

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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, April 15, 2026  
**6:30 PM**

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

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

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public
5. **BUSINESS ITEMS**
  - a. Discussion of Green Mountain Transit – Potential Elimination of the #4 Service [15 Minutes]
  - b. Tree Advisory Committee Brief to Council [10 Minutes]
  - c. Discussion and Consideration of the New Purchasing Policy [15 Minutes]
  - d. Discussion and Consideration of the Multimodal Train and Bus Station Improvements – Grant Agreement Conditions, Associated Amendment to the Personnel Regulations and Grant Approval Authorization [20 Minutes]
  - e. Discussion of the 2026 Council Retreat [15 Minutes]
  - f. \*Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: 3/23/26 and 3/25/26
  - b. Approve Arbor Day Proclamation
  - c. Approve Recreation Software Contract
  - d. Approve Grants in Aid Participation to Help Mitigate Phosphorus in Stormwater Runoff
  - e. Acting as the Liquor Control Commission: Approve Liquor Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant #241154 4/3/26
  - b. Regional Boards and Committees Memo
  - c. March Financial Reports
  - d. Reappraisal Public Meetings
  - e. Chittenden County Communications Union District 2025 Annual Report
  - f. Police Community Advisory Board Minutes 3/17/26
  - g. Brownell Library Trustees Minutes 3/17/26
  - h. Tree Advisory Committee Minutes 3/24/26
  - i. Development Review Board Minutes 3/26/26
  - j. Planning Commission Minutes 3/31/26
  - k. Capital Program Review Committee Minutes 4/7/26

9. **EXECUTIVE SESSION**

- a. \*An Executive Session May Be Needed to Discuss Attorney Client Communication and Litigation

10. **ADJOURN**

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

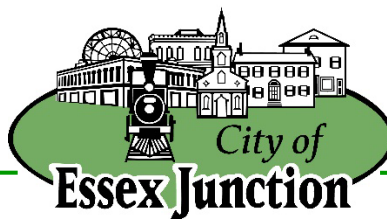
**Upcoming City Council Meetings  
(Meeting Dates are Subject to Change)  
(\* denotes special meeting or date change)**

<b>*April 29, 2026</b>	<b>June 10, 2026</b>
<b>May 13, 2026</b>	<b>June 24, 2026</b>
<b>May 27, 2026</b>	

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

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

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



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony

**Meeting Date:** April 15, 2026

**Subject:** Discussion of Green Mountain Transit – Potential Elimination of the #4 Service

**Issue:** Green Mountain Transit (GMT) is considering elimination of the #4 service.

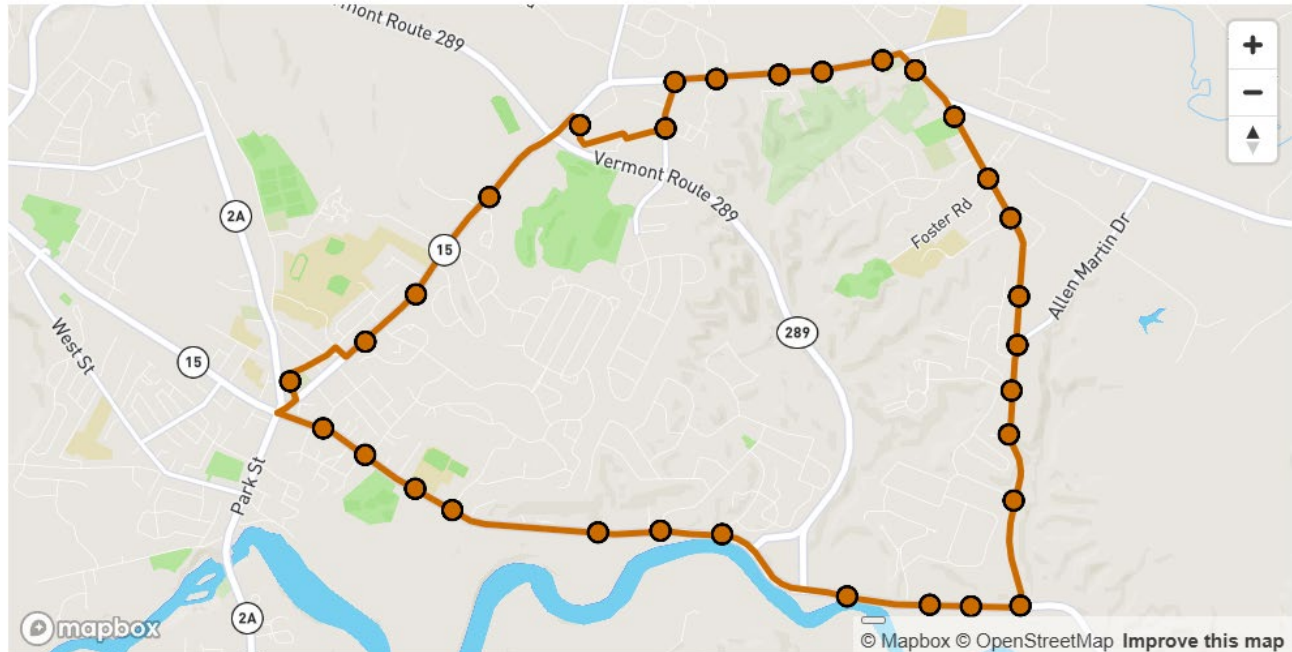
### Discussion:

Clayton Clark, General Manager of GMT will attend the meeting to discuss the reasons why the #4 service might be eliminated and answer any questions that the Council may have.

Clayton described the situation as “In GMT's work with the Legislature and VTrans to address our fiscal crisis, continuing this service has been highlighted as a barrier to progress because of its longstanding poor performance. VTrans has labeled this route financially unsuccessful for 10 years, and we expect next year's financial data to be even worse based on this fiscal year's ridership to date.”

For reference this is the location of the #4 service (from <https://ridegmt.com/4-essex-center/>):

## #4 Essex Center



GMT has also been holding public meetings on this topic, including a session held at 2 Lincoln on April 9, 2026.

For your information, GMT has launched a data dashboard which is a helpful resource for ridership numbers, including onboardings per stop: <https://ridegmt.com/dashboards/>

**Cost:** N/A

**Recommendation:** No action is needed. This item is informational only.

**Attachments:** None



The Essex Junction Tree Advisory Committee, (TAC), serves in an advisory capacity to the City of Essex Junction Council, Planning Department, City Manager and the Department of Public Works. TAC was established in 2014 to provide a mechanism for the planting, maintenance, protection and removal of trees and shrubs on public streets, parks, and city owned properties within the City of Essex Junction. The committee works in cooperation with the City Tree Warden.

Street trees, the trees in your yard, and trees in our parks comprise the city's urban forest and contribute to our city's livability and beauty. The benefits of trees are numerous. Trees control erosion, lessen storm water runoff, dampen wind and sound, help cool our homes and buildings, provide food and shelter for wildlife, convert carbon dioxide into oxygen, and add immeasurable beauty to our environment.

Despite a challenging growing season with a summer drought, TAC accomplished many projects that will benefit Essex Junction for years to come. As we continue our tree planting effort, we are happy to report that we planted 39 new trees that now grace our city streets and parks! Over the past 10 years over **364** trees have been planted throughout the city.

In 2019 TAC began a partnership with Branch Out Burlington to grow our own trees for Essex Junction. Tree Committee members, as well as other volunteers from the Junction, plant and care for the trees throughout the growing season until they are ready, usually in two years, to be transplanted to our streets. 2025 marks the fifth year that we did not purchase any trees but sourced them all from our nursery which amounts to significant savings for the city. We greatly appreciate Branch Out Burlington for giving TAC the opportunity to be part of their organization!

In early January the Emerald Ash Borer was discovered in the city. Fortunately, TAC had developed an EAB management plan in 2018 to deal with this threat. In a few neighborhoods ash trees were planted on both sides of the street. Once the infestation begins, the trees will die, changing the streetscape dramatically. Our strategy is to

interplant new trees if appropriate but also begin the removal process and replant trees in the same location. This effort will lessen the impact of the Ash Borer and create a more diverse tree canopy that can better withstand invasive pests. This year we planted new trees on Hayden, Wilkinson, Tyler and Lavoie Drives. We also applied for and secured a grant from the US Forest Service to plant 18 trees in this neighborhood. Planting was completed 2025.

Another goal of the Tree Committee is to educate residents about the value of the urban forest. Schools offer a unique opportunity to teach the importance of trees to our youth and help them become the future stewards of this valuable resource. Every year TAC holds an Arbor Day event at one of the 5 schools in the Junction. This year's Arbor Day celebration was held at the Hiawatha School and Fleming School.

The City of Essex Junction has been designated a Tree City USA by the National Arbor Day Association. Communities that receive this award, have shown their commitment to the urban forest. This marks tenth straight year that the Junction has been honored for caring for and expanding the urban forest.

TAC has collaborated with the Planning Department and Design Review Board on reviewing landscape plans in development applications. In numerous surveys residents have placed a high value on trees and increasing the Junction greenspace. TAC suggested language to the Land Development Code that was added. This language will assist the Design Review Board as they review new development applications.

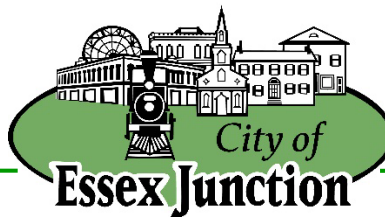
One goal of TAC is to educate and engage residents as to the benefit of trees in our city. TAC has collaborated with Branch Out Burlington to host Tree Care Workshops for residents. Through Front Porch Forum, TAC will post timely announcements regarding tree care and tree issues that residents may find helpful.

In closing, the Committee would like to thank the residents of Essex Junction, the City Council, and especially the Public Works Department for their continued support. The Committee said goodbye to a valued member, Andrea Shortsleeve, who has relocated. Her contributions to TAC will be missed.

Respectfully submitted,

Nick Meyer

The Village of Essex Junction Tree Advisory Committee



**MEMORANDUM**

**To:** City Council; Regina Mahony, City Manager  
**From:** Jess Morris, Finance Director  
**Meeting Date:** April 15, 2026  
**Subject:** Discussion & Consideration of a New Purchasing Policy

**Issue**

To adopt a new purchasing policy that is reflective of current best practices and meets current State and Federal requirements.

**Discussion**

The City’s current purchasing policy is the joint policy that was adopted when we were operating with the Town. We intentionally delayed making any updates to the existing policy while we worked through full separation of finance operations from the Town. The completion of full separation last fiscal year, along with some recent changes to State and Federal requirements has elevated the priority in getting an updated policy to the Council for review and adoption.

Over the past several months, I have reviewed VLCT’s model policy as well as those of some neighboring communities. It became clear through that process, and with the increasing frequency of changing regulations and requirements, that it would be most efficient and effective to use VLCT’s model policy with our own adjustments where appropriate, rather than trying to update the current policy.

The attached purchasing policy is VLCT’s model policy with all City specific changes/additions identified through track changes. The highlights are as follows:

- The current purchasing policy language no longer conforms to some Federal requirements for various procurement methods and purchasing thresholds.
  - The updated language includes clarification on when competitive proposals (RFP's) vs sealed bids (RFB's) are required.
  - The purchasing thresholds have been simplified from six different levels down to three. The purchasing limits have also been adjusted to reflect realistic and practical amounts based on current pricing. A comparison of the current and proposed thresholds, amounts and authority follows.

Current Purchasing Policy		Proposed Purchasing Policy	
Current Purchasing Thresholds and Amounts	Current Purchasing Authority	Federally Required Purchasing Thresholds and Proposed Amounts	Proposed Purchasing Authority
Incidental - up to \$500	Dept Heads or designees	Incidental - up to \$15,000	Dept Heads or designees
Routine - \$500-\$2,000	Dept Heads		
Minor - \$2,000-\$5,000	Dept Heads	Minor - \$15,000-\$75,000	City Manager
Moderate - \$5,000-\$10,000	Dept Heads		
Large - \$10,000-\$40,000	City Manager or designee		
Major - \$40,000 and greater	Council	Major - \$75,000 and greater	Council

- Code of Conduct has been updated to Municipal Code of Ethics as defined by State statute.
- Recognizing the unique nature and scoring criteria for bid purchases, the bid language has

been simplified to meet State and Federal requirements. The bid process and documents detailed in the current purchasing policy will live separately as an internal process document going forward.

- The proposed purchasing policy removes process details for setting up new vendors. This is a process that is mostly dictated by Federal and VLCT requirements which are maintained in separate process documents by Finance, so the policy directs folks to the Finance department.
- The proposed policy also removes process details for credit card use but does maintain the appropriate policy specific language. The process detail will be transferred to an internal procedure document maintained by the Finance department.

This policy will allow the City to be in compliance with all current regulations and requirements. We will continue to stay informed of future changes and update the policy accordingly for your review and approval as necessary.

**Cost**

n/a

**Recommendation**

Staff recommends the City Council approve the purchasing policy as presented.

**Recommended Motion**

I move that the City Council approve the purchasing policy as presented.

**Attachments**

Proposed Purchasing Policy Draft

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# CITY OF ESSEX JUNCTION PROCUREMENT POLICY

Adopted [INSERT Date]

## PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the City of Essex Junction [“Municipality”] at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

## POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to **all** purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

## DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigent circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.
- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an

employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.

- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality’s procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or “standby” contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

## GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.

Only the City Manager is allowed to sign contracts on behalf of the City. The City Manager may delegate this authority on a case-by-case basis.

A copy of all contracts will be given to the City Manager.

- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some

federal programs have geographic preference limitations.

- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:

City Manager

Department Heads

All employees so designated by the City Manager or a Department Head

Procurement Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

- **Sales Tax**  
Vermont sales tax is not to be charged on any purchase. The applicable tax-exempt certificate should be given to the vendor before a transaction is completed.
- **Personal Use**  
No personal purchases may be made using City funds or City charge/vendor accounts.
- **Alcohol**  
Alcohol may not be purchased with City funds.
- **Accounting**  
Purchases must be charged to the proper general ledger account, regardless of budget availability in that particular line item.
- **Grants**  
All grant applications that financially bind the Municipality should be approved by the Council prior to grant application submittal. In no event shall a grant that financially binds the Municipality be accepted without Council approval.

Any grant application that does not require a financial match must be approved by the City Manager.

- **Fundraising**  
All fundraising in the name of and accounted for by the Municipality must be approved by the Council.
- **Restricted Gifts**

All restricted gifts in the name of and arranged for by the Municipality must be approved by the Council.

- Disposal of Property/Assets

The City Manager is authorized to approve the sale, disposal or transfer of City property (excluding real property which is subject to 24 V.S.A. §1061) estimated to be valued at less than \$75,000. The Council shall approve the sale, disposal or transfer of property estimated to be valued at more than \$75,000. Nothing in this section is meant to preclude a department from disposing of material or property with no value or limited value under \$1,000 unless covered by other policies. The Brownell Library shall have the power to sell or dispose of books as necessary, with proceeds from any sale being returned to the Brownell Library book replacement fund for the purchase of new resources or materials.

- New Vendors

Whenever a new vendor is engaged to deliver services to the Municipality, the Department Head must obtain the required documentation prior to commencement of work by the vendor. Current requirements are maintained by the Finance department.

- Use of Public Funds

Public funds shall be spent for public purposes. This includes, but is not limited to, the purchase of municipal assets, professional services, public property improvements, payroll for public officials, community and economic development activities, official municipal functions and business meetings, etc.

Any use of public funds that has a direct private benefit, including benefit to a non-profit organization, must have an overriding public benefit and be approved by the City Manager and Council or the electorate if determined by the Council to warrant electoral consideration.

- Credit Cards

City Corporate Credit Cards are a streamlined approach to pay for point-of-sale, invoiced, online, and recurring purchases that can only be paid for by direct debit or credit card, and to pay for business related travel expenses in the most cost-effective manner possible. Credit cards facilitate efficient purchases both online and in local retail stores when they are the only payment method accepted by a vendor. The use of a City credit card is a privilege and should be treated as such.

The Municipality may issue credit cards to Department Heads for departmental use. The Municipality also possesses a City credit card that can be used by authorized procurement agents.

Purchases made with credit cards must follow all requirements of this purchasing policy. They may not be used for personal or non-business goods or services, cash advances, traveler's checks, the use of ATM machines, or fuel for personal vehicles.

- **Bid Cancellation**  
Bid invitations, request for proposals, or other solicitations may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is found to serve the best interest of the City. Notice of cancellation shall be sent to all vendors solicited.
- **Bid Protest**  
Any bidder who is aggrieved with the awarding of a contract may protest in writing to the City Manager. All protests must be submitted in writing within three (3) business days after the bid award. The City Manager shall send the aggrieved party a written decision within ten (10) business days. Appeals may be made to the Council within three (3) business days of receipt of the City Manager's decision.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

## **PROCUREMENT USING SOLELY MUNICIPAL FUNDS**

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

The procurement guidelines for State and Federal funds may be used in whole or in part, in place of these guidelines as determined and directed by the City Manager.

## **PROCUREMENT CATEGORIES AND REQUIREMENTS.**

**Incidental Purchases.** Employees designated as Procurement Agents may make purchases of up to \$15,000 without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

**Minor Purchases.** Employees who have been designated to act as Procurement Agents may make purchases with a value between \$15,000 and \$75,000 only with prior approval of the City Manager and are limited to the amount of the budget authorized by the Municipality. Although not required,

competitive quotes from at least two vendors should be obtained whenever possible and documented.

**Major Purchases.** All purchases over \$75,000 require prior approval of the Council. The Council must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Council must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality requires the use of a sealed bid process for specific major purchases, such as construction projects.

**Recurring Purchases.** If the total value of a recurring purchase of a good or service is anticipated to exceed \$75,000 during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the Council votes to initiate a new bid process.

**Emergency Purchases.** The Council may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

The City Manager, or their designee, shall approve all requests for emergency purchases over \$75,000. The Council shall be notified of all purchases over \$75,000 made under this emergency clause within 48 hours. The City Manager shall be notified of all emergency purchases made without prior approval within 24 hours.

**Professional Services.** The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, information technology, policing, assessing, and insurance services. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements. All services must be obtained from the identified contractor without necessity of additional bids, until such time as the Council votes to initiate a new bid process.

**Sole Source Purchases.** If the Council determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source for purchases over \$75,000. Sole source purchases may be awarded by the City Manager if under \$75,000. Documentation and record retention requirements apply.

**State/Municipal Bid Purchases.** Goods and services may be purchased without a formal bid or competitive solicitation if purchased through the State bid or other qualified governmental/municipal agency bid. In addition, the City Manager or their designee shall have authority to join with other governmental/municipal entities when in the best interest of the City, notwithstanding any provisions of this policy.

# PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

## GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards, unless otherwise specified in the grant agreement:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#) or as amended or superseded .
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, unless amended or superseded by other law, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:

- avoid the [acquisition of unnecessary or duplicative items](#).
  - use [strategic sourcing](#) when appropriate.
  - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
  - use [value engineering clauses](#) for construction projects when practical.
  - provide a preference for the purchase, acquisition, or use of goods, products, or materials [produced in the United States](#) to the greatest extent practicable and consistent with the law.
  - implement the Buy America preferences set forth in [2 CFR part 184](#) for projects related to the construction, alteration, maintenance, or repair of [infrastructure](#).
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with [§ 200.324](#). Evidence of the analysis must be documented.
  - **Cost Allowability.** The Municipality will determine cost allowability using [Federal Cost Principles](#), reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding ([2 CFR Part 200 Subpart E](#)).
  - **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with [2 CFR § 200.325](#).
  - **Bonding Requirements.** The Municipality must comply with bid and bond requirements of [2 CFR § 200.326](#) unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. ([2 CFR § 200.326](#))
  - **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. ([§200.319\(d\)\(3\)](#)) The Municipality should confirm any federal pass-through requirements with the funding agency.
  - **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each

pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.

- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality's supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

#### **PROCUREMENT CATEGORIES AND REQUIREMENTS.**

**Micro-Purchases.** Purchases of up to \$15,000 in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

**Simplified Acquisition (Small Purchases).** Purchases with an aggregate total value between \$15,000 and \$75,000, including any future contract amendments or change orders. Price or rate quotes must be obtained from at least two qualified sources following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

**Large Purchases by Competitive Proposals.** Purchases with an aggregate total value of \$75,000 or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with no less than two weeks allowed for responses. Proposals must be solicited from multiple qualified entities. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

**Procurement by Sealed Bid.** Purchases with an aggregate total value of \$250,000 or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

**Noncompetitive (Sole Source) Procurement.** If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from proving public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would prevent the urgent action required to address the situation. Exigent conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.

**Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify non-competitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

## **CONTRACTS.**

- "Cost plus a percentage of cost" and "percentage of construction costs" methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor

exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))
- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the Council of the **City of Essex Junction**, Vermont, this 15<sup>th</sup> day of April, 2026 and is effective as of this date until amended or repealed.

**SIGNATURES.**

Chair:

Legislative Body Members:

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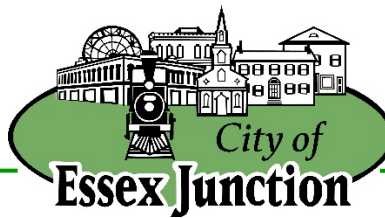
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## MEMORANDUM

**To:** City Council

**From:** Christopher Yuen, Community Development Director; Regina Mahony, City Manager

**Meeting Date:** April 15, 2026

**Subject:** Multimodal Train and Bus Station Improvements – Grant Agreement Conditions, Associated Amendment to the Personnel Regulations & Grant Approval Authorization

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### **Issue:**

To request City Council authorization for the City Manager to execute the federal grant agreement with the Federal Railroad Administration (FRA) for the Essex Junction Multimodal Train and Bus Station Improvements Project; to include a discussion on the federal grant conditions associated with Diversity, Equity and Inclusion.

### **Discussion:**

#### Background

As described in the July 23, 2025 memorandum, the City was awarded \$3,000,000 in federal funding through the Consolidated Rail Infrastructure and Safety Improvements (CRISI) program administered by the FRA. The total project budget is \$3,750,000, including a 20% non-federal match.

Since the July 2025 update, the FRA has completed its review and transmitted the formal grant agreement to the City. This agreement is now ready for execution. Staff are therefore requesting authorization for the City Manager to sign the agreement so the project can proceed.

For reference, the Council materials include:

- The executed grant agreement from the FRA
- The final grant application and supporting submission materials

These documents reflect the scope, schedule, and budget described in the earlier Council discussion.

#### Project Progress

Work on preliminary engineering and environmental review is currently underway with the City's consultant team. These efforts are progressing but are not yet complete.

In addition, Amtrak's separate ADA Station Platform Project at the Essex Junction station is now substantially complete.

#### Updated Project Schedule

To align with the timing of the federal grant obligation, the project schedule has been updated as follows:

Milestone	Target Date
NEPA Completion	May 31, 2026
Preliminary Engineering Completion	October 31, 2026
Final Design Completion	January 31, 2027
Construction Substantial Completion	April 30, 2028

## Federal Grant Conditions

The grant agreement includes standard federal requirements governing the use of federal funds. In addition, the agreement contains provisions related to diversity, equity, and inclusion (DEI) that reflect recent changes in federal policy implemented through executive orders issued by the current presidential administration.

Specifically, the agreement references Executive Order 14173, which requires recipients to certify that they do not operate programs promoting DEI initiatives that violate applicable federal anti-discrimination laws. The agreement also states that compliance with federal anti-discrimination laws is material to the federal government's payment decisions. Here is the grant condition:

### **"20.2 Federal Law and Public Policy Requirements**

- (a) The Recipient will ensure that Federal funding is expended in full accordance with the United States Constitution, Federal law, and statutory and public policy requirements: including but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.
- (b) Pursuant to Section 3(b)(iv)(A) of Executive Order 14173, Ending Illegal Discrimination And Restoring Merit-Based Opportunity, the Recipient agrees that its compliance in all respects with all applicable Federal anti'-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code.
- (c) Pursuant to Section 3(b)(iv)(B) of Executive Order 14173, Ending Illegal Discrimination And Restoring Merit-Based Opportunity, by entering into this agreement, the Recipient certifies that it does not operate any programs promoting diversity, equity, and inclusion (DEi) initiatives that violate any applicable Federal anti-discrimination laws.
- (d) The failure of this Agreement to expressly identify Federal law applicable to the Recipient or activities under this Agreement does not make that law inapplicable."

The City Manager has sought guidance from VLCT and reviewed a number of federal guidance memos as suggested by VLCT. The City Manager also discussed this issue with the City Attorney. The City Attorney reviewed some of the City's policy documents (namely the purchasing, personnel and associated documents) and found some sections that may be, or appear to be, in non-conformance with the Executive Order and federal guidance memos.

Following this review, excerpts from the reviewed documents were sent to the Federal Railroad Administration for guidance on conformance with the grant conditions. FRA replied: "FRA appreciates the City's diligence in reviewing grant requirements. The City is correct that its policies and practices must be consistent with the law and the requirements of the Grant Agreement, and it may need to modify them as applicable for consistency with the Grant Terms and Conditions. We encourage you to reach out to the City's legal counsel to support the City in adhering to the Grant Agreement."

Following all that review and discussion with the City Attorney, the City Manager believes the City has three pathways:

1. Do not accept the grant. The Amtrak station improvement project will not happen without these funds. This may not be the only federal grant we would consider turning down over the coming years if this is the chosen approach.
2. Do not adjust language within the City's policy documents and accept the grant. While we do not know the level of review that could happen, this is the most risky pathway considering these issues

may be raised in an audit, or by federal or citizen led review.

3. Adjust the City language that may be, or appear to be, in non-conformance with the Executive Order and federal guidance memos and accept the grant. The City Manager recommends this pathway because, with the recommended edits, it still allows us to continue to serve all members of the community with nothing changing in our current practice.

The specific policy language reviewed and associated edits include:

1. [Declaration of Inclusion](#) – while this uses the phrase “inclusion” in the title, the intent includes a commitment to “fair and equal treatment of everyone in our community” which does not appear to be in opposition to the Executive Order or guidance documents. *No change needed.*
2. The Purchasing Policy (effective date: 10/11/18) includes the following statements. Note that some of this language is likely included to be in conformance with [2 CFR § 200.321 Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms](#). There are federal requirements that we need to keep reference to, but some of this should change. *NOTE – all recommended edits are under the prior Business Agenda item associated with the rewrite of the Purchasing Policy.*

"Affirmative Action and Local Preference. Whenever possible, qualified small, minority and women owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed." [pg. 3, under General]

"If federal funding is used for purchases between \$3,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition." [pg. 7, under Major Purchases]

"Qualified small, minority and women-owned businesses must be included in the solicitation list for the request or proposal." [pg. 12, #13 in the list of Criteria for Bid Selection]

3. The Personnel Regulations (effective 3/12/2025) includes the following statements. Section 103, Equal Opportunity is fine. However, an amendment is offered for the organizational value statement that could be flagged in a review. It's also important to note that we have just launched a full staff project where we will be collectively establishing a new Mission, Goal and Values statement. Therefore, an amendment here would be temporary.

"103. Equal Opportunity and Non-Discrimination

The City of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity, marital status, disability, crime victim status, HIV status, veteran status, or any other classification protected by state or federal law, if the person is qualified for the position. The municipality shall, without regard to these matters, recruit, hire, upgrade, assign, and train all employees. In addition, the municipality shall administer all personnel actions, such as compensation, benefits and municipal sponsored training without regard to these matters.

Reasonable accommodations will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the municipality." [pg. 9, Article 103]

"Welcome Diversity, Equity, Inclusion and Promote Equal Opportunity – Diversity provides a unique opportunity to learn from and understand cultures in our community. Our organization provides an environment that is equitable and inclusive to all employees and those we serve." [pg. 7, Organizational Values]

**Proposed edit – requires Council approval:** "Promote Equal Opportunity – Our organization is committed to providing equal opportunity in employment and service delivery. We strive to create a respectful and welcoming environment for all employees, clients, and community members. We value the range of experiences and perspectives within our community and seek to ensure that our programs, services, and workplace practices are accessible, fair, and responsive to the people we serve."

4. Job Descriptions & Advertisements – All City job descriptions and advertisements include the following statements. These documents don't need City Council approval to change; and it makes sense that the job descriptions and advertisements mimic the Personnel Regulations, so the Job Descriptions & Ads could simply mimic the language in Section 103 of the Personnel Regulations for the purposes of Equal Employment.

"Affirmative Action/EEO Statement

The City of Essex Junction embraces and is committed to diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are as a team, the better we can serve the community of Essex Junction." [from the Job Descriptions]

"The City of Essex Junction is dedicated to fostering an inclusive and welcoming environment. We strive to build a team that reflects diverse backgrounds, experiences, and perspectives. By embracing inclusivity in all aspects of our work, we enhance our ability to serve the community with innovation, responsiveness, and compassion, reflecting the vibrant diversity of the residents of Essex Junction." [from the Job Advertisements]

Proposed edit to be used for both – *Council approval not needed:* "Equal Employment Opportunity Statement – The City of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity, marital status, disability, crime victim status, HIV status, veteran status, or any other classification protected by state or federal law, if the person is qualified for the position. The City is committed to administering all employment practices in accordance with these laws."

OR

Proposed edit to be used for both – *Council approval not needed:* "Equal Employment Opportunity Statement – The City of Essex Junction is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, national origin,

age, disability, veteran status, or any other status protected by applicable federal or state law. The City is committed to administering all employment practices in accordance with these laws.”

