



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, January 25, 2023
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person 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 on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. *Discussion and consideration of Health Officer Applicant, Faith Foley
 - b. Discussion of Green Mountain Transit Service Changes, Paul Bohne
 - c. Discussion and Consideration of a Wastewater Capital Plan Modification, Chelsea Mandigo
 - d. Discussion of the FY24 Enterprise Budgets
 - e. Discussion and Consideration of Moving the 2023 Annual Meeting
 - f. Discussion of Charter Changes
 - g. Discussion of the FY24 General Fund Budget and Consideration of Warning the Public Hearing
 - h. Discussion of Dog Ordinance & Rules of Procedure
6. **CONSENT ITEMS**
 - a. Approve Check Warrants #17336 (1/13/2023) and #17337 (1/20/2023)
 - b. Approve Minutes: December 6, 2022 and January 11, 2023
 - c. Main Street Waterline Bid Award
 - d. Resolution for 1 Main Street Park Downtown Transit Fund Application
7. **READING FILE**
 - a. Board member comments
 - b. Champlain Valley Expo Annual Permit Application 2023
 - c. December Library Report
 - d. Chittenden County Regional Planning Commission Housing Convening Agenda
 - e. Joint Housing Committee Minutes: January 4, 2023
 - f. Development Review Board Minutes: January 12, 2023
8. **EXECUTIVE SESSION**
 - a. * An executive session may be needed to discuss the appointment of a public official
9. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. 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.

Faith Foley

January 9, 2023

City of Essex Junction

Essex Junction, VT 05452

Dear Hiring Manager:

I am writing to express my interest in the Health Officer position at the City of Essex Junction. With my extensive, fifteen year background in social services, I bring a plethora of applicable knowledge and skills to this position.

While working at the Burlington Housing Authority, I gained extensive experience with the parameters of Burlington's rental housing code as I worked closely with the Section 8 Inspections Department to determine whether housing was habitable for prospective and current tenants. I frequently mediated issues between landlords and tenants to work toward appropriate solutions for all involved parties. As a member of BHA's Housing Retention Team, I worked alongside the Hoarding Specialist and learned an incredible amount from participating in hoarding and squalor clean-ups.

Through my many leadership roles, I have been responsible for managing compliance with health and safety standards. At Steps to End Domestic Violence, I rewrote safety protocols, coordinated various inspections, and executed the recommendations of professionals to guarantee the agency's newly acquired shelter was up to code. At the Chittenden Clinic, I became familiar with federal, state, and CARF regulations to write and recommend policies and practices that maintained the Clinic's licensures.

I am an excellent communicator and can effectively communicate with individuals at all levels. I thrive in a hybrid work environment as I am resourceful at finding solutions independently but also value collaboration on complex issues with colleagues. I am confident that I have the skills and experience to be a valuable asset to the Essex Junction community while ensuring the mitigation of public health risks.

Thank you for your time and consideration. I look forward to your response and hope for the opportunity to meet and discuss my qualifications and enthusiasm for this position.

Sincerely,

Faith Foley

Faith Foley

Faith Foley

PROFESSIONAL EXPERIENCE

Client Services Manager

Bayada Home Health Care

2022- present

- Supervises and leads field staff in providing exceptional customer service and quality home care with a strong focus on delivery and coordination of client services
- Grows and develops caseload through relationship building and on-going case management
- Works in conjunction with recruiter and director to promote recruitment planning and retention
- Maintain fiscal management of caseload through processing payroll, monitoring caseload metrics, and managing bill and pay rates

Director of Program Services

Steps to End Domestic Violence

2020- 2021

- Responsible for oversight of community based programming and service delivery across the Crisis Hotline, Legal Advocacy, Group Facilitation and Youth Programs at a domestic violence organization
- Coordinated scheduling for a 24/7 hotline and acquired coverage for all shifts
- Responsible for hiring and supervision of direct service staff, interns, and volunteers
- Revised and implemented 16 hour hotline training in virtual format for all new staff and volunteers
- Ensured staff compliance with direct service and hotline policies and procedures
- In collaboration with the leadership team, developed and monitored program budgets and provided oversight of the distribution of funds
- Represented the agency in various steering committees and community groups, built positive working relationships with community partners
- Performed quality assurance review of hotline and program data and reviews data entry errors with staff

Family Self Sufficiency Coordinator

Burlington Housing Authority, Burlington VT

2019-2020

- Provided client-centered employment coaching and financial empowerment to 55 Section 8 participants seeking to increase their income and gain self-sufficiency
- Developed an Action Plan and Procedures Manual to ensure continuity of supportive services
- Petitioned the Leadership team to develop a Justice, Equality, Diversity and Inclusion committee to develop antiracism policy and practice across the housing authority

Supportive Housing Service Coordinator

Burlington Housing Authority, Burlington VT

2013-2019

- Provided service provision and Housing Retention services to 24 corrections-involved persons with disabilities who are experiencing homelessness and are transitioning to independent living
- Supported tenants in following the provisions of their Housing Service Plan, Resident Lease, and Section 8 program rules
- Established and maintained working relationships with community organizations, potential property owners, and the Vermont Agency of Human Services
- Attended treatment team meetings to facilitate coordination of care
- Facilitated on-site programming

Patient Care Coordinator

HowardCenter Chittenden Clinic, Burlington VT

2012-2013

- Assistant to the Medical Director in screening appropriate applicants for intake into Hub and Spoke Medication Assisted Treatment.
- Coordinated intake assessment and services for 10 patients per week.
- Completed referrals with those seeking treatment and maintained the waiting list of 900-1000 individuals seeking treatment.
- Supervised administrative staff.
- Performed Assistant Administrator and Health Information duties as required.

Assistant Administrator

HowardCenter Chittenden Clinic, Burlington VT

2011-2012

- Assisted the Associate Director in ensuring compliance in Commission on Accreditation of Rehabilitation Facilities mandates and federal regulations.
- Assisted in revision of the policy manual and patient handbook.
- Supervised administrative staff.
- Assisted staff with proper utilization of HowardCenter's electronic medical records
- Completed data collection and compiled reports for interested funders and Vermont Department of Health.
- Performed Health Information responsibilities under 42 CFR regulations.

Shelter Staff

Committee on Temporary Shelter (COTS), Burlington VT

2009-2010

- Maintained a safe shelter environment for 36 adults experiencing homelessness.
- Conducted screenings for intake into shelter.
- Supported clients through crisis situations & advocated for client needs.
- Attended staff meetings, treatment team meetings, & trainings as required.

Shelter Residential Manager II

Spectrum Youth & Family Services, Burlington VT

2006-2009

- Supported runaway & youth experiencing homelessness in a 12 bed shelter with development of life skills, conflict resolution skills, and behavior/emotional regulation skills, in preparation for youth's transition into permanent housing.
- Supported clients through crisis situations & advocated client needs within the scope of established case plans
- Hired, trained, and supervised staff to ensure follow through, effective interactions with clients.
- Completed data collection on services, created and integrated a manual of Shelter policies & procedures.

VOLUNTEER EXPERIENCE

Spectrum Youth and Family Services

2020-2022

Board Member

EDUCATION

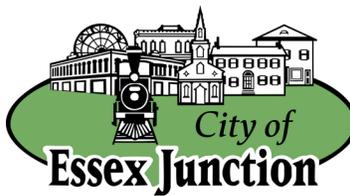
Northern Vermont University

Bachelor of Arts: Psychology

Graduated Magna Cum Laude

Community College of Vermont

Associates of Science: Human Services



MEMORANDUM

TO: Essex Junction City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

cc: Jess Morris, Finance Director; Regina Mahony, Municipal Manager

DATE: January 18, 2023

SUBJECT: Wastewater Capital Plan Modification

Issue: Whether to amend the Wastewater Capital Plan to allocate funds for the emergency replacement of the co-generation engine.

Discussion: The 150-kW co-generation system which produces heat and electricity for the facility failed in March 2022. Originally it was thought only the generator needed replacement however after replacing the generator in November (6 months lead time due to shipping from Europe) there was still a problem with the unit. Inspection by a 2G technician (company makes the unit) found that significant damage had occurred to the engine from a failed gasket resulting in glycol leaking into the engine. At this point in time, we have to replace the engine in order to get the unit back up and running.

Costs: A quote was received from 2G on the cost of the engine replacement including installation by the technicians. The City will be responsible for paying for and arranging heavy equipment to offload the engine and get it in place. There may be cost savings if some parts of the engine are salvageable. The approximate cost of the project is between \$100,000-\$150,000. A review of the Wastewater Capital Plan occurred with the Finance Director. There are adequate funds to cover this replacement project with a current fund balance of \$1.5 Million. Amending the plan to accommodate this emergency replacement should allow the other proposed projects in FY'24 to proceed.

It should be noted the payback on this unit is only a couple of years (when operating) as it results in nearly 30-40% reduction in our monthly power and natural gas bills.

Recommendation: It is recommended that the City Council amend the Wastewater Capital Plan to allocate funds not to exceed \$150,000 for the emergency replacement of the co-generation engine.

FY24 City of Essex Junction - Proposed Enterprise Fund Budgets

Table of Contents and Notes

The most notable change in the Water, Wastewater and Sanitation Funds for the FY24 budget is the drastic increase in the amount each fund is charged for Administrative Fees. The formula for this charge is to take 50% of all personnel costs in the General Fund Admin and Finance budgets, add in 2 Lincoln building costs, 2 Lincoln copier usage and communication, and public officials insurance. The calculation for FY24 administrative fees results in an increase to the Water, Wastewater and Sanitation funds of \$145,113 or 46%.

It should be noted that the majority of this increase is a result of the FY23 calculated increase being reduced by management. The FY23 increase was calculated at \$439,008 (56%) but was reduced down to \$314,899 (12%). If the increase had been budgeted as calculated for FY23, the FY24 increase would only be \$21,005 (4.8%). The admin fee calculation will be looked at over the coming months, but it is not anticipated that there will be a significant reduction in the calculated amount from the existing calculation method.

The utility rates combined, result in a 8.47% increase which calculates to \$49.62 per year on an average bill (based on 120 gallons/day usage).

The preliminary rate changes calculated for water and wastewater were incorrect as there were formula errors in some of the files calculating estimated water usage and within the rate calculation file itself. These errors have been corrected and verified for accuracy. There was no change in the sanitation rates as they were calculated correctly in the preliminary draft. The wastewater budget was reviewed and minor adjustments made to some expenditure lines, but the net change was effectively zero and had no impact on the rates.

Administrative Fees Calculation (for reference) 1

Water Fund 2

Preliminary Rate Change:

Person using 120 gallons/Day	FY23	FY24	Increase	% Increase
Water				
Fixed Charge	130.15	153.84	23.69	18.20%
Usage (120 Gal/day, 5840 c.f./yr)	126.14	131.98	5.84	4.63%
Total	256.29	285.82	29.53	11.52%

Revised Rate Change:

Person using 120 gallons/Day	FY23	FY24	Increase	% Increase
Water				
Fixed Charge	130.15	152.86	22.71	17.45%
Usage (120 Gal/day, 5840 c.f./yr)	126.14	131.40	5.26	4.17%
Total	256.29	284.26	27.97	10.91%

The Water operating increase is 18.0% (\$259,236) with a 10.91% increase in user fees. This is primarily a result of the increase in administrative fees (\$58,045 or 46.1% of the increase). A 9.5% increase in the cost of water purchased has been budgeted per CWD's proposed rate increase, a \$72,155 (12.9% of the

budget) increase. The annual contribution to capital has increased by \$50,000 as planned. Lastly, this budget also includes the debt service payments of \$59,850 for the Main St. waterline project as approved by voters in April 2022.

Wastewater Fund

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Preliminary Rate Change:

Person using 120 gallons/Day	FY23	FY24		
WWTF			Increase	% Increase
Fixed Charge	122.37	141.33	18.96	15.49%
Usage (120 Gal/day, 5840 c.f./yr)	64.24	66.47	2.23	3.47%
Total	186.61	207.80	21.19	11.35%

Revised Rate Change:

Person using 120 gallons/Day	FY23	FY24		
WWTF			Increase	% Increase
Fixed Charge	122.37	134.07	11.70	9.56%
Usage (120 Gal/day, 5840 c.f./yr)	64.24	63.06	(1.18)	-1.84%
Total	186.61	197.13	10.52	5.64%

The Wastewater Fund is proposed at a 16.9% or \$417,591 increase with a 5.64% increase in user fees. This is primarily a result of inflation impacting supplies and materials; chemicals increase of \$145,000, equipment maintenance increase of \$65,000, and biosolids disposal increase of \$75,000. The administrative fee increase in the wastewater fund is \$43,023. Lastly, the annual transfer to capital has increased by \$20,000 as planned.

Sanitation Fund

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Preliminary Rate Change:

Person using 120 gallons/Day	FY23	FY24		
Sanitation			Increase	% Increase
Fixed Charge	107.35	119.10	11.75	10.95%
Usage (120 Gal/day, 5840 c.f./yr)	35.62	35.04	(0.58)	-1.64%
Total	142.97	154.14	11.17	7.81%

Revised Rate Change:

No Change

The Sanitation fund is proposed at a \$65,562 or 11.1% increase. This is almost entirely the increase in administrative fees with a \$58,045 increase in this fund. Technical services is increasing \$9,000 to account for the IT contract for pump station communications that began in FY23.

EJRP Programs Fund

See memo from Brad Luck, EJRP Director

Senior Center Fund

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Costing Center	254-54-20 - Water Fund								
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
021.000-Water User Fees	1,171,588	1,167,703	1,237,418	1,215,978	1,320,757	1,550,730	229,973	17.4%	
021.001-Water Large User Fees	95,000	104,481	114,093	111,276	110,000	139,263	29,263	26.6%	
024.000-Utility Connection Fee	7,000	8,300	7,000	9,450	7,000	7,000	-	0.0%	
060.000-Interest Income	-	871	1,000	1,190	800	800	-	0.0%	
085.000-Penalties	4,500	5,232	5,000	6,308	5,000	5,000	-	0.0%	
098.000-Miscellaneous Revenue	-	5,980	150	6,523	150	150	-	0.0%	
Total Revenues	1,278,088	1,292,567	1,364,661	1,350,725	1,443,707	1,702,943	259,236	18.0%	
Expenditure									
110.000-Regular Salaries	123,321	149,853	127,344	130,113	140,268	143,158	2,890	2.1%	
120.000-Part Time Salaries	9,507	3,340	9,906	3,342	1,382	-	(1,382)	-100.0%	
130.000-Overtime	15,000	9,245	14,408	9,409	15,082	19,970	4,888	32.4%	
210.000-Group Insurance	68,513	69,942	77,998	77,286	82,964	84,631	1,667	2.0%	
220.000-Social Security	11,309	10,618	11,672	10,823	12,056	12,717	661	5.5%	
230.000-Retirement	12,332	12,294	12,734	12,377	13,902	14,778	876	6.3%	
250.000-Unemployment Insurance	75	197	175	239	190	135	(55)	-28.9%	VLCT bill for CY23
260.000-Workers Comp insurance	10,500	5,754	10,300	6,126	7,101	7,200	99	1.4%	estimate 3% increase over 2022 actual
290.000-Other Employee Benefits	-	-	875	-	875	-	(875)	-100.0%	
330.000-Professional Services	1,000	387	1,000	621	1,000	1,000	-	0.0%	
335.000-Audit	4,200	4,635	4,500	5,581	4,750	4,806	56	1.2%	
410.000-Water and Sewer Charges	200	94	200	160	200	200	-	0.0%	
411.000-Water Purchase - CWD	522,331	589,597	540,613	582,557	559,534	631,689	72,155	12.9%	
430.000-R&M Vehicles and Equipment	2,500	4,999	2,500	27,901	4,000	4,000	-	0.0%	no need to increase as new equipment will be in service (truck and backhoe)
433.000-R&M Infrastructure	16,000	14,109	16,000	25,103	16,000	20,000	4,000	25.0%	
441.000-Rental of Land or Buildings	150	192	150	100	150	150	-	0.0%	
491.000-Administrative Fees	122,860	125,532	123,556	120,808	125,960	184,005	58,045	46.1%	
500.000-Training, Conferences, Dues	2,000	525	3,000	693	3,000	3,000	-	0.0%	
505.000-Technology Subscription, Licenses	-	-	955	955	1,000	1,000	-	0.0%	
520.000-Insurance	6,540	2,019	6,225	2,212	5,765	6,300	535	9.3%	estimate 3% increase over 2022 actual
521.000-Insurance Deductibles	-	-	-	-	-	1,000	1,000	n/a	
530.000-Communications	2,500	2,010	2,500	2,422	2,500	2,500	-	0.0%	
550.000-Printing and Binding	2,000	1,293	2,000	1,456	2,000	2,500	500	25.0%	
560.000-Postage	3,100	2,838	3,500	2,659	3,500	3,500	-	0.0%	\$200 tri annually for delinquent notices, need to allocate between W/WW
610.000-General Supplies	7,000	4,552	7,500	3,652	7,000	7,000	-	0.0%	add safety supplies line
NEW-Safety Supplies	-	-	-	-	-	3,000	3,000	n/a	reflective vests, hard hats, safety glasses, gloves
612.000-Uniforms	1,500	321	1,350	1,370	1,350	1,755	405	30.0%	
614.000-Meters and Parts	8,000	4,593	8,000	-	6,000	6,000	-	0.0%	
621.000-Natural Gas/Heating	3,000	2,417	3,000	2,830	3,078	3,000	(78)	-2.5%	
622.000-Electricity	1,000	1,429	1,000	1,053	1,400	1,400	-	0.0%	
626.000-Gasoline	3,000	1,523	3,000	1,908	3,000	3,000	-	0.0%	

Costing Center	254-54-20 - Water Fund									
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes	
735.000-Technology: Hardware, Software, Equipme	2,650	1,083	2,700	1,416	2,700	2,700	-	0.0%		
750.000-Machinery and Equipment	6,000	-	6,000	-	6,000	7,000	1,000	16.7%		
920.000-Transfer between funds (capital)	310,000	310,000	360,000	360,000	410,000	460,000	50,000	12.2%		
955.000-Interest on Long Term Debt	-	-	-	-	-	59,850	59,850	n/a	add for Main St water line	
Total Expenditure	1,278,088	1,335,391	1,364,661	1,395,172	1,443,707	1,702,943	259,236	18.0%		
<i>Net Water Fund</i>	-	42,824	-	44,447	-	-	-	n/a		

Costing Center	255-55-30 - WWTF								
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
022.000-Tri-Town: WWTF Charge - Village Users	860,898	856,932	775,461	852,940	921,161	1,010,719	89,558	9.7%	
022.001-Village: Septage Discharge	16,000	73,017	20,000	64,790	20,000	50,000	30,000	150.0%	
022.002-Village: Leachate Revenues	-	5,581	500	1,031	500	500	-	0.0%	
025.001-Tri-Town: WWTF Charge - Essex	536,828	536,828	560,055	560,055	649,661	756,558	106,897	16.5%	
025.002-Tri-Town: WWTF Charge - Williston	730,086	730,086	818,542	818,542	853,286	1,014,411	161,125	18.9%	
025.003-Tri-Town: Shared Septage	8,000	36,509	20,000	32,395	10,000	20,000	10,000	100.0%	
025.004-Tri-Town: Shared Leachate	-	2,791	100	516	100	100	-	0.0%	
025.005-Tri-Town: Village Pump Station Inspection Fees	32,000	32,000	34,300	34,300	36,000	36,000	-	0.0%	
060.000-Interest Income	-	7,398	-	5,320	-	-	-	n/a	
085.000-Penalties	3,500	3,627	3,500	4,537	3,500	3,500	-	0.0%	
098.000-Miscellaneous Revenue	-	556	-	4,338	-	-	-	n/a	
Total Revenues	2,187,312	2,285,325	2,232,458	2,378,764	2,494,208	2,891,788	397,580	15.9%	
Expenditure									
110.000-Regular Salaries	338,203	369,257	355,183	375,309	445,885	493,026	47,141	10.6%	
120.000-Part Time Salaries	33,158	6,455	34,193	9,586	-	-	-	n/a	
130.000-Overtime	48,000	43,450	50,000	39,797	50,000	55,881	5,881	11.8%	
210.000-Group Insurance	128,644	130,912	135,055	120,011	178,057	159,290	(18,767)	-10.5%	
220.000-Social Security	32,081	31,026	29,924	37,113	38,102	43,689	5,587	14.7%	
230.000-Retirement	33,620	34,088	35,519	39,951	44,364	48,687	4,323	9.7%	
250.000-Unemployment Insurance	175	455	450	626	720	527	(193)	-26.8%	VLCT bill for CY23
260.000-Workers Comp insurance	30,000	16,257	27,800	17,449	22,462	25,400	2,938	13.1%	estimate 3% increase over 2022 actual
290.000-Other Employee Benefits	-	-	1,809	-	2,159	-	(2,159)	-100.0%	
320.000-Legal Services	4,000	2,139	4,000	14,649	3,000	3,000	-	0.0%	return to prior years budgets
330.000-Professional Services	4,000	10,108	4,000	5,164	5,500	7,000	1,500	27.3%	rodent control/glass/door repair/alliance mechanical
335.000-Audit	4,400	5,441	4,500	5,556	4,500	4,553	53	1.2%	
340.000-Technical Services	22,000	12,875	36,000	29,722	40,000	40,000	-	0.0%	lab testing, open approach, engineering support, electrician
340.001-Lab Testing	-	-	-	-	-	-	-	n/a	add subaccount for lab testing
410.000-Water and Sewer Charges	3,500	6,689	4,000	3,926	4,000	4,000	-	0.0%	
421.000-Grit Disposal	14,980	12,047	16,000	15,970	16,000	16,500	500	3.1%	
430.000-R&M Vehicles and Equipment	4,000	2,026	4,000	1,121	4,000	4,000	-	0.0%	
431.00-R&M Buildings	-	-	-	-	-	3,000	3,000	n/a	Mowing by Parks & Rec (\$1500)/miscellaneous building maintenance
442.000-Rental of Vehicles or Equipment	-	1,445	-	1,301	-	1,500	1,500	n/a	
491.000-Administrative Fees	61,430	62,390	61,778	60,404	62,980	106,003	43,023	68.3%	admin allocation and IT support
500.000-Training, Conferences, Dues	7,500	4,533	7,500	4,793	7,500	8,500	1,000	13.3%	In person training starting causing training costs to go up, also more people on staff now, maintain licenses
505.000-Technology Subscription, Licenses	-	-	1,737	1,837	1,925	3,000	1,075	55.8%	Hippo Maintenance program (online)
510.000-Permits, Licenses, Registrations	9,900	11,340	9,900	10,425	9,900	11,000	1,100	11.1%	NPDES permit fee ANR \$9,900, all operators up for license renewal July 2023 (\$150*5)
520.000-Insurance	30,221	37,479	36,610	41,765	38,605	39,800	1,195	3.1%	estimate 3% increase over 2022 actual

Costing Center	255-55-30 - WWTF								
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
530.000-Communications	6,000	7,508	6,000	11,225	6,400	8,000	1,600	25.0%	
540.000-Advertising	-	44	-	-	-	-	-	n/a	
567.000-Biosolids Land Application	150,000	166,078	165,000	187,759	190,000	190,000	-	0.0%	What we pay Whitcomb to take material
568.000-Biosolids Subcontractor	170,000	81,403	160,000	117,921	150,000	225,000	75,000	50.0%	Sampling for PFAS, consultant hiring, polymer for dewater, disposal costs of sludge to grasslands increased significantly
570.000-Other Purchased Services	130,000	199,491	130,000	173,405	130,000	195,000	65,000	50.0%	Based off of FY22 overage-This is our equipment maintenance fund for the facility
610.000-General Supplies	8,500	11,921	9,000	20,204	10,000	12,000	2,000	20.0%	Based off of FY22 overage and need to purchase AED (\$2,500)
NEW-Safety Supplies	-	-	-	-	-	3,000	3,000	n/a	reflective vests, hard hats, safety glasses, gloves
612.000-Uniforms	5,500	5,323	5,000	4,462	5,000	7,898	2,898	58.0%	
618.000-Laboratory Supplies	18,000	20,036	18,000	20,373	20,000	22,000	2,000	10.0%	Based off of FY22 overage, new tabletop centrifuge, fridge for samples
619.000-Chemicals	330,000	330,436	300,000	332,648	355,000	500,000	145,000	40.8%	Chemical costs are skyrocketing, Moved dewater polymer cost(60K to Acct 568)
621.000-Natural Gas/Heating	25,000	17,176	25,000	21,395	25,650	25,650	-	0.0%	
622.000-Electricity	150,000	163,650	150,000	149,299	175,000	170,000	(5,000)	-2.9%	
626.000-Gasoline	4,500	2,176	4,500	4,386	3,500	4,500	1,000	28.6%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	6,396	6,396	n/a	see detail from Rob
910.000-Transfer between funds (non-capital)	-	-	-	1,500	-	-	-	n/a	
920.000-Transfer between funds (capital)	380,000	380,000	400,000	400,000	420,000	440,000	20,000	4.8%	
Total Expenditure	2,187,312	2,185,654	2,232,458	2,281,051	2,470,209	2,887,800	417,591	16.9%	
<i>Net Wastewater Fund</i>	-	99,671	-	97,712	23,999	3,988	(20,011)	-83.4%	

Costing Center		256-56-40 - Sanitation								
		2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues										
023.000-Sanitation User Fees		672,048	670,215	685,061	680,777	700,325	778,137	77,812	11.1%	
023.001-Essex Pump Station Fees		28,750	95,268	30,123	27,591	35,625	33,125	(2,500)	-7.0%	
023.002-Two Party Agreement Revenue		15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%	
024.000-Utility Connection Fee		30,000	108,100	30,000	121,000	30,000	30,000	-	0.0%	
060.000-Interest Income		1,000	6,736	8,000	4,275	5,000	5,000	-	0.0%	
085.000-Penalties		2,500	2,805	2,500	3,597	2,500	3,000	500	20.0%	
098.000-Miscellaneous Revenue		3,000	-	3,000	393	3,000	500	(2,500)	-83.3%	
Total Revenues		752,298	898,124	773,684	852,633	791,450	864,762	73,312	9.3%	
Expenditure										
110.000-Regular Salaries		108,563	122,072	113,186	102,089	124,788	126,885	2,097	1.7%	
120.000-Part Time Salaries		9,564	3,340	9,906	3,342	1,382	-	(1,382)	-100.0%	
130.000-Overtime		15,000	9,305	16,977	11,362	13,574	19,369	5,795	42.7%	
210.000-Group Insurance		55,470	58,241	58,478	58,416	63,266	40,894	(22,372)	-35.4%	
220.000-Social Security		10,184	9,537	10,482	9,667	10,755	11,792	1,037	9.6%	
230.000-Retirement		10,858	10,454	11,318	9,928	12,356	13,798	1,442	11.7%	
250.000-Unemployment Insurance		85	197	175	247	190	135	(55)	-28.9%	VLCT bill for CY23
260.000-Workers Comp insurance		9,400	4,955	8,850	5,545	6,330	6,100	(230)	-3.6%	estimate 3% increase over 2022 actual
290.000-Other Employee Benefits		-	-	840	-	840	-	(840)	-100.0%	
330.000-Professional Services		1,000	130	1,000	3,030	1,000	4,000	3,000	300.0%	add Hamlin Engineering support collection system questions \$2,000, general engineering support \$2,500
335.000-Audit		2,000	2,394	2,500	2,852	2,500	2,529	29	1.2%	
340.000-Technical Services		-	-	-	-	-	9,000	9,000	n/a	Open Approach monthly fee for PS COMM IT support (\$560/month; 6720 yr), Hamlin Engineering support collection system questions (2,000)
410.000-Water and Sewer Charges		500	276	500	452	500	500	-	0.0%	
430.000-R&M Vehicles and Equipment		2,000	25,031	2,000	4,629	2,000	2,000	-	0.0%	
433.000-R&M Infrastructure		6,000	5,435	6,000	6,437	6,000	6,000	-	0.0%	
434.000-R&M Pump Stations		14,000	10,536	14,000	2,828	14,000	16,000	2,000	14.3%	Should we add cleaning of drying beds to this cost? Currently not included
434.001-Susie Wilson PS Costs		12,000	14,928	12,480	10,037	15,000	14,000	(1,000)	-6.7%	Is this only for comms and electric or also parts?
434.002-West Street PS Costs		13,000	17,650	13,520	12,010	17,000	15,000	(2,000)	-11.8%	Is this only for comms and electric or also parts?
441.000-Rental of Land or Buildings		1,700	1,961	1,700	1,779	1,700	1,800	100	5.9%	
491.000-Administrative Fees		154,860	157,532	157,856	155,108	161,960	220,005	58,045	35.8%	
500.000-Training, Conferences, Dues		200	-	200	410	200	4,500	4,300	2150.0%	\$4,000 for CDL training for new employee
505.000-Technology Subscription, Licenses		-	-	616	616	750	750	-	0.0%	
520.000-Insurance		6,014	6,430	5,750	1,712	3,457	5,700	2,243	64.9%	estimate 3% increase over 2022 actual
521.000-Insurance Deductibles		1,000	-	1,000	-	1,000	1,000	-	0.0%	
550.000-Printing and Binding		1,500	-	1,500	-	-	1,500	1,500	n/a	
560.000-Postage		5,500	5,677	5,500	4,847	5,750	5,750	-	0.0%	

Costing Center	256-56-40 - Sanitation								
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
610.000-General Supplies	1,000	773	1,000	31	1,000	1,000	-	0.0%	
NEW-Safety Supplies	-	-	-	-	-	3,000	3,000	n/a	reflective vests, hard hats, safety glasses, gloves
612.000-Uniforms	1,500	1,268	1,350	661	1,350	1,755	405	30.0%	
621.000-Natural Gas/Heating	1,800	926	2,000	1,123	2,052	2,000	(52)	-2.5%	
622.000-Electricity	14,000	8,643	14,000	10,216	14,000	13,000	(1,000)	-7.1%	
626.000-Gasoline	4,000	2,846	4,000	3,603	4,000	4,500	500	12.5%	
735.000-Technology: Hardware, Software, Equipment	5,350	2,198	3,000	2,487	3,000	3,000	-	0.0%	maintenance of probes?
750.000-Machinery and Equipment	5,000	-	5,000	-	5,000	5,000	-	0.0%	
920.000-Transfer between funds (capital)	95,000	95,000	95,000	95,000	95,000	95,000	-	0.0%	
Total Expenditure	568,048	577,735	581,684	520,464	591,700	657,262	65,562	11.1%	
<i>Net Sanitation Fund</i>	<i>184,250</i>	<i>320,389</i>	<i>192,000</i>	<i>332,169</i>	<i>199,750</i>	<i>207,500</i>	<i>7,750</i>	<i>3.9%</i>	

Costing Center Summary

258-33-13 - Senior Center

Previous Costing Center	258-33-13 - Senior Center	Budget Year	2024
Entity	Village	Accounting Reference	258-33-13
Department	33 - Senior Center - Village	Approved	No
Stage	Board Review	Manager	Ally Vile (avile)

Narrative

Description

Senior center enterprise fund budget. Funded through membership fees, donations, and fundraisers. The following budget is based on a six-month membership due to the shared service agreement between the Town of Essex and City of Essex Junction. This agreement secures space for programming 50+ members through December 31, 2023.

Revenues are primarily received through membership dues and program and luncheon fees. The current 2023 fiscal year has brought changes to our meal provisions for members as we partnered with Age Well for sit-down and grab 'n go meals. When it is an Age Well meal, there is a donation requested, which goes directly to the agency. Although this has decreased our anticipated meal revenue, there is no cost to the center to provide to those with food insecurities.

Donations are anticipated but never guaranteed. In 2023, the Senior Center received an unanticipated programming donation from the Hoehl Foundation. Aside from that large donation, additional contributions were received throughout the year.

New Initiatives

Goals and Priorities

The goal of the Senior Center is to continue to maintain an active membership and low-cost meal provision services. Enrichment programs and activity-based wellness programs are a priority among the members.

FY23 saw the development of a fitness series with a certified instructor. This model of programming has been highly successful and is based on a punch pass system to be self-sustaining. In FY24 we look to expand upon the current fitness offerings to meet a broader range of abilities and mobility.

It is a goal of the Senior Center in FY24 to continue and expand upon the collaboration with Age Well to increase the frequency of the Grab and Go program from one to two days a week.

Budget Prior Year Comparison

Object	Changes	2023 Amount	
		Estimated	Actuals
		2024 Amount	
Revenues			
020.310-Senior Center Payments	Decreased	5,900	3,000
050.000-Donation Revenue	Decreased	6,000	2,000
050.002-Fund Raising Revenue	Decreased	600	300
Total Revenues		12,500	5,300
Expenditure			
330.000-Professional Services	Decreased	3,600	1,500
431.000-R&M Buildings and Grounds	Decreased	1,000	500
442.000-Rental of Vehicles or Equipment	Decreased	1,230	600
610.000-General Supplies	Decreased	1,000	500
830.000-Regular Programs	Decreased	4,000	2,000
Total Expenditure		10,830	5,100

Costing Center Budget with Notes

258-33-13 - Senior Center

Objects	Comments	Object Subtotals	2024 Budget
Revenues			
020 Charges for Services			
020.310-Senior Center Payments	Memberships. Approximately 120 members with \$10/6months Essex Resident and \$15/6months Non-Resident	1,280	
020.310-Senior Center Payments	Activity Fees. Fees paid for activities that happen on site that is not a meal and addition to membership dues	910	
020.310-Senior Center Payments	Luncheons. Weekly luncheons \$2 - \$5 per meal/person, offered six months a year	810	
		3,000	
Total 020 Charges for Services			3,000
050 Donations			
050.000-Donation Revenue	Misc. private donations		2,000
050.002-Fund Raising Revenue			300
Total 050 Donations			2,300
Total Revenues			5,300
Expenditure			
300-699 Operating Expenses			
330.000-Professional Services	Cleaning service including mats in the winter		1,500
431.000-R&M Buildings and Grounds			500
442.000-Rental of Vehicles or Equipment	Copier rental and usage		600
610.000-General Supplies			500
Total 300-699 Operating Expenses			3,100
820-850 Program & Event Expenses			
830.000-Regular Programs			2,000
Total 820-850 Program & Event Expenses			2,000
Total Expenditure			5,100
Net Total			200

Memo

To: Essex Junction City Council

From: Brad Luck, Recreation Director

Meeting Date: January 25, 2023

Agenda Item: FY24 EJP Program Fund Budget

The FY24 EJP Program Fund budget represents the planned revenues and expenses for FY24. Based on our experiences, past participation, and anticipated new programs, staff generate program pricing, participation estimates, and expected staffing and program related expenses. Items in the Program Fund include administration, Maple Street Pool, parks, programs and events, preschool, and licensed childcare after school care, vacation camps, and summer day camps. The Program Fund is an enterprise fund whereby all revenues cover the expenses. The Fund is self-sufficient without tax revenue support.

Seventeen of EJP's full-time staff are paid for from the Program Fund. The Maple Street Pool is self-sustaining for its direct costs. Community events like the July 4th Celebration, Construction Junction, the Egg Hunt, Essex Has Talent, Movie Nights, Picnic in the Park, Winter Carnival, and Pumpkin Palooza are paid for out of the Program Fund.

EJP's General Fund Budget (tax supported) is 89% salary and benefits. The FY24 EJP General Fund proposed budget is \$1.4M and the Program Fund budget is \$3.2M, representing 30% and 70% respectively of total recreation spending.

Attachments

- FY24 EJP Program Fund Budget

FY24 EJRP Program Summary									
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
Admin	-	120,390	-	413,783	-	-	-	n/a	grants
Pool	166,830	94,428	128,273	134,538	167,664	158,339	(9,325)	-6%	
Parks	13,074	12,618	12,549	36,393	12,549	18,379	5,830	46%	
Programs	287,071	151,898	321,197	351,789	359,368	435,210	75,842	21%	
After School	767,229	1,135,937	1,258,603	1,273,714	1,386,548	1,510,734	124,186	9%	
Preschool	373,037	357,159	390,475	358,082	397,508	438,868	41,360	10%	
Summer Day Camp	338,010	343,522	478,920	494,133	538,825	618,635	79,810	15%	
Total Revenues	1,945,251	2,215,952	2,590,017	3,062,432	2,862,462	3,180,165	317,703	11%	
Expenditures									
Admin	74,059	117,412	79,235	129,596	177,329	88,020	(89,309)	-50%	
Pool	136,424	148,247	150,803	151,993	157,818	155,939	(1,879)	-1%	
Parks	21,173	10,608	27,363	19,598	34,158	36,648	2,490	7%	
Programs	277,788	142,594	313,371	348,333	294,954	496,069	201,115	68%	
After School	765,082	984,774	1,266,141	1,096,527	1,285,454	1,382,302	96,848	8%	
Preschool	369,824	363,279	390,242	390,599	407,409	450,933	43,524	11%	
Summer Day Camp	302,812	349,190	462,126	519,903	504,712	586,935	82,223	16%	
Total Expenditures	1,947,162	2,116,104	2,689,281	2,656,549	2,861,834	3,196,846	335,012	12%	

Costing Center	259-30-10 - EJRP Programs Admin									
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes	
Revenues										
040.000-Intergov: Federal Grant	-	120,002	-	183,458	-	-	-	n/a		
040.832-Federal Grant ARPA	-	-	-	209,942	-	-	-	n/a		
060.000-Interest Income	-	388	-	1,013	-	-	-	n/a		
098.000-Miscellaneous Revenue	-	-	-	19,370	-	-	-	n/a		
Total Revenues	-	120,390	-	413,783	-	-	-	n/a		
Expenditure										
110.000-Regular Salaries	-	-	-	4,258	51,064	-	(51,064)	-100.0%	moved to programs	
120.000-Part Time Salaries	4,840	242	4,840	453	-	-	-	n/a		
210.000-Group Insurance	-	-	-	-	24,865	-	(24,865)	-100.0%		
220.000-Social Security	370	29	370	258	3,906	-	(3,906)	-100.0%		
230.000-Retirement	-	-	-	224	4,085	-	(4,085)	-100.0%		
250.000-Unemployment Insurance	-	3,230	-	2,048	-	4,282	4,282	n/a	VLCT bill for CY23	
260.000-Workers Comp insurance	35,376	33,509	40,552	35,570	40,552	50,000	9,448	23.3%	estimate 3% increase over 2022 actual	
330.000-Professional Services	3,750	4,419	3,750	2,413	6,000	4,500	(1,500)	-25.0%		
442.000-Rental of Vehicles or Equipment	2,135	5,165	2,135	3,973	2,135	2,135	-	0.0%		
500.000-Training, Conferences, Dues	10,250	4,439	10,250	10,523	15,549	9,500	(6,049)	-38.9%		
530.000-Communications	-	157	-	-	-	-	-	n/a		
550.000-Printing and Binding	12,860	2,968	12,860	6,901	22,220	10,500	(11,720)	-52.7%		
560.000-Postage	4,478	2,025	4,478	1,956	6,953	7,103	150	2.2%		
561.000-Credit Card Processing Fees	-	44,627	-	61,018	-	-	-	n/a		
790.000-Depreciation Expense	-	16,602	-	-	-	-	-	n/a		
Total Expenditure	74,059	117,412	79,235	129,596	177,329	88,020	(89,309)	-50.4%		
Net EJRP Program Fund	(74,059)	2,978	(79,235)	284,187	(177,329)	(88,020)				

Costing Center	259-30-11 - EJRP Pool									
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes	
Revenues										
020.304-Pool Day Admissions	71,727	40,157	53,795	55,396	72,444	68,444	(4,000)	-5.5%		
020.305-Pool Memberships	42,868	27,282	32,151	35,496	43,296	40,843	(2,453)	-5.7%		
020.306-Swim Lessons	52,235	26,989	42,327	43,646	51,924	49,052	(2,872)	-5.5%		
Total Revenues	166,830	94,428	128,273	134,538	167,664	158,339	(9,325)	-5.6%		
Expenditure										
120.000-Part Time Salaries	93,462	109,494	105,427	98,634	108,694	108,972	278	0.3%		
130.000-Overtime	-	1,065	-	6,729	-	-	-	n/a		
220.000-Social Security	7,150	8,489	8,065	8,086	8,316	8,336	20	0.2%		
330.000-Professional Services	5,812	3,614	6,046	3,280	6,580	5,080	(1,500)	-22.8%		
410.000-Water and Sewer Charges	2,749	-	3,428	-	2,701	-	(2,701)	-100.0%		
431.000-R&M Buildings and Grounds	21,130	20,143	21,887	22,738	25,887	29,189	3,302	12.8%		
610.000-General Supplies	6,121	5,442	5,950	12,528	5,640	4,362	(1,278)	-22.7%		
Total Expenditure	136,424	148,247	150,803	151,993	157,818	155,939	(1,879)	-1.2%		
Net EJRP Program Fund	30,406	(53,819)	(22,530)	(17,455)	9,846	2,400				

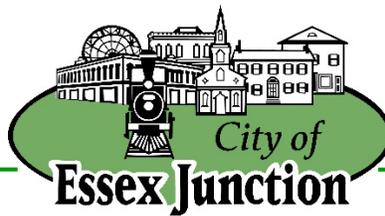
Costing Center	259-30-12 - EJRP Programs Parks and Facilities								
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change Notes	
Revenues									
020.308-Facility & Field Rental	13,074	12,618	12,549	35,293	12,549	18,379	5,830	46.5%	
050.000-Donations	-	-	-	1,100	-	-	-		
Total Revenues	13,074	12,618	12,549	36,393	12,549	18,379	5,830	46.5%	
Expenditure									
120.000-Part Time Salaries	7,225	8,639	7,922	6,139	7,922	7,922	-	0.0% park patrol	
220.000-Social Security	553	661	606	470	606	606	0	0.0%	
330.000-Professional Services	2,500	-	2,500	7,181	13,110	9,000	(4,110)	-31.4%	
442.000-Rental of Vehicles or Equipment	4,800	-	7,200	1,089	7,200	13,800	6,600	91.7%	
500.000-Training, Conferences, Dues	3,500	20	3,500	3,925	4,000	4,000	-	0.0%	
530.000-Communications	1,320	1,288	1,320	636	1,320	1,320	-	0.0%	
610.000-General Supplies	1,275	-	4,315	157	-	-	-	n/a	
Total Expenditure	21,173	10,608	27,363	19,598	34,158	36,648	2,490	7.3%	
Net EJRP Program Fund	(8,099)	2,010	(14,814)	16,796	(21,609)	(18,269)			

Costing Center	259-30-14 - EJRP Recreation Programs									
	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes	
Revenues										
020.311-Youth Programs	185,451	66,611	226,662	213,643	203,155	250,040	46,885	23.1%		
020.312-Adult Programs	74,070	84,122	87,585	124,096	129,663	146,320	16,657	12.8%		
050.000-Donation Revenue	7,550	875	6,950	950	26,550	38,850	12,300	46.3%		
050.150-Donations - Memorial Day Parade	20,000	290	-	13,100	-	-	-	n/a		
Total Revenues	287,071	151,898	321,197	351,789	359,368	435,210	75,842	21.1%		
Expenditure										
110.000-Regular Salaries	27,028	26,172	13,820	14,203	-	53,745	53,745	n/a		
120.000-Part Time Salaries	19,877	-	4,369	6,974	14,400	30,968	16,568	115.1%		
210.000-Group Insurance	-	-	7,877	-	-	25,158	25,158	n/a		
220.000-Social Security	2,837	1,998	1,398	1,611	1,102	6,507	5,405	490.5%		
230.000-Retirement	-	-	1,382	-	-	4,434	4,434	n/a		
290.000-Other Employee Benefits	-	-	88	-	-	350	350	n/a		
330.000-Professional Services	180,077	103,974	256,513	275,899	241,880	329,262	87,382	36.1%		
410.000-Water and Sewer Charges	800	904	800	-	800	800	-	0.0%		
431.000-R&M Buildings and Grounds	250	-	200	-	800	1,300	500	62.5%		
441.000-Rental of Land or Buildings	600	-	600	-	600	-	(600)	-100.0%		
442.000-Rental of Vehicles or Equipment	1,400	-	1,400	-	900	2,000	1,100	122.2%		
500.000-Training, Conferences, Dues	700	449	700	2,401	750	6,784	6,034	804.5%		
540.000-Advertising	200	-	200	-	200	-	(200)	-100.0%		
560.000-Postage	-	-	-	-	-	-	-	n/a		
580.000-Travel	-	600	-	-	-	-	-	n/a		
610.000-General Supplies	24,519	8,497	24,024	37,929	30,610	34,761	4,151	13.6%		
831.000-Special or New Programs	-	-	-	-	2,912	-	(2,912)	-100.0%		
850.150-Memorial Day Parade	19,500	-	-	9,318	-	-	-	n/a		
Total Expenditure	277,788	142,594	313,371	348,333	294,954	496,069	201,115	68.2%		
Net EJRP Program Fund	9,283	9,304	7,826	3,455	64,414	(60,859)				

