

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, March 25, 2026
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Discussion on Essex Westford School District Request to Voters Regarding Annual Meeting Date Change [10 Minutes]
 - b. Brownell Library Trustees Brief to Council [10 Minutes]
 - c. Library Department Head Brief to Council [10 Minutes]
 - d. Discussion and Consideration of FY27 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, Sanitation and EJRP Program Fund; and Warn Public Hearing for Utility Rates for April 29th [20 Minutes]
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 3/11/2026
 - b. Approve July 4th Fireworks Display Permit – EJRP
 - c. Approve Memorial Day Banner Request
 - d. Approve Memorial Day Parade Street Closure
 - e. Approve Main Street Sidewalk Bid Award
 - f. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24113, 3/20/2026
 - b. Brad Luck Resolution of Appreciation – Signed
 - c. Streets as Places Grant Program Guide
 - d. SFY27 TA 60 Annual Financial Plan Essex Junction
 - e. Manager Evaluation Report
 - f. Comprehensive Plan Progress Report and Public Engagement Plan
 - g. EPD Preparedness Concerning Immigration Enforcement
 - h. Planning Commission Minutes 3/5/26
 - i. Board of Civil Authority Minutes 3/9/26
 - j. Tree Farm Management Group Minutes 3/10/26
 - k. Bike Walk Advisory Committee Minutes 3/12/26
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.

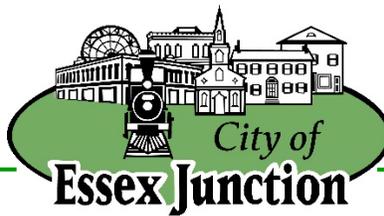
**Upcoming City Council Meetings
(Meeting Dates are Subject to Change)
(* denotes special meeting or date change)**

*April 15, 2026	June 10, 2026	
*April 29, 2026	June 24, 2026	
May 13, 2026		
May 27, 2026		

**City Council Rules for Public Participation
City of Essex Junction**

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

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



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: March 25, 2026

Subject: Discussion on Essex Westford School District Ballot Item on the Annual Meeting Date Change

Issue: To hold a discussion on the EWSD Annual Meeting Date ballot question.

Discussion:

The Essex Westford School District Board approved an article to be on the April 14th ballot to ask the voters if they would like to move the voting date to Town Meeting Day starting in 2027. The Board Officers are attending the City Council meeting to help answer any questions the City Council members or members of the public may have ahead of the April 14th vote.

As a reminder, in 2023 City voters approved a change to the City Charter that allows the City Council to decide the Annual Meeting date. Accordingly the City Charter states, "Annually on or before January 1, the Council shall set the date of the next annual meeting, at which time the voters shall vote for the election of officers, the voting on the City budget, and any other business included in the warnings for the meetings." (Subchapter 4: CITY MEETINGS § 401. City meetings and elections (a)).

The intent of that Charter Change was to continue the long-desired practice of having our community vote once on municipal and school items, just as we do now. Should the school district have a desire to change when they vote this would allow the City to collaborate with the school district quickly.

Therefore, the City Council will be able to adjust the date of the City Annual Meeting in 2027 if you so choose.

Cost: N/A

Recommendation: This is a discussion item only. No action is needed.

Attachments:

Essex Westford School District Annual Meeting Date Ballot Question
Essex Westford School District 2026 Annual Meeting Ballot

TENTATIVE ARTICLE TO CHANGE VOTE DATE



Article 6: Shall the Essex Westford School District change the date of its Annual Meeting, beginning in 2027 and each year thereafter, from the second Tuesday in April to the first Tuesday in March?

Moves Annual Meeting and Budget Voting to Town Meeting Day.

**ESSEX WESTFORD EDUCATIONAL COMMUNITY
UNIFIED UNION SCHOOL DISTRICT #51
2026 ANNUAL MEETING**

April 14, 2026, 7:00 AM-7:00 PM

The legal voters of the Essex Westford Educational Community Unified Union School District #51 (hereafter "Essex Westford School District") comprising the voters of the City of Essex Junction, Town of Essex, and the Town of Westford are hereby notified and warned to meet at their respective polling places on Tuesday, April 14, 2026, at 7:00 AM at which time the polls will open and 7:00 PM at which time the polls will close, to vote by Australian ballot on the following articles of business:

Article 1: To authorize the Essex Westford School District to borrow money to be used for the payment of District expenses by the issuance of notes or orders payable not later than one year from the date of issuance, pending receipt of payments from the State Education Fund.

Article 2: Shall the voters of the Essex Westford School District approve the school board to expend **\$102,014,902**, which is the amount the school board has determined necessary for the ensuing fiscal year beginning July 1, 2026? The Essex Westford School District estimates that this proposed budget, if approved, will result in per-pupil education spending of \$14,468, which is 2.82% higher than per-pupil education spending for the current year.

Article 3: Shall the voters of the Essex Westford School District authorize the school board to allocate the FY2025 audited fund balance of **\$4,234,392** without effect upon the District tax levy as follows: assign **\$4,034,392** as revenue for the FY2027 operating budget and assign the remaining balance, **\$200,000**, as revenue for future operating budgets?

Article 4: Shall the voters of the Essex Westford School District approve the school board to expend **\$9,747,737**, which is the amount the school board has determined necessary for the support of the Center for Technology Essex for the ensuing fiscal year beginning July 1, 2026?

Article 5: Shall the voters of the Essex Westford School District authorize the school board to allocate the Center for Technology Essex FY2025 audited fund balance of **\$1,053,800** without effect upon the District tax levy as follows: assign **\$300,449** as revenue for the Center for Technology Essex FY2027 operating budget and assign the remaining balance, **\$753,351** as revenue for future operating budgets?

Article 6: Shall the Essex Westford School District change the date of its Annual Meeting, beginning in 2027 and each year thereafter, from the second Tuesday in April to the first Tuesday in March?

- Article 7: Shall the voters of the City of Essex Junction elect two (2) School Directors for terms of three (3) years?
- Article 8: Shall the voters of the Town of Essex elect one (1) School Director for a term of three (3) years?
- Article 9: Shall the voters of the Town of Westford elect one (1) School Director for a term of three (3) years?

Upon closing of the polls, the ballots for Articles 7 through 9 will be counted by local town/city election officials, who shall transmit the voting results to the Clerk of the Essex Westford School District, who will then tabulate the final results.

Upon closing of the polls, the ballots for all other Australian ballot Articles shall be transported by the members of the Board of Civil Authority to a central location where the ballots will be commingled and counted under the supervision of the Clerk of the Essex Westford School District, who will then tabulate the final results, pursuant to 16 VSA Section 741-742.

The legal voters of the Essex Westford School District are further notified that voter qualification and registration relative to said Annual Meeting shall be as provided in Chapter 11, Subchapter 3 of Title 16 and Chapters 43, 51, and 55 of Title 17, Vermont Statutes Annotated.

Polling Places

The voters of the Essex Westford School District, residing in their respective cities and towns, will cast their ballots from 7:00 AM-7:00 PM in the polling places designated for their community as follows:

- **City of Essex Junction:** Champlain Valley Expo Blue Ribbon Pavilion in the City of Essex Junction
- **Town of Essex:** Essex Middle School in the Town of Essex
- **Town of Westford:** Westford School in the Town of Westford

Informational Hearing

Said persons and voters are further notified and warned of a public informational hearing, pursuant to 17 V.S.A. §2680(h), on March 31, 2026, at 6:30 pm at the Essex High School Library on Educational Drive in Essex Junction. The informational hearing is to discuss and provide voters with information on Articles 1 through 5.

ATTEST:

Robert Carpenter, Essex Westford School Board Chair

Received for record and recorded prior to posting this ____ day of March 2026

John Sonnicks, Essex Westford School District Clerk



Brownell Library Trustee Challenges

- Trustees actively working to **strengthen governance and community outreach**
- **Streamlining reporting** for meetings to take less staff time
- **Library Foundation** aligning with new Supporting Non-Profits of Brownell Library Policy
- **Aging building needs vs collections costs**
- **Budgeting** process and funding choices
- **Limited understanding of library funding model** (libraries cannot charge for most services)

Brownell Library Trustee achievements

- ▶ Trustees working with staff toward **Strategic Plan goals**
- ▶ **Three new Library Trustees** bringing new energy and perspectives
- ▶ **Trustee job description created** and focus on building a more diverse and skilled board
- ▶ **New Supporting Non-Profits of Brownell Library Policy adopted** clarifying criteria for organizations supporting the library
- ▶ Events underway for the **Brownell Library 100-Year Anniversary** during 2026
- ▶ **Improved communication** between Library, Trustees, and City leadership
- ▶ Trustees have participated in **several community events**
- ▶ **Trustee Education by Staff** to help provide a deeper level of understanding about different aspects of the library
- ▶ **Friends of Brownell Library relaunched** to support fundraising and community engagement

Memo

To: City Council

From: Wendy Hysko, Brownell Library Director

Meeting Date: 3/25/2026

Agenda Item: Department Head Conversation

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.)

- Brownell is busy with a range of visitors in our community that continues to grow more diverse, along with increased information, technology and support needs.
- We continue to work as a team to address more challenging visitors to ensure their resource needs are met, and maintain a safe, welcoming space. Keeping a safe welcoming space for the entire community takes more time to ensure to balance traditional library visitors, and those that need more direction and assistance.
- We are now actively pursuing the goals of our strategic plan, and revisiting outreach and communication efforts with a programming committee methodically looking at effective outreach, and balance of staff time to keep programming sustainable with so many other demands of managing library services. We have a new website that will be launched soon that includes an easier calendar for the public to hone in on their priorities, and a new newsletter format.
- Our main entrance continues to be a winter challenge with the steep incline and ice regularly forming from snow melt and then freezing on the hill approaching our main entrance. Staff made regular trips outside with salt, and then sand, as the temperatures were too cold at times for salt to be effective. Parents with multiple children struggle to push their children to the main entrance because of the incline, and anyone in a wheelchair can't independently use our main entrance safely.
- We had a midwinter main circulation desk reorganization to move desk staff work spaces to the main desk to ensure accessibility, and more attentive service to library visitors.
- A group of staff and Library Trustees have been hard at work planning Brownell 100th anniversary events. The next event is the evening of April 8 with the Essex Historical Society holding a trivia night about the Library, Brownell family, movers and shakers in the community and other fun trivia facts.
- Some Library staff are more involved in our VOKAL consortium as it reorganizes from the team that originally launched the shared system. There is a great benefit of working with member libraries using shared knowledge to implement a new messaging system for text and email

messages. Bulk text and email messages are now being blocked by companies who provide email and text messaging services with the increase of phishing scams. Staff are also working towards piloting more open lending systems to build off the Homecard reciprocal borrowing agreement, so materials can be transferred to participating libraries using the Koha software and courier instead of requiring patrons to drive to participating libraries. Open lending with patron initiated transfers will also streamline how many interlibrary loans (ILLs) are requested through the state system that is fairly clunky to use.

- We have a new policy the Brownell Trustees approved last month that creates guidelines for our supporting nonprofits, requiring them to provide basic documents, and MOUs so staff can work better with them with nonprofit policies and procedures.

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

- We continue to work on the roof replacement that is under contract with a different company and a deadline of the end of June.
- We are looking at our lower level and carpet replacement, and any changes we want to make while moving all the shelving, furniture and materials in those areas.
- The 100th big celebration has been moved to the early evening of Friday, July 17 to allow access to the library, and more staff involvement in activity planning.
- Longtime Assistant Youth Librarian Erna is retiring in August after the dinosaur and unearth a story summer reading program theme. We are simultaneously working on planning for that transition and appreciating each last milestone Erna hits as she navigates her last few seasons at Brownell.
- We've reached 50% of the Sustainable Libraries Initiative (SLI) certification goals! This intensive effort helps us examine different aspects of a library being sustainable from reducing our ecological footprint to thoughtful approaches to being inclusive, and supporting sustainable workloads for staff as modern libraries are expected to provide multiple physical and electronic resources, along with robust passive and synchronous programming with limited resources. Erna has been the main contact for this initiative and she will be celebrating our reaching 50% on April 20 at 6:30PM. Assistant Director Hannah will transition to be our SLI coordinator after Erna's retirement.

Anything you think the Council should know

- Library services continue to evolve with visitors more in need of resources beyond reading, with more people struggling with reduced government resources, and most services requiring computer and phone access.
- Any City-wide initiatives take staff resources, and while we are happy to participate, we struggle to keep work loads sustainable with our main focus providing library services to a more diverse community, and flexing to ensure people visiting Brownell are receiving the services they are seeking, while maintaining a welcoming and safe space for all.
- We are looking forward to improving the lower levels of Brownell with a new carpet to update the space and make it more visitor friendly and considering workspaces, lighting, and requests for more natural touches for visitors who spend long hours there.

FY27 City of Essex Junction

Enterprise and EJP Program Funds Budgets and Rates

The Water, Wastewater, Sanitation, and Stormwater fund budgets and rates have been updated with current data through February 2026 for wastewater flows and water usage.

As we reiterate along the way through the enterprise budget process, the budgets and rates are preliminary and subject to change. This year is no exception. On Budget Day, staff presented budgets that resulted in a combined rate increase for Water, Wastewater and Sanitation of 9.2% which equates to an increase of \$74.42 per year on an average bill (based on 120 gallons/day usage). The updated budgets presented on February 25th resulted in a combined rate increase for Water, Wastewater and Sanitation of 11.1% which equates to an increase of \$90.30 per year on an average bill (based on 120 gallons/day usage).

Now, the updated budgets presented here result in a combined rate increase for Water, Wastewater and Sanitation of 7.64% which equates to an increase of \$62.13 per year on an average bill (based on 120 gallons/day usage).

Utility Charges Comparison					
<i>Residential Property using 120 gallons/Day</i>					
	FY23	FY24	FY25	FY26	FY27
Total All Utility Rates, annual	\$ 585.91	\$ 656.62	\$678.34	\$ 813.26	\$875.39
<i>\$ Change</i>	\$ 26.11	\$ 70.71	\$ 21.72	\$ 134.92	\$ 62.13
<i>% Change</i>	4.66%	12.07%	3.31%	19.89%	7.64%

While the methodology for calculating rates has not changed, we have seen a decrease in the amount of water consumed by users on the system and want to explain how that affects the rates. Water and Sanitation rates are calculated using data for the previous twelve months of water consumption and the current number of equivalent units (EU) for non-residential properties; all residential properties represent 1 EU. The EU calculation takes the total water consumption for the property and divides by 120 gallons per day, which is the industry average for a residential property, to determine the EU number for each account individually. The resulting EU counts for all non-residential properties is totaled and factored into the rate calculations for both water and sanitation. When the total number of EU's decreases, there are effectively less units to spread the total cost across which results in a higher rate per EU. This is why the budget increase doesn't directly tie to the rate increase within each of these funds. The Wastewater rates are calculated using estimated flows through the treatment facility attributed to each community (Essex Town, Williston and the City) which has a similar effect on the Wastewater rate calculations.

We acknowledge that there have been more years with double digit increases than not in recent history. This is not what staff want to see, and we are doing our best to collect data and focus on known challenges to contain these increases and costs as much as possible. Specifically in the Wastewater and Sanitation funds, we are taking steps to identify infiltration issues and mitigate those in the most efficient and cost-effective ways possible. Wastewater and Stormwater continue to be under a lot of pressure from regulatory changes; Wastewater and Sanitation are also being affected by growth within the City and the two other communities our treatment facility serves.

Enterprise Funds Administrative Fees Calculation (for reference)

The Administrative Fees are estimated to increase 8.7% over the prior year, down from 9.1% presented on Budget Day. The calculation attributes 25% of Admin and Clerk personnel costs, 50% of Finance and Legislative personnel costs, 25% of IT managed services and subscriptions costs, and 50% of 2 Lincoln building overhead costs. Staff continue to evaluate and refine the calculation of administrative fees to accurately reflect current operations and related costs.

Water Fund

The updated Water operating budget increase is 3.8% or \$74,552 with a 6.2% increase in user fees. The following is a summary of changes made to the budget since February 25th:

Budget Changes	Increase/(Decrease) to Budget
Transfer to Capital: level fund the transfer to capital from FY26 of \$560,000	(50,000)
Postage: decrease for utility billing printing expense moved to Printing and Binding	(900)
Total	(50,900)

The budget presented on Budget Day was a 3.0% or \$59,107 increase with a 5.5% increase in user fees. The updated budget presented on February 25th was a 3.7% increase of \$72,479 with a 6.1% increase in user fees.

Revised Rate Change:

Customer using 120 gallons/Day	FY26	FY27	Increase/ (Decrease)	% Change
Water				
Fixed Charge	\$173.64	\$183.44	\$9.80	5.64%
Usage (120 Gal/day, 5840 c.f./yr)	\$175.20	\$186.88	\$11.68	6.67%
Total	\$348.84	\$370.32	\$21.48	6.16%

Wastewater Fund

The Wastewater Fund operating budget is proposed at a 3.2% or \$101,334 increase with an 8.2% increase in user fees. The following is a summary of changes made to the budget since February 25th:

Budget Changes	Increase/(Decrease) to Budget
Tech Subs/Licenses: add for maintenance management tracking program	16,000
Capital Transfer: level fund the transfer to capital from FY26 of \$480,000	(20,000)
Stormwater Charges: reduce for recalculated rate	(770)
Total	(4,770)

The budget presented on Budget Day was a 3.4% or \$107,549 increase with a 9.5% increase in user fees. The updated budget presented on February 25th was a 3.3% increase or \$106,104 with a 14.5% increase in user fees.

Revised Rate Change:

Customer using 120 gallons/Day	FY26	FY27	Increase/ (Decrease)	% Change
WWTF				
Fixed Charge	\$166.17	\$178.49	\$12.33	7.42%
Usage (120 Gal/day, 5840 c.f./yr)	\$90.57	\$99.34	\$8.77	9.68%
Total	\$256.74	\$277.84	\$21.10	8.22%

At the end of the wastewater treatment process there are two end products: clean water that is deposited in the Winooski River, and solid materials called "biosolids". The biosolids are currently disposed of in two ways - land applied at the Whitcomb Farm in Essex Junction and trucked by Casella to a biosolids disposal facility in NY State. Changes in PFAS regulations in VT will prevent us from land applying as soon as 2028. Potential changes to PFAS regulations in NY may have an impact on the biosolids that are disposed of in NY state. It is impossible to predict the costs of these implications precisely, but we have anticipated these changes as best as possible in the proposed budget. One associated operational change anticipated is to do more dewatering onsite; therefore, the proposed budget includes an additional FTE to manage the increased onsite workload.

Sanitation Fund

The Sanitation fund operating budget is proposed at a 7.2% increase or \$66,020 with a 9.4% increase in user fees. The following is a summary of changes made to the budget since February 25th:

Budget Changes	Increase/(Decrease) to Budget
Two Party Agreement revenue increase to \$51,204	(36,204)
Machinery/Equipment: add root cutting nozzle for vac truck	5,000
Postage: decrease for utility billing printing expense moved to Printing and Binding	(1,900)
Transfer to Capital: decrease to \$252,000 (total increase over FY26 of \$30,000 rather than \$50,000)	(20,000)
Total	(53,104)

The budget presented on Budget Day was a 9.2% increase or \$84,740 with a 15.0% increase in user fees. The updated budget presented on February 25th was a 9.0% increase or \$82,920 with a 15.4% increase in user fees.

As you see in the changes listed above, staff worked with the Town of Essex to determine the correct method for calculating the Two Party Agreement revenue and determined the correct amount for FY27. We will continue to have conversations on the future methodology once more flow meters are in place.

Revised Rate Change:

Customer using 120 gallons/Day Sanitation	FY26	FY27	Increase/ (Decrease)	% Change
Fixed Charge	\$155.12	\$168.83	\$13.71	8.84%
Usage (120 Gal/day, 5840 c.f./yr)	\$52.56	\$58.40	\$5.84	11.11%
Total	\$207.68	\$227.23	\$19.55	9.41%

Stormwater Fund

The Stormwater fund operating budget is proposed at a 78.4% increase or \$253,402 with a 63.7% increase in the ERU rate. The following is a summary of changes made to the budget since February 25th:

Budget Changes	Increase/(Decrease) to Budget
Machinery/Equipment: add camera for vac truck (previously was in capital)	7,000
Professional Services: decrease	(10,000)
R&M Infrastructure: decrease	(10,000)
Storm Sewer Maintenance: decrease	(10,000)
Transfer to Capital: increase	100,000
Total	77,000

Note: With the needed increase in capital funds, staff felt that some of the repair and maintenance operating lines could be reduced, however, if the Council prefers not to increase the capital transfer by \$100,000 these adjustments in the operating budgets will need to be reversed (R&M Infrastructure and Storm Sewer Maintenance).

The budget presented on Budget Day was a 49.5% increase or \$160,012 with a 43.1% increase in the ERU rate. The updated budget presented on February 25th was a 54.6% increase or \$176,402 with a 63.0% increase in the ERU rate.

The ERU rate is proposed to increase to \$88.91 per ERU per year, up from \$54.32 per ERU per year in FY26. The rate calculation has been updated with the current ERU's, updated credits, and a reduction to the allowance for non-collections (from 10% to 5%).

The rate presented on Budget Day was \$77.74 per ERU per year. The rate presented on February 25th was \$88.52 per ERU per year.

Enterprise Funds Capital

The following is a summary of changes made to the budget since February 25th:

Water – updated to reflect additional \$30,000 in funds for the Railroad Ave waterline project as approved by Council on 3/11/26

Water/Wastewater – updated to reflect accurate pricing for various vehicles/equipment

Sanitation - pump stations debt payment schedule start pushed out one year

Stormwater/Sanitation – removed vac truck camera and nozzle as these do not meet capitalization threshold, moved to operating budgets

Sanitation/Stormwater/Water – moved asset management program out one year

Stormwater – increase the operating transfer to capital reserves by \$100,000 for a total of \$250,000

After these changes were made, staff determined that there were sufficient balances within the Water, Wastewater and Sanitation reserves to be able to reduce the operating transfers into capital without negatively impacting the funds available for future projects. The Water transfer has been level funded to the FY26 amount of \$560,000. The Wastewater transfer has also been level funded to the FY26 amount of \$480,000. The Sanitation transfer originally budgeted to increase by \$50,000 is now increasing by just \$20,000 for a total transfer amount of \$252,000.

With the additional \$100,000 transfer from operating, the Stormwater Capital Fund is sufficiently funded to support all budgeted capital projects in FY27. Our MS4 permit requires us to achieve our phosphorus reduction target by June 2036 (FY36). To achieve the target there are a couple large phosphorous control projects that we will not have sufficient funds to cover. We anticipate that we will need to bond for them, particularly the Hiawatha infiltration system which is currently estimated at about \$974,000 if completed in FY28. There is an additional \$180,000 budgeted for this project in FY27 because we anticipate not being able to use the full ARPA MS4 grant for the design by the grant deadline of August 2026.

For consideration by the Council regarding the Stormwater Fund capital transfer, a change of \$50,000 to the transfer amount would result in a change to the ERU rate of \$7.71 per year.

To follow up on Council's question on February 25th regarding increasing the operating transfer to capital in the Stormwater fund and the impact that would have on the potential bond, we would need to transfer an additional ~\$926,000 over the next two years (FY27 and FY28) to avoid a bond completely. If we were to absorb that full amount in FY27, we would transfer a total of \$1,176,000 which would result in a total rate increase of \$231.72 per ERU per year. If we spread the \$926,000 over both fiscal years, we would transfer an additional ~\$463,000 each year; the total transfer for FY27 would be \$713,000 which would result in a total rate increase of \$160.30 per ERU per year. After FY28, we would be able to reduce the transfer down to ~\$500,000 for FY29 and potentially reduce that amount in future years depending on future projects that will be identified in the meantime.

EJRP Programs Fund Administrative Fees Calculation (for reference)

This is the third year that an Admin Fee has been calculated and budgeted for the EJRP Programs Fund. The Admin Fees are estimated to increase 26.8% or \$14,244 over the prior year. The budget presented on Budget Day was an increase of 5.6% or \$2,967 over the prior year. The calculation attributes a certain percentage of Admin, Finance and Clerk personnel costs, HR and Finance software costs, as well as a portion of IT managed services and subscriptions costs. Staff continue to evaluate and refine the calculation of administrative fees to accurately reflect current operations and related costs.

EJRP Programs Fund

The EJRP Program Fund budget represents the anticipated revenues and expenses associated with the programs and events EJRP is planning to operate in the coming year. There are 21 full-time employees in the Program Fund. Roughly 77% of all EJRP-related spending is in the Program Fund (Admin, Parks, Pool, Programs, After School, Preschool, Summer Day Camps), with the other 23% in the General Fund (Admin, Parks & Facilities, Park Street School Building, Maple Street Park Building, Capital). The Program Fund budget presented on Budget Day projected a deficit of just under \$68,000 in FY27. The revised budget included here projects a deficit of just over \$33,000. There is currently a fund balance of ~\$1

million which will cover this deficit. This year, in addition to the Admin Fee and Park Street School cleaning, the salary and benefits for two administrative positions that were allocated 25% to the Program Fund in FY26 have increased to 50%.

% of Total EJRP Expenses	Expense Amount	Department/Fund
12%	719,481	General Fund - Admin
6%	375,605	General Fund - Parks & Facilities
2%	140,284	General Fund - Maple Street Park Building
1%	31,305	General Fund - Park Street School Building
2%	114,103	General Fund - EJRP Capital
77%	4,731,093	EJRP Program Fund
	6,111,871	Total EJRP Expenses

Senior Center Fund

As in previous years, the City plans to continue running all senior programming through the General Fund in FY27. The balance of the Senior Center Fund will remain separated from all other City funds; the balance is currently \$17,317. With the renovations at 2 Lincoln complete, staff are currently working on a renovation of the senior center space and may use the balance of these funds for necessary renovations in FY26.

Recommendation:

Staff is recommending that the enterprise and program budgets are approved on March 25, 2026. Following budget approval a public hearing is needed on the large water user rate, and we typically hold a public hearing for all the rates. Therefore, if the budgets are approved on March 25th, we can set the public hearing for April 29, 2026 for the rates.

Recommended Motions:

I move that the City Council approve the FY27 Enterprise Fund operating and capital budgets for Water, Wastewater, Sanitation, Stormwater, and EJRP Program Fund as presented.

I move that the City Council warn a public hearing on April 29, 2026 for FY27 rate setting for the Water, Wastewater, Sanitation, and Stormwater funds.

