			
Education and outreach of stormwater management	Monthly	Enterprise Stormwater Permit/License/Registration \$4,500; Other Purchase Services \$5,000 and Regular Program \$1,200	Stormwater Coordinator			
Manage the Illicit Discharge Detection and Elimination program	June-August and as needed	Enterprise Stormwater	Stormwater Coordinator			
Maintain stormwater infrastructure GIS map	Annually	Enterprise Stormwater Matching Grant Fund	Stormwater Coordinator			
Construction Site Stormwater Control Inspections	June-August, and as needed	Enterprise Stormwater Professional Services	Water Quality Superintendent/Stormwater Coordinator/Hamlin Engineering			
Develop and manage stormwater budget	Annually	Enterprise Stormwater	Water Quality Superintendent			
Record/collect permit compliance data and develop annual reports	Annually	Enterprise Stormwater	Water Quality Superintendent			
Record street sweeping logs into the phosphorus removal database	Annually	Street Sweeper	Public Works Operator/Stormwater Coordinator			
Review and recommend updates to the LDC	As needed	Enterprise Stormwater	Water Quality Superintendent			
EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Number of construction site inspections	50					
Number of catch basins cleaned and amount of material removed	118 basins/31 cubic yards material removed					
Sum of Phosphorus load (kg/yr.) per lake segment captured by street sweeping activities	Mallets Bay- 1.3824 kg/yr Main Lake- 2.8272 kg/yr					
Number of outfalls inspected	205					

Number of stormwater treatment practices inspected	7					
Number of outfall tests for water quality parameters	8					
Number of complaints or discoveries of illicit discharge	0					
Number of map updates made	0					
Participate in Rethink Runoff and the Stream Team	Yes					
Number of site plan reviewed	12					
Goal 2. Proactive management of pump stations to protect human health and water quality				Pillar 2: Public Services & Facilities Action 4: Promote & Enhance Safety		
ACTION ITEMS		TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Update the two-party agreement with the Town of Essex		FY26	Sanitation Revenue	Water Quality Superintendent/Finance Director	0	
Capacity study of the collection system		FY25-FY27	Sanitation Capital Fund	Water Quality Superintendent/Hamlin Engineering	25	
Three pump station retrofit designs (Maple/River/West)		FY26/FY27	Sanitation Capital Fund	Water Quality Superintendent	25	
Develop a Sewer Allocation Policy		FY26	Enterprise Sanitation Professional Services account	Water Quality Superintendent/Finance Director	0	
Develop a Sewer Ordinance		FY27	Enterprise Sanitation Professional Services account	Water Quality Superintendent/Finance Director	0	
Infiltration and Inflow study of City collection system		FY26/FY27	Sanitation Capital Fund	Water Quality Superintendent	0	
CURRENT/ONGOING WORK		TIMELINE	BUDGET/RESOURCES		RESPONSIBLE	
Planning and repair of stations to extend useful life		Monthly	Enterprise Sanitation R&M Pump Station \$15,000, West		Water Quality Superintendent/Chief Operator	

			St PS Costs \$12,000 and Susie Wilson PS costs \$12,000 accounts				
Odor control management of pump stations		Daily		Enterprise Wastewater Chemical account	Operators		
Monthly maintenance of pump stations		Monthly		Enterprise Sanitation R&M Pump Station \$15,000, West St PS Costs \$12,000 and Susie Wilson PS costs \$12,000 accounts	Chief Operator/Operators		
Cleaning of pump station wet wells		Quarterly		Vac truck	Chief Operator/Operators/Public Works		
Manage and develop pump station budget		Annually		Sanitation Enterprise Fund	Water Quality Superintendent		
Manage and develop capital plan projects		Annually		Sanitation Capital Fund	Water Quality Superintendent		
EVALUATION METHODS		FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
Identify one area of I&I		High School PS Collection System					
Adoption of Sewer Ordinance		No					
Number of odor control complaints		6					
Goal 3: Maintain energy sustainability and high-quality management of the Water Resource Recovery Facility				Pillar 5: Environmental Stewardship Action 14: Encourage Clean Energy & Efficiency Options			
ACTION ITEMS			TIMELINE	BUDGET/ RESOURCES	RESPONSIBLE	PERCENT COMPLETE	
Update the Emergency Response Plan to include severe weather events			FY26	Enterprise Sanitation/Wastew ater	Water Quality Superintendent	25	
Update Septage and Receiving Policy and Associated Fees			FY26/FY27	Enterprise Wastewater Revenue	Water Quality Superintendent/Fin ance Director	0	
CURRENT/ONGOING WORK			TIMELINE	BUDGET/RESOURCES		RESPONSIBLE	

Manage Land Application program	Spring and Fall	Enterprise Wastewater Biosolids Land Application \$240,000/Biosolids Subcontractor \$295,000 accounts	Water Quality Superintendent
Develop a work plan for operators	Daily	Enterprise Wastewater	Water Quality Superintendent/Chief Operator
Prepare, verify, and submit the Discharge Monitoring Report to State	Monthly	Enterprise Wastewater Technical Services	Water Quality Superintendent
Prepare, verify, and submit the Residuals Management report to State	Quarterly	Enterprise Wastewater Biosolids subcontractor	Water Quality Superintendent
Prepare, verify, and submit biosolids report to EPA	Annually	Enterprise Wastewater	Water Quality Superintendent
Prepare and submit Special Waste Characterization permits to Casella	Annually	Enterprise Wastewater Technical Services	Water Quality Superintendent
Process optimization research and implementation	Daily	Enterprise Wastewater	Water Quality Superintendent
Provide tours of the facility	As requested	Enterprise Wastewater	Water Quality Superintendent/Operators
Permit compliance management for the treatment process	Daily	Enterprise Wastewater Technical Services, Other Purchase Services, Professional Services, Lab supplies accounts	Water Quality Superintendent
Permit compliance management for biosolids and land application	Daily	Enterprise Wastewater Biosolids Land Application/Biosolids Subcontractor accounts	Water Quality Superintendent
Coordinate with vendors and consultants	Daily	Enterprise Wastewater	Water Quality Superintendent/Chief Operator
Develop capital plan projects	Annually	Wastewater Capital Plan	Water Quality Superintendent/Chief Operator
Monitor chemical use, forecast needs, and order chemicals	Weekly	Enterprise Wastewater Chemical \$525,000	Water Quality Superintendent
Troubleshoot equipment, process issues, develop solutions to implement	Daily	Enterprise Wastewater	Water Quality Superintendent/Chief Operator
Develop and review standard operating procedures	Quarterly	Enterprise Wastewater	Operators
Manage and develop budget	Annually	Wastewater Enterprise Fund	Water Quality Superintendent
Coordinate and manage Tri-town committee	Quarterly	Enterprise Wastewater	Water Quality Superintendent

EVALUATION METHODS	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
No more than one permit violation	1					

2026 Annual Meeting Schedule

January	
January	Department Head Budget Videos will be produced
January 14	City Council Meeting & Budget Work Session
January 21	City Council Meeting <ul style="list-style-type: none"> Approve Warning for first (2/25) and second (3/11) public hearing for Charter Proposal. 17 VSA §2645(a)(3),(6); 17 VSA §2641(a) – <i>must be within January 16-26</i>
January 21-26	Post warning for first public hearing for Charter Proposal in two public places, plus in or near the Clerk's office, and on the City website between these dates (17 VSA §2645(a)(3),(6); 17 VSA §2641(a)).
January 28	City Council Meeting & Budget Work Session and Warn Budget Public Hearing
January 30-February 9	Post warning for second public hearing for Charter Proposal in two public places, plus in or near the Clerk's office, and on the City website between these dates.
January 31	Community Meal and Budget Discussion
February	
February 11	City Council Meeting & Budget Work Session <ul style="list-style-type: none"> Public Hearing on the Budget
February 13	Official copy of the Charter proposal to be filed as public record with clerk and clerk to certify date on which official copy is received. 17 VSA §2645(a)(2) – <i>at least 10 days before the first public hearing</i>
February 18	By February 18th changes to the charter amendments need to posted, if any. Not less than 20 days before the second hearing on March 11. Pursuant to (a)(4)(B) "If revisions are made, the legislative body shall post a notice of these revisions in the same places as the warning for the meeting not less than 20 days before the date of the meeting and shall attach such revisions to the official copy kept on file for public inspection in the office of the clerk of the municipality."
February 20	Notice in paper for the First Public Hearing for the Charter Changes – <i>at least 5 days before the hearing</i>
February 25	City Council Meeting & Budget Discussion <ul style="list-style-type: none"> First Charter Change Public Hearing – <i>last time changes can be made</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> Budget Finalized
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	Post warning of Annual City Meeting 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 6	Notice in paper for the Second Public Hearing for the Charter Changes – <i>at least 5 days before the hearing</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"> • 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 Warning for Informational Hearing and Annual City Meeting (to include bond vote and charter change questions)
March 23 – MOVED FROM MARCH 16th	Informational Meeting on Ballot Items 6 PM – <i>warning must be posted 10 days before</i>
Week of March 23	Publish Notice of Bond Vote in local newspaper. <i>(Notice must be published once a week for 3 consecutive weeks). #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.</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>
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 24	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
REGULAR MEETING
DRAFT MINUTES OF MEETING
December 10, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Brad Luck, EJRP Director; Susan McNamara-Hill, Clerk/Treasurer; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director.

OTHERS PRESENT: Ella Ruehsen, Bethany Clark, Thomas Coen, Steve Eustis, Deb McAdoo, Candace Morgan, Dennis Thibeault, Marlon Verasamy, Judy, Resa.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

City Manager Mahony noted that Business Item #5a will be postponed until the City Council's January 21, 2026 meeting.

3. APPROVE AGENDA

Councilor Certa made a motion, seconded by Councilor Shelden, to amend the agenda to remove Business Item #5a. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public

None.

5. BUSINESS ITEMS

a. Annual Tree Farm Management Group Presentation **AGENDA ITEM REMOVED**

No discussion.

b. City Clerk Department Head Brief to Council

Clerk/Treasurer McNamara-Hill provided a summary of activity over the last six months and a summary of anticipated activity over the next six months. She noted that the City is still awaiting confirmation from the State Department about becoming a passport agency. Councilor Certa asked if the budget assumes potential revenue from that in the next fiscal year, and Clerk/Treasurer McNamara-Hill replied that she doesn't think so but can double-check. Councilors thanked the Clerk/Treasurer and her office for their exemplary work.

c. Discussion and Consideration of the Governance Committee's Charter Change Final Report and Recommendations, and Dissolution of the Governance Committee

Steve Eustis and Marlon Verasamy presented on this agenda item. Mr. Eustis noted that the Governance Committee focused on structural reforms (form of government, election methods, Council size and term lengths, compensation, and Charter review), solicited feedback from Councilors and Trustees from 2020 forward, solicited information from nine similar municipalities in the state, and conducted numerous community engagement activities to solicit information and feedback from the Essex Junction community. He said that as a result of that research, the Governance Committee has a number of recommendations to propose. He said they recommend retaining the Council-Manager form of government, retaining at-large elections, continuing with a Council President elected by Councilors, maintaining five Councilors, maintaining three-year staggered terms, and maintaining no term limits. He said they recommend, in terms of modifications, increasing Councilor stipends from \$2,500 to \$3,600, providing the Council President with 25% higher compensation, indexing annual stipend adjustments to the Consumer Price Index (CPI), and requiring a comprehensive Charter Review every 12 years. He said that they recommend future exploration of a set

of broader soft reforms to strengthen engagement and participation with the community, and examining a recall provision for elected officials.

Councilor Certa thanked the Governance Committee for their tremendous amount of work over the last seven months on this set of recommendations. He expressed significant concern about the lack of public participation in the engagement process, noting that while numerous opportunities for input were solicited, not many community members participated. He said that he is reluctant to bring changes forward without more public input. He said he is supportive of the regular charter review recommendation, but cannot speak to the compensation recommendations, given that they pertain to Councilor compensation. He said he would like to see the committee either draft questions to put on the ballot for Town Meeting Day to solicit the input needed from the community to implement the recommended changes, or try and solicit additional community feedback. Mr. Eustis noted that the Governance Committee does not have further meetings scheduled and had anticipated dissolving after tonight. He said the Committee made a very strong effort to engage as many members of the community and hold as many forums as possible. He said that the lack of engagement could be interpreted as members of the community not being concerned with these recommendations. Mr. Verasamy said they would defer to the Council on whether the Committee should draft questions to be placed on the ballot, but that would require a charge from the Council. He also stressed the difficulty of public engagement. Mr. Eustis said that the Committee can pull information from the report for context for drafting questions, but said that the City Attorney would ultimately be charged with drafting the language to appear on the ballot. Mr. Verasamy suggested that the Council or staff can pull information from the report to create a one-pager to show why the Committee made the recommendations it did. City Manager Mahony said that staff can work with the City Attorney to draft the recommendations as proposed charter changes, to be considered and warned at the City Council's January 21, 2026 meeting. Councilors agreed that putting the questions to the voters makes the most sense, given that they deal with Councilor compensation, and they do not feel comfortable making decisions related to Councilor compensation without voter approval. Mr. Eustis and Mr. Verasamy spoke about how the Committee debated and made its recommendations from the lens of how to increase community engagement, and said the report contains a number of future soft reform recommendations geared toward increasing public engagement. Councilor Haney thanked the Committee for their work. Deb McAdoo, a member of the Committee, thanked Brad Luck for his hard work and support.

The following public comments were received:

- Resa noted that because the City will be voting on these changes in April, they likely won't be approved by the State legislature until 2027. She said that putting it on the ballot this year for a charter change is the best course of action if the City wants to move forward with it.

Councilor Certa made a motion, seconded by Councilor Miller, that the City Council accept the final report from the Governance Committee and dissolve the Governance Committee effective December 10, 2025. The motion passed 5-0.

d. Discussion and Consideration of Annual Meeting Engagement Plan

Director Snellenberger led the discussion of this item. She noted that the Council discussed the engagement schedule during its Budget Day session. She spoke about potential timing for the informational meeting, noting that it could be held on March 16 or March 23, given that other potential nights already have scheduled meetings or are holidays. She noted that ballots will go out on March 25 this year. She said that the Council could hold an informational meeting after ballots go out as well. The Council agreed to hold the informational meeting on March 16, 2026. Director Snellenberger then spoke about the community meal. She noted that members of the community have expressed a desire to have a community meal that is just a meal (no discussion of the budget) on the same day as the Council's proposed community meal (January 31). She asked the Council whether they would be interested in that idea, or whether they would like to pursue a community meal that also includes informal City discussions. Councilor Certa said that the proposed community meal (just a meal) sounds like it would be a multi-municipality event, so his preference would be to hold a separate community meal. Director Snellenberger clarified that the community meal (just a meal) is

strictly City-only. Councilors discussed this, and all felt that it would be good to keep the two events separate and stick with the Council's original plan for their community meal.

