



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

*Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, January 28, 2026  
6:30 PM*

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

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

Phone: (802) 878-6944

This meeting will be in-person at the Municipal Offices located at 2 Lincoln Street and available remotely.

Options to watch or join the meeting remotely:

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public
5. **BUSINESS ITEMS**
  - a. Water Quality Superintendent Department Head Brief to Council [10 Minutes]
  - b. Discussion and Consideration of Annual City Meeting Ballots [5 Minutes]
  - c. Discussion and Consideration of the FY7 General Fund Budget and Warr Budget Public Hearing [10 Minutes]
  - d. Discussion and Consideration of the Public Works Facility Bond Vote [20 Minutes]
  - e. Discussion and Consideration of Water Service Line Further Investigation and Loan Ballot Question [10 Minutes]
  - f. Discussion and Consideration of a Social Services Grant Program Ballot Question [15 Minutes]
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: 1/14/26
  - b. Approve Annual Highway Mileage Certificate
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Planning Commission Minutes 1/15/26
9. **EXECUTIVE SESSION**  
Not 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.*

**Upcoming City Council Meetings  
(Meeting Dates are Subject to Change)  
(\* denotes special meeting or date change)**

<b>*January 31, 2026</b>	<b>*March 23, 2026</b>	<b>May 13, 2026</b>
<b>February 11, 2026</b>	<b>March 25, 2026</b>	<b>May 27, 2026</b>
<b>February 25, 2026</b>	<b>*April 15, 2026</b>	<b>June 10, 2026</b>
<b>March 11, 2026</b>	<b>*April 29, 2026</b>	<b>June 24, 2026</b>

**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](http://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.

## Memo

**To:** City Council

**From:** Chelsea Mandigo, Water Quality Superintendent

**Meeting Date:** January 28, 2026

**Agenda Item:** Department Head Conversation

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This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the three sections below before opening it up to a dialogue with the Council. The intention is for this conversation to be 10-15 minutes.

**Six-Month Department Look Back (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)**

- Water Resource Recovery
  - Accomplishment-Completed two major, once-in-a-decade capital maintenance projects in-house that required all hands on deck and lots of manual labor.
    - Replacement of 1100 rubber membranes in aeration tanks (heart of treatment process)
    - Chain and bucket replacement of the grit collector
  - Focused on improved documentation (procedures, diagrams, and annotated photos) to address the loss of institutional knowledge after a large wave of retirement 4 years ago.
  - Created a new data-trending spreadsheet to support daily process adjustments and improve treatment stability.
  - Gave a dozen tours of the facility, including VT Legislator Senator Mattos.
  - Third successful year of wastewater internship program: hosted two Essex High School students for 40-hour academic internships.
  - Land Applied 1.9 million gallons of liquid biosolids with Whitcomb Farm.
- Stormwater
  - Accomplishment-Developed and launched a stormwater utility and credit program.
  - Hired a Stormwater Coordinator, allowing the Water Quality Superintendent to fully focus on their role.
  - Increased erosion control inspections of construction sites to meet the new MS4 permit.
  - Built a GIS-based stormwater system map in QGIS.
  - Challenges:
    - No capital fund, resulting in declined grants and delayed projects.
    - Aging infrastructure is driving an increase in maintenance costs.
  - Hired two summer stormwater interns who inspected the City's SW infrastructure
- Sanitation
  - Accomplishment- passed a bond vote to retrofit three end-of-life pump stations.

- Purchased a camera for the Vac Truck flushing line, allowing Public Works to inspect sewer lines after flushing. This will help find sources of inflow and infiltration.
- Coordinated with the Town of Essex to install a flow meter on the Susie Wilson Pump Station force main.
- Began updating the two-party agreement with the Town of Essex.

**Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)**

- Water Resource Recovery
  - Challenge- Facility is 12 years past its last major upgrade and entering significant maintenance cycles (heating, electrical, equipment). Often resulting in full replacement of equipment.
  - Permit expires 6/30/26; renewal application submitted and extended under Title 3.
    - State permitting delays (~2 years).
    - Requested 100,000 GPD flow increase (to 3.4 MGD), capacity achieved during the 2011–2014 upgrade but never formally approved.
  - Construct drying beds to eliminate reliance on Winooski's facility.
  - Complete additional in-house capital projects, including equalization tank membrane replacement.
  - Begin planning for post-2028 biosolids management when land application ends.
  - Update the septage receiving and acceptance policy.
  - Internship program increasing to two interns shared between the Wastewater and Stormwater Departments
- Stormwater
  - Begin implementation of preventive replacement of stormwater pipes by slip lining as many as the budget allows
  - Replace stormwater outlets using grant funding to meet MS4 requirements.
  - Follow discussion regarding State Regional Stormwater Utility Study Committee, provide input via Green Mountain Water and Environment Association representative.
  - Complete design of Hiawatha Stormwater Infiltration project (Phosphorus Control Plan).
  - Develop a stormwater management strategy to encourage sump pump disconnection from sewer in homes
- Sanitation
  - Adopt a Sewer Use Ordinance
  - Draft and adopt a Sewer Allocation Policy
  - Continue to collaborate with Public Works to id sources of infiltration and inflow to the collection system and develop solutions. This will also help decrease flow to the facility.
  - Work with the Town of Essex on the West St force main upgrade timeline

**Anything you think the Council should know**

- **Biosolids management:** Statewide challenges ahead; costs expected to rise significantly due to reduced reuse options and longer hauling distances.
- **Stormwater utility:** Significant unmet capital needs.
- **Growth pressures:** Balancing support for Vermont's housing needs with limitations of remote pump stations and treatment capacity.

# **MEMORANDUM**

**TO:** City Council and Regina Mahony, Manager  
**FROM:** Susan McNamara-Hill, City Clerk  
**DATE:** January 28, 2026  
**SUBJECT:** Annual City Meeting Ballots

## **Issue**

The issue is the mailing of ballots for the Annual City meeting.

## **Discussion**

Last year the City and EWSD opted to not have ballots mailed universally for the annual meeting and to mail ballots only upon request. Before the election we mailed 950 ballots, had 60 voters vote in the office, and 32 voters took ballots from the office. 849 ballots were voted and returned before the election and an additional 1,018 voters voted at the polling place (or returned their early ballots at the polling place), resulting in a total voter turn-out of 1,867.

At the EWSD board meeting held on January 20, 2026, the School Board approved a draft of a postcard to be mailed to all voters (attached) to let them know they would need to request ballots instead of having them mailed without requests.

There are many ways voters can request to receive mailed/absentee ballots. They can go online to <https://vote.vermont.gov/>, call or email their municipal clerk's office, or mail in a paper request as found on the Secretary of State's website: <https://sos.vermont.gov/elections/voters/>

We can take requests for mailed ballots at any time, but ballots will not become available to mail until 20 days before the election. During the 20 days before the election, voters can also come into the clerks' offices to vote or pick up a ballot from the clerk's office to take home.

## **Cost**

We estimate the cost to universally mail ballots would bring the total election costs to at least \$16,553.60. The cost of the election if ballots are mailed only upon request would be approximately \$10,005.00 (or \$4,457.00 if EWSD assumes the total cost of printing and mailing the postcards). In either case some of the election expenses can be shared with EWSD as we are holding the elections together.

## **Recommendation**

Staff recommends that the City not universally mail ballots to all active voters and instead work with EWSD to notify voters via postcard and other means of the opportunity to request ballots. Further, Staff recommends that this is the practice for future annual meetings. No formal action is needed by the City Council.

## FY27 City of Essex Junction

### Proposed Budget Transmittal

#### The Budget

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Following the Council's January 14<sup>th</sup> meeting, 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 January 14<sup>th</sup> 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 an increase of \$1,564 from the amended budget presented on January 14<sup>th</sup>; though still lower than what was presented on budget day. This budget represents a 3.8% or \$476,017 increase from FY26 \$12,419,241 to FY27 \$12,895,259. This increase is supported mostly with an increase to the City tax levy of \$11,865,471 or 3.9%. The following is a summary of changes made to the budget since January 14<sup>th</sup>:

Budget Changes	Increase/(Decrease) to Budget
Multiple: decrease postage total and allocate across applicable departments from Admin budget	(550)
Multiple: adjust worker's comp, unemployment, PACIF insurance rates for a net increase	11,449
General Revenue: net decrease to Admin Fees from enterprise funds due to insurance adjustments	200
County Regional: decrease county tax amount based on proposed budget	(9,535)
<b>Total</b>	<b>1,564</b>

The proposed budget would result in an estimated City General Fund tax rate, plus the tax agreement rate and economic development rate, of \$1.0601, 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 – no change since last presented:* 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
<b>Total</b>		<b>\$3,724.58</b>	<b>\$3,933.42</b>	<b>5.6%</b>	<b>\$209</b>

#### City Council Questions from January 14, 2026 & Answers:

1. **Stormwater** – this was in the January 14<sup>th</sup> memo and also 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. At the January 14<sup>th</sup> meeting, Councilor Thibeault asked what the cost to rate payers would be for adding more funds to the stormwater capital?

*Answer:* A \$50k increase in the capital transfer translates to roughly an \$8/ERU rate increase. That would be in addition to the PRELIMINARY figure in the table above of \$77.74.

#### 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. **Revenue/Economic Development** – *As discussed on January 14, 2026, no final decision was made so it is here for consideration again.* 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).

***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:**

**Recommendation:**

Following discussion of any further adjustments, a public hearing needs to be warned for the budget. The public hearing would take place on 2/11.

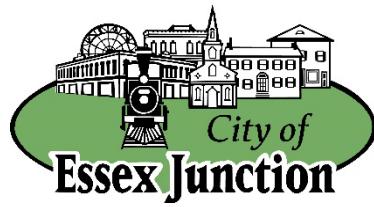
**Recommended Motion:**

If the Council is ready to move this forward here is the recommended motion:

“I move that the City Council warn the public hearing for the proposed FY27 General Fund and Capital budget for February 11, 2026 at 6:30pm.”

**Attachments:**

Proposed FY27 Budget



**CITY OF ESSEX JUNCTION  
NOTICE OF PUBLIC HEARING  
PROPOSED FY27 BUDGET  
February 11, 2026, 6:30 PM**

A public hearing on the FY27 Budget and Capital Program for the City of Essex Junction will be held in person at 2 Lincoln Street, Essex Junction, VT, and online via Zoom on Wednesday, February 11, 2026, at 6:30 pm. Join the Zoom meeting at [www.essexjunction.org](http://www.essexjunction.org), or by telephone at 1(888) 788-0099 (enter meeting code 944 6429 7825, passcode 635787). The meeting will also be live-streamed on Town Meeting TV. The public is invited to attend and offer comments regarding the proposed FY27 Budget and Capital Program.

**DRAFT**

**City of Essex Junction**

**FY27 Tax Rate Calculation**

Amount to be raised in Taxes for Budget (excluding Debt Service)	\$11,504,106			
Amount to be raised in Taxes for Debt Service	\$361,365			
	<u>\$11,865,471</u>			
Grand List before tax stabilization adjustment	\$11,328,033			
Tax Stabilization calculation				
Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction to Grand List
Whitcomb Farm #1005001000	\$ 5,201	0%	\$ -	\$ (5,201.00)
				<u>      </u>
Total Reduction in grand list due to tax stabilization	\$ (5,201.00)			
Grand List after tax stabilization adjustment	\$ 11,322,832			
Tax Rate for Budget	\$ 1.0160			
Tax Rate for Debt Service	\$ 0.0319			
	<u>      </u>			
Total Tax Rate	\$ 1.0479			
Tax Rate Rounded to 4 digits	\$ 1.0479			

**Comparison of FY26 rates to FY27 rates - General Only**

	FY26	FY27	% Change	\$ Increase/ (Decrease)
General Fund Tax Rate	\$ 1.0080	\$ 1.0479	4.0%	\$ 0.0399
Taxes on \$280,000 assessed value property	\$ 2,822	\$ 2,934	4.0%	\$ 112
Grand List Values, unadjusted	\$ 11,328,033	\$ 11,328,033	0.0%	\$ -
Grand List Values, after stabilization	\$ 11,322,832	\$ 11,322,832	0.0%	\$ -

**Comparison of FY26 rates to FY27 rates**

	FY26	FY27	% Change	\$ Increase/ (Decrease)
General Fund Tax Rate:	\$ 1.0080	\$ 1.0479	4.0%	\$ 0.0399
Tax Agreement Rate:	\$ 0.0022	\$ 0.0022	0.0%	\$ -
Economic Development Rate:	\$ 0.0100	\$ 0.0100	0.0%	\$ -
Taxes on \$280,000 assessed value property	\$ 2,857	\$ 2,968	3.9%	\$ 111
Grand List Values, unadjusted	\$ 11,328,033	\$ 11,328,033	0.0%	\$ -
Grand List Values, after stabilization	\$ 11,322,832	\$ 11,322,832	0.0%	\$ -

**City of Essex Junction**  
**Financial Fact Sheet**

**Summary of Fund Balances**

**Governmental Funds:**

	<b>FY25 Ending Balance</b>
General Fund 210	
<i>Nonspendable</i>	312,493
<i>Restricted</i>	147,892
<i>Assigned</i>	157,297
<i>Unassigned</i>	1,581,315
Economic Development Fund 220	914,544
Local Option Tax Funds 224	1,087,262
Capital Reserve Fund 230	1,884,837
Rolling Stock Fund 231	685,744
Building Maintenance Fund 232	1,200,589
EJRP Capital Reserve Fund 233	6,812
Senior Center Fund 258	17,023

**Enterprise Funds:**

Water 254	
<i>Nonspendable</i>	
<i>Assigned</i>	
<i>Capital</i>	1,210,965
<i>Unassigned</i>	214,624
Wastewater 255	
<i>Nonspendable</i>	
<i>Assigned</i>	889,188
<i>Capital</i>	2,341,086
<i>Unassigned</i>	181,243
Sanitation 256	
<i>Nonspendable</i>	
<i>Assigned</i>	1,814,184
<i>Capital</i>	481,575
<i>Unassigned</i>	447,201

**Unassigned Fund Balance %**

12.7% \*the City has a fund balance policy limiting unassigned fund balance to 15% of current budget, GOFA best practice is to "maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

**Debt Summary**

**Debt Obligation**

**General Fund Debt:**

	<b>Purpose</b>	<b>Terms</b>	<b>FY25 Ending Balance</b>
VMBB Bond 2014-3&4	infrastructure projects	3.403% interest, final payment December 2035	1,351,351

**Enterprise Fund Debt:**

State Revolving Loan Fund AR1-004	sanitation and wastewater improvements	2% admin fee, final payment October 2030	97,107
State Revolving Loan Fund RF1-157	HS pump station upgrade	2% admin fee, final payment May 2034	547,845
VMBB Bond 2014-3&4	water improvements	3.403% interest, final payment November 2034	298,649
State Revolving Loan Fund RF1-148	wastewater improvements	2% admin fee, final payment July 2035	7,736,020
VMBB Bond 2010-5	Bradford RZEDB wastewater improvements	3.345% interest, final payment December 2040	880,000
VMBB Bond 2022-2	Main St waterline replacement	3.899% interest, final payment November 2052	2,865,324
State Revolving Loan Fund RF3-511-1.0	lead service line inventory	due in full July 2032	430,000

### FY27 General Fund Summary

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027		
						Proposed	Budget	\$ Change
Revenues								
Property Taxes	10,420,986	10,433,476	11,110,346	11,120,135	11,405,931	11,865,471	459,540	4.0%
General	3,456,044	3,507,965	632,664	949,891	721,705	785,864	64,159	8.9%
Clerk	105,008	76,404	71,464	86,023	78,035	63,800	(14,235)	-18.2%
Information Technology	14,000	14,000	-	-	-	-	-	n/a
Community Development	79,158	76,720	47,000	43,330	75,000	45,000	(30,000)	-40.0%
Economic Development	4,000	-	-	-	-	-	-	n/a
Fire	10	10	-	-	-	-	-	n/a
Streets	153,500	168,729	132,500	134,810	127,500	127,220	(280)	-0.2%
Brownell Library	500	21,948	650	17,526	900	900	-	0.0%
Recreation	12,479	9,267	11,000	7,975	10,170	7,003	(3,167)	-31.1%
<b>Total Revenues</b>	<b>14,245,685</b>	<b>14,308,518</b>	<b>12,005,624</b>	<b>12,359,689</b>	<b>12,419,241</b>	<b>12,895,259</b>	<b>476,017</b>	<b>3.8%</b>
<b>Expenditures</b>								
Administration	611,570	627,915	688,830	585,194	735,309	761,756	26,446	3.6%
Legislative	83,333	48,646	102,244	61,424	99,150	88,251	(10,900)	-11.0%
Clerk	306,750	262,588	256,470	264,184	268,921	261,444	(7,477)	-2.8%
Finance	504,300	482,589	589,118	522,703	621,777	677,648	55,871	9.0%
Information Technology	153,650	259,205	228,611	194,066	211,551	238,513	26,962	12.7%
Assessing	77,810	79,310	89,568	91,051	96,075	147,890	51,815	53.9%
Community Development	482,813	320,506	396,078	365,009	425,610	438,750	13,140	3.1%
Economic Development	40,000	6,005	-	28	-	-	-	n/a
Fire	545,484	537,675	530,292	513,638	543,037	553,642	10,605	2.0%
Public Safety and Services	2,977,293	2,973,733	3,057,361	2,869,429	3,235,493	3,516,597	281,104	8.7%
County/Regional Functions	346,883	316,733	354,376	360,754	445,901	446,718	817	0.2%
Streets	1,566,556	1,572,099	1,552,923	1,399,856	1,583,502	1,653,741	70,239	4.4%
Stormwater	167,484	163,921	230,850	194,831	-	-	-	n/a
Brownell Library	964,134	915,181	1,016,569	1,004,126	1,047,704	1,082,917	35,213	3.4%
Recreation	1,100,479	1,065,014	1,131,553	1,163,910	1,135,776	1,095,086	(40,690)	-3.6%
Buildings	3,215,263	375,786	350,655	351,407	362,720	409,974	47,254	13.0%
Debt	402,528	394,916	392,053	367,446	375,943	361,365	(14,578)	-3.9%
Transfers and Misc.	699,356	3,456,126	1,036,574	3,898,816	1,230,770	1,160,967	(69,803)	-5.7%
<b>Total Expenditures</b>	<b>14,245,685</b>	<b>13,857,948</b>	<b>12,004,124</b>	<b>14,207,871</b>	<b>12,419,241</b>	<b>12,895,259</b>	<b>476,017</b>	<b>3.8%</b>

## Costing Center

## 210-00-00 - General Revenue

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	\$ Change
						Proposed Budget	
<b>Revenues</b>							
010.000-Property Taxes	10,420,986	10,433,476	11,110,346	11,120,135	11,405,931	11,865,471	459,540
020.001-PILOT - Tax Agreements	17,600	17,600	8,800	17,600	17,600	17,600	-
020.022-Rents and Royalties	1	-	-	-	-	8,400	8,400
020.054-Admin Fee - Water	184,005	184,005	190,891	190,891	199,500	216,854	17,354
020.055-Admin Fee - WWTF	92,003	92,003	95,446	95,446	99,750	108,427	8,677
020.056-Admin Fee - Sanitation	184,005	184,005	190,891	190,891	199,500	216,854	17,354
020.059-Admin Fee - EJRP Progs	-	-	45,000	45,000	53,155	56,329	3,174
030.009-Cannabis Control	-	-	-	600	400	400	-
042.001-PILOT Revenue	17,000	14,309	8,000	16,646	14,000	15,000	1,000
042.002-Railroad Taxes	4,700	2,657	4,700	2,654	2,500	2,600	100
042.004-State Act 60 Revenue	3,436	32,861	3,436	32,956	32,800	32,900	100
042.005-State Act 68 Revenue	38,988	37,724	39,000	44,249	38,000	44,000	6,000
060.000-Interest Income	2,500	27,883	2,500	112,491	10,000	10,000	-
080.001-State District Court Fines	2,000	7,998	4,500	5,438	5,000	5,000	-
085.000-Penalties	70,367	58,033	30,000	167,280	40,000	40,000	-
086.000-Interest	13,426	13,382	8,000	22,407	8,000	10,000	2,000
ARPA Revenue	2,824,514	2,824,514	-	-	-	-	-
098.000-Miscellaneous Revenue	1,500	10,991	1,500	5,344	1,500	1,500	-
099.000-Use of Fund Balance/Reserves	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>13,877,030</b>	<b>13,941,441</b>	<b>11,743,010</b>	<b>12,070,026</b>	<b>12,127,636</b>	<b>12,651,335</b>	<b>523,699</b>
Net General Fund	13,877,030	13,941,441	11,743,010	12,070,026	12,127,636	12,651,335	523,699

## Notes:

1. Act 60 revenue is the education funding amount from the State for billing/managing education property tax revenue for the schools.
2. Act 68 revenue is the reappraisal funding from the State.
3. New rent revenue is from CHIPS.
4. PILOT - Tax Agreements (020.001) is the Whitcomb solar tax agreement revenue.
5. PILOT Revenue (042.001) is the revenue from State PILOT.

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	Budget
<b>Revenues</b>							
090.000-Transfer between Town/Village	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>							
110.000-Regular Salaries	338,567	333,159	356,253	349,434	362,725	381,988	19,263
120.000-Part Time Salaries	-	-	-	-	-	-	-
130.000-Overtime	-	-	-	-	-	-	-
150.000-Shared Employee Expense	-	-	-	-	-	-	-
190.000-Board member payments	-	-	-	-	-	-	-
210.000-Group Insurance	98,127	113,257	115,354	88,678	136,610	152,451	15,841
220.000-Social Security	26,085	25,473	27,438	27,302	27,952	29,426	1,474
225.000-Act 76 Childcare Tax	-	50	1,184	1,097	1,206	1,269	64
230.000-Retirement	28,897	28,207	31,295	30,965	32,789	35,482	2,693
290.000-Other Employee Benefits	-	-	5,978	700	6,178	6,178	-
320.000-Legal Services	40,000	34,500	45,000	21,183	35,500	30,000	(5,500)
330.000-Professional Services	6,025	29,896	8,031	1,484	51,507	53,941	2,434
340.000-Technical Services	9,552	13,051	-	-	-	-	-
442.000-Rental of Vehicles or Equipment	4,250	5,388	6,717	3,339	5,784	4,932	(852)
500.000-Training, Conferences, Dues	4,247	3,102	10,982	6,789	8,174	4,920	(3,254)
505.000-Technology Subscription, Licenses	10,875	9,281	15,851	14,881	16,471	19,884	3,413
530.000-Communications	3,300	3,637	3,408	3,340	3,348	3,440	92
540.000-Advertising	15,075	8,725	29,530	15,556	20,475	20,595	120
550.000-Printing and Binding	5,570	5,364	8,000	5,236	5,000	5,700	700
560.000-Postage	2,000	8,325	9,310	9,883	9,590	1,450	(8,140)
570.000-Other Purchased Services	1,000	-	-	-	-	-	-
580.000-Travel	6,000	1,205	2,000	83	2,000	4,000	2,000
610.000-General Supplies	5,000	2,188	5,000	1,501	3,000	1,600	(1,400)
735.000-Tech: Equip/Hardware	-	-	-	-	-	-	-
755.000-Furniture and Fixtures	1,000	-	1,000	-	1,000	-	(1,000)

## Costing Center

## 210-10-10 - Administration

							2027 Proposed	
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change	
810.113-Council Expenditures	-	-	-	-	-	-	-	-
820.000-Election Expenses	-	-	-	-	-	-	-	-
845.000-Employee/Volunteer Recognition	6,000	3,108	6,000	3,242	6,000	4,500	(1,500)	
850.000 Community Events and Celebrations	-	-	500	500	-	-	-	
900.000-Transfer between Town/Village	-	-	-	-	-	-	-	
<b>Total Expenditure</b>	<b>611,570</b>	<b>627,915</b>	<b>688,830</b>	<b>585,194</b>	<b>735,309</b>	<b>761,756</b>	<b>26,446</b>	
Net General Fund	(611,570)	(627,915)	(688,830)	(585,194)	(735,309)	(761,756)	(26,446)	

## Notes:

1. Removed bus pass funding piece of CATMA because still don't have that program up and running.
2. Approximately 50% of the total increase over FY26 is due to personnel expenses (mostly health insurance election changes).