Costing Center	254-54-20 - Water Fund								
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues									
021.000-Water User Fees	1,550,730	1,601,259	1,600,514	1,481,949	1,746,995	1,831,971	84,976	4.9%	
021.001-Water Large User Fees	139,263	154,000	194,672	142,568	206,773	196,349	(10,424)	-5.0%	
024.000-Utility Connection Fee	7,000	5,300	7,000	7,910	3,000	3,000	-	0.0%	
060.000-Interest Income	800	3,347	1,000	35,216	1,000	1,000	-	0.0%	
085.000-Penalties	5,000	8,041	5,000	8,423	5,000	5,000	-	0.0%	
098.000-Miscellaneous Revenue	150	278	150	-	150	150	-	0.0%	
Total Revenues	1,702,943	1,772,224	1,808,336	1,676,066	1,962,918	2,037,470	74,552	3.8%	
Expenditure									
110.000-Regular Salaries	143,158	133,251	146,915	107,178	188,406	192,225	3,819	2.0%	
120.000-Part Time Salaries	-	3,180	-	188	-	-	-	n/a	
130.000-Overtime	19,970	7,359	13,669	8,271	24,069	24,317	247	1.0%	
210.000-Group Insurance	84,631	72,065	94,158	66,655	105,600	114,360	8,760	8.3%	
220.000-Social Security	12,717	10,538	12,491	8,483	16,476	16,818	342	2.1%	
225.000-Act 76 Childcare Tax	-	16	539	337	711	725	15	2.1%	
230.000-Retirement	14,778	12,152	14,879	25,743	19,806	20,104	298	1.5%	
250.000-Unemployment Insurance	135	104	184	185	180	76	(104)	-57.8%	
260.000-Workers Comp insurance	7,200	10,349	7,200	3,252	7,913	7,027	(886)	-11.2%	
290.000-Other Employee Benefits	-	-	700	-	800	800	-	0.0%	
NEW 320.000-Legal	-	-	-	-	-	250	250	n/a	
330.000-Professional Services	1,000	3,907	1,000	2,725	3,121	3,500	379	12.1%	
335.000-Audit	4,806	5,698	5,477	6,728	6,706	2,660	(4,046)	-60.3%	
410.000-Water and Sewer Charges	200	153	200	142	200	200	-	0.0%	
411.000-Water Purchase - CWD	631,689	655,204	722,132	639,582	738,826	734,222	(4,604)	-0.6%	
430.000-R&M Vehicles and Equipment	4,000	10,517	5,000	348	7,000	7,000	-	0.0%	
431.000-R&M Buildings	-	-	-	5,656	1,000	1,000	-	0.0%	
433.000-R&M Infrastructure	20,000	9,899	25,000	24,219	25,000	25,000	-	0.0%	
441.000-Rental of Land or Buildings	150	100	150	100	150	150	-	0.0%	
491.000-Administrative Fees	184,005	184,005	190,891	190,891	199,500	216,854	17,354	8.7%	
500.000-Training, Conferences, Dues	3,000	560	4,500	972	2,500	2,500	-	0.0%	
505.000-Technology Subscription, Licenses	1,000	3,512	2,551	7,188	2,609	4,113	1,504	57.6%	
520.000-Insurance	6,300	2,925	6,974	3,829	7,216	7,751	535	7.4%	
521.000-Insurance Deductibles	1,000	-	1,000	-	1,000	1,000	-	0.0%	
530.000-Communications	2,500	2,322	2,500	1,437	3,580	1,080	(2,500)	-69.8%	
550.000-Printing and Binding	2,500	1,766	2,500	2,828	2,500	6,084	3,584	143.4%	
560.000-Postage	3,500	3,068	3,800	3,892	3,800	2,600	(1,200)	-31.6%	
609.000-Safety Supplies	3,000	-	3,000	30	3,000	3,000	-	0.0%	
610.000-General Supplies	7,000	5,797	7,000	4,697	7,000	6,500	(500)	-7.1%	
612.000-Uniforms	1,755	1,739	1,350	525	1,350	1,755	405	30.0%	
614.000-Meters and Parts	6,000	28,291	6,000	176	6,000	6,000	-	0.0%	
621.000-Natural Gas/Heating	3,000	2,798	3,500	3,014	3,500	3,500	-	0.0%	
622.000-Electricity	1,400	1,020	1,400	1,511	1,400	1,800	400	28.6%	
626.000-Gasoline	3,000	2,178	3,000	1,920	3,000	3,000	-	0.0%	
735.000-Technology: Hardware, Software, Equipment	2,700	-	1,676	2,598	2,000	2,500	500	25.0%	
750.000-Machinery and Equipment	7,000	1,675	7,000	-	7,000	7,000	-	0.0%	
920.000-Transfer between funds (capital)	460,000	460,000	510,000	510,000	560,000	610,000	50,000	8.9%	
955.000-Interest on Long Term Debt	59,850	-	-	-	-	-	-	n/a	
Total Expenditure	1,702,943	1,636,145	1,808,336	1,635,301	1,962,918	2,037,470	74,552	3.8%	
Net Water Fund	-	(136,079)	0	(40,765)	-	-	-	n/a	

Costing Center		255-55-30 - WWTF								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	022.000-Tri-Town: WWTF Charge - City Users	964,646	1,018,898	1,075,639	984,918	1,243,935	1,331,744	87,809	7.1%	
	022.001-City: Septage Discharge	50,000	183,938	55,000	224,750	55,000	55,000	-	0.0%	
	022.002-City: Leachate Revenues	500	3,567	1,000	1,582	1,000	1,000	-	0.0%	
	025.001-Tri-Town: WWTF Charge - Essex	746,504	746,504	753,285	753,285	824,018	852,240	28,222	3.4%	
	025.002-Tri-Town: WWTF Charge - Williston	1,095,511	1,095,511	1,030,988	1,030,988	1,009,743	993,090	(16,653)	-1.6%	
	025.003-Tri-Town: Shared Septage	20,000	-	25,000	112,375	25,000	25,000	-	0.0%	
	025.004-Tri-Town: Shared Leachate	100	-	100	791	100	100	-	0.0%	
	025.005-Tri-Town: Village Pump Station Inspection Fees	36,000	36,000	36,000	36,000	37,044	39,000	1,956	5.3%	
	060.000-Interest Income	-	65,193	-	95,668	-	-	-	n/a	
	085.000-Penalties	3,500	5,327	3,500	5,643	3,500	3,500	-	0.0%	
	098.000-Miscellaneous Revenue	-	26,411	-	27,250	-	-	-	n/a	
	Total Revenues	2,916,761	3,181,350	2,980,512	3,273,249	3,199,340	3,300,674	101,334	3.2%	
Expenditure										
	110.000-Regular Salaries	493,131	413,940	467,036	434,780	530,187	554,528	24,341	4.6%	
	120.000-Part Time Salaries	-	16,716	8,880	8,745	8,880	6,860	(2,020)	-22.8%	
	130.000-Overtime	44,955	48,215	44,888	47,157	49,944	45,135	(4,809)	-9.6%	
	210.000-Group Insurance	162,045	94,514	157,225	101,239	176,434	188,971	12,537	7.1%	
	220.000-Social Security	42,912	38,646	41,515	37,279	47,742	48,834	1,092	2.3%	
	225.000-Act 7 Childcare Tax	-	83	1,791	1,474	2,059	2,107	47	2.3%	
	230.000-Retirement	46,817	40,459	45,999	103,942	52,849	57,486	4,638	8.8%	
	250.000-Unemployment Insurance	527	386	672	675	534	808	274	51.3%	
	260.000-Workers Comp insurance	25,400	29,771	25,400	9,736	25,152	19,668	(5,484)	-21.8%	
	290.000-Other Employee Benefits	-	-	3,150	1,050	3,600	3,600	-	0.0%	
	320.000-Legal Services	3,000	855	3,000	1,665	3,000	2,000	(1,000)	-33.3%	
	330.000-Professional Services	12,000	24,213	8,300	20,181	7,000	28,500	21,500	307.1%	
	335.000-Audit	4,553	5,401	5,188	6,374	6,353	4,335	(2,018)	-31.8%	
	340.000-Technical Services	40,000	4,091	26,250	7,036	15,750	15,560	(190)	-1.2%	
	340.001-Lab Testing	-	10,546	-	135	-	-	-	n/a	
	410.000-Water and Sewer Charges	4,000	3,580	3,500	7,038	3,605	7,000	3,395	94.2%	
	415.000-Stormwater Charges	-	-	-	-	4,088	2,312	(1,776)	-43.4%	
	421.000-Grit Disposal	16,500	14,773	17,600	16,600	18,000	18,000	-	0.0%	
	430.000-R&M Vehicles and Equipment	4,000	904	3,000	614	1,500	700	(800)	-53.3%	
	431.00-R&M Buildings	3,000	19,927	26,625	41,231	45,702	55,000	9,298	20.3%	
	435.000-Cogen	-	-	35,000	46,800	35,000	45,000	10,000	28.6%	
	442.000-Rental of Vehicles or Equipment	1,500	2,212	3,384	1,945	3,400	2,500	(900)	-26.5%	

Costing Center		256-56-40 - Sanitation								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
023.000-Sanitation User Fees		778,137	837,030	887,899	809,943	1,006,390	1,091,714	85,325	8.5%	
023.001-Essex Pump Station Fees		33,125	25,829	33,500	39,310	30,365	29,629	(736)	-2.4%	
023.002-Two Party Agreement Revenue		15,000	15,000	15,000	15,000	67,022	51,204	(15,818)	-23.6%	
024.000-Utility Connection Fee		30,000	131,550	30,000	72,346	30,000	30,000	-	0.0%	
026.000-Allocation Fee		-	8,960	-	130,794	-	5,000	5,000	n/a	
060.000-Interest Income		5,000	54,433	5,000	70,193	5,000	5,000	-	0.0%	
085.000-Penalties		3,000	4,305	3,000	4,648	3,000	3,000	-	0.0%	
098.000-Miscellaneous Revenue		500	907	-	9,060	-	-	-	n/a	
Total Revenues		864,762	1,078,013	974,399	1,151,294	1,141,777	1,215,547	73,770	6.5%	
Expenditure										
110.000-Regular Salaries		126,885	128,119	134,743	174,635	174,975	181,796	6,821	3.9%	
120.000-Part Time Salaries		-	3,180	-	188	-	-	-	n/a	
130.000-Overtime		19,369	14,553	20,392	24,034	24,246	25,016	770	3.2%	
210.000-Group Insurance		40,894	35,913	43,997	46,988	63,587	65,228	1,642	2.6%	
220.000-Social Security		11,792	10,803	12,497	13,099	16,197	17,066	869	5.4%	
225.000-Act 76 Childcare Tax		-	21	539	512	699	736	37	5.4%	
230.000-Retirement		13,798	12,170	14,934	38,519	19,618	20,669	1,050	5.4%	
250.000-Unemployment Insurance		135	87	143	144	180	152	(28)	-15.6%	
260.000-Workers Comp insurance		6,100	9,464	6,100	3,046	8,419	6,711	(1,708)	-20.3%	
290.000-Other Employee Benefits		-	-	700	-	800	800	-	0.0%	
330.000-Professional Services		4,000	5,337	6,000	522	6,242	4,242	(2,000)	-32.0%	
335.000-Audit		2,529	3,001	2,882	3,541	3,529	1,245	(2,284)	-64.7%	
340.000-Technical Services		9,000	6,720	14,800	7,634	14,500	13,500	(1,000)	-6.9%	
410.000-Water and Sewer Charges		500	403	500	393	500	500	-	0.0%	
430.000-R&M Vehicles and Equipment		2,000	-	2,000	3,908	2,000	4,000	2,000	100.0%	
431.000-R&M Buildings & Grounds		6,000	2,579	6,000	-	6,000	6,000	-	0.0%	
433.000-R&M Infrastructure		16,000	15,460	5,000	9,476	15,000	15,000	-	0.0%	
434.000-R&M Pump Stations		-	10,048	12,000	18,188	22,500	25,000	2,500	11.1%	
434.001-Susie Wilson PS Costs		14,000	13,029	11,500	20,899	14,000	14,000	-	0.0%	
434.002-West Street PS Costs		15,000	17,969	13,500	14,048	12,000	10,000	(2,000)	-16.7%	
441.000-Rental of Land or Buildings		1,800	1,988	1,800	2,023	2,048	2,050	2	0.1%	
491.000-Administrative Fees		220,005	220,005	226,891	226,891	235,500	255,854	20,354	8.6%	
500.000-Training, Conferences, Dues		4,500	-	2,000	-	2,000	2,000	-	0.0%	
505.000-Technology Subscription, Licenses		750	4,314	1,668	1,239	1,726	5,368	3,642	211.0%	

Costing Center	256-56-40 - Sanitation									
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change		
520.000-Insurance	5,700	2,462	6,310	1,878	3,402	4,213	811	23.8%		
521.000-Insurance Deductibles	1,000	1,000	1,000	-	1,000	1,000	-	0.0%		
530.000-Communications	-	-	-	1,170	1,080	1,080	-	0.0%		
550.000-Printing and Binding	1,500	95	-	-	-	3,216	3,216	n/a		
560.000-Postage	5,750	6,229	6,000	7,901	6,180	4,100	(2,080)	-33.7%		
609.000-Safety Supplies	3,000	-	3,000	-	3,000	3,000	-	0.0%		
610.000-General Supplies	1,000	625	1,000	262	2,500	2,000	(500)	-20.0%		
612.000-Uniforms	1,755	631	1,350	1,628	1,350	1,755	405	30.0%		
621.000-Natural Gas/Heating	2,000	1,331	1,500	1,389	1,500	1,500	-	0.0%		
622.000-Electricity	13,000	15,867	12,000	15,506	16,000	16,500	500	3.1%		
626.000-Gasoline	4,500	5,341	6,000	5,595	6,000	6,500	500	8.3%		
735.000-Technology: Hardware, Software, Equipment	3,000	-	3,403	-	3,500	1,000	(2,500)	-71.4%		
750.000-Machinery and Equipment	5,000	-	5,000	-	5,000	10,000	5,000	100.0%		
920.000-Transfer between funds (capital)	95,000	95,000	172,000	172,000	222,000	252,000	30,000	13.5%		
Total Expenditure	657,262	643,741	759,149	817,257	918,777	984,797	66,020	7.2%		
<i>Net Sanitation Fund</i>	<i>207,500</i>	<i>434,272</i>	<i>215,250</i>	<i>334,037</i>	<i>223,000</i>	<i>230,750</i>	<i>7,750</i>	<i>3.5%</i>		
Notes:										
1. Working with the Town of Essex to determine the correct method for calculating the Two-Party Agreement and FY27 amount.										
2. Reduce planned increase to capital transfer from \$50,000 to \$30,000 for FY27.										

Costing Center	257-57-50 - Stormwater Fund								
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues									
027.000-Stormwater User Fees	-	-	-	-	323,057	576,459	253,402	78.4%	
060.000-Interest Income	-	-	-	109	-	-	-	n/a	
085.000-Penalties	-	-	-	-	-	-	-	n/a	
090.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a	
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	n/a	
Total Revenues	-	-	-	109	323,057	576,459	253,402	78.4%	
Expenditure									
110.000-Regular Salaries	-	-	-	-	99,249	100,825	1,576	1.6%	
120.000-Part Time Salaries	-	-	-	-	17,760	2,287	(15,473)	-87.1%	
210.000-Group Insurance	-	-	-	-	42,750	43,205	455	1.1%	
220.000-Social Security	-	-	-	-	9,048	8,000	(1,048)	-11.6%	
225.000-Act 76 Childcare Tax	-	-	-	-	390	345	(45)	-11.6%	
230.000-Retirement	-	-	-	-	8,968	9,363	395	4.4%	
250.000-Unemployment Insurance	-	-	-	-	50	96	51	102.0%	
260.000-Workers Comp Insurance	-	-	-	-	6,617	8,239	1,622	24.5%	
290.000-Other Employee Benefits	-	-	-	-	400	400	-	0.0%	
320.000-Legal Services	-	-	-	-	3,000	3,000	-	0.0%	
330.000-Professional Services	-	-	-	-	20,000	20,000	-	0.0%	
NEW 335.000-Audit	-	-	-	-	-	438	438	n/a	
NEW 433.000-R&M Infrastructure	-	-	-	-	-	10,000	10,000	n/a	
451.000-Summer Construction Services	-	-	-	-	20,000	-	(20,000)	-100.0%	
491.000-Administrative Fees	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	-	-	-	-	2,000	5,000	3,000	150.0%	
505.000-Technology Subscription, Licenses	-	-	-	-	-	589	589	n/a	
510.000-Permit/License/Registration	-	-	-	-	18,250	20,000	1,750	9.6%	
520.000-Insurance	-	-	-	-	-	1,604	1,604	n/a	
530.000-Communications	-	-	-	-	-	540	540	n/a	
540.000-Advertising	-	-	-	-	1,250	250	(1,000)	-80.0%	
570.000-Other Purchased Services	-	-	-	-	5,000	5,000	-	0.0%	
575.000-Storm Sewer Maintenance	-	-	-	-	20,000	25,000	5,000	25.0%	
580.000-Travel	-	-	-	-	1,500	1,500	-	0.0%	
612.000-Uniforms	-	-	-	-	675	878	203	30.0%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	1,000	1,000	n/a	
750.000-Machinery and Equipment	-	-	-	-	-	7,000	7,000	n/a	
830.000-Regular Programs	-	-	-	-	900	900	-	0.0%	
899.000-Matching Grant Funds	-	-	-	7,861	45,250	51,000	5,750	12.7%	
920.000-Transfer between funds (capital)	-	-	-	-	-	250,000	250,000	n/a	
Total Expenditure	-	-	-	7,861	323,057	576,459	253,402	78.4%	
Net Stormwater Fund				(7,752)	-	-	-	n/a	
Notes:									
1. Intentionally didn't include capital in first year of utility, phasing in this year (second year of utility).									

FY27 EJRP Program Summary									
	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	Notes
Revenues									
Admin	-	483,159	-	52,712	-	-	-	n/a	grants
Pool	158,339	150,408	172,327	190,394	164,540	164,601	61	0%	
Parks	18,379	22,236	32,489	33,602	26,440	27,919	1,479	6%	
Programs	435,210	466,754	543,955	375,499	594,095	518,411	(75,684)	-13%	
After School	1,510,734	1,708,625	1,671,432	2,181,950	1,914,553	2,220,496	305,943	16%	
Preschool	438,868	317,210	624,996	864,538	706,353	724,244	17,891	3%	
Summer Day Camp	618,635	684,076	689,296	981,943	961,280	1,041,750	80,470	8%	
Total Revenues	3,180,165	3,832,468	3,734,495	4,680,637	4,367,261	4,697,421	330,160	8%	
Expenditures									
Admin	88,020	159,007	150,295	237,354	103,959	43,649	(60,310)	-58%	
Pool	155,939	160,895	165,459	171,503	172,788	185,294	12,506	7%	
Parks	36,648	95,239	36,974	148,664	38,012	41,185	3,173	8%	
Programs	496,069	509,320	626,079	548,932	671,919	601,481	(70,438)	-10%	
After School	1,382,302	1,329,118	1,551,595	1,696,528	1,786,689	2,086,760	300,071	17%	
Preschool	450,933	598,724	627,757	675,790	730,387	703,608	(26,779)	-4%	
Summer Day Camp	586,935	670,705	674,779	883,381	919,664	1,069,117	149,453	16%	
Total Expenditures	3,196,846	3,523,009	3,832,937	4,362,152	4,423,418	4,731,093	307,675	7%	

Costing Center		259-30-10 - EJRP Programs Admin								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	040.000-Intergov: Federal Grant	-	113,071	-	-	-	-	-	n/a	
	040.832-Federal Grant ARPA	-	-	-	-	-	-	-	n/a	
	041.000-State and Other Grant Revenue	-	329,785	-	-	-	-	-	n/a	
	060.000-Interest Income	-	40,302	-	52,712	-	-	-	n/a	
	NEW Transfer from Other Funds	-	-	-	-	-	-	-	n/a	
	098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	n/a	
Total Revenues		-	483,159	-	52,712	-	-	-	n/a	
Expenditure										
	110.000-Regular Salaries	-	(1,634)	-	2,903	-	-	-	n/a	
	120.000-Part Time Salaries	-	-	-	-	-	-	-	n/a	
	210.000-Group Insurance	-	-	-	(4,808)	-	-	-	n/a	
	220.000-Social Security	-	(146)	-	54	-	-	-	n/a	
	225.000-Act 76 Childcare Tax	-	-	-	-	-	-	-	n/a	
	230.000-Retirement	-	(162)	-	-	-	-	-	n/a	
	250.000-Unemployment Insurance	4,282	2,599	4,154	4,171	5,231	-	(5,231)	-100.0%	
	260.000-Workers Comp insurance	50,000	37,741	50,000	59,151	89,072	-	(89,072)	-100.0%	
	330.000-Professional Services	4,500	1,815	4,500	8,568	-	4,500	4,500	n/a	
	NEW 335.000-Audit	-	-	-	-	-	54	54	n/a	
	442.000-Rental of Vehicles or Equipment	2,135	6,953	1,968	1,986	1,968	1,968	-	0.0%	
	500.000-Training, Conferences, Dues	9,500	8,447	9,500	11,904	5,500	5,500	-	0.0%	
	505.000-Technology Subscriptions, Licenses	-	19,656	17,570	22,749	1,835	13,413	11,578	631.0%	
	550.000-Printing and Binding	10,500	8,866	10,500	3,590	-	10,500	10,500	n/a	
	560.000-Postage	7,103	4,032	7,103	9,798	353	7,103	6,750	1912.2%	
	561.000-Credit Card Processing Fees	-	66,358	-	71,239	-	-	-	n/a	
	610.000-General Supplies	-	-	-	1,049	-	-	-	n/a	
	910.000-Transfer Between Funds (non-capital)	-	4,483	45,000	45,000	-	610	610	n/a	
Total Expenditure		88,020	159,007	150,295	237,354	103,959	43,649	(60,310)	-58.0%	
Net EJRP Program Fund		(88,020)	324,152	(150,295)	(184,642)	(103,959)	(43,649)			

Costing Center		259-30-11 - EJRP Pool								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.304-Pool Day Admissions	68,444	65,901	79,581	92,300	74,333	76,809	2,476	3.3%	
	020.305-Pool Memberships	40,843	45,992	44,315	62,965	44,988	49,671	4,683	10.4%	
	020.306-Swim Lessons	49,052	38,515	48,431	35,129	45,219	38,121	(7,098)	-15.7%	
Total Revenues		158,339	150,408	172,327	190,394	164,540	164,601	61	0.0%	
Expenditure										
	120.000-Part Time Salaries	108,972	101,192	117,879	125,329	115,130	119,521	4,391	3.8%	
	130.000-Overtime	-	3,050	-	1,810	-	-	-	n/a	
	220.000-Social Security	8,336	7,975	9,018	9,726	8,807	9,143	336	3.8%	
	225.000-Act 76 Childcare Tax	-	88	389	483	380	394	14	3.8%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	351	351	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	4,766	4,766	n/a	
	330.000-Professional Services	5,080	779	5,194	9,129	1,486	1,380	(106)	-7.1%	
	NEW 335.000-Audit	-	-	-	-	-	234	234	n/a	
	410.000-Water and Sewer Charges	-	-	-	-	-	-	-	n/a	
	431.000-R&M Buildings and Grounds	29,189	43,625	28,847	20,326	39,708	39,708	-	0.0%	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	629	358	(271)	-43.1%	
	550.000-Printing and Binding	-	-	-	-	420	-	(420)	-100.0%	
	560.000-Postage	-	-	-	-	270	-	(270)	-100.0%	
	610.000-General Supplies	4,362	4,186	4,132	4,701	3,832	6,809	2,977	77.7%	
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	2,126	2,630	504	23.7%	
Total Expenditure		155,939	160,895	165,459	171,503	172,788	185,294	12,506	7.2%	
Net EJRP Program Fund		2,400	(10,487)	6,868	18,891	(8,248)	(20,693)			

Costing Center		259-30-12 - EJRP Programs Parks and Facilities								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.308-Facility & Field Rental	18,379	22,236	32,489	33,602	26,440	27,919	1,479	5.6%	
Total Revenues		18,379	22,236	32,489	33,602	26,440	27,919	1,479	5.6%	
Expenditure										
	120.000-Part Time Salaries	7,922	2,835	9,422	2,912	10,383	10,383	-	0.0%	
	220.000-Social Security	606	217	721	223	794	794	-	0.0%	
	225.000-Act 76 Childcare Tax	-	2	31	8	34	34	-	0.0%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	31	31	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	414	414	n/a	
	330.000-Professional Services	9,000	17,743	9,000	30,151	9,000	9,000	-	0.0%	
	NEW 335.000-Audit	-	-	-	-	-	53	53	n/a	
	410.000-Water and Sewer Charges	-	-	-	-	-	2,000	2,000	n/a	
	442.000-Rental of Vehicles or Equipment	13,800	10,830	13,800	10,776	13,800	13,800	-	0.0%	
	500.000-Training, Conferences, Dues	4,000	4,647	4,000	2,799	4,000	4,000	-	0.0%	
	NEW 505.000-Technology Subscriptions, Licenses	-	-	-	-	-	81	81	n/a	
	530.000-Communications	1,320	1,320	-	420	-	-	-	n/a	
	610.000-General Supplies	-	57,645	-	15,457	-	-	-	n/a	
	830.000-Regular Supplies	-	-	-	-	-	-	-	n/a	
	910.000-Transfer Between Fund (non-capital)	-	-	-	85,918	-	595	595	n/a	
Total Expenditure		36,648	95,239	36,974	148,664	38,012	41,185	3,173	8.3%	
Net EJRP Program Fund		(18,269)	(73,003)	(4,485)	(115,062)	(11,572)	(13,266)			

Costing Center		259-30-14 - EJRP Recreation Programs								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.311-Youth Programs	250,040	299,255	361,480	218,255	399,745	286,941	(112,804)	-28.2%	
	020.312-Adult Programs	146,320	164,399	147,575	146,679	156,800	169,970	13,170	8.4%	
	050.000-Donation Revenue	38,850	3,100	34,900	5,065	20,050	19,000	(1,050)	-5.2%	
	050.150-Donations - Memorial Day Parade	-	-	-	5,500	-	-	-	n/a	
	091.000-Transfer from Other Funds	-	-	-	-	17,500	42,500	25,000	142.9%	
Total Revenues		435,210	466,754	543,955	375,499	594,095	518,411	(75,684)	-12.7%	
Expenditure										
	110.000-Regular Salaries	53,745	56,425	56,163	59,523	58,320	57,311	(1,009)	-1.7%	
	120.000-Part Time Salaries	30,968	16,982	52,922	11,827	21,284	24,408	3,124	14.7%	
	210.000-Group Insurance	25,158	350	27,393	33,906	42,844	16,285	(26,559)	-62.0%	
	220.000-Social Security	6,507	5,589	8,391	5,548	6,141	6,302	162	2.6%	
	225.000-Act 76 Childcare Tax	-	12	362	219	265	272	7	2.6%	
	230.000-Retirement	4,434	4,821	4,945	4,287	3,523	5,338	1,815	51.5%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	240	240	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	3,258	3,258	n/a	
	290.000-Other Employee Benefits	350	-	350	350	400	400	-	0.0%	
	330.000-Professional Services	329,262	372,076	433,805	346,642	474,238	418,880	(55,358)	-11.7%	
	NEW 335.000-Audit	-	-	-	-	-	776	776	n/a	
	410.000-Water and Sewer Charges	800	1,104	1,500	1,006	1,500	1,500	-	0.0%	
	431.000-R&M Buildings and Grounds	1,300	-	1,300	342	1,300	1,300	-	0.0%	
	441.000-Rental of Land or Buildings	-	-	-	-	-	-	-	n/a	
	442.000-Rental of Vehicles or Equipment	2,000	(2,365)	2,000	-	2,000	2,000	-	0.0%	
	500.000-Training, Conferences, Dues	6,784	4,989	8,077	3,448	6,750	6,750	-	0.0%	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	2,360	1,189	(1,171)	-49.6%	
	530.000-Communications	-	660	1,098	345	540	540	-	0.0%	
	540.000-Advertising	-	-	-	-	-	-	-	n/a	
	550.000-Printing and Binding	-	-	-	-	1,575	-	(1,575)	-100.0%	
	560.000-Postage	-	-	-	-	1,013	-	(1,013)	-100.0%	
	580.000-Travel	-	-	-	-	-	-	-	n/a	
	610.000-General Supplies	34,761	37,075	27,773	71,134	32,393	38,502	6,109	18.9%	

Costing Center		259-30-14 - EJRP Recreation Programs								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
	831.000-Special or New Programs	-	-	-	-	-	-	-	n/a	
	850.150-Memorial Day Parade	-	11,602	-	10,356	7,500	7,500	-	0.0%	
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	7,973	8,729	756	9.5%	
Total Expenditure		496,069	509,320	626,079	548,932	671,919	601,481	(70,438)	-10.5%	
Net EJRP Program Fund		(60,859)	(42,566)	(82,124)	(173,433)	(77,824)	(83,070)			

Costing Center		259-30-15 - EJRP After School Care								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.313-Childcare	1,369,027	1,592,856	1,500,072	2,004,126	1,743,980	2,042,827	298,847	17.1%	
	020.315-Shared Staffing Contract	141,707	115,769	171,360	163,283	170,573	177,669	7,096	4.2%	
	040.835 Special Accomodation Grant	-	-	-	14,542	-	-	-	n/a	
Total Revenues		1,510,734	1,708,625	1,671,432	2,181,950	1,914,553	2,220,496	305,943	16.0%	
Expenditure										
	110.000-Regular Salaries	561,969	413,774	576,341	616,575	669,664	802,430	132,765	19.8%	
	120.000-Part Time Salaries	379,133	516,141	491,920	461,507	429,246	466,754	37,508	8.7%	
	130.000-Overtime	-	2,863	-	5,770	-	-	-	n/a	
	150.000-Shared Employee Expense	-	-	-	-	-	-	-	n/a	
	210.000-Group Insurance	135,435	102,381	122,197	126,995	204,294	240,646	36,353	17.8%	
	220.000-Social Security	72,289	71,926	83,264	84,261	86,208	101,560	15,352	17.8%	
	225.000-Act 76 Childcare Tax	-	54	3,592	3,469	3,719	4,381	662	17.8%	
	230.000-Retirement	43,846	42,605	58,286	194,522	65,662	89,287	23,624	36.0%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	3,728	3,728	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	50,606	50,606	n/a	
	290.000-Other Employee Benefits	3,850	-	3,850	2,800	5,200	5,600	400	7.7%	
	330.000-Professional Services	51,917	50,379	96,400	47,151	101,800	95,879	(5,921)	-5.8%	
	NEW 335.000-Audit	-	-	-	-	-	2,638	2,638	n/a	
	500.000-Training, Conferences, Dues	25,045	25,936	33,241	24,204	45,339	36,906	(8,433)	-18.6%	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	6,609	4,040	(2,569)	-38.9%	
	530.000-Communications	7,920	11,083	7,920	12,511	7,560	8,100	540	7.1%	
	540.000-Advertising	-	-	-	-	3,000	-	(3,000)	-100.0%	
	550.000-Printing and Binding	-	-	-	-	4,410	-	(4,410)	-100.0%	
	560.000-Postage	-	-	-	-	2,835	-	(2,835)	-100.0%	
	580.000-Travel	20,100	8,817	-	19,418	-	-	-	n/a	
	610.000-General Supplies	57,792	81,993	69,084	96,424	123,316	144,539	21,223	17.2%	
	626.000-Gasoline	5,500	1,164	5,500	921	5,500	-	(5,500)	-100.0%	
	750.000-Machinery & Equipment	-	-	-	-	-	-	-	n/a	
	751.000-Vehicle Purchase	17,506	-	-	-	-	-	-	n/a	
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	22,327	29,667	7,340	32.9%	
Total Expenditure		1,382,302	1,329,118	1,551,595	1,696,528	1,786,689	2,086,760	300,071	16.8%	
Net EJRP Program Fund		128,432	379,508	119,837	485,423	127,864	133,736			

