

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, January 11, 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. **VICIOUS DOG HEARING**
6. **BUSINESS ITEMS**
 - a. Cathedral Square Presentation on Whitcomb Woods Renovation Concept Proposal, Cindy Reid
 - b. Discussion and consideration of Essex Rescue Letter
 - c. Discussion and consideration of Chittenden County Regional Planning Commission UPWP Applications and Match
 - d. Department Head Conversation with Chelsea Mandigo
 - e. Presentation of the FY24 Enterprise Budgets, Second Version of the General Fund Budget and Budget Schedule
 - f. *Discussion and consideration of CSWD candidates
7. **CONSENT ITEMS**
 - a. Approve Check Warrants #17333 (12/15/2022); #17334 (12/22/2022); and #17335 (12/30/2022)
 - b. Approve Minutes: December 14, 2022
 - c. Adjust Green Mountain Transit Representation
8. **READING FILE**
 - a. Board member comments
 - b. County of Chittenden Annual Budget Hearing
 - c. T-Mobile PUC Petition for additional antennas on an existing tower
 - d. GBIC thank you letter
 - e. Joint Housing Committee Minutes: December 7, 2022
 - f. Planning Commission Minutes: December 1, 2022
 - g. Development Review Board Minutes: December 15, 2022
 - h. Bike/Walk Advisory Committee Minutes: December 19, 2022
 - i. Tree Advisory Committee Minutes: November 15, 2022
 - j. Chittenden County Communications Union District Organizational Meeting Minutes: January 5, 2022
9. **EXECUTIVE SESSION**
 - a. * An executive session may be needed to discuss the appointment of a public official
10. **ADJOURN**

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

Chief of Police
Ron Hoague
(802) 878-1335

Department Fax
(802) 878-1340



Dispatch
(802) 878-8331

Detective Division
(802) 879-4923

Records Division
(802) 878-1337

ESSEX POLICE DEPARTMENT

145 Maple Street
Essex Junction, Vermont
05452-3792
www.epdvt.org

TO: City Manager Regina Mahoney
City of Essex Junction Trustees

FROM: Ron Hoague, Chief of Police

DATE: January 9, 2023

RE: Request for Vicious Dog Hearing

ISSUE: A request for a Vicious Dog Hearing has been requested by an Essex Junction Resident.

DISCUSSION:

On January 6, 2023, the Town of Essex Selectboard received a letter from Janelle Racine requesting a Vicious Domestic Pet hearing as outlined in VSA Title 20 section 3546. Mrs. Racine reported that she was bitten on January 1, 2023, at her home at 3 South Street Ln by the dog of Shanna Brady or Kevin Kavanaugh, causing a puncture wound to her hand, which required medical treatment. Mrs. Racine has reported that Ms. Brady's and Mr. Kavanaugh's dogs were off the owner's property when she (Racine) was bitten and that they attacked her dog, causing Racine to be bitten in the process of separating the dogs. This attack caused a severe injury to Racine's dog that required emergency treatment.

Please review the attached reports, and photographs for further information on the complaint, and subsequent investigations conducted by the Essex Police Department and the Animal Control Officer. There is also a video which can be viewed at the scheduled hearing.

COST: None

RECOMMENDATION:

That the Trustees conduct a Vicious Domestic Pet hearing as required by VSA Title 20 section 3546; and as outlined in subsection (c)...if the board finds that either dog bit Mrs. Racine, off the owner's property and without provocation, than to make such order for the protection of persons as the facts and circumstance of the case may require, including, without limitation, that the domestic pet is disposed of in a humane way, muzzled, chained or confined.

Who is Cathedral Square: Founded in 1977, Cathedral Square (CS) is an affordable housing nonprofit that creates and maintains quality, affordable, service-enriched housing for older adults and people with special needs. We assist and collaborate with partners in housing, health care and aging services to build capacity, we design and deliver cost-effective programs and homes that promote residents' health and well-being, foster vibrant and compassionate communities, and meet residents' diverse needs. During the past 10 years, CS has developed 459 affordable housing units and currently has 24 units of new senior housing due to break ground in April 2023. CS predominantly serves low income older adults in our 1,009 rental homes. 93% of our residents are <50% AMI and 95% of our residents benefit from rent subsidies or another form of reduced rent. Additionally, 25% of our residents had no home before coming to Cathedral Square.

SASH: SASH® (Support and Services at Home) is a nationally acclaimed program providing care coordination available to all residents at no charge. SASH has proven positive health outcomes and health care savings. Affordable housing with embedded SASH services is a model that helps older Vermonters thrive. The SASH Coordinator and Wellness Nurse meet with residents to help create "healthy living plans" with each participant based on self-defined goals.

At Whitcomb Woods, some examples of the SASH programming include:

- Health and wellness programming such as Flu and Covid vaccine clinics, monthly wellness/health presentations, walking groups, various exercise classes like Tai Chi, blood pressure clinics, etc.
- Increasing access to food through bi-weekly grocery deliveries, monthly commodities food, farm share, farmer's market coupons, and community meals.
- Building community connection through crafting events, movie nights, lawn games, discussion groups, and community meals, coffee hour, and pizza lunches.
- Connecting residents to resources such as AARP annual free tax assistance, VT Ethics Network for info on Advance Directives, assistance with signing up for Essex Senior Van and SSTA, Age Well for Wheels on Wheels and community meal ticket programs, and UVM Social Work and SMC Masters of Psychology students for 1:1 meetings and group activities.

Whitcomb Woods Reinvestment and Rehabilitation: Whitcomb Woods is a 65-unit service-enriched housing community serving older adults age 62+ on West Street in the City. Originally built in 1981 by a private developer, this property became at-risk of being converted to market rate units and in 2003, Cathedral Square in partnership with Housing Vermont, acquired and effectively preserved this community. Renovations were done, but 20 years later this 41-year old property is in critical need of renovations including new roofs, update to the fire alarm system, new boilers, energy and accessibility improvements, ventilation and site work/drainage, and general modernization.

This project will result in an improved and modernized affordable housing community, allowing us to continue to serve existing residents, as well as future generations of older adults. Improving roof structures and updating the fire alarm system will improve life safety and functionality of the facility. Improving energy efficiency and accessibility will result in operating cost savings and improved resident comfort. Reinvesting in this project will also improve its financial viability. Reinvestment in Whitcomb Woods is a commitment to quality of life for the older adults who call the community home. Cathedral Square takes pride in its resident services and how it manages its buildings.

Date: 1/6/2023

To: Essex Junction City Council

Cc: Regina Mahony

From: Andrew Brown

Subject: Letter to Essex Rescue

I'm writing to provide some additional details on the subject of the letter to Essex Rescue ahead of our meeting in hopes we can best utilize our time together.

On 12/10 Raj and I received an email from Regina asking for one of us to attend a thirty-minute meeting on 12/20 where one board member and staff representative from each municipality receiving Essex Rescue services would review and discuss a draft letter. I was available and wanted to attend to ensure the group understood the requested timeline is likely unachievable and that if we are requesting a financial audit and operational assessment then our municipalities will need to pay for these services.

At the 12/20 meeting it began about five minutes late while waiting for full attendance. Much of the conversation was taken up by those municipalities with longer experiences contributing to Essex Rescue services and their difficulty in receiving financial reports from Essex Rescue. With the limited time and multiple people wishing to speak I spoke to the message I wanted to provide and needed to leave promptly at the scheduled conclusion of the meeting. I do not know how long the meeting continued after my departure. I also expressed how I do not believe a financial audit nor an operational assessment would generate the desired results – a position I still believe to be true. Before I left, it was agreed that further edits would be made to the document and someone would speak with Colleen, Essex Rescue Executive Director, in advance of a letter being publicized to ensure it would be known that the intent of the letter was to help Essex Rescue and not adversarial.

Between 12/22 and 12/30 about 15 emails were exchanged which were mostly in agreement with the changes. I was in general agreement with these changes though I specified how I hoped, "this will start a longer dialogue between Essex Rescue and our communities. [Essex Rescue] may come back with different dates which may be more achievable to them and I'm open to that."

When this agenda item comes up at our meeting I would like our conversation to be focused on:

1. What is/are the problem(s) we are trying to fix?
2. Is this letter the best way to begin solving these problems?

I encourage you all to review our 10/12/2022 conversation with Essex Rescue (<https://youtu.be/xGuvHnKBW5w?list=PLlJLFn4BZd2NDBcfrHVdlR7eUeko7haxg&t=3329>).

January __, 2022

Essex Rescue
c/o Colleen Ballard
1 Educational Drive
Essex Junction, VT 05452

Dear Ms. Ballard,

We are writing on behalf of our respective boards and councils in response to the municipal contribution request from Essex Rescue for fiscal year 2024.

First, please know that we are all satisfied with the service provided by Essex Rescue. As you have for many decades, you continue to offer a tremendous resource to each of our communities. We and our respective boards want to continue that positive relationship in FY24 and beyond, and want to find ways for all of our organizations to continue supporting each other.

Our concerns are related to the rapidly increasing cost of Essex Rescue over the past two years, and finding ways that we can ensure Essex Rescue can continue providing cost-effective service to our municipalities. A 182 percent increase in fiscal year 2023, followed by a 65 percent increase in fiscal year 2024, is unsustainable. Such rapid increases, particularly when they so quickly exceed a funding schedule that was presented only one year ago, put additional, unexpected pressure on our own municipal budgets. We understand and respect the economic challenges we are all facing, such as inflation, health care costs, and staffing shortages. With the request from Essex Rescue, however, our legislative bodies and our voters are put in the difficult position of having to limit our own services, propose significant tax increases, or both.

The dilemma of meeting Essex Rescue's budgetary request is exacerbated by the fact that our municipalities have almost no oversight or input into the Essex Rescue budget, or the level of service being offered. To that end, our respective legislative bodies will recommend including the full Essex Rescue request of \$18 per capita in our respective municipal budgets, on the following conditions:

- We ask that Essex Rescue provide written quarterly financial reports to each member municipality, starting on April 1, 2023
- We ask that each member municipality have an option to place a voting member on the Essex Rescue Board of Directors by July 1, 2023
- We ask that Essex Rescue conduct an independent financial audit, to be completed by July 1, 2023 and shared with the member municipalities
- We ask that Essex Rescue conduct an independent operational assessment, to be completed by July 1, 2023 and shared with the member municipalities

We recognize that these are significant requests from our municipalities, and we feel they are necessary to ensure financial transparency and confidence for our boards and our residents. We look forward to continuing to work together, and welcome a dialogue about how we can best remain partners well into the future.

Sincerely,

Andy Watts, Chair
Essex Selectboard

Andrew Brown, President
Essex Junction City Council

Catherine McMains, Chair
Jericho Selectboard

Dan Steinbauer, Chair
Underhill Selectboard

Lee McClenny, Chair
Westford Selectboard

Thursday, January 4th, 2023

Andy Watts, Selectboard Chair, Essex
Andrew Brown, President, Essex Junction City Council
Catherine McMains, Selectboard Chair, Jericho
Dan Steinbauer, Selectboard Chair, Underhill
Lee McClenny, Selectboard Chair, Westford

As we communicated in our presentation to each of the respective town leaders, Essex Rescue is facing unprecedented revenue challenges that have left us with only one option if we are to avoid collapse; to seek additional funding support from the municipalities we serve.

In that presentation we also acknowledged the lack of collaboration and transparency between us and offered our agency as an open-book; seeking both insight and involvement from the towns as well as offering further understanding and context into the depth of the diligence work we've already done.

The letter being considered by your Selectboard Chairs for signature appears to have come from a collective group representing the towns we serve, which is a meaningful step forward. However, missing from that effort was any representation from Essex Rescue.

Before any additional time is spent on this effort we respectfully request that we work as a collective team with representation from all sides. There are many ways to meet our shared goal of a strong working relationship, foster greater openness and understanding, perform the necessary due diligence, and appropriately represent ourselves as fiduciaries.

We suggest adding representation from Essex Rescue to the working group that put together the Letter from the Towns, and reconvening that group in order to layout the next steps. Please have the coordinator for that group contact either of us to set up the next session.

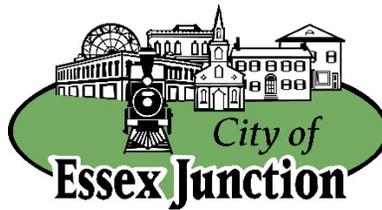
Respectfully,

Colleen Ballard
Executive Director
Essex Rescue

Peter Mutolo
President, Board of Directors
Essex Rescue

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802.878.4859 x.2

pmutolo@essexrescue.org
802.233.8065



MEMORANDUM

TO: City of Essex Junction City Council
FROM: Regina Mahony, City Manager & Chelsea Mandigo, Water Quality Superintendent
DATE: January 4, 2023
SUBJECT: CCRPC FY2022 Unified Planning Grant

Issue: Whether to support three applications for the Chittenden County Regional Planning Commission (CCRPC) Unified Planning Work Program (UPWP) for:

1. A TV condition assessment of select stormwater pipes.
2. GIS Services
3. Transit Oriented Development Plan

Discussion:

1. TV condition assessment of select stormwater pipes: In 2020 and 2022, the City applied for and received a grant from the CCRPC UPWP to conduct a condition assessment of select portions of the storm sewer system using pipe televising services based on known problem areas or pipe material. The videos and data provided a condition assessment that developed a prioritization framework for replacement of aging stormwater pipes.

The City would like to continue this assessment to further develop the priority schedule for replacement which can be used for Capital Fund planning.

2. GIS Services: With the separation of the Town and the City, the City will no longer have in house GIS services. This request will include assistance for online mapping, zoning map preparation (if the LDCs officially change), stormwater infrastructure update assistance and other projects that may come up.
3. Transit Oriented Development Plan: The Chittenden County Regional Planning Commission (CCRPC) is soliciting interest from municipalities along the regional rail lines to engage in Transit-Oriented Development (TOD) Planning to develop compact, connected, and walkable communities in Northwest Vermont. The CCRPC has been awarded a federal RAISE planning grant in the amount of \$2,100,000 to develop Transit-Oriented Development (TOD) Plans for Northwest Vermont and evaluate ways to improve transit service. The grant scope is intended to allow participating municipalities the opportunity to plan for increased transit-oriented development (TOD) in your centers with more housing and employment that will improve opportunities for convenient public transportation services, more walking and biking, and address climate goals. The grant scope includes collaboration between the regional planning commissions and up to 12 communities across a five-county region. This collaboration is intended to support municipal efforts to: Create a TOD Master Plans for municipal downtown and village centers; and Draft municipal bylaws/development regulations to implement the TOD Master Plans.

Costs:

1. A TV condition assessment of select stormwater pipes: The request is for \$50,000 with a 20% match required of \$10,000. The match will be paid out of the stormwater budget
2. GIS Services: This is a fee for service request. CCRPC will bill at an hourly rate, not to exceed \$10,000. This is in the FY24 budget in the Community Development Department.
3. Transit Oriented Development Plan: This request is for \$100,000 over two years. The first \$10,000 match is in the FY24 budget in the Community Development Department.

Recommendation: It is recommended 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.

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 10.56% increase which calculates to \$61.85 per year on an average bill (based on 120 gallons/day usage).

Administrative Fees Calculation (for reference) **1**

Water Fund **2**

Preliminary Rate Change:

| Person using 120 gallons/Day | FY23 | FY24 | | |
|-----------------------------------|--------|--------|----------|------------|
| Water | | | Increase | % Increase |
| 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% |

The Water operating increase is 15.2% (\$225,490) with an 11.5% 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 \$38,409 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 **4**

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% |

The Wastewater Fund is proposed at a 17% or \$419,441 increase with an 11.35% 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 \$60,000. 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

6

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% |

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

Not available – will discuss at a future meeting

Senior Center Fund

Not available – will discuss at a future meeting

Administrative Charges

| <u>Personnel Costs</u> | <u>Payroll/Benefits</u> | <i>WC (0.50% * 16,100</i> <u>* # FTE)</u> | <u>Total</u> |
|--|-------------------------|--|----------------|
| Administration | 491,676 | 322 | 491,998 |
| Legislative | 8,074 | - | 8,074 |
| Finance | 317,877 | 242 | 318,119 |
| Other Costs | | | |
| Public Officials Liability | | | 6,321 |
| Capital Outlay (Computers etc) | | | |
| Lincoln Hall Exp (from buildings department) | | | 88,568 |
| General Property Insurance | | | 6,946 |
| Total | | | 920,026 |

Assume 1/2 for Enterprise Funds

460,012.75

| Allocation based on perceived time spent | | | | <u>FY22</u> | <u>FY23</u> | <u>FY24</u> | | |
|---|------------|-----|--|-------------|-------------|-------------|--------|----------------|
| Assumptions | Water | 40% | | 112,565 | 125,960 | 184,005.10 | 46.08% | 58,045 |
| | WWTF | 20% | | 56,282 | 62,980 | 92,002.55 | 46.08% | 29,023 |
| | Sanitation | 40% | | 112,565 | 125,960 | 184,005.10 | 46.08% | 58,045 |
| | | | | | | | | <u>145,113</u> |
| Wastewater Pump Station Maint | | | | 33,000 | 36,000 | 36,000 | | |

| Contract Services | | | |
|--------------------------|--------------|----------------------|--------------|
| | <u>Admin</u> | <u>Pump Stations</u> | <u>Total</u> |
| Water | 184,005 | - | 184,005 |
| WWTF | 92,003 | - | 92,003 |
| Sanitation | 184,005 | 36,000 | 220,005 |

| 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 | 1,364,169 | 1,560,659 | 196,490 | 14.4% | | |
| 021.001-Water Large User Fees | 95,000 | 104,481 | 114,093 | 111,276 | 110,000 | 139,000 | 29,000 | 26.4% | | |
| 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 | 1,487,119 | 1,712,609 | 225,490 | 15.2% | | |
| 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% | | |
| 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 | 602,946 | 641,355 | 38,409 | 6.4% | | |
| 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% | | |
| 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% | | |
| 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% | per contract | |
| 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% | | |

| Costing Center | 254-54-20 - Water Fund | | | | | | | | |
|--|------------------------|------------------|------------------|-------------------------------|------------------|------------------|----------------|--------------|----------------------------|
| | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| 626.000-Gasoline | 3,000 | 1,523 | 3,000 | 1,908 | 3,000 | 3,000 | - | 0.0% | |
| 735.000-Technology: Hardware, Software, Equipm | 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 | 1,487,119 | 1,712,609 | 225,490 | 15.2% | |
| <i>Net Water Fund</i> | - | <i>42,824</i> | - | <i>44,447</i> | - | - | - | <i>n/a</i> | |

| 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 | 1,065,415 | 144,254 | 15.7% | |
| 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 | 2,946,484 | 452,276 | 18.1% | |
| 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% | |
| 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 | 8,000 | 2,500 | 45.5% | 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 (create new account for tracking), open approach, engineering support, electrician |
| 340.001-Lab Testing | - | - | - | - | - | - | - | n/a | |
| 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 | - | - | - | - | - | 4,000 | 4,000 | 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 | 12,000 | 4,500 | 60.0% | 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% | |

| 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 | 9,000 | 2,600 | 40.6% | |
| 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 | 210,000 | 60,000 | 40.0% | 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 | 15,000 | 5,000 | 50.0% | 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% | per contract |
| 618.000-Laboratory Supplies | 18,000 | 20,036 | 18,000 | 20,373 | 20,000 | 24,000 | 4,000 | 20.0% | 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 | 26,000 | 350 | 1.4% | |
| 622.000-Electricity | 150,000 | 163,650 | 150,000 | 149,299 | 175,000 | 175,000 | - | 0.0% | |
| 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 | 2,889,650 | 419,441 | 17.0% | |
| <i>Net Wastewater Fund</i> | - | 99,671 | - | 97,712 | 23,999 | 56,834 | 32,835 | 136.8% | |

| 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% | |
| 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 \$2,000 |
| 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% | |
| 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% | |
| 610.000-General Supplies | 1,000 | 773 | 1,000 | 31 | 1,000 | 1,000 | - | 0.0% | |

| Costing Center | 256-56-40 - Sanitation | | | | | | | | |
|---|------------------------|----------------|----------------|-------------------------|----------------|----------------|---------------|--------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| 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% | per contract |
| 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> | |

FY24 City of Essex Junction

Proposed Budget v.2 Transmittal – General Fund

The v.2 Budget

Following the City’s December 6th Budget Day staff have been adjusting the budget in accordance with the discussion from that; and working on getting answers to the Council’s questions. This transmittal includes the following:

1. Budget Changes: Changes made to the budget as requested by the Council on Budget Day.
2. Outstanding Issues: Outstanding issues described with staff recommendations.
3. Other Answers: Answers to other questions raised on Budget Day (that aren’t reflected in #1 & #2).

In addition, the schedule for next steps is as follows:

| | |
|-------------------|---|
| January 25, 2023 | Budget Review and Preliminary Adoption with or without change (and then it should be published not later than 2 weeks after preliminary adoption) & and warn public hearing (publish at least 5 days in advance of hearing) |
| February 8, 2023 | Public Hearing on Budget |
| February 22, 2023 | Finalize Budget and Approve Articles for Annual Meeting |

1. Budget Changes

The General Fund changes are as follows and result in a net decrease to the overall budget in the amount of \$115,828 from the budget day proposal we presented. There is an increase in revenue of \$40,106 and a decrease in expenditures of \$75,722. This ends up being a 0.5% increase in the tax rate or \$11.85 per year on a \$280,000 property.

File Format Changes:

- Created New and One Time Expenditures sheet just for illustrative purposes
- Created a Local Option Tax (LOT) Fund sheet to project balance of LOT funds collected beginning 10/1/22
- Added final payment dates in the notes column of the Debt sheet

Data Changes:

Payroll/Benefit Expenditures

- Corrected pay rates for two library staff **\$4,498 increase**
- Added 1.25% increase to salaries in addition to existing 5.25% **\$28,152 increase**
- Increased health officer pay to \$900/mo according to current actual amount **\$430 increase** [Note: see below for further discussion in outstanding issues.]
- Added BEST and community advisory board stipends **\$6,000 increase**

- Updated City Council stipends to \$1,500 per year per Charter (Section 205 (a)) **\$2,692 increase**

Health & Human Services Expenditures

- Added cell phones for health officer and deputy **\$1,320 increase**
- Increased training amount for health officer for specialized training **\$1,800 increase**

EJRP Expenditures

- Increased senior van cost to \$38,500 **\$18,500 increase**. [Note: see below for further discussion in outstanding issues.]

One-Time and LOT Expenditures

- Removed one-time expenses from general fund budgets and moved to LOT fund **\$59,375 decrease**
- Created transfer from LOT to capital and removed 15% increase from general fund **\$79,739 decrease**
- Increased strategic planning facilitator amount from \$5,000 to \$30,000 and moved to LOT fund **\$5,000 decrease**

General Revenue

- Updated Admin Allocation to incorporate all budget day changes listed here **\$40,106 increase**

2. Outstanding Issues

Senior Programming & Van Service

There was significant discussion and questions on Budget Day regarding the new proposed Adult Program Budget. The City is under obligation to support the Senior programming and van service that the Town provides per agreement with the Town through December 30, 2023. This is at a cost of \$50,379 and must remain in the City’s FY24 budget.

Senior Van - The City needs to decide if they will continue to support the Senior Van service from January 1, 2024 to June 30, 2024 at a cost to the City of \$38,500.

Data on usage of the Senior Van:

| | |
|--|-----|
| Van Rider Membership (all users): | 91 |
| Van Rider Membership (City): | 40 |
| City Van Rider Memberships as a percentage of all users: | 44% |
| FY23 Van Trips (trip = 1 way i.e. home to doctor) (all users): | 608 |
| FY23 Van Trips (City): | 215 |
| City Van Trips as a percentage of all trips: | 35% |

| | |
|--|----|
| Average City Van Trips per week FY23: | 13 |
| Average City Van Rides (assuming 2 trips) per week FY23: | 6 |

In comparison, SSTA is roughly \$70/hour:

- FY23 senior van City usage data = 215 trips
- If we assume each of those is 1 hour: @\$70/hour = \$15,050
- If we triple that for added usage or longer trips = \$45,150 for the year or \$22,575

There are many assumptions in that analysis, but it seems the more fiscally responsible choice is to increase the GMT budget to account for increased SSTA usage by \$15,050 to \$22,575 for SSTA versus budgeting for a set cost of \$38,500 for the Senior Van. It is important to note that eligibility for SSTA is limited to individuals who have a proven inability to access the fixed route service, and much of the City is far from walking distance to the bus even if physically able to walk. Even so, there is limited usage of the senior van at an average of 6 trips/week. Also, SSTA provides more comprehensive coverage geographically (the van stays within the boundaries of Essex with the following exceptions: Fanny Allen, Evergreen Medical and Blair Park UVM/VTC offices).