The following public comments were received:

- Steve Eustis asked why the City is taking a different approach than the last two years. City Council President Thibeault replied that they are trying to make the event more of an inviting environment and less formal than in the past. City Manager Mahony also noted that CVE is not available for this event, so they have also had to think about pivoting to a different space.
- Resa said it could be difficult to combine the two community meals.

e. Discussion and Consideration of Budget Day Feedback

City Council President Thibeault began by noting that this is an opportunity for Councilors to further discuss items brought up during Budget Day or budget-related items that may not have been discussed at Budget Day. Councilor Haney spoke about human services grants and how the Town sets aside 1% of its annual General Fund budget to give to organizations that provide services to the community. She spoke about the Town's grant application and approval process. She said she would like to discuss the possibility of putting a question on the ballot around setting aside 1% of the Essex Junction General Fund budget to use as human services grants. She noted that the City has addressed ad hoc requests for grants from organizations but has not had a formal process for reviewing and approving such requests. Councilor Certa asked whether it would be possible to review the unassigned fund balance on a yearly basis and decide whether to fund something like this, rather than asking residents for another increase to the tax rate to fund it. Councilor Haney said that one concern with that approach could be that the unassigned fund balance could fluctuate and may be needed for something else, which makes it difficult to use it as a dedicated human services grant fund. Councilor Miller spoke about the current difficulties many are facing, including high increases in property taxes, utility bills, and the City's proposed increase transfers to its capital reserves. He said he is supportive of the concept, but is gravely concerned with affordability. Councilor Sheldon said he is supportive of putting an item on the ballot to solicit voter feedback on funding such a grant pool. City Council President Thibeault noted that if the Council wants to pursue this and voters approve it, City staff will need to develop policies, procedures, and processes in order to implement a grant program, which could impact whether, when, and how other City priorities are pursued. Councilor Certa noted that putting it on the ballot would necessitate some pre-work and pre-development of processes and asked if staff have the bandwidth for that. He also asked if staff have the bandwidth to staff a human services grant review committee, given that committee staffing is at capacity. Councilor Haney spoke about the Town's process, noting that it has an ad hoc (not standing) committee and that their process works well and smoothly. City Manager Mahony said that if the Council wishes to pursue this as a priority, she would assess which staff have the bandwidth to take this on. Councilor Certa and Councilor Miller expressed reluctance to put this item on the ballot. Councilor Sheldon and Councilor Haney expressed support for putting this item on the ballot. City Council President Thibeault said she believes this is important but also wants to spend the time to weigh the impacts of funding this item versus some of the other initiatives or policies, such as a housing trust fund. She suggested having a more substantive discussion about this particular item at one of the City Council's meetings in January. Other Councilors agreed.

f. Discussion and Consideration of Postmarked Payments for Tax Bills

City Manager Mahony noted that in July of 2024, the City Council approved updated tax policies that included a change to no longer accept postmarks as indications of on-time tax payments, given that it was administratively burdensome and that there have been significant challenges with timely mail delivery. She said that it has come to the City's attention that because the City Charter doesn't specify a method and time of payment for taxes, the requirement reverts back to the more specific State statute language allowing postmarks as proof of on time delivery. She said that if the Council is interested in no longer accepting postmarks as proof of on time delivery, the question will need to be brought to the voters. She noted that the City does not accept postmarks on utility payments. Councilor Miller said that he would like to see the rules be applied uniformly (to taxes and to utility payments). Councilor Sheldon asked how many tax payments

arrive more than three days late. City Manager Mahony replied that the City waived or reversed eight tax penalties this past cycle. Councilors Shelden and Haney said that postmarks should be honored as proof of timely payment.

The following public comments were received:

- Resa said that the post office isn't being thorough about postmarking mail anymore, which should be kept in mind when considering this issue.

City Council President Thibeault said that residents have other alternative methods to deliver tax and utility bills to the City, including the drop box at City Hall. Director Morris agreed with Resa's comment, noting that a significant amount of correspondence comes to the City without postmarks. She also spoke about the administrative burden of honoring postmarks, especially given that the two departments that handle the workload do not have the bandwidth for additional manual processes. Councilor Certa asked if the City could expand its hours the week prior to the tax deadline, to make residents feel more comfortable with dropping off their bills in person. City Manager Mahony said they could look into this suggestion. Director Morris also noted that residents can request a receipt to confirm payments were received when they pay their tax bills (if they are uncomfortable dropping their payments off in a drop box).

Councilor Certa made a motion, seconded by Councilor Shelden, to authorize the City Manager to continue to research this topic and work with the City Attorney on a ballot question that would ask the voters to specify method and time of delivery for tax payments. The motion passed 5-0.

g. Discussion and Consideration of April Meeting Date Adjustments

City Manager Mahony said that because of how Passover falls in April, staff are recommending rescheduling the City Council meetings in April to be on April 15 and April 29.

Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council reschedule its April 8 and April 22, 2026 meetings to April 15 and April 29, 2026. The motion passed 5-0.

6. CONSENT ITEMS

- Approve Meeting Minutes: Joint City Council/Planning Commission – November 6, 2025; City Council – November 11, 2025
- Approve Fiscal Year 2026 Wastewater Capital Plan Amendment for Doors
- Approve Comprehensive Plan Consultant Selection
- Approve CVE 2026 Banner Applications

Councilor Certa made a motion, seconded by Councilor Miller, to approve the consent agenda. The motion passed 5-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that there is a Train Hop event occurring this Friday evening. She also noted that the Public Works Department is doing a fantastic job with snow removal so far. Councilor Shelden also commended a public works employee who worked diligently to repair a broken plow truck. Councilor Miller noted that there is a Fire Department Open House on Saturday, December 13, at 10:00 A.M. and that Santa will be there. He also noted that there will be a holiday Fire Department parade on December 17 in the evening around the City. City Council President Thibeault thanked Councilors, staff, and residents who participated in the food drive, saying that they delivered 224 lbs of food and \$550 in cash to Aunt Dots. She noted that the next food drive event will occur in March.

8. READING FILE

- Check Warrant #24099 – November 14, 2025; #24100 – November 25, 2025
- Regional Boards and Committees Memo
- Railroad and Main Streets Kiosk Update

- d. Vermont Department of Health Annual Report
- e. Reappraisal Update
- f. Board of Civil Authority/Board of Abatement Minutes – November 3, 2025
- g. Governance Committee Minutes – November 5, 2025; November 20, 2025
- h. Bike Walk Advisory Committee Minutes – November 18, 2025
- i. Police Community Advisory Committee Minutes – November 18, 2025
- j. Brownell Library Trustee Minutes – November 18, 2025
- k. Planning Commission Minutes – November 18, 2025
- l. Development Review Board Minutes – November 20, 2025
- m. Tree Advisory Committee Minutes – November 25, 2025

9. **EXECUTIVE SESSION**

- a. No Executive Session is anticipated

10. **ADJOURN**

Councilor Certa made a motion, seconded by Councilor Miller to adjourn the meeting. The motion passed 5-0 at 8:30 P.M.

Respectfully Submitted,
Amy Coonradt

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
December 17, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: David Achee, Rev Baker, Clayton Clark (GMT), Finn Hamilton, Jeffrey Kershner, Deb McAdoo, Elijah Massey, Bridget Meyer, John O'Brien, Kirstie Paschall, Lauren Philbrook, Dennis Thibeault, Resa.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

City Manager Mahony noted that amendments to the minutes are required.

3. APPROVE AGENDA

Councilor Haney made a motion, seconded by Councilor Certa, to make the minutes of the December 5, 2025 meeting Business Item #5f. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public

Bridget Meyer said she is working to put together a community dinner for Essex Junction residents on January 31, 2026, and is here before the Council seeking funding for that dinner. She said that the cafeteria at the Essex Westford High School is available and that EJRP will set up games for the children in the gym, and they are thinking about having board games in the lobby or other fun offerings for adults and children. She said that the event would begin at 4:00 P.M., with dinner served at 5:30 or 6:00, and that they are hoping to have around 300 attendees. She said that the cost would be \$3,000 for the dinner itself. City Council President Thibeault said that this is a discussion topic that the Council would like to have at one of their meetings in January, so they would like to discuss it then.

John O'Brien spoke in favor of the City's Traffic Calming Policy, saying that the proposed changes would benefit the public walking and bicycling infrastructure of the City, and would bring the City in line with other bike- and- pedestrian-friendly municipalities in the area.

Rev Baker noted that he has seen several Patriot Front stickers in the City, noting that this is a white supremacist organization, and said he wanted to bring this to the City Council's attention.

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
Clayton Clark, General Manager of Green Mountain Transit (GMT), spoke on this agenda item. He said that this annual presentation also includes an amendment to GMT's paratransit assessment methodology, which needs to be retroactively approved by 75% of the 8 municipalities served by GMT. He noted that the Fiscal Year 2027 assessment for Essex Junction is \$315,000, which is a \$30,000 increase from the previous year. He acknowledged that a 10% increase over one year is substantial and acknowledged that GMT's funding pressures is adding to the funding pressures of its municipal membership. He said the biggest component of that increase is an increase in the fixed route assessment. He said that the entirety of GMT's FY27 budget is showing a deficit of \$840,000 but noted that GMT has some plans of action to lower that deficit to under \$400,000 but that those plans are still in development. He noted that they are anticipating a future funding

gap for FY28 of around \$2 million, which could unfortunately mean another round of service reductions. He noted that though this is generally negative news, the Number 2 bus service (which is one of the Junction's primary bus routes) is the most protected route in the GMT system. He then noted, however, that the Number 4 route (the Essex Circulated route) is one of the most vulnerable routes in the system, which could end unless GMT identifies an additional revenue source in FY27. Mr. Clark then spoke about GMT's general reorganization efforts, noting that they are working with VTrans, the legislature, and other rural transit providers in the state to concentrate GMT's activities more heavily in the state's urban areas and transfer rural services back to rural transportation providers. He said that GMT's service in Franklin and Grand Isle County will transfer to rural community transportation beginning in 2026, and service in Washington County will transfer on July 1, 2026, and the seasonal ski mountain services at Sugarbush and Stowe will transfer in 2027. He said that GMT is also in the midst of reviewing its assessment methodology in tandem with identifying additional revenue sources, noting that the methodology has not been revised in 20 years. He said the goal of revising it to give municipalities a greater understanding of how their money is being used and making it easier for municipalities to tailor services to their individual needs. He noted that GMT has worked to change its tax status in order to be eligible for more nonprofit-related grant funding from the federal government, which could help provide longer-term relief. Mr. Clark then spoke about the ADA assessment methodology amendments, which have been proposed in order to decrease the volatility in ADA assessments seen by municipalities. He noted that the new methodology includes an access fee component that is tied to a municipality's fixed route service and a trip fee component that is based on the number of ADA trip origins and destinations in that municipality during the most recently completed fiscal year. He noted that as implemented, these amendments reduce Essex Junction's ADA assessment costs by around 9% compared to the prior methodology. He said that this change has been implemented and apologized for seeking retroactive approval back to July 1, 2024, rather than seeking approval prior to implementing the change. Councilor Sheldon noted that the new methodology is based on a study conducted in 2023 (pre-separation of the Town and City), and asked if GMT has a good methodology for separating the Town and City for these assessment purposes. Mr. Clark said he could provide further detail on how the Town versus City data is broken out, but that he is confident that the methodology is sound. Councilor Sheldon also asked if this retroactive approval is legally sound, and City Manager Mahony said she would follow up with the City Attorney to confirm. Councilor Certa thanked Mr. Clark for his work on advocating for individuals who need public transportation.

Councilor Sheldon made a motion, seconded by Councilor Certa, to table the decision on the GMT funding and ADA assessment methodology amendments, until the Council receives requested data and advice from the City Attorney. The motion passed 5-0.

b. Discussion and Consideration of the Connect the Junction Transit-Oriented Development Master Plan
Community Development Director Yuen said that this item relates to updating the City Council on progress since the last time this was discussed at City Council, as well as outlining the Planning Commission's recommendations on this topic. He noted that the City Council and Planning Commission held a joint meeting on this topic in November and that no action was taken at this time. He said that since then, the Planning Commission had an in-depth discussion related to the regulation of height limits along the Pearl Street corridor and future configuration of the Five Corners intersection. He said that if this plan is adopted, the next step will be to work with consultants on a set of form-based code recommendations and implementing an d enforcing those through zoning. He reviewed and summarized topics and recommendations from the Planning Commission, including around the relationship between building height limits and municipal housing targets, affordable housing bonus, inclusionary zoning, and unit type incentives, height limits in specific areas, form-based code considerations, changes to traffic operations at the Five Corners intersection, and any known errors that need to be corrected. He noted that for the relationship between building height limits and municipal housing targets, the Planning Commission believes that the updated analysis supports allowing heights above 8 stories. He said that related to affordable housing bonus, inclusionary zoning, and unit type incentives, the Planning Commission did not recommend pursuing mandatory inclusionary zoning requirements, but recommended aligning with the State's existing affordability bonuses, but also suggested a supplemental bonus for projects that include 2-bedroom or larger units, in order to support larger

households. He said that for height limits in specific areas, the Planning Commission recommended a height limit for the Pearl Street Corridor of 9+1 (9 stories plus the 1-story bonus), a height limit of 4+1 in the historic portion of the Village Center District, a height limit of 9+1 in the Village Center District in the area between Park Street and Maple Street, and allow a 7+1 height limit in the remainder of the Village Center District. He said that for form-based code considerations, the Planning Commission recommended that the code consider transitions to lower-scale residential areas, design standards to temper the visual impact of height, and multimodal transportation improvements. He said that related to changes in traffic operations at the Five Corners intersection, the Planning Commission recommended removing proposed permanent closure of Memorial Way from further consideration, but allow for temporary closures for special events. He also spoke about technical corrections to documentation related to the draft plan.

Councilor Haney asked why the Planning Commission felt that the plus-one bonus floor would be preferable to pursuing inclusionary zoning. Director Yuen noted that inclusionary zoning requires a portion of new housing developments to be permanently or long-term affordable. He said that the Planning Commission felt that there are some risks to that all-or-nothing approach, given the current market conditions for construction, which could lead to fewer homes constructed overall. He said that they felt that a height bonus was less risky in that if developers couldn't afford the extra story, they wouldn't be compelled to construct it. Elijah Massey, Chair of the Planning Commission, agreed with this summary, and said that part of the Planning Commission's discussion was informed by its past rental registry work. He also noted other work the City is doing outside of the Transit-Oriented Development plan discussion to address missing middle housing and other housing needs in the City. Councilor Haney expressed support for the bonus for larger units. Councilor Certa expressed concern about the lack of inclusionary zoning in the plan, given that the Council has said one of its priorities is having more opportunities for low-income individuals to find housing in Essex Junction. He said he is generally supportive of increasing the height limits, recognizing that the only direction that Essex Junction can be developed is up. He said he looks forward to seeing more 3-dimensional renderings of how these increased heights could be visualized down Pearl Street and into the Village Center. Director Yuen said that it is difficult to develop a public framework for some of these issues without public funding, as it puts the onus and risk on developers to subsidize the affordable units with the market rate units. Councilor Certa said he would rather partner with developers than force policies on them. He asked if Burlington's inclusionary zoning has been successful in adding low-income housing into developments. Director Yuen replied that he does not believe Burlington's policies have been a failure. Mr. Massey also noted that having clear communication around this master plan and its contents will be key in engaging the public. Councilor Shelden expressed support for increasing height limits, saying that the best way to solve the housing crisis is to increase supply. Councilor Haney noted that the Junction's village designation allows developers some flexibilities in terms of Act 250 permitting and first priority for available state loans. Councilor Haney asked about plans for more in-depth communication with the community about the particulars of this plan, such as the height requirement changes. City Manager Mahony replied that once the City receives approval for the Connect the Junction plan, it will need to be implemented, in part, through amending the City's Land Development Code. She said that this amendment process would have the standard public engagement and public hearing steps, which is one mechanism for public engagement. Councilor Haney said she would like a summarized narrative of this specific topic to post in public forums in order to raise public awareness of these changes as much as possible. City Council President Thibeault asked how the unit type bonus would work, given that developers have stated that they are building what is demanded (which are typically smaller units). Director Yuen said that this incentive attempts to incentivize building more than just studio apartments and one-bedroom units. City Council President Thibeault agreed that having more explicit and detailed agendas for meetings could help raise awareness of particular sub-topics within agenda items (such as noting the building height proposals as part of the Transit Oriented Development discussion, for example).

The following public comments were received:

- Resa said that the more the Council can involve people early and often, the better, especially on complex topics such as development and urban planning. She expressed concern about expanding the limit on building height to 9 stories. She also emphasized the importance of ensuring that developers follow the LDC and that code is enforced.

Councilor Certa made a motion, seconded by Councilor Haney, that the City Council adopt the Connect the Junction Transit-Oriented Development Master Plan, as discussed. The motion passed 5-0.

c. Discussion and Consideration of the Proposed Traffic Calming Manual

Director Yuen said that this item was previously introduced and discussed by the City Council at its August 13, 2025 meeting, noting that City staff have worked to refine the proposed Traffic Calming Policy in response to that feedback, and that the amended policy is generally supported by the Essex Police Department, Public Works Department, and City Engineer. He said that the new policy generally allows for more types of traffic calming than the City currently has. He said that the existing policy currently poses challenges for residents to petition and have a traffic study conducted, and the new policy would remove that barrier and instead rely on a set of criteria and scoring rubric to determine whether traffic calming interventions are needed in a certain area. He said that based on feedback from the City Council's August 13 meeting, the scoring rubric includes a local support factor that elevates the priority of locations with strong resident backing. He noted that this could still lead to a single complainant in a high-scoring location to lead to implementation, and he proposed adopting an approach similar to South Burlington's, where applicants must provide five or more signatures from proximate households or businesses to support the request. He said the current policy also only allows residents of Essex Junction to request a speed study, but that the amended policy expands participation to allow any interested party to submit a complaint and initiate the process. He noted that this approach could result in residents feeling that decisions about their streets are being influenced by non-residents, but said that the majority of speeding-related complaints in the City come from local residents and the risk of this changing is low. Councilor Sheldon asked about the City's capacity to implement traffic calming measures, if it has limited funding in its budget to do so and enforcement still remains a problem. City Council President Thibeault noted that the Police Department is aware of the importance of enforcement (in addition to traffic calming) and is working to curb infractions through enforcement mechanisms. Councilors agreed to maintain the current proposed draft language around local support in the rubric, to align with current Capital Committee processes. Councilors agreed with the proposal to expand participation to allow any interested party to submit an initial complaint.