In summary, the proposed recommendations are:

<b>Policy Document &amp; Section Reviewed</b>	<b>Appearance of Conformance with Grant Conditions (Y/N)</b>	<b>Recommendation</b>
Declaration of Inclusion	Appears to be in conformance	No change recommended
Purchasing Policy	A few sections appear to not be in conformance	A change is recommended which requires Council action - The City’s purchasing policy needed to be amended/overhauled prior to the review for this grant application. The new policy presented at this same business meeting is based on the VLCT model policy and includes language that provides flexibility depending on the Federal grant conditions on a case by case basis.
Personnel Regulations and Associated Documents	A few sections appear to not be in conformance	A change is recommended, including a change to the Personnel Regulations which requires Council action.

**Cost:**

The total project budget remains at \$3,750,000, requiring a 20% non-federal match.

The City has secured \$200,000 from the Vermont Downtown Transportation Fund Grant. The remaining \$550,000 will be provided through the City’s Economic Development Fund.

**Recommendation:**

Staff recommends that the City Council approve the amendments to the Personnel Regulations identified herein and authorize the City Manager to execute the FRA grant agreement so the project may proceed.

**Recommended Motion:**

“I move that the City Council approve the amendments to the Personnel Regulations identified herein and authorize the City Manager to execute the Federal Railroad Administration grant agreement for the Essex Junction Multimodal Train and Bus Station Improvements Project.”

**Attachments:** None



## **Memo**

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: April 15, 2026  
Agenda Item: City Council & Department Head Retreat

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**Issue:** The City Manager and Communications Director are organizing a strategic planning retreat for the City Council and Department Heads to discuss FY28 priorities.

**Discussion:** This is the second year that we will be holding a retreat for the City Council and Department Heads. Last year, the agenda included Council reflection on the strategic plan and discussion on engagement for the first part of the day, followed by a group discussion with Department Heads on priorities for FY27. The retreat was also facilitated. The agenda from last year has been included.

We are currently organizing a full-day retreat for the first week of June. Right now, we are considering a similar agenda to last year and have budgeted for a facilitator again. At this point in the planning process, the City Manager and Communications Director would like to discuss with the Council their thoughts on last year's retreat and whether there are any areas the Council would like to focus on during the Council-only portion of the meeting. Based on the Council's feedback, we will develop an agenda with the facilitator.

Some items to discuss:

- What worked well at last year's retreat?
- What specific areas of the retreat could be improved this year?
- Which topics do you want included in this year's retreat agenda?
- Is there anything else we need to address before finalizing the agenda?

**Cost:**

**Recommendation:**

**Recommended Motion:** None

**Attachments:**

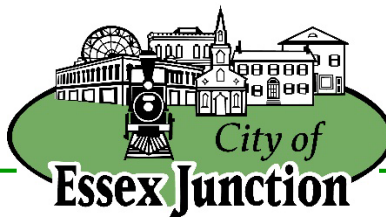
Retreat Agenda June 4, 2025

**CITY COUNCIL DISCUSSION**

- a. Set Context
- b. Strategic Vision Reflection
- c. Effective Community Engagement
- d. Mapping the Why & How of Engagement

**JOINT SESSION WITH COUNCIL AND DEPARTMENT HEADS**

- a. Strategic Reflection
- b. Celebration of Accomplishment in FY 25
- c. Review Pillars of Strategic Plan
- d. Group Work with the Pillars
- e. Priority Setting
- f. Share Results and Refine Priorities



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony

**Meeting Date:** April 15, 2026

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

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

**Discussion:** To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Confidential attorney-client communications can be a protected discussion.

**Cost:** N/A at this time

### **Recommendation:**

If the City Council wishes to enter executive session, the following motions are recommended:

#### Motion #1

"I move that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage."

#### Motion #2

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

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
INFORMATIONAL HEARING  
DRAFT MINUTES OF MEETING  
March 23, 2026**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Mark Brislin, EJRP Director; Colleen Dwyer, Human Resources Director; Steve Eustis, Moderator; Chris Gaboriault, Fire Chief; Wendy Hysko, Library Director; Ricky Jones, Public Works Superintendent; Susan McNamara-Hill, Clerk/Treasurer; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

**OTHERS PRESENT:** Raj Chawla, Bethany Clark, Andy Suntup, Linda Suntup, Resa.

1. **CALL TO ORDER**

Moderator Steve Eustis called the meeting to order at 6:30 P.M.

2. **WELCOME, INTRODUCTIONS, AND PROCEDURES OVERVIEW**

Moderator Eustis began the meeting by conducting a round of introductions. He then spoke about procedures, noting that this is an informational meeting and that there are no motions or amendments to be made, and that it pertains to the warned items that will be voted on by ballot.

3. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 1:** Shall the voters approve an annual General Fund Budget in the amount of \$12,921,469 for Fiscal Year July 1, 2026 to June 30, 2027, \$11,891682 of which is to be levied in taxes against the City Grant List?

City Manager Mahony noted that this General Fund budget represents an approximately \$500,000 or 4% increase over the prior fiscal year's budget. She said that the estimated tax impact is an approximately \$118 annual increase over the prior fiscal year, for a \$280,000 property. She also provided a summary of the utility rates and estimated changes for FY27. She provided a summary of the General Fund budget expenditures and revenue streams. She noted that approximately 76% of the City's revenue comes from residential property taxes, with the remainder comprised of commercial property taxes, miscellaneous revenues, and the GlobalFoundries property taxes. She further noted that Essex Junction is undergoing a reappraisal, which will conclude this summer, and may result in some shifting between these categories.

City Manager Mahony then spoke briefly about the development and finalization of the City's Community Vision and Strategic Action Plan report in June of 2024, which it has used to guide the City's strategic planning and budget building.

City Manager Mahony spoke about the goals for FY27 budget development, noting that the City strove to present a budget that would have as minimal increases as possible. She said that the main cost drivers of the budget increase include wage/merit increases, technology subscription and license costs, vehicle repair and maintenance costs, health insurance premium increases, increased cleaning and contracted service costs, an increased FTE in the assessor's budget, and a contractually mandated increase in the police budget. She spoke about cost containment strategies to minimize increases on the General Fund budget. She also spoke briefly on transfers from the operating budgets to capital reserve funds.

4. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 2:** Shall general obligation bonds or notes of the City of Essex Junction in an amount not to exceed Thirteen Million, Nine Hundred and Sixty Thousand Dollars and Zero Cents (\$13,960,000.00) be issued under Chapter 53 of Title 24, Vermont Statutes Annotated, payable from the City's general fund, derived from the taxation of real property for a period

not to exceed thirty years, and subject to reduction by available grants-in-aid or other funding sources, be issued to finance the cost of constructing a public works facility (the Project)?

City Council President Thibeault began by noting that the current public works facility is not sufficient to meet the needs of the City. She walked through photographs of the current facility and how they are inadequate to meet current storage and staff needs. City Manager Mahony said that one challenge with large pieces of equipment in small spaces is that it is impossible to service the equipment inside, which is difficult in the winter.

5. **ANNOUNCEMENT ABOUT ARTICLE 3:** Should the compensation paid to the City Council members change from \$2,500.00 a year to \$3,600.00 a year starting July 1, 2027.

City Council President Thibeault said that the next four articles (3-6) are recommendations from the Governance Committee, which recommended increasing the annual minimum pay for City Councilors due to the time, work, and responsibilities required of the Council.

Linda Suntup asked how many hours Councilors work annually and how other Vermont municipalities compensate their local legislative bodies. City Council President Thibeault said that she spends between 5-10 hours outside of each meeting preparing for each meeting. Councilor Shelden noted that compensation in other municipalities varies, with some members receiving no compensation and others receiving a stipend similar to that of Essex Junction.

6. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 4:** Shall the voters approve an amendment to the City of Essex Junction Charter that changes the City Council President's annual compensation to be twenty-five percent (25%) more than the annual compensation paid to the other City Council members? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 2: Governance Structure

Section 205. Compensation -

(a)(1) The President of the Council shall be paid an annual compensation that is twenty-five percent (25%) more than the annual compensation paid to the other Council members.

No discussion.

7. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 5:** Shall the voters approve an amendment to the City of Essex Junction Charter where compensation paid to the City Council members adjusts annually, effective July 1 of each year, in a manner consistent with any percentage change in the Consumer Price Index for the Northeast Region, as published by the U.S. Bureau of Labor Statistics for the most recent calendar year? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 2: Governance Structure

Section 205. Compensation

(a) Compensation paid to the Council members shall be ~~set by the voters at the annual meeting,~~ adjusted annually, effective July 1 of each year, by the percentage change in the Consumer Price Index for the Northeast Region, as published by the U.S. Bureau of Labor Statistics for the most recent calendar year, with a minimum of . . . .

City Council President Thibeault noted that this also came out of recommendations from the Governance Committee. Councilor Haney noted that this takes decision-making about board member compensation out of the hands of board members and makes it an automatic change.

8. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 6:** Shall the voters approve an amendment to the City of Essex Junction Charter that states that the City Council shall appoint a Charter Review Committee, at least once every 12 years, to conduct a comprehensive review of the City of Essex Junction Charter? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 12: AMENDMENT OF CHARTER AND INITIATIVES

Section 1202. Charter Review Committee The City Council shall appoint a Charter Review Committee at least once every twelve (12) years for the purpose of conducting a comprehensive review

109 of this charter. A majority of the Committee’s members shall be residents of the City, who are not  
110 members of the City Council.

111 City Council President Thibeault noted that this recommendation also came out of the Governance  
112 Committee recommendations. She noted that while this change would require a charter review every  
113 twelve years, the charter could be updated more frequently if needed.

- 114  
115 9. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 7:** Shall the voters authorize a planning loan  
116 through the Drinking Water State Revolving Fund for a project in the Water Enterprise Fund to be used  
117 for service line material identification and nonlead service line validation as required by federal drinking  
118 water regulations in an amount not to exceed \$892,771 to be financed over a period not to exceed ten  
119 years?

120 City Council President Thibeault noted that the voters authorized a loan for lead service line inventory in  
121 2023, which was completed, but the EPA is now requiring further investigation, including of non-lead service  
122 line validation. She noted that there is additional funding available, and that the final repayment should be  
123 around \$400,000.

- 124  
125 10. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 8:** Shall the City of Essex Junction voters  
126 approve a one-cent Social Services Contributions tax to support social service organizations, such  
127 amount being reasonably necessary and for the support of programs to benefit City of Essex Junction  
128 residents?

129 City Council President Thibeault noted that prior to separation from the Town, the City contributed to a similar  
130 fund to this fund, but that the City hasn’t had a fund like this since separation. She said that the fund would  
131 support social, health, and human service organizations to benefit Essex Junction residents, and would be  
132 around \$113,000 on a one-cent tax. She said that this fund would be brought to voters annually on Town  
133 Meeting Day.

134  
135 Linda Suntup asked what types of services have been provided when the City was previously contributing to  
136 a fund like this. Councilor Haney said that this fund began in the Town in 1987, and it evolved into a grant  
137 program with an application process. She said that these organizations would be non-profit and that the  
138 criteria would require organizations to show how the funds would benefit City residents. She said that these  
139 organizations generally support initiatives related to housing, safety, health, etc., and include entities such  
140 as Aunt Dots and COTs.

- 141  
142 11. **PRESENTATION AND DISCUSSION ABOUT ARTICLE 9:** Shall the voters authorize payment of real  
143 property taxes in equal installments on March 15 and September 15 by physical delivery or electronic  
144 payment to the tax collector by close of business on that date?

145 City Council President Thibeault said that the City charter does not specify how or when tax payments must  
146 be delivered, so the City has been following State statute. She said this question asks whether the charter  
147 should be modified to not accept postmarks as proof of on-time payment and to align with the City’s policy  
148 for utility bill due dates.

- 149  
150 12. **ANNOUNCEMENT ABOUT ARTICLE 10:** To elect City officers required by law including: two City  
151 Council members (three-year terms) and one Library Trustee (five-year term)?

152 Moderator Eustis noted that there are three individuals running for the two City Council positions—Marcus  
153 Certa, Raj Chawla, and Bethany Clark, and that one person is running for the Library trustee position—Linda  
154 Hassan.

- 155  
156 13. **PUBLIC TO BE HEARD**

157 Moderator Eustis noted that the voting day aligns with the School District and will be held on April 14 at the  
158 Champlain Exposition. He noted that mail-in ballots are also accepted.

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160 City Council President Thibeault recognized that this is Councilor Haney’s last informational meeting as a  
161 Councilor and thanked her for her years of service to the Junction.

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14. **READING FILE**

a. Annual Report Newsletter

15. **ADJOURN**

**Councilor Certa made a motion, seconded by Councilor Haney, to adjourn the meeting. The motion passed 5-0 at 7:07 P.M.**

Respectfully Submitted,  
Amy Coonradt

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
DRAFT MINUTES OF MEETING  
March 25, 2026**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Mark Brislin, EJRP Director; Wendy Hysko, Library Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director;

**OTHERS PRESENT:** Bethany Clark, Karen Hergesheimer, Reed Nye, Jemima Talbot, Dennis Thibeault, Marlon Verasamy, Michael, 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. **BUSINESS ITEMS**

a. Discussion on Essex Westford School District Request to Voters Regarding Annual Meeting Date Change

Marlon Verasamy, Vice Chair of the School Board, and Jemima Talbot, Clerk of the School Board, presented on this item. Mr. Verasamy noted that the School Board approved an article to be on the April 14<sup>th</sup> ballot to ask the voters if they would like to move the voting date to Town Meeting Day starting in 2027. He and Ms. Talbot emphasized that this change would streamline processes around voting, make voting easier for the community, and save money. Councilor Miller expressed support for this move, given that it would cut down on the number of dates that residents would need to vote. Councilor Haney agreed, saying that this change is anticipated and welcomed. Mr. Verasamy thanked the Council for their support, noting that 109 school districts in the state already have their votes on Town Meeting Day, and aligning with that will be helpful in the long term. Councilor Shelden asked if moving the vote to Town Meeting Day will impact work on finalizing the school budget, and Mr. Verasamy replied that the school district is prepared for any impacts and is ready to make this change. City Manager Mahony noted that the City Council has the authority to change the annual meeting date for the City's budget, and that if the school district budget voting date changes, the Council is prepared to change its voting date in order to align with that change.

b. Brownell Library Trustees Brief to Council

Karen Hergesheimer, Chair of the Brownell Library Trustees, presented on this item. She began by speaking about challenges the Trustees have been working through over the past year, including strengthening governance and community outreach, streamlining reporting for meetings, aligning the Library Foundation with the Supporting Non-Profits of Brownell Library Policy, addressing and balancing aging building needs against collections costs, making funding choices in the budgeting process, and addressing the limited understanding of library funding models. She then spoke about the Trustees' achievements over the last year, which include working with staff on the library's strategic plan goals, the onboarding of three new Trustees who have brought new energy and perspectives onto the Board, focusing on building a more diverse and skilled Board, the adoption of the new Supporting Non-Profits of Brownell Library Policy (which clarifies

57 criteria for organizations supporting the library), creating and planning for events to celebrate the 100-year  
58 anniversary of the Brownell Library in 2026, improved communication between library staff, Trustees, and  
59 City leadership, participation in community events, more in-depth training and education of the Trustees by  
60 library staff, and the relaunch of the Friends of the Brownell Library to support fundraising and community  
61 engagement. Councilor Haney asked about the distinction between the new Supporting Non-Profits policy  
62 and the Friends of the Brownell Library and Foundation. Trustee Chair Hergesheimer replied that the new  
63 policy sets the guardrails for non-profits to be in existence on behalf of Brownell Library and to protect the  
64 Library from organizations that purport to be altruistic but that have ulterior motives. She said that part of the  
65 policy requires the Trustees to recognize the organizations that come forward with support, and requires  
66 certain criteria and documentation to be met. She said that the policy also requires a Memorandum of  
67 Understanding (MOU) between the Library, Trustees, and the supporting non-profit. She said that the Friends  
68 and the Foundation are the two nonprofits that are currently supporting Brownell Library. Councilor Certa  
69 asked how this interacts with City administration. Trustee Chair Hergesheimer replied that the City's legal  
70 counsel advised the Trustees on the policy and reviewed the draft prior to approval by the Trustees, to ensure  
71 that City leadership was involved and aware. Trustee Chair Hergesheimer described the respective roles of  
72 the Friends and the Foundation in terms of library support. Councilor Certa asked for more details on  
73 community engagement by the library and whether the City has a role in that. City Manager Mahony replied  
74 that the City administration has been fairly hands off and that the library has largely been handling their own  
75 outreach and engagement activities. Trustee Chair Hergesheimer added that the Trustees have been  
76 stepping in where they can to provide more community engagement to take burden off library staff.  
77

78 c. Library Department Head Brief to Council

79 Library Director Hysko began by reflecting on library activities over the past six months. She noted that the  
80 level of library traffic has returned to pre-pandemic levels, and that it is a more diverse group of users and in  
81 some ways a more challenging group. She noted that library staff help guests out with accessing a number  
82 of governmental and social services online, and that staff also make a number of referrals to the outreach  
83 team. She spoke about the strategic planning process and the positive experience staff and the Trustees  
84 had in developing the plan. She said that one of the main areas of focus in that process has been improving  
85 communication and raising public awareness of library services and programming. She spoke about the  
86 difficulty in maintaining safe walkways and entrances during the winter and said she hopes that the roof  
87 repair project in June will help alleviate some of that difficulty. She also spoke about work staff have done to  
88 strengthen inter-library sharing services. She then spoke about planned and anticipated activities over the  
89 next six months, which include the roof replacement noted above, carpet replacement, the 100<sup>th</sup> anniversary  
90 celebration on July 17<sup>th</sup>, the retirement of the longtime assistant youth librarian, and work on the Sustainable  
91 Libraries Initiative certification goals.  
92

93 Councilor Certa noted that demand for digital materials is high and asked how the library envisions its future  
94 as this demand continues to grow. Director Hysko replied that many patrons still prefer hard-copy books over  
95 digital ones, and said that she does not believe that physical copies of books will be phased out anytime  
96 soon. Trustee Chair Hergesheimer also noted that there has been a push across the country to democratize  
97 the price of electronic books, so she hopes the price of digital resources will come down.  
98

99 d. Discussion and Consideration of Fiscal Year 2027 Enterprise Fund Operating and Capital Budgets for  
100 Water, Wastewater, Sanitation, and EJRP Program Fund; and Warn Public Hearing for Utility Rates for  
101 April 29<sup>th</sup>

102 Finance Director Morris began by speaking about the EJRP Program Fund, noting that the only change from  
103 February in this third round of reviewing these budgets is that they have updated the allocations for some of  
104 the citywide shared expenses. She noted that the EJRP Program Fund is in a \$33,000 deficit (brought down  
105 from a \$68,000 deficit in the first round of budget review). She noted that this deficit can be covered with a  
106 portion of the \$1 million program fund balance. She spoke about the Senior Center Fund, which the City  
107 plans to use to furnish the new Senior Center.  
108

109 Director Morris then spoke about the water, wastewater, and sanitation budgets. She said that they stand at  
110 a combined 7.6% increase for FY27, or roughly \$62 per year for the average household. She noted that  
111 changes from the last round of review in the Water Fund were to reduce the capital transfer and reduce  
112 postage expenses related to billing, to reduce the overall budget by \$51,000. She also noted a reduction in  
113 the Wastewater Budget of \$5,000 since the last round of review, through a reduction in the capital transfer.  
114 She said that they have been able to reduce the estimated stormwater fee for the wastewater fund based on  
115 the updated and finalized stormwater budget and rates. She noted that they have reduced the Sanitation  
116 Budget by around \$53,000 since the last round of review, by increasing the revenue assumptions for the two-  
117 party agreement with the Town, reducing the postage amount for utility billing, and reducing the capital  
118 transfer. She then spoke about operating budgets, noting that the Stormwater operating budget has seen the  
119 biggest change—an increase of \$77,00—for the vacuum truck camera and an increase in capital transfer, as  
120 well as decreases for professional services, repair and maintenance, and other maintenance categories. She  
121 said that in working with a third-party vendor on accounting for the stormwater utility, they have recalculated  
122 the stormwater utility rate for FY27, which will be \$88.91 per ERU. She then spoke about the Enterprise  
123 Capital Funds for each of these budgets, noting that the Water Fund and Wastewater Fund’s capital transfers  
124 were level-funded from FY26, that there is a \$20,000 increase in the capital transfer for the Sanitation Fund  
125 over FY26, and that the Stormwater Fund has added a significant amount to capital. She noted a previous  
126 question from City Council President Thibeault about whether an increased capital transfer in Stormwater  
127 would have an impact on the bond vote, particularly for the Hiawatha project. She said that in order to conduct  
128 the Hiawatha project on the required timeline (by 2028) and if the City chose not to bond for the expense of  
129 the project, the City could absorb the full amount in FY27 or spread the cost over two fiscal years (FY27 and  
130 FY28). She said that if the City pursues the first option, the ERU rate would be \$286, and if they spread it  
131 over two years, the ERU rate would be \$215.  
132

133 **Councilor Certa made a motion, seconded by Councilor Shelden, that the City Council approve the**  
134 **FY27 Enterprise Fund operating and capital budgets for Water, Wastewater, Sanitation, Stormwater,**  
135 **and EJRP Program Fund as presented. The motion passed 5-0.**  
136

137 **Councilor Certa made a motion, seconded by Councilor Shelden, that the City Council warn a public**  
138 **hearing on April 29, 2026 for FY27 rate setting for the Water, Wastewater, Sanitation, and Stormwater**  
139 **funds. The motion passed 5-0.**  
140

141 **6. CONSENT ITEMS**

- 142 a. Approve Meeting Minutes – March 11, 2026  
143 b. Approve July 4<sup>th</sup> Fireworks Display Permit – EJRP  
144 c. Approve Memorial Day Banner Request  
145 d. Approve Memorial Day Street Closure  
146 e. Approve Main Street Sidewalk Bid Award  
147 f. Approve Certification of Compliance for Town Road and Bridge Standards and Network Inventory  
148

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

152 **7. COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the City’s  
153 Annual Meeting and voting day is April 14, 2026. She also spoke briefly about the Streets As Places  
154 Grant opportunity from Local Motion, which is a small grant opportunity for community members to do  
155 block parties and revitalize streets for people. City Council President Thibeault noted that the City’s food  
156 drive is still going on through March 30 at 2 Lincoln Street.  
157

158 **8. READING FILE**

- 159 a. Check Warrant #24112 – March 20, 2026  
160 b. Brad Luck Resolution of Appreciation – Signed  
161 c. Streets as Places Grant Program Guide

- 162 d. SFY27 TA 60 Annual Financial Plan Essex Junction
- 163 e. Manager Evaluation Report
- 164 f. Comprehensive Plan Progress Report and Public Engagement Plan
- 165 g. EPD Preparedness Concerning Immigration Enforcement
- 166 h. Planning Commission Minutes – March 5, 2026
- 167 i. Board of Civil Authority Minutes – March 9, 2026
- 168 j. Tree Farm Management Group Minutes – March 10, 2026
- 169 k. Bike Walk Advisory Committee Minutes – March 12, 2026

170

171 9. **EXECUTIVE SESSION**

- 172 a. None anticipated

173

174 10. **ADJOURN**

175

176 **Councilor Certa made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion**

177 **passed 5-0 at 7:08 P.M.**

178

179 Respectfully Submitted,

180 Amy Coonradt

## **Celebrate Arbor Day**

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, Trees are a renewable resource, giving us paper, wood for our homes, fuel for our fires, and countless other wood products and

Whereas, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Amber Thibeault, President of the Essex Junction City Council, do hereby proclaim May 13, 2026, as

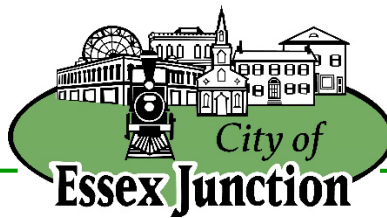
## **Arbor Day**

In the City of Essex Junction, I urge all citizens to celebrate Arbor Day and support efforts to protect trees and woodlands, and

Further, I urge all community members to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 15 day of April 2026,

President \_\_\_\_\_



## MEMORANDUM

**To:** City Council; City Manager; Finance Director  
**From:** Mark Brislin, Director – Essex Junction Recreation & Parks  
**Meeting Date:** April 15, 2026  
**Subject:** Recreation Software Transition Recommendation

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**Issue:** EJRP's current recreation management software is not meeting expectations, and a new software system is needed.

### **Discussion:**

EJRP transitioned to a new recreation management software within the past year. While program setup and customer registration have performed adequately, the system has not met operational expectations.

Ongoing challenges include:

- Unresolved financial reporting issues
- Inefficient workflows requiring staff workarounds
- Limited functionality in facilities, memberships, and ticketing
- Inconsistent refund processing
- Residency integration issues (e.g., Polygon)
- Limited responsiveness on support requests

These issues have impacted efficiency, limited reporting capabilities, and customer service.

Staff evaluated alternatives in addition to consulting with peer communities using similar systems, including those with licensed childcare.

Following this research it was found that Rec Technologies is the only system that would serve all EJRP's needs. Rec Technologies offers a modern, mobile-first platform with integrated program management, facility scheduling, communications, and payment processing. The system also includes enhanced tools such as automated communications, improved reporting, and AI-supported features.

Rec Technologies has demonstrated stronger functionality, responsiveness, and alignment with EJRP's operational needs.

Rec Technologies is uniquely positioned to meet EJRP's needs, particularly in supporting both recreation programming and licensed childcare within a single system. Comparable alternatives do not offer the same integrated capabilities. Therefore, the procurement process for this is a sole source contract.

### **Cost:**

- Implementation & Training: \$15,000 (one-time)
- Annual Fee: \$50,000
- Processing Fees: 3.5% + \$0.30 per transaction (passed to users)

EJRP has the ability to offset a portion of the annual fee through program and transaction fees, reducing the net cost to the general fund.

**Recommendation:**

EJRP recommends transitioning to Rec Technologies, with going live on September 1, 2026, following use of the current system through August.

**Recommended Motion:**

I move that the City Council authorize the City Manager to enter into an agreement with Rec Technologies for recreation management software services, including a one-time cost of \$15,000 and an annual fee of \$50,000, effective September 1, 2026.

**Attachments:** None.



**Memo**

To: City Council  
From: Chelsea Mandigo, Water Quality Superintendent  
Date: April 15, 2026  
Subject: Participation in VTRANS grants-in-aid program for fiscal year 2027

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**Issue:** Participate in the Vermont Agency of Transportation (VTRANS) Municipal Roads Grants-in-Aid program for fiscal year 2027 (FY'27).

**Discussion:** VTRANS grants-in-aid program assists municipalities in complying with the requirements of the statewide Municipal Roads General Permit (MRGP). This permit requires municipalities to repair eroded catch basin outlets to help mitigate phosphorus in stormwater runoff. The money is allocated based on the amount of "hydrologically connected" road miles as defined by the MRGP/MS4. The city falls into the category of <5-10 Connect Road miles. For FY'27, we have been allocated \$6,000 towards an outlet stabilization project. A match of 20% is required and can include in-kind contributions ranging from transportation, use of municipally owned road equipment, crew labor, municipal staff time, and other costs directly related to the repair work.

A signed letter of intent (attached) is required to indicate we want to participate in the program for Fiscal Year 2027. The letter is due May 1st, with project completion by September 30, 2027.

**Cost:** Grant award: \$6,000

Match required: \$1,200 (cash or in-kind)

Source of match: FY'27 Stormwater grant match account

**Recommendation:** It is recommended that the City Council authorize the City Manager to sign the Letter of Intent to participate in the VTRANS Municipal Roads Grant-in-Aid program for fiscal year 2027.

**Recommended Motion:**

"I move that the City Council authorize the City Manager to sign the VTRANS Municipal Roads Grant-in-aid program intent to participate letter for fiscal year 2027."



## LETTER OF INTENT TO PARTICIPATE IN THE SFY27 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that  
the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2027.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for **hydrologically connected** municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2027 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Duly Authorized Representatives)

Municipality: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Town* *Zip*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Town Clerk (2<sup>nd</sup> contact): \_\_\_\_\_ Email: \_\_\_\_\_ -

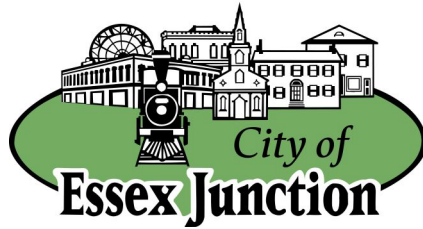
Unique Entity Identifier (SAM #): \_\_\_\_\_ Fiscal Year End Month (MM): \_\_\_\_\_

Note: Primary Contact is responsible for grant execution on Town’s behalf, Secondary Contact must be Town Clerk.

**This form must be submitted via email by May 1st, 2026, to indicate participation.**

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: [Grantsinaid@vermont.gov](mailto:Grantsinaid@vermont.gov)

**This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.**



## Memorandum

**To:** City Council, Regina Mahony, City Manager  
**CC:** Ron Hoague, Police Chief  
**From:** Susan McNamara-Hill, Clerk  
**Re:** Liquor License applications  
**Date:** April 15, 2026

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## Issue

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the April 10, 2026, memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

## Discussion

The following applications have been reviewed by the police department and are recommended for approval.