The other decision point is whether to include a new staff position to support Adult Programming. As of January 1, 2024, the Town will no longer be staffing the Essex Area Senior Center. Separate but related to this discussion, is the fact that the City needs more space at 2 Lincoln including the space the Essex Area Senior Center is occupying. Both EJRP, and Brownell are limited on space to support more programming. The Council meeting space cannot accommodate a large group of attendees. The space the Essex Area Senior Center is occupying could and should be used for multiple purposes.

Operating the space as a gathering location for multiple days throughout the week cannot be accommodated by current staff resources; also adding more adult programming (sports, games, trips, etc.) cannot be accommodated by current staff resources. Therefore, Staff suggested a new Adult Programming position to accommodate the void of senior programming in the City. However, to be clear EJRP would not suggest this step as the next necessary expansion of recreation services. The highest priority for EJRP moving forward is an indoor recreation facility.

[Note: for reference data on the Senior Center Membership and Center Attendance is on the last page of this transmittal.]

Senior Programming & Van Service Staff Recommendation:

- Retain \$50,379 in the FY24 budget to support the Senior programming and van service that the Town provides per agreement with the Town through December 30, 2023.
- Remove \$38,500 for the van service for the second half of FY24 and add \$20,000 for possible increase in SSTA usage for a net decrease of \$18,500.
- If overall budget reductions are needed, remove the half-year FT Adult Program staff for FY24. Take the year to assess the needs of the senior community and revisit the best solution for this in the next budget.

Health Officer & Community Development Department Staffing

As you know, Jerry Firkey retired at the end of December 2022 as the Health Officer. It has been a challenge to find a replacement, and the best long-term solution is to incorporate this into a FT city position. The FY24 proposed budget includes a FT position starting half-way through the year to accommodate the desire for greater code enforcement. Therefore, Staff recommends that this position start on July 1, 2023 instead to accommodate the Health Officer position, increase the ability to address enforcement issues more quickly and avoid starting a FT time position halfway through FY24 (which automatically results in a tax rate increase the following year when the position is funded for the full year). This position could also incorporate a rental registry and inspection program which the Planning Commission is currently investigating. While the state did take steps to start moving the rental inspection program from the Department of Health to the Department of Public Safety, it is unclear if this program will be robust enough to alleviate pressure on local health officers.

In addition, there was significant discussion about a variety of Committees that the City is not staffed to support: Economic Development, Energy, Equity, etc. Additional staff in the Community Development Department are necessary to accommodate these needs.

Health Officer & Community Development Department Staff Recommendation:

- Increase the budget to start the new FT Community Development Department position on July 1 and incorporate the Health Officer position. **\$22,569 increase**
- If the Council wants to be able to accommodate this other Committee work, staff recommends consideration of an additional FT staff in the Community Development Department **\$97,324 increase**
- Collectively, these two changes would bring us back to the 1.6% increase, or \$41.65/year on a tax bill for a \$280K property.

Main Street Park Budget

When discussing the potential \$650,000 budget for the 1 Main Street Park design, the Council wanted to review the Economic Development Fund. Note that extending the one cent capital improvement tax for this fund must be reconsidered in 2024. Therefore, the revenues for this fund are only guaranteed through the FY24 budget year. \$600,000 is needed for the Amtrak match, and this can be accommodated assuming the Main Street project does not require more than approximately \$278,000 from this fund. If the City is successful at receiving the full Downtown Transportation Fund Grant for the park (\$200,000), the budget could be \$478,000.

Economic Development Fund

| | FY23 Projection | FY24 Projection | Notes |
|--------------------------|------------------------|------------------------|---|
| 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 |

Main Street Park Budget Staff Recommendation:

- Move forward with the Main Street Park budget of approximately \$478,000 through either phasing or project design, until additional funding is secured for either Main Street Park or Amtrak.
- Revisit the budget again if the city does not receive a Downtown Transportation Fund grant award (\$200,000 maximum award).

3. Other Answers

Economic Development Fund: Verify \$82,747.76 fund balance transfer from Land Acquisition to Economic Development funds - done

Capital: Make sure CVE agreement amount starts at \$15,606 – done

Facility Study: Do we have enough in the capital budget for the PW and Fire Buildings facility study update at \$20,000? If we find that we need more we could look to the LOT fund.

Library: What is the reason for the budget increases over the last few years? Staff has researched this issue to try to get a better handle on the salary line increases in the library budget, and to understand why the actuals have been over the budget. There are several factors that we think come into play here: there was a re-grading of positions in 2021 that may have not been properly worked out, staff receive more than a 4% merit across the board, there is a shift differential that may not have been properly budgeted for and the budgets did not account for the base 1.25% pay increase. Some of these issues are not unique to the library and are the reasons why the salary lines are higher across the board in FY24. The increase between FY21 to FY22 is standard at 3.1%; the increase between FY22 to 23 is about 12% because a PT staff went to FT with benefits; the increase between FY23 to 24 is 10.5% which is like other budgets, but also includes the 10 hour increase to always accommodate 4 people on.

Related to that question, there was a discussion about the ability to reduce hours to accommodate the 4 people on staff model. Reducing hours would not be ideal as folks always use the library, and users tend to spend time there rather than just coming in for a transaction and leaving.

Was there ever a policy or decision on \$15/hour? Staff have not conducted an exhaustive search but have not found such a policy so far.

Reference Data for Senior Center

SENIOR CENTER MEMBERSHIP

'22-23 Totals = 78 (rolling applications)

Town = 38

City = 26

NR = 14

Center Attendance

| Row Labels | Sum of Visitors | Sum of AARP |
|--------------------|-----------------|-------------|
| 2021 | 1253 | |
| Sep | 339 | |
| Oct | 326 | |
| Nov | 288 | |
| Dec | 300 | |
| 2022 | 2378 | 229 |
| Jan | 174 | |
| Feb | 190 | 68 |
| Mar | 332 | 105 |
| Apr | 345 | 56 |
| May | 323 | |
| Jun | 226 | |
| Jul | 252 | 0 |
| Aug | 224 | 0 |
| Sep | 312 | |
| Grand Total | 3631 | 229 |

| Visits by Residency | | | |
|---------------------|------|------|----------|
| Month | Town | City | Non-Res. |
| Sept. 2022 | 156 | 87 | 69 |

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 | | | | | |
|---------------------------|------------------|-------------------|-------------------|------------------|------------|---|
| | FY22 Mock | Budget w/ | FY24 | | | |
| | Budget | Inflation | Budget | \$ Variance | % Variance | Notes |
| Revenues | | | | | | |
| Property Taxes | 9,161,651 | 9,865,927 | 10,384,956 | 519,029 | 5% | |
| 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 | 11,324,984 | 1,343,433 | 13% | |
| 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 | 289,221 | 19,909 | 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 | 351,294 | 49,067 | 16% | |
| Economic Development | 44,700 | 48,276 | 40,000 | (8,276) | -17% | |
| Health and Human Services | 2,570,151 | 2,775,763 | 2,988,919 | 213,156 | 8% | Essex Rescue, cemetery association |
| County/Regional Functions | 314,223 | 339,361 | 346,606 | 7,245 | 2% | |
| Fire | 460,623 | 497,473 | 545,484 | 48,011 | 10% | |
| Streets | 1,392,627 | 1,504,037 | 1,566,329 | 62,292 | 4% | |
| Stormwater | 127,503 | 137,703 | 195,484 | 57,780 | 42% | new costs proposed to meet MS4 requirements |
| Brownell Library | 778,306 | 840,570 | 962,803 | 122,233 | 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% | mock budget didn't account for planned 15% annual increase of capital fund transfer |
| Total Expenditures | 9,981,550 | 10,691,093 | 11,324,984 | 1,343,434 | 13% | |

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 | 0.9274 | 0.5929 |
| 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 | 0.9396 | 0.0444 |
| | | | -7.2% | | -0.2% | | 5.0% |

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

| | FY23 Rates | \$ 280,000.00 | FY24 Proposed Rates | \$ 280,000.00 | \$ 11,198,316 | <i>Old Grand List Value</i> |
|--|-------------------|--|------------------------------------|----------------------|----------------------|-----------------------------|
| <i>FY24 based on 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 | 0.9274 | \$ 2,596.63 | | |
| City Economic Development Fund | 0.0100 | \$ 28.00 | 0.0100 | \$ 28.00 | | |
| | 0.9298 | \$ 2,603.44 | 0.9396 | \$ 2,630.79 | | |
| | | Annual Property Tax Bill Increase | | \$ 27.35 | | |
| | | | | | | 1.1% |

| | FY23 Rates | \$ 280,000.00 | FY24 Proposed Rates | \$ 280,000.00 | \$ 11,265,569 | <i>Current Grand List Value</i> |
|--|-------------------|--|------------------------------------|----------------------|----------------------|---------------------------------|
| <i>FY24 based on 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 | 0.9218 | \$ 2,581.13 | | |
| City Economic Development Fund | 0.0100 | \$ 28.00 | 0.0100 | \$ 28.00 | | |
| | 0.9298 | \$ 2,603.44 | 0.9340 | \$ 2,615.29 | | |
| | | Annual Property Tax Bill Increase | | \$ 11.85 | | |
| | | | | | | 0.5% |

New and Ongoing 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 | 46,000 | half year only |
| 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>529,844</u> | |

One Time Expenditures FY24

| Description | Amount | Notes |
|-----------------------------------|---------------|---|
| Rebranding (Admin) | 40,000 | to be paid for with LOT funds |
| Strategic Plannning (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 |

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 | |

FY24 General Fund Summary

| | 2021 | | 2022 | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---------------------------|------------------|------------------|------------------|--------------------|------------------|-------------------|------------------|------------|-------|
| | Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | | | | | |
| Revenues | | | | | | | | | |
| Property Taxes | 3,670,039 | 3,671,306 | 3,745,866 | 3,745,838 | 3,890,397 | 10,384,956 | 6,494,559 | 167% | |
| 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 | 11,324,984 | 5,014,968 | 79% | |
| 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 | - | - | - | - | - | 289,221 | 289,221 | 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 | 351,294 | 83,317 | 31% | |
| 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 | - | - | - | - | - | 2,988,919 | 2,988,919 | n/a | |
| County/Regional Functions | - | - | - | - | - | 346,606 | 346,606 | n/a | |
| Streets | 1,192,960 | 1,264,086 | 1,392,627 | 1,396,426 | 1,465,044 | 1,566,329 | 101,285 | 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 | 962,803 | 91,348 | 10% | |
| 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 | 11,324,984 | 5,014,969 | 79% | |

| | 2022 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|---------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | | | | | |
| PRELIMINARY | | | | | | | | | |
| Revenues | | | | | | | | | |
| 010.000-Property Taxes | 3,670,039 | 3,671,306 | 3,745,866 | 3,745,838 | 3,890,397 | 10,384,956 | 6,494,559 | 166.9% | |
| 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% | |
| | | | | | | | | | per mock budget, no longer shared with |
| 042.001-PILOT Revenue | 4,500 | 4,929 | 4,500 | 4,903 | 4,500 | 17,000 | 12,500 | 277.8% | 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 |
| 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 | 11,016,487 | 6,372,128 | 137.2% | |
| Net General Fund | 3,975,824 | 3,988,494 | 4,047,878 | 4,046,339 | 4,644,358 | 11,016,487 | 6,372,128 | 137.2% | |

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

| | 2022 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---|---------------|---------------|---------------|--------------------|---------------|-------------|-----------------|----------------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | | | | | |
| 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% | |
| 330.000-Professional Services | 1,000 | 7,800 | 1,000 | 23,217 | 6,000 | 6,025 | 25 | 0.4% | background checks \$35/ea, CPR/first aid training \$100/person-25 emp/yr, DEI initiatives \$3,000 |
| 340.000-Technical Services | 3,824 | 4,791 | - | 8,411 | 4,100 | 9,552 | 5,452 | 133.0% | GoCo \$796/mo (HR and time tracking software replaces Bamboo) |
| 442.000-Rental of Vehicles or Equipment | 4,203 | 2,721 | 4,250 | 2,992 | 4,250 | 4,250 | - | 0.0% | copier lease, postage machine \$210/mo |
| 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 |
| 550.000-Printing and Binding | 3,000 | 2,050 | 3,000 | 6,348 | 3,000 | 5,570 | 2,570 | 85.7% | parking permits \$110 |
| 560.000-Postage | 500 | 1,130 | 500 | 1,719 | 1,200 | 2,000 | 800 | 66.7% | account for increased staff at Lincoln |

Costing Center

210-10-10 - Administration

| | | | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------|--|
| 570.000-Other Purchased Services | 200 | - | 15,000 | - | 7,500 | 1,000 | (6,500) | -86.7% | previously budgeted for pay study \$2000 City Manager, HR Director, |
| 580.000-Travel | 300 | - | 300 | 53 | 300 | 6,000 | 5,700 | 1900.0% | Communications Director |
| 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 |
| 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 | | | | | | | | Notes |
|-------------------------------------|------------------|-------------|-------------|--------|-------------|---------------|---------------|------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | |
| 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

Costing Center

210-12-10 - Clerk

| | | | | 2022 | | 2024 Budget | \$ Change | % Change | Notes |
|--|-------------|-------------|-------------|--------|-------------|----------------|----------------|----------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | | | | |
| 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 budgeted \$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 | - | - | - | - | - | 2,758 | 2,758 | - | n/a |
| 130.000-Overtime | - | - | - | - | - | 434 | 434 | - | n/a |
| 210.000-Group Insurance | - | - | - | - | - | 51,149 | 51,149 | - | n/a |
| 220.000-Social Security | - | - | - | - | - | 12,788 | 12,788 | - | 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 |
| 610.000-General Supplies | - | - | - | - | - | 5,250 | 5,250 | - | 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 |
| 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 | - | - | - | - | - | 289,221 | 289,221 | - | n/a |

| Expenditure | 2022 PRELIMINARY | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | | | | | |
| 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 | copier/printer for check printing-not sure if we need to include this as we may be able to 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 tax bills \$1,700, AP checks \$1,000, window envelopes \$80 |
| 550.000-Printing and Binding | - | - | - | - | - | 2,780 | 2,780 | n/a | mailing of tax bills \$1,800, AP \$1,600 |
| 560.000-Postage | - | - | - | - | - | 3,400 | 3,400 | n/a | |
| 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 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---|-------------|-------------|-------------|--------------------|-------------|-------------|-----------|----------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | | | | | |
| 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 |
| 735.000-Technology: Hardware, Software, Equipment | - | - | - | - | - | 23,650 | 23,650 | n/a | computer/equipment replacements, see schedule from Rob |
| 920.000-Transfer between funds (capital) | - | - | - | - | - | - | - | n/a | |
| Total Expenditure | - | - | - | - | - | 153,650 | 153,650 | n/a | |
| <i>Net General Fund</i> | - | - | - | - | - | (139,650) | (139,650) | n/a | |

Notes:

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

| | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY | | 2024 Budget | \$ Change | % Change | Notes |
|---|-------------|-------------|-------------|------------------|-------------|-----------------|-----------------|----------|--|
| | | | | Actual | 2023 Budget | | | | |
| 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 | 176,788 | 7,242 | 4.3% | |
| 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 | 51,220 | 26,702 | 108.9% | |
| 220.000-Social Security | 12,072 | 12,920 | 13,153 | 13,687 | 13,758 | 14,121 | 363 | 2.6% | |
| 230.000-Retirement | 15,780 | 15,889 | 16,524 | 17,056 | 16,955 | 16,454 | (501) | -3.0% | |
| 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 | 6,000 | 2,100 | 53.8% | Conference travel: \$2,000 National APA conference, other local events & regional meetings, vehicle stipends \$100/mo/emp |

| | 2022 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|-------|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | | | | | |
| 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 | 351,294 | 83,317 | 31.1% | |
| Net General Fund | (226,288) | (203,353) | (251,840) | (206,690) | (228,977) | (312,294) | (83,317) | 36.4% | |

Notes:

1. Additon of FT Code Enforcement Officer \$46,000 for 6 months (pay and benefits)
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 | | | | \$ Change | % Change | Notes |
|---|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 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

Costing Center

210-25-10 - Fire, Village

| | 2022 PRELIMINARY | | | | | | | | |
|---|---------------------|----------------|----------------|----------------|----------------|----------------|---------------|---------------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| 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% | |
| 612.000-Uniforms | 25,000 | 27,762 | 26,000 | 30,527 | 27,000 | 30,000 | 3,000 | 11.1% | turnout gear, helmets and uniforms |
| 613.000-Program Supplies | 3,100 | 6,193 | 3,600 | 3,569 | 4,500 | 6,000 | 1,500 | 33.3% | fire prevention and EMS supplies 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

| | 2022 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---|-------------|-------------|-------------|--------------------|-------------|--------------------|--------------------|------------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | | | | | |
| Expenditure | | | | | | | | | |
| 120.000-Part Time Salaries | - | - | - | - | - | 10,800 | 10,800 | n/a | Health Officer |
| 220.000-Social Security | - | - | - | - | - | 826 | 826 | 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 | - | - | - | - | - | 2,988,919 | 2,988,919 | n/a | |
| <i>Net General Fund</i> | - | - | - | - | - | <i>(2,988,919)</i> | <i>(2,988,919)</i> | <i>n/a</i> | |

Notes:

1. addition of Health Officer
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

Costing Center

210-19-10 - County and Regional Functions

| | 2022 | | | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|--|-------------|-------------|-------------|--------------------|-------------|------------------|------------------|------------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY 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 | - | - | - | - | - | 54,276 | 54,276 | n/a | 41% of FY23 total \$128,524 with 3% increase |
| 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 WVVPD |
| Total Expenditure | - | - | - | - | - | 346,606 | 346,606 | n/a | |
| <i>Net General Fund</i> | - | - | - | - | - | <i>(346,606)</i> | <i>(346,606)</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 PRELIMINARY | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|----------------|--------------------|---------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| 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 | 21,761 | 7,398 | 51.5% | |
| 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 | 21,946 | 2,653 | 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% | |
| 330.000-Professional Services | 16,000 | 18,885 | 17,000 | 24,991 | 17,000 | 18,000 | 1,000 | 5.9% | Hamlin, stormwater previously billed here- 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 | | | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|----------------|-------------|---|
| | PRELIMINARY | | | | | | | | |
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| 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% | |
| NEW-Safety Supplies | - | - | - | - | - | 3,000 | 3,000 | n/a | reflective vests, hard hats, safety glasses, 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 | 1,566,329 | 101,285 | 6.9% | |
| Net General Fund | 4,000 | (67,549) | 4,000 | (433) | 4,000 | (1,432,829) | (1,436,829) | -35920.7% | |

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%

Costing Center

210-40-13 - PW, Stormwater

| | 2022 PRELIMINARY | | | | | | | | Notes |
|---------------------------------------|------------------|---------------|---------------|---------------|---------------|----------------|-----------------|----------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | |
| 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 |
| | | | | | | | | | Adopt-a-Drain program for the City \$780 annual fee, 25 people-welcome packet |
| 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:

2022

PRELIMINARY

2021 Budget 2021 Actual 2022 Budget Actual 2023 Budget 2024 Budget \$ Change % Change 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 | | 2024 Budget | \$ Change | % Change | Notes |
|---|----------------|----------------|----------------|--------------------|----------------|----------------|-----------------|---------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | 2023 Budget | | | | |
| 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 |
| 120.000-Part Time Salaries | 108,415 | 85,454 | 113,490 | 103,944 | 108,328 | 123,966 | 15,638 | 14.4% | shift |
| 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 | 45,460 | 6,740 | 17.4% | |
| 230.000-Retirement | 32,580 | 32,632 | 33,385 | 36,243 | 38,526 | 48,221 | 9,695 | 25.2% | |
| 290.000-Other Employee Benefits | - | - | 2,100 | - | 2,100 | - | (2,100) | -100.0% | |
| 340.000-Technical Services | 4,000 | 1,232 | 4,000 | 1,079 | 4,000 | 2,000 | (2,000) | -50.0% | \$2,000 is moving to Technology Subscriptions due to 2021 changes in how |
| 442.000-Rental of Vehicles or Equipment | 1,500 | 2,484 | 1,900 | 2,604 | 2,500 | 3,000 | 500 | 20.0% | expenses are defined. Budget changed to reflect actual expense of |
| 500.000-Training, Conferences, Dues | 4,000 | 2,007 | 4,000 | 1,960 | 4,000 | 5,500 | 1,500 | 37.5% | 2 staff to NELA conference, travel to |
| 505.000-Technology Subscription, Licenses | 7,700 | 7,744 | 10,000 | 7,825 | 10,500 | 12,500 | 2,000 | 19.0% | meetings (includes travel as there is no |
| 530.000-Communications | - | - | - | - | 600 | 2,640 | 2,040 | 340.0% | separate travel line in budget) |
| 540.000-Advertising | 700 | - | 700 | - | 700 | 700 | - | 0.0% | \$2,000 is moving to Technology |
| 560.000-Postage | 2,500 | 2,265 | 2,500 | 1,466 | 3,000 | 3,000 | - | 0.0% | cell phone stipend, increase for 3 additional |
| 610.000-General Supplies | 13,500 | 7,394 | 13,500 | 12,965 | 13,500 | 14,000 | 500 | 3.7% | book processing, regular office supplies |
| 640.201-Adult Collection | 41,500 | 38,486 | 44,000 | 44,053 | 47,200 | 50,000 | 2,800 | 5.9% | Adult Collections increased to pay for high |
| 640.202-Juvenile Collection | 20,750 | 19,619 | 22,000 | 21,662 | 22,500 | 25,000 | 2,500 | 11.1% | demand digital materials (adult budget is |
| 651.000-Technology Supplies | - | - | - | - | - | - | - | n/a | normally 2x juvenile budget) |
| 730.000-Buildings and Improvements | - | - | - | - | - | - | - | n/a | Juvenile Collections increased to pay for high |
| 735.000-Technology: Hardware, Software, Equipment | 8,000 | 6,889 | 8,000 | 7,464 | 8,000 | 8,660 | 660 | 8.3% | demand digital materials. |
| 750.000-Machinery and Equipment | 4,000 | 8,200 | 7,500 | 6,258 | 5,000 | 8,000 | 3,000 | 60.0% | public computers/devices outside of IT |
| 755.000-Furniture and Fixtures | - | - | - | - | - | - | - | n/a | furniture, book drop, wipeable surfaces |
| 840.201-Adult Programs | 1,000 | 863 | 1,000 | 995 | 1,000 | 1,500 | 500 | 50.0% | Adult Programs are expanding with new FT |
| 840.202-Childrens Programs | 4,500 | 4,306 | 4,500 | 4,561 | 4,500 | 4,500 | - | 0.0% | position and art openings and etc. |
| 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 | 962,803 | 91,348 | 10.5% | |

| | 2021 Budget | 2021 Actual | 2022 Budget | 2022 | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|------------------|-------------|-------------|-------------|-------------|-----------|-------------|-------------|-----------|----------|-------|
| | | | | PRELIMINARY | Actual | | | | | |
| Net General Fund | (736,350) | (691,684) | (762,806) | (727,934) | (855,955) | (962,303) | (106,348) | 12.4% | | |