The following public comments were received:

- David Achee expressed support for the traffic calming policy revisions.

Councilor Haney asked about instances where speed studies are not feasible due to camera angles or street curves. Director Yuen replied that this process should include improved coordination between departments in order to ensure that data is collected accurately. He noted that the Community Development Department would conduct the initial desktop analysis and help plan for the physical collection of data. Jeffrey Kershner of Hamlin Engineering, spoke about how the City can move through addressing data limitations in this revised traffic calming policy and process.

Councilor Certa made a motion, seconded by Councilor Sheldon, that the City Council adopt the revised Traffic Calming Policy as discussed. The motion passed 5-0.

d. Discussion and Consideration of the Rebranding Identity Feedback

Communications and Strategic Initiatives Director Snellenberger said that this is a continuation of the rebranding discussion initially begun at the City Council's November 12, 2025 meeting. She said that at that meeting, the Council had selected Option A and listed a number of revisions to pursue. She said that the consultant made proposed changes and presented revisions to the Rebranding Committee, which reviewed them and would like the Council to consider Concepts A, B, and C. Councilors expressed support for Concept A. Councilors also agreed that the word "Junction" should be more prominent than the word "Essex." The Council also discussed tagline options, and coalesced around tagline A (Where It All Comes Together), but asked that the consultant make sure that the proposed taglines are not being used by other municipalities.

The following public comments were received:

- Rev Baker expressed support for Concept A, and provided additional feedback on layout and text justification. He also expressed support for Taglines A and G.
- Resa expressed support for Concept A.

e. Discussion and Consideration of Updated Annual Meeting Schedule

City Manager Mahony said that the Annual Meeting Schedule has been adjusted to accommodate all deadlines, and to include the informational hearing dates as decided by the Council at its December 10, 2025 meeting. She noted that the warning must be approved at the March 11, 2026 meeting. She said that they are still contemplating holding the January 14th meeting on the budget, but would also be holding a January 21 meeting. Councilors expressed support for the additional meeting on January 14.

f. Approve Meeting Minutes – December 5, 2025

Councilor Certa made a motion, seconded by Councilor Shelden, to amend the minutes to remove George Tyler from the meeting attendee list and add George Dunbar to the meeting attendee list and accept the minutes as amended. The motion passed 5-0.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes – December 5, 2025 **now Business Item #5f**
No discussion or approval needed, as there are now no consent items.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that tree removal will occur in the median on Pearl Street tomorrow morning, necessitating a closure in one of the westbound lanes. She noted that City offices will be closed for the holidays on December 25 and 26, and January 1. Councilor Haney recommended that Councilors and staff discuss the January 31 community meal events via email, noting that this discussion would not violate Open Meeting Law. Councilor Certa asked that any resident with budget questions reach out to the City Council or staff, so that they can work to have those questions addressed. City Council President Thibeault thanked EJRP for the successful and fun Train Hop event.

8. **READING FILE**

- a. Check Warrant #24101 – December 12, 2025
b. November Financial Reports
c. Recreation Advisory Committee Minutes – December 3, 2025
d. Planning Commission Minutes – December 4, 2025
e. Governance Committee Minutes – December 4, 2025
f. Tree Farm Management Group Minutes – December 8, 2025

9. **EXECUTIVE SESSION**

- a. No Executive Session is Anticipated

10. **ADJOURN**

Councilor Certa made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 9:10 P.M.

Respectfully Submitted,
Amy Coonradt

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Check Warrant Report # 24102 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80132	ACHEE, DAVID	12/11/25	Stipend BWAC December 202	210-5-16-10-190.000	50.00	57427	12/23/25
			121125Achee	Board member Payments			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-10-10-210.000	135.00	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-12-10-210.000	45.00	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-13-10-210.000	45.00	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-40-12-210.000	103.50	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-35-10-210.000	315.00	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-16-10-210.000	90.00	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-30-10-210.000	292.50	57428	12/23/25
			25711	Group Insurance			
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2	210-5-30-12-210.000	75.00	57428	12/23/25
			25711	Group Insurance			
05290	ADVANCE AUTO PARTS 9820	11/20/25	Chain Lube Aerosol Return	210-5-40-12-610.000	-27.66	57429	12/23/25
			552532461490	General Supplies			
05290	ADVANCE AUTO PARTS 9820	12/10/25	Degreaser	210-5-40-12-610.000	36.39	57429	12/23/25
			552534424701	General Supplies			
05290	ADVANCE AUTO PARTS 9820	12/16/25	Shop Supplies	210-5-40-12-610.000	163.87	57429	12/23/25
			552535024905	General Supplies			
05290	ADVANCE AUTO PARTS 9820	12/16/25	MINI BLADE 32V	210-5-40-12-610.000	5.46	57429	12/23/25
			552535024912	General Supplies			
05290	ADVANCE AUTO PARTS 9820	12/17/25	GORILLA Glue	210-5-40-12-610.000	8.69	57429	12/23/25
			552535155667	General Supplies			
28555	ALLEGIANCE TRUCKS	12/17/25	Engine Repair for Truck #	210-5-40-12-430.000	802.77	57431	12/23/25
			R401012594:0	R&M Vehicles & Equipment			
28555	ALLEGIANCE TRUCKS	12/11/25	Fleetrite Diesel Exhaust	210-5-40-12-626.000	59.94	57431	12/23/25
			X122043369:0	Gasoline			
28555	ALLEGIANCE TRUCKS	12/15/25	Fleetrite Diesel Exhaust	210-5-40-12-626.000	59.94	57431	12/23/25
			X122043449:0	Gasoline			
80184	AMAZON BUSINESS SERVICES	12/16/25	BL JBooks DEC25	210-5-35-10-640.202	80.14	57433	12/23/25
			1QDNQ6M3HCFK	Juvenile Collection			
19815	AMAZON CAPITAL SERVICES	12/09/25	Senior Supplies	210-5-30-10-610.000	50.63	57434	12/23/25
			1NHYLNTJFDJW	General Supplies			
02235	BOUND TREE MEDICAL LLC	12/02/25	EMS Supplies	210-5-25-10-613.000	1219.19	57439	12/23/25
			86013363	Program Supplies			
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec	210-5-30-10-610.000	50.64	57441	12/23/25
			65081225	General Supplies			
03000	CARGILL SALT EASTERN INC	12/09/25	DEICER SALT ICE CNTRL BLK	210-5-40-12-600.000	3113.36	57442	12/23/25
			2911793703	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	12/10/25	DEICER SALT ICE CNTRL BLK	210-5-40-12-600.000	2108.41	57442	12/23/25
			2911799805	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	12/11/25	DEICER SALT ICE CNTRL BLK	210-5-40-12-600.000	2257.66	57442	12/23/25
			2911805484	Salt, Sand and Gravel			
03000	CARGILL SALT EASTERN INC	12/12/25	DEICER SALT ICE CNTRL BLK	210-5-40-12-600.000	2155.17	57442	12/23/25
			2911810838	Salt, Sand and Gravel			

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Check Warrant Report # 24102 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	12/15/25	DEICER SALT ICE CNTRL BLK 2911818502	210-5-40-12-600.000 Salt, Sand and Gravel	2141.24	57442	12/23/25
03000	CARGILL SALT EASTERN INC	12/17/25	DEICER SALT ICE CNTRL BLK 2911830256	210-5-40-12-600.000 Salt, Sand and Gravel	5475.49	57442	12/23/25
26395	CCRPC	10/31/25	Pearl St Ped Crossing Pro 2025-772	210-5-16-10-899.000 Matching Grant Funds	1277.90	57443	12/23/25
21120	CHAMPLAIN MEDICAL URGENT	12/01/25	Audiometric Screening Wit 00077200-00	210-5-25-10-330.000 Professional Services	358.00	57444	12/23/25
21210	CINTAS LOC # 68M 71 M	12/11/25	3X10 BLACK MAT 4252680512	210-5-40-12-610.000 General Supplies	26.30	57446	12/23/25
21210	CINTAS LOC # 68M 71 M	12/18/25	Shop Supplies 4253471377	210-5-40-12-610.000 General Supplies	207.89	57446	12/23/25
21210	CINTAS LOC # 68M 71 M	12/12/25	Supplies for the cabinet 5307538510	210-5-40-12-610.000 General Supplies	231.25	57446	12/23/25
V9875	CITRO/JOSEPH A//	12/17/25	BL ABook DEC25 CITRO 1225	210-5-35-10-640.201 Adult Collection	12.00	57447	12/23/25
30100	COBRAHELP	12/15/25	Cobra Admin Dec 2025 355490	210-5-10-10-330.000 Professional Services	44.20	57448	12/23/25
04940	COMCAST	12/03/25	Cable TV 020772212032	210-5-41-22-530.000 Communications	23.59	57450	12/23/25
17025	COONRADT AMY	12/10/25	Recording Secretary CC 12 0231	210-5-11-10-330.000 Professtional Services	346.08	57451	12/23/25
17025	COONRADT AMY	12/15/25	Recording Secretary CC 12 0232	210-5-11-10-330.000 Professtional Services	123.60	57451	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	17 Park St Nov 2025 invoi 24805120925	210-1-00-00-130.002 Exchange - Billable	4663.20	57454	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	Taft St Plan review invoi 24825120925	210-1-00-00-130.002 Exchange - Billable	138.75	57454	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	MIsc Comm Dev and WWTF No 25810120925	210-5-16-10-330.000 Professional Services	929.20	57454	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	Community Develop Misc No 25826120925	210-5-16-10-330.000 Professional Services	1110.00	57454	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	67 Lincoln St plan review 25828120925	210-1-00-00-130.002 Exchange - Billable	277.50	57454	12/23/25
80262	Dupont Storage Systems IN	12/15/25	Vault shelving 17461A	210-5-12-10-570.023 Records Preservation	4625.00	57455	12/23/25
80262	Dupont Storage Systems IN	12/08/25	Vault shelving 17482	210-5-12-10-570.023 Records Preservation	2150.00	57455	12/23/25
38955	F W WEBB COMPANY	12/10/25	PIPE Wrench 93832590	210-5-40-12-610.000 General Supplies	245.54	57458	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/03/25	FD Supplies 0489801	210-5-25-10-610.000 General Supplies	207.80	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/05/25	Budget Day 2025 120525	210-5-11-10-610.000 General Supplies	210.56	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/02/25	FD Supplies 1216250	210-5-25-10-610.000 General Supplies	79.87	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/01/25	06 Dec 25 GOCO Bill 156681	210-5-10-10-505.000 Tech. Subs, Licenses	564.44	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/01/25	2 Lincoln Supplies Dec 20 20251201	210-5-10-10-610.000 General Supplies	25.99	57460	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OM	12/12/25	2 Lincoln Renovation/ Sup 3371412	210-5-10-10-610.000 General Supplies	5.35	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/04/25	Admin time tracking Nov 2 465420	210-5-13-10-505.000 Tech. Subs, Licenses	176.00	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/04/25	Brownell time tracking No 465824	210-5-13-10-505.000 Tech. Subs, Licenses	240.00	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/03/25	Budget Day 2025 530740	210-5-11-10-610.000 General Supplies	14.97	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	11/18/25	Return to Simons Uniform 5322141515	210-5-25-10-612.000 Uniforms	21.95	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	11/18/25	2 Lincoln Supplies 6258665	210-5-10-10-610.000 General Supplies	60.76	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	11/18/25	2 Lincoln Supplies 6258665	210-5-41-20-610.000 General Supplies	84.95	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	11/21/25	2 Lincoln Janitorial Supp 7922617	210-5-41-20-610.000 General Supplies	53.98	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/09/25	Clerk Supplies 8483403	210-5-12-10-610.000 General Supplies	24.99	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/05/25	Budget Day 2025 8505	210-5-11-10-610.000 General Supplies	42.88	57460	12/23/25
244635	FIRST NATIONAL BANK OMAHA	12/09/25	Manager's Luncheon Decemb 203019	210-5-10-10-500.000 Training, Conf, Dues	29.64	57462	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-35-10-500.000 Training, Conf, Dues	359.00	57463	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-41-21-610.000 General Supplies	158.00	57463	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-35-10-840.201 Adult Programs	20.73	57463	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-35-10-505.000 Tech. Subs, Licenses	318.76	57463	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-35-10-500.000 Training, Conf, Dues	185.19	57463	12/23/25
21845	FIRST NATIONAL BANK OMAHA	12/16/25	BL Assorted DEC25 0017 1225	210-5-35-10-840.202 Childrens Programs	60.91	57463	12/23/25
21835	FIRST NATIONAL BANK OMAHA	12/13/25	Cider for Open House 12132025	210-5-25-10-613.000 Program Supplies	39.96	57465	12/23/25
21835	FIRST NATIONAL BANK OMAHA	12/11/25	Supplies for Open House 12252025	210-5-25-10-613.000 Program Supplies	77.53	57465	12/23/25
25410	FIRST NATIONAL BANK OMAHA	12/19/25	Travel for conference \$193.22	210-5-12-10-580.000 Travel	193.22	57466	12/23/25
16000	FISHER AUTO PARTS	12/08/25	Truck #6 supplies 528179	210-5-40-12-430.000 R&M Vehicles & Equipment	389.81	57467	12/23/25
16000	FISHER AUTO PARTS	12/17/25	Shop Supplies for vehicle 529373	210-5-40-12-430.000 R&M Vehicles & Equipment	1634.86	57467	12/23/25
80287	Fox, Gerald	12/11/25	BL ABooks DEC25 251002	210-5-35-10-640.201 Adult Collection	30.00	57470	12/23/25
00445	G B MECHANICAL TRUCK CENT	12/09/25	Truck Parts 29188	210-5-30-12-610.000 General Supplies	17.97	57471	12/23/25
04035	GOT THAT RENTAL & SALES I	12/10/25	CHAPIN SPREADER METAL 200 149572	210-5-30-12-610.000 General Supplies	900.00	57473	12/23/25

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City of Essex Junction Accounts Payable