1<sup>st</sup> class and 3<sup>rd</sup> class (3<sup>rd</sup> class provides the ability to sell spirits (liquor containing higher alcohol content than beer and wine) and fortified wines for consumption only on licensed premises):

- Brown Lab Pub Co (McGillicuddy's Five Corners, 4 Pearl Street, includes outside consumption)
- Kanz Corporation (On Tap Bar and Grill, 4 Park Street, includes outside consumption)
- Sparky's BBQ & Grill LLC (Sparky's Bar and Grill, 4 Lincoln Place, includes outside consumption)
- SE & NP Inc (Park Place Tavern, 38 Park Street, includes outside consumption)

2<sup>nd</sup> Class (sells beer, wine and ready-to-drink spirits beverages for off-premise consumption):

- Secret Agents (Central Beverage, 4 Central Street)\*\*  
\*\*includes tobacco and tobacco substitute.

Tobacco and Tobacco Substitute:

- Good Stuff Inc. (Good Stuff of Essex, 94 Pearl Street)

## Recommendation

Staff recommends that the Council approve the Liquor, Tobacco and tobacco substitute license applications for businesses listed in the April 10, 2026, memorandum re: "Liquor License Applications".

# DEPARTMENTAL MEMORANDUM



Date: April 10, 2026

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**To:** Regina Mahony  
City Manager

**From:** Ron Hoague  
Chief of Police

**Subject:** Liquor License Applications

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

Brown Lab Pub Co. <i>Includes 3<sup>rd</sup> class and outside consumption</i>	DBA: McGillicuddy's Five Corners 4 Pearl Street, Suite 105 Essex Junction, VT 05452
Kanz Corporation <i>Includes 3<sup>rd</sup> class and outside consumption</i>	DBA: On Tap Bar and Grill 4 Park Street Essex Junction, VT 05452
SE & NP, Inc <i>Includes 3<sup>rd</sup> class and outside consumption</i>	DBA: Park Place Tavern 38 Park Street Essex Junction, VT 05452
Sparky's BBQ & Grill LLC <i>Includes 3<sup>rd</sup> class and outside consumption</i>	DBA: Sparky's Bar & Grill 4 Lincoln Place Essex Junction, VT 05452

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

Secret Agents, LLC <i>Includes Tobacco</i>	DBA: Central Beverage 4 Central Street Essex Junction, VT 05452
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The police department conducted records review of the following tobacco license applicants. There was nothing of concern found:

Good Stuff Inc.	DBA: Good Stuff of Essex 94 Pearl Street Essex Junction, VT 05452
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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	03/17/26	Degreaser 552607627657	210-5-40-12-610.000 General Supplies	72.78	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/24/26	Shop Supplies 552608327834	210-5-40-12-610.000 General Supplies	110.64	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/25/26	HEADLGH-T-SLVSTR 552608427848	210-5-40-12-430.000 R&M Vehicles & Equipment	30.12	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/26/26	Brake pads and brake clea 552608527868	210-5-40-12-430.000 R&M Vehicles & Equipment	89.99	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/27/26	Degreaser 552608666209	210-5-40-12-610.000 General Supplies	54.26	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/27/26	Supplies 552608690233	210-5-40-12-610.000 General Supplies	111.44	58196	04/03/26
05290	ADVANCE AUTO PARTS 9820	03/30/26	Supplies 552608946644	210-5-40-12-610.000 General Supplies	7.26	58196	04/03/26
28555	ALLEGIANCE TRUCKS	03/23/26	Repair to Truck #7 R122006290:0	210-5-40-12-430.000 R&M Vehicles & Equipment	550.84	58197	04/03/26
28555	ALLEGIANCE TRUCKS	03/23/26	Fleetrite Diesel Exhaust X401050189:0	210-5-40-12-626.000 Gasoline	49.95	58197	04/03/26
80184	AMAZON BUSINESS SERVICES	03/25/26	BL Supplies, AColl MAR26 16WCJYQHP3KN	210-5-35-10-640.201 Adult Collection	49.42	58199	04/03/26
80184	AMAZON BUSINESS SERVICES	03/25/26	BL Supplies, AColl MAR26 16WCJYQHP3KN	210-5-35-10-610.000 General Supplies	23.11	58199	04/03/26
80184	AMAZON BUSINESS SERVICES	03/26/26	BL Tech Supplies MAR26 1DCT4NT17DYH	210-5-35-10-610.000 General Supplies	51.58	58199	04/03/26
80184	AMAZON BUSINESS SERVICES	03/23/26	BL CProg MAR26 1VNG14KNJGTV	210-5-35-10-840.202 Childrens Programs	71.92	58199	04/03/26
19815	AMAZON CAPITAL SERVICES	03/19/26	Senior Supplies 1XCYGP4PKLF6	210-5-30-10-610.000 General Supplies	51.96	58200	04/03/26
80272	BEAN, NANCY L.	03/17/26	Stipend PCAB March 2026 031726Bean	210-5-11-10-190.000 Board Member Payments	50.00	58204	04/03/26
00530	BRODART CO	03/17/26	BL JBooks MAR26 B7184261	210-5-35-10-640.202 Juvenile Collection	32.68	58206	04/03/26
00530	BRODART CO	03/17/26	BL JBooks MAR26 B7184261	210-5-35-10-610.000 General Supplies	3.03	58206	04/03/26
16030	BROWN ELECTRIC	03/24/26	Site: 34 Park Street- str 41209	210-5-40-12-610.200 Streetlight Supplies	995.49	58207	04/03/26
16030	BROWN ELECTRIC	03/30/26	34 Park Street lights 41233	210-5-40-12-610.200 Streetlight Supplies	3656.45	58207	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-41-26-530.000 Communications	280.38	58209	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-30-13-530.000 Communications	26.23	58209	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-41-22-530.000 Communications	52.46	58209	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-41-23-530.000 Communications	193.69	58209	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-41-20-530.000 Communications	357.63	58209	04/03/26
30360	BURLINGTON TELECOM	04/01/26	Phone Service March 2026 43985040126	210-5-40-12-530.000 Communications	160.46	58209	04/03/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30360	04/01/26	BL Phone Internet MAR26 BT 042026	210-5-41-21-530.000 Communications	343.12	58209	04/03/26
03000	03/23/26	DEICER SALT ICE CNTRL BLK 2912209367	210-5-40-12-600.000 Salt, Sand and Gravel	2254.67	58210	04/03/26
03000	03/25/26	DEICER SALT ICE CNTRL BLK 2912219682	210-5-40-12-600.000 Salt, Sand and Gravel	10164.92	58210	04/03/26
03000	03/25/26	DEICER SALT ICE CNTRL BLK 2912219683	210-5-40-12-600.000 Salt, Sand and Gravel	4359.10	58210	04/03/26
21210	03/19/26	3X10 BLACK MAT 4263159356	210-5-40-12-610.000 General Supplies	26.30	58211	04/03/26
21210	03/26/26	3X10 BLACK MAT 4263904338	210-5-40-12-610.000 General Supplies	26.30	58211	04/03/26
04940	03/19/26	Backup Internet March 013634331926	210-5-41-20-530.000 Communications	164.89	58212	04/03/26
04940	03/03/26	Cable TV 020772203192	210-5-41-22-530.000 Communications	25.66	58213	04/03/26
17025	03/27/26	Recording Secretary CC 3/ 0240	210-5-11-10-330.000 Professtional Services	37.08	58215	04/03/26
17025	04/01/26	Recording Secretary CC 3/ 0241	210-5-11-10-330.000 Professtional Services	49.44	58215	04/03/26
80226	03/17/26	Stipend BLT March 2026 031726Dow	210-5-35-10-190.000 Board Member Payments	50.00	58217	04/03/26
35260	03/26/26	Election official safety S10000148300	210-5-12-10-820.000 Elections	165.00	58219	04/03/26
V0777	03/15/26	March Web Ad 439477	210-5-10-10-540.000 Advertising	145.00	58222	04/03/26
V0777	03/31/26	Newsletter April 442227	210-5-10-10-540.000 Advertising	615.00	58222	04/03/26
V0795	02/28/26	Due to Town Feb 2026 022826	210-2-00-00-215.000 Due to Town	43.00	58223	04/03/26
V0795	03/19/26	Q3 FY26 shared services 1445	210-5-15-10-330.000 Professional Services	23643.75	58224	04/03/26
V0795	03/19/26	Q3 FY26 shared services 1445	210-5-95-00-900.000 Transfer Between Town/Cit	47184.50	58224	04/03/26
V0795	03/19/26	Q3 FY26 shared services 1445	210-5-18-10-800.108 Essex Police Dept	752088.25	58224	04/03/26
14320	03/30/26	school tax Apr 2026 Apr 2026	210-2-00-00-215.001 Due to School District	10794769.44	58225	04/03/26
244635	03/10/26	Managers Luncheon March 2 20260310	210-5-10-10-500.000 Training, Conf, Dues	29.64	58228	04/03/26
244635	03/17/26	Selectboard Essentials Re 21670	210-5-10-10-500.000 Training, Conf, Dues	28.00	58228	04/03/26
21845	03/19/26	BL Assorted MAR26 0017 0326	210-5-90-00-991.000 Library Donation Expense	50.00	58229	04/03/26
21845	03/19/26	BL Assorted MAR26 0017 0326	210-5-90-00-991.000 Library Donation Expense	75.00	58229	04/03/26
21845	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-840.201 Adult Programs	64.66	58229	04/03/26
21845	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-610.000 General Supplies	466.25	58229	04/03/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	FIRST NATIONAL BANK OMAHA	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-500.000 Training, Conf, Dues	154.54	58229	04/03/26
21845	FIRST NATIONAL BANK OMAHA	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-840.202 Childrens Programs	25.58	58229	04/03/26
21845	FIRST NATIONAL BANK OMAHA	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-505.000 Tech. Subs, Licenses	303.46	58229	04/03/26
21845	FIRST NATIONAL BANK OMAHA	03/19/26	BL Assorted MAR26 0017 0326	210-5-35-10-500.000 Training, Conf, Dues	299.00	58229	04/03/26
21845	FIRST NATIONAL BANK OMAHA	03/19/26	BL Assorted MAR26 0017 0326	210-5-90-00-640.201 Adult Collection replacem	25.50	58229	04/03/26
21840	FIRST NATIONAL BANK OMAHA	03/19/26	PW VISA - 03/10/26-03/19/ 0631031926	210-5-40-12-612.000 Uniforms	19.99	58230	04/03/26
21840	FIRST NATIONAL BANK OMAHA	03/19/26	PW VISA - 03/10/26-03/19/ 0631031926	210-5-40-12-610.000 General Supplies	13.99	58230	04/03/26
25410	FIRST NATIONAL BANK OMAHA	03/19/26	dues 240276	210-5-12-10-500.000 Training Conf Dues	195.00	58231	04/03/26
16000	FISHER AUTO PARTS	03/31/26	Safety Gloves 293-539459	210-5-40-12-609.000 Safety Supplies	46.47	58232	04/03/26
16000	FISHER AUTO PARTS	03/27/26	Scotc11-Brite Hand Pad Ve 3272026	210-5-40-12-610.000 General Supplies	7.24	58232	04/03/26
04035	GOT THAT RENTAL & SALES I	03/26/26	Shop Supplies 151826	210-5-40-12-610.000 General Supplies	203.94	58235	04/03/26
04035	GOT THAT RENTAL & SALES I	03/31/26	SHOVEL RAZORBACK LHRP 151957	210-5-40-12-610.000 General Supplies	79.98	58235	04/03/26
80042	GOV OS INC	03/25/26	April Land Records 1NV12793	210-5-12-10-505.000 Tech. Subs Licenses	364.14	58236	04/03/26
07010	GREEN MOUNTAIN POWER CORP	03/13/26	GMP Non-Solar acct - 02/1 031326NS	210-5-40-12-622.200 Streetlight Electricity	12327.64	58238	04/03/26
07010	GREEN MOUNTAIN POWER CORP	03/13/26	GMP Non-Solar acct - 02/1 031326NS	210-5-40-12-622.000 Electricity	924.41	58238	04/03/26
07010	GREEN MOUNTAIN POWER CORP	03/16/26	Railroad St. crossing si 3616031626	210-5-40-12-622.200 Streetlight Electricity	480.07	58239	04/03/26
07010	GREEN MOUNTAIN POWER CORP	03/16/26	Park/ Railroad signal-02/ 8592031626	210-5-40-12-622.200 Streetlight Electricity	147.42	58240	04/03/26
80046	HAGESTAD CHRISTINA	03/17/26	Stipend PCAB March 2026 031726	210-5-11-10-190.000 Board Member Payments	50.00	58243	04/03/26
80091	HERGESHEIMER KAREN	03/17/26	Stipend BLT March 2026 031726Herges	210-5-35-10-190.000 Board Member Payments	50.00	58244	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/20/26	BL ABooks MAR26 95335692	210-5-35-10-610.000 General Supplies	2.43	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/20/26	BL ABooks MAR26 95335692	210-5-35-10-640.201 Adult Collection	32.90	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-35-10-640.201 Adult Collection	501.87	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-90-00-991.000 Library Donation Expense	38.43	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-90-00-640.201 Adult Collection replacem	43.34	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-90-00-991.000 Library Donation Expense	99.11	58246	04/03/26

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33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-35-10-610.000 General Supplies	57.98	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/23/26	BL A.F.LP.R.Books MAR26 95371856	210-5-90-00-991.000 Library Donation Expense	16.23	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/26/26	BL ABooks MAR26 95478231	210-5-35-10-640.201 Adult Collection	25.29	58246	04/03/26
33495	INGRAM LIBRARY SERVICES I	03/26/26	BL ABooks MAR26 95478231	210-5-35-10-610.000 General Supplies	1.39	58246	04/03/26
80257	JANITECH LLC	03/31/26	Park St Cleaning Supplies INVJT7267	210-5-30-12-610.000 General Supplies	98.35	58247	04/03/26
20365	KEY CHEVROLET BUICK GMC C	03/19/26	Mirror for Truck #15 55487P	210-5-40-12-430.000 R&M Vehicles & Equipment	124.93	58251	04/03/26
21865	LAFAYETTE HIGHWAY SPECIAL	03/13/26	WOOD POST, 8X8, 6' LONG - 36675	210-5-40-12-605.000 Summer Construction Suppl	50.00	58253	04/03/26
80213	Luck, Venessa	03/17/26	Stipend BLT March 2026 031726Luck	210-5-35-10-190.000 Board Member Payments	50.00	58255	04/03/26
80025	MISC REFUNDS	03/27/26	refund vendor error 032726D	210-4-00-00-098.000 Misc Revenue	60.53	58257	04/03/26
80311	Maple Hollow Consulting L	03/19/26	CC Consulting #100	210-5-11-10-500.000 Training, Conferences, Du	300.00	58259	04/03/26
19325	OPEN APPROACH INC	04/01/26	IT Services April 2026 28923	210-5-14-10-505.000 Tech. Subs, Licenses	3315.00	58262	04/03/26
19325	OPEN APPROACH INC	04/01/26	IT Services April 2026 28923	210-5-14-10-330.000 Professional Services	10435.60	58262	04/03/26
19325	OPEN APPROACH INC	04/01/26	IT Services April 2026 28923	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	58262	04/03/26
19325	OPEN APPROACH INC	04/01/26	IT Services April 2026 28923	210-5-25-10-570.000 Other Purchased Services	98.40	58262	04/03/26
V10729	OVERDRIVE INC	03/24/26	BL ADigiBooks MAR26 01459DA26095	210-5-35-10-640.201 Adult Collection	2071.97	58263	04/03/26
80177	PARKER, JENNY	03/17/26	Stipend PCAB March 2026 031726Parker	210-5-11-10-190.000 Board Member Payments	50.00	58265	04/03/26
V9862	PERCY RENTALS, SALES & SE	03/19/26	lawn mower filters and oi 42127	210-5-40-12-430.000 R&M Vehicles & Equipment	315.85	58266	04/03/26
V10641	PPG ARCHITECTURAL COATING	03/31/26	Paints 823220005165	210-5-40-12-610.000 General Supplies	366.91	58270	04/03/26
80215	Pringle-Corcoran, Wendee	03/10/26	Stipend TFMG March 2026 031026Pringl	210-5-11-10-190.000 Board Member Payments	50.00	58271	04/03/26
37430	R R CHARLEBOIS INC	02/09/26	Work done on TRK#34 RC91454	210-5-40-12-430.000 R&M Vehicles & Equipment	3833.65	58272	04/03/26
09105	SECURE SHRED	03/24/26	shred svcs 524059	210-5-12-10-330.000 Professional Services	25.00	58274	04/03/26
09105	SECURE SHRED	03/24/26	EJRP Shred March 524061	210-5-30-10-330.000 Professional Services	25.00	58274	04/03/26
29835	SHERWIN-WILLIAMS	03/25/26	1 INCH BRUSH 2" TRIM 20347	210-5-40-12-610.000 General Supplies	4.24	58275	04/03/26
29835	SHERWIN-WILLIAMS	03/31/26	paint supplies 21006	210-5-40-12-610.000 General Supplies	28.87	58275	04/03/26
04525	STANTEC CONSULTING SVC IN	03/13/26	VT15 Athens Path Cost Est 2533684	210-5-16-10-330.000 Professional Services	1500.00	58278	04/03/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	STAPLES ADVANTAGE	03/28/26	TIME CLOCK 6059546455	210-5-40-12-610.000 General Supplies	387.89	58279	04/03/26
V2124	STAPLES ADVANTAGE	03/28/26	Office Supplies for PW 6059546457	210-5-40-12-610.000 General Supplies	49.71	58279	04/03/26
V2124	STAPLES ADVANTAGE	03/28/26	Credit for a return 6059546459	210-5-40-12-610.000 General Supplies	-14.56	58279	04/03/26
V2124	STAPLES ADVANTAGE	03/28/26	Time cards for new time C 6059546461	210-5-40-12-610.000 General Supplies	39.95	58279	04/03/26
80309	TECHmix Division BAUVAL I	03/23/26	Salt 1065116	210-5-40-12-600.000 Salt, Sand and Gravel	3401.03	58281	04/03/26
80309	TECHmix Division BAUVAL I	03/23/26	Salt 1065117	210-5-40-12-600.000 Salt, Sand and Gravel	3519.72	58281	04/03/26
80309	TECHmix Division BAUVAL I	03/24/26	Salt 1065129	210-5-40-12-600.000 Salt, Sand and Gravel	3471.54	58281	04/03/26
80309	TECHmix Division BAUVAL I	03/24/26	Salt 1065130	210-5-40-12-600.000 Salt, Sand and Gravel	3516.19	58281	04/03/26
21000	UNIFIRST CORPORATION	03/25/26	BL MATS MAR26 1080330245	210-5-41-21-400.000 Contracted Services	90.65	58282	04/03/26
28455	UNITED CONSTRUCTION & FOR	03/17/26	COOL-GARDTmll Pre-Mix 2.5 11515322	210-5-40-12-430.000 R&M Vehicles & Equipment	87.28	58283	04/03/26
36130	VERIZON WIRELESS VSAT	03/17/26	Billing period: Feb 18 - 6138795550	210-5-40-12-530.000 Communications	47.47	58285	04/03/26
36130	VERIZON WIRELESS VSAT	03/17/26	Billing period: Feb 18 - 6138795550	210-5-25-10-530.000 Communications	60.08	58285	04/03/26
36130	VERIZON WIRELESS VSAT	03/17/26	Billing period: Feb 18 - 6138795550	210-5-10-10-530.000 Communications	37.45	58285	04/03/26
11935	VIKING-CIVES USA	03/24/26	Plow cutting edge stock 4552100	210-5-40-12-610.000 General Supplies	6978.39	58286	04/03/26
11935	VIKING-CIVES USA	03/24/26	Truck #7 4552101	210-5-40-12-430.000 R&M Vehicles & Equipment	75.00	58286	04/03/26
11935	VIKING-CIVES USA	03/24/26	Description: SPRING TORS 4552102	210-5-40-12-430.000 R&M Vehicles & Equipment	44.00	58286	04/03/26
22070	VILLAGE COPY & PRINT INC.	03/20/26	printing on election env 10530	210-5-12-10-820.000 Elections	337.00	58287	04/03/26
23395	VILLAGE HARDWARE - WILLIS	03/19/26	SEED-SOIL CONSERVATION MI 521787	210-5-40-12-605.000 Summer Construction Suppl	349.48	58288	04/03/26
23395	VILLAGE HARDWARE - WILLIS	03/24/26	Ant killer 521802	210-5-40-12-610.000 General Supplies	25.62	58288	04/03/26
23395	VILLAGE HARDWARE - WILLIS	03/26/26	NUTS-BOLTS-SCREWS 521818	210-5-40-12-610.000 General Supplies	29.80	58288	04/03/26
23395	VILLAGE HARDWARE - WILLIS	03/27/26	Paint supplies for plow 521823	210-5-40-12-430.000 R&M Vehicles & Equipment	62.04	58288	04/03/26
23395	VILLAGE HARDWARE - WILLIS	03/30/26	Supplies: Qwik Cap and Fl 521827	210-5-40-12-610.000 General Supplies	13.28	58288	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-30-10-210.000 Group Insurance	123.60	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-30-12-210.000 Group Insurance	28.04	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-13-10-210.000 Group Insurance	73.95	58289	04/03/26

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21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-40-12-210.000 Group Insurance	53.16	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-12-10-210.000 Group Insurance	14.02	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-10-10-210.000 Group Insurance	89.41	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-16-10-210.000 Group Insurance	37.71	58289	04/03/26
21230	VISION SERVICE PLAN (CT)	03/19/26	Vision Apr 2026 824873018	210-5-35-10-210.000 Group Insurance	96.20	58289	04/03/26
28470	VMERS DB 110800	03/27/26	Payroll Transfer PR-03/27/26	210-2-00-00-210.004 Retirement Payable	27302.01	58290	04/03/26
80130	VMERS DC 110800	03/27/26	Payroll Transfer PR-03/27/26	210-2-00-00-210.004 Retirement Payable	4070.32	58291	04/03/26
29825	VT GAS SYSTEMS	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	210-5-41-23-621.000 Natural Gas/Heating	439.26	58292	04/03/26
29825	VT GAS SYSTEMS	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	210-5-41-22-621.000 Natural Gas/Heating	676.91	58292	04/03/26
29825	VT GAS SYSTEMS	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	210-5-41-21-621.000 Natural Gas/Heating	1146.79	58292	04/03/26
29825	VT GAS SYSTEMS	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	210-5-40-12-621.000 Natural Gas/Heating	662.19	58292	04/03/26
29825	VT GAS SYSTEMS	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	210-5-41-20-621.000 Natural Gas/Heating	630.34	58292	04/03/26
29825	VT GAS SYSTEMS	03/20/26	MSP VT Gas March 810044032026	210-5-41-26-621.000 Natural Gas/Heating	430.34	58293	04/03/26
29825	VT GAS SYSTEMS	03/20/26	MSP VT Gas March 15787560320A	210-5-41-26-621.000 Natural Gas/Heating	398.82	58294	04/03/26
23575	VTCMA	03/24/26	2026 Spring Conference Re F62E69T1	210-5-10-10-500.000 Training, Conf, Dues	100.00	58296	04/03/26
07565	W B MASON CO INC	03/18/26	Park St Cleaning 260746215	210-5-30-12-610.000 General Supplies	498.37	58297	04/03/26
07565	W B MASON CO INC	03/20/26	Office Supplies 260810969	210-5-30-10-610.000 General Supplies	40.89	58297	04/03/26
07565	W B MASON CO INC	03/25/26	2 Lincoln / Clerk Supplie 260897248	210-5-10-10-610.000 General Supplies	85.98	58297	04/03/26
07565	W B MASON CO INC	03/25/26	2 Lincoln / Clerk Supplie 260897248	210-5-12-10-610.000 General Supplies	17.90	58297	04/03/26
07565	W B MASON CO INC	03/25/26	Maint Supplies 260903472	210-5-30-12-610.000 General Supplies	139.16	58297	04/03/26
07565	W B MASON CO INC	03/30/26	Clerk Supplies 260990906	210-5-12-10-610.000 General Supplies	68.00	58297	04/03/26
80209	Wasted Public Bene Corp	03/27/26	MSP Portolets April 12304	210-5-30-12-330.000 Professional Services	330.00	58299	04/03/26
25715	DONALD L. HAMLIN CONSULT	03/30/26	Pocket Park Nov - Feb 202 252815 03302	220-5-00-00-720.002 1 Main; Road Res-Q	6660.00	58216	04/03/26
25715	DONALD L. HAMLIN CONSULT	03/30/26	EJ-Crescent Connector Pha 2282233026	230-5-16-10-890.824 Cres. Connector	3645.00	58216	04/03/26
80077	BREADLOAF CONSTRUCTION CO	12/31/25	2 Lincoln Renovations Dec 23708-15	232-5-41-20-890.832 2 Lincoln Street Renovati	12000.00	58205	04/03/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25625	03/02/26	EJRP Lowes Jan/Feb 4191080326	232-5-41-20-730.000 Buildings & Improvements	3833.83	58254	04/03/26
10220	03/20/26	2 Lincoln Renovations 212395	232-5-41-20-890.832 2 Lincoln Street Renovati	431.00	58260	04/03/26
10220	03/27/26	Mini Split Repair that wa 212487	232-5-41-20-730.002 HVAC	2337.00	58260	04/03/26
40025	03/19/26	supplies water break 6614970	254-5-54-20-433.000 R&M Infrastructure	4805.52	58218	04/03/26
07010	03/13/26	GMP Non-Solar acct - 02/1 031326NS	254-5-54-20-622.000 Electricity	261.08	58238	04/03/26
36130	03/17/26	Billing period: Feb 18 - 6138795550	254-5-54-20-530.000 Communications	104.96	58285	04/03/26
21230	03/19/26	Vision Apr 2026 824873018	254-5-54-20-210.000 Group Insurance	67.27	58289	04/03/26
29825	03/20/26	Serv Date: 02/19/26-03/18 VGS32026	254-5-54-20-621.000 Natural Gas/Heating	477.96	58292	04/03/26
14685	03/17/26	Phase loss Panel- repara 98973	255-5-55-30-431.000 R&M Buildings	615.00	58198	04/03/26
14685	03/27/26	Replace defective contact 99399	255-5-55-30-570.000 Other Purchased Services	2305.38	58198	04/03/26
04940	03/23/26	Services from Mar 30, 202 031602803232	255-5-55-30-530.000 Communications	189.89	58214	04/03/26
V10734	02/16/26	(1/16/26-2/16/26) - Febru 2602WWTP	255-5-55-30-622.000 Electricity	2218.85	58220	04/03/26
06870	03/18/26	Constituent Monitoring 569764	255-5-55-30-340.000 Technical Services	50.00	58221	04/03/26
38955	03/25/26	Circular Pump 95266398	255-5-55-30-431.000 R&M Buildings	1487.85	58226	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service 0481031926	255-5-55-30-618.000 Laboratory Supplies	49.98	58227	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service 0481031926	255-5-55-30-570.000 Other Purchased Services	998.99	58227	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service 0481031926	255-5-55-30-510.000 Permits, Licenses, Reg	0.99	58227	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service 0481031926	255-5-55-30-612.000 Uniforms	109.98	58227	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service 0481031926	255-5-55-30-500.000 Training, Conf, Dues	272.70	58227	04/03/26
24785	03/18/26	DUST CAP 9845536805	255-5-55-30-570.000 Other Purchased Services	37.88	58237	04/03/26
24785	03/18/26	DUST PLUG 9846168376	255-5-55-30-570.000 Other Purchased Services	84.20	58237	04/03/26
24785	03/23/26	CIRCULATING PUMP, FLANGE, 1 9851787854	255-5-55-30-570.000 Other Purchased Services	723.33	58237	04/03/26
07010	03/20/26	GMP 39 Cascade Street Cascade03202	255-5-55-30-622.000 Electricity	24680.21	58241	04/03/26
09050	03/17/26	AMMONIA TNT+, 14919274	255-5-55-30-618.000 Laboratory Supplies	271.86	58242	04/03/26
V1093	03/20/26	Sodium Aluminate PI38324	255-5-55-30-619.000 Chemicals	14899.06	58245	04/03/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
42805	03/24/26	Bacteria for Nitrificatio	3UU1099	255-5-55-30-619.000 Chemicals	2827.42	58256	04/03/26
V1661	03/12/26	Lab Supplies	533227	255-5-55-30-618.000 Laboratory Supplies	737.21	58261	04/03/26
19325	04/01/26	IT Services April 2026	28923	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	58262	04/03/26
03160	03/20/26	POLYMER FOR DEWATERING	910800C	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	58264	04/03/26
V2093	03/24/26	Bleach 15%	499801	255-5-55-30-619.000 Chemicals	9067.17	58276	04/03/26
V2093	03/25/26	Sodium Bicarbonate,	499832	255-5-55-30-619.000 Chemicals	4468.00	58276	04/03/26
02970	03/24/26	3 Floats	INV00999352	255-5-55-30-570.000 Other Purchased Services	427.80	58284	04/03/26
36130	03/17/26	Billing period: Feb 18 -	6138795550	255-5-55-30-530.000 Communications	37.45	58285	04/03/26
21230	03/19/26	Vision Apr 2026	824873018	255-5-55-30-210.000 Group Insurance	85.09	58289	04/03/26
29825	03/20/26	Serv Date: 02/19/26-03/18	VGS32026	255-5-55-30-621.000 Natural Gas/Heating	3796.07	58292	04/03/26
07010	03/13/26	GMP Non-Solar acct - 02/1	031326NS	256-5-56-40-622.000 Electricity	662.66	58238	04/03/26
36130	03/17/26	Billing period: Feb 18 -	6138795551	256-5-56-40-434.001 Susie Wilson PS Costs	22.98	58285	04/03/26
36130	03/17/26	Billing period: Feb 18 -	6138795551	256-5-56-40-434.000 R&M Pump Stations	89.22	58285	04/03/26
36130	03/17/26	Billing period: Feb 18 -	6138795551	256-5-56-40-434.002 West Street PS Costs	22.98	58285	04/03/26
21230	03/19/26	Vision Apr 2026	824873018	256-5-56-40-210.000 Group Insurance	50.85	58289	04/03/26
29825	03/20/26	Serv Date: 02/19/26-03/18	VGS32026	256-5-56-40-434.001 Susie Wilson PS Costs	52.44	58292	04/03/26
29825	03/20/26	Serv Date: 02/19/26-03/18	VGS32026	256-5-56-40-621.000 Natural Gas/Heating	353.30	58292	04/03/26
29825	03/20/26	Serv Date: 02/19/26-03/18	VGS32026	256-5-56-40-434.002 West Street PS Costs	51.36	58292	04/03/26
VI633	03/24/26	RF1-157 debt payment	RF1-157 0324	256-5-56-70-955.002 RF1-157 PS upgrade	10956.90	58298	04/03/26
VI633	03/24/26	RF1-157 debt payment	RF1-157 0324	256-2-00-00-250.002 RF1-157	56162.59	58298	04/03/26
29280	03/19/26	WWTF Visa 0481 - Service	0481031926	257-5-57-50-500.000 Training, Conferences, Du	370.00	58227	04/03/26
21230	03/19/26	Vision Apr 2026	824873018	257-5-57-50-210.000 Group Insurance	18.65	58289	04/03/26
19815	03/24/26	RK EES 1-2 Supplies	11G4G9FGYKPF	259-5-30-15-610.000 General Supplies	100.71	58200	04/03/26
19815	03/15/26	Egg Hunt Supplies	11Y1RPJVXTKG	259-5-30-14-610.000 General Supplies	60.45	58200	04/03/26
19815	03/11/26	Program Supplies	137CHJKNJRD7	259-5-30-14-610.000 General Supplies	197.92	58200	04/03/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/26/26	RK Town Behavior Supplies 13MQNNPCTVH9	259-5-30-15-610.000 General Supplies	32.77	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/13/26	RK Founders Supplies 1493Y9C677L3	259-5-30-15-610.000 General Supplies	124.38	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	RK Founders Supplies 14CHFXPJFR7V	259-5-30-15-610.000 General Supplies	54.91	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	Vac Camp Supplies 14MWH1F4JXM9	259-5-30-15-610.000 General Supplies	101.35	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/23/26	PS Discoverers Supplies 14QMGKL7DC77	259-5-30-16-610.000 General Supplies	103.40	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/11/26	Office Supplies 16FR7GND9XKT	259-5-30-14-610.000 General Supplies	15.82	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/19/26	Egg Hunt Supplies 16J1YG6TND6R	259-5-30-14-610.000 General Supplies	131.89	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/27/26	Town Behavior Supplies 16PVV3YHCQGM	259-5-30-15-610.000 General Supplies	65.99	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/27/26	Vac Camp Supplies 17MJNXD76QYD	259-5-30-15-610.000 General Supplies	64.95	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	RK Founders Supplies 17NC9D4KGW63	259-5-30-15-610.000 General Supplies	19.99	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/17/26	RK Fleming Supplies 1936DXYFT7X6	259-5-30-15-610.000 General Supplies	108.39	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	Program Supplies 19DXCXQK7M9M	259-5-30-14-610.000 General Supplies	51.52	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/24/26	RK EES 1-2 Supplies 1C6R6JRNQQ7G	259-5-30-15-610.000 General Supplies	18.61	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/24/26	CPR Masks 1CJMOWND1YTR	259-5-30-15-610.000 General Supplies	53.96	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/25/26	Egg Hunt Supplies 1CJMOWNDR4V1	259-5-30-14-610.000 General Supplies	79.95	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/30/26	Childcare Hiring 1CKPHQHGXQLC	259-5-30-15-610.000 General Supplies	17.14	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	PS Supplies 1CKWJ4V7FV76	259-5-30-16-610.000 General Supplies	47.55	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/20/26	RK Hiawatha Supplies 1DKX1VP6GL7T	259-5-30-15-610.000 General Supplies	80.71	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/27/26	Room For Me Grant Stools 1DQMN9MMGX7G	259-5-30-15-895.000 State and Other Grant Exp	156.72	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/26/26	RK MSP Supplies 1H4KQ3DGHYVY	259-5-30-15-610.000 General Supplies	98.01	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/12/26	PS Explorers Supplies 1J7MP3DC9FHT	259-5-30-16-610.000 General Supplies	123.89	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/12/26	RK MSP Supplies 1JF3MXFRFYVY	259-5-30-15-610.000 General Supplies	67.45	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/16/26	RK MSP Supplies 1JGFLG4LFRMN	259-5-30-15-610.000 General Supplies	59.93	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/10/26	PS Lobby CREDIT 1KXRF6LKLQ3L	259-5-30-16-610.000 General Supplies	-263.99	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/14/26	PS Supplies 1L4JNH9NJRM9	259-5-30-16-610.000 General Supplies	157.00	58200	04/03/26