Costing Center		259-30-15 - EJRP After School Care								
		2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change Notes	
Revenues										
020.311-Youth Programs		40,500	35,634	66,500	10,547	-	-	-	n/a	
020.313-Childcare		676,683	1,021,451	1,087,910	1,141,154	1,247,624	1,369,027	121,403	9.7%	
020.315-Shared Staffing Contract		50,046	78,852	104,193	122,012	138,924	141,707	2,783	2.0%	
Total Revenues		767,229	1,135,937	1,258,603	1,273,714	1,386,548	1,510,734	124,186	9.0%	
Expenditure										
110.000-Regular Salaries		265,037	424,079	462,544	412,007	483,791	561,969	78,178	16.2%	
120.000-Part Time Salaries		187,302	297,948	354,015	274,151	390,955	379,133	(11,822)	-3.0%	
130.000-Overtime		-	-	6,115	4,646	-	-	-	n/a	
150.000-Shared Employee Expense		-	-	-	-	-	-	-	n/a	
210.000-Group Insurance		95,318	66,809	128,041	76,741	95,989	135,435	39,446	41.1%	
220.000-Social Security		34,605	55,289	64,003	52,866	64,612	72,289	7,677	11.9%	
230.000-Retirement		32,142	36,675	46,289	41,025	44,165	43,846	(319)	-0.7%	
290.000-Other Employee Benefits		-	-	3,620	-	4,200	3,850	(350)	-8.3%	
330.000-Professional Services		40,960	36,459	32,524	25,888	31,480	51,917	20,437	64.9%	
500.000-Training, Conferences, Dues		19,155	3,191	21,146	9,186	36,940	25,045	(11,895)	-32.2%	
530.000-Communications		4,620	14,867	7,260	8,331	5,700	7,920	2,220	38.9% cell phone stipends	
580.000-Travel		34,109	6,395	67,412	8,029	54,380	20,100	(34,280)	-63.0%	
610.000-General Supplies		37,296	41,727	58,634	82,024	53,286	57,792	4,506	8.5%	
626.000-Gasoline		1,900	965	1,900	2,951	2,650	5,500	2,850	107.5%	
750.000-Machinery & Equipment		-	-	-	14,151	-	-	-	n/a	
751.000-Vehicle Purchase		-	-	-	84,530	-	17,506	17,506	n/a	
975.000-Interest Expense - Leases		12,638	71	12,638	-	17,306	-	(17,306)	-100.0%	
995.000-Interest on Cash		-	299	-	-	-	-	-	n/a	
Total Expenditure		765,082	984,774	1,266,141	1,096,527	1,285,454	1,382,302	96,848	7.5%	
Net EJRP Program Fund		2,147	151,163	(7,538)	177,187	101,094	128,432			

Costing Center		259-30-16 - EJRP Preschool								
		2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues										
020.313-Childcare		373,037	357,159	390,475	358,082	397,508	438,868	41,360	10.4%	
Total Revenues		373,037	357,159	390,475	358,082	397,508	438,868	41,360	10.4%	
Expenditure										
110.000-Regular Salaries		202,888	203,956	193,272	206,516	203,065	249,948	46,883	23.1%	
120.000-Part Time Salaries		24,970	31,751	41,109	41,520	37,480	12,186	(25,294)	-67.5%	
130.000-Overtime		-	77	-	311	-	-	-	n/a	
210.000-Group Insurance		87,370	76,393	98,852	87,030	112,206	126,922	14,716	13.1%	
220.000-Social Security		17,431	17,613	18,038	18,920	18,509	20,187	1,678	9.1%	
230.000-Retirement		18,921	18,306	19,327	20,535	20,307	23,098	2,791	13.7%	
290.000-Other Employee Benefits		-	-	1,400	-	1,400	1,750	350	25.0%	
330.000-Professional Services		3,114	1,158	3,114	2,376	3,114	3,114	-	0.0%	
431.000-R&M Buildings and Grounds		-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues		8,902	5,636	8,902	2,768	5,100	7,500	2,400	47.1%	
530.000-Communications		-	-	-	-	-	-	-	n/a	
580.000-Travel		1,728	-	1,728	-	1,728	1,728	-	0.0%	
610.000-General Supplies		4,500	8,389	4,500	10,623	4,500	4,500	-	0.0%	
Total Expenditure		369,824	363,279	390,242	390,599	407,409	450,933	43,524	10.7%	
Net EJRP Program Fund		3,213	(6,120)	233	(32,517)	(9,901)	(12,065)			

Costing Center		259-30-17 - EJRP Summer Day Camps								
		2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY Actual	2023 Budget	2023 Budget	\$ Change	% Change	Notes
Revenues										
020.313-Childcare		338,010	343,522	478,920	494,133	538,825	618,635	79,810	14.8%	
Total Revenues		338,010	343,522	478,920	494,133	538,825	618,635	79,810	14.8%	
Expenditure										
110.000-Regular Salaries		42,714	31,367	50,310	24,023	60,195	73,501	13,306	22.1%	
120.000-Part Time Salaries		182,169	224,030	293,123	317,369	308,642	355,071	46,429	15.0%	
130.000-Overtime		-	5,626	-	22,518	-	-	-	n/a	
220.000-Social Security		17,204	19,872	26,273	27,706	28,215	32,786	4,571	16.2%	
330.000-Professional Services		6,495	16,779	9,290	21,898	8,905	64,585	55,680	625.3%	
580.000-Travel		36,654	21,944	51,399	78,163	72,240	34,300	(37,940)	-52.5%	
610.000-General Supplies		17,476	29,530	31,631	28,228	26,515	26,692	177	0.7%	
626.000-Gasoline		100	42	100	-	-	-	-	n/a	
Total Expenditure		302,812	349,190	462,126	519,903	504,712	586,935	82,223	16.3%	
Net EJRP Program Fund		35,198	(5,668)	16,794	(25,770)	34,113	31,700			



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: 1/25/2023

Subject: Discussion and Consideration of Moving the 2023 Annual Meeting

Issue: The city voted via ballot last year to set the Annual Meeting on April 5th, and it continues to April 11th. Unfortunately, April 5, 2023 is the first night of Passover. The issue is whether the Annual Meeting date can be changed.

Discussion:

Under normal circumstances there would be no way to adjust this date since this procedure is set in subchapter 4 of the Charter. The exact ballot language that was approved by the voters is as follows:

“ARTICLE 6. Shall the voters approve holding the 2023 Annual Meeting on Wednesday, April 5, 2023 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 11, 2023 to vote for the Village officers and transact any business involving voting by Australian ballot?”

However, the Legislature is in the process of approving a H.42 which would extend some of the COVID rules around elections and open meeting law. This bill

(<https://legislature.vermont.gov/Documents/2024/Docs/BILLS/H-0042/H-0042%20As%20passed%20by%20the%20House%20Official.pdf>) includes the following provision:

Sec. 1. ANNUAL MUNICIPAL MEETINGS; ALTERNATIVE PROCEDURES FOR 2023 AND 2024 (a) Change of annual meeting date. Notwithstanding any provision of law to the contrary, until July 1, 2024, a municipal legislative body may vote to move the date of the municipality’s annual meeting to a date later in the same year. In any municipality that moves the date of the 2024 an annual meeting pursuant to this subsection, municipal officers shall serve until the annual meeting and until successors are chosen.

While this legislation is in place to allow municipalities more time to move to Australian ballot, according to the City Attorney, as worded it would allow us to adjust the Annual Meeting date.

Note that the date can only be moved back, not forward; and can’t be moved later than the voting day on 4/11. Therefore, the options are Thursday, 4/6 and Monday, 4/10 for a weekday evening. However, I believe the second night of Passover is also important to avoid. Also, in researching this topic, it is important to note that hosting meals during fasting times (Ramadan, Yom Kippur, Lent) isn’t ideal for more inclusive and equitable participation. Unfortunately, we cannot move the date to avoid Ramadan (3/22 to 4/21). However, 4/10 provides the benefit of falling outside of Lent (2/22 to 4/9). Therefore, if moved, I would recommend Monday, 4/10.

Other considerations:

1. The High School space is currently reserved for 4/5; but it is also available for 4/10.

2. City Clerk, Susan McNamara Hill has not had the opportunity to review all associated dates to ensure that 4/10 would work. Therefore, any motion of the sort should be subject to her technical review.

Recommendation:

Staff recommends that the City Council move the Annual Meeting from 4/5 to 4/10, if H.42 passes with the language that allows the legislative body to make this change, and contingent upon a technical review by the City Clerk.

Recommended Motion:

If the City Council wishes to move forward with the recommendation:

“I move that if H.42 passes with the language that allows the legislative body to make this change, and if the City Clerk finds that this change is technically feasible, the City Council move the 2023 Annual Meeting from Wednesday, April 5, 2023 to Monday, April 10, 2023 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 11, 2023 to vote for the Village officers and transact any business involving voting by Australian ballot.”

Date: 1/20/2023

To: Essex Junction City Council

Cc: Regina Mahony

From: Andrew Brown

Subject: Proposed City Charter Changes

There are four charter changes I am proposing to better align with state statute and other Vermont municipalities. The first is to add “, unless allowed by state statute” to the second sentence within 206a. State statute requires each Town or City to have at least one health officer who is nominated by the municipal board and is then approved of by the Commissioner of Health. According to the Town Health Officer Manual, if the municipal board has not appointed a health officer (as is the case for Essex Junction), “the Commissioner will appoint the chair of the Selectboard to this position” (p.1). The City Council has not appointed a Health Officer and the Commissioner of Health has appointed me to fill the role of Town Health Officer. Regina has sought Claudine’s opinion and Claudine has said that being the Health Officer for Essex Junction is a form of employment by the City – thus we are in conflict with state law. By adding this language we will be able to prevent current City Councilors from being City employees unless in circumstances where state law deems it appropriate.

The second change is to remove the final sentence in section 206a of our charter. In reviewing all other Vermont City charters and a majority of Town charters, this is an area in which Essex Junction is an outlier. In my review no other municipalities require one year to pass after the end of their elected term before a former City Councilor can be employed by the municipality.

Third is to remove section 302 of our charter which would remove the role of Moderator from our municipality. The role of the Moderator, as defined within our charter, is to “preside at the next annual meeting.” In Essex Junction our annual meeting is no longer an in-person meeting where votes are taken by those physically present, instead our annual meeting is held via Australian ballot and decisions are made through the ballot. In essence, there is no annual meeting which needs moderating. In a review of the charters for Barre City, Montpelier, City of St. Albans, Rutland City, and Winooski none of these municipalities have a moderator as, just like Essex Junction, their annual meeting is held via Australian ballot.

Fourth is to no longer have the community vote on when to hold the annual meeting (Australian ballot voting) but to have the City Council make this decision. The intent of this is to continue the long-desired practice of having our community vote once on municipal and school items, just as we do now. Should the school district have a desire to change when they vote this would allow the City to collaborate with the school district quickly. In my review of the same municipal charters as the third change, all municipalities have their annual meeting date defined by their charter as the first Tuesday in March. To be clear, the intent of this proposal is not to change our annual meeting to Town Meeting Day.

Included with this memo is a draft of the charger with proposed amendments. Changes one and two can be found on page 7 of the charter. The third change is on pages 9 and 10, with the fourth change on page 10.

In order for us to make a change to the charter here is the timeline we must follow:

Jan 25th – Council proposed charter changes introduced

Feb 8th – Council warns public hearings

Feb 22nd – First public hearing

March 8th – Second and final public hearing and finalize warning

April 11th – Vote

Recommendation: This memo is for discussion purposes, no vote is required. The council can either agree to move forward with the charter changes as presented, make changes, or not move forward with the charter changes.

No. M-10. An act relating to the creation of the City of Essex Junction and the adoption of the City charter.

(H.491)

It is hereby enacted by the General Assembly of the State of Vermont:

* * * Creation of City; Approval of Charter * * *

Sec. 1. CHARTER AMENDMENT APPROVAL; CREATION OF CITY

As set forth in this act, the General Assembly creates the City of Essex Junction and approves the adoption of the charter of the City of Essex Junction. The voters of the Village of Essex Junction approved the creation of the City and the adoption of the City charter on November 2, 2021.

* * * Charter of the City of Essex Junction * * *

Sec. 2. 24 App. V.S.A. chapter 4 is added to read:

CHAPTER 4. CITY OF ESSEX JUNCTION

Subchapter 1. Incorporation and Powers of the City

§ 101. CORPORATE EXISTENCE RETAINED

Notwithstanding the provisions of any other municipal charter, the inhabitants of the Village of Essex Junction, within its corporate limits, shall be a municipal corporation by the name of the City of Essex Junction.

§ 102. GENERAL POWERS; LAW

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the City of Essex Junction, all provisions of the statutes of this State applicable to municipal corporations shall apply to the City of Essex Junction.

§ 103. SPECIFIC POWERS

(a) The City of Essex Junction shall have all the powers granted to cities and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted, and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.

(b) The City of Essex Junction may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal; waste water collection and disposal; solid waste collection and disposal; provision of public water supply; provision of public parks and recreation facilities; provision of municipal facilities for office, fire protection, and police protection; provision of public libraries; provision of public parking areas; provision of sidewalks, bicycle paths, and green strips; provision of public roadways; provision of public view zones and open spaces; and such other purposes as are addressed under the general laws of the State of Vermont.

(c) The City of Essex Junction may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.

(d) The City of Essex Junction may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in

cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State or the United States.

(e) The City of Essex Junction may establish and maintain an electric power system and regulate power line installations; provided, however, that the City shall have no authority under this charter that conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency. The City of Essex Junction may also establish a telecommunications system and an enterprise to deliver internet or broadband services.

(f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers that the City of Essex Junction would otherwise have if the particular power were not mentioned.

§ 104. RESERVATION OF POWERS

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the City of Essex Junction and the City Council by general or special enactments in force or effect or hereafter enacted; and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments.

§ 105. FORM OF GOVERNMENT

The municipal government provided by this charter shall be known as council-manager form of government. Pursuant to its provisions and subject

only to the limitations imposed by the State Constitution and by this charter, all powers of the City of Essex Junction shall be vested in an elective City Council, which shall enact ordinances, codes, and regulations, adopt budgets, determine policies, and appoint the City Manager, who shall enforce the laws and ordinances and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this charter or prescribed by ordinance.

Subchapter 2. Governance Structure

§ 201. POWERS AND DUTIES OF GOVERNING BODY

(a) The members of the City of Essex Junction City Council shall constitute the legislative body of the City of Essex Junction for all purposes required by statute and, except as otherwise provided in this charter, shall have all the powers and authority given to and perform all duties required of City legislative bodies or Councils under the laws of the State of Vermont.

(b) Within the limitations of the foregoing, the City of Essex Junction Council shall have the power to:

(1) Appoint and remove a City Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.

(2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.

(3) Provide for an independent audit by a certified public accountant.

(4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.

(5) Exercise every other power that is not specifically set forth herein but that is granted to Councils or legislative bodies by the statutes of the State of Vermont.

§ 202. GOVERNING BODY; COMPOSITION AND TERMS OF OFFICE

(a) There shall be a City Council consisting of five members.

(b) All members shall reside within the boundaries of the City of Essex Junction to be elected by the qualified voters.

(c) The term of office of a City Councilor shall be three years, and terms shall be staggered.

§ 203. VACANCY IN OFFICE

In case of a vacancy of a Council seat, the vacancy shall be filled by the City Council until the next annual election pursuant to subsection 204(c) of this charter.

§ 204. ELECTION OF GOVERNING BODY OFFICERS

(a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual City meeting, the Council shall organize and elect a President, Vice President, and Clerk by a majority vote of the entire Council and shall file a certificate of the election for record in the office of the City Clerk.

(b) The President of the Council, or in the President's absence the Vice President, shall preside at all meetings of the Council and shall be recognized as the head of the City government for all ceremonial purposes.

(c) In the event of death, resignation, or incapacity of any Council member, the remaining members of the Council may appoint a person to fill that position until the next annual election. Incapacity shall be determined by a vote of the Council. Incapacity shall include the failure by any member of the board to attend at least 50 percent of the meetings of the board in any calendar year. At the next annual election, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. In the event the Council is unable to agree upon an interim replacement until the next annual City election, a special election shall be held forthwith to fill the position.

(d) In the event that a Councilor is no longer a resident of the City prior to the expiration of the Councilor's term, the Councilor's office shall be deemed vacant. The Council may appoint a person to fill the vacant office until a successor can be elected at the next annual election.

§ 205. COMPENSATION

(a) Compensation paid to the Council members shall be set by the voters at the annual meeting, with a minimum of \$1,500.00 a year each. Council members' compensation must be set forth as a separate item in the annual budget presented to the meeting. Council members may choose to forgo the compensation or a portion of the compensation.

(b) The City Council shall fix the compensation of all appointees and the City Manager. The Council shall review, approve, and ratify any collective bargaining agreements, which may be negotiated or fixed by the Manager or their designee.

§ 206. CONFLICT OF INTEREST; PROHIBITIONS

(a) Holding other office. No Council member shall hold any City employment during the term for which they were elected to the Council, unless allowed by state statute. A Council member may be appointed to represent the City on other boards except as pursuant to 17 V.S.A. § 2647. ~~No former Council member shall hold any compensated appointive municipal office or employment, except for poll worker, until one year after the expiration of the term for which they were elected to the legislative body.~~

(b) Appointments and removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager's subordinates are empowered to appoint. The legislative body may discuss with the Manager the appointment, performance, and removal of such officers and employees in executive session.

(c) Interference with administration. Except for the purpose of inquiries and investigations under subdivision 201(b)(4) of this charter, the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the

Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately.

§ 207. GOVERNING BODY; MEETINGS

As soon as possible after the election of the President and Vice President, the Council shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month.

§ 208. SPECIAL CITY MEETINGS

Special City meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system.

§ 209. COUNCIL MEETINGS; PROCEDURE

(a) The Council shall determine its own rules and order of business.

(b) The presence of three members shall constitute a quorum. Three affirmative votes shall be necessary to take binding Council action.

(c) In accordance with Vermont's Open Meeting Law, the Council shall keep minutes of its proceedings. The journalized minutes shall be a public record.

(d) All meetings of the Council shall be open to the public unless, by an affirmative vote of the majority of the members present, the Council shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont's Open Meeting Law.

§ 210. APPOINTMENTS

The Council shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment.

§ 211. ADDITIONAL GOVERNING BODY PROVISIONS

(a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this charter or by the general law.

(b) The Council may authorize the sale or lease of any real or personal estate belonging to the City.

Subchapter 3. Other Elected Offices

§ 301. BROWNELL LIBRARY TRUSTEES

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of elected library trustee.

~~§ 302. MODERATOR~~

~~The voters at the City Annual Meeting shall elect a Moderator who shall preside at the next City Annual Meeting. The term of Moderator shall be one~~

~~year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator.~~

Subchapter 4. City Meetings

§ 401. CITY MEETINGS AND ELECTIONS

(a) ~~The voters Council shall at each annual meeting vote to~~ set the date of the next annual meeting, at which time the voters shall vote for the election of officers, the voting on the City budget, and any other business included in the warnings for the meetings.

(b) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.

(c) The election of officers and the voting on all questions shall be by Australian ballot system. The City Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State.

Subchapter 5. Ordinances

§ 501. ADOPTION OF ORDINANCES

Ordinances shall be adopted in accordance with State law pursuant to 24 V.S.A. §§1972–1976, with the additional requirements noted in this subchapter.

§ 502. PUBLIC HEARING

(a) The Council shall hold a minimum of one public hearing prior to the adoption of any ordinance.

(b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.

(c) After the hearing, the Council may finally pass the ordinance with or without amendment, except that if the Council makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsections (a) and (b) of this section with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. The Council may finally pass the amended ordinance or again amend it subject to the same procedures as outlined herein.

§ 503. EFFECTIVE DATE

Every ordinance shall become effective upon passage unless otherwise specified.

§ 504. RESCISSION OF ORDINANCES

All ordinances shall be subject to rescission by a special or annual City meeting, as follows: If, within 44 days after final passage by the Council of any such ordinance, a petition signed by voters of the City not less in number

than five percent of the qualified voters of the municipality is filed with the City Clerk requesting its reference to a special or annual City meeting, the Council shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual City meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual City meeting exceeds five percent in number of the qualified voters of the municipality.

§ 505. PETITION FOR ENACTMENT OF ORDINANCE; SPECIAL MEETING

(a) Voters of the City may at any time petition for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the City Clerk. The Council shall call a special City meeting (or include the ordinance as annual meeting business) to be held within 60 days after the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Council. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting, provided that voters, constituting a majority of those voting thereon, shall have voted in the affirmative.

(b) The proposed ordinance shall be examined by the City Attorney before being submitted to the special City meeting. The City Attorney is authorized, subject to the approval of the Council, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clarity and precision in its phraseology, but the City Attorney shall not materially change its meaning and effect.

(c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Council or to the appointment or designation of Council, or to rules governing the procedure of the Council.

Subchapter 6. City Manager

§ 601. MANAGER; APPOINTMENT AND HIRING

The Council shall appoint a City Manager under and in accordance with Vermont Statutes Annotated.

§ 602. POWERS OF MANAGER

(a) The Manager shall be the chief administrative officer of the City of Essex Junction. The Manager shall be responsible to the Council for the administration of all City of Essex Junction affairs placed in the Manager's charge by or under this charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

(b) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, collective bargaining unit contracts, or personnel rules adopted pursuant to this charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable State and federal laws, including 21 V.S.A. § 495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.

(c) The Manager, or designee, shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this charter or by law.

(d) The Manager shall recommend hiring of a City Attorney with Council approval and shall hire special attorneys as needed.

(e) The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if

the Manager is the subject of an investigation pursuant to subdivision 201(b)(4) of this charter.

(f) The Manager shall see that all laws, provisions of this charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.

(g) The Manager shall prepare and submit the annual budget and capital program to the Council.

(h) The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.

(i) The Manager shall make such other reports as the Council may require concerning the operations of the City of Essex Junction's departments, offices, and agencies subject to the Manager's direction and supervision.

(j) The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.

(k) The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.

(l) The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this charter, the Vermont statutes, or the Council members.

(m) The Manager shall perform such other duties as are specified in this charter or in State law or as may be required by the Council.

(n) The Manager shall fix the compensation of City employees.

(o) The Manager shall recommend appointment of the City Clerk annually, with Council approval.

§ 603. MANAGER; REMOVAL; HEARING

The Council may remove the Manager from office for cause in accordance with the following procedures:

(1) The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution that must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. Within three days after the vote, a copy of the resolution shall be delivered to the Manager.

(2) Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Council a written request for a hearing; the hearing shall be in a public or executive session by choice of the Manager. This hearing shall be held at a special Council meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Council a written reply not later than five days before the hearing.

(3) The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the

preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing, if the Manager has requested one.

§ 604. VACANCY IN OFFICE OF CITY MANAGER

The Manager, by letter filed with the City Clerk, may appoint a staff member to perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation unless the Manager has previously appointed a staff member as assistant manager or deputy manager, who would automatically assume the Manager's responsibilities in the Manager's absence. If the Manager fails to make such designations, the Council may by resolution appoint an officer or employee of the City to perform the duties of the Manager until the Manager is able to return to duty.

Subchapter 7. Boards and Commissions

§ 701. BOARD OF CIVIL AUTHORITY

The Board of Civil Authority shall be defined by 17 VSA § 2103(5).

§ 702. BOARD OF ABATEMENT OF TAXES

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions.

§ 703. PLANNING COMMISSION

There shall be a Planning Commission, and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated,

as amended, and members will be appointed by the City Council from among the qualified voters of the City. Members of the Commission shall hold no other City office. The City Council shall have the authority pursuant to 24 V.S.A. §4323(a) to set the terms of the Planning Commission members.

§ 704. DEVELOPMENT REVIEW BOARD

A Development Review Board shall be established, and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as amended, and members will be appointed by the City Council for terms of three years from among the qualified voters of the City.

§ 705. BROWNELL LIBRARY TRUSTEES

The Brownell Library Board of Library Trustees that holds office at the time of enactment of this charter shall serve until their terms are completed. Any existing policies of the Library Trustees at the time of the enactment of this charter shall become the policies of the new Brownell Library Board of Trustees. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library Trustees shall have the authority to establish any new policy for the operation of the Library or repeal or replace any existing policy and shall otherwise act in conformance with the Vermont statutes. Notwithstanding the forgoing, the Library is required to follow all financial and personnel policies adopted by the City Council.

Subchapter 8. Administrative Departments

§ 801. PERSONNEL ADMINISTRATION AND BENEFITS

(a) The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the City and of the employees. These rules and regulations must be approved by the Council and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.

(b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off, reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.

(c) No person in the service of the City shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion.

§ 802. REAL ESTATE ASSESSOR

There shall be either a real estate Assessor who is a certified real estate appraiser or an independent appraisal firm, headed by a certified real estate appraiser, appointed by the Manager that shall carry out the duties of assessor in the same manner and be subject to all of the same liabilities prescribed for listers under the law of the State of Vermont in assessing property within the City of Essex Junction and that shall establish the grand list thereof and shall return such list to the City Clerk within the time required by State statute.

§ 803. APPRAISAL OF PROPERTY

Appraisals shall be reviewed periodically and kept up to date.

§ 804. APPRAISAL OF BUSINESS PROPERTY FOR TAX PURPOSES

Appraisal of business personal property shall be in accordance with the provisions of 32 V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995, shall be exempt from tax.

§ 805. PURPOSE

The purpose of appointing an Assessor is in lieu of the election of listers. The City shall be governed by, and each taxpayer shall have rights granted by, the applicable State statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation.

Subchapter 9. Budget Process

§ 901. FISCAL YEAR

The fiscal year of the City shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter.

§ 902. ANNUAL MUNICIPAL BUDGET

With support from the finance department, the Manager shall submit to the Council a budget for review before the annual City Meeting or at such previous time as may be directed by the Council. The budget shall contain:

(1) an estimate of the financial condition of the City as of the end of the fiscal year;

(2) an itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year;

(3) an itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years;

(4) a capital budget for not fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements; and

(5) such other information as may be required by the Council.

§ 903. GOVERNING BODY'S ACTION ON BUDGET

The Council shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Council. The Council shall fix the time and place for holding a public hearing for the budget and shall give public notice of the hearing.

§ 904. BUDGET MEETING; WARNING

(a) The Council shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.

(b) The Manager shall, not less than 30 days prior to the annual meeting, make available the Council's recommended budget and the final warning of the pending annual meeting.

(c) The annual City report shall be made available to the legal voters of the City not later than 10 days prior to the annual meeting.

§ 905. APPROPRIATION AND TRANSFERS

(a) An annual budget shall be adopted at the City Meeting by the vote of a majority of eligible voters by Australian ballot in accordance with section 401 of this charter. If, after the total budget has been appropriated, the Council finds additional appropriations necessary, the appropriations shall be made and reported at the next City Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature.

No specific explanation need be given for any normal annual operating expense in any office, department, or agency that may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.

(b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.

(c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Council budget from one department, office, or agency to another.

(d) Notwithstanding the above, no unexpended balance in any appropriation not included in the Council budget shall be transferred or used for any other purpose.

§ 906. AMOUNT TO BE RAISED BY TAXATION

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the City in the corresponding tax year, and the Council shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year.

Subchapter 10. Taxation

§ 1001. TAXES ON REAL PROPERTY

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Council shall send notice to taxpayers not less than 30 days prior to when taxes are due.

§ 1002. PENALTY

An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section 1001 of this charter, and interest as authorized by Vermont statutes.

§ 1003. ASSESSMENT AND TAXATION AGREEMENT

The Council is authorized and empowered to negotiate and execute assessment and taxation agreements between the City and a taxpayer or taxpayers within the City of Essex Junction consistent with applicable requirements of the Vermont Constitution. This section shall not be construed to supersede any provision of State law relating to the education property tax.

Subchapter 11. Capital Improvements

§ 1101. CAPITAL PROGRAMS

(a) Preparation of capital program. The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget.

(b) Contents. The capital program shall include:

(1) a clear general summary of its contents;

(2) a list of all capital improvements that are proposed to be undertaken during not fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;

(3) cost estimates, method of financing, and recommended time schedules for each such improvement; and

(4) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(c) Revision. The information required by this section may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Subchapter 12. Amendment of Charter and Initiatives

§ 1201. GOVERNING LAW

This charter may be amended in accordance with the procedure provided for by State statutes for amendment of municipal charters.

Subchapter 13. General Provisions

§ 1301. SAVINGS CLAUSE

Repeal or modification of this charter shall not affect the validity of a previously enacted ordinance, resolution, or bylaw.

§ 1302. SEVERABILITY

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not

affect the remaining provisions, which can be given effect without the invalid provision.

§ 1303. SUPERSEDING LANGUAGE

The City of Essex Junction shall be formed notwithstanding the following language (“Notwithstanding the provisions of any other municipal charters, territory within the corporate limits [of the Town of Essex] shall not be annexed to or become a part of any other municipal corporation except by annexation procedures as set forth in the statutes of the State of Vermont.”) contained in chapter 117, section 101 of this title.

* * * Transitional Provisions * * *

Sec. 3. TRANSITIONAL PROVISION; ASSIGNMENT AND

ASSUMPTION OF VILLAGE ASSETS AND LIABILITIES

(a) All assets and obligations formerly owned or held by the Village not otherwise transferred shall hereby be assigned and assumed by the City of Essex Junction upon the effective date of this act. This shall include all real property, easements, rights, and interests in land, buildings, and other improvements; vehicles, equipment, and other personal property; rents, and charges, together with lien rights and enforcement powers; moneys, rights of action in legal or administrative proceedings; insurance policies; documents and records; debts, claims, bonded indebtedness; without any further act, deed, or instrument being necessary.

(b) All contracts, agreements, trusts, and other binding written documents obligating the Village shall remain in effect on the effective date of this act, and the City of Essex Junction shall assume all the responsibilities formerly belonging to the Village unless previously allocated or otherwise specified.

Sec. 4. TRANSITION PERIOD

(a) The charter will become effective and the City of Essex Junction shall be established on the effective date of this act. The transition period shall begin on July 1, 2022, following approval of the charter by the Legislature, and end on or before July 1, 2023. During the transition period, the City of Essex Junction shall continue to receive and pay for consolidated services with the Town of Essex for assessing, clerk/treasurer, information technology, police, public works, and stormwater. The City Council shall set a tax rate and collect taxes to meet the obligations for the City's share of the Town of Essex municipal operations and all of the City of Essex Junction municipal operations throughout the transition period, per the budgets approved by the voters of the Town of Essex and the Village of Essex Junction (now the City of Essex Junction) the previous March and April. The taxes collected by the City for the Town of Essex shall be paid to the Town of Essex in two equal installments on or before October 15 and April 15. At the end of the transition period, the City of Essex Junction shall be fully organized.

(b) Nothing in this section shall affect or limit other provisions in this subchapter or in other subchapters, which serve a transitional purpose and

which by their own provisions continue beyond the transitional period. In such cases, transitional provisions intended to extend beyond the transitional period shall be governed by specific sunset terms.

Sec. 5. TRANSITIONAL PROVISION; ORGANIZATIONAL MEETING

The first annual City Meeting shall occur on the date set forth by the voters at the most recent Village annual meeting, following approval of the charter. This shall be a meeting of the City of Essex Junction and shall be noticed and warned to all residents of the City of Essex Junction. This meeting shall be for the purpose of presenting and discussing the budget only. Other City business may also be presented and discussed but not voted on. After presentation and discussion of the budget and any other business, the meeting shall adjourn. Voting on the budget and the election of councilors shall be by Australian ballot and shall occur on the date set forth by the voters at the most recent Village annual meeting.

Sec. 6. TRANSITIONAL PROVISION; VILLAGE CENTER AND

NEIGHBORHOOD DEVELOPMENT AREA DESIGNATIONS

The Village Center District and Neighborhood Development Area, as designated in the Essex Junction Land Development Code, shall continue in the new City for the purpose of continuing the downtown revitalization efforts as outlined in the Village's Comprehensive Plan, and shall retain any and all State designations for the purposes of redevelopment in force at the time of

adoption of the charter or until such designations are withdrawn or amended as per routine statutory process.

Sec. 7. TRANSITIONAL PROVISION; GOVERNING BODY

(a) When the charter becomes effective and the City of Essex Junction is established on July 1, 2022, following approval of the charter by the Legislature, all members of the Village Board of Trustees shall become members of the City Council and shall continue to serve in their capacities and shall serve out their elected terms. The president, vice president, and clerk of the Council shall continue to serve in their capacities until the board reorganizes pursuant to chapter 4, subsection 204(a) of this charter.

(b) The Councilors shall warn and hold meetings as appropriate. The Councilors shall address all details and issues relating to the transition from the Village of Essex Junction to the City of Essex Junction.

(c) The Council shall review, consider, and adopt all regulations, ordinances, and plans from the former Village of Essex Junction as its own.

(d) The City Council, with the assistance of the City Manager and staff, shall propose and warn in the manner pursuant to the charter, the first annual budget of the new City of Essex Junction for consideration by the voters at the first annual meeting.

Sec. 8. TRANSITIONAL PROVISION; BUDGET AND
ADMINISTRATION

Following the approval of the charter by the Legislature, the City Manager will propose a budget for the City for the next fiscal year that addresses proper service levels, contractual obligations, capital projects, and debt, and that reflects any changes related to the incorporation of the City of Essex Junction.

Sec. 9. TRANSITIONAL PROVISION; SEPARATION OF CITY AND
TOWN DEPARTMENTS

The City Council shall employ a City Manager. The City Manager shall plan and hire for the separation of all consolidated departments with the Town of Essex by the end of the transition period, unless contracts are signed stating otherwise, in which case the contracts shall dictate the terms for the sharing of services between the City of Essex Junction and Town of Essex.

Sec. 10. TRANSITIONAL PROVISION; PLANNING AND
DEVELOPMENT

(a) On the effective date of this charter, the former Village plan, the former Village's zoning bylaws and Land Development Code, and any Village Ordinances shall remain in effect until amended or revised by the new City Council.

(b) From the effective date of this charter, the Village of Essex Junction Planning Commission and the Village of Essex Junction Zoning Board of

Adjustment shall become the Planning Commission and the Development Review Board of the City of Essex Junction, respectively.

Sec. 11. TRANSITIONAL PROVISION; APPOINTED COMMISSION
AND COMMITTEE MEMBERS

All current Trustee appointed commission and committee members shall serve out the remainders of their terms, and new positions shall be filled upon the existing schedules and as they become available.

Sec. 12. TRANSITIONAL PROVISION; UNIFICATION AND ADOPTION
OF ORDINANCES, BYLAWS, AND RULES

On the effective date of this charter, all ordinances and bylaws of the Village of Essex Junction shall become ordinances and bylaws of the new City of Essex Junction. The City Council shall be fully authorized to amend or repeal any ordinance according to the provisions of subchapter 5 of the charter. Whenever a power is granted by any such ordinance or bylaw to an officer or officers of the Village of Essex Junction, such power is conferred upon the appropriate officer or officers of the new City of Essex Junction.

Sec. 13. TRANSITIONAL PROVISION; PERSONNEL

(a) On the effective date of this charter, all employees of the Village of Essex Junction shall become employees of The City of Essex Junction and any and all employment contracts of the Village shall be assumed by the City unless otherwise terminated, reexecuted, or renegotiated. Any and all personnel policies and regulations adopted by the Village shall become

policies and regulations of the City of Essex Junction until further repealed, amended, or restated.

(b) The dates of hire with the Village of Essex Junction will be used as the dates of hire for purposes related to benefits with the new City of Essex Junction and all accrued benefits shall carry over.

Sec. 14. TRANSITIONAL PROVISION; FINANCES

(a) Upon the effective date of this charter, the City of Essex Junction shall adopt any and all portions of the Town of Essex Grand List for properties located within the borders of the City. Any and all property tax payments due and delinquencies incurred for the Village of Essex Junction prior to the effective date of this charter shall be payable to the Town of Essex. Upon the effective date of this charter, any City taxes due and delinquencies incurred shall be payable to the City.

(b) All existing contractual agreements, including but not limited to tax stabilization agreements and any agreements related to the conveyance of real property, within the Village of Essex Junction shall hereby be assigned to the City of Essex Junction.

Sec. 15. TRANSITIONAL PROVISION; FUTURE GOVERNANCE

COMMISSION

Within three years after the approval of this charter by the Legislature, the Council shall appoint a special commission to study governance considerations such as, but not limited to, form of government, election of officials at-large or

through wards or districts, governing body composition, term of office, term limits, and councilor compensation.

Sec. 16. JUSTICES OF THE PEACE; APPOINTMENT

The Governor may appoint up to 15 justices of the peace to serve in the City of Essex Junction, pursuant to 17 V.S.A. § 2623. The committees for the political parties of the justices of peace of the Town of Essex may submit recommendations for qualified justices of the peace to the Governor for consideration. The appointed justices of the peace shall serve until successors may be elected at the 2022 general election.

* * * Repeal of Village Charter * * *

Sec. 17. REPEAL

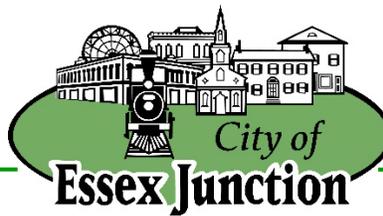
24 App. V.S.A. chapter 221 (Village of Essex Junction charter) is repealed.

* * * Effective Date * * *

Sec. 18. EFFECTIVE DATE

This act shall take effect on July 1, 2022.

Date Governor signed bill: April 20, 2022



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 1/25/2023
Subject: FY24 Preliminary Proposed Budget & Warning a public hearing on the FY24 budget

Issue

The issue is whether to continue working on the proposed budget and whether the Council is ready to warn a public hearing for the FY24 proposed general fund budget and capital programs for Tuesday, February 8, 2023.

Discussion

This will be the third budget meeting on the FY24 proposed budgets. Previous meetings were on Budget Day on December 6th, and the regular City Council meeting on January 11, 2023. All previous edits have been incorporated.

As discussed at budget day there is no great comparison for this new city budget. However, the proposed FY24 City General Fund budget is \$11,446,741. This proposed FY24 budget is a 7% or \$755,649 increase over an inflation adjusted FY22 mock City budget of \$10,691,093.

A real comparison is the tax rate for FY24 v. FY23. This FY24 proposed budget results in a tax rate increase of 1.6% or \$42.11/year on a \$280,000 home over FY23.

The proposed FY24 General Fund includes the changes discussed at the last work session on January 11, 2023. As a refresher the budget includes the following new expenditures in comparison to the FY22 mock budget, and the one-time expenditures for FY24:

New Expenditures FY24		
Description	Amount	Notes
Building Coordination Role & associated adjustments	36,285	
FT Adult Program Director	56,000	half year only
FT Code Enforcement Officer	80,315	
FT Planner	97,324	
FT Admin Assistant	84,000	
Essex Rescue increase	71,620	
Essex Junction Cemetery Association	20,000	
Stormwater	118,700	
Memorial Day Parade & Portion of 7/4 Celebration	17,500	
Capital Transfer Increase	79,739	amount of 15% increase over FY23 amount, to be paid for with LOT funds
	661,483	

For your information, approximately \$100,000 equals 1% on the tax rate, so for each \$100,000 that is cut from the budget (or increase in revenue) it would reduce the tax rate change by 1%.

One Time Expenditures FY24		
Description	Amount	Notes
Rebranding (Admin)	40,000	to be paid for with LOT funds
Strategic Planning (Legislative)	5,000	increase to \$30,000; to be paid for with LOT funds
Banners and Signs (Streets)	14,375	to be paid for with LOT funds
	59,375	

It is important to note the current GF budget includes a \$460,013 administrative allocation from the enterprise funds. This is a 46% increase over last year. A more thorough description of this is in the Enterprise Fund narrative.

The Council is holding potentially their final work session on the FY24 proposed budgets and capital programs on January 25, 2023 and will need to warn a public hearing. Proposed date for the public hearing is during the regularly scheduled meeting on February 8, 2022. A draft warning is attached.

Cost

The cost to warn the public hearing in SevenDays is approximately \$50.

Recommendation

It is recommended that the Council warn a public hearing for the fiscal year 2024 proposed budgets and capital programs for the City of Essex Junction to be held Tuesday, February 8, 2022 at 6:35 at 2 Lincoln Street and online.



**CITY OF ESSEX JUNCTION
NOTICE OF PUBLIC HEARING
PROPOSED FY24 BUDGET
February 8, 2022, 6:35 PM**

A public hearing on the FY24 Budget and Capital Program for the City of Essex Junction will be held in person at 2 Lincoln Street, Essex Junction VT and online via Zoom on Tuesday, February 8, 2022 at 6:35 pm. The public is invited to participate in person or online via zoom at <https://zoom.us/j/94464297825?pwd=T0RTL0VteHZXNHlTeTJpQi83WUg4QT09#success>; or by telephone at 1(888) 788-0099. Enter meeting code 944 6429 7825, passcode 635787.

The public is invited to attend and offer comments regarding the proposed FY24 Budget and Capital Program. Complete details and information to connect to the meetings can be found at www.essexjunction.org.