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Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04035	GOT THAT RENTAL & SALES I	12/22/25	WOOD HANDLE 149669	210-5-40-12-610.000 General Supplies	21.98	57473	12/23/25
04035	GOT THAT RENTAL & SALES I	12/15/25	Gloves 149682	210-5-40-12-609.000 Safety Supplies	221.82	57473	12/23/25
04035	GOT THAT RENTAL & SALES I	12/22/25	CHAINSAW chain 149847	210-5-40-12-610.000 General Supplies	28.99	57473	12/23/25
80042	GOV OS INC	12/09/25	December land records INV11806	210-5-12-10-505.000 Tech. Subs Licenses	364.14	57474	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-41-20-622.000 Electricity	1259.32	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-41-22-622.000 Electricity	1259.32	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-40-12-622.000 Electricity	302.02	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-41-21-622.000 Electricity	1422.62	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-40-12-622.200 Streetlight Electricity	993.14	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	210-5-41-23-622.000 Electricity	297.16	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/11/25	11/10/25-12/10/25 - GMP N 121125NS	210-5-40-12-622.200 Streetlight Electricity	12380.33	57476	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/11/25	11/10/25-12/10/25 - GMP N 121125NS	210-5-40-12-622.000 Electricity	977.69	57476	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	MSP Power Jan 122575MAPLE	210-5-41-26-622.000 Electricity	1589.68	57477	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	MSP Power Jan 122575MAPLE2	210-5-41-26-622.000 Electricity	64.78	57478	12/23/25
80284	Gracie Jiu Jitsu Vermont	12/18/25	BL StaffWkshp DEC25 0001	210-5-35-10-500.000 Training, Conf, Dues	200.00	57479	12/23/25
80285	Green Mountain Elevator I	12/14/25	BL ElevInsp DEC25 1230	210-5-41-21-400.000 Contracted Services	200.00	57481	12/23/25
33495	INGRAM LIBRARY SERVICES I	12/11/25	BL AFBooks-LD DEC25 92734171	210-5-90-00-991.000 Library Donation Expense	57.00	57482	12/23/25
33495	INGRAM LIBRARY SERVICES I	12/12/25	BL ARBooks DEC25 92770739	210-5-90-00-640.201 Adult Collection replacem	50.39	57482	12/23/25
33495	INGRAM LIBRARY SERVICES I	12/12/25	BL ARBooks DEC25 92770739	210-5-35-10-610.000 General Supplies	4.86	57482	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	210-5-41-20-420.000 Cleaning Services	1365.00	57484	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	210-5-41-21-420.000 Cleaning Services	2613.00	57484	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	210-5-41-26-420.000 Cleaning Services	943.58	57484	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	210-5-41-26-420.000 Cleaning Services	1451.67	57484	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25	Copier Lease December 202 570891614	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	57487	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25	Copier Lease December 202 570891614	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	57487	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80087	KONICA MINOLTA PREMIER FI	12/11/25	Copier Lease December 202 570891614	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	57487	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25	Copier Lease December 202 570891614	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	57487	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-10-10-210.000 Group Insurance	146.40	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-12-10-210.000 Group Insurance	67.25	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-13-10-210.000 Group Insurance	146.40	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-40-12-210.000 Group Insurance	120.78	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-35-10-210.000 Group Insurance	256.20	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-16-10-210.000 Group Insurance	103.85	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-30-10-210.000 Group Insurance	256.20	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	210-5-30-12-210.000 Group Insurance	73.20	57489	12/23/25
22885	MAPLE LEAF CARPET & TILE	11/11/25	BL Carpets NOV25 26492	210-5-41-21-420.000 Cleaning Services	2815.00	57490	12/23/25
26920	MAYVILLE DARBY	12/06/25	PC Recording Minutes Dec 58	210-5-16-10-330.000 Professional Services	105.06	57492	12/23/25
80012	MECHLER THOMAS	12/13/25	BL CProgsD+D DEC25 MECHLER1220A	210-5-35-10-840.202 Childrens Programs	50.00	57493	12/23/25
V9970	MIDWEST TAPE	12/09/25	BL AAudio DEC25 508148810	210-5-35-10-640.201 Adult Collection	64.79	57494	12/23/25
V10462	MONAGHAN SAFAR DUCHAM PL	11/30/25	November legal November 20A	210-5-10-10-320.000 Legal Services	90.00	57495	12/23/25
V10462	MONAGHAN SAFAR DUCHAM PL	11/30/25	November legal November 20A	210-1-00-00-130.002 Exchange - Billable	305.00	57495	12/23/25
V10462	MONAGHAN SAFAR DUCHAM PL	11/30/25	November legal November 20A	210-5-16-10-320.000 Legal Services	520.50	57495	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-10-10-210.000 Group Insurance	9402.34	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-12-10-210.000 Group Insurance	1969.07	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-13-10-210.000 Group Insurance	3751.11	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-40-12-210.000 Group Insurance	4632.25	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-35-10-210.000 Group Insurance	11558.50	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-16-10-210.000 Group Insurance	2953.62	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-30-10-210.000 Group Insurance	9377.75	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	210-5-30-12-210.000 Group Insurance	4735.63	57496	12/23/25

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Check Warrant Report # 24102 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27395	MVP HEALTH CARE INC 43118	12/12/25 Health Jan 2026 22303432	210-2-00-00-210.006 Health Ins. Copay	7784.81	57496	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-10-10-210.000 Group Insurance	437.88	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-12-10-210.000 Group Insurance	75.80	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-13-10-210.000 Group Insurance	401.87	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-40-12-210.000 Group Insurance	197.21	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-35-10-210.000 Group Insurance	489.91	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-16-10-210.000 Group Insurance	191.39	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-30-10-210.000 Group Insurance	780.79	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	210-5-30-12-210.000 Group Insurance	218.94	57498	12/23/25
80286	Northeast Site Works LLC	12/05/25 Park St Stairs Work 424	210-5-41-23-431.000 R&M Buildings & Grounds	9250.00	57499	12/23/25
80081	O'BRIEN JOHN	12/11/25 Stipend BWAC December 202 121125OBrien	210-5-16-10-190.000 Board member Payments	50.00	57500	12/23/25
80133	PHILBROOK, LAUREN	12/11/25 Stipend BWAC December 202 121125Philbr	210-5-16-10-190.000 Board member Payments	50.00	57502	12/23/25
80215	Pringle-Corcoran, Wendee	12/08/25 Stipend TFMG December 202 120825Pringl	210-5-11-10-190.000 Board Member Payments	50.00	57505	12/23/25
37430	R R CHARLEBOIS INC	12/19/25 shop supplies IE79313	210-5-40-12-610.000 General Supplies	19.40	57506	12/23/25
37430	R R CHARLEBOIS INC	12/02/25 Truck #5 Repair RC91014	210-5-40-12-430.000 R&M Vehicles & Equipment	11218.29	57506	12/23/25
18010	REYNOLDS & SON, INC.	12/12/25 MSA Cairns 5.5" Helmet 3461105	210-5-25-10-612.000 Uniforms	70.43	57507	12/23/25
03180	SAFETY SYSTEMS OF VT LLC	12/10/25 MSP Alarm Inspection 13260122	210-5-41-26-400.000 Contracted Services	608.00	57508	12/23/25
03180	SAFETY SYSTEMS OF VT LLC	12/12/25 BL EmergencyLights DEC25 13264401	210-5-41-21-431.000 R&M Buildings & Grounds	1145.80	57508	12/23/25
03180	SAFETY SYSTEMS OF VT LLC	12/12/25 BL FireAlarm DEC25 13264417	210-5-41-21-431.000 R&M Buildings & Grounds	1615.84	57508	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-41-26-622.000 Electricity	718.79	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-41-23-622.000 Electricity	69.31	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-41-21-622.000 Electricity	282.46	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-41-22-622.000 Electricity	126.78	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-41-20-622.000 Electricity	126.77	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25 billing period - 11/06/25 284SH121625	210-5-40-12-622.200 Streetlight Electricity	191.77	57509	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17505	SAND HILL SOLAR LLC KSI I	12/16/25	billing period - 11/06/25 284SH121625	210-5-40-12-622.000 Electricity	33.93	57509	12/23/25
42565	SEVEN DAYS	12/17/25	RFP Ad 250824	210-5-10-10-540.000 Advertising	97.24	57511	12/23/25
23855	SOUTHWORTH-MILTON, INC.	11/12/25	Generator Maintenance INV0081044	210-5-41-22-400.000 Contracted Services	860.89	57513	12/23/25
23855	SOUTHWORTH-MILTON, INC.	12/17/25	Generator Maintenance Eng INV0091016	210-5-25-10-430.000 R&M Vehicles & Equipment	822.73	57513	12/23/25
23855	SOUTHWORTH-MILTON, INC.	12/10/25	part for skid steer INV3766823	210-5-40-12-430.000 R&M Vehicles & Equipment	64.86	57513	12/23/25
23855	SOUTHWORTH-MILTON, INC.	12/15/25	10 Keys for cat equipment INV3771113	210-5-40-12-610.000 General Supplies	78.20	57513	12/23/25
23855	SOUTHWORTH-MILTON, INC.	12/18/25	Loader supplies INV3774216	210-5-40-12-430.000 R&M Vehicles & Equipment	1249.54	57513	12/23/25
23855	SOUTHWORTH-MILTON, INC.	12/19/25	Supplies INV3775760	210-5-40-12-610.000 General Supplies	123.39	57513	12/23/25
29090	SUNBELT RENTALS	12/17/25	SHACKLESCREW PIN 3/8"-1T 178136962	210-5-40-12-610.000 General Supplies	34.04	57516	12/23/25
21000	UNIFIRST CORPORATION	12/17/25	BL Mats DEC25 1080312631	210-5-41-21-400.000 Contracted Services	84.95	57517	12/23/25
02970	USA BLUE BOOK INC	12/15/25	Gloves INV00910160	210-5-40-12-609.000 Safety Supplies	68.71	57519	12/23/25
11935	VIKING-CIVES USA	12/09/25	Description: ADAPTER and 4547820	210-5-40-12-430.000 R&M Vehicles & Equipment	26.57	57520	12/23/25
11935	VIKING-CIVES USA	12/18/25	Truck #6 supplies 4548240	210-5-40-12-430.000 R&M Vehicles & Equipment	561.40	57520	12/23/25
11935	VIKING-CIVES USA	12/18/25	Vehicle Supplies 4548246	210-5-40-12-430.000 R&M Vehicles & Equipment	169.86	57520	12/23/25
11935	VIKING-CIVES USA	12/19/25	Vehicle supplies 4548330	210-5-40-12-430.000 R&M Vehicles & Equipment	254.28	57520	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/09/25	Shop Supplies 521326	210-5-40-12-610.000 General Supplies	75.03	57521	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/09/25	Shop supplies 521330	210-5-40-12-610.000 General Supplies	85.48	57521	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/09/25	Batteries 521331	210-5-40-12-610.000 General Supplies	12.34	57521	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/19/25	Supplies 521389	210-5-40-12-610.000 General Supplies	18.50	57521	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/19/25	NUTS-BOLTS-SCREWS 521390	210-5-40-12-610.000 General Supplies	6.88	57521	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-10-10-210.000 Group Insurance	89.41	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-12-10-210.000 Group Insurance	14.02	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-13-10-210.000 Group Insurance	73.95	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-40-12-210.000 Group Insurance	53.16	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-35-10-210.000 Group Insurance	96.20	57522	12/23/25