09:45 am

Check Warrant Report # 24115 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 04/03/26 To 04/03/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/16/26 RK Westford Supplies 1LL7HDWY7Q7X	259-5-30-15-610.000 General Supplies	132.92	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/27/26 RK Founders Supplies 1M1JDCK66GM6	259-5-30-15-610.000 General Supplies	115.08	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/19/26 PS Supplies 1MH7L4PDKDXF	259-5-30-16-610.000 General Supplies	116.25	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/27/26 RK Westford Supplies 1MVRXLVDMFFF	259-5-30-15-610.000 General Supplies	15.98	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/20/26 RK Fleming Supplies 1NKCXL3T1RWC	259-5-30-15-610.000 General Supplies	14.81	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/10/26 RK Westford Supplies 1NRHLQ4HH96Q	259-5-30-15-610.000 General Supplies	125.38	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/26/26 RK MSP Supplies 1QCM11TFG4XL	259-5-30-15-610.000 General Supplies	10.52	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/12/26 RK EES K Supplies 1RRLQ9447X6R	259-5-30-15-610.000 General Supplies	201.03	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/23/26 RK Fleming Supplies 1RYDXFPRCKXT	259-5-30-15-610.000 General Supplies	29.99	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/23/26 RK Hiawatha Supplies 1TWJMC6361DG	259-5-30-15-610.000 General Supplies	9.99	58200	04/03/26
19815	AMAZON CAPITAL SERVICES	03/12/26 RK Hiawatha Supplies 1XHP164GGJD6	259-5-30-15-610.000 General Supplies	60.55	58200	04/03/26
20765	BURLINGTON GLASS CENTER(G	03/26/26 Room For Me Window K0058389	259-5-30-15-895.000 State and Other Grant Exp	712.48	58208	04/03/26
38955	F W WEBB COMPANY	03/16/26 Room For Me CREDIT 95198175	259-5-30-15-895.000 State and Other Grant Exp	-471.29	58226	04/03/26
80192	Fountain of Youth Fitness	03/23/26 Lifting Spirits 3/23 032326D	259-5-30-14-330.000 Professional Services	109.60	58233	04/03/26
80192	Fountain of Youth Fitness	03/30/26 Lifting Spirits 3/30 033026D	259-5-30-14-330.000 Professional Services	93.60	58233	04/03/26
20195	GET AIR	03/19/26 Vac Camp 3/19 031926D	259-5-30-15-330.000 Professional Services	991.38	58234	04/03/26
20135	KAMCO SUPPLY CORP OF BOST	03/23/26 Room For Me Partitions SI818690	259-5-30-15-895.000 State and Other Grant Exp	10633.56	58250	04/03/26
V1248	KITCHEN WORLD, INC	03/11/26 Room For Me Grant 81125	259-5-30-15-895.000 State and Other Grant Exp	1277.00	58252	04/03/26
25625	LOWE'S - 1080	03/02/26 EJRP Lowes Jan/Feb 4191080326	259-5-30-15-895.000 State and Other Grant Exp	2195.71	58254	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	01/19/26 RK EES 1-2 Snack 540050	259-5-30-15-610.000 General Supplies	370.29	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/16/26 RK EES 1-2 Snack 575869	259-5-30-15-610.000 General Supplies	185.35	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/18/26 Vac Camp Snack 576733	259-5-30-15-610.000 General Supplies	224.22	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/16/26 RK Founders Snack 576793	259-5-30-15-610.000 General Supplies	177.50	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/18/26 RK Milk - See Credit 576795	259-5-30-15-610.000 General Supplies	16.82	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/18/26 Vac Camp Snack 578549	259-5-30-15-610.000 General Supplies	67.75	58267	04/03/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD 24793-EJ	03/23/26	RK Westford Snack 579181	259-5-30-15-610.000 General Supplies	120.44	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/23/26	RK EES 1-2 Snack 579609	259-5-30-15-610.000 General Supplies	283.73	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/21/26	CREDIT RK 5/18 Snack Orde 581020	259-5-30-15-610.000 General Supplies	-16.82	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/23/26	RK Founders Snack 581228	259-5-30-15-610.000 General Supplies	245.67	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/23/26	RK Hiawatha Snack 581230	259-5-30-15-610.000 General Supplies	191.10	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/23/26	RK MSP Snack 581240	259-5-30-15-610.000 General Supplies	458.91	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/30/26	RK EES 1-2 Snack 582610	259-5-30-15-610.000 General Supplies	294.70	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/25/26	RK EES K Snack 582750	259-5-30-15-610.000 General Supplies	96.80	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/25/26	RK EES K Snack 582759	259-5-30-15-610.000 General Supplies	32.44	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/30/26	RK Fleming Snack 583503	259-5-30-15-610.000 General Supplies	380.84	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/30/26	RK EES K Snack 585103	259-5-30-15-610.000 General Supplies	134.11	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/30/26	RK MSP Snack 585104	259-5-30-15-610.000 General Supplies	242.92	58267	04/03/26
29425	PERFORMANCE FOOD 24793-EJ	03/31/26	RK Founders Snack 586390	259-5-30-15-610.000 General Supplies	234.03	58267	04/03/26
80071	PLUM THERAPY LLC	04/01/26	Clinical Supervision Marc 040126D	259-5-30-15-330.000 Professional Services	300.00	58269	04/03/26
20620	RASCO, LAURA	03/21/26	PS Playgroup Feb 032126D	259-5-30-14-330.000 Professional Services	180.00	58273	04/03/26
29835	SHERWIN-WILLIAMS	03/12/26	Room For Me Paint 190421950403	259-5-30-15-895.000 State and Other Grant Exp	56.21	58275	04/03/26
29835	SHERWIN-WILLIAMS	03/11/26	Room For Me Paint 623301418703	259-5-30-15-895.000 State and Other Grant Exp	71.02	58275	04/03/26
29835	SHERWIN-WILLIAMS	03/12/26	Room For Me Paint CREDIT 627101418703	259-5-30-15-895.000 State and Other Grant Exp	-27.18	58275	04/03/26
29835	SHERWIN-WILLIAMS	03/12/26	Room For Me Paint 627281418703	259-5-30-15-895.000 State and Other Grant Exp	24.22	58275	04/03/26
45825	SPARE TIME	03/02/26	Vac Camp 3/2 56048140	259-5-30-15-330.000 Professional Services	803.00	58277	04/03/26
45825	SPARE TIME	02/26/26	Vac Camp 2/26 56310437	259-5-30-15-330.000 Professional Services	429.00	58277	04/03/26
23495	STUDENT TRANSPORTATION OF	03/24/26	Vac Camp Bus 3/19-20 70343235	259-5-30-15-580.000 Travel	946.32	58280	04/03/26
23495	STUDENT TRANSPORTATION OF	03/24/26	Vac Camp Bus 3/19-20 70343236	259-5-30-15-580.000 Travel	695.25	58280	04/03/26
23495	STUDENT TRANSPORTATION OF	03/24/26	Vac Camp Bus 3/19-20 70343237	259-5-30-15-580.000 Travel	714.56	58280	04/03/26
36130	VERIZON WIRELESS VSAT	03/17/26	Billing period: Feb 18 - 6138795550	259-5-30-16-530.000 Communications	37.45	58285	04/03/26

04/03/26  
09:45 am

City of Essex Junction Accounts Payable  
Check Warrant Report # 24115 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 04/03/26 To 04/03/26

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Cdelibac

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	03/19/26	VISION SERVICE PLAN (CT) 824873018	259-5-30-16-210.000 Group Insurance	54.14	58289	04/03/26
21230	03/19/26	VISION SERVICE PLAN (CT) 824873018	259-5-30-15-210.000 Group Insurance	130.14	58289	04/03/26
06195	03/26/26	VT INSTITUTE OF NATURAL S V2052	259-5-30-15-330.000 Professional Services	1032.50	58295	04/03/26
80310	03/20/26	Monkey Do LLC 1059	259-5-30-15-330.000 Professional Services	595.00	58299	04/03/26
Report Total				11954683.01		

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 \$ 11,954,683.01  
Let this be your order for the payments of these amounts.

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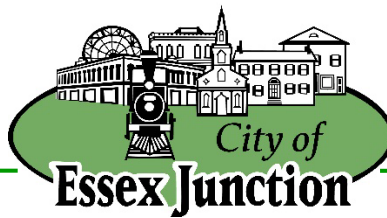
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## MEMORANDUM

**To:** City Council  
**From:** Joanne Pfaff  
**Meeting Date:** April 15, 2026  
**Subject:** Regional Boards and Committees

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

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

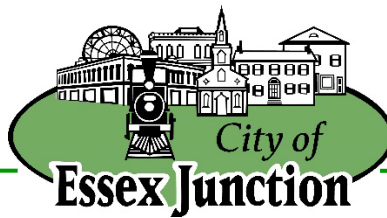
[Chittenden Solid Waste District](#)  
[Town Meeting TV](#)  
[Chittenden County Communications Union District](#)  
[Green Mountain Transit](#)  
[Winooski Valley Parks District](#)  
[Champlain Water District](#)  
[Chittenden County Regional Planning Commission](#)

**Cost:** N/A

**Recommendation:** N/A

**Recommended Motion:** N/A

**Attachments:** N/A



## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council; Department Managers  
**CC:** Tri-Town Members (Essex Town and Williston)  
**From:** Jess Morris, Finance Director  
**Meeting Date:** April 15, 2026  
**Subject:** March Financial Report

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The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 3/31/26 therefore the year to date actuals are for the period 7/1/25-3/31/26, and the month actuals are for the month of March.

While we will continue to receive March invoices over the coming weeks, we are about 75% of the way through the fiscal year. The General Fund revenue is just over 98% of budget or \$12,198,059 and expenditures are just over 72% of budget or \$8,991,013.

The Water Fund operating revenue is just over 65% of budget or \$1,277,175 and operating expenditure is just over 72% of budget or \$1,417,524. The Wastewater Fund operating revenue is just over 76% of budget or \$2,432,971 and operating expenditure is just over 68% of budget or \$2,180,487. The Sanitation Fund operating revenue is just under 70% of budget or \$796,947 and operating expenditure is just over 69% of budget or \$636,645. The Stormwater Fund operating revenue is just over 82% or \$265,769, and operating expenditure is just over 52% or \$168,195.

At the end of March there were 96 delinquent utility accounts with balances totaling \$32,693. There is currently still just one property with water shut off for non-payment as a result of the September shut-off process. February utility bills were due on March 30<sup>th</sup>. Delinquent notices have been mailed to all past due accounts, and the water shut off process will begin later this month when notices and door hangers are distributed for applicable accounts. Actual water shut offs will happen the first week of May.

The EJP Program Fund revenue is just under 79% of budget or \$3,422,123, and expenditure is just over 78% of budget or \$3,464,307.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments, and annual dues/memberships to various organizations, as well as quarterly transfers for capital and administrative allocations between funds.

Also included with the financial report are reports of the LOT Fund activity, 2 Lincoln Renovation, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4 Revenue</b>					
<b>210-4-00 General Revenues</b>					
210-4-00-00-010.000 Property Taxes	11,405,931.00	11,257,477.04	148,453.96	98.70%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	17,600.00	0.00	100.00%	8,800.00
210-4-00-00-020.022 Rents and Royalties	0.00	5,600.00	-5,600.00	100.00%	700.00
210-4-00-00-020.054 Admin Fee - Water	199,500.00	149,625.00	49,875.00	75.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	99,750.00	74,812.50	24,937.50	75.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	199,500.00	149,364.00	50,136.00	74.87%	0.00
210-4-00-00-020.059 Admin Fee - EJRP PF	53,155.00	39,866.25	13,288.75	75.00%	0.00
210-4-00-00-030.009 Cannabis Control	400.00	1,100.00	-700.00	275.00%	0.00
210-4-00-00-042.001 PILOT Revenue	14,000.00	15,717.20	-1,717.20	112.27%	0.00
210-4-00-00-042.002 Railroad Taxes	2,500.00	0.00	2,500.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	32,800.00	0.00	32,800.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,000.00	48,686.01	-10,686.01	128.12%	0.00
210-4-00-00-060.000 Interest Income	10,000.00	118,258.03	-108,258.03	1,182.58%	32,099.10
210-4-00-00-080.001 State District Court Fine	5,000.00	2,944.50	2,055.50	58.89%	0.00
210-4-00-00-085.000 Penalties	40,000.00	63,941.17	-23,941.17	159.85%	34,729.04
210-4-00-00-086.000 Interest	8,000.00	12,402.47	-4,402.47	155.03%	1,218.63
210-4-00-00-098.000 Misc Revenue	1,500.00	11,007.11	-9,507.11	733.81%	239.60
<b>Total General Revenues</b>	<b>12,127,636.00</b>	<b>11,968,401.28</b>	<b>159,234.72</b>	<b>98.69%</b>	<b>77,786.37</b>
<b>210-4-10 Admin Revenues</b>					
<b>Total Admin Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-12-10 Clerk Revenue</b>					
210-4-12-10-020.003 Use of Vault	25.00	35.00	-10.00	140.00%	4.00
210-4-12-10-020.004 Recording Fees	55,000.00	45,034.00	9,966.00	81.88%	4,466.00
210-4-12-10-020.010 Printing and Duplication	1,000.00	240.00	760.00	24.00%	26.00
210-4-12-10-020.011 Online Land Records	150.00	670.25	-520.25	446.83%	241.50
210-4-12-10-020.013 Sale of Certified Copy	1,000.00	1,330.00	-330.00	133.00%	150.00
210-4-12-10-020.023 Records Preservation	15,000.00	16,346.00	-1,346.00	108.97%	1,624.00
210-4-12-10-030.001 Liquor Licenses	2,500.00	1,365.00	1,135.00	54.60%	185.00
210-4-12-10-030.002 Hunting and Fishing	10.00	5.00	5.00	50.00%	0.00
210-4-12-10-030.003 Marriage Licenses	250.00	420.00	-170.00	168.00%	0.00
210-4-12-10-030.004 Animal Licenses	3,000.00	2,828.00	172.00	94.27%	1,312.00
210-4-12-10-030.005 Green Mountain Passport	100.00	100.00	0.00	100.00%	10.00
210-4-12-10-030.006 DMV Registrations	0.00	45.00	-45.00	100.00%	9.00
<b>Total Clerk Revenue</b>	<b>78,035.00</b>	<b>68,418.25</b>	<b>9,616.75</b>	<b>87.68%</b>	<b>8,027.50</b>
<b>210-4-14-10 Information Technology</b>					
<b>Total Information Technology</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-16 ComDev Revenues</b>					
210-4-16-10-020.016 Bike Locker Rental Revenu	0.00	45.00	-45.00	100.00%	0.00
210-4-16-10-030.008 License and Zoning Fees	75,000.00	18,923.13	56,076.87	25.23%	3,660.00
<b>Total ComDev Revenues</b>	<b>75,000.00</b>	<b>18,968.13</b>	<b>56,031.87</b>	<b>25.29%</b>	<b>3,660.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4-17 EconDev Revenues</b>					
<b>Total EconDev Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-25 Fire Revenues</b>					
210-4-25-10-098.000 Misc Revenue	0.00	10.00	-10.00	100.00%	0.00
<b>Total Fire Revenues</b>	<b>0.00</b>	<b>10.00</b>	<b>-10.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>210-4-30 EJPJ Revenues</b>					
210-4-30-10-020.000 Charges for Services	8,670.00	340.00	8,330.00	3.92%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
<b>Total EJPJ Revenues</b>	<b>10,170.00</b>	<b>1,090.00</b>	<b>9,080.00</b>	<b>10.72%</b>	<b>0.00</b>
<b>210-4-35 Library Revenues</b>					
210-4-35-10-040.000 Federal Grant Revenue	0.00	683.80	-683.80	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	350.00	-350.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	900.00	920.25	-20.25	102.25%	80.00
<b>Total Library Revenues</b>	<b>900.00</b>	<b>1,954.05</b>	<b>-1,054.05</b>	<b>217.12%</b>	<b>80.00</b>
<b>210-4-40 PW Revenues</b>					
210-4-40-12-020.017 EV Charger	0.00	2,398.29	-2,398.29	100.00%	203.27
210-4-40-12-040.834 Emerald Ash Borer	0.00	18,320.00	-18,320.00	100.00%	0.00
210-4-40-12-042.006 State Aid to Highways	125,000.00	101,591.58	23,408.42	81.27%	0.00
210-4-40-12-098.000 Misc Revenue	2,500.00	3,352.40	-852.40	134.10%	1,180.70
<b>Total PW Revenues</b>	<b>127,500.00</b>	<b>125,662.27</b>	<b>1,837.73</b>	<b>98.56%</b>	<b>1,383.97</b>
<b>210-4-41 Building Revenues</b>					
210-4-41-22-040.000 Federal Grant Revenue	0.00	5,000.00	-5,000.00	100.00%	0.00
<b>Total Building Revenues</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>210-4-90-00 Other Sources and Uses</b>					
210-4-90-00-050.000 Library Donation Revenue	0.00	6,484.76	-6,484.76	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	1,243.00	-1,243.00	100.00%	24.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	827.00	-827.00	100.00%	10.00
<b>Total Other Sources and Uses</b>	<b>0.00</b>	<b>8,554.76</b>	<b>-8,554.76</b>	<b>100.00%</b>	<b>34.00</b>
<b>Total Revenue</b>	<b>12,419,241.00</b>	<b>12,198,058.74</b>	<b>221,182.26</b>	<b>98.22%</b>	<b>90,971.84</b>
<b>Total Revenues</b>	<b>12,419,241.00</b>	<b>12,198,058.74</b>	<b>221,182.26</b>	<b>98.22%</b>	<b>90,971.84</b>

210-5-10-10 Administration

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-10-10-110.000 Regular Salaries	362,725.00	266,381.38	96,343.62	73.44%	28,186.18
210-5-10-10-210.000 Group Insurance	136,610.00	85,702.36	50,907.64	62.74%	10,870.34
210-5-10-10-220.000 Social Security	27,952.00	20,119.03	7,832.97	71.98%	2,115.30
210-5-10-10-225.000 Act 76 Childcare Tax	1,206.00	783.46	422.54	64.96%	81.58
210-5-10-10-230.000 Retirement	32,789.00	24,046.15	8,742.85	73.34%	2,536.74
210-5-10-10-290.000 Other Employee Benefits	6,178.00	3,300.00	2,878.00	53.42%	0.00
210-5-10-10-320.000 Legal Services	35,500.00	11,352.00	24,148.00	31.98%	6,000.00
210-5-10-10-330.000 Professional Services	51,507.00	16,998.63	34,508.37	33.00%	631.62
210-5-10-10-340.000 Technical Services	0.00	751.52	-751.52	100.00%	0.00
210-5-10-10-442.000 Rental Vehicles/Equip	5,784.00	3,203.91	2,580.09	55.39%	165.54
210-5-10-10-500.000 Training, Conf, Dues	8,174.00	2,520.02	5,653.98	30.83%	157.64
210-5-10-10-505.000 Tech. Subs, Licenses	16,471.00	13,986.52	2,484.48	84.92%	743.11
210-5-10-10-530.000 Communications	3,348.00	3,180.98	167.02	95.01%	74.90
210-5-10-10-540.000 Advertising	20,475.00	12,235.54	8,239.46	59.76%	615.00
210-5-10-10-550.000 Printing and Binding	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-10-10-560.000 Postage	9,590.00	6,527.31	3,062.69	68.06%	554.58
210-5-10-10-580.000 Travel	2,000.00	606.53	1,393.47	30.33%	532.96
210-5-10-10-610.000 General Supplies	3,000.00	2,059.45	940.55	68.65%	281.75
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	246.10	5,753.90	4.10%	0.00
<b>Total Administration</b>	<b>735,309.00</b>	<b>474,000.89</b>	<b>261,308.11</b>	<b>64.46%</b>	<b>53,547.24</b>
<b>210-5-11-10 Legislative</b>					
210-5-11-10-190.000 Board Member Payments	11,800.00	4,100.00	7,700.00	34.75%	500.00
210-5-11-10-190.001 City Council Payments	12,500.00	9,375.00	3,125.00	75.00%	3,125.00
210-5-11-10-220.000 Social Security	956.00	717.15	238.85	75.02%	239.05
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	30.90	10.10	75.37%	10.30
210-5-11-10-320.000 Legal Services	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-11-10-330.000 Professtional Services	28,739.00	16,728.42	12,010.58	58.21%	117.42
210-5-11-10-500.000 Training, Conferences, Du	18,364.00	16,218.38	2,145.62	88.32%	0.00
210-5-11-10-540.000 Advertising	900.00	797.16	102.84	88.57%	265.20
210-5-11-10-580.000 Travel	250.00	0.00	250.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	295.22	1,704.78	14.76%	0.00
210-5-11-10-831.000 Special or New Programs	20,000.00	4,583.33	15,416.67	22.92%	0.00
<b>Total Legislative</b>	<b>99,150.00</b>	<b>52,845.56</b>	<b>46,304.44</b>	<b>53.30%</b>	<b>4,256.97</b>
<b>210-5-12-10 Clerk</b>					
210-5-12-10-110.000 Regular Salaries	151,619.00	111,974.58	39,644.42	73.85%	11,591.80
210-5-12-10-120.000 Part Time Salaries	10,024.00	0.00	10,024.00	0.00%	0.00
210-5-12-10-130.000 Overtime	470.00	362.69	107.31	77.17%	245.06
210-5-12-10-210.000 Group Insurance	37,371.00	45,033.73	-7,662.73	120.50%	6,037.96
210-5-12-10-220.000 Social Security	12,682.00	8,818.97	3,863.03	69.54%	926.83
210-5-12-10-225.000 Act 76 Childcare Tax	547.00	351.84	195.16	64.32%	36.91
210-5-12-10-230.000 Retirement	15,172.00	10,984.05	4,187.95	72.40%	1,173.26
210-5-12-10-290.000 Other Employee Benefits	800.00	400.00	400.00	50.00%	0.00
210-5-12-10-330.000 Professional Services	486.00	405.24	80.76	83.38%	50.00
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	2,000.00	1,840.80	159.20	92.04%	275.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-12-10-505.000 Tech. Subs Licenses	4,300.00	3,277.26	1,022.74	76.22%	364.14
210-5-12-10-550.000 Printing and Binding	1,500.00	727.39	772.61	48.49%	0.00
210-5-12-10-560.000 Postage	400.00	396.10	3.90	99.03%	78.00
210-5-12-10-570.023 Records Preservation	15,000.00	14,285.36	714.64	95.24%	0.00
210-5-12-10-580.000 Travel	500.00	618.47	-118.47	123.69%	0.00
210-5-12-10-610.000 General Supplies	2,000.00	885.42	1,114.58	44.27%	0.00
210-5-12-10-820.000 Elections	14,000.00	1,666.98	12,333.02	11.91%	1,457.88
<b>Total Clerk</b>	<b>268,921.00</b>	<b>202,028.88</b>	<b>66,892.12</b>	<b>75.13%</b>	<b>22,236.84</b>
<b>210-5-13-10 Finance</b>					
210-5-13-10-110.000 Regular Salaries	292,962.00	212,196.59	80,765.41	72.43%	22,412.44
210-5-13-10-190.000 Board Member Payments	1,400.00	200.00	1,200.00	14.29%	0.00
210-5-13-10-210.000 Group Insurance	59,140.00	57,084.74	2,055.26	96.52%	6,766.65
210-5-13-10-220.000 Social Security	25,436.00	17,660.18	7,775.82	69.43%	1,841.03
210-5-13-10-225.000 Act 76 Childcare Tax	1,097.00	673.06	423.94	61.35%	71.49
210-5-13-10-230.000 Retirement	30,634.00	20,168.05	10,465.95	65.84%	2,165.28
210-5-13-10-250.000 Unemployment Insurance	4,608.00	10,389.24	-5,781.24	225.46%	985.71
210-5-13-10-260.000 Workers Comp Insurance	39,043.00	24,181.34	14,861.66	61.94%	0.00
210-5-13-10-290.000 Other Employee Benefits	1,600.00	1,200.00	400.00	75.00%	0.00
210-5-13-10-330.000 Professional Services	14,388.00	7,587.44	6,800.56	52.73%	0.00
210-5-13-10-335.000 Audit	18,412.00	15,870.96	2,541.04	86.20%	1,117.67
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	655.00	1,103.00	37.26%	250.00
210-5-13-10-505.000 Tech. Subs, Licenses	22,754.00	14,979.67	7,774.33	65.83%	404.00
210-5-13-10-520.000 PACIF Insurance	99,922.00	71,186.64	28,735.36	71.24%	0.00
210-5-13-10-550.000 Printing and Binding	3,883.00	2,883.51	999.49	74.26%	0.00
210-5-13-10-560.000 Postage	2,800.00	2,054.01	745.99	73.36%	0.00
210-5-13-10-580.000 Travel	1,140.00	408.30	731.70	35.82%	0.00
210-5-13-10-610.000 General Supplies	800.00	249.77	550.23	31.22%	0.00
<b>Total Finance</b>	<b>621,777.00</b>	<b>459,628.50</b>	<b>162,148.50</b>	<b>73.92%</b>	<b>36,014.27</b>
<b>210-5-14-10 Information Technology</b>					
210-5-14-10-330.000 Professional Services	140,016.00	101,290.40	38,725.60	72.34%	10,435.60
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	41,785.00	40,868.21	916.79	97.81%	3,365.00
210-5-14-10-735.000 Tech: Equip/Hardware	24,750.00	21,028.15	3,721.85	84.96%	-1,756.99
<b>Total Information Technology</b>	<b>211,551.00</b>	<b>163,186.76</b>	<b>48,364.24</b>	<b>77.14%</b>	<b>12,043.61</b>
<b>210-5-15-10 Assessing</b>					
210-5-15-10-330.000 Professional Services	94,575.00	70,931.25	23,643.75	75.00%	23,643.75
210-5-15-10-505.000 Tech. Subs, Licenses	1,500.00	530.45	969.55	35.36%	0.00
<b>Total Assessing</b>	<b>96,075.00</b>	<b>71,461.70</b>	<b>24,613.30</b>	<b>74.38%</b>	<b>23,643.75</b>
<b>210-5-16-10 Community Development</b>					
210-5-16-10-110.000 Regular Salaries	225,773.00	165,913.09	59,859.91	73.49%	17,306.26
210-5-16-10-190.000 Board member Payments	9,600.00	5,700.00	3,900.00	59.38%	1,650.00
210-5-16-10-210.000 Group Insurance	59,616.00	72,705.15	-13,089.15	121.96%	7,916.68