Expenditure	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	Budget
							\$ Change
110.000-Regular Salaries	225,124	228,034	287,174	281,534	292,962	309,259	16,297
130.000-Overtime	-	-	-	-	-	-	-
190.000-Board Member Payments	750	400	1,400	150	1,400	1,400	-
210.000-Group Insurance	53,585	36,244	57,813	46,028	59,140	87,062	27,921
220.000-Social Security	17,730	18,750	23,190	23,701	25,436	25,621	185
225.000-Act 76 Childcare Tax	-	30	1,000	965	1,097	1,105	8
230.000-Retirement	20,688	20,675	27,366	27,136	30,634	31,496	862
250.000-Unemployment Insurance	3,209	2,205	3,834	3,850	4,608	4,716	108
260.000-Workers Comp insurance	21,182	9,124	21,182	24,542	39,043	39,284	241
290.000-Other Employee Benefits	-	-	1,400	700	1,600	1,600	-
330.000-Professional Services	15,250	15,327	14,310	8,257	14,388	13,690	(699)
335.000-Audit	12,612	11,400	14,453	16,957	18,412	21,828	3,416
442.000-Rental of Vehicles or Equipment	2,000	-	-	-	-	-	-
500.000-Training, Conferences, Dues	1,500	380	1,758	700	1,758	1,799	41
505.000-Technology Subscription, Licenses	28,640	26,476	21,999	15,226	22,754	17,474	(5,280)
520.000-Insurance	93,600	107,517	103,615	66,902	99,922	109,990	10,068
550.000-Printing and Binding	2,780	2,997	3,883	3,795	3,883	4,450	567
560.000-Postage	3,400	1,721	2,800	1,887	2,800	6,000	3,200
570.000-Other Purchased Services	-	-	-	-	-	-	-
580.000-Travel	1,100	189	1,140	54	1,140	275	(865)
610.000-General Supplies	1,150	403	800	320	800	600	(200)
735.000-Tech: Equip/Hardware	-	719	-	-	-	-	-
<b>Total Expenditure</b>	<b>504,300</b>	<b>482,589</b>	<b>589,118</b>	<b>522,703</b>	<b>621,777</b>	<b>677,648</b>	<b>55,871</b>
Net General Fund	(504,300)	(482,589)	(589,118)	(522,703)	(621,777)	(677,648)	(55,871)

Notes:

1. 96% of the total increase over FY26 is due to personnel expenses (mostly health insurance election changes).

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change
<b>Expenditure</b>							
190.000-Board member payments	16,500	1,000	13,800	2,550	11,800	4,600	(7,200)
190.001-City Council payments	12,500	12,500	12,500	12,500	12,500	12,500	-
220.000-Social Security	956	956	956	956	956	956	-
225.000-Act 76 Childcare Tax	-	-	41	41	41	41	-
320.000-Legal Services	-	-	-	-	3,600	-	(3,600)
330.000-Professional Services	32,114	16,794	33,608	18,460	28,739	28,981	242
500.000-Training, Conferences, Dues	17,563	15,648	17,563	15,968	18,364	18,822	458
540.000-Advertising	1,200	284	1,200	-	900	900	-
580.000-Travel	500	-	500	-	250	250	-
610.000-General Supplies	2,000	1,463	2,075	767	2,000	1,200	(800)
831.000-Special or New Programs	-	-	20,000	10,182	20,000	20,000	-
<b>Total Expenditure</b>	<b>83,333</b>	<b>48,646</b>	<b>102,244</b>	<b>61,424</b>	<b>99,150</b>	<b>88,251</b>	<b>(10,900)</b>
Net General Fund	(83,333)	(48,646)	(102,244)	(61,424)	(99,150)	(88,251)	10,900

## Notes:

1. Removed costs associated with Governance Committee.
2. If another effort on increased engagement is desired, could use \$10k in special or new programs.

								2027
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Proposed Budget	\$ Change
<b>Revenues</b>								
020.003-Use of Vault	-	27	50	54	25	50	50	25
020.004-Recording Fees	86,000	47,589	55,000	56,487	55,000	55,000	55,000	-
020.010-Printing and Duplication Services	5,590	288	4,000	411	1,000	500	(500)	
020.011-Online Land Records	-	70	-	628	150	800		
020.013-Sales of Certified Copy	7,200	720	6,000	1,340	1,000	1,000	1,000	-
020.023-Records Preservation	-	17,248	-	20,511	15,000	-	(15,000)	
030.001-Liquor Licenses	2,875	2,250	2,875	2,055	2,500	2,000	(500)	
030.002-Hunting and Fishing	-	-	10	5	10	-	(10)	
030.003-Marriage Licenses	624	240	630	495	250	500	250	
030.004-Animal Licenses	2,500	3,150	2,700	3,842	3,000	3,800	800	
030.005-Green Mountain Passport	120	116	100	156	100	150	50	
030.006-DMV Registrations	99	6	99	39	-	-	-	
098.000-Misc Revenue	-	4,700	-	-	-	-	-	
<b>Total Revenues</b>	<b>105,008</b>	<b>76,404</b>	<b>71,464</b>	<b>86,023</b>	<b>78,035</b>	<b>63,800</b>	<b>(14,235)</b>	
<b>Expenditure</b>								
110.000-Regular Salaries	162,764	164,685	157,132	159,733	151,619	157,098	5,479	
120.000-Part Time Salaries	2,785	3,151	7,426	3,014	10,024	6,100	(3,924)	
130.000-Overtime	434	235	453	1,145	470	736	265	
210.000-Group Insurance	51,149	21,912	30,302	51,064	37,371	37,655	284	
220.000-Social Security	12,790	12,794	12,919	12,592	12,682	12,542	(141)	
225.000-Act 76 Childcare Tax	-	26	557	530	547	541	(6)	
230.000-Retirement	15,627	15,673	15,396	15,529	15,172	15,872	700	
290.000-Other Employee Benefits	-	-	700	700	800	800	-	
330.000-Professional Services	-	-	192	252	486	2,744	2,259	
430.000-R&M Vehicles and Equipment	50	-	50	-	50	-	(50)	
442.000-Rental of Vehicles or Equipment	2,664	-	-	-	-	-	-	
500.000-Training, Conferences, Dues	3,000	2,198	3,000	2,774	2,000	2,000	-	
505.000-Technology Subscriptions, Licenses	15,000	3,154	4,200	4,284	4,300	4,457	157	

	2027						
	Proposed				Budget	\$ Change	
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget		
550.000-Printing and Binding	1,000	817	1,500	574	1,500	500	(1,000)
560.000-Postage	500	377	500	325	400	3,400	3,000
570.023-Records Preservation	-	16,432	-	(4)	15,000	-	(15,000)
580.000-Travel	1,738	1,367	500	879	500	1,000	500
610.000-General Supplies	5,250	1,829	3,776	2,688	2,000	2,000	-
735.000-Technology: Hardware, Software, Equipment	-	-	2,000	3,199	-	-	-
820.000-Election Expenses	32,000	17,939	15,867	4,906	14,000	14,000	-
<b>Total Expenditure</b>	<b>306,750</b>	<b>262,588</b>	<b>256,470</b>	<b>264,184</b>	<b>268,921</b>	<b>261,444</b>	<b>(7,477)</b>
<i>Net General Fund</i>	(201,742)	(186,184)	(185,006)	(178,161)	(190,886)	(197,644)	(6,758)

## Notes:

1. This budget assumes the potential of covering 100% of annual meeting costs.

						2027	Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Revenues</b>							
Contribution from WWTF	14,000	14,000	-	-	-	-	-
<b>Total Revenues</b>	<b>14,000</b>	<b>14,000</b>	-	-	-	-	-
<b>Expenditure</b>							
330.000-Professional Services	100,000	169,301	118,981	115,012	140,016	153,324	13,308
432.000-R&M Technology	5,000	-	5,000	-	5,000	5,000	-
505.000-Technology Subscription, Licenses	25,000	56,657	63,026	66,838	41,785	56,189	14,404
735.000-Technology: Hardware, Software, Equipment	23,650	33,248	41,604	12,216	24,750	24,000	(750)
<b>Total Expenditure</b>	<b>153,650</b>	<b>259,205</b>	<b>228,611</b>	<b>194,066</b>	<b>211,551</b>	<b>238,513</b>	<b>26,962</b>
<i>Net General Fund</i>	(139,650)	(245,205)	(228,611)	(194,066)	(211,551)	(238,513)	(26,962)

## Notes:

1. IT management costs have increased more than budgeted in prior years; this budget is what has been quoted by the current IT provider.

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	Budget
<b>Expenditure</b>							\$ Change
330.000-Professional Services	-	-	89,068	90,016	94,575	<b>144,415</b>	49,840
505.000-Technology Subscription, Licenses	-	1,500	500	1,035	1,500	3,475	1,975
900.000-Transfer between Town/City	77,810	77,810	-	-	-	-	-
<b>Total Expenditure</b>	<b>77,810</b>	<b>79,310</b>	<b>89,568</b>	<b>91,051</b>	<b>96,075</b>	<b>147,890</b>	<b>51,815</b>
<i>Net General Fund</i>	(77,810)	(79,310)	(89,568)	(91,051)	(96,075)	(147,890)	(51,815)

## Notes:

1. Transitioning to new mapping service post-reappraisal, \$3475 is one time setup cost for this.

# Costing Center Summary

## 110-15-10 - Assessing

<b>Previous Costing Center</b>	110-15-10 - Assessing	<b>Budget Year</b>	2027
<b>Entity</b>	Town	<b>Accounting Reference</b>	110-15-10
<b>Department</b>	15 - Assessing - Town	<b>Approved</b>	No
<b>Stage</b>	Board Review	<b>Manager</b>	Karen Lemnah (klemnah)

### **Narrative**

#### TECHNOLOGY, SUBSCRIPTION, LICENSING

New fees added to CAI Technologies due to an additional \$3,000 annual fee for the city mapping system. There is also a one-time start-up fee to the CAI mapping system for the city setup. An additional \$75.00 for the VALA conference in anticipation for the Assistant Assessor to attend alongside the Assessor. A contingency amount of \$500 for training courses for the new Assistant Assessor.

### **Description**

### **New Initiatives**

Fiscal year 2027 will be about learning to utilize the various functions of the new valuation software to its fullest capacity. Ex. generating various reports for sales data, property data, and other related reports as needed. Address questions from public about new assessments, which will be ongoing for a while. Onboarding of Assistant Assessor due to contracting with the city.

### **Goals and Priorities**

The main goals for 2027 are as follows:

1. Continue learning and acclimating to the new valuation software after the 2026 reappraisal is completed.
2. Continue educating and answering questions from the public pertaining to the new assessments from the 2026 reappraisal.
3. Continue training and onboarding the Assistant Assessor.

# Costing Center Summary

110-15-10 - Assessing

## Budget Prior Year Comparison

Object	Changes	Percent Change	2026 Amount	2027 Amount
<b>Revenues</b>				
090.000-Transfer between Town/City	Increased	52.70 %	94,575	144,415
<b>Total Revenues</b>		52.70 %	<b>94,575</b>	<b>144,415</b>
<b>Expenditure</b>				
110.000-Regular Salaries	Increased	71.18 %	107,757	184,454
120.000-Part Time Salaries	Not used this year		43,387	-
210.000-Group Insurance	Increased	74.59 %	33,469	58,432
220.000-Social Security	Increased	22.02 %	12,354	15,074
230.000-Retirement	Increased	22.12 %	13,654	16,674
290.000-Other Employee Benefits	Increased	90.91 %	330	630
500.000-Training, Conferences, Dues	Increased	52.05 %	1,095	1,665
505.000-Tech. Subscription, Licenses	Increased	53.33 %	7,500	11,500
580.000-Travel	Unchanged	0.00 %	300	300
610.000-General Supplies	Unchanged	0.00 %	100	100
<b>Total Expenditure</b>		31.32 %	<b>219,946</b>	<b>288,829</b>

## Costing Center

## 210-16-10 - Community Development

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed Budget	\$ Change
<b>Revenues</b>							
030.008-License and Zoning Fees	39,000	76,720	47,000	43,330	75,000	45,000	(30,000)
091.000-Transfer btwn Funds	40,158	-	-	-	-	-	-
<b>Total Revenues</b>	<b>79,158</b>	<b>76,720</b>	<b>47,000</b>	<b>43,330</b>	<b>75,000</b>	<b>45,000</b>	<b>(30,000)</b>
<b>Expenditure</b>							
110.000-Regular Salaries	256,708	202,758	223,763	219,440	225,773	234,543	8,770
130.000-Overtime	-	38	-	-	-	-	-
190.000-Board member payments	15,600	7,300	14,400	8,550	9,600	9,600	-
210.000-Group Insurance	89,186	23,412	33,625	55,615	59,616	70,667	11,051
220.000-Social Security	20,281	16,488	18,142	17,883	18,624	19,286	662
225.000-Act 76 Childcare Tax	-	30	783	696	803	832	29
230.000-Retirement	23,328	17,981	21,347	18,152	19,374	20,256	882
290.000-Other Employee Benefits	-	-	1,050	1,050	1,200	1,200	-
320.000-Legal Services	6,000	22,451	16,978	12,807	17,000	17,000	-
330.000-Professional Services	40,760	17,233	25,780	14,004	23,560	23,666	107
500.000-Training, Conferences, Dues	4,700	1,831	5,890	4,181	4,630	5,800	1,170
505.000-Technology Subscription, Licenses	360	-	600	-	600	600	-
530.000-Communications	5,660	502	1,320	-	1,080	-	(1,080)
540.000-Advertising	1,350	687	3,650	1,434	2,600	2,300	(300)
550.000-Printing and Binding	1,000	2,685	1,000	556	3,000	3,000	-
560.000-Postage	280	165	350	-	2,350	2,700	350
580.000-Travel	6,600	2,840	8,400	3,521	5,800	5,800	-
610.000-General Supplies	1,000	53	3,000	336	3,000	2,000	(1,000)
810.111-Bike/Walk Committee	10,000	4,052	10,000	6,783	10,000	10,000	-
899.000-Matching Grant Funds	-	-	6,000	-	17,000	9,500	(7,500)
<b>Total Expenditure</b>	<b>482,813</b>	<b>320,506</b>	<b>396,078</b>	<b>365,009</b>	<b>425,610</b>	<b>438,750</b>	<b>13,140</b>
Net General Fund	(403,655)	(243,786)	(349,078)	(321,679)	(350,610)	(393,750)	(43,140)

## Notes:

1. Dedicated funding for litigation is not included. This may cost a total of \$40,000 between FY26 and FY27.
2. Legal expense breakdown for cannabis related fees: FY23 \$5,188.40, FY24 \$21,684.29, FY25 \$4,549.90, FY26 to date 11/30/25 \$6,101.12.

## Costing Center

## 210-17-10 - Economic Development

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	\$ Change
Revenues							
050.000-Event Donations	4,000	-	-	-	-	-	-
<b>Total Revenues</b>	<b>4,000</b>	-	-	-	-	-	-
Expenditure							
800.000-Appropriations to other agencies	-	-	-	-	-	-	-
831.000-Special or New Programs	5,000	4,328	-	-	-	-	-
850.000-Community Events and Celebrations	15,000	1,676	-	28	-	-	-
899.000-Matching Grant Funds	20,000	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>40,000</b>	<b>6,005</b>	-	<b>28</b>	-	-	-
Net General Fund	(36,000)	(6,005)	-	(28)	-	-	-

Notes:

## Costing Center

## 210-18-10 - Public Safety and Services

						2027	2027 Proposed Budget	\$ Change
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget			
<b>Expenditure</b>								
500.000-Training, Conferences, Dues	2,000	-	-	-	-	-	-	-
530.000-Communications	1,560	-	-	-	-	-	-	-
800.106-Essex Rescue	190,620	190,620	196,338	196,338	207,140	207,140	-	-
800.107-Essex Jct. Cemetery Association	20,000	20,000	20,000	20,000	20,000	20,000	-	-
800.10X-Essex Police Dept.	2,763,113	2,763,113	2,841,023	2,653,091	3,008,353	3,289,457	281,104	
<b>Total Expenditure</b>	<b>2,977,293</b>	<b>2,973,733</b>	<b>3,057,361</b>	<b>2,869,429</b>	<b>3,235,493</b>	<b>3,516,597</b>	<b>281,104</b>	
<i>Net General Fund</i>	(2,977,293)	(2,973,733)	(3,057,361)	(2,869,429)	(3,235,493)	(3,516,597)	(281,104)	

Notes:

# Costing Center Budget with Notes

110-41-13 - Buildings - Police Station

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	Police Agreement	67,899	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	2,376	
			<u>70,275</u>
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>70,275</b>
<b>Total Revenues</b>			<b>70,275</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
400.000-Contracted Services	Increase to cleaning service contract, trash removal contract, mechanical service contract, temperature controls contract, fire alarm service contract, fire protection backflow preventer contract, and new for this year a lawn maintenance contract adding \$9,700 to this years budget.	53,511	
410.000-Water & Sewer Charges		2,921	
431.000-R&M Buildings & Grounds	Maintenance and upgrades as needed	22,000	
530.000-Communications	Phones, Data, and internet. This facility has an extensive data network to communicate with other law enforcement agencies.	17,125	
610.000-General Supplies		200	
621.000-Natural Gas/Heating	The building is heated solely by natural gas.	6,700	
622.000-Electricity	Electrical use for day-to-day functioning is offset with solar.	39,000	
<b>Total 300-699 Operating Expenses</b>		<b>141,457</b>	
<b>Total Expenditure</b>			<b>141,457</b>
<b>Net Total</b>			<b>(71,182)</b>

# Costing Center Budget with Notes

110-20-11 - Police, Administration

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	Contribution per Police Agreement	490,730	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	17,175	
		<hr/>	<hr/>
		507,905	
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>507,905</b>
<b>Total Revenues</b>			<b>507,905</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries		696,193	
120.000-Part Time Salaries		40,218	
130.000-Overtime		1,361	
<b>Total 100 Salaries</b>			<b>737,772</b>
<b>200 Benefits</b>			
210.000-Group Insurance		140,964	
220.000-Social Security		61,406	
230.000-Retirement		80,341	
290.000-Other Employee Benefits		1,875	
<b>Total 200 Benefits</b>			<b>284,586</b>
<b>Total Expenditure</b>			<b>1,022,358</b>
<b>Net Total</b>			<b>(514,453)</b>

# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>020 Charges for Services</b>			
020.018-Special Police Services	Municipal Ticket Revenue, DEA Overtime Reimbursements, Record fees		30,000
020.019-VIN Verifications	\$5/VIN for businesses		200
<b>Total 020 Charges for Services</b>			<b>30,200</b>
<b>040-042 Intergovernmental</b>			
040.800-OJP - Ballistic Vest Grant			2,500
041.000-Intergov: State and Other Gra	DHSP & DRE		8,000
<b>Total 040-042 Intergovernmental</b>			<b>10,500</b>
<b>070 Sale of Assets</b>			
070.000-Proceeds from Sale of Assets	Assumes sale of 2 vehicles at 10% of new vehicle value.		12,400
<b>Total 070 Sale of Assets</b>			<b>12,400</b>
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City contribution per agreement	388,215	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	13,588	
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>401,803</b>
<b>099 Use of Fund Balance/Reserves</b>			
099.000-Use of Fund Balance/Reserves	Using 50.32% of body cameras and Taser budget lines from #505 here.		23,648
<b>Total 099 Use of Fund Balance/Reserves</b>			<b>23,648</b>
<b>Total Revenues</b>			<b>478,551</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
320.000-Legal Services			7,500
330.000-Professional Services	Towing, Shredding, Polygraph, consulting, translation	4,820	
330.000-Professional Services	Community Outreach	70,425	
330.000-Professional Services	Equity and Inclusion work	2,500	
330.000-Professional Services	Employee Wellness App (Lexipol)	5,039	
			<b>82,784</b>
430.000-R&M Vehicles & Equip.	Vehicle Maintenance, ie tires, oil changes, inspections, washing. Bicycle maintenance.		36,500
432.000-R&M Technology	In car mobile hot spot fees		18,000
442.000-Rental of Vehicles or Equip.	Copiers		5,782
500.000-Training, Conferences, Dues	Dues, Meetings, Conferences (IACP, VACOP, RAD, NTOA, etc)	4,000	
500.000-Training, Conferences, Dues	Training Ammunition, Taser Cartridges	6,000	
500.000-Training, Conferences, Dues	Lexipol Online Training	4,320	
500.000-Training, Conferences, Dues	Instructional fees	19,680	
			<b>34,000</b>

# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2027 Budget
505.000-Tech. Subscription, Licenses	Body Cameras, In Car Cameras, video maintenance and storage fees	22,263	
505.000-Tech. Subscription, Licenses	Office 365 Licensing	9,600	
505.000-Tech. Subscription, Licenses	Fingerprint Machine Support	3,313	
505.000-Tech. Subscription, Licenses	Ninja Device Monitoring	4,000	
505.000-Tech. Subscription, Licenses	Evidence Management Software	9,846	
505.000-Tech. Subscription, Licenses	In Car Video System	-	
505.000-Tech. Subscription, Licenses	Other Software and IT Licenses	5,476	
505.000-Tech. Subscription, Licenses	Civic Plus Records Module-Town pays other half	6,000	
505.000-Tech. Subscription, Licenses	Valcour Crime Reporting/Mapping System	10,000	
505.000-Tech. Subscription, Licenses	Tasers	24,733	
505.000-Tech. Subscription, Licenses	Mitel replacements (from IT) (\$150/mth for site = \$1,800) plus 62 phones @ \$19 per month = \$14,136	15,936	
			111,167
520.000-Insurance	Unemployment	-	
520.000-Insurance	Property and Liability	82,395	
520.000-Insurance	Workers Comp	126,975	
			209,370
530.000-Communications	Cellphones	10,300	
530.000-Communications	Police Radios (3 new Portable Radios/yr for next 5 years (\$5000 ea), plus one mobile this year (\$7500) plus maintenance fees)	26,500	
530.000-Communications	Tower lease (Brigham Hill split with EFD)	3,768	
530.000-Communications	Tower Lease (South Hill split with EFD, ESR, UJFD, CCSO)	5,445	
			46,013
540.000-Advertising	Social Media sharing, job fairs	100	
550.000-Printing & Binding	Business cards, envelopes, letterhead, signs	1,000	
580.000-Travel	Travel to IACP Conference, other travel for training	9,500	
610.000-General Supplies	Office Supplies, etc	10,000	
611.000-Small Tools & Equipment	First Aid, Training Supplies, Evidence Bags, etc	8,000	
612.000-Uniforms	Dry Cleaning	6,100	
612.000-Uniforms	Uniform/Equipment Allowances per contract, \$450 per officer (x30), \$550 per detective (x8)	17,900	
612.000-Uniforms	Bullet Resistant Vests (1/2 paid by grant)	5,000	
612.000-Uniforms	Replacements, new issue of uniforms	18,950	
			47,950
613.000-Program Supplies	K9 Food, Insurance, License, Medical, Training	4,500	
626.000-Fuel	As of 9/30 - amount based on historical average of \$2,959/month over 15 months of historical. This expense was formerly represented in Buildings - PW Garage Complex		35,515
<b>Total 300-699 Operating Expenses</b>			<b>667,681</b>
<b>700 Capital or Property Objects</b>			
735.000-Tech: Hardware, Software, Equ	Hardware (Desktops, Laptops, Servers, Media)	20,000	
751.000-Vehicle Purchases	Replacement of two patrol vehicles with Hybrids of same model (\$50k ea).	100,000	

# Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2027 Budget
751.000-Vehicle Purchases	Vehicle fit up costs \$11.5k each (x2), (Transfer of used equipment to new vehicles instead of full replacement) (previously in R&M Veh. & Equip)	23,000	<u>123,000</u>
<b>Total 700 Capital or Property Objects</b>			<b>143,000</b>
<b>820-850 Program &amp; Event Expenses</b>			
830.000-Regular Programs	Community Liaison Programs, such as National Night Out, etc.	5,000	<u>5,000</u>
<b>Total 820-850 Program &amp; Event Expenses</b>			<b>5,000</b>
<b>910 Transfer between funds (as exp)</b>			
910.000-Transfer between funds (non- CJC Contribution		30,000	<u>30,000</u>
910.000-Transfer between funds (non- CJC Building rent		16,200	<u>16,200</u>
<b>Total 910 Transfer between funds (as expense)</b>			<b>46,200</b>
<b>950-975 Debt Service</b>			
970.901-Police Lease Principal	Replacement of one unmarked detective vehicle with a leased vehicle - completed in FY26	-	<u>-</u>
975.901-Police Lease Interest		-	<u>-</u>
<b>Total 950-975 Debt Service</b>			<b>-</b>
<b>Total Expenditure</b>			<b>861,881</b>
<b>Net Total</b>			<b>(383,330)</b>

# Costing Center Budget with Notes

110-20-12 - Police, Dispatch

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Police Agreement	310,788	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	10,877	
		<hr/>	<hr/>
			321,665
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>321,665</b>
<b>Total Revenues</b>			<b>321,665</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries		355,097	
120.000-Part Time Salaries		24,960	
130.000-Overtime		66,234	
<b>Total 100 Salaries</b>			<b>446,291</b>
<b>200 Benefits</b>			
210.000-Group Insurance		126,601	
220.000-Social Security		35,827	
230.000-Retirement		37,557	
290.000-Other Employee Benefits		1,200	
<b>Total 200 Benefits</b>			<b>201,185</b>
<b>Total Expenditure</b>			<b>647,476</b>
<b>Net Total</b>			<b>(325,811)</b>

# Costing Center Budget with Notes

110-20-13 - Police, Investigations Div

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	379,535	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	13,282	
		<hr/>	<hr/>
		392,817	
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>392,817</b>
<b>Total Revenues</b>			<b>392,817</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries		547,173	
130.000-Overtime		37,454	
<b>Total 100 Salaries</b>			<b>584,627</b>
<b>200 Benefits</b>			
210.000-Group Insurance		91,842	
220.000-Social Security		47,574	
230.000-Retirement		65,155	
290.000-Other Employee Benefits		1,500	
<b>Total 200 Benefits</b>			<b>206,071</b>
<b>Total Expenditure</b>			<b>790,698</b>
<b>Net Total</b>			<b>(397,881)</b>

# Costing Center Budget with Notes

110-20-14 - Police, Patrol

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	1,515,084	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	53,028	
		<hr/>	<hr/>
		1,568,112	
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>1,568,112</b>
<b>Total Revenues</b>			<b>1,568,112</b>
<b>Expenditure</b>			
<b>100 Salaries</b>			
110.000-Regular Salaries		2,183,950	
120.000-Part Time Salaries		62,550	
130.000-Overtime		298,185	
199.000-Allowance for Vacancies	12% Vacancy Allowance	(430,422)	
199.000-Allowance for Vacancies		<hr/>	<hr/>
		(430,422)	
<b>Total 100 Salaries</b>			<b>2,114,263</b>
<b>200 Benefits</b>			
210.000-Group Insurance		546,240	
220.000-Social Security		208,227	
230.000-Retirement		280,794	
290.000-Other Employee Benefits		6,900	
<b>Total 200 Benefits</b>			<b>1,042,161</b>
<b>Total Expenditure</b>			<b>3,156,424</b>
<b>Net Total</b>			<b>(1,588,312)</b>

# Costing Center Budget with Notes

110-20-15 - Police, Animal Control

Objects	Comments	Object Subtotals	2027 Budget
<b>Revenues</b>			
<b>090 Transfer between Town/Village</b>			
090.000-Transfer between Town/City	City Contribution per Agreement	25,966	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	909	
		<hr/>	<hr/>
			26,875
<b>Total 090 Transfer between Town/Village (as revenue)</b>			<b>26,875</b>
<b>Total Revenues</b>			<b>26,875</b>
<b>Expenditure</b>			
<b>300-699 Operating Expenses</b>			
330.000-Professional Services	Contracted Animal Control with Heart Wildlife Removal	48,096	
570.000-Other Purchased Services	Humane Society Kennel costs	6,000	
		<hr/>	<hr/>
<b>Total 300-699 Operating Expenses</b>			<b>54,096</b>
<b>Total Expenditure</b>			<b>54,096</b>
<b>Net Total</b>			<b>(27,221)</b>
		<hr/>	<hr/>

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	\$ Change
<b>Expenditure</b>							
800.101-Chittenden County Regional Planning Commission	13,225	13,225	13,720	13,720	19,712	16,269	(3,443)
800.102-Green Mountain Transit	244,355	244,355	249,615	249,615	311,638	314,996	3,358
800.103-County Tax	54,553	24,418	58,604	64,982	73,911	71,767	(2,144)
800.104-Chamber of Commerce	950	935	965	965	995	1,025	30
800.105-GBIC	3,500	3,500	-	-	3,750	3,750	-
800.110-Essex Community Historical Society	-	-	-	-	2,000	2,000	-
800.109-Winooski Valley Park District	30,300	30,300	31,472	31,472	33,895	36,911	3,016
<b>Total Expenditure</b>	<b>346,883</b>	<b>316,733</b>	<b>354,376</b>	<b>360,754</b>	<b>445,901</b>	<b>446,718</b>	<b>817</b>
<i>Net General Fund</i>	(346,883)	(316,733)	(354,376)	(360,754)	(445,901)	(446,718)	(817)

## Notes:

1. CCRPC is a reduction from the prior year due to an error that was previously using the Town's equalized grand list amount rather than the City's for calculating the City share. This was corrected in FY26 which will result in a lower actual cost than budgeted.

## Costing Center

## 210-25-10 - Fire

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	Budget
<b>Revenues</b>							
098.000-Miscellaneous Revenue	10	10	-	-	-	-	-
<b>Total Revenues</b>	<b>10</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>							
120.000-Part Time Salaries	216,000	224,067	302,400	269,348	315,000	327,600	12,600
210.000-Group Insurance	3,600	2,688	3,400	2,677	3,400	3,400	-
220.000-Social Security	16,524	17,188	23,134	20,651	24,098	25,061	964
225.000-Act 76 Childcare Tax	-	20	998	913	1,040	1,081	42
260.000-Workers Comp insurance	20,000	16,454	20,000	13,113	20,000	15,000	(5,000)
290.000-Other Employee Benefits	1,000	864	1,000	3,364	1,000	1,000	-
330.000-Professional Services	7,000	3,157	7,000	6,481	6,000	6,000	-
430.000-R&M Vehicles and Equipment	26,000	20,270	26,000	55,103	25,000	25,000	-
431.000-R&M Buildings and Grounds	-	280	-	-	-	-	-
500.000-Training, Conferences, Dues	5,500	6,840	7,000	11,113	7,000	8,000	1,000
505.000-Technology Subscription, licenses	7,000	220	8,000	7,082	8,000	8,000	-
530.000-Communications	2,600	2,721	3,361	1,312	4,500	3,500	(1,000)
570.000-Other Purchased Services	11,000	13,889	11,000	20,478	11,000	11,000	-
610.000-General Supplies	4,000	5,384	4,000	5,228	4,000	4,000	-
611.000-Small Tools and Equipment	45,000	41,332	45,000	46,272	45,000	45,000	-
612.000-Uniforms	30,000	30,326	32,000	18,564	32,000	34,000	2,000
613.000-Program Supplies	6,000	3,258	7,500	13,631	7,500	7,500	-
626.000-Gasoline	6,000	4,150	6,500	4,671	6,500	6,500	-
750.000-Machinery and Equipment	20,000	26,307	22,000	13,637	22,000	22,000	-
920.000-Transfer between funds (capital)	118,260	118,260	-	-	-	-	-
<b>Total Expenditure</b>	<b>545,484</b>	<b>537,675</b>	<b>530,292</b>	<b>513,638</b>	<b>543,037</b>	<b>553,642</b>	<b>10,605</b>
Net General Fund	(545,474)	(537,665)	(530,292)	(513,638)	(543,037)	(553,642)	(10,605)

## Notes:

1. FY26 call volume expected to be up about 20%.

							2027
	2024 Budget		2024 Actual		2025 Budget		Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Revenues</b>							
020.000-Charges for Services	12,479	7,767	9,500	6,475	8,670	5,503	(3,167)
050.001-Memorial Day Parade	-		-	-	-	-	-
090.000-Transfer between Town/Village	-	-	-	-	-	-	-
091.000-Transfer between funds	-	1,500	-	-	-	-	-
<b>Total Revenues</b>	<b>12,479</b>	<b>9,267</b>	<b>9,500</b>	<b>6,475</b>	<b>8,670</b>	<b>5,503</b>	<b>(3,167)</b>
<b>Expenditure</b>							
110.000-Regular Salaries	395,062	392,843	461,786	455,535	436,934	420,662	(16,272)
120.000-Part Time Salaries	-	3,835	-	5,218	-	-	-
130.000-Overtime	-	-	-	-	-	-	-
210.000-Group Insurance	162,427	151,163	189,293	222,266	217,195	144,659	(72,536)
220.000-Social Security	30,453	30,371	35,603	35,016	33,731	35,035	1,304
225.000-Act 76 Childcare Tax	-	56	1,536	1,339	1,455	1,511	56
230.000-Retirement	33,729	33,674	40,590	35,062	33,819	35,271	1,453
290.000-Other Employee Benefits	-	-	2,100	3,150	2,400	2,400	-
330.000-Professional Services	1,764	496	21,424	11,719	11,764	11,764	-
442.000-Rental of Vehicles or Equipment	-	713	1,776	1,899	1,776	1,776	-
500.000-Training, Conferences, Dues	6,068	2,791	3,155	2,693	2,873	2,742	(131)
505.000-Technology Subscription, Licenses	10,825	12,072	-	11,701	-	-	-
530.000-Communications	1,980	2,607	2,640	2,336	2,160	2,160	-
540.000-Advertising	3,000	3,000	-	12	-	-	-
550.000-Printing and Binding	-	-	-	-	-	-	-
561.000-Credit Card Processing Fees	-	220	200	368	200	-	(200)
610.000-General Supplies	7,200	5,180	15,000	11,342	15,000	15,000	-
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	-	-
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-
850.000-Community Events & Celebrations	17,500	17,500	17,500	17,344	-	-	-
910.000-Transfer to Other Funds	-	-	-	-	17,500	42,500	25,000

Total Expenditure	674,007	660,522	796,603	821,001	780,807	719,481	(61,326)
Net General Fund	(661,528)	(651,256)	(787,103)	(814,527)	(772,136)	(713,977)	58,159

## Notes:

1. 25% of salary & benefits for two employees moved to Program Fund for FY26; will be increased to 50% in FY27.
2. Increase 4th of July by \$5,000 for a total of \$15,000.
3. \$20,000 for community events similar to Meet Me on Main - 4 events at \$5,000 each.

							2027
	2024 Budget		2024 Actual		2025 Budget		Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Revenues</b>							
091.000-Transfer between funds	-	-	1,500	1,500	1,500	1,500	-
<b>Total Revenues</b>	-	-	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	-
<b>Expenditure</b>							
110.000-Regular Salaries	139,627	141,265	143,767	144,351	129,489	135,104	5,615
120.000-Part Time Salaries	46,574	64,633	56,341	58,872	66,335	65,292	(1,043)
130.000-Overtime	-	1,592	-	646	-	-	-
210.000-Group Insurance	38,170	31,891	40,769	37,355	64,535	76,475	11,940
220.000-Social Security	14,337	16,252	15,400	15,542	15,082	15,432	350
225.000-Act 76 Childcare Tax	-	54	664	685	651	666	15
230.000-Retirement	14,033	13,986	14,447	13,926	12,484	13,161	677
290.000-Other Employee Benefits	-	-	700	350	800	800	-
330.000-Professional Services	12,573	12,991	12,603	22,175	16,049	18,500	2,451
431.000-R&M Buildings and Grounds	4,532	4,699	12,013	10,995	11,577	10,995	(583)
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-
442.000-Rental of Vehicles or Equipment	4,743	2,356	2,925	-	2,207	-	(2,207)
500.000-Training, Conferences, Dues	3,902	3,239	2,000	235	2,000	2,000	-
505.000-Tech. Subs/Licenses	-	-	-	-	-	-	-
530.000-Communications	1,320	-	1,320	495	1,080	1,080	-
610.000-General Supplies	28,759	23,215	30,000	30,289	27,681	32,289	4,608
626.000-Gasoline	1,500	3,601	1,500	3,313	4,500	3,313	(1,187)
<b>Total Expenditure</b>	<b>310,569</b>	<b>320,274</b>	<b>334,950</b>	<b>339,729</b>	<b>354,970</b>	<b>375,605</b>	<b>20,635</b>
Net General Fund	(310,569)	(320,274)	(334,950)	(339,729)	(354,970)	(374,105)	(19,135)

Notes:

						2027 Proposed
	2023 Budget	2023 Actual	2024 Budget	2025 Actual	2026 Budget	Budget
Expenditure						\$ Change
110.000-Regular Salaries	26,167	5,425	-	-	-	-
210.000-Group Insurance	13,055	-	-	-	-	-
220.000-Social Security	2,048	415	-	-	-	-
225.000-Act 76 Childcare	-	-	-	-	-	-
230.000-Retirement	2,254	-	-	-	-	-
290.000-Other Employee Benefits	-	-	-	-	-	-
330.000-Professional Services	20,000	20,012	-	1,300	-	-
500.000-Training, Conferences, Dues	2,000	-	-	1,292	-	-
530.000-Communications	-	776	-	305	-	-
610.000-General Supplies	-	7,207	-	283	-	-
900.000-Transfer between Town/City	50,379	50,382	-	-	-	-
<b>Total Expenditure</b>	<b>115,902</b>	<b>84,218</b>	-	<b>3,180</b>	-	-
Net General Fund	(115,902)	(84,218)	-	(3,180)	-	-

## Notes:

1. This budget was moved to EJRP Admin in FY25.

							2027
	2024 Budget		2024 Actual		2025 Budget		Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Revenues</b>							
050.000-Donation Revenue	-	-	-	-	-	-	-
098.000-Miscellaneous Revenue	500	937	650	1,233	900	900	-
<b>Total Revenues</b>	<b>500</b>	<b>937</b>	<b>650</b>	<b>1,233</b>	<b>900</b>	<b>900</b>	-
<b>Expenditure</b>							
110.000-Regular Salaries	463,761	429,464	458,449	451,512	475,410	492,939	17,529
120.000-Part Time Salaries	125,170	121,221	146,548	137,322	146,132	149,400	3,267
190.000-Board Member Payments	-	900	5,500	1,100	2,200	3,300	1,100
210.000-Group Insurance	138,896	137,670	158,376	174,585	188,643	191,031	2,388
220.000-Social Security	45,552	42,510	46,605	44,483	47,904	49,495	1,591
225.000-Act 76 Childcare Tax	-	82	2,010	1,913	2,066	2,135	69
230.000-Retirement	48,256	45,678	48,190	44,086	44,755	46,660	1,905
250.000-Unemployment Insurance	-	172	-	-	-	-	-
290.000-Other Employee Benefits	-	-	2,450	2,450	2,800	2,800	-
340.000-Technical Services	2,000	1,100	3,000	2,160	3,000	3,000	-
442.000-Rental of Vehicles or Equipment	3,000	4,694	3,901	3,936	3,936	4,000	64
500.000-Training, Conferences, Dues	5,500	3,106	6,500	6,576	6,000	6,000	-
505.000-Technology Subscription, Licenses	12,500	10,360	13,500	12,678	14,797	14,797	-
530.000-Communications	2,640	2,585	2,640	2,280	2,160	2,160	-
540.000-Advertising	700	-	700	-	700	700	-
560.000-Postage	3,000	2,201	3,000	2,639	3,000	3,800	800
610.000-General Supplies	14,000	14,068	12,200	12,529	11,200	11,200	-
640.201-Adult Collection	50,000	49,507	52,000	51,994	46,000	34,000	(12,000)
640.202-Juvenile Collection	25,000	24,962	26,000	25,995	25,500	17,000	(8,500)
NEW 650.201-Adult Digital Collection	-	-	-	-	-	18,000	18,000
NEW 650.202-Juvenile Digital Collection	-	-	-	-	-	9,000	9,000
735.000-Technology: Hardware, Software, Equipment	8,660	9,228	9,000	9,165	7,000	7,000	-
750.000-Machinery and Equipment	8,000	8,435	-	-	-	-	-
755.000-Furniture and Fixtures	-	-	8,000	8,678	7,000	7,000	-

	2027						2027 Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	
840.201-Adult Programs	1,500	1,181	2,000	2,065	2,000	2,000	-
840.202-Childrens Programs	4,500	4,588	4,500	4,471	4,500	4,500	-
845.000-Employee/Volunteer Recognition	1,500	1,470	1,500	1,509	1,000	1,000	-
<b>Total Expenditure</b>	<b>964,134</b>	<b>915,181</b>	<b>1,016,569</b>	<b>1,004,126</b>	<b>1,047,704</b>	<b>1,082,917</b>	<b>35,213</b>
Net General Fund	(963,634)	(914,244)	(1,015,919)	(1,002,893)	(1,046,804)	(1,082,017)	(35,213)

## Notes:

1. Created new lines to track digital collections separately from physical collections.
2. Returned collection budget back to FY25 budget.

## Costing Center

## 210-40-12 - PW, Streets

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed	
						Budget	\$ Change
<b>Revenues</b>							
020-017 EV Charger	-	-	-	2,711	-	2,500	2,500
042.006-State Aid to Highways	130,000	125,136	130,000	128,710	125,000	122,220	(2,780)
090.000-Transfer between Town/Village	20,000	40,000	-	-	-	-	-
098.000-Miscellaneous Revenue	3,500	3,593	2,500	3,389	2,500	2,500	-
<b>Total Revenues</b>	<b>153,500</b>	<b>168,729</b>	<b>132,500</b>	<b>134,810</b>	<b>127,500</b>	<b>127,220</b>	<b>(280)</b>
<b>Expenditure</b>							
110.000-Regular Salaries	232,292	208,344	247,092	234,430	218,526	236,400	17,874
120.000-Part Time Salaries	21,973	13,315	28,323	27,294	33,920	35,980	2,060
130.000-Overtime	26,974	12,849	28,237	13,466	21,342	30,834	9,492
190.000-Board Member Payments	3,000	-	3,000	500	3,000	3,000	-
210.000-Group Insurance	121,401	112,582	135,833	133,914	124,748	81,169	(43,579)
220.000-Social Security	21,962	18,639	23,615	21,050	21,341	24,019	2,679
225.000-Act 76 Childcare Tax	-	42	1,019	801	921	1,036	116
230.000-Retirement	22,855	17,971	24,809	21,731	21,732	25,309	3,577
250.000-Unemployment Insurance	250	226	432	399	204	383	179
260.000-Workers Comp insurance	12,600	16,482	12,600	12,330	15,663	24,229	8,566
290.000-Other Employee Benefits	-	-	1,400	700	1,600	1,600	-
330.000-Professional Services	18,000	14,140	20,000	27,381	20,000	30,050	10,050
410.000-Water and Sewer Charges	3,500	3,575	3,500	3,177	3,800	3,800	-
422.000-Snow Removal	21,000	17,576	21,000	24,991	25,000	28,000	3,000
425.000-Trash Removal	9,100	13,341	9,500	12,125	9,500	12,000	2,500
430.000-R&M Vehicles and Equipment	38,000	118,837	100,000	152,050	120,000	188,000	68,000
431.000-R&M Buildings and Grounds	10,000	10,644	10,000	4,626	10,000	10,000	-
432.000-R&M Technology	-	-	-	189	-	567	567
441.000-Rental of Land or Buildings	13,000	9,926	13,000	10,183	13,000	13,000	-
442.000-Rental of Vehicles or Equipment	3,000	3,663	3,864	2,996	3,000	3,800	800
451.000-Summer Construction Services	300,000	366,319	300,000	197,652	310,000	310,000	-
500.000-Training, Conferences, Dues	2,000	180	3,500	426	3,500	3,000	(500)

## Costing Center

## 210-40-12 - PW, Streets

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	
						Proposed	\$ Change
505.000-Tech. Subs, Licenses	-	-	-	7,914	-	861	861
520.000-Insurance	17,800	19,175	17,800	12,954	17,264	20,452	3,188
521.000-Insurance Deductibles	1,000	2,110	1,000	2,570	1,000	1,000	-
530.000-Communications	4,500	4,825	4,500	5,085	5,340	5,040	(300)
540.000-Advertising	-	92	500	446	500	500	-
571.000-Streetscape Maintenance	20,000	29,184	20,000	20,936	25,000	23,000	(2,000)
572.000-Traffic Control	33,000	30,378	33,000	40,735	35,000	35,000	-
573.000-Sidewalk and Curb Maintenance	6,000	-	6,000	-	6,000	6,000	-

## Costing Center

## 210-40-12 - PW, Streets

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed	
						Budget	\$ Change
600.000-Salt, Sand and Gravel	145,000	78,495	165,000	114,552	165,000	165,000	-
605.000-Summer Construction Supplies	45,000	19,226	45,000	24,154	45,000	35,000	(10,000)
609.000-Safety Supplies	3,000	1,201	3,000	1,275	3,000	3,000	-
610.000-General Supplies	35,000	36,180	35,000	32,500	35,000	35,000	-
610.200-Streetlight Supplies	15,000	26,175	15,000	12,537	20,000	15,000	(5,000)
612.000-Uniforms	3,510	5,326	2,700	4,632	3,400	3,510	110
621.000-Natural Gas/Heating	4,200	3,504	4,200	3,925	4,200	4,200	-
622.000-Electricity	4,200	20,463	4,500	14,703	25,000	20,000	(5,000)
622.200-Streetlight Electricity	138,000	141,925	138,000	150,708	142,000	150,000	8,000
626.000-Gasoline/Fuel	42,000	39,475	50,000	39,640	50,000	45,000	(5,000)
735.000-Tech Equip/Hardware	-	-	-	2,046	-	-	-
750.000-Machinery and Equipment	7,000	-	7,000	-	10,000	10,000	-
810.112-Tree Advisory Committee	10,000	4,272	10,000	6,136	10,000	10,000	-
920.000-Transfer between funds (capital)	151,440	151,440	-	-	-	-	-
<b>Total Expenditure</b>	<b>1,566,556</b>	<b>1,572,099</b>	<b>1,552,923</b>	<b>1,399,856</b>	<b>1,583,502</b>	<b>1,653,741</b>	<b>70,239</b>
Net General Fund	(1,413,056)	(1,403,370)	(1,420,423)	(1,265,046)	(1,456,002)	(1,526,521)	(70,519)

## Notes:

1. Significant increase in R&M Vehicle costs for aging equipment.

**Costing Center****210-41-20 - Buildings - 2 Lincoln St**

								2027
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Proposed Budget	\$ Change
<b>Revenues</b>								
090.000-Transfer between Town/Village		-	-	-	-	-	-	-
<b>Total Revenues</b>								
<b>Expenditure</b>								
400.000-Contracted Services	3,000	4,944	3,000	1,545	6,000	6,579	579	
410.000-Water and Sewer Charges	1,500	828	750	761	1,700	1,500	(200)	
420.000-Cleaning Services	22,000	15,841	15,000	7,665	18,000	27,132	9,132	
425.000-Trash Removal	3,600	3,657	4,000	3,979	4,000	4,392	392	
431.000-R&M Buildings and Grounds	20,000	10,558	5,000	4,599	8,000	7,000	(1,000)	
450.000-Construction Services	2,824,514	-	-	-	-	-	-	
505.000-Technology Subscription, Licenses	-	-	-	-	-	2,102	2,102	
530.000-Communications	8,968	13,911	10,600	7,144	7,000	6,959	(41)	
610.000-General Supplies	5,000	1,569	2,150	1,242	3,500	1,500	(2,000)	
621.000-Natural Gas/Heating	6,500	5,332	5,800	2,396	6,000	6,000	-	
622.000-Electricity	11,000	8,215	8,500	9,187	9,000	10,000	1,000	
755.000-Furniture and Fixtures	7,000	1,072	7,000	211	500	750	250	
<b>Total Expenditure</b>	<b>2,913,082</b>	<b>65,926</b>	<b>61,800</b>	<b>38,729</b>	<b>63,700</b>	<b>73,914</b>	<b>10,214</b>	
Net General Fund	(2,913,082)	(65,926)	(61,800)	(38,729)	(63,700)	(73,914)	(10,214)	

**Notes:**

1. CHIPS rent is in the General Revenue budget.
2. Increased cleaning and contracted services costs for larger occupied area and HVAC/elevator/security that didn't exist prior to renovation.