FY24 Budget vs FY22 Mock Budget and Mock Budget w/ Inflation

Assume 4%/year inflation per standard practice

8.00% (average inflation rate Jan-Sep 2022 is 8.32%)

	FY22 Mock		FY24 Budget			
	Budget	Budget w/ Inflation		\$ Variance	% Variance	Notes
Revenues						
Property Taxes	9,161,651	9,865,927	10,506,714	640,787	6%	
General	149,684	149,684	631,530	481,846	322%	Admin Allocation from enterprise funds
Administration	276,163	276,164	-	(276,164)	-100%	this is included in General revenue (admin allocation)
Clerk	106,865	106,865	105,008	(1,857)	-2%	
Finance	65,812	71,077	-	(71,077)	-100%	this is included in General revenue (admin allocation)
Information Technology	14,000	14,000	14,000	-	0%	revenue from Wastewater
Community Development	28,000	28,000	39,000	11,000	39%	
Economic Development	-	-	4,000	4,000	n/a	
Health and Human Services	29,856	29,856	-	(29,856)	-100%	mock included police revenue which is netted against expenditures in FY24 budget
Fire	20	20	10	(10)	-50%	
Streets	134,000	134,000	133,500	(500)	0%	
Stormwater	-	-	-	-	n/a	potential future revenue source, need to identify funding mechanism
Brownell Library	500	500	500	-	0%	
Recreation	15,000	15,000	12,479	(2,521)	-17%	
Buildings	-	-	-	-	n/a	
Total Revenues	9,981,551	10,691,093	11,446,741	755,649	7%	
Expenditures						
Administration	639,106	690,234	611,570	(78,665)	-11%	mock budget included Legislative
Legislative	-	-	67,450	67,450	n/a	
Clerk	249,363	269,312	289,250	19,938	7%	
Finance	489,989	529,188	504,300	(24,888)	-5%	
Information Technology	145,000	156,600	153,650	(2,950)	-2%	
Assessing	129,466	139,823	77,810	(62,013)	-44%	
Community Development	279,840	302,227	482,813	180,586	60%	
Economic Development	44,700	48,276	40,000	(8,276)	-17%	
Health and Human Services	2,570,151	2,775,763	2,977,293	201,530	7%	Essex Rescue, cemetery association
County/Regional Functions	314,223	339,361	346,883	7,522	2%	
Fire	460,623	497,473	545,484	48,011	10%	
Streets	1,392,627	1,504,037	1,566,556	62,519	4%	
Stormwater	127,503	137,703	195,484	57,780	42%	new costs proposed to meet MS4 requirements
Brownell Library	778,306	840,570	964,134	123,564	15%	
Recreation	941,714	1,017,051	1,131,432	114,380	11%	
Buildings	306,674	331,208	390,749	59,541	18%	increased cleaning costs, increased repairs/maintenance for Park St School
Debt	416,437	416,437	402,528	(13,909)	-3%	
Transfers and Misc.	695,828	695,828	699,356	3,528	1%	
Total Expenditures	9,981,550	10,691,093	11,446,741	755,649	7%	

Tax Rate Comparison FY22 as Village vs FY24 Proposed

	FY22 as Village	FY22 Mock	FY22 Mock Tax Rate Change from FY22 as Village	FY22 Mock Budget w/ Inflation	FY22 w/ Inflation Mock Tax Rate Change from FY22 as Village	FY24 Budget	FY24 Tax Rate Change from FY22 as Village
Grand List	\$11,198,316	<i>(using same grand list value for comparison purposes, actual FY24 will be based on current grand list)</i>					
Essex Junction Economic Development	0.0100	0.0100	-	0.0100	-	0.0100	-
Essex Junction Village	0.3345	0.8181	0.4836	0.8810	0.5465	0.9382	0.6037
Essex Town Capital	0.0200	-	(0.0200)	-	(0.0200)	-	(0.0200)
Essex Town General Fund	0.5285	-	(0.5285)	-	(0.5285)	-	(0.5285)
Local Agreement Rate	0.0022	0.0022	-	0.0022	-	0.0022	-
Total Municipal Rate	0.8952	0.8303	-0.0649	0.8932	-0.0020	0.9504	0.0552
			-7.2%		-0.2%		6.2%

Sample Tax Bill Increase FY23 vs FY24 on \$280,000 Property

	FY23 Rates		FY24 Proposed Rates		
<i>FY24 based on OLD grand list value</i>		\$ 280,000.00		\$ 280,000.00	<i>\$ 11,198,316 Old Grand List Value</i>
Town General	0.5513	\$ 1,543.64	-	\$ -	
Town Capital	0.0200	\$ 56.00	-	\$ -	
Tax Agreements	0.0021	\$ 5.88	0.0022	\$ 6.16	
City General	0.3464	\$ 969.92	0.9382	\$ 2,627.07	
City Economic Development Fund	0.0100	\$ 28.00	0.0100	\$ 28.00	
	0.9298	\$ 2,603.44	0.9504	\$ 2,661.23	
			Annual Property Tax Bill Increase	\$ 57.79	
					2.2%

	FY23 Rates		FY24 Proposed Rates		
<i>FY24 based on CURRENT grand list value</i>		\$ 280,000.00		\$ 280,000.00	<i>\$ 11,265,569 Current Grand List Value</i>
Town General	0.5513	\$ 1,543.64	-	\$ -	
Town Capital	0.0200	\$ 56.00	-	\$ -	
Tax Agreements	0.0021	\$ 5.88	0.0022	\$ 6.16	
City General	0.3464	\$ 969.92	0.9326	\$ 2,611.39	
City Economic Development Fund	0.0100	\$ 28.00	0.0100	\$ 28.00	
	0.9298	\$ 2,603.44	0.9448	\$ 2,645.55	
			Annual Property Tax Bill Increase	\$ 42.11	
					1.6%

New Expenditures FY24		
Description	Amount	Notes
Building Coordination Role & associated adjustments	36,285	
FT Adult Program Director	56,000	half year only
		mock budget included \$8,500 for health officer, these duties will be covered by
FT Code Enforcement Officer	80,315	this role
FT Planner	97,324	
FT Admin Assistant	84,000	
Essex Rescue increase	71,620	
Essex Junction Cemetery Association	20,000	
Stormwater	118,700	
Memorial Day Parade & Portion of 7/4 Celebration	17,500	
Capital Transfer Increase	79,739	amount of 15% increase over FY23 amount, to be paid for with LOT funds
	<u>661,483</u>	

One Time Expenditures FY24		
Description	Amount	Notes
Rebranding (Admin)	40,000	to be paid for with LOT funds
Strategic Planning (Legislative)	5,000	increase to \$30,000; to be paid for with LOT funds
Banners and Signs (Streets)	14,375	to be paid for with LOT funds
	<u>59,375</u>	

Economic Development Fund

	FY23	FY24	Notes
	Projection	Projection	
Beginning Balance	654,555	566,555	
Add	112,000	112,000	tax revenue
Spend	200,000	-	FY23 Main St Park
Ending Balance	566,555	678,555	*should be enough to cover Amtrak match

Notes:

1. Crescent Connector project may require an additional \$255,780 (half of \$511,560 for lighting and contaminated soil disposal).

Local Option Tax Fund			
	FY23	FY24	
	Projection	Projection	Notes
Beginning Balance	-	573,642	
Add	573,642		effective 10/1/22 (42.7% of 1% tax collected by State)
Spend	-	164,114	Rebranding \$40,000; Strategic Planning \$30,000; Banners/Signs \$14,375 (50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea); planned increase to capital transfer from general fund \$79,739
Ending Balance	573,642	409,528	

to calculate revenue:

Total Receipts

1% LOT Receipts

70% of LOT

LESS: \$5.96/return

Total City LOT Revenue

30% retained for State PILOT fund

FY24 General Fund Summary

	2021		2022		2022		\$ Change	% Change	Notes
	Budget	2021 Actual	2022 Budget	PRELIMINARY Actual	2023 Budget	2024 Budget			
Revenues									
Property Taxes	3,670,039	3,671,306	3,745,866	3,745,838	3,890,397	10,506,714	6,616,317	170%	
General	305,785	429,579	302,012	300,501	753,961	631,530	(122,431)	-16%	
Administration	50,000	50,000	50,000	147,004	50,000	-	(50,000)	-100%	
Clerk	-	-	-	-	-	105,008	105,008	n/a	
Information Technology	-	-	-	-	-	14,000	14,000	n/a	
Community Development	25,000	27,735	28,000	38,332	39,000	39,000	-	0%	
Economic Development	500	-	-	12,000	-	4,000	4,000	n/a	
Fire	20	50	20	10	20	10	(10)	-50%	
Streets	1,196,960	1,196,537	1,396,627	1,395,993	1,469,044	133,500	(1,335,544)	-91%	
Stormwater	71,851	71,851	76,253	76,553	78,018	-	(78,018)	-100%	
Brownell Library	15,500	15,000	15,500	48,368	15,500	500	(15,000)	-97%	
Recreation	32,000	22,897	27,000	20,560	12,000	12,479	479	4%	
Buildings	-	1,994	-	1,993	2,075	-	(2,075)	-100%	
Total Revenues	5,367,655	5,486,949	5,641,278	5,787,152	6,310,015	11,446,741	5,136,726	81%	
Expenditures									
Administration	486,997	485,539	514,791	616,435	722,102	611,570	(110,532)	-15%	
Legislative	-	-	-	-	-	67,450	67,450	n/a	
Clerk	-	-	-	-	-	289,250	289,250	n/a	
Finance	181,414	186,744	187,481	246,434	334,415	504,300	169,885	51%	
Information Technology	-	-	-	-	-	153,650	153,650	n/a	
Assessing	-	-	-	-	-	77,810	77,810	n/a	
Community Development	251,288	231,088	279,840	245,022	267,977	482,813	214,836	80%	
Economic Development	49,500	17,600	49,250	46,360	49,250	40,000	(9,250)	-19%	
Fire	426,880	410,849	500,623	493,366	482,738	545,484	62,746	13%	
Health and Human Services	-	-	-	-	-	2,977,293	2,977,293	n/a	
County/Regional Functions	-	-	-	-	-	346,883	346,883	n/a	
Streets	1,192,960	1,264,086	1,392,627	1,396,426	1,465,044	1,566,556	101,512	7%	
Stormwater	71,851	75,594	76,253	72,848	90,018	195,484	105,466	117%	
Brownell Library	751,850	706,684	778,306	743,380	871,455	964,134	92,679	11%	
Recreation	690,879	730,704	725,654	781,797	847,138	1,131,432	284,294	34%	
Buildings	253,191	279,754	281,300	313,583	285,200	390,749	105,549	37%	
Debt	202,734	202,734	199,325	199,363	195,550	402,528	206,978	106%	
Transfers and Misc.	808,110	958,835	655,828	682,620	699,128	699,356	228	0%	
Total Expenditures	5,367,654	5,550,211	5,641,278	5,837,633	6,310,015	11,446,741	5,136,726	81%	

	2022								Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	
Revenues									
010.000-Property Taxes	3,670,039	3,671,306	3,745,866	3,745,838	3,890,397	10,506,714	6,616,317	170.1%	
020.001-PILOT - Tax Agreements	6,700	6,772	6,700	6,773	6,700	17,600	10,900	162.7%	Whitcomb Solar Pilot-all City
020.022-Rents and Royalties	2,400	2,900	2,400	1	2,400	1	(2,399)	-100.0%	no longer receiving rent for parking lot
020.054-Admin Fee - Water	114,674	114,674	112,565	112,565	125,960	184,005	58,045	46.1%	
020.055-Admin Fee - WWTF	57,337	57,337	56,282	56,282	62,980	92,003	29,023	46.1%	
020.056-Admin Fee - Sanitation	114,674	114,674	112,565	112,565	125,960	184,005	58,045	46.1%	
042.001-PILOT Revenue	4,500	4,929	4,500	4,903	4,500	17,000	12,500	277.8%	per mock budget, no longer shared with Town
042.002-Railroad Taxes	-	-	-	-	-	4,700	4,700	n/a	
042.004-State Act 60 Revenue	-	-	-	-	-	3,436	3,436	n/a	43% of FY22 actual \$7,990 (per parcel)
042.005-State Act 68 Revenue	-	-	-	-	-	38,988	38,988	n/a	43% of FY22 actual \$90,669 (per parcel)
060.000-Interest Income	2,500	3,525	3,000	2,211	3,000	2,500	(500)	-16.7%	
080.001-State District Court Fines	1,000	5,178	2,000	3,769	2,000	2,000	-	0.0%	
NEW Cannabis Control	-	-	-	-	-	-	-	n/a	\$100/application 41.57% of FY22 actual \$162,537; add late homestead penalty as allowed by Statute \$2,800
085.000-Penalties	-	-	-	-	-	70,367	70,367	n/a	\$2,800
086.000-Interest	-	-	-	-	-	13,426	13,426	n/a	41.57% of FY22 actual \$32,298
ARPA Revenue	-	-	-	-	375,000	-	(375,000)	-100.0%	
098.000-Miscellaneous Revenue	2,000	7,199	2,000	1,433	2,000	1,500	(500)	-25.0%	
099.000-Use of Fund Balance/Reserves	-	-	-	-	43,461	-	(43,461)	-100.0%	
Total Revenues	3,975,824	3,988,494	4,047,878	4,046,339	4,644,358	11,138,244	6,493,886	139.8%	
Net General Fund	3,975,824	3,988,494	4,047,878	4,046,339	4,644,358	11,138,244	6,493,886	139.8%	

Parcel = 43%
 Grand List = 41.57%
 Population = 48%

	2022 PRELIMINARY								
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	50,000	50,000	50,000	147,004	50,000	-	(50,000)	-100.0%	
Total Revenues	50,000	50,000	50,000	147,004	50,000	-	(50,000)	-100.0%	
Expenditure									
110.000-Regular Salaries	180,929	179,659	199,124	233,984	388,554	338,567	(49,987)	-12.9%	4th FT position (Admin Asst) was assumed in mock budget and included here
120.000-Part Time Salaries	4,798	-	5,200	3,649	-	-	-	n/a	
130.000-Overtime	-	3,459	-	487	-	-	-	n/a	
150.000-Shared Employee Expense	92,133	92,133	92,687	92,687	-	-	-	n/a	
190.000-Board member payments	2,500	2,500	23,800	9,500	25,000	-	(25,000)	-100.0%	moved to legislative
210.000-Group Insurance	94,089	58,184	61,951	61,739	112,564	98,127	(14,437)	-12.8%	
220.000-Social Security	14,399	14,384	15,896	18,390	30,211	26,085	(4,126)	-13.7%	
230.000-Retirement	20,022	19,461	19,911	21,151	35,060	28,897	(6,163)	-17.6%	
290.000-Other Employee Benefits	-	-	980	-	1,350	-	(1,350)	-100.0%	
320.000-Legal Services	22,000	41,332	22,000	44,866	40,000	40,000	-	0.0%	background checks \$35/ea, CPR/first aid training \$100/person-25 emp/yr, DEI initiatives \$3,000
330.000-Professional Services	1,000	7,800	1,000	23,217	6,000	6,025	25	0.4%	GoCo \$796/mo (HR and time tracking software replaces Bamboo)
340.000-Technical Services	3,824	4,791	-	8,411	4,100	9,552	5,452	133.0%	copier lease, postage machine \$210/mo
442.000-Rental of Vehicles or Equipment	4,203	2,721	4,250	2,992	4,250	4,250	-	0.0%	
500.000-Training, Conferences, Dues	6,000	1,605	1,750	1,375	1,750	4,247	2,497	142.7%	VTHRA/SHRM membership/trainings \$1500, PRSA \$332, ICMA \$1100, VLCT Town Fair \$180, VT CMA \$85, VT CMA conferences \$300, ICMA conference \$750
505.000-Technology Subscription, Licenses	-	-	10,370	2,839	9,520	10,875	1,355	14.2%	Adobe \$250/ea + \$600, Zoom \$2,000,
530.000-Communications	22,500	25,794	21,972	25,503	23,123	3,300	(19,823)	-85.7%	Manager's cell phone \$55/mo, Front Porch Forum \$2640, VT Alerts \$0, recording secretary expense was previously recorded here-moved to Legislative
540.000-Advertising	-	-	-	5,239	500	15,075	14,575	2915.0%	job ads \$975/position, RFP's \$150 annual report \$1,260, newsletters \$3,200/ea, stationary \$1,000, resident only parking permits \$110
550.000-Printing and Binding	3,000	2,050	3,000	6,348	3,000	5,570	2,570	85.7%	account for increased staff at Lincoln
560.000-Postage	500	1,130	500	1,719	1,200	2,000	800	66.7%	previously budgeted for pay study
570.000-Other Purchased Services	200	-	15,000	-	7,500	1,000	(6,500)	-86.7%	\$2000 City Manager, HR Director, Communications Director
580.000-Travel	300	-	300	53	300	6,000	5,700	1900.0%	
610.000-General Supplies	5,000	1,052	5,000	2,031	5,000	5,000	-	0.0%	
735.000-Tech: Equip/Hardware	-	-	-	1,575	-	-	-	n/a	
755.000-Furniture and Fixtures	-	-	-	-	-	1,000	1,000	n/a	
810.000-Appropriations to committees	-	-	-	-	-	-	-	n/a	
810.113-Council Expenditures	5,500	455	5,500	442	5,500	-	(5,500)	-100.0%	move to Legislative budget
820.000-Election Expenses	1,500	24,107	2,000	32,804	15,020	-	(15,020)	-100.0%	move to Clerk budget

Costing Center

210-10-10 - Administration

845.000-Employee/Volunteer Recognition	2,600	312	2,600	4,004	2,600	6,000	3,400	130.8%	quarterly recognition, annual BBQ, annual holiday party, monthly dept recognition
900.000-Transfer between Town/Village	-	2,608	-	11,430	-	-	-	n/a	
Total Expenditure	486,997	485,539	514,791	616,435	722,102	611,570	(110,532)	-15.3%	
Net General Fund	(436,997)	(435,539)	(464,791)	(469,431)	(464,791)	(611,570)	(146,779)	31.6%	

Notes:

1. addition of FT Administrative Assistant \$84,000 (pay and benefits)
2. design for rebranding \$40,000
3. DEI initiatives \$3,000
4. communications/council/election expenditures moved to respective budgets

Expenditure	2022 PRELIMINARY				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual					
190.000-Board member payments	-	-	-	-	-	13,500	13,500	n/a	add BEST and community advisory board payments
220.000-Social Security	-	-	-	-	-	574	574	n/a	
320.000-Legal Services	-	-	-	-	-	-	-	n/a	recording secretary (\$22.84/hr 3% increase over FY23, 4 hrs/mtg, 32 mts/yr), Town Meeting TV \$13,230 and \$665/ea for 24 council mtgs
330.000-Professional Services	-	-	-	-	-	32,114	32,114	n/a	
500.000-Training, Conferences, Dues	-	-	-	-	-	17,563	17,563	n/a	training \$2,500, VLCT annual dues \$15,063
540.000-Advertising	-	-	-	-	-	1,200	1,200	n/a	public hearings \$150/ea for approx 8
580.000-Travel	-	-	-	-	-	500	500	n/a	meeting refreshments, strategic planning
610.000-General Supplies	-	-	-	-	-	2,000	2,000	n/a	session supplies, budget day
Total Expenditure	-	-	-	-	-	67,450	67,450	n/a	
Net General Fund	-	-	-	-	-	(67,450)	(67,450)	n/a	

Notes:

1. previously included in Admin budget
2. strategic planning facilitator \$5,000
3. training for council members \$2,500

	2022				2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual				
Revenues								
020.003-Use of Vault	-	-	-	-	-	-	-	n/a nothing for FY24, start in FY25 as there are
020.004-Recording Fees	-	-	-	-	86,000	86,000	-	n/a Town budgeted \$132,000
020.010-Printing and Duplication Services	-	-	-	-	5,590	5,590	-	n/a Town budgeted \$10,000
020.012-Sale of Maps	-	-	-	-	-	-	-	n/a Town budgeted \$40
020.013-Sales of Certified Copy	-	-	-	-	7,200	7,200	-	n/a Town budeted \$7,500
020.014-Sale of Checklists	-	-	-	-	-	-	-	n/a
020.023-Records Preservation	-	-	-	-	-	-	-	n/a
030.001-Liquor Licenses	-	-	-	-	2,875	2,875	-	n/a Town budgeted \$3,150
030.002-Hunting and Fishing	-	-	-	-	-	-	-	n/a Town budgeted \$50
030.003-Marriage Licenses	-	-	-	-	624	624	-	n/a Town budgeted \$800
030.004-Animal Licenses	-	-	-	-	2,500	2,500	-	n/a Town budgeted \$3,150
030.005-Green Mountain Passport	-	-	-	-	120	120	-	n/a Town budgeted \$200
030.006-DMV Registrations	-	-	-	-	99	99	-	n/a Town budgeted \$175
Total Revenues	-	-	-	-	105,008	105,008	-	n/a
Expenditure								
110.000-Regular Salaries	-	-	-	-	162,764	162,764	-	n/a
120.000-Part Time Salaries	-	-	-	-	2,785	2,785	-	n/a
130.000-Overtime	-	-	-	-	434	434	-	n/a
210.000-Group Insurance	-	-	-	-	51,149	51,149	-	n/a
220.000-Social Security	-	-	-	-	12,790	12,790	-	n/a
230.000-Retirement	-	-	-	-	15,627	15,627	-	n/a
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a
430.000-R&M Vehicles and Equipment	-	-	-	-	50	50	-	n/a office equipment repair
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,664	2,664	-	n/a copier, shredding \$22/mo
500.000-Training, Conferences, Dues	-	-	-	-	3,000	3,000	-	n/a VMCTA, NEACTC, IIMC, NEMCI
505.000-Technology Subscriptions, Licenses	-	-	-	-	15,000	15,000	-	n/a Kofile
550.000-Printing and Binding	-	-	-	-	1,000	1,000	-	n/a binding grand list, bind annual reports
570.023-Records Preservation	-	-	-	-	-	-	-	n/a
580.000-Travel	-	-	-	-	1,738	1,738	-	n/a see training above
								books for recording 1/month \$300/mo, cash receipt printer \$200, wands \$100, engraved paper for certified copies 1000/yr \$350, dog tags \$500, marriage book (annual) \$500
610.000-General Supplies	-	-	-	-	5,250	5,250	-	n/a
820.000-Election Expenses	-	-	-	-	15,000	15,000	-	n/a school share is coded here, but revenue is
900.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a
Total Expenditure	-	-	-	-	289,250	289,250	-	n/a
<i>Net General Fund</i>	-	-	-	-	<i>(184,242)</i>	<i>(184,242)</i>	-	<i>n/a</i>

Notes:

1. previously under Town budget except for City share of election expenses

Expenditure	2022 PRELIMINARY								
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
110.000-Regular Salaries	56,246	61,307	59,668	103,426	147,910	225,124	77,214	52.2%	
130.000-Overtime	2,750	1,318	-	413	2,667	-	(2,667)	-100.0%	
190.000-Board Member Payments	-	-	-	-	-	750	750	n/a	capital committee \$50/mtg-3 mtgs/yr
210.000-Group Insurance	6,365	6,205	5,699	9,369	30,146	53,585	23,439	77.8%	
220.000-Social Security	4,513	5,166	4,901	5,581	11,921	17,730	5,809	48.7%	
230.000-Retirement	5,625	5,682	5,967	8,781	14,791	20,688	5,897	39.9%	
250.000-Unemployment Insurance	1,520	1,771	1,720	3,827	3,300	3,209	(91)	-2.8%	VLCT bill for CY23
260.000-Workers Comp insurance	16,500	15,310	18,500	15,060	18,500	21,182	2,682	14.5%	significant increase in Rec
290.000-Other Employee Benefits	-	-	350	-	700	-	(700)	-100.0%	
330.000-Professional Services	-	-	-	-	5,000	15,250	10,250	205.0%	bank fees \$750, NEMRC assistance with tax bills \$1,000, custom programming \$5,000, NEMRC annual fee for Questica automation (\$100), NEMRC support agreement \$5,425, NEMRC disaster recovery (\$1,085), Hamlin for capital planning work \$270/mtg (4 staff mts + 3 comm mtgs)
335.000-Audit	7,500	7,681	7,500	9,511	9,500	12,612	3,112	32.8%	annual financial audit \$21,500 and single audit \$3,000 (portion of annual audit allocated to enterprise funds)
442.000-Rental of Vehicles or Equipment	-	-	-	-	-	2,000	2,000	n/a	use admin copier
500.000-Training, Conferences, Dues	250	478	250	250	500	1,500	1,000	200.0%	GFOA, VTGFOA, VLCT, NEMRC, VT WLG
505.000-Technology Subscription, Licenses	-	-	6,901	5,920	12,500	28,640	16,140	129.1%	NEMRC \$10/user/month, Questica, Kofax,
520.000-Insurance	75,000	76,088	75,725	79,291	76,680	93,600	16,920	22.1%	significant increase in Rec
550.000-Printing and Binding	-	-	-	-	-	2,780	2,780	n/a	envelopes \$80
560.000-Postage	-	-	-	-	-	3,400	3,400	n/a	mailing of tax bills \$1,800, AP \$1,600
570.000-Other Purchased Services	4,895	5,288	-	1,989	-	-	-	n/a	
580.000-Travel	100	-	100	-	100	1,100	1,000	1000.0%	NESGFOA, VTGFOA
610.000-General Supplies	150	453	200	932	200	1,150	950	475.0%	3 staff, property tax due signs
735.000-Tech: Equip/Hardware	-	-	-	2,083	-	-	-	n/a	will be included under IT budget
Total Expenditure	181,414	186,744	187,481	246,434	334,415	504,300	169,885	50.8%	
Net General Fund	(181,414)	(186,744)	(187,481)	(246,434)	(334,415)	(504,300)	(169,885)	50.8%	

Notes:

1. 3-FT staff as approved by Council (Finance Director-hired FY22, Accountant I-existing, Accountant II-hired FY23)
2. NEMRC, Kofax, Questica previously shared with Town, now paying full amount (professional services and technology subscriptions)
3. property/casualty increase due to revaluations of recreation buildings/structures

	2022 PRELIMINARY					2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget				
Revenues									
Contribution from WWTF	-	-	-	-	-	14,000	14,000	n/a	estimate from mock budget
Total Revenues	-	-	-	-	-	14,000	14,000	n/a	
Expenditure									
330.000-Professional Services	-	-	-	-	-	100,000	100,000	n/a	managed service contract
432.000-R&M Technology	-	-	-	-	-	5,000	5,000	n/a	
500.000-Training, Conferences, Dues	-	-	-	-	-	-	-	n/a	
505.000-Technology Subscription, Licenses	-	-	-	-	-	25,000	25,000	n/a	Microsoft 365, G-Suites, Password Keeper, Adobe computer/equipment replacements, see schedule from Rob
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	23,650	23,650	n/a	
920.000-Transfer between funds (capital)	-	-	-	-	-	-	-	n/a	
Total Expenditure	-	-	-	-	-	153,650	153,650	n/a	
<i>Net General Fund</i>	-	-	-	-	-	<i>(139,650)</i>	<i>(139,650)</i>	<i>n/a</i>	

Notes:

1. previously included in Town budget, rough estimates for all expenditures
2. technology based on replacement schedule provided by Town IT

	2022				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual					
Expenditure									
330.000-Professional Services	-	-	-	-	-	-	-	-	n/a
430.000-R&M Vehicles and Equipment	-	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	-	-	-	-	-	-	-	-	n/a
505.000-Technology Subscription, Licenses	-	-	-	-	-	-	-	-	n/a do we need to include costs for CAMA, etc?
540.000-Advertising	-	-	-	-	-	-	-	-	n/a
580.000-Travel	-	-	-	-	-	-	-	-	n/a
610.000-General Supplies	-	-	-	-	-	-	-	-	n/a
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	-	n/a
900.000-Transfer between Town/City	-	-	-	-	-	77,810	77,810	-	n/a provided by Town
920.000-Transfer between funds (capital)	-	-	-	-	-	-	-	-	n/a
Total Expenditure	-	-	-	-	-	77,810	77,810	-	n/a
<i>Net General Fund</i>	-	-	-	-	-	<i>(77,810)</i>	<i>(77,810)</i>	-	<i>n/a</i>

Notes:

1. following up with State/NEMRC/Town Assessor on upcoming changes to grand list software to see if anything needs to be included for City only expenditures in this budget

	2022 PRELIMINARY								
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
030.008-License and Zoning Fees	25,000	27,735	28,000	38,332	39,000	39,000	-	0.0%	adjust fee schedule, but keep budget level as fees are meant to cover costs and no way to project what new fees will bring in
Total Revenues	25,000	27,735	28,000	38,332	39,000	39,000	-	0.0%	
Expenditure									
110.000-Regular Salaries	157,800	162,549	165,243	170,618	169,546	256,708	87,162	51.4%	add FT Code Enforcement Officer and FT Planner
130.000-Overtime	-	109	-	135	-	-	-	n/a	
190.000-Board member payments	3,600	3,600	6,000	6,000	7,200	15,600	8,400	116.7%	PC, DRB, Bike/Walk, Housing Commission
210.000-Group Insurance	24,636	19,447	24,260	21,166	24,518	89,186	64,668	263.8%	
220.000-Social Security	12,072	12,920	13,153	13,687	13,758	20,281	6,523	47.4%	
230.000-Retirement	15,780	15,889	16,524	17,056	16,955	23,328	6,373	37.6%	
290.000-Other Employee Benefits	-	-	700	-	700	-	(700)	-100.0%	
320.000-Legal Services	6,000	546	6,000	3,361	6,000	6,000	-	0.0%	
330.000-Professional Services	12,000	3,220	27,000	7,877	7,000	40,760	33,760	482.3%	Potential GIS services \$10,000, match for TOD project \$10,000 (Pt 1 in FY24), Town Meeting TV \$665/mtg for 12 DRB mtgs + 12 PC mtgs, add funds for recording secretaries for PC and DRB: \$200/mtg
340.000-Technical Services	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	4,000	1,354	3,000	421	3,000	4,700	1,700	56.7%	APA/AICP, National & Regional APA conference & a few local, \$300/committee, \$500 for VLCT in person committee training
505.000-Technology Subscription, Licenses	-	-	-	-	-	360	360	n/a	Adobe \$15/mo/person
530.000-Communications	600	1,301	1,260	1,528	1,300	5,660	4,360	335.4%	cell phone for director advertising for PC and DRB hearings; approx. \$60 @ 15 DRB hearings; and \$150 @ 3 PC hearings.
540.000-Advertising	-	-	-	213	-	1,350	1,350	n/a	
550.000-Printing and Binding	2,500	224	3,000	280	3,000	1,000	(2,000)	-66.7%	permits abutter notices; approx. 30 notices at 15 hearings
560.000-Postage	700	-	100	-	100	280	180	180.0%	
580.000-Travel	2,600	2,440	2,600	2,501	3,900	6,600	2,700	69.2%	Conference travel: \$2,000 National APA conference, other local events & regional meetings, vehicle stipends \$100/mo/emp
610.000-General Supplies	2,000	264	1,000	180	1,000	1,000	-	0.0%	
750.000-Machinery and Equipment	-	-	-	-	-	-	-	n/a	
810.111-Bike/Walk Committee	7,000	7,225	10,000	-	10,000	10,000	-	0.0%	
Total Expenditure	251,288	231,088	279,840	245,022	267,977	482,813	214,836	80.2%	
Net General Fund	(226,288)	(203,353)	(251,840)	(206,690)	(228,977)	(443,813)	(214,836)	93.8%	

Notes:

1. Addition of FT Code Enforcement Officer and FT Planner \$177,639 (pay and benefits) - Health Officer duties will be covered by these positions

				2022						
				PRELIMINARY						
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes	
2. GIS services previously provided by Town staff	\$10,000									
3. match for Transit Oriented Development project	\$10,000									
4. Town Meeting TV for DRB and Planning Commission meetings	\$15,960									

				2022		2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual	2023 Budget				
Revenues									
050.000-Event Donations	500	-	-	12,000	-	4,000	4,000	n/a	add funds for Junction Jam, do we keep Block Party?
Total Revenues	500	-	-	12,000	-	4,000	4,000	n/a	
Expenditure									
800.000-Appropriations to other agencies	9,500	7,422	9,250	7,988	9,250	-	(9,250)	-100.0%	moved to County/Regional for
800.110-Economic Development Committee	-	-	-	-	-	-	-	n/a	mock budget zero'd this out and City has no
831.000-Special or New Programs	2,500	6,229	2,500	16,939	2,500	5,000	2,500	100.0%	Out & About in fall of FY22
850.000-Community Events and Celebrations	17,500	3,291	17,500	21,434	17,500	15,000	(2,500)	-14.3%	Junction Jam in spring of FY22, Our Village if needed, unused funds to be assigned fund balance at year end for train station grant
899.000-Matching Grant Funds	20,000	658	20,000	-	20,000	20,000	-	0.0%	match in future years
Total Expenditure	49,500	17,600	49,250	46,360	49,250	40,000	(9,250)	-18.8%	
Net General Fund	(49,000)	(17,600)	(49,250)	(34,360)	(49,250)	(36,000)	13,250	-26.9%	

Notes:

1. planning on Junction Jam as primary event for Economic Development, other events will be covered by EJRP
2. CCRPC/GBIC/Lake Champlain Chamber expenditures moved to County/Regional

	2022							\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	PRELIMINARY			
Revenues										
098.000-Miscellaneous Revenue	20	50	20	10	20	10	(10)	-50.0%		
Total Revenues	20	50	20	10	20	10	(10)	-50.0%		
Expenditure										
120.000-Part Time Salaries	186,000	165,592	194,250	197,052	212,256	216,000	3,744	1.8%		
210.000-Group Insurance	3,600	3,506	3,600	2,883	3,600	3,600	-	0.0%	accident insurance-fire has their own policy	
220.000-Social Security	14,436	12,630	14,859	15,061	17,768	16,524	(1,244)	-7.0%		
260.000-Workers Comp insurance	30,050	17,878	26,000	17,547	20,000	20,000	-	0.0%		
290.000-Other Employee Benefits	864	984	864	864	2,064	1,000	(1,064)	-51.6%	Invest EAP	
330.000-Professional Services	9,500	4,772	9,000	3,960	7,000	7,000	-	0.0%		
430.000-R&M Vehicles and Equipment	32,250	16,222	32,250	26,392	32,250	26,000	(6,250)	-19.4%		
431.000-R&M Buildings and Grounds	15,480	15,808	15,000	13,241	-	-	-	n/a		
500.000-Training, Conferences, Dues	4,000	3,302	4,000	2,375	4,000	5,500	1,500	37.5%	increased offerings, use of Pittsford facility add funds for ESO subscription (incidents, personnel, training)	
505.000-Technology Subscription, licenses	-	-	-	5,125	4,000	7,000	3,000	75.0%		
530.000-Communications	2,600	2,062	2,600	4,224	2,600	2,600	-	0.0%		
570.000-Other Purchased Services	-	-	-	-	11,000	11,000	-	0.0%		
610.000-General Supplies	1,000	2,825	1,000	4,065	2,000	4,000	2,000	100.0%	upgrade, maintain portables, pagers & mobile radios (annual request)	
611.000-Small Tools and Equipment	1,500	282	1,500	820	1,500	45,000	43,500	2900.0%	turnout gear, helmets and uniforms	
612.000-Uniforms	25,000	27,762	26,000	30,527	27,000	30,000	3,000	11.1%	fire prevention and EMS supplies	
613.000-Program Supplies	3,100	6,193	3,600	3,569	4,500	6,000	1,500	33.3%	move from building fund, this is fuel for trucks and gas for equipment	
626.000-Gasoline	-	-	-	-	-	6,000	6,000	n/a		
750.000-Machinery and Equipment	97,500	131,031	57,500	57,063	18,000	20,000	2,000	11.1%	hand tools, saws, computers/iPads	
920.000-Transfer between funds (capital)	-	-	108,600	108,600	113,200	118,260	5,060	4.5%	rolling stock	
Total Expenditure	426,880	410,849	500,623	493,366	482,738	545,484	62,746	13.0%		
Net General Fund	(426,860)	(410,799)	(500,603)	(493,356)	(482,718)	(545,474)	(62,756)	13.0%		

Notes:

1. Technology subscription increase to account for new ESO subscription which replaces a sunsetted system to track and report calls
2. Small tools and equipment increase to account for scheduled replacements of portable radios

Expenditure	2022 PRELIMINARY				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual					
120.000-Part Time Salaries	-	-	-	-	-	-	-	n/a	mock budget included \$8,500 for health officer, these duties will be covered by new Community Development staff
220.000-Social Security	-	-	-	-	-	-	-	n/a	
330.000-Professional Services	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	-	-	-	-	-	2,000	2,000	n/a	specialized training for health officer
530.000-Communications	-	-	-	-	-	1,560	1,560	n/a	difference between previous Town budgets
800.100-Human Service Grants	-	-	-	-	-	-	-	n/a	Town does 1%=\$154,542 for FY24
800.106-Essex Rescue	-	-	-	-	-	190,620	190,620	n/a	
800.107-Essex Jct. Cemetery Association	-	-	-	-	-	20,000	20,000	n/a	per request from association
800.10X-Essex Police Dept.	-	-	-	-	-	2,763,113	2,763,113	n/a	contract with Town for police services
Total Expenditure	-	-	-	-	-	2,977,293	2,977,293	n/a	
<i>Net General Fund</i>	-	-	-	-	-	<i>(2,977,293)</i>	<i>(2,977,293)</i>	<i>n/a</i>	

Notes:

1. Health Officer duties will be covered by new Community Development staff
2. significant increase for Essex Rescue
3. Essex Junction Cemetery Association request of \$20,000
4. addition of Essex Police Dept for City share of Town budget

	2021 Budget	2021 Actual	2022 Budget	2022 PRELIMINARY		2023 Budget	2024 Budget	\$ Change	% Change	Notes
				Actual						
Expenditure										
800.101-Chittenden County Regional Planning Commission	-	-	-	-	-	-	13,225	13,225		n/a
800.102-Green Mountain Transit	-	-	-	-	-	-	244,355	244,355		n/a estimate from GMT 11/18/22
800.103-County Tax	-	-	-	-	-	-	54,553	54,553		n/a 41% of FY24 total \$133,055
800.104-Chamber of Commerce	-	-	-	-	-	-	950	950		n/a based on number of FTE's
800.105-GBIC	-	-	-	-	-	-	3,500	3,500		n/a add, currently covered by Town (ask was
800.109-Winooski Valley Park District	-	-	-	-	-	-	30,300	30,300		n/a request from WVPD
Total Expenditure	-	-	-	-	-	-	346,883	346,883		n/a
<i>Net General Fund</i>	-	-	-	-	-	-	<i>(346,883)</i>	<i>(346,883)</i>		<i>n/a</i>

Notes:

1. CCRPC/GBIC/Lake Champlain Chamber previously included in Economic Development budget
2. GMT and Winooski Valley Park District as approved by voters November, 2022 (memberships were previously included in the Town budget)

	2022								Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	
Revenues									
042.006-State Aid to Highways	-	-	-	-	-	130,000	130,000		n/a
090.000-Transfer between Town/Village	1,192,960	1,191,960	1,392,627	1,392,627	1,465,044	-	(1,465,044)		-100.0%
098.000-Miscellaneous Revenue	4,000	4,577	4,000	3,366	4,000	3,500	(500)		-12.5%
Total Revenues	1,196,960	1,196,537	1,396,627	1,395,993	1,469,044	133,500	(1,335,544)		-90.9%
Expenditure									
110.000-Regular Salaries	190,202	189,749	196,303	179,751	218,436	232,292	13,856		6.3%
120.000-Part Time Salaries	27,388	8,727	29,614	9,903	14,363	21,973	7,610		53.0%
130.000-Overtime	18,300	12,563	17,418	12,502	18,198	26,974	8,776		48.2%
190.000-Board Member Payments	-	-	-	-	-	3,000	3,000		n/a Tree Advisory 12 mtgs/yr
210.000-Group Insurance	78,989	79,651	87,740	70,524	96,660	121,401	24,741		25.6%
220.000-Social Security	18,046	16,207	18,705	15,424	19,293	21,962	2,669		13.8%
230.000-Retirement	19,020	18,691	19,632	17,718	21,604	22,855	1,251		5.8%
250.000-Unemployment Insurance	300	435	375	645	500	250	(250)		-50.0% VLCT bill for CY23
260.000-Workers Comp insurance	20,275	10,094	18,350	9,035	11,146	12,600	1,454		13.0% estimate 3% increase over 2022 actual
290.000-Other Employee Benefits	-	-	1,190	-	1,190	-	(1,190)		-100.0%
									Hamlin, stormwater previously billed here-
330.000-Professional Services	16,000	18,885	17,000	24,991	17,000	18,000	1,000		5.9% will be billed to stormwater budget directly
410.000-Water and Sewer Charges	2,500	2,389	2,500	3,216	2,500	3,500	1,000		40.0%
422.000-Snow Removal	20,000	6,894	20,000	20,943	15,000	21,000	6,000		40.0% Weston
425.000-Trash Removal	9,000	8,636	9,000	8,794	9,000	9,100	100		1.1%
430.000-R&M Vehicles and Equipment	28,000	50,358	32,000	96,744	36,000	38,000	2,000		5.6%
431.000-R&M Buildings and Grounds	10,000	7,914	10,000	5,794	10,000	10,000	-		0.0%
441.000-Rental of Land or Buildings	12,890	14,499	13,000	9,592	13,000	13,000	-		0.0%
442.000-Rental of Vehicles or Equipment	3,000	2,973	3,000	2,524	3,000	3,000	-		0.0%
451.000-Summer Construction Services	255,800	304,457	270,000	238,200	280,000	300,000	20,000		7.1% paving, need paving plan
500.000-Training, Conferences, Dues	500	1,500	1,000	1,048	1,000	2,000	1,000		100.0%
520.000-Insurance	13,750	14,137	14,000	15,376	14,650	17,800	3,150		21.5% estimate 3% increase over 2022 actual
521.000-Insurance Deductibles	1,000	300	1,000	2,000	1,000	1,000	-		0.0%
530.000-Communications	3,800	3,028	4,000	4,541	4,000	4,500	500		12.5% cell phones, iPads
540.000-Advertising	500	365	500	195	500	-	(500)		-100.0% job ads, move to Admin
571.000-Streetscape Maintenance	11,500	19,915	18,500	26,096	18,500	20,000	1,500		8.1%
572.000-Traffic Control	16,000	33,188	17,000	13,610	33,000	33,000	-		0.0%
573.000-Sidewalk and Curb Maintenance	5,500	11,299	6,000	1,298	6,000	6,000	-		0.0%
575.000-Storm Sewer Maintenance	15,000	20,512	20,000	13,433	25,000	-	(25,000)		-100.0% move to stormwater

	2022				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual					
600.000-Salt, Sand and Gravel	125,000	128,892	135,000	166,944	135,000	145,000	10,000	7.4%	salt increase around \$10/ton
605.000-Summer Construction Supplies	24,000	44,168	24,000	27,007	45,000	45,000	-	0.0%	
610.000-General Supplies	26,000	25,868	30,000	43,974	30,000	35,000	5,000	16.7%	reflective vests, hard hats, safety glasses,
NEW-Safety Supplies	-	-	-	-	-	3,000	3,000	n/a	gloves
610.200-Streetlight Supplies	12,000	20,852	12,000	6,771	15,000	15,000	-	0.0%	
612.000-Uniforms	6,500	5,364	6,500	6,585	6,500	3,510	(2,990)	-46.0%	
621.000-Natural Gas/Heating	4,000	2,986	4,000	3,928	4,104	4,200	96	2.3%	
622.000-Electricity	4,200	3,281	4,200	14,968	4,200	4,200	-	0.0%	
622.200-Streetlight Electricity	132,000	132,437	134,000	137,928	134,000	138,000	4,000	3.0%	
626.000-Gasoline/Fuel	38,000	23,777	38,000	39,999	38,000	42,000	4,000	10.5%	
750.000-Machinery and Equipment	14,000	9,971	7,000	-	7,000	7,000	-	0.0%	
810.112-Tree Advisory Committee	10,000	9,124	10,000	4,327	10,000	10,000	-	0.0%	
920.000-Transfer between funds (capital)	-	-	140,100	140,100	145,700	151,440	5,740	3.9%	rolling stock
Total Expenditure	1,192,960	1,264,086	1,392,627	1,396,426	1,465,044	1,566,556	101,512	6.9%	
Net General Fund	4,000	(67,549)	4,000	(433)	4,000	(1,433,056)	(1,437,056)	-35926.4%	

Notes:

1. increase paving by \$20,000
2. add funds for replacement of streetlight banners and City entrance signs \$14,375
3. moved storm sewer maintenance to new stormwater department budget
4. salt price has increased \$10/ton
5. add line for safety supplies separate from general supplies and uniforms \$3,000
6. general increase in electricity and fuel costs
7. planned increase in rolling stock transfer of 10%