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
4. increase furniture to replace existing furniture with wipable surface pieces

| | | | | | 2022 | | \$ Change | % Change | Notes |
|---|----------------|----------------|----------------|--------------------|----------------|----------------|---------------|--------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | 2023 Budget | 2024 Budget | | | |
| 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 rate increase and increased hours to support EJRP when Buildings Coordinator working for City and to support City buildings |
| 120.000-Part Time Salaries | 22,798 | 27,308 | 25,240 | 29,283 | 25,240 | 46,574 | 21,334 | 84.5% | 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 | | | | \$ Change | % Change | Notes |
|-------------------------------------|-------------|-------------|-------------|--------|-------------|----------------|----------------|------------|---|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | | | |
| 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 | | | | | | | | |
|------------------------------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|--|
| | 2021 Budget | 2021 Actual | 2022 Budget | Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
| Expenditure | | | | | | | | | |
| 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 | | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes |
|---|----------------|----------------|----------------|--------------------|----------------|----------------|-------------|-------------|------------|------------------------------------|
| | 2021 Budget | 2021 Actual | 2022 Budget | PRELIMINARY Actual | | | | | | |
| 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% | annual planned increase of 15% |
| 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:

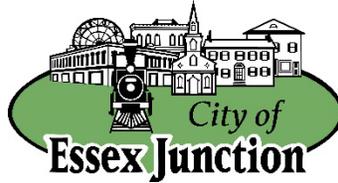
1. Capital transfer planned annual increase of 15%

| Costing Center | | 210-41-20 - Buildings - 2 Lincoln St | | | | | | | | | |
|---|---------------------------------------|--------------------------------------|---------------|---------------|-------------------------|---------------|---------------|----------------|----------------|--|--|
| | | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY 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 | |
| | 425.000-Trash Removal | - | - | 600 | - | - | 3,600 | 3,600 | n/a | shared with fire and Brownell, but paid from 2 Lincoln budget | |
| | 431.000-R&M Buildings and Grounds | 11,800 | 11,644 | 20,000 | 7,789 | 20,000 | 20,000 | - | 0.0% | | |
| | 530.000-Communications | 3,700 | 5,371 | 4,500 | 6,619 | 5,000 | 8,968 | 3,968 | 79.4% | add internet currently paid by Town \$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 | | | | | | | | | | | |

| Costing Center | 210-41-21 - Buildings - Brownell Library | | | | | | | | | |
|---|--|---------------|---------------|-------------------------------|---------------|---------------|---------------|--------------|--|--|
| | | | | | | | | | | |
| | | | | 2022 PRELIMINARY Actual | | | | | | |
| | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes | |
| Expenditure | | | | | | | | | | |
| 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. | |
| 420.000-Cleaning Services | - | - | - | - | - | 30,000 | 30,000 | n/a | based on new cleaning service with 3% increase and supplies | |
| 425.000-Trash Removal | - | - | - | - | - | - | - | 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 | | |
| 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 | | |
| 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 | | | | | | | | | | |

| Costing Center | | 210-41-23 - Buildings - Park Street School | | | | | | | | | |
|---|-----------------------------------|--|---------------|---------------|-------------------------------|---------------|---------------|---------------|---------------|---|--|
| | | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes | |
| 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 | | | | | | | | | | | |

| Costing Center | | 210-41-26 - Buildings - Maple Street Park and Pool | | | | | | | | | |
|--|-----------------------------------|--|----------------|---------------|-------------------------------|----------------|----------------|---------------|-------------|---|--|
| | | 2021 Budget | 2021 Actual | 2022 Budget | 2022 PRELIMINARY Actual | 2023 Budget | 2024 Budget | \$ Change | % Change | Notes | |
| 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 EJRP 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: | | | | | | | | | | | |
| 1. cleaning now under one City contract, this budget previously covered Park St School as well | | | | | | | | | | | |



Memo

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: January 11, 2023
Agenda Item: Appointment for CSWD Opening

Issue: Two candidates have applied for the Chittenden Solid Waste District (CSWD) open board position. At the December 14, 2022, City Council meeting, both candidates interviewed with the Council. The Council needs to decide whom they would like to appoint to this opening.

Discussion: Alan Nye previously sat on the CSWD board for both the Village of Essex Junction and the Town of Essex. Amber Thibeault is currently the alternate on this board. Since we are now a City, we need to select our own appointee to serve on this board. John O'Brien and Mike Sullivan have applied for this position and were interviewed during the December 14, 2022, City Council meeting.

In order to have a complete and thorough discussion about this topic, it would appear that an executive session may be necessary. The appointment of public officials can be a protected discussion, provided the Council makes a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decisions during the open meeting.

Cost: None

Recommendation: It is recommended that the Council appoint a board member to the vacant seat for the Chittenden Solid Waste District. If the Council wishes to enter into executive session, the following motion is recommended:

Recommended Motion: "I move that the Council enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313 (a)(3) and to include the City Manager."

Attachments: Applications for John O'Brien and Mike Sullivan

Essex Junction Appointed Committees Application

Thank you so much for your interest in serving your community on one of our appointed committees or commissions. Please complete the information below and submit. A representative from the administration will be in touch regarding next steps, which typically includes a brief interview with the City Council.

Please note that once you submit this it is a public record. Your application will appear in a board packet that the public will see. Your e-mail, address, and phone number will be redacted.

Email *

[Redacted]

Name (first & last) *

John O'Brien

Address Please note that you must be a resident of the City of Essex Junction *

[Redacted] Essex Junction, VT 05452

Phone Number *

[Redacted]

I am interested in applying to join the (note if you are interested in more than one, please complete a separate application for each committee) *

- Bike Walk Advisory Committee
- Capital Review Committee
- Chittenden Solid Waste District Board
- Development Review Board
- Joint Housing Commission
- Planning Commission
- Tree Advisory Committee

Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

- Yes
- No

Returning Committee Member

Why do you want to be reappointed to this committee? *

What have you enjoyed about your time on this committee so far? *

What are two significant accomplishments this committee has made during your term?

What do you hope to accomplish by being reappointed for another term? *

Is there anything else you would like to say about your interest and application? *

New Committee Member

Why are you interested in joining this committee? *

My family and I are very fortunate to have recently put down roots in Essex Junction and I am enthusiastic about finding ways to engage with our community at large. I am a data-driven people-person always eager to lend my voice to find solutions to any given problem.

What about your education, experiences, and background will help you be a contributing member to this committee? *

I graduated from Saint Michael's College with my BA in Journalism and Mass Communication and have always enjoyed reporting on and following trends local, regional, national and global on efforts to combat climate change and firmly believe that while the bulk of our planet's future relies on curtailing industrial waste, it is within our own communities that the passion for change and a willingness to embrace new ways to curb waste and consumption will drive momentum on a larger scale. That optimism aside I am also passionate about reducing our own consumption at home and believe that Vermont and its residents have the potential to reach ambitious goals in these efforts. As a proud parent to two young children, who themselves understand the importance of caring for the planet, I feel it is my obligation to bring this drive to serve my community.

What do you hope to accomplish during your term on this committee? *

Lend a voice to the unique needs of our city with a focus on the future: new and prospective residents as well as young families and their drive for sustainable practices. Our city is engaging in an exciting transition and at this precipice must look forward at every aspect of our growth including our involvement with waste management in the most populous county in our state.

Is there anything else you would like to say about your interest and application? *

Thank you for your consideration. As a new resident of Essex Junction, and a lifelong Vermonter, I look forward to working with my neighbors to continue to build this community into an enriching place for present and future generations.

This form was created inside of Essex Junction Recreation & Parks.

Google Forms

Essex Junction Appointed Committees Application

Thank you so much for your interest in serving your community on one of our appointed committees or commissions. Please complete the information below and submit. A representative from the administration will be in touch regarding next steps, which typically includes a brief interview with the City Council.

Please note that once you submit this it is a public record. Your application will appear in a board packet that the public will see. Your e-mail, address, and phone number will be redacted.

Email *

[Redacted]

Name (first & last) *

Mike Sullivan

Address Please note that you must be a resident of the City of Essex Junction *

[Redacted]

Phone Number *

[Redacted]

I am interested in applying to join the (note if you are interested in more than one, please complete a separate application for each committee) *

- Bike Walk Advisory Committee
- Capital Review Committee
- Chittenden Solid Waste District Board
- Development Review Board
- Joint Housing Commission
- Planning Commission
- Tree Advisory Committee

Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

- Yes
- No

Returning Committee Member

Why do you want to be reappointed to this committee? *

What have you enjoyed about your time on this committee so far? *

What are two significant accomplishments this committee has made during your term?

What do you hope to accomplish by being reappointed for another term? *

Is there anything else you would like to say about your interest and application? *

New Committee Member

Why are you interested in joining this committee? *

Very interested in recycling as much as we can an feel I like to give some service to my CITY!

What about you education, experiences, and background will help you be a contributing member to this committee? *

I have a BS. in Engineering which allows me to understand and appreciate how complex the process of recycling.

What do you hope to accomplish during your term on this committee? *

I would like to be a value-add member of the committee.

Is there anything else you would like to say about your interest and application? *

I see the impact on our environment and health is directly affected on how we handle waste.

This form was created inside of Essex Junction Recreation & Parks.

Google Forms

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|---|-------------|--------------|------------|
| 19630 | 12/01/22 | 2 Lincoln Repair 15960 | 210-5-41-20-431.000 R&M Buildings & Grounds | 200.00 | 43597 | 12/15/22 |
| 00530 | 11/28/22 | Adult Collection, Supplie B6526267 | 210-5-35-10-640.201 Adult Collection | 32.38 | 43599 | 12/15/22 |
| 00530 | 11/28/22 | Adult Collection, Supplie B6526267 | 210-5-35-10-610.000 General Supplies | 1.60 | 43599 | 12/15/22 |
| 00530 | 11/30/22 | Lib Dntn Exp: Foundation B6528170 | 210-5-90-00-991.000 Library Donation Expense | 19.99 | 43599 | 12/15/22 |
| 00530 | 11/30/22 | Lib Dntn Exp: Foundation B6528170 | 210-5-35-10-610.000 General Supplies | 0.80 | 43599 | 12/15/22 |
| 00530 | 11/30/22 | Lib Dntn Exp: Foundation B6528176 | 210-5-90-00-991.000 Library Donation Expense | 80.96 | 43599 | 12/15/22 |
| 00530 | 11/30/22 | Lib Dntn Exp: Foundation B6528176 | 210-5-35-10-610.000 General Supplies | 4.00 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6528755 | 210-5-35-10-640.202 Juvenile Collection | 23.99 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6528755 | 210-5-35-10-610.000 General Supplies | 0.80 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6528956 | 210-5-35-10-640.202 Juvenile Collection | 6.22 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6528956 | 210-5-35-10-610.000 General Supplies | 0.80 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6529023 | 210-5-35-10-640.202 Juvenile Collection | 42.27 | 43599 | 12/15/22 |
| 00530 | 12/01/22 | J Collection, Supplies B6529023 | 210-5-35-10-610.000 General Supplies | 2.40 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529345 | 210-5-35-10-640.201 Adult Collection | 608.49 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529345 | 210-5-35-10-610.000 General Supplies | 30.40 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529346 | 210-5-35-10-640.201 Adult Collection | 15.12 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529346 | 210-5-35-10-610.000 General Supplies | 0.80 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | J Collection, Supplies B6529576 | 210-5-35-10-640.202 Juvenile Collection | 15.98 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | J Collection, Supplies B6529576 | 210-5-35-10-610.000 General Supplies | 0.80 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529635 | 210-5-35-10-640.201 Adult Collection | 144.99 | 43599 | 12/15/22 |
| 00530 | 12/02/22 | Adult Collection, Supplie B6529635 | 210-5-35-10-610.000 General Supplies | 6.40 | 43599 | 12/15/22 |
| 25120 | 12/02/22 | EJRP Timesheets Nov 389154 | 210-5-30-10-330.000 Professional Services | 658.00 | 43608 | 12/15/22 |
| 25120 | 12/02/22 | Clicktime December 389454 | 210-5-13-10-505.000 Tech. Subs, Licenses | 88.00 | 43608 | 12/15/22 |
| 04940 | 11/23/22 | MSP Internet Dec 0176315 1122 | 210-5-41-26-530.000 Communications | 359.74 | 43611 | 12/15/22 |
| 04940 | 11/27/22 | Internet EJFD 12/4-1/3/23 0179210 1122 | 210-5-25-10-530.000 Communications | 172.90 | 43612 | 12/15/22 |

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|--|--|-------------|--------------|------------|
| 04940 | 11/23/22 | COMCAST Park Street Internet Dec 0210908 1122 | 210-5-41-23-530.000 Communications | 217.76 | 43613 | 12/15/22 |
| 38280 | 12/06/22 | CRYSTAL ROCK BOTTLED WATE Bottled Water 2 Lincoln 177222771222 | 210-5-41-20-610.000 General Supplies | 22.69 | 43615 | 12/15/22 |
| 25715 | 12/09/22 | DONALD L. HAMLIN CONSULT Engineering assistance to 22814 1222 | 210-5-16-10-330.000 Professional Services | 2234.38 | 43618 | 12/15/22 |
| 25715 | 12/09/22 | DONALD L. HAMLIN CONSULT Autumn Pond Phase 2 Novem 22821 1222 | 210-1-00-00-130.000 Exchange - General | 577.50 | 43618 | 12/15/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water/Sewer 2 Lincoln 202837161 | 210-5-41-20-410.000 Water and Sewer Charges | 143.71 | 43624 | 12/15/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water/Sewer 2 Lincoln spr 202837171 | 210-5-41-20-410.000 Water and Sewer Charges | 73.33 | 43624 | 12/15/22 |
| 19005 | 12/01/22 | FIRSTLIGHT FIBER Internet/Phone 2 Lincoln 12975650 | 210-5-41-20-530.000 Communications | 555.67 | 43630 | 12/15/22 |
| 19005 | 12/01/22 | FIRSTLIGHT FIBER Telephone 12975695 | 210-5-41-22-530.000 Communications | 262.36 | 43630 | 12/15/22 |
| 19005 | 12/01/22 | FIRSTLIGHT FIBER MSP Internet Dec 12976212 | 210-5-41-26-530.000 Communications | 360.00 | 43630 | 12/15/22 |
| 34895 | 12/01/22 | GAUTHIER TRUCKING, INC. MSP Trash Removal 1682026 | 210-5-41-26-400.000 Contracted Services | 392.33 | 43634 | 12/15/22 |
| 04035 | 11/30/22 | GOT THAT RENTAL & SALES I Cable Control mower 104778 | 210-5-30-12-610.000 General Supplies | 54.99 | 43635 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-41-20-622.000 Electricity | 106.35 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-41-23-622.000 Electricity | 171.33 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-41-22-622.000 Electricity | 106.35 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-40-12-622.000 Electricity | 33.68 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-41-21-622.000 Electricity | 477.60 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | GREEN MOUNTAIN POWER CORP Solar Accounts 10/07-11/0 110822 Solar | 210-5-40-12-622.000 Electricity | 96.64 | 43638 | 12/15/22 |
| 07010 | 11/14/22 | GREEN MOUNTAIN POWER CORP Non-solar 10/12 to 11/10/ 1122 NS | 210-5-40-12-622.200 Streetlight Electricity | 10224.76 | 43639 | 12/15/22 |
| 07010 | 11/14/22 | GREEN MOUNTAIN POWER CORP Non-solar 10/12 to 11/10/ 1122 NS | 210-5-40-12-622.200 Streetlight Electricity | 733.24 | 43639 | 12/15/22 |
| 38585 | 12/09/22 | IDENTIFICATION SOURCE City Dog tags 23333 | 210-5-10-10-610.000 General Supplies | 497.34 | 43646 | 12/15/22 |
| 28135 | 12/01/22 | JOURNYX, INC ClockView EJRP 1824 | 210-5-30-10-330.000 Professional Services | 258.00 | 43648 | 12/15/22 |
| V9454 | 11/09/22 | LENNY'S SHOE & APP 60148 dan 3460901 | 210-5-40-12-612.000 Uniforms | 424.97 | 43652 | 12/15/22 |
| V10130 | 11/09/22 | LOWE'S BUSINESS ACCOUNT Lights 02792 | 210-5-25-10-431.000 R&M Buildings & Grounds | 227.05 | 43653 | 12/15/22 |
| V10130 | 11/15/22 | LOWE'S BUSINESS ACCOUNT X Cord 12865 | 210-5-25-10-431.000 R&M Buildings & Grounds | 13.26 | 43653 | 12/15/22 |
| V10130 | 11/03/22 | LOWE'S BUSINESS ACCOUNT Lights 72797 | 210-5-30-12-431.000 R&M Buildings & Grounds | 434.14 | 43653 | 12/15/22 |

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|--|---|-------------|--------------|------------|
| V9970 | 11/21/22 | MIDWEST TAPE Adult Collection 502995159 | 210-5-35-10-640.201 Adult Collection | 39.99 | 43658 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 210-5-35-10-442.000 Rental Vehicles/Equip | 80.72 | 43660 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 210-5-35-10-442.000 Rental Vehicles/Equip | 80.74 | 43660 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 210-5-40-12-442.000 Rental Vehicles/Equip | 72.59 | 43660 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 210-5-10-10-442.000 Rental Vehicles/Equip | 138.97 | 43660 | 12/15/22 |
| 23420 | 12/08/22 | P & P SEPTIC SERVICE INC. MSP Portolet T186793 | 210-5-30-12-330.000 Professional Services | 210.00 | 43664 | 12/15/22 |
| 18010 | 12/08/22 | REYNOLDS & SON, INC. MSA CAIRNS 3417323 | 210-5-25-10-612.000 Uniforms | 51.00 | 43675 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-41-26-622.000 Electricity | 1142.59 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-41-23-622.000 Electricity | 145.74 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-41-21-622.000 Electricity | 354.82 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-41-22-622.000 Electricity | 206.05 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-41-20-622.000 Electricity | 206.05 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-40-12-622.000 Electricity | 411.40 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | SAND HILL SOLAR LLC City Solar 11/07/22-12/6/ 248 | 210-5-40-12-622.000 Electricity | 101.26 | 43679 | 12/15/22 |
| 23855 | 11/30/22 | SOUTHWORTH-MILTON, INC. 924K loader repairs SCINV681785 | 210-5-40-12-430.000 R&M Vehicles & Equipment | 2910.63 | 43684 | 12/15/22 |
| 21000 | 12/07/22 | UNIFIRST CORPORATION Contracted services: sno 1080118407 | 210-5-41-21-400.000 Contracted Services | 40.58 | 43689 | 12/15/22 |
| 36130 | 11/18/22 | VERIZON WIRELESS VSAT Verizon Shared 10/19-11/1 9920838887 | 210-5-25-10-530.000 Communications | 160.04 | 43692 | 12/15/22 |
| 25315 | 12/02/22 | VESPA'S PIZZA PASTA & DEL City Staff Pizza 120222D | 210-5-30-10-610.000 General Supplies | 128.56 | 43693 | 12/15/22 |
| 11935 | 11/16/22 | VIKING-CIVES USA repair to the harness, wi 4519348 | 210-5-40-12-430.000 R&M Vehicles & Equipment | 529.93 | 43694 | 12/15/22 |
| 11935 | 11/21/22 | VIKING-CIVES USA stock 2 lights 4.5 clear 4519549 | 210-5-40-12-430.000 R&M Vehicles & Equipment | 951.07 | 43694 | 12/15/22 |
| 22615 | 12/07/22 | VILLAGE VOLTAGE LLC RM for building lights 1190 | 210-5-41-21-431.000 R&M Buildings & Grounds | 665.00 | 43695 | 12/15/22 |
| 29825 | 11/21/22 | VT GAS SYSTEMS 10/19/22-11/17/22 22785 | 210-5-40-12-621.000 Natural Gas/Heating | 143.33 | 43698 | 12/15/22 |
| 29825 | 11/21/22 | VT GAS SYSTEMS 10/19/22-11/17/22 22785 | 210-5-41-21-621.000 Natural Gas/Heating | 498.47 | 43698 | 12/15/22 |
| 29825 | 11/21/22 | VT GAS SYSTEMS 10/19/22-11/17/22 22785 | 210-5-41-20-621.000 Natural Gas/Heating | 388.10 | 43698 | 12/15/22 |
| 29825 | 11/21/22 | VT GAS SYSTEMS 10/19/22-11/17/22 22785 | 210-5-41-22-621.000 Natural Gas/Heating | 163.36 | 43698 | 12/15/22 |

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 210-5-41-23-621.000 Natural Gas/Heating | 321.07 | 43698 | 12/15/22 |
| 05935 | 08/17/22 | Lib Don Exp: Foundation 1 20220817 | 210-5-90-00-991.000 Library Donation Expense | 1800.00 | 43699 | 12/15/22 |
| 07565 | 11/22/22 | Brownell Cleaning Supplie 234417356 | 210-5-41-21-431.000 R&M Buildings & Grounds | 106.98 | 43702 | 12/15/22 |
| 07565 | 11/29/22 | Trash Liners 234517289 | 210-5-30-12-610.000 General Supplies | 51.99 | 43702 | 12/15/22 |
| 07565 | 12/01/22 | Maint Supplies 234596789 | 210-5-30-12-610.000 General Supplies | 38.99 | 43702 | 12/15/22 |
| 07565 | 12/07/22 | Supplies 234732162 | 210-5-35-10-610.000 General Supplies | 33.78 | 43702 | 12/15/22 |
| 07565 | 01/07/23 | Office Supplies 234777872 | 210-5-30-10-610.000 General Supplies | 39.99 | 43702 | 12/15/22 |
| 07565 | 12/09/22 | Adult Programs 234804635 | 210-5-35-10-840.201 Adult Programs | 34.94 | 43702 | 12/15/22 |
| 23390 | 12/06/22 | Membership dues SMH 20221206 | 210-5-10-10-500.000 Training, Conf, Dues | 40.00 | 43704 | 12/15/22 |
| 27295 | 12/06/22 | Balsam for planters at 1 97280 | 220-5-00-00-720.002 1 Main; Road Res-Q | 209.85 | 43656 | 12/15/22 |
| 36240 | 12/06/22 | ESSEX JCT STP 5300 (13) a 94 | 230-5-16-10-890.824 Cres. Connector | 3957.91 | 43619 | 12/15/22 |
| 19090 | 11/30/22 | Brownell Roof Repair 113022D | 232-5-41-21-730.001 Roof | 2070.00 | 43602 | 12/15/22 |
| 23435 | 11/30/22 | City water Nov 2022 112222D | 254-5-54-20-411.000 CWD Water Purchase | 897.70 | 43605 | 12/15/22 |
| 23435 | 11/30/22 | City water Nov 2022 112222D | 254-5-54-70-411.400 CWD Water Purchase - Glob | 4356.90 | 43605 | 12/15/22 |
| 23435 | 11/30/22 | City water Nov 2022 112222D | 254-5-54-20-411.000 CWD Water Purchase | 44777.28 | 43605 | 12/15/22 |
| 23435 | 11/30/22 | City water Nov 2022 112222D | 254-5-54-70-411.400 CWD Water Purchase - Glob | 217322.17 | 43605 | 12/15/22 |
| 07010 | 11/14/22 | Non-solar 10/12 to 11/10/ 1122 NS | 254-5-54-20-622.000 Electricity | 73.64 | 43639 | 12/15/22 |
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 254-5-54-20-621.000 Natural Gas/Heating | 137.80 | 43698 | 12/15/22 |
| 07465 | 11/28/22 | Socket adapter/utility he 847365 | 255-5-55-30-570.000 Other Purchased Services | 149.95 | 43594 | 12/15/22 |
| 19005 | 12/01/22 | communication/telephone 12975649 | 255-5-55-30-530.000 Communications | 550.84 | 43630 | 12/15/22 |
| V9454 | 12/01/22 | k McGowan uniform WW 3466352 | 255-5-55-30-612.000 Uniforms | 229.97 | 43652 | 12/15/22 |
| 05485 | 12/10/22 | Copier leases 12/15-1/14/ 78391080 | 255-5-55-30-442.000 Rental Vehicles/Equip | 80.74 | 43660 | 12/15/22 |
| 29835 | 08/02/22 | JUMBO TRAY 97303 | 255-5-55-30-610.000 General Supplies | 35.93 | 43681 | 12/15/22 |
| 36130 | 11/18/22 | Verizon Shared 10/19-11/1 9920838887 | 255-5-55-30-530.000 Communications | 55.39 | 43692 | 12/15/22 |
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 255-5-55-30-621.000 Natural Gas/Heating | 1614.17 | 43698 | 12/15/22 |