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-220.000 Social Security	18,624.00	13,526.22	5,097.78	72.63%	1,477.02
210-5-16-10-225.000 Act 76 Childcare Tax	803.00	506.33	296.67	63.05%	56.07
210-5-16-10-230.000 Retirement	19,374.00	13,963.59	5,410.41	72.07%	1,469.01
210-5-16-10-290.000 Other Employee Benefits	1,200.00	400.00	800.00	33.33%	0.00
210-5-16-10-320.000 Legal Services	17,000.00	22,086.52	-5,086.52	129.92%	9,039.40
210-5-16-10-330.000 Professional Services	23,560.00	10,028.59	13,531.41	42.57%	2,684.68
210-5-16-10-500.000 Training, Conf, Dues	4,630.00	3,813.91	816.09	82.37%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	600.00	0.00	600.00	0.00%	0.00
210-5-16-10-530.000 Communications	1,080.00	0.00	1,080.00	0.00%	0.00
210-5-16-10-540.000 Advertising	2,600.00	709.80	1,890.20	27.30%	139.88
210-5-16-10-550.000 Printing and Binding	3,000.00	640.75	2,359.25	21.36%	0.00
210-5-16-10-560.000 Postage	2,350.00	11.95	2,338.05	0.51%	11.95
210-5-16-10-580.000 Travel	5,800.00	1,061.70	4,738.30	18.31%	261.70
210-5-16-10-610.000 General Supplies	3,000.00	627.11	2,372.89	20.90%	112.54
210-5-16-10-810.111 BWAC	10,000.00	4,412.71	5,587.29	44.13%	0.00
210-5-16-10-895.000 State and Other Grant Exp	0.00	1,837.50	-1,837.50	100.00%	1,837.50
210-5-16-10-899.000 Matching Grant Funds	17,000.00	4,515.40	12,484.60	26.56%	612.50
<b>Total Community Development</b>	<b>425,610.00</b>	<b>322,460.32</b>	<b>103,149.68</b>	<b>75.76%</b>	<b>44,575.19</b>
<b>210-5-17-10 Economic Development</b>					
<b>Total Economic Development</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-18-10 Health &amp; Human Services</b>					
210-5-18-10-800.106 Essex Rescue	207,140.00	207,140.40	-0.40	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	3,008,353.00	2,256,264.75	752,088.25	75.00%	752,088.25
<b>Total Health &amp; Human Services</b>	<b>3,235,493.00</b>	<b>2,483,405.15</b>	<b>752,087.85</b>	<b>76.76%</b>	<b>752,088.25</b>
<b>210-5-19-10 County &amp; Regional Functio</b>					
210-5-19-10-800.101 CCRPC	19,712.00	14,162.00	5,550.00	71.84%	0.00
210-5-19-10-800.102 GMT	311,638.00	213,444.75	98,193.25	68.49%	0.00
210-5-19-10-800.103 County Tax	73,911.00	43,114.75	30,796.25	58.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	995.00	995.00	0.00	100.00%	0.00
210-5-19-10-800.105 GBIC	3,750.00	3,750.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	33,895.00	33,895.00	0.00	100.00%	0.00
210-5-19-10-800.110 Essex Comm Historical Soc	2,000.00	2,000.00	0.00	100.00%	0.00
<b>Total County &amp; Regional Functio</b>	<b>445,901.00</b>	<b>311,361.50</b>	<b>134,539.50</b>	<b>69.83%</b>	<b>0.00</b>
<b>210-5-25-10 Fire</b>					
210-5-25-10-120.000 Part Time Salaries	315,000.00	187,257.07	127,742.93	59.45%	19,244.62
210-5-25-10-210.000 Group Insurance	3,400.00	2,337.50	1,062.50	68.75%	0.00
210-5-25-10-220.000 Social Security	24,098.00	14,371.53	9,726.47	59.64%	1,472.26
210-5-25-10-225.000 Act 76 Childcare Tax	1,040.00	600.26	439.74	57.72%	60.58
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	14,922.50	5,077.50	74.61%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	648.00	352.00	64.80%	0.00
210-5-25-10-330.000 Professional Services	6,000.00	3,021.00	2,979.00	50.35%	521.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-25-10-430.000 R&M Vehicles & Equipment	25,000.00	25,908.00	-908.00	103.63%	5,998.93
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	2,481.23	4,518.77	35.45%	1,137.00
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	6,861.10	1,138.90	85.76%	0.00
210-5-25-10-521.000 Insurance Deductibles	0.00	1,000.00	-1,000.00	100.00%	0.00
210-5-25-10-530.000 Communications	4,500.00	540.72	3,959.28	12.02%	120.16
210-5-25-10-570.000 Other Purchased Services	11,000.00	6,441.94	4,558.06	58.56%	98.40
210-5-25-10-610.000 General Supplies	4,000.00	3,712.06	287.94	92.80%	44.03
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	24,080.00	20,920.00	53.51%	0.00
210-5-25-10-612.000 Uniforms	32,000.00	1,992.81	30,007.19	6.23%	0.00
210-5-25-10-613.000 Program Supplies	7,500.00	2,738.81	4,761.19	36.52%	846.86
210-5-25-10-626.000 Gasoline	6,500.00	3,529.16	2,970.84	54.29%	245.59
210-5-25-10-750.000 Machinery & Equipment	22,000.00	20,916.07	1,083.93	95.07%	1,039.60
<b>Total Fire</b>	<b>543,038.00</b>	<b>323,359.76</b>	<b>219,678.24</b>	<b>59.55%</b>	<b>30,829.03</b>
<b>210-5-30-10 EJP Administration</b>					
210-5-30-10-110.000 Regular Salaries	436,934.00	352,569.71	84,364.29	80.69%	52,769.76
210-5-30-10-120.000 Part Time Salaries	0.00	1,561.69	-1,561.69	100.00%	0.00
210-5-30-10-130.000 Overtime	0.00	62.28	-62.28	100.00%	62.28
210-5-30-10-210.000 Group Insurance	217,195.00	170,644.20	46,550.80	78.57%	17,062.90
210-5-30-10-220.000 Social Security	33,731.00	27,721.49	6,009.51	82.18%	4,250.27
210-5-30-10-225.000 Act 76 Childcare Tax	1,455.00	1,011.91	443.09	69.55%	162.28
210-5-30-10-230.000 Retirement	33,819.00	28,053.60	5,765.40	82.95%	4,129.24
210-5-30-10-290.000 Other Employee Benefits	2,400.00	2,800.00	-400.00	116.67%	0.00
210-5-30-10-330.000 Professional Services	11,764.00	8,217.00	3,547.00	69.85%	1,725.00
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	1,344.60	431.40	75.71%	149.40
210-5-30-10-500.000 Training, Conf, Dues	2,873.00	2,314.00	559.00	80.54%	0.00
210-5-30-10-530.000 Communications	2,160.00	1,620.00	540.00	75.00%	180.00
210-5-30-10-561.000 CC Processing Fees	200.00	21.42	178.58	10.71%	0.00
210-5-30-10-610.000 General Supplies	15,000.00	6,852.13	8,147.87	45.68%	751.61
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	0.00	4,418.19	-4,418.19	100.00%	-10,000.00
210-5-30-10-910.000 Transfer to Other Funds	17,500.00	17,500.00	0.00	100.00%	17,500.00
<b>Total EJP Administration</b>	<b>780,807.00</b>	<b>626,712.22</b>	<b>154,094.78</b>	<b>80.26%</b>	<b>88,742.74</b>
<b>210-5-30-12 EJP Parks and Facilities</b>					
210-5-30-12-110.000 Regular Salaries	129,489.00	98,404.75	31,084.25	75.99%	10,268.92
210-5-30-12-120.000 Part Time Salaries	66,335.00	42,044.66	24,290.34	63.38%	2,016.08
210-5-30-12-130.000 Overtime	0.00	1,075.44	-1,075.44	100.00%	0.00
210-5-30-12-210.000 Group Insurance	64,535.00	55,157.87	9,377.13	85.47%	6,093.23
210-5-30-12-220.000 Social Security	15,082.00	10,708.93	4,373.07	71.00%	918.22
210-5-30-12-225.000 Act 76 Childcare Tax	651.00	424.77	226.23	65.25%	36.06
210-5-30-12-230.000 Retirement	12,484.00	9,204.50	3,279.50	73.73%	954.92
210-5-30-12-290.000 Other Employee Benefits	800.00	800.00	0.00	100.00%	0.00
210-5-30-12-330.000 Professional Services	16,049.00	13,351.54	2,697.46	83.19%	330.00
210-5-30-12-431.000 R&M Buildings & Grounds	11,577.00	6,232.97	5,344.03	53.84%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,207.00	1,237.50	969.50	56.07%	0.00
210-5-30-12-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-12-505.000 Tech. Subs, Licenses	0.00	1,955.28	-1,955.28	100.00%	0.00
210-5-30-12-530.000 Communications	1,080.00	810.00	270.00	75.00%	90.00
210-5-30-12-610.000 General Supplies	27,681.00	17,647.93	10,033.07	63.75%	1,670.48
210-5-30-12-626.000 Gasoline	4,500.00	2,255.33	2,244.67	50.12%	150.79
<b>Total EJP Parks and Facilities</b>	<b>354,970.00</b>	<b>261,811.47</b>	<b>93,158.53</b>	<b>73.76%</b>	<b>22,528.70</b>
<b>210-5-30-13 Adult Programs</b>					
210-5-30-13-530.000 Communications	0.00	237.42	-237.42	100.00%	26.23
<b>Total Adult Programs</b>	<b>0.00</b>	<b>237.42</b>	<b>-237.42</b>	<b>100.00%</b>	<b>26.23</b>
<b>210-5-35-10 Brownell Library</b>					
210-5-35-10-110.000 Regular Salaries	475,410.00	347,484.82	127,925.18	73.09%	36,472.71
210-5-35-10-120.000 Part Time Salaries	146,132.00	101,538.52	44,593.48	69.48%	10,941.92
210-5-35-10-190.000 Board Member Payments	2,200.00	1,100.00	1,100.00	50.00%	0.00
210-5-35-10-210.000 Group Insurance	188,643.00	139,716.20	48,926.80	74.06%	16,845.97
210-5-35-10-220.000 Social Security	47,904.00	34,112.52	13,791.48	71.21%	3,579.92
210-5-35-10-225.000 Act 76 Childcare Tax	2,066.00	1,396.40	669.60	67.59%	146.55
210-5-35-10-230.000 Retirement	44,755.00	32,367.06	12,387.94	72.32%	3,410.42
210-5-35-10-290.000 Other Employee Benefits	2,800.00	2,000.00	800.00	71.43%	0.00
210-5-35-10-340.000 Technical Services	3,000.00	2,194.00	806.00	73.13%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,936.00	2,952.00	984.00	75.00%	328.00
210-5-35-10-500.000 Training, Conf, Dues	6,000.00	2,432.00	3,568.00	40.53%	453.54
210-5-35-10-505.000 Tech. Subs, Licenses	14,797.00	12,656.79	2,140.21	85.54%	303.46
210-5-35-10-530.000 Communications	2,160.00	1,620.00	540.00	75.00%	180.00
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	3,000.00	1,064.96	1,935.04	35.50%	0.00
210-5-35-10-610.000 General Supplies	11,200.00	6,800.70	4,399.30	60.72%	829.29
210-5-35-10-640.201 Adult Collection	46,000.00	31,019.23	14,980.77	67.43%	2,440.40
210-5-35-10-640.202 Juvenile Collection	25,500.00	15,899.21	9,600.79	62.35%	1,444.26
210-5-35-10-735.000 Tech: Equip/Hardware	7,000.00	4,712.07	2,287.93	67.32%	4,520.50
210-5-35-10-755.000 Furniture & Fixtures	7,000.00	3,337.73	3,662.27	47.68%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	768.61	1,231.39	38.43%	156.55
210-5-35-10-840.202 Childrens Programs	4,500.00	4,071.52	428.48	90.48%	306.72
210-5-35-10-845.000 Employee/Volunteer Recogn	1,000.00	56.76	943.24	5.68%	0.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	666.14	-666.14	100.00%	212.56
210-5-35-10-895.000 State and Other Grant Exp	0.00	350.00	-350.00	100.00%	0.00
<b>Total Brownell Library</b>	<b>1,047,703.00</b>	<b>750,317.24</b>	<b>297,385.76</b>	<b>71.62%</b>	<b>82,572.77</b>
<b>210-5-40-12 Highways</b>					
210-5-40-12-110.000 Regular Salaries	218,526.00	126,614.25	91,911.75	57.94%	13,225.79
210-5-40-12-120.000 Part Time Salaries	33,920.00	36,009.90	-2,089.90	106.16%	3,744.00
210-5-40-12-130.000 Overtime	21,342.00	11,765.57	9,576.43	55.13%	717.62
210-5-40-12-190.000 Board Member Payments	3,000.00	150.00	2,850.00	5.00%	0.00
210-5-40-12-210.000 Group Insurance	124,748.00	49,879.80	74,868.20	39.98%	6,412.18
210-5-40-12-220.000 Social Security	21,341.00	13,615.58	7,725.42	63.80%	1,394.53
210-5-40-12-225.000 Act 76 Childcare Tax	921.00	502.34	418.66	54.54%	49.11
210-5-40-12-230.000 Retirement	21,732.00	14,590.41	7,141.59	67.14%	1,622.14

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-12-250.000 Unemployment Insurance	204.00	393.51	-189.51	192.90%	81.64
210-5-40-12-260.000 Workers Comp Insurance	15,663.00	11,597.51	4,065.49	74.04%	0.00
210-5-40-12-290.000 Other Employee Benefits	1,600.00	1,200.00	400.00	75.00%	400.00
210-5-40-12-330.000 Professional Services	20,000.00	9,024.93	10,975.07	45.12%	2,592.18
210-5-40-12-400.000 Contracted Services	0.00	800.00	-800.00	100.00%	0.00
210-5-40-12-410.000 Water and Sewer Charges	3,800.00	2,133.21	1,666.79	56.14%	966.98
210-5-40-12-422.000 Snow Removal	25,000.00	23,920.00	1,080.00	95.68%	8,000.00
210-5-40-12-425.000 Trash Removal	9,500.00	8,953.04	546.96	94.24%	891.04
210-5-40-12-430.000 R&M Vehicles & Equipment	120,000.00	116,066.05	3,933.95	96.72%	15,358.54
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	21,453.46	-11,453.46	214.53%	9,929.99
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	10,399.16	2,600.84	79.99%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	1,128.60	1,871.40	37.62%	70.40
210-5-40-12-451.000 Summer Construction Servi	310,000.00	190,306.42	119,693.58	61.39%	269.50
210-5-40-12-500.000 Training, Conf, Dues	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-40-12-505.000 Tech. Subs, Licenses	0.00	11,567.99	-11,567.99	100.00%	151.60
210-5-40-12-520.000 PACIF Insurance	17,264.00	12,685.30	4,578.70	73.48%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	5,340.00	2,683.83	2,656.17	50.26%	300.40
210-5-40-12-540.000 Advertising	500.00	583.96	-83.96	116.79%	274.56
210-5-40-12-571.000 Streetscape Maintenance	25,000.00	1,365.67	23,634.33	5.46%	173.64
210-5-40-12-572.000 Traffic Control	35,000.00	7,125.31	27,874.69	20.36%	0.00
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	165,000.00	149,090.09	15,909.91	90.36%	40,314.29
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	16,067.47	28,932.53	35.71%	399.48
210-5-40-12-609.000 Safety Supplies	3,000.00	541.32	2,458.68	18.04%	114.11
210-5-40-12-610.000 General Supplies	35,000.00	29,815.44	5,184.56	85.19%	12,464.63
210-5-40-12-610.200 Streetlight Supplies	20,000.00	8,817.94	11,182.06	44.09%	3,005.13
210-5-40-12-612.000 Uniforms	3,400.00	3,012.54	387.46	88.60%	19.99
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	4,100.72	99.28	97.64%	1,829.59
210-5-40-12-622.000 Electricity	25,000.00	9,898.60	15,101.40	39.59%	1,348.57
210-5-40-12-622.200 Streetlight Electricity	142,000.00	110,663.14	31,336.86	77.93%	13,746.93
210-5-40-12-626.000 Gasoline	50,000.00	30,666.36	19,333.64	61.33%	5,789.79
210-5-40-12-735.000 Tech: Equip/Hardware	0.00	208.00	-208.00	100.00%	92.13
210-5-40-12-750.000 Machinery & Equipment	10,000.00	2,274.00	7,726.00	22.74%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	970.80	9,029.20	9.71%	600.00
<b>Total Highways</b>	<b>1,583,501.00</b>	<b>1,033,642.22</b>	<b>529,858.78</b>	<b>66.54%</b>	<b>146,350.48</b>

**210-5-41 Buildings**

**210-5-41-20 2 Lincoln Street**

210-5-41-20-400.000 Contracted Services	6,000.00	3,690.28	2,309.72	61.50%	70.44
210-5-41-20-410.000 Water and Sewer Charges	1,700.00	630.97	1,069.03	37.12%	318.21
210-5-41-20-420.000 Cleaning Services	18,000.00	12,304.84	5,695.16	68.36%	1,365.00
210-5-41-20-425.000 Trash Removal	4,000.00	2,738.64	1,261.36	68.47%	342.33
210-5-41-20-431.000 R&M Buildings & Grounds	8,000.00	3,941.63	4,058.37	49.27%	0.00
210-5-41-20-505.000 Tech. Subs, Licenses	0.00	814.70	-814.70	100.00%	0.00
210-5-41-20-530.000 Communications	7,000.00	4,879.57	2,120.43	69.71%	522.52
210-5-41-20-610.000 General Supplies	3,500.00	1,236.08	2,263.92	35.32%	168.83
210-5-41-20-621.000 Natural Gas/Heating	6,000.00	3,624.07	2,375.93	60.40%	1,890.55
210-5-41-20-622.000 Electricity	9,000.00	9,830.62	-830.62	109.23%	1,335.04

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-20-755.000 Furniture and Fixtures	500.00	0.00	500.00	0.00%	0.00
<b>Total 2 Lincoln Street</b>	<b>63,700.00</b>	<b>43,691.40</b>	<b>20,008.60</b>	<b>68.59%</b>	<b>6,012.92</b>
<b>210-5-41-21 Brownell Library</b>					
210-5-41-21-400.000 Contracted Services	6,350.00	6,299.53	50.47	99.21%	181.30
210-5-41-21-410.000 Water and Sewer Charges	650.00	515.26	134.74	79.27%	241.28
210-5-41-21-420.000 Cleaning Services	42,000.00	27,062.00	14,938.00	64.43%	2,613.00
210-5-41-21-431.000 R&M Buildings & Grounds	21,650.00	25,867.65	-4,217.65	119.48%	2,425.73
210-5-41-21-530.000 Communications	4,470.00	2,783.96	1,686.04	62.28%	342.94
210-5-41-21-610.000 General Supplies	1,500.00	2,083.25	-583.25	138.88%	539.83
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	6,888.27	311.73	95.67%	2,970.03
210-5-41-21-622.000 Electricity	16,800.00	12,894.87	3,905.13	76.76%	1,533.03
<b>Total Brownell Library</b>	<b>100,620.00</b>	<b>84,394.79</b>	<b>16,225.21</b>	<b>83.87%</b>	<b>10,847.14</b>
<b>210-5-41-22 Fire Station</b>					
210-5-41-22-400.000 Contracted Services	850.00	2,241.09	-1,391.09	263.66%	0.00
210-5-41-22-410.000 Water and Sewer Charges	600.00	1,229.19	-629.19	204.87%	473.02
210-5-41-22-420.000 Cleaning Services	250.00	0.00	250.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,500.00	8,676.07	-176.07	102.07%	0.00
210-5-41-22-530.000 Communications	2,000.00	669.77	1,330.23	33.49%	78.12
210-5-41-22-610.000 General Supplies	1,500.00	541.55	958.45	36.10%	0.00
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	4,552.63	447.37	91.05%	2,000.13
210-5-41-22-622.000 Electricity	8,250.00	9,830.60	-1,580.60	119.16%	1,335.04
<b>Total Fire Station</b>	<b>26,950.00</b>	<b>27,740.90</b>	<b>-790.90</b>	<b>102.93%</b>	<b>3,886.31</b>
<b>210-5-41-23 Park Street School</b>					
210-5-41-23-400.000 Contracted Services	2,000.00	6,393.17	-4,393.17	319.66%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	734.44	765.56	48.96%	339.97
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	21,101.67	-6,101.67	140.68%	2,783.36
210-5-41-23-530.000 Communications	2,500.00	1,747.26	752.74	69.89%	193.69
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	2,870.47	1,029.53	73.60%	1,074.00
210-5-41-23-622.000 Electricity	5,900.00	2,974.14	2,925.86	50.41%	363.37
<b>Total Park Street School</b>	<b>30,800.00</b>	<b>35,821.15</b>	<b>-5,021.15</b>	<b>116.30%</b>	<b>4,754.39</b>
<b>210-5-41-26 Maple St. Park and Pool</b>					
210-5-41-26-400.000 Contracted Services	6,500.00	2,913.00	3,587.00	44.82%	0.00
210-5-41-26-410.000 Water and Sewer Charges	8,750.00	7,594.04	1,155.96	86.79%	2,429.46
210-5-41-26-420.000 Cleaning Services	35,000.00	28,006.67	6,993.33	80.02%	2,395.25
210-5-41-26-425.000 Trash Removal	4,900.00	4,657.50	242.50	95.05%	519.46
210-5-41-26-530.000 Communications	4,000.00	2,531.52	1,468.48	63.29%	280.38
210-5-41-26-610.000 General Supplies	6,500.00	21.43	6,478.57	0.33%	0.00
210-5-41-26-621.000 Natural Gas/Heating	7,000.00	5,775.15	1,224.85	82.50%	2,290.64
210-5-41-26-622.000 Electricity	38,000.00	29,493.62	8,506.38	77.61%	2,423.47
210-5-41-26-920.000 Transfer btwn Funds (Capi	30,000.00	0.00	30,000.00	0.00%	0.00
<b>Total Maple St. Park and Pool</b>	<b>140,650.00</b>	<b>80,992.93</b>	<b>59,657.07</b>	<b>57.58%</b>	<b>10,338.66</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-41-27-431.000 R&M Buildings & Grounds	0.00	4,425.61	-4,425.61	100.00%	0.00
<b>Total Buildings</b>	<b>362,720.00</b>	<b>277,066.78</b>	<b>85,653.22</b>	<b>76.39%</b>	<b>35,839.42</b>
<b>210-5-90-00 Transfers and Misc.</b>					
210-5-90-00-640.201 Adult Collection replacem	0.00	1,320.74	-1,320.74	100.00%	286.88
210-5-90-00-910.000 Transfer btwn Funds	7,811.00	2,209.42	5,601.58	28.29%	1,104.71
210-5-90-00-920.000 Transfer btwn funds (capi	1,107,959.00	830,969.25	276,989.75	75.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-90-00-922.001 General Reserves	110,000.00	0.00	110,000.00	0.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	11,094.63	-11,094.63	100.00%	1,187.35
<b>Total Transfers and Misc.</b>	<b>1,230,770.00</b>	<b>845,594.04</b>	<b>385,175.96</b>	<b>68.70%</b>	<b>2,578.94</b>
<b>210-5-95-00 Debt Service</b>					
210-5-95-00-900.000 Transfer Between Town/Cit	188,738.00	141,553.50	47,184.50	75.00%	47,184.50
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	52,070.00	35,038.64	17,031.36	67.29%	16,597.25
<b>Total Debt Service</b>	<b>375,943.00</b>	<b>311,892.14</b>	<b>64,050.86</b>	<b>82.96%</b>	<b>63,781.75</b>
<b>Total Expenditures</b>	<b>12,419,239.00</b>	<b>8,991,012.55</b>	<b>3,428,226.45</b>	<b>72.40%</b>	<b>1,421,656.18</b>
<b>Total GENERAL FUND</b>	<b>2.00</b>	<b>3,207,046.19</b>	<b>-3,207,048.19</b>		<b>-1,330,684.34</b>

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	113,280.34	-1,280.34	101.14%	0.00
220-4-00-00-060.000 Interest Income	0.00	20,857.58	-20,857.58	100.00%	2,002.83
<b>Total Revenues</b>	<b>112,000.00</b>	<b>134,137.92</b>	<b>-22,137.92</b>	<b>119.77%</b>	<b>2,002.83</b>
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	3,585.00	-3,585.00	100.00%	0.00
220-5-00-00-890.836 Train Station	450,000.00	56,714.00	393,286.00	12.60%	50,751.50
220-5-00-00-899.000 Matching Grant Funds	450,000.00	0.00	450,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>900,000.00</b>	<b>60,299.00</b>	<b>839,701.00</b>	<b>6.70%</b>	<b>50,751.50</b>
<b>Total ECONOMIC DEVELOPMENT FUND</b>	<b>-788,000.00</b>	<b>73,838.92</b>	<b>714,161.08</b>	<b>-9.37%</b>	<b>-48,748.67</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-060.000 Interest Income	0.00	88.63	-88.63	100.00%	7.76
<b>Total Revenues</b>	<b>0.00</b>	<b>88.63</b>	<b>-88.63</b>	<b>100.00%</b>	<b>7.76</b>
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	3,361.42	-3,361.42	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>3,361.42</b>	<b>-3,361.42</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>-3,272.79</b>	<b>3,272.79</b>	<b>-100.00%</b>	<b>7.76</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total ARPA FUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	900,000.00	588,346.09	311,653.91	65.37%	0.00
224-4-00-00-060.000 Interest Income	0.00	18,539.01	-18,539.01	100.00%	2,129.27
<b>Total Revenues</b>	<b>900,000.00</b>	<b>606,885.10</b>	<b>293,114.90</b>	<b>67.43%</b>	<b>2,129.27</b>
224-5-00-00-330.000 Professional Services	0.00	15,500.00	-15,500.00	100.00%	0.00
224-5-00-00-570.000 Other Purchased Services	0.00	175.00	-175.00	100.00%	0.00
224-5-00-00-920.000 Transfer to Capital	800,000.00	600,000.00	200,000.00	75.00%	0.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	225,000.00	27,027.50	197,972.50	12.01%	16,366.00
<b>Total Expenditures</b>	<b>1,025,000.00</b>	<b>642,702.50</b>	<b>382,297.50</b>	<b>62.70%</b>	<b>16,366.00</b>
<b>Total LOCAL OPTION TAX</b>	<b>-125,000.00</b>	<b>-35,817.40</b>	<b>160,817.40</b>	<b>28.65%</b>	<b>-14,236.73</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>230-4-00-00 Revenue</b>					
230-4-00-00-055.000 Contributions/Assessments	16,236.00	0.00	16,236.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	38,302.69	-38,302.69	100.00%	3,312.14
230-4-00-00-092.000 Transfer to Capital	1,443,218.00	1,082,413.50	360,804.50	75.00%	0.00
<b>Total Revenue</b>	<b>1,459,454.00</b>	<b>1,120,716.19</b>	<b>338,737.81</b>	<b>76.79%</b>	<b>3,312.14</b>
<b>230-4-16-10-040.824 Cres. Connector</b>					
	0.00	40,769.74	-40,769.74	100.00%	0.00
<b>Total Revenues</b>	<b>1,459,454.00</b>	<b>1,161,485.93</b>	<b>297,968.07</b>	<b>79.58%</b>	<b>3,312.14</b>
<b>230-5-16-10-890.824 Cres. Connector</b>					
	0.00	123,742.52	-123,742.52	100.00%	0.00
<b>230-5-40-10-720.002 Iroquois Ave Road and Wat</b>					
	0.00	1,187,720.84	-1,187,720.84	100.00%	0.00
<b>230-5-40-13-720.003 SW &amp; Road West St to Susi</b>					
	1,218,188.00	79,768.39	1,138,419.61	6.55%	47,968.20
<b>230-5-41-25-730.000 Public Works Facility</b>					
	0.00	20,214.85	-20,214.85	100.00%	0.00
<b>Total Expenditures</b>	<b>1,218,188.00</b>	<b>1,411,446.60</b>	<b>-193,258.60</b>	<b>115.86%</b>	<b>47,968.20</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>241,266.00</b>	<b>-249,960.67</b>	<b>8,694.67</b>	<b>-103.60%</b>	<b>-44,656.06</b>