							2027
	2024 Budget		2024 Actual		2025 Budget		Proposed
Expenditure	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
400.000-Contracted Services	4,750	15,498	6,350	5,197	6,350	6,500	150
410.000-Water and Sewer Charges	700	606	540	627	650	650	-
420.000-Cleaning Services	30,000	26,906	30,000	37,384	42,000	43,300	1,300
431.000-R&M Buildings and Grounds	25,175	14,315	23,300	25,901	21,650	40,000	18,350
521.000-Insurance Deductible	-	-	-	-	-	1,000	1,000
530.000-Communications	4,090	4,005	4,470	4,031	4,470	4,500	30
610.000-General Supplies	-	-	1,800	1,989	1,500	2,000	500
621.000-Natural Gas/Heating	7,200	6,589	7,200	7,433	7,200	7,500	300
622.000-Electricity	14,750	16,740	14,650	18,977	16,800	19,500	2,700
755.000-Furniture and Fixtures	-	-	2,155	1,493	-	2,000	2,000
<b>Total Expenditure</b>	<b>86,665</b>	<b>84,659</b>	<b>90,465</b>	<b>103,031</b>	<b>100,620</b>	<b>126,950</b>	<b>26,330</b>
Net General Fund	(86,665)	(84,659)	(90,465)	(103,031)	(100,620)	(126,950)	(26,330)

## Notes:

1. There are 6 total HVAC units at the library; 2 were replaced in prior years. This budget includes replacement of 2 more units, with the final 2 units proposed to be replaced in FY28.

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027	\$ Change
						Proposed	
<b>Expenditure</b>							
400.000-Contracted Services	600	736	600	563	850	1,420	570
410.000-Water and Sewer Charges	500	575	500	408	600	600	-
420.000-Cleaning Services	500	-	250	-	250	-	(250)
431.000-R&M Buildings and Grounds	8,000	7,783	8,500	11,121	8,500	20,000	11,500
530.000-Communications	2,400	4,880	4,140	797	2,000	1,500	(500)
610.000-General Supplies	1,100	1,562	1,500	343	1,500	500	(1,000)
621.000-Natural Gas/Heating	4,000	3,523	5,000	6,541	5,000	5,000	-
622.000-Electricity	7,000	8,215	8,000	9,187	8,250	8,500	250
755.000-Furniture and Fixtures	-	-	2,000	1,200	-	-	-
<b>Total Expenditure</b>	<b>24,100</b>	<b>27,275</b>	<b>30,490</b>	<b>30,161</b>	<b>26,950</b>	<b>37,520</b>	<b>10,570</b>
Net General Fund	(24,100)	(27,275)	(30,490)	(30,161)	(26,950)	(37,520)	(10,570)

## Notes:

1. \$11,500 increase to R&M Buildings to remove walls in office for better collaboration between officers and firefighters.

						2027 Proposed	
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Expenditure</b>							
400.000-Contracted Services	1,000	1,083	2,000	2,370	2,000	4,348	2,348
410.000-Water and Sewer Charges	1,500	1,222	1,150	784	1,500	784	(716)
420.000-Cleaning Services	32,500	21,453	-	2,282	-	-	-
431.000-R&M Buildings and Grounds	15,000	14,778	15,000	30,326	15,000	15,000	-
505.000-Technology Subscription, License	-	-	-	-	-	671	671
530.000-Communications	3,100	3,337	3,100	2,873	2,500	2,873	373
621.000-Natural Gas/Heating	3,500	1,987	3,900	2,892	3,900	2,892	(1,008)
622.000-Electricity	5,900	4,493	5,900	4,737	5,900	4,737	(1,163)
<b>Total Expenditure</b>	<b>62,500</b>	<b>48,354</b>	<b>31,050</b>	<b>46,263</b>	<b>30,800</b>	<b>31,305</b>	<b>505</b>
Net General Fund	(62,500)	(48,354)	(31,050)	(46,263)	(30,800)	(31,305)	(505)

Notes:

							2027
	2024 Budget		2024 Actual		2025 Budget		Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Expenditure</b>							
400.000-Contracted Services	1,000	3,336	3,000	3,246	6,500	7,501	1,001
410.000-Water and Sewer Charges	7,800	8,623	7,800	7,594	8,750	7,594	(1,156)
420.000-Cleaning Services	32,500	26,580	32,500	44,698	35,000	28,743	(6,257)
425.000-Trash Removal	4,716	4,279	4,900	5,634	4,900	5,634	734
431.000-R&M Buildings and Grounds	30,000	53,206	30,000	18,300	-	-	-
505.000-Technology Subscription, Licenses	-	-	-	-	-	1,343	1,343
530.000-Communications	8,900	9,844	9,150	7,366	4,000	7,366	3,366
610.000-General Supplies	-	-	6,500	781	6,500	6,500	-
621.000-Natural Gas/Heating	6,500	5,785	6,500	5,975	7,000	5,975	(1,025)
622.000-Electricity	37,500	37,919	36,500	39,629	38,000	39,629	1,629
920.000-Transfer between funds (capital)	-	-	-	-	30,000	30,000	-
<b>Total Expenditure</b>	<b>128,916</b>	<b>149,571</b>	<b>136,850</b>	<b>133,224</b>	<b>140,650</b>	<b>140,284</b>	<b>(366)</b>
Net General Fund	(128,916)	(149,571)	(136,850)	(133,224)	(140,650)	(140,284)	366

Notes:

						2027 Proposed Budget	\$ Change
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget		
<b>Revenues</b>							
050.000-Donation Revenue	-	8,106	-	12,309	-	-	-
Grant Revenue	-	12,904	-	3,984	-	-	-
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-
<b>Total Revenues</b>	-	<b>21,010</b>	-	<b>16,293</b>	-	-	-
<b>Expenditure</b>							
Grant Expenses	-	3,021	-	26,109	-	-	-
Donation Expenses	-	8,974	-	11,620	-	-	-
Capital Transfer	531,585	3,276,360	584,744	3,409,258	643,218	643,218	-
Rolling Stock Transfer	-	-	283,450	283,450	300,638	322,283	21,645
Buildings Transfer	50,000	50,000	50,000	50,000	50,000	50,000	-
EJRP Capital Transfer	112,771	112,771	113,380	113,380	114,103	114,103	0
910.000-Stormwater Fees	-	-	-	-	7,811	<b>6,363</b>	(1,448)
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	25,000	20,000
922.001-General Reserves	-	-	-	-	110,000	-	(110,000)
<b>Total Expenditure</b>	<b>699,356</b>	<b>3,456,126</b>	<b>1,036,574</b>	<b>3,898,816</b>	<b>1,230,770</b>	<b>1,160,967</b>	<b>(69,803)</b>
Net General Fund	(699,356)	(3,435,116)	(1,036,574)	(3,882,523)	(1,230,770)	(1,160,967)	69,803

## Notes:

1. Remove fund balance reserve planning of 1% each year.
2. Increase fund balance reserve planning by \$20,000 for anticipated retirements.
3. Actual Capital Transfers - FY24 transfer from ARPA Fund to General Fund for revenue replacement; FY25 transfer budget surplus in General Fund to Building Maintenance Fund for 2 Lincoln Renovation.

							2027
							Proposed
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	Budget	\$ Change
<b>Expenditure</b>							
900.000-Transfer between Town/City	203,203	203,203	200,574	193,608	188,738	183,148	(5,590)
950.903-Capital Imp Principal	135,135	135,300	135,135	135,135	135,135	135,135	-
955.903-Capital Imp Interest	64,190	56,413	56,344	38,702	52,070	43,082	(8,988)
<b>Total Expenditure</b>	<b>402,528</b>	<b>394,916</b>	<b>392,053</b>	<b>367,446</b>	<b>375,943</b>	<b>361,365</b>	<b>(14,578)</b>
Net General Fund	(402,528)	(394,916)	(392,053)	(367,446)	(375,943)	(361,365)	14,578

## Notes:

1. Final Payments: police facility FY34, capital improvement FY35.

**Building Maintenance Fund**

	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	
	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	<b>Notes</b>
<b>Beginning Balance</b>	<b>1,178,148</b>	<b>98,108</b>	<b>148,108</b>	
				\$50,000 annual transfer, \$2,824,513.71 FY24 surplus transfer
Add	50,000	50,000	50,000	and \$400,000 LOT funds for 2 Lincoln
				FY24 Brownell roof and entrance \$200,000 (spent \$11,399.50 in FY23, \$39,730.08 in FY24, \$6787.76 in FY25), FY25 2 Lincoln renovations \$3,892,679.71 (spent \$46,048.50 in FY24, \$2,933,674.10 in FY25), FY26 Brownell carpet replacement \$75,000 (originally budgeted FY25) - actual roof replacement cost \$65,000 plus architect fees
Spend	1,130,040	-	-	
<b>Ending Balance</b>	<b>98,108</b>	<b>148,108</b>	<b>198,108</b>	

Future Projects:

1. Soffit and Facia replacement and painting on Brownell Library. Estimating \$30,000
2. Sprinkler system at 2 Lincoln \$150,000
3. Address the inefficiencies noted in the Brownell library building efficiency testing report.
4. ADA entrance at Brownell. Estimating \$750,000 (keep match for potential grant funding FY27 - savings from original roof budget @ \$77k remaining)
5. Maple St maintenance garage to better serve City buildings function.
6. Memorial Park fountain repair (need cost estimate)

**Economic Development Fund**

		<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	
	<b>FY25</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	<b>Notes</b>
<b>Beginning Balance</b>	<b>869,061</b>	<b>914,544</b>	<b>292,327</b>	<b>314,327</b>	
					tax revenue - this amount will most likely change after reappraisal (potential increase); this figure does not include interest revenue for FY26/FY27; to be reconsidered by voters in 2027
Add	142,326	112,000	112,000		
					FY25 \$40,000 Main St Park (spent \$6425 in FY25); FY25 \$90,000 Crescent Connector (spent \$86,820.25 in FY25) and \$250,000 Amtrak (spent \$2865 in FY25); FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak; FY27 \$40,000 Connect the Junction implementation or Pearl St quick build
Spend	96,843	734,217	90,000		
<b>Ending Balance</b>	<b>914,544</b>	<b>292,327</b>	<b>314,327</b>	<b>314,327</b>	

**Notes:**

1. Main St Park was originally estimated at \$478,002 with a match of \$278,002. In FY25 (by the Council on 10/30/24) the budget was revised to \$240,000 (\$200,000 Downtown Transportation Fund grant + \$40,000 municipal contribution). Prior funds spent on the project don't count toward match and were spent in earlier fiscal years. For FY25 \$40,000 from the Economic Development Fund is allocated for this project.
2. Crescent Connector project requires an additional \$90,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean up costs). This is reduced from a previous estimate of \$109,000.
3. Amtrak grant match is estimated at \$750,000.

Local Option Tax Fund						
	FY26	FY27	FY28	FY29	FY30	
	Projection	Projection	Projection	Projection	Projection	Notes
Beginning Balance	<b>1,087,262</b>	<b>759,263</b>	<b>609,263</b>	<b>459,263</b>	<b>309,263</b>	
Add	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	annualized average of actual receipts
						FY25 Rebranding \$27,500 (not spent FY25); FY25 Banners/Signs \$14,375 (not spent FY25); FY25 Sidewalks \$255,525.56 (spent \$19,401.75); FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to capital (revenue does not include potential interest)
Spend	1,327,999	1,150,000	1,150,000	1,150,000	1,150,000	Banners/Signs - 50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea
<b>Ending Balance</b>	<b>759,263</b>	<b>609,263</b>	<b>459,263</b>	<b>309,263</b>	<b>159,263</b>	

Notes:

1. In FY24 (by Council on 8/9/23) the rebranding allocation of \$40,000 was reduced to \$27,500, as \$12,500 was re-allocated to the strategic planning effort.
2. FY25 banners/signs \$14,375.
3. FY25 sidewalk funds \$255,526 actual (25% of revenue)
4. FY26 25% of revenue for sidewalks per LOT policy and \$800,000 for capital projects.
5. FY27-FY30 25% of revenue for sidewalks per LOT policy and \$900,000 for capital projects.

Actual LOT Revenue:	FY23	FY24	FY25	FY26
Q1	-	284,780.40	263,103.52	
Q2	240,799.90	223,554.85	261,428.29	
Q3	195,435.64	219,797.53	237,710.40	
Q4	219,588.49	232,463.92	259,860.01	
Interest	3,517.96	25,481.52	26,380.17	
<b>Total</b>	<b>659,341.99</b>	<b>986,078.22</b>	<b>1,048,482.39</b>	<b>-</b>

1,022,102.22 estimated annual average revenue

To calculate LOT revenue: 1% of total receipts as reported to State, 30% of that is retained by State for PILOT fund-70% comes to City (75% beginning 10/1/25 which has not been factored in here), \$5.96/return fee assessed as well

**General Fund Capital Reserve Fund Balance**

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	387,495	329,454	581,190	86,102	1,588,810	1,044,892	900,979	(461,467)	(1,425,471)	(1,865,004)	(2,859,440)	(2,731,179)	(2,247,332)	(2,134,251)
Planned Spending	(1,617,820)	(1,314,806)	(2,051,235)	(60,000)	(1,963,254)	(1,569,941)	(2,795,235)	(2,403,620)	(1,886,046)	(2,447,914)	(1,332,252)	(983,771)	(1,361,713)	(4,092,688)
Revenue Sources														
General Fund Transfer In	643,218	649,650	656,147	662,708	669,335	676,028	682,789	689,617	696,513	703,478	710,513	717,618	724,794	732,042
CVE Annual Contribution	16,561	16,892												
LOT Transfer In	900,000	900,000	900,000	900,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Misc. Donations and Interest Earnings														
Summary Stormwater Grants														
Brickyard Culvert														
Vtrans Structures Grant-Main St. Ped Bridge														
Crescent Connector Grant														
Pearl St. Missing Link Grants														
FEMA - Densmore Drive (Oct 2019 event) and State 15%														
<b>Total Revenues</b>	<b>1,559,779</b>	<b>1,566,542</b>	<b>1,556,147</b>	<b>1,562,708</b>	<b>1,419,335</b>	<b>1,426,028</b>	<b>1,432,789</b>	<b>1,439,617</b>	<b>1,446,513</b>	<b>1,453,478</b>	<b>1,460,513</b>	<b>1,467,618</b>	<b>1,474,794</b>	<b>1,482,042</b>
<b>Ending Fund Balance</b>	<b>329,454</b>	<b>581,190</b>	<b>86,102</b>	<b>1,588,810</b>	<b>1,044,892</b>	<b>900,979</b>	<b>(461,467)</b>	<b>(1,425,471)</b>	<b>(1,865,004)</b>	<b>(2,859,440)</b>	<b>(2,731,179)</b>	<b>(2,247,332)</b>	<b>(2,134,251)</b>	<b>(4,092,688)</b>

annual planned increase GF transfer in: 0% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1% 1%

**Rolling Stock Fund Balance**

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	369,870	78,653	(213,309)	(310,446)	(48,417)	(12,802)	(121,113)	(1,077,554)	(1,300,728)	(1,534,650)	(1,052,103)	(406,172)	(236,977)	(1,126,883)
Planned Spending														
Streets	(613,500)	(637,450)	(467,500)	(135,000)	-	(87,000)	(1,075,550)	(387,500)	(496,000)	-	-	-	-	(30,574)
Fire	-	-	-	(1,100,000)	-	(97,571)	-	-	-	(120,000)	-	(2,871,208)	(1,632,199)	-
<b>Total Spending</b>	<b>(613,500)</b>	<b>(637,450)</b>	<b>(467,500)</b>	<b>(1,235,000)</b>	<b>-</b>	<b>(184,571)</b>	<b>(1,075,550)</b>	<b>(387,500)</b>	<b>(496,000)</b>	<b>(120,000)</b>	<b>-</b>	<b>(2,871,208)</b>	<b>(1,632,199)</b>	<b>(30,574)</b>
Debt Payments (fire truck)				1,100,000	(390,000)	(380,000)	(370,000)	(360,000)	(300,000)			2,347,966		
Revenue Sources														
Highway General Fund Transfer In														
Fire General Fund Transfer In														
General Fund Transfer In	322,283	345,488	370,363	397,029	425,615	456,259	489,110	524,326	562,078	602,547	645,930	692,437	742,293	795,738
Vac Truck Rental														
Sale of Assets														
Interest Earnings														
<b>Total Revenues</b>	<b>322,283</b>	<b>345,488</b>	<b>370,363</b>	<b>397,029</b>	<b>425,615</b>	<b>456,259</b>	<b>489,110</b>	<b>524,326</b>	<b>562,078</b>	<b>602,547</b>	<b>645,930</b>	<b>692,437</b>	<b>742,293</b>	<b>795,738</b>
<b>Ending Fund Balance</b>	<b>78,653</b>	<b>(213,309)</b>	<b>(310,446)</b>	<b>(48,417)</b>	<b>(12,802)</b>	<b>(121,113)</b>	<b>(1,077,554)</b>	<b>(1,300,728)</b>	<b>(1,534,650)</b>	<b>(1,052,103)</b>	<b>(406,172)</b>	<b>(236,977)</b>	<b>(1,126,883)</b>	<b>(361,719)</b>

annual planned increase GF transfer in: 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2% 7.2%

Water Fund Capital Reserve Balance

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	(207,537)	131,126	457,108	242,810	684,509	1,169,642	1,679,184	2,139,394	2,797,610	2,714,859	3,436,683	3,081,306	4,077,128	5,126,940
Planned Spending	(23,883)	(5,591)	(600,924)	-	(11,662)	(42,373)	(232,847)	(90,000)	(886,143)	(166,018)	(1,297,210)	-	-	(2,430,426)
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)	(216,943)	(211,784)	(206,609)	(172,158)	(168,168)	(164,178)	(160,188)	(156,198)
Revenue Sources														
Transfer In from Water Operating Budget	610,000	660,000	710,000	760,000	810,000	860,000	910,000	960,000	1,010,000	1,060,000	1,110,000	1,160,000	1,210,000	1,260,000
Interest Earnings														
Vac Truck Rental														
<b>Total Revenues</b>	<b>610,000</b>	<b>660,000</b>	<b>710,000</b>	<b>760,000</b>	<b>810,000</b>	<b>860,000</b>	<b>910,000</b>	<b>960,000</b>	<b>1,010,000</b>	<b>1,060,000</b>	<b>1,110,000</b>	<b>1,160,000</b>	<b>1,210,000</b>	<b>1,260,000</b>
<b>Ending Fund Balance</b>	131,126	457,108	242,810	684,509	1,169,642	1,679,184	2,139,394	2,797,610	2,714,859	3,436,683	3,081,306	4,077,128	5,126,940	3,800,316

Wastewater Fund Capital Reserve Balance

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	2,136,321	2,373,183	2,680,045	3,216,907	3,773,770	4,350,632	4,950,632	5,401,504	6,041,504	6,701,504	7,381,504	8,081,504	8,801,504	9,541,504
Planned Spending	(260,000)	(210,000)	-	-	-	(169,127)	-	-	-	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)									
Revenue Sources														
Transfer In from Wastewater Operating Budget	500,000	520,000	540,000	560,000	580,000	600,000	620,000	640,000	660,000	680,000	700,000	720,000	740,000	760,000
Interest Earnings														
<b>Total Revenues</b>	<b>500,000</b>	<b>520,000</b>	<b>540,000</b>	<b>560,000</b>	<b>580,000</b>	<b>600,000</b>	<b>620,000</b>	<b>640,000</b>	<b>660,000</b>	<b>680,000</b>	<b>700,000</b>	<b>720,000</b>	<b>740,000</b>	<b>760,000</b>
<b>Ending Fund Balance</b>	2,373,183	2,680,045	3,216,907	3,773,770	4,350,632	4,950,632	5,401,504	6,041,504	6,701,504	7,381,504	8,081,504	8,801,504	9,541,504	10,301,504

Sanitation Fund Capital Reserve Balance

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	298,115	118,238	142,214	246,154	343,482	523,707	773,234	581,660	359,107	748,294	1,184,940	1,651,585	2,137,476	2,654,002
Planned Spending	(245,204)	(91,352)	(61,388)	(118,000)	(65,104)	(40,000)	(511,101)	(572,080)	(57,459)	(40,000)	(40,000)	(50,756)	(50,120)	(66,291)
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)	(67,119)	(67,119)						
Estimated Debt Payment on Maple/River/West St Pump Station Retro-fits (\$3,800,000 for 20 yrs with 2.0% admin fee)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)	(232,396)
Revenue Sources														
Transfer In from Sanitation Operating Budget	272,000	322,000	372,000	422,000	452,000	482,000	512,000	542,000	572,000	602,000	632,000	662,000	692,000	722,000
Allocation Fee Revenue														
Bond Funding (Maple/River/West St Pump Station Retro-fits)														
Town Share 70% of West St Pump Station Retro-fit (West St portion is 65.8% of total debt)	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041	107,041
Interest Earnings														
<b>Total Revenues</b>	<b>379,041</b>	<b>429,041</b>	<b>479,041</b>	<b>529,041</b>	<b>559,041</b>	<b>589,041</b>	<b>619,041</b>	<b>649,041</b>	<b>679,041</b>	<b>709,041</b>	<b>739,041</b>	<b>769,041</b>	<b>799,041</b>	<b>829,041</b>
<b>Ending Fund Balance</b>	118,238	142,214	246,154	343,482	523,707	773,234	581,660	359,107	748,294	1,184,940	1,651,585	2,137,476	2,654,002	3,184,357

Stormwater Fund Capital Reserve Balance

	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>	<b>FY36</b>	<b>FY37</b>	<b>FY38</b>	<b>FY39</b>	<b>FY40+</b>
<b>Beginning Fund Balance</b>	-	(82,353)	(1,108,793)	(1,442,868)	(1,149,899)	(834,750)	(413,009)	73,226	652,297	1,252,710	1,831,754	2,602,497	3,450,315	4,181,509
Planned Spending	(412,353)	(1,213,940)	(568,450)	-	(51,062)	(36,023)	(40,193)	-	(36,565)	(121,632)	-	-	(201,405)	(749,430)
Debt Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Sources														
Transfer In from Stormwater Operating Budget	150,000	187,500	234,375	292,969	366,211	457,764	526,428	579,071	636,978	700,676	770,744	847,818	932,600	1,025,860
MS4 Formula Grant		180,000												
Interest Earnings		-	-											