Costing Center		259-30-16 - EJRP Preschool								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.313-Childcare	438,868	317,210	624,996	854,186	706,353	724,244	17,891	2.5%	
	040.000 Federal Grant Revenue	-	-	-	4,752	-	-	-	n/a	
	040.837 Early Childhood Arts Grant	-	-	-	5,600	-	-	-	n/a	
Total Revenues		438,868	317,210	624,996	864,538	706,353	724,244	17,891	2.5%	
Expenditure										
	110.000-Regular Salaries	249,948	253,034	351,704	354,321	375,640	378,646	3,006	0.8%	
	120.000-Part Time Salaries	12,186	11,987	14,024	16,684	29,493	29,564	71	0.2%	
	130.000-Overtime	-	759	-	666	-	-	-	n/a	
	210.000-Group Insurance	126,922	83,619	131,414	138,596	182,985	126,584	(56,402)	-30.8%	
	220.000-Social Security	20,187	21,044	28,504	28,850	32,759	34,005	1,246	3.8%	
	225.000-Act 76 Childcare Tax	-	38	1,230	1,169	1,413	1,467	54	3.8%	
	230.000-Retirement	23,098	24,030	32,564	29,689	30,732	31,756	1,024	3.3%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	1,199	1,199	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	16,276	16,276	n/a	
	290.000-Other Employee Benefits	1,750	-	2,450	2,450	2,800	2,800	-	0.0%	
	330.000-Professional Services	3,114	121,016	6,665	15,979	4,525	2,307	(2,218)	-49.0%	
	NEW 335.000-Audit	-	-	-	-	-	891	891	n/a	
	420.000-Cleaning Services	-	-	32,500	24,594	32,500	26,130	(6,370)	-19.6%	
	431.000-R&M Buildings and Grounds	-	38,418	-	-	-	-	-	n/a	
	442.000-Rental of Vehicles or Equipment	-	713	1,860	1,793	1,860	1,860	-	0.0%	
	500.000-Training, Conferences, Dues	7,500	5,932	11,750	5,081	11,750	30,358	18,608	158.4%	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	2,675	1,364	(1,311)	-49.0%	
	530.000-Communications	-	335	-	498	-	-	-	n/a	
	550.000-Printing and Binding	-	-	-	-	1,785	-	(1,785)	-100.0%	
	560.000-Postage	-	-	-	-	1,148	-	(1,148)	-100.0%	
	580.000-Travel	1,728	-	2,592	-	1,536	1,536	-	0.0%	
	610.000-General Supplies	4,500	37,798	10,500	49,820	7,750	6,850	(900)	-11.6%	
	890.837-Early Childhood Arts Grant	-	-	-	5,600	-	-	-	n/a	
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	9,036	10,015	979	10.8%	
Total Expenditure		450,933	598,724	627,757	675,790	730,387	703,608	(26,779)	-3.7%	
Net EJRP Program Fund		(12,065)	(281,514)	(2,761)	188,748	(24,034)	20,636			

Costing Center		259-30-17 - EJRP Summer Day Camps								
		2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Proposed Budget	\$ Change	% Change	
Revenues										
	020.313-Childcare	618,635	684,076	689,296	953,571	961,280	1,041,750	80,470	8.4%	
	040-835 Special Accommodation Grant	-	-	-	28,372	-	-	-	n/a	
Total Revenues		618,635	684,076	689,296	981,943	961,280	1,041,750	80,470	8.4%	
Expenditure										
	110.000-Regular Salaries	73,501	49,958	72,644	50,260	85,671	118,263	32,592	38.0%	
	120.000-Part Time Salaries	355,071	384,337	420,770	541,136	536,093	605,299	69,206	12.9%	
	130.000-Overtime	-	19,624	-	24,634	-	-	-	n/a	
	220.000-Social Security	32,786	33,865	37,746	46,600	47,565	55,353	7,788	16.4%	
	225.000-Act 76 Childcare Tax	-	491	1,628	2,556	2,052	2,388	336	16.4%	
	NEW 250.000-Unemployment Insurance	-	-	-	-	-	2,125	2,125	n/a	
	NEW 260.000-Workers Comp insurance	-	-	-	-	-	28,850	28,850	n/a	
	330.000-Professional Services	64,585	57,570	111,981	75,588	163,066	182,046	18,980	11.6%	
	NEW 335.000-Audit	-	-	-	-	-	1,348	1,348	n/a	
	505.000-Technology Subscriptions, Licenses	-	-	-	-	3,462	2,063	(1,399)	-40.4%	
	550.000-Printing and Binding	-	-	-	-	2,310	-	(2,310)	-100.0%	
	560.000-Postage	-	-	-	-	1,485	-	(1,485)	-100.0%	
	580.000-Travel	34,300	34,892	-	41,314	-	-	-	n/a	
	610.000-General Supplies	26,692	89,968	30,009	101,293	66,267	56,228	(10,039)	-15.1%	
	626.000-Gasoline	-	-	-	-	-	-	-	n/a	
	910.000-Transfer Between Funds (non-capital)	-	-	-	-	11,693	15,154	3,461	29.6%	
Total Expenditure		586,935	670,705	674,779	883,381	919,664	1,069,117	149,453	16.3%	
Net EJRP Program Fund		31,700	13,371	14,517	98,561	41,616	(27,367)			

Water Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	342,195	643,858	886,431	1,223,057	993,111	1,428,243	1,887,786	2,297,996	2,916,412	2,783,661	3,455,485	3,050,107	3,995,929	4,995,741
Planned Spending	(10,883)	(39,000)	-	(621,646)	(11,662)	(42,373)	(232,847)	(79,800)	(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														
<i>Transfer In from Water Operating Budget</i>	560,000	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
<i>Interest Earnings</i>														
<i>Vac Truck Rental</i>														
Total Revenues	560,000	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
Ending Fund Balance	643,858	886,431	1,223,057	993,111	1,428,243	1,887,786	2,297,996	2,916,412	2,783,661	3,455,485	3,050,107	3,995,929	4,995,741	3,619,118

Wastewater Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	2,372,466	2,468,143	2,660,391	3,113,585	3,650,447	4,207,309	4,787,309	5,218,182	5,838,182	6,478,182	7,138,182	7,818,182	8,518,182	9,238,182
Planned Spending	(381,184)	(304,615)	(63,668)	-	-	-	(169,127)	-	-	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)									
Revenue Sources														
<i>Transfer In from Wastewater Operating Budget</i>	480,000	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
<i>Interest Earnings</i>														
Total Revenues	480,000	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
Ending Fund Balance	2,468,143	2,660,391	3,113,585	3,650,447	4,207,309	4,787,309	5,218,182	5,838,182	6,478,182	7,138,182	7,818,182	8,518,182	9,238,182	9,978,182

Sanitation Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	572,898	511,376	476,351	581,679	636,882	797,107	1,026,634	815,060	572,507	941,693	1,358,339	1,804,985	2,270,875	2,767,402
Planned Spending	(232,204)	(130,352)	(40,000)	(140,126)	(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)
Revenue Sources														
<i>Transfer In from Sanitation Operating Budget</i>	252,000	302,000	352,000	402,000	432,000	462,000	492,000	522,000	552,000	582,000	612,000	642,000	672,000	702,000
<i>Allocation Fee Revenue</i>														
<i>Bond Funding (Maple/River/West St Pump Station Retro-fits)</i>														
<i>Town Share 70% of West St Pump Station Retro-fit (West St portion is 65.8% of total debt)</i>		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
<i>Interest Earnings</i>														
Total Revenues	252,000	409,041	459,041	509,041	539,041	569,041	599,041	629,041	659,041	689,041	719,041	749,041	779,041	809,041
Ending Fund Balance	511,376	476,351	581,679	636,882	797,107	1,026,634	815,060	572,507	941,693	1,358,339	1,804,985	2,270,875	2,767,402	3,277,756

Stormwater Fund Capital Reserve Balance

	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
Beginning Fund Balance	-	1,647	(926,293)	(906,393)	(869,350)	(554,387)	(187,782)	214,915	702,095	1,201,427	1,669,281	2,317,717	3,030,996	3,614,198
Planned Spending	(448,353)	(1,202,940)	(282,600)	(295,706)	(51,062)	(36,023)	(40,193)	-	(36,565)	(121,632)	-	-	(201,405)	(749,430)
Debt Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Sources														
<i>Transfer In from Stormwater Operating Budget</i>	250,000	275,000	302,500	332,750	366,025	402,628	442,890	487,179	535,897	589,487	648,436	713,279	784,607	863,068
<i>MS4 Formula Grant</i>	180,000													
<i>BR Grant for Brickyard Rd catch basin and outlet retrofit</i>	20,000													
<i>Interest Earnings</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	450,000	275,000	302,500	332,750	366,025	402,628	442,890	487,179	535,897	589,487	648,436	713,279	784,607	863,068
Ending Fund Balance	1,647	(926,293)	(906,393)	(869,350)	(554,387)	(187,782)	214,915	702,095	1,201,427	1,669,281	2,317,717	3,030,996	3,614,198	3,727,835

annual planned increase transfer in: n/a

10%

10%

10%

10%

10%

10%

10%

10%

10%

10%

10%

10%

10%

Fund	Dept	Project	Rank	Project #	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
SAN	Sanitation	Rosewood Lane Road Reconstruction and Sidewalk Replacement	5	III	81,708													
SW	Stormwater	Rosewood Lane Road Reconstruction and Sidewalk Replacement	5	III	53,353													
SAN	Sanitation	Replace Waterline North St - Grove St to Central St	7	QQQ				22,126										
SW	Stormwater	Replace Waterline North St - Grove St to Central St	7	QQQ				295,706										
WA	Water	Replace Waterline North St - Grove St to Central St	7	QQQ				621,646										
SAN	Sanitation	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN					25,104									
SW	Stormwater	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN					51,062									
WA	Water	Road Reconstruction Pleasant St - Main St to Mansfield Ave	8	NNN					11,662									
WA	Water	West St. Sidewalk South St. to Clems Dr.	9	VV						42,373								
SW	Stormwater	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT							40,193							
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT							16,606							
SW	Stormwater	West St. & West St. Ext. Intersection Improvements	11	BBB						36,023								
SAN	Sanitation	Old Colchester Rd new sanitary sewer	12	T								532,080						
SAN	Sanitation	Central St waterline	14	H									17,459					
SW	Stormwater	Central St waterline	14	H									36,565					
WA	Water	Central St waterline	14	H									886,143					
SW	Stormwater	Main Street Indian Brook Bridge Replacement	15	VVV										121,632				
WA	Water	Main Street Indian Brook Bridge Replacement	15	VVV										166,018				
WA	Water	West St waterline replacement So Summit St to Hayden Dr	17	HH											1,297,210			
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase I												10,756		
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II													10,120	
SW	Stormwater	Main Street Pedestrian Bridge and Sidewalk	18	UUU-Phase II													201,405	
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK														26,291
SW	Stormwater	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK														231,936
SW	Stormwater	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z														79,885
SW	Stormwater	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA														437,610
WA	Water	South St waterline replacement Park St to Doon Way	25	CC														1,285,366
WA	Water	Church St waterline replacement Main St to East St	26	I														582,880
WA	Water	Grant St waterline replacement Jackson St to Maple St	27	L														562,179
SAN	Sanitation	Asset Management Program																
SAN	Sanitation	Collection system capacity study			28,400	13,000												
SAN	Sanitation	Emergency Lincoln St Repair				13,000												
SAN	Sanitation	Manhole Rehab/Sliplining			100,000	80,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
SAN	Sanitation	Meter replacement program			22,096	11,352												
SAN	Sanitation	Pickup Truck						78,000										
SAN	Sanitation	Trailer Pump																
SAN	Sanitation	Vac Truck #8										471,101						
SW	Stormwater	Asset Management Program				13,000												
SW	Stormwater	Brickyard Rd Catch Basin and outlet retrofit			35,000	13,000												
SW	Stormwater	Drywell Project: 14 Grandview Ave				13,000												
SW	Stormwater	Failed infrastructure repairs/replacement (outlets and pipes)			55,000	15,000	15,000											
SW	Stormwater	Old Colchester Box Culvert rehab				50,000	50,000											
SW	Stormwater	Phosphorus Control - Hiawatha infiltration system, South St			180,000	973,940	217,600											
SW	Stormwater	Sliplining of pipes (3)			125,000	125,000												
WA	Water	Asset Management Program				13,000												
WA	Water	Backhoe				13,000					176,983							
WA	Water	Meter replacement program			10,883	13,000												
WA	Water	Vac Truck #8									39,258							
WA	Water	Water Pickup Truck #2										79,800						
WW	Wastewater	Building exterior doors			25,000													
WW	Wastewater	Capital Planning - 20 Year (FY28)																
WW	Wastewater	Catwalk addition to filter building			20,000													
WW	Wastewater	Concrete Crack Sealing (annual amount for routine maintenance TBD)				10,000												
WW	Wastewater	Digester Block Re-Face				125,000												
WW	Wastewater	Digester flare & flame arrestor replacement				47,003												
WW	Wastewater	Drying beds																
WW	Wastewater	Effluent Filter Cloths (recurring 5-7 years)																
WW	Wastewater	Energy Cons. Measures Design, install.			10,000													
WW	Wastewater	EQ Maintenance/Upgrades (FY27 membrane replacement, update controls)			28,000													
WW	Wastewater	GBT control panel replacement				35,000												
WW	Wastewater	Headworks Improvements				40,000												
WW	Wastewater	Secondary #3 concrete and metal rehab			50,000													
WW	Wastewater	Service truck with body and crane			86,181													
WW	Wastewater	Vac Truck #8									39,258							
WW	Wastewater	WAS pump replacements			35,000													

Fund	Dept	Project	Rank	Project #	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40+
WW	Wastewater	Wheel Loader Replacement (2018)									129,869							
WW	Wastewater	Aerezen Blower #2 Replacement and Rebuild			80,000													
WW	Wastewater	Plow truck					63,668											
WW	Wastewater	Kubota utility vehicle with attachments				42,865												

EJRP Capital Plan

Based on 1% of City grand list with 0.35% annual growth

Category	FY27	FY28	FY29	FY30	FY31
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ 2,653	\$ -	\$ 6,850	\$ -	\$ 38,709
Lighting & Technology	\$ -	\$ -	\$ 6,204	\$ 11,884	\$ -
Maintenance Equipment	\$ 44,450	\$ 22,433	\$ 19,849	\$ 7,090	\$ -
Park Amenities	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Buildings & Facilities	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Pool	\$ -	\$ 25,069	\$ 15,000	\$ 19,331	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$114,103	\$114,502	\$114,903	\$115,305	\$115,709

FY27 Detail

Category	Items	Amount
Resurfacing	Replenish playground safety chips	\$ 2,653
Maintenance Equipment	Truck (payment 3 of 5); Line painter (payment 3 of 6); New Kabota	\$ 44,450
Buildings & Facilities	Maintenance garage addition; Cascade Park redevelopment project	\$ 55,000
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000
TOTAL		\$114,103

EJRP Admin and Other Fees - Year Over Year Comparison

	FY24	FY25	FY26	FY27	Notes
Admin Fees	-	45,000	53,155	67,399	increased personnel and IT costs (IT costs alone increasing 13% over FY26)
Unemployment Insurance	4,282	4,154	5,231	7,674	FY27 based on actual bill for CY2026
Worker's Comp Insurance	50,000	50,000	89,072	104,170	FY27 based on actual bill for CY2026
Audit	-	-	-	5,994	phasing this in FY27
Questica/AP Essentials/GoCo	-	5,066	5,081	9,178	phasing GoCo in FY27 (\$5,370)
Total	54,282	104,220	152,539	194,415	
<i>\$ increase over PY</i>		49,938	48,319	41,876	
<i>% increase over PY</i>		92%	46%	27%	

EJRP Programs Admin Fee Calculation

EJRP GF	FY27 Budget
Admin (net GF)	\$719,481
Parks & Facilities	\$375,605
Capital	\$114,103
Maple Street	\$140,284
Park Street	\$31,305
Total:	\$1,380,778

Total Budget		
	\$	%
EJRP GF:	\$1,380,778	23.34%
EJRP PF:	\$4,534,844	76.66%
<i>PF Admin</i>	\$41,066	0.69%
<i>PF Pool</i>	\$176,956	2.99%
<i>PF Parks</i>	\$40,012	0.68%
<i>PF Programs</i>	\$587,289	9.93%
<i>PF After School</i>	\$1,996,082	33.74%
<i>PF Preschool</i>	\$673,863	11.39%
<i>PF Day Camp</i>	\$1,019,576	17.24%
Total:	\$5,915,622	100.00%

Cost	Allocation Calculation Method:	Total Expense	% EJRP Overall	% EJRP Programs	Admin Allocation Amount
City Manager	estimate 6 hours/month	\$200,951	3.46%	2.65%	\$5,332
HR Director	estimate average of 2-5 hours/month; use 3.5 hours/month	\$151,877	2.02%	1.55%	\$2,351
Communications Director	estimate 1 hour/month	\$137,536	0.58%	0.44%	\$608
City Clerk/Treasurer	estimate average of 15 mins/batch posting by Asst. Clerk, usually 1 batch/week	\$73,670	0.63%	0.48%	\$353
NEMRC Finance Software	based on number of users - EJRP has 1 (\$143.65/user/year)	\$8,362	8.33%	6.39%	\$534
Finance Director	estimate 3 hours/month for budgeting, reporting, payroll/AP review, reconciliation/grant reporting review and audit prep	\$150,854	n/a	1.73%	\$2,611
Accountant II	estimate 2.5 hrs/month for JE posting, bank reconciliations, misc grant tracking/reporting, audit work	\$97,459	n/a	1.44%	\$1,406
Accountant I	estimate .5 hr/payroll and 1 hr/AP check run	\$98,105	n/a	1.88%	\$1,839
IT	28% of managed services (26 of 93 devices); 22% of O365 licenses (23 of 103 users); EJRP 10% of other IT hardware/security	\$153,324.00	n/a	28.00%	\$42,931
		\$38,909.00	n/a	22.00%	\$8,560
		\$11,400.00	10.00%	7.67%	\$874

Total EJRP Programs Admin Fee:		\$67,399.39	allocate based on budget 910.000
	<i>change from prior year</i>	26.8%	\$14,244
Unemployment Insurance	\$ 7,674.00		allocate based on salaries 250.000
Workers Comp Insurance	\$ 104,170.00		allocate based on salaries 260.000
Audit	\$ 5,994.00		allocate based on budget 335.000
Questica	\$ 3,102.73		allocate based on budget 505.000
AP Essentials	\$ 705.24		allocate based on budget 505.000
GoCo	\$ 5,369.66		allocate based on salaries 505.000
Total All Expenses	\$194,415.29		

**CITY OF ESSEX JUNCTION CITY COUNCIL
NOTICE OF PUBLIC HEARING
April 29, 2026
6:30 p.m.
Essex Jct., VT 05452**

The City of Essex Junction City Council will hold a public meeting to discuss proposed changes in water, wastewater, sanitation and stormwater rates. The meeting will be held at the City Office, 2 Lincoln Street, Essex Junction, Vermont, and remotely via Zoom, and accessible by clicking the following link or calling the following conference call number:

[Join Zoom Meeting](#)

Audio Only: (888) 788-0099

Meeting ID: 944 6429 7825

Passcode: 635787

Water, Wastewater and Sanitation rates are proposed to increase a combined 7.64% or \$62.13 per year for an average user consuming 120 gallons of water per day. The Large User Water rate is proposed to decrease 7.98% to \$0.158 per 1,000 gallons. The Wholesale Wastewater Treatment rate is proposed to decrease 0.3% to \$4.315 per 1,000 gallons. The Stormwater ERU rate is proposed to increase 63.7% to \$88.91 per ERU per year. The Water, Wastewater, Sanitation and Stormwater budgets are available at <https://www.essexjunction.org/departments/finance/budget>.

Please direct questions to Finance Director Jess Morris at jmorris@essexjunction.org 802-878-6944.

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
March 11, 2026**

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

ADMINISTRATION: Regina Mahony, City Manager; Colleen Dywer, Human Resources Director; Chris Gaboriault, Fire Chief; Jess Morris, Finance Director.

OTHERS PRESENT: Michael, Reed, 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**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from Public

None.

5. **PUBLIC HEARING**

a. Second Public Hearing on Charter Change Amendments

City Council President Thibeault opened the public hearing.

City Manager Mahony began by noting that this is the second public hearing for the proposed charter change amendments, which arose out of recommendations from the Governance Committee. She reviewed the proposed charter change questions. The first asks whether the City Council President should be paid compensation that is 25% higher than other Councilors, due to the additional time commitments required of the President. The second is regarding how the Council's stipend should be adjusted over time, and whether voters will approve indexing the adjustment to the percentage change in the Consumer Price Index (CPI) automatically. The third is whether the Charter should include a consistent time period for a Charter Review Committee to periodically review the City's charter every 12 years.

There was no public comment.

City Council President Thibeault closed the public hearing.

6. **RECOGNITION**

a. Resolution of Appreciation for Brad Luck

City Manager Mahony noted that Mr. Luck resigned from the City after almost 19 years of work at EJRP, and Councilor Haney read a resolution of appreciation for Mr. Luck into the record. Councilors and staff expressed their thanks to Mr. Luck for his work and dedication to the City of Essex Junction.

7. **BUSINESS ITEMS**

a. Discussion and Consideration of the FY27 General Fund Operating Budget and Capital Budgets

City Manager Mahony said that the proposed FY27 General Fund Operating Budget and Capital Budgets are unchanged since they were last presented on February 11, 2026. She noted that there was an adjustment made to the ranking of projects within the Capital Plan, due to an additional project related to a shared use path on Main Street. She said that the budget for FY27 represents an approximately 4.1% increase over FY26, or a \$118 increase on a \$280,000 home.

57 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council approve the FY27**
58 **General Fund Operating and Capital Budgets as presented. The motion passed 5-0.**
59

60 b. Discussion and Consideration of the Final Informational Hearing and Annual Meeting Warning
61 City Manager Mahony said that other than reordering the questions on the ballot, the content of the Final
62 Informational Hearing and Annual Meeting Warning remain unchanged from previous discussions. She said
63 that the informational hearing will be warned for Monday, March 23, 2026, and the Annual Meeting will be
64 warned for April 14, 2026 from 7:00 A.M. to 7:00 P.M.
65

66 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council approve the**
67 **warning as drafted. The motion passed 5-0.**
68

69 c. Discussion and Consideration of the Fire Department Personnel Regulations and Associated Edits to the
70 Full Personnel Regulations
71 Councilor Miller recused himself from the discussion due to a perceived conflict of interest.
72

73 City Manager Mahony said that staff have conducted a review of personnel regulations over the last year
74 and that this has necessitated changes to the Fire Department regulations, clarifying that the Fire Department
75 staff are part-time employees and not volunteers. She said that these changes do not modify day-to-day
76 operations at the Fire Department but simply clarify how to designate the staff based on Department of Labor
77 regulations.
78

79 **Councilor Certa made a motion, seconded by Councilor Shelden, that the City Council approve the**
80 **Essex Junction Fire Department General Rules and Personnel Regulations as presented, and**
81 **approve the amended General Rules and Personnel Regulations as presented. The motion passed 4-**
82 **0 (Councilor Miller recused).**
83

84 d. *Discussion and Consideration of an Executive Session to Discuss a Personnel Evaluation
85 See item #11 a below.
86

87 **8. CONSENT ITEMS**

- 88 a. Approve Meeting Minutes: February 25, 2026
89 b. Approve Administrative Officer Reappointment of Chris Yuen
90 c. Approve Railroad Avenue Waterline Capital Plan Amendment, Bid Acceptance, and Contract
91 Authorization
92 d. Approve Street Vending Permit
93

94 **Councilor Certa made a motion, seconded by Councilor Haney, to approve the consent agenda. The**
95 **motion passed 5-0.**
96

97 **9. COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony said that the City will
98 be holding tours of the Public Works Facility at 11 Jackson Street, with tours scheduled for Wednesday,
99 March 18, 2026 from 10:00-11:00 A.M., and Saturday, March 21, 2026 from 10:00-11:00 A.M. She also
100 noted that the City Council will be hosting a food drive at 2 Lincoln Street from March 16 through March
101 30.
102

103 **10. READING FILE**

- 104 a. Check Warrant #24112 – March 6, 2026
105 b. February Financials Report
106 c. Regional Boards and Committees Meeting Memo
107 d. Voter Information for City Annual Meeting
108 e. Reappraisal Update
109 f. Fidium Fiber Press Release

- 110 g. Let's Builds Homes Slideshow
- 111 h. Recreation Advisory Committee Minutes – February 4, 2026
- 112 i. Police Community Advisory Board Minutes – February 17 2026

113
114 11. **EXECUTIVE SESSION**

- 115 a. *An Executive Session may be needed to discuss a Personnel Evaluation

116 **Councilor Haney made a motion, seconded by Councilor Certa, that the City Council enter into**
117 **executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the**
118 **City Council and City Manager.**

119
120 **Councilor Haney made a motion, seconded by Councilor Certa, to exit executive session. The motion**
121 **passed 5-0 at 7:22 P.M.**

122
123 12. **ADJOURN**

124 **Councilor Haney made a motion, seconded by Councilor Shelden to adjourn the meeting. The motion**
125 **passed 5-0 at 7:22 P.M.**

126
127 Respectfully Submitted,
128 Amy Coonradt

FIREWORKS DISPLAY PERMIT

NAME OF PERSON IN CHARGE OF DISPLAY: _____ **Pyrotecnico Fireworks** _____

SPONSOR'S NAME: **Essex Junction Recreation & Parks Dept.** _____

DATE AND TIME OF DISPLAY: **July 4, 2026 @ 9:30 p.m.** _____

DATE AND TIME OF POSTPONEMENT (rain date): **N/A** _____

LOCATION: **Gravel Pit at Champlain Valley Exposition, 105 Pearl Street** _____

MUNICIPALITY: **Essex Junction** _____ STATE: **Vermont** _____

This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

Chris Gaboriault
Chris Gaboriault (Mar 18, 2026 13:20:22 EDT) _____ Print Name: Chris Gaboriault
(Signature) Title: Fire Chief

Ron Hoague _____ Print Name: Ron Hoague
(Signature) Title: Police Chief

_____ Print Name: _____
(Signature) Title: _____

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE CITY OF ESSEX JUNCTION**

Please Print

Applicant's Name: Mark Brislin

Organization: EJRP

Tax Exempt #: _____ Non-Profit: _____ Yes _____ No

Address: 75 Maple Street

Phone: 802-878-1375 Email: mbrislin@ejrp.org

Application for: Street Banner Gas Lamp Banners _____ Event Flags _____

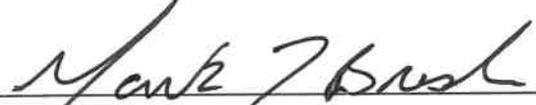
Message and dimensions: Over Dam and at 2 Lincoln

Essex Memorial Day Parade, Saturday, Memorial Day Weekend, 10AM

Locations you would like the event flags displayed: _____

Dates to be hung: From: 2 weeks before parade To: After the Parade

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 3/18/26

Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: NA Yes _____ No
Liability Waiver received: NA Yes _____ No Waiver signed: Yes NA No _____
\$350 fee received: NA Yes _____ No
Application complete: X Yes _____ No

City Council approval (date): _____

City of Essex Junction, VT
Application to Close or Obstruct a Street for a Community Event

I/we do hereby make an application, as required by the City of Essex Junction, VT, to close or obstruct a City street for the purpose of a Community Event.

CONDITIONS:

1. Provide a detailed site plan and/or aerial view of the street(s) to be closed or obstructed. This must include provisions for emergency access. Return the site plan with your completed application sixty (60) days in advance of the event to the City Office, Attention Managers Office, 2 Lincoln Street, Essex Junction, VT 05452, or email admin@essexjunction.org. It requires final approval from the City Council per The City of Essex Junction Municipal Code, Chapter 2, Section 208. The City Council meets on the 2nd and 4th Wednesday of every month, so please plan accordingly.
2. Work with the Essex Junction Public Works Department (802-878-6942 or 802-878-6944 x1600) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs, and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: Lincoln St (St Jamesto 5 corners) = Pearl Street (5 Corners to CVE Entrance)

Purpose: Essex Memorial Day Parade

Date: Saturday, May 23, 2026

Hours: 9:15AM to 11:15AM
(including set up and tear down)

Mark Brislin

EJRP

Name of Organizer (please print)

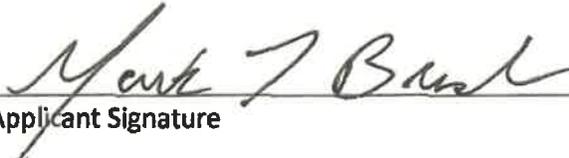
Organization/Event Name

Email: mbrislin@ejrp.org

Cell # (required on site): 802-999-4081

75 Maple Street

Address



8/18/26

Date



FOR COMPLETION BY STAFF

Date Application Received: 3/19/2026

Public Works Date approved 03/19/26

Approved by: *Rick Jones*
Rick Jones (Mar 19, 2026 08:24:15 EDT)

Comment: _____

Police Dept. Date approved 03/19/26

Approved by: *Ron Hoagaa*

Comment: _____

Fire Dept. Date approved 03/19/26

Approved by: *Chris Gaboriault*
Chris Gaboriault (Mar 19, 2026 08:44:03 EDT)

Comment: _____

Date Approved by the City Council: _____

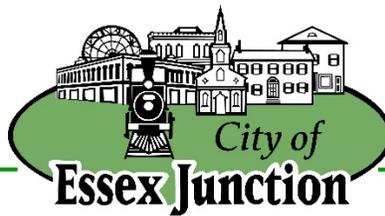




***Enter the fairgrounds from Pearl Street, at Gate B, across from Dunkin and where the large electronic sign is. Note: this is also where the parade ends.**

***The "Parking for parade participants" is where people walking in the parade should park and/or vehicles not traveling in the parade should be left. Then walk to the Pre-Parade Staging Area.**

***The "Pre-Parade Staging Area" is where participants will line up in their division.**



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: March 25, 2026
Subject: Main Street Sidewalks Project Bid Award

Issue: Bids have been advertised and received for the Main Street Sidewalks Project and a bid needs to be awarded.