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 07565 | 11/28/22 | control room and break r 234474051 | 255-5-55-30-610.000 General Supplies | 71.25 | 43702 | 12/15/22 |
| 07565 | 11/29/22 | wrong size calendar retur CM1404760 | 255-5-55-30-610.000 General Supplies | -36.36 | 43702 | 12/15/22 |
| 07010 | 11/07/22 | Solar Accounts 10/07-11/0 110822 Solar | 256-5-56-40-622.000 Electricity | 93.93 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | Solar Accounts 10/07-11/0 110822 Solar | 256-5-56-40-434.001 Susie Wilson PS Costs | 56.22 | 43638 | 12/15/22 |
| 07010 | 11/07/22 | Solar Accounts 10/07-11/0 110822 Solar | 256-5-56-40-434.002 West Street PS Costs | 66.56 | 43638 | 12/15/22 |
| 07010 | 11/14/22 | Non-solar 10/12 to 11/10/ 1122 NS | 256-5-56-40-622.000 Electricity | 425.34 | 43639 | 12/15/22 |
| V9454 | 11/04/22 | Doug Collins 60146 3460176 | 256-5-56-40-612.000 Uniforms | 597.94 | 43652 | 12/15/22 |
| 17505 | 12/08/22 | City Solar 11/07/22-12/6/ 248 | 256-5-56-40-434.002 West Street PS Costs | 284.90 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | City Solar 11/07/22-12/6/ 248 | 256-5-56-40-434.001 Susie Wilson PS Costs | 205.72 | 43679 | 12/15/22 |
| 17505 | 12/08/22 | City Solar 11/07/22-12/6/ 248 | 256-5-56-40-622.000 Electricity | 71.94 | 43679 | 12/15/22 |
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 256-5-56-40-434.001 Susie Wilson PS Costs | 43.15 | 43698 | 12/15/22 |
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 256-5-56-40-434.002 West Street PS Costs | 46.35 | 43698 | 12/15/22 |
| 29825 | 11/21/22 | 10/19/22-11/17/22 22785 | 256-5-56-40-621.000 Natural Gas/Heating | 83.76 | 43698 | 12/15/22 |
| 19815 | 12/06/22 | Raffle Tickets Senior Cen 19wkkwy36dk1 | 258-5-33-13-830.000 Regular Programs | 34.32 | 43583 | 12/15/22 |
| 05485 | 12/10/22 | Copier leases 12/15-1/14/ 78391080 | 258-5-33-13-442.000 Rental Vehicles/Equip | 94.15 | 43660 | 12/15/22 |
| 37985 | 11/27/22 | EJRP Cell Phones Nov 8730181 1122 | 259-5-30-15-530.000 Communications | 798.88 | 43579 | 12/15/22 |
| 19815 | 12/10/22 | RK Fleming Supplies 11GDCJGKJWPM | 259-5-30-15-610.000 General Supplies | 203.87 | 43581 | 12/15/22 |
| 19815 | 12/08/22 | RK FMS Supplies 161M3GNN91XN | 259-5-30-15-610.000 General Supplies | 171.05 | 43581 | 12/15/22 |
| 19815 | 12/07/22 | RK EES Supplies 1L6CG1RG4R3D | 259-5-30-15-610.000 General Supplies | 47.15 | 43583 | 12/15/22 |
| 19815 | 12/07/22 | RK Hiawatha Supplies 1QDK3W4M74X9 | 259-5-30-15-610.000 General Supplies | 51.98 | 43585 | 12/15/22 |
| 42665 | 11/10/22 | EJRP PS Amazon 0432266 1122 | 259-5-30-16-610.000 General Supplies | 33.60 | 43587 | 12/15/22 |
| 40835 | 12/12/22 | RecKids Refund 153307 | 259-4-30-15-020.313 Childcare - AS | 339.00 | 43589 | 12/15/22 |
| 25765 | 11/08/22 | Park Street Sprinkler Pro 12209 | 259-5-30-16-330.000 Professional Services | 3584.00 | 43603 | 12/15/22 |
| 20680 | 11/30/22 | Drivers Ed December 241 | 259-5-30-14-330.000 Professional Services | 10710.00 | 43622 | 12/15/22 |
| 04330 | 12/09/22 | Vac Camp Nov. Lunches 3153 | 259-5-30-15-610.000 General Supplies | 1065.75 | 43625 | 12/15/22 |

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|--|--|-------------|--------------|------------|
| 38955 | 11/17/22 | F W WEBB COMPANY Garden Irrigation Supplie 78524531 | 259-5-30-12-610.000 General Supplies | 137.76 | 43626 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 259-5-30-10-442.000 Rental Vehicles/Equip | 177.89 | 43660 | 12/15/22 |
| 05485 | 12/10/22 | NATIONAL BUSINESS LEASING Copier leases 12/15-1/14/ 78391080 | 259-5-30-10-442.000 Rental Vehicles/Equip | 177.90 | 43660 | 12/15/22 |
| 29425 | 11/30/22 | PERFORMANCE FOOD SERVICE RK Westford Snack 768688 | 259-5-30-15-610.000 General Supplies | 135.37 | 43667 | 12/15/22 |
| 29425 | 11/30/22 | PERFORMANCE FOOD SERVICE RK Fleming Snack 768757 | 259-5-30-15-610.000 General Supplies | 118.50 | 43667 | 12/15/22 |
| 29425 | 11/30/22 | PERFORMANCE FOOD SERVICE RK S/H K Snack 768931 | 259-5-30-15-610.000 General Supplies | 93.18 | 43667 | 12/15/22 |
| 29425 | 12/01/22 | PERFORMANCE FOOD SERVICE RK MSP EES Snack 769251 | 259-5-30-15-610.000 General Supplies | 111.02 | 43667 | 12/15/22 |
| 29425 | 12/05/22 | PERFORMANCE FOOD SERVICE RK FMS Snack 769968 | 259-5-30-15-610.000 General Supplies | 252.76 | 43667 | 12/15/22 |
| 29425 | 12/05/22 | PERFORMANCE FOOD SERVICE RK EES Snack 770679 | 259-5-30-15-610.000 General Supplies | 207.57 | 43667 | 12/15/22 |
| 29425 | 12/05/22 | PERFORMANCE FOOD SERVICE RK Fleming Snack 770892 | 259-5-30-15-610.000 General Supplies | 206.54 | 43667 | 12/15/22 |
| 29425 | 12/05/22 | PERFORMANCE FOOD SERVICE RK Summit Snack 771208 | 259-5-30-15-610.000 General Supplies | 211.35 | 43667 | 12/15/22 |
| 29425 | 12/05/22 | PERFORMANCE FOOD SERVICE RK Hiawatha Snack 771347 | 259-5-30-15-610.000 General Supplies | 145.72 | 43667 | 12/15/22 |
| 29425 | 12/06/22 | PERFORMANCE FOOD SERVICE RK S/H K Snack 772101 | 259-5-30-15-610.000 General Supplies | 108.89 | 43667 | 12/15/22 |
| 29425 | 12/09/22 | PERFORMANCE FOOD SERVICE RK FMS Snack CREDIT 773849 | 259-5-30-15-610.000 General Supplies | -11.25 | 43667 | 12/15/22 |
| 29425 | 12/12/22 | PERFORMANCE FOOD SERVICE RK Westford Snack 774224 | 259-5-30-15-610.000 General Supplies | 151.34 | 43667 | 12/15/22 |
| 29425 | 12/12/22 | PERFORMANCE FOOD SERVICE RK Summit Snack 774606 | 259-5-30-15-610.000 General Supplies | 206.12 | 43667 | 12/15/22 |
| 29425 | 12/12/22 | PERFORMANCE FOOD SERVICE RK Fleming Snack 774658 | 259-5-30-15-610.000 General Supplies | 148.06 | 43667 | 12/15/22 |
| 29425 | 12/12/22 | PERFORMANCE FOOD SERVICE RK FMS Snack 774889 | 259-5-30-15-610.000 General Supplies | 126.51 | 43667 | 12/15/22 |
| 29425 | 12/12/22 | PERFORMANCE FOOD SERVICE RK Hiawatha Snack 775030 | 259-5-30-15-610.000 General Supplies | 164.77 | 43667 | 12/15/22 |
| 29425 | 12/14/22 | PERFORMANCE FOOD SERVICE RK S/H K Snack 776592 | 259-5-30-15-610.000 General Supplies | 101.88 | 43667 | 12/15/22 |
| 29425 | 12/14/22 | PERFORMANCE FOOD SERVICE RK Snack 776651 | 259-5-30-15-610.000 General Supplies | 153.29 | 43667 | 12/15/22 |
| 05280 | 11/30/22 | S & D LANDSCAPES LLC Park St maintenance 221037 | 259-5-30-16-330.000 Professional Services | 928.92 | 43677 | 12/15/22 |
| 03180 | 11/09/22 | SAFETY SYSTEMS OF VT LLC Maint Shop Door Controls 22023 | 259-5-30-12-330.000 Professional Services | 2962.58 | 43678 | 12/15/22 |
| 45825 | 12/05/22 | SPARE TIME RK Staff Meeting 12/5 28704690 | 259-5-30-15-580.000 Travel | 844.76 | 43685 | 12/15/22 |
| 25315 | 11/29/22 | VESPA'S PIZZA PASTA & DEL RK Staff Training 112922D | 259-5-30-15-610.000 General Supplies | 160.48 | 43693 | 12/15/22 |

12/16/22

Town of Essex Accounts Payable

01:03 pm

Check Warrant Report # 17333 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 12/15/22 To 12/15/22 & Fund 2

| Vendor | | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|------------------|--------------|---------------------------------------|--|-----------------------------|--------------|------------|
| 25945 | VT AFTERSCHOOL | 12/01/22 | RK Staff Training 11/29 6182 | 259-5-30-15-330.000 Professional Services | 100.00 | 43697 | 12/15/22 |
| 07565 | W B MASON CO INC | 11/30/22 | Program Supplies 234559238 | 259-5-30-14-610.000 General Supplies | 14.99 | 43702 | 12/15/22 |
| Report Total | | | | | ----- 337307.58 ===== | | |

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11:37 am

Check Warrant Report # 17334 Current Prior Next FY Invoices For Fund (GENERAL FUND)

smaynard

For Check Acct 01 (GENERAL FUND) All check #s 12/22/22 To 12/22/22 & Fund 2

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|---|-------------|--------------|------------|
| 01005 | 12/16/22 | ACME PAINT AND GLASS CO MSP Window Repair 49022 | 210-5-30-12-431.000 R&M Buildings & Grounds | 622.48 | 43707 | 12/22/22 |
| 07305 | 12/08/22 | AIRGAS USA LLC ACETYLENE IND #4 FLAT TOP 9132852900 | 210-5-30-12-610.000 General Supplies | 241.76 | 43708 | 12/22/22 |
| 19815 | 12/17/22 | AMAZON CAPITAL SERVICES Office Supplies 14GKM3W4XMRL | 210-5-30-10-610.000 General Supplies | 131.65 | 43709 | 12/22/22 |
| 19815 | 12/13/22 | AMAZON CAPITAL SERVICES Office Supplies 163KFG711WJ6 | 210-5-30-10-610.000 General Supplies | 10.99 | 43709 | 12/22/22 |
| 42665 | 12/10/22 | AMAZON/SYNCB J Prog, Tech Equ, Supplie 9852 1222 | 210-5-35-10-840.202 Childrens Programs | 51.88 | 43713 | 12/22/22 |
| 42665 | 12/10/22 | AMAZON/SYNCB J Prog, Tech Equ, Supplie 9852 1222 | 210-5-35-10-735.000 Tech: Equip/Hardware | 405.71 | 43713 | 12/22/22 |
| 42665 | 12/10/22 | AMAZON/SYNCB J Prog, Tech Equ, Supplie 9852 1222 | 210-5-35-10-610.000 General Supplies | 204.23 | 43713 | 12/22/22 |
| 42665 | 12/10/22 | AMAZON/SYNCB J Prog, Tech Equ, Supplie 9852 1222 | 210-5-90-00-991.000 Library Donation Expense | 179.44 | 43713 | 12/22/22 |
| 07465 | 12/02/22 | BIBENS ACE HARDWARE INC shop supplies 46470 | 210-5-30-12-610.000 General Supplies | 54.11 | 43717 | 12/22/22 |
| 00530 | 12/15/22 | BRODART CO Adult Collection, Supplie B6535669 | 210-5-35-10-640.201 Adult Collection | 620.60 | 43720 | 12/22/22 |
| 00530 | 12/15/22 | BRODART CO Adult Collection, Supplie B6535669 | 210-5-35-10-610.000 General Supplies | 31.20 | 43720 | 12/22/22 |
| 21120 | 12/15/22 | CHAMPLAIN MEDICAL URGENT Knapp Post employ physica 0005692400 | 210-5-25-10-330.000 Professional Services | 115.00 | 43727 | 12/22/22 |
| 40855 | 12/19/22 | CIGNA HEALTH AND LIFE INS pre funding City health i 0123 fund | 210-1-00-00-120.001 Prepaid Insurance | 24000.00 | 43729 | 12/22/22 |
| 17895 | 11/30/22 | CLEAN NEST EJRP Cleaning November 12300 | 210-5-41-26-400.000 Contracted Services | 2580.00 | 43730 | 12/22/22 |
| 17895 | 11/30/22 | CLEAN NEST City of EJ Cleaning Novem 12301 | 210-5-41-20-400.000 Contracted Services | 1413.74 | 43730 | 12/22/22 |
| 17895 | 11/30/22 | CLEAN NEST City of EJ Cleaning Novem 12301 | 210-5-41-21-400.000 Contracted Services | 1908.54 | 43730 | 12/22/22 |
| 30100 | 12/15/22 | COBRAHELP COBRA 3rd party 273364 | 210-5-10-10-210.000 Group Insurance | 47.27 | 43731 | 12/22/22 |
| 04940 | 12/03/22 | COMCAST Cable TV EJFD 12/10-01/09 0207722 1222 | 210-5-25-10-530.000 Communications | 19.82 | 43733 | 12/22/22 |
| 17025 | 12/16/22 | COONRADT AMY Recording Secretary 0117 | 210-5-10-10-530.000 Communications | 376.89 | 43735 | 12/22/22 |
| 17025 | 12/19/22 | COONRADT AMY Recording Secretary 0118 | 210-5-10-10-530.000 Communications | 177.36 | 43735 | 12/22/22 |
| 17025 | 12/21/22 | COONRADT AMY Minutes for the December 0119 | 210-5-16-10-330.000 Professional Services | 177.36 | 43735 | 12/22/22 |
| 29785 | 12/20/22 | DAVIS JAMES AARON J Programs DEC2022 | 210-5-35-10-840.202 Childrens Programs | 50.00 | 43736 | 12/22/22 |
| 25715 | 12/13/22 | DONALD L. HAMLIN CONSULT Amtrak Station engineerin 22811 1222 | 210-1-00-00-130.002 Exchange - Billable | 360.00 | 43740 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF PW MULTI WATER/SEWER ACCT 113022DA | 210-5-40-12-571.000 Streetscape Maintenance | 791.11 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF PW MULTI WATER/SEWER ACCT 113022DA | 210-5-40-12-410.000 Water and Sewer Charges | 811.54 | 43742 | 12/22/22 |

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
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| 05020 | 11/30/22 | ESSEX JCT CITY OF Water Sewer MSP 202831181 | 210-5-41-26-410.000 Water and Sewer Charges | 1908.66 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water Sewer MSP 202831201 | 210-5-41-26-410.000 Water and Sewer Charges | 67.52 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Park St Water/Sewer 202834381 | 210-5-41-23-410.000 Water and Sewer Charges | 377.18 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water / sewer 202837151 | 210-5-41-22-410.000 Water and Sewer Charges | 151.19 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water Sewer Jun - Sep 22 202837191 | 210-5-41-21-410.000 Water and Sewer Charges | 154.93 | 43742 | 12/22/22 |
| 05020 | 11/30/22 | ESSEX JCT CITY OF Water Sewer Cascade Park 202850551 | 210-5-41-26-410.000 Water and Sewer Charges | 40.74 | 43742 | 12/22/22 |
| 23000 | 11/28/22 | F W WHITCOMB 3/4" Crushed Stone 00012042 | 210-5-40-12-451.000 Summer Construction Servi | 627.47 | 43743 | 12/22/22 |
| 244635 | 12/06/22 | FIRST NATIONAL BANK OMAHA Dunkin Budget Food 120622 | 210-5-10-10-810.113 Trustee Expenditures | 39.48 | 43746 | 12/22/22 |
| 21845 | 12/19/22 | FIRST NATIONAL BANK OMAHA J Prog, Training, Tech Su 0017 1222 | 210-5-35-10-840.202 Childrens Programs | 14.99 | 43747 | 12/22/22 |
| 21845 | 12/19/22 | FIRST NATIONAL BANK OMAHA J Prog, Training, Tech Su 0017 1222 | 210-5-35-10-500.000 Training, Conf, Dues | 602.36 | 43747 | 12/22/22 |
| 21845 | 12/19/22 | FIRST NATIONAL BANK OMAHA J Prog, Training, Tech Su 0017 1222 | 210-5-35-10-505.000 Tech. Subs, Licenses | 171.66 | 43747 | 12/22/22 |
| 21845 | 12/19/22 | FIRST NATIONAL BANK OMAHA J Prog, Training, Tech Su 0017 1222 | 210-5-35-10-560.000 Postage | 37.50 | 43747 | 12/22/22 |
| 25410 | 12/19/22 | FIRST NATIONAL BANK OMAHA Postage election memory c 6416 1222 | 210-5-10-10-820.000 Elections | 10.40 | 43749 | 12/22/22 |
| 19005 | 12/01/22 | FIRSTLIGHT FIBER communication EJPW 11/2-1 12975692 | 210-5-40-12-530.000 Communications | 163.26 | 43750 | 12/22/22 |
| 34895 | 10/01/22 | GAUTHIER TRUCKING, INC. I'EARL ST, MAIN ST MEMORI 1668434 | 210-5-40-12-425.000 Trash Removal | 507.21 | 43754 | 12/22/22 |
| 34895 | 11/01/22 | GAUTHIER TRUCKING, INC. pearl st, main, memorial 1675211 | 210-5-40-12-425.000 Trash Removal | 507.21 | 43754 | 12/22/22 |
| 34895 | 12/01/22 | GAUTHIER TRUCKING, INC. 11 Jackson St 1681166 | 210-5-40-12-425.000 Trash Removal | 227.05 | 43754 | 12/22/22 |
| 34895 | 12/01/22 | GAUTHIER TRUCKING, INC. Pearl st, Main st, Memori 1681168 | 210-5-40-12-425.000 Trash Removal | 522.54 | 43754 | 12/22/22 |
| 34895 | 12/01/22 | GAUTHIER TRUCKING, INC. Beech St 1681311 | 210-5-40-12-425.000 Trash Removal | 140.53 | 43754 | 12/22/22 |
| 26375 | 11/28/22 | GBIC GBIC support for FY23 900 | 210-5-17-10-800.000 Appropriations to other a | 500.00 | 43755 | 12/22/22 |
| 07010 | 12/07/22 | GREEN MOUNTAIN POWER CORP MSP Power Nov 1222 75 MAPA | 210-5-41-26-622.000 Electricity | 260.13 | 43760 | 12/22/22 |
| 07010 | 12/07/22 | GREEN MOUNTAIN POWER CORP MSP Power Nov 1222 75 MAPL | 210-5-41-26-622.000 Electricity | 1063.52 | 43761 | 12/22/22 |
| 40865 | 12/14/22 | GREENSBORO FREE LIBRARY Adult Collection Replacem GFL122022 | 210-5-90-00-640.201 Adult Collection replacem | 10.00 | 43763 | 12/22/22 |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Supplie 73010043 | 210-5-35-10-640.201 Adult Collection | 97.85 | 43765 | 12/22/22 |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Supplie 73010043 | 210-5-35-10-610.000 General Supplies | 0.58 | 43765 | 12/22/22 |

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| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Supplie | 210-5-35-10-560.000 | 0.99 | 43765 | 12/22/22 |
| | | 73010043 Postage | | | | |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Postag | 210-5-35-10-640.201 | 31.72 | 43766 | 12/22/22 |
| | | 73010044 Adult Collection | | | | |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Postag | 210-5-35-10-560.000 | 1.22 | 43766 | 12/22/22 |
| | | 73010044 Postage | | | | |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Postage | 210-5-35-10-640.201 | 12.80 | 43767 | 12/22/22 |
| | | 73010045 Adult Collection | | | | |
| 33495 | 12/02/22 | INGRAM LIBRARY SERVICES I Adult Collection, Postage | 210-5-35-10-560.000 | 0.29 | 43767 | 12/22/22 |
| | | 73010045 Postage | | | | |
| 26430 | 08/11/22 | K5 CORPORATION DBL YELLOW PAINT | 210-5-40-12-572.000 | 6943.07 | 43772 | 12/22/22 |
| | | 10003607 Traffic Control | | | | |
| 40580 | 10/14/22 | M&T BANK LeBeau bkck | 210-5-30-10-330.000 | 30.00 | 43779 | 12/22/22 |
| | | 101422 D Professional Services | | | | |
| 40580 | 11/15/22 | M&T BANK pens fire dept | 210-5-25-10-610.000 | 35.96 | 43779 | 12/22/22 |
| | | 1117538223 General Supplies | | | | |
| 40580 | 10/31/22 | M&T BANK Office supplies | 210-5-10-10-610.000 | 156.82 | 43779 | 12/22/22 |
| | | 1117693816 General Supplies | | | | |
| 40580 | 11/18/22 | M&T BANK Reverse Late fee | 210-5-13-10-330.000 | -25.00 | 43779 | 12/22/22 |
| | | 111822latecr Professional Services | | | | |
| 40580 | 11/15/22 | M&T BANK pocket knives fire dept | 210-5-25-10-610.000 | 40.56 | 43779 | 12/22/22 |
| | | 1119761493 General Supplies | | | | |
| 40580 | 11/18/22 | M&T BANK CR Interest pd | 210-5-13-10-330.000 | -55.83 | 43779 | 12/22/22 |
| | | 11822 CR Professional Services | | | | |
| 40580 | 11/25/22 | M&T BANK Adobe TH | 210-5-10-10-505.000 | 14.99 | 43779 | 12/22/22 |
| | | 2318039816 Tech. Subs, Licenses | | | | |
| 40580 | 11/29/22 | M&T BANK Adobe-HR | 210-5-10-10-505.000 | 14.99 | 43779 | 12/22/22 |
| | | 23211572842 Tech. Subs, Licenses | | | | |
| 40580 | 11/18/22 | M&T BANK Can Holder 43.08-2.44sale | 210-5-25-10-500.000 | 43.08 | 43779 | 12/22/22 |
| | | 3278553843 Training, Conf, Dues | | | | |
| 40580 | 11/22/22 | M&T BANK office supplies, time car | 210-5-40-12-610.000 | 40.47 | 43779 | 12/22/22 |
| | | 33427 General Supplies | | | | |
| 40580 | 11/29/22 | M&T BANK Hose Repair Kit | 210-5-25-10-431.000 | 77.90 | 43779 | 12/22/22 |
| | | 45016115836 R&M Buildings & Grounds | | | | |
| 40580 | 11/30/22 | M&T BANK PW Job Ad | 210-5-40-12-330.000 | 502.19 | 43779 | 12/22/22 |
| | | 71371378 Professional Services | | | | |
| 40580 | 11/30/22 | M&T BANK PW JOB AD | 210-5-40-12-330.000 | 34.34 | 43779 | 12/22/22 |
| | | 717338 Professional Services | | | | |
| 40580 | 12/02/22 | M&T BANK Bamboo HRIS NOV | 210-5-10-10-340.000 | 454.34 | 43779 | 12/22/22 |
| | | INV01372001 Technical Services | | | | |
| 40580 | 10/09/22 | M&T BANK Zoom Cloud Recording | 210-5-10-10-505.000 | 40.00 | 43779 | 12/22/22 |
| | | INV170307649 Tech. Subs, Licenses | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 210-5-10-10-210.000 | 146.40 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 210-5-13-10-210.000 | 146.40 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 210-5-40-12-210.000 | 98.39 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 210-5-40-13-210.000 | 7.32 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |

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| 27840 | MADISON NATIONAL LIFE INS | 12/20/22 | Jan life ins City 2023 1533760 | 210-5-35-10-210.000 Group Insurance | 256.20 | 43781 | 12/22/22 |
| 27840 | MADISON NATIONAL LIFE INS | 12/20/22 | Jan life ins City 2023 1533760 | 210-5-16-10-210.000 Group Insurance | 36.60 | 43781 | 12/22/22 |
| 27840 | MADISON NATIONAL LIFE INS | 12/20/22 | Jan life ins City 2023 1533760 | 210-5-30-10-210.000 Group Insurance | 183.00 | 43781 | 12/22/22 |
| 27840 | MADISON NATIONAL LIFE INS | 12/20/22 | Jan life ins City 2023 1533760 | 210-5-30-12-210.000 Group Insurance | 72.86 | 43781 | 12/22/22 |
| 26630 | MINUTEMAN / ALLEGIANCE TR | 10/06/22 | HEATED CONVEX X20107274201 | 210-5-25-10-430.000 R&M Vehicles & Equipment | 260.24 | 43784 | 12/22/22 |
| V10462 | MONAGHAN SAFAR DUCHAM PL | 11/20/22 | Nov legal City 113022D | 210-5-10-10-320.000 Legal Services | 735.00 | 43785 | 12/22/22 |
| V10462 | MONAGHAN SAFAR DUCHAM PL | 11/20/22 | Nov legal City 113022D | 210-5-16-10-320.000 Legal Services | 1050.00 | 43785 | 12/22/22 |
| V10462 | MONAGHAN SAFAR DUCHAM PL | 11/20/22 | Nov legal City 113022D | 210-5-16-10-320.000 Legal Services | 442.50 | 43785 | 12/22/22 |
| 12235 | NEW ENGLAND CENTRAL RAILR | 12/01/22 | ROW Main Maple 2023 192329 | 210-5-40-12-441.000 Rental Land/Buildings | 3667.23 | 43787 | 12/22/22 |
| 12235 | NEW ENGLAND CENTRAL RAILR | 12/01/22 | ROW Grove St 2023 192330 | 210-5-40-12-441.000 Rental Land/Buildings | 332.37 | 43787 | 12/22/22 |
| 12235 | NEW ENGLAND CENTRAL RAILR | 12/01/22 | ROW NECR100528 2023 192774 | 210-5-40-12-441.000 Rental Land/Buildings | 3500.00 | 43787 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-10-10-210.000 Group Insurance | 302.52 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-13-10-210.000 Group Insurance | 233.97 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-40-12-210.000 Group Insurance | 310.66 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-40-13-210.000 Group Insurance | 13.71 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-35-10-210.000 Group Insurance | 471.35 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-16-10-210.000 Group Insurance | 179.90 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-30-10-210.000 Group Insurance | 647.20 | 43789 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 210-5-30-12-210.000 Group Insurance | 104.53 | 43789 | 12/22/22 |
| V10554 | PHOENIX BOOKS BURLINGTON | 12/12/22 | J Collection 652482 | 210-5-35-10-640.202 Juvenile Collection | 31.98 | 43794 | 12/22/22 |
| V10554 | PHOENIX BOOKS BURLINGTON | 12/12/22 | Adult Collection 652504 | 210-5-35-10-640.201 Adult Collection | 71.96 | 43794 | 12/22/22 |
| 24325 | RADIO NORTH GROUP INC | 12/06/22 | Batteries 24144692 | 210-5-25-10-430.000 R&M Vehicles & Equipment | 3729.00 | 43798 | 12/22/22 |
| 24325 | RADIO NORTH GROUP INC | 12/07/22 | Headset 24144701 | 210-5-25-10-430.000 R&M Vehicles & Equipment | 446.00 | 43798 | 12/22/22 |
| 28025 | SCHOOL OUTFITTERS | 12/13/22 | Mach Equip (Cap outlay): ORD11534217 | 210-5-35-10-750.000 Machinery & Equipment | 1801.01 | 43803 | 12/22/22 |
| 23855 | SOUTHWORTH-MILTON, INC. | 11/16/22 | ELEMENT, AIR INV2761903 | 210-5-40-12-430.000 R&M Vehicles & Equipment | 57.95 | 43805 | 12/22/22 |

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| 23855 | 12/12/22 | SOUTHWORTH-MILTON, INC. Generator Maintenance SCINV684160 | 210-5-40-12-430.000 R&M Vehicles & Equipment | 731.29 | 43805 | 12/22/22 |
| 21000 | 12/21/22 | UNIFIRST CORPORATION Contracted services: win 1080120904 | 210-5-41-21-400.000 Contracted Services | 43.42 | 43809 | 12/22/22 |
| 22070 | 12/07/22 | VILLAGE COPY & PRINT INC. Dog license reminders 8992 | 210-5-10-10-610.000 General Supplies | 68.00 | 43811 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-10-10-210.000 Group Insurance | 73.95 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-13-10-210.000 Group Insurance | 48.82 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-40-12-210.000 Group Insurance | 63.50 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-40-13-210.000 Group Insurance | 2.80 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-35-10-210.000 Group Insurance | 102.96 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-30-10-210.000 Group Insurance | 125.65 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-30-12-210.000 Group Insurance | 23.69 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 210-5-16-10-210.000 Group Insurance | 47.48 | 43812 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-40-12-260.000 Workers Comp Insurance | 2611.82 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-40-13-260.000 Workers Comp Insurance | 538.83 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-13-10-260.000 Workers Comp Insurance | 2047.10 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-13-10-260.000 Workers Comp Insurance | 1466.48 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-25-10-260.000 Workers Comp Insurance | 3951.50 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-13-10-520.000 Insurance | 19190.78 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-13-10-520.000 Insurance | 3088.84 | 43814 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 210-5-40-12-520.000 Insurance | 3949.11 | 43814 | 12/22/22 |
| 07565 | 12/02/22 | W B MASON CO INC Maintenance Supplies 234617483 | 210-5-30-12-610.000 General Supplies | 130.49 | 43816 | 12/22/22 |
| 07565 | 12/12/22 | W B MASON CO INC Brownell Mouse Traps 234841262 | 210-5-41-21-431.000 R&M Buildings & Grounds | 38.99 | 43816 | 12/22/22 |
| 07565 | 12/14/22 | W B MASON CO INC Brownell Nonslip Tape 234904495 | 210-5-41-21-431.000 R&M Buildings & Grounds | 162.79 | 43816 | 12/22/22 |
| 23390 | 12/19/22 | WOMEN LEADING GOVERNMENT annual membership 2023 Morris 2023 | 210-5-13-10-500.000 Training, Conf, Dues | 40.00 | 43817 | 12/22/22 |
| 17425 | 12/23/22 | ICMA ROTH PLAN 706287 Payroll Transfer PR-12/23/22 | 210-2-00-00-210.004 Retirement Payable | 50.00 | 12222201 | 12/22/22 |
| V1160 | 12/23/22 | ICMA RETIREMENT TRUST-457 Payroll Transfer PR-12/23/22 | 210-2-00-00-210.004 Retirement Payable | 3496.76 | 12222202 | 12/22/22 |

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| V1161 | 12/23/22 | ICMA RETIREMENT TRUST-401 Payroll Transfer | 210-2-00-00-210.004 | 6524.59 | 12222203 | 12/22/22 |
| | | PR-12/23/22 Retirement Payable | | | | |
| 05375 | 12/09/22 | ESSEX JUNCTION EMPLOYEES Payroll Transfer | 210-2-00-00-210.005 | 56.00 | 12222206 | 12/22/22 |
| | | PR-12/09/22 Misc Deductions Payable | | | | |
| 05375 | 12/23/22 | ESSEX JUNCTION EMPLOYEES Payroll Transfer | 210-2-00-00-210.005 | 56.00 | 12222206 | 12/22/22 |
| | | PR-12/23/22 Misc Deductions Payable | | | | |
| V2337 | 12/09/22 | UNITED WAY OF CHITTENDEN Payroll Transfer | 210-2-00-00-210.005 | 24.00 | 12222217 | 12/22/22 |
| | | PR-12/09/22 Misc Deductions Payable | | | | |
| V2337 | 12/23/22 | UNITED WAY OF CHITTENDEN Payroll Transfer | 210-2-00-00-210.005 | 24.00 | 12222217 | 12/22/22 |
| | | PR-12/23/22 Misc Deductions Payable | | | | |
| 17140 | 12/23/22 | THE EDGE (VILLAGE) Payroll Transfer | 210-2-00-00-210.005 | 99.75 | 12222220 | 12/22/22 |
| | | PR-12/23/22 Misc Deductions Payable | | | | |
| 25715 | 12/13/22 | DONALD L. HAMLIN CONSULT Main Street Park design a | 220-5-00-00-720.002 | 855.00 | 43740 | 12/22/22 |
| | | 22815 1222 1 Main; Road Res-Q | | | | |
| 25715 | 12/13/22 | DONALD L. HAMLIN CONSULT Crescent Connector Octobe | 230-5-16-10-890.824 | 3645.00 | 43740 | 12/22/22 |
| | | 12833 1222 Cres. Connector | | | | |
| 25715 | 12/13/22 | DONALD L. HAMLIN CONSULT Crescent Connector Phase | 230-5-16-10-890.824 | 41755.13 | 43740 | 12/22/22 |
| | | 18814 1222 Cres. Connector | | | | |
| V10462 | 11/20/22 | MONAGHAN SAFAR DUCHAM PL Nov legal City | 230-5-16-10-890.824 | 335.00 | 43785 | 12/22/22 |
| | | 113022D Cres. Connector | | | | |
| 05020 | 11/30/22 | ESSEX JCT CITY OF PW MULTI WATER/SEWER ACCT | 254-5-54-20-410.000 | 40.74 | 43742 | 12/22/22 |
| | | 113022DA Water and Sewer Charges | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 254-5-54-20-210.000 | 97.72 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |
| 24960 | 12/15/22 | NORTHEAST DELTA DENTAL Jan dental City 2023 | 254-5-54-20-210.000 | 188.07 | 43789 | 12/22/22 |
| | | 121522925619 Group Insurance | | | | |
| 40640 | 11/30/22 | POLLARD WATER 6 FT MUD CURB VLV BX CLN | 254-5-54-20-610.000 | 626.81 | 43795 | 12/22/22 |
| | | 0227338 General Supplies | | | | |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 | 254-5-54-20-210.000 | 63.36 | 43812 | 12/22/22 |
| | | 816790584 Group Insurance | | | | |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City | 254-5-54-20-260.000 | 1564.44 | 43814 | 12/22/22 |
| | | REN230195-Q1 Workers Comp Insurance | | | | |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City | 254-5-54-20-520.000 | 589.77 | 43814 | 12/22/22 |
| | | REN230195-Q1 Insurance | | | | |
| 05020 | 11/30/22 | ESSEX JCT CITY OF WWTF MULTI WATER/SEWER A | 255-5-55-30-410.000 | 1018.62 | 43742 | 12/22/22 |
| | | 113022D Water and Sewer Charges | | | | |
| 40580 | 11/28/22 | M&T BANK McGowan BKCK WWTF | 255-5-55-30-330.000 | 30.00 | 43779 | 12/22/22 |
| | | 33122122641W Professional Services | | | | |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 | 255-5-55-30-210.000 | 286.58 | 43781 | 12/22/22 |
| | | 1533760 Group Insurance | | | | |
| V10462 | 11/20/22 | MONAGHAN SAFAR DUCHAM PL Nov legal City | 255-5-55-30-320.000 | 140.00 | 43785 | 12/22/22 |
| | | 113022D Legal Services | | | | |
| 24960 | 12/15/22 | NORTHEAST DELTA DENTAL Jan dental City 2023 | 255-5-55-30-210.000 | 642.73 | 43789 | 12/22/22 |
| | | 121522925619 Group Insurance | | | | |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 | 255-5-55-30-210.000 | 121.45 | 43812 | 12/22/22 |
| | | 816790584 Group Insurance | | | | |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City | 255-5-55-30-260.000 | 4502.50 | 43814 | 12/22/22 |
| | | REN230195-Q1 Workers Comp Insurance | | | | |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City | 255-5-55-30-520.000 | 10945.52 | 43814 | 12/22/22 |
| | | REN230195-Q1 Insurance | | | | |

| Vendor | Invoice Description | Invoice Date | Invoice Number | Account | Amount Paid | Check Number | Check Date |
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| 33850 | CENTRAL VERMONT PROPERTIE | 12/08/22 | ROW 888610 2023 9500246143 | 256-5-56-40-441.000 Rental Land/Buildings | 55.00 | 43726 | 12/22/22 |
| 05020 | ESSEX JCT CITY OF | 11/30/22 | WWTF MULTI WATER/SEWER 113022D | A 256-5-56-40-410.000 Water and Sewer Charges | 113.79 | 43742 | 12/22/22 |
| 27840 | MADISON NATIONAL LIFE INS | 12/20/22 | Jan life ins City 2023 1533760 | 256-5-56-40-210.000 Group Insurance | 58.82 | 43781 | 12/22/22 |
| 24960 | NORTHEAST DELTA DENTAL | 12/15/22 | Jan dental City 2023 121522925619 | 256-5-56-40-210.000 Group Insurance | 237.59 | 43789 | 12/22/22 |
| 21230 | VISION SERVICE PLAN (CT) | 12/19/22 | Jan vision City 2023 816790584 | 256-5-56-40-210.000 Group Insurance | 48.62 | 43812 | 12/22/22 |
| V2380 | VLCT PACIF | 11/22/22 | Q1 2023 City REN230195-Q1 | 256-5-56-40-260.000 Workers Comp Insurance | 1431.59 | 43814 | 12/22/22 |
| V2380 | VLCT PACIF | 11/22/22 | Q1 2023 City REN230195-Q1 | 256-5-56-40-520.000 Insurance | 464.23 | 43814 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 10/10/22 | Program Supplies 13Y36H96HVMW | 258-5-33-13-610.000 General Supplies | 238.12 | 43709 | 12/22/22 |
| 17895 | CLEAN NEST | 11/30/22 | City of EJ Cleaning Novem 12301 | 258-5-33-13-330.000 Professional Services | 212.06 | 43730 | 12/22/22 |
| 21570 | PETTY CASH - NICOLE MONE | 10/09/22 | PETTY CASH reimb 120922D | 258-5-33-13-830.000 Regular Programs | 85.18 | 43792 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/16/22 | RK Fleming Supplies 13PG4GQ3MLWN | 259-5-30-15-610.000 General Supplies | 52.94 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | RK Westford Supplies 14C49HCMNCF9 | 259-5-30-15-610.000 General Supplies | 76.07 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/18/22 | Giving Tree 16KY1VVVYYD | 259-5-30-14-610.000 General Supplies | 169.79 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/15/22 | RK Fleming Supplies 19VHTHT7YG1 | 259-5-30-15-610.000 General Supplies | 28.07 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | Giving Tree 1CQKVIN1D1DV | 259-5-30-14-610.000 General Supplies | 91.94 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/18/22 | RK Hiawatha Snack 1DCW19J31GP1 | 259-5-30-15-610.000 General Supplies | 142.96 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | Giving Tree 1DVX1LV4T6QL | 259-5-30-14-610.000 General Supplies | 475.50 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | Giving Tree 1FRJ9C6KR7HQ | 259-5-30-14-610.000 General Supplies | 504.76 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | Giving Tree 1JD617P9Q4VV | 259-5-30-14-610.000 General Supplies | 266.19 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/17/22 | Giving Tree 1JM9RYLNT7Q | 259-5-30-14-610.000 General Supplies | 180.44 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/15/22 | Giving Tree 1KKM7PKNGF4Y | 259-5-30-14-610.000 General Supplies | 234.28 | 43709 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/16/22 | RK EES Supplies 1YMRD1CVJDTF | 259-5-30-15-610.000 General Supplies | 34.69 | 43712 | 12/22/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/16/22 | RK Supplies 1YNP9JXYJH4W | 259-5-30-15-610.000 General Supplies | 57.90 | 43712 | 12/22/22 |
| 17895 | CLEAN NEST | 11/30/22 | EJRP Cleaning November 12300 | 259-5-30-15-330.000 Professional Services | 1720.00 | 43730 | 12/22/22 |
| 05020 | ESSEX JCT CITY OF | 11/30/22 | Water/Sewer Pool 202831191 | 259-5-30-11-410.000 Water and Sewer Charges | 1876.77 | 43742 | 12/22/22 |

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
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| 05020 | 11/30/22 | ESSEX JCT CITY OF Water Sewer Gardens 202842111 | 259-5-30-14-410.000 Water and Sewer Charges | 648.52 | 43742 | 12/22/22 |
| 11260 | 12/12/22 | GOLD STAR DOG TRAINING EJRP Dog Programs 74 | 259-5-30-14-330.000 Professional Services | 3964.00 | 43757 | 12/22/22 |
| 28895 | 12/07/22 | KINDERMUSIK WITH RACHEL L EJRP Prog November 1008 | 259-5-30-14-330.000 Professional Services | 572.00 | 43774 | 12/22/22 |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 1533760 | 259-5-30-15-210.000 Group Insurance | 437.67 | 43781 | 12/22/22 |
| 27840 | 12/20/22 | MADISON NATIONAL LIFE INS Jan life ins City 2023 1533760 | 259-5-30-16-210.000 Group Insurance | 143.85 | 43781 | 12/22/22 |
| 24960 | 12/15/22 | NORTHEAST DELTA DENTAL Jan dental City 2023 121522925619 | 259-5-30-15-210.000 Group Insurance | 558.63 | 43789 | 12/22/22 |
| 24960 | 12/15/22 | NORTHEAST DELTA DENTAL Jan dental City 2023 121522925619 | 259-5-30-16-210.000 Group Insurance | 363.40 | 43789 | 12/22/22 |
| 16020 | 12/21/22 | POSTMASTER Winter Brochure Postage 122122D | 259-5-30-10-560.000 Postage | 1761.55 | 43797 | 12/22/22 |
| 20620 | 12/09/22 | RASCO LAURA Playgroup November 120922D | 259-5-30-14-330.000 Professional Services | 150.00 | 43799 | 12/22/22 |
| 29090 | 11/23/22 | SUNBELT RENTALS Programs Lift 131401522A | 259-5-30-12-442.000 Rental Vehicles/Equip | 215.25 | 43806 | 12/22/22 |
| 29090 | 11/23/22 | SUNBELT RENTALS Winter Lights Lift 132307102A | 259-5-30-12-442.000 Rental Vehicles/Equip | 49.35 | 43806 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 259-5-30-15-210.000 Group Insurance | 123.41 | 43812 | 12/22/22 |
| 21230 | 12/19/22 | VISION SERVICE PLAN (CT) Jan vision City 2023 816790584 | 259-5-30-16-210.000 Group Insurance | 73.96 | 43812 | 12/22/22 |
| V2380 | 11/22/22 | VLCT PACIF Q1 2023 City REN230195-Q1 | 259-5-30-10-260.000 Workers Comp Insurance | 7880.24 | 43814 | 12/22/22 |
| Report Total | | | | 213444.75 | | |

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| Vendor | Invoice Description | Invoice Date | Invoice Number | Account | Amount Paid | Check Number | Check Date |
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| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 210-5-30-10-505.000 Tech. Subs, Licenses | 590.52 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 210-5-17-10-850.000 Community Events and Cele | 4.99 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 210-5-30-10-550.000 Printing and Binding | 512.96 | 43825 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-41-20-622.000 Electricity | 351.08 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-41-22-622.000 Electricity | 351.08 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-40-12-622.000 Electricity | 35.87 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-41-21-622.000 Electricity | 788.40 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-40-12-622.000 Electricity | 93.98 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 210-5-41-23-622.000 Electricity | 229.79 | 43846 | 12/30/22 |
| 08645 | LOWES BUSINESS ACCT/SYNCB | 12/09/22 | Hockey Rink 02492 | 210-5-30-12-610.000 General Supplies | 31.70 | 43853 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 210-5-35-10-442.000 Rental Vehicles/Equip | 80.72 | 43857 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 210-5-35-10-442.000 Rental Vehicles/Equip | 80.74 | 43857 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 210-5-40-12-442.000 Rental Vehicles/Equip | 72.59 | 43857 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 210-5-10-10-442.000 Rental Vehicles/Equip | 138.97 | 43857 | 12/30/22 |
| 36130 | VERIZON WIRELESS VSAT | 11/17/22 | CM cell phone Nov 23 9920807729 | 210-5-10-10-530.000 Communications | 50.43 | 43877 | 12/30/22 |
| 06870 | ENDYNE INC | 12/20/22 | Constituent Monitoring 22 432905 | 255-5-55-30-340.000 Technical Services | 50.00 | 43837 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 255-5-55-30-442.000 Rental Vehicles/Equip | 80.74 | 43857 | 12/30/22 |
| 01020 | UNIVERSITY OF VT | 11/18/22 | Pilot-Scale PePhlo 10/01/ GCAS123381 | 255-5-55-70-722.012 Phlo Final Phase | 3419.91 | 43875 | 12/30/22 |
| 17765 | WAITE-HEINDEL ENVIRONMENT | 12/20/22 | Fall PFAS GW Essex Jct B 5403 | 255-5-55-30-568.000 Biosolids Subcontractor | 2768.79 | 43881 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 256-5-56-40-622.000 Electricity | 95.45 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 256-5-56-40-434.001 Susie Wilson PS Costs | 56.53 | 43846 | 12/30/22 |
| 07010 | GREEN MOUNTAIN POWER CORP | 12/07/22 | 11/07/22-12/07/22 Solar A 120722D | 256-5-56-40-434.002 West Street PS Costs | 68.66 | 43846 | 12/30/22 |
| 19815 | AMAZON CAPITAL SERVICES | 12/27/22 | Pool Supplies 1CQ46DLHKMC1 | 258-5-33-13-830.000 Regular Programs | 51.90 | 43820 | 12/30/22 |
| 01930 | CENTER FOR TECHNOLOGY | 12/21/22 | Sr Luncheon 12/21 6229401 | 258-5-33-13-830.000 Regular Programs | 117.50 | 43829 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 258-5-33-13-442.000 Rental Vehicles/Equip | 94.15 | 43857 | 12/30/22 |

| Vendor | Invoice Description | Invoice Date | Invoice Number | Account | Amount Paid | Check Number | Check Date |
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| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 259-5-30-15-610.000 General Supplies | 876.39 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 259-5-30-15-580.000 Travel | 5.00 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 259-5-30-14-610.000 General Supplies | 157.70 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 259-5-30-16-610.000 General Supplies | 137.26 | 43825 | 12/30/22 |
| 22670 | CAPITAL ONE CREDIT CARD - | 12/16/22 | EJRP Credit Card December 6508 1222 | 259-5-30-12-500.000 Training, Conf, Dues | 170.00 | 43825 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 259-5-30-10-442.000 Rental Vehicles/Equip | 177.89 | 43857 | 12/30/22 |
| 05485 | NATIONAL BUSINESS LEASING | 11/09/22 | Copier leases 11/15-12/14 78172834 | 259-5-30-10-442.000 Rental Vehicles/Equip | 177.90 | 43857 | 12/30/22 |
| 17565 | PARVANOV DRAGOMIR | 12/19/22 | EJRP Soccer Sparks Nov 121922D | 259-5-30-14-330.000 Professional Services | 1280.00 | 43862 | 12/30/22 |
| 29425 | PERFORMANCE FOOD SERVICE | 12/16/22 | RK FMS Snack CREDIT 777687 | 259-5-30-15-610.000 General Supplies | -47.55 | 43863 | 12/30/22 |
| 29425 | PERFORMANCE FOOD SERVICE | 12/19/22 | RK FMS Snack 778820 | 259-5-30-15-610.000 General Supplies | 155.29 | 43863 | 12/30/22 |
| 29425 | PERFORMANCE FOOD SERVICE | 12/19/22 | RK Hiawatha Snack 778928 | 259-5-30-15-610.000 General Supplies | 107.36 | 43863 | 12/30/22 |
| 29425 | PERFORMANCE FOOD SERVICE | 12/19/22 | RK Summit Snack 778955 | 259-5-30-15-610.000 General Supplies | 158.41 | 43863 | 12/30/22 |
| 30300 | SWISH SPORTS LLC | 12/15/20 | Swish Thanksgiving Camp 121522D | 259-5-30-14-330.000 Professional Services | 1782.00 | 43872 | 12/30/22 |
| Report Total | | | | | 15355.10 | | |

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
MINUTES OF MEETING
December 14, 2022**

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

ADMINISTRATION: Regina Mahony, City Manager; Brad Luck, Essex Junction Recreation & Parks Director; Chelsea Mandigo, Water Quality Superintendent; Ashley Snellenberger, Communications & Strategic Initiatives Director

OTHERS PRESENT: Katie Ballard, David Burton, Ned Daly, Will Dodge, Rick Hamlin, John O'Brien, Tim Shea, Ken Signorello, Mike Sullivan, Irene Wrenner.