	2022				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual					
Revenues									
090.000-Transfer between Town/Village	71,851	71,851	76,253	76,553	78,018	-	(78,018)	-100.0%	no agreements with Town after FY23
Total Revenues	71,851	71,851	76,253	76,553	78,018	-	(78,018)	-100.0%	
Expenditure									
110.000-Regular Salaries	47,232	48,938	48,979	54,383	51,159	30,247	(20,912)	-40.9%	
120.000-Part Time Salaries	-	-	-	-	-	17,760	17,760	n/a	
210.000-Group Insurance	12,815	15,696	15,144	8,948	15,319	8,302	(7,017)	-45.8%	
220.000-Social Security	3,613	3,952	3,761	2,594	3,929	3,679	(250)	-6.4%	
230.000-Retirement	4,723	4,758	4,898	4,848	5,116	2,571	(2,545)	-49.7%	
250.000-Unemployment Insurance	30	40	35	61	35	25	(10)	-28.6%	VLCT bill for CY23
260.000-Workers Comp insurance	3,438	2,210	3,250	2,015	2,274	2,200	(74)	-3.3%	estimate 3% increase over 2022 actual
290.000-Other Employee Benefits	-	-	186	-	186	-	(186)	-100.0%	
330.000-Professional Services	-	-	-	-	-	20,000	20,000	n/a	add funds for engineering (currently billed to streets) used for small projects not associated with grants including rental of special equip/materials or outside contractors to meet permit requirements, dry well project,
451.000-Summer Construction Services	-	-	-	-	-	16,000	16,000	n/a	drainage issues to outlets
500.000-Training, Conferences, Dues	-	-	-	-	-	2,000	2,000	n/a	Stormwater training opportunities
510.000-Permit/License/Registration	-	-	-	-	-	19,000	19,000	n/a	City MS4 fee of \$6466, split the Indian Brook monitoring in half (\$4900), \$7,000 dues for MM1 and MM2 compliance CCRPC dog waste bags \$3,000, storm drain markers
570.000-Other Purchased Services	-	-	-	-	-	5,000	5,000	n/a	\$2,000
575.000-Storm Sewer Maintenance	-	-	-	-	-	25,000	25,000	n/a	moved from Streets
580.000-Travel	-	-	-	-	-	2,500	2,500	n/a	Summer interns vehicle costs for inspections \$1,000); storm water conferences and training events for staff \$1,500
830.000-Regular Programs	-	-	-	-	-	1,200	1,200	n/a	printing
899.000-Matching Grant Funds	-	-	-	-	12,000	40,000	28,000	233.3%	UPWP (TV stormwater drains for problems),
Total Expenditure	71,851	75,594	76,253	72,848	90,018	195,484	105,466	117.2%	
Net General Fund	-	(3,743)	-	3,705	(12,000)	(195,484)	-	0.0%	

Notes:

1. this budget was previously funded by Town dollars, we will be researching options to provide a funding mechanism in future years
2. this budget previously only included salaries/benefits for portion of 1-FT employee and matching grant funds
3. added PT salaries for summer interns previously paid by Town
4. added new expenditure lines to account for MS4 permit requirements
5. moved storm sewer maintenance expenditures from Streets budget \$25,000
6. increase grant match funds for UPWP and Better Roads grant opportunities

Costing Center

210-35-10 - Brownell Library

	2022				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual					
Revenues									
050.000-Donation Revenue	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	15,000	-	(15,000)	-100.0%	
098.000-Miscellaneous Revenue	500	-	500	446	500	500	-	0.0%	
Total Revenues	15,500	15,000	15,500	15,446	15,500	500	(15,000)	-96.8%	
Expenditure									
110.000-Regular Salaries	328,850	335,921	335,587	343,409	395,708	463,761	68,053	17.2%	includes shift differential increase 10 hrs/wk to have 4 staff on each shift
120.000-Part Time Salaries	108,415	85,454	113,490	103,944	108,328	125,170	16,842	15.5%	
210.000-Group Insurance	134,104	118,598	134,722	111,778	160,273	138,896	(21,377)	-13.3%	
220.000-Social Security	33,451	32,178	34,622	34,314	38,720	45,552	6,832	17.6%	
230.000-Retirement	32,580	32,632	33,385	36,243	38,526	48,256	9,730	25.3%	
290.000-Other Employee Benefits	-	-	2,100	-	2,100	-	(2,100)	-100.0%	\$2,000 is moving to Technology
340.000-Technical Services	4,000	1,232	4,000	1,079	4,000	2,000	(2,000)	-50.0%	Subscriptions due to 2021 changes in how expenses are defined.
442.000-Rental of Vehicles or Equipment	1,500	2,484	1,900	2,604	2,500	3,000	500	20.0%	Budget changed to reflect actual expense of 2 staff to NELA conference, travel to meetings (includes travel as there is no separate travel line in budget)
500.000-Training, Conferences, Dues	4,000	2,007	4,000	1,960	4,000	5,500	1,500	37.5%	
505.000-Technology Subscription, Licenses	7,700	7,744	10,000	7,825	10,500	12,500	2,000	19.0%	\$2,000 is moving to Technology
530.000-Communications	-	-	-	-	600	2,640	2,040	340.0%	cell phone stipend, increase for 3 additional
540.000-Advertising	700	-	700	-	700	700	-	0.0%	
560.000-Postage	2,500	2,265	2,500	1,466	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	7,394	13,500	12,965	13,500	14,000	500	3.7%	book processing, regular office supplies Adult Collections increased to pay for high demand digital materials (adult budget is normally 2x juvenile budget)
640.201-Adult Collection	41,500	38,486	44,000	44,053	47,200	50,000	2,800	5.9%	Juvenile Collections increased to pay for high demand digital materials.
640.202-Juvenile Collection	20,750	19,619	22,000	21,662	22,500	25,000	2,500	11.1%	
651.000-Technology Supplies	-	-	-	-	-	-	-	n/a	
730.000-Buildings and Improvements	-	-	-	-	-	-	-	n/a	
735.000-Technology: Hardware, Software, Equipment	8,000	6,889	8,000	7,464	8,000	8,660	660	8.3%	public computers/devices outside of IT
750.000-Machinery and Equipment	4,000	8,200	7,500	6,258	5,000	8,000	3,000	60.0%	furniture, book drop, wipeable surfaces
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
840.201-Adult Programs	1,000	863	1,000	995	1,000	1,500	500	50.0%	Adult Programs are expanding with new FT position and art openings and etc.
840.202-Childrens Programs	4,500	4,306	4,500	4,561	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	412	800	800	800	1,500	700	87.5%	staff lunches, volunteer appreciation (small
Total Expenditure	751,850	706,684	778,306	743,380	871,455	964,134	92,679	10.6%	
Net General Fund	(736,350)	(691,684)	(762,806)	(727,934)	(855,955)	(963,634)	(107,679)	12.6%	

Notes:

1. removed funding from Town due to separation \$15,000
2. increase in PT staffing by 10 hrs/wk to have 4 staff on each shift
3. increase in adult and juvenile collections for high demand digital materials

Costing Center

210-35-10 - Brownell Library

2022
PRELIMINARY

	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
4. increase furniture to replace existing furniture with wipable surface pieces									

	2022				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual					
Revenues									
020.000-Charges for Services	20,000	10,897	15,000	14,060	12,000	12,479	479	4.0%	2 year average
090.000-Transfer between Town/Village	12,000	12,000	12,000	5,000	-	-	-	-	n/a
091.000-Transfer between funds	-	-	-	1,500	-	-	-	-	
Total Revenues	32,000	22,897	27,000	20,560	12,000	12,479	479	4.0%	
Expenditure									
110.000-Regular Salaries	244,792	242,649	264,146	302,076	343,451	395,062	51,611	15.0%	
120.000-Part Time Salaries	-	13,126	-	3,647	-	-	-	-	n/a
210.000-Group Insurance	125,468	114,560	118,163	117,797	151,475	162,427	10,952	7.2%	
220.000-Social Security	18,727	19,673	20,308	23,819	26,409	30,453	4,044	15.3%	
230.000-Retirement	27,182	26,830	26,415	26,285	33,508	33,729	221	0.7%	
290.000-Other Employee Benefits	-	-	1,312	-	1,750	-	(1,750)	-100.0%	
330.000-Professional Services	21,742	12,799	18,622	18,116	5,820	1,764	(4,056)	-69.7%	Some IT & finance costs being consolidated to those budget areas (GoCo HR and time tracking)
500.000-Training, Conferences, Dues	8,453	2,348	8,147	3,355	6,098	6,068	(30)	-0.5%	Organizational memberships (i.e. NRPA, VRPA) & tuition reimbursement benefit
505.000-Technology Subscription, Licenses	6,000	27,130	4,440	13,536	4,440	10,825	6,385	143.8%	Recreation software, was in communications
530.000-Communications	9,831	5,628	9,831	7,924	9,485	1,980	(7,505)	-79.1%	Cell phone stipends
540.000-Advertising	-	-	3,000	-	3,000	3,000	-	0.0%	Advertising open positions
550.000-Printing and Binding	3,000	5,349	-	2,331	-	-	-	-	n/a
561.000-Credit Card Processing Fees	-	380	-	235	-	-	-	-	n/a
610.000-General Supplies	5,000	15,020	5,000	9,030	5,000	7,200	2,200	44.0%	
735.000-Technology: Hardware, Software, Equipment	-	-	6,000	-	6,000	-	(6,000)	-100.0%	included in IT budget
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%	
850.000-Community Events & Celebrations	-	-	-	-	-	17,500	17,500	n/a	\$7,500 Memorial Day Parade previously in Town budget; \$10,000 for 7/4 Celebration (total expense is around \$30K from program fund)
Total Expenditure	474,195	489,494	489,384	532,152	600,436	674,007	73,571	12.3%	
Net General Fund	(442,195)	(466,597)	(462,384)	(511,591)	(588,436)	(661,528)	(73,092)	12.4%	

Notes:

- regular salary increase for staff hired in FY22 to fill vacancy, same number of FTE's as in prior year
- technology moved to IT budget based on replacement schedule provided by Town IT
- add Memorial Day Parade which was previously in Town budget \$7,500
- add contribution to July 4th celebration previously covered 100% by program funds \$10,000

Expenditure	2022 PRELIMINARY								Notes
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	
110.000-Regular Salaries	105,360	111,666	109,856	115,583	116,177	139,627	23,450	20.2%	add Buildings Coordinator role
120.000-Part Time Salaries	22,798	27,308	25,240	29,283	25,240	46,574	21,334	84.5%	rate increase and increased hours to support EJRP when Buildings Coordinator working for City and to support City buildings
130.000-Overtime	-	14	-	2,761	-	-	-	n/a	
210.000-Group Insurance	27,076	25,976	35,851	28,719	36,266	38,170	1,904	5.3%	
220.000-Social Security	9,804	10,739	10,389	12,109	10,871	14,337	3,466	31.9%	
230.000-Retirement	10,536	10,570	10,985	11,423	11,618	14,033	2,415	20.8%	
290.000-Other Employee Benefits	-	-	700	-	700	-	(700)	-100.0%	
330.000-Professional Services	6,100	11,046	5,300	14,099	6,000	12,573	6,573	109.6%	2 year average
431.000-R&M Buildings and Grounds	11,739	3,493	12,559	5,570	12,559	4,532	(8,027)	-63.9%	2 year average
441.000-Rental of Land or Buildings	500	550	500	500	500	500	-	0.0%	GlobalFoundries lease
442.000-Rental of Vehicles or Equipment	1,980	5,694	2,160	3,791	2,178	4,743	2,565	117.8%	2 year average
500.000-Training, Conferences, Dues	4,302	607	4,098	1,837	4,098	3,902	(196)	-4.8%	
530.000-Communications	-	-	-	-	-	1,320	1,320	n/a	Cell phone stipends
610.000-General Supplies	16,489	33,547	18,632	23,970	20,495	28,759	8,264	40.3%	2 year average
626.000-Gasoline	-	-	-	-	-	1,500	1,500	n/a	moved from building-MSP budget
Total Expenditure	216,684	241,210	236,270	249,645	246,702	310,569	63,867	25.9%	
Net General Fund	(216,684)	(241,210)	(236,270)	(249,645)	(246,702)	(310,569)	(63,867)	25.9%	

Notes:

1. add City wide Buildings Coordinator duties, increase PT staffing hours to support additional buildings related work/duties - approx. increase of \$36,285
2. added gasoline expenditure for equipment, this was previously in the buildings budget for Maple St Park

	2022 PRELIMINARY				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual					
Expenditure									
110.000-Regular Salaries	-	-	-	-	-	26,167	26,167	n/a	Program Director for 1/2 FY24
120.000-Part Time Salaries	-	-	-	-	-	-	-	n/a	
130.000-Overtime	-	-	-	-	-	-	-	n/a	
210.000-Group Insurance	-	-	-	-	-	25,508	25,508	n/a	
220.000-Social Security	-	-	-	-	-	2,048	2,048	n/a	
230.000-Retirement	-	-	-	-	-	2,254	2,254	n/a	
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a	
500.000-Training, Conferences, Dues	-	-	-	-	-	2,000	2,000	n/a	Annual national/regional conference EPR Senior Activities, 1/2 year, add est
900.000-Transfer between Town/City	-	-	-	-	-	88,879	88,879	n/a	senior bus cost \$38,500
Total Expenditure	-	-	-	-	-	146,855	146,855	n/a	
Net General Fund	-	-	-	-	-	(146,855)	(146,855)	n/a	

Notes:

1. addition of FT Adult Program Director \$56,000 (pay and benefits) HALF YEAR ONLY
2. Senior budget and senior van cost shared with Town to December 2023; and just the van for the second part of the FY

	2022								
	PRELIMINARY								
Expenditure	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
900.000-Transfer between Town/City	-	-	-	-	-	203,203	203,203		n/a police facility debt, final payment FY34
950.902-EJRP Principal	-	-	-	-	-	-	-		n/a
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135	135,135	135,135	-		0.0% final payment FY35
955.902-EJRP Interest	-	-	-	-	-	-	-		n/a
955.903-Capital Imp Interest	67,599	67,599	64,190	64,228	60,415	64,190	3,775		6.2% final payment FY35
Total Expenditure	202,734	202,734	199,325	199,363	195,550	402,528	206,978	105.8%	
Net General Fund	(202,734)	(202,734)	(199,325)	(199,363)	(195,550)	(402,528)	(206,978)	105.8%	

Notes:

1. Add transfer to Town for police facility debt as approved by City and Town voters

	2022								
	2021 Budget	2021 Actual	2022 Budget	PRELIMINARY Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Donation Revenue	-	6,973	-	10,653	-	-	-	-	n/a
Grant Revenue	-	105,418	-	20,643	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	-	n/a
Total Revenues	-	112,391	-	31,296	-	-	-	-	n/a
Expenditure									
Grant Expenses	-	82,638	-	17,075	-	-	-	-	n/a
Donation Expenses	-	5,389	-	9,717	-	-	-	-	n/a
920.000-Transfer between funds (capital)									
Capital Transfer	401,955	401,955	462,248	462,248	531,585	531,585	-	0.0%	
Rolling Stock Transfer	238,700	238,624	-	-	-	-	-	-	n/a this is in Street and Fire budgets
Buildings Transfer	50,000	112,774	75,000	75,000	50,000	50,000	-	0.0%	
EJRP Capital Transfer	112,455	112,455	113,580	113,580	112,543	112,771	228	0.2%	
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%	
Total Expenditure	808,110	958,835	655,828	682,620	699,128	699,356	228	0.0%	
Net General Fund	(808,110)	(846,444)	(655,828)	(651,323)	(699,128)	(699,356)	(228)	0.0%	

Notes:

	2022 PRELIMINARY								
	2021 Budget	2021 Actual	2022 Budget	Actual	2023 Budget	2024 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	-	1,994	-	1,993	2,075	-	(2,075)	-100.0%	
Total Revenues	-	1,994	-	1,993	2,075	-	(2,075)	-100.0%	
Expenditure									
400.000-Contracted Services	9,000	12,148	9,000	11,401	11,000	3,000	(8,000)	-72.7%	removed cleaning and trash removal, added safety services/heating system inspection and service/fire extinguishers
410.000-Water and Sewer Charges	1,000	619	500	760	600	1,500	900	150.0%	increase for additional employees and public use
420.000-Cleaning Services	-	-	-	-	-	22,000	22,000	n/a	cleaning service and supplies shared with fire and Brownell, but paid from 2 Lincoln budget
425.000-Trash Removal	-	-	600	-	-	3,600	3,600	n/a	
431.000-R&M Buildings and Grounds	11,800	11,644	20,000	7,789	20,000	20,000	-	0.0%	add internet currently paid by Town
530.000-Communications	3,700	5,371	4,500	6,619	5,000	8,968	3,968	79.4%	\$164/mo
610.000-General Supplies	2,000	631	1,700	616	1,500	5,000	3,500	233.3%	increase for additional use
621.000-Natural Gas/Heating	6,400	5,523	4,800	5,533	5,000	6,500	1,500	30.0%	increase for additional use
622.000-Electricity	7,500	5,981	7,500	6,997	11,000	11,000	-	0.0%	
755.000-Furniture and Fixtures	2,000	-	500	-	2,000	7,000	5,000	250.0%	allow for new staff to determine needs
Total Expenditure	43,400	41,917	49,100	39,715	56,100	88,568	32,468	57.9%	
Net General Fund	(43,400)	(39,923)	(49,100)	(37,722)	(54,025)	(88,568)	(34,543)	63.9%	

Notes:

1. cleaning now under one City contract and increased frequency as building now fully occupied
2. increase communications to add internet service currently paid by Town
3. general increases across most expenditures to account for additional use of building with full staff

Expenditure	2022 PRELIMINARY				2023 Budget	2024 Budget	\$ Change	% Change	Notes
	2021 Budget	2021 Actual	2022 Budget	Actual					
400.000-Contracted Services	34,000	32,247	30,000	34,574	30,000	4,750	(25,250)	-84.2%	HVAC, fire panel, sprinkler system, elevator, mats, fireplace inspection
410.000-Water and Sewer Charges	900	617	600	427	600	700	100	16.7%	Brownell has just recently opened back up to full hours, open browsing, KCR use by community groups, and pre-pandemic levels of patron visits in # and duration. We have not yet had a full year of water/sewer bills since the beginning of the pandemic. based on new cleaning service with 3% increase and supplies
420.000-Cleaning Services	-	-	-	-	-	30,000	30,000	n/a	n/a
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	n/a
431.000-R&M Buildings and Grounds	28,625	27,548	20,000	22,768	20,000	25,175	5,175	25.9%	Average of past three years expenses, plus 3%. Aging HVAC system has components at or near the end of their lifespan.
530.000-Communications	1,500	1,465	1,500	4,626	1,500	4,090	2,590	172.7%	\$4,090 is for Burlington Telecom telephone and internet and assumes current service level and that BT rates will increase 3%.
610.000-General Supplies	-	-	-	-	-	-	-	n/a	n/a
621.000-Natural Gas/Heating	7,400	5,993	6,000	6,991	6,000	7,200	1,200	20.0%	Assumes 3% Vermont Gas rate hike.
622.000-Electricity	15,000	9,179	13,700	14,016	13,700	14,750	1,050	7.7%	Assumes 3% rate increase, plus additional security lights outside, plus extended hours for lights on in the front of the library once the lockers are accessible 24/7.
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	n/a
Total Expenditure	87,425	77,049	71,800	83,402	71,800	86,665	14,865	20.7%	
Net General Fund	(87,425)	(77,049)	(71,800)	(83,402)	(71,800)	(86,665)	(14,865)	20.7%	

Notes:

1. cleaning now under one City contract
 2. increased communications expenditure to account for new Burlington Telecom service known costs
- Future - need to include funds for repair/replacement of shelving

	2021 Budget	2021 Actual	2022 Budget	2022		2024 Budget	\$ Change	% Change	Notes
				PRELIMINARY	Actual				
Expenditure									
400.000-Contracted Services	-	-	500	560	500	600	100	20.0%	heating system service
410.000-Water and Sewer Charges	500	432	500	372	500	500	-	0.0%	
420.000-Cleaning Services	-	-	-	-	-	500	500	n/a	supplies only, staff is cleaning facility
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	12,000	8,683	15,000	3,922	9,500	8,000	(1,500)	-15.8%	
530.000-Communications	2,115	2,743	2,200	2,378	2,200	2,400	200	9.1%	
610.000-General Supplies	2,000	1,223	1,700	391	1,500	1,100	(400)	-26.7%	3 yr avg
621.000-Natural Gas/Heating	4,800	2,708	3,500	4,377	3,500	4,000	500	14.3%	
622.000-Electricity	7,300	6,679	7,500	6,997	4,000	7,000	3,000	75.0%	
626.000-Gasoline	6,000	2,819	5,000	5,066	5,000	-	(5,000)	-100.0%	move back to operating budget, this is fuel for trucks and gas for equipment
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	34,715	25,286	35,900	24,063	26,700	24,100	(2,600)	-9.7%	
Net General Fund	(34,715)	(25,286)	(35,900)	(24,063)	(26,700)	(24,100)	2,600	-9.7%	

Notes:

1. increased electricity cost based on historical actual
2. moved gasoline to Fire operating budget as this is for truck fuel and not related to the building

	2021 Budget	2021 Actual	2022 Budget	2022		2024 Budget	\$ Change	% Change	Notes
				PRELIMINARY Actual	2023 Budget				
Expenditure									
400.000-Contracted Services	-	906	600	410	1,000	1,000	-	0.0%	Fire extinguishers, fire alarm, boiler, sprinkler inspections
410.000-Water and Sewer Charges	650	1,166	700	889	700	1,500	800	114.3%	Increased use with more preschool activity on second floor
420.000-Cleaning Services	-	-	-	-	-	32,500	32,500	n/a	All previously in Maple Street contracted services; now separated
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	do not pay for dumpster-provided/shared by Handy
431.000-R&M Buildings and Grounds	600	7,241	25,000	22,392	-	15,000	15,000	n/a	door repairs, painting, floors, security, etc.
530.000-Communications	2,550	3,157	2,300	2,600	3,000	3,100	100	3.3%	
610.000-General Supplies	-	-	-	-	-	-	-	n/a	
621.000-Natural Gas/Heating	3,300	3,118	3,000	4,142	3,000	3,500	500	16.7%	2yr actual+ 23 budget average
622.000-Electricity	4,000	4,740	4,400	4,931	4,400	5,900	1,500	34.1%	AC added to building in 2023
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	11,100	20,328	36,000	35,364	12,100	62,500	50,400	416.5%	
Net General Fund	(11,100)	(20,328)	(36,000)	(35,364)	(12,100)	(62,500)	(50,400)	416.5%	

Notes:

1. cleaning now under one City contract, this was also previously paid from Maple St budget
2. added funds for building repairs and maintenance that was removed in prior year

	2021 Budget	2021 Actual	2022 Budget	2022	2023 Budget	2024 Budget	\$ Change	% Change	Notes
				PRELIMINARY Actual					
Expenditure									
400.000-Contracted Services	21,840	52,029	30,000	71,799	30,000	1,000	(29,000)	-96.7%	Fire extinguishers, fire alarm, boiler, sprinkler inspections
410.000-Water and Sewer Charges	5,200	8,523	5,500	7,030	7,000	7,800	800	11.4%	3 yr average
420.000-Cleaning Services	-	-	-	-	-	32,500	32,500	n/a	Moved from contracted service
425.000-Trash Removal	-	-	-	-	-	4,716	4,716	n/a	Moved from contracted service
431.000-R&M Buildings and Grounds	3,600	4,423	4,000	171	30,000	30,000	-	0.0%	bldg 23 years old, several systems are at life expectancy.
530.000-Communications	5,350	9,598	6,000	9,589	6,500	8,900	2,400	36.9%	3 yr average
610.000-General Supplies	-	-	-	-	-	-	-	-	n/a
621.000-Natural Gas/Heating	6,960	6,523	4,500	5,212	6,500	6,500	-	0.0%	
622.000-Electricity	30,500	32,822	37,000	34,748	37,000	37,500	500	1.4%	
626.000-Gasoline	3,101	1,257	1,500	2,490	1,500	-	(1,500)	-100.0%	gas for equipment, move to EJP Parks
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	-	n/a
Total Expenditure	76,551	115,175	88,500	131,039	118,500	128,916	10,416	8.8%	
Net General Fund	(76,551)	(115,175)	(88,500)	(131,039)	(118,500)	(128,916)	(10,416)	8.8%	

Notes:

- cleaning now under one City contract, this budget previously covered Park St School as well

FY24 City of Essex Junction - Proposed Capital Budgets

Table of Contents and Notes

Rolling Stock Fund

1-2

As of 6/30/22 the balance in the Rolling Stock Fund was \$461,342 with no planned FY23 spending and budgeted transfers from the General Fund of \$258,700. The anticipated opening balance in this fund for FY23 (6/30/22) is approximately \$720,042. The rolling stock replacement plan includes \$315,420 in expenditures for a pickup truck replacement, dumptruck replacement, and a landscape trailer in FY24. Transfers from the general fund continue to increase at a rate of 10% each year to fund anticipated replacements in future years. The attached schedule goes through FY29 but there are some large fire department expenses in years 2029-2039 that will rely on the planned annual increases to funding and will likely also require debt issuance at that time.

City Capital Fund

1-2

The proposal includes a 15% increase to the general fund contribution in line with recent years and the revised trajectory of the fund. This has not yet been reviewed by the Capital Committee. The major projects for the coming year are the continued work on the Crescent Connector project, ongoing work on various stormwater related projects. Also, a facility analysis update is proposed for the FY24 capital plan (not yet reviewed by the Capital Committee) for this building and the fire station for \$20,000. We will then have a cost estimate for a new public works building for the FY25 capital plan, and can prepare for a bond vote.

EJRP Capital Fund

3

The EJRP Capital Fund receives a transfer from the general fund of approximately 1% of the grand list. In FY24 this is budgeted at \$112,771. These dollars will go toward the cost of playground equipment installed at the end of FY21, the cost of a new truck purchased in FY23, cascade playground resurfacing chips, park egresses and buildings security cameras, drainage between the pool house and office building, new ADA lift and replacement, and new concrete in pool area.

Building Maintenance Fund

4

The building maintenance fund has an opening balance of \$247,952 going into FY23 with planned expenditures of \$175k and planned transfers in of \$50k. Bids for the library roof project were rejected in FY23. This will leave the fund with an ending balance of about \$297,952 for FY23. The FY24 general fund transfer is proposed at \$50k. The library roof and entrance is expected to be closer to \$300,000 and is planned for FY24 or later.

Economic Development Fund - Projected

5

This fund is the one penny on the tax rate for City Economic Development. This fund has an available fund balance of \$654,555 at the start of FY23. It is funded by an annual one penny on the tax rate and is anticipated to grow by \$112,000 plus interest earnings during FY23 and FY24. The FY23 fund balance also includes the transfer of \$82,555 from the Land Acquisition Fund to the Economic Development Fund that was approved by the voters at Annual Meeting 2021. Also, at Annual Meeting 2021 voters approved the continuation of this tax rate. There are two projects planned for use of this fund: 1 Main St Park, and the \$600,000 match for the \$3 million Amtrak station project. Staff is also planning to apply for grant funding for the 1 Main St Park, and if successful there should be enough to cover both projects.

General Fund Capital Reserve Fund Balance

	FY23	FY24	FY25	FY26	FY27	FY28
Beginning Fund Balance	418,370	345,556	770,510	(1,400,745)	(2,255,854)	(4,891,757)
Planned Spending	(620,000)	(201,976)	(2,798,496)	(1,574,367)	(3,460,938)	(7,036,833)
Revenue Sources						
<i>General Fund Transfer In</i>	531,586	531,585	611,323	703,021	808,474	929,745
<i>CVE Annual Contribution</i>	15,600	15,606	15,918	16,236	16,561	16,892
<i>LOT Transfer In</i>		79,739				
<i>Misc. Donations and Interest Earnings</i>						
<i>Summary Stormwater Grants</i>						
<i>Brickyard Culvert</i>						
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>						
<i>Crescent Connector Grant</i>						
<i>Pearl St. Missing Link Grants</i>						
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>						
Total Revenues	547,186	626,930	627,241	719,258	825,036	946,638
Ending Fund Balance	345,556	770,510	(1,400,745)	(2,255,854)	(4,891,757)	(10,981,951)

annual planned increase GF transfer in: 15%

Rolling Stock Fund Balance

	FY23	FY24	FY25	FY26	FY27	FY28
Beginning Fund Balance	461,342	720,042	674,322	601,300	509,746	337,002
Planned Spending						
<i>Streets</i>	-	(315,420)	(284,822)	(386,664)	(482,495)	(74,421)
<i>Fire</i>	-	-	(70,000)	-	-	-
Total Spending	-	(315,420)	(354,822)	(386,664)	(482,495)	(74,421)
Debt Payments (fire truck)						
Revenue Sources						
<i>Highway General Fund Transfer In</i>	145,500	151,440	157,974	165,161	173,068	181,764
<i>Fire General Fund Transfer In</i>	113,200	118,260	123,826	129,949	136,683	144,092
<i>Vac Truck Rental</i>						
<i>Sale of Assets</i>						
<i>Interest Earnings</i>						
Total Revenues	258,700	269,700	281,800	295,110	309,751	325,856
Ending Fund Balance	720,042	674,322	601,300	509,746	337,002	588,437

annual planned increase Highway GF transfer in: 10% 5,400 5,940 6,534 7,187 7,906 8,697

annual planned increase Fire GF transfer in: 10% 4,600 5,060 5,566 6,123 6,735 7,408

Fund	Dept	Project	Rank	Ref. #	Project #	FY24	FY25	FY26	FY27	FY28
GFC	Highway	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave. (HOLD)	77	W	Y					
GFC	Highway	Greenwood Ave. Drainage Course Improvements	Done		EEE					
GFC	Highway	South St. Drainage	86		MMM					
GFC	General	Facilities Assessment (Public Works, Fire Station)				20,000				
GFC	Highway	Lamoille Water Line Replacement (Finished)	70	W	Q					
GFC	Highway	Densmore Dr. Culvert & partial Road Reconstruction	112		J					
GFC	Highway	Densmore Dr. Culvert & partial Road Reconstruction	112		J					
GFC	Highway	Brickyard Culvert	78							
GFC	Multiple	Iroquois Ave Road and Waterline rebuild	72	W	PPP	111,976	1,616,658			
GFC	Highway	Rosewood Lane Sidewalk/Roadway Reconstruction	62		BB/III		127,897	1,544,367		
GFC	Multiple	North St. Roadway and Waterline	60		S				1,903,505	
GFC	Highway	Pleasant St. Road Reconstruction	57		NNN				1,557,433	
GFC	Highway	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	55		TT					2,401,126
GFC	Highway	West St. Sidewalk South St. to Clems Dr.	55		VV					1,039,466
GFC	Highway	West St. & West St. Ext. Intersection Improvements	54		BBB					128,790
GFC	Highway	Main St. Sidewalk & Lighting Bridge to Crestview	46		Yya					421,077
GFC	Buildings	Lincoln Hall Parking Lot	45		HHH					65,292
GFC	Highway	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	41		KK					786,716
GFC	Streets	Abnaki Road Reconstruction	39		A					515,334
GFC	Streets	Pearl Sidewalk West St. to Susie Wilson	63	W	UU					1,407,672
GFC	Streets	Orchard Terrace Sidewalk Replacement	39		U					271,360
GFC	Streets	Crescent Connector Park St. to Main St.								
GFC	Stormwater	Sliplining of pipes (3)					30,000	30,000		
GFC	Stormwater	Hiawatha infiltration system for phosphorus				50,000	973,940			
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)				20,000				
GFC	Fire	Air Packs (placed in service 2020)								
GFC	Fire	SCBA Compressor (placed in service 2020)								
GFC	Fire	Thermal Cameras (placed in service 2022)								
GFC	Fire	Radio Replacement Program-antennas, dispatch modules, Bridgham Hill tower (every 5 years)					50,000			
RS	Streets	Jetter Vac Truck - 2010 Vac-On #8 (shared rolling stock/water/wastewater/sanitation)			Vac Truck					
RS	Streets	Pickup - 2013 Silverado #4				52,021				
RS	Streets	Dumptruck - 2012 International #7				248,399				
RS	Streets	Pickup - 2016 Silverado #3					36,423			
RS	Streets	Dumptruck - 2013 Freightliner #5					248,399			
RS	Streets	Sidewalk Plow/Skid Steer - 2001 Cat #12						167,704		
RS	Streets	Dumptruck - 2016 Freightliner #34						218,960		
RS	Streets	Dumptruck - 2014 Freightliner #6							261,419	
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10							221,076	
RS	Streets	Pickup 1 Ton - 2019 Silverado #15								51,471
RS	Streets	Compressor - 2017 Sullair #13								22,950
RS	Streets	Pickup - 2019 Silverado #1								
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38								
RS	Streets	Trailer Mounted Boom Lift - 2019 #35								
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11								
RS	Streets	Loader - 2014 Cat #9								
RS	Streets	Vacuum Sweeper - 2013 Johnston #16								
RS	Fire	Pickup - 2019 Ford 8C9								
RS	Fire	Pumper - 2018 Pierce 8E7								
RS	Fire	Pumper - 2008 8E5								
RS	Fire	Ladder - 2012 Pierce 8L3								
RS	Streets	Landscape trailer				15,000				
RS	Fire	First Response Vehicle (addition to fleet)					70,000			

EJRP Capital Plan

Based on 1% of Village grand list with 0.50% annual growth

Category	FY24	FY25	FY26	FY27	FY28
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ 2,350	\$ 9,300	\$ 53,692	\$ 6,500	\$ -
Playground Equipment	\$ 39,374	\$ 47,198	\$ -	\$ 30,000	\$ -
Lighting & Technology	\$ 10,800		\$ 37,709	\$ 14,762	\$ -
Maintenance Equipment	\$ 10,500	\$ 23,000	\$ 10,500	\$ 25,500	\$ 27,000
Buildings & Facilities	\$ -	\$ -	\$ -	\$ 25,709	\$ 46,043
Pedestrian Paths	\$ 15,626	\$ 15,626	\$ -	\$ -	\$ 30,000
Pool	\$ 22,121	\$ 6,211	\$ -	\$ -	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$112,771	\$113,335	\$113,901	\$114,471	\$115,043

FY24 Detail

Category	Items	Amount
Resurfacing	Cascade playground chips.	\$ 2,350
Playground Equipment	New Maple Street playground paid for over 5 years (year 4).	\$ 39,374
Lighting & Technology	Park egresses and buildings security cameras.	\$ 10,800
Maintenance Equipment	New maintenance truck paid for over 5 years (year 2).	\$ 10,500
Pedestrian Paths	Drainage in between pool house and office building.	\$ 15,626
Pool	New ADA lift and replacement and new concrete in pool area.	\$ 22,121
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000

TOTAL \$112,771

Building Maintenance Fund

	FY22 Budget	FY22 Actual	FY23 Projection	FY24 Projection	Notes
Beginning Balance	214,866	214,866	247,952	297,952	
Add	75,000	75,570	50,000	50,000	
Spend	250,000	42,484	-	300,000	FY22 budgeted projects of Brownell roof replacement and Lincoln electrical not completed; will need about \$300K for Brownell roof and entrance, Lincoln electrical removed as this will be part of renovations
Ending Balance	39,866	247,952	297,952	47,952	

Future Projects:

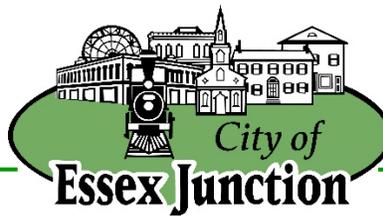
1. library carpet replacement
2. Park St sprinkler system

Economic Development Fund

	FY23	FY24	Notes
	Projection	Projection	
Beginning Balance	654,555	566,555	
Add	112,000	112,000	tax revenue
Spend	<u>200,000</u>	<u>-</u>	FY23 Main St Park
Ending Balance	566,555	678,555	*should be enough to cover Amtrak match

Notes:

1. Crescent Connector project may require an additional \$255,780 (half of \$511,560 for lighting and contaminated soil disposal).



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 1/25/2023
Subject: Discussion of the City’s Dog Ordinance

Issue: The City Council held its first vicious dog bite hearing on January 11th. The experience has brought forward a number of questions the Council should discuss in order to establish rules of procedure for these meetings; and to determine if there are any policy level changes the Council would like to make.

Discussion:

Procedural questions:

Several questions have arisen, and here are some **preliminary** answers, based on feedback from the City Attorney and review of VLCT’s Model Rules of Procedure:

- can the hearing be continued – yes
- can deliberations take place in private session – yes
- who gets to testify & can this be restricted – yes
- should there be guidelines that align the corrective action with the gravity of the incident – not recommended
- should these be done on their own as special hearings – they can be

From staff’s perspective, it would be beneficial to establish Rules of Procedure to address these questions and define how the Council wants to run these hearings in the future.

Policy level question: Whether to consider amending the City’s dog ordinance to enable the Council to issue an order in an incident where a vicious dog bites another dog.

Pros	Cons
The case heard on 1/11/23 involved an unprovoked and severe case of a dog biting a dog; this ordinance amendment could allow the Council to issue an order in a similar case.	While the 1/11/23 case presents a compelling argument for establishing an ordinance that would address vicious dog bites of another dog; the number of cases that could be brought forward could be potentially more than vicious dog bites of a person.
It would align the Town and City’s dog ordinance; allowing the police officers to follow one ordinance.	Which is not to say these cases aren’t important; there is just limited bandwidth considering the significant amount of business the Council is required to conduct already.

As an example, the Town of Essex’s dog ordinance has a provision that would enable an order in this case. Their ordinance contains a “potentially vicious dog” definition.

“Potentially Vicious Dog: shall mean a dog running at large that inflicts minor injuries on a person not necessitating medical attention; chases in a menacing manner, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.”

The ordinance then allows a complaint of a potentially vicious dog to be brought forward to the legislative body. Then:

“Upon receipt of a “potentially vicious dog” complaint the legislative body may proceed as in the case of a “vicious dog” complaint with the exception that if the legislative body determines that the behavior classifies the dog as “potentially vicious” the legislative body may order any protective measures be taken **absent the dog being humanely destroyed.**”
[emphasis added]

From staff’s perspective, if the Council wanted to move forward on this ordinance change it would not be as much effort as some of the other topics previously discussed since we would start from the town’s ordinance.