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	377.02	-377.02	100.00%	0.00
231-4-00-00-060.000 Interest Income	0.00	17,929.91	-17,929.91	100.00%	1,881.76
231-4-00-00-092.000 Transfer to Capital	300,638.00	225,478.50	75,159.50	75.00%	0.00
<b>Total Revenues</b>	<b>300,638.00</b>	<b>243,785.43</b>	<b>56,852.57</b>	<b>81.09%</b>	<b>1,881.76</b>
231-5-25-10-751.007 Fire Command Vehicle	70,000.00	0.00	70,000.00	0.00%	0.00
231-5-40-12-751.001 Dump Truck #34	275,000.00	0.00	275,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>345,000.00</b>	<b>0.00</b>	<b>345,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total ROLLING STOCK FUND</b>	<b>-44,362.00</b>	<b>243,785.43</b>	<b>-199,423.43</b>	<b>-549.54%</b>	<b>1,881.76</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
232-4-00-00-060.000 Interest Income	0.00	19,402.96	-19,402.96	100.00%	1,359.30
232-4-00-00-092.000 Transfer to Capital	50,000.00	37,500.00	12,500.00	75.00%	0.00
232-4-00-00-098.000 Misc Revenue	0.00	1,000.00	-1,000.00	100.00%	0.00
<b>Total Revenues</b>	<b>50,000.00</b>	<b>57,902.96</b>	<b>-7,902.96</b>	<b>115.81%</b>	<b>1,359.30</b>
232-5-41-20-730.000 Buildings & Improvements	0.00	29,740.41	-29,740.41	100.00%	19,042.41
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	565,787.81	-565,787.81	100.00%	15,681.38
232-5-41-21-730.001 Roof	0.00	4,580.00	-4,580.00	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>600,108.22</b>	<b>-600,108.22</b>	<b>100.00%</b>	<b>34,723.79</b>
<b>Total BUILDING MAINT FUND</b>	<b>50,000.00</b>	<b>-542,205.26</b>	<b>492,205.26</b>	<b>-1,084.41%</b>	<b>-33,364.49</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
233-4-00-00-060.000 Interest Income	0.00	1,422.03	-1,422.03	100.00%	123.55
233-4-00-00-092.000 Transfer to Capital	114,103.00	85,577.25	28,525.75	75.00%	0.00
<b>Total Revenues</b>	<b>114,103.00</b>	<b>86,999.28</b>	<b>27,103.72</b>	<b>76.25%</b>	<b>123.55</b>
233-5-00-00-730.002 Buildings & Facilities	55,000.00	0.00	55,000.00	0.00%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	12,000.00	0.00	100.00%	0.00
233-5-00-00-740.002 Resurfacing	22,254.00	17,200.00	5,054.00	77.29%	0.00
233-5-00-00-740.005 Park Amenities	0.00	3,577.50	-3,577.50	100.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	24,849.00	0.00	24,849.00	0.00%	0.00
<b>Total Expenditures</b>	<b>114,103.00</b>	<b>32,777.50</b>	<b>81,325.50</b>	<b>28.73%</b>	<b>0.00</b>
<b>Total EJRP CAP RESERVE</b>	<b>0.00</b>	<b>54,221.78</b>	<b>-54,221.78</b>	<b>-100.00%</b>	<b>123.55</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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WATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>254-4-54-20 Water Revenues</b>					
254-4-54-20-021.000 Water User Fees	1,746,995.00	1,114,652.57	632,342.43	63.80%	341.00
254-4-54-20-021.001 Water Large User Fees	206,773.00	128,362.03	78,410.97	62.08%	15,072.92
254-4-54-20-024.000 Utility Connection Fees	3,000.00	1,200.00	1,800.00	40.00%	0.00
254-4-54-20-060.000 Interest Income	1,000.00	25,058.52	-24,058.52	2,505.85%	2,392.62
254-4-54-20-085.000 Penalties	5,000.00	7,901.44	-2,901.44	158.03%	2,463.14
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
<b>Total Water Revenues</b>	<b>1,962,918.00</b>	<b>1,277,174.56</b>	<b>685,743.44</b>	<b>65.07%</b>	<b>20,269.68</b>
<b>254-4-54-70 Nonoperating Revenues</b>					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	2,352,390.51	-2,352,390.51	100.00%	276,276.68
254-4-54-70-092.000 Transfer to Capital	560,000.00	420,000.00	140,000.00	75.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>560,000.00</b>	<b>2,772,390.51</b>	<b>-2,212,390.51</b>	<b>495.07%</b>	<b>276,276.68</b>
<b>Total Revenues</b>	<b>2,522,918.00</b>	<b>4,049,565.07</b>	<b>-1,526,647.07</b>	<b>160.31%</b>	<b>296,546.36</b>
<b>254-5-54-20 Operating Expenses</b>					
254-5-54-20-110.000 Regular Salaries	188,406.00	156,566.02	31,839.98	83.10%	14,129.81
254-5-54-20-130.000 Overtime	24,069.00	11,081.59	12,987.41	46.04%	450.48
254-5-54-20-210.000 Group Insurance	105,600.00	78,740.65	26,859.35	74.57%	7,496.58
254-5-54-20-220.000 Social Security	16,476.00	12,927.37	3,548.63	78.46%	1,177.22
254-5-54-20-225.000 Act 76 Childcare Tax	711.00	395.98	315.02	55.69%	44.80
254-5-54-20-230.000 Retirement	19,806.00	15,962.12	3,843.88	80.59%	1,428.80
254-5-54-20-250.000 Unemployment Insurance	180.00	138.29	41.71	76.83%	16.21
254-5-54-20-260.000 Workers Comp Insurance	7,913.00	3,882.72	4,030.28	49.07%	0.00
254-5-54-20-290.000 Other Employee Benefits	800.00	400.00	400.00	50.00%	0.00
254-5-54-20-320.000 Legal Services	0.00	627.00	-627.00	100.00%	0.00
254-5-54-20-330.000 Professional Services	3,121.00	1,352.25	1,768.75	43.33%	0.00
254-5-54-20-335.000 Audit	6,706.00	7,935.49	-1,229.49	118.33%	558.84
254-5-54-20-410.000 Water and Sewer Charges	200.00	115.76	84.24	57.88%	57.88
254-5-54-20-411.000 CWD Water Purchase	738,826.00	469,576.31	269,249.69	63.56%	54,540.37
254-5-54-20-430.000 R&M Vehicles & Equipment	7,000.00	1,643.55	5,356.45	23.48%	0.00
254-5-54-20-431.000 R&M Buildings & Grounds	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	25,000.00	60,016.24	-35,016.24	240.06%	6,634.80
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	199,500.00	149,625.00	49,875.00	75.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	2,500.00	248.00	2,252.00	9.92%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,609.00	4,397.09	-1,788.09	168.54%	65.68
254-5-54-20-520.000 PACIF Insurance	7,216.00	5,156.82	2,059.18	71.46%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	3,580.00	1,079.50	2,500.50	30.15%	209.92
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,800.00	3,024.33	775.67	79.59%	1,247.56
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	5,947.31	1,052.69	84.96%	0.00
254-5-54-20-612.000 Uniforms	1,350.00	779.52	570.48	57.74%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	115.99	5,884.01	1.93%	0.00

WATER FUND

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
254-5-54-20-621.000 Natural Gas/Heating	3,500.00	3,040.61	459.39	86.87%	1,222.05
254-5-54-20-622.000 Electricity	1,400.00	1,415.24	-15.24	101.09%	261.08
254-5-54-20-626.000 Gasoline	3,000.00	1,333.31	1,666.69	44.44%	122.79
254-5-54-20-735.000 Tech: Equip/Hardware	2,000.00	0.00	2,000.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	560,000.00	420,000.00	140,000.00	75.00%	0.00
<b>Total Operating Expenses</b>	<b>1,962,919.00</b>	<b>1,417,524.06</b>	<b>545,394.94</b>	<b>72.22%</b>	<b>89,664.87</b>
<b>254-5-54-70 NonOperating Expenses</b>					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	2,352,390.51	-2,352,390.51	100.00%	276,276.68
254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	0.00	11,006.93	-11,006.93	100.00%	6,768.43
254-5-54-70-723.004 Main St Water Line	0.00	1,900.00	-1,900.00	100.00%	0.00
254-5-54-70-723.005 Iroquois Ave Water Line	0.00	278,278.30	-278,278.30	100.00%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	1,995.23	-1,995.23	100.00%	0.00
254-5-54-70-723.007 SW & Road West St to Susi	14,223.00	0.00	14,223.00	0.00%	0.00
254-5-54-70-723.008 Waterline 235 Pearl to Su	528,354.00	0.00	528,354.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	10,584.00	2,984.25	7,599.75	28.20%	0.00
254-5-54-70-750.002 New/Replacement Valves	50,000.00	0.00	50,000.00	0.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	117,415.41	-117,415.41	100.00%	57,507.81
<b>Total NonOperating Expenses</b>	<b>603,161.00</b>	<b>2,765,970.63</b>	<b>-2,162,809.63</b>	<b>458.58%</b>	<b>340,552.92</b>
<b>Total Expenditures</b>	<b>2,566,080.00</b>	<b>4,183,494.69</b>	<b>-1,617,414.69</b>	<b>163.03%</b>	<b>430,217.79</b>
<b>Total WATER FUND</b>	<b>-43,162.00</b>	<b>-133,929.62</b>	<b>177,091.62</b>	<b>310.30%</b>	<b>-133,671.43</b>

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>255-4-55-30 Operating Revenue</b>					
255-4-55-30-022.000 Sewer User Fees	1,243,935.00	801,561.59	442,373.41	64.44%	-4.65
255-4-55-30-022.001 City: Septage Discharg	55,000.00	134,150.18	-79,150.18	243.91%	22,387.25
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	978.93	21.07	97.89%	118.34
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	824,018.00	618,013.50	206,004.50	75.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,009,743.00	757,307.25	252,435.75	75.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	25,000.00	0.00	25,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	37,044.00	27,783.00	9,261.00	75.00%	0.00
255-4-55-30-060.000 Interest Income	0.00	69,891.43	-69,891.43	100.00%	7,696.80
255-4-55-30-085.000 Penalties	3,500.00	5,609.68	-2,109.68	160.28%	1,830.36
255-4-55-30-098.000 Misc Revenue	0.00	17,675.00	-17,675.00	100.00%	2,100.00
<b>Total Operating Revenue</b>	<b>3,199,340.00</b>	<b>2,432,970.56</b>	<b>766,369.44</b>	<b>76.05%</b>	<b>34,128.10</b>
<b>255-4-55-70 Nonoperating Revenues</b>					
255-4-55-70-041.000 State and Other Grant Rev	0.00	4,791.59	-4,791.59	100.00%	0.00
255-4-55-70-042.008 Essex Debt Payment	0.00	287,302.09	-287,302.09	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	295,137.60	-295,137.60	100.00%	0.00
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	279,466.58	-279,466.58	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	480,000.00	360,000.00	120,000.00	75.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>480,000.00</b>	<b>1,226,697.86</b>	<b>-746,697.86</b>	<b>255.56%</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>3,679,340.00</b>	<b>3,659,668.42</b>	<b>19,671.58</b>	<b>99.47%</b>	<b>34,128.10</b>
<b>255-5-55-30 Operating Expenses</b>					
255-5-55-30-110.000 Regular Salaries	530,187.00	359,834.67	170,352.33	67.87%	38,782.69
255-5-55-30-120.000 Part Time Salaries	8,880.00	3,404.00	5,476.00	38.33%	0.00
255-5-55-30-130.000 Overtime	49,944.00	29,618.02	20,325.98	59.30%	1,357.88
255-5-55-30-210.000 Group Insurance	176,434.00	91,235.70	85,198.30	51.71%	9,431.77
255-5-55-30-220.000 Social Security	47,742.00	31,416.25	16,325.75	65.80%	3,204.91
255-5-55-30-225.000 Act 76 Childcare Tax	2,059.00	1,173.90	885.10	57.01%	119.39
255-5-55-30-230.000 Retirement	52,849.00	35,835.35	17,013.65	67.81%	3,811.34
255-5-55-30-250.000 Unemployment Insurance	534.00	732.88	-198.88	137.24%	171.23
255-5-55-30-260.000 Workers Comp Insurance	25,152.00	11,370.83	13,781.17	45.21%	0.00
255-5-55-30-290.000 Other Employee Benefits	3,600.00	2,800.00	800.00	77.78%	400.00
255-5-55-30-320.000 Legal Services	3,000.00	162.50	2,837.50	5.42%	50.00
255-5-55-30-330.000 Professional Services	7,000.00	5,765.00	1,235.00	82.36%	3,322.50
255-5-55-30-335.000 Audit	6,353.00	7,517.75	-1,164.75	118.33%	529.42
255-5-55-30-340.000 Technical Services	15,750.00	11,004.46	4,745.54	69.87%	685.00
255-5-55-30-410.000 Water and Sewer Charges	3,605.00	5,720.81	-2,115.81	158.69%	2,819.53
255-5-55-30-415.000 Stormwater Charges	4,088.00	1,448.80	2,639.20	35.44%	724.40
255-5-55-30-421.000 Grit Disposal	18,000.00	12,310.84	5,689.16	68.39%	3,934.54
255-5-55-30-430.000 R&M Vehicles & Equipment	1,500.00	141.54	1,358.46	9.44%	0.00
255-5-55-30-431.000 R&M Buildings	45,702.00	63,250.61	-17,548.61	138.40%	3,001.44
255-5-55-30-435.000 COGEN	35,000.00	37,527.48	-2,527.48	107.22%	8.91
255-5-55-30-442.000 Rental Vehicles/Equip	3,400.00	1,426.05	1,973.95	41.94%	158.45
255-5-55-30-491.000 Administrative Fees	99,750.00	74,812.50	24,937.50	75.00%	0.00

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-500.000 Training, Conf, Dues	8,800.00	3,130.03	5,669.97	35.57%	638.10
255-5-55-30-505.000 Tech. Subs, Licenses	11,783.00	6,790.14	4,992.86	57.63%	2,420.71
255-5-55-30-510.000 Permits, Licenses, Reg	12,105.00	1,997.99	10,107.01	16.51%	0.99
255-5-55-30-520.000 PACIF Insurance	42,427.00	30,347.81	12,079.19	71.53%	0.00
255-5-55-30-530.000 Communications	17,500.00	9,142.13	8,357.87	52.24%	1,255.03
255-5-55-30-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00
255-5-55-30-567.000 Biosolids Land Applicatio	235,000.00	115,246.36	119,753.64	49.04%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	310,046.00	164,943.26	145,102.74	53.20%	38,376.18
255-5-55-30-570.000 Other Purchased Services	150,000.00	143,232.42	6,767.58	95.49%	40,025.90
255-5-55-30-609.000 Safety Supplies	3,000.00	7,773.01	-4,773.01	259.10%	1,173.26
255-5-55-30-610.000 General Supplies	8,500.00	8,140.57	359.43	95.77%	386.21
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	5,870.02	-870.02	117.40%	202.03
255-5-55-30-612.000 Uniforms	7,050.00	2,484.73	4,565.27	35.24%	109.98
255-5-55-30-618.000 Laboratory Supplies	28,000.00	10,947.69	17,052.31	39.10%	3,453.38
255-5-55-30-619.000 Chemicals	525,000.00	335,818.30	189,181.70	63.97%	33,981.67
255-5-55-30-621.000 Natural Gas/Heating	21,000.00	23,294.22	-2,294.22	110.92%	8,766.74
255-5-55-30-622.000 Electricity	170,000.00	138,507.63	31,492.37	81.48%	27,192.13
255-5-55-30-626.000 Gasoline	2,000.00	4,411.88	-2,411.88	220.59%	159.59
255-5-55-30-735.000 Tech: Equip/Hardware	18,750.00	19,149.00	-399.00	102.13%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	480,000.00	360,000.00	120,000.00	75.00%	0.00
<b>Total Operating Expenses</b>	<b>3,199,340.00</b>	<b>2,180,487.13</b>	<b>1,018,852.87</b>	<b>68.15%</b>	<b>230,655.30</b>
<b>255-5-55-70 Nonoperating Expenses</b>					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	0.00	29,175.14	-29,175.14	100.00%	0.00
255-5-55-70-722.013 Cogen	55,000.00	0.00	55,000.00	0.00%	0.00
255-5-55-70-722.020 Digester Flare/Flame Arre	50,000.00	61,652.50	-11,652.50	123.31%	441.00
255-5-55-70-722.021 Aeration Header Replaceme	25,000.00	18,229.47	6,770.53	72.92%	0.00
255-5-55-70-722.022 Process Monitoring Upgrad	48,000.00	2,132.59	45,867.41	4.44%	0.00
255-5-55-70-722.024 Dewatering VFDs	60,000.00	48,787.24	11,212.76	81.31%	0.00
255-5-55-70-722.025 WAS Pump Replacements	35,000.00	0.00	35,000.00	0.00%	0.00
255-5-55-70-722.026 SHT #1 Mixer	40,000.00	36,326.90	3,673.10	90.82%	0.00
255-5-55-70-730.005 HVAC Upgrades	25,000.00	16,972.00	8,028.00	67.89%	0.00
255-5-55-70-730.006 Building Exterior Doors	-16,000.00	15,366.50	-31,366.50	-96.04%	0.00
255-5-55-70-750.002 IT Upgrades	16,483.00	16,383.50	99.50	99.40%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	351.53	-351.53	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	31,969.59	-31,969.59	100.00%	15,513.90
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	154,720.39	-154,720.39	100.00%	0.00
<b>Total Nonoperating Expenses</b>	<b>338,483.00</b>	<b>432,067.35</b>	<b>-93,584.35</b>	<b>127.65%</b>	<b>15,954.90</b>
<b>Total Expenditures</b>	<b>3,537,823.00</b>	<b>2,612,554.48</b>	<b>925,268.52</b>	<b>73.85%</b>	<b>246,610.20</b>
<b>Total WASTEWATER FUND</b>	<b>141,517.00</b>	<b>1,047,113.94</b>	<b>-1,188,630.94</b>	<b>739.92%</b>	<b>-212,482.10</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>256-4-56-40 Operating Revenues</b>					
256-4-56-40-023.000 Sanitation User Fees	1,006,390.00	654,705.59	351,684.41	65.05%	-2.70
256-4-56-40-023.001 Essex Pump Station Fees	30,365.00	13,433.49	16,931.51	44.24%	0.00
256-4-56-40-023.002 Two party agreement	67,022.00	38,402.88	28,619.12	57.30%	38,402.88
256-4-56-40-024.000 Utility Connection Fees	30,000.00	1,509.90	28,490.10	5.03%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	22,374.40	-22,374.40	100.00%	5,376.00
256-4-56-40-060.000 Interest Income	5,000.00	53,596.75	-48,596.75	1,071.94%	5,524.97
256-4-56-40-085.000 Penalties	3,000.00	4,579.51	-1,579.51	152.65%	1,499.67
256-4-56-40-098.000 Misc Revenue	0.00	8,344.10	-8,344.10	100.00%	364.47
<b>Total Operating Revenues</b>	<b>1,141,777.00</b>	<b>796,946.62</b>	<b>344,830.38</b>	<b>69.80%</b>	<b>51,165.29</b>
<b>256-4-56-70 Nonoperating Revenues</b>					
256-4-56-70-092.000 Transfer to Capital	222,000.00	166,500.00	55,500.00	75.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>222,000.00</b>	<b>166,500.00</b>	<b>55,500.00</b>	<b>75.00%</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>1,363,777.00</b>	<b>963,446.62</b>	<b>400,330.38</b>	<b>70.65%</b>	<b>51,165.29</b>

<b>256-5-56-40 Operating Expenses</b>					
256-5-56-40-110.000 Regular Salaries	174,975.00	118,720.10	56,254.90	67.85%	8,828.52
256-5-56-40-130.000 Overtime	24,246.00	18,418.79	5,827.21	75.97%	1,077.98
256-5-56-40-210.000 Group Insurance	63,587.00	45,970.17	17,616.83	72.29%	3,861.11
256-5-56-40-220.000 Social Security	16,197.00	10,867.76	5,329.24	67.10%	745.85
256-5-56-40-225.000 Act 76 Childcare Tax	699.00	403.76	295.24	57.76%	26.95
256-5-56-40-230.000 Retirement	19,618.00	12,577.74	7,040.26	64.11%	854.98
256-5-56-40-250.000 Unemployment Insurance	180.00	147.81	32.19	82.12%	32.43
256-5-56-40-260.000 Workers Comp Insurance	8,419.00	3,682.43	4,736.57	43.74%	0.00
256-5-56-40-290.000 Other Employee Benefits	800.00	0.00	800.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	6,242.00	5,320.75	921.25	85.24%	0.00
256-5-56-40-335.000 Audit	3,529.00	4,175.80	-646.80	118.33%	294.07
256-5-56-40-340.000 Technical Services	14,500.00	5,040.00	9,460.00	34.76%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	329.96	170.04	65.99%	164.98
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	5,268.66	-3,268.66	263.43%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	15,000.00	0.00	15,000.00	0.00%	0.00
256-5-56-40-434.000 R&M Pump Stations	22,500.00	5,521.53	16,978.47	24.54%	301.44
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	12,375.90	1,624.10	88.40%	953.20
256-5-56-40-434.002 West Street PS Costs	12,000.00	7,931.08	4,068.92	66.09%	1,043.28
256-5-56-40-441.000 Rental Land/Buildings	2,048.00	2,562.17	-514.17	125.11%	0.00
256-5-56-40-491.000 Administrative Fees	235,500.00	177,147.00	58,353.00	75.22%	0.00
256-5-56-40-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	1,726.00	4,865.56	-3,139.56	281.90%	65.68
256-5-56-40-520.000 PACIF Insurance	3,402.00	2,532.79	869.21	74.45%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-530.000 Communications	1,080.00	720.00	360.00	66.67%	45.00
256-5-56-40-560.000 Postage	6,180.00	6,140.31	39.69	99.36%	2,532.93
256-5-56-40-609.000 Safety Supplies	3,000.00	1,093.25	1,906.75	36.44%	0.00
256-5-56-40-610.000 General Supplies	2,500.00	1,174.37	1,325.63	46.97%	-685.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-612.000 Uniforms	1,350.00	976.61	373.39	72.34%	0.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	2,228.22	-728.22	148.55%	1,012.46
256-5-56-40-622.000 Electricity	16,000.00	11,272.90	4,727.10	70.46%	1,790.95
256-5-56-40-626.000 Gasoline	6,000.00	2,679.48	3,320.52	44.66%	208.95
256-5-56-40-735.000 Tech: Equip/Hardware	3,500.00	0.00	3,500.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	222,000.00	166,500.00	55,500.00	75.00%	0.00
<b>Total Operating Expenses</b>	<b>918,778.00</b>	<b>636,644.90</b>	<b>282,133.10</b>	<b>69.29%</b>	<b>23,715.76</b>
<b>256-5-56-70 Nonoperating Expenses</b>					
256-5-56-70-722.001 Manhole Rehab/Sliplining	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.005 Maple/River St PS	3,740,650.00	45,781.04	3,694,868.96	1.22%	7,706.90
256-5-56-70-722.006 Collection Sys Capacity S	33,129.00	19,854.45	13,274.55	59.93%	6,956.00
256-5-56-70-722.055 West St PS	0.00	13,927.60	-13,927.60	100.00%	6,627.60
256-5-56-70-723.005 Iroquois Ave Water Line	0.00	9,843.03	-9,843.03	100.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	21,488.00	5,968.52	15,519.48	27.78%	0.00
256-5-56-70-751.006 Vactor Truck	9,500.00	13,232.00	-3,732.00	139.28%	0.00
256-5-56-70-910.000 Transfer to WWTF	0.00	279,466.58	-279,466.58	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	1,590.60	-1,590.60	100.00%	0.00
256-5-56-70-955.002 RF1-157 PS upgrade	0.00	10,956.90	-10,956.90	100.00%	10,956.90
<b>Total Nonoperating Expenses</b>	<b>3,844,767.00</b>	<b>400,620.72</b>	<b>3,444,146.28</b>	<b>10.42%</b>	<b>32,247.40</b>
<b>Total Expenditures</b>	<b>4,763,545.00</b>	<b>1,037,265.62</b>	<b>3,726,279.38</b>	<b>21.78%</b>	<b>55,963.16</b>
<b>Total SANITATION FUND</b>	<b>-3,399,768.00</b>	<b>-73,819.00</b>	<b>3,473,587.00</b>	<b>2.17%</b>	<b>-4,797.87</b>

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
257-4-57-50-021.000 Stormwater User Fees	0.00	247,960.90	-247,960.90	100.00%	-18.11
257-4-57-50-027.000 Stormwater User Fees	323,057.00	0.00	323,057.00	0.00%	0.00
257-4-57-50-040.000 Federal Grant Revenue	0.00	15,416.80	-15,416.80	100.00%	0.00
257-4-57-50-060.000 Interest Income	0.00	192.29	-192.29	100.00%	704.35
257-4-57-50-085.000 Penalties	0.00	2,199.27	-2,199.27	100.00%	490.45
<b>Total Revenues</b>	<b>323,057.00</b>	<b>265,769.26</b>	<b>57,287.74</b>	<b>82.27%</b>	<b>1,176.69</b>
257-5-57-50-110.000 Regular Salaries	99,249.00	63,370.60	35,878.40	63.85%	7,439.60
257-5-57-50-120.000 Part Time Salaries	17,760.00	6,012.50	11,747.50	33.85%	0.00
257-5-57-50-210.000 Group Insurance	42,750.00	27,505.51	15,244.49	64.34%	3,660.41
257-5-57-50-220.000 Social Security	9,048.00	5,552.32	3,495.68	61.37%	623.94
257-5-57-50-225.000 Act 76 Childcare Tax	390.00	216.58	173.42	55.53%	23.54
257-5-57-50-230.000 Retirement	8,968.00	6,128.20	2,839.80	68.33%	737.21
257-5-57-50-250.000 Unemployment Insurance	50.00	61.29	-11.29	122.58%	20.41
257-5-57-50-260.000 Workers Comp Insurance	6,617.00	5,054.39	1,562.61	76.38%	0.00
257-5-57-50-290.000 Other Employee Benefits	400.00	0.00	400.00	0.00%	0.00
257-5-57-50-320.000 Legal Services	3,000.00	0.00	3,000.00	0.00%	0.00
257-5-57-50-330.000 Professional Services	20,000.00	0.00	20,000.00	0.00%	0.00
257-5-57-50-451.000 Summer Construction Servi	20,000.00	1,809.23	18,190.77	9.05%	464.68
257-5-57-50-500.000 Training, Conferences, Du	2,000.00	1,092.18	907.82	54.61%	370.00
257-5-57-50-510.000 Permit/License/Registrati	18,250.00	19,469.96	-1,219.96	106.68%	0.00
257-5-57-50-540.000 Advertising	1,250.00	0.00	1,250.00	0.00%	0.00
257-5-57-50-570.000 Other Purchased Services	5,000.00	1,399.99	3,600.01	28.00%	0.00
257-5-57-50-575.000 Storm Sewer Maintenance	20,000.00	19,046.65	953.35	95.23%	685.00
257-5-57-50-580.000 Travel	1,500.00	66.36	1,433.64	4.42%	0.00
257-5-57-50-612.000 Uniforms	675.00	709.44	-34.44	105.10%	0.00
257-5-57-50-735.000 Tech: Equip/Hardware	0.00	2,188.00	-2,188.00	100.00%	0.00
257-5-57-50-830.000 Regular Programs	900.00	955.98	-55.98	106.22%	0.00
257-5-57-50-899.000 Matching Grant Funds	45,250.00	7,555.95	37,694.05	16.70%	0.00
<b>Total Expenditures</b>	<b>323,057.00</b>	<b>168,195.13</b>	<b>154,861.87</b>	<b>52.06%</b>	<b>14,024.79</b>
<b>Total STORMWATER FUND</b>	<b>0.00</b>	<b>97,574.13</b>	<b>-97,574.13</b>	<b>-100.00%</b>	<b>-12,848.10</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
258-4-33-13-060.000 Interest Income	0.00	365.16	-365.16	100.00%	35.20
<b>Total Revenues</b>	<b>0.00</b>	<b>365.16</b>	<b>-365.16</b>	<b>100.00%</b>	<b>35.20</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total SENIOR CENTER FUND</b>	<b>0.00</b>	<b>365.16</b>	<b>-365.16</b>	<b>-100.00%</b>	<b>35.20</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-4-30-10-060.000 Interest Income	0.00	35,478.93	-35,478.93	100.00%	4,279.22
259-4-30-10-098.000 Misc Revenue	0.00	183.15	-183.15	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	74,333.00	70,907.75	3,425.25	95.39%	0.00
259-4-30-11-020.305 Pool Memberships	44,988.00	12,400.67	32,587.33	27.56%	4,494.67
259-4-30-11-020.306 Swim Lessons	45,219.00	20,798.98	24,420.02	46.00%	18,088.98
259-4-30-12-020.308 Facility & Field Rental	26,440.00	14,305.25	12,134.75	54.10%	320.00
259-4-30-14-020.311 Youth Programs	399,745.00	273,583.76	126,161.24	68.44%	87,140.38
259-4-30-14-020.312 Adult Programs	156,800.00	113,576.34	43,223.66	72.43%	23,293.00
259-4-30-14-050.000 Donation Revenue	20,050.00	1,000.00	19,050.00	4.99%	0.00
259-4-30-14-091.000 Transfer from Other Funds	17,500.00	17,500.00	0.00	100.00%	17,500.00
259-4-30-15-020.313 Childcare - AS	1,743,980.00	1,644,422.72	99,557.28	94.29%	369,400.57
259-4-30-15-020.315 Shared Staffing Contract	170,573.00	0.00	170,573.00	0.00%	0.00
259-4-30-15-040.835 Special Accommodation Gra	0.00	21,186.50	-21,186.50	100.00%	6,319.00
259-4-30-15-041.000 State and Other Grant Rev	0.00	69,581.82	-69,581.82	100.00%	58,561.28
259-4-30-16-020.313 Childcare - PS	706,353.00	478,883.86	227,469.14	67.80%	52,127.79
259-4-30-16-041.000 State and Other Grant Rev	0.00	2,493.15	-2,493.15	100.00%	0.00
259-4-30-16-098.000 Misc Revenue	0.00	300.00	-300.00	100.00%	0.00
259-4-30-17-020.313 Childcare - DC	961,280.00	628,972.86	332,307.14	65.43%	15,980.91
259-4-30-17-040.835 Special Accommodation Gra	0.00	36,547.50	-36,547.50	100.00%	-137.50
<b>Total Revenues</b>	<b>4,367,261.00</b>	<b>3,442,123.24</b>	<b>925,137.76</b>	<b>78.82%</b>	<b>657,368.30</b>