Discussion: This project involves the removal of the existing sidewalk and installation of new 5' wide cement concrete sidewalk along Main Street from approximately Railroad Street to Pleasant Street on the south side and from approximately Ivy Lane to Grove Street on the north side. Six bids were submitted. Sloan Companies was the apparent low bidder. However, following a review of the bids, the City Engineer recommends awarding the contract to the second lowest bidder Poulin Companies, LLC, and finds them to be a responsible bidder, and has received confirmation that they wish to complete the project.

Cost: We have approximately \$475,000 available for sidewalk projects in the LOT fund. The Poulin Companies, LLC bid is for \$274,975. The engineering costs are approximately \$80,000 due to challenging drainage issues in the area. There are enough LOT funds to move this project forward.

Recommendation: It is recommended that the City Council award the bid for the Main Street Sidewalks Project to Poulin Companies, LLC bid is for \$274,975.

Recommended Motion: Should the Council decide to move forward with the recommendation, below is a recommended motion:

"I move that the City Council award the bid for the Main Street Sidewalks project to Poulin Companies, LLC for \$274,975 and authorize the City Manager to sign the contract."

Attachments:
Letter and Bid Tabulation from Jeff Kershner, City Engineer

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

Tel. (802) 878-3956
Fax (802) 878-2679
www.dlhce.com

March 19, 2026

Ms. Regina Mahony
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: Main Street Sidewalk Replacement Project
Recommendation of Award

Dear Ms. Mahony:

Please find enclosed a copy of the bid tabulation for the Main Street Sidewalk Replacement Project. We received bids from six contractors. After opening the bids, Sloan Companies was the apparent low bidder. Upon reviewing the bids, we discovered that Sloan Companies had entered the unit prices for each item as the total for that item, resulting in incorrect total amounts and an incorrect total bid amount. We noted that their bid package did not list any subcontractors for the project. We contacted Sloan Companies regarding this and were told that they intend to utilize subcontractors for traffic control services and testing services, although they were not listed in the bid package. We also note that the list of similar projects presented in the bid package are smaller in scope and are not located along roadways of similar characteristics to Main Street in Essex Junction.

The second low bidder after the bid opening was from Poulin Companies, LLC with a bid of \$274,975.00. Upon review we find their bid package responsive and find Poulin Companies a responsible bidder.

Based on our review and analysis of the bids, we recommend Poulin Companies, LLC be awarded the contract for this project. We have reviewed our analysis with the Public Works Superintendent, and he concurs with our recommendation. We have spoken with a representative of Poulin Companies, and they have assured us that they wish to complete the project. Accordingly, we recommend that the City accept the bid from Poulin Companies in the amount of \$274,975.00 and award Poulin Companies, LLC the contract for this project.

Please do not hesitate to contact me with any questions or if we may be of further service.

Respectfully,



Jeffrey P. Kershner, P.E.
President

Enc.

Cc: Rick Jones, Public Works Superintendent

City of Essex Junction
Main Street Sidewalk Replacement Project
Bid Tabulation

3/18/2026

S.D. Ireland Brothers Corporation

Don Weston Excavating Inc.

Sloan Companies

Poulin Companies, LLC

N.A. Manosh, Inc.

Desroches Construction Services, Inc.

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Clearing and Grubbing	1	ls	\$ 2,600.00	\$ 2,600.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,150.00	\$ 2,150.00	\$ 4,500.00	\$ 4,500.00
2) Sawcut Pavement	775	lf	\$ 4.00	\$ 3,100.00	\$ 5.00	\$ 3,875.00	\$ 1,440.00	\$ 1,116,000.00	\$ 5.00	\$ 3,875.00	\$ 5.75	\$ 4,456.25	\$ 3.00	\$ 2,325.00
3) Sawcut Concrete Sidewalk	75	lf	\$ 6.00	\$ 450.00	\$ 6.00	\$ 450.00	\$ 600.00	\$ 45,000.00	\$ 5.00	\$ 375.00	\$ 12.00	\$ 900.00	\$ 6.00	\$ 450.00
4) Excavation of Sidewalk	840	sy	\$ 35.00	\$ 29,400.00	\$ 25.00	\$ 21,000.00	\$ 16,000.00	\$ 13,440,000.00	\$ 30.00	\$ 25,200.00	\$ 16.00	\$ 13,440.00	\$ 25.00	\$ 21,000.00
5) Excavation of Pavement	380	sy	\$ 5.00	\$ 1,900.00	\$ 5.00	\$ 1,900.00	\$ 3,500.00	\$ 1,330,000.00	\$ 30.00	\$ 11,400.00	\$ 16.00	\$ 6,080.00	\$ 10.00	\$ 3,800.00
6) Connection to Existing Structure	2	each	\$ 450.00	\$ 900.00	\$ 3,000.00	\$ 6,000.00	\$ 1,550.00	\$ 3,100.00	\$ 500.00	\$ 1,000.00	\$ 1,350.00	\$ 2,700.00	\$ 2,100.00	\$ 4,200.00
7) New 4" Perforated SDR 35 PVC Underdrain	515	lf	\$ 40.00	\$ 20,600.00	\$ 40.00	\$ 20,600.00	\$ 10,400.00	\$ 5,356,000.00	\$ 20.00	\$ 10,300.00	\$ 38.00	\$ 19,570.00	\$ 24.00	\$ 12,360.00
8) New 12" Diameter Nyloplast Drain Basin	4	each	\$ 3,900.00	\$ 15,600.00	\$ 4,000.00	\$ 16,000.00	\$ 2,500.00	\$ 10,000.00	\$ 500.00	\$ 2,000.00	\$ 2,972.50	\$ 11,890.00	\$ 2,800.00	\$ 11,200.00
9) Catch Basin Inlet Protection	10	each	\$ 85.00	\$ 850.00	\$ 100.00	\$ 1,000.00	\$ 2,000.00	\$ 20,000.00	\$ 200.00	\$ 2,000.00	\$ 250.00	\$ 2,500.00	\$ 80.00	\$ 800.00
10) Common Excavation	400	cy	\$ 50.00	\$ 20,000.00	\$ 30.00	\$ 12,000.00	\$ 14,190.00	\$ 5,676,000.00	\$ 20.00	\$ 8,000.00	\$ 23.00	\$ 9,200.00	\$ 53.00	\$ 21,200.00
11) Plant Mixed Gravel	350	cy	\$ 60.00	\$ 21,000.00	\$ 62.00	\$ 21,700.00	\$ 17,360.00	\$ 6,076,000.00	\$ 65.00	\$ 22,750.00	\$ 54.00	\$ 18,900.00	\$ 100.00	\$ 35,000.00
12) Remove and Reset Existing Street Sign	9	each	\$ 85.00	\$ 765.00	\$ 50.00	\$ 450.00	\$ 800.00	\$ 7,200.00	\$ 50.00	\$ 450.00	\$ 95.00	\$ 855.00	\$ 100.00	\$ 900.00
13) Supply and Spread Topsoil	100	cy	\$ 90.00	\$ 9,000.00	\$ 60.00	\$ 6,000.00	\$ 9,000.00	\$ 900,000.00	\$ 80.00	\$ 8,000.00	\$ 64.00	\$ 6,400.00	\$ 72.00	\$ 7,200.00
14) Seed, Fertilize, Lime and Mulch	750	sy	\$ 2.00	\$ 1,500.00	\$ 3.00	\$ 2,250.00	\$ 3,500.00	\$ 2,625,000.00	\$ 3.00	\$ 2,250.00	\$ 2.00	\$ 1,500.00	\$ 3.00	\$ 2,250.00
15) New Bituminous Concrete Pavement - Type II	8	ton	\$ 375.00	\$ 3,000.00	\$ 250.00	\$ 2,000.00	\$ 3,200.00	\$ 25,600.00	\$ 225.00	\$ 1,800.00	\$ 350.00	\$ 2,800.00	\$ 300.00	\$ 2,400.00
16) New Bituminous Concrete Pavement - 2", Type IV	50	ton	\$ 250.00	\$ 12,500.00	\$ 250.00	\$ 12,500.00	\$ 11,000.00	\$ 550,000.00	\$ 225.00	\$ 11,250.00	\$ 350.00	\$ 17,500.00	\$ 360.00	\$ 18,000.00
17) New Cement Concrete Sidewalk, 4" Thick, 4,000 PSI	850	sy	\$ 120.00	\$ 102,000.00	\$ 110.00	\$ 93,500.00	\$ 71,280.00	\$ 60,588,000.00	\$ 108.00	\$ 91,800.00	\$ 154.75	\$ 131,537.50	\$ 81.00	\$ 68,850.00
18) New Cement Concrete Sidewalk, 6" Thick, 4,000 PSI	200	sy	\$ 135.00	\$ 27,000.00	\$ 120.00	\$ 24,000.00	\$ 21,600.00	\$ 4,320,000.00	\$ 126.00	\$ 25,200.00	\$ 155.00	\$ 31,000.00	\$ 115.00	\$ 23,000.00
19) Install Detectable Warning Surface	100	sf	\$ 50.00	\$ 5,000.00	\$ 50.00	\$ 5,000.00	\$ 1,900.00	\$ 190,000.00	\$ 48.00	\$ 4,800.00	\$ 61.00	\$ 6,100.00	\$ 42.00	\$ 4,200.00
20) Remove Existing Cement Concrete Curb	85	lf	\$ 10.00	\$ 850.00	\$ 5.00	\$ 425.00	\$ 450.00	\$ 38,250.00	\$ 30.00	\$ 2,550.00	\$ 18.00	\$ 1,530.00	\$ 15.00	\$ 1,275.00
21) New Cement Concrete Curb	85	lf	\$ 45.00	\$ 3,825.00	\$ 35.00	\$ 2,975.00	\$ 2,550.00	\$ 216,750.00	\$ 35.00	\$ 2,975.00	\$ 75.00	\$ 6,375.00	\$ 75.00	\$ 6,375.00
22) Traffic Control	1	ls	\$ 64,000.00	\$ 64,000.00	\$ 24,000.00	\$ 24,000.00	\$ 23,400.00	\$ 23,400.00	\$ 18,000.00	\$ 18,000.00	\$ 58,400.00	\$ 58,400.00	\$ 15,000.00	\$ 15,000.00
23) Dust Control with Water	1	ls	\$ 1,800.00	\$ 1,800.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,125.00	\$ 3,125.00	\$ 1,000.00	\$ 1,000.00
24) Mobilization/Demobilization	1	ls	\$ 12,000.00	\$ 12,000.00	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 35,891.00	\$ 35,891.00	\$ 15,000.00	\$ 15,000.00

Bid Total = \$ 359,640.00

Bid Total = \$ 303,875.00

Bid Total = \$ 102,574,300.00

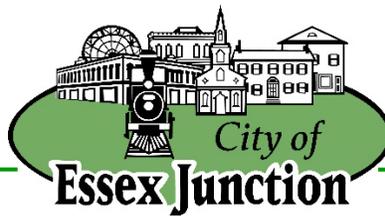
Bid Total = \$ 274,975.00

Bid Total = \$ 394,799.75

Bid Total = \$ 282,285.00

Entered \$1,125 as total on bid schedule.
 Corrected Bid Total shown above.
 Original Bid total was \$357,765.

Unit prices entered as total amount on bid schedule.
 Corrected bid total shown above.
 Original bid total was \$236,220.00.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: March 25, 2026
Subject: Re-Adopt the 2019 Town Road and Bridge Standards

Issue: Every year VTrans has a number of annual things that municipalities need to submit and report on; this includes certification that we are meeting the 2019 State Town Road and Bridge Standards.

Discussion: Meeting the 2019 Town Road and Bridge standards is critical to ensuring that we receive the best match scenario for FEMA funding in case of an emergency.

The Village first adopted these 2019 standards on August 13, 2019. If you'd like more background information see pdf pg #'s 4 – 17 in this packet:
https://www.essexjunction.org/fileadmin/files/Board_of_Trustees/2019_Packets/Packet_20190813.pdf?a9b8d472e07f0426263f150ed3bc2b8daecb57fc

Starting last year VTrans has suggested that municipalities re-affirm the adoption of these standards via the attached form, so that FEMA can quickly and easily see that the standards are being met. In 2025, Jeff Kershner reviewed our current Land Development Code regulations against the 2019 Town Road and Bridge Standards and did so again this year as the Land Development Code has been amended since last year's review. Last year the compliance form was extensive and can be found in the March 12, 2025 Council packet; this year's form is more simple. While we will likely do some follow-up in the Land Development Code to make the connections between the two documents more explicit, we do comply with the standards now. We've completed the certification form for the Council's approval accordingly.

Further the form asks about an up to date highway inventory. Based on the definition of "up-to-date" on page 7-4 of the "Orange Book", we believe we are "up-to-date" for the purposes of the certification document.

Cost: None

Recommendation:

It is recommended that the Council re-adopt and sign the 2019 Town Road and Bridge Standards as described in the attached form.

Recommended Motion:

I move that the City Council re-adopt and sign the 2019 Town Road and Bridge Standards as described in the attached form.

Attachments:

Certification of Compliance for Town Road and Bridge Standards and Network Inventory Form

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of _____ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on _____, 20____.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80132	03/12/26	Stipend BWAC March 2026 031226Achee	210-5-16-10-190.000 Board member Payments	50.00	58071	03/20/26
05290	02/07/26	Wiper blades 552603857231	210-5-40-12-430.000 R&M Vehicles & Equipment	39.58	58072	03/20/26
05290	03/03/26	Shop Supplies 552606227184	210-5-40-12-610.000 General Supplies	78.39	58072	03/20/26
07305	03/05/26	OXYGEN USP DA MED CGA 870 9169891807	210-5-25-10-613.000 Program Supplies	181.71	58073	03/20/26
28555	01/27/26	Siren Repair R122006175:0	210-5-25-10-430.000 R&M Vehicles & Equipment	5071.68	58075	03/20/26
28555	02/04/26	Seat Belt Repair R122006194:0	210-5-25-10-430.000 R&M Vehicles & Equipment	900.53	58075	03/20/26
28555	03/12/26	Work done to Truck #7 R12200626501	210-5-40-12-430.000 R&M Vehicles & Equipment	5780.80	58075	03/20/26
80184	03/03/26	BL ADVDs MAR26 19FVNK6CDFDK	210-5-35-10-640.201 Adult Collection	29.99	58076	03/20/26
80184	03/12/26	BL AProgs-Craft MAR26 1CG6NJY94YH1	210-5-35-10-840.201 Adult Programs	20.24	58076	03/20/26
80184	03/11/26	BL Supplies, ADVDs MAR26 1FD4V3TCCJ3F	210-5-35-10-610.000 General Supplies	40.37	58076	03/20/26
80184	03/11/26	BL Supplies, ADVDs MAR26 1FD4V3TCCJ3F	210-5-35-10-640.201 Adult Collection	29.99	58076	03/20/26
80184	03/11/26	BL JFnd-RepCafe MAR26 1FFT43VY7J6D	210-5-90-00-991.000 Library Donation Expense	299.78	58076	03/20/26
80184	03/07/26	BL JColl MAR26 1GWQVGMCD7F7	210-5-35-10-640.202 Juvenile Collection	45.47	58076	03/20/26
80184	03/06/26	BL DVDs, Supplies MAR26 1JLFT9CMPT11	210-5-35-10-640.201 Adult Collection	34.79	58076	03/20/26
80184	03/06/26	BL DVDs, Supplies MAR26 1JLFT9CMPT11	210-5-35-10-640.202 Juvenile Collection	19.96	58076	03/20/26
80184	03/06/26	BL DVDs, Supplies MAR26 1JLFT9CMPT11	210-5-35-10-610.000 General Supplies	79.39	58076	03/20/26
80184	03/04/26	BL ABooks MAR26 1WVMW1H3639J	210-5-35-10-640.201 Adult Collection	12.99	58076	03/20/26
19815	02/25/26	Senior Supplies 131NMTG3FL9X	210-5-30-10-610.000 General Supplies	2.52	58077	03/20/26
19815	02/18/26	Office Supplies 131QY3F6VXKT	210-5-30-10-610.000 General Supplies	18.04	58077	03/20/26
19815	03/05/26	Senior Supplies 1N3RNVVPGNKT	210-5-30-10-610.000 General Supplies	229.07	58077	03/20/26
19815	02/19/26	Dog Park Supplies 1VJKGDCMWPQQ	210-5-30-12-610.000 General Supplies	154.23	58077	03/20/26
02420	01/20/26	Blue DEF Credit 03236745230	210-5-25-10-430.000 R&M Vehicles & Equipment	-19.71	58081	03/20/26
02420	01/22/26	DIESEL EXHUAST F BlueDEF 03236745843	210-5-25-10-430.000 R&M Vehicles & Equipment	18.42	58081	03/20/26
02420	03/10/26	PB BLASTER SILICON Blaste 03236767065	210-5-25-10-430.000 R&M Vehicles & Equipment	28.01	58081	03/20/26
31770	02/27/26	SALT 154104	210-5-40-12-600.000 Salt, Sand and Gravel	3933.60	58082	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31770	03/04/26	BARRETT TRUCKING CO. INC SALT 154194	210-5-40-12-600.000 Salt, Sand and Gravel	3988.80	58082	03/20/26
31770	03/06/26	BARRETT TRUCKING CO. INC SALT 154258	210-5-40-12-600.000 Salt, Sand and Gravel	2701.20	58082	03/20/26
31770	03/11/26	BARRETT TRUCKING CO. INC SALT 154356	210-5-40-12-600.000 Salt, Sand and Gravel	3706.80	58082	03/20/26
31770	03/12/26	BARRETT TRUCKING CO. INC SALT 154381	210-5-40-12-600.000 Salt, Sand and Gravel	2761.20	58082	03/20/26
80061	03/03/26	BASSICK, LINDA BL CProg-Music MAR26 0030	210-5-35-10-840.202 Childrens Programs	125.00	58083	03/20/26
02235	03/04/26	BOUND TREE MEDICAL LLC EMS Supplies 86120823	210-5-25-10-613.000 Program Supplies	665.15	58086	03/20/26
80077	02/28/26	BREADLOAF CONSTRUCTION CO Repair PubWorks Garage 6286	210-5-40-12-431.000 R&M Buildings & Grounds	9517.99	58087	03/20/26
16030	03/09/26	BROWN ELECTRIC Swapped bulb near the gas 41168	210-5-40-12-610.200 Streetlight Supplies	958.57	58088	03/20/26
16030	03/09/26	BROWN ELECTRIC Replaced bad lamp inside 41170	210-5-40-12-610.200 Streetlight Supplies	1051.07	58088	03/20/26
16030	03/10/26	BROWN ELECTRIC BL ElectricWork MAR26 41180	210-5-41-21-431.000 R&M Buildings & Grounds	2395.83	58088	03/20/26
16030	03/12/26	BROWN ELECTRIC Repair PubWorks Garage 41187	210-5-40-12-431.000 R&M Buildings & Grounds	412.00	58088	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	210-5-30-10-610.000 General Supplies	61.69	58090	03/20/26
V04609	02/11/26	CENTER POINT LARGE PRINT BL LPBooks MAR26 2229400	210-5-90-00-991.000 Library Donation Expense	103.08	58094	03/20/26
V0461	03/07/26	CENTRAL BEVERAGE BL NEWSPAPERS FEB26 155	210-5-35-10-640.201 Adult Collection	387.00	58095	03/20/26
21120	03/05/26	CHAMPLAIN MEDICAL URGENT Physical CDL JM 00078711-00	210-5-25-10-330.000 Professional Services	125.00	58096	03/20/26
21120	03/05/26	CHAMPLAIN MEDICAL URGENT Firefighter Physical 00078722-00	210-5-25-10-330.000 Professional Services	396.00	58096	03/20/26
23455	03/05/26	CHITTENDEN SOLID WASTE DI CEG - Crankcase Oil INV24471	210-5-40-12-626.000 Gasoline	150.00	58097	03/20/26
21210	03/06/26	CINTAS LOC # 68M 71 M 3X10 BLACK MAT 4261654606	210-5-40-12-610.000 General Supplies	26.30	58098	03/20/26
21210	03/12/26	CINTAS LOC # 68M 71 M Shop supplies 4262421386	210-5-40-12-610.000 General Supplies	207.89	58098	03/20/26
21210	03/06/26	CINTAS LOC # 68M 71 M SERVICE cabinet 5322162511	210-5-40-12-610.000 General Supplies	37.40	58098	03/20/26
30100	03/15/26	COBRAHELP Cobra Admin March 2026 362111	210-5-10-10-330.000 Professional Services	44.20	58100	03/20/26
17025	03/02/26	COONRADT AMY Recording Secretary CC 2/ 0238	210-5-11-10-330.000 Professtional Services	92.70	58102	03/20/26
17025	03/16/26	COONRADT AMY Recording Secretary City 0239	210-5-11-10-330.000 Professtional Services	24.72	58102	03/20/26
80208	01/30/26	Capital One Trade Credit Filters 21602463	210-5-40-12-610.000 General Supplies	13.98	58104	03/20/26
80208	01/29/26	Capital One Trade Credit BL Keys JAN26 4788	210-5-35-10-610.000 General Supplies	9.98	58104	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33075	03/07/26	DELL MARKETING LP BL TECH MAR26 10865222206	210-5-35-10-735.000 Tech: Equip/Hardware	20.50	58105	03/20/26
31275	03/06/26	DON WESTON EXCAVATING INC Snow removal 11249	210-5-40-12-422.000 Snow Removal	8000.00	58108	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT Taft Street Phase 3 Febru 24825 031720	210-1-00-00-130.002 Exchange - Billable	3028.05	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT Engineering invoice Jan 2 248250303202	210-1-00-00-130.002 Exchange - Billable	464.55	58109	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT ADL V2 gravel wetland Feb 25801 031720	210-1-00-00-130.002 Exchange - Billable	46.25	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT EJ-Paving 2025 - January 258083326	210-5-40-12-451.000 Summer Construction Servi	269.50	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT Warner Ave and South St g 258163326	210-5-40-12-330.000 Professional Services	185.00	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT Engineering Invoice Jan 2 25824 030320	210-1-00-00-130.002 Exchange - Billable	92.50	58109	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT Comm Devel Sewer inquiry 26801 031720	210-5-16-10-330.000 Professional Services	46.25	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT EJ-Misc Assistance 2026 - 268103326	210-5-40-12-330.000 Professional Services	464.68	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT EJ-Assistance-RVJ - Jan 1 268163326	210-5-40-12-330.000 Professional Services	1480.00	58109	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT EJ-Capital Projects - Feb 26823031726	210-5-40-12-330.000 Professional Services	370.00	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT EJ-Capital Projects Jan 1 268233326	210-5-40-12-330.000 Professional Services	92.50	58109	03/20/26
25715	03/03/26	DONALD L. HAMLIN CONSULT Comm Devel Invoice Jan 20 26826 030320	210-5-16-10-330.000 Professional Services	1156.25	58109	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT Comm Devel February 2026 26826 031720	210-5-16-10-330.000 Professional Services	1482.18	58109	03/20/26
V0777	02/28/26	ESSEX REPORTER Newsletter AD March 2026 437455	210-5-10-10-540.000 Advertising	615.00	58118	03/20/26
31875	02/25/26	ESSEX TOWN WATER DEPT MSP Maint Bldg WaterSewer 323812881	210-5-41-26-410.000 Water and Sewer Charges	98.39	58119	03/20/26
80021	03/03/26	FIRST NATIONAL BANK OF OM Priority mail 22 S Summit 03032026D	210-5-16-10-560.000 Postage	11.95	58121	03/20/26
80021	03/01/26	FIRST NATIONAL BANK OF OM 09 march 26 GOGO 160531	210-5-10-10-505.000 Tech. Subs, Licenses	745.21	58121	03/20/26
80021	02/23/26	FIRST NATIONAL BANK OF OM Safety Lights for Traffic 2329	210-5-25-10-750.000 Machinery & Equipment	564.42	58121	03/20/26
80021	02/19/26	FIRST NATIONAL BANK OF OM EMS On-Line Training 3036	210-5-25-10-500.000 Training, Conf, Dues	1050.00	58121	03/20/26
80021	02/26/26	FIRST NATIONAL BANK OF OM Comm. Dev. Supplies 4039426	210-5-16-10-610.000 General Supplies	39.99	58121	03/20/26
80021	03/05/26	FIRST NATIONAL BANK OF OM Admin time tracking Feb 2 470959	210-5-13-10-505.000 Tech. Subs, Licenses	176.00	58121	03/20/26
80021	03/05/26	FIRST NATIONAL BANK OF OM Brownell time tracking Fe 471364	210-5-13-10-505.000 Tech. Subs, Licenses	228.00	58121	03/20/26
80021	02/16/26	FIRST NATIONAL BANK OF OM Office Supplies Comm. Dev 6065801	210-5-16-10-610.000 General Supplies	72.55	58121	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	02/18/26	FIRST NATIONAL BANK OF OM Window Envelopes 6699430	210-5-10-10-610.000 General Supplies	274.26	58121	03/20/26
80021	02/19/26	FIRST NATIONAL BANK OF OM HVAC Filters 2 Lincoln 6785008	210-5-41-20-610.000 General Supplies	168.83	58121	03/20/26
80021	02/20/26	FIRST NATIONAL BANK OF OM Fire Dept. Supplies 8197842	210-5-25-10-610.000 General Supplies	44.03	58121	03/20/26
16000	03/06/26	FISHER AUTO PARTS 70 pc Grease Fitting Asso 537060	210-5-40-12-430.000 R&M Vehicles & Equipment	14.95	58123	03/20/26
34895	03/01/26	GAUTHIER TRUCKING, INC. 11 JACKSON ST 1925438	210-5-40-12-425.000 Trash Removal	156.88	58125	03/20/26
34895	03/01/26	GAUTHIER TRUCKING, INC. RAILROAD AVE Pearl St Mai 1925440	210-5-40-12-425.000 Trash Removal	643.08	58125	03/20/26
34895	03/01/26	GAUTHIER TRUCKING, INC. BEECH ST Barrel on bike p 1925598	210-5-40-12-425.000 Trash Removal	91.08	58125	03/20/26
34895	03/01/26	GAUTHIER TRUCKING, INC. MSP Trash Removal 1926248	210-5-41-26-425.000 Trash Removal	519.46	58125	03/20/26
04035	03/12/26	GOT THAT RENTAL & SALES I Stump grinder rental (pea 151441	210-5-40-12-810.112 Tree Advisory Committee	600.00	58126	03/20/26
80042	03/10/26	GOV OS INC MARCH LAND RECORDS 1NV12622	210-5-12-10-505.000 Tech. Subs Licenses	364.14	58127	03/20/26
30685	03/12/26	GOVERNMENT FINANCE OFF. A annual dues 300215797202	210-5-13-10-500.000 Training, Conf, Dues	250.00	58128	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-41-20-622.000 Electricity	1065.28	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-41-22-622.000 Electricity	1065.28	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-40-12-622.000 Electricity	352.00	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-41-21-622.000 Electricity	931.95	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-40-12-622.200 Streetlight Electricity	383.55	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	210-5-41-23-622.000 Electricity	215.97	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP MSP Power March 042675MAPLE	210-5-41-26-622.000 Electricity	725.17	58131	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP MSP Power March 042675MAPLE2	210-5-41-26-622.000 Electricity	168.85	58132	03/20/26
21335	02/28/26	HOLY FAMILY / ST LAWRENCE Sr Lunch Jan-March Rental 1stQ2026	210-5-30-10-330.000 Professional Services	750.00	58136	03/20/26
21335	02/28/26	HOLY FAMILY / ST LAWRENCE Bingo Rental JanFeb JanFeb2026	210-5-30-10-330.000 Professional Services	850.00	58136	03/20/26
21335	02/28/26	HOLY FAMILY / ST LAWRENCE Cribbage Rental JanFeb JanFeb2026A	210-5-30-10-330.000 Professional Services	400.00	58136	03/20/26
33495	03/01/26	INGRAM LIBRARY SERVICES I BL A.FBooks MAR26 94851223	210-5-35-10-640.201 Adult Collection	165.74	58137	03/20/26
33495	03/01/26	INGRAM LIBRARY SERVICES I BL A.FBooks MAR26 94851223	210-5-90-00-991.000 Library Donation Expense	34.16	58137	03/20/26
33495	03/01/26	INGRAM LIBRARY SERVICES I BL A.FBooks MAR26 94851223	210-5-35-10-610.000 General Supplies	19.80	58137	03/20/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL A.F.LP.RBooks MAR26 95041131	210-5-35-10-640.201 Adult Collection	362.14	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL A.F.LP.RBooks MAR26 95041131	210-5-90-00-991.000 Library Donation Expense	105.83	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL A.F.LP.RBooks MAR26 95041131	210-5-90-00-991.000 Library Donation Expense	127.41	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL A.F.LP.RBooks MAR26 95041131	210-5-90-00-640.201 Adult Collection replacem	59.13	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL A.F.LP.RBooks MAR26 95041131	210-5-35-10-610.000 General Supplies	51.67	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL ARBooks MAR26 95041132	210-5-90-00-640.201 Adult Collection replacem	59.42	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/09/26	BL ARBooks MAR26 95041132	210-5-35-10-610.000 General Supplies	8.68	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/12/26	BL ABooks MAR26 95150848	210-5-35-10-640.201 Adult Collection	26.42	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/12/26	BL ABooks MAR26 95150848	210-5-35-10-610.000 General Supplies	1.39	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/13/26	BL A.FBooks MAR26 95174510	210-5-35-10-640.201 Adult Collection	202.05	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/13/26	BL A.FBooks MAR26 95174510	210-5-90-00-991.000 Library Donation Expense	16.80	58137	03/20/26
33495	INGRAM LIBRARY SERVICES I	03/13/26	BL A.FBooks MAR26 95174510	210-5-35-10-610.000 General Supplies	16.68	58137	03/20/26
80257	JANITECH LLC	03/01/26	Cleaning Services March 2 INV-JT-7063	210-5-41-20-420.000 Cleaning Services	1365.00	58139	03/20/26
80257	JANITECH LLC	03/01/26	Cleaning Services March 2 INV-JT-7063	210-5-41-21-420.000 Cleaning Services	2613.00	58139	03/20/26
80257	JANITECH LLC	03/01/26	Cleaning Services March 2 INV-JT-7063	210-5-41-26-420.000 Cleaning Services	943.58	58139	03/20/26
80257	JANITECH LLC	03/01/26	Cleaning Services March 2 INV-JT-7063	210-5-41-26-420.000 Cleaning Services	1451.67	58139	03/20/26
03525	KITTELL BRANAGAN & SARGEN	01/08/26	FY25 audit 99716	210-5-13-10-335.000 Audit	1117.67	58140	03/20/26
80087	KONICA MINOLTA PREMIER FI	03/11/26	Copier Lease March 2026 577537384	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	58141	03/20/26
80087	KONICA MINOLTA PREMIER FI	03/11/26	Copier Lease March 2026 577537384	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	58141	03/20/26
80087	KONICA MINOLTA PREMIER FI	03/11/26	Copier Lease March 2026 577537384	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	58141	03/20/26
80087	KONICA MINOLTA PREMIER FI	03/11/26	Copier Lease March 2026 577537384	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	58141	03/20/26
80227	LIGUORI, DANIEL	03/12/26	Stipend BWAC March 2026 031226Liguor	210-5-16-10-190.000 Board member Payments	50.00	58142	03/20/26
25625	LOWE'S - 1080	02/02/26	EJRP Lowes February 4191080226	210-5-30-12-610.000 General Supplies	307.76	58143	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-10-10-210.000 Group Insurance	146.40	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-12-10-210.000 Group Insurance	67.25	58144	03/20/26