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
GFC	Streets	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1 Y		10/17/25	244,672														
WA	Water	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1 Y		10/17/25	244,672														
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2 OOO/PPP		8/17/23	2,063,639														
SAN	Sanitation	Iroquois Ave Road and Waterline rebuild	2 OOO/PPP		8/17/23	2,063,639														
WA	Water	Iroquois Ave Road and Waterline rebuild	2 OOO/PPP		8/17/23	2,063,639														
GFC	Streets	Sidewalk and Roadway Improvements West St to Susie Wilson	3 UU		10/17/25	1,223,107														
WA	Water	Sidewalk and Roadway Improvements West St to Susie Wilson	3 UU		10/17/25	16,464														
GFC	Streets	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4 III		10/17/25	2,249,666	1,214,820	1,304,806												
SAN	Sanitation	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4 III		10/17/25	75,656	81,708													
SW	Stormwater	Rosewood Lane Road Reconstruction and Sidewalk Replacement	4 III		10/17/25	26,253	28,353													
WA	Water	Waterline 235 Pearl St to Susie Wilson Rd	6 V		10/17/25	522,757														
GFC	Streets	Replace Waterline North St - Grove St to Central St	7 QQQ		10/17/25	1,759,685		2,041,235												
SAN	Sanitation	Replace Waterline North St - Grove St to Central St	7 QQQ		10/17/25	18,438		21,388												
WA	Water	Replace Waterline North St - Grove St to Central St	7 QQQ		10/17/25	518,038		600,924												
SW	Stormwater	Replace Waterline North St - Grove St to Central St	7 QQQ		10/17/25	246,422		285,850												
GFC	Streets	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8 NNN		10/17/25	1,583,269			1,963,254											
SAN	Sanitation	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8 NNN		10/17/25	20,245		25,104												
WA	Water	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8 NNN		10/17/25	9,405		11,662												
SW	Stormwater	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8 NNN		10/17/25	41,179		51,062												
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	9 VV		10/17/25	924,492			1,183,350											
WA	Water	West St. Sidewalk South St. to Clems Dr.	9 VV		10/17/25	33,104			42,373											
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10 TT		10/17/25	2,117,602			2,795,235											
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10 TT		10/17/25	12,580			16,606											
SW	Stormwater	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10 TT		10/17/25	30,449			40,193											
GFC	Streets	West St. & West St. Ext. Intersection Improvements	11 BBB		10/17/25	106,712			136,591											
SW	Stormwater	West St. & West St. Ext. Intersection Improvements	11 BBB		10/17/25	28,143			36,023											
GFC	Streets	Old Colchester Rd new sanitary sewer	12 T		10/17/25	881,492			1,198,829											
SAN	Sanitation	Old Colchester Rd new sanitary sewer	12 T		10/17/25	391,235			532,080											
GFC	Streets	Multi use path through ANR from West St to Pearl St	13 FFF		10/17/25	885,876			1,204,791											
GFC	Streets	Central St waterline	14 H		10/17/25	1,240,033			1,736,046											
SAN	Sanitation	Central St waterline	14 H		10/17/25	12,471			17,459											
WA	Water	Central St waterline	14 H		10/17/25	632,959			886,143											
SW	Stormwater	Central St waterline	14 H		10/17/25	26,118			36,565											
GFC	Streets	Main Street Indian Brook Bridge Replacement	15 VVV		10/17/25	1,699,940			2,447,914											
WA	Water	Main Street Indian Brook Bridge Replacement	15 VVV		10/17/25	115,290			166,018											
SW	Stormwater	Main Street Indian Brook Bridge Replacement	15 VVV		10/17/25	84,467			121,632											
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	16 YYA		10/17/25	359,461			532,002											
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	17 HH		10/17/25	540,709			800,249											
WA	Water	West St waterline replacement So Summit St to Hayden Dr	17 HH		10/17/25	876,493			1,297,210											
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18 UUU-Phase I		10/17/25	647,218			983,771											
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	18 UUU-Phase II		10/17/25	816,960			1,274,458											
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18 UUU-Phase I		10/17/25	7,076			10,756											
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18 UUU-Phase II		10/17/25	6,487			10,120											
SW	Stormwater	Main Street Pedestrian Bridge and Sidewalk	18 UUU-Phase II		10/17/25	129,106			201,405											
GFC	General	Lincoln Hall Parking Lot	19 HHH		10/17/25	55,933			87,255											
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20 KK		10/17/25	694,721			1,111,554											
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20 KK		10/17/25	16,432			26,291											
SW	Stormwater	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20 KK		10/17/25	144,960			231,936											
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	21 Z		10/17/25	245,351			392,562											
SW	Stormwater	River St section A new curb and sidewalk Park St to Stanton Dr	21 Z		10/17/25	49,928			79,885											
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22 AA		10/17/25	156,196			249,914											
SW	Stormwater	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22 AA		10/17/25	273,506			437,610											
GFC	Streets	Abnaki Road Reconstruction	23 A		10/17/25	514,992			823,987											
GFC	Streets	Orchard Terrace Sidewalk Replacement	24 U		10/17/25	256,672			410,675											
GFC	Streets	South St waterline replacement Park St to Doon Way	25 CC		10/17/25	504,957			807,931		</									



Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
WW	Wastewater	Digester Block Re-Face				125,000		125,000												
WW	Wastewater	Service truck with body and crane				90,000		90,000												
WW	Wastewater	Vt Phos Challenge PePhlo pilot				250,000														
WW	Wastewater	Generator for admin building				52,000														
WW	Wastewater	Digester flare & flame arrestor replacement					12,000													
WW	Wastewater	Flow EQ Blowers				40,000														
WW	Wastewater	Wheel Loader Replacement (2018)												129,869						
WW	Wastewater	Waste Primary Sludge #2 upsize				40,000														
WW	Wastewater	IT Upgrades				22,000														
WW	Wastewater	Process monitoring upgrades				48,000														
WW	Wastewater	Cogen chiller				55,000														
WW	Wastewater	Headworks Improvements				40,000		40,000												
WW	Wastewater	Dewatering VFDs				60,000														
WW	Wastewater	Admin Heating System Glycol refresh				25,000														
WW	Wastewater	GBT control panel replacement			1/1/25			35,000												
WW	Wastewater	Secondary #3 concrete and metal rehab					50,000													
WW	Wastewater	EQ membrane replacement			8/20/25		8,000	8,000												
WW	Wastewater	WAS pump replacements			8/13/25		70,000													
WW	Wastewater	Sludge Holding Tank #1 Mixer					TBD													
WW	Wastewater	Drying beds					25,000													
WW	Wastewater	Building exterior doors																		



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony, City Manager

**CC:** Rick Jones, Public Works Superintendent; and Richard Hamlin, City Engineer/Hamlin Engineering

**Meeting Date:** January 28, 2026

**Subject:** Public Works Facility

**ISSUE:** The existing operational buildings at the Public Works Facility are beyond their serviceable life and no longer are adequate to support the mission of the Public Works Department.

### DISCUSSION:

The purpose of this agenda item is to provide the City Council with a presentation on Version 3 of the new Public Works Facility concept plan and cost estimate. This memo also includes background discussions on this topic to date, a description of need, and the next steps for this process.

**Background** - Due to the facility deficiencies described below the City has been preparing plans for a new facility. The capital plan includes initial funds to develop conceptual plans and cost estimates for facility solutions. Further, addressing the public works facility was a priority of the Council in the spring retreat. Two options were presented to the City Council at their August 27, 2025 meeting, one to re-utilize to the extent possible some of the existing buildings and construct a new building to link those buildings, or remove all the existing buildings and build an entirely new facility. It was determined that the best course of action was to build an entirely new facility due to the age and condition of the existing buildings. The City Council was provided with an update at their November 12, 2025 meeting.

The team has now prepared Version 3 of the concept plan and a cost estimate with assistance from Architect John Alden at Scott + Partners.

**History** – The most recent improvement at the Public Works Facility (PWF) is the salt shed that was built approximately 20 years ago. That structure does not need to be replaced (but it should be expanded). The last building improvement at the facility was a building expansion that occurred almost 30 years ago and was constructed by Public Works staff. This expansion added an additional 30' to the existing 60' "barn", and that original wood framed structure is now probably nearing 80 years or more in age. The location of the existing facility has worked very well for the Public Works Department and the City. It is centrally located on the City core, yet most residents are unaware of its location.

**Facility Deficiencies** - The current PWF has numerous deficiencies, and the current buildings are beyond their reasonably serviceable life. Some of the deficiencies include:

- There is currently a lack of space to store very expensive equipment inside. Environmental regulations have required that the City purchase equipment related to stormwater facility maintenance, such as a street sweeper and vacuum unit for cleaning catch basin structures. Because both pieces of equipment have onboard water storage, they should be stored in a heated space. There is insufficient space currently to store both units inside at the same time along with other critical equipment.

- Vehicles and equipment that now currently remain outside, such as the backhoe, must be cleared of snow and ice prior to their use in the winter. If the response is to an emergency, such as a waterline break, the delay in getting the repair work accomplished can be significant.
- Operations support and storage currently are contained in three separate building footprints which is inefficient.
- The existing main building does not have sufficient ceiling height to allow maintenance of the larger vehicles. The dump/plow truck dump bodies may not be raised inside, nor can the vacuum unit storage tank be raised for cleaning or repair work.
- The existing main building is built from materials that would currently not be considered appropriate for use in this type of facility.
- The facilities for the Public Works staff are woefully inadequate to support the efforts of their daily missions. The bathroom currently also serves as a storage closet; there is not a separate locker room or any shower facilities for the staff. There is no accommodation for snowplow drivers to take a needed break during longer plowing stints in the winter. The current main office space is used as kitchen, office, laundry area, meeting room, and break area.
- The current facilities are not energy efficient.
- There are inadequate facilities to maintain the Public Works fleet of equipment. An example of this is the best practice of flushing de-icing salts out of the dump bodies of the plow trucks when plowing missions are completed and flushing the vacuum unit tank at the end of the day. This is difficult to do at the current site.
- A new facility would meet current life-safety codes and would be accessible.
- Regulations require that the Public Works Staff have regular continuing education training to maintain their various certifications. There is currently no suitable space to have these training events within the existing facility.

#### **Next Steps –**

For your information, the relevant schedule pieces associated with the bond vote are as follows:

January 31	Chili Cookoff and Budget Open House – if the Council so chooses to move forward with the Public Works Facility, the design and construction cost estimate will be on display and we will ask attendees to provide feedback on how they would vote on this if it were on the ballot.
February 25	City Council Meeting & Budget Work Session - if the Council so chooses to move forward with the facility and chooses to consider bonding to finance the project this question will need to go to the voters. To add this question to the ballot, an Adoption of Resolution for Bond Vote must be approved at this meeting.
April 7	If the Council so chooses to move forward with the facility, voters will vote on the bond vote question on Annual Meeting. If approved, Staff will move forward on steps toward final design and construction.

**COST:** The cost estimate to remove the existing buildings and to design and build version 3 of the new facility is \$13,560,000.

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

We are waiting on a debt repayment schedule from the VT Bond Bank for \$13,560,000, but for now you can assume that it is under the \$15 million schedule in the table above.

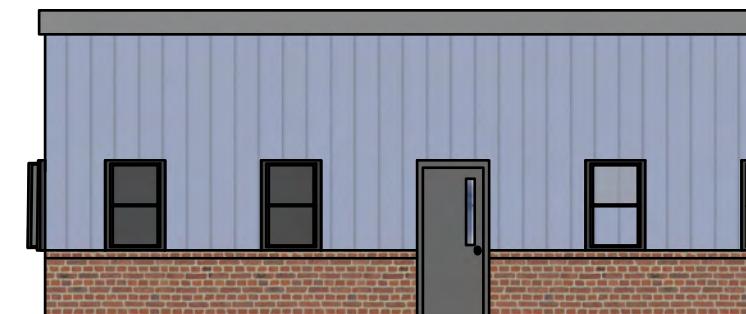
**RECOMMENDATION:** This memo is for informational purposes only. No action is needed at this time, unless the Council would like to not move forward at this time. If the Council has any questions, or requires further information Staff can endeavor to get that information for you on or before the February 25, 2026 meeting where a final decision will be needed.

**ATTACHMENTS:**

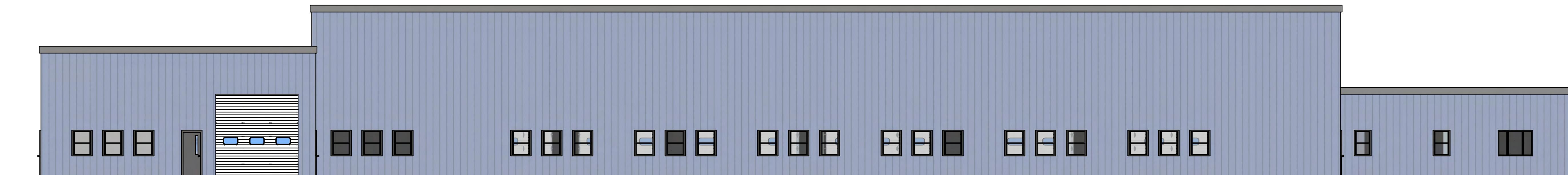
Preliminary Plan Set  
Version 3 Cost Estimate



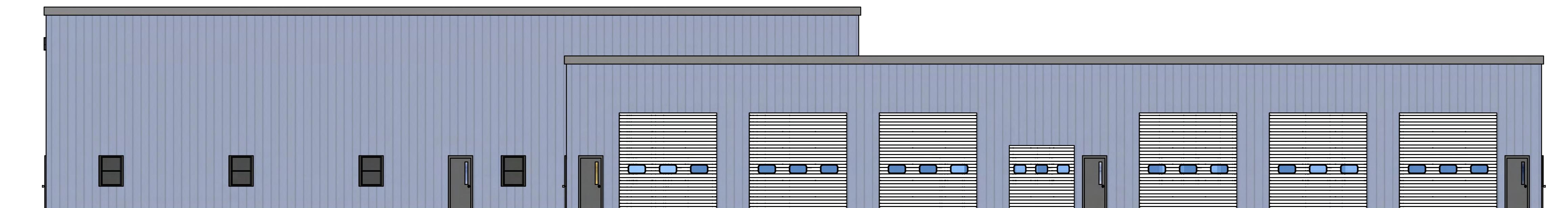
ESSEX JUNCTION PUBLIC WORKS FACILITY



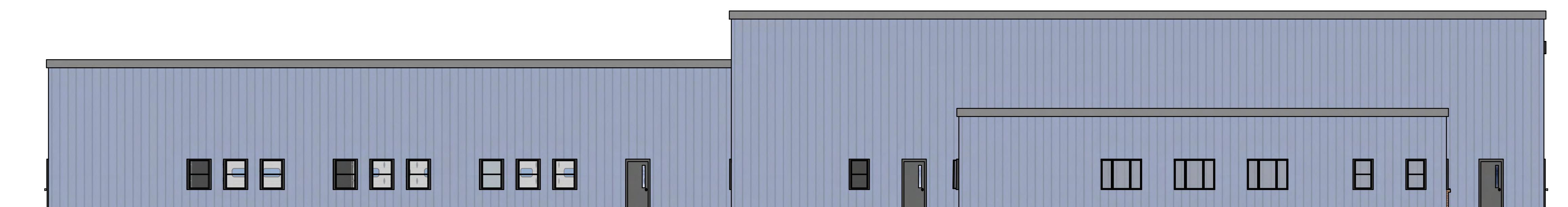
WEST ELEVATION



EAST ELEVATION

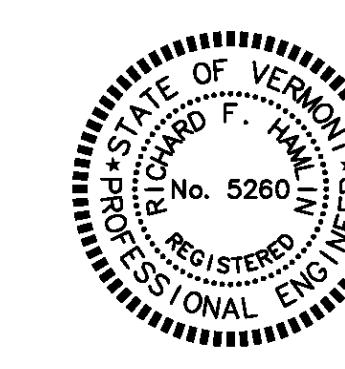


SOUTH ELEVATION

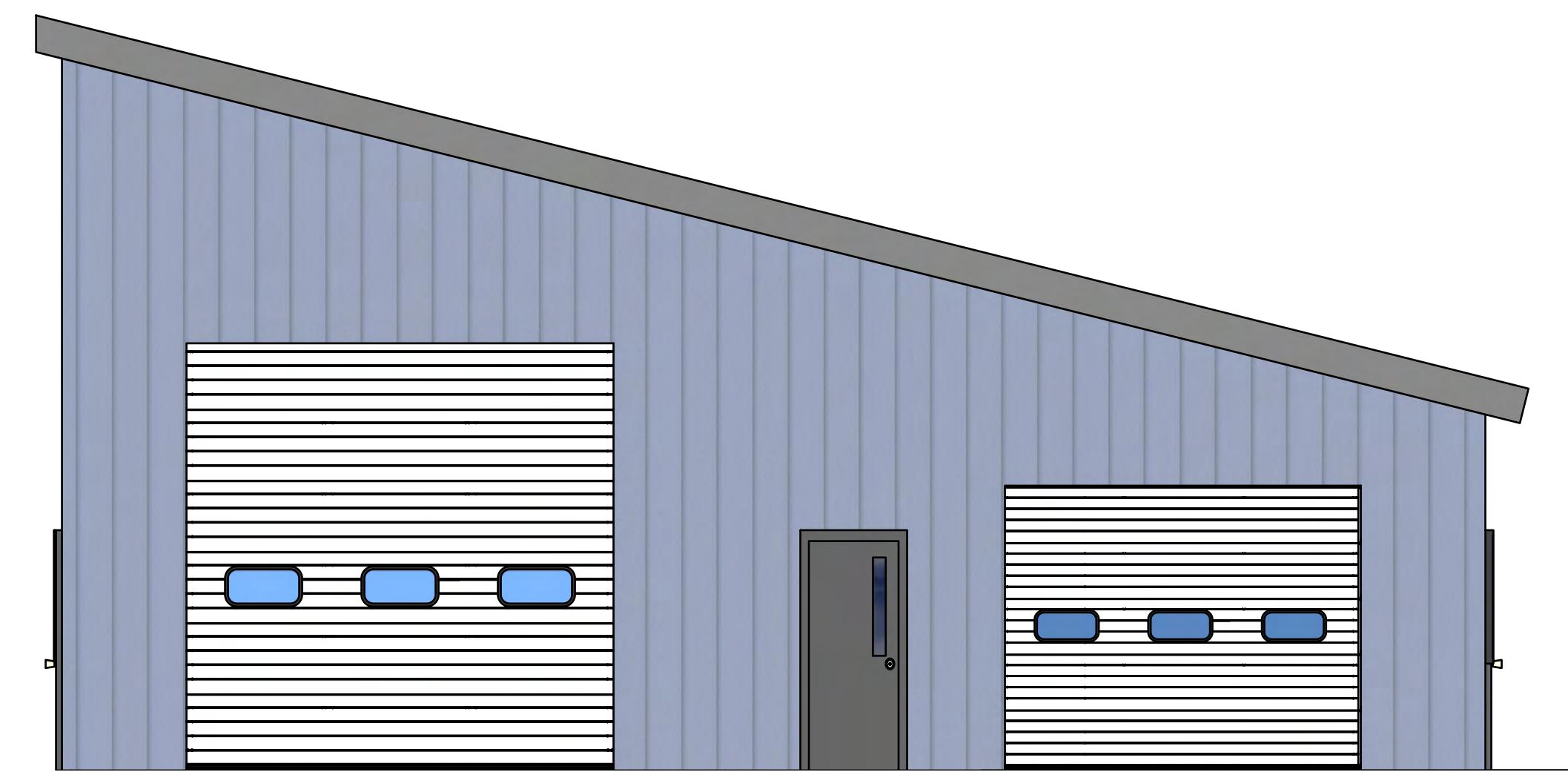


NORTH ELEVATION

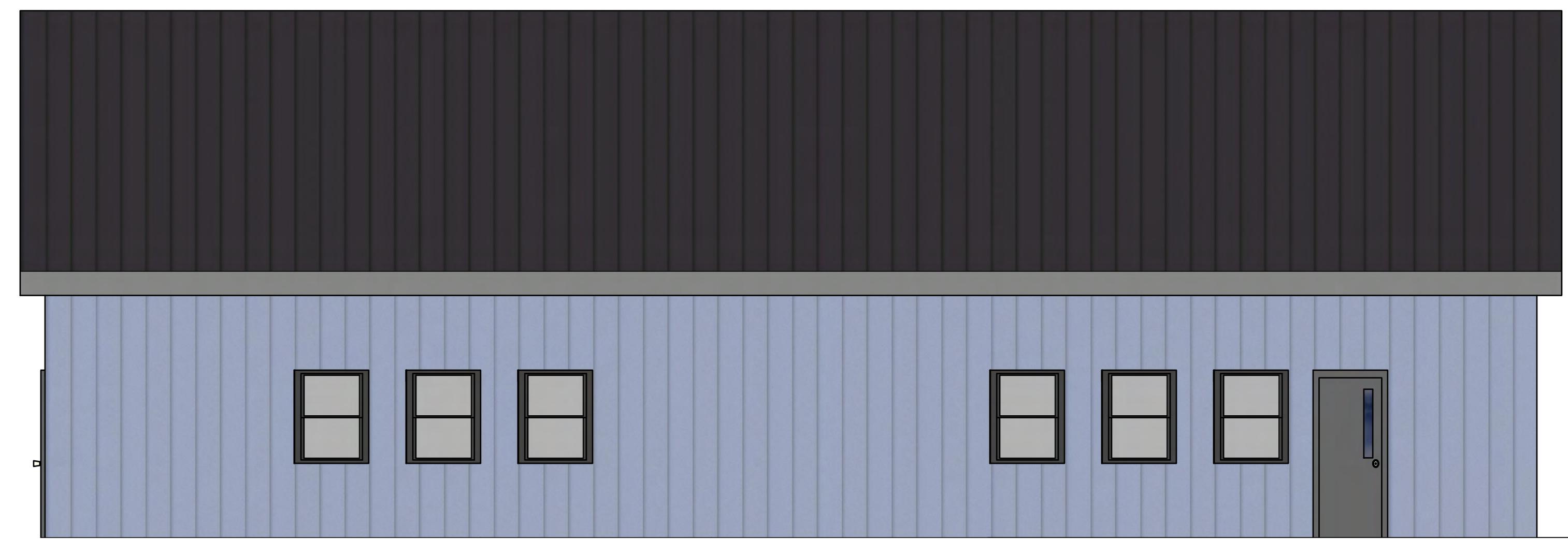
**PRELIMINARY**  
01/12/2026



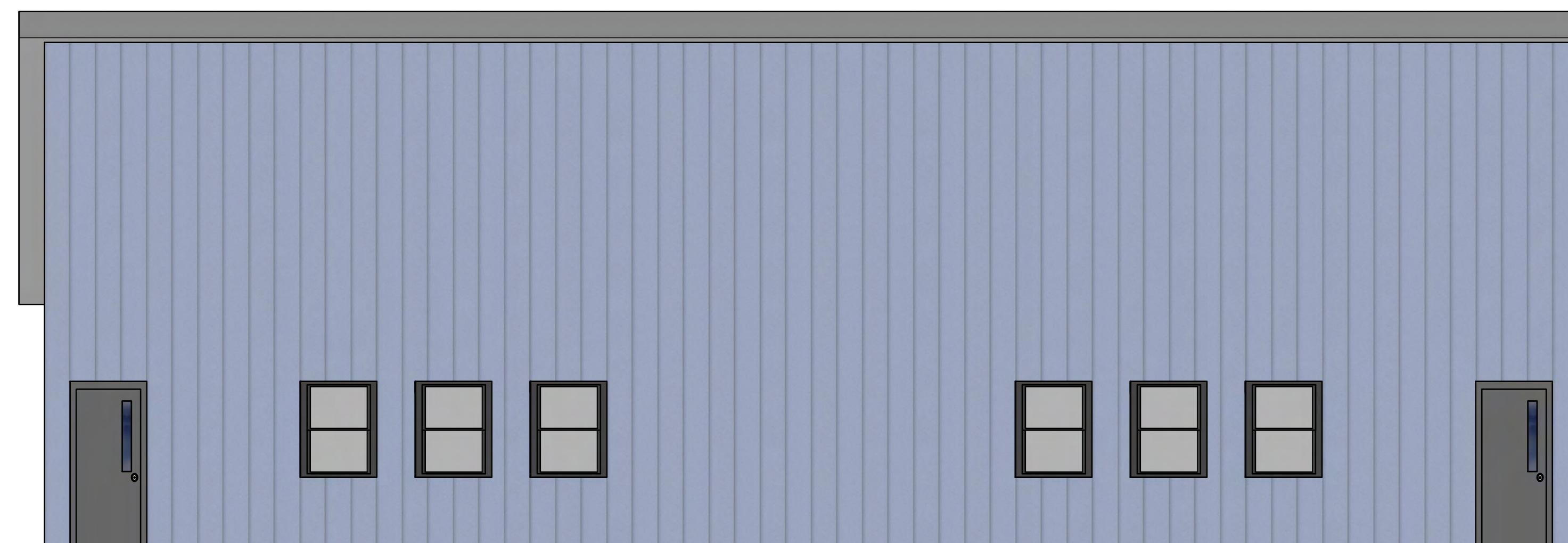
DATE	REVISION	BY
CLIENT		
City of Essex Junction		
PROJECT TITLE		
New Public Works Facility		
DRAWING TITLE		
Main Facility Building Elevations		
Survey	RFH	Scale 1/8" = 1'
Design	RFH	Job 24-828
Draw	RFH	File
Checked	JPK	Drawing
Date	01-12-26	V3 - 2