Recommendation: This memo is for discussion purposes, no vote is required. The council can either:

1. agree to move forward with establishing rules of procedure for these hearings, or not; and/or
2. agree to move forward with a dog ordinance that would incorporate vicious dog bites of other dogs, or not.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	10/25/22	ADVANCE AUTO PARTS OZ. 1 EA 552229820286	210-5-40-12-610.000 General Supplies	6.24	43887	01/13/23
05290	12/06/22	ADVANCE AUTO PARTS MIS WRENCH AND OIL 552234038481	210-5-40-12-610.000 General Supplies	25.74	43887	01/13/23
05290	12/06/22	ADVANCE AUTO PARTS MIS WRENCH AND OIL 552234038481	210-5-40-12-626.000 Gasoline	25.75	43887	01/13/23
05290	12/07/22	ADVANCE AUTO PARTS oil and vehicle supplies 552234153946	210-5-40-12-626.000 Gasoline	64.31	43887	01/13/23
05290	12/07/22	ADVANCE AUTO PARTS oil and vehicle supplies 552234153946	210-5-40-12-430.000 R&M Vehicles & Equipment	37.52	43887	01/13/23
05290	12/07/22	ADVANCE AUTO PARTS GREAS RED 552234153953	210-5-40-12-430.000 R&M Vehicles & Equipment	64.30	43887	01/13/23
05290	12/07/22	ADVANCE AUTO PARTS FLEX 1 EA TRFLX 552234153960	210-5-40-12-430.000 R&M Vehicles & Equipment	25.44	43887	01/13/23
05290	12/09/22	ADVANCE AUTO PARTS DEGREASER 552234354044	210-5-40-12-610.000 General Supplies	34.49	43887	01/13/23
05290	12/14/22	ADVANCE AUTO PARTS TREE FRESH SHAVE 552234838715	210-5-40-12-610.000 General Supplies	10.66	43887	01/13/23
05290	12/15/22	ADVANCE AUTO PARTS FOCUS Wiper Blade trk 3 552234954238	210-5-40-12-430.000 R&M Vehicles & Equipment	45.54	43887	01/13/23
07305	01/01/23	AIRGAS USA LLC LEASE CYL 9994180233	210-5-40-12-442.000 Rental Vehicles/Equip	152.46	43888	01/13/23
29310	12/16/22	ALLEGIANCE TRUCK Truck 7 X40102194601	210-5-40-12-430.000 R&M Vehicles & Equipment	106.14	43890	01/13/23
04310	12/19/22	APALACHEE MARINE Salt 66365	210-5-40-12-600.000 Salt, Sand and Gravel	3535.76	43898	01/13/23
04310	12/30/22	APALACHEE MARINE Salt 66832	210-5-40-12-600.000 Salt, Sand and Gravel	3356.18	43898	01/13/23
02235	12/13/22	BOUND TREE MEDICAL LLC G3 Perfusion 84792897	210-5-25-10-613.000 Program Supplies	315.99	43907	01/13/23
02235	01/03/23	BOUND TREE MEDICAL LLC IV Solution 84812792	210-5-25-10-613.000 Program Supplies	106.90	43909	01/13/23
00530	05/09/22	BRODART CO CREDIT Adult Collection, B6514909	210-5-35-10-640.201 Adult Collection	-15.12	43910	01/13/23
00530	05/09/22	BRODART CO CREDIT Adult Collection, B6514909	210-5-35-10-610.000 General Supplies	-0.80	43910	01/13/23
00530	12/02/22	BRODART CO J Collection, Supplies B6529670	210-5-35-10-640.202 Juvenile Collection	73.53	43910	01/13/23
00530	12/02/22	BRODART CO J Collection, Supplies B6529670	210-5-35-10-610.000 General Supplies	4.80	43910	01/13/23
00530	12/13/22	BRODART CO J Collection, Supplies B6534406	210-5-35-10-640.202 Juvenile Collection	16.01	43910	01/13/23
00530	12/13/22	BRODART CO J Collection, Supplies B6534406	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/13/22	BRODART CO J Collection, Supplies B6534476	210-5-35-10-640.202 Juvenile Collection	9.71	43910	01/13/23
00530	12/13/22	BRODART CO J Collection, Supplies B6534476	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/14/22	BRODART CO Adult Collection, Supplie B6534982	210-5-35-10-640.201 Adult Collection	304.19	43910	01/13/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	12/14/22	Adult Collection, Supplie B6534982	210-5-35-10-610.000 General Supplies	16.00	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537651	210-5-35-10-640.202 Juvenile Collection	127.13	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537651	210-5-35-10-610.000 General Supplies	5.60	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537652	210-5-35-10-640.202 Juvenile Collection	8.89	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537652	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537653	210-5-35-10-640.202 Juvenile Collection	13.34	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537653	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537655	210-5-35-10-640.202 Juvenile Collection	9.71	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537655	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537657	210-5-35-10-640.202 Juvenile Collection	463.96	43910	01/13/23
00530	12/20/22	J Collection, Supplies B6537657	210-5-35-10-610.000 General Supplies	37.60	43910	01/13/23
00530	12/22/22	Lib Don Exp: Foundation F B6539212	210-5-90-00-991.000 Library Donation Expense	42.70	43910	01/13/23
00530	12/22/22	Lib Don Exp: Foundation F B6539212	210-5-35-10-610.000 General Supplies	1.60	43910	01/13/23
00530	12/22/22	Lib Don Exp: Foundation F B6539261	210-5-90-00-991.000 Library Donation Expense	45.86	43910	01/13/23
00530	12/22/22	Lib Don Exp: Foundation F B6539261	210-5-35-10-610.000 General Supplies	2.40	43910	01/13/23
00530	12/28/22	Adult Collection B6539912	210-5-35-10-640.201 Adult Collection	50.69	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541608	210-5-35-10-640.201 Adult Collection	65.87	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541608	210-5-35-10-610.000 General Supplies	3.20	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541609	210-5-35-10-640.201 Adult Collection	15.12	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541609	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541610	210-5-35-10-640.201 Adult Collection	27.88	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541610	210-5-35-10-610.000 General Supplies	1.60	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541611	210-5-35-10-640.201 Adult Collection	32.38	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541611	210-5-35-10-610.000 General Supplies	1.60	43910	01/13/23
00530	12/30/22	Adult Collection, Supplie B6541614	210-5-35-10-640.201 Adult Collection	14.04	43910	01/13/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	12/30/22	BRODART CO Adult Collection, Supplie B6541614	210-5-35-10-610.000 General Supplies	0.80	43910	01/13/23
00530	12/30/22	BRODART CO Adult Collection, Supplie B6541615	210-5-35-10-640.201 Adult Collection	34.01	43910	01/13/23
00530	12/30/22	BRODART CO Adult Collection, Supplie B6541615	210-5-35-10-610.000 General Supplies	1.60	43910	01/13/23
00530	12/30/22	BRODART CO Adult Collection, Supplie B6541623	210-5-35-10-640.201 Adult Collection	128.38	43910	01/13/23
00530	12/30/22	BRODART CO Adult Collection, Supplie B6541623	210-5-35-10-610.000 General Supplies	6.40	43910	01/13/23
16030	12/01/22	BROWN ELECTRIC troublehsoot crosswalk fl 37361	210-5-40-12-610.200 Streetlight Supplies	1557.10	43912	01/13/23
16030	12/01/22	BROWN ELECTRIC rewire and replace lamp w 37363	210-5-40-12-610.200 Streetlight Supplies	738.50	43912	01/13/23
16030	12/01/22	BROWN ELECTRIC bypass override swtich, i 37366	210-5-40-12-610.200 Streetlight Supplies	414.85	43912	01/13/23
16030	12/07/22	BROWN ELECTRIC replace photo-eye as flag 37387	210-5-40-12-610.200 Streetlight Supplies	582.59	43912	01/13/23
16030	12/07/22	BROWN ELECTRIC install LED lamps in 9 bu 37388	210-5-40-12-610.200 Streetlight Supplies	2636.37	43912	01/13/23
17585	01/09/23	BUDGET LIBRARY SUPPLIES Supplies - barcode labels 20201	210-5-35-10-610.000 General Supplies	710.00	43913	01/13/23
30360	01/01/23	BURLINGTON TELECOM Communications Brownell 010123BT	210-5-41-21-530.000 Communications	330.87	43915	01/13/23
07710	12/22/22	CCR SALES AND SERVICE LLC Carbide Chain 66214	210-5-25-10-431.000 R&M Buildings & Grounds	97.43	43919	01/13/23
V0461	12/31/22	CENTRAL BEVERAGE Adult Collection 101	210-5-35-10-640.201 Adult Collection	299.25	43923	01/13/23
33850	01/03/23	CENTRAL VERMONT PROPERTIE 894411 lease 2023 9500246681	210-5-40-12-441.000 Rental Land/Buildings	50.00	43924	01/13/23
V10617	11/28/22	CHADWICK-BAROSS BELT/ STRAP C47396	210-5-40-12-430.000 R&M Vehicles & Equipment	98.11	43925	01/13/23
45120	12/06/22	CHAMPLAIN VALLEY EQUIPMEN FILTER,AIR, asst cartri CC03207	210-5-40-12-430.000 R&M Vehicles & Equipment	59.70	43926	01/13/23
21210	12/22/22	CINTAS LOC # 68M 71 M shop towels 4141154730	210-5-40-12-610.000 General Supplies	103.92	43930	01/13/23
21210	11/04/22	CINTAS LOC # 68M 71 M water cooler rental 5131640749	210-5-40-12-610.000 General Supplies	50.00	43930	01/13/23
21210	12/08/22	CINTAS LOC # 68M 71 M supplies for med cabinets 5136012533	210-5-40-12-610.000 General Supplies	128.16	43930	01/13/23
21210	12/01/22	CINTAS LOC # 68M 71 M dec water rental 9202407117	210-5-40-12-610.000 General Supplies	50.00	43932	01/13/23
04940	12/19/22	COMCAST 2 Lincoln internet Dec 22 0136343 1222	210-4-41-20-090.000 Transfer Town/Village	-163.39	43935	01/13/23
04940	12/19/22	COMCAST 2 Lincoln internet Dec 22 0136343 1222	210-5-41-20-530.000 Communications	163.39	43935	01/13/23
04940	12/23/22	COMCAST MSP Internet 0176315 1222	210-5-41-26-530.000 Communications	378.55	43939	01/13/23
04940	12/27/22	COMCAST Internet 1/4-2/3/23 0179210 1222	210-5-25-10-530.000 Communications	172.90	43940	01/13/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	01/03/23	Cable TV 1/10-2/9/23 0207722 0123	210-5-25-10-530.000 Communications	41.35	43941	01/13/23
04940	12/23/22	Park St Internet 0210908 1222	210-5-41-23-530.000 Communications	232.62	43942	01/13/23
17025	12/06/22	PC minutes for December 1 0115	210-5-16-10-330.000 Professional Services	155.19	43945	01/13/23
31545	12/02/22	Supplies for Open House 12022022D	210-5-25-10-610.000 General Supplies	143.13	43946	01/13/23
38280	01/03/23	Bottled Water 177222770123	210-5-41-20-610.000 General Supplies	40.97	43947	01/13/23
25715	12/13/22	City utility maps Enginee 22818 1222	210-5-40-12-330.000 Professional Services	680.00	43950	01/13/23
35260	12/21/22	uniform 60113 ricky 10062231	210-5-40-12-612.000 Uniforms	509.00	43952	01/13/23
25290	01/03/23	Adult Collection 10001992311	210-5-35-10-640.201 Adult Collection	1007.34	43954	01/13/23
25290	12/13/22	CREDIT: Adult Collection 2301685	210-5-35-10-640.201 Adult Collection	-24.00	43954	01/13/23
V10576	01/01/23	Website Content Managemen 3225	210-5-10-10-530.000 Communications	416.92	43955	01/13/23
04640	12/20/22	2nd restock bolt bin VTBUR316062	210-5-41-20-610.000 General Supplies	87.41	43960	01/13/23
21150	11/11/22	J Collection, Shipping 411492	210-5-35-10-640.202 Juvenile Collection	41.24	43962	01/13/23
21150	11/11/22	J Collection, Shipping 411492	210-5-35-10-560.000 Postage	6.95	43962	01/13/23
244635	12/05/22	Food for Budget Day 120522	210-5-10-10-810.113 Trustee Expenditures	22.05	43967	01/13/23
16000	10/31/22	License Plate Light 293398389	210-5-40-12-430.000 R&M Vehicles & Equipment	5.85	43971	01/13/23
16000	12/07/22	Baldwin Oil Air Filters 293402555	210-5-40-12-430.000 R&M Vehicles & Equipment	186.93	43971	01/13/23
16000	12/09/22	Part for salt spreader 293402923	210-5-40-12-430.000 R&M Vehicles & Equipment	9.92	43971	01/13/23
34895	12/02/22	250 WEST ALL I: N ST 1683551	210-5-40-12-425.000 Trash Removal	3465.00	43978	01/13/23
34895	01/01/23	Garbage Removal 2 Lincoln 1688046	210-5-41-20-400.000 Contracted Services	278.31	43978	01/13/23
34895	01/01/23	PEARL ST, MAIN ST MEMORIA 1688047	210-5-40-12-425.000 Trash Removal	499.49	43978	01/13/23
34895	01/01/23	BEECH ST barrel on bike p 1688192	210-5-40-12-425.000 Trash Removal	69.74	43978	01/13/23
34895	01/01/23	MSP Trash Removal 1688870	210-5-41-26-400.000 Contracted Services	392.33	43978	01/13/23
34895	01/06/23	DENSMORE DR-Beds 1690264	210-5-40-12-425.000 Trash Removal	100.00	43978	01/13/23
20470	12/31/22	Dec Vehic fuel 295339	210-5-41-22-626.000 Gasoline	565.71	43979	01/13/23
20470	12/31/22	Dec Vehic fuel 295339	210-5-41-26-626.000 Gasoline	185.46	43979	01/13/23

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Check Warrant Report # 17336 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 01/13/23 To 01/13/23 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
20470	12/31/22	GLOBAL MONTELLO GROUP Dec Vehic fuel 295339	210-5-40-12-626.000 Gasoline	5831.89	43979	01/13/23
23560	01/09/23	GORDON STAMP & ENG. TRODat 5.430 010923	210-5-10-10-610.000 General Supplies	123.40	43981	01/13/23
33495	12/23/22	INGRAM LIBRARY SERVICES I Adult Collection, Supplie 73475206	210-5-35-10-640.201 Adult Collection	12.19	43993	01/13/23
33495	12/23/22	INGRAM LIBRARY SERVICES I Adult Collection, Supplie 73475206	210-5-35-10-610.000 General Supplies	0.58	43993	01/13/23
33495	12/23/22	INGRAM LIBRARY SERVICES I Adult Collection, Supplie 73475206	210-5-35-10-560.000 Postage	2.50	43993	01/13/23
11710	01/03/23	INVEST EAP EAP 010322D	210-5-25-10-290.000 Other Employee Benefits	432.00	43995	01/13/23
V9454	12/28/22	LENNY'S SHOE & APP UNIFORM 60129 3475919	210-5-40-12-612.000 Uniforms	144.96	44000	01/13/23
25625	12/29/22	LOWE'S - 1080 EJRP Lowes December 12151	210-5-30-12-610.000 General Supplies	42.68	44002	01/13/23
25625	12/02/22	LOWE'S - 1080 EJRP Lowes December 4191080 1222	210-5-30-12-610.000 General Supplies	126.10	44002	01/13/23
V10130	12/27/22	LOWE'S BUSINESS ACCOUNT Hardware 02057	210-5-25-10-431.000 R&M Buildings & Grounds	39.43	44003	01/13/23
V10130	12/08/22	LOWE'S BUSINESS ACCOUNT General supplies 02174	210-5-30-10-610.000 General Supplies	35.85	44003	01/13/23
V10130	12/29/22	LOWE'S BUSINESS ACCOUNT general supplies 02426A	210-5-30-12-610.000 General Supplies	54.12	44003	01/13/23
23445	12/20/22	MATTHEW BENDER & CO., INC Adult Collection, Postage 35014822	210-5-35-10-640.201 Adult Collection	125.00	44005	01/13/23
23445	12/20/22	MATTHEW BENDER & CO., INC Adult Collection, Postage 35014822	210-5-35-10-560.000 Postage	16.43	44005	01/13/23
40885	12/30/22	MOMENTS BY KATE Volunteer appreciation 18	210-5-35-10-845.000 Employee/Volunteer Recogn	119.25	44009	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	210-5-35-10-442.000 Rental Vehicles/Equip	0.87	44012	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	210-5-35-10-442.000 Rental Vehicles/Equip	65.60	44012	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	210-5-40-12-442.000 Rental Vehicles/Equip	1.02	44012	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	210-5-10-10-442.000 Rental Vehicles/Equip	30.67	44012	01/13/23
13475	12/16/22	NEEDHAM ELECTRIC SUPPLY (MSP BathroomLight S5962244001	210-5-30-12-431.000 R&M Buildings & Grounds	682.50	44014	01/13/23
14200	12/20/22	NORTHEAST EMERGENCY TRAIN EMT Course 2688	210-5-25-10-500.000 Training, Conf, Dues	1250.00	44017	01/13/23
27240	12/19/22	OTIS ELEVATOR COMPANY Maintenance Service - Ele 100401023294	210-5-41-21-400.000 Contracted Services	339.98	44024	01/13/23
V10729	11/29/22	OVERDRIVE INC J Collection 22429448	210-5-35-10-640.202 Juvenile Collection	454.77	44026	01/13/23
V10729	12/03/22	OVERDRIVE INC Adult Collection 22436150	210-5-35-10-640.201 Adult Collection	1950.95	44026	01/13/23
V10729	11/30/22	OVERDRIVE INC Adult Collection: Craftsy SV22432988	210-5-35-10-640.201 Adult Collection	11.96	44026	01/13/23

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Check Warrant Report # 17336 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 01/13/23 To 01/13/23 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10729	12/31/22	OVERDRIVE INC Adult Collection: Craftsyt SV22461448	210-5-35-10-640.201 Adult Collection	14.95	44026	01/13/23
24100	12/07/22	PERMA-LINE CORP OF NEW EN FINISHED STREET SIGNS 196124	210-5-40-12-572.000 Traffic Control	183.20	44031	01/13/23
V10554	01/05/23	PHOENIX BOOKS BURLINGTON Youth Collection 694277	210-5-35-10-640.202 Juvenile Collection	27.98	44032	01/13/23
V10554	01/05/23	PHOENIX BOOKS BURLINGTON Adult Collection 694281	210-5-35-10-640.201 Adult Collection	22.39	44032	01/13/23
V10554	01/09/23	PHOENIX BOOKS BURLINGTON Adult Collection 699025	210-5-35-10-640.201 Adult Collection	14.40	44032	01/13/23
24410	12/31/22	PRIORITY EXPRESS INC Courier grant: 8 bin swap 80272253	210-5-90-00-890.000 Federal Grant Expenditure	176.24	44035	01/13/23
05380	01/05/20	PURCHASE POWER Postage 406111223	210-5-10-10-560.000 Postage	246.00	44037	01/13/23
37430	06/09/22	R R CHARLEBOIS INC AIR FILTER, PRIMARY IE18662A	210-5-40-12-430.000 R&M Vehicles & Equipment	106.93	44039	01/13/23
37430	12/07/22	R R CHARLEBOIS INC Trk 5 Gas Cylinder IE28156	210-5-40-12-430.000 R&M Vehicles & Equipment	76.73	44039	01/13/23
24325	12/19/22	RADIO NORTH GROUP INC Headset Repair 24144739	210-5-25-10-430.000 R&M Vehicles & Equipment	215.00	44040	01/13/23
37965	11/08/22	S D IRELAND CONCRETE PORTLAND, LAFARGE I/II 94 363834	210-5-40-12-605.000 Summer Construction Suppl	740.00	44046	01/13/23
03180	09/14/22	SAFETY SYSTEMS OF VT LLC Technical Services: Fire 22116	210-5-35-10-340.000 Technical Services	300.00	44047	01/13/23
03180	09/22/22	SAFETY SYSTEMS OF VT LLC Technical services - came 22139	210-5-35-10-340.000 Technical Services	150.00	44047	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-41-26-622.000 Electricity	421.16	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-41-23-622.000 Electricity	53.77	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-41-21-622.000 Electricity	130.78	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-41-22-622.000 Electricity	75.93	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-41-20-622.000 Electricity	75.93	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-40-12-622.000 Electricity	151.54	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	210-5-40-12-622.000 Electricity	37.26	44048	01/13/23
10435	12/12/22	SCREENMYLOGO.COM EJRP Staff Gear 19738	210-5-30-10-550.000 Printing and Binding	2270.55	44050	01/13/23
09105	12/27/22	SECURE SHRED EJRP Shred Service 412956	210-5-30-10-330.000 Professional Services	22.00	44051	01/13/23
42565	12/21/22	SEVEN DAYS Legal Notice 226722	210-5-10-10-810.113 Trustee Expenditures	136.76	44052	01/13/23
29835	08/15/22	SHERWIN-WILLIAMS BRUSH 2" TRIM 99655	210-5-40-12-610.000 General Supplies	15.56	44053	01/13/23
23855	12/07/22	SOUTHWORTH-MILTON, INC. Element Kt, element -sep INV2778897	210-5-40-12-430.000 R&M Vehicles & Equipment	70.00	44056	01/13/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14800	01/01/23	TECH GROUP INC Anti-Virus Contract 100938	210-5-25-10-431.000 R&M Buildings & Grounds	40.00	44059	01/13/23
21000	01/04/23	UNIFIRST CORPORATION Contracted Services: Mats 1080123356	210-5-41-21-400.000 Contracted Services	63.47	44064	01/13/23
19350	01/03/23	VERIZON CONNECT FLEET USA VEH TRACK SUBSCRIPTION 328000038986	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	44067	01/13/23
36130	12/17/22	VERIZON WIRELESS VSAT City Mgr cell Dec 22 9923189662	210-5-10-10-530.000 Communications	50.39	44068	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT CELL PHONE SvcPD 11/19-12 9923217346	210-5-40-12-530.000 Communications	35.01	44069	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT Wireless Bill 9923221088	210-5-10-10-530.000 Communications	160.04	44070	01/13/23
36130	12/19/22	VERIZON WIRELESS VSAT cell phones 12/20 thru 01 9923310435	210-5-40-12-530.000 Communications	192.57	44071	01/13/23
11935	12/05/22	VIKING-CIVES USA Description: HOSE HYD HIG 4519923	210-5-40-12-430.000 R&M Vehicles & Equipment	25.65	44072	01/13/23
23395	11/14/22	VILLAGE HARDWARE - WILLIS nuts and screws 515791	210-5-10-10-610.000 General Supplies	19.12	44074	01/13/23
23395	11/28/22	VILLAGE HARDWARE - WILLIS stl wool pad 515840	210-5-10-10-610.000 General Supplies	6.17	44074	01/13/23
23395	12/14/22	VILLAGE HARDWARE - WILLIS 6PK2x9 Step Tread Strip 515927	210-5-10-10-610.000 General Supplies	22.78	44074	01/13/23
28470	12/23/22	VMERS DB 110800 Payroll Transfer PR-12/23/22	210-2-00-00-210.004 Retirement Payable	20845.24	44081	01/13/23
29825	12/22/22	VT GAS SYSTEMS MSP VT Gas Dec 1578756 1222	210-5-41-26-621.000 Natrual Gas/Heating	423.31	44084	01/13/23
29825	12/22/22	VT GAS SYSTEMS MSP VT Gas Dec 810044 0123	210-5-41-26-621.000 Natrual Gas/Heating	421.93	44088	01/13/23
38200	12/16/22	VT RECREATION & PARKS ASS CPSI Harlan Smith 02379	210-5-30-12-500.000 Training, Conf, Dues	600.00	44090	01/13/23
38200	12/16/22	VT RECREATION & PARKS ASS CPSI Matthew Smith 02380	210-5-30-12-500.000 Training, Conf, Dues	600.00	44090	01/13/23
41630	12/22/22	VT STATE TREASURER Dog fees to state 20221231A	210-2-00-00-215.004 Due to VT Dog Lic	135.00	44093	01/13/23
07565	12/13/22	W B MASON CO INC Office WWTF shorted the i 234870818	210-5-30-12-610.000 General Supplies	23.89	44095	01/13/23
07565	12/14/22	W B MASON CO INC Office Supplies 234910867	210-5-30-10-610.000 General Supplies	150.49	44095	01/13/23
07565	12/15/22	W B MASON CO INC Toner 234948341	210-5-25-10-610.000 General Supplies	993.42	44095	01/13/23
07565	12/28/22	W B MASON CO INC Dec office supplies C13055271222	210-5-10-10-610.000 General Supplies	33.96	44096	01/13/23
40555	12/29/22	WINHALL MEMORIAL LIBRARY Adult Collection 006	210-5-35-10-640.201 Adult Collection	12.00	44099	01/13/23
23390	01/06/23	WOMEN LEADING GOVERNMENT Membership dues 1122023D	210-5-10-10-500.000 Training, Conf, Dues	40.00	44100	01/13/23
23390	01/06/23	WOMEN LEADING GOVERNMENT Membership dues 11223DRM	210-5-10-10-500.000 Training, Conf, Dues	40.00	44100	01/13/23
25715	12/09/22	DONALD L. HAMLIN CONSULT Brickyard culvert enginee 22820 1222	230-5-40-13-895.830 BC2058 Brickyard Culvert	416.25	43950	01/13/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23435	12/31/22	CHAMPLAIN WATER DISTRICT City water Dec 2022 123122D	254-5-54-20-411.000 CWD Water Purchase	1125.65	43927	01/13/23
23435	12/31/22	CHAMPLAIN WATER DISTRICT City water Dec 2022 123122D	254-5-54-70-411.400 CWD Water Purchase - Glob	5070.30	43927	01/13/23
23435	12/31/22	CHAMPLAIN WATER DISTRICT City water Dec 2022 123122D	254-5-54-20-411.000 CWD Water Purchase	56147.43	43927	01/13/23
23435	12/31/22	CHAMPLAIN WATER DISTRICT City water Dec 2022 123122D	254-5-54-70-411.400 CWD Water Purchase - Glob	252906.56	43927	01/13/23
25715	12/09/22	DONALD L. HAMLIN CONSULT Survey, design, main stre 21806 1222	254-5-54-70-723.004 Main St Water Line	13223.20	43950	01/13/23
35260	12/21/22	EAST COAST PRINTERS INC robbie lebeau- Water unif 11152204	254-5-54-20-612.000 Uniforms	298.00	43952	01/13/23
16000	12/05/22	FISHER AUTO PARTS Oil and filter for Truck 293402211	254-5-54-20-626.000 Gasoline	69.78	43971	01/13/23
16000	12/05/22	FISHER AUTO PARTS Oil and filter for Truck 293402211	254-5-54-20-430.000 R&M Vehicles & Equipment	16.24	43971	01/13/23
20470	12/31/22	GLOBAL MONTELLO GROUP Dec Vehic fuel 295339	254-5-54-20-626.000 Gasoline	221.79	43979	01/13/23
03070	12/28/22	MINUTEMAN PRESS City Wtr bills 55882	254-5-54-20-610.000 General Supplies	204.34	44008	01/13/23
38760	12/28/22	TI-SALES INC Neptune T-10 Meter Integr 1NV0152051	254-5-54-70-750.001 Meter Replacement Program	1843.15	44062	01/13/23
38760	11/14/22	TI-SALES INC KIT-FK2B-NL 2" Elliptical 1NV0150601	254-5-54-70-750.001 Meter Replacement Program	76.10	44062	01/13/23
28455	12/06/22	UNITED CONSTRUCTION & FOR 310SK BACKHOE 9765804	254-5-54-20-430.000 R&M Vehicles & Equipment	179.15	44066	01/13/23
28455	12/09/22	UNITED CONSTRUCTION & FOR 310SK BACKHOE 9770858	254-5-54-20-430.000 R&M Vehicles & Equipment	164.03	44066	01/13/23
36130	12/19/22	VERIZON WIRELESS VSAT cell phones 12/20 thru 01 9923310435	254-5-54-20-530.000 Communications	176.82	44071	01/13/23
38680	12/01/20	VT RURAL WATER ASSOC Membership Dues combined 2022 12	254-5-54-20-500.000 Training, Conf, Dues	545.00	44091	01/13/23
05290	11/04/22	ADVANCE AUTO PARTS CLAMP 552230820650	255-5-55-30-570.000 Other Purchased Services	33.56	43887	01/13/23
05290	11/28/22	ADVANCE AUTO PARTS CLAMP 552233299231	255-5-55-30-570.000 Other Purchased Services	-33.56	43887	01/13/23
V10655	12/08/22	AQUAFIX (THE BUGMAN) Aquafix midge fly control IN005208	255-5-55-30-619.000 Chemicals	1183.23	43899	01/13/23
07465	12/30/22	BIBENS ACE HARDWARE INC Repair for GBT floor 46691	255-5-55-30-570.000 Other Purchased Services	31.96	43904	01/13/23
29405	12/06/22	BURLINGTON COMMUNICATIONS 2 hand radios for WWTF BCS11870	255-5-55-30-570.000 Other Purchased Services	1590.00	43914	01/13/23
11375	12/01/22	CASELLA WASTE MANAGEMENT Grit disposal for Dec 22 3372453	255-5-55-30-421.000 Grit Disposal	1097.64	43917	01/13/23
26290	12/15/22	CHAMPLIN ASSOC. INC. Cornell Pump-plant water 3463	255-5-55-30-570.000 Other Purchased Services	2105.77	43928	01/13/23
21210	12/14/22	CINTAS LOC # 68M 71 M supplies for med cabinets 5136816007	255-5-55-30-610.000 General Supplies	195.61	43930	01/13/23
V10411	07/11/22	CLEAN WATERS, INC. polymer 12397	255-5-55-30-568.000 Biosolids Subcontractor	5267.00	43933	01/13/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31545	12/14/22	COSTCO #314 Bernies Retirement / suppl 12/14/22D	255-5-55-30-610.000 General Supplies	319.60	43946	01/13/23
25715	12/09/22	DONALD L. HAMLIN CONSULT PCP groundwater measuring 22817 1222	255-5-55-30-330.000 Professional Services	206.00	43950	01/13/23
26440	12/12/22	EATON THOMAS J land app permit - whitcom 1222d	255-5-55-30-567.000 Biosolids Land Applicatio	935.00	43953	01/13/23
06870	11/04/22	ENDYNE INC 2210-30762 TKN - Whitcomb 428981	255-5-55-30-568.000 Biosolids Subcontractor	360.00	43956	01/13/23
06870	12/12/22	ENDYNE INC 2211-33950 SHT NY Bi-Mont 432304	255-5-55-30-568.000 Biosolids Subcontractor	410.00	43956	01/13/23
06870	12/15/22	ENDYNE INC 2212-35178 TKN 432510	255-5-55-30-618.000 Laboratory Supplies	35.00	43956	01/13/23
04640	11/29/22	FASTENAL INDUSTRIAL & CON restock of bolts inventor VTBUR315480	255-5-55-30-570.000 Other Purchased Services	46.45	43960	01/13/23
29280	12/19/22	FIRST NATIONAL BANK OMAH visa charges 11/19/22 to 04810-1222	255-5-55-30-610.000 General Supplies	435.97	43964	01/13/23
29280	12/19/22	FIRST NATIONAL BANK OMAH visa charges 11/19/22 to 04810-1222	255-5-55-30-505.000 Tech. Subs, Licenses	51.00	43964	01/13/23
16000	12/13/22	FISHER AUTO PARTS OIL,GREASE for bioxide pu 293403280	255-5-55-30-570.000 Other Purchased Services	8.19	43971	01/13/23
20470	12/31/22	GLOBAL MONTELLO GROUP Dec Vehic fuel 295339	255-5-55-30-626.000 Gasoline	497.65	43979	01/13/23
04035	12/15/22	GOT THAT RENTAL & SALES I Grinder for GBT Room 108092	255-5-55-30-570.000 Other Purchased Services	253.00	43983	01/13/23
06355	12/06/22	INDUSTRIAL SCIENTIFIC misc part 2589874	255-5-55-30-570.000 Other Purchased Services	14.99	43992	01/13/23
23980	10/20/22	INTERSTATE BATTERY OF VT SLA1075 IB 12 8 SLA 187 903201016802	255-5-55-30-570.000 Other Purchased Services	563.40	43994	01/13/23
23980	12/15/22	INTERSTATE BATTERY OF VT SLA0961 IB 6 12 SLA 903201017028	255-5-55-30-570.000 Other Purchased Services	252.00	43994	01/13/23
V9454	11/17/22	LENNY'S SHOE & APP UNIFORM HOWARD KIMBALL 3462661	255-5-55-30-612.000 Uniforms	339.00	44000	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	255-5-55-30-442.000 Rental Vehicles/Equip	38.72	44012	01/13/23
V97100	01/03/23	NEBRA Annual Membership Dues 3159	255-5-55-30-500.000 Training, Conf, Dues	975.00	44013	01/13/23
V1661	11/30/22	NORTH CENTRAL LABORATORIE Lab Supplies 479773	255-5-55-30-618.000 Laboratory Supplies	1602.69	44016	01/13/23
19325	01/01/23	OPEN APPROACH INC Monthly Billing for Janua 18621	255-5-55-30-340.000 Technical Services	690.00	44022	01/13/23
03160	12/08/22	P & H SENESAC INC POLYMER FOR DEWATERING 20408	255-5-55-30-619.000 Chemicals	9108.00	44027	01/13/23
12775	12/13/22	PRATT & SMITH ELECTRICAL Labor and parts for mult 10227	255-5-55-30-330.000 Professional Services	1672.59	44034	01/13/23
12775	12/31/22	PRATT & SMITH ELECTRICAL Trouble shooting primary 10265	255-5-55-30-570.000 Other Purchased Services	120.00	44034	01/13/23
29470	11/15/22	SIKORA SERVICE CENTER Truck 2015 Silverado alig 32587	255-5-55-30-430.000 R&M Vehicles & Equipment	99.95	44054	01/13/23
V2124	12/10/22	STAPLES ADVANTAGE WWTF office Supplies 3525192202	255-5-55-30-610.000 General Supplies	33.10	44057	01/13/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V2124	12/10/22	STAPLES ADVANTAGE wttf Supplies 3525192204	255-5-55-30-610.000 General Supplies	9.09	44057	01/13/23
V2124	12/17/22	STAPLES ADVANTAGE General supplies for WWTf 3525711416	255-5-55-30-610.000 General Supplies	20.58	44057	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT CELL PHONE SvcPD 11/19-12 9923217346	255-5-55-30-530.000 Communications	80.56	44069	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT CELL PHONE SvcPD 11/19-12 9923217346	255-5-55-30-570.000 Other Purchased Services	40.01	44069	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT Wireless Bill 9923221088	255-5-55-30-530.000 Communications	55.40	44070	01/13/23
23395	11/04/22	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS 515757	255-5-55-30-570.000 Other Purchased Services	28.03	44074	01/13/23
23395	11/29/22	VILLAGE HARDWARE - WILLIS paint digester control ro 515844	255-5-55-30-570.000 Other Purchased Services	11.38	44074	01/13/23
23395	12/29/22	VILLAGE HARDWARE - WILLIS Items for Control WWTf 515989	255-5-55-30-570.000 Other Purchased Services	53.18	44076	01/13/23
07565	12/12/22	W B MASON CO INC cleaning supp. Shorted i 234839847	255-5-55-30-610.000 General Supplies	130.83	44095	01/13/23
07565	12/28/22	W B MASON CO INC Distilled Water for Lab 235161188	255-5-55-30-618.000 Laboratory Supplies	123.13	44095	01/13/23
07305	12/16/22	AIRGAS USA LLC TIP CTNG 1-1/4" HD ACET G 9133337331	256-5-56-40-610.000 General Supplies	37.58	43888	01/13/23
35260	12/21/22	EAST COAST PRINTERS INC Ron bundy- Sanitation 11152203	256-5-56-40-612.000 Uniforms	153.00	43952	01/13/23
20470	12/31/22	GLOBAL MONTELLO GROUP Dec Vehic fuel 295339	256-5-56-40-626.000 Gasoline	582.72	43979	01/13/23
03070	12/28/22	MINUTEMAN PRESS City Wtr bills 55882	256-5-56-40-610.000 General Supplies	408.69	44008	01/13/23
11555	11/03/22	RUSSELL RESOURCES INC Roscoe vac pumps 225156	256-5-56-40-431.000 R&M Buildings & Grounds	1167.90	44043	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	256-5-56-40-434.002 West Street PS Costs	105.01	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	256-5-56-40-434.001 Susie Wilson PS Costs	75.84	44048	01/13/23
17505	01/10/23	SAND HILL SOLAR LLC Billing Period 12/06/22-0 249	256-5-56-40-622.000 Electricity	26.46	44048	01/13/23
38760	12/28/22	TI-SALES INC Neptune T-10 Meter Integr 1NV0152051	256-5-56-70-750.001 Meter Replacement Program	3687.65	44062	01/13/23
38760	11/14/22	TI-SALES INC KIT-FK2B-NL 2" Elliptical 1NV0150601	256-5-56-70-750.001 Meter Replacement Program	152.19	44062	01/13/23
40565	01/03/23	BARTLETT DEANNA Chair Yoga 010323D	258-5-33-13-830.000 Regular Programs	504.00	43902	01/13/23
29725	11/25/22	FIRST NATIONAL BANK OMAHA Credit Card Statement 2212 1122	258-5-33-13-830.000 Regular Programs	79.97	43965	01/13/23
29725	11/25/22	FIRST NATIONAL BANK OMAHA Credit Card Statement 2212 1122	258-5-33-13-830.000 Regular Programs	255.36	43965	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	258-5-33-13-442.000 Rental Vehicles/Equip	59.52	44012	01/13/23
21000	01/04/23	UNIFIRST CORPORATION Senior Center Services 1080123357	258-5-33-13-330.000 Professional Services	51.98	44064	01/13/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25445	01/04/23	RK Fleming Field Trip 1/1	000445	259-5-30-15-580.000 Travel	250.00	43883	01/13/23
37985	12/23/22	CELL PHONE SERVICE	869X01012023	259-5-30-14-330.000 Professional Services	43.23	43884	01/13/23
37985	12/27/22	EJRP Cell Phones Dec	8730181 1222	259-5-30-15-530.000 Communications	798.88	43885	01/13/23
19815	01/06/23	RK FMS Supplies	11FVTYQH9YVY	259-5-30-15-610.000 General Supplies	196.18	43892	01/13/23
19815	01/04/23	RK EES Supplies	144W7W767QL3	259-5-30-15-610.000 General Supplies	94.60	43892	01/13/23
19815	01/06/23	RK EES Supplies	1CM7FJC49RFV	259-5-30-15-610.000 General Supplies	22.48	43892	01/13/23
19815	12/26/22	Vac Camp Supplies	1CQ46DLHH931	259-5-30-15-610.000 General Supplies	13.00	43892	01/13/23
19815	12/22/22	Giving Tree	1DQQ9CD1XLF9	259-5-30-14-610.000 General Supplies	39.99	43892	01/13/23
19815	12/19/22	RK EES Supplies	1DXP9VPWDY16	259-5-30-15-610.000 General Supplies	63.99	43894	01/13/23
19815	01/08/23	RK Summit Supplies	1JF1FCCYJ1R3	259-5-30-15-610.000 General Supplies	134.30	43894	01/13/23
19815	12/28/22	RK Westford Supplies	1L6CXTCG14QW	259-5-30-15-610.000 General Supplies	157.36	43896	01/13/23
19815	01/02/23	RK Westford Supplies	1L6CXTCGQL6	259-5-30-15-610.000 General Supplies	96.59	43896	01/13/23
19815	12/19/22	Giving Tree	1RG3K9D1CQXL	259-5-30-14-610.000 General Supplies	306.39	43896	01/13/23
19815	12/28/22	Vac Camp Supplies	1WT3FKC4XHQY	259-5-30-15-610.000 General Supplies	45.34	43896	01/13/23
19815	01/03/23	RK Westford Supplies	1XNWJFWPTQQH	259-5-30-15-610.000 General Supplies	6.79	43896	01/13/23
42665	12/10/22	EJRP Amazon December	0432266 1222	259-5-30-14-610.000 General Supplies	393.00	43897	01/13/23
42665	12/10/22	EJRP Amazon December	0432266 1222	259-5-30-16-610.000 General Supplies	157.42	43897	01/13/23
37875	12/29/22	Bus Inspection	6350	259-5-30-15-330.000 Professional Services	151.20	43974	01/13/23
37875	12/29/22	Bus Inspection/Battery	6351	259-5-30-15-330.000 Professional Services	433.12	43974	01/13/23
20470	12/31/22	Dec Vehic fuel	295339	259-5-30-15-626.000 Gasoline	165.23	43979	01/13/23
25585	12/30/22	Vac Camp Field Trip 12/30	123022D	259-5-30-15-580.000 Travel	2331.00	43996	01/13/23
40550	12/30/22	Christmas Make Take Craf	123022D	259-5-30-14-330.000 Professional Services	140.00	43997	01/13/23
25035	12/21/22	Winter/Spring Brochure De	22210	259-5-30-10-330.000 Professional Services	1250.00	44001	01/13/23
25035	01/03/23	Camp Brochure Design	23102	259-5-30-17-330.000 Professional Services	475.00	44001	01/13/23
25625	12/02/22	EJRP Lowes December	4191080 1222	259-5-30-14-610.000 General Supplies	311.40	44002	01/13/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23210	12/27/22	MCCARTHY BRIAN 152 122722D	259-5-30-14-330.000 Professional Services	50.00	44006	01/13/23
27970	12/20/22	MINI GOLF ON THE GO LLC RK Westford Field Trip 12 0000185	259-5-30-15-580.000 Travel	425.00	44007	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	259-5-30-10-442.000 Rental Vehicles/Equip	249.74	44012	01/13/23
06675	12/28/22	NATIONAL BUSINESS TECHNOL Copier usage 11/18-12/17/ IN522443	259-5-30-10-442.000 Rental Vehicles/Equip	34.77	44012	01/13/23
45250	10/20/22	NORTHSTAR FIREWORK DISPLA 7/4 Fireworks PREPAY FY24 102022D	259-1-00-00-120.000 Prepaid Expenses	14400.00	44018	01/13/23
29425	12/21/22	PERFORMANCE FOOD SERVICE RK MSP S/H Snack 780216	259-5-30-15-610.000 General Supplies	118.55	44030	01/13/23
29425	12/21/22	PERFORMANCE FOOD SERVICE RK Snack 780343	259-5-30-15-610.000 General Supplies	89.55	44030	01/13/23
29425	12/28/22	PERFORMANCE FOOD SERVICE Vac Camp Snack 782692	259-5-30-15-610.000 General Supplies	264.21	44030	01/13/23
29425	01/03/23	PERFORMANCE FOOD SERVICE RK Summit Snack 784933	259-5-30-15-610.000 General Supplies	130.62	44030	01/13/23
29425	01/03/23	PERFORMANCE FOOD SERVICE RK FMS Snack 784964	259-5-30-15-610.000 General Supplies	169.51	44030	01/13/23
29425	01/03/23	PERFORMANCE FOOD SERVICE RK Fleming Snack 785543	259-5-30-15-610.000 General Supplies	154.64	44030	01/13/23
29425	01/03/23	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 785712	259-5-30-15-610.000 General Supplies	159.41	44030	01/13/23
29425	01/04/23	PERFORMANCE FOOD SERVICE RK EES MSP Snack 786032	259-5-30-15-610.000 General Supplies	260.51	44030	01/13/23
29425	01/04/23	PERFORMANCE FOOD SERVICE RK S/H MSP Snack 786295	259-5-30-15-610.000 General Supplies	138.99	44030	01/13/23
29425	01/04/23	PERFORMANCE FOOD SERVICE RK Snack 786455	259-5-30-15-610.000 General Supplies	108.39	44030	01/13/23
29425	01/04/23	PERFORMANCE FOOD SERVICE RK Westford Snack 786499	259-5-30-15-610.000 General Supplies	196.11	44030	01/13/23
10435	12/02/22	SCREENMYLOGO.COM Thursday BBall Shirts 19722	259-5-30-14-610.000 General Supplies	367.50	44050	01/13/23
36130	12/18/22	VERIZON WIRELESS VSAT CELL PHONE SvcPD 11/19-12 9923217346	259-5-30-16-610.000 General Supplies	40.28	44069	01/13/23

01/13/23

Town of Essex Accounts Payable

10:36 am

Check Warrant Report # 17336 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 01/13/23 To 01/13/23 & Fund 2

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

466318.54

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	12/20/22	BRAKE LINE 3/16-JAP 552235454399	210-5-40-12-610.000 General Supplies	10.31	44104	01/20/23
05290	ADVANCE AUTO PARTS	12/21/22	VACUUM CONN ASST 1 PC 552235554412	210-5-40-12-610.000 General Supplies	-5.90	44104	01/20/23
05290	ADVANCE AUTO PARTS	01/05/23	GREASE-WHITE 552300539623	210-5-40-12-610.000 General Supplies	35.65	44104	01/20/23
05290	ADVANCE AUTO PARTS	01/05/23	Top Coat Blk Aer 552300554822	210-5-40-12-610.000 General Supplies	88.29	44104	01/20/23
05290	ADVANCE AUTO PARTS	01/06/23	SL Paint Tp1.41x60yd 552300654854	210-5-40-12-610.000 General Supplies	15.12	44104	01/20/23
05290	ADVANCE AUTO PARTS	01/10/23	HYDR FITTING 1 EA GA 1 E 552301099655	210-5-40-12-610.000 General Supplies	-4.63	44104	01/20/23
05290	ADVANCE AUTO PARTS	01/11/23	BED ARMOR AERO 552301139745	210-5-40-12-610.000 General Supplies	43.22	44104	01/20/23
00530	BRODART CO	01/03/23	J Collection, Supplies B6543098	210-5-35-10-640.202 Juvenile Collection	13.33	44119	01/20/23
00530	BRODART CO	01/03/23	J Collection, Supplies B6543098	210-5-35-10-610.000 General Supplies	0.80	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543402	210-5-35-10-640.201 Adult Collection	556.51	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543402	210-5-35-10-610.000 General Supplies	22.40	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543429	210-5-35-10-640.201 Adult Collection	227.20	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543429	210-5-35-10-610.000 General Supplies	9.60	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543430	210-5-35-10-640.201 Adult Collection	723.91	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543430	210-5-35-10-610.000 General Supplies	35.20	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection B6543432	210-5-35-10-640.201 Adult Collection	140.31	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543518	210-5-35-10-640.201 Adult Collection	359.46	44119	01/20/23
00530	BRODART CO	01/04/23	Adult Collection, Supplie B6543518	210-5-35-10-610.000 General Supplies	16.80	44119	01/20/23
22670	CAPITAL ONE CREDIT CARD -	01/16/23	EJRP Credit Card Dec/Jan 6508 0123	210-5-30-10-610.000 General Supplies	558.65	44120	01/20/23
22670	CAPITAL ONE CREDIT CARD -	01/16/23	EJRP Credit Card Dec/Jan 6508 0123	210-5-30-10-505.000 Tech. Subs, Licenses	558.84	44120	01/20/23
22670	CAPITAL ONE CREDIT CARD -	01/16/23	EJRP Credit Card Dec/Jan 6508 0123	210-5-17-10-850.000 Community Events and Cele	4.99	44120	01/20/23
22670	CAPITAL ONE CREDIT CARD -	01/16/23	EJRP Credit Card Dec/Jan 6508 0123	210-5-30-10-550.000 Printing and Binding	1450.86	44120	01/20/23
03000	CARGILL SALT EASTERN INC	12/12/22	DEICER SALT ICE CNTRL BLK 2907779153	210-5-40-12-600.000 Salt, Sand and Gravel	5737.92	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/15/22	DEICER SALT ICE CNTRL BLK 2907792387	210-5-40-12-600.000 Salt, Sand and Gravel	1914.36	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/16/22	DEICER SALT ICE CNTRL BLK 2907796161	210-5-40-12-600.000 Salt, Sand and Gravel	3939.66	44121	01/20/23