**259-5-30-10 Administration**

259-5-30-10-250.000 Unemployment Insurance	5,231.00	28,114.25	-22,883.25	537.45%	1,653.37
259-5-30-10-260.000 Workers Comp Insurance	89,072.00	36,699.83	52,372.17	41.20%	0.00
259-5-30-10-330.000 Professional Services	0.00	3,905.00	-3,905.00	100.00%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	1,489.50	478.50	75.69%	165.50
259-5-30-10-500.000 Training, Conf, Dues	5,500.00	3,539.76	1,960.24	64.36%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	1,835.00	18,663.35	-16,828.35	1,017.08%	1,998.06
259-5-30-10-530.000 Communications	0.00	863.86	-863.86	100.00%	0.00
259-5-30-10-550.000 Printing and Binding	0.00	9,546.00	-9,546.00	100.00%	5,636.00
259-5-30-10-560.000 Postage	353.00	4,575.82	-4,222.82	1,296.27%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	85,708.02	-85,708.02	100.00%	13,503.29
259-5-30-10-610.000 General Supplies	0.00	196.73	-196.73	100.00%	0.00
259-5-30-10-910.000 Trnsfr Between Funds (non	0.00	39,866.25	-39,866.25	100.00%	0.00
<b>Total Administration</b>	<b>103,959.00</b>	<b>233,168.37</b>	<b>-129,209.37</b>	<b>224.29%</b>	<b>22,956.22</b>

**259-5-30-11 Pool**

259-5-30-11-120.000 Part Time Salaries	115,130.00	99,372.06	15,757.94	86.31%	0.00
259-5-30-11-130.000 Overtime	0.00	2,804.44	-2,804.44	100.00%	0.00
259-5-30-11-220.000 Social Security	8,807.00	7,816.52	990.48	88.75%	0.00
259-5-30-11-225.000 Act 76 Childcare Tax	380.00	354.88	25.12	93.39%	0.00
259-5-30-11-330.000 Professional Services	1,486.00	459.20	1,026.80	30.90%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	39,708.00	27,205.21	12,502.79	68.51%	0.00
259-5-30-11-505.000 Technology Subs, Licenses	629.00	483.24	145.76	76.83%	0.00
259-5-30-11-550.000 Printing and Binding	420.00	0.00	420.00	0.00%	0.00
259-5-30-11-560.000 Postage	270.00	0.00	270.00	0.00%	0.00
259-5-30-11-610.000 General Supplies	3,832.00	3,527.96	304.04	92.07%	13.90

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-11-910.000 Transfer btwn Funds (non-	2,126.00	0.00	2,126.00	0.00%	0.00
<b>Total Pool</b>	<b>172,788.00</b>	<b>142,023.51</b>	<b>30,764.49</b>	<b>82.20%</b>	<b>13.90</b>
<b>259-5-30-12 Parks and Facilities</b>					
259-5-30-12-120.000 Part Time Salaries	10,383.00	3,446.95	6,936.05	33.20%	0.00
259-5-30-12-220.000 Social Security	794.00	348.19	445.81	43.85%	0.00
259-5-30-12-225.000 Act 76 Childcare Tax	34.00	6.49	27.51	19.09%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	31,256.08	-22,256.08	347.29%	2,337.50
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	8,478.51	5,321.49	61.44%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	2,060.51	1,939.49	51.51%	0.00
259-5-30-12-610.000 General Supplies	0.00	4,878.06	-4,878.06	100.00%	81.53
<b>Total Parks and Facilities</b>	<b>38,011.00</b>	<b>50,474.79</b>	<b>-12,463.79</b>	<b>132.79%</b>	<b>2,419.03</b>
<b>259-5-30-14 Recreation Programs</b>					
259-5-30-14-110.000 Regular Salaries	58,320.00	33,474.13	24,845.87	57.40%	4,228.92
259-5-30-14-120.000 Part Time Salaries	21,284.00	5,614.18	15,669.82	26.38%	320.71
259-5-30-14-210.000 Group Insurance	42,844.00	2,821.79	40,022.21	6.59%	412.41
259-5-30-14-220.000 Social Security	6,141.00	3,136.00	3,005.00	51.07%	377.00
259-5-30-14-225.000 Act 76 Childcare Tax	265.00	125.70	139.30	47.43%	14.48
259-5-30-14-230.000 Retirement	3,523.00	3,124.52	398.48	88.69%	414.42
259-5-30-14-290.000 Other Employee Benefits	400.00	400.00	0.00	100.00%	0.00
259-5-30-14-330.000 Professional Services	474,238.00	336,351.32	137,886.68	70.92%	92,183.29
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	970.44	529.56	64.70%	185.22
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,750.00	3,725.09	3,024.91	55.19%	0.00
259-5-30-14-505.000 Technology Subs, Licenses	2,360.00	1,812.17	547.83	76.79%	0.00
259-5-30-14-530.000 Communications	540.00	0.00	540.00	0.00%	0.00
259-5-30-14-550.000 Printing and Binding	1,575.00	0.00	1,575.00	0.00%	0.00
259-5-30-14-560.000 Postage	1,013.00	0.00	1,013.00	0.00%	0.00
259-5-30-14-610.000 General Supplies	32,393.00	63,240.56	-30,847.56	195.23%	3,657.32
259-5-30-14-850.150 Memorial Day Parade	7,500.00	0.00	7,500.00	0.00%	0.00
259-5-30-14-910.000 Transfer btwn Funds (non-	7,973.00	0.00	7,973.00	0.00%	0.00
<b>Total Recreation Programs</b>	<b>671,919.00</b>	<b>454,795.90</b>	<b>217,123.10</b>	<b>67.69%</b>	<b>101,793.77</b>
<b>259-5-30-15 After School Care</b>					
259-5-30-15-110.000 Regular Salaries	669,664.00	473,335.72	196,328.28	70.68%	56,811.11
259-5-30-15-120.000 Part Time Salaries	429,246.00	386,057.23	43,188.77	89.94%	61,049.34
259-5-30-15-130.000 Overtime	0.00	1,607.64	-1,607.64	100.00%	173.89
259-5-30-15-210.000 Group Insurance	204,294.00	155,343.45	48,950.55	76.04%	15,844.53
259-5-30-15-220.000 Social Security	86,208.00	67,406.95	18,801.05	78.19%	9,266.45
259-5-30-15-225.000 Act 76 Childcare Tax	3,719.00	2,709.42	1,009.58	72.85%	374.52
259-5-30-15-230.000 Retirement	65,662.00	49,989.07	15,672.93	76.13%	5,473.74
259-5-30-15-290.000 Other Employee Benefits	5,200.00	2,000.00	3,200.00	38.46%	800.00
259-5-30-15-330.000 Professional Services	101,800.00	36,636.86	65,163.14	35.99%	16,937.13
259-5-30-15-500.000 Training, Conf, Dues	45,339.00	17,813.31	27,525.69	39.29%	6,295.86
259-5-30-15-505.000 Technology Subs, Licenses	6,609.00	5,074.07	1,534.93	76.78%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-15-530.000 Communications	7,560.00	6,993.37	566.63	92.50%	980.66
259-5-30-15-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
259-5-30-15-550.000 Printing and Binding	4,410.00	0.00	4,410.00	0.00%	0.00
259-5-30-15-560.000 Postage	2,835.00	0.00	2,835.00	0.00%	0.00
259-5-30-15-580.000 Travel	0.00	14,761.23	-14,761.23	100.00%	6,901.03
259-5-30-15-610.000 General Supplies	123,316.00	79,107.03	44,208.97	64.15%	9,250.06
259-5-30-15-626.000 Gasoline	5,500.00	401.78	5,098.22	7.31%	0.00
259-5-30-15-735.000 Tech: Equip/Hardware	0.00	3,513.98	-3,513.98	100.00%	1,756.99
259-5-30-15-895.000 State and Other Grant Exp	0.00	17,178.52	-17,178.52	100.00%	1,866.59
259-5-30-15-910.000 Transfer btwn Funds (non-	22,327.00	0.00	22,327.00	0.00%	0.00
<b>Total After School Care</b>	<b>1,786,689.00</b>	<b>1,319,929.63</b>	<b>466,759.37</b>	<b>73.88%</b>	<b>193,781.90</b>

**259-5-30-16 Preschool**

259-5-30-16-110.000 Regular Salaries	375,640.00	287,209.82	88,430.18	76.46%	27,197.37
259-5-30-16-120.000 Part Time Salaries	29,493.00	21,047.10	8,445.90	71.36%	1,718.70
259-5-30-16-130.000 Overtime	0.00	2,009.55	-2,009.55	100.00%	9.34
259-5-30-16-210.000 Group Insurance	182,985.00	97,960.96	85,024.04	53.53%	8,279.97
259-5-30-16-220.000 Social Security	32,759.00	24,999.12	7,759.88	76.31%	2,297.46
259-5-30-16-225.000 Act 76 Childcare Tax	1,413.00	1,009.05	403.95	71.41%	93.71
259-5-30-16-230.000 Retirement	30,732.00	24,250.85	6,481.15	78.91%	2,044.95
259-5-30-16-290.000 Other Employee Benefits	2,800.00	2,800.00	0.00	100.00%	0.00
259-5-30-16-330.000 Professional Services	4,525.00	5,244.76	-719.76	115.91%	571.50
259-5-30-16-420.000 Cleaning Services	32,500.00	20,006.83	12,493.17	61.56%	2,177.50
259-5-30-16-441.000 Rental Land/Buildings	1,860.00	0.00	1,860.00	0.00%	0.00
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	1,344.60	-1,344.60	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	8,414.00	3,336.00	71.61%	360.00
259-5-30-16-505.000 Technology Subs, Licenses	2,675.00	2,053.79	621.21	76.78%	0.00
259-5-30-16-530.000 Communications	0.00	336.98	-336.98	100.00%	74.90
259-5-30-16-550.000 Printing and Binding	1,785.00	0.00	1,785.00	0.00%	0.00
259-5-30-16-560.000 Postage	1,148.00	0.00	1,148.00	0.00%	0.00
259-5-30-16-580.000 Travel	1,536.00	176.40	1,359.60	11.48%	0.00
259-5-30-16-610.000 General Supplies	7,750.00	18,084.69	-10,334.69	233.35%	1,721.43
259-5-30-16-895.000 State and Other Grant Exp	0.00	2,511.96	-2,511.96	100.00%	809.89
259-5-30-16-910.000 Transfer btwn Funds (non-	9,036.00	0.00	9,036.00	0.00%	0.00
<b>Total Preschool</b>	<b>730,387.00</b>	<b>519,460.46</b>	<b>210,926.54</b>	<b>71.12%</b>	<b>47,506.12</b>

**259-5-30-17 Summer Day Camps**

259-5-30-17-110.000 Regular Salaries	85,671.00	52,288.27	33,382.73	61.03%	0.00
259-5-30-17-120.000 Part Time Salaries	536,093.00	468,926.90	67,166.10	87.47%	0.00
259-5-30-17-130.000 Overtime	0.00	19,371.44	-19,371.44	100.00%	0.00
259-5-30-17-220.000 Social Security	47,565.00	41,420.49	6,144.51	87.08%	0.00
259-5-30-17-225.000 Act 76 Childcare Tax	2,052.00	1,743.34	308.66	84.96%	0.00
259-5-30-17-330.000 Professional Services	163,066.00	65,020.31	98,045.69	39.87%	0.00
259-5-30-17-505.000 Technology Subs, Licenses	3,462.00	2,657.85	804.15	76.77%	0.00
259-5-30-17-550.000 Printing and Binding	2,310.00	1,634.00	676.00	70.74%	0.00
259-5-30-17-560.000 Postage	1,485.00	0.00	1,485.00	0.00%	0.00
259-5-30-17-580.000 Travel	0.00	51,965.21	-51,965.21	100.00%	0.00
259-5-30-17-610.000 General Supplies	66,267.00	39,426.69	26,840.31	59.50%	0.00

Account	Budget	Actual	Budget Balance % of Budget	Pd to Date
259-5-30-17-910.000 Transfer btwn Funds (non-	11,693.00	0.00	11,693.00 0.00%	0.00
<b>Total Summer Day Camps</b>	<b>919,664.00</b>	<b>744,454.50</b>	<b>175,209.50 80.95%</b>	<b>0.00</b>
259-5-30-19 Rec Kids				
<b>Total Rec Kids</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>4,423,417.00</b>	<b>3,464,307.16</b>	<b>959,109.84 78.32%</b>	<b>368,470.94</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>-56,156.00</b>	<b>-22,183.92</b>	<b>78,339.92 39.50%</b>	<b>288,897.36</b>
<b>Total All Funds</b>	<b>-4,023,663.00</b>	<b>3,662,756.89</b>	<b>360,906.11 -91.03%</b>	<b>-1,544,544.16</b>

**LOT Fund Balance Detail**

<b>LOT Funds Revenue FY23</b>		<b>659,341.99</b>	
	11/21/22 Disbursement - Q1	1,178.64	
	2/9/23 Disbursement - Q2	239,621.26	
	5/12/23 Disbursement - Q3	195,435.64	
			funds received in August, but recorded back to June to properly
	6/30/23 Disbursement - Q4	219,588.49	recognize revenue
	Interest Accrued	3,517.96	
<b>LOT Funds Revenue FY24</b>		<b>986,078.22</b>	
	Q1	284,780.40	
	Q2	223,554.85	
	Q3	219,797.53	
	Q4	232,463.92	
	Interest Accrued	25,481.52	allocated monthly
<b>LOT Funds Revenue FY25</b>		<b>1,048,482.39</b>	
	Q1	263,103.52	
	Q2	261,428.29	
	Q3	237,710.40	
	Q4	259,860.01	
	Interest Accrued	26,380.17	allocated monthly
<b>LOT Funds Revenue FY26</b>		<b>606,885.10</b>	
	Q1	300,296.44	
	Q2	288,049.65	
	Q3		
	Q4		
	Interest Accrued	18,539.01	allocated monthly
Less:			
FY24 Expenses	(587,239.00)		strategic planning, capital transfer, IT migration and paving actual spent
FY25 Expenses	(1,019,401.75)		capital projects within the approved capital plan \$1,000,000, sidewalks \$19,401.75
FY25 Sidewalks per Policy Balance of Funds Avail.	(236,123.81)		25% of projected revenue
Rebranding Balance of Funds Avail.	(11,825.00)		\$40,000 assigned during budget, \$12,500 reassigned to Strategic Planning by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
FY26 Expenses to Date	(842,702.50)		capital projects within the approved capital plan \$800,000, rebranding \$15,675, \$27,027.50 sidewalks
FY26 Capital Transfer Balance of Funds Avail.	-		\$800,000 total
FY26 Sidewalks per Policy Balance of Funds Avail.	(222,972.50)		25% of projected revenue
	<b>Balance of LOT Funds Available</b>	<b><u>366,148.14</u></b>	
	Projected Remaining FY26 LOT Revenue	411,653.91	\$1,000,000 projected, less actual funds received to date
	<b>Projected FY26 LOT Fund Balance</b>	<b><u>777,802.05</u></b>	

updated 4/8/26

## 2 Lincoln Renovation Project

	Breadloaf	Scott & Partners	Other	Totals
Original Contract	\$ 2,770,578.00	\$ 231,419.00	n/a	\$ 3,001,997.00
Change Orders/Amendments/Non-Contract	\$ 479,963.10	\$ 58,610.18	n/a	\$ 538,573.28
Revised Contract	\$ 3,250,541.10	\$ 290,029.18	n/a	\$ 3,540,570.28
Payments to Date	\$ 3,242,178.26	\$ 300,031.68	\$ 190,101.28	\$ 3,732,311.22
Balance of Contract	\$ 8,362.84	\$ (10,002.50)	n/a	\$ (191,740.94)

Approved Project Funds	4,020,975.60
Payments to Date	(3,732,311.22)
Remaining Contract Obligations	(8,362.84)
Anticipated Additional Costs	(249,946.01)
<b>Balance of Funds Available</b>	<b><u>30,355.53</u></b>

updated 4/8/26

**Economic Development Fund Balance Detail**

<b>FY26 Economic Development Fund Beginning Balance PRELIMINARY</b>	<b>914,544.23</b>	
<b>Economic Development Funds Received FY26</b>	<b>134,137.92</b>	
		<i>Property Taxes</i> 113,280.34 will be allocated around 9/15 and 3/15 tax payment due dates
		<i>Interest Accrued</i> 20,857.58 allocated monthly
Less:		
FY26 Expenses to Date	(69,959.00)	
		FY25 \$40,000 grant match, less \$6,425 actual spent FY25, less
Main St Park	(23,330.00)	\$10,245 actual spent to date FY26
Crescent Connector	(86,820.25)	actual spent FY25
EV Charging	(1,060.03)	actual spent FY25
		FY25 \$250,000 grant match, FY26 \$450,000 grant match, less
		\$2,538 actual spent FY25, less \$59,714 actual spent to date
Amtrak Grant Match	(640,748.00)	FY26
<b>Balance of Economic Development Funds Available</b>	<b><u>226,764.87</u></b>	
Projected FY26 Economic Development Fund Revenue	-	\$112,000 less actual property tax revenue to date
<b>Projected FY26 Economic Development Fund Balance</b>	<b><u>226,764.87</u></b>	

updated 4/8/26

# REAPPRAISAL PROJECT



## Public Forums

We're coming together to talk about the next step in the reappraisal project.



**WEDNESDAY**

**MAY 6, 2026**



**2 FORUMS OFFERED**

**MORNING - 11:00 AM**

**EVENING - 6:00 PM**



[essexvt.gov/reappraisal](https://essexvt.gov/reappraisal)



**IN PERSON OR ONLINE**



Essex Town Office  
Conference Room  
81 Main St., Essex Jct.

**zoom**



Meeting ID:  
826 9687 9546  
Passcode:  
797620

# Chittenden County Communications Union District

110 West Canal Street, Suite 202, Winooski, Vermont 05404

## **2025 Annual Report**

Approved by CCCUD Board October 22, 2025

### **Executive Summary**

The Chittenden County Communications Union District (CCCUD) includes Essex, Essex Junction, Jericho, Shelburne, South Burlington, Underhill, Westford and Williston. In 2025, the CCCUD finalized a contract to partner with Consolidated Communications (CCI) to form a public/private partnership to provide broadband service to all the unserved and underserved locations in the 8-municipality district (~500+ locations). Phase 1 of the project, funded with \$2.1M in Construction Grant funds from the Vermont Community Broadband Board (VCBB), is complete. Phase 1 of the project brought symmetrical, multi-gig speed internet access to the unserved and underserved locations in Shelburne, Essex, Westford and Williston. Phase 2 will be funded with an additional grant award to Comcast from the Federal [BEAD program](#) and will include Jericho and Underhill.

### **2025 Activities and Plans for 2026**

#### **Activities in 2025**

- CCCUD was awarded \$2.1M in Construction Grant funds from the VCBB to begin the work of providing broadband service to all the unserved and underserved locations in the 8-municipality district.
- CCCUD finalized a contract with Consolidated Communications (CCI) to bring symmetrical, multi-gig speed internet access to the unserved and underserved locations in Shelburne, Essex, Westford and Williston (Phase 1 of the project).
- CCI completed Phase 1 of the project.
- CCCUD requested quotes from qualified audit firms to have a single audit performed at the end of FY25 as required by Federal law.
- CCI applied to the Federal BEAD program for additional funding to complete Phase 2 of the project as specified in its contract with the CCCUD. However, the BEAD award was made to Comcast.
- The FY26 Budget was developed, a public hearing held, and a final budget was adopted.

#### **Anticipated next steps in 2026**

- Continue the administration of the of the \$2.1M in Construction Grant funds to CCI
- Have a single audit performed for the CCCUD
- Consider sustainability plans to fund the long-term oversight required for the Phase 1 work
- Work to develop a relationship with Comcast

View minutes and learn more at: <https://www.ccrpcvt.org/our-work/broadband/>

Chittenden County RPC  
**CCCUD - 217**  
 January through December 2025

Ordinary Income/Expense

Income	Budget	*Actual	Difference
<b>Revenue - Cash Basis</b>			
Carryover from Previous Yr	\$174,868	\$174,638	\$230
VCBB Pre-Construction Grant	\$0	\$0	
VCBB Construction Grant	\$2,100,000	\$1,890,000	\$210,000
<b>Total Project Revenue</b>	<b>\$2,274,868</b>	<b>\$2,064,638</b>	<b>\$210,230</b>
<b>Expense</b>			
<b>Project - Expenses</b>			
Project - Insurance	\$3,500	\$3,094	-\$406
Project - Dues/Subscriptions	\$0	\$0	\$0
Project - Audit	\$20,000	\$0	-\$20,000
Project - Legal	\$2,000	\$0	-\$2,000
Project - Consultant - MBI	\$10,000	\$0	-\$10,000
CCRPC Staff Time	\$70,000	\$14,740	-\$55,260
Construction Activity	\$2,100,000	\$1,890,000	-\$210,000
<b>Total Expense</b>	<b>\$2,205,500</b>	<b>\$1,907,834</b>	<b>-\$297,666</b>
<b>Net Ordinary Income</b>	<b>\$69,368</b>	<b>\$156,804</b>	<b>\$87,436</b>

\*Note the the figures presented above reflect a modified cash basis.  
 Grant reveue is expressed as deposited cash, not earned revenue.  
 Earned Revenues were \$1,907,834 for CY2025 for a Net Income of \$0.  
 Deferred grant funds of \$174,638 remained as of 12/31/2025 (all pre-construction funds).

**POLICE COMMUNITY ADVISORY BOARD**

**March 17, 2026**

**POLICE COMMUNITY ADVISORY BOARD**

**REGULAR MEETING**

**MINUTES OF MEETING- DRAFT**

**March 17, 2026**

**POLICE COMMUNITY ADVISORY BOARD:** Jenny Parker, Gwendolyn Evans, Dan Maguire, Nancy Bean, Christina Hagestad, Lisa Holmes

**ABSENT:**

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

**ADMINISTRATION:**

**OTHERS PRESENT:** George Facteau (Community Outreach), Lorraine, Anne Miller

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

*Nancy asked to get the approval for shirts and jackets for the Board members.*

*Lisa asked the Chief to speak about the incident in South Burlington with ICE and how would a situation in Essex be handled and asked for the Chief to speak about the recent death involving a dog.*

**3. AGENDA APPROVAL**

*The agenda was approved.*

**4. PUBLIC TO BE HEARD**

*Lorraine shared that people in the community are concerned and some are still not comfortable to attend the PCAB meeting. Lorraine shared that some community members believed there were too many "uniforms" at the Town Meeting night. She stated that she believed there was discussion before about not having too many officers in uniforms at events like that. Lorraine also wanted to speak about the ICE incident in South Burlington. She expressed concerns about if ICE will be at polling stations and asked who could call the police for help because it seems unclear in the community. Lorraine did need to leave but the Chief stated that he would address her concerns after Ann Miller spoke.*

*Anne Miller shared that her family has concerns as well about federal agents and how some of her family members are afraid to speak in public due to their accents and being heard. Anne wants to know that 911 is available for anyone to call that needs help. She also asked if there are verification steps to ID a federal officer.*

*The Chief shared that there were two officers in uniform at the Town Meeting (him and one officer). He plans to follow up with the Town Manager to ask what the expectation is for the department. He also shared that he believes the Town Meeting occurred right after the Iran*

bombing and he told the department to be on the lookout for anything when it comes to large gathering so that might be why there could have been one other officer in uniform there. The Chief stated that Vermont has policies about immigration and local police cannot engage in civil immigration cases.

The Chief stated that the priority of Essex Police Department is the safety of the Essex community (citizens and those who travel through).

The Chief shared that he got his information about SBPD and ICE the same way everyone else has through the news and that SBPD was unaware of what was going on at that call until they got there. SBPD was then advised to keep the public and ICE away from each other and not there to help ICE. If it was EPD they would respond the same way and keep the public and ICE separate. ICE did not work with local law enforcement. SBPD called VSP for support with the crowd numbers.

The Chief stated that he is unaware of ICE being at polling stations.

The Chief also stated that EPD cannot interfere with a federal agent unless it involves use of force.

Lisa asked about the incident in a training perspective with any plans or thoughts. The Chief shared that EPD gets more use of force training than other departments.

Gwendolyn shared the benefits of the Citizen's Academy and encouraged the public to take it and asked if Serg. Chistolini could alter some things after the incident.

Jenny shared that she thinks it is important right now that EPD is in uniform because ICE is usually in plain clothing. She also stated how the public might not understand EPD's roles and how uniforms are safety for the officers.

Jenny suggested PCAB being there in the moment of an incident and having how pamphlets about how PCAB can help. Gwendolyn stated that in the moment it is too overwhelming.

The Chief shared that ICE should have an ID on them for their own safety. He also shared that he knows people are looking for definite answers, but these are fluid. He reminded his officers that they need to go with the policies they have and officers are sensitive about what is happening right now as well, but his department knows the policies.

Lisa stated that people can call EPD during calls with ICE and the Chief agreed. She asked if EPD has a statement that could EPD share it with PCAB so the Board can share it and Chief agreed.

Ann stated to be mindful of people's lived experiences.

## **5. CONSENT ITEMS**

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

## **6. BUSINESS ITEMS**

a. George from the Community Outreach Team (COT) came to share what COT does and share that he is now the new Team Lead. George shared that COT responds to mental health, substance use, welfare checks, domestic violence and other jobs that are not for officers. COT works with the schools and First Call.

People can get in touch with COT by calling the hotline. COT makes connections also through the PDs, hospitals and Howard Center.

COTs response time is roughly 15 minutes from initial call.

COT works Monday through Friday 8:30AM-6PM. They will not be extending hours because COT connects services to clients and there are no services to offer at later hours and weekends.

*COT bridges the gap between PDs and provides because COT has access to Howard Center records and see if a client has support.*

*The Chief shared that funding has been an issue every year and currently. He wrote a letter to the Town to request that COT remain funded and last year the Town agreed to fund what was needed because the Town understands the need for COT.*

*b. Alyssa asked that the members that have not signed the computer policy to please sign it and send it ASAP.*

*c. There are no upcoming events until National Night Out for PCAB to attend.*

*d. The Chief shared that there were many questions about why the dog was not put down after its first attack, but the Chief shared that the law states the dog is not violent unless the bite takes place off of their property and the first bite was at the residence as well. There is discussion about strengthening the ordinance.*

*e. The Board agreed on black jackets with the logo on the back and black shirts. Everyone will send their sizes to Nancy.*

## **7. ADJOURN**

*A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:21pm.*

Respectfully submitted,

Alyssa March  
Community Affairs Liaison

Brownell Library Trustees  
Meeting Minutes  
March 17, 2026

Brownell Library Trustees in attendance: Karen Hergesheimer, Jeanne Grant, Alex Carmical, Dottie Bergendahl, Helen Donahey, Jessica Dow, Venessa Luck, Beth Custer, Sheila Porter, Rhiannon A., Gabrielle S.