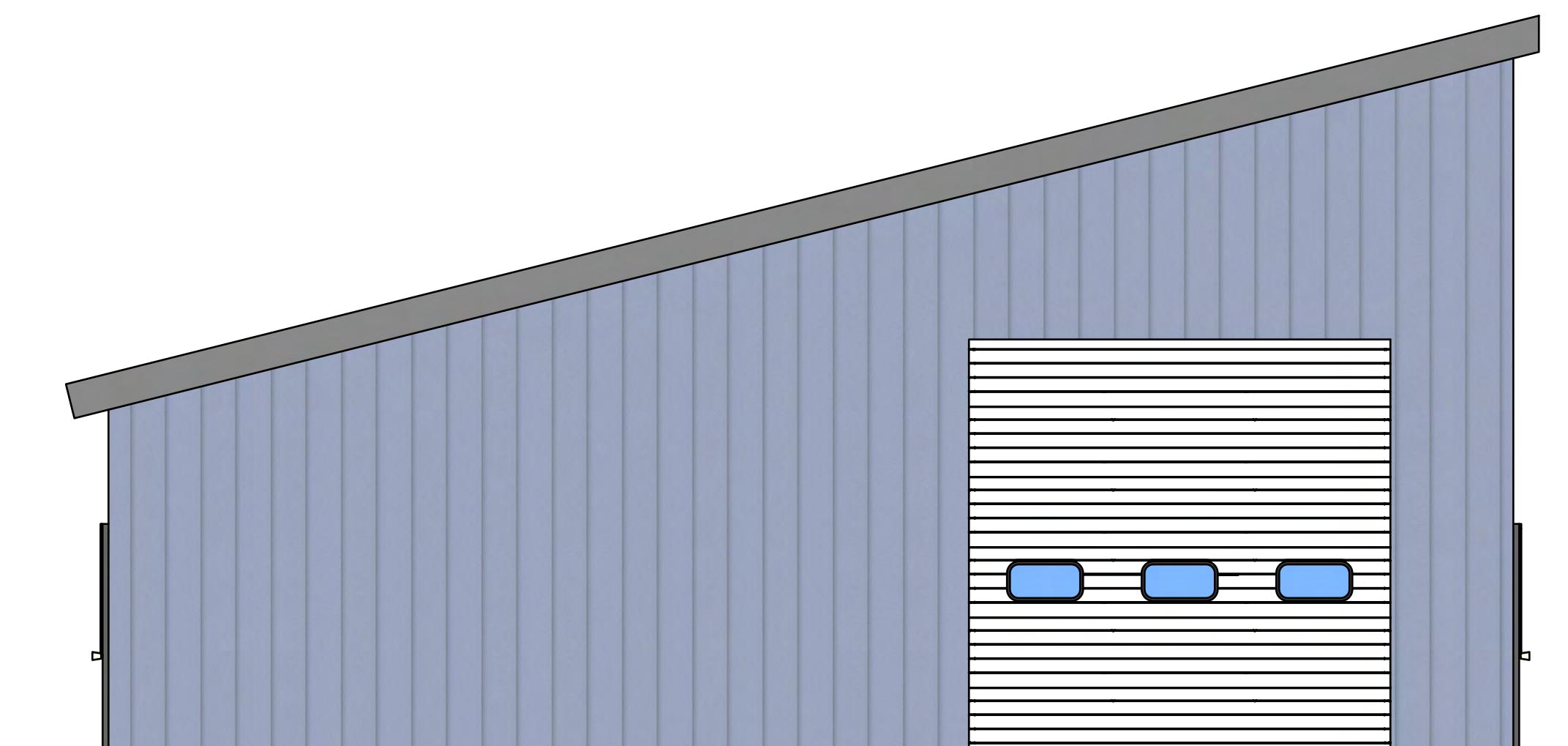
WEST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

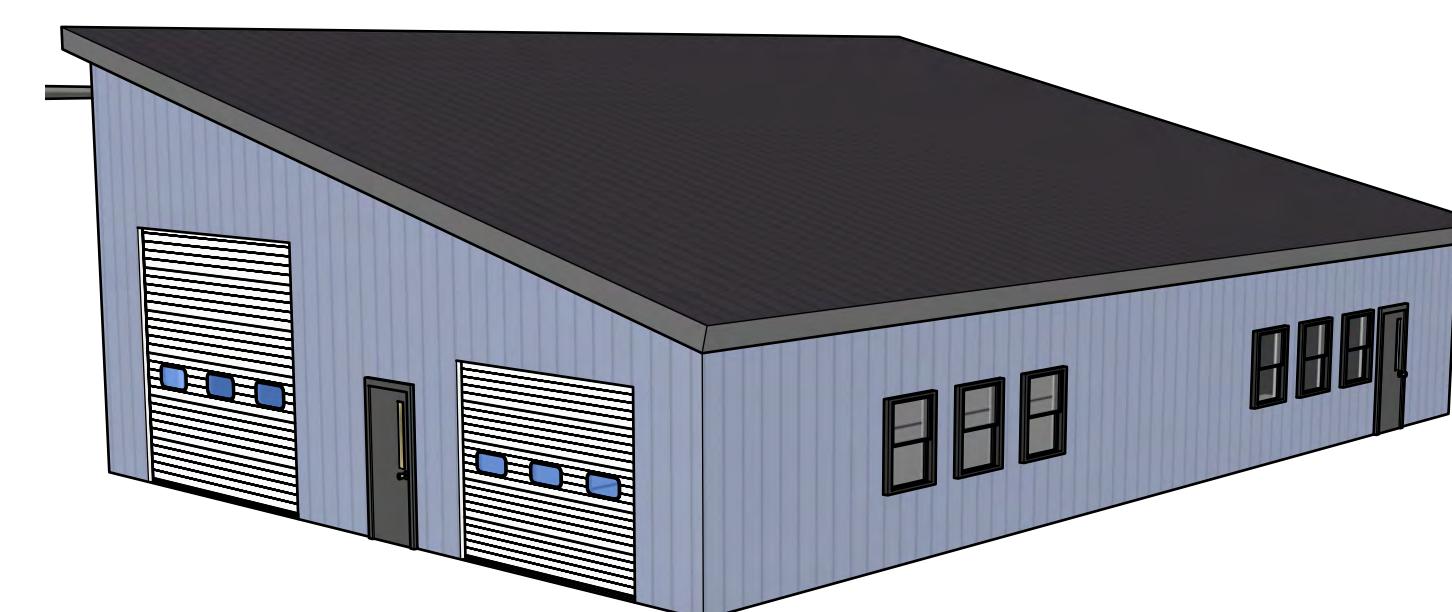
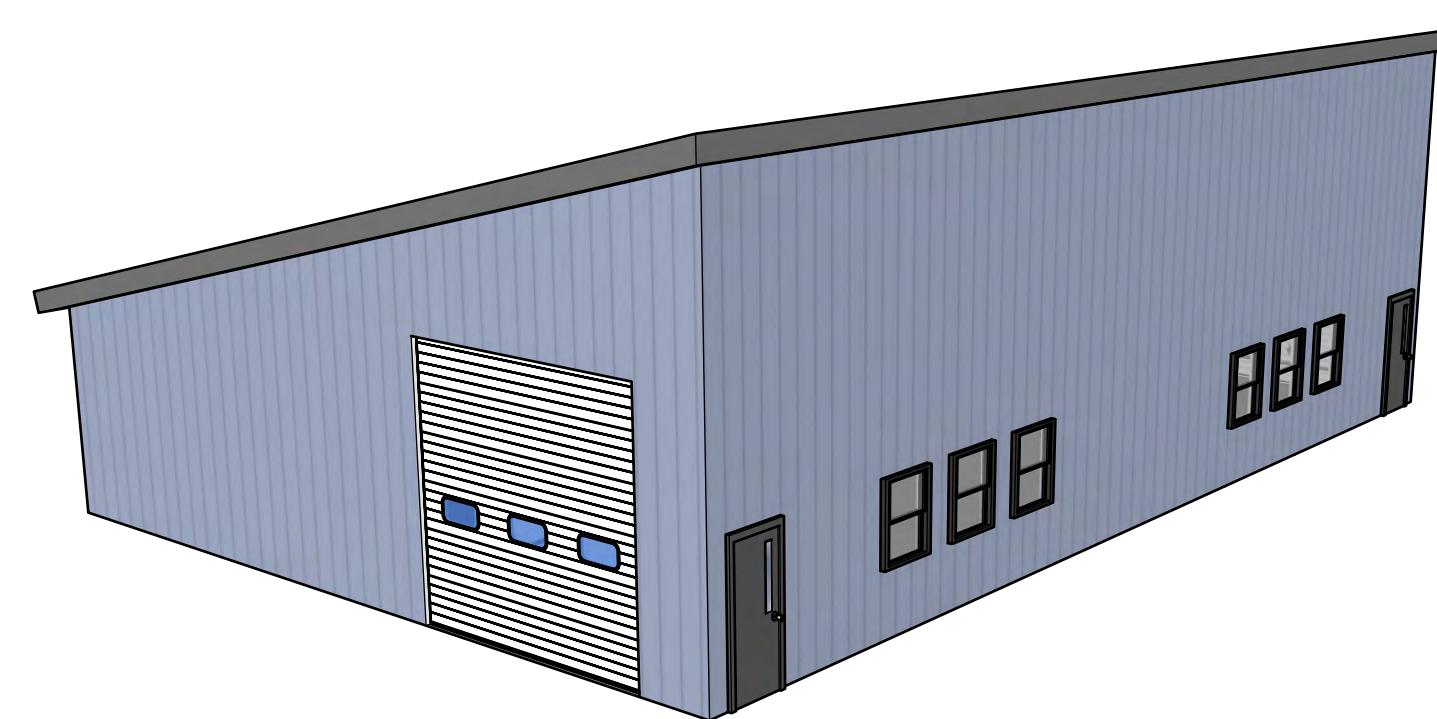
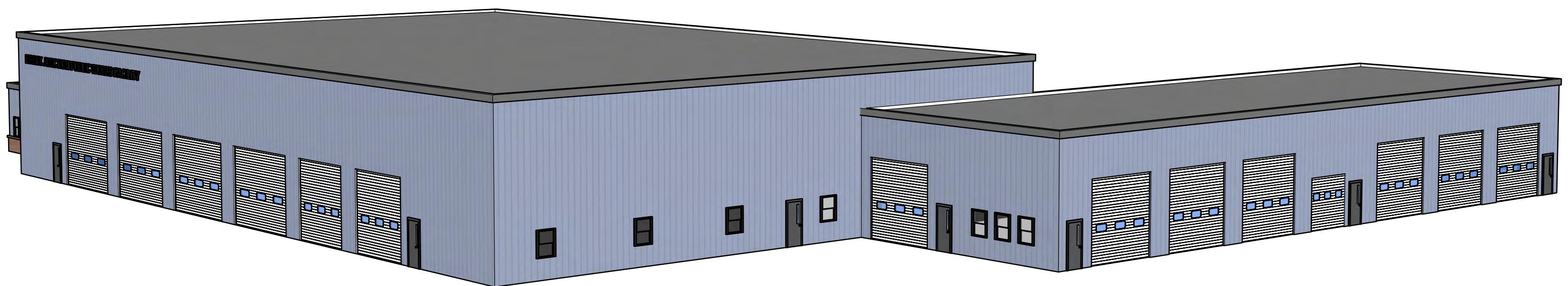
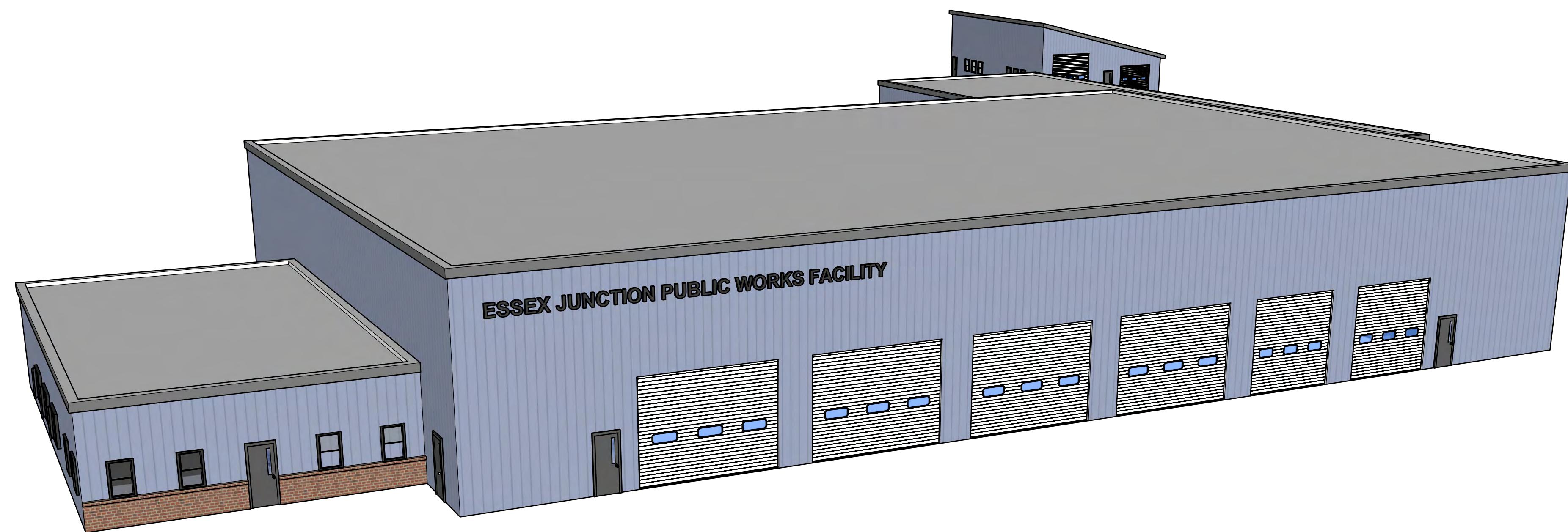
**PRELIMINARY**  
01/12/2026

DATE	REVISION	BY
CLIENT		
City of Essex Junction		
PROJECT TITLE		
New Public Works Facility		
DRAWING TITLE		
Wash Building Elevations		
Survey	RFH	Scale 1/4" = 1'
Design	RFH	Job 24-828
Draw	RFH	File
Checked	JPK	Drawing
Date	01-12-26	V3 - 2

QR code

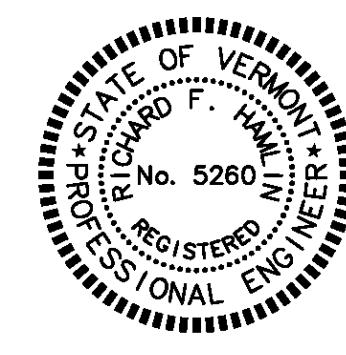
STATE OF VERMONT  
RICHARD F. HAMLIN  
REGISTERED PROFESSIONAL ENGINEER  
No. 5260

Donald L. Hamlin  
Consulting  
Engineers, Inc.  
196 Pearl Street  
Essex Junction, Vermont



**PRELIMINARY**  
01/12/2026

DATE	REVISION	BY
CLIENT		
City of Essex Junction		
PROJECT TITLE		
New Public Works Facility		
DRAWING TITLE		
Building Perspectives		
Survey	RFH	Not To Scale
Design	RFH	Job 24-828
Draw	RFH	File
Checked	JPK	Drawing
Date	01-12-26	V3 - 3



Donald L. Hamlin  
Consulting  
Engineers, Inc.  
196 Pearl Street  
Essex Junction, Vermont

# Public Works Garage - Version 3 Cost Estimate

	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	REFERENCE	CODE	ITEM	PAGE
	<b>Demolition</b>								
1)	Water Building Demolition	28,070	cf	\$0.52	\$14,596.40	RS Means 2025	02 41 16.13	0500	42
2)	Existing Public Works Facility Demolition	92,800	cf	\$0.52	\$48,256.00	RS Means 2025	02 41 16.13	0500	42
3)	Storage Shed Demolition	32,000	cf	\$0.52	\$16,640.00	RS Means 2025	02 41 16.13	0500	42
4)	Saw Cut Existing Pavement 5" Thick	117	lf	\$5.62	\$657.54	Unit Prices (adjusted 2025)			
5)	Excavation of Pavement 4" to 6" thick	5002	sy	\$13.03	\$65,176.06	Unit Prices (adjusted 2025)			
6)	Remove Sewer Line	41	lf	\$20.75	\$850.75	Unit Prices (adjusted 2025)			
7)	Remove 6" Water Line	112	lf	\$30.50	\$3,416.00	RS Means 2025	G1020 205	1250	618
8)	Remove Catch Basin	3	ea	\$926.65	\$2,779.95	Unit Prices (adjusted 2025)			
9)	Remove Storm Drain	276	lf	\$20.75	\$5,727.00	Unit Prices (adjusted 2025)			
10)	Cap Storm Drain	1	ea	\$500.00	\$500.00	Estimate			
11)	Remove Pump Station	1	ea	\$3,575.00	\$3,575.00	RS Means 2025	02 41 13.34	0200	31
12)	Remove Oil/Water Separator	1	ea	\$3,575.00	\$3,575.00	RS Means 2025	02 41 13.34	0200	31
13)	Remove Overhead Power	98	lf	\$3.00	\$294.72	Estimate			
14)	Hazardous Material Removal	1	ls	\$100,000.00	\$100,000.00	Estimate			
	<b>Sewer, Water, and Storm</b>								
15)	4" SDR 35 PVC	54	lf	\$29.90	\$1,614.60	RS Means 2025	G3020 112	1700	704
16)	6" SDR 35 PVC	53	lf	\$36.75	\$1,947.75	RS Means 2025	G3020 112	1750	704
17)	4" Ductile Waterline	130	lf	\$91.29	\$11,867.70	Unit Prices (adjusted 2025)			
18)	2" SDR 21 PVC (Force Main)	415	lf	\$32.85	\$13,632.75	RS Means 2025	31 23 16.13	0110	297
19)	New Pump Station	2	ea	\$10,900.00	\$21,800.00	RS Means 2025	22 13 29.13	2000	253
20)	New Oil Water Separator	2	ea	\$4,165.00	\$8,330.00	Estimate			
21)	6" Ductile Waterline CL 52	20	lf	\$104.56	\$2,091.20	Unit Prices (adjusted 2025)			
22)	6" Gate Valve with Valve Box	1	each	\$2,547.32	\$2,547.32	Unit Prices (adjusted 2025)			
23)	4" Gate Valve with Valve Box	2	each	\$2,428.05	\$4,856.10	Unit Prices (adjusted 2025)			
24)	15" Corrugated Polyethylene Pipe	704	lf	\$74.86	\$52,701.44	Unit Prices (adjusted 2025)			
25)	Catch Basin - 4' dia., To 8' Deep	6	each	\$5,403.76	\$32,422.56	Unit Prices (adjusted 2025)			
26)	Drainage Manhole - 4' dia., To 8' Deep	5	each	\$5,403.76	\$27,018.80	Unit Prices (adjusted 2025)			
27)	Storm Chamber System 1 - Storm Tech SC-740 Chambers	102	ea	\$2,707.20	\$276,134.40	RS Means 2025	G3030 610	1200	717
28)	Storm Chamber System 2 - Storm Tech SC-740 Chambers	20	ea	\$2,707.20	\$54,144.00	RS Means 2025	G3030 610	1200	717
	<b>Dry Utilities</b>								
29)	1.5" Schedule 80 PVC Wired Conduit	397	lf	\$25.40	\$10,083.80	Unit Prices (adjusted 2025)			
30)	2" Schedule 80 PVC Wired Conduit	38	lf	\$209.50	\$7,961.00	RS Means 2025	G4010 312	1500	721
31)	3" Schedule 80 PVC Wired Conduit	212	lf	\$307.00	\$65,084.00	RS Means 2025	G4010 312	1300	721
32)	Overhead Power Service	69	lf	\$615.00	\$42,435.00	RS Means 2025	26 05 13.16	0040	270
33)	2" Natural Gas Service	100	lf	\$12.35	\$1,235.00	RS Means 2025	33 52 16.20	1100	519
34)	Parking Lot Light	3	ea	\$8,249.12	\$24,747.36	Unit Prices (adjusted 2025)			
35)	Electric Vehicle Charger	2	ea	\$28,000.00	\$56,000.00	Job 22-828			
36)	Pole Mounted Utility Outlet	1	ea	\$4,000.00	\$4,000.00	Estimate			
	<b>Buildings</b>								
37)	Office Area - Fully Conditioned	2,040	sf	\$275.00	\$561,000.00	Estimate From Architect			
38)	Area 'A' Vehicle and Equip Storage - Heated	15,000	sf	\$275.00	\$4,125,000.00	Estimate From Architect			
39)	Area 'B' Vehicle and Equip. Storage Semi-Conditioned	4,800	sf	\$220.00	\$1,056,000.00	Estimate From Architect			
40)	Wash Bay and Water Meter Testing - Heated	2,400	sf	\$275.00	\$660,000.00	Estimate From Architect			
42)	Granular Material Storage	3150	sf	\$64.67	\$203,723.10	Job 07-285			
43)	Salt Shed Addition	1950	sf	\$107.79	\$210,190.50	Job 07-285			
	<b>Paving &amp; Landscaping</b>								
44)	Plant Mixed Gravel	983	cy	\$45.28	\$44,510.24	Unit Prices (adjusted 2025)			
45)	Dense Graded Crushed Stone	3929	cy	\$46.01	\$180,773.29	Unit Prices (adjusted 2025)			
46)	New Bituminous Concrete Pavement - 3", Type II	5894	sy	\$22.09	\$130,198.46	Unit Prices (adjusted 2025)			
47)	New Bituminous Concrete Pavement - 1-1/2", Type III	5894	sy	\$10.68	\$62,947.92	Unit Prices (adjusted 2025)			

## Public Works Garage - Version 3 Cost Estimate

48)	New Cement Concrete Sidewalk - 4" Thick	82	sy	\$86.87	\$7,123.34	Unit Prices (adjusted 2025)			
49)	New Cement Concrete Curb	205	lf	\$36.07	\$7,394.35	Unit Prices (adjusted 2025)			
50)	Concrete Filled Steel Bollard	44	each	\$378.42	\$16,650.48	Unit Prices (adjusted 2025)			
51)	4" White Line - Epoxy	1,188	lf	\$2.79	\$3,314.52	Job 22-822			
52)	Seed, Fertilize, Lime and Matting	1622	sy	\$3.68	\$5,968.96	Unit Prices (adjusted 2025)			
53)	Top Soil	181	cy	\$51.03	\$9,236.43	Unit Prices (adjusted 2025)			
	Subtotal				\$8,272,730.79				
	Mobilization 5%				\$413,636.54				
	Contingency 20%				\$1,654,546.16				
	Subtotal				\$10,340,913.49				
	Design Services				\$1,034,091.35				
	Bidding and Construction Services				\$1,034,091.35				
	Total 2025 Costs				\$12,409,096.19				
	Total Assuming 2028 Construction and 3% Inflation				\$13,559,754.45				



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**CC:** Rick Jones, Public Works Superintendent; Jess Morris, Finance Director  
**Meeting Date:** January 28, 2026  
**Subject:** Discussion and Consideration of Water Service Line Further Investigation & Loan Ballot Question

### Issue

The issue is the City of Essex Junction needs to further investigate the unknown service lines as identified in the lead service line inventory and replacement plan. This is a new federal requirement and we will likely need to go into debt to fund the work and debt requires voter authorization.

### Discussion

In December 2021, the United States Environmental Protection Agency (USEPA) published federal lead and copper rule revisions (LCRR). These new regulations require every community water system in the country to prepare a service line (SL) inventory and lead service line (LSL) replacement plan prior to October 2024.

To meet that requirement, on April 11, 2023, Essex Junction voters authorized a loan from the state's Drinking Water State Revolving Fund Intended Use Plan in the amount of \$433,696 for Essex Junction's inventory and replacement plan. The City of Essex Junction Lead Service Line Inventory has been completed, and the inventory is approved.