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

No approval needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Will Dodge, a member of the Essex Energy Committee, spoke about the committee's mission to educate the community about energy, weatherization, electric vehicle adoption, and renewable energy development. He noted that it is currently a joint committee and requested that the committee remain a committee that serves both municipalities.

5. **PUBLIC HEARING**

a. Public Hearing on Proposed Municipal Ordinance Updates to Remove Redundancies

City Manager Mahony said that this update would rescind a number of components in the existing municipal ordinances that are now redundant based on the new public nuisance ordinance that was passed.

There was no public comment.

6. **BUSINESS ITEMS**

a. Consider Resolutions of Appreciation: Bernie Fleury and Jerry Firkey

Councilor Tyler read the resolution for Bernie Fleury into the record:

WHEREAS Bernie Fleury was hired by the City of Essex Junction as Wastewater Operator on March 12, 1979;

WHEREAS since that time, Bernie's in-depth knowledge and experience has led him to hold roles as Assistant Chief and Chief Operator for over 30 years, training, mentoring and guiding new and seasoned operators;

WHEREAS Bernie will retire on December 16, 2022, as the longest continuous serving employee with 44 years of dedicated service, leadership, knowledge and experience at the Wastewater Treatment Facility;

WHEREAS Bernie has witnessed, participated and given input in every upgrade that has occurred at the facility and remote pumping stations including the addition of secondary treatment and sludge

54 management (1983), the gravity belt thickener and equalization building addition, 2011 Maintenance
55 upgrade, upgrades to West Street, Susie Wilson Rd and the High School pump stations.

56 WHEREAS Bernie has assisted with several innovative and cutting-edge piolet programs at the facility
57 including a phosphorus reduction and recovery process (Pe-phlo) in partnership with UVM and Vermont
58 Phosphorus Innovation Challenge and a protein matrix grease reduction management program in
59 anaerobic digesters.

60 WHEREAS Bernie was an active member of several trade organizations including the New England
61 Water Environment Association and Green Mountain Water and Environment Association; he was a
62 member of the operations team called Sewer Marines representing Vermont and New England at
63 regional and national wastewater operation challenge competitions, placing in several categories;
64 WHEREAS Bernie received the Wastewater Operator Excellence Award from Green Mountain Water
65 Environment Association for outstanding service in water pollution control in 2020; WHEREAS Bernie
66 sense of humor, teamwork, leadership, passion for doing a job thoroughly, teaching others and historical
67 knowledge of the facility will be tremendously missed.

68
69 NOW, THEREFORE BE IT RESOLVED On this day, Wednesday, December 14, 2022, the Essex
70 Junction City Council expresses its appreciation to Bernie for his dedicated career at the Essex Junction
71 Wastewater Facility. We thank you for your time and service to our community.

72
73 **DAN KERIN made a motion, seconded by GEORGE TYLER, to approve the resolution for Bernie
74 Fleury. The motion passed 5-0.**

75
76 Councilor Tyler read the resolution for Jerry Firkey into the record:

77
78 WHEREAS Jerry Firkey has been the Essex Town and Junction Health Officer for forty-seven (47) years;
79 WHEREAS Jerry's term will end on December 31, 2022, ending his fifty (50) year service as a Vermont
80 Health Officer;

81 WHEREAS Jerry has worked in difficult and stressful situations with empathy for the parties involved;
82 WHEREAS Jerry has assisted the City with rental housing complaints, rodent issues and countless
83 public health issues;

84 WHEREAS Jerry's dedication to the health and safety of this community has been invaluable and will
85 be missed.

86
87 NOW, THEREFORE BE IT RESOLVED On this day, Wednesday, December 14, 2022, the Essex
88 Junction City Council expresses its appreciation to Jerry for his dedicated service as Health Officer. We
89 thank you for your time and service to our community.

90
91 **GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the resolution for Jerry
92 Firkey. The motion passed 5-0.**

93
94 b. Discussion and consideration of Chittenden Solid Waste District (CSWD) applicants: John O'Brien
95 and Mike Sullivan

96 Mike Sullivan spoke about his interest in the position. He noted his background as an engineer and his
97 collaborative nature. Councilor Brown confirmed that the Applicant would be able to attend meetings
98 and represent Essex Junction.

99
100 John O'Brien spoke about his interest in the position and in the topic of waste and recycling in general.
101 Councilor Brown confirmed that the Applicant would be able to attend meetings and represent Essex
102 Junction.

103

104 The Council decided it would consider the applicants in executive session at one of its January 2023
105 meetings.

106
107 c. Presentation on the Housing Trust Fund proposal from the Housing Commission – Katie Ballard
108 Katie Ballard, Chair of the Joint Housing Commission provided a brief presentation on the Commission’s
109 proposal on the Housing Trust Fund. She said that establishing a Housing Trust Fund (HTF) was
110 identified as an action item during a needs assessment conducted in 2018 and has been a priority over
111 the last several years. She noted that a housing trust fund is a flexible source of funding to support
112 activities related to affordable housing and could be a source of local match funds and supported by
113 private donors. She noted that the vast majority of states, as well as numerous counties and
114 municipalities, have established housing trust funds. She said that a housing trust fund in Essex and
115 Essex Junction could increase housing stock and used to leverage other funds to support affordable
116 housing. She provided examples of how the funds could be used and accessed. She spoke about
117 possible funding mechanisms, which included property taxes, a Local Option Tax, payment-in-lieu from
118 inclusionary zoning (if inclusionary zoning is established), grants, donations, and other mechanisms.
119 She spoke about process and timeline, including research, community outreach, presenting the findings
120 to the Town Selectboard and City Council, finalizing policies and financing, and then putting forth the
121 proposal for public vote at Town/City meetings. She asked the City Council what its priorities are, how
122 it would support the HTF, who would administer the HTF, and what additional information the
123 Selectboard would need to make decisions.

124
125 Councilor Brown said he is supportive of a local Housing Trust Fund. He asked what kinds of actions
126 other communities are taking and how they have used this funding. He asked specifically what type of
127 impact this has had on communities with HTFs. He asked about the timing for determining funding usage
128 and mission. Ms. Ballard replied that the Housing Commission could provide examples of specific uses
129 from other HTFs in Vermont. Councilor Brown expressed support for public engagement.

130
131 Councilor Chawla asked if the HTF would use an initial infusion of funding for start-up and then other
132 mechanisms would act as revenue streams, or if the Junction would need to budget for it annually. Ms.
133 Ballard replied that it is a mix of an initial infusion, yearly contributions, and revenue streams. Councilor
134 Chawla asked how this would work in the City, given that the City is quite built out. Ms. Ballard said that
135 she will work to update the City Council on a regular basis on the Commission’s activity around HTFs.

136
137 Councilor Thibeault asked what other communities in Vermont are doing around HTFs. She said it may
138 be helpful to put together an inventory of existing HTFs in other municipalities and how they function.

139
140 Councilor Kerin said that the City will likely need to look at its zoning regulations and Land Development
141 Code in order to increase housing, given that the City can’t be built out. Ms. Ballard replied that the
142 Commission has been reviewing the LDC and zoning regulations around increasing housing.

143
144 Councilor Tyler suggested that Ms. Ballard return to the Council and report out on recommendations
145 based on the public outreach and surveys it puts out. He noted that there may need to be special
146 outreach to the senior demographic, given that they may not be as easily reached via survey as other
147 demographics.

148
149 d. Discussion and consideration of Champlain Valley Expo Financial Agreement
150 City Manager Mahony said that there is a recommendation on the table for extending the financial
151 agreement between CVE and Essex Junction.

152

153 Councilor Chawla noted that the voluntary cash donation amount is \$15,000, even though it had been
154 higher in previous years and was slated to increase. Councilor Thibeault agreed, noting that the amount
155 should have started where it had left off in prior years (approximately \$15,200), with a 2% increase each
156 year.

157
158 Councilor Thibeault noted that this had previously been a three-year contract and is now a five-year
159 contract, and asked why. City Manager Mahony said that if this contract is a five-year contract, then they
160 can align other related contracts to the same timeframe. Councilor Thibeault said that she had thought
161 they were removing the donation use section of the contract, in order to give the City the flexibility to use
162 the funding as it sees fit. Councilor Thibeault also noted a reference to the Unified Manager.

163
164 Councilor Tyler said that he is comfortable with the current base donation of \$15,000 with yearly
165 increases.

166
167 Tim Shea of Champlain Valley Expo said he would be comfortable with picking up where the donation
168 left off, at \$15,606.

169
170 The Council made amendments to paragraph 1 to modify the donation amount to start at \$15,600,
171 reference "four subsequent annual donations" and modify the last date to be June 15, 2027; deleted
172 paragraph 2 in its entirety; in paragraph 9 replaced "Unified Manager's Office" with "City Manager's
173 Office" and inserted language that a copy of the agreement be sent to the City Council.

174
175 **DAN KERIN made a motion, seconded by RAJ CHAWLA, that the City Council authorize the City**
176 **Manager to enter the Financial Agreement with Champlain Valley Expo from January 2023**
177 **through December 2027, with the amendments as presented by the Council. The motion passed**
178 **5-0.**

179
180 e. Discussion and consideration of 1 Maple Street Park Budget and Grant Application
181 City Manager Mahony said that after the Council's October 26 discussion about 1 Main Street Park,
182 David Burton prepared a draft cost estimate based on the conceptual design. She noted that the
183 estimate is significantly higher than what the original proposed budget amount had been. She noted that
184 the estimate of \$430,000 does not include the pergola structure, shade sails, lighting, or soil work. She
185 said that the City will apply for a \$200,000 Downtown Transportation Fund grant in the spring to defray
186 costs. She said that the Council should discuss whether they can pare down the budget or phase in
187 some of the work.

188
189 David Burton said that some of the project could be phased in, such as the pergola and fencing. He said
190 that the plantings and trees should go in during the initial round of construction. Councilor Brown asked
191 if it could be phased such that \$200,000 would be spent in the second phase. Mr. Burton replied that
192 they could install the pergola and fencing structures in a second phase. He cautioned that the budget
193 figures are estimates and could be higher than what bids would come in at. Councilor Brown agreed
194 that they should be conservative.

195
196 Councilor Tyler expressed full support for this project, saying that he views this as a major improvement
197 and economic development project. He said that it would go well towards becoming a focal point of their
198 community.

199
200 Councilor Thibeault said she supports the project but expressed concern about cost. She said that
201 between this project and the Amtrak project, they are committing around \$1.3 million from the economic

development fund. She said she would like to keep some reserves in the economic development fund. She said that if there are funding concerns, phasing this project makes sense.

Councilor Chawla said that he would like to continue discussing the Fiscal Year 2024 budget prior to making a decision on this project. He said he supports the project but would like to place it in the context of the entire City budget.

Rick Hamlin spoke as a member of the design team, saying that a phasing approach makes sense.

Mr. Burton noted that in terms of timing, February would be a good time to put out a bid on this project.

f. New Website Tutorial

Communications Director Snellenberger said that the City launched a redesigned website on November 30, 2022. She walked through some of the new site features, including a Quick Answers button, a new meeting calendar, changes to increases accessibility (larger and higher contrasts fonts), a community events calendar, and a redesigned, separate Essex Junction Recreation & Parks website.

g. Conversation with Recreation and Parks Director Brad Luck

Director Luck spoke at some of EJRP's activities. He noted that the department offers summer day camps for 9 or 10 weeks during the summer for around 450 kids. He said that the City's summer day camps have longer hours and a longer season for less money than other surrounding municipalities. He spoke about the importance of this type of childcare for kids in the community. He noted that the City is a regional attraction for its outdoor pool, since some neighboring municipalities don't have a municipal pool. He said that there is high demand for EJRP's camps and programs. He noted other EJRP offerings, including community gardens, after school camps, vacation day camps, regional events, youth and adult basketball, and running programs. He spoke briefly about the department's program and general fund budgets. He noted increases in fees as a result of wage increases, and spoke briefly about the difficulty around recruitment and retention of licensed childcare workers, though they currently only have one full-time position vacancy. He spoke about renovation needs around replacing the basketball and tennis courts.

h. Discussion and consideration of Green Mountain Transit & Winooski Valley Park District Representatives & Communications Union District

City Manager Mahony said that the City is now a member of each of these associations and that it needs to choose representatives to serve on them. She noted that she is willing to serve as the representative to the Communications Union District until its governance structure is up and running.

Councilor Brown expressed his interest in serving as a representative to Green Mountain Transit. Councilor Chawla said that he would be willing to serve as the alternate.

Councilor Tyler said he would be willing to serve as the representative to the Winooski Valley Park District. Councilor Kerin said he would serve as the alternate.

GEORGE TYLER made a motion, seconded by DAN KERIN, to appoint Andrew Brown to the Green Mountain Transit Board of Commissioners with Raj Chawla as the alternate, move to appoint George Tyler to the Winooski Valley Park District Board of Trustees with Dan Kerin as the alternate, and further move to appoint Regina Mahony to the Chittenden County Communications Union District. The motion passed 5-0.

i. *Discussion and consideration of Tree Farm Management

252 See item #9a below.

253
254 j. ****Discussion and consideration of Local Cannabis Control Commission Appeal**

255 See item #9b below.

256
257 k. *****Discussion and consideration of a Land Use Violation**

258 See item #9c below.

259
260 l. ******Discussion regarding the new City Manager 3-month Check-in**

261 See item #9d below.

262
263 7. **CONSENT AGENDA**

264 a. Check warrants: #17329 (11/02/2022); #17330 (11/18/2022); #17331 (12/02/2022); and #17332
265 (12/09/2022)

266 b. Approve minutes: November 9, 2022; Cannabis Control Minutes: November 8, 2022; Liquor Control
267 Board Minutes; November 9, 2022

268 c. Better Roads Grant Application for Athens Dr Outfall Stabilization

269 d. Brickyard Rd Culvert Crossing Replacement Bid Award

270 e. Municipal Ordinance Updates to Remove Redundancies

271 f. Intent to Cancel Shared Bank Account Agreement

272
273 **RAJ CHAWLA made a motion, seconded by DAN KERIN, to approve the consent agenda. The**
274 **motion passed 5-0.**

275
276 8. **READING FILE**

277 a. Board Member Comments: none.

278 b. Community Justice Center Fall Newsletter

279 c. Reappraisal Overview

280 d. Brownell Library – October Report

281 e. Joint Housing Committee Minutes: November 2, 2022

282 f. Planning Commission Minutes: November 10, 2022

283 g. Development Review Board Minutes: November 17, 2022

284 h. Bike/Walk Advisory Committee Minutes: November 28, 2022

285
286 9. **EXECUTIVE SESSION:**

287 a. *An executive session may be needed to discuss negotiating or securing real estate purchase or
288 lease options

289
290 **ANDREW BROWN made a motion, seconded by GEORGE TYLER, to find that premature general**
291 **public knowledge regarding contracts associated with the Tree Farm Recreation Facility would**
292 **clearly place the City at a substantial disadvantage, because the Council risks disclosing its**
293 **negotiation strategy if it discusses the contract terms in public. He further moved that the City**
294 **Council go into executive session to discuss contracts under the provisions of Title 1, Section**
295 **313(a)(1) of the Vermont Statutes and to negotiate or secure real estate purchase or lease options**
296 **under Title 1, Section 313(a)(2) of the Vermont Statutes, and include Regina Mahony, Brad Luck,**
297 **and Harlan Smith. The motion passed 5-0.**

298
299 b. ****An executive session may be needed to discuss confidential attorney-client communications made**
300 **for the purpose of providing professional legal services to the body**
301

302 **ANDREW BROWN** made a motion, seconded by **GEORGE TYLER**, that the City Council make the
303 specific finding that general public knowledge of confidential attorney-client communications
304 would place the city at a substantial disadvantage. He further moved that the City Council enter
305 into executive session to discuss confidential attorney-client communications, pursuant to 1
306 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0.

307
308 c. ***An executive session may be needed to discuss confidential attorney-client communications
309 made for the purpose of providing professional legal services to the body

310
311 **ANDREW BROWN** made a motion, seconded by **DAN KERIN**, that the City Council make the
312 specific finding that general public knowledge of confidential attorney-client communications
313 would place the city at a substantial disadvantage. He further moved that the City Council enter
314 into executive session to discuss confidential attorney-client communications, pursuant to 1
315 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0.

316
317 d. ****An executive session may be needed to discuss personnel matters

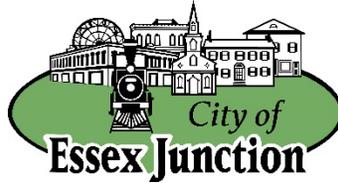
318
319 **ANDREW BROWN** made a motion, seconded by **DAN KERIN**, that the City Council enter into
320 executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include
321 the City Council and City Manager. The motion passed 5-0.

322
323 **DAN KERIN** made a motion, seconded by **AMBER THIBEAULT**, to exit executive session. The
324 motion passed 5-0 at 9:50 P.M.

325
326 10. **ADJOURN**

327
328 **DAN KERIN** made a motion, seconded by **AMBER THIBEAULT**, to adjourn the meeting. The
329 motion passed 5-0 at 9:51 P.M.

330
331 Respectfully Submitted,
332 Amy Coonradt



Memo

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: January 11, 2023
Agenda Item: Consider Adjusting Green Mountain Transit Representatives

Issue: In November, voters approved the City of Essex Junction to join the Green Mountain Transit (GMT). In December the City Council appointed representatives to this Board. It later came to Staff's attention that the current Town Representative to GMT is a City Resident.

Discussion: The current Essex Representative to GMT is Paul Bohne, a City Resident. Paul is the current GMT Treasurer and subsequently the chair of the finance committee. Per the GMT by-laws board alternates are ineligible to be officers. Paul would not be able to continue in his current treasurer and finance committee chair roles unless he continued as the commissioner from Essex Junction.

Cost: N/A

Recommendation: It is recommended that the Council appoint Paul Bohne as the Essex Junction GMT representative, and Andrew Brown as the alternate.

Recommended Motion: Should the Council decide to move forward with this recommendation:

"I move to appoint Paul Bohne to Green Mountain Transit Board of Commissioners, and Andrew Brown as the Alternate."

Attachments: None

County of Chittenden
Suzanne Brown, Assistant Judge
Constance Ramsey, Assistant Judge
Anne Williams, County Clerk
John Leddy, Treasurer



175 Main Street
Burlington, VT 05401
802-951-5106

TO: Town and City Clerks in Chittenden County

FR: Anne Williams, Chittenden County Clerk

DT: December 16, 2022

RE: Chittenden County Annual Budget Meeting

Pursuant to 24 V.S.A. 133 (c) I am enclosing a notice of our annual budget hearing along with a copy of the Proposed FYE 2024 budget. Please make a copy of the Proposed County Budget available to the public. Thank you.

NOTICE

to

Chittenden County Residents

Pursuant to 24 V.S.A. 133 (c) Notice is hereby given that the annual meeting of the voters presenting the proposed budget for the county for the ensuing year will be held on

January 20, 2023 at 5pm

to be held virtually via Zoom

for invite please email chittendencountyclerk@gmail.com

The following is a summary of the expenditures being proposed for the proposed budget

| Expenditure Description | Chittenden Superior Court | Probate Court | Sheriff's Department | Total |
|----------------------------------|---------------------------|-------------------|----------------------|-----------------------|
| Personnel | \$361,388.00 | | \$216,083.00 | \$577,471.00 |
| Facility & Maintenance | \$441,604.00 | \$1,800.00 | \$221,573.00 | \$664,977.00 |
| Other (incl. Capital improvermer | \$75,000.00 | | \$0.00 | \$75,000.00 |
| Debt Service for All | \$94,143.00 | | | \$94,143.00 |
| Grand Total | \$972,135.00 | \$1,800.00 | \$437,656.00 | \$1,411,591.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

DRAFT 12/10/2022

REVENUE: MUNICIPALITIES

FY2024 Tax Rate Levied by County 0.004184

4010-0000

| City/Town | Approved FY2023 | Proposed FY2024 | Equalized Grand List Rec'd 12/31/21 |
|-------------------------|-----------------------|-----------------------|---|
| Bolton | \$6,219.00 | \$6,438.00 | \$1,538,950.00 |
| Buel's Gore | \$131.00 | \$136.00 | \$32,440.00 |
| Burlington | \$222,567.00 | \$230,413.00 | \$55,075,510.00 |
| Charlotte | \$40,839.00 | \$42,279.00 | \$10,105,840.00 |
| Colchester | \$112,377.00 | \$116,338.00 | \$27,808,240.00 |
| Essex Junction/Town | \$128,524.00 | \$133,055.00 | \$31,804,100.00 |
| Hinesburg | \$29,131.00 | \$30,158.00 | \$7,208,670.00 |
| Huntington | \$10,431.00 | \$10,799.00 | \$2,581,290.00 |
| Jericho & ID | \$31,089.00 | \$32,185.00 | \$7,693,090.00 |
| Milton | \$55,208.00 | \$57,154.00 | \$13,661,600.00 |
| Richmond | \$23,409.00 | \$24,235.00 | \$5,792,780.00 |
| Shelburne | \$73,360.00 | \$75,946.00 | \$18,153,380.00 |
| South Burlington | \$160,345.00 | \$165,997.00 | \$39,678,250.00 |
| St. George | \$4,252.00 | \$4,402.00 | \$1,052,280.00 |
| Underhill & ID | \$19,564.00 | \$20,253.00 | \$4,841,150.00 |
| Westford | \$11,935.00 | \$12,356.00 | \$2,953,500.00 |
| Williston | \$98,719.00 | \$102,199.00 | \$24,428,580.00 |
| Winooski | \$31,138.00 | \$32,236.00 | \$7,705,330.00 |
| Total Tax Levies | \$1,059,238.00 | \$1,096,579.00 | \$262,114,980.00 |
| Tax Rate | 0.00404112 | 0.004183576 | |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

REVENUE: OTHER

| Source | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 | |
|----------------------|-----------------------------|-------------------------|-----------------------|-----------------------|
| 4050-0000 | Passport Fees | \$24,000.00 | \$33,000.00 | \$34,000.00 |
| 4050-0001 | Passport Photo Fees | \$2,500.00 | \$3,700.00 | \$3,800.00 |
| 4080-0000 | Refunds & Buel's Gore | \$10,000.00 | \$32,000.00 | \$25,000.00 |
| 4070-0002 | Checking Interest | \$12.00 | \$12.00 | \$12.00 |
| 4070-0001 | Tax Investment Interest | \$1,000.00 | \$1,000.00 | \$2,000.00 |
| 4070-0004 | Capital Fund Interest | \$200.00 | \$200.00 | \$200.00 |
| 4020-0000 | Courthouse Access Lease | \$24,000.00 | \$24,000.00 | \$24,000.00 |
| 4040-0000 | Parking Lot Fees | \$30,000.00 | \$49,728.00 | \$55,000.00 |
| | Beginning Balance (Surplus) | \$75,000.00 | \$75,000.00 | \$20,000.00 |
| | Reserves Transfer | \$100,000.00 | \$100,000.00 | \$75,000.00 |
| 4065-0000 | Small Claims | \$40,000.00 | \$48,000.00 | \$50,000.00 |
| 4045-0000 | Wills for Safekeeping | \$23,000.00 | \$26,000.00 | \$26,000.00 |
| | Bond Fund Transfer | \$40,000.00 | \$40,000.00 | \$0.00 |
| 4090-0000 | Pension Forfeitures | \$0.00 | \$0.00 | \$0.00 |
| 4010-0000 | County Taxes | \$1,059,238.00 | \$1,059,238.00 | \$1,096,579.00 |
| TOTAL REVENUE | | \$1,428,950.00 | \$1,491,878.00 | \$1,411,591.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