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27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-13-10-210.000 Group Insurance	146.40	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-40-12-210.000 Group Insurance	120.78	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-35-10-210.000 Group Insurance	256.20	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-16-10-210.000 Group Insurance	103.85	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-30-10-210.000 Group Insurance	201.30	58144	03/20/26
27840	MADISON NATIONAL LIFE INS	03/16/26	Life Ins Apr 2026 1758680	210-5-30-12-210.000 Group Insurance	73.20	58144	03/20/26
V9970	MIDWEST TAPE	02/23/26	BL JDVDs FEB26 508474268	210-5-35-10-640.202 Juvenile Collection	26.99	58146	03/20/26
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/26	Feb 2026 legal Feb 2026	210-5-10-10-320.000 Legal Services	2425.00	58148	03/20/26
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/26	Feb 2026 legal Feb 2026	210-5-16-10-320.000 Legal Services	5677.50	58148	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-10-10-210.000 Group Insurance	9686.30	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-12-10-210.000 Group Insurance	2028.54	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-13-10-210.000 Group Insurance	3864.39	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-40-12-210.000 Group Insurance	4772.15	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-35-10-210.000 Group Insurance	11907.57	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-16-10-210.000 Group Insurance	3864.39	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-30-10-210.000 Group Insurance	9660.96	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-5-30-12-210.000 Group Insurance	4878.65	58150	03/20/26
27395	MVP HEALTH CARE INC 43118	03/08/26	Health Apr 2026 22747132	210-2-00-00-210.006 Health Ins. Copay	4947.60	58150	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-10-10-210.000 Group Insurance	20.52	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-12-10-210.000 Group Insurance	5.13	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-13-10-210.000 Group Insurance	10.26	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-40-12-210.000 Group Insurance	11.80	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-35-10-210.000 Group Insurance	35.91	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-16-10-210.000 Group Insurance	10.26	58151	03/20/26
44275	MVP SELECT CARE INC.	03/12/26	08 Feb 2026 HRA Fee Alloc CINV017740	210-5-30-10-210.000 Group Insurance	23.03	58151	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
44275	03/12/26	MVP SELECT CARE INC. 08 Feb 2026 HRA Fee Alloc CINV017740	210-5-30-12-210.000 Group Insurance	10.26	58151	03/20/26
10220	02/19/26	NEW ENGLAND AIR SYSTEMS L Park Street HVAC 211766	210-5-41-23-431.000 R&M Buildings & Grounds	2783.36	58152	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-10-10-210.000 Group Insurance	437.88	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-12-10-210.000 Group Insurance	75.80	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-13-10-210.000 Group Insurance	401.87	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-40-12-210.000 Group Insurance	197.21	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-35-10-210.000 Group Insurance	489.91	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-16-10-210.000 Group Insurance	258.73	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-30-10-210.000 Group Insurance	673.43	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	210-5-30-12-210.000 Group Insurance	218.94	58154	03/20/26
80081	03/12/26	O'BRIEN JOHN Stipend BWAC March 2026 031226OBrien	210-5-16-10-190.000 Board member Payments	50.00	58155	03/20/26
V10729	03/10/26	OVERDRIVE INC BL J Digibooks MAR26 01459DA26081	210-5-35-10-640.202 Juvenile Collection	714.92	58156	03/20/26
V10554	03/12/26	PHOENIX BOOKS BURLINGTON BL LDBooks MAR26 1910435	210-5-90-00-991.000 Library Donation Expense	25.60	58161	03/20/26
05380	03/05/26	PURCHASE POWER 2 Lincoln Postage Feb. 20 0305264061	210-5-10-10-560.000 Postage	554.58	58164	03/20/26
37430	03/05/26	R R CHARLEBOIS INC #6 air tank IE82700	210-5-40-12-430.000 R&M Vehicles & Equipment	734.57	58165	03/20/26
37430	03/10/26	R R CHARLEBOIS INC Valve Drain and elbow IE82867	210-5-40-12-430.000 R&M Vehicles & Equipment	12.39	58165	03/20/26
37430	03/17/26	R R CHARLEBOIS INC FILTER CONTROL and Oil fi IE83203	210-5-40-12-430.000 R&M Vehicles & Equipment	37.08	58165	03/20/26
21815	03/11/26	RICK'S TOWING & REPAIR TRUCK 4 30 TON TANDAM WRE 26-12053	210-5-40-12-430.000 R&M Vehicles & Equipment	400.00	58166	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-41-26-622.000 Electricity	1529.45	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-41-23-622.000 Electricity	147.40	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-41-21-622.000 Electricity	601.08	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-41-22-622.000 Electricity	269.76	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-41-20-622.000 Electricity	269.76	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-40-12-622.200 Streetlight Electricity	408.25	58168	03/20/26
17505	03/12/26	SAND HILL SOLAR LLC KSI I billing period - 02/06/26 287SH31226	210-5-40-12-622.000 Electricity	72.16	58168	03/20/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
09105	02/24/26	SECURE SHRED	EJRP Shred March 520833	210-5-30-10-330.000 Professional Services	25.00	58171	03/20/26
42565	03/04/26	SEVEN DAYS	Warning and DRB Ad March 252215	210-5-16-10-540.000 Advertising	76.96	58172	03/20/26
42565	03/04/26	SEVEN DAYS	Warning and DRB Ad March 252215	210-5-11-10-540.000 Advertising	265.20	58172	03/20/26
42565	03/11/26	SEVEN DAYS	DRB ad March 26 meeting 252428	210-5-16-10-540.000 Advertising	62.92	58172	03/20/26
29835	01/28/26	SHERWIN-WILLIAMS	Park Supplies Paint 150991950401	210-5-30-12-610.000 General Supplies	27.79	58173	03/20/26
23855	02/03/26	SOUTHWORTH-MILTON, INC.	Parts INV3813440	210-5-40-12-430.000 R&M Vehicles & Equipment	1238.70	58175	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-10-10-210.000 Group Insurance	53.33	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-12-10-210.000 Group Insurance	13.33	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-13-10-210.000 Group Insurance	26.67	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-40-12-210.000 Group Insurance	30.67	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-35-10-210.000 Group Insurance	93.33	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-16-10-210.000 Group Insurance	26.67	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-30-10-210.000 Group Insurance	50.00	58176	03/20/26
80292	01/15/26	STEFANIE PIGEON inc	Broker Fees Jan 2026 49592	210-5-30-12-210.000 Group Insurance	26.67	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-10-10-210.000 Group Insurance	54.55	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-12-10-210.000 Group Insurance	13.64	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-13-10-210.000 Group Insurance	27.27	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-40-12-210.000 Group Insurance	31.36	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-35-10-210.000 Group Insurance	95.45	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-16-10-210.000 Group Insurance	27.27	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-30-10-210.000 Group Insurance	51.14	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON inc	Broker Fee Feb 26 50017	210-5-30-12-210.000 Group Insurance	27.27	58176	03/20/26
21000	03/11/26	UNIFIRST CORPORATION	BL MATS MAR26 1080327824	210-5-41-21-400.000 Contracted Services	90.65	58181	03/20/26
19350	03/02/26	VERIZON CONNECT FLEET USA	Subscription Vehicle trac 386000078860	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	58182	03/20/26
11935	03/13/26	VIKING-CIVES USA	Description: BOLT PLOW fo 4551803	210-5-40-12-610.000 General Supplies	54.40	58184	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	03/13/26	VIKING-CIVES USA Parts for Corey's Truck 4551804	210-5-40-12-610.000 General Supplies	3870.00	58184	03/20/26
23395	03/04/26	VILLAGE HARDWARE - WILLIS Shop Supplies 521717	210-5-40-12-610.000 General Supplies	94.98	58185	03/20/26
23395	03/05/26	VILLAGE HARDWARE - WILLIS Titan Dril Bit Set 521724	210-5-40-12-610.000 General Supplies	32.29	58185	03/20/26
23395	03/10/26	VILLAGE HARDWARE - WILLIS Mailbox and post 521734	210-5-40-12-735.000 Tech: Equip/Hardware	92.13	58185	03/20/26
23395	03/13/26	VILLAGE HARDWARE - WILLIS Supplies for the shop 521763	210-5-40-12-610.000 General Supplies	46.12	58185	03/20/26
23395	03/13/26	VILLAGE HARDWARE - WILLIS Supplies for shop 521766	210-5-40-12-610.000 General Supplies	11.78	58185	03/20/26
V2377	02/25/26	VLCT EMPLOYMENT RESOURCE UI Q2 2026 REN041257Q2	210-5-13-10-250.000 Unemployment Insurance	985.71	58186	03/20/26
V2377	02/25/26	VLCT EMPLOYMENT RESOURCE UI Q2 2026 REN041257Q2	210-5-40-12-250.000 Unemployment Insurance	81.64	58186	03/20/26
28470	03/13/26	VMERS DB 110800 Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	24941.08	58187	03/20/26
80130	03/13/26	VMERS DC 110800 Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	1967.28	58188	03/20/26
80254	03/10/26	Vermont Bond Bank 2010-5, 2022-2, 2014-3 de PLP-202605-0	210-5-95-00-955.903 Capital Imp Interest	16597.25	58190	03/20/26
07565	02/13/26	W B MASON CO INC Office Supplies 260075909	210-5-30-10-610.000 General Supplies	90.14	58191	03/20/26
07565	02/19/26	W B MASON CO INC Office Supplies 260193119	210-5-30-10-610.000 General Supplies	17.61	58191	03/20/26
07565	02/19/26	W B MASON CO INC Office Supplies 260196881	210-5-30-10-610.000 General Supplies	34.97	58191	03/20/26
07565	03/04/26	W B MASON CO INC 2 Lincoln Supplies 260439468	210-5-10-10-610.000 General Supplies	7.49	58191	03/20/26
07565	03/11/26	W B MASON CO INC Cleaning Supplies 260607023	210-5-30-12-610.000 General Supplies	638.22	58191	03/20/26
07565	03/12/26	W B MASON CO INC Cleaning Supplies 260629965	210-5-30-12-610.000 General Supplies	44.11	58191	03/20/26
07565	03/12/26	W B MASON CO INC Office Supplies 260632706	210-5-30-10-610.000 General Supplies	245.61	58191	03/20/26
05020	02/24/26	ESSEX JCT CITY OF Water and Sewer Charge PW 022426PW	210-5-40-12-410.000 Water and Sewer Charges	966.98 A	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF Water and Sewer Charge PW 022426PW	210-5-40-12-571.000 Streetscape Maintenance	173.64 A	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF Water and Sewer Charge PW 022426PW	210-5-90-00-910.000 Transfer btwn Funds	344.09 A	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF MSP Water Sewer 204420971	210-5-41-26-410.000 Water and Sewer Charges	818.41 C	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF MSP Water Sewer 204420971	210-5-90-00-910.000 Transfer btwn Funds	579.52 C	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF MSP Pool Water Sewer 204420981	210-5-41-26-410.000 Water and Sewer Charges	932.44 D	32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF MSP Maint Bldg Water 204420991	210-5-41-26-410.000 Water and Sewer Charges	99.88 E	32026	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05020	02/24/26	Park St Water 204421001	210-5-90-00-910.000 Transfer btwn Funds	108.66	F 32026	03/20/26
05020	02/24/26	Park St Water 204421001	210-5-41-23-410.000 Water and Sewer Charges	339.97	F 32026	03/20/26
05020	02/24/26	Water and Sewer 204421011	210-5-41-22-410.000 Water and Sewer Charges	473.02	G 32026	03/20/26
05020	02/24/26	Utility 2 Lincoln Feb 202 204421021	210-5-41-20-410.000 Water and Sewer Charges	214.03	H 32026	03/20/26
05020	02/24/26	Utility 2 Lincoln Sprinkl 204421031	210-5-41-20-410.000 Water and Sewer Charges	104.18	I 32026	03/20/26
05020	02/24/26	Memorial Park Sprinkler 204421041	210-5-90-00-910.000 Transfer btwn Funds	18.11	J 32026	03/20/26
05020	02/24/26	Memorial Park Sprinkler 204421041	210-5-41-26-410.000 Water and Sewer Charges	422.46	J 32026	03/20/26
05020	02/24/26	BL W/WW NOV25-FEB26 204421051	210-5-41-21-410.000 Water and Sewer Charges	241.28	K 32026	03/20/26
05020	02/24/26	Stormwater 2 Maple St. Fe 204421061	210-5-90-00-910.000 Transfer btwn Funds	18.11	L 32026	03/20/26
05020	02/24/26	Stormwater Cemetery Feb 2 204421081	210-5-90-00-910.000 Transfer btwn Funds	36.22	N 32026	03/20/26
05020	02/24/26	Cascade Water 204421151	210-5-41-26-410.000 Water and Sewer Charges	57.88	O 32026	03/20/26
05375	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.005 Misc Deductions Payable	170.00	P 32026	03/20/26
17425	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	150.00	Q 32026	03/13/26
80158	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	269.23	R 32026	03/13/26
V1160	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	3213.16	S 32026	03/13/26
V1161	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.004 Retirement Payable	5436.84	T 32026	03/13/26
V1165	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.002 Federal Inc Tax W/H	46947.02	U 32026	03/18/26
V2413	03/13/26	Payroll Transfer PR-03/13/26	210-2-00-00-210.003 State Inc Tax W/H	6274.81	V 32026	03/18/26
12235	02/25/26	Amtrak Improvements Preli 1036PA000226	220-5-00-00-890.836 Train Station	1551.50	58153	03/20/26
25715	03/17/26	EJ-Sidewalks 2025 - Feb 1 25809031726	224-5-40-12-573.000 Sidewalk Improve/Repairs	4274.75	58109	03/20/26
25715	03/03/26	EJ-Sidewalks 2025 - Janua 258093326	224-5-40-12-573.000 Sidewalk Improve/Repairs	12091.25	58109	03/20/26
25715	03/03/26	Pearl St Multi Use Path J 25829 030320	230-5-40-13-720.003 SW & Road West St to Susi	29212.45	58109	03/20/26
25715	03/17/26	Pearl St West St Multi Us 25829 031720	230-5-40-13-720.003 SW & Road West St to Susi	18755.75	58109	03/20/26
19815	02/17/26	Senior Center CREDIT 137HTDJ9WXMC	232-5-41-20-730.000 Buildings & Improvements	-184.00	58077	03/20/26
80077	02/28/26	Sr Ctr Proj Feb 6285	232-5-41-20-730.000 Buildings & Improvements	16070.06	58087	03/20/26

09:14 am

Check Warrant Report # 24113 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/13/26 To 03/20/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
00600	01/30/26	2 Lincoln Renovation Jan	232-5-41-20-890.832	343.99	58106	03/20/26	
		102490	2 Lincoln Street Renovati				
36240	02/27/26	Sr Center Project	232-5-41-20-730.000	1560.00	58112	03/20/26	
		226188	Buildings & Improvements				
25625	02/02/26	EJRP Lowes February	232-5-41-20-730.000	289.74	58143	03/20/26	
		4191080226	Buildings & Improvements				
29835	01/27/26	Senior Center Paint	232-5-41-20-730.000	1306.61	58173	03/20/26	
		475961418701	Buildings & Improvements				
43280	02/28/26	2 Lincoln Renovation	232-5-41-20-890.832	2906.39	58189	03/20/26	
		53520	2 Lincoln Street Renovati				
05290	03/13/26	Diesel Exhaust fluid for	254-5-54-20-626.000	19.28	58072	03/20/26	
		455260722754	Gasoline				
25715	03/17/26	EJ-Railroad Ave Waterline	254-5-54-70-723.001	3345.93	58109	03/20/26	
		24819031726	Railroad Ave Rd/Wtr Line				
25715	03/03/26	EJ-Railroad Ave Waterline	254-5-54-70-723.001	3422.50	58109	03/20/26	
		248193326	Railroad Ave Rd/Wtr Line				
25715	03/17/26	EJ-Assistance-RVJ - Feb 1	254-5-54-20-433.000	185.18	58109	03/20/26	
		26816031726	R&M Infrastructure				
40025	03/13/26	8X12 SS2 TAP CLAMP	254-5-54-20-433.000	624.47	58113	03/20/26	
		6612138	R&M Infrastructure				
40025	03/11/26	8X12 SS1 REP CLAMP meadow	254-5-54-20-433.000	409.37	58113	03/20/26	
		6612208	R&M Infrastructure				
80021	03/01/26	09 march 26 GOGO	254-5-54-20-505.000	49.68	58121	03/20/26	
		160531	Tech. Subs, Licenses				
80021	03/05/26	Admin time tracking Feb 2	254-5-54-20-505.000	16.00	58121	03/20/26	
		470959	Tech. Subs, Licenses				
03525	01/08/26	FY25 audit	254-5-54-20-335.000	558.84	58140	03/20/26	
		99716	Audit				
27840	03/16/26	Life Ins Apr 2026	254-5-54-20-210.000	102.48	58144	03/20/26	
		1758680	Group Insurance				
03070	02/27/26	UB MAILING FEB 2026	254-5-54-20-560.000	1247.56	58147	03/20/26	
		61579	Postage				
27395	03/08/26	Health Apr 2026	254-5-54-20-210.000	4516.56	58150	03/20/26	
		22747132	Group Insurance				
44275	03/12/26	08 Feb 2026 HRA Fee Alloc	254-5-54-20-210.000	14.37	58151	03/20/26	
		CINV017740	Group Insurance				
24960	03/16/26	Dental Apr 2026	254-5-54-20-210.000	359.92	58154	03/20/26	
		31626 6197	Group Insurance				
80292	01/15/26	Broker Fees Jan 2026	254-5-54-20-210.000	37.33	58176	03/20/26	
		49592	Group Insurance				
80292	02/16/26	Broker Fee Feb 26	254-5-54-20-210.000	24.55	58176	03/20/26	
		50017	Group Insurance				
V2377	02/25/26	UI Q2 2026	254-5-54-20-250.000	16.21	58186	03/20/26	
		REN041257Q2	Unemployment Insurance				
80254	03/10/26	2010-5, 2022-2, 2014-3 de	254-5-54-70-955.000	53864.51	58190	03/20/26	
		PLP-202605-0	Bond Interest Expense				
80254	03/10/26	2010-5, 2022-2, 2014-3 de	254-5-54-70-955.000	3643.30	58190	03/20/26	
		PLP-202605-0	Bond Interest Expense				
05020	02/24/26	Water and Sewer Charge PW	254-5-54-20-410.000	57.88 A	32026	03/20/26	
		022426PW	Water and Sewer Charges				

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42625	03/01/26	Essex Junction WWTF Flare 83724	255-5-55-70-722.020 Digester Flare/Flame Arre	441.00	58074	03/20/26
11375	03/01/26	Grit Disposal for Februar 3810773	255-5-55-30-421.000 Grit Disposal	1487.90	58091	03/20/26
V9533	02/24/26	rags for lab IN05747417	255-5-55-30-618.000 Laboratory Supplies	114.12	58093	03/20/26
31545	01/23/26	Supplies for WW 0628012326	255-5-55-30-610.000 General Supplies	218.32	58103	03/20/26
25715	03/03/26	EJ-Assistance-CHM - Jan 1 268173326	255-5-55-30-330.000 Professional Services	1942.50	58109	03/20/26
V10347	03/05/26	PEST CONTROL MAINTENANCE 92819774	255-5-55-30-431.000 R&M Buildings	106.61	58115	03/20/26
06870	10/31/25	Constituent Monitoring 554925	255-5-55-30-340.000 Technical Services	100.00	58116	03/20/26
06870	01/16/26	Constituent Monitoring 563436	255-5-55-30-340.000 Technical Services	130.00	58116	03/20/26
06870	03/04/26	BOD-5day 568493	255-5-55-30-340.000 Technical Services	105.00	58116	03/20/26
06870	03/06/26	SHT NY Bi-Monthly Februar 568727	255-5-55-30-568.000 Biosolids Subcontractor	2571.00	58116	03/20/26
06870	03/09/26	Essex Jct. WWTF TKN Only 568843	255-5-55-30-340.000 Technical Services	35.00	58116	03/20/26
06870	03/11/26	Sludge Holding Tank # Fec 569016	255-5-55-30-568.000 Biosolids Subcontractor	170.00	58116	03/20/26
38955	03/12/26	Digester project 95141563	255-5-55-30-570.000 Other Purchased Services	507.12	58120	03/20/26
80021	03/01/26	09 march 26 GOGO 160531	255-5-55-30-505.000 Tech. Subs, Licenses	198.72	58121	03/20/26
80021	03/05/26	Admin time tracking Feb 2 470959	255-5-55-30-505.000 Tech. Subs, Licenses	72.00	58121	03/20/26
19005	03/01/26	Communications February 2 22471649	255-5-55-30-530.000 Communications	545.36	58122	03/20/26
24785	03/02/26	PRESSURE GAUGE,MECHANICAL 9826022411	255-5-55-30-610.000 General Supplies	85.04	58129	03/20/26
24785	03/16/26	FUSE, 10 9842752025	255-5-55-30-570.000 Other Purchased Services	162.00	58129	03/20/26
09050	03/05/26	AMMONIA, TNT 14902238	255-5-55-30-618.000 Laboratory Supplies	1460.22	58135	03/20/26
80257	03/01/26	Cleaning Services March 2 INV-JT-7063	255-5-55-30-431.000 R&M Buildings	72.58	58139	03/20/26
80257	03/01/26	Cleaning Services March 2 INV-JT-7063	255-5-55-30-431.000 R&M Buildings	145.17	58139	03/20/26
03525	01/08/26	FY25 audit 99716	255-5-55-30-335.000 Audit	529.42	58140	03/20/26
80087	03/11/26	Copier Lease March 2026 577537384	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	58141	03/20/26
27840	03/16/26	Life Ins Apr 2026 1758680	255-5-55-30-210.000 Group Insurance	256.20	58144	03/20/26
27395	03/08/26	Health Apr 2026 22747132	255-5-55-30-210.000 Group Insurance	8601.04	58150	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
44275	03/12/26	MVP SELECT CARE INC. 08 Feb 2026 HRA Fee Alloc CINV017740	255-5-55-30-210.000 Group Insurance	25.65	58151	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	255-5-55-30-210.000 Group Insurance	438.24	58154	03/20/26
23420	03/09/26	P & P SEPTIC SERVICE INC. Hauled Biosolids from SB T662195	255-5-55-30-570.000 Other Purchased Services	11560.00	58157	03/20/26
V2093	03/02/26	SLACK CHEMICAL COMPANY IN Caustic 50% 499033	255-5-55-30-619.000 Chemicals	10911.63	58174	03/20/26
80292	01/15/26	STEFANIE PIGEON INC Broker Fees Jan 2026 49592	255-5-55-30-210.000 Group Insurance	66.67	58176	03/20/26
80292	02/16/26	STEFANIE PIGEON INC Broker Fee Feb 26 50017	255-5-55-30-210.000 Group Insurance	68.18	58176	03/20/26
V2377	02/25/26	VLCT EMPLOYMENT RESOURCE UI Q2 2026 REN041257Q2	255-5-55-30-250.000 Unemployment Insurance	171.23	58186	03/20/26
80254	03/10/26	Vermont Bond Bank 2010-5, 2022-2, 2014-3 de PLP-202605-0	255-5-55-70-955.002 RZEDB Interest	15513.90	58190	03/20/26
07565	03/05/26	W B MASON CO INC Tissues 260469064	255-5-55-30-610.000 General Supplies	12.70	58191	03/20/26
05020	02/24/26	ESSEX JCT CITY OF Water Sewer - October 8, 022426WW	255-5-55-30-410.000 Water and Sewer Charges	2819.53	B 32026	03/20/26
05020	02/24/26	ESSEX JCT CITY OF Water Sewer - October 8, 022426WW	255-5-55-30-415.000 Stormwater Charges	724.40	B 32026	03/20/26
42625	03/01/26	ALDRICH & ELLIOTT PC Essex Junction Pump Stati 83718	256-5-56-70-722.055 West St PS	6627.60	58074	03/20/26
42625	03/01/26	ALDRICH & ELLIOTT PC Essex Junction Pump Stati 83718	256-5-56-70-722.005 Maple/River St PS	5000.00	58074	03/20/26
25715	03/17/26	DONALD L. HAMLIN CONSULT EJ-Sewer Study Phase 2 -D 25822031726	256-5-56-70-722.006 Collection Sys Capacity S	6956.00	58109	03/20/26
80021	03/01/26	FIRST NATIONAL BANK OF OM 09 march 26 GOGO 160531	256-5-56-40-505.000 Tech. Subs, Licenses	49.68	58121	03/20/26
80021	03/05/26	FIRST NATIONAL BANK OF OM Admin time tracking Feb 2 470959	256-5-56-40-505.000 Tech. Subs, Licenses	16.00	58121	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	256-5-56-40-622.000 Electricity	1083.76	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	256-5-56-40-434.001 Susie Wilson PS Costs	554.33	58130	03/20/26
07010	03/10/26	GREEN MOUNTAIN POWER CORP GMP Multi Solar - Usage P 031026D	256-5-56-40-434.002 West Street PS Costs	578.00	58130	03/20/26
03525	01/08/26	KITTELL BRANAGAN & SARGEN FY25 audit 99716	256-5-56-40-335.000 Audit	294.07	58140	03/20/26
27840	03/16/26	MADISON NATIONAL LIFE INS Life Ins Apr 2026 1758680	256-5-56-40-210.000 Group Insurance	94.06	58144	03/20/26
03070	02/27/26	MINUTEMAN PRESS UB MAILING FEB 2026 61579	256-5-56-40-560.000 Postage	2532.93	58147	03/20/26
27395	03/08/26	MVP HEALTH CARE INC 43118 Health Apr 2026 22747132	256-5-56-40-210.000 Group Insurance	3176.70	58150	03/20/26
44275	03/12/26	MVP SELECT CARE INC. 08 Feb 2026 HRA Fee Alloc CINV017740	256-5-56-40-210.000 Group Insurance	8.05	58151	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026 31626 6197	256-5-56-40-210.000 Group Insurance	269.49	58154	03/20/26