10:21 am

Check Warrant Report # 17337 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 01/20/23 To 01/20/23 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	12/19/22	DEICER SALT ICE CNTRL BLK 2907802598	210-5-40-12-600.000 Salt, Sand and Gravel	3685.10	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/19/22	DEICER SALT ICE CNTRL BLK 2907802601	210-5-40-12-600.000 Salt, Sand and Gravel	1896.30	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/22/22	DEICER SALT ICE CNTRL BLK 2907816421	210-5-40-12-600.000 Salt, Sand and Gravel	5577.10	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/23/22	DEICER SALT ICE CNTRL BLK 2907818791	210-5-40-12-600.000 Salt, Sand and Gravel	2807.90	44121	01/20/23
03000	CARGILL SALT EASTERN INC	12/27/22	DEICER SALT ICE CNTRL BLK 2907824536	210-5-40-12-600.000 Salt, Sand and Gravel	1876.52	44121	01/20/23
V10617	CHADWICK-BAROSS	12/13/22	sidewalk machine C48907	210-5-40-12-430.000 R&M Vehicles & Equipment	105.85	44126	01/20/23
V10617	CHADWICK-BAROSS	12/22/22	sidewalk machine exhaust C49584	210-5-40-12-430.000 R&M Vehicles & Equipment	560.32	44126	01/20/23
33925	CHUCK'S HEATING & AIR CON	01/06/23	3 Pearl St HVAC Repair W45256	210-5-41-22-431.000 R&M Buildings & Grounds	560.00	44129	01/20/23
21210	CINTAS LOC # 68M 71 M	01/03/23	misc med supplies, and cl 5139131609	210-5-40-12-610.000 General Supplies	44.08	44130	01/20/23
30100	COBRAHELP	01/15/23	COBRA services Jan 275670	210-5-10-10-210.000 Group Insurance	32.90	44132	01/20/23
04940	COMCAST	12/12/22	Tv Internet 12/19 thru 0 0091811 1222	210-5-40-12-600.000 Salt, Sand and Gravel	62.91	44133	01/20/23
04940	COMCAST	12/12/22	Tv Internet 12/19 thru 0 0091811 1222	210-5-40-12-610.000 General Supplies	185.91	44133	01/20/23
31545	COSTCO #314	01/10/23	Water 01102023D	210-5-25-10-610.000 General Supplies	136.91	44136	01/20/23
25715	DONALD L. HAMLIN CONSULT	11/28/22	Provide assistance as req 22801 1122	210-5-40-12-451.000 Summer Construction Servi	338.25	44141	01/20/23
25715	DONALD L. HAMLIN CONSULT	01/13/23	Old Colchester Road sewe 22808 0123	210-5-40-12-330.000 Professional Services	135.00	44141	01/20/23
25715	DONALD L. HAMLIN CONSULT	01/17/23	measuring wells for SW PC 22817 0123	210-5-40-12-330.000 Professional Services	417.00	44141	01/20/23
19005	FIRSTLIGHT FIBER	01/01/23	Communications 13216675	210-5-40-12-530.000 Communications	163.09	44159	01/20/23
19005	FIRSTLIGHT FIBER	01/01/23	Telephone 13216677	210-5-25-10-530.000 Communications	258.38	44160	01/20/23
19005	FIRSTLIGHT FIBER	01/01/23	EJRP Internet 13217147	210-5-41-26-530.000 Communications	360.00	44161	01/20/23
16000	FISHER AUTO PARTS	01/06/23	Truck # 7 int. Dump 293406042	210-5-40-12-430.000 R&M Vehicles & Equipment	15.14	44164	01/20/23
37875	FLEETPRIDE	11/07/22	COMPLETE SOLENOID CS20 12 103583966	210-5-40-12-430.000 R&M Vehicles & Equipment	209.95	44165	01/20/23
34895	GAUTHIER TRUCKING, INC.	12/23/22	tree branch removal 1683827	210-5-40-12-571.000 Streetscape Maintenance	1035.00	44169	01/20/23
34895	GAUTHIER TRUCKING, INC.	01/01/23	9 EAST ST couch, treadmill 1687895	210-5-40-12-425.000 Trash Removal	100.00	44169	01/20/23
04035	GOT THAT RENTAL & SALES I	12/22/22	OIL 108253	210-5-30-12-610.000 General Supplies	16.74	44172	01/20/23
07010	GREEN MOUNTAIN POWER CORP	12/09/22	Gmp non solar 11/10 thru 1222 NS	210-5-40-12-622.200 Streetlight Electricity	10238.82	44175	01/20/23

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	12/09/22	GREEN MOUNTAIN POWER CORP Gmp non solar 11/10 thru 1222 NS	210-5-40-12-622.200 Streetlight Electricity	757.84	44175	01/20/23
37715	01/04/23	INTEGRITY COMMUNICATIONS 2 Lincoln data jack insta 42074	210-5-35-10-340.000 Technical Services	275.14	44179	01/20/23
27670	01/06/23	IROQUOIS MANUFACTURING, I CUTTING EDGE 5/8x 6 x 8-1 165239	210-5-30-12-610.000 General Supplies	878.00	44181	01/20/23
V10347	12/07/22	J C EHRlich Pest Control 2 Lincoln 29609020	210-5-41-20-431.000 R&M Buildings & Grounds	117.72	44182	01/20/23
20365	01/05/23	KEY CHEVROLET BUICK GMC C Truck #3 Replaced shift C 456203	210-5-40-12-430.000 R&M Vehicles & Equipment	660.02	44185	01/20/23
V10407	01/10/23	KIMBALL MIDWEST LUBRICANT 100642820	210-5-40-12-610.000 General Supplies	103.94	44186	01/20/23
V9454	01/10/23	LENNY'S SHOE & APP troy uniform Street 3478028	210-5-40-12-612.000 Uniforms	259.98	44190	01/20/23
40975	01/11/23	LL DATA DESIGNS LLC Microsoft classes 2023T011	210-5-10-10-500.000 Training, Conf, Dues	300.00	44192	01/20/23
40580	11/29/22	M&T BANK power adapters fire dept 114863954618	210-5-25-10-610.000 General Supplies	54.95	44194	01/20/23
40580	12/06/22	M&T BANK budget mtg refresh 120622budget	210-5-10-10-810.113 Trustee Expenditures	122.82	44194	01/20/23
40580	12/12/22	M&T BANK Maynard Acrobat Subscript 121222ADOBE	210-5-13-10-505.000 Tech. Subs, Licenses	21.39	44194	01/20/23
40580	12/22/22	M&T BANK Cigna check postage 122222D	210-5-10-10-560.000 Postage	27.90	44194	01/20/23
40580	12/25/22	M&T BANK Acro Pro 1/23 THass 2341455512	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	44194	01/20/23
40580	12/30/22	M&T BANK ADOBE DEC HR 2344930462	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	44194	01/20/23
40580	12/15/22	M&T BANK fuel hose 369149	210-5-40-12-610.000 General Supplies	58.29	44194	01/20/23
40580	12/30/22	M&T BANK shop supplies 373008	210-5-40-12-610.000 General Supplies	158.98	44194	01/20/23
40580	12/30/22	M&T BANK return of supplies 373009	210-5-30-12-610.000 General Supplies	-65.73	44194	01/20/23
40580	12/27/22	M&T BANK time cards 5754	210-5-40-12-610.000 General Supplies	95.91	44194	01/20/23
40580	12/15/22	M&T BANK Sect 125 doc HC 64107030868	210-5-25-10-290.000 Other Employee Benefits	99.00	44194	01/20/23
40580	01/05/23	M&T BANK Notary Renewal for Teresa 64138545695	210-5-16-10-500.000 Training, Conf, Dues	30.00	44194	01/20/23
40580	12/31/22	M&T BANK PW JOB AD 73002410	210-5-40-12-330.000 Professional Services	303.47	44194	01/20/23
40580	12/20/22	M&T BANK CEU DwyerNotary 7582817	210-5-10-10-500.000 Training, Conf, Dues	59.00	44194	01/20/23
40580	01/01/23	M&T BANK HRIS Jan GOCO 98900	210-5-10-10-340.000 Technical Services	726.40	44194	01/20/23
40580	11/09/22	M&T BANK Zoom Cloud Storage INV174781393	210-5-10-10-505.000 Tech. Subs, Licenses	40.00	44194	01/20/23
40580	12/08/22	M&T BANK PW JK Bkck PW JK BkCK	210-5-40-12-330.000 Professional Services	30.00	44194	01/20/23

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40580	12/20/22	notary public renewal fee R361625	210-5-10-10-505.000 Tech. Subs, Licenses	30.00	44194	01/20/23
40580	12/21/22	VT HRA DUES VTHRA2023	210-5-10-10-500.000 Training, Conf, Dues	75.00	44194	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-10-10-210.000 Group Insurance	146.40	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-13-10-210.000 Group Insurance	109.80	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-40-12-210.000 Group Insurance	98.39	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-40-13-210.000 Group Insurance	7.32	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-35-10-210.000 Group Insurance	256.20	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-16-10-210.000 Group Insurance	36.60	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-30-10-210.000 Group Insurance	183.00	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022 1539007	210-5-30-12-210.000 Group Insurance	72.86	44196	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2 78752042	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	44201	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2 78752042	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	44201	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2 78752042	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	44201	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2 78752042	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	44201	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/ IN525881	210-5-35-10-442.000 Rental Vehicles/Equip	0.93	44202	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/ IN525881	210-5-35-10-442.000 Rental Vehicles/Equip	49.78	44202	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/ IN525881	210-5-40-12-442.000 Rental Vehicles/Equip	2.37	44202	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/ IN525881	210-5-10-10-442.000 Rental Vehicles/Equip	87.95	44202	01/20/23
13475	01/05/23	Wallplates Teen center S5973306002	210-5-41-20-431.000 R&M Buildings & Grounds	14.30	44203	01/20/23
25330	12/29/22	Sidewalk plow repair 274605	210-5-40-12-430.000 R&M Vehicles & Equipment	221.50	44210	01/20/23
37430	01/11/23	Truck # 34 Parts IE29659	210-5-40-12-430.000 R&M Vehicles & Equipment	252.93	44211	01/20/23
37430	12/06/22	Truck # 6 ABS light issue RC79961	210-5-40-12-430.000 R&M Vehicles & Equipment	456.10	44211	01/20/23
37965	10/20/22	10/20/22 COMM 3500 EXTERI 98685	210-5-40-12-605.000 Summer Construction Suppl	480.00	44217	01/20/23
25480	01/12/23	restock of nuts and bolts 57419	210-5-40-12-610.000 General Supplies	113.19	44218	01/20/23
29470	10/31/22	Hurst Trailer Inspection 32357	210-5-40-12-430.000 R&M Vehicles & Equipment	40.00	44222	01/20/23

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29470	11/08/22	SIKORA SERVICE CENTER Truck # 3 Alignment 32467	210-5-40-12-430.000 R&M Vehicles & Equipment	301.44	44222	01/20/23
23855	01/12/23	SOUTHWORTH-MILTON, INC. Connectors INV2809200	210-5-40-12-430.000 R&M Vehicles & Equipment	7.62	44224	01/20/23
25315	01/06/23	VESPA'S PIZZA PASTA & DEL City Staff Pizza 010623D	210-5-30-10-610.000 General Supplies	142.00	44232	01/20/23
11935	12/19/22	VIKING-CIVES USA 36" 48" Carbide Blade 4520553	210-5-40-12-430.000 R&M Vehicles & Equipment	1995.00	44233	01/20/23
11935	12/29/22	VIKING-CIVES USA FITTING HYD 4521028	210-5-40-12-430.000 R&M Vehicles & Equipment	7.97	44235	01/20/23
23395	12/12/22	VILLAGE HARDWARE - WILLIS fireplace shovel 515909	210-5-40-12-610.000 General Supplies	22.78	44236	01/20/23
23395	12/16/22	VILLAGE HARDWARE - WILLIS W T8 LED Bulb 515937	210-5-40-12-610.000 General Supplies	75.96	44236	01/20/23
23395	12/30/22	VILLAGE HARDWARE - WILLIS 3/16x7/8 Step Drill 515991	210-5-40-12-610.000 General Supplies	47.49	44236	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022 22873	210-5-40-12-621.000 Natural Gas/Heating	621.76	44239	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022 22873	210-5-41-21-621.000 Natural Gas/Heating	1223.22	44239	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022 22873	210-5-41-20-621.000 Natural Gas/Heating	895.39	44239	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022 22873	210-5-41-22-621.000 Natural Gas/Heating	778.51	44239	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022 22873	210-5-41-23-621.000 Natural Gas/Heating	595.66	44239	01/20/23
07565	12/29/22	W B MASON CO INC Park St Cleaning Supplies 235198996	210-5-30-12-610.000 General Supplies	58.99	44242	01/20/23
07565	12/29/22	W B MASON CO INC 2 Lincoln Cleaning Suppli 235198997	210-5-41-20-431.000 R&M Buildings & Grounds	58.99	44242	01/20/23
07565	12/29/22	W B MASON CO INC Brownell Library Cleaning 235199131	210-5-41-21-431.000 R&M Buildings & Grounds	58.99	44242	01/20/23
07565	01/04/23	W B MASON CO INC MSP Cleaning Supplies 235286461	210-5-30-12-610.000 General Supplies	74.99	44242	01/20/23
07565	01/05/23	W B MASON CO INC Brownell Cleaning Supplie 235333688	210-5-41-21-431.000 R&M Buildings & Grounds	68.99	44242	01/20/23
05375	01/06/23	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-01/06/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	1202311	01/20/23
05375	01/20/23	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-01/20/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	1202311	01/20/23
17140	01/20/23	THE EDGE (VILLAGE) Payroll Transfer PR-01/20/23	210-2-00-00-210.005 Misc Deductions Payable	66.50	1202312	01/20/23
17425	01/06/23	ICMA ROTH PLAN 706287 Payroll Transfer PR-01/06/23	210-2-00-00-210.004 Retirement Payable	50.00	1202313	01/20/23
17425	01/20/23	ICMA ROTH PLAN 706287 Payroll Transfer PR-01/20/23	210-2-00-00-210.004 Retirement Payable	50.00	1202313	01/20/23
V1160	01/20/23	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-01/20/23	210-2-00-00-210.004 Retirement Payable	2541.67	1202314	01/20/23
V1161	01/20/23	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-01/20/23	210-2-00-00-210.004 Retirement Payable	6661.31	1202315	01/20/23

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25715	01/13/23	DONALD L. HAMLIN CONSULT Engineering services Main	220-5-00-00-720.002 22815 0123 1 Main; Road Res-Q	450.00	44141	01/20/23
25715	01/13/23	DONALD L. HAMLIN CONSULT Crescent Connector STP 53	230-5-16-10-890.824 12833 0123 Cres. Connector	3060.00	44141	01/20/23
25715	01/13/23	DONALD L. HAMLIN CONSULT Crescent Connector Phase	230-5-16-10-890.824 18814 0123 Cres. Connector	2293.00	44141	01/20/23
36240	01/09/23	DUBOIS & KING INC Essex JCT STP 5300 (13) C	230-5-16-10-890.824 123016 Cres. Connector	3431.18	44143	01/20/23
36240	09/26/22	DUBOIS & KING INC ESSEX JCT STP 5300 (13) a	230-5-16-10-890.824 922191 Cres. Connector	22705.00	44143	01/20/23
V9632	12/21/22	HOYLE, TANNER & ASSOC, IN Brickyard culvert bud sup	230-5-40-13-895.830 0068202 BC2058 Brickyard Culvert	2212.50	44177	01/20/23
12235	10/06/22	NEW ENGLAND CENTRAL RAILR Crescent Connector MA Pro	230-5-16-10-890.824 210401 22 5 Cres. Connector	38953.69	44204	01/20/23
12235	10/06/22	NEW ENGLAND CENTRAL RAILR MA Project aC Essex STP	230-5-16-10-890.824 13NECR04R102 Cres. Connector	185828.09	44204	01/20/23
31275	01/09/23	DON WESTON EXCAVATING INC High school water break	254-5-54-20-433.000 10732 R&M Infrastructure	3285.00	44140	01/20/23
31275	01/10/23	DON WESTON EXCAVATING INC South Street watermain br	254-5-54-20-433.000 10735 R&M Infrastructure	2752.50	44140	01/20/23
40025	12/28/22	E J PRESCOTT INC 6X16 SS1 REP CLAMP 684724	254-5-54-20-430.000 6123360 R&M Vehicles & Equipment	321.01	44144	01/20/23
23000	01/10/23	F W WHITCOMB Outbound crushed glass	254-5-54-20-433.000 00012638 R&M Infrastructure	227.50	44151	01/20/23
07010	12/09/22	GREEN MOUNTAIN POWER CORP Gmp non solar 11/10 thru	254-5-54-20-622.000 1222 NS Electricity	62.39	44175	01/20/23
40940	01/04/23	LHWAT GROUP ATTN DCG ATTN Reimbursement for water A	254-2-00-00-200.001 0000392072 AP Manual	856.94	44191	01/20/23
27840	01/18/23	MADISON NATIONAL LIFE INS Life ins City Feb 2022	254-5-54-20-210.000 1539007 Group Insurance	97.72	44196	01/20/23
29825	12/22/22	VT GAS SYSTEMS 11/17 Thru 12/19/2022	254-5-54-20-621.000 22873 Natural Gas/Heating	116.28	44239	01/20/23
V10609	11/29/22	2G ENERGY INC. 2G generator install-seco	255-5-55-70-730.001 415082201089 Energy Conservation	16475.34	44101	01/20/23
V10609	12/23/22	2G ENERGY INC. 2G cogen engine troublesh	255-5-55-30-330.000 41508220123 Professional Services	6777.49	44101	01/20/23
14685	11/30/22	ALLIANCE MECHANICAL INC TM PM - on the 4/5 Buderu	255-5-55-30-330.000 060018 Professional Services	2156.86	44106	01/20/23
V10655	01/10/23	AQUAFIX (THE BUGMAN) Aquabac XT (Case of 2, 2.	255-5-55-30-619.000 1N005519 Chemicals	3333.95	44111	01/20/23
40990	01/05/23	AUTOMA TECH INC Win-911/PRO annual renewa	255-5-55-30-510.000 1366750 Permits, Licenses, Reg	1600.00	44112	01/20/23
04940	12/23/22	COMCAST communications 12/30 thru	255-5-55-30-530.000 0316028 1222 Communications	258.34	44134	01/20/23
V10734	10/19/22	ENCORE ESSEX JUNCTION SOL Monthly Payment (9/21-10/	255-5-55-30-622.000 2210WWTP Electricity	2969.11	44145	01/20/23
V10734	11/17/22	ENCORE ESSEX JUNCTION SOL Monthly Payment (10/19-11	255-5-55-30-622.000 2211WWTP Electricity	2969.11	44145	01/20/23
06870	10/31/22	ENDYNE INC 2210-30438 Essex Jct. WWT	255-5-55-30-340.000 427750 Technical Services	35.00	44146	01/20/23

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V10616	12/27/22	EVOQUA WATER TECH LLC	W2T501310, BIOXIDE 905659780	255-5-55-30-619.000 Chemicals	11169.30	44148	01/20/23
38955	12/22/22	F W WEBB COMPANY	taco pump digester 78783777	255-5-55-30-570.000 Other Purchased Services	4499.99	44149	01/20/23
19005	01/01/23	FIRSTLIGHT FIBER	communication / telephone 13216649	255-5-55-30-530.000 Communications	550.87	44158	01/20/23
07010	12/19/22	GREEN MOUNTAIN POWER CORP	39 cascade 11/17/- 12/16/ 1222 Cascade	255-5-55-30-622.000 Electricity	13212.06	44174	01/20/23
24250	12/19/22	IMPACT FIRE	New Fire extinguishers p 25015690	255-5-55-30-570.000 Other Purchased Services	1140.00	44178	01/20/23
V1248	08/24/22	KITCHEN WORLD, INC	Counter top for kitchen i 70680	255-5-55-30-570.000 Other Purchased Services	280.00	44187	01/20/23
05495	01/04/23	LCS CONTROLS, INC	Multiple items worked on 14455	255-5-55-30-570.000 Other Purchased Services	6750.00	44189	01/20/23
27840	01/18/23	MADISON NATIONAL LIFE INS	Life ins City Feb 2022 1539007	255-5-55-30-210.000 Group Insurance	249.98	44196	01/20/23
05485	01/10/23	NATIONAL BUSINESS LEASING	Copier leases 1/15-2/14/2 78752042	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	44201	01/20/23
06675	01/13/23	NATIONAL BUSINESS TECHNOL	Usage charge 12/18-01/17/ IN525881	255-5-55-30-442.000 Rental Vehicles/Equip	35.06	44202	01/20/23
V1661	12/12/22	NORTH CENTRAL LABORATORIE	nitrate and thermometer 480305	255-5-55-30-618.000 Laboratory Supplies	184.20	44205	01/20/23
V2093	01/09/23	SLACK CHEMICAL COMPANY IN	4,500 G Bleach 15%- EXP 6 449646	255-5-55-30-619.000 Chemicals	8605.50	44223	01/20/23
23395	12/08/22	VILLAGE HARDWARE - WILLIS	K Rai Max Fogger 515897	255-5-55-30-570.000 Other Purchased Services	19.94	44236	01/20/23
23395	12/16/22	VILLAGE HARDWARE - WILLIS	4-1/2x1/4x7/8 Gri Wheel 515935	255-5-55-30-570.000 Other Purchased Services	69.48	44236	01/20/23
23395	12/19/22	VILLAGE HARDWARE - WILLIS	Propane cylinder shovel 515940	255-5-55-30-610.000 General Supplies	160.46	44236	01/20/23
23395	12/20/22	VILLAGE HARDWARE - WILLIS	11-1/2fl Nyl Baster 515953	255-5-55-30-570.000 Other Purchased Services	24.67	44236	01/20/23
29825	12/22/22	VT GAS SYSTEMS	11/17 Thru 12/19/2022 22873	255-5-55-30-621.000 Natural Gas/Heating	3108.69	44239	01/20/23
17765	01/12/23	WAITE-HEINDEL ENVIRONMENT	2021-16 Essex Jct. Biosol 5495	255-5-55-30-568.000 Biosolids Subcontractor	230.00	44243	01/20/23
07010	12/09/22	GREEN MOUNTAIN POWER CORP	Gmp non solar 11/10 thru 1222 NS	256-5-56-40-622.000 Electricity	537.32	44175	01/20/23
27840	01/18/23	MADISON NATIONAL LIFE INS	Life ins City Feb 2022 1539007	256-5-56-40-210.000 Group Insurance	167.26	44196	01/20/23
11555	01/16/23	RUSSELL RESOURCES INC	VALVE CHK SWG CI AQUA 4 R 225228	256-5-56-70-722.004 South St PS Pump	5556.40	44216	01/20/23
11555	01/11/23	RUSSELL RESOURCES INC	VALVE GATE CI 4 FLGD RESI 225250	256-5-56-70-722.004 South St PS Pump	8079.40	44216	01/20/23
36130	12/23/22	VERIZON WIRELESS VSAT	Pump Station Comm 11/24-1 9923734500	256-5-56-40-434.001 Susie Wilson PS Costs	77.64	44230	01/20/23
36130	12/23/22	VERIZON WIRELESS VSAT	Pump Station Comm 11/24-1 9923734500	256-5-56-40-434.002 West Street PS Costs	77.64	44230	01/20/23
36130	12/23/22	VERIZON WIRELESS VSAT	Pump Station Comm 11/24-1 9923734500	256-5-56-40-431.000 R&M Buildings & Grounds	301.42	44230	01/20/23

10:21 am

Check Warrant Report # 17337 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 01/20/23 To 01/20/23 & Fund 2

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	12/22/22	11/17 Thru 12/19/2022	22873	256-5-56-40-434.001 Susie Wilson PS Costs	48.96	44239	01/20/23
29825	12/22/22	11/17 Thru 12/19/2022	22873	256-5-56-40-434.002 West Street PS Costs	49.24	44239	01/20/23
29825	12/22/22	11/17 Thru 12/19/2022	22873	256-5-56-40-621.000 Natural Gas/Heating	180.64	44239	01/20/23
19815	12/06/22	Raffle Tix EASC	19WKKWY36DK1	258-5-33-13-830.000 Regular Programs	34.32	44108	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2	78752042	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	44201	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/	IN525881	258-5-33-13-442.000 Rental Vehicles/Equip	109.88	44202	01/20/23
19630	09/21/22	clear clog in bath house	14760	259-5-30-11-431.000 R&M Buildings & Grounds	475.00	44118	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-15-610.000 General Supplies	505.98	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-15-500.000 Training, Conf, Dues	2294.32	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-17-330.000 Professional Services	921.81	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-14-610.000 General Supplies	1478.95	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-12-500.000 Training, Conf, Dues	368.03	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-16-610.000 General Supplies	288.70	44120	01/20/23
22670	01/16/23	EJRP Credit Card Dec/Jan	6508 0123	259-5-30-10-500.000 Training, Conf, Dues	238.00	44120	01/20/23
27590	12/30/22	Winter Brochure Printing/	27979	259-5-30-10-550.000 Printing and Binding	2718.00	44124	01/20/23
27810	01/06/23	Integration Fee	2311538	259-5-30-15-330.000 Professional Services	81.25	44138	01/20/23
27810	02/06/23	Integration Fee	2312129	259-5-30-15-330.000 Professional Services	81.25	44138	01/20/23
28565	01/07/23	Bus Clinic 7 Drivers	010723D	259-5-30-15-330.000 Professional Services	350.00	44162	01/20/23
40580	01/04/23	JOB AD PRESCHOOL	00525565	259-5-30-16-330.000 Professional Services	420.00	44194	01/20/23
40580	12/31/22	PRESCHOOL JOB AD	72949123	259-5-30-16-330.000 Professional Services	392.00	44194	01/20/23
27840	01/18/23	Life ins City Feb 2022	1539007	259-5-30-15-210.000 Group Insurance	401.07	44196	01/20/23
27840	01/18/23	Life ins City Feb 2022	1539007	259-5-30-16-210.000 Group Insurance	214.67	44196	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2	78752042	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	44201	01/20/23
05485	01/10/23	Copier leases 1/15-2/14/2	78752042	259-5-30-10-442.000 Rental Vehicles/Equip	177.90	44201	01/20/23
06675	01/13/23	Usage charge 12/18-01/17/	IN525881	259-5-30-10-442.000 Rental Vehicles/Equip	309.73	44202	01/20/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
06675	NATIONAL BUSINESS TECHNOL	01/13/23	Usage charge 12/18-01/17/ IN525881	259-5-30-10-442.000 Rental Vehicles/Equip	19.18	44202	01/20/23
29425	PERFORMANCE FOOD SERVICE	01/09/23	RK Summit Snack 788425	259-5-30-15-610.000 General Supplies	196.09	44209	01/20/23
29425	PERFORMANCE FOOD SERVICE	01/09/23	RK Snack 788695	259-5-30-15-610.000 General Supplies	104.67	44209	01/20/23
29425	PERFORMANCE FOOD SERVICE	01/09/23	RK FMS Snack 788704	259-5-30-15-610.000 General Supplies	124.78	44209	01/20/23
29425	PERFORMANCE FOOD SERVICE	01/09/23	RK Hiawatha Snack 788819	259-5-30-15-610.000 General Supplies	102.74	44209	01/20/23
20620	RASCO LAURA	01/06/20	Playgroup December 010623D	259-5-30-14-330.000 Professional Services	210.00	44213	01/20/23
16090	REGAL GYMNASTICS ACADEMY	01/09/23	Vac Camp Field Trip 12/29 010923D	259-5-30-15-580.000 Travel	632.00	44214	01/20/23
10435	SCREENMYLOGO.COM	01/04/23	Jr Hornets/Peewee TShirts 19788	259-5-30-14-610.000 General Supplies	581.25	44220	01/20/23
10435	SCREENMYLOGO.COM	01/05/23	Basketball Programs 19794	259-5-30-14-610.000 General Supplies	738.00	44220	01/20/23
30300	SWISH SPORTS LLC	01/09/23	Swish Holiday Camps 010923D	259-5-30-14-330.000 Professional Services	1620.00	44225	01/20/23
26795	VERMONT CHALKY PAINT LLC	11/21/22	EJRP Gift Making Nov. 000008	259-5-30-14-330.000 Professional Services	456.00	44231	01/20/23
Report Total					----- 457626.37 =====		

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING – FY24 BUDGET
MINUTES OF MEETING
December 6, 2022**

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25

COUNCILORS PRESENT: Andrew Brown, President; Raj Chawla, Vice President; Dan Kerin; Amber Thibeault; George Tyler.

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ADMINISTRATION: Regina Mahony, City Manager; Greg Duggan, Town (of Essex) Manager; Colleen Dwyer, Human Resources Director; Chris Gaboriault, Fire Chief; Ron Hoague, Chief of Police; Wendy Hysko, Library Director; Rick Jones, Public Works Superintendent; Karen Lemnah, Assessor; Brad Luck, Essex Junction Recreation & Parks (EJRP) Director; Susan McNamara-Hill, Clerk; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Harlan Smith, Director of Parks and Facilities; Ashley Snellenberger, Communications & Strategic Initiatives Director, Hannah Tracy, Assistant Library Director.

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OTHERS PRESENT: Dottie Bergendahl, Library Trustee; Jeanne Grant, Library Trustee; Travis Sabatano, Town of Essex Human Resources Director; Ken Signorello, Kate Vanni, Irene Wrenner.

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1. **CALL TO ORDER**

Councilor Brown called the meeting to order at 8:30 AM.

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2. **AGENDA ADDITIONS/CHANGES**

None.

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3. **APPROVE AGENDA**

None needed.

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4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

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47

5. **BUSINESS ITEMS**

a. Fiscal Year 2024 Budget Work Session

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Overview, Revenues

City Manager Mahony began by noting that this budget year is not comparable to past years, given the Junction's separation from the Town and conversion to a City since the last budget season. She noted that staff have prepared a "mock" budget FY22 for general comparison, noting that the FY24 General Fund budget is approximately \$11.4 million, which is 6.6% higher than an inflation adjusted FY22 mock budget. This results in a tax increase of 1.6% or \$40.64/year on a \$280,000 home over FY23. She noted the major items that make up the increase in the General Fund, which include an increase to health insurance rates, new positions that were not contemplated in the Fy22 mock budget, a higher-than-normal increase in fees to Essex Rescue, the Essex Junction Cemetery Association, new stormwater costs, several city events, and a capital transfer of 15%. She noted that the current budget includes approximately \$420,000 in an administrative allocation from the enterprise funds, which is a 33% increase over last year.

51
52
53

City Manager Mahony then outlined the Council's goals around the budget for FY24. These include a 6-8% budget reduction post-separation (and the proposed budget includes programmatic increases that result in a 1.6% tax rate increase), taking a more proactive approach to ordinance enforcement (and the

54 proposed budget includes funds for a half-year FTE to do so), allocating more funding to board
55 stipends/trainings, incorporating more diversity, equity, and inclusion work (and the proposed budget
56 includes a placeholder for Essex Best and \$3,000 for DEI initiatives), and increasing revenue (and the
57 proposed budget increases community development fees, developing a stormwater utility to offset its
58 growing budget, incorporating grant match amounts, a placeholder for local option sales tax revenue,
59 and projected revenue for the collection of a penalty for late homestead declarations).

60
61 City Manager Mahony walked through assumptions for the budget. These include assumptions for
62 compensation and benefits, which include several new positions and wage increases of 5.25% (and an
63 additional recommended increases of 1.25% that is not currently included in the budget, which is roughly
64 equivalent to \$28,000). She noted that personnel costs account for approximately \$3.8 million of the
65 \$11.4 million proposed FY24 budget.

66
67 **Fire**

68 City Manager Mahony noted that the overall budget is increasing by 13% and that the proposed budget
69 includes a technology subscription increase and a small tools and equipment increase (to account for
70 scheduled replacements of portable radios). Chief Gaboriault said that this would be to start repairing
71 radios on an annual basis as repairs are needed, as opposed to replacing everything at once every five
72 years. He also spoke about capital needs, in terms of a new fire department facility. Councilor Tyler
73 asked whether the Fire Department would consider c-locating with Essex Rescue, given that both
74 entities are in need of an upgraded physical space. Chief Gaboriault replied that yes, that could be a
75 solution. Council Thibeault asked if the radio replacement/repair line item would be consistent going
76 forward. Chief Gaboriault replied that yes, since they are trying to repair the radios on a rolling basis, he
77 anticipates it to be a line item with consistent funding going forward. Raj asked about a larger
78 regional fire district, given that other municipalities are looking to upgrade their own fire facilities. Chief
79 replied that a regional fire district makes sense in terms of cost but said that no municipality wants to
80 give up control over fire services.

81
82 **Clerk**

83 City Manager Mahony noted that this was previously under the Town's budget, except for the City's
84 share of election expenses. Councilor Tyler asked whether the increased prevalence of mail-in ballots
85 have increased costs for the clerk department. Clerk McNamara-Hill replied that it adds to the cost of
86 elections and stretches the election process out a day or two longer.

87
88 **Brownell Library**

89 City Manager Mahony noted that past revenue from the Town (\$15,000) has been removed from the
90 budget. She noted that part-time staffing has been increased by 10 hours per week to ensure that 4 staff
91 are on each shift. She noted an increase in adult collections for high-demand digital materials and an
92 increase in the machinery and equipment line to replace furniture with wipeable surface pieces (post-
93 Covid hygienic improvements). Director Hysko noted that in terms of the part-time line item, they have
94 found that having 3 people on staff at a time isn't sufficient when responding to issues. She noted that
95 the Junction received a grant to replace furniture and that they have elected to replace furniture with
96 more easily cleanable pieces. Councilor Tyler asked if the library is tracking the traffic of users that come
97 through and access services. Director Hysko replied that demand has shifted between types of media
98 post-Covid and that a different population of people are accessing the library than prior to Covid. She
99 said that the library is busy and is being used as a community center and gathering place for various
100 populations. Dottie Bergendahl, a Brownell Library Trustee, emphasized the importance of the library as
101 a resource for the community.

102
103 **Buildings, Capital**

104 City Manager Mahony noted that budgets for buildings have been increased for cleaning frequency for
105 2 Lincoln Street and Brownell. She noted an increased communications line for 2 Lincoln to add internet
106 service currently covered by the Town, as well as a general increases across most lines to account for
107 increased use of the building overall. She said that the Brownell building's communications budget
108 increased due to a switch to Burlington Telecom services. She said that the Fire Department building
109 budget increased to account for increased electricity costs. She noted that the gasoline costs for fire
110 trucks moved to the operating budget. She noted that in terms of potential capital plan items, the City
111 will be conducting facility analyses of the public works and fire department buildings in order to obtain
112 cost estimates to begin planning for those in the FY25 budget. She noted that for the Park Street School
113 building, there is an increased cost for repair/maintenance that had been taken out of previous years'
114 budgets. Councilor Tyler asked why the Park Street budget is included in this section of the budget and
115 not EJRPs budget. Finance Director Morris replied that the building is owned by the City and is included
116 in the general fund budget. Councilor Chawla asked about the repair line item for the Maple Street Park
117 building, which notes that several systems are at life expectancy. Superintendent Jones replied that a
118 number of buildings have roofs that need replacing and that he has been conducting those replacements
119 in sections rather than all at once.

120
121 City Manager Mahony then spoke about the capital budget. She noted that for the rolling stock fund, the
122 plan is to replace a pickup truck, dump truck, and landscape trailer. She noted that the City Capital fund,
123 it includes the 15% increase to the general fund contribution, major projects including the Crescent
124 Connector, Main Street waterline project, and the previously-mentioned strategy for the new public
125 works building in FY25. She said that for the EJRP capital fund, there is a general fund transfer of 1%.
126 She said that for the building maintenance fund, there was an opening balance of \$250,000, planned
127 expenditures of \$175,00 and planned transfer of \$50,000. She said that for the economic development
128 fund, the available fund balance is around \$650,000 and is funded by the penny on the tax rate. She
129 noted that the two projects planned for this fund are the 1 Main Street Park project and matching funds
130 for the \$3 million Amtrak station project. Councilor Tyler asked about the capital committee and whether
131 they need to approve the public works analysis of the building. City Manager Mahony replied that the
132 Capital Committee typically gives approval for the 15% transfer. Councilor Thibeault noted that the
133 Capital Committee typically reviews projects that are above \$10,000. Councilor Tyler asked if the Public
134 Works Department has enough staffing and whether wages are adequate. Superintendent Jones replied
135 that a few more dollars would make pay more competitive, but that's not included in the budget. City
136 Manager Mahony noted that the 5.25% wage increase is across the board, but the additional 1.25%
137 increase is not. Councilor Tyler asked about the project to replace the library roof and the rejected bids.
138 Superintendent Jones replied that there was some confusion about the original request for proposals
139 around the roof replacement project, and that they anticipate clarifying and reposting that RFP.

140
141 **Public Works/Stormwater**

142 City Manager Mahony noted that the streets budget includes increases related to paving costs and salt,
143 and replacement of streetlight banners and entrance signs for the City. She noted that the storm sewer
144 maintenance line item was moved from streets to stormwater. She noted that they split out safety
145 supplies from general supplies. She noted an increase in electricity and fuel costs. She finally noted a
146 planned increase in the rolling stock transfer. Finance Director Morris added that there isn't a building
147 budget for the public works facility and that all of the current building-related expenses are baked into
148 the other line items in the public works budget.

149
150 City Manager Mahony then walked through the stormwater budget. She noted that the budget was
151 previously funded by Town dollars and includes part-time salaries for interns that were previously funded
152 by the Town, expenditures related to MS4 permit requirements, storm sewer maintenance expenses
153 (which were moved from the streets budget), and increased grant match funds for the Better Roads

154 grant opportunities. Councilor Tyler asked whether they could move stormwater/sewer expenses from
155 the general fund into an enterprise fund that would be funded by rate payers. Finance Director replied
156 that that is an option. Councilor Tyler asked whether stormwater and water costs are increasing,
157 decreasing, or staying the same. Water Quality Superintendent Mandigo replied that they anticipate
158 costs to increase for a number of reasons. Councilor Chawla confirmed that the City does not have
159 impact fees associated with stormwater. City Manager Mahony said that impact fees are tough for Essex
160 Junction, since they are tied to new development and associated increased capacity and usage.

161
162 **Finance, Debt**

163 City Manager Mahony noted the addition of 3 new FTEs in the finance department, in order to separate
164 finance operations from the Town. She also noted expenses for software and an increase in casualty
165 insurance that resulted from a revaluation of recreation buildings and structures. Finance Director Morris
166 added that she and VLCT went through an exercise this summer to review every building and ensure it
167 was valued appropriately, and that they found that certain structures were missing from the schedule or
168 were combined and undervalued. She said that they should not see another 22% jump in rates after
169 this.

170
171 Finance Director Morris noted that most of the City's debt lives in the enterprise fund, so the expenses
172 associated with the general fund are minimal. She noted a transfer to the Town for police facility debt
173 that was approved by both the City and the Town voters.

174
175 **Economic Development**

176 City Manager Mahony said that this budget reflects the addition of the Junction Jam event and that other
177 events are captured in the EJRP budget. She said that other line items that had previously been in
178 Economic Development were moved to the County/Regional budget. Councilor Tyler noted that Junction
179 Jam was an event put on during Covid and asked whether it should continue and whether it could be
180 moved into the EJRP budget if it continues. Councilor Chawla agreed, noting that Junction Jam was a
181 mechanism for pandemic relief. Councilor Kerin suggested filling the Community Development Director
182 position prior to making large changes to some of these line items.

183
184 **Community Development**

185 City Manager Mahony noted that the budget includes \$46,000 for a half-year FTE for a code
186 enforcement officer, as one of the Council's goals has been to explore implementing ordinance
187 enforcement and rental registry program. She said that the budget also includes funding for GIS services
188 that are currently covered by the Town, \$10,000 in match for grants relate to Transit Oriented Design
189 visioning and bylaws for train stations, and an increase in funding to have Town Meeting TV cover two
190 additional meetings per month (for the Planning Commission and Development Review Board).
191 Councilor Chawla noted that there could be additional municipal meetings beginning, including for Essex
192 BEST and a citizen advisory board.