Library Staff in attendance: Ariana H., Wendy Hysko

Meeting called to order at 6:30 by Karen Hergesheimer

1. Agenda additions and deletions: None
2. Public to be heard: None
3. Announcements: Jeanne announced that while this would be the final meeting she would attend as a trustee, she remains committed to the welfare of Brownell Library. The Board expressed its gratitude for her service and leadership and presented her with a gift (as well as a card).

Ariana announced that beloved Youth Librarian Erna D. conducted her final Red Clover Club meeting this past week. The Board expressed its appreciation for her two decades of dedication to the craft.

4. Minutes of February 17, 2026: Sheila moved that the minutes be accepted without amendment; Dottie seconded. Motion passed unanimously.
5. Financial Report: Dottie reported the Trustee checking account has \$2081.82 and the Trustee CD is valued at \$2963.26. Furthermore, she predicted that, due to unavoidable costs, the building and grounds expenses will not come under budget for the fiscal year. Dottie noted that the Trustee CD matures on April 25, 2026. Sheila moved to liquidate the CD upon its maturation date and to move the funds into the Trustee checking account so that they could be used for the Brownell Library Centennial Party on July 17. Venessa seconded. Motion passed unanimously.
6. Library Director and Staff Report: Several Trustees expressed their appreciation for the report's new format, which includes headers and annotations that make it easier to digest. Karen cited the Staff's plan to emphasize the quality over the quantity of programs offered. She noted such a move can alleviate the pressure on an over-extended staff and, thus, help prevent burnout.

7. Committee Report: No committees.

8. Work Groups:

Centennial Celebration Work Group Report: Sheila said that a budget for the July 17 party will be presented soon. The party will feature, among other things, BBQ prepared by members of the Fire Department. Other celebrations include a trivia event hosted by the Essex Historical Society and a 1920s-themed party on May 30 to celebrate Samuel Brownell's birthday. The Trustees agreed to use the Memorial Day Parade book sale to promote centennial celebrations.

Sustainable Libraries Initiative Report: Assistant Library Director Hannah Tracy will replace Erna D. as the SLI lead. Wendy reported that over 50% of the certification process is complete.

9. Staff Education: Ariana discussed the work she does as Program Librarian and Assistant in Technical Services. As Assistant in Technical Services, she works behind the scenes to catalogue, prepare, and archive materials. As Program Librarian, she establishes collaborations with Library stakeholders and helps to plan events such as the Repair Cafe and the Train Hop as well as the many programs for adults. She noted that given space and time constraints (among others), it's crucial to identify what the public most values in programming. Virtues such as flexibility, agility, and receptivity are crucial for success; while strong turnout is valued, the benchmark for success is good (and constructive) patron feedback.

10. Old Business:

Group Norms: Trustees continued their discussion of how group norms can improve the Board's ability to promote the welfare of the Library. Helen identified the importance of setting ground rules that govern in-meeting interactions among Trustees, *e.g.* rules against cursing at each other. Dottie added that observing time limits—perhaps using a time keeper—could be helpful. In this vein, Alex advocated adhering strictly to the agenda. Wendy noted that the Staff also struggles to limit the length of its meetings and suggested that Robert's Rules of Order, or some analogue, could be useful. Additionally, Rhiannon expressed the importance of periodically re-visiting group norms and how they can make the Board more effective. Venessa highlighted that group norms can help the Board identify the strengths of the individual members such that the Board's efficacy can be enhanced. Jessica said a document, or set of resources, which supplements the current online resources, would help to orient new Trustees. Karen said that she will reflect on these suggestions.

Mentoring: After discussion, the Trustees agreed that a work group consisting of Sheila, Jessica, and Venessa would be created to establish a policy, or at least a structured approach, designed to onboard new Trustees. This may include matching a new Trustee with an experienced Trustee and distributing a list of contact information and, perhaps, a brief description of the background/interests of the members.

Non-profit policy: Wendy reminded the Board that one of the goals of the Supporting Non-profits Policy is to protect the Library as it enters a relationship with a not-for-profit organization that seeks to support it. The principal instrument that protects the Library is a memorandum of understanding (MOU) between the Library and the not-for-profit organization. Before an MOU can be implemented, Trustee approval is required. Trustee approval is warranted only if the candidate not-for-profit organization has supplied the Library Director with complete documentation of its by-laws as well as any conflicts of interest. Wendy stated that Friends of Brownell Library has supplied this documentation. Sheila moved to recognize Friends of Brownell Library as a supporting not-for-profit organization. Helen seconded. Karen recused herself. Motion passed unanimously. Wendy stated that the Brownell Library Foundation has not supplied this documentation. Helen moved to table the vote on the Brownell Library Foundation until next month's meeting in the hope that the requisite documentation will be provided. The board requested Karen bring information regarding the repercussions of the Foundation not providing the documents and what that would mean specifically for the funds that the Foundation holds on behalf of the Trustees. Sheila seconded. Dottie and Karen recused themselves. Motion passed unanimously.

Meeting time: April's meeting will be held at 6:30. During this meeting the Board will consider instituting 6:30 as the new meeting time.

Trustee picture: A group photo will be taken during the May meeting.

11. New Business: Wendy provided an update on the Library's progress toward the goals of the Strategic Plan. One of the goals is achieving a sustainable staff workload. To this end, the Library is moving to curated collections for new book orders—especially with regard to non-fiction; River is designing a new newsletter format; the library is moving to increased passive after-school programming for youth. Wendy also noted that the Library has surpassed 50% completion of the SLI certification process.
12. Adjournment: At 8:23 Dottie moved to adjourn. Sheila seconded. Motion passed unanimously.

Minutes submitted by: Alex Carmical

**City of Essex Junction  
Tree Advisory Committee  
DRAFT Minutes of Meeting  
March 24, 2026**

Members Present: Nick Meyer, Warren Spinner, Leslie Goldring, Rich Boyers, Steve Rivard (virtually)

**1. Call To Order**

The meeting was called to order at 4:30 by Nick.

**2. Additions to the Agenda**

No additions to the agenda

**3. Public to Be Heard**

No additional members of the community were present.

**4. Approval of Meeting Minutes**

Motion to approve January meeting minutes was made by Warren, second by Rich.

**5. 2026 Tree Planting**

Warren shared that around 25 trees from the nursery are ready to be planted. Potentially 10 trees will be allocated to Hiawatha. Seven of the 25 have been designated for specific sites. The committee discussed other possible locations, including near the entrance to the Center for Technology Essex and the Wilkinson Drive neighborhood which has the most ash trees.

**6. Arbor Day 2026**

Nick has been speaking with Alice Westin at Hiawatha about the Arbor Day celebration. The committee will designate one of its nursery trees. Alice indicated she would like to try a tulip tree.

**5. ADL Tree Planting at Maple Street Park**

Nick met with the student group at ADL who received the tree planting grant. Nick discussed the challenges of watering in the summer and how it would make more sense to plant the trees at Maple Street Park where park staff could help with maintaining the trees. Nick also recommended students get containerized stock as the trees will be smaller and would be easier to handle.

**6. Tree Walk**

Steve shared some of the details of the tree walk at St. Michael's College led by Declan McCabe on June 6th. The tree walk will begin at 1:00. The entrance is across from the Sutton Fire House and participants should meet at the steps of the Durick Library. The committee will begin publicizing in May in Front Porch Forum and the Essex Junction City page.

**7. PSAs for Spring**

The committee discussed restarting sharing PSAs through FPF. Rich will review to determine if they need to be updated.

### **8. Meetings - Planning Commission and Bike Walk**

Nick attended the Planning Commission meeting. The meeting explored the future plans for the shopping centers on Pearl Street. Nick shared his concerns and conveyed how important it is for developers to adhere to code and ensure that there is green space in any new development. Nick attended the Bike Walk Committee meeting and shared plans for bike lanes on Pearl Street and Park Street.

### **9. Other Items**

Warren shared that Essex Junction was designated once again as a Tree City USA. He also shared that there was going to be a final inspection of the trees planted as part of the Save a Tree program grant. Warren indicated that he will begin getting in touch with companies to plant the Junction trees.

### **10. Adjournment**

The meeting adjourned at 5:40. .

**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
MARCH 26, 2026  
DRAFT**

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

**ADMINISTRATION/STAFF:** Michael Giguere, City Planner; Chris Yuen, Community Development Director

**OTHERS PRESENT:** Scott Homstead

Mr. Alden called the meeting to order at 6:31 PM.

**1. ADDITIONS OR AMENDMENTS TO AGENDA**

A revised agenda is available, however no additional changes need to be made.

**2. PUBLIC TO BE HEARD**

Mr. Giguere said that this is a hybrid meeting, and that staff are present at 2 Lincoln Street to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed on April 16<sup>th</sup>, 2026. All votes that are not unanimous will be done via roll call. All members are present in-person.

**3. MINUTES**

**a. November 20, 2025**

**LUKE BROCKMEIER made a motion, seconded by CRISTIN GILDEA, to approve the minutes of November 20, 2025, as presented. Motion passed 5-0.**

**4. PUBLIC MEETING**

**a. Design review for the new residential construction at 40 Maple Street in the Residential 2 (R2) district by Ron Bushey, owner.**

Mr. Giguere said that no one is available to present on behalf of the applicant. Mr. Alden said that there had been previous concerns about the quality of the drawings and information provided to the DRB earlier. He said that the project has already been built. Mr. Yuen said that there is an opportunity to hold developers to a higher standard for the quality of their submissions. Should this happen again, the DRB has the right to insist on a professional drawing or additional details.

Mr. Giguere said that the staff report discusses discrepancies between the submitted site plan and the actual construction. These include: window wells, a rear door, a second-story window, incorrectly sized first-story window, basement egress window and a size difference between the second-floor porch. A temporary certificate of occupancy (CO) has been issued as landscaping and driveway parking has not been finished. Mr. Alden said that he would be more in favor of stating that a CO could be issued after the work is finished. He noted that the applicant has a proposal to turn this property into a duplex. Mr. Yuen said that a temporary CO has been issued, which allows for the occupation of the property until it expires. The owner needed to sign a document stating that he is aware that the DRB may not be amenable

to the changes made since approval. Mr. Alden said that he would like to see steps on the back doors for fire safety purposes. He also encouraged the work to be completed as fast as possible. Mr. Brockmeier said that he agrees that the temporary CO should expire earlier. Mr. Yuen said that the date on the temporary CO cannot be changed.

Mr. Giguere read public comment from a neighbor, Kelly Adams. She said that she believes that the applicant is intentionally hiding what they intended to construct. Mr. Yuen said that duplexes can be staff approved. This item came to the DRB due to design review. He said that he believes that the applicant should have respected the previously approved plans. There is some uncertainty regarding the property line. Mr. Alden expressed concern about the driveway, asking if sufficient parking is available for a duplex. Mr. Giguere said that one parking place per dwelling unit will be provided. He said that the driveway is meant to swing around the west side of the home while using the existing curb cut. Mr. Alden said that he requests that staff ensure that the driveway is properly engineered and will not have undue impact on the road. The applicant was encouraged to use Kings Court as the entrance but chose not to do so.

Mr. Zwicky expressed concern about the window wells being a fall risk as they are three feet away from the road. Mr. Yuen said that the window well protrudes from the home, however he believes that the landscaping will provide a visual queue. He did not see snow piling up in the area when he did a site visit. Mr. Alden said that he believes that this needs to have attention called to it in some way. Window wells need to be clearly delineated for pedestrians, as there are no sidewalks in the area. Mr. Giguere said that the engineer did not mention safety concerns for pedestrians, however this could be brought back for his opinion. Essex Junction does not have a building inspector, however additional codes come into play in a rental unit. Mr. Alden said that he would like to see something acknowledging window wells as “pits” besides the road and suggested that some kind of fencing could be installed. Mr. Yuen said that the landscaping could be modified so that the bushes are securing this space. Mr. Alden said that he would like staff to modify the conditions so that they do not present a problem to the public or the renters. He said that the window well could be in the back of the building so that it is not protruding in the front. He proposed that the single-family home CO be issued, however the duplex CO should be issued until staff and the engineer agree that there is no safety risk to either residents or pedestrians. All agreed. Mr. Giguere said that he will ensure that this is properly noted in the Findings of Fact.

**JOHN ALDEN made a motion, seconded by LUKE BROCKMEIER, to approve the application as discussed.**

**Discussion:** Mr. Zwicky said that the permanent CO should be contingent on paving the driveway. Mr. Yuen said that this is already in place in the temporary CO agreement and will be reiterated in the conditions of approval. Mr. Alden said that the approved site plans were not complied with, and thus this is an as-built approval. He especially noted his concern with the property being built at the wrong part of the lot. He said that he does not want this to happen again in Essex Junction.

**Voting:** Motion passed 5-0.

**b. Sketch plan review for a seven-lot subdivision for future residential development at 11 Meadow Terrace in the R1 District by Center for Technology Essex, owners.**

Mr. Giguere swore in Mr. Homstead.

Mr. Homstead, of Krebs & Lansing Consulting Engineers, presented on behalf of the applicant. He discussed the work that has already been done for this project. At the prior meeting, one building lot was proposed so that construction could begin by Center for Technology, Essex (CTE) students. It takes the students two years to construct a home. A seven-lot subdivision could allow the program to be solvent for fourteen years. Answering a question from Mr. Giguere, Mr. Homstead discussed state wetland inspections on the property and changes to state guidelines. Ms. Gildea expressed her appreciation for the project. Mr. Giguere said that the CTE program director attended the 802 Homes presentation.

**JOHN ALDEN made a motion, seconded by CRISTIN GILDEA, that the DRB approve the sketch plan for the proposed seven-lot subdivision at 11 Meadow Terrace in the R1 District by the Center for Technology Essex, owners, with conditions as proposed. Motion passed 5-0.**

**Conditions:**

- **All staff comments shall be addressed to the satisfaction of City staff.**
- **All new utilities shall be installed underground per the LDC requirements in section 913.**
- **The unlabeled parcel southeast of Existing Lots 1A and 2A shall be addressed by the applicant prior to Final Plat Approval.**

**6. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

Mr. Giguere said that Essex Junction has several transportation projects occurring this summer. He said that potential striping changes on Ivy Lane may occur as a part of the Train Station work. Mr. Alden suggested signing up for city e-mail announcements to stay up to date on projects.

**7. ADJOURNMENT**

**DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to adjourn the meeting. Motion passed 5-0 at 7:08 PM.**

Respectfully submitted,  
Darby Mayville

**CITY OF ESSEX JUNCTION  
PLANNING COMMISSION REGULAR MEETING  
MINUTES OF MEETING  
MARCH 31, 2026  
DRAFT**

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

**PLANNING COMMISSIONERS ABSENT:** None

**ADMINISTRATION:** Chris Yuen, Community Development Director; Michael Giguere, City Planner; Chelsea Mandigo, Water Quality Superintendent

**OTHERS PRESENT:** Marshall Distel, Robert Frederick, Sarah Lukins, Katherine Magee, Nick Meyer, Amanda Svensson

**1. CALL TO ORDER**

Mr. Massey called the meeting to order at 6:31 PM.

**2. AGENDA ADDITIONS/CHANGES**

None.

**3. PUBLIC TO BE HEARD**

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

None.

**4. MINUTES**

**a. March 5<sup>th</sup>, 2026**

**SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY, to approve the minutes of March 5<sup>th</sup>, 20206, with corrections. Motion passed 5-0.**

Corrections:

-The first sentence in Item 5B should be included as the last sentence of Item A.

-In the third paragraph of Item 5A, the following sentence shall be edited to read: “Ms. Juodisius suggested mortgage lenders or realtors, as well as a diversity of housing types.”

-In Item 5b, it should be noted that Mr. McCormick would like to participate in the energy focus group, rather than facilitate it.

**5. BUSINESS ITEMS**

**a. Discussion and of Phased Implementation of TOD Master Plan Zoning Changes related to Wastewater Capacity Constraints**

Ms. Mandigo said that she would like to discuss the impact of allowing ten-story buildings in certain zones of Essex Junction of the wastewater infrastructure. She said that the West Street pump station is older and due for a retrofit and is also the pump station that has the highest flow in Essex Junction. It is currently at its max capacity, and funding, shared with the Town of Essex, has been approved for retrofitting. This is anticipated to occur in June of 2027. Replacing a portion of the force main along West Street will also be necessary to accommodate a higher capacity. Thus, Mr. Yuen is recommending a phased approach to implementing TOD Master Plan zoning changes, prioritizing updates to the VC and TOD districts in the

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near term, while deferring changes to the HA and MF-MU1 districts until wastewater infrastructure constraints are resolved.

Answering a question from Mr. McCormick, Ms. Mandigo said that approximately 70% of flow on the West Street pump station is from the Town of Essex. Once the pump stations are upgraded a flow meter will be installed which will better be able to more accurately track this. Mr. McCormick said that he believes that the Town of Essex should also have restrictions on development as well. Ms. Mandigo said that minor development requests, such as accessory dwelling units, will not have a substantial impact on the station. She said that the allocation issue has gotten worse during the last six months. Mr. McCormick said that this project is not included in the Capital Program Review Committee's project list, Ms. Mandigo said that this is since it is an enterprise fund. Once the project is complete it will be able to support the type of density that the PC would like to see put in place. Mr. Yuen said that once the sewer projects are underway, the zoning changes can be fully implemented. All agreed to move forward with Mr. Yuen's suggestion of a phased approach to implementing the TOD Master Plan zoning changes.

### **b. Introduction of Draft Form-Based Code Proposal**

Mr. Yuen said that staff has been testing these regulations against upcoming recent and developments in Essex Junction and has identified six main issues. He suggested that PC members bring up specific technical issues to him directly and said that he would like to focus on policy decisions today. Ms. Lukins and Ms. McGee, both of Framework presented the draft of the form-based code. Ms. McGee reviewed the sections of the code that Framework is proposing updates to, and the reasons that such updates are being suggested. Mr. Massey said that focusing the conversation on the six staff identified topics that need clarification would be the most helpful. He requested public input, of which there was none.

The first topic discussed was the street room ratio. Mr. Yuen said that this can help to ensure that corridors feel human-scale. He raised two main questions, if the current proposed 1:1 ratio is appropriate and if the rail right-of-way (ROW) should be counted for the purpose of street room ratio. He said that it could be difficult to determine where the street ROW ended and the rail ROW began as the City has an easement on rail property for the road in some instances. Ms. Clemens initially suggested that the rail ROW should not be included due to different regulations of these areas. The Commission discussed the merits of both options and noted that regardless of the street room ratio, building height limits would remain. Ms. Juodisius suggested that requiring the inclusion of rail ROW as a part of the street room width may inadvertently lead to an increased minimum allowable height at the street frontage. The Commission subsequently agreed that for purposes of determining the street-room, applicants should be given the option to include or exclude the Rail ROW as a part of the street room width if the Rail ROW is adjacent to a road .

The Commission discussed setback requirements and building height ratios in the Village Center district. Ms. McGee clarified that while zero setbacks are only allowed for active commercial uses, buildings without commercial frontage would require minimum setbacks. The group debated whether to maintain the current 1-to-1 street room ratio or increase it, with some expressing concerns about the constraints this might impose on development. Ms. Clemens raised questions about whether to negotiate specific setback distances or codify them in the regulations, referencing the 4 Pearl Street project as an example. The Commission discussed the balance needed between meeting housing targets and preserving the aesthetic character of the Village Center Zoning district.

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The PC discussed specific situations where the 1:1 ratio could require an overly tall building, and the potential of a more situational approach. Aesthetic concerns, the “squished” feeling that some may experience when driving past taller buildings close to the road, open space requirements in front of the building, and the implementation of step-backs were also discussed. Mr. Yuen said that staff has reviewed several recent or proposed developments to compare the street room to determine if a 1:1 ration is appropriate. Staff has created illustrations of what the maximum limit of height would look like in specific areas. Ms. McGee presented massing options showing how developers could implement varied setbacks while meeting the street room ratio and maximum height requirements. All other frontages will have some type of setback.

Mr. Yuen asked if corner lots should be subject to the street room ratio on both sides. He said that applying the street room standards to both sides may be overly limiting where side streets are particularly narrow, but only applying only to one side could cause an unbalanced look. Ms. Magee said that a mix of setbacks and step backs could be integrated. She said that the street room standard as is will result in the desired type of urban environment desired. She also suggested a baseline 60-foot right-of-way assumption, which could be moved up or down if necessary. Mr. Massey said that there are people in the community who are very concerned about the impact that large developments will have on the community. Ms. Clemens spoke of the need for street trees. The Commission subsequently agreed to maintain a 1-to-1 street room ratio with a 50-foot minimum setback assumption for narrow streets, combined with a required minimum setback along the side facing the narrow street.

Regarding the residential adjacency section, Mr. Yuen asked if the increased setback should be based on the difference between proposed building height and the maximum allowable building height in the adjacent residential zone; rather than the difference between the maximum allowable building height in the parcel being developed and maximum allowable building height in the adjacent residential zone. The Commission agreed that the former makes more sense. Ms. Magee said that the residential adjacency is fairly typical, but sad that additional setback requirements have been added due to concerns about a ten-story building being placed next to a single-family home.

The Commission discussed the proposed residential adjacency section should supersede existing buffering standards in the Land Development Code. Mr. Yuen said the existing buffering standards only apply to multi-family housing adjacent to single family homes. They do not apply if the adjacent property has been converted to a duplex or higher. He believes that the proposed residential adjacency section would standardize requirements. The Commission decided that the residential adjacency section should supersede existing buffering standards in the Land Development Code.

Regarding the list of allowable primary materials (75% of the primary façade), Mr. Yuen compared these standards to recently constructed projects. The group discussed material requirements for building facades in the TOD and VC district, specifically focusing on high-quality fiber cement siding. Diane expressed concerns about cement siding being overused based on community feedback, but Katherine clarified that the current 75% minimum requirement and articulation provisions should help prevent monotonous facades. The group decided to maintain the existing list of materials rather than restrict options, reasoning that removing any materials would limit developer choices and diversity.

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The meeting then focused on evaluating a new landscape performance scoring system against an existing approved master plan at Chittenden Crossing. Mr. Giguere presented findings showing the approved plan scored below the proposed minimum threshold of 30, leading to discussions about whether this threshold should be adjusted. The current LDC requirements are for 2-3% of the project cost to be spent on landscaping. He said that this is a robust landscaping plan but did not get to half the performance score that would be required with the proposed form-based code standards. Ms. Magee said that she will run a few other tests with built site plans to ensure that these are plausible. She provided examples from Seattle that meet the lowest thresholds. Mr. Yuen said that the form-based proposal is more objective and that he believes that it will get better results. Mr. Meyer encouraged the City to include green infrastructure and a vibrant streetscape in the green space in downtown Essex Junction. He believes that the current landscaping requirement of “2-3% of construction costs” has been a failure and questioned the validity of the financial figures used in previous applications. Mr. Yuen suggested doing a little more testing and calibration to determine whether this method can be successful. Ms. Juodisius noted that pedestrian amenities, such as painted benches or public art, were elements that counted towards the existing landscape requirements but not the new proposed scoring system but that these features would now be regulated under the frontage standards requirement. All agreed to further investigate, but the PC supported the proposed form-based requirements.

Regarding screening of at-grade parking structures, Mr. Yuen said that some recent examples in Winooski may not be permissible under the proposed code as written. He suggested that the proposed strict requirements are reasonable in the VC district but suggested that the PC to consider if this is too strict in the TOD district. Ms. Magee said that she generally does not recommend having parking on a frontage unless space is limited, however some of the negative impacts could be mitigated with screening. Ms. Juodisius that there can be situations where it can be very difficult to get sufficient parking in small corner lots in the Village Center if a liner building is required. Ms. Clemens said that underground parking is not always possible due to the high-water level. She said that it is important to remember that many people will always have a motor vehicle. Mr. McCormick discussed options to have indoor parking in a more aesthetic way and said that he is concerned about not having enough parking in the Village Center. Mr. Massey said that he does not believe that a developer would build without sufficient parking. The Commission subsequently asked for an additional frontage type in the TOD district to be added that incorporates a mix of screened parking and linear building elements. It asked for fir tge ratui if the parking to active frontage to roughly reflect that of Winooski's form-based code. For the Village Center, while the preference is to maintain current requirements, The Commission asked Framework to explore whether additional modifications are necessary to ensure the rule are workable for small lots.

Framework will provide guidance on the impact of form-based code to small and medium sized developments. Mr. Massey said that he does not want to see form-based code discourage small developments. Mr. Yuen will work with Framework to ensure that this is not the case. Ms. Magee said that this would not apply to any developments that do not require site plan review. An exemption could be created for façade materials for mid-range developments.

In public comment, Ms. Svenson asked if traffic diversion and pedestrian safety would be a part of form-based code. Mr. Yuen detailed other engineering initiatives and efforts to create and maintain a bike/walk

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network that are currently occurring in Essex Junction. Ms. Svenson asked if screening would prevent on-street parking, Mr. Massey said that it would not.

**c. Discussion and consideration of First Congregational Church of Essex Junction Zoning Amendment**

**SCOTT MCCORMICK made a motion, seconded by ELENA JUODISIUS, to table discussion and consideration of the First Congregational Church (5c) item to the May meeting. Motion passed 5-0.**

Ms. Juodisius said that she believes that the PC is generally in favor of this idea, however additional time is needed to discuss it.

**6. MEMBERS UPDATES**

Ms. Clemens discussed an upcoming regional housing event on April 29, 2026 and encouraged PC members to sign up to attend.

**7. STAFF UPDATES**

Mr. Yuen said that two Comprehensive Plan focus groups have been scheduled and said that he would like to see a PC member at each. The housing focus group is on April 21 at 6 PM, and Ms. Paschall will attend. The climate and energy focus group will be held on May 5<sup>th</sup> at 6 PM, and Mr. McCormick will attend. A regional infill housing workshop will be held on May 16<sup>th</sup>.

**8. ADJOURNMENT**

**ELENA JUODISIUS made a motion, seconded by SCOTT MCCORMICK, to adjourn. Motion passed 5-0. Meeting adjourned 10:16 PM.**

Respectfully submitted,  
Darby Mayville

**CITY OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE MEETING  
DRAFT MINUTES OF MEETING  
APRIL 7, 2026**

**COMMITTEE:** Amber Thibeault, Chair; Kevin Collins, Vice-Chair; Karen Dolan (virtual); Nathan Doudera (virtual); Mike Plageman; Justin Rabidoux (virtual)

**ADMINISTRATION:** Jeff Kershner, City Engineer; Ricky Jones, Public Works Superintendent (virtual); Jess Morris, Finance Director

**PUBLIC:** None

**1. CALL TO ORDER**

Ms. Thibeault called the meeting to order at 6 PM.

**2. AGENDA ADDITIONS/ CHANGES**

None.

**3. PUBLIC COMMENTS**

There were no comments from the public.

**4. DISCUSSION ITEMS**

**a. Discussion: Ranking of Main Street Shared Use Path project as presented 10/28/25 and ranked by Committee 2/10/26)**

Ms. Morris detailed the two separate options that were discussed in February's meeting. Option A (the more expensive alternative at \$592,500) received an overall score of 75; Option B (the alternate with cost saving modification at \$228,000) received an overall score of 69. This project was included in the Capital Plan approved by the City Council and will be included in the budget for the next fiscal year. Should the budget pass, this project will move forward.

**b. Discussion: Capital Project Ranking and Timeline Adjustments as Recommended by Staff (tabled from February meeting)**

Ms. Morris said, as a part of the budget process, staff compiled a list of ranked projects that should either be removed or lowered in priority. These changes include:

1. Remove project H (Central St Waterline) based on confirmation from Public Works that the existing waterline is 6" diameter so this project is not needed.
2. Remove project HHH (Lincoln Hall Senior Bus Parking) as the needs and use of the Senior Center and 2 Lincoln buildings have changed since this project was originally contemplated.
3. Move project VV (West St Sidewalk - South St to Clems Dr) as this sidewalk was repaved in 2023; recommend moving out 10-15 years.
4. Move project NNN (Pleasant St Roadway Rebuild) out as this street was repaved in 2021; recommend moving out 5-10 years.
5. Move project T (Old Colchester Rd Sanitary Sewer) out as the extension of municipal sewer should likely be tied to a development project; recommend assigning to the 40+ year timeline with a note that this will be reevaluated if/when development is proposed.

The following projects will be removed from the ranking file and capital plan upon completion as noted:  
6. OOO & PPP (Iroquois Ave Road and Waterline) is complete although we are waiting for final invoices to close the project out.

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7. Y (Railroad Ave Waterline) is currently waiting for authorization to bid the project with construction anticipated FY26/FY27.

8. UU and V (Pearl St Sidewalk and Waterline) are currently under design with construction anticipated FY26/FY27.

All agreed that reranking these projects makes sense. Additional projects may be added to the list for reranking as well. The Capital Committee may also discuss the City's policy on sidewalks at the next meeting.

**5. REVIEW AND APPROVE MINUTES:**

**a. Review and Approve Minutes: February 10, 2026**

**KAREN DOLAN made a motion, seconded by MIKE PLAGEMAN, to approve the minutes of February 10, 2026. Motion passed 6-0.**

**6. READING FILE**

**a. FY27 Capital Plan as approved by Council**

Mr. Collins asked if the Pearl Street Crossing would need to be ranked by the Capital Program Review Committee. Ms. Thibeault said that this is a scoping study to add crosswalks on Pearl Street. The project is still being developed.

**7. ADJOURN**

**KAREN DOLAN made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. Motion passed 6-0; the meeting adjourned at 6:29 PM.**

Respectfully Submitted,  
Darby Mayville  
Recording Secretary