09:14 am

Check Warrant Report # 24113 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/13/26 To 03/20/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
17505	03/12/26	billing period - 02/06/26	287SH31226	256-5-56-40-434.002 West Street PS Costs	321.54	58168	03/20/26
17505	03/12/26	billing period - 02/06/26	287SH31226	256-5-56-40-434.001 Susie Wilson PS Costs	255.13	58168	03/20/26
17505	03/12/26	billing period - 02/06/26	287SH31226	256-5-56-40-622.000 Electricity	44.53	58168	03/20/26
29835	02/26/26	Return of product	79083	256-5-56-40-610.000 General Supplies	-685.00	58173	03/20/26
80292	01/15/26	Broker Fees Jan 2026	49592	256-5-56-40-210.000 Group Insurance	20.93	58176	03/20/26
80292	02/16/26	Broker Fee Feb 26	50017	256-5-56-40-210.000 Group Insurance	21.41	58176	03/20/26
V2377	02/25/26	UI Q2 2026	REN041257Q2	256-5-56-40-250.000 Unemployment Insurance	32.43	58186	03/20/26
05020	02/24/26	Water Sewer - October 8,	022426WW	256-5-56-40-410.000 Water and Sewer Charges	164.98 B	32026	03/20/26
25715	03/03/26	EJ-Autumn Pond Constructi	248013326	257-5-57-50-451.000 Summer Construction Servi	464.68	58109	03/20/26
27840	03/16/26	Life Ins Apr 2026	1758680	257-5-57-50-210.000 Group Insurance	48.68	58144	03/20/26
27395	03/08/26	Health Apr 2026	22747132	257-5-57-50-210.000 Group Insurance	2697.96	58150	03/20/26
44275	03/12/26	08 Feb 2026 HRA Fee Alloc	CINV017740	257-5-57-50-210.000 Group Insurance	6.82	58151	03/20/26
24960	03/16/26	Dental Apr 2026	31626 6197	257-5-57-50-210.000 Group Insurance	100.81	58154	03/20/26
29835	02/27/26	AVANTI 202 5GAL	79281	257-5-57-50-575.000 Storm Sewer Maintenance	685.00	58173	03/20/26
80292	01/15/26	Broker Fees Jan 2026	49592	257-5-57-50-210.000 Group Insurance	17.73	58176	03/20/26
80292	02/16/26	Broker Fee Feb 26	50017	257-5-57-50-210.000 Group Insurance	18.14	58176	03/20/26
V2377	02/25/26	UI Q2 2026	REN041257Q2	257-5-57-50-250.000 Unemployment Insurance	20.41	58186	03/20/26
19815	02/25/26	PS Supplies	131NMTG3G47G	259-5-30-16-610.000 General Supplies	26.49	58077	03/20/26
19815	02/25/26	PS Supplies	131NMTG3G7JQ	259-5-30-16-610.000 General Supplies	9.99	58077	03/20/26
19815	03/04/26	RK Hiawatha Supplies	13YX7YFRCQNW	259-5-30-15-610.000 General Supplies	31.57	58077	03/20/26
19815	02/19/26	RK EES Health Safety Gra	147HTFVPQMYV	259-5-30-15-895.000 State and Other Grant Exp	109.09	58077	03/20/26
19815	03/06/26	PS Adventurers Supplies	17KC6PFV3FC9	259-5-30-16-610.000 General Supplies	53.90	58077	03/20/26
19815	02/18/26	RK MSP Supplies	17M93JKFPGR9	259-5-30-15-610.000 General Supplies	9.78	58077	03/20/26
19815	02/25/26	Vac Camp Supplies	17QKFFLPFLNM	259-5-30-15-610.000 General Supplies	13.19	58077	03/20/26
19815	02/25/26	RK Westford Supplies	17QKFFLPFYMC	259-5-30-15-610.000 General Supplies	7.56	58077	03/20/26

09:14 am

Check Warrant Report # 24113 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/13/26 To 03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	02/23/26 RK EES 1-2 Supplies 194PTM3G1YN3	259-5-30-15-610.000 General Supplies	43.55	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/25/26 PS Supplies 1C3G9MNTFD9V	259-5-30-16-610.000 General Supplies	17.47	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/17/26 RK EES 1-2 Supplies 1CFNMP6H1W9N	259-5-30-15-610.000 General Supplies	185.50	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/19/26 RK Fleming Supplies 1DTNKDVG4W11	259-5-30-15-610.000 General Supplies	86.69	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/05/26 RK Town Behavior Supplies 1F1W3GFVJVGf	259-5-30-15-610.000 General Supplies	95.28	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/04/26 PS Discoverers Supplies 1F37Q7GX1K99	259-5-30-16-610.000 General Supplies	32.95	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/25/26 Vac Camp Supplies 1FWY73CC4HYC	259-5-30-15-610.000 General Supplies	28.28	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/05/26 RK Town Behavior Supplies 1GD34X11FD1Y	259-5-30-15-610.000 General Supplies	31.99	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/18/26 Vac Camp ADL Supplies 1GFFT6DTWQH7	259-5-30-15-610.000 General Supplies	450.08	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/19/26 RK Founders Supplies 1JTX4JKHT7J9	259-5-30-15-610.000 General Supplies	9.98	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/04/26 PS Discoverers Supplies 1KLWY4X6DM7Y	259-5-30-16-610.000 General Supplies	63.77	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/23/26 Vac Camp Supplies 1N7KGP1JPYJH	259-5-30-15-610.000 General Supplies	208.70	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/20/26 PS Supplies 1NFGXNKYJ43R	259-5-30-16-610.000 General Supplies	101.92	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/04/26 RK Supplies 1PHFJKFFCPGV	259-5-30-15-610.000 General Supplies	8.95	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/28/26 PS Discoverers Supplies 1QJY97PCFQRD	259-5-30-16-610.000 General Supplies	318.81	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/05/26 PS Supplies 1QRXX6LYFFG1	259-5-30-16-610.000 General Supplies	9.98	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/26/26 Vac Camp Supplies 1TMQ61LMWDFM	259-5-30-15-610.000 General Supplies	37.32	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/17/26 RK MSP Supplies 1VTHGNFVJ9HD	259-5-30-15-610.000 General Supplies	162.23	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/20/26 PS Supplies 1XDTVCT7H94R	259-5-30-16-610.000 General Supplies	453.05	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/19/26 RK Westford Supplies 1YK6HQNJLF16	259-5-30-15-610.000 General Supplies	58.95	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/04/26 PS Explorers Supplies 1YKQD3FQ61WC	259-5-30-16-610.000 General Supplies	126.19	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	02/25/26 RK EES K Supplies 1YQM0134DVX4	259-5-30-15-610.000 General Supplies	55.22	58077	03/20/26
19815	AMAZON CAPITAL SERVICES	03/05/26 PS Explorers Supplies 1YVPP6Y7FX93	259-5-30-16-610.000 General Supplies	88.77	58077	03/20/26
80167	BINDER, FRANCES	03/06/26 Nia Dance Winter/Spring 030626D	259-5-30-14-330.000 Professional Services	336.00	58084	03/20/26
25370	BOUNCE AROUND VT LLC	03/18/26 RK MSP 3/18 031826D	259-5-30-15-330.000 Professional Services	370.00	58085	03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20765	02/25/26	BURLINGTON GLASS CENTER (G Room 4 Me Grant K0058296	259-5-30-15-895.000 State and Other Grant Exp	522.82	58089	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-15-610.000 General Supplies	268.36	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-14-330.000 Professional Services	13268.87	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-14-610.000 General Supplies	2552.54	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-15-500.000 Training, Conf, Dues	6227.96	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-16-610.000 General Supplies	197.93	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-10-505.000 Tech. Subs, Licenses	582.06	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-15-895.000 State and Other Grant Exp	1132.88	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-11-610.000 General Supplies	13.90	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-15-530.000 Communications	845.66	58090	03/20/26
22670	03/16/26	CAPITAL ONE CREDIT CARD - EJRP CC Feb/March 65080326	259-5-30-12-610.000 General Supplies	81.53	58090	03/20/26
27590	03/06/26	CATAMOUNT COLOR (OFFSET H Summer Brochure Printing 39598	259-5-30-10-550.000 Printing and Binding	5636.00	58092	03/20/26
25120	03/05/26	CLICKTIME.COM EJRP Timesheets Feb 471010	259-5-30-10-505.000 Tech. Subs, Licenses	1416.00	58099	03/20/26
25710	02/24/26	COLCHESTER TOWN OF Youth Basketball Tourname 1	259-5-30-14-330.000 Professional Services	340.00	58101	03/20/26
80208	01/30/26	Capital One Trade Credit Room For Me Grant 21602458	259-5-30-15-895.000 State and Other Grant Exp	47.95	58104	03/20/26
27810	04/04/26	DOCNETWORK INC Camp Doc Annual Fee 2614475	259-5-30-15-330.000 Professional Services	6600.00	58107	03/20/26
42360	03/05/26	ECHO AT THE LEAHY CENTER Vac Camp 3/3 R239603	259-5-30-15-330.000 Professional Services	132.00	58114	03/20/26
20680	03/04/26	EPIC DRIVING LLC Drivers Ed March 605	259-5-30-14-330.000 Professional Services	5512.50	58117	03/20/26
80192	03/09/26	Fountain of Youth Fitness Lifting Spirits 3/9 030926D	259-5-30-14-330.000 Professional Services	92.00	58124	03/20/26
80192	03/17/26	Fountain of Youth Fitness Lifting Spirits 3/16 031726D	259-5-30-14-330.000 Professional Services	124.00	58124	03/20/26
80191	02/23/26	GREEN MTN TRAINING CTR Vac Camp 2/23 0039	259-5-30-15-330.000 Professional Services	674.50	58133	03/20/26
80191	03/10/26	GREEN MTN TRAINING CTR Vac Camp 3/3 0046	259-5-30-15-330.000 Professional Services	1047.25	58133	03/20/26
04005	03/04/26	GREGORY, CIARA Zumba Gold Feb 030426D	259-5-30-14-330.000 Professional Services	56.00	58134	03/20/26
19480	04/20/26	INTERNATIONAL SPY MUSEUM DC Trip 4/20 042026D	259-5-30-14-330.000 Professional Services	1120.00	58138	03/20/26
80257	03/01/26	JANITECH LLC Cleaning Services March 2 INV-JT-7063	259-5-30-16-420.000 Cleaning Services	2177.50	58139	03/20/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80087	03/11/26	KONICA MINOLTA PREMIER FI Copier Lease March 2026	577537384	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	58141	03/20/26
80087	03/11/26	KONICA MINOLTA PREMIER FI Copier Lease March 2026	577537384	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	58141	03/20/26
25625	02/02/26	LOWE'S - 1080 EJRP Lowes February	4191080226	259-5-30-15-895.000 State and Other Grant Exp	486.90	58143	03/20/26
27840	03/16/26	MADISON NATIONAL LIFE INS Life Ins Apr 2026	1758680	259-5-30-14-210.000 Group Insurance	36.60	58144	03/20/26
27840	03/16/26	MADISON NATIONAL LIFE INS Life Ins Apr 2026	1758680	259-5-30-15-210.000 Group Insurance	457.50	58144	03/20/26
27840	03/16/26	MADISON NATIONAL LIFE INS Life Ins Apr 2026	1758680	259-5-30-16-210.000 Group Insurance	219.60	58144	03/20/26
80126	03/12/26	MAPLE STREET ART SPACE LL Art Club Feb-March	031226D	259-5-30-14-330.000 Professional Services	8172.00	58145	03/20/26
25620	02/24/26	MONTSHIRE MUSEUM OF SCIEN Vac Camp 2/24	022426D	259-5-30-15-330.000 Professional Services	785.00	58149	03/20/26
25620	03/02/26	MONTSHIRE MUSEUM OF SCIEN Vac Camp 3/2	030226D	259-5-30-15-330.000 Professional Services	517.00	58149	03/20/26
27395	03/08/26	MVP HEALTH CARE INC 43118 Health Apr 2026	22747132	259-5-30-15-210.000 Group Insurance	10782.89	58150	03/20/26
27395	03/08/26	MVP HEALTH CARE INC 43118 Health Apr 2026	22747132	259-5-30-16-210.000 Group Insurance	5892.95	58150	03/20/26
44275	03/12/26	MVP SELECT CARE INC. 08 Feb 2026 HRA Fee Alloc	CINV017740	259-5-30-15-210.000 Group Insurance	35.04	58151	03/20/26
44275	03/12/26	MVP SELECT CARE INC. 08 Feb 2026 HRA Fee Alloc	CINV017740	259-5-30-16-210.000 Group Insurance	15.40	58151	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026	31626 6197	259-5-30-15-210.000 Group Insurance	532.18	58154	03/20/26
24960	03/16/26	NORTHEAST DELTA DENTAL Dental Apr 2026	31626 6197	259-5-30-16-210.000 Group Insurance	262.51	58154	03/20/26
80199	02/27/26	PARTNERSHIPS FOR LITERACY PS K Conference 3/25	VKC26092	259-5-30-16-500.000 Training, Conf, Dues	360.00	58158	03/20/26
29425	02/19/26	PERFORMANCE FOOD 24793-EJ Vac Camp Snack	559554	259-5-30-15-610.000 General Supplies	205.46	58159	03/20/26
29425	02/18/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack	560518	259-5-30-15-610.000 General Supplies	47.26	58159	03/20/26
29425	02/18/26	PERFORMANCE FOOD 24793-EJ RK Founders Snack	560562	259-5-30-15-610.000 General Supplies	53.21	58159	03/20/26
29425	02/18/26	PERFORMANCE FOOD 24793-EJ RK EES K Snack	560611	259-5-30-15-610.000 General Supplies	78.62	58159	03/20/26
29425	02/23/26	PERFORMANCE FOOD 24793-EJ Vac Camp Snack	561389	259-5-30-15-610.000 General Supplies	324.98	58159	03/20/26
29425	02/23/26	PERFORMANCE FOOD 24793-EJ Vac Camp Bkfst	562081	259-5-30-15-610.000 General Supplies	580.23	58159	03/20/26
29425	02/18/26	PERFORMANCE FOOD 24793-EJ RK Fleming Snack	562442	259-5-30-15-610.000 General Supplies	51.30	58159	03/20/26
29425	02/23/26	PERFORMANCE FOOD 24793-EJ Vac Camp Snack	563361	259-5-30-15-610.000 General Supplies	165.56	58159	03/20/26
29425	03/04/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack	566912	259-5-30-15-610.000 General Supplies	182.10	58159	03/20/26

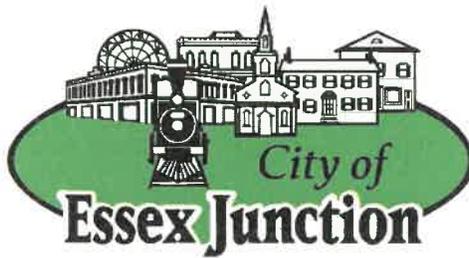
Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD 24793-EJ	03/02/26	RK Fleming Snack 567028	259-5-30-15-610.000 General Supplies	465.38	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/04/26	RK Hiawatha Snack 567187	259-5-30-15-610.000 General Supplies	140.43	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/03/26	RK Founders Snack 568255	259-5-30-15-610.000 General Supplies	144.53	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/04/26	RK EES Snack 569922	259-5-30-15-610.000 General Supplies	144.34	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/09/26	RK EES 1-2 Snack 571026	259-5-30-15-610.000 General Supplies	359.20	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/11/26	RK Westford Snack 572515	259-5-30-15-610.000 General Supplies	153.96	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/09/26	RK Hiawatha Snack 572573	259-5-30-15-610.000 General Supplies	137.47	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/09/26	RK Founders Snack 572643	259-5-30-15-610.000 General Supplies	322.85	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/09/26	RK MSP Snack 572746	259-5-30-15-610.000 General Supplies	454.48	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/11/26	RK EES K Snack 574205	259-5-30-15-610.000 General Supplies	153.50	58159	03/20/26
29425	PERFORMANCE FOOD 24793-EJ	03/11/26	RK Fleming Snack 574207	259-5-30-15-610.000 General Supplies	417.05	58159	03/20/26
80025	PJ NEVERETT	03/13/26	Refund Neverett \$70 216263	259-4-30-14-020.312 Adult Programs	70.00	58162	03/20/26
14230	PREMIER COACH CO INC	04/19/26	DC Trip Bus Final Payment P84712	259-5-30-14-330.000 Professional Services	23463.00	58163	03/20/26
05280	S & D LANDSCAPES LLC	03/11/26	Park St Snow Removal 260006	259-5-30-16-330.000 Professional Services	571.50	58167	03/20/26
39425	SCOTT & PARTNERS INC	02/06/26	MSP Storage Add 25-1821 F 6603	259-5-30-12-330.000 Professional Services	387.50	58169	03/20/26
39425	SCOTT & PARTNERS INC	03/06/26	MSP Storage Addition 25-1 6667	259-5-30-12-330.000 Professional Services	1950.00	58169	03/20/26
10435	SCREENMYLOGO.COM	02/26/26	Barcomb Bball Shirts 22081	259-5-30-14-610.000 General Supplies	663.00	58170	03/20/26
29835	SHERWIN-WILLIAMS	02/17/26	Room For Me Grant 542871418702	259-5-30-15-895.000 State and Other Grant Exp	51.51	58173	03/20/26
80292	STEFANIE PIGEON inc	01/15/26	Broker Fees Jan 2026 49592	259-5-30-15-210.000 Group Insurance	83.33	58176	03/20/26
80292	STEFANIE PIGEON inc	01/15/26	Broker Fees Jan 2026 49592	259-5-30-16-210.000 Group Insurance	53.34	58176	03/20/26
80292	STEFANIE PIGEON inc	02/16/26	Broker Fee Feb 26 50017	259-5-30-15-210.000 Group Insurance	85.23	58176	03/20/26
80292	STEFANIE PIGEON inc	02/16/26	Broker Fee Feb 26 50017	259-5-30-16-210.000 Group Insurance	54.54	58176	03/20/26
80025	STEPHANIE JACOBS	03/12/26	Refund Jacobs \$95 216258	259-4-30-14-020.312 Adult Programs	95.00	58177	03/20/26
23495	STUDENT TRANSPORTATION OF	02/27/26	Vac Camp Bus 2/24-25 70339729	259-5-30-15-580.000 Travel	733.88	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	02/27/26	Vac Camp Bus 2/23-26 70339737	259-5-30-15-580.000 Travel	1100.82	58178	03/20/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	02/27/26	Vac Camp Bus 2/26 70339738	259-5-30-15-580.000 Travel	624.43	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	02/28/26	Vac Camp Bus 2/23-27 70340141	259-5-30-15-580.000 Travel	753.19	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	02/28/26	Vac Camp Bus 2/23 70340145	259-5-30-15-580.000 Travel	347.63	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	02/28/26	Vac Camp Bus 2/24 70340146	259-5-30-15-580.000 Travel	328.31	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	03/04/26	Vac Camp Bus 3/2 70341444	259-5-30-15-580.000 Travel	598.69	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	03/05/26	Vac Camp Bus 3/2 70341662	259-5-30-15-580.000 Travel	424.88	58178	03/20/26
23495	STUDENT TRANSPORTATION OF	03/10/26	Vac Camp Bus 3/3 70342092	259-5-30-15-580.000 Travel	347.63	58178	03/20/26
80202	Springhill Suites Dulles	03/13/26	DC Hotel FINAL PYMT 031326D	259-5-30-14-330.000 Professional Services	14834.82	58179	03/20/26
80234	The POP	02/27/26	POP Sessions 1-4 2272026	259-5-30-14-330.000 Professional Services	2400.00	58180	03/20/26
25315	VESPA'S PIZZA PASTA & DEL	03/04/26	RK Training Pizza 3/4 030426D	259-5-30-15-610.000 General Supplies	80.00	58183	03/20/26
25315	VESPA'S PIZZA PASTA & DEL	03/05/26	RK Training Pizza 3/5 030526D	259-5-30-15-610.000 General Supplies	152.00	58183	03/20/26
V2377	VLCT EMPLOYMENT RESOURCE	02/25/26	UI Q2 2026 REN041257Q2	259-5-30-10-250.000 Unemployment Insurance	1653.37	58186	03/20/26
07565	W B MASON CO INC	02/13/26	RK Office 260073099	259-5-30-15-610.000 General Supplies	20.73	58191	03/20/26
07565	W B MASON CO INC	02/17/26	PS Supplies 260128899	259-5-30-16-610.000 General Supplies	60.40	58191	03/20/26
07565	W B MASON CO INC	02/18/26	PS Supplies 260163547	259-5-30-16-610.000 General Supplies	91.58	58191	03/20/26
07565	W B MASON CO INC	02/24/26	PS Supplies 260262313	259-5-30-16-610.000 General Supplies	24.06	58191	03/20/26
07565	W B MASON CO INC	02/25/26	PS Supplies 260289115	259-5-30-16-610.000 General Supplies	44.17	58191	03/20/26
07565	W B MASON CO INC	03/09/26	Room For Me Grant 260539855	259-5-30-15-895.000 State and Other Grant Exp	57.69	58191	03/20/26
07565	W B MASON CO INC	03/13/26	Room For Me Grant 260651335	259-5-30-15-895.000 State and Other Grant Exp	267.64	58191	03/20/26
40785	WILLISTON TOWN OF	02/24/26	Youth BBall Tournament 0224267	259-5-30-14-330.000 Professional Services	75.00	58193	03/20/26
05915	WUNDERLES BIG TOP ADVENTU	03/10/26	RK EES 3/10 031026D	259-5-30-15-330.000 Professional Services	850.00	58194	03/20/26
28100	ZACHARY'S PIZZA	03/04/26	Vac Camp 2/27 12509	259-5-30-15-330.000 Professional Services	290.00	58195	03/20/26
05020	ESSEX JCT CITY OF	02/24/26	West St Garden Water 204421071	259-5-30-14-410.000 Water and Sewer Charges	185.22 M	32026	03/20/26

For Check Acct 01 (GENERAL FUND) All check #s 03/13/26 To 03/20/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				681232.16		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***681,232.16
Let this be your order for the payments of these amounts.



RESOLUTION IN APPRECIATION OF BRAD LUCK

WHEREAS Brad Luck has provided dedicated and exemplary service to the Essex Junction community as Recreation and Parks Director since 2007; and

WHEREAS Brad will conclude his service as Recreation and Parks Director on March 12, 2026 after nearly 19 years of committed leadership to the Village/City of Essex Junction; and

WHEREAS, throughout his tenure, Brad led the Essex Junction Recreation and Parks Department with care, professionalism, and a strong belief in the value of public recreation, overseeing approximately 30 full-time staff and more than 250 part-time and seasonal employees; and

WHEREAS, under Brad's leadership, the department developed and sustained essential programs for families and residents, including a highly sought-after preschool, licensed afterschool childcare, vacation camps, summer day camps serving Essex Junction, Essex Town, and Westford; and

WHEREAS Brad consistently supported staff in delivering meaningful recreational and educational opportunities for residents of all ages, while encouraging creative programming and community events that strengthened connections and brought people together; and

WHEREAS Brad was a key contributor to the establishment of the City of Essex Junction, including serving as Co-Interim Manager during this transition; and

WHEREAS Brad's lasting impact is evident throughout the community, particularly at Maple Street Park, which has become a beloved destination featuring two pools, playgrounds, courts, fields, and welcoming gathering spaces for residents of all ages; and

WHEREAS Brad also played a significant role in improvements to the Senior Center, the dog park, community gardens, and other parks, including Cascade Park, which will soon receive updates reflecting his long-standing commitment to the community; and

WHEREAS Brad was instrumental in the development of Meet Me on Main as a community gathering that fostered connection and civic pride; and

WHEREAS, Brad championed experiential learning opportunities for youth, including educational travel to Washington, D.C., enabling students to engage firsthand with the history and civic institutions they study in school; and

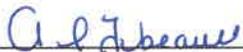
WHEREAS Brad provided valued leadership and representation to the City through his service leading the Recreation Advisory Committee and the Governance Committee, contributing to effective governance and community engagement; and

WHEREAS, through Brad Luck's leadership, Essex Junction Recreation and Parks cultivated cherished community traditions, including Pumpkin Palooza and the holiday lights at Maple Street Park, creating moments of celebration that brought families together and strengthened community spirit;

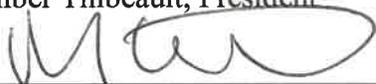
RESOLVED that the City Council, on behalf of the staff and citizens of the City of Essex Junction, hereby extends its most sincere appreciation to Brad Luck for his commitment and dedicated years of service to the residents of Essex Junction; and

Adopted this 11th day of March, 2026 by the Essex Junction City Council.

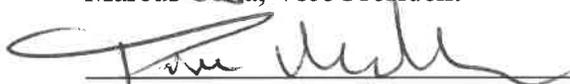
City of Essex Junction Council



Amber Thibeault, President



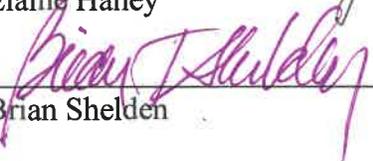
Marcus Cerra, Vice President



Tim Miller, Clerk



Elaine Haney



Brian Shelden



Streets as Places Micro-Grant Program Guide

March 2026



Program Overview

Streets as Places is a [community micro-grant program](#) supporting Vermonters in hosting block parties and other street gatherings during the summer and fall of 2026. Led by [Local Motion](#) in partnership with [AARP Vermont](#), the [Preservation Trust of Vermont](#), and [Front Porch Forum](#), the program provides grants ranging from \$200-\$500 that empowers Vermonters to transform their neighborhood or residential village streets into welcoming places for intergenerational connection, celebration, and community life. Learn more about Streets as Places at: https://www.localmotion.org/streets_as_places

Program Goals

1. Reclaim Streets as Safe, Shared Public Spaces

Temporarily transform neighborhood or village residential streets from traffic corridors into places where walking, rolling, playing, and gathering feel safe, joyful, and accessible to people of all ages and abilities. Use block parties as a first step toward longer-term community change, strengthening local leadership, encouraging collaboration, and increasing support for vibrant and safer streets.

2. Strengthen Neighborhood Connection and Belonging

Foster meaningful relationships among neighbors by creating welcoming opportunities to gather, share experiences, and build trust.

3. Advance Inclusion, Accessibility, and Intergenerational Participation

Encourage participation from neighbors of all backgrounds, races, ages, genders, abilities, and identities, so that block parties reflect the full diversity of Vermont communities.

Program Timeline

- Applications are accepted [online](#) from March 18, 2026 - April 22, 2026
- [Informational Webinar](#) on April 9, 2026 at noon; Register [HERE](#).
- Awardees are notified by May 8, 2026
- Grant funds distributed by May 15, 2026
- Host events from May 15, 2026 through November 15, 2026

Eligible Applicants

- A resident(s) of the neighborhood, a local neighborhood association, or a community group representing the area where the event will occur.

Eligible Locations

- Event activities **must take place on a neighborhood or residential village street** and obtain necessary town or city permits and approvals. Your private property or a public park may serve as extensions to your block party, but not as the primary venue.
- Priority consideration will be given to neighborhoods in and around Downtown and Village Centers, though all applications will be considered.

Ineligible Locations

- Locations that are not neighborhood or residential village streets
- State highways
- Commercial main streets

- Private properties

Eligible Event Expenses

- Food and non-alcoholic beverages
- Event supplies (tables, chairs, tents, decorations/art supplies, lawn games, lighting)
- Entertainment (musicians, bouncy houses, performers, artists)
- Printing and marketing related costs for marketing this specific event
- Translation and accessibility services
- Permits and street closure fees
- Safety precautions/measures: signage, safety cones and markers

Not Eligible Event Expenses

- Alcohol
- Partisan, political, election, or religious related activities
- Promoting a for-profit entity and/or its products or services
- Direct cash prizes, gift cards, or giveaways
- Personal purchases not related to the event
- Parking and security services

Eligibility of activities and projects are ultimately at the discretion of Local Motion and its program partners.

Funding and Event Budget

- Awardees will be granted micro-grants from \$200-\$500 to support their block party and street gatherings.
- Applicants will share how you will spend the grant dollars in the application.
- No match is required.

Application Process

Applications will be accepted from March 18 to April 22, 2026. Please apply online at:

https://www.localmotion.org/streets_as_places

Application Evaluation Criteria

A committee of Local Motion staff and program partners will review the grant applications and prioritize funding events that:

Align with the Program Goals:

- Reclaim Streets as Safe, Shared Public Spaces;
- Strengthen Neighborhood Connection and Belonging;
- Advance Inclusion, Accessibility, and Intergenerational Participation.

Include Elements of Creativity and Fun:

- Playful activities, food and music, specific engagement of kids or older Vermonters, public or performing art components, bicycle and pedestrian events, unique themes and programming, and other creative activities to bring neighbors together.

Have a Plan:

- Clear logistics, community support, and plan for spending grant funds.