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For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-16-10-210.000 Group Insurance	37.71	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-30-10-210.000 Group Insurance	142.45	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	210-5-30-12-210.000 Group Insurance	28.04	57522	12/23/25
28470	VMERS DB 110800	12/19/25	Payroll Transfer PR-12/19/25	210-2-00-00-210.004 Retirement Payable	29596.18	57523	12/23/25
80130	VMERS DC 110800	12/19/25	Payroll Transfer PR-12/19/25	210-2-00-00-210.004 Retirement Payable	2283.22	57524	12/23/25
V2368	VT HISTORICAL SOCIETY	12/05/25	BL ABooks DEC25 19009890	210-5-35-10-640.201 Adult Collection	94.43	57528	12/23/25
07565	W B MASON CO INC	12/05/25	Office Supplies 258631214	210-5-30-10-610.000 General Supplies	304.87	57529	12/23/25
07565	W B MASON CO INC	12/12/25	Office Supplies 258787999	210-5-30-10-610.000 General Supplies	35.46	57529	12/23/25
V1165	INTERNAL REVENUE SERVICE	12/19/25	Payroll Transfer PR-12/19/25	210-2-00-00-210.002 Federal Inc Tax W/H	56946.75	H 121925	12/24/25
V2413	VT DEPT OF TAXES	12/19/25	Payroll Transfer PR-12/19/25	210-2-00-00-210.003 State Inc Tax W/H	7764.31	I 121925	12/24/25
80228	PLACE CREATIVE COMPANY	12/03/25	Rebranding Dec 2025 4913	224-5-00-00-330.000 Professional Services	1800.00	57503	12/23/25
V9721	IRELAND BROTHERS CORP/S.D	12/09/25	EJ Iroquois Avenue Waterl 462-25.04	230-5-40-10-720.002 Iroquois Ave Road and Wat	786521.36	57483	12/23/25
V10462	MONAGHAN SAFAR DUCHAM PL	11/30/25	November legal November 20A	230-5-16-10-890.824 Cres. Connector	86.00	57495	12/23/25
80077	BREADLOAF CONSTRUCTION CO	10/31/25	2 Lincoln Renovation 14	232-5-41-20-890.832 2 Lincoln Street Renovati	46628.31	57440	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/12/25	2 Lincoln Renovation/ Sup 3371412	232-5-41-20-890.832 2 Lincoln Street Renovati	31.14	57460	12/23/25
39425	SCOTT & PARTNERS INC	12/08/25	2 Lincoln Renovation Dec 6456	232-5-41-20-890.832 2 Lincoln Street Renovati	340.00	57510	12/23/25
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	254-5-54-20-210.000 Group Insurance	96.00	57428	12/23/25
35260	EAST COAST PRINTERS INC	12/22/25	Uniform J Barone 11242503	254-5-54-20-612.000 Uniforms	148.40	57456	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/01/25	06 Dec 25 GOCO Bill 156681	254-5-54-20-505.000 Tech. Subs, Licenses	37.63	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/04/25	Admin time tracking Nov 2 465420	254-5-54-20-505.000 Tech. Subs, Licenses	16.00	57460	12/23/25
21840	FIRST NATIONAL BANK OMAHA	12/19/25	Service Period - 12/09/25 0631121925	254-5-54-20-500.000 Training, Conf, Dues	24.00	57464	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/11/25	11/10/25-12/10/25 - GMP N 121125NS	254-5-54-20-622.000 Electricity	245.65	57476	12/23/25
V9721	IRELAND BROTHERS CORP/S.D	12/09/25	Orchard Terrace - Waterli 462-25	254-5-54-20-433.000 R&M Infrastructure	19344.82	57483	12/23/25
V9454	LENNY'S SHOE & APP	12/09/25	Uniform for Cory B. 4092093	254-5-54-20-612.000 Uniforms	224.00	57488	12/23/25
V9454	LENNY'S SHOE & APP	12/09/25	Uniform Return for Cory B 4092130	254-5-54-20-612.000 Uniforms	-15.01	57488	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	254-5-54-20-210.000 Group Insurance	102.48	57489	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	254-5-54-20-210.000 Group Insurance	9970.68	57496	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25	Dental Jan 2026 121525 6197	254-5-54-20-210.000 Group Insurance	503.06	57498	12/23/25
23395	VILLAGE HARDWARE - WILLIS	12/19/25	PROPANE REFILL 521387	254-5-54-20-610.000 General Supplies	28.99	57521	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	254-5-54-20-210.000 Group Insurance	67.27	57522	12/23/25
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	255-5-55-30-210.000 Group Insurance	180.00	57428	12/23/25
42625	ALDRICH & ELLIOTT PC	11/29/25	Essex Junction WWTF Flare 83500	255-5-55-70-722.020 Digester Flare/Flame Arre	1911.00	57430	12/23/25
14685	ALLIANCE GROUP SERV LLC	12/19/25	Quoted job: Repair HP-3 s 95267	255-5-55-30-431.000 R&M Buildings	7821.00	57432	12/23/25
22645	AQUATEC ENVIRONMENTAL INC	10/13/25	Essex Jct. WWTF WET test 1881	255-5-55-30-340.000 Technical Services	2455.00	57437	12/23/25
26290	CHAMPLIN ASSOC. INC.	12/12/25	Replacement of Lenze VFD 6124	255-5-55-30-570.000 Other Purchased Services	994.75	57445	12/23/25
06870	ENDYNE INC	12/12/25	Essex Jct. WWTF TKN Only 560216	255-5-55-30-340.000 Technical Services	35.00	57457	12/23/25
06870	ENDYNE INC	12/15/25	Constituent Monitoring 560274	255-5-55-30-340.000 Technical Services	50.00	57457	12/23/25
06870	ENDYNE INC	12/17/25	SHT NY Bi-Monthly 560474	255-5-55-30-568.000 Biosolids Subcontractor	410.00	57457	12/23/25
29280	FIRST NATIONAL BANK OMAH	12/19/25	Service Period: 11/21/25- 0481121925	255-5-55-30-500.000 Training, Conf, Dues	115.00	57459	12/23/25
29280	FIRST NATIONAL BANK OMAH	12/19/25	Service Period: 11/21/25- 0481121925	255-5-55-30-435.000 COGEN	6.91	57459	12/23/25
29280	FIRST NATIONAL BANK OMAH	12/19/25	Service Period: 11/21/25- 0481121925	255-5-55-30-612.000 Uniforms	183.50	57459	12/23/25
29280	FIRST NATIONAL BANK OMAH	12/19/25	Service Period: 11/21/25- 0481121925	255-5-55-30-610.000 General Supplies	502.48	57459	12/23/25
29280	FIRST NATIONAL BANK OMAH	12/19/25	Service Period: 11/21/25- 0481121925	255-5-55-30-610.000 General Supplies	-105.44	57459	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/01/25	06 Dec 25 GOCO Bill 156681	255-5-55-30-505.000 Tech. Subs, Licenses	150.52	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/04/25	Admin time tracking Nov 2 465420	255-5-55-30-505.000 Tech. Subs, Licenses	72.00	57460	12/23/25
80239	Graphic Products Inc	12/11/25	Sticker tape for signs 2813254	255-5-55-30-610.000 General Supplies	362.12	57480	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	255-5-55-30-431.000 R&M Buildings	72.58	57484	12/23/25
80257	JANITECH LLC	12/01/25	Janitorial Services Decem INV-JT-6414	255-5-55-30-431.000 R&M Buildings	145.17	57484	12/23/25
V9769	KEMIRA WATER SOLUTIONS	12/17/25	Ferrous chloride 9017919998	255-5-55-30-619.000 Chemicals	8695.65	57485	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25	Copier Lease December 202 570891614	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	57487	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	255-5-55-30-210.000 Group Insurance	292.80	57489	12/23/25
42805	MARYLAND BIOCHEMICAL CO.I	12/12/25	Bacteria for Nitrificatio 12TT1065	255-5-55-30-619.000 Chemicals	2817.41	57491	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	255-5-55-30-210.000 Group Insurance	9352.45	57496	12/23/25
80283	McCann Fabrication	11/30/25	Hach spool piece 49310	255-5-55-70-722.022 Process Monitoring Upgrad	2123.75	57497	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25	Dental Jan 2026 121525 6197	255-5-55-30-210.000 Group Insurance	517.82	57498	12/23/25
80119	PUMP CONTROL SOLUTIONS LL	12/18/25	Program Chem pump VFD 1458	255-5-55-30-330.000 Professional Services	150.00	57504	12/23/25
V2124	STAPLES ADVANTAGE	12/05/25	Supplies ink and markers 6049951979	255-5-55-30-610.000 General Supplies	69.09	57514	12/23/25
29090	SUNBELT RENTALS	09/30/25	Aeration project 174746326	255-5-55-70-722.021 Aeration Header Replaceme	537.66	57516	12/23/25
01020	UNIVERSITY OF VT	12/11/25	09/01/25-10/31/25-Pilot-S GCAS-146147	255-5-55-70-722.008 Vt Phos Challenge PePhlo	1971.93	57518	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	255-5-55-30-210.000 Group Insurance	85.09	57522	12/23/25
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	256-5-56-40-210.000 Group Insurance	70.65	57428	12/23/25
25715	DONALD L. HAMLIN CONSULT	12/09/25	MIsc Comm Dev and WWTF No 25810120925	256-5-56-40-330.000 Professional Services	643.50	57454	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/01/25	06 Dec 25 GOCO Bill 156681	256-5-56-40-505.000 Tech. Subs, Licenses	37.63	57460	12/23/25
80021	FIRST NATIONAL BANK OF OM	12/04/25	Admin time tracking Nov 2 465420	256-5-56-40-505.000 Tech. Subs, Licenses	16.00	57460	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	256-5-56-40-622.000 Electricity	1360.45	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	256-5-56-40-434.001 Susie Wilson PS Costs	433.11	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/09/25	GMP Multi Solar Service P 120925D	256-5-56-40-434.002 West Street PS Costs	306.56	57475	12/23/25
07010	GREEN MOUNTAIN POWER CORP	12/11/25	11/10/25-12/10/25 - GMP N 121125NS	256-5-56-40-622.000 Electricity	654.68	57476	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	256-5-56-40-210.000 Group Insurance	94.06	57489	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	256-5-56-40-210.000 Group Insurance	3083.57	57496	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25	Dental Jan 2026 121525 6197	256-5-56-40-210.000 Group Insurance	202.15	57498	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25	billing period - 11/06/25 284SH121625	256-5-56-40-434.002 West Street PS Costs	151.19	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25	billing period - 11/06/25 284SH121625	256-5-56-40-434.001 Susie Wilson PS Costs	119.94	57509	12/23/25
17505	SAND HILL SOLAR LLC KSI I	12/16/25	billing period - 11/06/25 284SH121625	256-5-56-40-622.000 Electricity	21.01	57509	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	256-5-56-40-210.000 Group Insurance	39.74	57522	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	257-5-57-50-210.000 Group Insurance	44.85	57428	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25	Life Ins Jan 2026 1739591	257-5-57-50-210.000 Group Insurance	48.68	57489	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25	Health Jan 2026 22303432	257-5-57-50-210.000 Group Insurance	2618.86	57496	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25	Dental Jan 2026 121525 6197	257-5-57-50-210.000 Group Insurance	100.81	57498	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	257-5-57-50-210.000 Group Insurance	18.65	57522	12/23/25
24130	VT DEPT ENVIRONMENTAL CON	11/12/25	Renewal Notification for 312541225	257-5-57-50-510.000 Permit/License/Registrati	5240.00	57527	12/23/25
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	259-5-30-15-210.000 Group Insurance	382.50	57428	12/23/25
80155	ACRISURE NE PARTNERS INS	12/11/25	Acrisure F26 Q2 25711	259-5-30-16-210.000 Group Insurance	165.00	57428	12/23/25
19815	AMAZON CAPITAL SERVICES	12/16/25	RK EES 1-2 11HJTWKD9YKJ	259-5-30-15-610.000 General Supplies	24.20	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/14/25	RK Lanyards 11PVNXQ4KCF4	259-5-30-15-610.000 General Supplies	9.95	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	PS Supplies 139MW6YKQG6W	259-5-30-16-610.000 General Supplies	213.44	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	PS Supplies 139MW6YKYPMR	259-5-30-16-610.000 General Supplies	8.98	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	Vac Camp ADL 17XK37XQF7HY	259-5-30-15-610.000 General Supplies	49.95	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	RK Fleming Supplies 193YW399DRPM	259-5-30-15-610.000 General Supplies	64.42	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/17/25	RK Fleming Supplies 19Q9RRLD3WTV	259-5-30-15-610.000 General Supplies	125.40	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/16/25	RK Fleming Supplies 1CDXK1J1FLX	259-5-30-15-610.000 General Supplies	28.86	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/16/25	Childcare Team 1CFVJQQN3J6R	259-5-30-15-610.000 General Supplies	9.95	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	Train Hop Supplies 1CHRHCP7FWNQ	259-5-30-14-610.000 General Supplies	225.70	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/17/25	Childcare Team 1D9497CF4GM3	259-5-30-15-610.000 General Supplies	119.36	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	RK Westford Supplies 1F9KQPRKDLXM	259-5-30-15-610.000 General Supplies	6.29	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	RK Fleming Supplies 1F9KQPRKDPL9	259-5-30-15-610.000 General Supplies	5.86	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	PS SUpplies 1FHY9Q3HV9HK	259-5-30-16-610.000 General Supplies	128.44	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	RK Founders Supplies 1H6XH7NKKV9T4	259-5-30-15-610.000 General Supplies	89.73	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	11/12/25	PS Discoverers 1HJHR39D64D3	259-5-30-16-610.000 General Supplies	20.48	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/16/25	RK Founders Supplies 1JCH6LP4XD XF	259-5-30-15-610.000 General Supplies	15.98	57434	12/23/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	12/09/25	RK Westford Supplies 1JM1TR7VFFH4L	259-5-30-15-610.000 General Supplies	63.43	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	PS CREDIT 1K1JRNWV1Q1M	259-5-30-16-610.000 General Supplies	-213.44	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	PS Discoverers Supplies 1L1V3C79QWVQ	259-5-30-16-610.000 General Supplies	26.99	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	Vac Camp Aspire 1L1V3C79RYHH	259-5-30-15-610.000 General Supplies	34.99	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/13/25	PS Supplies 1QG3DHHYXRTJ	259-5-30-16-610.000 General Supplies	17.96	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	Train Hop Supplies 1T4CYJY9173Y	259-5-30-14-610.000 General Supplies	397.52	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/16/25	RK EES 1-2 1T4CYJY9W9VK	259-5-30-15-610.000 General Supplies	134.95	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	Giving Tree 1T4NV3KNRDVJ	259-5-30-14-610.000 General Supplies	29.99	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	RK Fleming Supplies 1VQJ33H6N6KQ	259-5-30-15-610.000 General Supplies	89.99	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/15/25	RK EES 1-2 1XYP6DKDV6LN	259-5-30-15-610.000 General Supplies	136.40	57434	12/23/25
19815	AMAZON CAPITAL SERVICES	12/09/25	Vac Camp Aspire 1Y6RM6KWF6T6	259-5-30-15-610.000 General Supplies	31.25	57434	12/23/25
80167	BINDER, FRANCES	12/18/25	Nia Dance Fall Session 121825D	259-5-30-14-330.000 Professional Services	432.00	57438	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-15-610.000 General Supplies	1463.12	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-15-330.000 Professional Services	30.00	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-16-610.000 General Supplies	207.76	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-15-330.000 Professional Services	160.00	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-11-610.000 General Supplies	12.83	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-10-505.000 Tech. Subs, Licenses	681.06	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-14-610.000 General Supplies	655.78	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-15-530.000 Communications	841.56	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-12-610.000 General Supplies	81.27	57441	12/23/25
22670	CAPITAL ONE CREDIT CARD -	12/16/25	EJRP CC NovDec 65081225	259-5-30-16-500.000 Training, Conf, Dues	-200.00	57441	12/23/25
28130	COLCHESTER PAINTBALL, INC	12/16/25	Reach FMS 2021068	259-5-30-17-330.000 Professional Services	700.00	57449	12/23/25
31545	COSTCO #314	12/19/25	Holiday Party 121925D	259-5-30-15-610.000 General Supplies	136.46	57452	12/23/25
80025	DANTZSCHER, PATTY	12/11/25	Refund Puppy Class-Dantz 216235	259-4-30-14-020.312 Adult Programs	185.00	57453	12/23/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37875	FLEETPRIDE	08/26/25 RK Bus Repairs 12398	259-5-30-15-330.000 Professional Services	795.84	57468	12/23/25
80192	Fountain of Youth Fitness	12/16/25 Lifting Spirits 12/15 121625D	259-5-30-14-330.000 Professional Services	99.20	57469	12/23/25
11260	GOLD STAR DOG TRAINING	12/15/25 Dog Classes Dec 153	259-5-30-14-330.000 Professional Services	4368.00	57472	12/23/25
80257	JANITECH LLC	12/01/25 Janitorial Services Decem INV-JT-6414	259-5-30-16-420.000 Cleaning Services	2177.50	57484	12/23/25
28895	KINDERMUSIK WITH RACHEL L	10/06/25 Kindermusik Oct 1038	259-5-30-14-330.000 Professional Services	921.60	57486	12/23/25
28895	KINDERMUSIK WITH RACHEL L	12/18/25 Kindermusik Dec 1041	259-5-30-14-330.000 Professional Services	1024.00	57486	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25 Copier Lease December 202 570891614	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	57487	12/23/25
80087	KONICA MINOLTA PREMIER FI	12/11/25 Copier Lease December 202 570891614	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	57487	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25 Life Ins Jan 2026 1739591	259-5-30-14-210.000 Group Insurance	36.60	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25 Life Ins Jan 2026 1739591	259-5-30-15-210.000 Group Insurance	512.40	57489	12/23/25
27840	MADISON NATIONAL LIFE INS	12/15/25 Life Ins Jan 2026 1739591	259-5-30-16-210.000 Group Insurance	256.20	57489	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25 Health Jan 2026 22303432	259-5-30-15-210.000 Group Insurance	10523.78	57496	12/23/25
27395	MVP HEALTH CARE INC 43118	12/12/25 Health Jan 2026 22303432	259-5-30-16-210.000 Group Insurance	5720.21	57496	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	259-5-30-15-210.000 Group Insurance	750.90	57498	12/23/25
24960	NORTHEAST DELTA DENTAL	12/15/25 Dental Jan 2026 121525 6197	259-5-30-16-210.000 Group Insurance	262.50	57498	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/08/25 RK EES 1-2 Snack 516521	259-5-30-15-610.000 General Supplies	237.91	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/08/25 RK Founders Snack 517939	259-5-30-15-610.000 General Supplies	312.74	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/08/25 RK MSP Snack 517981	259-5-30-15-610.000 General Supplies	379.68	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/10/25 RK Hiawatha Snack 519421	259-5-30-15-610.000 General Supplies	152.30	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/15/25 RK EES 1-2 Snack 522167	259-5-30-15-610.000 General Supplies	362.27	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/16/25 RK Westford Snack 522193	259-5-30-15-610.000 General Supplies	27.45	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/15/25 RK Fleming Snack 522203	259-5-30-15-610.000 General Supplies	353.94	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/16/25 RK EES K Snack 522205	259-5-30-15-610.000 General Supplies	189.82	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/16/25 RK MSP Snack 523110	259-5-30-15-610.000 General Supplies	155.98	57501	12/23/25
29425	PERFORMANCE FOOD 24793-EJ	12/16/25 RK Founders Snack 523859	259-5-30-15-610.000 General Supplies	157.88	57501	12/23/25

12/23/25

City of Essex Junction Accounts Payable

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02:15 pm

Check Warrant Report # 24102 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/22/25 To 12/24/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD 24793-EJ	12/18/25	RK MSP Snack 525773	259-5-30-15-610.000 General Supplies	161.39	57501	12/23/25
80110	SOCCER SPARKS PARVANOV D	12/16/25	Soccer Sparks Nov/Dec 121625D	259-5-30-14-330.000 Professional Services	1536.00	57512	12/23/25
23495	STUDENT TRANSPORTATION OF	11/26/25	Vac Camp Bus 11/24 70328687	259-5-30-15-580.000 Travel	309.00	57515	12/23/25
23495	STUDENT TRANSPORTATION OF	12/15/25	RK MSP Bus 12/12 70330986	259-5-30-15-580.000 Travel	309.00	57515	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	259-5-30-15-210.000 Group Insurance	146.09	57522	12/23/25
21230	VISION SERVICE PLAN (CT)	12/19/25	Vision Jan 2026 824280531	259-5-30-16-210.000 Group Insurance	54.14	57522	12/23/25
25945	VT AFTERSCHOOL	12/16/25	RK Workshop 12/8 6917	259-5-30-15-330.000 Professional Services	150.00	57525	12/23/25
80116	VT AUDIO VISUAL LLC	10/03/25	Meet Me on Main 7018	259-5-30-14-330.000 Professional Services	1771.00	57526	12/23/25
07565	W B MASON CO INC	12/05/25	Childcare Team 258631905	259-5-30-15-610.000 General Supplies	216.26	57529	12/23/25
07565	W B MASON CO INC	12/11/25	PS Supplies 258767539	259-5-30-16-610.000 General Supplies	57.38	57529	12/23/25
Report Total					1230952.13		

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 \$ *1,230,952.13
Let this be your order for the payments of these amounts.