**There are now new federal rules, and the City is required to identify the unknowns in the inventory (approximately 340 services), and validate the non-lead service lines (approximately 2800 services).**

Specifically the federal drinking water regulations require the City to conduct service line material identification and nonlead service line validation by 2037. The quote for conducting this work is \$892,771. This represents a not to exceed project budget, actual project costs will be invoiced on a time and expenses basis; therefore it may not actually cost that much, but we need to ask the voters for the full potential loan amount.

While the City was not eligible for loan forgiveness for the first loan, the City is eligible for loan forgiveness for this next phase of the service line project work. The City is eligible for 100% subsidy up to \$100,000 and 50% subsidy for the portion over \$100,000 (see page 27 of [the 2025 IUP](#)). Therefore, the approximate total to be repaid would be \$892,771 - \$100,000 = \$792,771 \* 0.5 = \$396,386.

Meanwhile, the original loan for this work was in the amount of \$433,696; however, we did not need to use that full amount. The available loan balance is approximately \$144,000 on the existing service line inventory planning loan. It's possible that with this, we may only need a new loan of approximately \$750,000. However, we are still thinking that through because the terms of the original loan are not as good as the new loan option.

**While the City has until 2037 to complete this work, the state has funding available now in the Drinking Water State Revolving Fund and the City is eligible for loan forgiveness now. Because this funding is in the form of a loan, the City needs voter approval for the purpose of the debt and the debt amount. Therefore, I am bringing this to your attention for consideration for inclusion on the 2026 Annual Meeting ballot.**

**Cost**

The City does not have funding budgeted for this work; and while we have time to meet the requirement, the current loan terms (0% interest – though there is likely a service fee, 5 years repayment starting after project completion and subsidy including 100% forgiveness for the first \$100,000 and 50% forgiveness for the remaining.

**Recommendation**

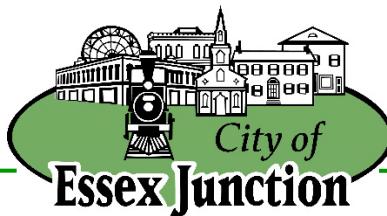
While this exact dollar amount may change before the Annual Meeting warning is finalized by the Council, the recommendation to City Council is:

Ask the voters to authorize a planning loan through the Drinking Water State Revolving Fund for a project in the Water Enterprise Fund to be used for service line material identification and nonlead service line validation as required by federal drinking water regulations in an amount not to exceed \$892,771 to be financed over a period not to exceed ten years.

**Recommended Motion**

If the Council would like to move forward with the Staff recommendation, here is a suggested motion:

“I move the City Council ask the voters to authorize a planning loan through the Drinking Water State Revolving Fund for a project in the Water Enterprise to be used for service line material identification and nonlead service line validation as required by federal drinking water regulations in an amount not to exceed \$892,771 to be financed over a period not to exceed ten years.”



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** January 28, 2026

**Subject:** Discussion and Consideration of a Social Services Grant Program Ballot Question

**Issue:** The issue is whether to put a social services grant program and funding on the ballot.

### **Discussion:**

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). 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](#). The Town's policy is attached to this memo as well. Since separation the City has not had a program and funding mechanism in place to support social service appropriations.

If the Council would like to move this forward it would be a separate ballot item. 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?"

As the Council considers this concept, I have a few thoughts:

1. Next year the reappraisal will be done, and the Economic Development Fund question will need to be brought back to the voters (last approved in 2023 through 2027). That fund is a one-cent tax and is projected to raise \$112,000 in FY27. If the overall value of the grand list goes up this dedicated \$.01 tax would raise more funds (unlike the general fund tax rate which will go down). Therefore, I have thought that next year is the more logical time to introduce a new concept. Because we could consider an adjustment or additional program at that time (ie. perhaps the Economic Development Fund is a half-cent, and a new program is a half-cent). Further, I think these extra programs are more logically funded by a penny tax, rather than 1% of the general fund budget (if the grand list value declines under this method the tax payers will need to pay more to make up the 1% of the general fund budget expense).
2. VLCT has recently provided [guidance on Social Service Appropriations](#), and they suggest establishing a policy based on state statute. I'll note that the model policy contemplates that each appropriation would be a separate ballot item. The practical benefit of this method is that it puts the choice about what social service organizations to fund more directly in the hands of the voters. Rather than being required to pay a tax with little input in what non-profits will be funded with the tax dollars. Ultimately, this is more of a philosophical question than a legal one because I think we can set up a program similar to the Town of Essex or follow VLCT's model guide.

3. If we wait a year, we have time to be more thoughtful on the program and could consider:
  - a. Should the program be available for one-time funding for things to launch, be built, be bought, be serviced, be enhanced, etc., or annual funding to support social service organizations operating budgets?
  - b. Could we incorporate participatory budgeting to put the decision making in the hands of the residents in a real way? What are the legal and financial issues to sort through? There are participatory budgeting examples attached for your information.
  - c. How should we align the program with the Strategic Plan Pillars?
4. Waiting a year limits funding to organizations who support those in need, and many of those organizations are faced with reduced funding. While not the same impact, residents can support organizations of their choice directly, rather than raising a tax.
5. If the Council moves forward on the other ballot items, there are a number of ballot questions with financial implications to tax and rate payers.
6. If this program is set up, I believe the program and tax should be reconsidered by the voters annually.

If the Council would like to move forward, Staff would appreciate input on:

1. 1% of the General Fund Budget or a one-cent tax?
2. Guidance on program parameters, not as final parameters, but to help to describe this question to voters.

Staff would then work with the City Attorney to craft the question for the ballot; which would be up for final consideration when the Annual Meeting warning is finalized on March 11, 2026.

**Cost:**

There is no general fund cost to consider.

**Recommendation:**

My recommendation is to wait until next year when the reappraisal is complete; however, this is the City Council's purview and decision. If this moves forward, I can work with the Attorney on the exact ballot language. But it would be helpful to have a motion on the general concept at this stage.

**Recommended Motion:**

If the Council so chooses, here is a motion (this may change based on the discussion):

"I move the City Council ask the voters to authorize the development of a Social Services Funding Program and approve a one-cent tax to fund this program, to be reconsidered at the annual meeting in 2027."

**Attachments:**

Town Grant Policy

Participatory Budgeting Examples

<b>TOWN OF ESSEX, VERMONT</b> <b>HUMAN SERVICES FUNDING DISTRIBUTION POLICY</b>	
Revision Number: 3.0	Adopted by the Town of Essex Selectboard on 11/18/2019 Amended 06/06/2022
Revision Date: 01/27/2025	

### **1. Purpose**

The purpose of this policy is to provide the framework to support the Town of Essex Human Services Contribution policy passed on November 16, 1987 that states, "The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations."

### **2. Application Process**

- a) The proposed appropriation to the Human Services Contributions Fund is presented to Town of Essex residents during the annual meeting in March of each year as an article separate from the proposed budget. The article must be duly warned as an appropriation of funds and must state the necessity of the funds as providing support for social services for the benefit of Essex residents.
- b) By May of each year, the Town Manager will provide recommendations to the Town of Essex Selectboard for specific focus areas as human service priorities for the most vulnerable residents of the Essex community. The Selectboard will approve up to seven (7) focus areas for funding distribution of the funds.
- c) Circulation of the approved focus areas and up-to-date application and guidelines will be by but is not limited to: an Essex Human Services Contributions Fund email list and email to all employees/board members, posts to municipal websites, and announcements on municipal social media outlets and newspapers.
- d) Applications must be received or postmarked by February 15<sup>th</sup> of each year.
- e) The Town Manager shall appoint a committee to compile and review all applications and make recommendations, based on the focus areas approved by the Selectboard the previous May.
- f) By May, the Selectboard considers the funding recommendations by the Town Manager, contingent upon available funds and considers approval of the focus areas for the next cycle. Organizations that successfully petitioned for funds and received an approval by voters (17 V.S.A. § 2642) may reduce the amount of funds available for distribution.
- g) Funding awards are issued each June, prior to fiscal year end.

### **3. Eligibility**

- a) Local area social, health and human services organizations who serve Essex residents are encouraged to apply. Only non-profit organizations who are considered a 501

(c)(3) or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible.

- b) Organizations that petitioned to place an article requesting funds on the annual meeting ballot are not eligible to apply for funds from the Human Services Contributions Fund during that same fiscal year.
- c) Organizations with a religious affiliation are eligible to apply if the program or service is provided without proselytizing.
- d) All funding proposals must align with the Essex Human Services Focus Areas.

#### **4. Application and Guidelines**

The Town Manager will revise and update the application and supporting guidelines in accordance to this policy and with focus areas approved by the Selectboard, when necessary.

This policy replaces the Town of Essex Human Services Application policy passed on November 16, 1987 and supersedes any prior policy and procedures, whether written or oral, on this subject matter.

Adopted by the Selectboard of the Town of Essex, Vermont, on November 18<sup>th</sup>, 2019 and amended on 06/06/2022 and 01/27/2025. It is effective as of this date until amended or repealed.

#### **Town of Essex Selectboard**

Tracey A Delphia  
Tracey A Delphia (Jan 28, 2025 09:15:54 EST)

Tracey Delphia, Chair

Andrew J Watts  
Andrew J Watts (Jan 30, 2025 17:23 EST)

Andrew Watts, Vice Chair

Kendall Chamberlin  
Kendall Chamberlin (Jan 30, 2025 08:26 EST)

Kendall Chamberlin, Clerk

Dawn Hill-Fleury  
Dawn Hill-Fleury (Jan 29, 2025 17:06:53 TI)

Dawn Hill-Fleury

Ethan Lawrence

# City of Cambridge Launches 12th Cycle of the Participatory Budgeting Process

September 15, 2025 • 4 months ago

The City of Cambridge has announced the launch of the 12th cycle of the Participatory Budgeting (PB) process. Residents will decide how to spend \$1 million for winning projects that will be included in next year's Fiscal Year 2027 Budget. Community members can submit ideas until October 12, 2025 in the following ways:

- Visit [pb.cambrigema.gov](http://pb.cambrigema.gov)
- Email [pb@cambrigema.gov](mailto:pb@cambrigema.gov)
- Call the City of Cambridge Budget Office at 617-347-4270
- Drop written ideas in the Payment Drop Box behind City Hall
- Mail ideas to the City of Cambridge Budget Office, 795 Massachusetts Ave., Cambridge, MA 02139



Ideas will also be collected through direct community outreach and at certain public events throughout the idea collection period. Organizations interested in hosting an Idea Collection workshop in their respective communities can contact the Budget Office at [pb@cambrigema.gov](mailto:pb@cambrigema.gov) for more information.

Participatory Budgeting is a democratic process where community members can directly decide how to spend part of the City's budget. In Cambridge the intention is for Participatory Budgeting to directly involve residents in the budgeting and city-building process, foster civic engagement and community spirit, and help ensure that the City's budget reflects the priorities of Cambridge residents and local

partners.

Past winning projects have included STEAM upgrades for youth centers, resources to support new parents, laundry access in public schools, shaded seating in public spaces, pesticide-free rodent control devices, and many others.

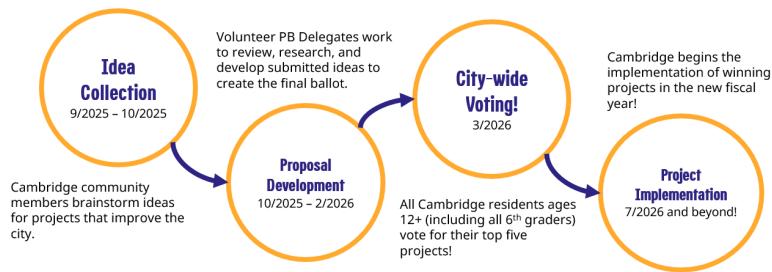
During the PB11 vote in March 2025, more than 10,000 Cambridge residents age 12 and older voted to decide how to allocate Participatory Budgeting funding to address community needs, marking two consecutive years of reaching over 10,000 voters. Since the inaugural process in 2014, the City of Cambridge has collected over 10,000 ideas, counted more than 76,000 votes, and committed over \$10.5 million to 79 Participatory Budgeting projects over 11 cycles.

"Participatory Budgeting provides Cambridge with a vast array of opportunities to connect with community members, listen to their ideas, identify community needs, and help them better engage in our municipal budget process," said Cambridge City Manager Yi-An Huang. "It has become an invaluable strategy in helping us become more responsive to what's most important to the community. We look forward to launching our latest PB cycle and engaging with more members of the community!"

Between October 2025 and February 2026, volunteer Cambridge residents (PB Delegates) will research all ideas submitted by the community during idea collection, and work with City Staff to develop proposals that will be presented for a community vote in March 2026. All Cambridge residents age 12 and older will be eligible to participate in the voting process, which will be available online, in-person at several Cambridge locations, and over the phone during the March 2026 voting period.

Cambridge residents are encouraged to join the PB process as volunteer PB Delegates to contribute to the proposal development process that will create the PB12 ballot. Those interested in volunteering can visit [pb.cambridgema.gov](http://pb.cambridgema.gov) for information on how to sign up.

For updates and the latest information about the Participatory Budgeting process, please visit [pb.cambridgema.gov](http://pb.cambridgema.gov), contact the Budget Office at 617-349-4270 or email [pb@cambridgema.gov](mailto:pb@cambridgema.gov).



### *PB Cycle 12 Timeline*

# What is Participatory Budgeting?

Participatory Budgeting Speed Consul...



Participatory Budgeting (PB) is a democratic process where community members can vote to directly decide how to spend part of a public budget. PB was first developed in Brazil in 1989 and is now used in over 7,500 cities around the world.

In Cambridge, PB aims to directly involve residents in the budgeting and city-building process, foster civic engagement and community spirit, and help ensure that the City's budget reflects the priorities of

Cambridge residents and local partners. Cambridge residents have allocated more than \$10.5 million to 79 PB projects since 2014. Learn more about the past PB Cambridge cycles on our [PB Cycles page](#).

Sign up for PB email updates here!

## Coming Up

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FEB

07  
SAT

### City Budget Walk Through

2:00 PM  
The Budget Office will host two community engagement events in...

FEB

11  
WED

### City Budget Walk Through

6:00 PM  
The Budget Office will host two community engagement events in...

[View All](#)

## FAQs

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### What is Participatory Budgeting (PB)? -



Participatory Budgeting (PB) is a democratic process where community members can directly decide how to spend part of the City's budget.

In Cambridge, community members begin by submitting their ideas for projects on how to spend the PB budget. Then, volunteer Cambridge residents, called PB Delegates, work alongside other delegates, Cambridge community members, and City staff to develop all the submitted ideas into 20 project proposals. The 20 project proposals are then presented to the public through a city-wide vote. Top vote-getting projects win funding and are implemented by the City in the following fiscal year.

## What are the goals of PB in Cambridge? -

The City hopes that Participatory Budgeting will directly involve residents in the budgeting and city-building process, foster civic engagement and community spirit, and help ensure that the City's budget reflects the priorities of Cambridge residents and local partners.

The Outreach Committee approved the following five goals for the PB process:

- 1. Expand and Diversify Civic Engagement:** Ensure that all community members have a voice in the development and improvement of their city, especially marginalized communities, reticent voters, and people with limited opportunities to engage in the political process.
- 2. Have Meaningful Social and Community Impact:** Use PB as a tool to effect meaningful social change in the community. PB in Cambridge should be mission-driven and results-oriented.
- 3. Promote Sustainable Public Good:** Make sustainable decisions that promote the long-term future and wellbeing of Cambridge residents.
- 4. Create Easy and Seamless Civic Engagement:** Enable the community to be involved without barriers or frictions. Create a welcoming space for residents to become engaged, fostering a "contagious" civic environment.
- 5. Promote Civic-mindedness:** Help residents imagine themselves as civic actors and educate each other about their needs and lives. Provide youth with the opportunity and experience to become life-long voters and community leaders.

## How much money is Cambridge setting aside for Cycle 12 of PB and what can it be used for? -

The PB12 budget is \$1,000,000. Projects are eligible for funding if they meet the following criteria:

- Benefit the public.
- Cost \$1 million or less.
- If **capital** project
  - One-time expenditure
  - On City-owned property
    - Projects on CHA, DCR, and MBTA property are not eligible.
- If operating project:
  - Fixed project duration (up to 3 years)
- Consistent with existing City policies
- Implemented by the City of Cambridge
- Implemented after July 1, 2026 (the start of the next fiscal year)

Before being submitted to the public vote, all projects must be approved by City staff to ensure they meet the requisite need, impact, and feasibility criteria, and that they meet all legal requirements of capital and operating projects.

### **What is a capital project and what is an operating project? -**



**Operating Projects** fund programs and services, including salaries. Multi-year operating PB projects can win funding for a maximum duration of three years. Once PB project funds are spent, the project will end. Cambridge's 10th PB cycle was the first year operating projects were eligible for PB funding consideration. Many City services like trash and recycling collection, animal control, the Fire Department, and Cambridge Public Schools, involve operating funds.

[Learn more about the City's FY25 Operating Budget.](#)

**Capital Projects** fund infrastructure improvements, typically things that are bought or built. Most capital projects have some sort of associated operating cost, like the ongoing cost to maintain and clean a public bathroom. Capital projects could include open space amenities, transportation infrastructure, vehicle purchases, technological materials, and much more. Examples of previous PB capital projects include youth center upgrades, electric vehicle

charging stations, basketball court upgrades, water bottle filling stations, and tree plantings.

[Learn more about the City's FY25 Capital Budget.](#)

## **How does PB work in Cambridge? What is the timeline? What happens when? -**

The 12th PB cycle will run from August 2024 - March 2025 and include the following key phases:

- Community members brainstorm and submit ideas about how to spend \$1 million of the City's Budget on projects to improve Cambridge (September 12 - October 12, 2025)
- Volunteer Participatory Budgeting Delegates research and prioritize ideas, ultimately developing final proposals for the PB Ballot (October 2025 - February 2026)
- City staff review proposals for need, impact, feasibility, and cost (January 2026)
- Residents vote on which projects they'd like the City to fund (March 2026)
- Results are announced and winning projects are included in the City's FY27 Budget (March 2026)
- Winning projects are implemented (July 2026 onward)

## **What are PB Delegates? What do they do? -**

PB Delegates are volunteer Cambridge residents who work in teams to research, evaluate, and prioritize the project ideas submitted by community members during idea collection. PB Delegates work for three months to develop and choose the final project proposals for the PB vote in March. The proposal development process involves site visits, community assessments, and consultations with City staff to evaluate a project's need, impact, feasibility, and cost.

During the PB11 process, 70+ PB Delegates worked in the following four committees to narrow down over 1,300 submitted PB ideas into 20 final project

proposals for the ballot: Community Resources, Environment, Parks & Recreation, Transportation Streets & Sidewalks, and Youth.

If you are interested in volunteering as a PB Delegate, [visit the Volunteer page](#) for more information and the sign up form.

## How does PB voting work? Who is eligible? -

The PB11 vote was open from March 6-16, 2025. Cambridge residents who are at least 12 years old (as well as students in the 6th grade), regardless of citizenship status, are eligible to vote in Participatory Budgeting.

College/university students whose dorm/apartments are in Cambridge are also eligible to vote. Voters were able to choose up to 5 of the 20 projects on the PB11 ballot. They do not need to rank their choices or do any math.

The PB11 online ballot was available in English, Amharic, Arabic, Bengali, Chinese (Simplified and Traditional), Haitian Creole, Hindi, Japanese, Portuguese, and Spanish.

Residents can also vote over the phone in English at (617) 349-4270 and in-person at multiple events around Cambridge. Paper ballots at in-person events last year were available in English, Amharic, Arabic, Bengali, Chinese (Simplified and Traditional), Haitian Creole, Hindi, Japanese, Portuguese, and Spanish.

You can [read about winning projects from the last PB cycle here](#).

## How can I learn more about municipal finance and the city's budget in Cambridge? -

To learn more about the City's Operating and Capital Budgets, property classifications, property valuation, and available tax exemptions and abatements [read the FY25 Tax Rate Newsletter](#). More information about the City's budget can also be found online on the [Budget Department website](#).

May 7, 2025 - News

# "People's budget" finalized: How Richmonders want to spend city money



Karri Peifer



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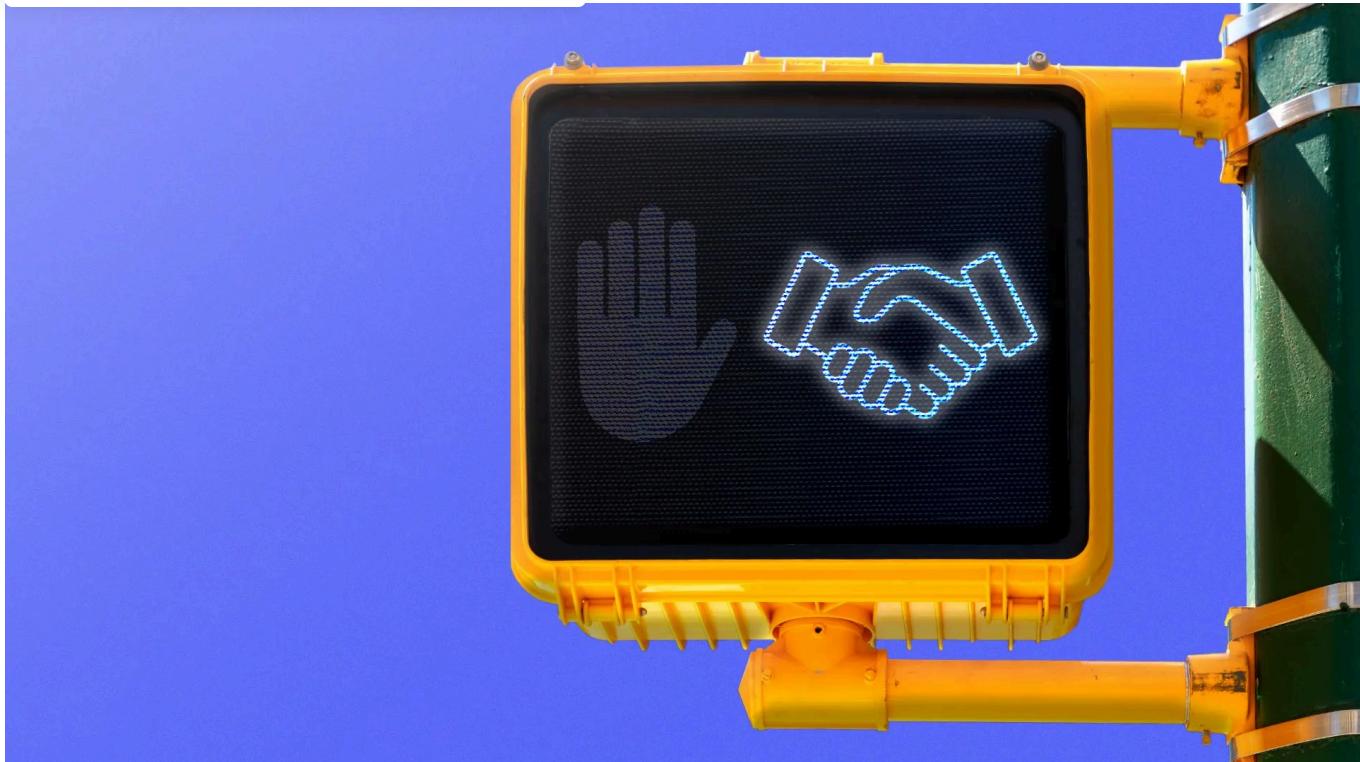


Illustration: Gabriella Turrisi/Axios

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**Why it matters:** Every district in Richmond is likely to see the specific improvements that locals voted for, like bus shelters near VMFA and Lombardy Kroger, and better lighting in Church Hill parks.

**State of play:** Delegates for the city's first participatory budgeting plan, dubbed "the people's budget," spent much of the last year collecting community input and [winnowing ideas](#) for how each district should spend city funds.

- The final project list is the result of [last month's ranked-choice](#) voting by locals who live, work or play in one of Richmond's nine districts.
- And last week, City Council found [\\$1.7 million in the proposed city budget](#) to fund the projects. That's less than the \$3 million initially proposed, but it's not nothing.