193
194 **Administrative/Legislative**

195 City Manager Mahony said that for the administration budget there is a net decrease in personnel costs
196 of around \$104,000, though there is the addition of a full-time administrative assistant position. She
197 noted that costs related to the City Council, communication, and election expenditures were pulled out
198 and put into their own budgets. She noted a line item around rebranding and DEI initiatives. She further
199 noted that staff would like to conduct some big-picture strategic planning in the spring, involving staff,
200 the Council, committees, and the public, which could help with FY25 design. She said that there is no
201 funding to hire a facilitator for this strategic planning, but that ARPA dollars are a potential funding
202 mechanism. She estimated that a facilitator would cost around \$40,000. Councilor Tyler asked how the
203 strategic planning would differ from municipal planning. City Manager Mahony replied that the

204 Comprehensive Plan is a good starting place, since it was revised in 2019, but the question is more
205 about how to achieve the goals laid out in the plan. Councilor Brown said that the last several years
206 have felt reactive rather than proactive, and is looking forward to developing thoughtful plans for moving
207 forward. City Manager Mahony added that there is the potential for additional revenue from fees related
208 to a rental registry.
209

210 City Manager Mahony noted that the legislative budget used to be included as part of the administrative
211 budget but has now been separated into its own costing center. She noted that there is \$5,000 in the
212 legislative budget for a strategic planning facilitator (though this does not cover the \$40,000 that she
213 estimated previously). Councilor Brown said that the \$5,000 would cover a one-day session, and that
214 \$40,000 would cover more than one strategic planning session. City Manager Mahony additionally noted
215 \$2,500 for training for Council members.
216

217 **Essex Junction Recreation & Parks General Fund**

218 City Manager Mahony began by noting a shift in duties for the Grounds & Facilities staff and an increase
219 in hours for part time staff to establish a part-time Buildings Coordinator, at approximately \$36,000. She
220 said that there is also the proposed addition of a full-time half-year Adult Program Director position at
221 approximately \$56,000. She noted the inclusion of the City's share of the senior center and senior van
222 programs for the first part of the fiscal year, and the City's share of the senior van for the second part of
223 the fiscal year. She noted that they did not have estimated costs for the City's share of the senior van
224 until recently, and the line item is at \$20,000. She noted that it will need to increase to approximately
225 \$38,000 to \$40,000, since the City has since received information on the cost of its share of the van
226 from the Town. She said that additional changes in the budget include \$7,500 for the Memorial Day
227 Parade, which was previously in the Town budget, and \$10,000 for the July 4th celebration, which was
228 previously covered 100% by program funds (the total expense is around \$30,000).
229

230 Councilor Mahony reviewed the EJRP administration budget, noting increases, that the technology costs
231 moved to the IT budget, and the Memorial Day parade and 4th of July events. She noted that the 4th
232 of July has typically been covered by EJRP program costs, but she would like to have some of that funding
233 moved to the general fund to cover that. Councilor Brown asked about Junction Jam and programming.
234 Brad Luck said that EJRP has taken the lead on many of the events, and that these events were geared
235 more toward economic development. He said the new Community Development Director should be
236 involved in this once that position is filled.
237

238 Director Luck noted that in general, the EJRP administration budget in the general fund is 92% salaries
239 and benefits and that only \$50,000 is not directly attributed to people. He said that the overall EJRP
240 budget is \$4.5 million, with \$1.4 million in the general fund and \$3.1 million in the program fund. He
241 noted that that split is almost the opposite of what is normally seen in a parks & recreation department
242 (the split is typically 60% in general fund and 40% in program fund). He said that there is not much to
243 cut out of the general fund now except for people. He noted the success of the 4th of July event, and
244 that EJRP is seeking corporate sponsorship for Citywide events like this. He said that the City may need
245 to increase the monetizing of events or cutting costs. Councilor Brown asked how administratively
246 burdensome it would be to have events be free for residents and paying a fee for non-residents. Director
247 Luck said that it could be challenging, and that they have explored charging for parking at events, which
248 is easier than dealing with proof of residency. He noted that EJRP has a scholarship fund for residents
249 who can't afford the costs of attending events put on by the City. Councilor Kerin also suggested asking
250 for donations. Councilor Tyler asked if the Building Coordinator will be a permanent position within the
251 EJRP department. He asked whether a more natural fit could be the public works department. City
252 Manager Mahony said that they will permanently need someone focused on buildings moving forward,
253 with that position potentially going to full-time at some point. She said that they haven't thought about

254 where it goes if it becomes full-time and that it could potentially become its own department. She noted
255 that Burlington's buildings coordinator position is house within its recreation department.
256

257 City Manager Mahony then discussed the adults programming budget. She noted that for the first six
258 months of the budget, the City is under an agreement with the Town for senior programming and van.
259 She said that the proposed Adult Program Director position and \$20,000 for continuing the senior van
260 service are for the remainder of the budget year (January-June 2024). She noted that the true cost of
261 the senior van will be closer to the \$38,000-\$40,000 range than the \$20,000 that was originally proposed.
262 She said that the City could discontinue the van service, which could lead to higher GMT/SSTA costs
263 since more people would access SSTA services (and not everyone who uses the senior van would
264 qualify for SSTA). She said that alternatively, the City could keep the senior van. She said that if they
265 discontinue the van, they should leave the \$20,000 in the budget to cover increased GMT/SSTA fees.
266 She noted that the senior center is about 30% City usage, and the van is closer to 40% City usage. She
267 said that the number of trips in FY23 for City users was 250 and the average number of trips per week
268 is 13. Director Luck asked whether the senior center need a dedicated 24/7 space, or whether the City
269 could use different spaces at different times. He suggested reframing the senior programming as
270 centered around activities and events, rather than just a dedicated space for senior programming.
271

272 Director Luck spoke briefly about the condition of recreational facilities. He said the recreation building
273 and pool are in fair shape, but that the City's tennis courts are in need of some work. He said that the
274 City also desperately needs gymnasium facilities.
275

276 **Town: Police, Assessor**

277 Chief Hoague provided a brief overview of the police department's budget, focusing on initiatives and
278 any notable increases. He noted a salary increase driven by the collective bargaining contract signed
279 between the Town and the police union. He said that the department is trying to slightly increase its
280 trainings every year, as well as continue funding its community liaison. He noted continued funding (of
281 \$10,000) for the Community Justice Center. He noted an increase in the community outreach team's
282 funding, noting how valuable their services are to the department. He said that they are also trying to
283 put funding toward capital needs. He said that they will be looking to replace some equipment, including
284 radios and other dispatch equipment, in the next 4-5 years. He said that they are anticipating replacing
285 two marked vehicles (both hybrids) and one of the detective vehicles. He said that there are no changes
286 built into the budget for personnel or positions. Councilor Tyler asked if officer retention has been an
287 issue for the police department. Chief Hoague replied that retention has been somewhat of an issue,
288 though attrition was due to personal/family circumstances for officers, not dissatisfaction with the
289 department or their positions. He said that they are in a relatively good position, compared to other
290 municipalities' police departments.
291

292 Assessor Lemnah outlined the assessing budget. She noted that there have not been significant
293 changes. She noted a slight increase in software, and that the majority of the increase over the previous
294 year is due to increases in salaries. She spoke about initiatives in the assessor's office, including
295 updating and focusing on the grand list and increasing efficiencies. She also spoke about the upcoming
296 reappraisal, noting that they have selected a vendor to begin collecting data in summer 2023. She noted
297 that the cost of that vendor's services will be covered by the reappraisal fund. Councilor Brown asked if
298 the assessor's office plans to conduct public outreach and education on the reappraisal process.
299 Assessor Lemnah replied that the vendor will be required to hold at least 3 forums, and that the
300 assessor's office will also put information on the website and Front Porch Forum.
301

302 **IT/Assessing/HHS/County-Regional**

303 City Manager Mahony noted that the information technology (IT) budget is solely based on estimates,
304 as it was previously included in the Town budget. She said that staff analyzed the Town of Milton's
305 contracted IT services and used that as a basis for estimates. She noted that the professional services
306 line in the budget should decrease over time and that some of the funding could shift to the
307 hardware/software/equipment line item. Finance Director Morris noted that the technology line item is
308 based on the replacement schedule provided by the Town's IT department.
309

310 City Manager Mahony outlined the Health and Human Services budget. She noted the inclusion of a
311 Health Officer line item. She acknowledged a previous question from Councilor Chawla regarding
312 whether the funding for that line item is sufficient, and said that Essex Town Manager Duggan has tried
313 to obtain tracking information data from the current health officer but he hasn't been able to obtain that
314 data yet. She also noted a significant increase for Essex Rescue, the inclusion of a request from the
315 Essex Junction Cemetery Association for \$20,000, and the addition of the Essex Police Department for
316 the City's share of the Town budget. The Council discussed the line item related to training for the health
317 officer and determined that \$200 is too low. Councilors recommended increasing that line item. City
318 Manager Mahony noted that the Town and City will both have health officers and that each will serve as
319 the deputy health officer for the other municipality.
320

321 City Manager Mahony then provided an overview of the County & Regional budget. She noted that the
322 Chittenden County Regional Planning Commission (CCRPC) and Greater Burlington Industrial
323 Corporation (GBIC) line items had previously been included in the Economic Development budget, but
324 have been moved here. She also noted the inclusion of membership dues and fees for Green Mountain
325 Transit (GMT) and Winooski Valley Park District, which had previously been included in the Town
326 budget. She noted that the GMT budget is based on an estimate from GMT from November and that
327 the county tax line item is based on an estimate.
328

329 **GENERAL DISCUSSION:**

330 Councilor Brown noted that this could be viewed as a worst-case scenario budget, since potential
331 sources of revenue have not yet been added to the proposed budget. He asked about the 15% capital
332 transfer. Councilor Thibeault replied that it's still necessary, but maybe could be decreased depending
333 on volume of local option tax. Finance Director Morris said that first quarter figures for the local option
334 tax revenue should be available in January.
335

336 Councilor Brown expressed support for the addition of an administrative assistant position. He noted the
337 request from the Public Works Department about an increase in salary above what is currently being
338 proposed. Councilor Tyler asked if a hiring bonus could be helpful with recruitment and retention for
339 some of those positions.
340

341 Councilor Thibeault asked what the structure of the Community Development office is anticipated to be
342 and what it will handle. City Manager Mahony said that the City's personnel needs are for a
343 Community Development Director, a Code Enforcement position, a Town Planner, and a Zoning
344 Administrator/Administrative Assistant. It is possible that things can shift over time and can figure out
345 how to make 3 positions work for these 4 areas. She said that the Town Planner and Zoning
346 Administrator could be combined into one position in future.
347

348 Councilor Tyler asked about the information technology budget, which is still largely based on
349 estimates and speculation. He said that he would like that to be tightened up further. City Manager
350 Mahony noted that they have a request for proposals posted for an information technology contractor.
351 Councilor Thibeault pointed out that the information technology expenses will decrease in future years,
352 since some of the expenses for this budget are related to start-up costs.

353
354 The Council acknowledged that a tax increase of any kind will likely not be looked upon favorably, and
355 discussed areas where they could potentially cut expenses. Councilors discussed the line item for
356 strategic planning and the line item for rebranding as potential items for decreases. They also
357 discussed whether they needed both a 4th of July event as well as a block party event several weeks
358 later. They additionally discussed the EJRP adult programming budget and whether line items in that
359 budget could be decreased or removed. They discussed whether they could decrease
360 training/travel/conference lines in different budgets. Councilor Brown suggested removing the senior
361 van funding after December and leaning on GMT and SSTA to provide those transportation services.
362 City Manager Mahony suggested holding several more conversations specifically on the adult
363 programming budget and senior van and that she would like to touch base with GMT staff prior to
364 bringing the topic back to the Council. Councilor Tyler suggested talking to some of the seniors that
365 participate in programming and asking them what they want in terms of adult programming and
366 services.

367
368 Councilor Tyler spoke about the library's request for an additional staff member, so that four staff are
369 on per shift rather than three. He noted that the library's budget has grown significantly over the last
370 several years. He suggested retaining current staff and potentially reducing the hours of operation at
371 the library, rather than increasing staff.

372
373 City Manager Mahony reviewed the follow-up questions that staff will look into, which include
374 potentially reducing library hours and how that might impact the budget, whether the City can satisfy
375 the need for a senior center space or programs for less than the cost of an adult programs position,
376 whether the City has the capacity to host more adult programming, following up on stipends for Essex
377 BEST, since they are not included in the police department budget, following up with GMT about costs
378 related to potentially halting the senior van service, exploring a reduction in travel/conference costs,
379 and including firmer IT budget estimates when available (which won't be until February).

380
381 **6. EXECUTIVE SESSION**

382 a. An executive session is not anticipated

383
384 **7. ADJOURN**

385
386 **RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, to adjourn the meeting. The**
387 **motion passed 5-0.**

388
389 Respectfully Submitted,
390 Amy Coonradt

391

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
MINUTES OF MEETING
January 11, 2022**

COUNCILORS PRESENT: Andrew Brown, President; Raj Chawla, Vice President; Dan Kerin; George Tyler.

ADMINISTRATION: Regina Mahony, City Manager; Rick Garey, Director of Support Services (Essex Police); Stacey Carson, Animal Control Officer; Brad Luck, Director of Essex Junction Recreation & Parks; Jessica Morris, Finance Director;

OTHERS PRESENT: Shanna Brady, Marcus Certa, Heidi Clark, Emma DeMello-Dennery, Jessica Frank, Catherine Guay, Nicholas Meyer, Lindsey Murcia, JoAnn Nichols, Anthony Pearce, Hillary Pearce, Frank Puleo, Jenna Puleo, Michelle Puleo, Cody Racine, Janelle Racine, Robin Racine, Cindy Reid, Robin Shover, Emily Savio, Jake Savio, Jason Struthers, Mike Sullivan, Kate Vanni.

1. **CALL TO ORDER**

Councilor Brown called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

Councilor Chawla requested that Consent Agenda Item #7c become part of the deliberative agenda, as Business Item #6f.

3. **APPROVE AGENDA**

DAN KERIN made a motion, seconded by GEORGE TYLER, to amend the agenda to make Consent Agenda Item #7c Business Item #6f. The motion passed 4-0.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

5. **VICIOUS DOG HEARING**

Director of Support Services Garey outlined the statutory authority through which the Council is able to serve as the quasi-judicial body in an investigation of vicious domestic pet. He outlined the process for tonight's hearing.

Stacey Carson, the Town's Animal Control Officer, began by providing an overview of the event. She said that she was first notified of the incident on January 3, and that the incident occurred on January 1. She said that the Town received a call from Janelle Racine that her dog had been attacked by another dog. She noted that the defendant paid for the veterinarian bills for the plaintiff's dog. She noted that there were no prior animal control incidents related to the defendant's dog. She noted that there was a video recording from the Racines that captured the incident, but said that it was not clear from the recording which dog was attacking which. She said that the dogs needed to be physically restrained from each other.

Director Garey noted that part of the process after a vicious dog incident requires quarantining the animal for a period of time. He noted that the Health Officer completed quarantine with the defendant's dog today and is reporting back that the dog remained friendly and calm and there was no evidence of rabies.

53 Janelle Racine, the plaintiff, described the incident. She noted that her dogs were on leash but that the
54 neighbor's dogs were not on leash and that in an unprovoked manner, the defendant dog attacked and
55 latched onto her dog for 25 seconds before she and her neighbor were able to separate them. She
56 described the injuries, which included a gash wound and a puncture wound, one of which required
57 stitches.

58
59 Shanna Brady, the defendant, spoke positively about her dog's character. She said that she and her
60 partner take complete responsibility for the incident that occurred on January 1. She said that they gladly
61 paid the veterinary bills of their neighbor, and that they have taken precautions to ensure that this does
62 not occur again (including that they have a fence and that the gates are now locked, and that they will
63 install an additional electric fence around the perimeter in the spring). She noted that she was not aware
64 of the involvement of the third dog. She said that she rescued her dog four years ago, and that there
65 have been no other incidents involving her dog. She said that her dog has received professional training.

66
67 Kevin Kavanaugh the partner of Shanna, spoke about the incident. He apologized profusely for the
68 incident and said that he takes full responsibility for it. He described how the situation occurred and said
69 that he believes that the defendant's dog did not bite the plaintiff, since the dog was restrained soon
70 after the beginning of the attack. He said that he had advised that the defendant's dog has a protective
71 nature toward his own dogs, and that he had cautioned Ms. Racine about that previously. He described
72 the gate and fence in the yard of his property.

73
74 A friend of the defendant spoke about how to handle dogs that are engaged in a conflict. He also said
75 that the defendant's dog was not acting in a vicious way toward the humans involved in a situation.

76
77 Robin Shover, founder of Passion for Paws Dog Rescue, spoke about the assessments they conduct
78 on each dog that they rescue, including the defendant's dog. She noted that the defendant's dog has
79 never shown aggression or negative behavior toward other dogs or humans.

80
81 Katie Anderson, the dog trainer of the defendant's dog, described the training that the dog went through.
82 She said that she worked with the defendant and her dog in July-September 2021 to respond to "leave
83 it" and recall voice commands and training on leash handling.

84
85 Lindsey Murcia, an employee of Passion For Paws Dog Rescue, spoke positively about the defendant's
86 dog. She also noted that dog-to-dog aggression and incidents are not uncommon, even in dog parks in
87 Essex.

88
89 Jacob Savio, a friend of the defendant, provided a positive character assessment of the defendant's
90 dog.

91
92 Catherine Guay, a friend of the defendant, provided a positive character assessment of the defendant's
93 dog.

94
95 Emma DeMello-Dennery, who has dog-sat for the defendant, provided a positive character assessment
96 of the defendant's dog.

97
98 Jessica Frank, an employee of Passion For Paws Dog Rescue, spoke positively about the defendant's
99 dog.

101 Frank Puleo, the father of the plaintiff, spoke about the character of the plaintiff and spoke about her
102 love of dogs. He said that she is afraid to leave her house, given the proximity to the neighbor's dogs
103 and her experience in the dog bite incident.

104
105 The City Council closed the testimony portion of the hearing. They viewed footage from the defendant's
106 home security camera, which captured the altercation. Director Garey noted that state statute allows the
107 Council to issue sanctions only if they can determine that the defendant's dog bit a human (the plaintiff).

108
109 Councilor Brown said that he has not seen evidence that clearly establishes which dog bit the plaintiff.
110 He said that if the statute allowed sanctions based on dog-versus-dog aggression, he would recommend
111 those, but unfortunately, the statute limits the actions that the Council is able to take related to this
112 incident.

113
114 Councilor Tyler said that this appears to meet the criteria of a vicious dog bite incident. He expressed
115 concern that there could be a repeat incident if the neighbors' dogs wish to attack the plaintiff's dog
116 again.

117
118 Councilor Kerin agreed, saying that he does not want to see dogs or humans attacked again based on
119 these individual dogs.

120
121 Councilor Tyler said that he would like the advice of the City Attorney, since it does not seem fair to be
122 unable to issue orders or sanctions because they are unable to determine which individual dog in a pack
123 of dogs was responsible for a specific dog bite, even if the entire pack was involved in the attack. City
124 Manager Mahony noted that the City Attorney advised that the Council is only able to work within the
125 confines of the ordinance as defined by State statute, though they are able to issue a recommendation.
126 She said that they can also issue a fine to the owners of the dogs through the municipal ordinance.

127
128 Councilor Chawla said that the owners of the dogs are already implementing the measures that he feels
129 would be appropriate to respond to this situation.

130
131 Councilor Tyler said that he would be in support of assessing a fine through the municipal ordinance.
132 He also recommended that the defendant install a tall fence across the front yard.

133
134 **GEORGE TYLER made a motion, seconded by DAN KERIN that the Essex Junction City Council**
135 **impose the City's loose dog ordinance fine on the defendant, that the defendant build a physical**
136 **barrier such that the dog cannot escape from the property and that the dog receive obedience**
137 **training approved by the City's dog officer within the next six months. The motion passed 4-0.**

138
139 **6. BUSINESS ITEMS**

140 a. Cathedral Square Presentation on Whitcomb Renovation Concept Proposal, Cindy Reid
141 Cindy Reid, the Director of Housing and Community Development at Cathedral Square, presented a
142 proposal on renovations for the Whitcomb Residence. She said that Cathedral Square is required to
143 have a public hearing as part of their funding proposal. She spoke briefly about the demand for Cathedral
144 Square's housing and said that they provide a vital service to the community. She said that they
145 anticipate beginning renovation work in the next year.

146
147 **MOTION by GEORGE TYLER, seconded by DAN KERIN, to move Business Item #6d to be**
148 **Business Item #6b, and move Business Item #6e to be Business Item #6c. The motion passed 4-**
149 **0.**

150

151 b. Department Head Conversation with Chelsea Mandigo
152 Director Mandigo gave updates on stormwater and the wastewater facilities. She noted that the
153 wastewater department experienced two retirements of long-term employees, as well as the creation of
154 a chief operator position, water quality superintendent position, and several other operator positions.
155 She noted that in the last year there was a focus on non-critical maintenance projects, and that they are
156 turning more toward capital projects over the next year. She noted challenges around inflation in terms
157 of being able to obtain replacement parts as well as chemical costs and biosolid disposal costs.
158

159 c. Presentation of the FY24 Enterprise Budgets, Second Version of the General Fund Budget and
160 Budget Schedule

161 Finance Director Morris provided an overview of the proposed Fiscal Year 2024 Enterprise Fund
162 Budgets. She noted that the most significant change in the Water, Wastewater, and Sanitation Fund
163 budget is the increase in the amount charged for administration fees. She spoke about the methodology
164 for calculating that fee and noted that it resulted in an increase to those enterprise funds of approximately
165 \$1450,000, or 46%. She then spoke about the preliminary rate changes for each the water, wastewater,
166 and sanitation funds, noting that the combined rates would result in a 10.56% increase (or around a
167 \$61.85 increase per year on the average bill).
168

169 Councilor Kerin asked if it would be possible to stockpile more of the chemicals used in the
170 wastewater/sanitation processes, since it was noted that one driver of budget increases is the cost of
171 those chemicals. Finance Director Morris replied that she will look into it with Director Mandigo but knows
172 that storage may be a concern. Director Mandigo added that there were full-sized storage tanks installed
173 in 2014, but that they may not be able to store much more excess than that, due to storage capacity
174 limitations. She said that they can also look into U/V light technology for disinfecting and processing,
175 rather than using certain chemicals.
176

177 City Manager Mahony walked through the latest version of the proposed Fiscal Year 2024 General Fund
178 budget. She said that the transmittal outlines the changes made to the budget as requested by the
179 Council on its December 6th Budget Day meeting, notes outstanding issues and staff recommendations,
180 and answers other questions raised on Budget Day. She reviewed the schedule for next steps regarding
181 the budget, which include review and preliminary adoption on January 25th, a public hearing on February
182 8th, and a finalized budget on February 22nd and approval of articles for the Annual Meeting.
183

184 City Manager Mahony briefly outlined the changes to the budget. She noted that altogether, the changes
185 result in an increased revenue of \$40,106 and decreased expenditures of \$75,722, which results in a
186 0.5% increase in the tax rate (or \$11.85 on a \$280,000 property). Councilor Tyler noted that one
187 assumption was increased revenue from the local option tax and asked if there are updated projections
188 on the amount of revenue due to that tax. Finance Director Morris noted that she will have Q1 local
189 option tax numbers at the end of January.
190

191 City Manager Mahony then outlined the outstanding issues around the budget. These include the senior
192 van service component of the budget, as there is a question around whether the City should fund the
193 Senior Van service from January 1, 2024 to June 30, 2024 (which would cost \$38,500). She said that
194 the staff recommendation is to increase funding to SSTA and let the van funding sunset after that, since
195 many of the riders who use the van would qualify for SSTA services. Another outstanding question is
196 around senior programming, whether to include a new staff position to support Adult Programming, and
197 where to locate senior/adult programming, given that the 2 Lincoln Street space is constrained in terms
198 of space. Another outstanding issue exists regarding the health officer and Community Development
199 Department staffing. City Manager Mahony noted that it has been challenging to fill the vacant health
200 officer position and that staff are recommending the creation of a full-time health officer position

beginning on July 1, 2023. She also noted that there will be significant needs for staffing a number of City Committees (Economic Development, Energy, and Equity, for example), and staff are recommending an increase in staffing in the Community Development office to accommodate these needs. A further outstanding question is around the Main Street Park budget and the amount of money to use as a budget assumption. City Manager Mahony recommended using \$478,000 as the budget in a phased approach, which assumes the availability of \$278,000 in the Economic Development Fund once match obligations for the Amtrak project are met, as well as the securing of a \$200,000 Downtown Transportation Grant.

d. Discussion and consideration of Essex Rescue Letter

Councilor Brown spoke about meetings attended and emails exchanged related to Essex Rescue services regarding their proposed significant increase in municipality contributions and the letter that was drafted to Essex Rescue by the 5 municipalities that receive its services. He said that the City has only had a relationship with Essex Rescue for a few months, and said he felt uncomfortable agreeing with requesting an operational assessment and financial audit. He said that he would like to maintain a positive and collaborative relationship with Essex Rescue and said he would recommend not signing the letter with the other municipalities but that he would like to meet with Essex Rescue and the other municipalities to move forward in a more collaborative way.

Councilor Tyler asked what other kinds of organizational structures Essex Rescue could have, to make it easier to have conversations between it and the municipalities it services in a more productive and efficient way. Councilor Brown suggested that there are other viable district service models (such as Chittenden Solid Waste District's) that could be utilized. Councilors Tyler and Chawla said that an operational assessment and financial audit aren't necessarily the best next steps if municipalities are concerned about the business model and financial health of Essex Rescue. Councilors agreed with Councilor Brown's approach of meeting with Essex Rescue and other municipalities to discuss how to move forward.

e. Discussion and consideration of Chittenden County Regional Planning Commission (CCRPC) UPWP Applications and Match

City Manager Mahony noted that this is related to Unified Planning Work Program (UPWP) grants from CCRPC. She said that staff are recommending submitting applications for grants related to the TV condition assessment of select stormwater pipes, assistance with GIS services (since with separation from the Town, the City no longer has in-house GIS expertise), and a Transit Oriented Development (TOD) Plan.

RAJ CHAWLA made a motion, seconded by GEORGE TYLER, to recommend that the City Council authorize staff to submit the UPWP requests for Phase 3 TV condition assessment of stormwater pipes in the City, GIS Services and Transit Oriented Development Plan. The motion passed 4-0.

f. Adjust Green Mountain Transit Representation

Councilor Chawla said that he was surprised to see a request back from GMT to change the City's representation for their board. He said he was also surprised that they are going to make permanent some of the schedule cutbacks they implemented during COVID. He said he would like to reach back out to GMT and ask them to reconsider those cuts or the routes, given that there are a number of community members who would be negatively impacted by those cuts. He said he would be happy to draft a letter to this point. The Council said it would ask the current representative to come in and speak to their interest in representing the City (since they currently represent the Town but are a City resident).

251 g. *Discussion and consideration of CSWD candidates

252
253 7. **CONSENT AGENDA**

254 a. Check warrants: #17333 (12/15/2022); #17334 (12/22/2022); and #17335 (12/30/2022)

255 b. Approve Minutes December 14, 2022

256 c. Adjust Green Mountain Transit Representation ***now agenda item #6f***

257
258 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to approve the consent agenda. The**
259 **motion passed 4-0.**

260
261 8. **READING FILE**

262 a. Board Member Comments: Councilors Kerin and Tyler announced that they will not seek reelection
263 after their current terms end.

264 b. County of Chittenden Annual Budget Hearing

265 c. T-Mobile PUC Petition for additional antennas on an existing tower

266 d. GBIC thank you letter

267 e. Joint Housing Committee Minutes: December 7, 2022

268 f. Planning Commission Minutes: December 1, 2022

269 g. Development Review Board Minutes: December 15 2022

270 h. Bike/Walk Advisory Committee Minutes: December 19, 2022

271 i. Tree Advisory Committee Minutes: November 15, 2022

272 j. Chittenden County Communications Union District Organizational Meeting Minutes: January 5, 2022

273
274 9. **EXECUTIVE SESSION:**

275 a. *An executive session may be needed to discuss the appointment of a public official

276
277 **ANDREW BROWN made a motion, seconded by DAN KERIN, that the Council enter into executive**
278 **session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A.**
279 **Section 313 (a)(3) and to include the City Manager. The motion passed 4-0 at 10:46 PM.**

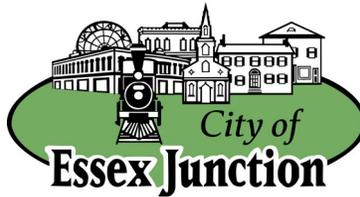
280
281 **ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Council exit executive**
282 **session. The motion passed 4-0 at 10:48 PM.**

283
284 **GEORGE TYLER made a motion, seconded by DAN KERIN, to appoint Mike Sullivan to the**
285 **Chittenden Solid Waste District Board of Commissioners. The motion passed 4-0.**

286
287 10. **ADJOURN**

288
289 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to adjourn the meeting. The motion**
290 **passed 4-0 at 10:49 P.M.**

291
292 Respectfully Submitted,
293 Amy Coonradt



MEMORANDUM

TO: City of Essex Junction City Council
FROM: Regina Mahony, City Manager
Ricky Jones, Public Work Superintendent
cc: Jess Morris, Finance Director
Jeffrey Kershner PE, Hamlin Engineering
Chelsea Mandigo, Water Quality Superintendent
MEETING DATE: January 25, 2023
SUBJECT: Main Street Waterline Replacement Bid Award

Issue: To award a construction contract for the replacement of the Main Street Waterline.

Discussion: The Main Street Waterline replacement project includes replacement of the existing municipal waterline along Main Street from north of the Indian Brook bridge crossing to the existing water tank connection adjacent to the booster pump station located along Turnberry Ridge. It was ranked as a priority project by the Capital Program Review Committee due to the numerous pipe failures that have happened and the large number of residents served by this line. The project was put out for bid for construction with four companies responding.

Construction is expected to commence and be completed in the 2023 construction season. Hamlin Engineers provided engineer design services, bid phase services and will provide construction inspection and testing services.

Costs: The lowest bid was submitted by Engineers Construction, Inc. at \$2,699,363.00. A Notice of Low Bid summary and bid tabulation is attached with the support of the design engineers to award to the lowest bidder.

The voters approved a bond for this project on April 12, 2022 and borrowed \$3,070,000 for this project.

Recommendation: It is recommended that the City Council authorize the award of the Main Street Waterline replacement project to the lowest bidder, Engineers construction, Inc; and authorize the City Manager to execute the contract. and authorize the Hamlin Engineering to manage the construction phase of the project.

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

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

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

January 10, 2023

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

Re: Main Street/VT Route 15 Waterline Replacement

Dear Ms. Mahony:

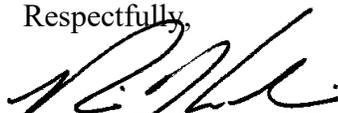
Please find enclosed a copy of the bid tabulation for the project, "Main Street/VT Route 15 Waterline Replacement". We have reviewed the submitted bids and determined that the apparent low bidder, Engineers Construction Inc., is in fact the low bidder with a bid of \$2,699,363.00. We have reviewed their bid submittal package and found it to be complete. While completing the bid tabulation we noted that the bid submitted by Don Weston Excavating, Inc. had one math error; however the error was not significant and did not change the resulting low bidder.

We have spoken to Mr. Ben Heath, P.E., Civil Construction Manager, and he has assured us that his firm wishes to pursue the project.

We have completed several projects both in the City of Essex Junction and in other municipalities where Engineers Construction Inc., has performed the work and recommend that they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Richard F. Hamlin, P.E.
Chief of Engineering

cc: Rick Jones

enc.

Main Street Waterline Replacement Project - Bid Tabulation

DLHCE

Engineers Construction, Inc.

Dirt Tech

Don Weston Excavating, Inc.

SD Ireland

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Clearing and Grubbing	1	ls	\$ 8,000.00	\$ 8,000.00	\$ 5,300.00	\$ 5,300.00	\$ 16,900.00	\$ 16,900.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
2) Sawcut Pavement	7,900	lf	\$ 5.33	\$ 42,107.00	\$ 0.01	\$ 79.00	\$ 5.40	\$ 42,660.00	\$ 10.00	\$ 79,000.00	\$ 5.00	\$ 39,500.00
3) Excavation of Pavement - Main Street	3,200	sy	\$ 12.34	\$ 39,488.00	\$ 2.00	\$ 6,400.00	\$ 10.65	\$ 34,080.00	\$ 25.00	\$ 80,000.00	\$ 6.50	\$ 20,800.00
4) Excavation of Pavement - Path or Driveway	370	sy	\$ 7.53	\$ 2,786.10	\$ 4.40	\$ 1,628.00	\$ 20.85	\$ 7,714.50	\$ 20.00	\$ 7,400.00	\$ 6.50	\$ 2,405.00
5) Cold Plane Pavement - Cold Plane Machine	6,550	sy	\$ 7.64	\$ 50,042.00	\$ 3.50	\$ 22,925.00	\$ 3.40	\$ 22,270.00	\$ 4.00	\$ 26,200.00	\$ 7.50	\$ 49,125.00
6) Cold Plane Pavement - 12" Strip	100	sy	\$ 30.69	\$ 3,069.00	\$ 75.00	\$ 7,500.00	\$ 11.00	\$ 1,100.00	\$ 20.00	\$ 2,000.00	\$ 100.00	\$ 10,000.00
7) Saw Cut Existing Cement Concrete	60	lf	\$ 5.80	\$ 348.00	\$ 1.60	\$ 96.00	\$ 4.00	\$ 240.00	\$ 5.00	\$ 300.00	\$ 20.00	\$ 1,200.00
8) Remove Existing Concrete Sidewalk	180	sy	\$ 16.04	\$ 2,887.20	\$ 40.00	\$ 7,200.00	\$ 42.80	\$ 7,704.00	\$ 20.00	\$ 3,600.00	\$ 15.00	\$ 2,700.00
9) Remove Existing Concrete Curb	730	lf	\$ 6.76	\$ 4,934.80	\$ 30.00	\$ 21,900.00	\$ 6.10	\$ 4,453.00	\$ 4.00	\$ 2,920.00	\$ 5.00	\$ 3,650.00
10) Silt Fence	700	lf	\$ 3.70	\$ 2,590.00	\$ 2.20	\$ 1,540.00	\$ 2.40	\$ 1,680.00	\$ 2.00	\$ 1,400.00	\$ 7.00	\$ 4,900.00
11) Catch Basin Inlet Protection	19	each	\$ 353.94	\$ 6,724.86	\$ 114.00	\$ 2,166.00	\$ 133.00	\$ 2,527.00	\$ 100.00	\$ 1,900.00	\$ 175.00	\$ 3,325.00
12) Wet Tap (12x12)	1	each	\$ 12,553.14	\$ 12,553.14	\$ 15,800.00	\$ 15,800.00	\$ 19,935.00	\$ 19,935.00	\$ 25,000.00	\$ 25,000.00	\$ 18,500.00	\$ 18,500.00
13) 12" Ductile Iron Pipe, CL 52	4,200	lf	\$ 146.45	\$ 615,090.00	\$ 281.00	\$ 1,180,200.00	\$ 198.00	\$ 831,600.00	\$ 220.00	\$ 924,000.00	\$ 210.00	\$ 882,000.00
14) 12" Gate Valve with Valve Box	13	each	\$ 9,205.64	\$ 119,673.32	\$ 4,275.00	\$ 55,575.00	\$ 4,973.55	\$ 64,656.15	\$ 8,000.00	\$ 104,000.00	\$ 5,000.00	\$ 65,000.00
15) Cut, Cap and Abandon Existing 12" Waterline	1	each	\$ 3,000.00	\$ 3,000.00	\$ 3,200.00	\$ 3,200.00	\$ 1,292.50	\$ 1,292.50	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
16) Connect 12" Replacement Waterline to Existing 16" Waterline	1	each	\$ 5,750.00	\$ 5,750.00	\$ 7,400.00	\$ 7,400.00	\$ 3,430.00	\$ 3,430.00	\$ 12,000.00	\$ 12,000.00	\$ 16,000.00	\$ 16,000.00
17) 8" Ductile Iron Pipe, CL 52	390	lf	\$ 250.00	\$ 97,500.00	\$ 209.00	\$ 81,510.00	\$ 235.30	\$ 91,767.00	\$ 175.00	\$ 68,250.00	\$ 250.00	\$ 97,500.00
18) 8" Gate Valve with Valve Box	6	each	\$ 4,463.34	\$ 26,780.04	\$ 3,085.00	\$ 18,510.00	\$ 2,994.25	\$ 17,965.50	\$ 6,000.00	\$ 36,000.00	\$ 2,750.00	\$ 16,500.00
19) Connect 8" Replacement Waterline to Existing 8" Waterline	6	each	\$ 4,150.00	\$ 24,900.00	\$ 1,900.00	\$ 11,400.00	\$ 1,559.25	\$ 9,355.50	\$ 8,500.00	\$ 51,000.00	\$ 8,600.00	\$ 51,600.00
20) Cut, Cap and Abandon Existing 16" Waterline	1	each	\$ 3,200.00	\$ 3,200.00	\$ 4,000.00	\$ 4,000.00	\$ 1,880.00	\$ 1,880.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
21) 6" Ductile Iron Pipe, CL 52	170	lf	\$ 250.00	\$ 42,500.00	\$ 233.00	\$ 39,610.00	\$ 214.45	\$ 36,456.50	\$ 160.00	\$ 27,200.00	\$ 335.00	\$ 56,950.00
22) 6" Gate Valve with Valve Box	8	each	\$ 2,929.07	\$ 23,432.56	\$ 1,700.00	\$ 13,600.00	\$ 2,015.00	\$ 16,120.00	\$ 4,000.00	\$ 32,000.00	\$ 2,000.00	\$ 16,000.00
23) Cut, Cap and Abandon Existing 6" Waterline	8	each	\$ 2,700.00	\$ 21,600.00	\$ 480.00	\$ 3,840.00	\$ 327.60	\$ 2,620.80	\$ 8,500.00	\$ 68,000.00	\$ 800.00	\$ 6,400.00
24) Hydrant	7	each	\$ 4,874.80	\$ 34,123.60	\$ 5,900.00	\$ 41,300.00	\$ 7,157.90	\$ 50,105.30	\$ 25,000.00	\$ 175,000.00	\$ 8,500.00	\$ 59,500.00
25) Remove Existing Hydrant	7	each	\$ 1,040.17	\$ 7,281.19	\$ 380.00	\$ 2,660.00	\$ 1,943.25	\$ 13,602.75	\$ 4,500.00	\$ 31,500.00	\$ 2,000.00	\$ 14,000.00
26) Abandon Existing Gate Valve	17	each	\$ 775.00	\$ 13,175.00	\$ 118.00	\$ 2,006.00	\$ 89.00	\$ 1,513.00	\$ 2,300.00	\$ 39,100.00	\$ 1,500.00	\$ 25,500.00
27) 3/4" Copper Waterline	1,700	lf	\$ 66.95	\$ 113,815.00	\$ 25.00	\$ 42,500.00	\$ 96.90	\$ 164,730.00	\$ 10.00	\$ 17,000.00	\$ 92.00	\$ 156,400.00
28) 3/4" Corporation Stop	35	each	\$ 771.32	\$ 26,996.20	\$ 173.00	\$ 6,055.00	\$ 242.30	\$ 8,480.50	\$ 5,000.00	\$ 175,000.00	\$ 400.00	\$ 14,000.00
29) 3/4" Curb Stop	35	each	\$ 348.00	\$ 12,180.00	\$ 900.00	\$ 31,500.00	\$ 377.60	\$ 13,216.00	\$ 150.00	\$ 5,250.00	\$ 500.00	\$ 17,500.00
30) 2" Copper Waterline	60	lf	\$ 250.00	\$ 15,000.00	\$ 128.00	\$ 7,680.00	\$ 71.25	\$ 4,275.00	\$ 40.00	\$ 2,400.00	\$ 150.00	\$ 9,000.00
31) 2" Corporation Stop	1	each	\$ 1,000.00	\$ 1,000.00	\$ 830.00	\$ 830.00	\$ 652.15	\$ 652.15	\$ 1,500.00	\$ 1,500.00	\$ 950.00	\$ 950.00
32) 2" Curb Stop	1	each	\$ 1,000.00	\$ 1,000.00	\$ 2,800.00	\$ 2,800.00	\$ 831.50	\$ 831.50	\$ 6,000.00	\$ 6,000.00	\$ 1,050.00	\$ 1,050.00
33) Dense Graded Crushed Stone	1,600	cy	\$ 43.59	\$ 69,744.00	\$ 27.50	\$ 44,000.00	\$ 44.35	\$ 70,960.00	\$ 45.00	\$ 72,000.00	\$ 50.00	\$ 80,000.00
34) Plant Mixed Gravel	1,150	cy	\$ 42.89	\$ 49,323.50	\$ 26.50	\$ 30,475.00	\$ 44.30	\$ 50,945.00	\$ 45.00	\$ 51,750.00	\$ 50.00	\$ 57,500.00
35) Cement Concrete Curb	730	lf	\$ 34.17	\$ 24,944.10	\$ 50.00	\$ 36,500.00	\$ 29.35	\$ 21,425.50	\$ 50.00	\$ 36,500.00	\$ 50.00	\$ 36,500.00
36) Cement Concrete Sidewalk - 5 Inch	190	sy	\$ 89.75	\$ 17,052.50	\$ 125.00	\$ 23,750.00	\$ 89.10	\$ 16,929.00	\$ 100.00	\$ 19,000.00	\$ 125.00	\$ 23,750.00
37) Detectable Warning Surface	62	sf	\$ 34.87	\$ 2,161.94	\$ 60.00	\$ 3,720.00	\$ 49.00	\$ 3,038.00	\$ 40.00	\$ 2,480.00	\$ 50.00	\$ 3,100.00
38) Temporary Pavement - 1" Type IV (Includes Removal)	3,200	sy	\$ 18.30	\$ 58,560.00	\$ 12.50	\$ 40,000.00	\$ 21.65	\$ 69,280.00	\$ 13.00	\$ 41,600.00	\$ 20.00	\$ 64,000.00
39) Remove and Reset Existing Catch Basin Frame and Grate	8	each	\$ 985.73	\$ 7,885.84	\$ 430.00	\$ 3,440.00	\$ 922.50	\$ 7,380.00	\$ 1,000.00	\$ 8,000.00	\$ 750.00	\$ 6,000.00
40) Remove and Reset Mailbox	8	each	\$ 250.00	\$ 2,000.00	\$ 260.00	\$ 2,080.00	\$ 300.00	\$ 2,400.00	\$ 100.00	\$ 800.00	\$ 500.00	\$ 4,000.00
41) Remove and Reset Existing Street Sign	8	each	\$ 146.45	\$ 1,171.60	\$ 566.00	\$ 4,528.00	\$ 173.00	\$ 1,384.00	\$ 100.00	\$ 800.00	\$ 200.00	\$ 1,600.00
42) Remove and Reset Existing Flag Pole	1	each	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 425.00	\$ 425.00	\$ 300.00	\$ 300.00	\$ 2,000.00	\$ 2,000.00
43) Tree Pruning	1	ls	\$ 2,000.00	\$ 2,000.00	\$ 1,900.00	\$ 1,900.00	\$ 475.00	\$ 475.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
44) Supply and Spread Topsoil	315	cy	\$ 62.29	\$ 19,621.35	\$ 48.00	\$ 15,120.00	\$ 79.85	\$ 25,152.75	\$ 50.00	\$ 15,750.00	\$ 60.00	\$ 18,900.00
45) Place Back Stockpiled Topsoil Sta.46+50 to Sta. 53+80	2,250	sy	\$ 10.00	\$ 22,500.00	\$ 3.00	\$ 6,750.00	\$ 8.05	\$ 18,112.50	\$ 4.00	\$ 9,000.00	\$ 4.00	\$ 9,000.00
46) Seed, Fertilize, Lime and Matting	4,975	sy	\$ 4.18	\$ 20,795.50	\$ 6.00	\$ 29,850.00	\$ 3.55	\$ 17,661.25	\$ 7.00	\$ 34,825.00	\$ 5.00	\$ 24,875.00
47) Remove and Reset Existing Rail Wooden Fence	40	lf	\$ 30.00	\$ 1,200.00	\$ 25.00	\$ 1,000.00	\$ 15.00	\$ 600.00	\$ 25.00	\$ 1,000.00	\$ 20.00	\$ 800.00
48) New Bituminous Concrete Pavement - 3", Type IV	100	ton	\$ 275.00	\$ 27,500.00	\$ 190.00	\$ 19,000.00	\$ 140.00	\$ 14,000.00	\$ 200.00	\$ 20,000.00	\$ 280.00	\$ 28,000.00
49) New Bituminous Concrete Pavement - 4-1/2", Type II	1,100	ton	\$ 250.00	\$ 275,000.00	\$ 175.00	\$ 192,500.00	\$ 139.50	\$ 153,450.00	\$ 180.00	\$ 198,000.00	\$ 250.00	\$ 275,000.00
50) New Bituminous Concrete Pavement - 1-1/2", Type III	725	ton	\$ 100.00	\$ 72,500.00	\$ 125.00	\$ 90,625.00	\$ 102.60	\$ 74,385.00	\$ 130.00	\$ 94,250.00	\$ 250.00	\$ 181,250.00
51) Provide Restraint for Existing Utility Pole	1	each	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,375.00	\$ 1,375.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
52) Exploratory Excavation	25	each	\$ 1,000.00	\$ 25,000.00	\$ 1,000.00	\$ 25,000.00	\$ 1,000.00	\$ 25,000.00	\$ 1,000.00	\$ 25,000.00	\$ 1,000.00	\$ 25,000.00
53) Passing Compaction Test	100	each	\$ 75.00	\$ 7,500.00	\$ 157.50	\$ 15,750.00	\$ 38.50	\$ 3,850.00	\$ 50.00	\$ 5,000.00	\$ 150.00	\$ 15,000.00
54) 4" White Line	3,900	lf	\$ 1.39	\$ 5,421.00	\$ 1.60	\$ 6,240.00	\$ 1.58	\$ 6,162.00	\$ 1.00	\$ 3,900.00	\$ 1.00	\$ 3,900.00
55) 4" Yellow Line	5,800	lf	\$ 1.39	\$ 8,062.00	\$ 1.60	\$ 9,280.00	\$ 1.55	\$ 8,990.00	\$ 1.00	\$ 5,800.00	\$ 1.00	\$ 5,800.00
56) Stop Bar	30	lf	\$ 9.46	\$ 283.80	\$ 16.00	\$ 480.00	\$ 25.00	\$ 750.00	\$ 6.00	\$ 180.00	\$ 15.00	\$ 450.00
57) Crosswalk	250	lf	\$ 27.20	\$ 6,800.00	\$ 26.00	\$ 6,500.00	\$ 26.20	\$ 6,550.00	\$ 10.00	\$ 2,500.00	\$ 25.00	\$ 6,250.00
58) Symbol or Letter	30	each	\$ 154.82	\$ 4,644.60	\$ 184.00	\$ 5,520.00	\$ 45.00	\$ 1,350.00	\$ 25.00	\$ 750.00	\$ 75.00	\$ 2,250.00
59) Pressure Reducing Valve Vault	1	ls	\$ 62,500.00	\$ 62,500.00	\$ 42,000.00	\$ 42,000.00	\$ 44,440.30	\$ 44,440.30	\$ 60,000.00	\$ 60,000.00	\$ 56,000.00	\$ 56,000.00
60) 4" SDR 35 PVC Pipe	90	lf	\$ 55.00	\$ 4,950.00	\$ 21.50	\$ 1,935.00	\$ 72.30	\$ 6,507.00	\$ 35.00	\$ 3,150.00	\$ 116.00	\$ 10,440.00
61) Flaggers	4,460	hour	\$ 65.00	\$ 289,900.00	\$ 51.00	\$ 227,460.00	\$ 37.35	\$ 166,581.00	\$ 50.00	\$ 223,000.00	\$ 60.00	\$ 267,600.00
62) Traffic Control	1	ls	\$ 75,000.00	\$ 75,000.00	\$ 65,000.00	\$ 65,000.00	\$ 250,000.00	\$ 250,000.00	\$ 25,000.00	\$ 25,000.00	\$ 225,000.00	\$ 225,000.00
63) Dust Control	1	ls	\$ 10,000.00	\$ 10,000.00	\$ 4,550.00	\$ 4,550.00	\$ 2,960.00	\$ 2,960.00	\$ 500.00	\$ 500.00	\$ 10,000.00	\$ 10,000.00
64) Changeable Message Boards	2	each	\$ 10,000.00	\$ 20,000.00	\$ 5,000.00	\$ 10,000.00	\$ 3,715.00	\$ 7,430.00	\$ 10,000.00	\$ 20,000.00	\$ 6,000.00	\$ 12,000.00
65) Mobilization/Demobilization	1	ls	5%	\$ 129,077.44	\$ 83,200.00	\$ 83,200.00	\$ 450,000.00	\$ 450,000.00	\$ 55,000.00	\$ 55,000.00	\$ 310,000.00	\$ 310,000.00

Estimated Total = \$ 2,710,626.18

Bid Total = \$ 2,699,363.00

Bid Total = \$ 3,025,761.95

Bid Total = \$ 3,076,755.00

Bid Total = \$ 3,480,420.00

Reported on Bid as \$ 920.00

Memo

To: Essex Junction City Councilors

From: Regina Mahony, City Manager

Meeting Date: January 25, 2023

Agenda Item: Resolution to Apply for the Downtown Transportation Fund Grant for 1 Main Street Park

Issue

The issue is the application for the Downtown Transportation Fund Grant for 1 Main Street Park. The application requires a signed resolution by the Legislative Body, with recommendation from the Planning Commission.