EXPENDITURES

| PERSONNEL | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|------------------------|--------------------------------------|----------------------------|---------------------------------|----------------------------|
| 6050 | Wages & Salaries | | | |
| 6050-0002 | Asst. Judge 1 Salary | \$42,035.00 | \$42,035.00 | \$45,272.00 |
| 6050-0002 | Asst. Judge 2 Salary | \$42,035.00 | \$42,035.00 | \$45,272.00 |
| 6050-0002 | Asst. Judge 1 Court Compensation | \$24,521.00 | \$24,521.00 | \$26,500.00 |
| 6050-0002 | Asst. Judge 2 Court Compensation | \$24,521.00 | \$24,521.00 | \$26,500.00 |
| 5010-0000 | Treasurer | \$6,818.00 | \$6,818.00 | \$7,343.00 |
| 6050-0002 | Clerk | \$73,073.00 | \$73,073.00 | \$78,700.00 |
| 5025-0002 | Seminars/Workshops | \$600.00 | \$650.00 | \$850.00 |
| 6055 | Employee Benefits | | | |
| 6055-0001 | Medical/Health (BCBS) | \$70,278.00 | \$70,278.00 | \$72,341.00 |
| 6055-0002 | HRA (Copays, Deducts, Dental/Vision) | \$8,500.00 | \$8,500.00 | \$10,000.00 |
| 6055-0003 | Life Insurance | \$288.00 | \$288.00 | \$288.00 |
| 6065-0000 | Retirement (@13.84%) | \$28,536.00 | \$28,536.00 | \$30,759.00 |
| 6060-0000 | FICA/Medicare (@7.65) | \$16,295.00 | \$16,295.00 | \$17,563.00 |
| TOTAL PERSONNEL | | \$337,500.00 | \$337,550.00 | \$361,388.00 |

| CONTRACT SERVICES | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|--------------------------------|------------------------------------|----------------------------|---------------------------------|----------------------------|
| 5035-0002 | Custodial/Bldg Super | \$94,419.00 | \$94,419.00 | \$101,689.00 |
| 5035-0004 | Groundskeeping | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| 5050-0000 | Security (Lights) | \$40,000.00 | \$60,674.00 | \$40,000.00 |
| 5035-0003 | Trash Removal & Composting | \$3,950.00 | \$3,950.00 | \$4,500.00 |
| 6010-0000 | Service Contracts (Elevator, HVAC) | \$24,000.00 | \$22,000.00 | \$24,000.00 |
| TOTAL CONTRACT SERVICES | | \$163,869.00 | \$182,543.00 | \$171,689.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

EXPENDITURES - CONTINUED

| PROFESSIONAL SERVICES | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|------------------------------|--|----------------------------|---------------------------------|----------------------------|
| 5015-0000 | Legal | \$5,000.00 | \$1,000.00 | \$5,000.00 |
| 5020-0000 | Auditor (Biannually) | \$0.00 | \$0.00 | \$16,800.00 |
| 5005-0000 | Pension Administrator | \$5,500.00 | \$5,500.00 | \$5,500.00 |
| | Budget Analyst | \$3,500.00 | \$3,500.00 | \$2,100.00 |
| 5021-0000 | Architect/Engineer (Steps Projects & Handicapped Entrance) | \$18,000.00 | \$6,750.00 | \$18,000.00 |
| TOTAL PROFESSIONAL | | \$32,000.00 | \$16,750.00 | \$47,400.00 |

| BUILDING EXPENSES | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|--------------------------|-------------------------------------|----------------------------|---------------------------------|----------------------------|
| 5035-0001 | Repairs & Maintenance | \$50,000.00 | \$47,000.00 | \$50,000.00 |
| 5040-0000 | Major Impro & Reno (Steps Projects) | \$150,000.00 | \$150,000.00 | \$75,000.00 |
| | Furnishings | \$0.00 | \$0.00 | \$0.00 |
| TOTAL BUILDING | | \$200,000.00 | \$197,000.00 | \$125,000.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

EXPENDITURES - CONTINUED

| OPERATIONS | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|------------------------------|---|----------------------------|---------------------------------|----------------------------|
| 5045-0000 | Supplies & Maintenance | \$14,000.00 | \$10,000.00 | \$14,000.00 |
| 5095-0001 | Telephone | \$5,200.00 | \$4,000.00 | \$4,000.00 |
| 5095-0000 | Utilities | \$76,631.00 | \$76,631.00 | \$78,000.00 |
| 5075-0000 | Insurance (General, Liability, Boiler, etc) | \$54,192.00 | \$55,406.00 | \$57,869.00 |
| 5090-0000 | Office Equipment | \$3,500.00 | \$2,000.00 | \$3,500.00 |
| 6065-0001 | Training | \$5,000.00 | \$1,332.29 | \$6,000.00 |
| 5025-0000 | Publications: Family Law Updates | \$550.00 | \$89.76 | \$550.00 |
| 5080-0001 | Dues: VACJ | \$9,662.00 | \$9,662.00 | \$5,996.00 |
| 5025-0001 | Dues: Legal Notices | \$1,200.00 | \$1,200.00 | \$1,200.00 |
| | Preservation of Records | \$0.00 | \$0.00 | \$0.00 |
| TOTAL OPERATIONS | | \$169,935.00 | \$160,321.05 | \$171,115.00 |
| DEBT RETIREMENT | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
| 5055-0001 | Bond Interest | \$13,000.00 | \$7,000.00 | \$4,143.00 |
| 2010-20 | Annual Bond Payment | \$90,000.00 | \$90,000.00 | \$90,000.00 |
| TOTAL DEBT RETIREMENT | | \$103,000.00 | \$97,000.00 | \$94,143.00 |
| MISCELLANEOUS | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
| 5080-0000 | Miscellaneous | \$1,400.00 | \$1,157.00 | \$1,400.00 |
| TOTAL MISC | | \$1,400.00 | \$1,157.00 | \$1,400.00 |
| TOTAL COUNTY | | \$1,007,704.00 | \$992,321.05 | \$972,135.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

| SHERIFF | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|----------------------|------------------------------------|---------------------|-------------------------|---------------------|
| 7050-000 | Salary - Bookkeeper | \$60,529.00 | \$60,529.00 | \$65,190.00 |
| 7050-000 | Salary - Secretary | \$46,378.00 | \$46,378.00 | \$49,949.00 |
| 7050-001 | Support Staff | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| | Employee Benefits | | | |
| 7055-0001 | Health Insurance (BCBS) | \$57,338.00 | \$57,338.00 | \$58,000.00 |
| 1055-0002 | HRA (Copays, Deducts, Dent/Vision) | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| 7055-0003 | Life Insurance | \$200.00 | \$200.00 | \$200.00 |
| 7060-0000 | FICA @6.2% | \$6,628.00 | \$6,628.00 | \$7,139.00 |
| 7060-0001 | Medicare @1.45% | \$1,550.00 | \$1,550.00 | \$1,670.00 |
| 7065-0000 | Retirement @13.84% | \$14,796.00 | \$14,796.00 | \$15,935.00 |
| | Other Costs | | | |
| 7010-0000 | Service Contracts | \$26,662.00 | \$26,662.00 | \$27,000.00 |
| 7030-0000 | Legal | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 7035-0001 | Training | \$35,000.00 | \$35,000.00 | \$35,000.00 |
| 7045-0000 | Supplies | \$6,500.00 | \$6,500.00 | \$7,500.00 |
| 7075-0001 | Insurance | \$62,000.00 | \$64,668.00 | \$64,668.00 |
| 7090-0002 | LE Equipment | \$10,500.00 | \$10,500.00 | \$11,000.00 |
| 7080-0000 | Misc. | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| 7085-0000 | Major Improvements | \$0.00 | \$0.00 | \$0.00 |
| 7090-0001 | Office Equipment | \$10,100.00 | \$10,100.00 | \$12,120.00 |
| 7095-0000 | Utilities | \$3,900.00 | \$3,900.00 | \$5,000.00 |
| 7095-0021 | Rubbish Removal & Composting | \$2,300.00 | \$2,300.00 | \$3,000.00 |
| 7095-0002 | Plow/Landscape | \$13,500.00 | \$13,500.00 | \$13,500.00 |
| 7095-0003 | Maintenance | \$22,618.00 | \$5,000.00 | \$20,000.00 |
| 7095-0005 | Radio | \$7,425.00 | \$7,425.00 | \$7,500.00 |
| | Surety Bond | \$364.00 | \$364.00 | \$375.00 |
| 7095-0007 | Telephone | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| 7095-0008 | Power/Electric | \$6,409.00 | \$6,409.00 | \$6,409.00 |
| TOTAL SHERIFF | | \$421,197.00 | \$406,247.00 | \$437,655.00 |

CHITTENDEN COUNTY, VERMONT - COMPARATIVE BUDGET DRAFT
 For Fiscal Year 2024 (February 1, 2023 - January 31, 2024)

| PROBATE | | Approved FY2023 | Actual (Est.) FY2023 | Proposed FY2024 |
|--------------------------|-----------|--------------------|-------------------------|--------------------|
| 8010-0000 | Supplies | \$300.00 | \$0.00 | \$300.00 |
| 8040-0000 | Telephone | \$1,150.00 | \$0.00 | \$1,500.00 |
| TOTAL PROBATE | | \$1,450.00 | \$0.00 | \$1,800.00 |
| GRAND TOTAL EXPENDITURES | | \$1,428,951.00 | \$1,398,568.00 | \$1,411,590.00 |
| TAXES TO BE RAISED | | \$1,059,239.00 | | \$1,096,578.00 |
| GRAND LIST TOTAL | | \$262,114,980.00 | | \$262,114,980.00 |
| TAX RATE | | 0.00404112 | | 0.00418358 |

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2023
January 4, 2022

City Council
City of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

RE: *Petition of T-Mobile Northeast, LLC Pursuant to 30 V.S.A. § 248a regarding a Project of Limited Size and Scope for a Wireless Telecommunications Facility at 9 Maple Street Extension, Essex Junction, VT – PUC Case #22-5471-PET*

Dear City Council:

Enclosed please find a Petition of T-Mobile Northeast, LLC Pursuant to 30 V.S.A. § 248a regarding a Project of Limited size and Scope for a Wireless Telecommunications Facility at 9 Maple Street Extension, Essex Junction VT. Also enclosed are copies of all documents filed by T-Mobile in support of the Petition. The Petition was filed with the Vermont Public Utility Commission through the “ePUC” filing system.

If you have any questions, please let me know.


Jonathan S. Springer

cc: T-Mobile Northeast, LLC

* Full application in the City
Office *



GBIC

Good Jobs In A Clean Environment

Council Members of the City of Essex Junction and
Selectboard of the Town of Essex
c/o Greg Duggan
81 Main Street
Essex Junction, Vermont 05452

January 4, 2022

Dear Greg:

On behalf of the GBIC Board of Directors and staff, we would like to thank the City and Town of Essex for its continuing support of the programs and services of the Greater Burlington Industrial Corporation.

We greatly value your support, especially as we all navigate this new post-pandemic world. Your contribution will enable us to continue serving the municipalities and businesses of Chittenden County throughout this upcoming year.

Again, our sincere thank you for helping us to build a better economic future for our region, our residents, and the State of Vermont!

Sincerely,

Sam Andersen
Executive Vice President, GBIC

**TOWN OF ESSEX / CITY OF ESSEX JUNCTION
JOINT HOUSING COMMISSION
Minutes of December 7, 2022**

City Representatives: Katie Ballard, Chair (arrived at 3:11 PM); Gabrielle Smith, Vice Chair; Ned Daly, Ta-Tanisha Redditta.

Town Representatives: Emily Taylor, Clerk; Deb Flannery; Rupesh Asher; Mark Redmond.

Administration and Staff: Katherine Sonnick (Town, Community Development Director), Greg Duggan (Town, Town Manager), Kent Johnson (Town, Town Planner), Regina Mahoney (City, City Manager).

Public: Lorraine Zaloom

1. CALL TO ORDER AND AGENDA ADDITIONS / CHANGES

Smith called the meeting to order at 3:08 PM. There were no proposed changes to the agenda.

2. PUBLIC TO BE HEARD

Lorraine Zaloom (Town) is seeking space to brainstorm resources for community members who are unable to report safety concerns in their rental housing that will be followed up on. Ballard appreciates hearing about this concern and while the Commission may not be able to discuss in detail today, it will be a future agenda item.

3. BUSINESS ITEMS

a. Minutes

No corrections were made.

Smith made a motion, seconded by Redmond, to approve the minutes of November 2, 2022. The motion passed 7-0.

b. New Commissioner: Deb Flannery

Flannery was appointed by the Select board to represent the Town of Essex. Flannery currently works at Evernorth and has significant background in affordable housing and housing development.

c. New Town Planner: Kent Johnson

Johnson has extensive experience in local government, specifically around transportation and its impact on the broader community, housing, and equity and access. Johnson is curious about looking at the bigger picture of a community and certain components' impact within it.

d. Housing Trust Fund updates and next steps

Ballard's presentation on the Housing Trust Fund (HTF) was well received. Next steps are to identify concrete steps and recommendations for how the HTF can be established and used. Next year makes more sense for obtaining community feedback and voting on implementing the HTF. In the meantime, the HC will offer opportunities for the community to provide feedback on the HTF proposal. Focus will also shift to the Essex HC to develop a similar policy in the Town.

e. Debrief and Takeaways on VHFA Housing Conference

VHFA conference in Burlington was valuable.

Ballard emphasized how helpful a presentation was on understanding zoning policy and how that impacts housing. Town representatives can seek information on zoning from Johnson and Sonnicks; City representatives can access information from Mahoney.

Daly appreciates how data driven the sessions were and recognized an overarching theme that our community needs more housing. Daly sees this as an important area to build on by regularly checking in with Planning Commissions, etc to stay informed and sustain support for our Commission's charge. Ballard agrees and acknowledges the effort the HC has made in sustaining communication.

Ballard noted another theme of bringing equity in and access to housing and feels motivating for the HC to have more involvement in that. Redditta will email the Commission notes and follow up information from related sessions and resource highlights round equity and inclusion.

f. Updates

i. New member outreach

Ballard connected an interested party from the City to staff who provided information on the position. Otherwise, seats are posted online and staff are checking in on submitted applications.

The Town will do a Front Porch Forum post soon and can include information in the Town's newsletter.

Taylor offered to share information with Champlain Housing Trust residents as well as other residents in the Town connected to other housing providers. Taylor will do this before the next HC meeting.

ii. Town Plan work group

Taylor has been connected to the workgroup but sustaining attendance at meetings has been a challenge. Last meeting was before Thanksgiving and the goal is to meet every other Wednesday from 3-4p virtually. Once work in the beginning to identify space for community feedback happens, frequency of meetings will decrease as the Town Plan is revised.

Flannery will work with Taylor on engagement for the workgroup.

iii. City Planning Commission Presentation

Mahoney provided a summary of the City's Planning Commission meeting and wants feedback on where the HC stands on specific programs. The HC wants to engage in more detailed conversation around a Rental Registry and Ordinance and Inspection Program and hopes to have this on the agenda in January 2023. The HC would like to see both programs established in Essex, the City and the Town. Ballard reminded the group that the HC hosted the Fire Department previously to learn more about code enforcement and life and safety standards in housing.

Mahoney confirms a strong desire in the City to go the route of implementing these policies and programs. The City is also planning to build code enforcement staff into their 2024 budget and plans to take a year to develop the position and workload in 2023.

The City now has a Planning Commission (long term planning, zoning bylaws) and a Development Review Board (focus strictly on development review) as of their updated Charter on July 1. This means the Planning Commission would have more capacity to process these projects.

g. Commissioner Comments

Smith wants to think about the Joint Commission separating and the timeline on establishing leadership for the Town's developing Housing Commission. Ballard reiterated the HC's plan to formally separate around April and work with her to develop agendas, facilitate meetings, etc. Ballard has this topic on the agenda for meetings in February to bring this process to the forefront as the HC wraps up discussion on membership and current projects.

The HC is not meeting again in December and the next HC meeting will be Wednesday January 4, 2023 at 3:00pm. Bi-weekly meetings will resume. Scheduling can be discussed again especially for staff.

Sonnick mentions that staff may need to resend meeting invitations and look at how access to the Google Drive folders is set up so current staff and commissioners can access it.

4. Reading File

There was no discussion on the reading file.

5. Adjourn

The Chair adjourned the meeting at 4:30pm.

Minutes prepared and submitted by Emily Taylor, Clerk.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
PUBLIC HEARING
MINUTES OF MEETING
DECEMBER 1, 2022
DRAFT**

MEMBERS PRESENT: Phil Batalion, Chair (via Zoom); Patrick Scheld, Vice Chair; Diane Clemens; Scott McCormick; Elijah Massey (via Zoom).

ADMINISTRATION: Regina Mahony, City Manager.

OTHERS PRESENT: Nick Myer.

1. CALL TO ORDER

Phil Batalion called the meeting to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Nick Myer, Chair of the Essex Junction Tree Advisory Committee, expressed support for the new configuration of the City's Planning Commission and Development Review Board, and emphasized the importance of collaboration and communication with other committees, commissions, and City departments. He noted an outstanding question from a previous meeting about whether the City has a Tree Management Plan, and explained where the Plan can be found on the City's website. He also noted prior conversation about Stevens Park and said that he agrees that park improvements should be made to it. Planning Commission members reiterated that they did not intend for Stevens Park to be "developed" in the traditional sense. He spoke about future development and noted a requirement of the City that 2% of any new project's budget must be devoted to landscaping.

4. MINUTES

a. November 10, 2022

MOTION by PATRICK SCHELD, SECOND by SCOTT McCORMICK, to approve the minutes of November 10, 2022 as presented. VOTING: unanimous (5-0); motion carries.

5. BUSINESS ITEMS

a. Housing – Review and Discussion of the following:

- **Housing Needs Assessment:**

<https://www.essexvt.org/DocumentCenter/View/3588/Essex-Housing-Needs-Assessment-and-Action-Plan-PDF--2019>

- **Housing Data Profile:** <https://www.housingdata.org/profile/>

- **CCRPC Housing Dashboard:**

<https://ccrpc.maps.arcgis.com/apps/dashboards/0673704bdd9c4367b746effb6aea8e2>

Planning Commissioners shared their observations and thoughts around each of the above resources pertaining to housing in Essex Junction and the Chittenden County region.

Commissioner McCormick said he found it interesting that the housing needs assessment and housing data profile are compiled from census data rather than survey data. He also expressed concern about the rental situation in the Junction, in terms of scarcity, lack of affordability, and the paucity of resources in terms of rental support. He asked about whether the Planning Commission should pursue a rental ordinance and a rental registry. He also asked about assistance from volunteers in a “boots on the ground” fashion, suggesting that this could be a good fit for AmeriCorps volunteers.

Commissioner Batalion noted a statistic from one of the websites pertaining to the Vermont Housing Finance Agency (VHFA), and that 75% of all households that qualify for this assistance don't get any assistance. He asked whether VHFA and other resources need to be better communicated to the community, possibly through measures such as requiring property owners post information about VHFA in public areas of buildings. He also noted that COVID has affected the housing situation in Vermont, particularly in exacerbating the housing shortage. Commissioner Scheld said that in terms of outreach and communication about VHFA, COVID actually helped raise awareness of such resources. He noted that VHFA implemented the State's mortgage assistance and rental assistance programs and that additional assistance programs were stood up through federal American Rescue Plan Act (ARPA) funds.

Commissioner Clemens said that she isn't surprised that the rental market and supply are so tight and expressed concern about how expensive housing is. She asked how the housing databases are counting the number of residences and wondered whether some may be being double-counted. She said that in terms of the effects of COVID, more people are working from home or remotely rather than commuting. She said it would be interesting to know how many more residents are now working remotely than had worked remotely prior to the pandemic. She said that if there are more people at home during the day, the Planning Commission and City should think about ways to make neighborhoods more walkable and connected to the downtown center.

Commissioner Massey said that one key takeaway from the review of information on the current housing environment is that there is significant need both in terms of rentals and homes for purchase. He said he found the demographics in the Housing Needs Assessment interesting, in that trends are indicating that households are getting smaller and that the populations of 25-35-year-olds and the population of people aged 65-and-up are both increasing. He asked whether there are opportunities in terms of types of development that are attractive both to young people and older people who are looking to downsize. He said he is interested in further exploring demographic trends and their impact on housing needs, and would like to think about how the City can create spaces that are comfortable in multi-modal, non-car-centric ways. Commissioner Clemens noted that there has been much more senior housing approved in the Town of Essex than in the Junction. Nick Myer said that the housing crunch is desperate for some seniors, since they cannot find a facility that has availability and/or is affordable. Commissioner Scheld said that the difference in numbers between the Town and City in terms of available senior housing, rentals, and houses could be due to the Town having more available land for development. He asked how the City can encourage more senior housing. Commissioner Clemens noted that starter homes are also oftentimes good retirement homes, since they tend to be smaller and have fewer levels.

Commissioner Batalion said that one focus for him while reviewing information was how the Planning Commission could influence some of the key areas of need. He noted that the Housing Needs Assessment's action plan contained a number of items that the City has already worked on, including updating land use regulations, establishing a housing commission, establishing a housing trust fund, and reducing development fees (though he noted that the City increased theirs, because they were already the lowest in the region). He noted an action item around partnering with developers and non-profits, and asked who is currently facilitating that communication for the City in the absence of a community development director. He also noted that the land use regulation housing audit had number of recommendations that the City has addressed through updating its Land Development Code (LDC), such as streamlining the application approval process for developers, simplifying the Planned Use Development (PUD) process, reducing parking requirements, and addressing Accessory Dwelling Unit (ADU) regulations.

Commissioner McCormick noted a number of recommendations that connect with other topical areas the Planning Commission has identified as priorities, including increasing walkability, increasing business development, better communication between commissions/committees, public departments, and residents, and strategies around each of these. He also noted that one recommendation was to increase the number of housing units in the City by 800 by 2030. Commissioner Batalion said that the City is on a good track with some of these (particularly increasing the number of units and encouraging more business downtown), through the implementation of Design Five Corners and the Crescent Connector, as well as allowing duplexes and triplexes in more residential zoning districts.

City Manager Mahony said that an important component of much of this work is fostering a relationship and partnership between the developers in the community and other non-profit organizations, which haven't been as active in the community to date. She said that the City doesn't own much developable land and that they need to focus more on matching the developers in the community with the non-profit housing groups, in order to create economically-integrated, inclusionary developments. She said that the Planning Commission could think about what good first steps or proactive strategies could be around this. She also added that the City could try to access community development grants. Commissioner Scheld said that he would reach out to some contacts to begin a conversation between non-profit housing organizations and developers.

City Manager Mahony also noted briefly that Katie and Ned from the Housing Commission will come to the Planning Commission's January meeting to present on inclusionary zoning. She further noted that Katie will present on the Housing Trust Fund at the City Council's December 14 meeting.

The Planning Commission discussed the potential for implementing a rental registry in Essex Junction. Commissioner Scheld said that it might be prudent to work on that jointly with the Housing Commission. City Manager Mahony said that the City Council is definitely interested in the concept of a rental registry, as it relates to a broader conversation about code enforcement for the City. She noted that Burlington and Winooski have had registries for some time, and that in Winooski, she believes, annual renewals are required and inspections are conducted every three years. Nick Myer noted that the State has been contemplating creating a statewide rental registry. Commissioner Batalion asked if the rental registry would be codified in the LDC or if it would be in an ordinance. City Manager Mahony replied that it would be an ordinance, not in the zoning regulations. She said that the Planning Commission

could work on it and present it to the City Council, but that the Planning Commission wouldn't have the same ownership as they do with the LDC, for example.