Are Hosted by First-time Organizers:

- Prioritizes new organizers and residents hosting their first block party.

Are in Priority Locations:

- Prioritized for proximity to [state designated](#) village centers, downtowns, neighborhood development areas.

Event Support, Tools, and Guidance

The Local Motion team will provide practical support, guidance, and tools to support your event, including providing assistance for:

- Community organizing and engagement.
- Permitting and municipal approvals.
- Event planning, budgeting, and logistics (including how to close the street to motor vehicles and open the street to people).
- Outreach including: support with development of materials, graphics, capturing images and videos, and online and in-person outreach
- Tools and equipment, that may include cones, vertical delineators, temporary paint, planter boxes, etc.
- Post event storytelling and evaluation.

The Block Party Manual: Your Step-by-Step Guide

Throwing a block party is a powerful way to build connection and community, but it doesn't happen overnight. That's why Local Motion created the [Block Party Manual](#), a clear, practical resource to help you move from idea to celebration. Whether you're hosting your first gathering or building on past experience, the Block Party Manual provides the tools you need to create an inclusive and fun event on your street. Visit localmotion.org/block_party to explore the Block Party Manual and additional resources to support planning your event.

Note: Every community is different, and the city or town permit or approvals that communities need to host a block party will differ. That is why we offer recipients of the micro-grants support with permitting and municipal approvals.

Grant Awards and Terms**Notification and Agreement**

- Applicants will be notified of award decisions by May 8, 2026 and grant funds will be distributed by May 15, 2026 via USPS.

Event Timeline

- All funded events and block parties must take place on or before Sunday, November 15, 2026.

Use of Photos and Materials

- By accepting grant funds, recipients grant permission for Local Motion and program partners to use event photos, grant information, and related materials for promotional and marketing purposes. Please find a sample waiver and photo release [form here](#).

Funding Decisions

- Local Motion and its partners reserves the right to award more or less than the amount requested, or to decline funding any proposal, based on the availability of funds and alignment with program goals.

Non-Discrimination

- Funded events must be open and welcoming to all. Discrimination on the basis of race, color, national origin, religion, gender, ancestry, age, creed, pregnancy, marital status, parental or familial status, sexual orientation, veteran status, disability, or any other characteristic protected by federal, state, or local law is strictly prohibited.

Grant Close-out and Follow-Up Requirements

Grantees must work with Local Motion to meet grant close-out requirements and share the impact of the event in their neighborhood or village. Within 30 days after the event, hosts must submit a short survey that includes:

- How the micro-grant was used to make an impact in your community
- 3-5 event photos or videos, please indicate that you've [received permission](#) of photos and videos that recognizably shows a person's face
- Estimated number of attendees.
- Ideas for future street events
- Suggestions for improving the Streets as Places application process, guidance and technical support, or other comments on the program.

Block party hosts will be invited to a post-season debrief gathering in the Winter of 2026/27 to share lessons, celebrate, and help shape next year's program. In addition, we may invite you to participate in future opportunities to share best practices and lessons learned with Streets as Places partners and future grantees.

Program Contact

For questions regarding the Streets as Places program, contact:

Marcie Gallagher | Complete Streets Specialist
Local Motion
marcie@localmotion.org



ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

_____ of _____ Fiscal Year _____ Begin _____ End _____

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$
Class 3	\$
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$

Comments:

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of _____ certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Jessica Morris

Date: 3/12/26

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: _____

District Transportation Administrator or Authorized Designee

MEMO

To: Reading File
Date: March 25, 2026
Re: City Manager Performance Evaluation – 2026
From: Amber Thibeault

Between January 2026 and March 2026, the city council successfully completed the city manager's performance evaluation.

The city council acknowledges and appreciates the substantial accomplishments the city manager has achieved since beginning the role in September 2022. The city manager serves as a professional and effective representative of the city, and both staff and council members value their daily collaboration with her and are optimistic about the city's progress in the coming year.

Due to input received during the evaluation process, the process will be updated to provide the city council with key stakeholders and department head feedback prior to the city council completing their portion of the evaluation. A copy of the updated process is attached to this memo.

City Manager Annual Evaluation Process

Purpose of Evaluation

To ensure a structured and consistent evaluation of the City Manager's performance, strengthen the relationship between the City Council and the City Manager, and establish mutual expectations for the upcoming year. This process aims to:

- Strengthening the relationship between the Council and the City Manager.
- Provide a mechanism for regular evaluation.
- Ensure shared expectations between the Council and the City Manager.
- Identify performance objectives for the City Manager.
- Offer constructive feedback and highlight opportunities for growth.

Goals and Objectives

- The City shall annually review and evaluate the City Manager's accomplishment of the goals and objectives discussed below. This review and evaluation shall be in accordance with specific criteria developed from time to time by the City.
- Annually, the City and the City Manager shall define such goals and performance objectives, which they determine necessary for the proper operation of the City of Essex Junction and the attainment of the City's policy objectives and shall further establish a relative priority among the various goals and objectives and said goals and objectives shall be reduced to writing. They shall generally be attainable within the time limits specified, within the annual operating and capital budgets and appropriations provided by the City of Essex Junction and within existing circumstances and external conditions affecting the City of Essex Junction.

Evaluation Timeline

- **December: 2nd week:** Review and amend the evaluation process if needed. The City Manager initiates the self-evaluation process.
- **January: 1st week:** Human Resources will distribute evaluation tools to City Council members, Department Heads, and Key Stakeholders via Microsoft Forms.
- **January: 3rd week:** Human Resources will collect responses from Department Heads, Key Stakeholders, and the Self Evaluation Tool. Human Resources will provide the Department Head feedback (only) to the City Council President **before** collecting City Council feedback. This ensures that the City Council President receives input from Department Heads prior to gathering feedback from the City Council. Human Resources will supply the merit based scoring scale to the City Council used to assess employee performance. This scale is the basis for evaluating

all employees when considering merit-based raises, as outlined in the General Rules and Personnel Regulations.

- **January: Last week:** Human Resources will collect the responses from the City Council. Human Resources will then provide Department Head, Key Stakeholder, City Council Feedback, and the Self Evaluation Tool to the City Council President so all feedback will be in one document to the City Council President.
- **February: 2nd week:** City Council President will compile and share results with the City Council and the City Manager.
- **February: 2nd City Council meeting in the month:** City Manager and City Council will discuss results in Executive Session to inform performance goals and objectives.
- **February Late/Early March:** Negotiate contract renewal (if applicable).
- **March: 1st City Council meeting of the month:** Present summary report in public session and approve the renewed contract (if applicable). In a year without a contract renewal this can wait and be presented to the new City Councilors at the organizational meeting.

Evaluation Tools

- **Council Evaluation Form:** Adapted from the National League of Cities model, this form includes both rating questions and space for open-ended responses. It is designed to capture detailed feedback from Councilors on various performance categories.
- **Department Heads Evaluation Tool:** This tool contains both rating questions and open-ended questions specifically for Department Heads. It aims to gather in-depth feedback on the City Manager's leadership, communication, and management skills.
- **Key Stakeholders Evaluation Tool:** This tool comprises open-ended questions. Key stakeholders, which may change from year to year and may include such members of the Rotary, CVE, the City Engineer, etc. will provide feedback on the City Manager's performance.
- **Self-Evaluation:** The City Manager will complete a self-evaluation that aligns with the Department Heads Evaluation Tool. This self-assessment allows the City Manager to reflect on their performance and identify areas for growth.

Feedback Collection

- **Councilors:** Utilize the Annual Evaluation Form to provide structured and detailed feedback.
- **Department Heads:** Apply the Department Heads Evaluation Tool to gather comprehensive insights from the Leadership Team.
- **Key Stakeholders:** Use the Key Stakeholders Evaluation Tool to collect feedback from key external partners and/or stakeholders.

This combined approach ensures that feedback is collected from a diverse group of individuals who interact with the City Manager in various capacities, providing a well-rounded and thorough assessment of their performance.

Merit Increase:

It is based on the total average score of the City Council Evaluation Tool.

Developed October 2024

** Updated February 2026**

To: Chris Yuen, Essex Junction Community Development Director
From: Darren Schibler, CCRPC Senior Planner; Maya Balassa, CCRPC Planner
Date: March 13, 2026
Re: Essex Junction Comprehensive Plan Progress Report #2

CCRPC completed the following tasks in February – March 2026:

- Biweekly check-in meetings continued between CCRPC and the City.
- Darren and Maya finished the Public Engagement Plan and presented it at the 3/5/2026 Planning Commission meeting to solicit feedback and additional ideas.
- Darren and Maya drafted discussion guides for each of the three focus groups on Housing, Energy and Climate Resilience, and Business and Economic Mobility.
- Darren began working on data and mapping updates.
- Darren, Maya, Chris, and Scott participated in a peer-to-peer meeting on the Municipal Climate Planning Pilot with the Climate Action Office and Siler Climate Consulting

Next Steps:

- Darren and Maya will begin outreach to potential focus group participants, schedule focus group events and stakeholder interviews, and finalize discussion guides and focus group formats.
 - This may include a brief survey to renters and landlords of small (<= 4 unit) rental dwellings to gauge interest in a focus group and gather broader input from these stakeholders, who were not engaged as deeply during the City’s rental registry effort.
- Darren and Maya will continue data and mapping updates to the plan in the background.

Task	Description	Start	End	Status
1	Project Management	Jan-26	Apr-27	Ongoing
2	Review Existing Plans	Jan-26	Jan-26	Complete
3	Mapping and Analysis	Feb-26	Jun-26	In progress
4	Public Engagement	Feb-26	Oct-26	In progress
5	Policy Updates / Plan Drafting	Apr-26	Nov-26	Started in background
6	PC Work Sessions	May-26	Dec-26	Not yet started
7	Plan Adoption	Dec-26	Apr-27	Not yet started

Essex Junction

2027 Comprehensive Plan Update

Public Engagement Plan

Background & Context

In Vermont, municipal plans are the community’s primary policy documents for guiding growth, development, and investment. They shape land use, housing, transportation, energy, natural resources, and other local priorities, and serve as the basis for zoning, capital planning, and project review by local, regional, and state bodies. State law ([24 V.S.A. § 4387](#)) requires towns to readopt or update their plans at least once every eight years, creating a regular opportunity to assess progress, respond to new challenges, and ensure local goals align with statewide planning requirements.

Essex Junction is updating its [2019 Essex Junction Comprehensive Plan](#), set to expire in August 2027, with funding from a Municipal Planning Grant (MPG) from the Department of Housing and Community Development (DHCD) and with support from the Chittenden County Regional Planning Commission (CCRPC) through the Unified Planning Work Program (UPWP).

CCRPC provided an Initial Town Plan Review in January 2025 with comments on how to improve the plan and meet state requirements and has been contracted to design and carry out community engagement and to update the plan to reflect the needs and interests of Essex Junction residents. This engagement plan outlines CCRPC’s strategy for supporting that process.

GUIDING PRINCIPLES

The following principles outlined in [Strengthening and Sustaining Public Engagement in Vermont](#) helped inform CCRPC’s engagement approach. CCRPC strives to uphold these principles in its engagement efforts, recognizing that unproductive engagement is damaging and often results in decreased trust in government and decision-makers. Productive engagement, when done respectfully and thoughtfully, results in better and more resilient policies, robust local citizenship networks, and stronger communities.

ENGAGEMENT WORKS BEST WHEN IT IS:

	INTERACTIVE	Everyone has a chance to contribute.
	TIMELY	It happens at a point when people can have an influence on important decisions.
	INCLUSIVE	It brings together a wide range of people, including people who may have been excluded or not engaged before.
	AUTHENTIC	People value one another's input and know the process will have meaningful results.
	TRANSPARENT	It is open, honest, and understandable.
	INFORMED	Everyone has access to the knowledge and data they need, and there is balanced information describing the pros and cons of different opinions.
	ACCESSIBLE	The barriers to participation, including location, time, language and other factors that might deter people, are as low as possible.
	RESPONSIVE	What people say is documented and decision-makers report back to participants on the outcomes of engagement.
	NETWORK-BUILDING	Engagement helps to build relationships and networks over the long term.
	EVALUATED	People are able to track and measure how engagement is working.

To uphold these principles throughout engagement, CCRPC will:

- Offer multiple opportunities to engage, directly and indirectly.
- Provide clarity at the start with communities about what can and cannot change about the plan, so that community input focuses on the elements where it would hold influence.
- Present and discuss the information in understandable, simple, and visual terms whenever possible, and share all relevant information with community members before asking for input.
- Emphasize and prioritize relationship building in and throughout engagement.
- Share all collected information back to participants to offer opportunities for corrections, additional comments, and accountability to build trust.
- Connect community members, municipalities, and organizations to one another when and where it makes sense to support their own work.
- Respect community members' time and lived experience by providing stipends, language services, food, childcare when requested, and other support to reduce participation barriers.

GOALS OF PUBLIC ENGAGEMENT

1. **Enhance awareness** of the Comprehensive Plan: what it is and why it matters.
2. **Center the voices and viewpoints** of Essex Junction communities in the Plan, with a focus on communities' voices historically not included in decision-making and on issues not recently asked of the community.

3. **Build relationships and trust** between community members and City staff and the community through a transparent and collaborative process.

Methodology

COMMUNITY CONTEXT

The COVID-19 pandemic that began in 2020 and subsequent events ignited significant changes in the social and political fabric of Chittenden County. Communities fractured as social isolation became a norm, and inequities deepened, especially for communities already struggling. Since then, the climate crisis has continued to visibly shape our landscapes, as the State has seen record flooding, drought, and poor air quality due to wildfires. Meanwhile, income inequality has continued to rise, political divides worsened, and Vermont has become the site of one of the nation's greatest housing crises.

Essex Junction reflects many of the same statewide and regional dynamics as other Chittenden County communities, while also having a distinct history and urban character. Located in the center of the county, Essex Junction functions as a historic railroad village and a regional employment and transportation hub. With a population of roughly 10,000 residents within just over four square miles, it is one of the most densely populated municipalities in Vermont. The Junction is characterized by a compact downtown, established residential neighborhoods, a strong street grid, and proximity to major employment centers. Its development pattern reflects its origins as a rail center and mill village, resulting in a more urban form than many neighboring communities. Today, Essex Junction is known for its walkable downtown, Five Corners, local parks and trails, civic institutions, and community events that contribute to a strong sense of place.

Essex Junction's population is younger and more diverse than much of Chittenden County. The median age is slightly lower than the county average, with a higher share of residents under 18 and working-age adults, reflecting the community's role as a residential and employment center. The Junction is one of the more racially and ethnically diverse municipalities in the county. A meaningful portion of households speak a language other than English at home. Median household income is lower than the county average, and the community has a much higher proportion of renters, including many households facing housing cost burdens. While Essex Junction hosts substantial employment nearby, many residents still commute out of the municipality for work, while workers from across the region commute in. These dynamics underscore the importance of housing affordability, transportation access, and inclusive economic development strategies tailored to Essex Junction's urban context.

Essex Junction has already conducted several community outreach efforts in recent years to lay out a vision for the City's future, both in its governance and its built environment.

ASSESSMENT OF PREVIOUS ENGAGEMENT EFFORTS

To repair past harms, prevent future ones, and center local knowledge in policy, CCRPC recognizes the critical importance of organizational equity and community engagement. CCRPC is also

mindful of the growing fatigue among community members driven by unmet basic needs and the high volume of overlapping engagement initiatives. To avoid placing additional burdens on already overextended individuals and organizations, CCRPC staff reviewed engagement activities conducted in Essex Junction since 2020 and incorporated existing community-informed insights into engagement results, including efforts conducted at a statewide, regional, and local level. This approach emphasizes clarity in outreach by focusing engagement on filling identified gaps and not replicating previous efforts. Insights from these efforts relevant to the Essex Junction Comprehensive Plan Update are summarized in Appendix A.

- Statewide
 - [State of Vermont Climate Action Office Engagement](#)
- Regional
 - [2024 Chittenden County Regional Plan Update Engagement](#)
 - [2025 Chittenden / Grand Isle County Community Health Needs Assessment](#)
 - [2022 Chittenden County Active Transportation Survey Report](#)
 - [2025 Chittenden County Regional Future Land Use Map Update Engagement](#)
- Local
 - 2024 Community Vision and Strategic Action Plan
 - Connect the Junction Transit-Oriented Development Master Plan
 - 2025 Essex Junction Rebranding Project & Community Survey

CCRPC staff also reviewed the FY2026 Prioritization List & Department Work Plans (Budget Day Packet) specifically for current actions being undertaken by City government.

For a full and ongoing database of community engagement efforts conducted within Chittenden County, please see this [Community Engagement Tracker](#).

ENGAGEMENT THEMES & APPROACH

After conversations with local community leaders and planning commission members, it is apparent that Essex Junction has already conducted extensive engagement around key planning issues and established a vision for the future.

The 2024 Strategic Vision and Action Plan sets clear goals for the community around the six thematic pillars:

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

CCRPC staff will incorporate the Key Actions into the plan alongside new statutory requirements and discussion of current trends (as noted in [CCRPC's initial review of the 2019 plan](#)). However, the specific actions that will advance the Key Actions need significant updates. While some of

these are already identified by the City in the [2026 Prioritization List and Departmental Work Plans](#), others have no associated actions, or actions that are vague. In particular, the Economic and Business Development, Environmental Stewardship, and Transportation and Connectivity pillars would benefit from additional public engagement around crafting specific actions.

Before embarking on plan drafting, CCRPC staff will seek input from community focus groups on key topics related to these Strategic Pillars to craft actions that are SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound. CCRPC has developed discussion guides with context narratives, potential focus group membership, and guiding questions for these three pillars.

In addition to these themes and questions, CCRPC staff will ask residents broader visioning questions about their community to highlight what residents love the most about the Junction and hopes they have for the future, including:

- What do you value most about living in Essex Junction? If you moved to the Junction recently, why did you move here?
- What are your favorite places in the Junction? Why?
- What are the biggest challenges you face living in Essex Junction?
- What are the areas of the city you'd like to see improvements to?
- What should be the City's #1 priority?
- List three small actions your local government could take to improve the quality of life in your community.
- It's the year 2050. What do you hope is different about Essex Junction?

INTERESTED & AFFECTED PARTIES (IAP)

To identify impacted communities and community assets, CCRPC staff used the [Chittenden County Community Asset Map](#) and collaborated with local partners to identify communities and voices who should be included in outreach and engagement efforts. This includes consulting with the CCRPC Community Engagement Advisory Committee to identify other potential IAPs and voices that may be missing from the conversation. CCRPC will use this list to recruit members to the three topical focus groups and to ensure that broader community engagement reaches all community stakeholders.

- Working Parents + Families / Youth
 - Tamara Eklof, EWSD EL Program Coordinator / Mckinney-Vento Liaison and Erin Maguire, Director of Equity & Inclusion / Co-Director of Student Support Services
 - School events (Hiawatha, Thomas Fleming, Albert D Lawton, Essex High School)
 - Essex Junction Recreation & Parks events
- Low(er)-Income (Renters, Affordable Housing Residents, Houseless Population, etc.)
 - Heavenly Pantry
 - Brownell Library

- Residents of subsidized housing communities (Monarch Apartments, Whitcomb Woods / Whitcomb Terrace)
- BIPOC Communities
- New Americans / English Language Learners
- LGBTQ+ Communities
- (Dis)Ability Community
- Elderly
 - Essex Senior Center
 - HomeCare Assistance of Greater Burlington
 - Essex Rotary
- Communities of Faith
 - Holy Family Church Community Center
 - First Congregational Church
 - Calvary Baptist Church
 - St. Lawrence Catholic Church
 - Essex Alliance Church
 - St. James Episcopal
 - Grace United Methodist Church
 - All Nations for Jesus Christ Church
 - Church of Jesus Christ of Latter-Day Saints
 - Other (non-Christian) religious communities
- Small / Locally Owned or Franchised Businesses
- Farming & Agriculture
 - Whitcomb’s Land of Pumpkins and Corn Maze
- Environmental groups – connect with Siler Climate Consulting / residents interested in energy / climate topics
- Tourists/Visitors
 - People attending events at Fairgrounds
 - People eating at restaurants
 - Amtrak & GMT users
- Other

Engagement Plan: Timeline & Activities

STEP 1 | Situation Assessment (January 2026)

- **Research the community context** in Essex Junction leading up to this comprehensive plan update and review previous engagement efforts with Essex Junction communities since 2020 to avoid duplication and inform engagement priorities.

STEP 2 | Collaborative Design with Community & Planning Commission (February – March 2026)

- **Develop an engagement strategy** in collaboration with the Essex Junction Planning Commission, City Staff, CCRPC’s Community Engagement Advisory Committee (CEAC), and local partners.
 - This may include meeting with all City department heads to understand engagement context, confirm department priorities and challenges, and coordinate upcoming engagement activities.

STEP 3 | Planning & Coordination (January – March 2026)

- **Coordination** with Planning Commission, Staff, and partners.
- Develop engagement materials. Depending on the strategy identified in Step 2, this may or may not include:
 - Comprehensive plan overview for education (what is a town plan, what is included in the town plan, what does it do/why does it matter?)
 - Discussion guides for focus groups and interviews
 - Presentations for focus groups and events
 - Printed maps of Essex Junction (for dot activities)
 - Flyers for events
 - Tabling materials
 - Bar coasters
 - Community survey text / questions

STEP 4 | Engagement Activities (Spring – Fall 2026)

- **Ongoing Partnerships** with key organizations and community members.
- **Focus Group Conversations** | Organize and facilitate 3 focus groups that will meet 2-3 times each around the identified Strategic Action Plan pillars. Invite priority populations to all, but in particular to the Economic and Business Development sessions which will focus on economic mobility.
 1. Housing and Urban Design
 2. Business and Economic Development
 3. Energy and Climate Resilience
- **One-on-One Interviews** | Offer one-on-one interviews with additional interested and affected parties (e.g., small business owners, indigenous community members, City Council members, first responders, etc.) on topics of interest to them.
- **Public Meeting** | Host one open house / public meeting for any member of the public to participate in.
- **Community Events + Gatherings** | Table at / attend up to 10 community events with engagement activities to assess support for SMART actions identified in focus group sessions and by City staff or the Planning Commission. Activities may include:

1. Dot Activities can be used both for ranking priority actions and for community values mapping (i.e. identify your favorite places in town, areas you'd like to see improvements, areas you feel unsafe walking or biking in town, areas you feel unsafe driving, areas you'd like to see more housing, etc.)
2. Money in a Jar: every participant gets a set amount of "Monopoly" money to add to jars representing how they'd like to invest public dollars.
3. Targeted conversations.

Events may include:

- Library Events
- Memorial Day Parade
- 4th of July at the Expo
- National Night Out on Tuesday, August 4, 2026, from 5:00PM to 7:00PM at Essex High School
- Champlain Valley Fair?
- Meet Me on Main
- Train Hop
- School sports events
- Small Business Saturday
- Annual Meeting (4/14/2026)
- **Public Surveys** | Consider using targeted surveys to reach specific groups or ask questions around specific topics, if appropriate.
- **Other Activities** | Offer additional, creative, forms of engagement to target additional populations and feedback.
 1. Support elementary youth through partnering with the public schools to draw their future Essex Junction.

STEP 5 | Results & Recommendations (Fall / Winter 2026)

- **Synthesize feedback** gathered through engagement.
- **Develop recommendations** to integrate feedback into the Comprehensive Plan.
- **Report changes** back to interested and affected parties to ensure accountability.
- The finished Comprehensive Plan will go to the City Council for adoption in August 2027.

Appendix A: Results from Previous Engagement Efforts

Essex Junction Community Vision & Strategic Action Plan (2024)

In August 2023, the City of Essex Junction embarked on the City of Essex Junction Community Vision and Strategic Action Plan process to deliver a 5-year Strategic Action Plan. The following is a summary of the results from the final plan, specifically the community engagement results.

- A repeated theme is the desire to retain a “neighborhood village” feel while planning responsibly for growth.
- Many residents support growth that is community-led, inclusive, and aligned with local values, while others are concerned about the impacts and change to community identity that growth will bring.
- Strong interest in improving transparency, civic engagement opportunities, and trust in decision-making.
- Many residents noted confusion about City governance following independence and want clearer civic information.
- Public amenities, community events, and shared spaces are seen as critical to civic pride and social connection.

Essex Junction Community Survey Summary Results

The City worked with Place Creative on a rebranding initiative following the City’s separation from Essex Town and the creation of its new identity. The following is a summary of the Community Survey taken by approximately 200 people (mostly but not all residents).

- Respondents generally report satisfaction with living and working in Essex Junction and see potential for future growth and opportunity.
- Many respondents emphasized the importance of maintaining a family-friendly, walkable, livable community.
- There is support for thoughtful growth (especially among newer / younger residents) paired with concern about the pace of change (especially among older / established residents).

Connect the Junction (Transit-Oriented Development Plan, 2025–2026)

This transit-oriented development (TOD) master plan, developed by the City of Essex Junction, works toward the vision of a more pedestrian-friendly City Center with more diverse housing options, vibrant public spaces, and safe and accessible options for walking, biking, and busing. The following are key engagement results:

- Common concerns include traffic congestion, lack of safe pedestrian and bicycle infrastructure, and limited affordable housing options.

- There is a desire for a denser, more walkable 5 Corners and Pearl Street corridor, with the biggest challenge being seen as funding and the second being resistance to change.
- There is a desire for more green space, including programming and activities in that green space.
- More pedestrian and bike lanes, especially those that feel protected/safe, are desired. However, changes to vehicle circulation should be supported by studies to minimize further impacts to traffic problems.
- There is attention to preserving the character of the City while allowing for increased density and height.
- Businesses are highly valued, and more restaurants are desired.

Chittenden County 2026 Regional Plan Update Engagement – Phase 1

The first phase of regional plan community engagement focused on elevating the voices of those whose needs, priorities, and experiences were not adequately reflected in previous versions of the ECOS Plan. Feedback was summarized by regional plan chapter; the following selection includes those that align with the Essex Junction Strategic Vision and Action Plan pillars.

- **Ecological Systems and Climate Change:** Participants emphasized urgent action on climate change and environmental protection. Specific needs identified were: greater collaboration and transparency among decision-makers, affordable renewable energy for all income levels, and comprehensive climate education. Addressing the immediate needs of vulnerable populations and the inequitable impacts of climate change was highlighted as critical.
- **Land Use:** Participants supported denser downtowns with greater access to services, focusing on infrastructure and public transit while preserving Vermont’s natural landscapes. With denser downtowns, participants emphasized the importance of including urban green spaces and trees to mitigate the heat island effect.
- **Transportation:** There were major concerns about the inadequacy of public transportation, especially its failure to reach rural areas effectively and the lack of connectivity to essential services and town centers. Participants called for expanded routes and more frequent services to accommodate community needs, particularly for lower-income residents pushed out of town centers due to high housing costs.
- **Housing:** Many concerns were centered on the lack of affordable housing and tenants' rights. Maintenance issues were rampant, with reports of slow responses to repair requests, impacting living conditions. The need for housing that accommodates larger families was a recurring theme, highlighting the mismatch between available housing types and community needs, particularly among immigrant communities. Feedback highlighted a critical need for housing development strategies that cater to larger family units and consider cultural sensitivities, such as private cooking spaces. Participants also stressed the importance of safe neighborhood locations for new housing and the utilization of vacant lots for community housing projects.

- **Economy & Household Financial Security:** Input indicated that current wage levels do not meet the cost of living. Participants called for more job training programs and access to part-time work opportunities, reflecting the diverse needs of the community, especially among those who cannot commit to full-time employment due to family obligations.
- **Civic Engagement:** Feedback showed a desire for more accessible civic education programs that reduce bureaucratic jargon and make governance understandable and engaging for all community members. This includes providing education on how local and regional governments function and how residents can participate effectively in decision-making processes.

2025 Chittenden County Regional Future Land Use Map Update Engagement **– Phase 2 – Essex Junction**

The second phase of regional plan engagement focused on working with municipalities and partners to collaboratively re-create a Regional Future Land Use Map that aligns with Act 181 requirements and reflects the diverse needs and aspirations of all 19 Chittenden County municipalities. The following summarizes common themes heard specifically in Essex Junction.

- There was support for growth in the TOD study area and regionally-mapped Planned Growth Area to support housing availability, along with a desire for consistent walkability, transit access, and neighborhood services throughout the City. At the same time, there were concerns about building height, maintaining neighborhood character, managing growth, and traffic, particularly in existing residential neighborhoods.
- There was strong support for municipal housing targets as a meaningful, long-term planning goal, particularly when paired with infrastructure investment and permitting reform.
- There were concerns about equity, particularly from regional focus groups, about exclusionary zoning, housing affordability, and the need for supporting communities in achieving homeownership.
- Desire for increased certainty and predictability in the development process for both community members and developers.

2022 Chittenden County Active Transportation Survey Report

The purpose of this survey was to capture key insights from a statistically representative sample of Chittenden County residents that will inform decisions regarding walk/bike policies, conditions, and improvements.

- Most people rely on a personal vehicle for transportation, but people of color, those with lower incomes, and young people are generally twice as likely to carpool, bus, bike or walk compared with their counterparts.