Discussion

As previously discussed, Staff intends to apply for a Downtown Transportation Fund grant which would provide partial (\$200,000) support for this park. It is due on January 31st. The grant requires a 20% match of \$20,000. This would come from the Economic Development Fund as would the rest of the construction costs. Also, the Council has already authorized staff to submit this application on December 14, 2022.

The grant application also requires a recommendation from the Planning Commission. The Planning Commission recommended that the City Council apply for this grant on January 5, 2023. The Chair's signature is on the attached resolution.

The Council has expressed support for the 1 Main Street Park design; and the budget amount has been discussed in budget discussions. Most recently on January 11, 2023, staff explained that at this point in time there is only enough funding in the Economic Development Fund to accommodate this park at a total project budget of \$478,000; considering the required Amtrak match. That budget can be accommodated without the pergola, sun shades, hexagon shaped seating areas. Therefore, that is the concept that will be submitted for this grant application so as to not over promise what can be accomplished within the two-year grant period.

However, staff will continue to work on additional funding sources to achieve the full conceptual design as preferred by the Council.

Recommendation: It is recommended that the City Council sign the attached resolution authorizing staff to submit the Downtown Transportation Fund grant for 1 Main St. Park construction, authorize acceptance of the grant, and provide the \$20,000 match for the grant if awarded.

Attachments:

Resolution

Appendix F

Municipal Resolution for Downtown Transportation Fund

WHEREAS, the Municipality of Essex Junction is applying for funding as provided for in the State of Vermont FY 2023 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has agreed to provide local funds for a downtown transportation grant.

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 20% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

Philip Batalion

(Name of Planning Commission Chair)



(Signature)

Passed this _____ day of _____, _____.

LEGISLATIVE BODY*

(name)	(signature)

TEMPORARY USE APPLICATION

Permit #

Property description (address) for application Champlain Valley Exposition

General Information

Applicant Jeffrey Bartley Day Phone # 802-878-5545

Address 105 Pearl St., Essex Vt 05452

Owner of record (attach affidavit if not applicant)

Name _____ Day Phone# _____

Address _____

Property information

Zoning District _____ Current land use _____ Tax Map Page# _____ Lot# _____

Purpose of application: (Please include information about proposed use, duration, parking, and other relevant material.) 2023 event permits for the Champlain Valley Expo

Proposed time schedule: from 1/1/2023 to 12/31/2023

Plot plan attached (parking layout, location of use, etc. showing setbacks of use and signs)

Size and number of signs _____

Describe any impacts on public services (including fire & Police)

Fire, EMS, and Police will be contracted as needed. GMBs hired for security as needed

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code. I further agree to abide by any conditions placed upon approval of this application.

[Signature]
Applicant

12-7-2022
Date

Land Owner (if different)

Date

RECEIVED

Staff Action

DEC 07 2022

Date received Village of Essex Junction Approved _____ Denied _____

Other approvals _____

Conditions if any _____

**Fee based on current Fee Schedule

Staff Signature _____ Date _____

Fee Amount:
** \$765.00
Annual Permit

Fee Verified
PAID
DEC 07 2022

Champlain Valley Exposition
2023 Events
Updated: January 18, 2023

Event	Start Date	End Date	Status	Compensation
4H Winter Horse Camp	Friday, January 6, 2023	Saturday, January 7, 2023	Confirmed	Free
Vermont Soccer AGM	Friday, January 6, 2023	Saturday, January 7, 2023	Confirmed	Free
Mt. Sinani Bingo	Sunday, January 8, 2023	Sunday, January 8, 2023	Confirmed	Discounted
Yankee Sportsmans Classic	Friday, January 20, 2023	Sunday, January 22, 2023	Confirmed	
Winter Renaissance Faire	Saturday, February 4, 2023	Sunday, February 5, 2023	Confirmed	
WOKO Gigantic Indoor Flea Market	Sunday, February 5, 2023	Sunday, February 5, 2023	Confirmed	
Winter RV Mega Sale	Friday, February 17, 2023	Sunday, February 26, 2023	Confirmed	
Vermont Flower Show	Friday, March 3, 2023	Sunday, March 5, 2023	Confirmed	
Jr. Iron Chef	Saturday, March 11, 2023	Saturday, March 11, 2023	Confirmed	Discounted
Mt. Sinani Bingo	Sunday, March 12, 2023	Sunday, March 12, 2023	Confirmed	Discounted
Girls on the Run Training	Friday, March 17, 2023	Saturday, March 18, 2023	Confirmed	Discounted
Lamoille Valley Fish and Game Club Show	Saturday, March 18, 2023	Sunday, March 19, 2023	Confirmed	
WOKO Gigantic Indoor Flea Market	Sunday, March 19, 2023	Sunday, March 19, 2023	Confirmed	
Spring Market	Saturday, April 1, 2023	Sunday, April 2, 2023	Confirmed	
4H Tack Sale	Friday, April 7, 2023	Saturday, April 8, 2023	Confirmed	Free
Super Bowl of Job Fairs	Thursday, April 20, 2023	Thursday, April 20, 2023	Confirmed	
Lil Vermont's Spring Consignment Sale	Thursday, April 20, 2023	Sunday, April 23, 2023	Confirmed	Discounted
First Responders of Vermont	Friday, April 21, 2023	Saturday, April 22, 2023	Tentative	Free
Sci-Fi & Fantasy Expo	Saturday, April 29, 2023	Tuesday, April 26, 2022	Confirmed	
Performance Food Service Show	Tuesday, May 2, 2023	Tuesday, May 2, 2023	Confirmed	
Vermont Cannabis and Hemp Convention	Saturday, May 6, 2023	Sunday, May 7, 2023	Confirmed	
Champlain College Commencement	Saturday, May 13, 2023	Saturday, May 13, 2023	Confirmed	
FMCA Rally	Wednesday, May 24, 2023	Monday, May 29, 2023	Confirmed	Discounted
Essex Memorial Day Parade	Saturday, May 27, 2023	Saturday, May 27, 2023	Confirmed	Free
Girls on the Run	Saturday, June 3, 2023	Saturday, June 3, 2023	Confirmed	Discounted
Mt. Sinani Bingo	Sunday, June 4, 2023	Sunday, June 4, 2023	Confirmed	Discounted
Relay for Life	Friday, June 9, 2023	Saturday, June 10, 2023	Confirmed	Discounted
Vermont Quilt Festival	Wednesday, June 21, 2023	Saturday, June 24, 2023	Confirmed	
4H Horse Show	Friday, June 23, 2023	Sunday, June 25, 2023	Confirmed	Free
Red Cross Blood Drive	Thursday, June 29, 2023	Thursday, June 29, 2023	Confirmed	Free
Essex Junction Parks and Rec 4th of July	Tuesday, July 4, 2023	Tuesday, July 4, 2023	Confirmed	Discounted
Red Cross Blood Drive	Thursday, July 13, 2023	Thursday, July 13, 2023	Confirmed	Free
Higher Ground Concert	Friday, July 14, 2023	Friday, July 14, 2023	Tentative	
Higher Ground Concert	Saturday, July 15, 2023	Saturday, July 15, 2023	Tentative	
Higher Ground Concert	Sunday, July 16, 2023	Sunday, July 16, 2023	Tentative	
Burlington Gem & Mineral Club Show	Friday, July 21, 2023	Sunday, July 23, 2023	Confirmed	Discounted
Vermont Preparedness Expo	Saturday, July 22, 2023	Sunday, July 23, 2023	Confirmed	
Higher Ground Concert	Saturday, July 22, 2023	Saturday, July 22, 2023	Tentative	
Higher Ground Concert	Sunday, July 23, 2023	Sunday, July 23, 2023	Tentative	
Wolfgang	Thursday, July 27, 2023	Sunday, July 30, 2023	Confirmed	
Mt. Sinani Bingo	Sunday, August 6, 2023	Sunday, August 6, 2023	Confirmed	Discounted
Red Cross Blood Drive	Thursday, August 10, 2023	Thursday, August 10, 2023	Confirmed	Free
Champlain Valley Fair	Friday, August 25, 2023	Sunday, September 3, 2023	Confirmed	
Fall RV Show	Friday, September 8, 2023	Sunday, September 10, 2023	Confirmed	
National Street Rods Association	Friday, September 15, 2023	Sunday, September 17, 2023	Confirmed	
Wag it Forward: A Festival for Pets	Saturday, September 23, 2023	Saturday, September 23, 2023	Confirmed	Discounted
Tiffin-Allegro RV Rally	Thursday, September 28, 2023	Friday, October 6, 2023	Confirmed	
FMCA Rally	Wednesday, October 4, 2023	Monday, October 9, 2023	Confirmed	Discounted
Mt. Sinani Bingo	Sunday, October 8, 2023	Sunday, October 8, 2023	Confirmed	Discounted
Red Cross Blood Drive	Thursday, October 12, 2023	Thursday, October 12, 2023	Confirmed	Free
WOKO Gigantic Indoor Flea Market	Sunday, October 15, 2023	Sunday, October 15, 2023	Confirmed	
Champlain Valley Craft Show and Vermont Antique Expo	Friday, October 20, 2023	Sunday, October 22, 2023	Confirmed	
Mt. Sinani Bingo	Sunday, November 5, 2023	Sunday, November 5, 2023	Confirmed	Discounted
Vermont Steampunk Festival	Saturday, November 11, 2023	Sunday, November 12, 2023	Confirmed	
WOKO Gigantic Indoor Flea Market	Sunday, November 19, 2023	Sunday, November 19, 2023	Confirmed	
Vermont Holiday Market	Saturday, December 2, 2023	Sunday, December 3, 2023	Confirmed	
Rotary Senior Lunch	Wednesday, December 6, 2023	Wednesday, December 6, 2023	Confirmed	Free
Mt. Sinani Bingo	Sunday, December 10, 2023	Sunday, December 10, 2023	Confirmed	Discounted
WOKO Gigantic Indoor Flea Market	Sunday, December 17, 2023	Sunday, December 17, 2023	Confirmed	
Mt. Sinani Bingo	Sunday, December 18, 2022	Sunday, December 18, 2022	Confirmed	Discounted
Weekly Events				
Green Mountain Roller Derby Practice	Most Tuesdays and Thursdays beginning January 4th			
Ronald McDonald Bingo	Most Tuesdays beginning January 4th			
Tentative				
Green Mountain Barrell Racing	Friday, May 19, 2023	Sunday, May 21, 2023		
	Friday, June 30, 2023	Sunday, July 2, 2023		
	Friday, July 7, 2023	Sunday, July 9, 2023		
	Friday, August 11, 2023	Sunday, August 13, 2023		
	Friday, September 8, 2023	Sunday, September 10, 2023		
	Friday, September 22, 2023	Sunday, September 24, 2023		

Champlain Valley Exposition Events for Village of Essex Junction								
2023 List of Waiver Requests								
Date	Event	Level of Waiver Requested	A	B	C	Expected Hours		
						Start	Finish	
7/22/2022	Higher Ground Concert: Billy Strings			X		6:00 PM	11:00 PM	
7/23/2022	Higher Ground Concert: Billy Strings			x		6:00 PM	11:00 PM	
7/27/2022	Wolfsgart			X		6:00 PM	11:00 PM	
7/28/2022	Wolfsgart			x		6:00 PM	11:00 PM	
7/29/2022	Wolfsgart			x		6:00 PM	11:00 PM	
8/26/2022	Fair Concert: Tyler Hubbard			X		6:00 PM	11:00 PM	
8/27/2022	Fair Concert: TBD			X		12:00 PM	11:00 PM	
8/28/2022	Monster Trucks			X		12:00 PM	11:00 PM	
8/29/2022	Fair Concert: Tribute Band			X		12:00 PM	11:00 PM	
8/30/2022	Fair Concert: Led Zeppelin Tribute			x		6:00 PM	11:00 PM	
8/31/2022	Figure 8 Racing			x		6:00 PM	11:00 PM	
9/1/2022	Demo Derby			x		12:00 PM	7:00 PM	
9/2/2022	Fair Concert: TBD			x		6:00 PM	11:00 PM	
9/3/2022	Fair Concert: TBD			X		6:00 PM	11:00 PM	
9/4/2022	Fair Concert: Riley Green			X		6:00 PM	11:00 PM	

Total Number of Waivers Requested

15

From: [Terry Hass](#)
To: [Regina Mahony](#)
Subject: 2023 Annual Permit CVE Application
Date: Wednesday, January 18, 2023 4:40:58 PM
Attachments: [CVE Annual Permit Application 2023.pdf](#)

Regina,

The attached permit application was sent to Public Works, Fire Department and Essex Police, no issues with any of the events. In the past the application has been put in the Reading file for the Council. The permit can be signed by you after the meeting and put in on the website.

Terry

*Teresa Hass
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
Phone: 802-878-6950
Fax: 802-878-6946
Email: terry@essexjunction.org*

December 2022 Staff and Director Report

Report from the Director

Building

On December 2, Wendy and Tracey did a walkthrough of Brownell with Interim Buildings Manager Harlan. What an educational tour! We were out of compliance with a few things, like which side of the toilet the levers were on for ADA compliance, and anti-slip strips needed to be installed on our main stairs which were sold as not slippery, but when they are wet, they are slippery. Harlan learned about some of the building history. There were some mysteries, like what looks like an old heater under the oversize books in the Adult Non-Fiction area (that used to be in the Children's area) that we will try to figure out an answer to from past staff. The damage from the Main Reading Room water leak, which was noticed in the early fall, covered more area than we originally noticed. The leak has been fixed and we need a historic restoration contractor to address the damaged wood and ceiling.

Staffing

In December, Circ Librarian Alison and Youth Librarian River worked together with Wendy's input to interview and hire a new Shelving Library Assistant. Most candidates withdrew their applications, having found other employment or not being willing to work for our pay (which we included as a range in the job ad), so it's been a bumpy experience. We hope to have a new shelver in place in January.

Meetings and Training

Brownell staff Wendy, Hannah, and Tracey were joined by Brownell Library Trustees Sheila Porter, Dottie Bergendahl and Jeanne Grant at the Brownell budget hearing. Wendy participated remotely which was unplanned because of a sick family member.

On December 7, Wendy attended webinar "Remember Your Patrons Living with Memory Loss" which highlighted that reading can still bring joy to seniors with dementia and Alzheimer's, whether they are able to still enjoy a story, enjoy a poem in a group, or just enjoy the familiarity of turning the pages of book. We don't have any memory care facilities in the City at this time, but we do get seniors who frequently call or visit Brownell to connect and it was really helpful to learn there can still be joy in the familiarity and comfort of reading and handling books.

Wendy attended VLCT webinar on December 12, "How to Prepare for a First Amendment Audit" which was good clarification that the research and training Brownell did on this topic last year aligns with what was presented. Wendy still needs to seek out a legal opinion on if library patron privacy concerns apply to these people who come to film activities in public libraries. At the time of the staff training, Wendy dug deeper around the issue of patron privacy and, in this discussion at a national level, public libraries are considered "limited public forums." We need to get a more definitive answer about this subject with Vermont law. The trainer for this VLCT

webinar did not have a definitive answer to the question of library patrons having their privacy violated through being filmed by a first amendment auditor while inside a public library. When Wendy worked with legal guidance to update our security camera policy in 2019, it was determined that 22 V.S.A. 172(b)(3), 22 V.S.A. chapter 4, which spells out the law around Library Patron Records, indicates that we should protect patrons on any security video we capture because it is considered a patron record and requires a warrant before we hand over footage to law enforcement. How the interpretation of VT law relates to members of the public filming patron activities without their permission is something we want to know as first amendment audits have occurred at places around us in Essex Junction. Wendy reached out to the City Manager to seek legal opinion on how patron privacy intersects with the rights of the public to film government activities in public spaces.

Wendy attended a webinar on December 13 by the ALA group United for Libraries, which is a group for Library Trustees, Library Foundation members and Library Friends, "December Learning Live - Intellectual Freedom Update." This webinar was a more general update geared for groups who support libraries. Wendy will pursue a Brownell Library Trustee discussion of intellectual freedom issues impacting public libraries today, which are more widespread because of social media energizing extreme groups looking to challenge use of public meeting rooms, library collections and library programs.

Wendy attended a webinar on December 14, "Disinformation and the Literacy Landscape" which was a great discussion connecting the dots of how misinformation, disinformation, malinformation impact libraries, and the need for strong collections with quality information, which is what librarians, as information professionals, are trained to provide.

On December 15, Wendy attended the retirement open house for Bernie Fleury at the Wastewater facility after his 44 years of service. In the evening Wendy attended the Development Review Board meeting for the appeal hearing of the cannabis cultivation license in the City.

After what is now years of public libraries navigating working with diverse populations and visitors that present with social services needs that increase demands on staff, the VOKAL Koha system Wendy helped launch and continues to oversee with a Board of professional library staff volunteers is still working hard to improve and expand access for Vermont communities. Brownell was the first library to migrate to the shared VOKAL library system in 2010, and since then the consortium has grown to over 60 libraries. Having libraries of all sizes and means across Vermont sharing the same ILS as the basis of their library operations has been an interesting and mostly rewarding puzzle. This open source system is much more affordable than corporate proprietary ILS options. Over time we've been able to sponsor developments to allow the Koha software to work better for Vermont libraries' unique needs. Earlier in the pandemic, VOKAL volunteers supported over 40 libraries moving to the Aspen discovery system, which connects to Koha and allows libraries to customize their online catalogs. With Aspen, patrons can see all their checkouts and search only one catalog for both physical and digital materials.

Communication through active committees and meetings, and regular trainings, are keys to a consortium's success in serving its participating libraries, and they need to be resumed, despite the ongoing pandemic that has kept libraries in survival mode and the issues involved in serving communities amidst societal challenges. It's been a while since the VOKAL consortium has had a full membership meeting. Wendy got a VOKAL membership meeting lined up for January to connect member libraries to determine needs across the consortium. Trainings in all aspects of the system are needed with so much staff turnover at libraries the past few years. Wendy also connected with VOKAL committees so they can connect with committee members prior to this membership meeting to discuss any issues where libraries aren't following consortium rules their committees develop, or if consortium rules need to be amended.

Fletcher Free Library is closer to joining the Homecard reciprocal borrowing group. This would be beneficial for Brownell so frontline Brownell staff don't have to disappoint Burlington residents who want to borrow Brownell library materials. Wendy lined up a January meeting of the VOKAL Executive Committee with developers of Bywater Solutions, who develop the Koha software Koha that VOKAL consortium uses, to find out if any bug fixes or upgrades of the past several years might make it easier to transition Fletcher Free to our Homecard group in VOKAL. Item holds touch all aspects of libraries' integrated library systems(ILS), and Fletcher Free has more holds than other libraries. We want to keep library holds within the branches that patrons request them from, because we don't have a robust delivery system or state funding, so libraries here are more standalone than in other states.

Brownell closed for the morning of December 8 for an in-service training about reference interviews. In this time of disinformation, and misinformation, doing a proper reference interview is more important than ever. Staff at desks and on the phone can drill down to determine what patrons are really looking for, making sure patrons feel heard and that we are connecting visitors and callers with the quality information they are seeking.

On December 20, Wendy had a regular check in meeting with City Manager Regina that turned into a meeting with Regina and the City Finance Director to discuss the Brownell budget. It turns out that changes in Finance Directors over the past few years created inconsistency in how Brownell part-time and full-time staff account lines are calculated. This meeting also included discussion on reducing the Brownell part-time staff annual merit raises to a lesser, standard raise, which would be a significant change. In recent years, all Brownell staff who are scheduled with regular hours have been part of the municipal annual review process, conducted by their supervisors, with merit raises. Our annual reviews have helped keep staff on track with expectations, and it helps give them pride in their work to develop annual goals. Our part-time staff are essential to our operations. Half of the full-time library professionals at Brownell started as part-time staff.

Programming

Our 1st Wednesday, “More than a Market: Food, Community, and Family in the Immigrant-owned Markets of Burlington and Winooski” did not bring in a lot of attendees, but was a wonderful December program with a presentation of the community these small markets build in their neighborhoods, and the history of how they have built community for over a century, and a heartwarming discussion followed of the attendees experiences growing up in and around these markets.

Brownell was a participating site for the return of the Train Hop on December 9. It was hard to promote as promotional resources were slow to come with a newer staff at EJRP organizing the Train Hop and getting a delayed start due to managing a large Halloween event at EJRP. It was great to have the model train people back, sharing their trains brings them a lot of joy!

Wendy coordinated the art exhibit change over in late December. It was sad to see the vibrant art of Pievy Polyte leave the Kolvoord Community Room. As Pievy’s art has moved out, we now have the beautiful water landscape art of Judy Tuttle for the community to enjoy the next few months.

Other

A group of staff including Wendy, Hannah, Alison and River are working to update our collection development policy. Our collection development policy, which was written in 2007 along with many other Brownell policies, continues to be relevant but needs some fine tuning for this more connected world, where people from across the country may challenge our books or programs. We need to ensure that we are safeguarded from challenges that may take up a significant amount of staff time—and potentially Library Trustee Board time, if challenges are elevated to that level.

Assistant Librarian Tracey has been in pursuit of the local Amazon rep, after learning from other Vermont libraries that they actually have human Amazon reps who assist with their Amazon accounts. She contacted a fellow Vermont library in southern Vermont, and that librarian helpfully contacted their Amazon rep to learn the name and contact info for Brownell’s Amazon rep. Amazon is officially ending all lines of Amazon credit with Synchrony Bank in January for their business accounts, and this phantom Amazon Rep could potentially set up “Pay by Invoice,” a monthly line of credit through Amazon that other libraries have transitioned to due to Amazon ending its relationship with Synchrony. Tracey continues to seek this phantom Amazon rep and talk to Amazon chat bots seeking answers to what would be a better solution to manage invoices than using a City credit card. We use Amazon for a lot of program supplies, and some office supplies. Tracey is also connecting with other local and online vendors to determine if they could be adequate sources for these supplies.

Wendy continues to work on the IT support vendor RFP. 5 RFPs were submitted for the December deadline. Wendy has been in regular contact with the 5 vendors to answer questions and concerns. The City staff group will meet in early January to decide what vendors to proceed scheduling interviews with in mid January. Choosing an IT support vendor that works for all departments and staff and provides excellent customer service and support will benefit everyone involved that works with computers.

Wendy took the week off between Christmas and New Year's Eve to spend time with her family.

December Numbers from the Adult Department:

- New Patrons: 33
 - Virtual Adult Cards Created: 2
- New Overdrive Users: 12
 - December 2021: 12
 - December 2020: 15
 - December 2019: 9
- Presence at 14 Adult Programs: 98
- Adult Program Support: 22 hours

- Consumer Reports Online: 15 visits, 109 pages viewed
- Overdrive Magazines: 27 checkouts
- Craftsy Sessions: 5
- Biblio+: 7 active users 18 views
- Adult content in Comics App: 0 checkouts
- Adult Craft Kits: 15 Mint Tin Candles

The fiber arts circle met 4 Saturdays with a total of 12 people.

Clif met with 3 people for a total of 5 ½ hours.

The Vermont Astronomical Society attracted 35 people for their 2 mini talks.

14 people discussed *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.

6 people came for the 1st Wednesday event: *More than a Market: Food, Community, and Family in the Immigrant-owned Markets of Burlington and Winooski*.

The Current Events group met 4 times with 28 people taking part in discussion.

Brownell hosted two events that did not draw in any people. A wrapping paper swap and a night showing of the film *Fargo*.

December Interlibrary Loan Service Update

For December, the Must Read Mondays book discussion group used a set of Vermont Reads books rather than us borrowing books through interlibrary loan. Additionally, ILL staff took some time off around the holidays. There was also a small but unexplained decrease in the number of ILLs requested by the public – as compared to December in FY22.

Interlibrary Loan Statistics			
DEC	FY 22	FY 23	
ILL Sent	122	124	2%
ILL Requested	47	21	-55%
Holds	390	412	6%
Avg days to receive	10.9	11.1	2%
Courier Statistics			
DEC	FY 22	FY 23	
Courier Sent	125	144	15%
Courier Rec'd	154	97	-37%
USPS Sent	16	14	-13%
USPS Rec'd	24	8	-67%
Est. Savings	\$ 428.75	\$ 538.56	26%

Youth Department

Update

- A parent reached out with concerns about youth patrons' access to unfiltered internet. Her email came out of concern and also a misunderstanding about the role of libraries. When a parent is concerned about the age appropriateness of information in the library, we try to point out the tools we have available; in this case, River shared the website suggestions on the Brownell webpage. River also emphasized that what a child has access to is a family decision and the verdict about what is appropriate can be different for every family. River talked about how central access is to libraries, sharing links to the American Library Association's Library Bill of Rights and the Brownell Collection Development Policy. They also talked about the ways that libraries are different from schools. Specifically, while the schools act in place of the parent, thus providing a high level of supervision to targeted age groups, the library has far fewer staff and we are open to and support an entire community. We provide access to information and privacy

which allows patrons to pursue whatever knowledge they want or need. We are a place to explore, but we are not an after school program. River encouraged the child to try out library programs which offer more supervision while they are happening, or to check out the tween center, which offers more direct supervision and is free. While River did not go into detail on this, there are equity concerns that come up when you talk about restricting a child's access to information. Who decides what is appropriate, and what is left out? In addition, we try to be transparent about the access that children have in the library. We talk about unfiltered internet access in the letter we send home to parents after their child signs up for a library card, and after this conversation, we decided to reinforce this message by adding a note about unfiltered internet access to the youth computer signs.

- Tracey showed River a new ordering process which adds titles to Koha as soon as they are ordered. This allows patrons to see what's coming and start placing holds before the book arrives.
- Our YA manga project is moving along. Once space was created in YA fiction, River used a call number project that Casey has been working on to finalize new call numbers and cataloging procedures for YA Manga. Chessa has been working to get the records and spine labels updated. Once the books are in YA fiction, River will add more titles.
- There was a lot of discussion about the ways we market programs in December. The City implemented its new website which reserves some space for promoting upcoming events in the community. River asked Ashley Snellberger, the City's Communications & Strategic Initiatives Director, for more detail about how to share library events on this page and would love to make this part of our regular calendar/marketing workflow. Hannah is exploring calendar displays for the new website, there are some really pretty options that could allow us to filter by age and display images from our marketing. Also, the library is offering so many programs at this point that some of our flyers never get displayed; so we brainstormed ways to adjust this process.
- We distributed free copies of this year's Vermont Read, *The Most Costly Journey*. A few were picked up at December's First Wednesday Program about Food, Community, and Family in the Immigrant-owned Markets of Burlington and Winooski. We will also share some copies with Voices for Inclusion in Essex and Westford which may do a book discussion with Migrant Justice, and we offered some to a local church which has done book discussions with past Vermont Reads. If you have any other local groups that would be interested in this book, please let River know; we have about 15 more copies left.
- Youth staff started preparing to offer Youth Grab and Go Kits again. These will be available in the coldest months, January through March.
- Our new couch for the Picture Book Room arrived. This will offer wipeable seating and a place for people to charge their devices.
- Hannah fixed our computers so that youth can only log in for one 45 minute session a day! This will help us manage computer use and wait times as the library gets busier!
- Erna finished training Sarah Eustis on youth desk procedures.
- Alison and River started looking at applications for a new shelver.
- River watched the CSLP Summer Symposium and got some summer program ideas. The year's theme, All Together Now, focuses on building community.

Programs

- Storytimes
 - 18 children and 14 adults attended Preschool Story Times. Themes and activities this month included: Stories about mice, mittens, and trains with Erna, stories about play with River, and Casey invited kids to sit in sleds while she read stories about winter holidays including Christmas, Hanukkah and the Solstice.
 - 19 children and 9 adults attended Saturday stories. Themes this month included: Stories about mice and New Year's stories with musical instruments with Erna. River planned an owl story time; but snow kept families away.
- 4 kids and 3 adults attended Lego Fun. Someone dropped off a giant lego jet before the program which inspired attendees to make an airport.
- 1 teen and 1 adult came to Fright Night. They watched *Insidious*.
- 23 children and 25 adults attended Play Time. While Erna typically leads this program, sharing early learning strategies and helping build connections between young families, Chessa stepped in to lead while Erna was away on vacation. We appreciate her help!
- Wednesday Early Release Programming:
 - 8 children constructed their own Kerplunk games during Crafternoon with Erna.
 - 16 kids, 1 teen, and 2 adults watched *The Bad Guys* for Sarah's Movie Matinee.
 - 13 kids attended Comics Club with Sarah and Hannah. Participants made a superhero comic and bound it into a simple book. One of Sarah's favorites was about "The Song of the Wolf," and the girl who shared it with the group made up her own wolf call when performing it. Another was about cats playing baseball.
- 6 kids and 2 adults visited with Sammy during Read to Sammy. One participant also shared a story. While this program is primarily intended to help kids develop reading skills, it also promotes all kinds of good feelings when kids (and adults) have an opportunity to interact with a therapy dog after school!
- 3 teens and 1 adult attended TAG (Teen Advisory Group) with Sarah. Participants helped decorate for Train Hop by setting up the train table with string lights and cardboard houses created during the November Art Lab. They also made masking tape train tracks between all of the Train Hop stations in the library.
- 531 people walked through our doors for Train Hop, and surprisingly this still didn't seem quite as busy as past years! That said, it was a steady crowd as participants floated through various activities: 2 train set ups, train coloring pages and the train table in the picture book room, writing letters to Santa, and making bookmarks with the Essex Players. We had three volunteers answering questions and sharing candy canes. And we SO appreciate the Trustees that helped oversee the Brownell train and the letter writing to Santa! This event is organized by EJRP, and Brownell was happy to return as a stop on this year's Train Hop. After this event, Erna took the Santa letters to EJRP for their volunteers who write response letters from the North Pole.
- 1 kid and 1 adult attended the Yogurt Bar. This program was imagined and implemented by a community teen looking to share their interest in nutrition. After the presentation, participants were invited to make personalized yogurt bowls.
- 1 teen and 5 adults attended D&D.

- Sarah offered the last two parts of her Jewelry Making Series. Participants made "button up bracelets" and bracelet cuffs with safety pins and beads. 7 kids and 3 teens attended.
- 2 adults attended our last session of the Pages Book Club for Parents and Caregivers. Participants seem eager to continue in some format now that our first book is done. It will be interesting to see how this develops.
- 2 teens attended the Teen Zine program with Sarah and River. Sarah did a great job reaching out to Tina Logan and librarians at ADL and EHS to help spread the word to artsy teens, unfortunately school was closed that day due to snow.
- 25 children, 3 teens, and 8 adults created owls of their own design with collage materials, paint pens, and toilet paper rolls. Participant creations were delightfully imaginative, and some are now displayed on the New Youth Non-fiction Shelf. This program was originally planned for one week, but we extended it for families during winter vacation.
- Homeschool Book Clubs
 - For Red Clover Book Club, Erna read *A Song of Frutas* by Margarita Engle and *The Floating Field: How a Group of Thai Boys Built Their Own Soccer Field* by Scott Riley. Then the group made rafts out of craft sticks. 7 children attended.
 - 2 teens attended the Golden Dome book discussion with River. This month we talked about *The Genius Under the Table*, a memoir by artist Eugene Yelchin that explores his experience as a child in the USSR during the Cold War. It was an interesting opportunity to talk about how we vet the information we consume, specifically how we decide if something is trustworthy, different kinds of subject authority, how the context and the perspective of the writer may inform the information they share, and the difference between memoir and biography.
 - 3 teens attended GMBA with Sarah. The group discussed *Hail Mary* by Andy Weir, the morality of doing things for the greater good without input from the populace, the relationships between aliens and humans, and science fiction.
- 7 children and 1 teen wrote a story about a snowball fight for the Brownell Writer's Club Challenge! Maya Kahn won a \$15 gift certificate to Phoenix Books.
- 143 kids, 12 teens, and 36 adults hunted for Gingerbread houses in the library as part of Erna's I Spy a Gingerbread House program. Participants each received a peppermint for participating. This was a festive, passive activity, and it was so fun to talk with kids about the houses they liked best. In general, we are noticing a lot of participation in activities that are available in the library any time someone drops by, and the youth department plans to keep exploring options for drop-in-whenever programs.
- Sarah challenged teens to a new set of would-you-rathers in December. Overwhelmingly teens would rather... Smell like nail polish rather than garbage... Be really good at their least favorite instrument versus terrible at their favorite one... Learn a language that no one speaks instead of learning to fix a car that isn't made anymore. Teens were pretty evenly split about the merits of watching Harry Potter movies for 72 hours straight and never again versus watching one Harry Potter movie a week forever.

Numbers

- New Youth Patrons: 4
- 23 Kids Programs with 538 kids, 51 teens, and 350 adults attending
- 7 Teen Programs with 14 teens and 9 adults attending
- Youth Program Support: 35 Adult Hrs and 4 Teen Hrs
- Kolvoord Room: 13 youth programs, 106 people attending

News From Tech Services

We will have some new magazine subscriptions starting in January which is exciting. Hannah is continuing to work on an updated website in preparation for the Joomla 4 upgrade.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, December: 471
- Youth materials added, December: 46
- Magazine issues added, December: 85
- Total cataloged collection size December: 71704

Wi-Fi Statistics

Daily Average visits time:

- 6+ hrs — 31
- 1-6 hrs — 22
- 20-60 mins — 20
- 5-20 mins — 57

Daily Average return rate:

- Occasional — 13
- Weekly — 41
- Daily — 58
- First time — 18

Total Unique Clients (users connected devices) for the month — 650

Twitter

- Number of Twitter followers — 61

Instagram

- Number of Instagram followers — 453

Facebook Monthly Reach and Engagement

December 2022

- Total number of post views -1005
- Number of page likes - 1473

November 2022

- Total number of post views— 1450
- Number of Page Likes—1471

October 2022

- Total number of post views— 3549
- Number of Page Likes—1466

September 2022

- Total number of post views— 2022
- Number of Page Likes—1452

August 2022

- Total number of post views— 1245
- Number of Page Likes—1328

July 2022

- Total number of post views— 8911
- Number of Page Likes—1319

June 2022

- Total number of post views—3578
- Number of Page Likes—1310

May 2022

- Number of engagements with our posts (likes, shares etc.)—119
- Total number of post views—4081
- Number of Page Likes—1289

April 2022

- Number of engagements with our posts (likes, shares etc.)—208
- Total number of post views—6137
- Number of Page Likes—1285

March 2022

- Number of engagements with our posts (likes, shares etc.)—211
- Total number of post views—5428
- Number of Page Likes—1281

February 2022

- Number of engagements with our posts (likes, shares etc.)—
- Total number of post views —
- Number of Page Likes —

January 2022

- Number of engagements with our posts (likes, shares etc.) —156
- Total number of post views —6879
- Number of Page Likes—1270

December 2021

- Number of engagements with our posts (likes, shares etc.) –150
- Total number of post views – 4335
- Number of Page Likes – 1261

Brownell Library Website monthly visitors:

- December-2021 Visits 2218 Page Views 6396
- Jan-2022 Visits 2252 Page Views 6242
- Feb-2022 Visits 2066 Page Views 5698
- March-2022 Visits 2442 Page Views 6895
- Apr-2022 Visits 2761 Page Views 6805
- May-2022 Visits 3245 Page Views 8130
- June-2022 Visits 3108 Page Views 9161
- July-2022 Visits 2722 Page Views 7438
- August-2022 Visits 2857 Page Views 7321
- September-2022 Visits 2536 Page Views 6657
- October-2022 Visits 2806 Page Views 7578
- November-2022 Visits 2325 Page Views 6107
- December-2022 Visits 2592 Page Views 7043



Chittenden County Housing Convening
January 30, 2023
6pm

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85386668426?pwd=U1FBRIIdlNnQ3cyt0bGxvWUZSb1ZrQT09>

Meeting ID: 853 8666 8426

One tap mobile: +16468769923,,85386668426#,,,,*266582#

Dial by your location: +1 646 876 9923

- I. **Welcome** (5 minutes)
- II. **Burlington Rental Inspection Program - Bill Ward, City of Burlington** (30 minutes)
Rental housing quality remains a concern in the region particularly in municipalities that do not have a rental inspection program. Bill Ward from the City of Burlington will review the City's rental inspection program and its impact on housing quality. Bill's presentation will touch review the inspection process, the rental registry, and the departmental budget.
- III. **CCRPC Update** (5 minutes)
 - a. ECOS Plan Update
 - b. [CCRPC Housing Dashboard](#) and [Building Homes Together Dashboard](#)
- IV. **Legislative Updates** (5 minutes)
- V. **Municipal Round Table** (30 minutes) – latest things you are working on, issues/challenges/successes
- VI. **Poll Questions** (5 minutes)
- VII. **Other Business**
 - a. **Topics for future convenings** – Next Convening: tentatively scheduled for July 31, 2023
 - b. [VT DHCD Housing Discrimination Survey](#)
 - c. **Seven Days final installment of [“Locked Out” special report](#) on housing**

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

**TOWN OF ESSEX / CITY OF ESSEX JUNCTION
JOINT HOUSING COMMISSION
Minutes of January 4, 2023**

City Representatives: Katie Ballard, Chair (departed the meeting at 4:22PM); Gabrielle Smith, Vice Chair; Ned Daly.

Town Representatives: Emily Taylor, Clerk; Rupesh Asher (joined the meeting at 3:24PM) Deb Flannery; Mark Redmond.

Administration and Staff: Kent Johnson, Regina Mahoney.

1. CALL TO ORDER AND AGENDA ADDITIONS / CHANGES

Ballard called the meeting to order at 3:05 PM. There were no proposed changes to the agenda.

2. APPROVAL OF MINUTES

Smith made a motion, seconded by Redmond, to approve the minutes of December 7, 2022. The motion passed 7-0.

3. PUBLIC TO BE HEARD

There was no public to be heard.

4. BUSINESS ITEMS

a. Proposed Charter Change: Just Cause Eviction Follow-Up

The Select Board adopted language on the Just Cause Eviction charter that will be reviewed at the January 17, 2023 and January 30, 2023 meetings. Ballard states the Housing Commission (HC) should have a more comprehensive conversation around this Charter change and will be on the January 18, 2023 HC meeting agenda.

HC members are seeking more information on how the Charter came to be, how it will be enforced, and current data on evictions (and if data exists on challenges that are not or underreported) in the Town to inform recommendations the HC can provide on the Charter. The HC is in favor of the Town offering protections and want to be able to provide specific recommendations that would allow the municipality to collaborate with existing programs rather than take on added responsibilities provided in the community already.

b. Updates from City Housing Trust Fund Discussion

The Housing Trust Fund (HTF) presentation to the City Council and Select board was well received. There were many questions following the presentation and the recording was linked and posted on today's meeting agenda. The groups want more information on funding sources, who oversees the HTF and how decisions are made, and want to ensure there is equitable and accessible outreach to various communities, especially the senior population.

c. Housing Trust Fund Next Steps

Ballard is seeking additional support in the HTF workgroup and ideally would have representation from a Town member.

Ballard will work with Smith, Mahoney, and Darren Schibler to compose a synopsis document around the HTF to share with Members. This will be reviewed at the February 1, 2023 meeting.

d. Town Plan 2024 Working Group Update

The Work Group has numerous Community Forums scheduled throughout the Town of Essex in the first two weeks of January. Town residents received mailers with more information on content and locations, asking everyone to come out and provide feedback. Taylor and Ballard are hosting one of the Forums on Susie Wilson Road next week. The work group will likely meet again at the end of this month to compile and review feedback.

e. Member comments

There were no additional Commission Member Comments.

f. Rental Registry and Inspection Program; Provide Feedback to City PC Discussion

The City Planning Commission (PC) is prioritizing housing issues and beginning with a Rental Registry and Inspection Program. The focus will begin with rental housing. The HC is poised to be in a proactive role to conduct inspections for fee and establish an ordinance in the City on habitability. The ordinance would mirror the current State ordinance. The PC is seeking input from the HC as they move forward with this program.

Ballard and Daly are attending tomorrow evening's PC meeting.

The Land Development Code dictates how many stories housing projects can be. Currently in the City, housing projects cannot exceed four stories.

g. Chittenden County Regional Planning Commission (CCRPC) Housing Convening

The convening will be on January 30, 2023 at 6:30p.

h. Upcoming Meeting Schedule

The next Housing Commission meeting will be on January 18, 2023.

5. Reading File

There was no discussion on the reading file.

6. Adjourn

Smith adjourned the meeting at 4:29pm.

Minutes prepared and submitted by Emily Taylor, Clerk.

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
JANUARY 12, 2023
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Robert Mount, Vice Chair; Cristin Gildea (via Zoom), Maggie Massey, Dylan Zwicky (via Zoom).

MEMBERS ABSENT: None.

ADMINISTRATION: Regina Mahony, City Manager

OTHERS PRESENT: Adrian Lanza, Malachi Brennan (via Zoom), and Gene White (via Zoom). Lanza and White present prior to deliberative session only.

1. CALL TO ORDER

Mr. Alden called the meeting to order at 6:34 PM.

2. ADDITIONS OR AMENDMENTS TO AGENDA

No additions or amendments.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

A. Regular Meeting – December 15, 2022

MOTION by ROBERT MOUNT, SECOND by MAGGIE MASSEY, to table the minutes. The motion passed 5-0.

5. DELIBERATIVE SESSION

A. Continued Deliberative Session for the Appeal of Administrative Officer's decision to deny a Home Occupation permit for the cultivation of cannabis at 5 Shawn's Way in the R-1 District, by Adrian Lanza, Passionfruit Farms, LLC, owner.

The DRB members and Regina Mahony entered deliberative session.

MOTION by MAGGIE MASSEY, SECOND by ROBERT MOUNT, to leave deliberative session. The motion passed 5-0.

***RETURNED TO THE MINUTES:* MOTION by ROBERT MOUNT, SECOND by DYLAN ZWICKY, to approve the December 15, 2022 minutes. The motion passed 5-0.**

MOTION by ROBERT MOUNT, SECOND by DYLAN ZWICKY, to overturn the Zoning Administrator's denial and approve the Home Occupation permit for the cultivation of cannabis at 5 Shawn's Way in the R-1 District, by Adrian Lanza, Passionfruit Farms, LLC, owner. The motion passed 5-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

Mr. Alden provided the DRB with updates from the CCRPC Planning Advisory Committee meeting held on January 11, 2023:

- January 30th CCRPC Regional Housing Convening
- Essentials of Land Use Training on February 24th – Ms. Mahony will send this on to the DRB when this comes across her desk
- CCRPC has drafted the Metropolitan Transportation Plan. The 2050 scenario shows a functioning intersection at five corners.
- Housing bills – there are a number of bills that are or will be proposed to increase housing.
- There is a significant amount of federal funding coming down the line.

There was also a general discussion about process improvements and coordination once the new Community Development Director starts: joint meetings with the Planning Commission, trainings, keeping final DRB hearings open until the DRB has all the information they need.

7. ADJOURNMENT

MOTION by MAGGIE MASSEY, SECOND by ROBERT MOUNT, to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:54 PM.

Minutes prepared by: RMahony