City Manager Mahony walked through the Chittenden County Housing Dashboard, which is a database of all of the housing units in Chittenden County. Commissioner Scheld noted that Vermont has the second-oldest housing stock in the country, and said that some think that Act 250 has hindered more construction in the State. Commissioner Clemens added that municipal zoning was established around the same time and has also had an impact.

Commissioner Massey noted that a large proportion of the older population is choosing to age in place. He asked about any statewide programs to help with that. Commissioner Scheld noted that several counties or municipalities have initiatives (like HomeShare Vermont) that match individuals in need of housing with residents who are willing to open up their homes. He said he would be interested in developing materials pertaining to housing access resources (that include programs like HomeShare Vermont) for distribution around the community and on social media.

Commissioner Batalion noted several takeaways from this discussion, including engaging developers and non-profit housing organizations, working on community engagement around assistance, and looking into the rental registry regulations in Burlington and Winooski.

6. MEMBER UPDATES

None.

7. STAFF UPDATES

City Manager Mahony noted that the City is conducting second interviews with two candidates for the Community Development Director position, which will occur the week of December 12th. She also provided an update on the Railroad and Main building, noting that the business itself moved to Williston but that there has not yet been a property transfer nor has the property come into compliance with the conditions of the original approval.

8. ADJOURNMENT

**MOTION by DIANE CLEMENS, SECOND by PATRICK SCHELD, to adjourn the meeting.
VOTING: unanimous (5-0); motion carries.**

The meeting was adjourned at 8:14 P.M.

RScty: AACoonradt

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
DECEMBER 15, 2022
DRAFT**

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

MEMBERS ABSENT: None.

ADMINISTRATION: Regina Mahony, City Manager/Acting Zoning Administrator; Wendy Hysko, Library Director/Staff Liaison for Local Cannabis Regulation; Jeff Kershner, City Engineer.

OTHERS PRESENT: Malachi Brennan, Doug Cheeseman, Diane Clemens, Bryan Currier, Adrian Lanza, Elise Martin, Eric Stone.

1. CALL TO ORDER

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

2. ADDITIONS OR AMENDMENTS TO AGENDA

No additions or amendments.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

A. Regular Meeting – November 17, 2022

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

5. PUBLIC HEARING

A. 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.

Chair Alden swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury.”

Mr. Brennan, legal counsel to the Appellant, Mr. Lanza, said that he agrees that cannabis cultivation is not a permitted use in the R-1 zoning district. However, he noted that the zoning code and state statute say that no bylaws in the code may restrict homeowners’ right to have a home occupation so long as it meets the home occupation criteria. He said the question is whether that designation as a home occupation is met and trumps the permitted use table. He cited Section 11 of the zoning regulations, which states that “nothing in this code shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not change the character thereof.” He said that state statute has similar language. He said that there will be no impacts of this use outside of the house that are noticeable, since it is on a dead-end road and is a small

occupation and use. He said that this is around a minor home occupation in one's own home. He said that the special protections in State statute for a homeowner's ability to have a home occupation in their house means that they can have a home occupation in their residence that is not otherwise permitted in that district. He additionally said that the staff report identified the changes made to the City's Land Development Code (LDC) in response to licensing of cannabis establishments and noted that Tier 1 manufacturing is allowed by definition as a home occupation (though cultivation is not). He said that under the LDC, cultivation is a broad category.

Cannabis Regulation Liaison Hysko noted that everything was filed in a timely manner, but that the LDC does not allow Tier 1 cultivation for cannabis in the R-1 district, which is why the home occupation was denied. She noted that the City's attorney has been supportive of the decision. Chair Alden noted that most uses in the City are regulated through use requirements in districts; however, the Appellant is arguing that because it is a home occupation, it is allowed. He asked whether this would be permitted if the Appellant could prove that they meet the definition of a home occupation.

Mr. Brennan reviewed the definition and requirements around home occupations and asked the Appellant how they met each of the 14 criteria:

1. Use shall be conducted within the dwelling and by residents of dwelling and no outside employees: Mr. Lanza confirmed that the use would be conducted within the dwelling. He confirmed that use would only be conducted by residents.
2. No more than 20% of total area of dwelling may be used by home occupation: the calculated area for this home occupation is 18.7% of the total area.
3. Merchandise offered for sale shall be samples only, and orders may be taken for delivery off premises: Mr. Lanza confirmed that there is no merchandise on site, and that it is sold to either retailers or wholesalers.
4. Delivery of products to the home for business shall not occur more than 1 time per day: Mr. Lanza confirmed that deliveries occur twice per year, and consist of soil, which arrives on a box truck.
5. Hazardous materials: Mr. Lanza confirmed that no hazardous materials will be stored on site.
6. Mechanical equipment: Mr. Lanza confirmed that no mechanical equipment other than household/hobby purposes will be used, and will consist of lights, air conditioner, dehumidifier, and fans. He confirmed that the lights are not visible from the outside of the dwelling.
7. No activity shall be conducted that interferes with radio/television reception, noise, smoke, dust, or heat: Mr. Lanza confirmed that nothing will interfere with radio or television reception and that there will be no noise, smoke, dust, or heat.
8. No home shall require external alteration of show other evidence of the conduct of the home occupation: Mr. Lanza confirmed that the only visible outside piece of equipment will be the air conditioner which will be located behind the garage.
9. Use shall not cause or encourage vehicular traffic other than normal: Mr. Lanza confirmed that there is no public access to the home occupation and no other parties or meetings. He said that business meetings will be conducted by phone and that there will be no increased vehicular traffic.
10. Advertising: Mr. Lanza confirmed that there will be no advertising.
11. Includes classes or instructions: Mr. Lanza said that there are no classes on site.

12. Business hour requirements: Mr. Lanza confirmed that his home occupation is never open to the public.
13. Parking or storage of commercial vehicles: Mr. Lanza confirmed that there are no commercial vehicles associated with this home occupation.
14. State permits shall be obtained prior if applicable: Mr. Lanza said that he will obtain all required permits prior to operating.

Mr. Brennan asked a number of questions of Mr. Lanza around whether the occupation is one that is customary in that area. He asked how long Mr. Lanza has resided in Vermont (48 years), whether Mr. Lanza knows others with a home occupation (Mr. Lanza listed a number of individuals), whether Mr. Lanza knows others who grow plants as a home occupation (Mr. Lanza noted a number of individuals who grow vegetables on their property), whether Mr. Lanza's cannabis equipment could be used to grow other plants (yes, it could, for a variety of plants). Chair Alden asked how someone could tell that Mr. Lanza has a home occupation by looking at the exterior of the house. Mr. Lanza replied that he will post the state-issued cannabis permit on the window of his garage, but there is no other indication of the home occupation. Chair Alden asked how the community character would be harmed if there are very few visible exterior signs of Mr. Lanza's home occupation. Cannabis Regulation Liaison Hysko replied that when the City developed its cannabis code requirements, smell was a significant concern that other states had raised when they legalized this form of cultivation. Chair Alden noted that smell does not seem to be an issue, and Mr. Lanza confirmed that he does not want smells outside of the house indicating that he is cultivating cannabis. He described the carbon filters he uses to scrub the air of odors.

Ms. Gildea asked whether neighbors on the street have the right to know that this is occurring or whether they are already aware of it. Acting Zoning Administrator Mahony replied that the neighbors are notified of the appeal application. Ms. Gildea asked how the City enforces the requirement that only 20% of the residence can be used for a home occupation. Chair Alden replied that they would likely hear about it from the neighbors and then the City would conduct an enforcement visit.

Acting Zoning Administrator Mahony said that the State has laid out a process for municipalities to use zoning to regulate cannabis. She said that regulations define the zoning districts and each of their allowed uses. She said that the City has allowed each of the cannabis establishments in districts throughout the City, and that the intent of the Council in its LDC updates was to allow cannabis cultivation only in the Planned Agricultural District. She acknowledged that home occupations are allowed a level of consideration within zoning, but said that cannabis is not customary in residential areas because it is a brand new use and a controlled substance (and therefore does not meet the definition of a home occupation).

Elise Martin, the partner of the Appellant, said that they have met the requirements to be considered a home occupation.

Acting Zoning Administrator Mahony said that in terms of process, the DRB has 45 days to render a decision on this appeal. She recommended that the DRB seek legal advice in its deliberations.

MOTION by ROBERT MOUNT, SECOND by MAGGIE MASSEY, to close the public hearing. The motion passed 5-0.

B. Conceptual site plan to remove an existing duplex and construct 18 residential units with parking at 161 Pearl Street in the HA District, by 161 Cheeseman, LLC, owner.

Mr. Currier introduced the project, which is proposed as an 18-unit apartment building at 161 Pearl Street on a 0.32-acre lot. He noted that the Applicant also owns the adjacent property at 159 Pearl Street. He said that they are proposing to reconstruct an existing parking space in front of the new apartment building with 5 parking spaces. He noted that the project is located in the Highway Arterial District, which does not have a density requirement. He said that the building is a 4-story building and that it meets height requirements. He noted an entrance to the building on Pearl Street and an entrance along the rear. He said that the parking lot for the adjoining commercial space is to the south of the proposed building. He noted that the building would have municipal water and sewer utilities. He said that most of the landscaping is concentrated along the front parking space and that there is a sidewalk connection in the rear. He noted some wetlands delineated on the property, adding that the district wetland ecologist has weighed in and said that the project seems approvable. He noted that they will need to obtain a wetland permit from the State of Vermont.

Chair Alden asked how the Applicant is obtaining the required amount of parking. Mr. Currier said that the adjacent property, which is also owned by the applicant, is a commercial building with 81 spaces, 54 of which are being used. He said that 5 additional spaces are being proposed along with this project, for a total of 86 spaces altogether. He said they are requesting a parking waiver for the project, since the LDC requires 2 spaces for each unit, and they are proposing 1.25 parking spaces for each unit. He said that his firm did a study at 235-241 Pearl Street, and it showed that one space per unit is adequate. Also did a parking study at the 159 Pearl Street commercial space, and it showed that only 32 of the spaces were being used.

City Engineer Kershner said that this was a fairly complete set of plans for the sketch plan application. He reviewed the following outstanding staff comments:

1. Parking in setbacks: staff noted that there is one space in the side yard setback that isn't allowed by the LDC.
2. Parking waiver: the staff report requested additional data to support the waiver request, which Mr. Currier presented tonight.
3. Shared parking agreement: staff recommend a formal, legal agreement codifying the shared parking arrangement as one of the conditions of approval.
4. Building height and stories: staff noted that the initial plan showed grading around the perimeter of the building but that subsequent filings showed a retaining wall, and asked for clarification about which approach the Applicant will take. Mr. Currier said that they will do grading, and further noted that they meet the height requirements.
5. Front parking area: staff noted that there is no drainage shown on the plan, and the Applicant should include that in their final plat submission. Staff also noted that they would like to see drainage computations for it, since the City accounts for all stormwater as part of its MS4 permit.
6. Accessible provisions: any accessible parking spaces need to show documentation that the grading for those spaces meets Americans with Disabilities Act (ADA) requirements. Staff also requested confirmation that the units have the required number of accessible spaces, per the LDC.
7. Lighting: staff noted that lighting in the back of the commercial property is recommended, given that there will now be residential parking spaces there. Mr. Currier said that there is lighting

- under the canopy, but said that they could add an additional pole in the rear closest to the building.
8. Landscaping: staff said that the DRB should ensure that the landscaping meets LDC requirements.
 9. Sidewalk: staff requested the inclusion of the sidewalk in the front of the building in the Applicant's next submission.
 10. Amenities: staff recommend bicycle racks be installed at the front and rear of the building (near the entrances).
 11. Circulation in parking area: staff asked about the intent of circulation, noting that if it is intended to be a two-way entrance/exit, then it needs to be widened to 24 feet. Mr. Currier said that they will widen it to 24 feet, since they would like it to be two-way.
 12. Curb cuts: staff noted that the LDC states that curb cuts need to be 25 feet from the property line and that the DRB would need to waive this for the application. Engineer Kershner noted that the application is reducing the existing two curb cuts on this lot to one, and therefore improving access management. A waiver of the 25' distance is in the DRB's purview. He further noted that staff recommends granting the waiver.
 13. Dumpsters: staff noted that dumpsters need to be covered and drainage plugs need to be installed in them.
 14. Stormwater management: staff said they would like to see stabilization and erosion controls for the slope on which the footing drain pipe will be installed, to prevent erosion during and after construction.
 15. Visual impact of building: staff noted that the visual impact determinations are under the purview of the DRB. Chair Alden noted that the proposed version of the LDC has design review in this district but that the current version does not, and asked which requirement applies to this application. City Manager Mahony replied that the application would fall into whatever requirements are in place when the Applicant submits their final application. Staff noted that while there is no design review currently, this section of the LDC, includes standards around visual impact.
 16. Landscaping cost requirements: staff noted that landscaping cost requirements are based on construction costs, but that construction costs are not known at this time. City Engineer Kershner said that there were some proposed figures for landscaping costs in the submission, but that the City needs to ensure that they meet the amount requirement.

City Engineer Kershner finished by noting that this is a complete set of documentation for sketch plan. He recommended that the sketch plan be approved, pending the DRB's decisions on the following: the parking waiver, the curb cut exception, reviewing the landscaping for sufficiency, the building itself, and the landscaping budget.

Chair Alden recommended providing some kind of green space amenities for residents in the back of the building.

Eric Stone, an adjacent property-owner, expressed concern that visitors may use all of the front parking, which could negatively impact business for the businesses on his lot. He said he would like assurances that people will not be parking in the adjacent lot and impeding the restaurant business (Red Panda) that is currently there.

Diane Clemens, a nearby landowner, noted that there had previously been a concrete walkway between the buildings. She also said that the sketch plan does not mention snow removal. She expressed support for the shared parking arrangement. She agreed that green amenities in the back would be nice, but said that the grade is relatively steep and is mostly a ravine and a wetland. She stated that it can be hard to make a left on Pearl St and asked how this will be addressed when adding even more drivers to the area. City Engineer Kushner stated that he looked at this and traffic mitigation measures are not needed.

Chair Alden said that they may want to increase screening in the northeast corner of the lot, to screen car lighting from the other side of the ravine.

The DRB then discussed the building itself. Chair Alden said that there is a strong pattern along Pearl Street to orient the buildings along the street, but that this building does the opposite and presents a different type of façade and orientation to the street. He said that he supports the color scheme and use of materials.

MOTION by ROBERT MOUNT, SECOND by DYLAN ZWICKY, to approve staff recommendation to approve conceptual plan with proposed stipulations within the staff report as well as the following additional stipulations:

1. Applicant needs to include landscape buffering at the back of the existing parking lot;
2. Applicant should consider additional residential amenities on the residential lot, specifically in green areas;
3. Applicant should consider including a sidewalk or path along the side of the building between 159 and 161 Pearl Street;
4. Applicant must show a management strategy for the high-demand parking spaces in front of the building to accommodate visitors;
5. If there is two-way access in the front of the building, the access must be widened to 24 feet;
6. Applicant must address snow storage;
7. Applicant shall have a formal shared parking agreement in place, with accompanying parking management narrative included in final submission.

The motion passed 5-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

The Board discussed scheduling a deliberative session on the home occupation appeal. Staff will work to obtain a legal opinion on the appeal.

MOTION by JOHN ALDEN, SECOND by ROBERT MOUNT, to enter into deliberative session to discuss the cannabis home occupation appeal. The motion passed 5-0.

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.

RScty: AACoonrad

Bike/Walk Advisory Committee

Minutes 12/19/22

Committee Members: Micah Hagan, Chair; Eric Bowker, Evan Lawrence, Chris Kline, Aaron Todd and Stefan Fetterhoff

1. Call to Order 7:06pm
2. Determine who will take minutes. Evan Lawrence
3. Changes to Agenda/Review/Approval of Minutes
 - November Minutes approved by the group
4. RRFB order status
 - Our sales contact for the RRFB has changed but a new contact has been made. Final process of ordering equipment underway. Likely looking at spring install.
 - Budget cycle to do another RRFB wouldn't be possible until next June. Is another beacon the best use of funds right now? There has been evidence that shows that at a certain number/threshold they become less effective.
5. Grove/North street crossing - low visibility, lots of distractions
 - Who can we lean on as a resource for advice on other options for safety measures?
 - Rich Jones / Police Chef - help us brainstorm ideas
 - Susan Grasso - Shared information she found on the intersection.
 - Crash within the last 5 years
 - Cost effective measures- pop up projects with Local Motion
 - Stop controlled, 4 way stop
 - Buffered bike lanes
 - improve lighting
 - Possible another placement for RRFB
 - Other options for safety improvements, we will likely circle back to this intersection and look to utilize community resources to evaluate best next steps.
6. Committee goals -
 - 1.)Google Calendar or Facebook page - ways to stay organized and prep for future meetings
 - How this pertains to the freedom of information act
 - Chris will make sure this is not an issue with Ashley
 - 2.)Susie Wilson Pathway- Protected Bike Lane
 - Scoping study
 - 2014 Bike Walk Plan - for review
 - Each member picks top projects we'd like to focus on and present for the January 16th meeting.

- A way to focus energy on predetermined needs
7. ARPA - American Rescue Plan Act
 - Essex Junction committee, does one exist? possible funds available
 - Micah will inquire to see if there are options for BWAC
 8. Next BWAC Meeting: **Monday, January 16, 2023 at 7pm**
 - Must have physical presence as January 15th (Hybrid meetings)
 9. Meeting Adjournment 7:46pm

Essex Tree Committee Meeting Minutes 11 14 22

In Attendance Nick Meyer, Warren Spinner, Rich Boyers, Steve Rivard, Max Seton Nicole Klett.

October Meeting Minutes approved.

Welcome new member Nicole Klett.

2023 Plantings: We will dig 34 existing trees from the Branch Out Burlington Tree Nursery in South Burlington and replant in the City of Essex Jct. We will then replant 26 new replacement trees such as Sycamore, Honey Locust, Northern Red Oak and American Elm that have been ordered from Commercial Nursery Growers.

8 Residents in the Hayden St, Wilkinson St, and Lavoie St neighborhoods have expressed interest in receiving a tree. The committee will continue to concentrate on open spaces and Gateway Roads (Pearl St) that lack trees in the city. Other examples are Brickyard Rd, Hiawatha School Entrance, Old Colchester Road.

Pocket Park: The scope has been defined and out for feedback, and is with the Design committee. (Conceptual) Rendition of the Pocket Park is on the city website. Budget \$250,000.00

Public Engagement: *Tree Walk* to include historic sites potential June 2023 example Railroad Ave area. Looking to Tim Jerman or other local Historian's to help lead this event. *Awesome Tree Contest* to take place in the fall of 2023. In discussion as to whether a public or school only event.

Other Business: Business Cards to aid in our outreach projects.

Develop a link on the City Website for a public application for a tree.

Confirmed that the mature Ash Tree on the ADL school site is indeed being treated for Emerald Ash Borer.

Committee Concerns about keeping existing open forested public spaces in the city, (Steven's Park).

More focus on enforcement of the City Land Development Code, such as involving the City Manager and Planning and Zoning for enforcement. Example, Pearl St Post Office complex and shopping center.

Agreed to treat the Public Works employees in appreciation for their work on maintenance and watering.

Develop web based Tree information to include education about volcano mulching, watering notifications. Educate the public about our relationship with Branch Out Burlington and the Tree Nursery.

Adjourn 6:30 pm. Next Meeting December 20th 5 pm

Chittenden County Communications Union District (CC CUD) Board Meeting

Governing Board Meeting Minutes (Draft)

Organizational Meeting

By remote audiovisual and audio conferencing via MS Teams

Thursday, January 5, 2023 1:30PM

Municipal representatives participating: Jessie Baker, representing South Burlington, Erik Wells, representing Williston, Regina Mahony, representing Essex Junction, Lee Krohn, representing Shelburne, Andy Watts, representing Essex Town, John Abbott (arrived 1:55pm), representing Jericho

Others present: Charlie Baker, Chittenden County Regional Planning Commission (CCRPC) Executive Director, Ann Janda, CCRPC Project Manager, Pam Brangan, CCRPC GIS Data & IT Manager, Nanette Rogers, Westford Town Administrator, Rob Fish, Deputy Director, Vermont Community Broadband Board (VCBB), Lucy Rogers, VCBB, Alex Kelley, Rural Innovations Solutions Inc. (RISI), Jane Woodson RISI

1. **Charlie Baker called the meeting to order at 1:32 PM.** Ann requested that funding opportunities be added to the agenda. Charlie added it as 2a.
2. **Public comment period on items NOT on the agenda – none**
 - a. VCBB staff recommend that the CC CUD apply for \$300K in preconstruction grant funds from VCBB. This funding would pay for administrative costs, consultant, and legal fees. CCRPC staff will begin working on a draft application for review at a future meeting.
3. **Consider approving draft bylaws.** Ann Janda explained that the draft bylaws are almost exactly the same as other VT CUDs with very minor differences. Erik Wells pointed out a typo. Regina Mahony asked to replace the word town with municipality and include City Council with Selectboards. *Jessie Baker motioned to approve with these edits. Lee Krohn seconded. Motion passed 5-0.*
4. **Consider Jericho's application to join CCCUD** *Erik Wells motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
5. **Organizational meeting – election of officers for 1-year terms**
 - a. **Vote for Chair** *Lee Krohn motioned to elect Erik Wells as Chair. Jessie Baker seconded. Motion passed 5-0.*
 - b. **Vote for Vice Chair** *Erik Wells motioned to elect Regina Mahony as Vice Chair. Jessie Baker seconded. Motion passed 5-0.*
6. **Appoint Treasurer** *Jessie Baker motioned to appoint Charlie Baker as Treasurer. Erik Wells seconded. Motion passed 5-0.*
7. **Appoint Clerk** *Regina Mahony motioned to appoint Ann Janda as Clerk. Jessie Baker seconded. Motion passed 5-0.*

8. **Establishment of physical address:** CCRPC office, 110 West Canal Street, Suite 202 Winooski, VT 05404 offered as temporary address. *Regina Mahony motioned to approve. Lee Krohn seconded. Motion passed 5-0.*
9. **Authorize Clerk/Treasurer to open bank account** *Jessie Baker motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
10. **Authorize Clerk to secure UEI number and SAM number to use for grant applications** *Lee Krohn motioned to approve. Regina Mahony seconded. Motion passed 5-0.*
11. **Approve certificate to be filed with the Secretary of State** *Lee Krohn motioned to approve. Jessie Baker seconded. Motion passed 5-0.*
12. **Consider approving conflict of interest statement** Ann Janda noted that the language is the same as Maple Broadband. Jessie noted that it appeared to be in line with VLCT's standard language. *Jessie Baker motioned to approve. Andy Watts seconded. Motion passed 5-0.*
(John Abbott, representing Jericho arrived)
13. **Consider procurement of insurance** Ann Janda noted that insurance is a requirement in order to apply for the preconstruction grant from VCBB. Since the CC CUD has no money yet, CCRPC will consider using Pandemic Response funds that have been used to support this project for the insurance, which could be around \$4,000. *Regina Mahony motioned to approve. Jessie Baker seconded. Motion passed 6-0.*
14. **Executive session to meet with Broadband Board consultant and staff**
As per 30 V.S.A. § 3084 § 3084 confidential business information shall be exempt from public inspection and copying pursuant to 1 V.S.A. § 317(c)(9). (Added 2021, No. 71, § 11, eff. June 8, 2021.) Regina Mahony motioned to enter executive session with VCBB's consultant, CCRPC staff, VCBB staff, and Nanette Rogers, Westford Town Administrator. Jessie Baker Seconded. Motion passed 6-0.
Board entered executive session at 2pm.
Board exited executive session at 3pm.
15. **Set schedule for future meetings** Ann will send a doodle poll, but noted that the group needs to set a regular schedule for meetings.
Adjourned 3:02pm

Respectfully submitted – Ann Janda, Clerk