- Older residents are less likely to use alternative forms of transportation and may not have access to secondary options if their main option is not available. They are also more likely to support improved bike / walk facilities than any other age group.
- Respondents generally rated transportation infrastructure as average or poor in terms of condition, efficiency, and safety. The top investment priority was maintaining existing infrastructure, followed by efficiency improvements, expanding capacity, and improving safety. Expanded public transit, improvements to bike / walk facilities, and TDM incentives ranked the lowest. Still, respondents are strongly supportive of bike / walk infrastructure.
- The top two design priorities for commercial streets among survey respondents were “safety of all users” and “creating a place where people want to spend time and money.” Still, respondents were mixed in their support for reducing vehicle parking and travel lanes in favor of protected bike lanes.

Chittenden 2025 Chittenden / Grand Isle County Community Health Needs Assessment

Health is a foundational need for individuals that can be influenced, positively or negatively, by public policy decisions. A Community Health Needs Assessment (CHNA) is a process that non-profit hospitals complete every three years in partnership with community-based organizations to learn more about the significant health needs in the greater community. The following is a summary of some key findings relevant to the City’s Comprehensive Plan Update from the CHNA for UVM Medical Center, whose service territory includes Essex Junction.

- **Mental Health:** Loneliness and social isolation were highlighted by focus groups as root causes of poor mental health and barriers to wellbeing. Health indicator data show an increase in the number of adults experiencing mentally unhealthy days, and 46.1% of adult survey respondents age 65 and older in Chittenden County live alone.
- **Youth and Schools:** Expanding youth mental health programs was the top choice among survey respondents for improving schools. 1 in 4 high school students in the UVM Medical Center Health Service Area reported experiencing bullying in 2023.
- **Built Environment:** In the Community Survey, 20% of respondents selected “more safety options for walkers and bikers” as their top choice for improving their community. More than 60% of Community Survey respondents said increasing affordable housing units is essential to improve health and wellbeing
- **Economic Mobility:** Gaps in median income by race, ethnicity, and gender continue to undermine economic security and equitable health outcomes. Over half of respondents reported that affordable childcare is not available in their community, limiting families’ stability and workforce participation

State of Vermont Climate Action Office Engagement

Vermont Voices on Climate quarterly reports share climate stories of those who call Vermont home. They are generated through conversations between Vermonters and the Climate Action Office, supported by Consensus Building Institute. The focus is to communicate the perspectives of those whose voices haven't historically been represented in government processes. The following is a selected summary of themes that align with the Essex Junction Strategic Vision and Action Plan pillars.

1. Equity and Accessibility

- Strong concerns about the cost burden of climate solutions (EVs, heat pumps, weatherization) on low- and moderate-income Vermonters.
- Rebates/tax credits don't reach the lowest-income residents; upfront costs are a barrier. Calls for direct, accessible funding and support.
- Climate programs should be simple, transparent, and easy to navigate; too much bureaucracy excludes those most in need.
- Need for plain language materials and communications.
- Renters and mobile home residents face specific barriers (split incentives, outdated infrastructure, lack of landlord investment).

2. Housing & Resilience

- Strong connections made between housing insecurity and climate vulnerability (mobile homes in floodplains, lack of weatherization for renters, post-flood displacement).
- Calls for better building codes, zoning, and land use regulation to prevent siting of affordable housing in high-risk areas.
- Requests for more resilient, affordable housing and climate-responsive infrastructure.
- Many Vermonters tied climate resilience to basic needs: safe housing, food security, healthcare, and community support systems.

3. Transportation

- Skepticism about EVs as the sole solution; concerns about affordability, waste, and global supply chains.
- Strong calls for expanded public transit, better bike/pedestrian infrastructure, and multimodal options.
- Rural residents stress the challenge of long commutes and lack of transit alternatives.

4. Energy & Utilities

- Desire for expanded weatherization and energy efficiency programs, with simpler processes and more local support.
- Interest in solar panels on every building, geothermal networks, and alternative clean energy systems.
- Frustration with complicated application processes; calls for "one-stop" resource hubs.
- Skepticism about biomass; interest in renewables that are accessible and equitable.

5. Agriculture, Food, & Land Use

- Recognition that farms and farmworkers are highly vulnerable to flooding and climate change.

- Calls for support for farmers using climate-friendly practices and for stronger regulation of pesticides and runoff.
 - Indigenous voices highlighted the importance of seed sovereignty, native knowledge, and protection of traditional practices (e.g., Abenaki basketmaking trees, resilient corn varieties).
 - Food systems seen as central to resilience: hunger councils, community gardens, and access to local food.
6. Resilience, Disaster Response, and Community Health
- Trauma from flooding and extreme weather is widespread. Calls for better state disaster response that reduces bureaucratic hurdles and provides direct support.
 - Resilience is framed broadly: includes mental health, disability inclusion, youth engagement, and immigrant support.
 - Strong appreciation for community-based organizations (CBOs) and desire to fund them directly as trusted messengers.
7. Trust & Governance
- Many expressed skepticism about government and corporate interests; climate solutions should not be driven by profit.
 - Strong desire for community-led, locally based solutions.
 - Importance of consistent presence—“show up, and keep showing up”—to build trust.
8. Youth, Education, and Future Generations
- Youth want more involvement in climate conversations.
 - Calls for better climate education in schools and youth leadership programs.
 - Youth Climate Leaders Academy created momentum for integrating youth voices in state processes.

MEMORANDUM



TO: Town of Essex Selectboard
City of Essex Junction Trustees
Regina Mahony, Essex Junction City Manager
Greg Duggan, Essex Town Manager

FROM: Ron Hoague, Chief of Police, Essex Police Department

DATE: March 20, 2026

RE: EPD Preparedness Concerning Immigration Enforcement

After the events last Wednesday, March 11 in South Burlington, and previously in other states, I am seeking to reassure the community that the Essex Police Department has been, and is, prepared with training and policy to ensure the safety of our community.

First, I want to acknowledge that EPD works for all people who might live or work in Essex and Essex Junction. Our first duty is to protect people and their property from harm. That includes anyone lawfully exercising their first amendment rights and Federal Law Enforcement officers who are acting within their authority and lawfully. As we saw last week, this can put local and state law enforcement in a tough position where we are faced with being in between competing interests. As a department, each day we make policy and operational decisions with the goal of providing safety for all through the lens of community expectations for a modern, professional police department.

EPD members know that we must work to meet our first duty stated above and must accomplish that while following policy and state law. Members have been trained on and practice what is outlined in our policies on Fair and Impartial Policing (FIP), Response to Resistance, Duty to Intervene as well as state laws concerning criminal conduct. As outlined in the FIP policy and in state law, the Essex Police Department does not participate in civil immigration enforcement, nor do we make immigration law any sort of priority in our work. Our members receive four times as much training each year in the application of force than is required by the State through classroom discussion, practical application, and scenario-based training. EPD also understands that our policy covering Duty to Intervene requires that, if practical to do so, an officer act if they witness an obviously unreasonable use of force by another law enforcement officer not related to differing agency policies. We follow the policies that are listed on our website for public review [HERE](#).

Bearing this in mind, it is also important to remember that EPD does not have the ability to interfere with Federal officers who are acting within their authority and lawfully. If we receive a request for assistance from anyone, of course we will respond, then work appropriately to reduce conflict and act within the authority given to us by state law.

We are also charged with protecting the rights of community members and will do that by making sure we protect their ability to exercise their rights while also ensuring they do so safely. EPD has regular contact with local organizers of the demonstrations that have happened here and they have been effective partners in accomplishing this. As part of policy and in practice, EPD will not interfere with people exercising their rights as long it is done lawfully. However, as part of our duty to keep the public safe, we will enforce state law and local ordinances. The organizers of local demonstrations and EPD have worked together to promote a space where protest can happen without this needing to occur.

The Town of Essex and the City of Essex Junction should know the members of EPD are well-trained professionals that are mindful of events surrounding us and know that their primary task is the safety of all. We are prepared to accomplish that.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
MARCH 5, 2026
DRAFT**

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

PLANNING COMMISSIONERS ABSENT: Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director; Ashley Snellenberger, Communications & Strategic Initiatives Director

OTHERS PRESENT: Maya Balassa, Marshall Distel, Darren Schibler

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. February 5th, 2026

DIANE CLEMENS made a motion, seconded by SCOTT MCCORMICK, to approve the minutes of January 5th, 20206, as presented. Motion passed 4-0.

5. BUSINESS ITEMS

a. Introduction and Discussion of Comprehensive Plan Engagement Plan

Mr. Schibler, Senior Planner & Project Manager and Ms. Balassa, Planner, both of the Chittenden County Regional Planning Commission (CCRPC), presented. Mr. Schibler said that the CCRPC will be reviewing the engagement plan so that they can move forward with engaging the community. He provided a review of the project process, noting that the CCRPC is currently conducting a mapping analysis and developing a public engagement plan. Mr. Schibler said that the draft engagement plan will provide a review of prior engagement, discuss key themes/questions, include focus groups, determine the interested and affected parties and show a timeline for engagement. He believes that the focus groups will help to determine specific actions that the City can take to meet its goals. Other options for “quick touch” engagement will be provided, which will help to ensure that residents agree with the path that the City is on. Mr. McCormick said that Essex Junction has been approved as a pilot community with the Climate Change Office to integrate climate change into the municipal plan.. He suggested that 50% of engagement should be with those with lived experience, such as BIPOC, youth, seniors, low-income, etc. Mr. Schibler suggested that the work of Simone Bedford be integrated. She is working with Essex Junction to enhance economic mobility and advancement. Ms. Bedford may be able to assist with facilitating a business and economic vitality focus group as well.

ESSEX JUNCTION PLANNING COMMISSION

3/5/26

PAGE 2

Mr. Schibler discussed the focus group planning, noting that he would like these to be SMART (specific, measurable, attainable, relevant, and time-based) actions. Mr. Massey asked how the plan will utilize SMART goals while also providing a reasonable-length plan. Mr. Schibler said that he hopes to take broader and open-ended goals and replace them with more specific and action-oriented ones. Public prioritization of goals can assist with developing this. Ms. Juodisius suggested keeping the broader goals with actionable steps. This plan is a roadmap, and it will be the City's responsibility to implement the actions, while working with several other organizations and non-profits. Focus groups will begin in May. Mr. McCormick suggested additional focus groups above the 2-3 meetings, as time may be needed to inform all of recent planning efforts. A PC member will attend each meeting as facilitators. All are welcome to attend; however, efforts will be made to engage those from marginalized backgrounds.

Focus groups will be held on housing. The PC suggested reaching out to Maura Collins, a resident who leads Vermont Housing Finance Agency, as well as local developers. Stipends for participants are available. Mr. Massey encouraged the City to involve smaller-scale developers and landlords in the process. He said that he would like to see a broader focus than just on building heights. Ms. Clemens encouraged the New American community and Essex High School business club to be engaged in this process. Mr. McCormick said that landlords of older buildings should be engaged, especially with the energy focus group. Ms. Juodisius suggested mortgage lenders or realtors, as well as owner-occupied housing. Mr. Schibler said that he met with Ms. Snellenberger, Communications & Strategic Initiatives Director with the City of Essex Junction. Ms. Snellenberger said that this will help to grow internal work plans and move the strategic plan forward. Mr. McCormick said that he would like to facilitate the energy and climate resilience focus group.

The focus group on energy & climate resilience will discuss the ambitious energy and greenhouse gas targets, unpredictable weather, infrastructure, and the role of the City. Subject matters experts, youth representatives, business owners in the energy industry, Tree Advisory Committee members, health care providers, gardeners/farmers, state Forest, Parks & Recreation staff, the Health Officer/Police Department, Efficiency Vermont/CVOEO were all suggested as people/groups to engage. Mr. Yuen expressed concern about the size of the list, and the amount of work involved in contacting all of these parties. Mr. Schibler said that an event flyer can be prepared and shared. Mr. McCormick suggested meeting with some partners, such as the Tree Advisory Committee, in a different environment. The focus group on business and economic mobility will focus both on traditional business development and on economics in the community as a whole. Mr. McCormick said that it can be difficult to engage the small business population, especially New Americans. He also suggested better engaging with current events in Essex Junction and possibly hosting a gathering at a local restaurant. Mr. Yuen will see if any City Councilors would be interested in participating in the focus groups. The engagement plan will also be provided to the City Council in the reading file. Mr. Schibler said that CCRPC staff will prepare an invitation. All PC members will send Mr. Schibler suggestions for focus group participants.

b. Introduction of Draft Form-Based Code Proposal

Mr. McCormick recommended that all Commissioners read Williston's Comprehensive Plan. Mr. Yuen said that the form-based code proposal will be discussed further at the next meeting, and that the consultant will be in attendance. Mr. Yuen said that some of these changes may require changes to the future land use map in the Comprehensive Plan. He said that changes that are not in opposition to any existing documents can be presented to the City Council for adoption earlier. Mr. Yuen said that the West Street

ESSEX JUNCTION PLANNING COMMISSION

3/5/26

PAGE 3

pump station needs upgrades, and that there may be changes required to accommodate growth. There may be a need to drive growth into the City Center where there is additional sewer capacity. Provisional allocations for sewer use on properties that are not constructed were discussed. Ms. Clemens and Mr. Hamilton provided a variety of edits and clarifications to the draft document. Mr. McCormick encouraged the addition of more diagrams and said that it needed to become more readable. Mr. Massey said that Essex Junction has asked for a higher level of detail, however this detail makes it inaccessible to many people. Mr. Yuen said that it is important for those doing all levels of development to be able to read the document. He said that he is most interested in hearing feedback on what should be done prior to the next meeting. Mr. McCormick discussed the applicability of these documents to developers of different sizes. Mr. Yuen said that four units or less are staff approved, and no professional engineering plans are required. Five and above units are treated the same as larger developments, which could prove to be challenging to smaller scale developers. He suggested the creation of a mid-scale development category, with around 5-15 units.

6. MEMBERS UPDATES

Ms. Clemens shared the book 2050, with the Commission, which shares short vignettes on what life may be like during this time. Mr. Hamilton said that there will be an opening for the new terminal at the airport on March 28, 2026.

7. STAFF UPDATES

Mr. Yuen said that the Pearl Street Multi-Modal improvements project is progressing into final design. The City Council will need to decide the number of lanes for the project, and another live traffic test is planned for the next few weeks. The Pearl Street Pedestrian Crossing study will hold a public meeting next Thursday, for the public to review the four alternatives. Public engagement for the Park Street complete streets project has begun.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to adjourn. Motion passed 4-0. Meeting adjourned 8:41 PM.

Respectfully submitted,
Darby Mayville

**CITY OF ESSEX JUNCTION
BOARD of CIVIL AUTHORITY
REGULAR MEETING
MINUTES OF MEETING
MARCH 9, 2026**

BCA MEMBERS PRESENT: Dylan Giambatista (Chair), Katie Ballard (remote), Marcus Certa, Raj Chawla, Diane Clemens, Cheri Davis (remote), Elaine Haney (remote), Susan McNamara-Hill (Clerk), Catherine Shearer, Gibson Smith, Amber Thibeault (remote), Carmon Verasamy, Elisa Ziglar
MEMBERS OF THE PUBLIC PRESENT: Brett Gaskill

1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:01 PM.

2. AGENDA ADDITIONS/ CHANGES

Mr. Giambatista said that the approval of the minutes from February 2, 2026, will be discussed at a future meeting.

3. APPROVE AGENDA

RAJ CHAWLA made a motion, seconded by MARCUS CERTA, to approve the agenda. Motion passed 13-0.

4. APPROVE MINUTES of PREVIOUS MEETINGS

a. February 2, 2026

5. APPROVE ELECTION WORKERS

Mr. Giambatista said that an editorial and social media post regarding the election process will be distributed soon. Ms. McNamara-Hill said that Nancy Friedberg, of Ketcham Drive, has requested to serve as a poll worker. Training is offered for all election workers.

MARCUS CERTA made a motion, seconded by RAJ CHAWLA, to approve election workers with the addition of Nancy Friedberg. Motion passed 13-0.

6. DISCUSS UPCOMING ANNUAL ELECTION

Ms. McNamara-Hill said that almost twenty people have indicated that they are available to work at the April election. As a candidate, Mr. Certa cannot serve as an election worker, however he can assist in the parking lot. There is no formal deadline for requesting early ballots by mail, and in-person voting is available at the City offices up to the day prior to the election. The school district has sent out a postcard with election information, and an informational meeting will be held on March 23, 2026. Ms. McNamara-Hill will send out an informational sheet to all election workers prior to the April election. The school district budget ballots will be put in a separate container as they must be co-mingled with ballots from other municipalities. Signage will be put up to educate voters. The co-mingling of ballots is mandated by state law. There are three members of the republican party who have signed up to assist with elections to ensure an even distribution of the parties.

7. DISCUSS REMOTE POLLING LOCATION at WHITCOMB WOODS (date TBD)

Whitcomb Woods is a senior housing complex owned by Cathedral Square. Ms. McNamara-Hill said that absentee ballots could be available at this location from Justices of the Peace (JOPs), which would be sealed into an envelope and opened on election day. This helps to make voting more convenient for seniors who live at Whitcomb Woods. This could be replicated for other elections if successful. Early

voting is also available at the City Hall. Two JOPs, plus the Town Clerk, would be required. Ms. McNamara-Hill will reach out to Whitcomb Woods staff to see if this is desired.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

RAJ CHAWLA made a motion, seconded by ELISA ZIGLAR, to adjourn the meeting. Motion passed 13-0. Meeting adjourned at 6:36 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Tree Farm Management Group - Monthly Meeting

Date: Tuesday 3/10/26 at 6:00 PM

**Location: Essex Junction City Offices Conference Room
2 Main Street, Essex Junction, VT 05452**

In attendance: Aaron Stewart, Jim Goudie, Maria Godleski, Ally Vile, Wendee Pringle, Mike Nick, Debbie Knakal, Mark Benjamin

Absent - Paul Benoit, Giles Willey, Harlan Smith and Mark Brislin

AGENDA

Call to Order: 607 PM

Agenda Additions/Changes: Turf Tank Contract Modification, Gas Sprayer Donation, Facility Open Day Scheduling, Multi-year contract for landscaping

1. Public to be heard - none

2. BUSINESS ITEMS

- a. **Approval of the February Meeting Minutes** [TFMG Meeting Minutes, February Approved 3.10.26.pdf](#) Aaron motioned to approve the minutes. Ally seconded this motion. All were in favor.
- b. **Field Scheduling and Reservation Updates to include adult soccer tournament (Deb)** - Some reservation packets, to include the June tournaments, have come in. Migrant Justice is again holding their event in August. Gateway Lacrosse has submitted a request for fall. Debbie will draft a second addendum to the reservation packet for the adult league for what is included related to power, water, dumpsters and the additional cost for the portable toilets. The two addendums will later be incorporated into the 2027 reservation packets. VT Premier Soccer league is looking to move to the TF for most of their Sunday games.
- c. **Board member assignments (remainder from January, Mark Benjamin)** - Mark has agreed to remain on the board.
- d. **Powers to decide in the interest of the TFMG (Maria)** - Maria drafted a document to allow TFMG Officers to make purchases up to \$3,000 and time sensitive decisions outside of meetings. Aaron made a motion to approve the document as written. Ally seconded. All were in favor.

3. Financial Review (Giles) [TF Financials March 2026.pdf](#)

- a. **Financial updates** - We ordered and received one set of U10/12 goals and one set of full sized goals. This expense will appear in our Feb Equipment, goals &

nets line item. We will begin our monthly installments to S&D and to Debbie our scheduler starting in April. Giles and Aaron are in the process of adding Aaron to the PO Box and bank accounts.

- b. **Storm Water Utility Fee (all)** - Giles nor representatives from the municipalities were present so this was tabled to April.

4. Other -

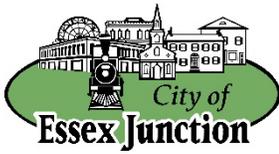
- a. **Calendar (Ally)** - Ally to verify in the lease in management agreement if and at what time PNL statements along with assets and liabilities list needs to be provided to the City and Town.
- b. **Management Plan (all)** - Ally will review for updates to include any changes from the new lease and management agreement and facility reservation packet and rules.
- c. **Bylaws (Maria/Wendee)** - Paul and Wendee will work on noting where the bylaws need to be updated to match the current make up of the TFMG and current language and practices.
- d. **Vendors (all)** - Aaron to draft a document for one day to seasonal vendors (does not include tournaments) and include steps or requests the Town, City and State require.
- e. **Open/Close Schedule (all)** - Maria will publish the 2026 schedule. TFMG members are asked to sign up for shifts. This continues to be a necessary volunteer duty that we will look to solve.
- f. **Turf Tank Contract Modification** - Giles was able to work with Turf Tank to swap the LAX license for their paint allowance. The license and the paint are both \$1K so it was a clean swap. They are sending us an amendment to make this the standard for 2026 as well as future years.
- g. **Gas Sprayer Donation** - The TFMG owns 3 gas paint sprayers for field lining. Now that we have Turf Tank, and are ordering a back up battery powered sprayer for this season, they are obsolete. The gas sprayers are not in good condition. They take up space in the barn. It is possible that all three could be poached for parts to make one working sprayer. Giles suggested via email we consider donating them to the Champlain Valley Exposition as they loan us a sprayer to apply chemicals to treat the graded parking areas to avoid dust ups. Maria made a motion to do this. It was seconded by Aaron. All were in favor.
- h. **Facility Open Day Scheduling** - TFMG will call on their user groups to assist in readying the facility for use by moving goals and picking up trash, etc. on Sunday April 12th, 2026 at 10 AM.
- i. **Multi-year contract for landscaping** - While we already have 2026 arranged with S&D Landscaping, we have inquired whether they would consider a multi-year

contract. They were willing to consider it and offered an increase of 3%, the following year 3% and the third year 5% with the caveat that fertilizer laws change regularly causing prices to increase unexpectedly. The TFMG would like Giles to review the percentage of cost increase for mowing, fertilizer, XYZ to determine whether this is actually a better price. While we would know what to expect year to year, it could be more of an increase than we have experienced so far. Giles to review past and current year costs and to work with James to confer with S&D.

5. Additions to the Agenda -

a. Executive Session - none occurred

6. Next Meeting & Adjournment - 7:19 PM James motioned for the meeting to adjourn. Ally seconded this motion. All were in favor. Next meeting Monday 4/13/26 at 6 PM at the Town Offices Conference Room at 81 Main St., Essex Junction.



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

*Online & 2 Lincoln St
Essex Junction, VT 05452
Thursday, March 12th
2026, 7:00 PM*

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

MEMBERS PRESENT: John O'Brien, Chair; Russ Miller-Johnson, Vice-Chair; David Achee; Daniel Liguori

STAFF PRESENT: Michael Giguere, City Planner; Chris Yuen, Community Development Director

OTHERS PRESENT: Briana Cronin, Bryan Davis, Steve Eustis, Jack Evans, Christine Forde, Eliana Fox, Finn Hamilton, Brooke Lundrigan, Nick Meyer, John O'Brien, Alyssa Smith,

1. **CALL TO ORDER**

J. O'Brien called the meeting to order at 7:01 pm.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **MINUTES FOR APPROVAL**

a. February 12th, 2026

DAVID ACHEE made a motion, seconded by RUSS MILLER-JOHNSON, to approve the minutes of February 12, 2026. Motion passed 5-0.

4. **PUBLIC TO BE HEARD**

S. Eustis said that the southern Wilkinson Drive/Tyler Drive intersection is not safe. He believes that a rapid reflective flashing beacon (RRFB) would assist with pedestrian safety. He thinks that the proposed bulb out would make the situation less safe. M. Giguere encouraged S. Eustis to contact the City of Essex Junction to have this area added to the Traffic Calming Policy. This will not guarantee that changes will be made to this area, however it will be reviewed. He said that the BWAC can only afford one RRFB per year, however they will add this intersection to the list of areas that they will consider. N. Meyer encouraged the BWAC to focus on walkability. He spoke of concerns regarding snow removal on sidewalks. He said that Essex Junction has a large population who enjoys walking and that this should be a community priority. N. Meyer is the Chair of the Tree Advisory Committee and said that he hopes that the two committees can work together to best utilize greenspace. S. Eustis discussed uneven sidewalks and the need for improved drainage. J. O'Brien said that said that he would be happy to have a joint meeting with the Tree Advisory Committee.

5. **BUSINESS ITEMS**

a. Pearl Street Pedestrian Crossing - Draft Alternatives Presentation

C. Yuen provided an overview of the work that has been done on Pearl Street over the past several years. He said that this evening's meeting will focus on the section of Pearl Street between West Street Extension and Susie Wilson Road. The City would like to further develop this area and has contracted with the Chittenden County Regional Planning Commission (CCRPC) and Hoyle Tanner to assist. A. Smith and B. Cronin, both of Hoyle Tanner, presented. A. Smith said that this is a brainstorming session to get public input on the project. She said that this is intended to assess the possibility of a crosswalk on Pearl Street west of the Champlain Valley Exposition (CVE). There are currently no crosswalks between CVE and West Street Extension. A. Smith said that this meeting combines both the purpose & need and local concerns meeting. She provided an overview of the existing traffic conditions, crash data, and pedestrian counts. She discussed the survey results regarding pedestrian activities on Pearl Street. She said that speeding traffic and difficulty in finding a gap to cross were two of the largest concerns cited by pedestrians. A crosswalk in this area does not meet VTrans

standards outright due to slightly lower than necessary pedestrian counts.

Alternative 1 is the no-build alternative. Alternative 2 is a crosswalk at Willeys Court. The curbs will need to be dropped so that they are ADA compliant, and an RRFB will be installed. Alternative 3 is also a crosswalk at Willeys Court, but with a median in the middle of the road. This allows pedestrians to only cross one lane of traffic at a time. Alternative 4 is a crosswalk and RRFB at Complex 159. Alternative 5 is a crosswalk and RRFB at Complex 159, with a median in the middle.

E. Fox, of the CCRPC, said that it would be helpful to receive guidance from the BWAC of a proposed alternative, or combination of alternatives. A. Smith said that a possible crossing across the rail tracks near the dog park could be included with one of the alternatives. The timing of the RRFBs is roadway specific. Winter maintenance concerns were brought up when discussing the roadway median. D. Liguori noted that the roadway is very wide, and that the median may assist with pedestrian safety. He also supported the idea of having another RRFB in the median. R. Chawla said that this crosswalk has been consistently requested by the community. He said that a median is needed to assist with seniors crossing successfully. If there is no median, than the speed limit should be reduced to 25. He also said that opening additional gates could allow for better traffic movement at the fairgrounds. He believes that this crosswalk would meet the VTrans guidelines if traffic counts were taken at commuting times.

J. O'Brien said that there are other gates for fair traffic to be routed through and said that there are also a lot of people walking during fair times. He also agreed that a median should be included. B. Cronin said that studies have shown that pedestrians will take risky behavior if they need to wait more than 20 seconds to cross. She said that, with the wait times, the intersection would be poorly rated. Thus, there is justification for installing a crosswalk beyond the pedestrian counts. C. Yuen said that there had been instances where pedestrians were waiting more than 90 seconds to cross. J. Evans, of Local Motion, said that the median with RRFB is a better solution for those who need extra time to cross. He noted that speeding is the main concern expressed in the survey and said that narrowing the lane could assist with reducing this. Answering a question from R. Miller-Johnson, A. Smith said that both sides of the road will flash if the RRFB is pressed.

C. Yuen encouraged the BWAC to prioritize Willey's Court over Complex 159. This is because it would provide additional connectivity and be more consistent with Essex Junction's long-term planning. All agreed that this would be a better location for transit and accessibility. Thus, the BWAC chose the option of a crosswalk at Willey's Court (Alternative 3) with a median as the top option.

b. Park Street Complete Streets Improvements

M. Giguere said that the City is beginning the initial scoping and public engagement process. A project page is now on the City's website, with explanations of each alternative. Direct business outreach has begun. The BWAC will be hosting the public meeting next month on April 13, 2026. M. Giguere said that he has also reached out to Williston on the Move to inform them of this project. F. Hamilton expressed support for this project and said that it will encourage biking and remove a gap in the bicycle network. He also thinks that it will be helpful for students. M. Giguere said that posters are available for distribution and that direct business outreach is important. Answering a question from N. Meyer, C. Yuen said that the Planning Commission and City Council will be engaged in this process.

6. MEMBERS UPDATES

The Trustees' Policy on BWAC will be discussed in May, rather than at the April meeting.

7. STAFF UPDATES

a. Amtrak Station Improvements

C. Yuen provided an update on the Amtrak station project. The City received a federal grant and is currently reviewing the terms to ensure compliance. He is unsure if changes to Ivy Lane regarding biking accessibility

will be made as a part of this project.

b. Pearl Street West

M. Giguere said that Hamlin Engineering is conducting the design work for this project. The eastbound and westbound lanes will be narrowed to make room for the bus stop crossing. It is hoped to complete this project at the same time as utility work for cost savings.

c. Vermont Walk/Bike Summit

The Vermont Walk/Bike Summit will take place in Bennington on May 8th, 2026. M. Giguere will be presenting on Essex Junction's bike map.

8. **ADJOURN**

DAVID ACHEE made a motion, seconded by RUSS MILLER-JOHNSON, to adjourn the meeting. Motion passed 5-0. The meeting adjourned at 8:37 PM.