**Between the lines:** The projects that locals voted to fund across the districts underscore long-running resource and infrastructure disparities in [Richmond's neighborhoods](#).

- Some districts, like the 1st (Near West End) and the 2nd (Fan and Jackson Ward) and 3rd (Northside) seemed to focus on particular projects in specific locations. Others asked for simple districtwide improvements, like landscaping and sidewalk repair.
- That's also why the city allocated more money for "socially vulnerable" districts and less for others.

**Yes, but:** The projects are estimated to cost just under \$2.8 million, so it's unclear how the RVAPB Commission will prioritize what gets done with its \$1.7 million budget.

- The group did not reply to Axios' request for comment.

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fund the most-popular choices after that.

- For example, a covered skate park at Southside Community Center in the 9th District that would've cost \$500,000, the district's entire budget, was removed.

**By the numbers:** Districts 3 (Northside) and 7 (East End) had the most votes per district at 745 and 860, respectively.

- Districts 8 and 9 on the city's Southside had the fewest, at 222 and 155.
- Every other district saw around 600 votes each.

**Zoom in:** These are the more than two dozen final projects selected by residents in all [nine districts](#).

- **District 1 (Museum District and West End):** Pedestrian safety upgrades, a community garden expansion and water fountain for [Humphrey Calder Community Center](#), plus bus stop shelters near VMFA and better pedestrian safety at Belmont Library (a total of six projects for \$195,000).
- **District 2 (Central):** Trees in high-heat index neighborhoods, like Jackson Ward, Carver, Newtown West and Scott's Addition; bus shelters at Lombardy Kroger; and trash cans in high-traffic areas (three projects for \$175,000).
- **District 3 (Northside):** Trees districtwide tech upgrades for Calhoun Community Center and North Avenue and Ginter Park libraries, pedestrian crossing improvements on Brookland Park Boulevard, and an RRHA parklet renovation (four projects, \$250,000).
- **District 4 (Southwest):** Sidewalk repairs districtwide (one project, \$200,000).
- **District 5 (Central):** Traffic calming infrastructure — like hybrid beacons and curb bump-outs — and a study of low-visibility intersections (two projects,

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districtwide, and accelerated bus shelter upgrades (two projects, \$500,000).

- **District 7 (East End):** Tree planting, upgraded bus stops, public lighting, and bat houses in parks (four projects, \$300,000).
- **District 8 (Southside):** Beautify high-traffic bus stops and improve bus accessibility along Richmond Highway and other key corridors, plus tree planting to combat urban heat islands, upgrades for Broad Rock Community Garden and Hickory Hill beautification projects, and road and safety improvements (six projects, \$450,000).
- **District 9 (South Central):** Sidewalk improvements on Jahnke, trash cans at bus stops, plus bus shelters at Broad Rock Boulevard and Warwick Road, landscaping on Midlothian, and traffic calming on Alaska Avenue (five projects, \$410,000).

**What's next:** The RVAPB Commission will release public-facing project trackers on its website in the coming months so residents can follow the progress.

- The goal, the group says, is to complete the projects within two years.



 Add Axios on Google

## More Richmond stories



**Ward Service Office**  
1447 W. Morse Ave  
Chicago, IL 60626  
office@49thward.org

EN

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# PB49: Cycle 15 (2025)

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The Results are In!



**OUR** COMMUNITY.  
VOICE.  
DECISION.  
Participatory Budgeting in the 49th Ward

**480** 49TH WARD  
RESIDENTS  
VOTED

## Voting Results

**54%** Allocated toward street & alley resurfacing and curb & sidewalk repairs (\$540,000)

**331** Votes for Nature Play Space at Kilmer Elementary (\$200,000)

**282** Votes For More Bus Stop & Public Seating Benches (\$80,000)

**310** Votes for Sand Fencing at Hartigan Beach (\$15,000)

**167** Votes for Bump Outs Around New Field Elementary School (\$121,000)

### *Runner-up project (Will not be funded)*

**104** Resurfacing Tennis Courts at Touhy Park (\$200,000)

**MARIA**  
MADDEN

Office Hours:

Monday: 9 am - 5 pm

Tuesday: 9 am - 5 pm

Wednesday: 9 am - 5 pm

Thursday: 9 am - 5 pm

Friday: *Remote office hours 9 am - 5 pm*



**OUR** COMMUNITY.  
VOICE.  
DECISION.  
Participatory Budgeting in the 49th Ward

**480** Residentes  
del Distrito 49  
que votaron

## Resultados De La Votación

**54%** Destinado a la repavimentación de calles y callejones y a la reparación de bordillos y aceras. (\$540,000)

**331** Votos a favor del Espacio de Juegos Naturales en la Escuela Primaria Kilmer (\$200,000)

**282** Votos Más Paradas de Autobús y Bancos Públicos (\$80,000)

**310** Votos a favor de la instalación de cercas de arena en la playa de Hartigan (\$15,000)

**167** Votos a favor de la ampliación de las aceras alrededor de la escuela primaria New Field (\$121,000)

### *Proyecto finalista (No recibirá financiación)*

**104** Reacondicionamiento de las canchas de tenis en Touhy Park (\$200,000)

**MARIA**  
MADDEN

Ward Service Office:

1447 W. Morse Ave

Chicago, IL 60626

office@49thward.org

773-338-5796



Thank you to everyone who voted. The turn-out project for this year's cycle is resurfacing the tennis courts at Tohy Park.

Thank you to everyone who voted. I also want to give a special thank you to all of our dedicated volunteers, who spent time researching, developing, and finalizing so many wonderful proposals.

**Vote in PB49 thru November 16th**



**Idea Collection Now Open**



**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
DRAFT MINUTES OF MEETING  
January 14, 2026**

**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; Jess Morris, Finance Director.

**OTHERS PRESENT:** Luke Brockmeier, Karen Hergesheimer, Greg Morgan, Bridget Meyer, Dennis Thibeault, Jeanne, Resa.

## 1. CALL TO ORDER

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

## 2. AGENDA ADDITIONS/CHANGES

None.

### 3. APPROVE AGENDA

3. APPROVE

#### 4 PUBLIC TO BE HEARD

4. Fe

None.

## 5 BUSINESS ITEMS

5. **BUSINESS ITEMS**

- a. Discussion of Community Engagement Budget Ask

Bridget Meyer spoke on this agenda item. She noted that a small group of residents have formed a Community Connections team and is organizing a community dinner for the City at the Essex Westford High School on January 31, with activities for children from 4:00 onward and dinner from 5:30 to 7:00 P.M. She said that she would like the City to have more of these informal events where residents have the opportunity to get to know each other in a casual setting, and outlined a number of examples of community events that are inexpensive and would appeal to all age ranges. She noted other municipalities with downtown designations, such as the Vergennes Partnership and Montpelier Live, saying that they are great examples of community organization and economic development coalescing in the same activity. She noted that in addition to community events, the Community Connections team is working to put together a welcome brochure for all new Essex Junction residents, which would include municipal information and contacts, as well as information on pedestrian and bike paths and other City infrastructure.

Councilor Haney expressed support for organic, informal approaches to organizing community events. She asked Ms. Meyer if there is a dollar amount or funding ask associated with this proposal. Ms. Meyer replied that she has not put forth a proposed dollar amount, but has begun to engage with City staff on a limited basis to solicit their feedback. Councilor Miller expressed support for this type of community engagement and said that it will be important to have a process of accountability to ensure that taxpayer dollars are being spent appropriately in these efforts. Councilor Certa said he would like to better understand the asks, where they would fall in the budget, what staff time would be required to provide support for these events, and then use that to inform decisions about funding. City Manager Mahony said it would be helpful to know if the Council supports this concept of a more grassroots effort at community engagement, with some ability to stand it up and support it with a dollar amount. She said that staff can help determine how much capacity they have to support this effort. She said that this effort could be valuable and would address a number of the items listed in the City's strategic priorities. EJRP Director Luck said that this could be a great opportunity for the City to have more civic engagement, and could dovetail with Councilor Haney's proposal that the City

56 have a human services grants program. He said that having a fund available for community members to  
57 come together and weigh in on how to spend it is a prime example of participatory budgeting.  
58

59 The following public comments were received:

- 60 • Resa said that this is a laudable proposal, but said there needs to be a process and structure in place  
61 to vet something like this, as it could establish a precedent for community members to come forward  
62 to the Council with funding requests of their own. She asked who is on the Community Connections  
63 team, and Ms. Meyer replied that the team includes Sue McCormick, Karen Dolan, Lori Houghton,  
64 Dennis Thibeault, Gabrielle Smith, and herself.
- 65 • Luke Brockmeier expressed support for a single standalone nonprofit (such as one that would be  
66 associated with a City's downtown designation) that isn't directly related to the City that engages in  
67 this type of community development, and that other community requests could be funneled through  
68 this organization. He said that producing and sending a welcome packet also helps the City quantify  
69 how many people are moving into Essex Junction every year.
- 70 • Greg Morgan spoke about the importance of structuring community events so that people are  
71 encouraged to talk to others they may not be seeing at other organizations or events.

72 b. Discussion and Consideration of the Proposed FY27 General Fund Budget

73 City Manager Mahony began by noting that this proposed FY27 General Fund budget is a reduction of  
74 approximately \$50,000 from the budget presented on Budget Day in December 2025, and noted the additions  
75 and reductions from the previous draft of the budget that resulted in the net \$50,000 decrease. She noted  
76 that there are several outstanding items not included in the budget, which will be incorporated when known.  
77 These include allocated postage expenses across departments, VLCT insurance rates, and County Tax  
78 amounts. She said that as it stands, the current FY27 budget proposal represents a 3.9% increase over  
79 FY26. She noted that Enterprise Funds (Water, Wastewater, Sanitation, and Stormwater) are in the early  
80 stages of being compiled and calculated, and have not been updated since Budget Day (and stand at a 9.2%  
81 increase from FY26 to FY27). She noted that there were specific questions about election costs, and noted  
82 that after researching further, City staff determined that the FY27 budget allocates enough to cover costs in  
83 the event that there are two annual meetings between the City and the School District. She also noted that  
84 there were specific questions about the Clerk's Office becoming a location for processing U.S. passports.  
85 She said that the revenue associated with this was not assumed in either the FY26 or FY27 budget. She  
86 noted that while the City has been conditionally approved to become a passport facility, it warrants further  
87 consideration by the Council, as it would limit the Clerk's Office's, ability to conduct other work at current  
88 capacity.

89  
90 City Manager Mahony then spoke about additional budget items for consideration that haven't been brought  
91 forth yet. She noted that the first is the Community Connections Team request that Ms. Meyer spoke about  
92 earlier. She noted that another item is how the City can raise more revenue and encourage more economic  
93 development, and said that while the City is well on its way to growing its residential grand list, it is without  
94 an economic development strategy or committee for doing so for commercial or industrial properties. She  
95 suggested starting by putting \$30,000 in consultant funding in the FY27 budget to help establish a plan or  
96 strategy for revenue growth. She also noted that the City will be working with surrounding municipalities  
97 through CCRPC on the Economic Mobility & Opportunity work.

98  
99 City Manager Mahony noted budget items that staff do not currently need direction on but that have come  
100 up for consideration for inclusion in the FY27 budget, including the Social Services Grant Program, the  
101 potential Public Works Facility bond vote, and potentially putting additional capital into the Stormwater fund.  
102

103  
104 The Council began by discussing Ms. Meyer's request to add funding to the budget for community events.  
105 Councilor Certa expressed support for the concept, but said he is unclear about which bucket of funding it  
106 should be allocated to. He asked whether it could be folded into the \$30,000 suggested by City Manager  
107 Mahony that would be earmarked for consultant support for an economic development strategy. Councilor

108 Haney asked whether it would be appropriate to use part of the funding set aside for community engagement  
109 special initiatives in the legislative department's portion of the budget. Other Councilors said that this could  
110 be a feasible approach.

111  
112 Councilors then discussed other outstanding items for consideration in the FY27 General Fund budget.  
113 Councilor Haney spoke about several meetings she and other Councilors have had in the past with other  
114 municipalities on their approaches to economic development, including Hardwick and Montpelier, and how  
115 these approaches could be mirrored by Essex Junction. She also spoke about how the Champlain Valley  
116 Expo will be a significant player in the economic development conversation. She expressed support for  
117 having a consultant provide support in further strategic planning for economic development. Councilor  
118 Shelden asked about hiring for an internal staff position to help with economic development strategic  
119 planning, rather than hiring a consultant. City Manager Mahony replied that a staff member will likely be more  
120 necessary in the future, but would not recommend including a half-time position in the FY27 budget instead  
121 of contractor funding. Councilor Certa expressed support for an additional \$30,000 in the budget to pursue  
122 this economic development strategic support. Councilor Miller cautioned about adding further expenses to  
123 the budget, with an eye to keeping tax increases down. He noted that though the increase currently stands  
124 at around 4% over FY26, 2.8% of the total 4% is due to an increase in the costs of police services, which is  
125 not completely in Essex Junction's control. Finance Director Morris noted that adding \$30,000 to the budget  
126 for economic development support would put the FY27 increase at 4.1%, or \$118 per year on a \$280,000  
127 assessed property.

128  
129 Councilors discussed the Social Services Grant Program and whether to discuss it as its own business item  
130 on a future City Council agenda. Councilor Haney expressed support for continuing to discuss this item, and  
131 would like to see the City mirror the Town's approach to this type of grant process. Councilor Certa expressed  
132 support for discussing this at the Council's next meeting and for having the voters weigh in on whether they  
133 support this type of grant program for the City. Councilors Miller and Shelden agreed.

134  
135 The following public comments were received:

136     • Greg Morgan spoke about his experience on the Town's Economic Development Committee and on  
137 past attempts to look at how to increase the grand list on the commercial/industrial sector through  
138 economic development. He spoke about the Town's experience hiring a consultant to conduct a study  
139 around economic development and how the deliverable was not ultimately very useful, but said that  
140 having a consultant who understands Vermont's situation and landscape would be critical for success.  
141     • Resa thanked Councilor Miller for approaching the budget conversation with a focus on affordability  
142 for the taxpayers.  
143     • Bridget Meyer said that there are people in the community who have the expertise and are willing to  
144 volunteer their time to help with the economic and community development conversations and urged  
145 the City and the Council to lean into that volunteer willingness and capacity to serve.

146  
147 6. **CONSENT ITEMS**

148     a. Approve Meeting Minutes: December 10, 2025; December 17, 2025

149  
150     **Councilor Miller made a motion, seconded by Councilor Certa to approve the consent agenda. The**  
151 **motion passed 5-0.**

152  
153 7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony thanked public works  
154 crews for trying to ensure that roads and sidewalks were as safe as possible during the deep freeze and  
155 ice of the past several weeks. City Council President Thibeault also thanked public works for their work  
156 this winter so far.

157  
158 8. **READING FILE**

159     a. Check Warrant #24102 – December 13, 2025; #24103 – January 9, 2026

160 b. Regional Boards and Committees Memo  
161 c. Bike Walk Advisory Committee Minutes – December 11, 2025  
162 d. Tri-Town Joint Review Committee Minutes – December 15, 2025  
163 e. Brownell Library Trustee Minutes – December 16, 2025  
164 f. Police Community Advisory Board Minutes – December 16, 2025  
165

166 9. **EXECUTIVE SESSION**

167 a. None anticipated  
168

169 10. **ADJOURN**

170 **Councilor Certa made a motion, seconded by Councilor Haney to adjourn the meeting. The motion**  
171 **passed 5-0 at 8:00 P.M.**

172  
173  
174 Respectfully Submitted,  
175 Amy Coonradt

District 5  
Certcode 0419-0

**CERTIFICATE OF HIGHWAY MILEAGE**  
**YEAR ENDING FEBRUARY 10, 2026**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2026 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of ESSEX JUNCTION CITY in CHITTENDEN County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

**PART I - CHANGES TOTALS - Please fill in and calculate totals.**

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	5.013				0.000
Class 2	2.167				0.000
Class 3	28.31				0.000
State Highway	0.600				0.000
<b>Total</b>	<b>36.090</b>				<b>0.000</b>
* Class 1 Lane	1.289				
* Class 4	0.00				0.000
* Legal Trail	0.00				

\* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

1. **NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".

2. **DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).

3. **RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).

4. **SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

**IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below.**

**PART III - SIGNATURES - PLEASE SIGN.**

City Council  
Signatures of Selectmen/Chairmen/Treasurer

Signature of T/C/V Clerk: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Please sign ORIGINAL and return it for Transportation signature.

**AGENCY OF TRANSPORTATION APPROVAL:** Signed copy will be returned to T/C/V Clerk.

**APPROVED:**

*Representative, Agency of Transportation*

**DATE:**

**CITY OF ESSEX JUNCTION  
PLANNING COMMISSION REGULAR MEETING  
MINUTES OF MEETING  
JANUARY 15, 2026  
DRAFT**

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

**PLANNING COMMISSIONERS ABSENT:** Elena Juodisius

**ADMINISTRATION:** Chris Yuen, Community Development Director

**OTHERS PRESENT:** Maya Balassa, Darren Schibler, Loren

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

The 802 Homes project and Vermont Arts Council mural grant will be discussed during staff updates.

**3. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**4. MINUTES**

**a. December 4<sup>th</sup>, 2025**

**SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to approve the minutes of December 4<sup>th</sup>, 20205, with corrections. Motion passed 4-0.**

**Corrections:**

-In Business Item 5, first sentence, the word “a” will be placed between “prepared” and “memo.”

-Mr. McCormick said that he feels that the discussion on building heights was very complicated and not all the points made were captured in the minutes.

**5. BUSINESS ITEMS**

**a. Introduction and Discussion of Comprehensive Plan Update**

Mr. Schibler (Senior Project Manager) and Ms. Balassa (Planner), both of the Chittenden County Regional Planning Commission (CCRPC), presented. The CCRPC has a contract with the City to lead a collaborative, community-driven update of the Comprehensive Plan. Mr. Schibler provided an overview of planning in Vermont as well as updates to state law. He discussed the goal of municipal plans, and the tools that it provides to move forward and fund specific goals of the community. Ms. Balassa discussed the process behind obtaining a regionally approved plan and the fifteen statutory planning goals that must be met for such. The current plan meets all the required elements, except for new state laws that have been established since 2019. Answering a question from Mr. McCormick, Mr. Schibler said that Essex Junction can choose how to set up the plan as long as all required elements are met. Municipal plans are now on an eight-year timetable, rather than five. Two City Council meetings are required for approval, and two Planning Commission (PC) meetings are recommended. The plan will be in effect once adopted. Answering a question from Mr. Hamilton, Mr. Schibler explained Act 250 and Tier 1a and 1b and their impact on development in Vermont. Mr. Yuen said that Tier 1a and 1b status can be discussed by the PC

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during the Comprehensive Plan process. Answering a question from Mr. Hamilton, Mr. Schibler explained “advanced zoning,” which is several specific standards which are required to be present in zoning documents for Tier 1a status.

Mr. Schibler reviewed the draft contract, noting the scope of work and budget. The public participation plan will be provided at the March meeting. Mr. Schibler said that the CCRPC will work to support the City in changing their zoning map, however everything else is anticipated to be a more routine update. Answering a question from Ms. Clemens, Mr. Schibler said that meetings will be monthly and align with the PC schedule. Answering a question from Mr. Hamilton, Mr. Schibler said that a minimum of four stories is necessary to achieve Tier 1a status, however there is no maximum. Mr. Schibler said that updates to the plan could be begun immediately, due to Essex Junction’s recent engagement efforts. Public engagement could be done after the plan is drafted. Mr. McCormick said that public outreach has not been representative and that public hearings have not been held on the Connect the Junction project. Mr. Schibler said that the public participation list is not all-encompassing, and that different projects could be proposed than what is included. Mr. McCormick noted that the project budget is \$40,000, and that there may be elements, such as online surveys, that could be cut out. Ms. Clemens suggested offering specific topics for focused discussions. She encouraged interested parties to attend PC meetings to make their voices heard. Mr. Schibler discussed participation and non-traditional approaches to engage residents.

Mr. Massey read comments from absent PC member Ms. Juodisius. Ms. Juodisius discussed the idea of the CCRPC utilizing the public outreach efforts of PC members and looking at existing resources. Community engagement should be targeted to groups who have been missed in the past. She also asked if the update of the Comprehensive Plan would be an opportunity to hold a charette where design review could be discussed. Regarding leveraging existing stakeholder groups, Mr. McCormick said that Essex Junction has a stakeholder list that could be used for targeted outreach. Mr. Schibler said the CCRPC will use targeted outreach based on the groups needed to be reached and the questions that need to be answered. Answering a question from Ms. Balassa, Mr. Massey said that it is difficult to reach members of the community who are not middle to upper middle-class homeowners. He said that the exception to this was ice cream social events held at apartment buildings. Mr. Yuen said that tabling at community events often brought a different set of responses to questions. Mr. McCormick described his business outreach in previous projects. Mr. Schibler said that the CCRPC could assist in helping individual PC members in reaching out to contacts. He will review the existing stakeholder list and possibly complete a visual community map. Mr. McCormick suggested working with specific “champions” in various communities and said that stakeholder mapping could be helpful for future outreach.

Mr. McCormick suggested the creation of project working groups. Mr. Schibler said that delegation will help the CCRPC focus on higher-level project issues. Ms. Clemens discussed the past Comprehensive Plan update process. Mr. McCormick asked if the working groups or CCRPC would be responsible for data collection. Mr. Schibler said that much of the data necessary is already available, however the CCRPC is responsible for routine updates. He said that housing targets and how they can be achieved will need to be included in the plan, as well as reexamining the plan to ensure that all new City and educational policies are integrated. He suggested that the City may wish to create a new conceptual land use plan. Mr. McCormick suggested looking at the Williston Comprehensive Plan as an example. He also suggested including non-formal education and childcare in the Comprehensive Plan, and Ms. Clemens noted new legislation related to preschool and childcare.

Mr. Schibler will summarize the background research that the CCRPC has been doing and will consider how to approach some of the topics that have been discussed. He said that it would be helpful to hear the PC's additions to the stakeholder list. Mr. McCormick said that Essex Junction applied with the Climate Change Office to be a pilot community to integrate climate change into the municipal plan. Answering a question from Mr. Massey, Mr. Schibler presented an estimated schedule with specific chapters on certain dates.

#### **b. Acting Administrative Officer Nomination**

Mr. Yuen said that Essex Junction has always had the Community Development Director serve as the Administrative Officer. The two other community development department employees assist and can sign on projects up to duplexes. Upon further review of state statute, it is necessary to formalize this process.

**DIANE CLEMENS made a motion, seconded by SCOTT MCCORMICK, that the Planning Commission nominate Assistant Zoning Administrator Terry Hass and City Planner Michael Giguere as Acting Administrative Officers for a three-year term. Motion passed 4-0.**

#### **6. MEMBERS UPDATES**

Mr. Massey said that the City has solicited and collected thematic subject material from students in Essex Junction for the Vermont Arts Council mural grant. Eighty-one responses have been received. Seven responses have been received from artists for the request for qualifications. The top three eligible artists will be invited to prepare a draft response to the thematic content. These three options will then be chosen by the community.

#### **7. STAFF UPDATES**

Mr. Yuen said that Connect the Junction's February meeting will be focused on form-based code. Essex Junction has requested volunteer homeowners to use their lot as a design project example for the 802 Homes project. A design charette will be held on February 7<sup>th</sup> from 4-6 PM at the Aspire Room at Maple Street Park. The consultants will be displaying ideas of the ten prototype designs that they are considering and receiving feedback. The consulting team will conduct targeted outreach this spring as well as additional online public engagement. The project is anticipated to be completed by the end of 2026. Mr. Yuen said that the Community Development department has worked on redesigning its website and has included a "current initiatives" tab and project archive. Answering a question from Ms. Clemens, Mr. Yuen said that there are no current plans to upload a list of all zoning permits online.

#### **8. ADJOURNMENT**

**SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to adjourn. Motion passed 4-0. Meeting adjourned 8:18 PM.**

Respectfully submitted,  
Darby Mayville