01/08/26

City of Essex Junction Accounts Payable

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03:03 pm

Check Warrant Report # 24103 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 01/02/26 To 01/09/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	01/05/26	Supplies 552600556235	210-5-40-12-610.000 General Supplies	31.39	57531	01/09/26
05290	ADVANCE AUTO PARTS 9820	01/05/26	FUSED ACCESSORY for Truck 552600556251	210-5-40-12-610.000 General Supplies	9.47	57531	01/09/26
07305	AIRGAS USA LLC	01/01/26	LEASE RENEWAL 02/01/2026 5521947139	210-5-40-12-610.000 General Supplies	160.00	57532	01/09/26
80184	AMAZON BUSINESS SERVICES	12/25/25	BL ABooks DEC25 13F4QQNJTPW9	210-5-35-10-640.201 Adult Collection	24.10	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	12/21/25	BL Suppl+ABookDvd DEC25 16J79KRTDQ37	210-5-35-10-610.000 General Supplies	103.45	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	12/21/25	BL Suppl+ABookDvd DEC25 16J79KRTDQ37	210-5-35-10-640.201 Adult Collection	86.48	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	12/29/25	BL JDVDs JAN26 1HWLY9RNHCMN	210-5-35-10-640.202 Juvenile Collection	33.95	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	12/22/25	BL CProg DEC25 1PY7KQD6364G	210-5-35-10-840.202 Childrens Programs	37.80	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	01/01/26	BL ADVDs JAN26 1QFM1NRYQYJM	210-5-35-10-640.201 Adult Collection	79.99	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	01/02/26	BL AProg JAN26 1W4VHQKQYXVC	210-5-35-10-840.201 Adult Programs	8.99	57536	01/09/26
80184	AMAZON BUSINESS SERVICES	01/02/26	BL ADVD JAN26 1YLV7FTW1XLW	210-5-35-10-640.201 Adult Collection	39.97	57536	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	AED/Office Supplies 1T6JJQHW6GJN	210-5-30-10-610.000 General Supplies	68.06	57537	01/09/26
04310	APALACHEE MARINE	12/23/25	Road Salt 79496	210-5-40-12-600.000 Salt, Sand and Gravel	3627.80	57540	01/09/26
04310	APALACHEE MARINE	12/24/25	Road Salt 79497	210-5-40-12-600.000 Salt, Sand and Gravel	3605.80	57540	01/09/26
04310	APALACHEE MARINE	12/31/25	Type1 Road Salt 79505	210-5-40-12-600.000 Salt, Sand and Gravel	26164.35	57540	01/09/26
31770	BARRETT TRUCKING CO. INC	12/17/25	TRANSPORT SIDEWALK PLOW f 121725	210-5-40-12-430.000 R&M Vehicles & Equipment	907.50	57542	01/09/26
80061	BASSICK, LINDA	12/31/25	BL JFndn-Music JAN26 0028	210-5-90-00-991.000 Library Donation Expense	137.00	57543	01/09/26
80272	BEAN, NANCY L.	12/16/25	Stipend PCAB December 202 121625Bean	210-5-11-10-190.000 Board Member Payments	50.00	57544	01/09/26
19630	BP WASTEWATER SERVICES LL	12/24/25	Jetted mainline from manh 18222443	210-5-40-12-431.000 R&M Buildings & Grounds	250.00	57545	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-41-20-530.000 Communications	357.63	57546	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-40-12-530.000 Communications	160.46	57546	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-41-23-530.000 Communications	193.69	57546	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-41-22-530.000 Communications	52.46	57546	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-41-26-530.000 Communications	280.38	57546	01/09/26
30360	BURLINGTON TELECOM	01/01/26	Phone/Internet December 2 43985010125A	210-5-30-13-530.000 Communications	26.23	57546	01/09/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30360	01/01/26	BURLINGTON TELECOM BL PhoneInternet DEC25 BT 01012026	210-5-41-21-530.000 Communications	342.95	57547	01/09/26
03000	01/02/26	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2911880530	210-5-40-12-600.000 Salt, Sand and Gravel	3184.00	57548	01/09/26
26395	11/30/25	CCRPC Equity Policy Advisor Nov 2025-791	210-5-10-10-330.000 Professional Services	233.94	57549	01/09/26
V04609	12/09/25	CENTER POINT LARGE PRINT BL LPBooks JAN26 2216733	210-5-90-00-991.000 Library Donation Expense	103.08	57550	01/09/26
V0461	01/06/26	CENTRAL BEVERAGE BL Newspapers DEC25 152	210-5-35-10-640.201 Adult Collection	446.00	57551	01/09/26
33850	01/02/26	CENTRAL VERMONT PROPERTIE ROW rent 9500282644	210-5-40-12-441.000 Rental Land/Buildings	50.00	57552	01/09/26
21120	12/18/25	CHAMPLAIN MEDICAL URGENT Audiometric Screening Wit 00077438-00	210-5-25-10-330.000 Professional Services	396.00	57553	01/09/26
21210	12/24/25	CINTAS LOC # 68M 71 M 3X10 BLACK MAT 4254154296	210-5-40-12-610.000 General Supplies	26.30	57556	01/09/26
21210	01/02/26	CINTAS LOC # 68M 71 M 3X10 BLACK MAT 4255000336	210-5-40-12-610.000 General Supplies	26.30	57556	01/09/26
21210	11/13/25	CINTAS LOC # 68M 71 M 3X10 BLACK MAT 8337115957	210-5-40-12-610.000 General Supplies	26.30	57556	01/09/26
21210	12/31/25	CINTAS LOC # 68M 71 M WATERBREAK COOLER AGREEME 9353440945	210-5-40-12-610.000 General Supplies	50.00	57556	01/09/26
04940	12/19/25	COMCAST 2 Lincoln Backup Internet 013634312192	210-5-41-20-530.000 Communications	164.89	57558	01/09/26
17025	12/22/25	COONRADT AMY Recording Secretary CC 12 0233	210-5-11-10-330.000 Professtional Services	166.86	57560	01/09/26
33075	12/07/25	DELL MARKETING LP BL Computers DEC25 10851788058	210-5-35-10-735.000 Tech: Equip/Hardware	20.47	57561	01/09/26
80226	12/16/25	DOW, JESSICA Stipend BLT December 2025 121625Dow	210-5-35-10-190.000 Board Member Payments	50.00	57562	01/09/26
35260	12/22/25	EAST COAST PRINTERS INC Shirts 12082502	210-5-25-10-612.000 Uniforms	1188.00	57565	01/09/26
25290	01/03/26	EBSCO SUBSCRIPTION SERVIC BL ConsRep FEB26-JAN27 91011038813	210-1-00-00-120.000 Prepaid Expenses	660.92	57567	01/09/26
25290	01/03/26	EBSCO SUBSCRIPTION SERVIC BL ConsRep FEB26-JAN27 91011038813	210-5-35-10-640.201 Adult Collection	472.08	57567	01/09/26
V10347	12/23/25	EHRLICH 2 Lincoln Pest Control De 89196940	210-5-41-20-400.000 Contracted Services	70.44	57569	01/09/26
V0777	11/15/25	ESSEX REPORTER Web AD November 2025 423840	210-5-10-10-540.000 Advertising	145.00	57571	01/09/26
V0777	12/15/25	ESSEX REPORTER Newsletter Website Ad Jan 426318	210-5-10-10-540.000 Advertising	145.00	57571	01/09/26
V0777	12/31/25	ESSEX REPORTER Newsletter Print Ad Janua 427953	210-5-10-10-540.000 Advertising	615.00	57571	01/09/26
V0795	12/22/25	ESSEX TOWN OF Q2 FY26 Police/Assessing 1431	210-5-18-10-800.108 Essex Police Dept	752088.25	57572	01/09/26
V0795	12/22/25	ESSEX TOWN OF Q2 FY26 Police/Assessing 1431	210-5-15-10-330.000 Professional Services	23643.75	57572	01/09/26
V0795	12/22/25	ESSEX TOWN OF Q2 FY26 Police/Assessing 1431	210-5-95-00-900.000 Transfer Between Town/Cit	47184.50	57572	01/09/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	GAUTHIER TRUCKING, INC.	01/01/26	11 JACKSON ST 1913887	210-5-40-12-425.000 Trash Removal	156.88	57576	01/09/26
34895	GAUTHIER TRUCKING, INC.	01/01/26	2 Lincoln Garbage Decembe 1913888	210-5-41-20-425.000 Trash Removal	342.33	57576	01/09/26
34895	GAUTHIER TRUCKING, INC.	01/01/26	RAILROAD AVE - Pearl St M 1913889	210-5-40-12-425.000 Trash Removal	643.08	57576	01/09/26
34895	GAUTHIER TRUCKING, INC.	01/01/26	BEECH ST-Barrel on Bike P 1914046	210-5-40-12-425.000 Trash Removal	91.08	57576	01/09/26
34895	GAUTHIER TRUCKING, INC.	01/01/26	MSP Trash Removal Jan 1914717	210-5-41-26-425.000 Trash Removal	519.46	57576	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	210-5-25-10-626.000 Gasoline	583.88	57578	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	210-5-30-12-626.000 Gasoline	160.49	57578	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	210-5-40-12-626.000 Gasoline	6075.59	57578	01/09/26
80091	HERGESHEIMER KAREN	12/16/25	Stipend BLT December 2025 121625Herges	210-5-35-10-190.000 Board Member Payments	50.00	57581	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/26/25	BL A.F.Books DEC25 93162696	210-5-90-00-991.000 Library Donation Expense	17.92	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/26/25	BL A.F.Books DEC25 93162696	210-5-35-10-640.201 Adult Collection	197.27	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/26/25	BL A.F.Books DEC25 93162696	210-5-35-10-610.000 General Supplies	15.97	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/28/25	BL A.F.LPBooks JAN26 93193002	210-5-35-10-610.000 General Supplies	10.40	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/28/25	BL A.F.LPBooks JAN26 93193002	210-5-90-00-991.000 Library Donation Expense	27.80	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/28/25	BL A.F.LPBooks JAN26 93193002	210-5-35-10-640.201 Adult Collection	36.27	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/28/25	BL A.F.LPBooks JAN26 93193002	210-5-90-00-991.000 Library Donation Expense	51.40	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooks JAN26 93217454	210-5-35-10-640.201 Adult Collection	484.68	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooks JAN26 93217454	210-5-35-10-610.000 General Supplies	50.00	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooks JAN26 93227421	210-5-35-10-640.201 Adult Collection	44.90	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooks JAN26 93227421	210-5-35-10-610.000 General Supplies	1.72	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooksCREDIT DEC25 93243386	210-5-35-10-640.201 Adult Collection	-19.60	57583	01/09/26
33495	INGRAM LIBRARY SERVICES I	12/29/25	BL ABooksCREDIT DEC25 93243386	210-5-35-10-610.000 General Supplies	-1.39	57583	01/09/26
45410	J B SIMONS INC	12/20/25	Shirt 144743	210-5-25-10-612.000 Uniforms	38.00	57584	01/09/26
25625	LOWE'S - 1080	12/02/25	EJRP Maint Supplies 41910801225	210-5-30-12-610.000 General Supplies	936.21	57586	01/09/26
80213	Luck, Venessa	12/16/25	Stipend BLT December 2025 121625Luck	210-5-35-10-190.000 Board Member Payments	50.00	57587	01/09/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9970	MIDWEST TAPE	12/26/25	BL JDVDs JAN26 508222138	210-5-35-10-640.202 Juvenile Collection	100.46	57590	01/09/26
V9970	MIDWEST TAPE	12/31/25	BL JDVDs JAN26 508250355	210-5-35-10-640.202 Juvenile Collection	22.49	57590	01/09/26
10220	NEW ENGLAND AIR SYSTEMS L	12/18/25	Heater Service 210584	210-5-41-22-400.000 Contracted Services	239.00	57592	01/09/26
10220	NEW ENGLAND AIR SYSTEMS L	12/31/25	Boiler Maintenance 2 Linc 210744	210-5-41-20-400.000 Contracted Services	337.00	57592	01/09/26
19325	OPEN APPROACH INC	01/01/26	IT Services January 2026 28159	210-5-14-10-330.000 Professional Services	10850.60	57596	01/09/26
19325	OPEN APPROACH INC	01/01/26	IT Services January 2026 28159	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	57596	01/09/26
19325	OPEN APPROACH INC	01/01/26	IT Services January 2026 28159	210-5-14-10-505.000 Tech. Subs, Licenses	3394.20	57596	01/09/26
19325	OPEN APPROACH INC	01/01/26	IT Services January 2026 28159	210-5-25-10-570.000 Other Purchased Services	98.40	57596	01/09/26
V10729	OVERDRIVE INC	12/16/25	BL JDigibooks DEC25 01459DA25397	210-5-35-10-640.202 Juvenile Collection	453.72	57597	01/09/26
80177	PARKER, JENNY	12/16/25	Stipend PCAB December 202 121625Parker	210-5-11-10-190.000 Board Member Payments	50.00	57598	01/09/26
V10554	PHOENIX BOOKS BURLINGTON	01/02/26	BL ABooks JAN26 1840849	210-5-35-10-640.201 Adult Collection	22.40	57600	01/09/26
24410	PRIORITY EXPRESS INC	12/31/25	BL CourierGrant DEC25 80272553	210-5-35-10-890.000 Federal Grant Expenditure	212.56	57602	01/09/26
09105	SECURE SHRED	12/30/25	Shred Services 514687	210-5-30-10-330.000 Professional Services	25.00	57609	01/09/26
09105	SECURE SHRED	01/06/26	EJRP Shred Jan 515361	210-5-30-10-330.000 Professional Services	25.00	57609	01/09/26
23855	SOUTHWORTH-MILTON, INC.	12/31/25	No heat in cab SINV0094601	210-5-40-12-430.000 R&M Vehicles & Equipment	143.66	57610	01/09/26
21000	UNIFIRST CORPORATION	12/31/25	BL Mats DEC25 1080315681	210-5-41-21-400.000 Contracted Services	84.95	57613	01/09/26
19350	VERIZON CONNECT FLEET USA	01/02/26	Vehicle Tracking-01/01/26 374000076498	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	57614	01/09/26
36130	VERIZON WIRELESS VSAT	12/17/25	Cellular Service December 6131256948	210-5-25-10-530.000 Communications	60.08	57615	01/09/26
36130	VERIZON WIRELESS VSAT	12/17/25	Cellular Service December 6131256948	210-5-40-12-530.000 Communications	47.47	57615	01/09/26
36130	VERIZON WIRELESS VSAT	12/17/25	Cellular Service December 6131256948	210-5-10-10-530.000 Communications	37.45	57615	01/09/26
29700	VERMONT INFORMATION CONSO	12/31/25	Returned Echecks 2036450	210-2-00-00-205.001 Clearing UB	644.13	57617	01/09/26
23395	VILLAGE HARDWARE - WILLIS	12/23/25	3QTGalv Feed Scoop 521413	210-5-40-12-610.000 General Supplies	17.09	57618	01/09/26
23395	VILLAGE HARDWARE - WILLIS	12/23/25	Shop tool 521414	210-5-40-12-610.000 General Supplies	33.24	57618	01/09/26
23395	VILLAGE HARDWARE - WILLIS	12/30/25	BLK STD1 Rural Mailbox 521440	210-5-40-12-735.000 Tech: Equip/Hardware	68.38	57618	01/09/26
23395	VILLAGE HARDWARE - WILLIS	01/02/26	MAX 4PK 9V Battery 521455	210-5-40-12-610.000 General Supplies	41.78	57618	01/09/26

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28470	01/02/26	VMERS DB 110800 Payroll Transfer	210-2-00-00-210.004	26164.48	57619	01/09/26
		PR-01/02/26 Retirement Payable				
80130	01/02/26	VMERS DC 110800 Payroll Transfer	210-2-00-00-210.004	2058.10	57620	01/09/26
		PR-01/02/26 Retirement Payable				
29825	12/22/25	VT GAS SYSTEMS MSP Gas Jan	210-5-41-26-621.000	463.94	57621	01/09/26
		157875612222 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS MSP Gas Jan	210-5-41-26-621.000	582.04	57622	01/09/26
		810044122225 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18	210-5-41-23-621.000	502.87	57623	01/09/26
		VGS122225 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18	210-5-40-12-621.000	711.39	57623	01/09/26
		VGS122225 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18	210-5-41-22-621.000	882.34	57623	01/09/26
		VGS122225 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18	210-5-41-20-621.000	536.07	57623	01/09/26
		VGS122225 Natural Gas/Heating				
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18	210-5-41-21-621.000	1310.52	57623	01/09/26
		VGS122225 Natural Gas/Heating				
41630	12/31/26	VT STATE TREASURER Marriage fees to state	210-2-00-00-215.003	520.00	57624	01/09/26
		01/05/26 Due to VT Marriage Lic				
41630	12/31/25	VT STATE TREASURER Dog license fees to state	210-2-00-00-215.004	175.00	57625	01/09/26
		010520026 Due to VT Dog Lic				
07565	12/19/25	W B MASON CO INC Office Supplies	210-5-30-10-610.000	182.45	57626	01/09/26
		258951542 General Supplies				
80209	12/05/25	Wasted Public Bene Corp MSP Portolet Jan	210-5-30-12-330.000	330.00	57627	01/09/26
		10959 Professional Services				
17425	01/02/26	ICMA ROTH PLAN 706287 Payroll Transfer	210-2-00-00-210.004	150.00	A 10226	01/02/26
		PR-01/02/26 Retirement Payable				
80158	01/02/26	MISSION SQUARE TRADITINAL Payroll Transfer	210-2-00-00-210.004	269.23	B 10226	01/02/26
		PR-01/02/26 Retirement Payable				
V1160	01/02/26	ICMA RETIREMENT TRUST-457 Payroll Transfer	210-2-00-00-210.004	3143.10	C 10226	01/02/26
		PR-01/02/26 Retirement Payable				
V1161	01/02/26	ICMA RETIREMENT TRUST-401 Payroll Transfer	210-2-00-00-210.004	5430.68	D 10226	01/02/26
		PR-01/02/26 Retirement Payable				
V1165	01/02/26	INTERNAL REVENUE SERVICE Payroll Transfer	210-2-00-00-210.002	46251.26	E 10726	01/02/26
		PR-01/02/26 Federal Inc Tax W/H				
V2413	01/02/26	VT DEPT OF TAXES Payroll Transfer	210-2-00-00-210.003	6309.27	F 10726	01/02/26
		PR-01/02/26 State Inc Tax W/H				
36240	12/23/25	DUBOIS & KING INC Re: ESSEX JCT STP 5300 (1	230-5-16-10-890.824	2643.59	57563	01/09/26
		1225080 Cres. Connector				
03280	12/15/25	ENGINEERS CONSTRUCTION IN ESSEX JCT STP 5300 (13) -	230-5-16-10-890.824	69581.60	57570	01/09/26
		9697 Cres. Connector				
03180	12/21/25	SAFETY SYSTEMS OF VT LLC 2 Lincoln Renovation	232-5-41-20-890.832	1619.22	57606	01/09/26
		13273876 2 Lincoln Street Renovati				
23435	12/31/25	CHAMPLAIN WATER DISTRICT Water Dec 2025	254-5-54-70-411.400	275928.04	57554	01/09/26
		123125 CWD Water Purchase - Glob				
23435	12/31/25	CHAMPLAIN WATER DISTRICT Water Dec 2025	254-5-54-70-411.400	4582.00	57554	01/09/26
		123125 CWD Water Purchase - Glob				
23435	12/31/25	CHAMPLAIN WATER DISTRICT Water Dec 2025	254-5-54-20-411.000	49878.30	57554	01/09/26
		123125 CWD Water Purchase				

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23435	CHAMPLAIN WATER DISTRICT	12/31/25	Water Dec 2025 123125	254-5-54-20-411.000 CWD Water Purchase	828.27	57554	01/09/26
40025	E J PRESCOTT INC	12/22/25	Part to fix water break 6593783	254-5-54-20-433.000 R&M Infrastructure	114.34	57564	01/09/26
40025	E J PRESCOTT INC	12/22/25	curb stop wrench 6593848	254-5-54-20-610.000 General Supplies	61.62	57564	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	254-5-54-20-626.000 Gasoline	134.85	57578	01/09/26
36130	VERIZON WIRELESS VSAT	12/17/25	Cellular Service December 6131256948	254-5-54-20-530.000 Communications	104.96	57615	01/09/26
29825	VT GAS SYSTEMS	12/22/25	VGS Service Period: 11/18 VGS122225	254-5-54-20-621.000 Natural Gas/Heating	589.76	57623	01/09/26
80204	A.DuiePYLE	12/10/25	Pick up to repair for EQ 712856814	255-5-55-30-570.000 Other Purchased Services	396.10	57530	01/09/26
80229	ALFA LAVAL INC	12/22/25	GREASE 284149805	255-5-55-30-570.000 Other Purchased Services	485.84	57534	01/09/26
14685	ALLIANCE GROUP SERV LLC	12/18/25	2" threaded valve endpla 95222	255-5-55-30-570.000 Other Purchased Services	1489.00	57535	01/09/26
14685	ALLIANCE GROUP SERV LLC	12/24/25	Problem: Admin Building - 95626	255-5-55-30-431.000 R&M Buildings	2230.76	57535	01/09/26
80288	Applied Specialties Innov	12/30/25	Charge Pack 670-Polymer 358995	255-5-55-30-619.000 Chemicals	8805.12	57541	01/09/26
23455	CHITTENDEN SOLID WASTE DI	12/01/25	NOV25 Biosolids INV24133	255-5-55-30-568.000 Biosolids Subcontractor	6170.79	57555	01/09/26
04940	COMCAST	12/23/25	Communications: December 031602812232	255-5-55-30-530.000 Communications	189.89	57559	01/09/26
26440	EATON THOMAS J	12/22/25	Whitcomb Farm Bio-Solids Permit2025	255-5-55-30-568.000 Biosolids Subcontractor	1045.00	57566	01/09/26
04640	FASTENAL INDUSTRIAL & CON	12/30/25	Tools VTBUR342205	255-5-55-30-611.000 Small Tools & Equipment	397.95	57574	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	255-5-55-30-626.000 Gasoline	116.48	57578	01/09/26
07010	GREEN MOUNTAIN POWER CORP	12/18/25	39 Cascade St. - 11/18/25 1225Cascade	255-5-55-30-622.000 Electricity	14639.11	57579	01/09/26
V1093	HOLLAND CO., INC.	12/22/25	1987 gal sodium bisulfite PI37138	255-5-55-30-619.000 Chemicals	4709.19	57582	01/09/26
V1423	MAHER CORPORATION	12/23/25	Watson Marlow Qdos 120 30332	255-5-55-30-570.000 Other Purchased Services	791.00	57588	01/09/26
V10674	MOTION INDUSTRIES	12/22/25	4 GREASE VT2000283132	255-5-55-30-570.000 Other Purchased Services	251.92	57591	01/09/26
V1661	NORTH CENTRAL LABORATORIE	12/12/25	Lab Supplies 529326	255-5-55-30-618.000 Laboratory Supplies	600.70	57593	01/09/26
V10329	NORTH WILLISTON CATTLE CO	01/01/26	Fall Biosolids 11/10/25-1 268	255-5-55-30-567.000 Biosolids Land Applicatio	109746.36	57594	01/09/26
19325	OPEN APPROACH INC	01/01/26	IT Services January 2026 28159	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	57596	01/09/26
19325	OPEN APPROACH INC	01/01/26	Monthly Billing for Janua 28160	255-5-55-30-340.000 Technical Services	160.00	57596	01/09/26
80090	ROYCO DISTRIBUTORS INC	12/30/25	Chevron for Cogen 180571	255-5-55-30-435.000 COGEN	545.75	57605	01/09/26

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80276	12/29/25	Trublu e of Northern Vermo Installed two new metal d 881	255-5-55-30-570.000 Other Purchased Services	7135.00	57612	01/09/26
36130	12/17/25	VERIZON WIRELESS VSAT Cellular Service December 6131256948	255-5-55-30-530.000 Communications	37.45	57615	01/09/26
23395	12/29/25	VILLAGE HARDWARE - WILLIS Pehplo supplie 521428	255-5-55-70-722.008 Vt Phos Challenge PePhlo	61.49	57618	01/09/26
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18 VGS122225	255-5-55-30-621.000 Natural Gas/Heating	3229.69	57623	01/09/26
42625	11/29/25	ALDRICH & ELLIOTT PC Essex Junction Pump Stati 83494	256-5-56-70-722.005 Maple/River St PS	9950.00	57533	01/09/26
20470	12/31/25	GLOBAL MONTELLO ATT: FLEE Dec vehicle fuel 340456	256-5-56-40-626.000 Gasoline	163.31	57578	01/09/26
19325	01/01/26	OPEN APPROACH INC Monthly Billing for Janua 28160	256-5-56-40-340.000 Technical Services	560.00	57596	01/09/26
36130	12/17/25	VERIZON WIRELESS VSAT Pump Stations - 12/18/25- 6131256949	256-5-56-40-434.002 West Street PS Costs	22.98	57616	01/09/26
36130	12/17/25	VERIZON WIRELESS VSAT Pump Stations - 12/18/25- 6131256949	256-5-56-40-434.000 R&M Pump Stations	89.22	57616	01/09/26
36130	12/17/25	VERIZON WIRELESS VSAT Pump Stations - 12/18/25- 6131256949	256-5-56-40-434.001 Susie Wilson PS Costs	22.98	57616	01/09/26
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18 VGS122225	256-5-56-40-434.002 West Street PS Costs	57.45	57623	01/09/26
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18 VGS122225	256-5-56-40-621.000 Natural Gas/Heating	379.38	57623	01/09/26
29825	12/22/25	VT GAS SYSTEMS VGS Service Period: 11/18 VGS122225	256-5-56-40-434.001 Susie Wilson PS Costs	55.76	57623	01/09/26
10425	12/22/25	REGIONAL STORMWATER EDUCA Chittenden FY26 - Jun-Dec 254	257-5-57-50-830.000 Regular Programs	39.49	57604	01/09/26
19815	01/03/26	AMAZON CAPITAL SERVICES Health Safety Grant 119H9196NHTW	259-5-30-15-895.000 State and Other Grant Exp	767.97	57537	01/09/26
19815	12/22/25	AMAZON CAPITAL SERVICES RK MSP Supplies 13JKHXL76GP	259-5-30-15-610.000 General Supplies	71.43	57537	01/09/26
19815	01/05/26	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 14791FNW7YWT	259-5-30-15-610.000 General Supplies	116.42	57537	01/09/26
19815	01/03/26	AMAZON CAPITAL SERVICES Frank Smith League 14VNHKQHN73V	259-5-30-14-610.000 General Supplies	129.36	57537	01/09/26
19815	12/31/25	AMAZON CAPITAL SERVICES RK EES Supplies 14Y7D4F73YJF	259-5-30-15-610.000 General Supplies	36.60	57537	01/09/26
19815	01/05/26	AMAZON CAPITAL SERVICES RK EES Supplies 17LVCHQ167RL	259-5-30-15-610.000 General Supplies	29.73	57537	01/09/26
19815	12/22/25	AMAZON CAPITAL SERVICES Town Behavior Supplies 19JWWGFJGJ6C	259-5-30-15-610.000 General Supplies	34.51	57537	01/09/26
19815	12/22/25	AMAZON CAPITAL SERVICES RK EES K Supplies 19MG4T4F1DTV	259-5-30-15-610.000 General Supplies	331.92	57537	01/09/26
19815	12/27/25	AMAZON CAPITAL SERVICES Giving Tree Supplies 1C9VM3V4LP6H	259-5-30-14-610.000 General Supplies	258.82	57537	01/09/26
19815	01/05/26	AMAZON CAPITAL SERVICES RK EES 1 2 Supplies 1DQCQCFLHP6W	259-5-30-15-610.000 General Supplies	40.98	57537	01/09/26
19815	01/05/26	AMAZON CAPITAL SERVICES Frank Smith League Suppli 1GP76FYL9HWG	259-5-30-14-610.000 General Supplies	166.89	57537	01/09/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	01/03/26	Health Safety Grant 1HJHKYPDNDXWM	259-5-30-15-895.000 State and Other Grant Exp	654.81	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	Health Safety Grant 1HRN6KPD7NGD	259-5-30-15-895.000 State and Other Grant Exp	223.98	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/03/26	Health Safety Grant 1JJFG1HKPKFP	259-5-30-15-895.000 State and Other Grant Exp	540.02	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/03/26	Health Safety Grant 1KYJD4L1KDCJ	259-5-30-15-895.000 State and Other Grant Exp	690.68	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/18/25	RK Westford Supplies 1LDL9GY1DPJH	259-5-30-15-610.000 General Supplies	22.39	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/29/25	RK Fleming Supplies 1NFCF1366YJJ	259-5-30-15-610.000 General Supplies	23.96	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/22/25	Town Behavior Supplies 1NPCLYYCKLN	259-5-30-15-610.000 General Supplies	17.21	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/03/26	Health Safety Grant 1RDND1FQ49V	259-5-30-15-895.000 State and Other Grant Exp	316.04	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/23/25	PS Supplies 1RK6WL6979CC	259-5-30-16-610.000 General Supplies	248.83	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	AED/Office Supplies 1T6JJQHW6GJN	259-5-30-16-610.000 General Supplies	185.00	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/27/25	RK EES 1 2 Supplies 1T9QFGCGJ1WJ	259-5-30-15-610.000 General Supplies	135.80	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/22/25	Giving Tree 1V49TMV34GKC	259-5-30-14-610.000 General Supplies	63.99	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/22/25	RK EES 1 2 Supplies 1V49TMV3C444	259-5-30-15-610.000 General Supplies	56.67	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	Health Safety Grant PS 1VTVHL7J7NWT	259-5-30-16-895.000 State and Other Grant Exp	252.37	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	Health Safety Grant 1VTVHL7J7RFT	259-5-30-15-895.000 State and Other Grant Exp	1399.00	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	RK Fleming Supplies 1WPVVJPX763X	259-5-30-15-610.000 General Supplies	28.99	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	01/05/26	Health Safety Grant 1YGVHDQWGWHL	259-5-30-15-895.000 State and Other Grant Exp	764.51	57537	01/09/26
19815	AMAZON CAPITAL SERVICES	12/23/25	Vac Camp Supplies 1YMQGHWLHXMP	259-5-30-15-610.000 General Supplies	78.28	57537	01/09/26
80277	CLOSE UP MAGIC LLC	01/05/26	RK MSP 1/21 11	259-5-30-15-330.000 Professional Services	800.00	57557	01/09/26
42360	ECHO AT THE LEAHY CENTER	01/05/26	Vac Camp 12/3031 R234586	259-5-30-15-330.000 Professional Services	596.00	57568	01/09/26
V0795	ESSEX TOWN OF	12/23/25	Meet Me On Main Patrol 1432	259-5-30-14-330.000 Professional Services	606.53	57573	01/09/26
80192	Fountain of Youth Fitness	01/05/26	Lifting Spirits 1/5 010526D	259-5-30-14-330.000 Professional Services	108.00	57575	01/09/26
20195	GET AIR	01/05/26	RK MSP 12/12 010526D	259-5-30-15-330.000 Professional Services	736.00	57577	01/09/26
20470	GLOBAL MONTELLO ATT: FLEE	12/31/25	Dec vehicle fuel 340456	259-5-30-15-626.000 Gasoline	132.92	57578	01/09/26
04005	GREGORY CIARA	01/04/26	Zumba Gold December 010426D	259-5-30-14-330.000 Professional Services	168.00	57580	01/09/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28895	KINDERMUSIK WITH RACHEL L	10/30/25	Kindermusik Oct 1039	259-5-30-14-330.000 Professional Services	1024.00	57585	01/09/26
80126	MAPLE STREET ART SPACE LL	01/06/26	After School Art Club Dec 010626D	259-5-30-14-330.000 Professional Services	7686.00	57589	01/09/26
80126	MAPLE STREET ART SPACE LL	12/28/25	Adult Art Sessions Fall 122825D	259-5-30-14-330.000 Professional Services	810.00	57589	01/09/26
80289	Neary, James	01/21/26	Senior Music Perf 1/21 010	259-5-30-14-330.000 Professional Services	250.00	57595	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	12/23/25	Vac Camp Snack 526163	259-5-30-15-610.000 General Supplies	113.88	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	12/22/25	RK EES 1 2 Snack 526755	259-5-30-15-610.000 General Supplies	200.40	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	12/23/25	Vac Camp Snack 526837	259-5-30-15-610.000 General Supplies	48.35	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	12/29/25	Vac Camp Snack 528348	259-5-30-15-610.000 General Supplies	90.55	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	12/29/25	Vac Camp Snack 528596	259-5-30-15-610.000 General Supplies	307.59	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	01/05/26	RK EES 1 2 Snack 530856	259-5-30-15-610.000 General Supplies	331.96	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	01/05/26	RK Hiawatha Snack 531711	259-5-30-15-610.000 General Supplies	231.66	57599	01/09/26
29425	PERFORMANCE FOOD 24793-EJ	01/05/26	RK MSP Snack 533698	259-5-30-15-610.000 General Supplies	477.44	57599	01/09/26
80071	PLUM THERAPY LLC	01/05/26	Clinical Supervision Dec 010526D	259-5-30-15-330.000 Professional Services	300.00	57601	01/09/26
20620	RASCO LAURA	01/05/26	Playgroup December 010526D	259-5-30-14-330.000 Professional Services	210.00	57603	01/09/26
00275	SB SIGNS INC	12/23/25	EJRP Canopy 327585	259-5-30-14-610.000 General Supplies	1206.00	57607	01/09/26
10435	SCREENMYLOGO.COM	12/18/25	Frank Smith BBall Shirts 21966	259-5-30-14-610.000 General Supplies	823.75	57608	01/09/26
23495	STUDENT TRANSPORTATION OF	12/30/25	Vac Camp Bus 12/29 70332335	259-5-30-15-580.000 Travel	347.63	57611	01/09/26
23495	STUDENT TRANSPORTATION OF	12/30/25	Vac Camp Bus 12/30-31 70333526	259-5-30-15-580.000 Travel	733.88	57611	01/09/26
36130	VERIZON WIRELESS VSAT	12/17/25	Cellular Service December 6131256948	259-5-30-16-530.000 Communications	37.45	57615	01/09/26
07565	W B MASON CO INC	12/18/25	RK Supplies - Rosy 258926139	259-5-30-15-610.000 General Supplies	17.61	57626	01/09/26

01/08/26

City of Essex Junction Accounts Payable

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03:03 pm

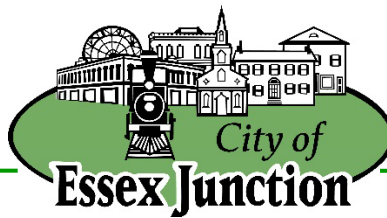
Check Warrant Report # 24103 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 01/02/26 To 01/09/26

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		1598519.19		
				=====		

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 \$ *1,598,519.19
Let this be your order for the payments of these amounts.



MEMORANDUM

To: City Council

From: Joanne Pfaff

Meeting Date: January 14, 2026

Subject: Regional Boards and Committees

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

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

[Chittenden Solid Waste District](#)

[Town Meeting TV](#)

[Chittenden County Communications Union District](#)

[Green Mountain Transit](#)

[Winooski Valley Parks District](#)

[Champlain Water District](#)

[Tree Farm Management Group](#)

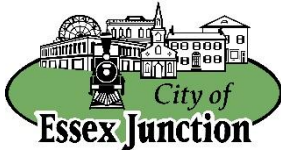
[Chittenden County Regional Planning Commission](#)

Cost: N/A

Recommendation: N/A

Recommended Motion: N/A

Attachments: N/A



**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES - DRAFT**

*Online & 2 Lincoln St
Essex Junction, VT 05452
Thursday, December 11th
2025, 7:00 PM*

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

MEMBERS PRESENT

John O'Brien, David Achee, Russ Miller-Johnson, Lauren Philbrook

OTHERS PRESENT

Michael Giguere (Staff Representative)

CALL TO ORDER

[7:00 PM]

John called the meeting to order at 7:02pm.

AGENDA ADDITIONS/CHANGES

Three staff updates were added by Michael.

MINUTES FOR APPROVAL

November 13th, 2025

Motion to approve minutes by David, seconded by Lauren. Motion approved by vote of 4-0.

PUBLIC TO BE HEARD

No members of the public present online or in person.

BUSINESS ITEMS

Park Street Bicycle Facility updates

Michael provided project updates from the Park Street proposal that had been assembled by the UVM engineering students. Current internal discussions dictate that the project will not alter sidewalks and thus require minimal alterations to provide improvements on a modest budget. The city is considering 3 options to accommodate additional space for bicycle facilities: keep the lanes as they currently are, remove some of the on street parking for cars or to remove all of the current parking spaces. Parking utilization was compiled from Google Street view data, showing that there is minimal usage of most spaces, which has driven the city to consider prioritizing bike infrastructure rather than maintain current configurations.

Lauren says it is still likely to be used by commuters rather than lower confidence bikers in either change in configuration. David also commented that a compromise solution that maintains some parking spaces could be altered by removing on street parking at a later date.

John added concerns about the narrowing of the bike lane immediately before 34 Park street where adjacent traffic is continuous with a green arrow diverting traffic to the connector. This issue is on the radar of the city and has been since the updates in conjunction with the crescent connector project, and may be altered at a later date.

Planning joint meeting with Connecting Colchester

The possibility of hosting a joint meeting with the Colchester biking and walking group was proposed. The group is non-municipal and serves our neighbor that is largely separated by the Essex town borders. Michael proposed a meeting in the springtime similar to the recent joint meeting with the Williston on the Move group which the group indicated that it would be interested in pursuing. While there is not a specific area of interest for us to sightsee at this time we will be discussing possibilities in the future including the intersection of Route 15 and Susie Wilson Road, as well as the stretch on the Northern route out of Essex Junction that passes through the town before entering Colchester.

MEMBERS UPDATES

Lauren brought up the sidewalk plowing as a concern for walkability, as it appears that the plows have been higher which is leaving an inch or two of snow remaining. Russ brought up the possibility that the ground not being frozen is leading the city to not yet remove as much snow.

John updated the group on a conversation with another resident who voiced concerns about the crosswalk at Wilkinson Dr and Tyler Dr, which had previously been discussed by the committee. The possibility of erecting a temporary bulb out with poles was brought up as a possible pilot project in the future pending study pending community interest and the possible implementation of the new Traffic Calming policy, which will be discussed later during this meeting.

STAFF UPDATES

RRFB at Lincoln & Central

The placement of utility poles where the beacon would be installed has presented a challenge for utility installation, which may push the costs of this project above the budget of the committee. We will be awaiting the word from Green Mountain Power which maintains the poles before we are able to move forward with this project. If needed, the committee may consider another intersection but for now will move forward with the purchase of the RRFB components as planned.

Traffic Calming Policy

Michael provided an overview on the current traffic calming policy and the reasons why the city has chosen to draft an update to it. The final draft of this proposal will be presented to the city council next week for adoption. Michael ran through the process of proposing traffic calming measures, which would include a community input meeting scheduled during a regularly scheduled BWAC meeting for projects that have been greenlighted by City Staff after initial transportation and community scoring.

Michael then ran through the proposed process for, as well as the role that BWAC would play. The conversation turned to the added responsibilities that the committee would have, which the committee seemed unanimously in favor of. Additional questions were asked as far as procedural clarification, and the committee is amenable to the changes that will be brought to city council.

Pearl Street Pedestrian Crossing Project

There is a new project being undertaken to add a crosswalk on Pearl Street (Route 15) between the fairgrounds and Pearl Street Park where there is a wide space between existing crosswalks. The project is

just getting started through a community survey and will tackle an issue that the committee has been considering for several years. A public survey has been launched to promote this effort.

Connect the Junction Update

The Essex Junction planning commission recently made critical policy choices regarding the Connect the Junction plan including recommendations that may affect BWAC. The plan will also be proposed at the city council meeting next week for implementation.

Delay of Bike Friendly Communities results

In a recent email it was revealed that the Bike Friendly Communities designation decision has been delayed and will likely be sent out in January; the city is hoping to be selected for a “Silver” designation based on the application that we submitted.

ADJOURN

Motion to adjourn by Lauren at 8:17pm, seconded by David. Motion approved by vote of 4-0.

TRI-TOWN JOINT REVIEW COMMITTEE
MEETING MINUTES
December 15, 2025
10:00 AM-10:31 AM
MS Teams

In attendance: Bruce Hoar, Christine Dougherty, Chelsea Mandigo, Aaron Martin, Jess Morris, Annie Costandi. Special Guest-Aaron Krymkowski

1. Draft meeting minutes from October 20, 2025, approval

- a. Bruce made a motion to accept the minutes as drafted, and Annie seconded. Approved.

2. WWTF permit renewal application

- a. WWTF permit renewal application is due 12/31.
- b. Aaron K reviewed the permit application process, including documentation he will need based on the application, and the timeline for renewal approval (18 months).
- c. Will be requesting to add 100,000 gal capacity to the facility based on the addition of Secondary Clarifier #3.
 - i. Aaron K explained State will need to conduct an Environmental Impact Analysis for the addition flow request.

3. FY27 preliminary rates

- a. Jess shared the preliminary wholesale rates.
- b. The summaries from the FY25 audit have been received. Jess will be calculating the new totals in the rainy day fund.
- c. Updated wholesale rates and fund information will be shared with the group in January.

4. Drying beds project

- a. Chelsea shared concept plans with the group.
 - i. Two alternatives were presented to Chelsea and Bruce by Aldrich & Elliott. Alt #1 was a simple concrete storage with an underdrain. Alt #2 had a layer of gravel and sand above the underdrain.
 - ii. Alternative 2 was chosen to move forward due to flexibility with bed use, including potential sludge drying if in a pinch, as well as fewer odor issues. Priority for these drying beds is to use for pump station cleanings, with one bed designated for each community.
 - iii. The design will be sent to the group for review and comments.
- b. Discussion on payback to Williston and cost sharing of the project will occur once we have the construction cost estimates.

5. Future of Land Application Update

- a. A discussion occurred about PFAS limits in VT Groundwater Protection Rule being updated to match the EPA PFAS limits for drinking water. It is no longer a sum of 5 PFAS compounds, but limits per PFAS compound that are near 0.
 - i. Chelsea compared new limits to groundwater sampling from the spring 2025 land application sites. Two fields reached the new warning level for one of the PFAs compounds, and another reached the enforcement level.

- ii. Fields that reach the warning level will be allowed to remain in the program, while those at the enforcement level will be removed from the program and transferred to the corrective action plan.
 - b. We will still have a few fields available for land application, which will allow us to utilize more than half of the normal material through this program.
 - c. A discussion occurred about the Vermont Residuals Program moving its interim strategy for managing EQ biosolids issued in April 2024 into the Vermont Solid Waste Rule and applying it to all land application types. The strategy sets limits for PFOS in residuals, which Essex Junction biosolids are currently over. It is likely that the land application program will conclude in early 2028 if the PFOS levels do not meet the new standards.
 - d. Chelsea updated the group about a roundtable she attended at Chittenden Solid Waste District (CSWD) for the facilities that are part of the Residuals contract managed by CSWD and Casella. Discussion topics include the future of biosolids management in New York, contract obligations, and sludge drying technologies. The contract with CSWD/Casella is in place until 2029.
 - i. A discussion occurred that if biosolids disposal outlets are forced to change from composting to landfill, rates will likely increase due to further trucking costs.
6. **Adjourned:** 10.49 AM

Next meeting date: March 17, 2026

Brownell Library Board of Trustees Meeting Minutes
Kolvoord Community Room
6 Lincoln Street, Essex Junction, VT
Tuesday, December 16th, 2025

Attendees:

Trustees: Karen Hergesheimer, Dottie Bergendahl, Jeanne Grant, Venessa Luck, Alex Carmical, Christine Packard, Jessica Dow, Shelia Porter, Beth Custer, Helen Donahey (remote)

Teen Trustees: Rhiannon Adams

Staff: Wendy Hysko, River West

Meeting Called to order by Karen at 7:00pm

1. Agenda Changes/Deletions: None
2. Public To Be Heard: None
3. Announcements: Erin's last day will be 1/2/2025. A card was passed around for all to sign. No gift will be provided. Moving forward there will be a plan for how to pass out gifts to departing staff equitably. River notified Trustees of a Party for Erin on her last day and that all Trustees are invited. There will be pie at the party and Dottie mentioned that she may bring cookies.
4. Minutes of November 18, 2025: Dottie moved to accept the Minutes as written and Sheila seconded. All in favor.
5. Financial Report: \$2046.76 in Trustee checking. \$2952.90 in Trustee CD. \$3057.18 in Frost Porter Account. \$65.50 in Rotary welcome baby account. The budget is approximately 42% of the year. Most areas were as expected. The deferred maintenance was high due to HVAC work in July and a valve replacement. Karen asked for an explanation on the welcome baby account. Sheila acknowledges the budget and Jeanne seconds. All in favor
6. Reports: There was a new format for the staff report this month and the November calendar was provided to Trustees. The new format was liked by the Trustees. Librarians tried running library programs at the same time to accommodate parents and kids simultaneously. Supplies for cleaning up excrement on the library grounds will be provided by the Library, PW helped install the bag dispenser. Discussion of an upcoming event on the history of the printing press and the new summer theme. River informed the Trustees that the top two candidates for the teen librarian positions have dropped out. There will likely be a gap in the teen librarian position. It is a tough position to fill because of the hours and the tough interview process. Venessa celebrated River and Ariana for being invited to participate on a panel at a conference to discuss the Repair Cafe event.
7. Committee Reports: None
8. Work Groups:
100th Planning- The kick off event is 1/10/2026 from 2:30 to 4:30. There will be food, tshirts and patches, crafts, music, books, scavenger hunt with prizes. There will also be information tables for the Friends, the Foundation, and the Historical Society. Flyers will

be distributed around town. Trustees can volunteer at the event and a sign up sheet will be sent out.

Sustainability- There will be an opening on the board due to Jeanne not seeking reelection. Further discussion about the need for a trustee job description. Karen and Alex are working on it and will report back. No new updates on the SLI. Karen mentions that if anyone wants to help on the SLI plan they are welcome. There are lots of tasks necessary for the SLI certification. Currently the library is 43% complete. Karen to send out more information on the SLI since not all Trustees heard Erna's presentation on it.

Budget- Dottie recognized Karen's presentation to the City Council. Discussion of how the meeting went-Trustees in attendance were pleased at the level of understanding by council members about how the library budget works and the statutes that the library must follow. Having the MOU with the city has been a benefit.

Foundation Report: Dottie reported the new cash deposit box is checked 2 times per week by Foundation members and they noticed it can sometimes get clogged. The Foundation put up a sign with their address for mailing in funds. An issue that arose is some companies can't mail donations to a PO Box. The Foundation had questions about the installation process of new carpet in the book room. Wendy said the library staff will be the point person for the installers and will update the foundation when they have more information on the process.

9. Staff update/education: River informed the Trustees of the protocols the library has for book challenges. Caregivers often are the people who question a book. The librarians explain how they have a collection for the whole community and try to educate the questioning patron of how the library categorizes the library books so families can self regulate what materials work for their families. River passed out Materials Reconsider form and informed the Trustees what role they would play in the book challenge process. Only residents of Essex Junction can challenge a book at Brownell. A common issue is when a patron doesn't like a book they misshelf it or put it in the book sale room. Discussion of new state law act 150 that allows 12 year olds to have a private library account. There was push back from parents initially. Parent and child accounts are still linked for billing. Librarians work with kids if they receive a fee for a book.
10. Old Business: Venessa is still brainstorming ideas for group norms. Karen shared an update on the new Friends of Brownell organization. A logo has been made, an instagram account was created, and a winter giving fundraising campaign was sent out. It is still early in the creation process, and Karen will add more updates in the future. The Friends of Brownell library will not be selling books to avoid overlap with the Foundation.
11. New Business: Wendy provided all members with library statutes- it was important for Trustees to know after it came up at the City Council meeting. Wendy will also provide them to the City Council. Jeanne discussed her thoughts on the future roles of officers and encouraged Trustees to have more defined guidelines for these roles so the workload is more fairly balanced across the Board. Roles will be voted on in the January

meeting. Discussed the permanent board and also the need for establishing rules for the permanent board.

12. Adjournment: Jeanne moved to adjourn and Sheila seconded. Adjourned at 8:57pm

Draft

POLICE COMMUNITY ADVISORY BOARD

December 16, 2025

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING- DRAFT

December 16, 2025

POLICE COMMUNITY ADVISORY BOARD: Jenny Parker, Gwendolyn Evans, Dan Maguire, Nancy Bean

ABSENT: Christina Hagestad

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

ADMINISTRATION:

OTHERS PRESENT: Robert V.

1. CALL TO ORDER

Chair Gwendolyn Evans called the meeting to order at 6:00pm.

2. AGENDA ADDITIONS/CHANGES

None

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

Robert came back to the Board to give them an update about Vermont and traffic cameras. He provided a new article to the Chief.

5. CONSENT ITEMS

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

6. BUSINESS ITEMS

a. Jenny shared how she would like PCAB to be accessible to the community once a month or every other month especially to specific populations. Jenny shared that she would like to go to mental health communities and speak with them. When the Board discussed recruiting efforts. Jenny shared interested in going to the high school to speak with students.

Nancy shared that she attended Troy's Toy Drive with Alyssa and no one knew who they were because PCAB has nothing to identify them as members. Nancy suggested a badge clip or a windbreaker. Chief noted that there is a budget for that and EPD goes to a place local and their catalog is online.

Dan shared that he brought some PCAB logos for the Board to look at for some ideas. The logo will be used on the gear the member wears.

The Board agreed to look at the logos or make their own and then send them to Alyssa for the next meeting.

b. The Board discussed how to recruit another member because there is one seat left. The Board showed interest in going to high call volume areas, the high school and senior centers. The Board brainstormed how to connect with these locations. Alyssa suggested speaking with DLO Sabrina Fiet about going to the high school. The Chief suggested connecting with Community Outreach and EPD about high volume areas.

c. The Chief shared that EPD is updating their internal affairs policy. In the agenda packet, shows the old one and the changes made. The chief asked the Board to look it over before next meeting and share thoughts. Jenny asked who does she provide feedback to and the chief stated that all comments can go to Alyssa and she will share them for the next meeting.

The chief shared some updates with EPD. There are three officers going into the February police academy. Two just graduated before Thanksgiving and are on FTO. There will be another officer going to the August academy. He shared that on paper the numbers look good. However, next year, one officer is going to be deployed. Another officer will be gone at training for a few months and another officer will be going on FMLA.

Three of the specialty officers (traffic, DEA, CUSI) have been moved down to cover the road starting next month.

The Town agreed to provide new body and dash cams as well as new tasers in July.

7. ADJOURN

A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:05pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison