



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, June 28, 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. **RECOGNITION**
 - a. Resolution of Appreciation for Howard Kimball
6. **PUBLIC HEARING**
 - a. Public Hearing on Large Water Utility Rate
 - b. Public Hearing on Park Ordinance Amendments
7. **BUSINESS ITEMS**
 - a. Conversation with the Essex Community Historical Society
 - b. Discussion and Consideration of FY24 Utility Rates
 - c. Discussion and Consideration of Park Ordinance Amendments
 - d. *Interviews and Consider Appointments to the Bike Walk Committee, Capital Review Committee, Development Review Board, Planning Commission, and Tree Advisory Committee
8. **CONSENT ITEMS**
 - a. Approve Check Warrants #17359 (061623); #17360 (062323)
 - b. Approve Minutes: June 14, 2023
 - c. Acting as the Liquor Control Commission: Liquor License Approvals
 - d. Approve Champlain Water District Easement Transfer
 - e. Approve Brickyard Change Order
 - f. Approve Crescent Connector Change Order
 - g. Approve Whitcomb Farm Tax Stabilization
 - h. Approve Fee Schedule Correction
9. **READING FILE**
 - a. Council & Manager member comments
 - b. May 2023 Financial Reports
 - c. Brownell Library Staff and Directors Report May 2023
 - d. Planning Commission: June 8, 2023

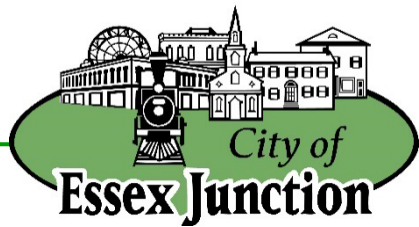
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10. **EXECUTIVE SESSION**

- a. *An executive session may be needed for the appointment of public officials

11. **ADJOURN**

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



**RESOLUTION OF APPRECIATION
Howard Kimball**

- WHEREAS Howard Kimball was hired by the City of Essex Junction as Wastewater Operator on December 17, 1984;
- WHEREAS Since that time, Howard’s attention to detail and in-depth knowledge in wastewater treatment has led him to be the lead operator conducting daily and weekly permit required laboratory tests for over 30 years;
- WHEREAS Howard will retire on July 7, 2023, with 39 years of dedicated service, leadership, knowledge, and experience at the Wastewater Treatment Facility;
- WHEREAS Annually, Howard conducted and passed Environmental Protection Agency tests, certifying the facility’s laboratory to continue internal operations. He also served as an early member for the Department of Environmental Conservation Lab Standards Committee, providing important input to lab methods still used at wastewater facilities today;
- WHEREAS Howard was a founding member of the City’s Employee Association, participating in several rounds of contract negotiations and served as President of the Association for over ten years;
- WHEREAS Howard was an active member of several trade organizations including the New England Water Environment Association and Green Mountain Water and Environment Association, where he helped organize bus trips for wastewater operators to tour Deer Island (Boston’s Wastewater Treatment Facility); he was a member of the operations team called Sewer Marines representing Vermont and New England at regional and national wastewater operation challenge competitions, placing in several categories;
- WHEREAS Howard received the Andrew Fish Laboratory Excellence Award from Green Mountain Water Environment Association for exceptional performance in lab operations in 2008;
- WHEREAS Howard’s dedication, tidiness, passion for process control, and historical knowledge of the facility’s will be tremendously missed;

NOW, THEREFORE BE IT RESOLVED

On this day, Wednesday, June 28th, 2023, the Essex Junction City Council expresses its appreciation to Howard for his dedicated career at the Essex Junction Wastewater Facility. We thank you for your time and service to our community.

WITH SINCERE APPRECIATION,

Raj Chawla, President

Amber Thibeault, Vice President

Andrew P. Brown

Marcus Certa

Elaine Haney

FY24 Water, Wastewater, and Sanitation Rate Setting

Public Hearing – June 28, 2023

City Combined Utility Rates

FY23 Combined Rates

- Usage .0387/c.f.
- Fixed Charge \$359.87/year

- Increase over FY22 7.7%
- Cost to average user \$585.91 per year or \$48.83 per month when using 120 gallons per day

FY24 Proposed Combined Rates

- Usage .0441/c.f.
- Fixed Charge \$399.00/year

- Increase over FY23 12.1%
- Cost to average user \$656.62 per year or \$54.72 per month when using 120 gallons per day

History – Annual Average Cost and Rates

Utility Charges Comparison					
<i>Residential Property using 120 gallons/Day</i>					
	FY20	FY21	FY22	FY23	FY24
Water					
Fixed Charge, annual	\$ 107.44	\$ 114.39	\$ 122.23	\$ 130.18	\$ 152.52
Usage (120 Gal/day, 5840 c.f./yr)	\$ 109.79	\$ 115.63	\$ 120.30	\$ 126.14	\$ 150.09
Total	\$ 217.23	\$ 230.02	\$ 242.53	\$ 256.32	\$ 302.61
\$ Change	\$ 14.91	\$ 12.79	\$ 12.51	\$ 13.79	\$ 46.28
% Change	7.37%	5.89%	5.44%	5.69%	18.06%
WWTF					
Fixed Charge, annual	\$ 103.28	\$ 113.95	\$ 113.95	\$ 122.37	\$ 127.66
Usage (120 Gal/day, 5840 c.f./yr)	\$ 57.23	\$ 62.49	\$ 62.49	\$ 64.24	\$ 67.82
Total	\$ 160.51	\$ 176.44	\$ 176.44	\$ 186.61	\$ 195.48
\$ Change	\$ 14.88	\$ 15.93	\$ (0.00)	\$ 10.17	\$ 8.87
% Change	10.22%	9.92%	0.00%	5.77%	4.76%
Sanitation					
Fixed Charge, annual	\$ 97.92	\$ 102.63	\$ 105.20	\$ 107.35	\$ 118.82
Usage (120 Gal/day, 5840 c.f./yr)	\$ 33.29	\$ 35.04	\$ 35.62	\$ 35.62	\$ 39.71
Total	\$ 131.21	\$ 137.67	\$ 140.82	\$ 142.97	\$ 158.53
\$ Change	\$ 8.82	\$ 6.46	\$ 3.15	\$ 2.15	\$ 15.56
% Change	7.20%	4.93%	2.29%	1.53%	10.88%
Total All Utility Rates, annual					
\$ Change	\$ 38.61	\$ 35.18	\$ 15.67	\$ 26.11	\$ 70.72
% Change	8.21%	6.91%	2.88%	4.66%	12.07%

Utility Charges Comparison					
Rates					
	FY20	FY21	FY22	FY23	FY24
Water					
Fixed Charge, annual	107.44	114.39	122.23	130.18	152.52
\$ Change	\$ 7.32	\$ 6.95	\$ 7.84	\$ 7.95	\$ 22.34
% Change	7.31%	6.47%	6.85%	6.50%	17.16%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.0188	0.0198	0.0206	0.0216	0.0257
\$ Change	\$ 0.0013	\$ 0.0010	\$ 0.0008	\$ 0.0010	\$ 0.0041
% Change	7.43%	5.32%	4.04%	4.85%	18.98%
WWTF					
Fixed Charge, annual	103.28	113.95	113.95	122.37	\$ 127.66
\$ Change	\$ 9.04	\$ 10.67	\$ -	\$ 8.42	\$ 5.29
% Change	9.59%	10.33%	0.00%	7.39%	4.33%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.0098	0.0107	0.0107	0.011	0.0116
\$ Change	\$ 0.0010	\$ 0.0009	\$ -	\$ 0.0003	\$ 0.0006
% Change	11.36%	9.18%	0.00%	2.80%	5.57%
Sanitation					
Fixed Charge, annual	97.92	102.63	105.20	107.35	118.82
\$ Change	\$ 6.48	\$ 4.71	\$ 2.57	\$ 2.15	\$ 11.47
% Change	7.09%	4.81%	2.50%	2.04%	10.68%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.0057	0.006	0.0061	0.0061	0.0068
\$ Change	\$ 0.0004	\$ 0.0003	\$ 0.0001	\$ -	\$ 0.0007
% Change	7.55%	5.26%	1.67%	0.00%	11.48%

City Water User Rates

FY24 Proposed Rates

Usage	\$0.0257/cubic foot
Fixed Charge	\$152.52/year [50% of budget]
Increase over FY23	18.06% or \$46.28 annually for average user
Cost to average user	\$302.61/year [120 gallons per day]

Reasons for Increase

1. 18.0% increase in operating budget primarily due to increase in administrative fees
2. 9.5% increase in CWD Wholesale Rate
3. \$50,000 planned increase to capital contribution, and addition of \$59,850 for Main St. water line bond

City Wastewater Treatment User Rates

FY24 Proposed Rates

Usage	\$0.0116/cubic foot
Fixed Charge	\$127.66/year [65% of budget]
Increase over FY23	4.76% or \$8.87 for average user
Cost to average user	\$195.48/year [120 gallons per day]

Reasons for Increase

1. 18.1% increase in WWTF budget primarily due to inflation in cost of supplies and materials (chemicals, equipment maintenance, biosolids disposal)
2. \$20,000 planned increase to capital contribution

City Sanitation User Rates

FY24 Proposed Rates

Usage	\$0.0068/cubic foot
Fixed Charge	\$118.82/year [75% of budget]
Increase over FY23	10.88% or \$15.56 for average user
Cost to average user	\$158.53/year [120 gallons per day]

Reasons for Increase

1. Budget increase of 11.1% driven by administrative fees, and technical services contract related to pump station communications

Large Water User Rate

FY24 Proposed Rate

Usage	\$0.140/1,000 gallons
Change from prior year	\$0.030/1,000 gallons or 27.7%

Explanation:

The Large User rate for GlobalFoundries is calculated as 13% of the City's water operating budget plus a proportionate share of unaccounted water divided by estimated water usage. At the end of the fiscal year there is a reconciliation. GlobalFoundries either pays more or receives a credit depending on how much water they use and the amount of unaccounted water. In addition, the Large User also pays the CWD wholesale rate and the State of Vermont Water Supply Fee on all water used. These charges are a pass-through on the City books.

Wastewater Treatment Wholesale Rate

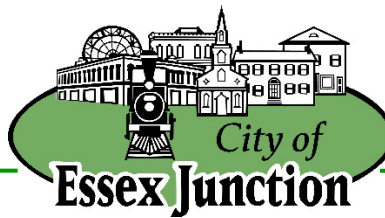
FY24 Proposed Rate

Usage	\$4.146/1,000 gallons
Increase over FY23	16.3%

Reasons for Increase

1. 18.1% increase in WWTF budget
2. \$105,000 increase for biosolids disposal
3. \$145,000 increase for chemicals
4. \$43,023 increase in administrative fees
5. Planned \$20,000 increase to the capital transfer

The Wastewater Treatment Wholesale Rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of wastewater from those communities. The rate is based on estimated flows and budgeted costs. At the end of each fiscal year the actual flows and costs are analyzed, and adjustments are made.



MEMORANDUM

To: City Council; Regina Mahony, City Manager
From: Jess Morris, Finance Director
Meeting Date: June 28, 2023
Subject: Approve FY24 Utility Rates

Issue

To present the proposed FY23 utility rates for consideration and approval by the Council.

Discussion

In order to fund the FY24 Water, WWTF, and Sanitation Fund budgets staff recommends the City utility rates be set as follows:

Rate:	FY23 Rate:
Water usage rate	\$0.0257 / cubic foot
Water Annual Fixed Charge	\$152.52 / year
Wastewater Treatment usage rate	\$0.0116 / cubic foot
Wastewater Treatment Annual Fixed Charge	\$127.66 / year
Sanitation usage rate	\$0.0068 / cubic foot
Sanitation Annual Fixed Charge	\$118.82 / year
Large Water User Rate	\$0.140 / 1,000 gallons
Wastewater Treatment Wholesale Rate	\$4.146 / 1,000 gallons

Cost

The combined cost to the City resident using 120 gallons per day will increase by 12.07% or \$70.72 per year. The large user rate will increase by \$0.030 or 27.7%. The wastewater treatment wholesale rate will increase by \$0.5809 or 16.3%.

Recommendation

Staff recommends that the City Council adopt the FY24 utility rates as presented.

Recommended Motion

I move that the City Council approve the FY24 utility rates as presented.

To: Essex Junction City Council

From: Brad Luck, Recreation Director

Meeting Date: June 28, 2023

Agenda Item: Public Parks Ordinances Update

Issue

The current public parks ordinances are outdated and need to be updated.

Discussion

The proposed updated public parks ordinances have been shared with the Town, Essex Police, and have been reviewed with legal counsel. These proposed ordinances more accurately represent current and future anticipated uses of the parks.

The current draft reflects councilor suggested changes from June 14, as well as feedback from legal counsel.

Cost

None.

Recommendation

It is recommended that the Council review the draft public parks ordinances and identify areas they would like to amend and then either:

1. Direct staff to make edits to the draft ordinances and re-warn a public hearing in July
2. If the Council is comfortable with the ordinances as drafted, approve the ordinances.

Recommended Motion

Should the Council decide to move forward with another public hearing, here is a recommended motion:

“I move that the City Council warn a public hearing on July 26, 2023 at 6:30pm to receive comment on the following changes to the Essex Junction Municipal Ordinances: to update Chapter 3: Regulation of Public Parks in its entirety with the proposed Chapter 3: Regulation of Public Parks.”

Should the Council decide to approve the ordinances, here is the recommended motion:

“I move approval of the updates to the Essex Junction Municipal Ordinances, Chapter 3: Regulation of Public Parks, as presented.”

Attachments

- Current Public Parks Ordinances
- Proposed Draft of Updated Public Parks Ordinances with tracked changes from June 14
- Proposed Draft of Updated Public Parks Ordinances

**VILLAGE OF ESSEX JUNCTION
MUNICIPAL CODE**

**CHAPTER 3.
GENERAL REGULATION OF PUBLIC PARKS**

SECTION 301:

All Village parks will be operated, maintained, and administered under the direct control and supervision of the Essex Junction Prudential Committee.

SECTION 302. PERMITS:

(a) Permits shall be acquired by any organized group or teams who desire to use the various areas of the Village parks. These requests must be received in advance through the Recreation and Parks Director and reasonable fees may be charged in accordance with the rules and regulations as established by the School Department.

(b) Application for permits must be signed by a responsible representative of the group, who will be accountable for any damage or loss of property arising from such use.

(c) Groups or teams may also be required to post a deposit in advance if the director of Recreation and Parks deems it advisable.

(d) Permits may be canceled by the Director of Recreation and Parks and/or the Superintendent of Schools if the permit's intent is violated or if the permit holders violate any of the rules and regulations of the School Department.

SECTION 303. CONDUCT:

(a) No alcoholic beverages or other controlled substances shall be permitted within the park boundaries.

(b) No glass bottles shall be permitted within the park boundaries.

(c) No unruly or uncooperative person will be permitted to remain within the parks and no person shall disturb the peace, endanger the public safety, use obscene or profane language, or prevent the use of the park by others.

(d) No group or team may impose charges on persons or parties using the park or recreation facilities.

(e) No products of any kind may be sold within the park boundaries without a special permit secured in advance.

(f) Alterations or changes of any kind to park land or properties must first be approved by the Village Trustees and the Prudential Committee.

(g) No area of the park may be roped off without prior approval from the Recreation and Parks Director.

SECTION 304. SIGNS:

- (a) Sponsorship signs, that have received the approval of the Essex Junction Recreation and Parks Director, will be the only private advertising signs permitted.
- (b) Approval to erect a sponsorship sign shall not exceed six months.
- (c) The maximum size of a sign shall be 4' x 8'.
- (d) A sign shall not advertise or promote any illegal activity or product, alcohol or tobacco related products.
- (e) A sign shall not use profanity in its message.

New section 304 adopted by Trustees March 13, 2001.

SECTION 305. MISCELLANEOUS PROVISIONS:

- (a) All parks shall be open from 7 AM to 9 PM., except for events in the administrative complex at the Maple Street Park and for camping as provided in (g). All parks shall be closed between the hours of 9 PM and 7 AM. Trespassing signs shall be posted at each park in accordance with state statutes. (Amended July 14, 1998 and January 8, 2002).
- (b) Motorized vehicles of any type are allowed only within the areas provided for public parking between 7:00 AM and 9:00 PM. No vehicle shall be parked in any public park between 9:00 PM and 7:00 AM and may be towed away at the owner's expense. (Amended July 28, 1998)
- (c) Horses and other domestic animals shall not be allowed within the park boundaries. (Amended July 14, 1998 and July 28, 1998).
- (d) No hunting shall be allowed within the park boundaries.
- (e) Fires shall be built only in a properly cared for cooking unit or in grills provided in the picnic areas. Fires shall be permitted in conjunction with camping, as stipulated in Section 305, with the approval of the Essex Junction Fire Chief. No fire shall be left unattended.
- (f) Groups may use the parks for recreational purposes, including parking lots for recreational purposes, at times other than the posted hours if issued a permit by the Recreation and Parks Director and/or the Superintendent of Schools. (Amended July 28, 1998).
- (g) Camping shall not be allowed in public parks, except at the Maple Street Park, under the following conditions:
 1. The event must be approved by the Essex Junction Recreation and Parks Director.
 2. The event must be sponsored by a local non-profit organization.
 3. No more than fifty (50) individual campers shall be allowed at a time.
 4. No more than three nights of overnight camping shall be allowed in a calendar year.

Chapter 03 PUBLIC PARKS

Sections:

- 301 Parks ~~d~~Defined.
- 302 Administration and ~~o~~Operation.
- 303 Permit—Required ~~w~~When—Application and ~~f~~Fees.
- 304 Groups ~~m~~May ~~n~~Not ~~i~~Impose ~~u~~Use ~~e~~Charges.
- 305 Permits ~~a~~ ~~b~~Binding ~~e~~Contract—~~L~~iability ~~I~~limitations.
- 306 Permit—Cancellation ~~e~~Conditions.
- 307 Park Hours
- 308 Speed
- 309 Motor Vehicles
- 310 Animals
- 311 Disorderly Conduct
- 312 Bathing
- 313 Public Nudity
- 314 Use of Tobacco, Marijuana, and Smoking ~~P~~rohibited
- 315 Alcoholic Beverages / Controlled Substances
- 316 Fire
- 317 Fireworks
- 318 Firearms / Hunting
- 319 Injuring ~~b~~Birds, ~~n~~Nests, ~~e~~Eggs or ~~a~~Animals
- 320 Rubbish and ~~r~~Recycling
- 321 Vending and ~~s~~Soliciting ~~p~~Prohibited
- 322 Drones
- 323 Metal Detectors
- 324 Cutting, ~~p~~Pruning or ~~r~~Removing – ~~t~~Trees, ~~s~~Shrubs, ~~p~~Plants
- 325 Planting of ~~t~~Trees
- 326 Damage to Parks
- 327 Enforcement
- 328 Violations - Penalties
- 329 Severability

301 Parks ~~D~~efined.

A) The following shall constitute the parks of the City of Essex Junction and be used as such by the public under the rules and regulations as set by Essex Junction Recreation & Parks (EJRP). It includes all facilities, amenities, parking lots, and grounds within park boundaries.

- a. Cascade Park
- b. Maple Street Park
- c. Meadow Terrace Community Garden
- d. Stevens Park
- e. Tree Farm Recreational Facility
- f. West Street Community Gardens
- g. West Street Dog Park
- ~~h. Trails & Open Spaces: multi-use paths, connections and greenways.~~

302 Administration and ~~O~~peration.

A. All City parks will be operated, maintained and administered under the direct control and supervision of the Recreation & Parks Director (hereinafter “director”).

303 Permit—~~R~~required ~~w~~When— ~~a~~Application and ~~f~~Fees:

- A. Permits shall be acquired by any group totaling 6 or more persons, including organizations and teams, who desire ~~exclusive to~~ use ~~of the various~~rentable areas of the City parks. These areas must be reserved in advance through the director, and reasonable fees may be charged in accordance with the rules and regulations as established by the director.
- B. Application for permits must be signed by an authorized representative of the group, who will be accountable for any damage or loss of property arising from such use.
- ~~C. Groups or teams may also be required to post a deposit in advance if the director deems it advisable.~~

304 Groups ~~m~~May ~~n~~Not ~~i~~Impose ~~u~~Use ~~e~~Charges:

- A. No group or team may impose charges on persons or parties using the park or recreation facilities.

305 Permit ~~a~~ ~~b~~Binding ~~e~~Contract—~~l~~Liability ~~l~~Limitations:

- A. Depending on the size of the group and nature of the event, the permitters may be required to sign an agreement with the City that contains an indemnity provision and may need to provide event insurance that names the City as an additional insured.
- A.B. _____ No person or group to whom a permit is issued shall be released from any personal liability because of the issuing of a permit, and shall hold and ~~save~~ shall agree to hold the City of Essex Junction and its employees free and harmless ~~thereby from any and all liability by virtue of theseir uses of the park.~~
- B.C. _____ Any permit issued shall be a binding agreement or contract between the persons to whom it was issued and the parks and recreation department.
- C.D. _____ Whenever such permit is revoked ~~for cause~~, no part of the fee paid therefore shall be returned.

306 Permit—Cancellation ~~C~~conditions:

- A. Permits may be canceled by the director or City Manager if the intent of the permit is violated or if the permit holders/users violate any of the park rules and regulations.

307 Park Hours

- A. All parks and recreation areas shall be closed between 9 p.m. and 7 a.m. unless there is a recreation department sponsored activity taking place or a permit for other hours is obtained in advance from the director. Trespassing signs shall be posted at each park in accordance with state statutes.
- B. Camping is allowed at Maple Street Park with a permit from the director.

308 Speed

- A. The maximum vehicle speed within the park boundaries, including parking lots, shall be 5 miles per hour.

309 Motor Vehicles

- A. All state statutes regulating motor vehicle operation or other motorized vehicles shall be applicable within the confines of any park.
- B. The director may allow vehicles in prohibited areas for special events occurring in such areas.
- C. Parking is allowed only in designated areas or as directed by the director. Violators may be towed at the owner's expense.

310 Animals

- A. No domestic animals, except dogs, shall be permitted in any park.
- B. Dogs shall be under control of the owners or handlers and be held on leash.
- C. All dogs must wear a collar or harness with current license attached. Any dogs visiting from another town, city or state must wear a collar or harness with current license of said jurisdiction.
- D. Service animals shall adhere to the American with Disabilities Act regulations.
- E. If a dog defecates on park property, the owner, agent, or guardian of the dog shall be required to pick up any fecal matter and properly dispose of it in a trash receptacle or take it off park property and dispose of it. This is true for unleashed exemptions as well.
- F. The director may designate areas within parks where dogs are prohibited. These dog restricted areas shall be properly marked with signage.
- G. Dogs may be unrestrained by leash, cord, or chain in the following places:
 - a. Within the confines of the fenced-in dog park located at 111 West Street, according to the regulations for use of the park.

311 Disorderly Conduct

- A. No person shall ~~engage in disorderly conduct as defined in 13 V.S.A. § 1026 13-VSA 1026 in any pPark of the City of Essex Junction. behave in a rude or disorderly manner or use indecent, profane, or insulting language that disturbs the peace, or show signs of intoxication, or endanger the public safety, or prevent the use of the park by others.~~
- B. No person shall make, cause to be made, or depict graffiti, indecent figures, letters, words or write indecent or obscene words on natural or manmade park property.

312 Bathing

- A. Removing bathing apparel or swimwear in public view is prohibited. "Bathing apparel or clothing" includes bathing suits, or clothing worn for bathing purposes including, but not limited to shorts, cutoffs, or swim trunks.

313 Public Nudity

- A. No person shall knowingly or intentionally in a public place:
 - a. Engage in sexual intercourse;
 - b. ~~Appear in a state of nudity; Be nude~~
 - c. Fondle their/his/her genitals;
 - d. Fondle the genitals of another person;
 - e. Fondle their/his/her breasts;
 - f. Fondle the breasts of another person.

314 Use of Tobacco, Marijuana, and Smoking pProhibited

- A. ~~A.—It shall be unlawful to use or smoke any tobacco products, cigarettes, smokeless tobacco, electronic cigarettes, tobacco substitutes, nicotine products, or marijuana (including medical marijuana)smoke in the parks. Smoking is defined as the act of inhaling a burning product of any type, including but not limited to the use of flammable products, vape, electric devices, or water devices, which by use creates a smoke or vapor which may be inhaled. This includes, but is not limited to, the smoking of tobacco, tobacco substitutes, nicotine products, and marijuana.~~
- B. Exceptions:
 - a. Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered to be tobacco substitutes.

315 Alcoholic Beverages / Controlled Substances

- A. No malt, vinous or spirituous liquors or other ~~regulated-controlled~~ substances under federal or state law, shall be permitted within park boundaries.
- B. Exceptions:
 - a. Groups may obtain a permit from the director to host a private event with beer and/or wine. All Vermont State laws must be adhered to.
 - b. The parks and recreation department may host an event with beer and/or wine by obtaining permission from the City Council. All Vermont State laws must be adhered to.
- ~~C. No glass containers shall be permitted within park boundaries.~~

316 Fire

- A. Fires shall be built only in fire pits, fireplaces or charcoal grills at picnic and camping areas except as otherwise provided in these rules and regulations or unless a permit for other areas is obtained in advance from the director.
- B. All fires must be attended and under control at all times and extinguished completely when unattended.

317 Fireworks

- A. No fire crackers or other explosive devices shall be displayed or discharged in the park without a permit from the City Council.

318 Firearms / Hunting

- A. No person shall carry or have any firearms in any parks, except any law enforcement officer or animal control warden in the course of duty.
- B. All parks fall within the area where discharge of firearms is prohibited.
- C. A person who intends to set a trap for any animal on any park property shall, prior to setting the trap, request permission from the director ~~of the prospective location of the trap~~. The director may, at any time, refuse to grant permission to set a trap or at any time revoke the permission if previously granted.

319 Injuring ~~b~~Birds, ~~n~~Nests, ~~e~~Eggs or ~~a~~Animals

- A. No unauthorized person shall disturb, destroy or injure any bird, bird's nest, ~~or~~ eggs, or any squirrel or other animal.

320 Rubbish and ~~r~~Recycling

- A. The parks are to be kept in a neat, clean and sanitary condition at all times.
- B. No glass containers shall be permitted within the park boundaries.
- C. All refuse and recycling shall be placed in receptacles provided for that purpose. If receptacles are not available, all refuse and recyclables shall be carried out of the park by the user/consumer.

321 Vending and ~~s~~Soliciting ~~p~~Prohibited.

- A. There shall be no soliciting, vending, sale or rental of goods, products, wares or services without a special permit secured in advance from the director.

322 Drones

- A. Anyone wishing to fly a drone over park property must first obtain a permit from the director. The director may establish regulations related to the use of drones. Any person who obtains a drone permit to operate a drone in a park shall also be required to be in compliance with Aall applicable state and federal regulations. must be adhered to.

323 Metal Detectors

- A. Metal detecting activity is permitted in parks with advanced permission from the director.
- B. Metal detecting activity cannot interfere with park use or activities.
- C. Only “probes” such as a screwdriver no larger than 3/8" diameter are allowed. Shovels, trowels, plug cutters and knives are not permitted. Metal must be removed with minimal sod disturbance. Sod may not be lifted in any manner. There should be no noticeable impact to park property resulting from metal detecting activity.
- D. Trash and scrap metals must be removed and disposed of in an appropriate manner.

324 Cutting, ~~P~~Pruning or ~~r~~Removing ~~t~~Trees, ~~s~~Shrubs, ~~p~~Plants

- A. No plant, tree or shrub may be uprooted or cut without a written permit from the director.
- B. No person shall take or carry away a plant, flower, vine, vase, pot or other vessel used for flowers or plants.
- C. Wild berries, fruits, seeds, nuts or mushrooms may be collected only for personal use at the risk of the collector, and must be consumed on park property. Commercial harvesting of such items for profit is allowed only with a special permit from the director.

325 Planting of ~~t~~Trees

- A. No tree shall be planted in any public park without the approval of the director.

326 Damage to Parks

- A. No person shall pick any flowers, fruit or foliage, or cut, break, dig up, or in any way mutilate or injure any tree, shrub, plant, grass, turf, railing, seat, bleachers, fence, structure, or anything equipment in the parks, or cut, carve, paint, mark or paste on, mar or otherwise deface any trees, stone, fence, wall, building, monument or other ~~object therein~~ natural or manmade City property.
- ~~B. No person shall cut, peel, deface, write upon, destroy or damage any natural or manmade structure or object in the park.~~
- ~~C. B.~~ B. No person shall post anywhere in the parks or on vehicles at the parks any bills, advertisements, banners or inscription whatsoever without permission of the director.
- ~~D. C.~~ C. Approved bills, advertisements, banners or inscriptions shall not be posted longer than approved by the director.
- ~~E. D.~~ D. Bills, advertisements, banners or inscriptions that do not adhere to the approval guidelines will be promptly removed.

327 Enforcement:

- A. This is a civil ordinance and shall be enforced ~~by Enforcement Official in the Vermont Judicial Bureau in accordance with~~ as set forth in 24 V.S.A. § 1974a et seq.

328 Violations – Penalties:

- A. Any person in violation of any provisions of this Chapter may be fined ~~pursuant to Chapter 9. Enforcement~~. If any violation continues, each day shall constitute a ~~new~~ separate violation.

a. Waiver Fees

- i. An issuing municipal official is authorized to recover a waiver fee, in lieu of a civil penalty, for any person who declines to contest a municipal complaint and pays the following waiver amount for each violation:

First Offense	\$50.00
Second Offense	\$100.00
Third and subsequent Offense	\$200.00

Offenses shall be counted on a calendar year basis.

b. Civil Penalties

- i. An issuing municipal official is authorized to recover civil penalties in the following amounts for each violation:

First Offense \$100.00

Second Offense \$200.00

Third and subsequent Offense \$400.00

Offenses shall be counted on a calendar year basis.

- B. In addition to the enforcement procedures available before the Judicial Bureau, the municipal manager or designee is authorized to commence a civil action, [pursuant to 24 V.S.A. Chapter 117](#), to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law.
- C. Essex Police, at their own discretion or at the request of the director, may issue a notice of trespass from park property for up to one year to individuals violating parks ordinances.

329 Severability

- A. If any portion of this ordinance and any amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments made hereto shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance shall be amended, this ordinance shall be deemed to refer to such statute as amended.

Chapter 03
PUBLIC PARKS

Sections:

- 301 Parks Defined**
- 302 Administration and Operation**
- 303 Permit—Required When—Application and Fees**
- 304 Groups May Not Impose Use Charges**
- 305 Permits**
- 306 Permit—Cancellation Conditions**
- 307 Park Hours**
- 308 Speed**
- 309 Motor Vehicles**
- 310 Animals**
- 311 Disorderly Conduct**
- 312 Bathing**
- 313 Public Nudity**
- 314 Use of Tobacco, Marijuana, and Smoking Prohibited**
- 315 Alcoholic Beverages / Controlled Substances**
- 316 Fire**
- 317 Fireworks**
- 318 Firearms / Hunting**
- 319 Injuring Birds, Nests, Eggs or Animals**
- 320 Rubbish and Recycling**
- 321 Vending and Soliciting Prohibited**
- 322 Drones**
- 323 Metal Detectors**
- 324 Cutting, Pruning or Removing – Trees, Shrubs, Plants**
- 325 Planting of Trees**
- 326 Damage to Parks**
- 327 Enforcement**
- 328 Violations - Penalties**
- 329 Severability**

301 Parks Defined

- A) The following shall constitute the parks of the City of Essex Junction and be used as such by the public under the rules and regulations as set by Essex Junction Recreation & Parks (EJRP). It includes all facilities, amenities, parking lots, and grounds within park boundaries.
- a. Cascade Park
 - b. Maple Street Park
 - c. Meadow Terrace Community Garden
 - d. Stevens Park
 - e. Tree Farm Recreational Facility
 - f. West Street Community Gardens
 - g. West Street Dog Park

302 Administration and Operation

- A. All City parks will be operated, maintained and administered under the direct control and supervision of the Recreation & Parks Director (hereinafter “director”).

303 Permit—Required When— Application and Fees

- A. Permits shall be acquired by any group totaling 6 or more persons, including organizations and teams, who desire exclusive use of rentable areas of the City parks. These areas must be reserved in advance through the director, and reasonable fees may be charged in accordance with the rules and regulations as established by the director.
- B. Application for permits must be signed by an authorized representative of the group, who will be accountable for any damage or loss of property arising from such use.

304 Groups May Not Impose Use Charges

- A. No group or team may impose charges on persons or parties using the park or recreation facilities.

305 Permits

- A. Depending on the size of the group and nature of the event, the permittees may be required to sign an agreement with the City that contains an indemnity provision and may need to provide event insurance that names the City as an additional insured.
- B. No person or group to whom a permit is issued shall be released from any personal liability because of the issuing of a permit, and shall hold and shall agree to hold the City of Essex Junction and its employees free and harmless from any and all liability by virtue of their use of the park.
- C. Any permit issued shall be a binding agreement or contract between the persons to whom it was issued and the parks and recreation department.
- D. Whenever such permit is revoked, no part of the fee paid therefore shall be returned.

306 Permit—Cancellation Conditions

- A. Permits may be canceled by the director or City Manager if the intent of the permit is violated or if the permit holders/users violate any of the park rules and regulations.

307 Park Hours

- A. All parks and recreation areas shall be closed between 9 p.m. and 7 a.m. unless there is a recreation department sponsored activity taking place or a permit for other hours is obtained in advance from the director. Trespassing signs shall be posted at each park in accordance with state statutes.
- B. Camping is allowed at Maple Street Park with a permit from the director.

308 Speed

- A. The maximum vehicle speed within the park boundaries, including parking lots, shall be 5 miles per hour.

309 Motor Vehicles

- A. All state statutes regulating motor vehicle operation or other motorized vehicles shall be applicable within the confines of any park.
- B. The director may allow vehicles in prohibited areas for special events occurring in such areas.
- C. Parking is allowed only in designated areas or as directed by the director. Violators may be towed at the owner's expense.

310 Animals

- A. No domestic animals, except dogs, shall be permitted in any park.
- B. Dogs shall be under control of the owners or handlers and be held on leash.

- C. All dogs must wear a collar or harness with current license attached. Any dogs visiting from another town, city or state must wear a collar or harness with current license of said jurisdiction.
- D. Service animals shall adhere to the American with Disabilities Act regulations.
- E. If a dog defecates on park property, the owner, agent, or guardian of the dog shall be required to pick up any fecal matter and properly dispose of it in a trash receptacle or take it off park property and dispose of it. This is true for unleashed exemptions as well.
- F. The director may designate areas within parks where dogs are prohibited. These dog restricted areas shall be properly marked with signage.
- G. Dogs may be unrestrained by leash, cord, or chain in the following places:
 - a. Within the confines of the fenced-in dog park located at 111 West Street, according to the regulations for use of the park.

311 Disorderly Conduct

- A. No person shall engage in disorderly conduct as defined in 13 V.S.A. § 1026 in any park of the City of Essex Junction.

- B. No person shall make, cause to be made, or depict graffiti, indecent figures, letters, words or write indecent or obscene words on natural or manmade park property.

312 Bathing

- A. Removing bathing apparel or swimwear in public view is prohibited. “Bathing apparel or clothing” includes bathing suits, or clothing worn for bathing purposes including, but not limited to shorts, cutoffs, or swim trunks.

313 Public Nudity

- A. No person shall knowingly or intentionally in a public place:
 - a. Engage in sexual intercourse;
 - b. Be nude
 - c. Fondle their genitals;
 - d. Fondle the genitals of another person;
 - e. Fondle their breasts;
 - f. Fondle the breasts of another person.

314 Use of Tobacco, Marijuana, and Smoking Prohibited

- A. It shall be unlawful to use or smoke any tobacco products, cigarettes, smokeless tobacco, electronic cigarettes, tobacco substitutes, nicotine products, or marijuana (including medical marijuana) in the parks. Smoking is defined as the act of inhaling a burning product of any type, including but not limited to the use of flammable products, vape, electric devices, or water devices, which by use creates a smoke or vapor which may be inhaled.
- B. Exceptions:
 - a. Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered to be tobacco substitutes.

315 Alcoholic Beverages / Controlled Substances

- A. No malt, vinous or spirituous liquors or other controlled substances under federal or state law, shall be permitted within park boundaries.
- B. Exceptions:
 - a. Groups may obtain a permit from the director to host a private event with beer and/or wine. All Vermont State laws must be adhered to.

- b. The parks and recreation department may host an event with beer and/or wine by obtaining permission from the City Council. All Vermont State laws must be adhered to.

316 Fire

- A. Fires shall be built only in fire pits, fireplaces or charcoal grills at picnic and camping areas except as otherwise provided in these rules and regulations or unless a permit for other areas is obtained in advance from the director.
- B. All fires must be attended and under control at all times and extinguished completely when unattended.

317 Fireworks

- A. No fire crackers or other explosive devices shall be displayed or discharged in the park without a permit from the City Council.

318 Firearms / Hunting

- A. No person shall carry or have any firearms in any parks, except any law enforcement officer or animal control warden in the course of duty.
- B. All parks fall within the area where discharge of firearms is prohibited.
- C. A person who intends to set a trap for any animal on any park property shall, prior to setting the trap, request permission from the director. The director may, at any time, refuse to grant permission to set a trap or at any time revoke the permission if previously granted.

319 Injuring Birds, Nests, Eggs or Animals

- A. No unauthorized person shall disturb, destroy or injure any bird, bird's nest, eggs, or any squirrel or other animal.

320 Rubbish and Recycling

- A. The parks are to be kept in a neat, clean and sanitary condition at all times.
- B. No glass containers shall be permitted within the park boundaries.
- C. All refuse and recycling shall be placed in receptacles provided for that purpose. If receptacles are not available, all refuse and recyclables shall be carried out of the park by the user/consumer.

321 Vending and Soliciting Prohibited

- A. There shall be no soliciting, vending, sale or rental of goods, products, wares or services without a special permit secured in advance from the director.

322 Drones

- A. Anyone wishing to fly a drone over park property must first obtain a permit from the director. The director may establish regulations related to the use of drones. Any person who obtains a drone permit to operate a drone in a park shall also be required to be in compliance with all applicable state and federal regulations.

323 Metal Detectors

- A. Metal detecting activity is permitted in parks with advanced permission from the director.
- B. Metal detecting activity cannot interfere with park use or activities.
- C. Only "probes" such as a screwdriver no larger than 3/8" diameter are allowed. Shovels, trowels, plug cutters and knives are not permitted. Metal must be removed with minimal sod disturbance. Sod may not be lifted in any manner. There should be no noticeable impact to park property resulting from metal detecting activity.

D. Trash and scrap metals must be removed and disposed of in an appropriate manner.

324 Cutting, Pruning or Removing Trees, Shrubs, Plants

- A. No plant, tree or shrub may be uprooted or cut without a written permit from the director.
- B. No person shall take or carry away a plant, flower, vine, vase, pot or other vessel used for flowers or plants.
- C. Wild berries, fruits, seeds, nuts or mushrooms may be collected only for personal use at the risk of the collector, and must be consumed on park property. Commercial harvesting of such items for profit is allowed only with a special permit from the director.

325 Planting of Trees

- A. No tree shall be planted in any public park without the approval of the director.

326 Damage to Parks

- A. No person shall pick any flowers, fruit or foliage, or cut, break, dig up, or in any way mutilate or injure any tree, shrub, plant, grass, turf, railing, seat, bleachers, fence, structure, or equipment in the parks, or cut, carve, paint, mark or paste on, mar or otherwise deface any trees, stone, fence, wall, building, monument or other natural or manmade City property.
- B. No person shall post anywhere in the parks or on vehicles at the parks any bills, advertisements, banners or inscription whatsoever without permission of the director.
- C. Approved bills, advertisements, banners or inscriptions shall not be posted longer than approved by the director.
- D. Bills, advertisements, banners or inscriptions that do not adhere to the approval guidelines will be promptly removed.

327 Enforcement

- A. This is a civil ordinance and shall be enforced as set forth in 24 V.S.A. § 1974a et seq.

328 Violations – Penalties

- A. Any person in violation of any provisions of this Chapter may be fined. If any violation continues, each day shall constitute a separate violation.

a. Waiver Fees

- i. An issuing municipal official is authorized to recover a waiver fee, in lieu of a civil penalty, for any person who declines to contest a municipal complaint and pays the following waiver amount for each violation:

First Offense	\$50.00
Second Offense	\$100.00
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Offenses shall be counted on a calendar year basis.

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- i. An issuing municipal official is authorized to recover civil penalties in the following amounts for each violation:

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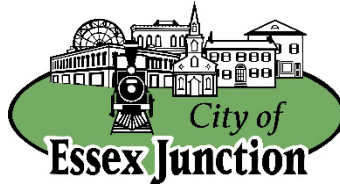
Offenses shall be counted on a calendar year basis.

- B. In addition to the enforcement procedures available before the Judicial Bureau, the municipal manager or designee is authorized to commence a civil action, pursuant to 24 V.S.A. Chapter 117, to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law.

- C. Essex Police, at their own discretion or at the request of the director, may issue a notice of trespass from park property for up to one year to individuals violating parks ordinances.

329 Severability

- A. If any portion of this ordinance and any amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments made hereto shall not be affected and shall remain in full force and effect. If any statute referred to in this ordinance shall be amended, this ordinance shall be deemed to refer to such statute as amended.



Memo

To: Essex Junction City Council

From: Ashley Snellenberger, Communications & Strategic Initiatives Director

Meeting Date: June 28, 2023

Agenda Item: Committee Appointment

Issue: The City has seven open positions on various committees/boards/commissions.

- Bike/Walk Advisory Committee: 2 open positions
- Capital Review Advisory Committee: 1 open position
- Development Review Board: 1 open position
- Planning Commission: 1 open position
- Tree Advisory Committee: 2 open positions

Discussion: The following applicants are attending the meeting in person or via Zoom and are available for the City Council to interview:

Bike/Walk Advisory Committee (2 open positions)

- Philip Bieber (Zoom)
- Russ Miller-Johnson

Capital Review Advisory Committee (1 open position)

- Kevin Collins
- Michael Plageman
- Justin Rabidoux

Development Review Board (1 open position)

- John Alden

Planning Commission (1 open position)

- Patrick Scheld

Tree Advisory Committee (2 open positions)

- Celeste Marie Girrell
- Nick Meyer
- Steve Rivard

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider appointments to the various committees/boards/commissions. This could wait until after all interviews take place.

Recommended Motion:

Motion #1 "I move that the City Council enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager."

Following Executive Session:

"I make a motion to appoint (Names) to the Bike/Walk Advisory Committee."

"I make a motion to appoint (Name) to the Capital Review Advisory Committee."

"I make a motion to appoint (Name) to the Development Review Board."

"I make a motion to appoint (Names) to the Housing Committee."

"I make a motion to appoint (Name) to the Planning Committee."

"I make a motion to appoint (Names) to the Tree Advisory Committee."

Attachments: Applications for the various committees/boards/commissions.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Philip Bieber

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

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

As an avid biker and walker, this issue is important to me and to my young children. I have lived in very bikable cities such as Washington DC and Portland, Oregon. I have also lived in very bike hostile cities. The cities that do it well have incredibly low tech, easy ways to encourage biking and discourage driving. The citizens of the city deserve nothing less.

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

In addition to the above, I was an early educator for 10 years and worked with a number of diverse communities to reach a common goal. The way to move forward towards a more just and sustainable community is by listening to each other and finding the best paths forward. This sounds like lip service, but it is doable.

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

Make Essex Junction a city that thrives on alternative modes of transportation. Everyone complains about traffic and seems hungry for alternatives to driving.

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

I have seen incredibly complicated biking infrastructure fail within the first week. I have seen common sense alternative transportation infrastructure flourish in the first hour. My children are biking these streets and walking around with friends -- I have skin in the game to make this community safer and more accessible.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Russ Miller-Johnson

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

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

Having Essex Junction be a more pedestrian and bike friendly and travel-able locale for residents and visitors, as well as a draw for new people and businesses.

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

Have been a life-long cyclist and currently commute some days to work by bike. Have lived, cycled and walk in many other cities, seeing what works and what can be. Work as an engineer, so as to understand balances of designs, budgets, planning, and vision.

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

Enable more safety; awareness; connectivity; and access for a healthy, attractive community.

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

Have served as Red Cross Disaster Action Team member and captain; and on professional engineering committees, as a volunteer in the past

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.

Name (first & last) *

Kevin Collins

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? *

The Capital Committee is going to be reenergized due to the clarity of the scope of responsibility following a successful separation and the implementation of the Local Options Tax. I would like to use my previous experience on the committee to help in preparing priority and funding recommendations for the City Council.

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

The most enjoyable experience of being a Capital Committee member is meeting and working with the many staff members and other committee members. Each person brings their own unique perspective to the discussion of the issues which insures a well thought out decision is made.

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

The committee identified that the current revenue levels weren't enough to continue to support all the requested capital improvement projects. After reviewing the options of TIF Districts, Bonding and Local Option Tax, our committee studied in detail the LOT and drafted a memo requesting the Town Selectboard discuss the implementation of LOT town wide to fund Capital Projects.

Once the underfunding of projects was identified, the committee engaged in a complete project by project review after updating the scoring system to include a Remaining Life category. This scoring exercise allowed the committee to reduce the size of waiting projects list for the village trustees to review priority projects only.

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

My goal is that the board works together with the Finance Director to put together a sustainable plan for Capital Improvement projects funding which adequately addresses the needs of the city. The board must also put thought into separating the Capital Project lists so that lower priced projects such as sidewalks aren't competing against million dollar projects of road and underlying infrastructure repair. Now that the City of Essex Junction has been established and services are more defined into the future, another item I would like to see the board discuss is how to properly fund future building construction and upgrades.

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

It is important that the Capital List is clearly defined and a focus remains on the importance of maintaining our current infrastructure. I would like to work with the City staff and help with this focus in order to insure that the City Council continues to have all the information they may need to make the tough financial decisions during the budget process.

Thank You for taking the time to consider my application.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

R. Michael Plageman

5.

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

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I think the Capital Review Committee is one of the more critical committees in the City. Establishing ranking and funding for infrastructure needs, building maintenance and repairs and vehicle replacement is absolutely essential to sound planning and prudent fiscal management. I would like to serve on this committee and offer my 25 years of public service experience for the Town of Essex and 25 years of operating our own general contracting company to help the City plan its future capital needs.

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

I have an Economic and Business degree from Saint Anselm College. I have a MSA degree from Saint Michaels College. I was a partner at Plageman, Gagnon & Daughters, a general contracting firm for 25 years. I also have 25 years of various public service for the Town of Essex. I have served on the Planning Commission, serving one year as chair. I served on both committees that ultimately sited the Essex Police Department building. I served 6 years as a Selectboard member, the last two years as vice-chair. I am a current member of the Zoning Board of Adjustment, serving as vice-chair. I believe this experience has taught me how to be a member of a team pulling together to accomplish stated goals. That doesn't mean there was always unanimous agreement among the members but it does mean I can be part of a group of committed people and work together to achieve the best possible solution to problems.

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

I would hope we would continue to rank and fund all infrastructure, maintenance, building, repair projects and vehicle and equipment purchases for the City in the order of their importance and economics. I would hope we would explore and exhaust all possible non taxpayer funding such as state and federal grants. Last, I would also hope to provide the necessary education surrounding our decisions to the taxpayers.

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

Some may question why my interest in a City committee now after 25 years of service to the Town. The simple answer is I still want to serve. Essex has been our home since late 1978 and our family has flourished here. It is no secret I wanted the Village and Town to merge. When that failed, I began to look for ways I could serve the City because of the possibility of losing my position on the ZBA. In the interest of full disclosure, I have applied for a one year term on the ZBA because I enjoy the work and because that committee is already down one person. If I am chosen, this would be my last term on the ZBA. Were I to be named to both committees, I believe the goals of each are so divergent there would be no conflict of interest. I am excited at the possibility of serving on the Capital Projects Committee and I look forward to discussing this position with you.

Thank you for your consideration.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Justin Rabidoux

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

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I believe in community service and want to work with the City if possible on advancing its Capital needs.

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

For 26 years I worked in local government; 10 as a staff civil engineer and 16 as a public works director/city engineer. I have a bachelors degree in Civil Engineering and have spent the majority of my career formulating municipally-approved CIPs.

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

To aid the City in proper decision making, project prioritization and help advance the projects that are best aligned with the public's, Council's, Administration's and staff's goals.

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

I would be happy to discuss this opportunity in person at an upcoming Council meeting.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

John Alden

6. 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

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

Just getting started with the DRB. There is almost NO process awareness or institutional memory on the DRB now. We have alot of work to do to get the new members up to speed. I am happy to continue guiding the process.

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

Watching caring members of the Village/now City engage with each other in an effort to plan our way to a bright future.

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

The DRB, a new "deliberative only" board appears to be successfully transitioning from its past PC/ZBA roots into its new roll. We have handled several non-standard meetings right off the bat and now seem to be easing into more traditional application reviews. Having support staff hired and become involved is helping greatly.

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

I look forward to building a strong, sustainable and enduring DRB that can thoughtfully and fairly review the wide range of development proposals that come before us.

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

More joint meetings or other sessions with the Council, PC, Bike-Walk, Tree, and other great committees would be helpful to keep all groups informed and working together.

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

2. Name (First and Last) *

Patrick Scheld

6. 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

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

I currently sit as the Vice Chair of the Commission, and I am truly enjoying my time and discussions about the City's future. After completing the LDC updates over the past couple years and with the creation of a DRB, we have now been able to focus our attention as a Commission on topics more related to planning and community development to further develop an inclusive and vibrant community.

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

Being a part of the process and contributing to my community. Learned a lot throughout the LDC updating process and now feel primed with that base of knowledge to grow our community.

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

Updates to the LDC. Review and approval of multiple new housing developments.

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

Exploring the possibility of creating a Rental Registry. Working closely with the Housing Committee to understand the potential benefits of both Inclusionary Zoning and a Housing Trust Fund, and continue to promote diverse housing types and affordability. Attract more businesses and restaurants to grow and improve our local economy. And, continue with the vision of Design 5 Corners to create a more vibrant, inclusive downtown that is accessible to all community members.

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

I look forward to continuing in my position as Vice Chair on the Commission and serving my community. There is still a lot of work, planning, and visioning to be done to ensure that we can maintain our historic characteristics that makes Essex Junction what it is, but also ensuring that we are planning for a more affordable, inclusive, and vibrant future that is accessible to all.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Celeste Marie Girrell

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

Yes

No

New Committee Member

7. Why are you interested in joining this committee? *

I owned over 70 acres of woodland in Sutton, Vermont from 1983 to 2021. The land was managed in Land Use for forest development.

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

I believe I am a well balanced person who can assist Teams in developing positive working relationships, goal setting, and communication.

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

Increase my knowledge, support sustainable development, enhance our community's ecology, become involved in my new community.

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

For health reasons, I had to leave the Kingdom in 2021. It is time for me to become involved in my new community in a more pro-active and meaningful way.

1. 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
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- Chittenden Solid Waste District Board
- Development Review Board
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Nick Meyer

6. 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

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

I have a passion for trees and would like to continue to move forward with TAC's goals to increase the City forest canopy and educate the residents of the value of trees in the City.

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

Working with TAC members, City employees, and the residents. Seeing the young trees that we planted nearly 10 years ago really having an impact on the City street scape.

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

We have planted nearly 300 trees, been granted a Tree City USA award for 7 years straight, and held Arbor Day celebrations every year at area schools

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

Continue our work! I would like to engage more residents in our work.

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

Again I would like to thank the City Council in their continued support of TAC.

1. 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
- Housing Commission
- Planning Commission
- Tree Advisory Committee
- Police Community Advisory Board

2. Name (First and Last) *

Steve Rivard

6. 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

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

As an Essex Jct tax payer I seek to help the city increase its tree canopy.

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

Outreach with the Jct Schools and planting and help educate children during our annual Arbor Day planting event. The pleasure of seeing the several tree's that we have planted especially along Mansfield Ave and in Maple Street Park mature.

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

Formulated an active plan to interplant new mixed species of tree's to replace Ash Tree's along Hayden Street, Wilkenson Drive, and Tyler Drive. Maintained our shared Tree nursery located in South Burlington with Branch Out Burlington

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

Help with outreach to gain new volunteers. Help Nick and Warren reduce their work load as they already contribute much to the city.

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

We will pull 37 tree's from the Branch Out Burlington nursery for planting in and around the city of Essex Jct. this spring. This is an all time high of new additional tree's for the city.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	06/04/23	Supplies 1F6QLFNQFG36	210-5-35-10-610.000 General Supplies	27.18	46621	06/16/23
19815	AMAZON CAPITAL SERVICES	05/30/23	Adult Collection 1IWWX49G3QHY	210-5-35-10-640.201 Adult Collection	101.01	46621	06/16/23
19815	AMAZON CAPITAL SERVICES	06/08/23	Preschool Tech Supplies 1JKJCP1K1RGW	210-5-30-10-505.000 Tech. Subs, Licenses	702.05	46621	06/16/23
25055	AQUARIUS LANDSCAPE SPRINK	06/09/23	Sprinkler Lincoln June 23 5578202	210-5-41-20-431.000 R&M Buildings & Grounds	45.00	46625	06/16/23
27975	ASSOCIATION FOR RURAL & S	05/18/23	Trainng, Conf, Dues: Dues 68122	210-5-35-10-500.000 Training, Conf, Dues	50.00	46626	06/16/23
27975	ASSOCIATION FOR RURAL & S	05/18/23	Training, Conf, Dues: Due 68134	210-5-35-10-500.000 Training, Conf, Dues	50.00	46626	06/16/23
00530	BRODART CO	06/02/23	LibDonExp: Foundation Fas B6612798	210-5-90-00-991.000 Library Donation Expense	47.51	46632	06/16/23
00530	BRODART CO	06/02/23	LibDonExp: Foundation Fas B6612798	210-5-35-10-610.000 General Supplies	2.40	46632	06/16/23
00530	BRODART CO	06/02/23	LibDonExp: Foundation Fas B6612952	210-5-90-00-991.000 Library Donation Expense	46.98	46632	06/16/23
00530	BRODART CO	06/02/23	LibDonExp: Foundation Fas B6612952	210-5-35-10-610.000 General Supplies	2.40	46632	06/16/23
V04609	CENTER POINT LARGE PRINT	06/01/23	Adult Collection 2018116	210-5-35-10-640.201 Adult Collection	98.28	46635	06/16/23
15285	CHECKR, INC.	05/31/23	background checks 832867	210-5-40-12-330.000 Professional Services	25.00	46640	06/16/23
21210	CINTAS LOC # 68M 71 M	06/08/23	Shop towels and soap 4157950711	210-5-40-12-610.000 General Supplies	103.92	46644	06/16/23
21210	CINTAS LOC # 68M 71 M	06/01/23	water cooler lease 9226007237	210-5-40-12-610.000 General Supplies	50.00	46644	06/16/23
04940	COMCAST	05/27/23	Internet EJFD 0179210 0523	210-5-25-10-530.000 Communications	172.90	46648	06/16/23
04940	COMCAST	06/03/23	Cable TV EJFD 02077220603	210-5-25-10-530.000 Communications	21.53	46649	06/16/23
31545	COSTCO #314	06/07/23	Supplies 06072023	210-5-25-10-610.000 General Supplies	156.67	46653	06/16/23
25715	DONALD L. HAMLIN CONSULT	06/09/23	Fidium fiber optic assis 23800 0623	210-5-40-12-330.000 Professional Services	240.00	46657	06/16/23
35260	EAST COAST PRINTERS INC	05/23/23	4 GSS 1601 safety vests 05152384	210-5-40-12-612.000 Uniforms	96.00	46662	06/16/23
V10576	ECOPIXEL LLC	06/01/23	Website May 23 3298	210-5-10-10-530.000 Communications	416.92	46663	06/16/23
03020	FIRE TECH & SAFETY OF NEW	06/12/23	Amkus 320 ION Spreader 194408	210-5-25-10-750.000 Machinery & Equipment	13367.55	46673	06/16/23
21835	FIRST NATIONAL BANK OMAHA	06/01/23	Fire Training Class 18724630	210-5-25-10-500.000 Training, Conf, Dues	158.00	46675	06/16/23
21835	FIRST NATIONAL BANK OMAHA	06/06/23	EJFD Cards 317579	210-5-25-10-612.000 Uniforms	834.77	46675	06/16/23
19005	FIRSTLIGHT FIBER	06/01/23	Internet Lincoln May 23 14386650	210-5-41-20-530.000 Communications	557.73	46676	06/16/23
19005	FIRSTLIGHT FIBER	06/01/23	Telephone EJFD 14386683	210-5-41-20-530.000 Communications	258.76	46676	06/16/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	06/01/23	GAUTHIER TRUCKING, INC. Garbage May 23 1718407	210-5-41-20-400.000 Contracted Services	289.95	46682	06/16/23
34895	06/01/23	GAUTHIER TRUCKING, INC. 5/1-31 BIKE PATH 1718563	210-5-40-12-425.000 Trash Removal	77.33	46682	06/16/23
20470	05/31/23	GLOBAL MONTELLO GROUP May Vehic Fuel 301064	210-5-41-22-626.000 Gasoline	234.13	46683	06/16/23
20470	05/31/23	GLOBAL MONTELLO GROUP May Vehic Fuel 301064	210-5-40-12-626.000 Gasoline	2096.28	46683	06/16/23
20470	05/31/23	GLOBAL MONTELLO GROUP May Vehic Fuel 301064	210-5-41-26-626.000 Gasoline	384.24	46683	06/16/23
V10407	06/07/23	KIMBALL MIDWEST GLOVES, PAINT 101129055	210-5-40-12-610.000 General Supplies	156.19	46699	06/16/23
V9454	06/13/23	LENNY'S SHOE & APP Dan Verwey uniform 3496227	210-5-40-12-612.000 Uniforms	144.97	46703	06/16/23
27295	06/06/23	MAPLEHURST FLORIST planters at Firebird. 102798	210-5-40-12-571.000 Streetscape Maintenance	640.00	46706	06/16/23
05485	06/09/23	NATIONAL BUSINESS LEASING Copier leases 6/15-7/14/2 80027323	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	46713	06/16/23
05485	06/09/23	NATIONAL BUSINESS LEASING Copier leases 6/15-7/14/2 80027323	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	46713	06/16/23
05485	06/09/23	NATIONAL BUSINESS LEASING Copier leases 6/15-7/14/2 80027323	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	46713	06/16/23
05485	06/09/23	NATIONAL BUSINESS LEASING Copier leases 6/15-7/14/2 80027323	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	46713	06/16/23
V10554	06/07/23	PHOENIX BOOKS BURLINGTON J Programs 818361	210-5-35-10-840.202 Childrens Programs	45.00	46722	06/16/23
25140	06/09/23	PIKE INDUSTRIES INC Asphalt 1231696	210-5-40-12-451.000 Summer Construction Servi	995.60	46724	06/16/23
25140	06/13/23	PIKE INDUSTRIES INC Asphalt 1232430	210-5-40-12-451.000 Summer Construction Servi	760.00	46724	06/16/23
05380	06/05/23	PURCHASE POWER Postage May 23 060520234061	210-5-10-10-560.000 Postage	299.50	46727	06/16/23
18010	05/31/23	REYNOLDS & SON, INC. Credit 3420211A	210-5-25-10-750.000 Machinery & Equipment	-347.26	46728	06/16/23
18010	06/02/23	REYNOLDS & SON, INC. Batteries 3425471	210-5-25-10-750.000 Machinery & Equipment	744.00	46728	06/16/23
42565	06/07/23	SEVEN DAYS Legal Ad May 23 230720	210-5-10-10-550.000 Printing and Binding	184.60	46735	06/16/23
29090	06/02/23	SUNBELT RENTALS 1 HATHARD W/ RATCHET BLUE 140319167	210-5-40-12-612.000 Uniforms	26.12	46742	06/16/23
29090	06/05/23	SUNBELT RENTALS 24" 48" LEVEL 140368247	210-5-40-12-610.000 General Supplies	25.78	46742	06/16/23
09040	07/01/23	TOWN MEETING TELEVISION A annual support BTV071838	210-1-00-00-120.000 Prepaid Expenses	13230.00	46745	06/16/23
23395	06/01/23	VILLAGE HARDWARE - WILLIS mulch 5 corners PLANTERS 516795	210-5-40-12-571.000 Streetscape Maintenance	44.00	46751	06/16/23
23395	06/02/23	VILLAGE HARDWARE - WILLIS plant food PLANTERS 516811	210-5-40-12-571.000 Streetscape Maintenance	42.99	46751	06/16/23
23395	06/07/23	VILLAGE HARDWARE - WILLIS LIBRARY AND SHOP SUPPLIES 516838	210-5-40-12-610.000 General Supplies	61.96	46751	06/16/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
30210	06/12/23	PZ 2023 Wkshop Callahan B 1194	210-5-16-10-500.000 Training, Conf, Dues	60.00	46752	06/16/23
30210	05/31/23	Open Mtg Law for Muni Boa MAC20230442	210-5-10-10-500.000 Training, Conf, Dues	10.00	46752	06/16/23
V2380	06/12/23	Planning and Zoning Works 1192	210-5-16-10-500.000 Training, Conf, Dues	20.00	46753	06/16/23
25715	06/09/23	provide Project Mgmt. per 12833 0623	230-5-16-10-890.824 Cres. Connector	990.00	46657	06/16/23
15285	05/31/23	background checks 832867	254-5-54-20-330.000 Professional Services	25.00	46640	06/16/23
40025	06/06/23	1 SERVICE BOX 2 HOLE COVE 6182124	254-5-54-20-610.000 General Supplies	178.99	46659	06/16/23
20470	05/31/23	May Vehic Fuel 301064	254-5-54-20-626.000 Gasoline	241.58	46683	06/16/23
V9454	06/07/23	CHRIS COLLIVAN- UNIFORM 3488123	254-5-54-20-612.000 Uniforms	652.86	46703	06/16/23
10110	06/04/23	Water Meter Replacements 1929	254-5-54-70-750.001 Meter Replacement Program	291.67	46709	06/16/23
21120	06/03/23	WWTF HEP B vaccine 0006023500	255-5-55-30-330.000 Professional Services	154.00	46637	06/16/23
17895	05/28/23	floor strip and wax in co 13046	255-5-55-30-330.000 Professional Services	315.00	46645	06/16/23
06870	06/14/23	Essex Jct. WWTF TKN Only 449941	255-5-55-30-340.000 Technical Services	35.00	46664	06/16/23
38955	05/31/23	#N UT BOLT GASKET KIT VR2 80940021	255-5-55-30-570.000 Other Purchased Services	55.52	46668	06/16/23
04640	05/23/23	BF SPEC SER V 320D VTBUR320080	255-5-55-30-570.000 Other Purchased Services	13.56	46670	06/16/23
04640	06/01/23	S/S FW 5/8x1-1/2 od VTBUR320355	255-5-55-30-570.000 Other Purchased Services	175.75	46672	06/16/23
19005	06/01/23	comm / Tele WWTP 14386649	255-5-55-30-530.000 Communications	542.70	46676	06/16/23
20470	05/31/23	May Vehic Fuel 301064	255-5-55-30-626.000 Gasoline	244.77	46683	06/16/23
V9854	05/26/23	WP0201 GAMMA IRRAD COLILE 3129828092	255-5-55-30-618.000 Laboratory Supplies	536.36	46689	06/16/23
37715	06/05/23	Mitel SWA Renewal 1 Year 42670	255-1-00-00-120.000 Prepaid Expenses	302.00	46691	06/16/23
V10347	06/05/23	PEST CONTROL MAINTENANCE 47734821	255-5-55-30-330.000 Professional Services	87.11	46692	06/16/23
V9454	06/12/23	Tyler uniform WWTF 3496115	255-5-55-30-612.000 Uniforms	368.96	46703	06/16/23
V9454	06/12/23	Josh uniforms WWTF 3496118	255-5-55-30-612.000 Uniforms	344.98	46703	06/16/23
V1423	05/31/23	Bredel 10, EPDM 28822	255-5-55-30-570.000 Other Purchased Services	714.00	46705	06/16/23
05485	06/09/23	Copier leases 6/15-7/14/2 80027323	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	46713	06/16/23
V2124	06/03/23	supplies for control buil 3539719110	255-5-55-30-610.000 General Supplies	150.25	46739	06/16/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10723	TECHNOLOGY SALES ASSOCIAT	03/09/23	O-Ring Neoprene: Gasket T0487VB23	255-5-55-30-570.000 Other Purchased Services	162.80	46744	06/16/23
07565	W B MASON CO INC	06/02/23	PAPER, FLGSHP, 8.5X11, 92BR 6897	255-5-55-30-610.000 General Supplies	68.97	46758	06/16/23
20470	GLOBAL MONTELLO GROUP	05/31/23	May Vehic Fuel 301064	256-5-56-40-626.000 Gasoline	622.03	46683	06/16/23
10110	MCGOVERN MECHANICAL CORP	06/04/23	Water Meter Replacements 1929	256-5-56-70-750.001 Meter Replacement Program	583.33	46709	06/16/23
24310	WALSH ELECTRIC SUPPLY	06/01/23	50132-SO. ST PUMP ST 158785300	256-5-56-70-722.004 South St PS Pump	21.77	46759	06/16/23
05485	NATIONAL BUSINESS LEASING	06/09/23	Copier leases 6/15-7/14/2 80027323	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	46713	06/16/23
37985	A T & T MOBILITY	05/27/23	EJRP Cell Phones May 8730181 0523	259-5-30-15-530.000 Communications	324.83	46614	06/16/23
19815	AMAZON CAPITAL SERVICES	06/10/23	Camp REACH EES 14CLL3K3FLN6	259-5-30-17-610.000 General Supplies	430.81	46619	06/16/23
19815	AMAZON CAPITAL SERVICES	06/06/23	Pool Supplies 1D63JVQY4TWK	259-5-30-11-610.000 General Supplies	26.97	46621	06/16/23
19815	AMAZON CAPITAL SERVICES	06/11/23	Summer Behavior Support 1I4YMVC6JXCW	259-5-30-17-610.000 General Supplies	31.99	46621	06/16/23
19815	AMAZON CAPITAL SERVICES	06/10/23	Camp REACH EES 1IDML476FGMX	259-5-30-17-610.000 General Supplies	18.85	46621	06/16/23
19815	AMAZON CAPITAL SERVICES	06/07/23	CPR Manikins 1RXCVLKMDKTL	259-5-30-14-610.000 General Supplies	668.00	46623	06/16/23
19815	AMAZON CAPITAL SERVICES	06/12/23	CMS Supplies 1TWM6H731DRY	259-5-30-17-610.000 General Supplies	194.79	46623	06/16/23
19815	AMAZON CAPITAL SERVICES	06/11/23	Summer Camps 1WDWHHTQK6TD	259-5-30-17-610.000 General Supplies	112.95	46623	06/16/23
19815	AMAZON CAPITAL SERVICES	05/30/23	Behavior Support Summer S 1X9XVTCX4WKR	259-5-30-17-610.000 General Supplies	453.82	46623	06/16/23
19815	AMAZON CAPITAL SERVICES	06/03/23	Program Supplies 1YPFH3NQDLGM	259-5-30-14-610.000 General Supplies	197.24	46623	06/16/23
15285	CHECKR, INC.	05/31/23	background checks 832867	259-5-30-15-330.000 Professional Services	50.00	46640	06/16/23
15430	CHIOFFI BEN & JOANNA	06/15/23	Preschool Refund 163220	259-4-30-16-020.313 Childcare - PS	222.00	46642	06/16/23
04640	FASTENAL INDUSTRIAL & CON	05/30/23	Pool Frist Aid VTBUR320267	259-5-30-11-610.000 General Supplies	21.96	46672	06/16/23
04640	FASTENAL INDUSTRIAL & CON	05/30/23	First Aid Supplies VTBUR320268	259-5-30-15-610.000 General Supplies	18.06	46672	06/16/23
20470	GLOBAL MONTELLO GROUP	05/31/23	May Vehic Fuel 301064	259-5-30-15-626.000 Gasoline	174.05	46683	06/16/23
05485	NATIONAL BUSINESS LEASING	06/09/23	Copier leases 6/15-7/14/2 80027323	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	46713	06/16/23
05485	NATIONAL BUSINESS LEASING	06/09/23	Copier leases 6/15-7/14/2 80027323	259-5-30-10-442.000 Rental Vehicles/Equip	177.90	46713	06/16/23
17565	PARVANOV DRAGOMIR	06/06/20	EJRP May Soccer Sparks 060623D	259-5-30-14-330.000 Professional Services	2596.00	46718	06/16/23
29425	PERFORMANCE FOOD SERVICE	06/12/23	RK Summit Snack 873249	259-5-30-15-610.000 General Supplies	155.80	46719	06/16/23

Check Warrant Report # 17359 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 06/16/23 To 06/16/23 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	06/12/23	RK FMS Snack 873300	259-5-30-15-610.000 General Supplies	170.73	46719	06/16/23
29425	PERFORMANCE FOOD SERVICE	06/12/23	RK Hiawatha Snack 873541	259-5-30-15-610.000 General Supplies	78.84	46719	06/16/23
10435	SCREENMYLOGO.COM	06/07/23	Pool Manager Gear 20054	259-5-30-11-610.000 General Supplies	35.00	46734	06/16/23
26445	TUDOR CHRISTOPHER L	06/07/23	EJRP Pickleball Clinics 331	259-5-30-14-330.000 Professional Services	600.00	46746	06/16/23
25315	VESPA'S PIZZA PASTA & DEL	06/12/23	RK Pool Party 061223D	259-5-30-15-610.000 General Supplies	96.00	46750	06/16/23
25315	VESPA'S PIZZA PASTA & DEL	06/13/23	Camp Staff Training 061323D	259-5-30-17-610.000 General Supplies	150.00	46750	06/16/23
25315	VESPA'S PIZZA PASTA & DEL	06/13/23	FMS/Hia RK Pool Party 061323D1	259-5-30-15-610.000 General Supplies	108.00	46750	06/16/23
25315	VESPA'S PIZZA PASTA & DEL	06/13/23	Camp Staff Training 061323D2	259-5-30-17-610.000 General Supplies	12.00	46750	06/16/23
Report Total					53589.29		

To the Treasurer of City of Essex Junction, We Hereby certify

that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****53,589.29
Let this be your order for the payments of these amounts.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	06/06/23	LEVER GREASE GUN 1 EA F 552315728825	210-5-40-12-610.000 General Supplies	18.39	46763	06/23/23
28555	ALLEGIANCE TRUCKS	06/05/23	truck 7 DIAGNOSE/ REPAIR R40100737001	210-5-40-12-430.000 R&M Vehicles & Equipment	5890.15	46768	06/23/23
19815	AMAZON CAPITAL SERVICES	06/18/23	BL Adult Programs 1HPVPHC4FJRF	210-5-35-10-840.201 Adult Programs	102.33	46770	06/23/23
19815	AMAZON CAPITAL SERVICES	06/17/23	Library Adult Collection 1PVCYXJWCDDLT	210-5-35-10-640.201 Adult Collection	43.92	46770	06/23/23
19815	AMAZON CAPITAL SERVICES	06/17/23	Library General Supplies 1PVCYXJWDJNG	210-5-35-10-610.000 General Supplies	15.90	46770	06/23/23
16030	BROWN ELECTRIC	06/06/23	troubleshoot fountain pum 37875	210-5-40-12-571.000 Streetscape Maintenance	2296.30	46776	06/23/23
30360	BURLINGTON TELECOM	06/01/23	Communications 5/21-6/20/ 060123 BT	210-5-41-21-530.000 Communications	331.21	46777	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	210-5-17-10-850.000 Community Events and Cele	4.99	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	210-5-30-10-550.000 Printing and Binding	650.00	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	210-5-30-10-610.000 General Supplies	158.69	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	210-5-30-12-610.000 General Supplies	34.07	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	210-5-30-10-505.000 Tech. Subs, Licenses	862.79	46779	06/23/23
17025	COONRADT AMY	06/19/23	Rec Sec CC 061423 0137	210-5-10-10-530.000 Communications	221.70	46788	06/23/23
24305	DEMCO INC	06/01/23	Supplies 7317262	210-5-35-10-610.000 General Supplies	2195.13	46791	06/23/23
38955	F W WEBB COMPANY	06/07/23	TEST GA LAZY HND 0-160PSI 81086853	210-5-40-12-430.000 R&M Vehicles & Equipment	19.39	46801	06/23/23
244635	FIRST NATIONAL BANK OMAHA	06/13/20	LH supplies 06 2023 111-9737551-	210-5-10-10-610.000 General Supplies	71.76	46804	06/23/23
19005	FIRSTLIGHT FIBER	06/01/23	MSP Internet June 14387170	210-5-41-26-530.000 Communications	365.40	46805	06/23/23
34895	GAUTHIER TRUCKING, INC.	06/01/23	PEARL ST, MAIN ST MEMORIA 1718408	210-5-40-12-425.000 Trash Removal	533.21	46808	06/23/23
04035	GOT THAT RENTAL & SALES I	06/09/23	Tool Replacement due to t 113319	210-5-30-12-610.000 General Supplies	1699.91	46809	06/23/23
07010	GREEN MOUNTAIN POWER CORP	06/08/23	MSP Power June 0623 75MAPLA	210-5-41-26-622.000 Electricity	386.69	46814	06/23/23
07010	GREEN MOUNTAIN POWER CORP	06/08/23	MSP Power June 0623 75MAPLE	210-5-41-26-622.000 Electricity	38.43	46815	06/23/23
33495	INGRAM LIBRARY SERVICES I	06/08/23	BL ACollection-Supp-Post 76335501	210-5-35-10-640.201 Adult Collection	28.65	46817	06/23/23
33495	INGRAM LIBRARY SERVICES I	06/08/23	BL ACollection-Supp-Post 76335501	210-5-35-10-610.000 General Supplies	1.16	46817	06/23/23
33495	INGRAM LIBRARY SERVICES I	06/08/23	BL ACollection-Supp-Post 76335501	210-5-35-10-560.000 Postage	1.63	46817	06/23/23
37715	INTEGRITY COMMUNICATIONS	06/19/23	2 Lincoln wiring new offi 42705	210-5-41-20-431.000 R&M Buildings & Grounds	1647.25	46818	06/23/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9454	06/13/23	LENNY'S SHOE & APP	Troy Wilber Uniform 3496225	210-5-40-12-612.000 Uniforms	238.98	46826	06/23/23
V9951	06/08/23	LIMBWALKER TREE SERVICE I	Spinner 202304191 4820	210-5-40-12-810.112 Tree Advisory Committee	1500.00	46827	06/23/23
V9951	06/08/23	LIMBWALKER TREE SERVICE I	Spinner 202304190 So St 4821	210-5-40-12-810.112 Tree Advisory Committee	1500.00	46827	06/23/23
25625	06/02/23	LOWE'S - 1080	EJRP Lowes Supplies 4191080 0623	210-5-30-12-431.000 R&M Buildings & Grounds	319.75	46829	06/23/23
25625	06/02/23	LOWE'S - 1080	EJRP Lowes Supplies 4191080 0623	210-5-30-12-610.000 General Supplies	80.56	46829	06/23/23
25625	06/02/23	LOWE'S - 1080	EJRP Lowes Supplies 4191080 0623	210-5-41-20-431.000 R&M Buildings & Grounds	983.18	46829	06/23/23
V10130	05/23/23	LOWE'S BUSINESS ACCOUNT	Cement and credit 01441	210-5-40-12-451.000 Summer Construction Servi	21.84	46830	06/23/23
40580	06/01/23	M&T BANK	JUNE GOCO 2023 012023	210-5-10-10-340.000 Technical Services	286.44	46832	06/23/23
40580	05/06/23	M&T BANK	May stmnt interest 050623	210-5-13-10-330.000 Professional Services	98.41	46832	06/23/23
40580	05/09/23	M&T BANK	Bagged Ice 05092023	210-5-25-10-610.000 General Supplies	47.85	46832	06/23/23
40580	06/06/23	M&T BANK	admin fees 060623stmnt	210-5-13-10-330.000 Professional Services	135.68	46832	06/23/23
40580	05/23/20	M&T BANK	Size Dividers 111-0358551	210-5-25-10-612.000 Uniforms	23.62	46832	06/23/23
40580	05/23/20	M&T BANK	Size Dividers 111635557115	210-5-25-10-612.000 Uniforms	15.50	46832	06/23/23
40580	05/23/20	M&T BANK	Size Dividers 1119472028	210-5-25-10-612.000 Uniforms	20.98	46832	06/23/23
40580	05/07/23	M&T BANK	Yuen052023Adobe 2446777493	210-5-10-10-505.000 Tech. Subs, Licenses	19.99	46832	06/23/23
40580	05/12/23	M&T BANK	SM Adobe 5/23 2450808727	210-5-13-10-505.000 Tech. Subs, Licenses	19.99	46832	06/23/23
40580	05/25/23	M&T BANK	Adobe June invoice for T 2461350954	210-5-10-10-505.000 Tech. Subs, Licenses	19.99	46832	06/23/23
40580	05/12/23	M&T BANK	AdminAssistAD 27593830	210-5-10-10-330.000 Professional Services	518.00	46832	06/23/23
40580	05/12/23	M&T BANK	ClerkJobAD 27593865	210-5-10-10-330.000 Professional Services	418.00	46832	06/23/23
40580	05/09/23	M&T BANK	Floor Cleaner 45016160345	210-5-41-22-610.000 General Supplies	27.96	46832	06/23/23
40580	05/10/23	M&T BANK	FOOD FOR ALL STAFF TRAINI 51023bagel	210-5-10-10-845.000 Employee/Volunteer Recogn	83.00	46832	06/23/23
40580	05/21/23	M&T BANK	PW hiring ad 79377793	210-5-40-12-330.000 Professional Services	171.00	46832	06/23/23
40580	01/20/23	M&T BANK	Hats SI397150	210-5-25-10-612.000 Uniforms	1071.40	46832	06/23/23
27840	06/21/23	MADISON NATIONAL LIFE INS	Life Ins City July 2023 1564973	210-1-00-00-120.001 Prepaid Insurance	1847.22	46834	06/23/23
13000	05/16/23	MARSHALL TIRE GROUP INC	EJRP Mower Tires 70790	210-5-30-12-330.000 Professional Services	292.32	46836	06/23/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	05/31/23	MONAGHAN SAFAR DUCHAM PL City legal May 2023 053123D	210-5-10-10-320.000 Legal Services	277.50	46839	06/23/23
24960	06/15/23	NORTHEAST DELTA DENTAL Jul Dental City 2023 061523925619	210-1-00-00-120.001 Prepaid Insurance	3951.74	46842	06/23/23
19325	06/15/23	OPEN APPROACH INC Admin Asst, Asst Clerk, r 19951	210-1-00-00-120.000 Prepaid Expenses	6267.21	46844	06/23/23
25140	06/20/23	PIKE INDUSTRIES INC Asphalt 1233481	210-5-40-12-605.000 Summer Construction Suppl	525.92	46850	06/23/23
09105	06/13/23	SECURE SHRED Shred Service June 427596	210-5-30-10-330.000 Professional Services	22.00	46856	06/23/23
42565	06/21/23	SEVEN DAYS Admin Notice June 23 231002	210-5-10-10-550.000 Printing and Binding	252.72	46857	06/23/23
15415	06/09/23	SMIOTA INC BL Lockers Subs/Support TR1199	210-5-35-10-505.000 Tech. Subs, Licenses	816.00	46862	06/23/23
15415	06/09/23	SMIOTA INC BL Lockers Subs/Support TR1199	210-5-35-10-340.000 Technical Services	816.00	46862	06/23/23
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	210-5-25-10-431.000 R&M Buildings & Grounds	305.62	46868	06/23/23
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	210-5-41-20-431.000 R&M Buildings & Grounds	61.12	46868	06/23/23
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	210-5-40-12-431.000 R&M Buildings & Grounds	397.31	46868	06/23/23
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	210-5-41-21-431.000 R&M Buildings & Grounds	67.24	46868	06/23/23
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	210-5-41-26-431.000 R&M Buildings & Grounds	152.81	46868	06/23/23
36130	06/17/23	VERIZON WIRELESS VSAT stormwater RM cell phone 9937495343	210-5-10-10-530.000 Communications	50.38	46869	06/23/23
21230	06/19/23	VISION SERVICE PLAN (CT) Jul Vision City 2023 818190693	210-1-00-00-120.001 Prepaid Insurance	765.22	46872	06/23/23
28470	06/09/23	VMERS DB 110800 Payroll Transfer PR-06/09/23	210-2-00-00-210.004 Retirement Payable	18696.71	46873	06/23/23
28470	06/23/23	VMERS DB 110800 Payroll Transfer PR-06/23/23	210-2-00-00-210.004 Retirement Payable	19300.36	46873	06/23/23
07565	06/06/23	W B MASON CO INC Park St Soap 238971755	210-5-30-12-610.000 General Supplies	95.18	46879	06/23/23
07565	06/12/23	W B MASON CO INC Brownell Supplies 239078248	210-5-35-10-610.000 General Supplies	50.55	46879	06/23/23
07565	06/13/23	W B MASON CO INC Office Supplies 239099728	210-5-30-10-610.000 General Supplies	122.55	46879	06/23/23
05375	06/09/23	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-06/09/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	6230301	06/23/23
05375	06/23/23	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-06/23/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	6232301	06/23/23
17140	06/23/23	THE EDGE (VILLAGE) Payroll Transfer PR-06/23/23	210-2-00-00-210.005 Misc Deductions Payable	66.50	6232302	06/23/23
17425	06/23/23	ICMA ROTH PLAN 706287 Payroll Transfer PR-06/23/23	210-2-00-00-210.004 Retirement Payable	50.00	6232303	06/23/23
V1160	06/23/23	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-06/23/23	210-2-00-00-210.004 Retirement Payable	2389.64	6232304	06/23/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V1161	06/23/23	Payroll Transfer PR-06/23/23	210-2-00-00-210.004 Retirement Payable	5321.56	6232305	06/23/23
25715	06/09/23	Crescent Connector Phase 18814 0623	230-5-16-10-890.824 Cres. Connector	2565.00	46793	06/23/23
25715	06/09/23	Provide resident eng svcs 22822 0623	230-5-16-10-890.824 Cres. Connector	11158.75	46793	06/23/23
36240	06/08/23	Crescent Connector STP 53 #100	230-5-16-10-890.824 Cres. Connector	2232.48	46794	06/23/23
03280	06/02/23	Crescent Connector 530013 1	230-5-16-10-890.824 Cres. Connector	814951.28	46798	06/23/23
V10462	05/31/23	City legal May 2023 053123D	230-5-16-10-890.824 Cres. Connector	885.00	46839	06/23/23
V10462	05/31/23	City legal May 2023 053123D	232-5-41-20-890.832 2 Lincoln Street Renovati	180.00	46839	06/23/23
23435	05/31/23	City Water May 2023 053123D	254-5-54-20-411.000 CWD Water Purchase	1021.05	46784	06/23/23
23435	05/31/23	City Water May 2023 053123D	254-5-54-70-411.400 CWD Water Purchase - Glob	4104.90	46784	06/23/23
23435	05/31/23	City Water May 2023 053123D	254-5-54-20-411.000 CWD Water Purchase	50929.98	46784	06/23/23
23435	05/31/23	City Water May 2023 053123D	254-5-54-70-411.400 CWD Water Purchase - Glob	204752.41	46784	06/23/23
04035	06/19/23	6" to 4" cam lock 113698	254-5-54-20-430.000 R&M Vehicles & Equipment	181.99	46809	06/23/23
V10462	05/31/23	City legal May 2023 053123D	254-5-54-70-723.004 Main St Water Line	270.00	46839	06/23/23
11375	06/01/23	Grit Disposal for May 202 3442665	255-5-55-30-421.000 Grit Disposal	1189.45	46781	06/23/23
V10411	06/15/23	New GBT polymer 55 gal dr 13038	255-5-55-30-619.000 Chemicals	1395.08	46786	06/23/23
V10616	05/31/23	W2T501310- Bioxide 905904449	255-5-55-30-619.000 Chemicals	11336.70	46799	06/23/23
24785	02/22/23	MANUFACTURER # M7000 9583035176	255-5-55-30-570.000 Other Purchased Services	159.40	46811	06/23/23
V9454	05/27/23	Jason Scott 3493799	255-5-55-30-612.000 Uniforms	448.95	46826	06/23/23
06995	06/12/23	Nitrile, Industrial Grade 053157	255-5-55-30-570.000 Other Purchased Services	579.00	46828	06/23/23
V1423	05/25/23	Bredel 10 Peristaltic Pum 28813	255-5-55-30-570.000 Other Purchased Services	7574.00	46835	06/23/23
V1423	06/13/23	CSM Hose 28841	255-5-55-30-570.000 Other Purchased Services	1501.00	46835	06/23/23
V1423	06/21/23	Bredel 10, EPDM 28851	255-5-55-30-570.000 Other Purchased Services	715.00	46835	06/23/23
V10329	06/02/23	Spring 2023 Biosolids Lan 256	255-5-55-30-567.000 Biosolids Land Applicatio	72270.00	46841	06/23/23
29470	05/11/22	State Inspection 34547	255-5-55-30-430.000 R&M Vehicles & Equipment	60.00	46860	06/23/23
V2093	05/31/23	4,500 G Bleach 15%- EXP 6 455364	255-5-55-30-619.000 Chemicals	8605.50	46861	06/23/23

03:39 pm

Check Warrant Report # 17360 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 06/23/23 To 06/23/23 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19885	04/28/23	VELOCITYEHS year 3 MSDS online city/t 282363	255-5-55-30-570.000 Other Purchased Services	611.25	46868	06/23/23
36130	06/17/23	VERIZON WIRELESS VSAT stormwater RM cell phone 9937495343	255-5-55-30-530.000 Communications	70.97	46869	06/23/23
23395	06/08/23	VILLAGE HARDWARE - WILLIS GAL Zep Floor Cleaner 516848	255-5-55-30-570.000 Other Purchased Services	26.48	46871	06/23/23
38680	06/15/23	VT RURAL WATER ASSOC Registration for Basic Ma 061523 D	255-5-55-30-500.000 Training, Conf, Dues	28.00	46878	06/23/23
07565	06/02/23	W B MASON CO INC Office supplies 239174393	255-5-55-30-610.000 General Supplies	35.98	46879	06/23/23
17765	06/20/23	WAITE-HEINDEL ENVIRONMENT GW monitoring for CAP Bio 5755	255-5-55-30-568.000 Biosolids Subcontractor	9154.81	46880	06/23/23
42625	06/01/23	ALDRICH & ELLIOTT PC Phase 110 Study May 81348	256-5-56-70-722.005 Maple/River/West St PS	1272.00	46766	06/23/23
31275	06/15/23	DON WESTON EXCAVATING INC Densmore Drive project 10779	256-5-56-40-433.000 R&M Infrastructure	14604.50	46792	06/23/23
40565	05/25/23	BARTLETT DEANNA Yoga Classes 052523	258-5-33-13-830.000 Regular Programs	160.00	46773	06/23/23
07305	06/15/23	AIRGAS USA LLC Pool Chemicals 9139104847	259-5-30-11-431.000 R&M Buildings & Grounds	668.56	46764	06/23/23
15395	06/02/23	ALBEE AARON T 7/4 Event Final Pymt FY24 060223D	259-1-00-00-120.000 Prepaid Expenses	1500.00	46765	06/23/23
19815	06/15/23	AMAZON CAPITAL SERVICES Behavior Support 11F4X4KF1KQY	259-5-30-17-610.000 General Supplies	46.96	46770	06/23/23
19815	06/21/23	AMAZON CAPITAL SERVICES CMS Enrichment 1791RCDM1GRL	259-5-30-17-610.000 General Supplies	60.69	46770	06/23/23
19815	06/20/23	AMAZON CAPITAL SERVICES Camp Lanyards 1CV377MR4WWQ	259-5-30-17-610.000 General Supplies	65.94	46770	06/23/23
19815	06/19/23	AMAZON CAPITAL SERVICES CMS Supplies 1GDVM9W71LYF	259-5-30-17-610.000 General Supplies	115.66	46770	06/23/23
19815	06/20/23	AMAZON CAPITAL SERVICES CMS Supplies 1GVV9WNJ7KYC	259-5-30-17-610.000 General Supplies	61.76	46770	06/23/23
19815	06/20/23	AMAZON CAPITAL SERVICES Pool Supplies 1RC4VJD34K9T	259-5-30-11-610.000 General Supplies	62.31	46770	06/23/23
19815	06/20/23	AMAZON CAPITAL SERVICES CMS Service 1RKVPHGP4PCV	259-5-30-17-610.000 General Supplies	60.50	46770	06/23/23
19815	06/19/23	AMAZON CAPITAL SERVICES CMS Supplies 1XRRMJGHKLN4	259-5-30-17-610.000 General Supplies	39.26	46770	06/23/23
19815	06/13/23	AMAZON CAPITAL SERVICES Camp Wristbands 1YM3QDR679V6	259-5-30-17-610.000 General Supplies	464.60	46770	06/23/23
25595	06/14/23	AMERICAN RED CROSS Pool/Camp CPR Lifeguardi 22600111	259-5-30-17-330.000 Professional Services	378.00	46771	06/23/23
25595	06/14/23	AMERICAN RED CROSS Pool/Camp CPR Lifeguardi 22600111	259-5-30-11-330.000 Professional Services	672.00	46771	06/23/23
19040	06/12/23	CAIRNS ARENA CMS Field Trips FY24 PreP 3237423	259-1-00-00-120.000 Prepaid Expenses	470.00	46778	06/23/23
22670	06/15/23	CAPITAL ONE CREDIT CARD - EJRP CC May/June 6508 0623	259-5-30-15-610.000 General Supplies	138.84	46779	06/23/23
22670	06/15/23	CAPITAL ONE CREDIT CARD - EJRP CC May/June 6508 0623	259-5-30-16-610.000 General Supplies	8140.00	46779	06/23/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-16-330.000 Professional Services	291.00	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-14-850.150 Memorial Day Parade	439.20	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-11-610.000 General Supplies	1374.24	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-10-500.000 Training, Conf, Dues	2580.00	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-16-500.000 Training, Conf, Dues	645.00	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-14-500.000 Training, Conf, Dues	535.00	46779	06/23/23
22670	CAPITAL ONE CREDIT CARD -	06/15/23	EJRP CC May/June 6508 0623	259-5-30-12-500.000 Training, Conf, Dues	1180.00	46779	06/23/23
29970	EAST COAST ICE	06/16/23	RK Fleming Field Trip 1051	259-5-30-15-580.000 Travel	94.25	46796	06/23/23
29970	EAST COAST ICE	06/16/23	RK S/H K Field Trip 1052	259-5-30-15-580.000 Travel	123.50	46796	06/23/23
04330	EWSD CHILD NUTRITION	04/05/23	Vac camp Feb/March food 3161	259-5-30-15-610.000 General Supplies	2844.00	46800	06/23/23
25325	FILLION ASSOCIATES, INC	06/16/23	Pool Chemicals 33973	259-5-30-11-431.000 R&M Buildings & Grounds	3715.58	46802	06/23/23
V10332	JEH KULU DANCE & DRUM THE	06/21/23	MSP Event 7/11 PREPAY FY2 071123D	259-1-00-00-120.000 Prepaid Expenses	850.00	46820	06/23/23
15145	JOB TARGET LLC	06/10/23	ejrp job ads INV71915	259-5-30-15-330.000 Professional Services	750.00	46821	06/23/23
15145	JOB TARGET LLC	06/10/23	ejrp job ads INV71915	259-5-30-16-330.000 Professional Services	250.00	46821	06/23/23
28895	KINDERMUSIK WITH RACHEL L	06/13/23	EJRP Kindermusik June 1016	259-5-30-14-330.000 Professional Services	1188.00	46825	06/23/23
25625	LOWE'S - 1080	06/02/23	EJRP Lowes Supplies 4191080 0623	259-5-30-17-610.000 General Supplies	759.25	46829	06/23/23
25625	LOWE'S - 1080	06/02/23	EJRP Lowes Supplies 4191080 0623	259-5-30-16-610.000 General Supplies	106.36	46829	06/23/23
25625	LOWE'S - 1080	06/02/23	EJRP Lowes Supplies 4191080 0623	259-5-30-11-431.000 R&M Buildings & Grounds	187.52	46829	06/23/23
40580	M&T BANK	05/24/23	JOB AD EJRP AFTERSCHOOL 27660076	259-5-30-15-330.000 Professional Services	829.00	46832	06/23/23
40580	M&T BANK	05/24/23	JOB AD EJRP AFTERSCHOOL 27660218	259-5-30-15-330.000 Professional Services	495.00	46832	06/23/23
40580	M&T BANK	05/24/23	Job Ad EJRP Afterschool 27660544	259-5-30-15-330.000 Professional Services	1324.00	46832	06/23/23
29425	PERFORMANCE FOOD SERVICE	06/13/23	RK EES Snack 873929	259-5-30-15-610.000 General Supplies	94.50	46847	06/23/23
29425	PERFORMANCE FOOD SERVICE	06/19/23	Staff Training Food 876715	259-5-30-17-610.000 General Supplies	110.07	46847	06/23/23
29425	PERFORMANCE FOOD SERVICE	06/21/23	Reach EES Snack 878231	259-5-30-17-610.000 General Supplies	205.90	46847	06/23/23
29425	PERFORMANCE FOOD SERVICE	06/21/23	Reach Snack 878259	259-5-30-17-610.000 General Supplies	173.09	46847	06/23/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	06/21/23	CMS Snack 878975	259-5-30-17-610.000 General Supplies	354.78	46847	06/23/23
20620	RASCO LAURA	06/18/23	Playgroup June 061823D	259-5-30-14-330.000 Professional Services	150.00	46853	06/23/23
10435	SCREENMYLOGO.COM	06/15/23	EJRP Staff Hats 20075	259-5-30-17-610.000 General Supplies	1690.00	46855	06/23/23
29835	SHERWIN-WILLIAMS	06/09/23	Camp Room Paint 49055	259-5-30-17-610.000 General Supplies	220.61	46858	06/23/23
27815	THE ICE CENTER	05/09/23	Reach Field Trip 6/28-29 EZ443	259-5-30-17-580.000 Travel	690.00	46865	06/23/23
25945	VT AFTERSCHOOL	06/20/23	Camp Training 6/1320 6321	259-5-30-17-330.000 Professional Services	200.00	46874	06/23/23
V24377	VT FOLKLIFE CENTER	05/16/23	Camp Reach 7/5-6 FY24 PRE POS694	259-1-00-00-120.000 Prepaid Expenses	200.00	46876	06/23/23
20445	WHITE CAP L P	06/19/23	Pool Repair 50022614801	259-5-30-11-431.000 R&M Buildings & Grounds	300.00	46881	06/23/23
20445	WHITE CAP L P	06/19/23	Pool Repair 50022615417	259-5-30-11-610.000 General Supplies	150.00	46881	06/23/23
15440	WHITE GREGORY	06/19/23	Camp Refund 163325	259-4-30-14-020.311 Youth Programs	490.00	46882	06/23/23
Report Total					----- 1351872.39 =====		

To the Treasurer of City of Essex Junction, We Hereby certify

that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *1,351,872.39

Let this be your order for the payments of these amounts.

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
June 14, 2023**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk; Andrew Brown, Elaine Haney.

ADMINISTRATION: Regina Mahony, City Manager; Ron Hoague, Chief of Police; Brad Luck, EJRP Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Luke Brockmeier, Diane Clemens, Mary Jo Engel, Celeste Marie Girrell, Victoria Gragg, Anthony Jackson-Miller, Michelle Krasny, Mark Mendes, Jonathan Peach- Kenworthy, James Pfeiffer, Roseanne Prestipino, Guillaume Teganyi, Stephen Wille Padros, Robert Paroline, Allison Wermer, Bob, RSM, 94464297825.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:30 PM.

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

None.

5. **PUBLIC HEARING**

a. Public Hearing on Land Development Code Amendments

Councilor Chawla opened the public hearing.

Community Development Director Yuen began by providing an overview of the Land Development Code (LDC) and amendments. He noted that there were proposed LDC amendments put forth by the Planning Commission last year that had stalled for about six months while the Junction became a City but that there is a statutory deadline to either accept or reject these proposed amendments no later than one year after they are submitted for the City Council's consideration and that that deadline (in August) is fast approaching. He noted that the LDC amendments are zoning bylaws that regulate what can be built in each part of the City and guides development and growth in the City. He said that the purpose of the LDC amendments is to align with the latest Comprehensive Plan and Design Five Corners updates, be responsive to the current housing crisis, and align with State statute. He spoke about the amendments in more detail, including changes to triplex and four-plex requirements in the R1 and R2 districts, changes to design review and historic preservation requirements, updates to the minimum parking requirements, updates to stormwater and green infrastructure regulations, and better standards for bicycle parking facilities.

Community Development Director Yuen then spoke about the survey fielded by the City between mid-May and early June about the LDC amendments, noting that there were 217 responses. He noted that the majority of the respondents lived in Essex Junction, owned their homes, and were older than 35. He spoke about themes in the survey, noting that many respondents did not think that the amendments related to housing would benefit themselves or their families, but at the same time, the majority thought

54 that the amendments would benefit the City as a whole. He noted that renters appeared to be more
55 supportive of the amendments related to housing, but there were only 14 respondents who were renters,
56 and younger residents appeared to be more supportive of the amendments. He noted strong support
57 for bicycle parking and amenities and green infrastructure requirements across the board.

58
59 RSM asked whether these regulations would remove the winter parking ban, and Councilor Chawla
60 replied that he does not anticipate the proposed amendments changing the winter parking ban.

61
62 Mary Jo Engel expressed appreciation for the efforts to revise the LDC. She expressed support for
63 maintaining maximum building heights at 4 stories, as 5 stories should be the limit (when taking height
64 bonuses into account). She said that housing should put quality over quantity and that Essex Junction
65 is not responsible for solving the housing shortage in the county or the state. She expressed support for
66 the outreach and survey.

67
68 Robert Caroline spoke in support of the minimum parking requirements being reduced. He also
69 expressed support for a City parking garage.

70
71 Councilor Chawla closed the public hearing.

72
73 **6. BUSINESS ITEMS**

74 a. *Interviews and Consider Appointments to the Community Advisory Board
75 Councilor Chawla began by providing an overview of the Community Advisory Board (CAB). He said
76 that the board would be an independent advisory board with the purpose of facilitating communication
77 between the Essex Junction community, the Essex community, and the Essex Police Department,
78 especially as it relates to equity. City Manager Mahony noted that there are a number of applicants who
79 have applied to be on this board.

80
81 The Council interviewed Mark Mendes. He spoke about his involvement in the community and his
82 interest in serving on the CAB. Councilor Haney asked Mr. Mendes how he felt that the Police
83 Department was doing in the community and what, if anything, he would change. Mr. Mendes replied
84 that the police have a difficult job and that being intentional about including all voices in the community
85 when seeking input is crucial. Councilor Brown asked how the Applicant has supported the voices of
86 marginalized individuals in the community, and Mr. Mendes spoke about how his organization helped
87 the first Nepali community members move into Essex. Councilor Chawla noted that this would not be an
88 oversight board and asked if that would pose challenges to the relationship between the Board and the
89 Police Department. Mr. Mendes replied that there would need to be open communication and trust
90 between the Board and the Police Department in order to have an effective partnership and that he
91 would strive to achieve consensus.

92
93 The Council interviewed Victoria Gragg. She spoke about her involvement in the community and her
94 interest in serving on the CAB. Councilor Haney asked Ms. Gragg about her perception of the
95 relationship between the community and the Police Department and whether there are particular items
96 for improvement. Ms. Gragg replied that the relationship between the community and Police Department
97 is good and the quality of policing is good as well, but that there is always room for improvement.
98 Councilor Brown asked how Ms. Gragg has supported the voices and needs of the marginalized in the
99 community, and Ms. Gragg replied that she would be open to feedback and the experiences of everyone
100 in the community and ensuring that everyone's voices are heard. Councilor Chawla asked how she
101 would help resolve any conflicts or tension between the CAB and the Police Department. Ms. Gragg
102 replied that honesty and truthfulness are important and that working to understand how decisions are
103 made and arrived at will be important to resolving tension.

104
105 The Council interviewed Michelle Krasny. She spoke about her involvement in the community and her
106 interest in and qualifications for serving on the CAB. She asked what the role would be for the CAB
107 between the community and the police. Councilor Chawla replied that the intention is to address any
108 issues that may arise as well as foster a strong connection between the Police Department and the
109 community it serves. Councilor Haney asked if the Applicant has concerns about the quality of policing
110 in Essex. Ms. Krasny replied that she has no issues with the Essex Police Department but thinks there
111 are issues to be solved with policing in general and has been interested in the topic on a national level
112 and that the creation of this board is timely. Councilor Brown asked how Ms. Gragg has supported the
113 voices and needs of the most marginalized in the community, and Ms. Gragg replied that she is
114 privileged in not having experienced trauma due to her relationships with the police but that it could be
115 her role to support the voices of those who have had those experiences. She spoke about her
116 community-building work in Toronto, Canada. Councilor Chawla asked how Ms. Gragg would navigate
117 tensions or conflicts between the CAB and the Police Department, and she replied that the role of the
118 CAB sounds more like a communication facilitator and trust-building entity and that there shouldn't be
119 conflicts to resolve. Councilor Certa asked how the Applicant's experience with research could help her
120 in this role, and Ms. Gragg replied that her research experience could help inform what is working and
121 what isn't working.
122

123 The Council interviewed Leandro Duque Garcia. He spoke about a potential concern that those
124 community members who do have issues with the police may not feel empowered to come forward and
125 speak out. Councilor Chawla replied that this is one of his concerns as well and that leadership at EPD,
126 the Council, and staff all have a genuine desire to make this a functioning board that can help bring
127 issues to light. He asked if it is important to the Applicant that the CAB is independent, and Mr. Duque
128 Garcia replied that it is important to make sure that the perception of the CAB remains that it is
129 independent. He said that he would strive to reach the members of the community who would be least
130 comfortable with the police to try and bring them into the conversation to represent their concerns.
131 Councilor Haney asked about the Applicant's concerns with the current EPD and any changes he would
132 like to make. Mr. Duque Garcia replied that he does not have specific concerns but would like to get
133 involved and find out how the spectrum of residents in the community feels about the issues. Councilor
134 Brown asked how Mr. Duque Garcia has helped support the voices and needs of the marginalized in
135 the community, and Mr. Duque Garcia replied that he would work to ensure that he is immersed in the
136 range of opinions and perspectives about the EPD from the start. Councilor Certa asked whether the
137 CAB is the right direction for the City to move in, and Mr. Duque Garcia replied that though it is not an
138 oversight board, it is the right direction and a good place to start.
139

140 The Council interviewed James Pfeiffer. He spoke about his involvement in the community and
141 expressed a desire to become more involved in it and spoke about his family's careers in policing. He
142 said that though it is not an oversight board, the public will treat it as such to an extent and that it depends
143 on the amount of access given to the CAB by the municipalities. He said that the CAB's role should be
144 to support marginalized voices, not necessarily to facilitate and improve all communication between the
145 municipalities and the EPD. He asked why the entirety of the EPD's policies and procedures are not
146 posted publicly. He said that he does not see any concerns with the EPD so far but said that it depends
147 on the perceptions of those who interact with the EPD. He spoke about using his privilege to support
148 the marginalized. Councilor Certa asked about conflict resolution and how he might pursue that between
149 the CAB and the EPD. Mr. Pfeiffer replied that the first step would be to build a strong foundation with
150 the EPD and then to ensure that the CAB's perspective is being heard.
151

152 The Council interviewed Celeste Marie Girrell. She spoke about her involvement in the community and
153 said that community involvement is the only way to keep Vermont the way it is. She spoke about her

154 interest in and qualifications for serving on the CAB. Councilor Haney asked about the quality of policing
155 in this community and whether changes need to be made. Ms. Girrell replied that she would need to
156 know more about the status quo from the inside in order to make that determination, though she said
157 that her experience as a member of the public has been positive. Councilor Brown asked how Ms. Girrell
158 has supported marginalized members of the community, and Ms. Girrell spoke about her experience as
159 a Department of Corrections caseworker and superintendent and her direct work with inmates. Councilor
160 Chawla asked how she would handle conflict between the CAB and the EPD. She replied that she would
161 be a liaison between two different groups and that ensuring that the two sides are listening,
162 understanding, and respecting each other is paramount to resolving conflict.

163
164 The Council interviewed Jonathan Peach-Kenworthy. He spoke about his first interaction with the police
165 at a traffic stop and said that he had a positive interaction with the Police Chief when he expressed
166 concerns about that first interaction. He spoke about the importance of outreach to the community to
167 increase trust. Councilor Brown asked how Mr. Peach-Kenworthy has supported marginalized members
168 of the community, and he spoke about his work at the Department for Children and Families in the State.
169 Councilor Chawla asked how he would handle conflict between the CAB and EPD. Mr. Peach-Kenworthy
170 replied that open lines of communication are extremely important when dealing with conflict.

171
172 The Council interviewed Guillaume Teganyi. He spoke about his involvement in the community and his
173 previous qualifications and interest in serving on the CAB. He spoke about his positive experiences with
174 the EPD. Councilor Haney asked about the state of policing in Essex Junction and whether he would
175 change anything about the EPD. Mr. Teganyi replied that his experiences with the EPD have been
176 positive, but he does not have all of the information to inform a better opinion. Councilor Certa asked
177 how Mr. Teganyi would advise the City and the EPD to work better with the New American community,
178 and Mr. Teganyi replied that he would work to provide more information to the community on how they
179 could better interact with the EPD and that the role of the CAB would be to foster and facilitate that
180 relationship and communication.

181
182 b. Conversation with CHIPS Executive Director Christina Corodimas
183 Executive Director Corodimas began by speaking about the CHIPS program, noting that it is a small
184 community-based nonprofit that serves Essex, Essex Junction, and Westford to strengthen the
185 community through social infrastructure. She spoke about the value of having a place in the community
186 to bring the youth together. She said that CHIPS is a no-cost program for the community and serves
187 around 140 youth per week. She said that CHIPS provides games, healthy snacks, STEM activities, arts
188 and crafts, and a place to find belonging. She spoke about the educational activities and programming
189 that CHIPS provides. She also spoke about adult programming, the program's Little Food Pantry, the
190 distribution of back-to-school supplies, and the financing of the program. She noted that the after-school
191 program alone saves the community over \$106,000 per year.

192
193 Councilor Chawla asked whether there have been efforts to find intergenerational opportunities between
194 CHIPS and the senior center. Executive Director Corodimas replied that there have been opportunities
195 for group projects in the past (such as a photo project) and said that there have been some accessibility
196 issues for moving up and down the floors of the building, but that the installation of an elevator will help
197 greatly.

198
199 c. Discussion and Consideration of Land Development Code Amendments
200 City Manager Mahony outlined the options for tonight, which include adoption, adoption with minor
201 amendments, advising staff that the Council would like to make additional edits (in which case they will
202 need to warn a second public hearing for the end of July), or taking no action at all.

204 Councilor Thibeault spoke about some of the major themes in the survey. She said that one question
205 that arose is whether the City will have increased utility costs if there is an increase in housing.
206 Community Development Director Yuen replied that in terms of renewal of existing infrastructure, the
207 bigger the tax base becomes, the more efficient it becomes to maintain utilities. He said that there are
208 some components of growth that would trigger additional infrastructure needs, such as pump stations
209 and sewer upgrades (in the very long run), and that the intention of the capacity allocation fees would
210 be to build up the capital reserves for future upgrades. Councilor Thibeault noted numerous comments
211 in the survey about enforcement and asked for an update on recruitment for code enforcement in the
212 City. City Manager Mahony replied that there are two positions that were added to the FY24 budget,
213 including a Town Planner, which will be recruited soon, and a Code Enforcement/Rental Registry
214 position, which will be recruited for later in the next fiscal year. Council Thibeault noted concerns about
215 parking in the City and the lack of it. Community Development Director Yuen replied that as the City
216 grows, there will continue to be a perception of a lack of parking, though it may not necessarily impact
217 businesses, and that the City will continue to focus on shared parking. Councilor Brown noted a parking
218 study in 2019 that determined that the City has adequate parking. Councilor Thibeault also noted a
219 concern that an increase in housing units will increase crime, and Community Development Director
220 Yuen said that there is no evidence that an increase in housing would lead to an increase in crime,
221 though it may lead to an increase in emergency response incidents (due to an increased population).
222 He noted that insufficient housing, however, does lead to increased social costs.
223

224 Councilor Haney asked whether residential neighborhoods with covenants would still be subject to the
225 fourplex and triplex requirements, and Community Development Director Yuen replied that
226 grandfathered covenants are not something that the City enforces but that new covenants cannot
227 prohibit triplexes and fourplexes in the districts in which they will now be permitted by LDC amendments.
228

229 Councilor Certa spoke about the aspects he's been thinking about, including increasing the tax base,
230 increasing the diversity of housing for a diverse population, and attracting people and businesses to
231 come to the community. He said that some of the amenities that the City wants (such as a centralized
232 grocery store) cannot be attracted until the density is there to support them. He spoke about increasing
233 building height maximums as one way to do this but acknowledged the tension between maintaining the
234 feeling of the Village and increasing density.
235

236 Councilor Brown said that in terms of levers the City has to be able to alleviate the housing crisis, the
237 most prominent one is setting the rules for development. He said that he will only support the current
238 LDC amendments if they include an increase in building height, to allow for additional housing units to
239 come online, which would give residents more flexibility to move into different types of residential
240 arrangements.
241

242 Councilor Chawla said that he would be supportive of moving this conversation forward but would be
243 reluctant to make further amendments around building height before engaging in more robust discussion
244 around it in the TOD conversations and further engagement with the Planning Commission that will kick
245 off later this summer.
246

247 Steven Wille Padros asked whether the 2019 parking study took winter versus summer parking into
248 account. Councilor Brown replied that he will need to look into the study again. Mr. Wille Padros replied
249 that daytime parking is good for business and nighttime parking is good for residents and noted general
250 constraints around winter parking.
251

RSM asked if there is a deadline or timeline for building and construction permits. Community Development Director Yuen replied that building permits typically last for one year, but that extensions are possible.

Councilor Certa said that he would like to hear more input from the community on topics like building height prior to making decisions around changing those requirements but that he would like this round of amendments to include increased building height maximums. Councilor Chawla said that community engagement will occur this summer and fall regarding building height and that approving these amendments now does not preclude that conversation. The Council discussed whether to pass these amendments now or wait several weeks.

ELAINE HANEY made a motion, seconded by AMBER THIBEAULT, that the City Council approve the full package of Land Development Code amendments, including the additional minor changes described in this memo and as discussed. VOTING: Councilor Brown – nay, Councilor Certa – nay, Councilor Haney – aye, Councilor Thibeault – aye, Councilor Chawla – aye. The motion passed 3-2.

d. Discussion and Consideration of Park Ordinance Amendments

EJRP Director Luck spoke about how the current public park ordinances are outdated and that staff is working to update them. He noted that the proposed updates have been shared with the Town of Essex and the Essex Police Department and are being reviewed by legal counsel and that these updates better reflect current and future uses of the parks. He spoke in more detail about some of the proposed ordinance changes. Councilors asked several clarifying questions over which public parks, trails, and bodies are owned/leased and, therefore, governable by these ordinances. Councilors proposed minor edits.

RAJ CHAWLA made a motion, seconded by ANDREW BROWN, that that the City Council warn a public hearing on June 28, 2023, at 6:30 pm to receive comment on the following changes to the Essex Junction Municipal Ordinances: to update Chapter 3: Regulation of Public Parks in its entirety with the proposed Chapter 3: Regulation of Public Parks, with amendments from this evening and pending legal review. The motion passed 5-0.

e. Discussion and Consideration of Local Option Tax Policy

City Manager Mahony said that this discussion would center around whether the City Council would like the Capital Review Committee to work on developing a Local Option Tax policy to guide how LOT revenue is spent. She noted that this policy would be used to inform the FY2025 budget build. Councilor Haney said that it would be good to review the goals of the LOT when it was approved by the Village Trustees. Councilor Brown asked that this policy include some kind of sidewalk replacement fund.

RAJ CHAWLA made a motion, seconded by ELAINE HANEY, that the City Council ask the Capital Program Review Committee to recommend a LOT policy for Council consideration as time allows. The motion passed 5-0.

f. ****Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation**

See below (#9b).

7. CONSENT AGENDA

a. Approve Check Warrants #17355 (05/19/2023); #17356 (05/26/2023); #17357 (06/02/2023); #17538 (06/09/2023);

b. Approve Minutes: May 24, 2023

ELAINE HANEY made a motion, seconded by MARCUS CERTA, to approve the consent agenda as presented. The motion passed 5-0.

8. **READING FILE**

- a. Council & Manager member comments: City Manager Mahony noted an event at the library this Saturday from 10-4, that a Juneteenth event is occurring on Sunday from 1-3, an update on representation on the Champlain Water District, a replacement Super Sucker 7000, an update on the cost share for soil contamination/remediation related to the Crescent Connector project (the local cost share will be \$0), spoke about the end of the State's motel voucher program and spoke about EJRP activities for the summer.
- b. Reappraisal Update
- c. Governor's Executive Order on Housing
- d. Low-Income Household Water Assistance Program
- e. Champlain Water District Water Quality 2023 Report
- f. Development Review Board: May 18, 2023
- g. Brownell Library Trustee: May 24, 2023

9. **EXECUTIVE SESSION**

- a. *An executive session may be needed for the appointment of public officials
See below (#9b).
- b. ** An executive session may be needed to discuss pending or probable civil litigation

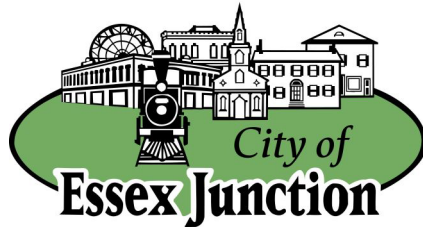
MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council make the specific finding that general public knowledge of pending or probable civil litigation or a prosecution, to which the public body is or may be a party would place the City at a substantial disadvantage, that the City Council enter into executive session to discuss pending or probable civil litigation or a prosecution, to which the public body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council, City Manager, and Parks and Recreation Director, and that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager. The motion passed 5-0.

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to exit the executive session. The motion passed 5-0 at 10:57 PM.

10. **ADJOURN**

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The motion passed 5-0 at 10:58 P.M.

Respectfully Submitted,
Amy Coonradt



Memorandum

To: City Council, Regina Mahony, City Manager

CC: Ron Hoague, Police Chief

From: Susan McNamara-Hill, Clerk

Re: Liquor license applications

Date: June 28, 2023

Issue

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the June 14, 2023 and June 23, 2023 memorandums from Police Chief Ron Hoague re: "Liquor License Applications".

Discussion

The following applications for businesses in the city are recommended for approval (the Town of Essex businesses listed in the memo will be approved by the Essex Selectboard).

1st class and/or 3rd class:

- FRG Essex, LLC (The Scale) *includes outside consumption*
- Vespas Inc.
- Tran, Jake (Firebird Café) *includes outside consumption* **Note – PD approval contained in email.**

Recommendation

Staff recommends that the Council approve the Liquor License applications for businesses located in the City of Essex Junction listed in the June 14, 2023 and June 23, 2023 memorandums re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: June 14, 2023

To: Greg Duggan Regina Mahony
Town Manager City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

City of Essex Junction

FRG Essex, LLC
New Application
Includes outside consumption

DBA: The Scale Essex
137 Pearl Street, Suite 3
Essex Junction, VT 05452

Town of Essex

T-Rex Productions, LLC
Includes 3rd class and outside consumption

DBA: Double E
21 Essex Way, Suite 119
Essex, VT 05452

DEPARTMENTAL MEMORANDUM



Date: June 23, 2023

To: Greg Duggan Regina Mahony
Town Manager City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

City of Essex Junction

Vespa Foods Inc.

DBA: Vespa's Pizza Pasta & Deli
99 Pearl Street
Essex Junction, VT 05452

Town of Essex

Stephenson, Inc.
Includes outside consumption

DBA: Hoagies Pizza & Pasta
112 Center Road
Essex, VT 05452

From: [Paul Courtois](#)
To: [Susan McNamara-Hill](#); [Jennifer Booker](#); [Michelle Hodgson](#)
Subject: FW: Firebird Cafe Liquor Licenses- First Class License Application, Outdoor Consumption License Application
Date: Friday, June 23, 2023 3:08:56 PM
Attachments: [image001.png](#)
[DLL Application DLL - Application - 27126.pdf](#)
[DLL Application DLL - Application - 27119.pdf](#)

All paperwork for Firebird Café has been received and approved.

Paul

From: Paul Courtois
Sent: Wednesday, June 21, 2023 10:15 AM
To: Susan McNamara-Hill <SMcnamarahill@ESSEX.ORG>; Jennifer Booker <JBooker@ESSEX.ORG>
Subject: FW: Firebird Cafe Liquor Licenses- First Class License Application, Outdoor Consumption License Application

FYI

I just spoke with Jake Tran on the phone, and he is completing the remainder of the paperwork today. Hopefully, he will have it completed today.

From: Cheryl Brown <cbrown@essex.org>
Sent: Thursday, June 1, 2023 2:01 PM
To: Nicholas VanWinkle <nvanwinkle@essex.org>; Paul Courtois <pcourtois@ESSEX.ORG>
Cc: Susan McNamara-Hill <SMcnamarahill@ESSEX.ORG>; Jennifer Booker <JBooker@ESSEX.ORG>
Subject: Firebird Cafe Liquor Licenses- First Class License Application, Outdoor Consumption License Application

Good Afternoon,

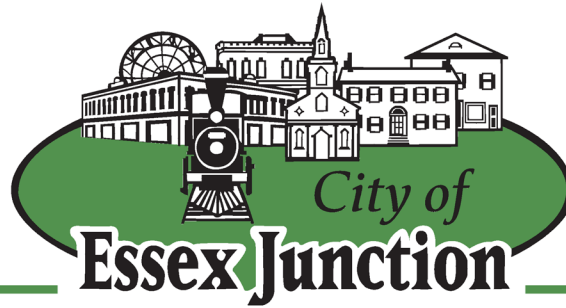
Attached please find The Firebird Café's application(s) for their liquor licenses for their First Class License as well as their outdoor Consumption License for your review.

Thank you,
Cheryl Brown

Cheryl J. Brown
Deputy Town Clerk

Town of Essex
81 Main Street
Essex Jct., VT 05452
cbrown@essex.org
802-879-0413





Memorandum

To: City Council
From: Regina Mahony
Date: 06/16/2023
Subject: CWD Easement Transfer for Main Street Waterline

Champlain Water District (CWD) currently has a 50' wide easement across the McCuin property extending from VT Route 15 to the existing CWD owned water main gate valve #863 on the north side of Turnberry Ridge. The City of Essex Junction currently owns and maintains an existing 16" diameter water main located within the CWD easement. As part of the Main Street Waterline project, this existing 16" diameter water main will be replaced with a new 12" ductile iron water main and will remain owned and maintained by the City.

As CWD does not have any infrastructure located in the portion of this easement area located south of Turnberry Ridge, they are proposing to assign the easement rights to the City between VT Route 15 and Turnberry Ridge. CWD does have infrastructure located in the easement area located north of Turnberry Ridge, and therefore are retaining ownership of the easement rights north of Turnberry Ridge.

The City also has infrastructure associated with the City owned Main Street waterline located in the easement area north of Turnberry Ridge extending north to the CWD owned valve #863. Accordingly, CWD is proposing to offer the City a Revocable License Agreement which provides the City access to construct, maintain, replace, and repair the water main within a 20 foot wide area, centered on the water main as installed. The License Agreement is revocable with limited, very specific obligations of the City in order to maintain the License Agreement. Upon notice of a breach of the City's obligations, the City would have 30 days to cure such a breach. Upon proper notice of a breach by CWD, failure to cure a breach within 30 days would result in termination of the license agreement. The City attorney has reviewed the License Agreement and suggested revisions, which have been accepted by CWD and incorporated into the final documents.

Project costs:

Assignment of the easement rights has a cost of Ten Dollars (\$10). No other costs are anticipated related specifically to the assignment of easement rights or license agreement. The City may incur future costs related to the operation, maintenance, and/or repair of the waterline infrastructure located within the easement and license agreement areas.

ASSIGNMENT OF EASEMENT RIGHTS

KNOW ALL PERSONS BY THESE PRESENTS that CHAMPLAIN WATER DISTRICT, a Vermont municipal corporation with an office in the City of South Burlington, County of Chittenden and State of Vermont, ASSIGNOR, in consideration of Ten Dollars and other good and valuable consideration, paid to its satisfaction by the CITY OF ESSEX JUNCTION within County of Chittenden and State of Vermont, ASSIGNEE, has ASSIGNED, CONVEYED, TRANSFERRED AND DELIVERED (“Assignment”) unto the said CITY OF ESSEX JUNCTION and its successors and assigns, all right and title which, CHAMPLAIN WATER DISTRICT or its successors and assigns may have in and to a certain easement area in the Town of Essex, in the County of Chittenden and State of Vermont.

Whereas the purpose of this Assignment is to transfer a portion of the easement rights CHAMPLAIN WATER DISTRICT obtained through an easement granted to it by the Village of Essex Junction, executed on September 16, 1981, and recorded in the Town of Essex records, Book 162, pages 533-36 on September 22, 1981.

The assigned easement rights are located in the Easement Area described as follows:

Assigned Easement Area: An Easement Area fifty feet in width from Route 15 to Turnberry Ridge in the Town of Essex, Vermont as more specifically defined and depicted on a plan entitled Easement Plan for the Benefit of the City of Essex Junction, Vermont on Lands of Shaun McCuin and Tina McCuin Revocable Trust Agreement & McCuin Family Farm Homeowners Association, Inc. #20 Upper Main Street (#1 Turnberry Ridge) Essex, Vermont” dated March 9, 2023,” by Krebs & Lansing Consulting Engineers.” CHAMPLAIN WATER DISTRICT retains all rights to the remaining portions of its existing easement outside the Assigned Easement Area.

This Assignment is made subject to any encumbrances and obligations mentioned in the easement from the Village of Essex Junction, executed on September 16, 1981, and recorded in the Town of Essex records, Book 162, pages 533-36 on September 22, 1981. The CITY OF ESSEX JUNCTION expressly assumes such encumbrances and obligations by acceptance of this deed, and from the date of this deed, ASSIGNEE shall expressly stand in place of ASSIGNOR in regard to the rights and duties under the encumbrances and obligations and in every other respect.

TO HAVE AND TO HOLD the above granted easements and rights, with all the privileges and appurtenances thereunto belonging, unto and to the use of the said ASSIGNEE, its successors and assigns forever.

IN WITNESS WHEREOF, the undersigned, Duly Authorized Agent of the Champlain Water District, has hereunto set his/her hand and seal this _____ day of _____, 2023.

IN THE PRESENCE OF:

CHAMPLAIN WATER DISTRICT

By: _____
Duly Authorized Agent

STATE OF VERMONT
COUNTY OF CHITTENDEN, ss.

At South Burlington in said County this _____ day of _____, 2023, _____, the Duly Authorized Agent of the Champlain Water District personally appeared, and he/she acknowledged this instrument, by him/her sealed and subscribed, to be his/her free act and deed, and the free act and deed of Champlain Water District.

Before me,

Notary Public

REVOCABLE LICENSE AND AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

Champlain Water District, a municipal corporation in the County of Chittenden, State of Vermont (hereinafter “CWD”) grants the City of Essex Junction, a Vermont municipality (“Licensee”) a revocable license (“License”) for the purposes and on the terms and conditions set forth in this License within CWD’s existing easement that was recorded in the Town of Essex Land Records on September 16, 1981 in Volume 162 and Pages 533-36 (“CWD Easement”). Licensee acknowledges that CWD is only granting herein a revocable license and is not granting easements rights.

WHEREAS, Licensee owns, operates, and maintains an existing 16-inch cast iron waterline that runs from Vermont Route 15 toward the Indian Brook Reservoir in the Town of Essex, and plans to replace this existing 16-inch cast iron waterline in the summer of 2023 with a 12-inch ductile iron waterline in the same location from Vermont Route 15 to CWD valve #683;

WHEREAS, the Licensee’s waterline ownership terminates at HS#683 (CWD owned valve).

WHEREAS, CWD has or will assign a portion of its existing easement rights to Licensee in a separate document for a portion of CWD’s easement between Vermont Route 15 and Turnberry Ridge in the Town of Essex;

WHEREAS, CWD must retain complete easement rights in the area from Turnberry Ridge to Indian Brook Reservoir in the Town of Essex, but can provide Licensee with a revocable license within this portion of CWD’s easement to access, maintain, and repair the Licensee’s existing and new watermain;

NOW, THEREFORE,

1. Grant of Rights.

- (a) CWD hereby grants Licensee a revocable License that is 20 feet on the center of the Licensee’s new waterline to access a portion of the CWD Easement identified as (the “Licensed Area”) in the Town of Essex, Vermont as more specifically defined and depicted on a plan entitled “Easement Plan for the Benefit of the City of Essex Junction, Vermont on Lands of Shaun McCuin and Tina McCuin Revocable Trust Agreement & McCuin Family Farm Homeowners Association, Inc. #20 Upper Main Street (#1 Turnberry Ridge) Essex, Vermont” dated March 9, 2023,” by Krebs & Lansing Consulting Engineers” for the sole purposes of:
 - i. Accessing, constructing, maintaining, and repairing the Licensee’s existing 16-inch cast iron waterline and its new 12-inch ductile iron waterline that are or will be located within the CWD Easement in the Town of Essex, and

(b) This License is subject to the following Licensee obligations, whose breach by Licensee shall be the sole causes for termination or revocation of this License by CWD:

- i. The Licensee's existing and new waterlines shall not interfere with the CWD infrastructure within the Easement area and access thereto unless as specifically authorized herein;
- ii. The existing ground topography within the CWD Easement shall not be changed, either in the present or future without the consent of CWD;
- iii. This License does not authorize Licensee to use the Licensed Area for any other existing or future development such as installation of other utilities, or to use any other portion of the CWD Easement, except as otherwise provided herein.
- iv. Maintenance/Damage. Licensee shall construct, maintain, and operate the waterlines within the Licensed Area in a professional and workmanlike manner, exercising the degree of care that a knowledgeable waterline owner/operator exercises.

(c) Should CWD believe Licensee to be in breach of Section 1(b), CWD shall provide notice to Licensee and thirty (30) days in which Licensee may cure such breach.

2. Non-disturbance. CWD reserves the right to fully use and enjoy the Licensed Area in any manner that will not prevent, or interfere with, Licensee's rights herein.

3. Indemnification and assumption of risk.

(a) The Licensed Area and other CWD property are not warranted, promised, or guaranteed to be suitable or safe for the exercise of the rights licensed herein. Licensee has had the opportunity to inspect the Licensed Area and freely acknowledge the property is in "AS IS" condition and waives any warranties, implied or express, whatsoever. To the extent allowed by law, Licensee shall hold CWD harmless for any damage that Licensee may cause in the Licensed Area.

(b) Licensee assumes all risk of harm arising out of the construction, operation, use and maintenance of its watermains within the Licensed Area.

4. Cancellation. In the event that Licensee, its successors or assigns, no longer needs to use the Licensed Area for the purposes permitted by this License or ceases operating or maintaining the waterline within the Licensed Area for more than one year through neglect, or in the event of a termination or revocation of this License pursuant to Section 1(b), CWD may require, and Licensee shall at its own cost, provide for the remediation of the Licensed Area to the condition it existed prior to the start of this License. CWD shall review all remediation work and Licensee must obtain CWD approval prior to performing such work.

5. Notices. Except in the event of an emergency, Licensee, its successors or assigns, shall give CWD notice a minimum of five (5) business days prior to any construction work within the Licensed Area; in the event of an emergency, Licensee shall give notice as soon as practicable.

Notices for CWD shall go to: Joe Duncan, General Manager
Champlain Water District
403 Queen City Park Road
South Burlington, VT 05403

Notice to Licensee shall go to: Regina Mahony, City Manager
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

The Duly Authorized Agent of Champlain Water District has caused this instrument to be signed this ____ day of _____, 2023.

CHAMPLAIN WATER DISTRICT.

By: _____
Duly Authorized Agent



MEMORANDUM

TO: Essex Junction City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
Jess Morris, Finance Director
DATE: June 23, 2023
SUBJECT: Brickyard culvert Change Order fund source

Issue: Whether to use funds from the Water Capital Reserve Fund to cover a change order for Brickyard culvert replacement project.

Discussion: The culvert replacement project for Brickyard Road is underway. As part of the project, the waterline in the area is to be relocated so that it is out of the way of the new box culvert. A change order is needed for the contractor to complete the work for the following reasons:

- 1) The contractor was unable to locate the existing waterline at the location and depth shown on the plans. Additional test excavations were performed along the bike path back towards Densmore Drive to locate the existing waterline at a suitable depth for connection to the new waterline. In consultation with the EJ Public Works Department, it was decided to move the new waterline connection closer to Densmore Drive where the existing waterline was located by the contractor.
- 2) Additional waterline piping was needed to extend to the new connection location closer to Densmore Drive. This additional waterline was installed via directional drilling by the contractor.
- 3) Some of the material from the test excavations was found to be unsuitable for backfilling and was replaced with sand borrow material for backfill of the test excavations.

Costs: The change order request is for \$15,157.04. The request is for work related to the waterline replacement so funding should be from the Water Capital reserve fund. The projected balance of the fund is \$500,000 at the end of FY23. There are sufficient funds to cover the cost of the change order request.

Recommendation: It is recommended that the City Council approve the change order request in the amount of \$15,157.04 to be funded by the water capital reserve fund for the Brickyard Rd culvert replacement project, and authorize the City Manager to execute the change order.

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

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

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

June 21, 2023

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

Re: Essex Junction Brickyard Road Culvert Replacement
Change Order #1

Dear Ms. Mahony:

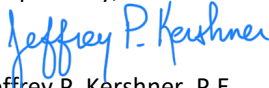
We have completed our review of the following Change Order #1 received via email on 06/16/2023 for the Brickyard Road Culvert Replacement project in Essex Junction, VT. This change order is necessitated for the following reasons:

- The contractor was unable to locate the existing waterline at the location and depth shown on the plans. Additional test excavations were performed along the bike path back towards Densmore Drive to locate the existing waterline at a suitable depth for connection to the new waterline. In consultation with the EJ Public Works Department, it was decided to move the new waterline connection closer to Densmore Drive where the existing waterline was located by the contractor.
- Additional waterline piping was needed to extend to the new connection location closer to Densmore Drive. This additional waterline was installed via directional drilling by the contractor.
- Some of the material from the test excavations was found to be unsuitable for backfilling and was replaced with sand borrow material for backfill of the test excavations.

The contractor has submitted a change order request for this additional work. It is our recommendation to increase the contract price by \$15,157.04 and to add 2 work days to the contract. The change order will extend the date for substantial completion to September 6, 2023 and the total contract price will increase to \$912,955.04.00.

Please feel free to contact me if you have any questions or if we may be of further service.

Respectfully,



Jeffrey P. Kershner, P.E.
President

Enc.

Cc: Rick Jones, Public Works Superintendent

**SECTION 00941
CHANGE ORDER**
(EJCDC Form C-941)

Brickyard Road Culvert Replacement

Change Order No. 001

Date of Issuance:	Effective Date: 06/21/2023
Owner: City of Essex Junction	Owner's Contract No.:
Contractor: Engineers Construction, Inc.	Contractor's Project No.: 230018
Engineer: Hoyle, Tanner & Associates, Inc.	Engineer's Project No.: 21.927904.00
Project: Brickyard Road Culvert Replacement	Contract Name: Brickyard Road Culvert Replacement

The Contract is modified as follows upon execution of this Change Order:

Description: **Additional 10" HDPE directional drill waterline, test pit excavations to locate existing waterline, and unsuitable material replacement.**

Attachments: **See attached.**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>897,798.00</u>	Original Contract Times: _____ Substantial Completion: <u>September 1, 2023</u> Ready for Final Payment: <u>September 22, 2023</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>897,798.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 1, 2023</u> Ready for Final Payment: <u>September 22, 2023</u> days or dates
<u>Increase</u> [Decrease] of this Change Order: \$ <u>15,157.04</u>	<u>Increase</u> [Decrease] of this Change Order: Substantial Completion: <u>2 workdays</u> Ready for Final Payment: <u>2 workdays</u> days or dates
Contract Price incorporating this Change Order: \$ <u>912,955.04</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>September 6, 2023</u> Ready for Final Payment: <u>September 26, 2023</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Jeffrey P. Krishna</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>President</u>	Title: _____	Title: _____
Date: <u>06/21/2023</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

END OF SECTION



Revised Change Order Request

Date: 06/16/2023
To: Jeff Kershner, Hamelin Engineering

Change Order Number: CO-001

RE: Brickyard Road Culvert Replacement Additional 10" HDPE Directional Drill Water Line, Test Pit Excavation, Unsuitable Material Replacement

Engineers Construction, Inc. requests a change order for \$15,157.04. We have reviewed the scope of work and have verified that all extra work items are in compliance with our contract agreement.

Upon approval the sum of \$15,157.04 will be added to the contract price.

Original Contract:	\$897,798.00
Other Approved Change Orders:	\$0.00
Total Contract to Date:	\$897,798.00
This Request:	\$15,157.04
Other Pending Requests:	\$0.00
Total Contract plus Pending RFCs:	\$912,955.04

The above work is subject to the same conditions as specified in the original contract unless otherwise noted.

Sincerely: Ed Gaudreau Date: 06/16/2023

Please sign and date below your acceptance and return a copy at your earliest convenience.

Approved By: _____ Date: _____

Brickyard Culvert Replacement 230018
Additional Directional Drilling and 10" HDPE Waterlin3
Revised 6/16/2023

Add

10" DR9 DIPS	\$ 2,978.50
Truck Trailer Retrieve Pipe 6 hrs	\$ 900.00
Labor, Equipment & Misc Items	\$ 6,000.00
	\$ 9,878.50

Credit

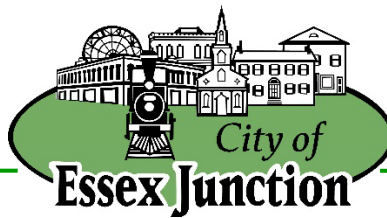
8x6 MJ DI Hydrant Tee	\$ 397.35
6" MJ DI End Cap	\$ 128.04
6" Gate Valve	\$ 818.74
Gate Valve Box	\$ 431.83
6" Mega Lug Retainers 4	\$ 237.16
8" Mega Lug Retainers 2	\$ 158.34
	<hr/>
	\$ 2,171.46

Sub-Total: \$ 7,707.04

Test Pit Excavation Locate Existing Water	80 cy	\$ 75.00	\$ 6,000.00
Replace Unsuitable Material With Sand	58 cy	\$ 25.00	\$ 1,450.00
			<hr/>

Sub-Total: \$ 7,450.00

Total: \$ 15,157.04



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Date: 6/23/2023
Subject: Crescent Connector Change Order

Issue: There are three change orders for the Crescent Connector project; only one will be a cost of the City.

Discussion: The three Crescent Connector change orders are:

1. Change Order #1 is for the installation of a water and sewer service to serve an unoccupied parcel located at 8 Railroad Street so that future disturbance of the new road construction can be avoided. *This is informational only and is no cost to the City.*
2. Change Order #2 is for the clean-up of the scrap metal, waste wood, and small shed that remained in the right-of-way on the McEwing Parcel. Please note that Change Order #2 will be considered a non-participating item, so its cost will be paid for by the City. The cost is \$3,164. Please note that we will seek reimbursement from Mr. McEwing in accordance with the letter (attached) that he was sent last year.
3. Change Order #3 is for business signs at 34 Park Street as requested by the City. *This is informational only and is no cost to the City.*

Funding for this project, except for a few non-participating items requested by the City (bike racks, bike boxes, EV charging station, and trees) is completely funded by State and Federal Funds. At the time the Council awarded the contract (2/8/23), we were still awaiting a determination from VTrans on whether the costs related to disposal of contaminated soils would also be considered non-participating. We now know that those costs (\$519,720) will be covered in full, and the City will not be responsible for paying those. Therefore, the non-participating costs to the City are \$105,132.50; plus the \$3,164 associated with Change Order #2 (though we will seek reimbursement). The intent is to use the Economic Development Fund to cover non-participating costs.

Cost: \$3,164, though we will seek to get this reimbursed.

Recommendation: It is recommended that the City Council approve and authorize the City Manager to execute Change Order #2 in the amount of \$3,164.

Recommended Motion:

"I move that the City Council approve and authorize the City Manager to execute Change Order #2 in the amount of \$3,164."

Attachments:

Change Order #2
McEwing Letter dated December 20, 2022

APPENDIX J

CHANGE ORDER

(NON-PARTICIPATING ITEM)

Date: 6-20-23

Change Order No: 2

Name of Project: Crescent Connector Phase 2 - STP 5300(13)

Municipality: City of Essex Junction

Contractor: Engineers Construction, Inc

The following changes are hereby made to the Contract:

Justifications: This change order is for the clean-up of the scrap metal, waste wood, and a small shed that remained in the right-of-way on the McEwing Parcel.

Change to Contract Price: \$ 3,164.00

Original Contract Price: \$ 8,014,390.00

Current Contract Price adjusted by previous Change Order: \$ 8,044,564.00

The Contract Price due to this Change Order will be (increased) decreased by: \$ (3,164.00)

New Adjusted Contract Price: \$ 8,047,728.00

Change to Contract Time: 4 days

The Contract Time will be (increased) decreased by (4) Calendar days

The date for completion of all work will be September 9, 2024

APPROVALS

Contractor: Benjamin D. Heath

Construction Inspector: [Signature]

Municipality: _____

VTrans Project Manager: _____



ENGINEERS CONSTRUCTION, INC.

Request for Change Order

Date: 6/14/2023

To: City of Essex Junction

Change Order Number: 002

Change Order Name: McEwing Trash Removal

RE: Crescent Connector

The City of Essex Junction requested that ECI remove trash and debris from the McEwing Property. This work was not included in the original scope of work. ECI and the City of Essex Junction verbally agreed that ECI would be paid on a Time and Materials Basis for this work. The work is now complete and ECI seeks approval through change order. See below for Time and Material Accounting:

Equipment: \$854.00

Labor: \$727.00

Disposal: \$1,583.00

Total: \$3,164.00

The above work is subject to the same conditions as specified in the original contract unless otherwise noted.

Sincerely: Benjamin D. Heath, P.E.

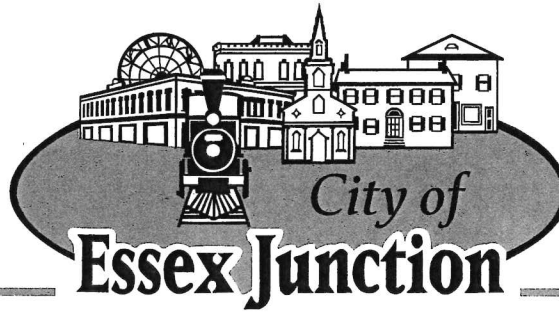
Date: 6/14/2023

Please sign and date below your acceptance and return a copy at your earliest convenience.

Approved By: See Cover Sheet

Date: _____

2 Lincoln Street
Essex Junction, VT 05452-3154
www.essexjunction.org



P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

December 30, 2022

Alex McEwing
McEwing Properties, LLC
P.O. Box 101
Essex Junction, VT 05453-0101

Dear Alex,

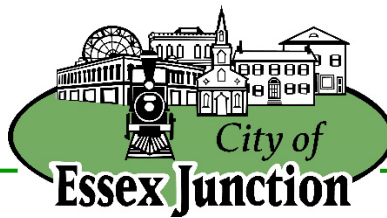
In preparation for the construction of the Crescent Connector, the City of Essex Junction would like to remind you all vehicles, storage containers, material and other items be removed from the Crescent Connector right-of-way by April 1, 2023. If the items are within the right-of way after April 1, 2023, the City of Essex Junction will remove the items from the right-of-way and bill the property owner or agent for the expense of the removal or disposal.

If you have any questions or wish to discuss this matter further, please contact the Community Development Department at 802-878-6950.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Hass".

Teresa Hass
Asst. Zoning Administrator



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Date: 6/23/2023
Subject: Whitcomb Farm Tax Agreement

Issue: The tax agreement with the Whitcomb Farm has expired; and the City Council will need to decide if they'd like to engage in this agreement again.

Discussion: The amended agreement is attached with tracked changes for review. The proposed agreement is materially the same as the last agreement from 2014. The associated parcels and values have been updated. The Whitcomb Farm will still remain available for non-motorized recreation as described in the agreement. There is little likelihood that additional property will be acquired so that paragraph has been removed.

Cost: None

Recommendation: It is recommended that the City Council approve and execute the tax stabilization agreement with the Whitcomb Family LLC for the property defined in the agreement.

Recommended Motion:

"I move that the City Council approve and execute the tax stabilization agreement with the Whitcomb Family LLC for the property defined in the agreement."

Attachments:

Tax Stabilization Agreement Whitcomb Family LLC with tracked changes

Tax Stabilization Agreement Whitcomb Family LLC – clean version



TAX STABILIZATION AGREEMENT

Whitcomb Family LLC

THIS AGREEMENT, made on this _____ day of _____, ~~2014~~2023, by and between the ~~VillageCity~~ of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont (hereinafter referred to as the "~~VillageCity~~"), and Whitcomb Family LLC (hereinafter referred to as the "Owner").

WHEREAS, Section ~~6-16~~1003. Assessment and Taxation Agreement of the ~~VillageCity~~ of Essex Junction, Vermont, Charter, grants authority to the ~~VillageCity TrusteesCouncil~~ to negotiate and execute assessment and taxation agreements between the ~~VillageCity~~ of Essex Junction and a taxpayer or taxpayers within the ~~VillageCity~~ of Essex Junction, it is agreed as follows:

Eligibility: Owner certifies that it is the owner of the land in the ~~VillageCity~~ of Essex Junction described as Parcel #1005001000 in the Grand List at 315 South Street in Essex Junction consisting of ~~446.66~~464.00 acres of land with buildings.

The owner agrees to allow non-motorized recreation that does not conflict with farm operations, such as hiking, dog walking, mountain biking, bird watching, cross country skiing, snow shoeing, sledding, bow hunting, and photography by the residents of Essex Junction for the duration of this agreement.

1. Property: The property included in this agreement is identified in the Town/~~City~~/ of Essex tax map as parcel 1005001000 with the structures at ~~309-311~~ South St. (assessed value \$~~207,400~~108,900), 314 South St. (assessed value \$174,6200) and the 15.3 acres leased to ERWR Whitcomb Farm Solar, LLC on which the solar farm is located (assessed value \$~~15,898~~17,500) excluded. Owner agrees to promptly notify the ~~VillageCity~~ at such time as all or any portion of the land included in this Agreement is conveyed or transferred or ceases to be part of the farming operation.

~~In the event the Owner shall, during the term of this Agreement, acquire other or additional land used as part of the overall farming operation, the parties may enter into an amendment to this Agreement whereby such additional land becomes part of this Agreement.~~

2. Term: This Agreement shall be for a period of three (3) years commencing with the tax year ~~2014~~2023, unless the property (or any part thereof) fails to qualify as hereinbefore defined. This Agreement shall be renewed for two subsequent three year terms if neither party elects to terminate it.

TAX STABILIZATION AGREEMENT

Whitcomb Family LLC

- 3. Stabilization: The value of the property subject to this Agreement for purposes of assessing taxes by the VillageCity shall be stabilized as follows: the property will be taxed assuming a value of \$0 in the VillageCity Grand List.
- 4. Should the Owner convey or transfer any land which is subject to this Agreement, this Agreement shall terminate on that portion conveyed or transferred and that portion shall be subject to tax pursuant to the provisions of 32 VSA §3846 as amended.

IN WITNESS WHEREOF, the VillageCity has caused this Agreement to be duly executed by the TrusteesCouncil, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative(s).

VILLAGECITY OF ESSEX JUNCTION
BOARD OF CITY TRUSTEES COUNCIL:

Witness

George A. TylerRaj Chawla, VillageCouncil
President

President

Daniel S. KerinAmber Thibeault, Vice

Andrew Brown
Lori A. Houghton

Marcus CertaElaine H. Sopchak

Elaine Haney
Andrew P. Brown

OWNERS:

Witness

Duly Authorized Agent of
Whitcomb Family LLC



TAX STABILIZATION AGREEMENT

Whitcomb Family LLC

THIS AGREEMENT, made on this _____ day of _____, 2023, by and between the City of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont (hereinafter referred to as the “City”), and Whitcomb Family LLC (hereinafter referred to as the “Owner”).

WHEREAS, Section 1003. Assessment and Taxation Agreement of the City of Essex Junction, Vermont, Charter, grants authority to the City Council to negotiate and execute assessment and taxation agreements between the City of Essex Junction and a taxpayer or taxpayers within the City of Essex Junction, it is agreed as follows:

Eligibility: Owner certifies that it is the owner of the land in the City of Essex Junction described as Parcel #1005001000 in the Grand List at 315 South Street in Essex Junction consisting of 464.00 acres of land with buildings.

The owner agrees to allow non-motorized recreation that does not conflict with farm operations, such as hiking, dog walking, mountain biking, bird watching, cross country skiing, snow shoeing, sledding, bow hunting, and photography by the residents of Essex Junction for the duration of this agreement.

1. Property: The property included in this agreement is identified in the Town/City of Essex tax map as parcel 1005001000 with the structures at 311 South St. (assessed value \$207,400), 314 South St. (assessed value \$14,600) and the 15.3 acres leased to ERWR Whitcomb Farm Solar, LLC on which the solar farm is located (assessed value \$17,500) excluded. Owner agrees to promptly notify the City at such time as all or any portion of the land included in this Agreement is conveyed or transferred or ceases to be part of the farming operation.
2. Term: This Agreement shall be for a period of three (3) years commencing with the tax year 2023, unless the property (or any part thereof) fails to qualify as hereinbefore defined. This Agreement shall be renewed for two subsequent three year terms if neither party elects to terminate it.
3. Stabilization: The value of the property subject to this Agreement for purposes of assessing taxes by the City shall be stabilized as follows: the property will be taxed assuming a value of \$0 in the City Grand List.

TAX STABILIZATION AGREEMENT

Whitcomb Family LLC

- 4. Should the Owner convey or transfer any land which is subject to this Agreement, this Agreement shall terminate on that portion conveyed or transferred and that portion shall be subject to tax pursuant to the provisions of 32 VSA §3846 as amended.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed by the Council, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative(s).

CITY OF ESSEX JUNCTION
CITY COUNCIL:

Witness

Raj Chawla, Council President

Amber Thibeault, Vice President

Andrew Brown

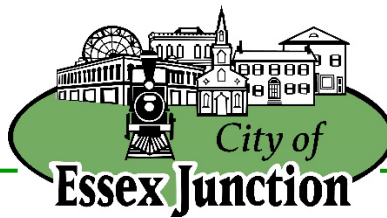
Marcus Certa

Elaine Haney

OWNERS:

Witness

Duly Authorized Agent of
Whitcomb Family LLC



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
CC: Chelsea Mandigo, Water Quality Superintendent
Meeting Date: 06/28/2023
Subject: Amendments to Fee Schedule

Issue:

The development fee schedule, now separate from the Land Development Code, requires clarification to ambiguity introduced through the June 14 Land Development Code amendments.

Discussion:

The Land Development Code Amendments approved by City Council on June 14, 2023, include the separation of the Fee Schedule to become a standalone document, available for periodic review by City Council. The amendments also include a re-structuring of the Sewer Connection fee from \$1,000 per "new unit", to \$7.19 per gallon/day. The new structure more closely matches the fee structures used in the Town of Essex and the Town of Williston, both of which are partner communities that share the use of the Essex Junction wastewater facility. The new structure also scales the sewer connection fee roughly with the size of connection, rather than the number of units.

It has come to the attention of Staff that the removal of reference to "new unit" in the sewer connection fee was an oversight. Staff has prepared an edit to the now separate Fee Schedule, to restore the linkage between connection fees and "new units" as well as to clarify the applicability of the new sewer capacity allocation fees. The mark-up of the fee-schedule is attached.

Cost:

There are no direct costs with this issue.

Recommendation:

Staff recommends the adoption of the edits to the fee schedule amendments, to be effective July 5, 2023. July 5 is the effective date of the June 14, 2023 LDC amendments, after the 21-day statutory appeal period.

Recommended Motions:

"I move that the City Council approve the proposed fee schedule amendments, to be effective on July 5th, 2023"

CITY OF ESSEX JUNCTION DEVELOPMENT FEE SCHEDULE

Effective Date: July 5, 2023

NOTE: ALL FEES ARE DUE UPON SUBMITTAL OF APPLICATIONS. APPLICATIONS SHALL NOT BE CONSIDERED COMPLETE NOR RECEIVED WITHOUT PAYMENT OF REQUIRED FEES. ALL FEES WILL BE ACCORDING TO THE CURRENT CITY FEE SCHEDULE AT THE TIME THE APPLICATION IS SUBMITTED AND APPROVED, FEES ARE NON-REFUNDABLE. ALL APPLICATION FEES SHALL BE DOUBLE THE AMOUNT LISTED BELOW FOR APPLICATIONS SUBMITTED AFTER THE ACTIVITY HAS COMMENCED FOR WHICH APPROVAL IS BEING SOUGHT WITH THE EXCEPTION OF SCHOOL IMPACT FEES, SEWER AND WATER FEES.

SUBDIVISION APPLICATION:

A \$15 per application recording fee, and \$25 per plat recording fee, will be assessed in addition to the following fees:

Boundary Line Adjustments	\$200
Lot Consolidation or Vacation of Property Line	\$200
Subdivision, Conventional ⁱ	
A. Sketch Plan	\$50 per lot/unit
B. Preliminary Plat	\$100 per lot/unit
C. Final Plat	\$200 per lot/unit
Planned Residential Development ¹	
A. Conceptual Plan	\$50 per lot/unit
B. Preliminary Plan	\$100 per lot/unit
C. Final Plan	\$200 per lot/unit
Planned Commercial Development ¹	
A. Conceptual Plan	\$.10 per sf
B. Preliminary Plan	\$.15 per sf
C. Final Plan	\$.20 per sf
Agriculture Planned Development	
A. Conceptual Plan	\$50 per lot/unit
B. Preliminary Plan	\$100 per lot/unit
C. Final Plan	\$200 per lot/unit
Amendments ²	
A. Subdivisions	\$400
B. Planned Development	
1. Major	\$450
2. Minor	\$250
3. Minimal	\$150

EXPOSITION CENTER PLANNED DEVELOPMENT:

A \$15 per application recording fee will be assessed in addition to the following fees.

Conceptual Plan	\$150
Major Activities Permit	\$400
Annual Activities Permit	\$850
Temporary Activities Permit	\$150
Concert Application	\$250

SITE PLAN APPLICATION:

A \$15 per application recording fee will be assessed in addition to the following fees.

Commercial and Industrial

A. Conceptual Plan	\$150
B. Less than 1,000 sq. ft. of improved area	\$200
C. 1,001 to 2,500 sq. ft. of improved area	\$350
D. 2,501 to 5,000 sq. ft. of improved area	\$550
E. 5,001 to 10,000 sq. ft. of improved area	\$850
F. Greater than 10,000 sq. ft. of improved area	\$1200
G. Design Review (no increase in footprint)	\$450

Residential

A. Three-Family, Four-Family and Multi-Family	\$150 per unit
B. Conceptual Plan	\$150

Public and Semi-Public¹

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area	\$.15 per sf
C. 2,501 sq. ft. to 5,000 sq. ft. of improved area	\$.15 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.15 per sf
E. Greater than 10,000 sq. ft. of improved area	\$.15 per sf
F. Greater than 100,000 sq. ft. of improved area	\$ 15,000

Land Disturbance Only	\$.10 per sf
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Amendments

A. Major	\$250
B. Minor	\$150

ENGINEER PLAN REVIEW AND INSPECTIONS

The applicant will pay the actual cost for engineering plan review and construction inspections by the City Engineer. The City Engineer will bill the municipality for services rendered and the municipality will bill the applicant. All bills for plan review must be paid in full prior to the issuance of a zoning permit for the project. All inspection fees must be paid prior to the issuance of a Certificate of Occupancy for the Project (For larger projects the fee must be paid prior to the issuance of a final Certificate of Occupancy).

¹If combination application for Planned Development and Subdivision Review, only one application fee is required. Fees charged will be the higher of each individual fee.

³Fees shall be waived for projects paid for by the City of Essex Junction General Fund and for projects in City parks, but all associated recording fees shall be paid.

²Fee based on area affected by proposed amendment.

CONDITIONAL USE AND SPECIAL USE PERMIT:

A \$15 per application recording fee will be assessed in addition to the following fees.

Conditional Use	\$200
Special Use	\$200

SIGN PERMIT:

A \$15 per application recording fee will be assessed in addition to the following fees.

Temporary Sign	No Fee
Temporary Sign in Right-of-Way	\$50
Wall Sign	\$50
Projecting Sign	\$50
Freestanding Sign	\$50
Home Occupation Sign	\$50

ZONING/BUILDING PERMIT:

A \$15 per application recording fee will be assessed in addition to the following fees.

Commercial and Industrial

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area	\$150 or .10/sf whichever is greater
C. 2,501 to 5,000 sq. ft. of improved area	\$.10 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.10 per sf

E. Greater than 10,000 sq. ft. of improved area	\$.10 per sf
F. Greater than 100,000 sq. ft. of improved area	\$10,000
F. Design Review (no increase in footprint)	\$200

Residential

A. Single Family Detached	
1. New Principal Dwelling	\$300
2. Addition	
a. Less than 500 sq. ft.	\$100
b. 500 sq. ft or greater	\$200
3. Accessory Structures	
a. Detached Garage	\$100
b. Storage Sheds, Decks, Swimming Pools, Driveways, etc.	\$50
B. Accessory Apartments	\$ <u>200</u>
C. Two-Family, Three-Family, Four-Family and Multi-Family	\$300/unit
D. Land Filling/Regrading	\$100

Public and Semi-Public³

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area greater	\$150 or .10/sf whichever is greater
C. 2,501 to 5,000 sq. ft. of improved area	\$.10 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.10 per sf
E. Greater than 10,000 sq. ft. of improved area	\$.10 per sf
F. Greater than 100,000 sq. ft. of improved area	\$10,000
New Use or Change of Use	\$200
Demolition or Relocation	\$200
Home Occupation	\$50
Certificate of Occupancy	\$50
Temporary Certificate of Occupancy	\$50

TEMPORARY USE, STRUCTURE OR ACTIVITY PERMIT

Temporary Use	\$50
Temporary Sale of Vehicles	\$50
Temporary Structure	\$50
Sidewalk or Tent Sale, Commercial	\$50
Yard or Garage Sale	No Fee
Peddlers, Door to Door	\$25
Move Structure on City Streets	\$100

EXCAVATION AND RIGHT-OF-WAY PERMIT

Excavation permits are classified as major or minor permits.

Major Excavation Permit \$100.00 per project application

Major Excavation Permit is issued for work within the public right-of-way which will disturb the roadbed, pavement, sidewalk or curbing.

If the cut is under 100 sq. ft., the Public Works Department will perform the repair and bill the applicant for the time and material costs (see PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE) or as otherwise agreed to by the Public Works Superintendent.

If the cut is over 100 sq. ft., the applicant will be required to hire a qualified contractor to make the repair in accordance with Essex Junction Public Works specifications.

Minor Excavation Permit \$30.00 per project application

Minor Excavation Permit is for other work within the right-of-way which will not disturb the roadbed, pavement, sidewalk, or curbing.

NOTE: Excavations for water and sewer services are not included in the fees for WATER SERVICE and SEWER SERVICE

SEWER SERVICE

Connection Fee to Municipal Sewer System \$7.19 per gallon/day

- [Connection fees are assessed on all new units, as defined in Chapter 2 the Land Development Code,](#)
- [Connection fees may be waived if a new unit does not require the modification or replacement of an existing sewer connection](#)
- [Flow rates \(gallon/day\) are determined by State of Vermont Wastewater System and Portable Water Supply Rules](#)

Municipal Sewer System Capacity Allocation Fee \$12.80 per gallon/day

- [Allocation fees are assessed based on net increase in wastewater capacity requested through Sewer Allocation Request form.](#)

Private Septic System

- A. Conventional \$100
- B. Mound \$150

Private Packaged Treatment System \$250

WATER SERVICE

Tap, Curb Stop, Meter and Final Installation to be done by the Municipality. Excavation provided by the applicant. Meter will be supplied by the Municipality.

A. 3/4" Service (existing curb stop)	\$550 per meter
B. 3/4" Service, tap and curb stop	\$650 per meter
C. 1" Service, tap and curb stop	\$700 per meter
D. 12" Service, tap and curb stop	\$1,100 per meter
E. 2" Service	\$1,400 per meter
New 5/8" meter without tap or replace existing 5/8" meter	\$300 per meter

For a Meter Above 2"

Tap, Gate Valve, Installation of the Meter, and Excavation shall be done by the applicant under the supervision of the City Engineer. If a metering vault is required, it shall be the responsibility of the applicant. The Municipality will purchase the meter and provide it to the applicant at cost, plus \$500.

Water meter test - 5/8" to 12" meter labor	One hour cost of
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Water meter test - large meter	Cost
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NOTE: If meter is defective there is no charge for meter test

Shut water off at curb stop - Regular time	\$10
Turn water on at curb stop - Regular time	\$10
Turn on or shut off during overtime hours per call-in	\$100
These rates shall not apply to delinquent account reconnections, which shall be in accordance with the maximum amount allowed by Vermont state law.	

OTHER PERMITS AND FEES

Written Administrative Determinations	\$25
Fee for Returned Check or Other Form of Payment	\$25

RELIEF AND APPEALS

Appeal of Administrative Determination	\$100
Appeal of Staff Decision to Development Review Board	\$100
Appeal of Staff Decision to City Council	\$100
Request for Variance	\$100
Waivers to General Development Standards	\$100
Waivers to Subdivision Standards	\$100
Waivers to Public Works Standards	\$100

COPY FEES

Text

A. Comprehensive Plan	Cost
B. Developers Handbook	\$5
C. Unified Development Code	Cost

Photo Copies

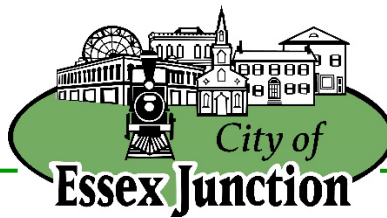
A. 8 2 X 11 (each side)	\$0.10
B. 11 X 14 (each side)	\$0.25
C. 11 X 17 (each side)	\$0.25

Maps

A. City Map	\$1.50
B. Plats, Large Maps	\$5

PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE

Labor - Regular Time	\$35/hr
Labor - Overtime	\$52.50./hr set at true 1.5 times
OT	
Materials	Cost
Equipment Fee based on applicable Federal Schedule of Equipment Rates as amended	
https://www.fema.gov/assistance/public/schedule-equipment-rates	
Compactor	
Compressor	
Dump Truck	
Loader	
Pickup Truck	
Roller	
Street Sweeper	
Trailer	
Power broom	
Loader Backhoe	
Vacuum Truck	



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
From: Jess Morris, Finance Director
Date: June 23, 2023
Subject: June to Date 6/23/23 Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 6/23/23 therefore the year to date actuals are for the period 7/1/22-6/23/23, and the month actuals are for the month of June to date.

With June nearing a close we are about 95% of the way through the fiscal year. The General Fund revenue is about 92% of budget or \$5,816,596 and expenditures are also about 92% of budget or \$5,807,706.

The Water Fund revenue is about 95% of budget or \$1,370,407 and expenditures are just under 90% of budget or \$1,295,886. The Wastewater Fund revenue is about 98% of budget or \$2,446,594 and expenditures are just under 92% of budget or \$2,266,934. The Sanitation Fund revenue is just under 92% of budget or \$726,604 and expenditures are just about 87% of budget or \$516,706.

The EJRP Program Fund revenue is just under 106% of budget or \$3,030,461 and expenditures are just under 93% of budget or \$2,655,328.

There are no major changes or variances to report this month. All funds are currently operating within budget and with net revenue. We will continue to see FY23 invoice for the next month or so which will change these figures.

Also included with the financial report is a summary of the ARPA fund activity and current available balance. I will be working to include similar detail for the LOT Fund and Economic Development Fund next month.

Please note that a new fund (257) has been created for Stormwater as we work towards setting up an enterprise fund for this activity in the coming months. We received a payment as part of a large settlement that the City was automatically included in which has been recorded as revenue in this fund.

ARPA Funds Balance Detail

ARPA Funds Received 2021	1,622,172.19	
ARPA Funds Received 2022	1,622,936.98	\$764.81 additional funds received December 2022
Interest Accrued	29,494.39	
<i>Less:</i>		
Assigned by Council for architect/engineering services contract	(231,419.00)	
FY24 Budget Transfer Remaining	(93,750.00)	
ARPA Funds Spent to Date	<u>(313,108.63)</u>	see Spending Detail worksheet
Balance of ARPA Funds Available	2,636,325.93	

updated 6/23/23

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	3,890,397.00	3,889,888.81	508.19	99.99%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	6,700.00	6,746.22	-46.22	100.69%	0.00
210-4-00-00-020.022 Rents and Royalties	2,400.00	0.00	2,400.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	125,960.00	94,470.00	31,490.00	75.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	62,980.00	47,235.00	15,745.00	75.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	125,960.00	94,470.00	31,490.00	75.00%	0.00
210-4-00-00-042.001 PILOT Revenue	4,500.00	7,387.20	-2,887.20	164.16%	0.00
210-4-00-00-060.000 Interest Income	3,000.00	6,996.42	-3,996.42	233.21%	0.00
210-4-00-00-080.001 State District Court Fine	2,000.00	5,120.75	-3,120.75	256.04%	423.00
210-4-00-00-091.832 ARPA Revenue	375,000.00	288,584.88	86,415.12	76.96%	0.00
210-4-00-00-098.000 Misc Revenue	2,000.00	10,554.39	-8,554.39	527.72%	45.13
210-4-00-00-099.000 Use of Fund Balance/Reser	43,461.00	0.00	43,461.00	0.00%	0.00
Total General Revenues	4,644,358.00	4,451,453.67	192,904.33	95.85%	468.13
210-4-10 Admin Revenues					
210-4-10-10-041.000 State and Other Grant Rev	0.00	2,500.00	-2,500.00	100.00%	2,500.00
210-4-10-10-090.000 Transfer Town/Village	50,000.00	41,250.00	8,750.00	82.50%	3,750.00
Total Admin Revenues	50,000.00	43,750.00	6,250.00	87.50%	6,250.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	0.00	12.00	-12.00	100.00%	0.00
210-4-12-10-020.004 Recording Fees	0.00	52,000.00	-52,000.00	100.00%	3,387.00
210-4-12-10-020.010 Printing and Duplication	0.00	17.00	-17.00	100.00%	0.00
210-4-12-10-020.013 Sale of Certified Copy	0.00	10.00	-10.00	100.00%	0.00
210-4-12-10-020.023 Records Preservation	0.00	19,274.00	-19,274.00	100.00%	1,228.00
210-4-12-10-030.001 Liquor Licenses	0.00	2,470.00	-2,470.00	100.00%	345.00
210-4-12-10-030.003 Marriage Licenses	0.00	10.00	-10.00	100.00%	0.00
210-4-12-10-030.004 Animal Licenses	0.00	2,657.00	-2,657.00	100.00%	58.00
210-4-12-10-030.005 Green Mountain Passport	0.00	10.00	-10.00	100.00%	0.00
Total Clerk Revenue	0.00	76,460.00	-76,460.00	100.00%	5,018.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	37,585.11	1,414.89	96.37%	1,105.00
Total ComDev Revenues	39,000.00	37,585.11	1,414.89	96.37%	1,105.00
210-4-17 EconDev Revenues					
210-4-17-10-050.000 Event Donations	0.00	3,750.00	-3,750.00	100.00%	0.00
Total EconDev Revenues	0.00	3,750.00	-3,750.00	100.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	20.00	0.00	20.00	0.00%	0.00
Total Fire Revenues	20.00	0.00	20.00	0.00%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	12,000.00	5,120.00	6,880.00	42.67%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
Total EJPJ Revenues	12,000.00	5,870.00	6,130.00	48.92%	0.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	571.35	-571.35	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	320.00	-320.00	100.00%	0.00
210-4-35-10-090.000 Transfer Town/Village	15,000.00	11,250.00	3,750.00	75.00%	0.00
210-4-35-10-098.000 Misc Revenue	500.00	779.75	-279.75	155.95%	400.00
Total Library Revenues	15,500.00	12,921.10	2,578.90	83.36%	400.00
210-4-40 PW Revenues					
210-4-40-12-041.000 State and Other Grant Rev	0.00	5,058.00	-5,058.00	100.00%	0.00
210-4-40-12-090.000 Transfer Town/Village	1,465,044.00	1,098,783.00	366,261.00	75.00%	0.00
210-4-40-12-098.000 Misc Revenue	4,000.00	2,315.60	1,684.40	57.89%	100.00
210-4-40-13-090.000 Transfer Town/Village	78,018.00	58,513.50	19,504.50	75.00%	0.00
210-4-40-13-098.000 Misc Revenue	0.00	0.00	0.00	0.00%	-17,414.03
Total PW Revenues	1,547,062.00	1,164,670.10	382,391.90	75.28%	-17,314.03
210-4-41 Building Revenues					
210-4-41-20-090.000 Transfer Town/Village	2,075.00	1,822.29	252.71	87.82%	0.00
210-4-41-21-041.000 State and Other Grant Rev	0.00	4,279.92	-4,279.92	100.00%	0.00
Total Building Revenues	2,075.00	6,102.21	-4,027.21	294.08%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	12,000.00	-12,000.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	1,263.58	-1,263.58	100.00%	27.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	770.00	-770.00	100.00%	0.00
Total Other Sources and Uses	0.00	14,033.58	-14,033.58	100.00%	27.00
Total Revenue	6,310,015.00	5,816,595.77	493,419.23	92.18%	-4,045.90
Total Revenues	6,310,015.00	5,816,595.77	493,419.23	92.18%	-4,045.90
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	388,554.00	355,993.00	32,561.00	91.62%	30,195.74
210-5-10-10-120.000 Part Time Salaries	0.00	1,302.29	-1,302.29	100.00%	0.00
210-5-10-10-190.000 Board member Payments	25,000.00	7,425.00	17,575.00	29.70%	1,550.00
210-5-10-10-210.000 Group Insurance	112,564.00	72,839.45	39,724.55	64.71%	5,754.40
210-5-10-10-220.000 Social Security	30,211.00	34,327.35	-4,116.35	113.63%	2,998.22
210-5-10-10-230.000 Retirement	35,060.00	30,438.37	4,621.63	86.82%	2,606.24
210-5-10-10-290.000 Other Employee Benefits	1,350.00	0.00	1,350.00	0.00%	0.00

GENERAL FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-10-10-320.000 Legal Services	40,000.00	24,354.00	15,646.00	60.89%	5,263.00
210-5-10-10-330.000 Professional Services	6,000.00	5,536.75	463.25	92.28%	936.00
210-5-10-10-340.000 Technical Services	4,100.00	6,695.79	-2,595.79	163.31%	286.44
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	3,216.92	1,033.08	75.69%	408.52
210-5-10-10-500.000 Training, Conf, Dues	1,750.00	4,707.12	-2,957.12	268.98%	10.00
210-5-10-10-505.000 Tech. Subs, Licenses	9,520.00	3,277.97	6,242.03	34.43%	39.98
210-5-10-10-530.000 Communications	23,123.00	37,642.17	-14,519.17	162.79%	916.74
210-5-10-10-540.000 Advertising	500.00	223.50	276.50	44.70%	0.00
210-5-10-10-550.000 Printing and Binding	3,000.00	1,743.93	1,256.07	58.13%	184.60
210-5-10-10-560.000 Postage	1,200.00	2,730.48	-1,530.48	227.54%	299.50
210-5-10-10-570.000 Other Purchased Services	7,500.00	0.00	7,500.00	0.00%	0.00
210-5-10-10-580.000 Travel	300.00	312.14	-12.14	104.05%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	7,047.65	-2,047.65	140.95%	1,888.10
210-5-10-10-735.000 Tech: Equip/Hardware	0.00	1,984.09	-1,984.09	100.00%	0.00
210-5-10-10-810.113 Trustee Expenditures	5,500.00	2,960.85	2,539.15	53.83%	228.60
210-5-10-10-820.000 Elections	15,020.00	8,373.34	6,646.66	55.75%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	2,600.00	897.36	1,702.64	34.51%	83.00
210-5-10-10-850.000 Community Events and Cele	0.00	7,334.88	-7,334.88	100.00%	0.00
210-5-10-10-895.000 State and Other Grant Exp	0.00	5,613.23	-5,613.23	100.00%	0.00
Total Administration	722,102.00	626,977.63	95,124.37	86.83%	53,649.08
210-5-12-10 Clerk					
Total Clerk	0.00	0.00	0.00	0.00%	0.00
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	147,910.00	185,080.17	-37,170.17	125.13%	16,779.50
210-5-13-10-130.000 Overtime	2,667.00	0.00	2,667.00	0.00%	0.00
210-5-13-10-210.000 Group Insurance	30,146.00	49,312.87	-19,166.87	163.58%	5,393.42
210-5-13-10-220.000 Social Security	11,921.00	8,695.20	3,225.80	72.94%	913.13
210-5-13-10-230.000 Retirement	14,791.00	16,180.22	-1,389.22	109.39%	1,469.32
210-5-13-10-250.000 Unemployment Insurance	3,300.00	5,822.44	-2,522.44	176.44%	1,170.84
210-5-13-10-260.000 Workers Comp Insurance	18,500.00	6,979.84	11,520.16	37.73%	3,534.06
210-5-13-10-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-13-10-330.000 Professional Services	5,000.00	329.68	4,670.32	6.59%	135.68
210-5-13-10-335.000 Audit	9,500.00	7,875.00	1,625.00	82.89%	0.00
210-5-13-10-500.000 Training, Conf, Dues	500.00	687.00	-187.00	137.40%	175.00
210-5-13-10-505.000 Tech. Subs, Licenses	12,500.00	12,708.50	-208.50	101.67%	19.99
210-5-13-10-520.000 Insurance	76,680.00	64,394.68	12,285.32	83.98%	22,408.65
210-5-13-10-570.000 Other Purchased Services	0.00	275.00	-275.00	100.00%	0.00
210-5-13-10-580.000 Travel	100.00	83.10	16.90	83.10%	0.00
210-5-13-10-610.000 General Supplies	200.00	656.50	-456.50	328.25%	0.00
Total Finance	334,415.00	359,080.20	-24,665.20	107.38%	51,999.59
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	169,546.00	178,290.88	-8,744.88	105.16%	12,082.24
210-5-16-10-130.000 Overtime	0.00	1,052.71	-1,052.71	100.00%	0.00
210-5-16-10-190.000 Board member Payments	7,200.00	6,000.00	1,200.00	83.33%	1,500.00

GENERAL FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-210.000 Group Insurance	24,518.00	13,503.46	11,014.54	55.08%	701.76
210-5-16-10-220.000 Social Security	13,758.00	14,363.27	-605.27	104.40%	1,049.58
210-5-16-10-230.000 Retirement	16,955.00	14,355.23	2,599.77	84.67%	533.44
210-5-16-10-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-16-10-320.000 Legal Services	6,000.00	6,395.90	-395.90	106.60%	0.00
210-5-16-10-330.000 Professional Services	7,000.00	11,106.12	-4,106.12	158.66%	0.00
210-5-16-10-340.000 Technical Services	0.00	29.98	-29.98	100.00%	0.00
210-5-16-10-500.000 Training, Conf, Dues	3,000.00	1,145.95	1,854.05	38.20%	80.00
210-5-16-10-530.000 Communications	1,300.00	73.70	1,226.30	5.67%	0.00
210-5-16-10-540.000 Advertising	0.00	63.44	-63.44	100.00%	0.00
210-5-16-10-550.000 Printing and Binding	3,000.00	82.16	2,917.84	2.74%	0.00
210-5-16-10-560.000 Postage	100.00	1.34	98.66	1.34%	0.00
210-5-16-10-580.000 Travel	3,900.00	1,336.38	2,563.62	34.27%	100.00
210-5-16-10-610.000 General Supplies	1,000.00	206.13	793.87	20.61%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
Total Community Development	267,977.00	248,006.65	19,970.35	92.55%	16,047.02
210-5-17-10 Economic Development					
210-5-17-10-800.000 Appropriations to other a	9,250.00	7,803.70	1,446.30	84.36%	0.00
210-5-17-10-831.000 Special or New Programs	2,500.00	0.00	2,500.00	0.00%	0.00
210-5-17-10-850.000 Community Events and Cele	17,500.00	15,554.25	1,945.75	88.88%	4.99
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	49,250.00	23,357.95	25,892.05	47.43%	4.99
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	212,256.00	197,472.12	14,783.88	93.03%	21,586.95
210-5-25-10-210.000 Group Insurance	3,600.00	3,327.00	273.00	92.42%	224.00
210-5-25-10-220.000 Social Security	17,768.00	15,209.14	2,558.86	85.60%	1,651.42
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	12,989.35	7,010.65	64.95%	4,746.60
210-5-25-10-290.000 Other Employee Benefits	2,064.00	1,083.00	981.00	52.47%	0.00
210-5-25-10-330.000 Professional Services	7,000.00	4,919.00	2,081.00	70.27%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	32,250.00	17,329.22	14,920.78	53.73%	2,537.33
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	1,064.85	-1,064.85	100.00%	305.62
210-5-25-10-500.000 Training, Conf, Dues	4,000.00	4,250.87	-250.87	106.27%	158.00
210-5-25-10-505.000 Tech. Subs, Licenses	4,000.00	7,542.02	-3,542.02	188.55%	64.00
210-5-25-10-530.000 Communications	2,600.00	8,130.12	-5,530.12	312.70%	902.73
210-5-25-10-570.000 Other Purchased Services	11,000.00	7,573.33	3,426.67	68.85%	0.00
210-5-25-10-610.000 General Supplies	2,000.00	3,296.02	-1,296.02	164.80%	204.52
210-5-25-10-611.000 Small Tools and Equipment	1,500.00	6,910.00	-5,410.00	460.67%	0.00
210-5-25-10-612.000 Uniforms	27,000.00	19,539.08	7,460.92	72.37%	2,625.57
210-5-25-10-613.000 Program Supplies	4,500.00	10,066.98	-5,566.98	223.71%	0.00
210-5-25-10-750.000 Machinery & Equipment	18,000.00	33,540.76	-15,540.76	186.34%	16,424.11
210-5-25-10-920.000 Transfer btwn funds (capi	113,200.00	84,900.00	28,300.00	75.00%	-109,125.00
Total Fire	482,738.00	439,142.86	43,595.14	90.97%	-57,694.15
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	343,451.00	357,097.50	-13,646.50	103.97%	28,534.62

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-30-10-120.000 Part Time Salaries	0.00	4,007.10	-4,007.10	100.00%	508.88
210-5-30-10-130.000 Overtime	0.00	21.35	-21.35	100.00%	0.00
210-5-30-10-210.000 Group Insurance	151,475.00	143,024.05	8,450.95	94.42%	9,754.37
210-5-30-10-220.000 Social Security	26,409.00	27,754.50	-1,345.50	105.09%	2,202.98
210-5-30-10-230.000 Retirement	33,508.00	32,575.83	932.17	97.22%	2,765.10
210-5-30-10-290.000 Other Employee Benefits	1,750.00	0.00	1,750.00	0.00%	0.00
210-5-30-10-330.000 Professional Services	5,820.00	11,694.50	-5,874.50	200.94%	854.00
210-5-30-10-500.000 Training, Conf, Dues	6,098.00	2,955.28	3,142.72	48.46%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	4,440.00	12,250.94	-7,810.94	275.92%	2,092.12
210-5-30-10-530.000 Communications	9,485.00	12,590.00	-3,105.00	132.74%	165.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	6,931.30	-6,931.30	100.00%	650.00
210-5-30-10-561.000 CC Processing Fees	0.00	148.23	-148.23	100.00%	0.00
210-5-30-10-610.000 General Supplies	5,000.00	6,825.89	-1,825.89	136.52%	281.24
210-5-30-10-735.000 Tech: Equip/Hardware	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
Total EWRP Administration	600,436.00	617,876.47	-17,440.47	102.90%	47,808.31
210-5-30-12 EWRP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	116,177.00	120,030.87	-3,853.87	103.32%	9,485.70
210-5-30-12-120.000 Part Time Salaries	25,240.00	38,610.19	-13,370.19	152.97%	5,327.64
210-5-30-12-130.000 Overtime	0.00	2,613.17	-2,613.17	100.00%	394.50
210-5-30-12-210.000 Group Insurance	36,266.00	29,932.59	6,333.41	82.54%	2,175.45
210-5-30-12-220.000 Social Security	10,871.00	12,775.22	-1,904.22	117.52%	1,188.55
210-5-30-12-230.000 Retirement	11,618.00	11,399.96	218.04	98.12%	908.56
210-5-30-12-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	6,000.00	10,813.94	-4,813.94	180.23%	120.00
210-5-30-12-431.000 R&M Buildings & Grounds	12,559.00	17,048.83	-4,489.83	135.75%	141.85
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	2,178.00	2,057.50	120.50	94.47%	0.00
210-5-30-12-500.000 Training, Conf, Dues	4,098.00	2,193.71	1,904.29	53.53%	0.00
210-5-30-12-610.000 General Supplies	20,495.00	19,519.78	975.22	95.24%	2,741.27
Total EWRP Parks and Facilities	246,702.00	267,495.76	-20,793.76	108.43%	22,483.52
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	395,708.00	391,043.62	4,664.38	98.82%	31,473.72
210-5-35-10-120.000 Part Time Salaries	108,328.00	101,809.52	6,518.48	93.98%	8,443.72
210-5-35-10-210.000 Group Insurance	160,273.00	98,915.80	61,357.20	61.72%	7,017.56
210-5-35-10-220.000 Social Security	38,720.00	37,773.46	946.54	97.56%	3,043.15
210-5-35-10-230.000 Retirement	38,526.00	40,733.32	-2,207.32	105.73%	3,295.28
210-5-35-10-290.000 Other Employee Benefits	2,100.00	0.00	2,100.00	0.00%	0.00
210-5-35-10-340.000 Technical Services	4,000.00	3,786.00	214.00	94.65%	816.00
210-5-35-10-442.000 Rental Vehicles/Equip	2,500.00	2,685.77	-185.77	107.43%	176.62
210-5-35-10-500.000 Training, Conf, Dues	4,000.00	4,186.91	-186.91	104.67%	100.00
210-5-35-10-505.000 Tech. Subs, Licenses	10,500.00	7,678.15	2,821.85	73.13%	816.00
210-5-35-10-530.000 Communications	600.00	0.00	600.00	0.00%	0.00
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	3,000.00	2,084.52	915.48	69.48%	204.38

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-35-10-610.000 General Supplies	13,500.00	12,427.32	1,072.68	92.05%	2,605.03
210-5-35-10-640.201 Adult Collection	47,200.00	45,824.36	1,375.64	97.09%	563.81
210-5-35-10-640.202 Juvenile Collection	22,500.00	21,710.12	789.88	96.49%	59.99
210-5-35-10-735.000 Tech: Equip/Hardware	8,000.00	8,337.16	-337.16	104.21%	2,759.94
210-5-35-10-750.000 Machinery & Equipment	5,000.00	4,992.73	7.27	99.85%	0.00
210-5-35-10-840.201 Adult Programs	1,000.00	752.79	247.21	75.28%	200.00
210-5-35-10-840.202 Childrens Programs	4,500.00	4,245.25	254.75	94.34%	82.48
210-5-35-10-845.000 Employee/Volunteer Recogn	800.00	949.61	-149.61	118.70%	0.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	5,751.69	-5,751.69	100.00%	0.00
Total Brownell Library	871,455.00	795,688.10	75,766.90	91.31%	61,657.68
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	218,436.00	214,563.18	3,872.82	98.23%	17,937.13
210-5-40-12-120.000 Part Time Salaries	14,363.00	13,805.95	557.05	96.12%	647.75
210-5-40-12-130.000 Overtime	18,198.00	9,747.49	8,450.51	53.56%	600.00
210-5-40-12-210.000 Group Insurance	96,660.00	72,630.87	24,029.13	75.14%	5,284.20
210-5-40-12-220.000 Social Security	19,293.00	18,252.93	1,040.07	94.61%	1,489.81
210-5-40-12-230.000 Retirement	21,604.00	26,187.50	-4,583.50	121.22%	3,051.79
210-5-40-12-250.000 Unemployment Insurance	500.00	882.19	-382.19	176.44%	177.40
210-5-40-12-260.000 Workers Comp Insurance	11,146.00	7,564.21	3,581.79	67.86%	2,627.05
210-5-40-12-290.000 Other Empoyee Benefits	1,190.00	0.00	1,190.00	0.00%	0.00
210-5-40-12-330.000 Professional Services	17,000.00	30,930.39	-13,930.39	181.94%	1,961.28
210-5-40-12-410.000 Water and Sewer Charges	2,500.00	1,674.51	825.49	66.98%	0.00
210-5-40-12-422.000 Snow Removal	15,000.00	11,440.00	3,560.00	76.27%	0.00
210-5-40-12-425.000 Trash Removal	9,000.00	8,628.04	371.96	95.87%	1,342.45
210-5-40-12-430.000 R&M Vehicles & Equipment	36,000.00	116,504.91	-80,504.91	323.62%	15,119.38
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	1,518.43	8,481.57	15.18%	397.31
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	7,649.60	5,350.40	58.84%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	3,212.85	-212.85	107.10%	72.77
210-5-40-12-451.000 Summer Construction Servi	280,000.00	237,438.40	42,561.60	84.80%	2,476.96
210-5-40-12-500.000 Training, Conf, Dues	1,000.00	4,614.95	-3,614.95	461.50%	4,580.00
210-5-40-12-520.000 Insurance	14,650.00	11,984.22	2,665.78	81.80%	3,973.65
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	4,000.00	4,078.89	-78.89	101.97%	232.57
210-5-40-12-540.000 Advertising	500.00	1,358.60	-858.60	271.72%	0.00
210-5-40-12-571.000 Streetscape Maintenance	18,500.00	15,361.70	3,138.30	83.04%	3,171.79
210-5-40-12-572.000 Traffic Control	33,000.00	18,138.89	14,861.11	54.97%	268.72
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-575.000 Storm Sewer Maintenance	25,000.00	14,873.85	10,126.15	59.50%	2,098.80
210-5-40-12-600.000 Salt, Sand and Gravel	135,000.00	175,816.29	-40,816.29	130.23%	74.49
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	44,053.88	946.12	97.90%	1,823.24
210-5-40-12-610.000 General Supplies	30,000.00	21,576.29	8,423.71	71.92%	995.63
210-5-40-12-610.200 Streetlight Supplies	15,000.00	8,376.46	6,623.54	55.84%	769.95
210-5-40-12-612.000 Uniforms	6,500.00	5,170.78	1,329.22	79.55%	981.04
210-5-40-12-621.000 Natural Gas/Heating	4,104.00	3,592.57	511.43	87.54%	101.54
210-5-40-12-622.000 Electricity	4,200.00	32,947.95	-28,747.95	784.48%	0.00
210-5-40-12-622.200 Streetlight Electricity	134,000.00	90,955.27	43,044.73	67.88%	11,097.76
210-5-40-12-626.000 Gasoline	38,000.00	45,883.49	-7,883.49	120.75%	2,096.28
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	8,661.29	1,338.71	86.61%	3,000.00
210-5-40-12-920.000 Transfer to Capital	145,700.00	109,125.00	36,575.00	74.90%	109,125.00
Total Highways	1,465,044.00	1,400,201.82	64,842.18	95.57%	197,575.74
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	51,159.00	16,914.68	34,244.32	33.06%	1,390.24
210-5-40-13-210.000 Group Insurance	15,319.00	3,597.72	11,721.28	23.49%	294.74
210-5-40-13-220.000 Social Security	3,929.00	1,286.51	2,642.49	32.74%	105.66
210-5-40-13-230.000 Retirement	5,116.00	1,369.56	3,746.44	26.77%	0.00
210-5-40-13-250.000 Unemployment Insurance	35.00	88.22	-53.22	252.06%	17.74
210-5-40-13-260.000 Workers Comp Insurance	2,274.00	1,560.53	713.47	68.62%	541.97
210-5-40-13-290.000 Other Employee Benefits	186.00	0.00	186.00	0.00%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	0.00	12,000.00	0.00%	0.00
Total Stormwater	90,018.00	24,817.22	65,200.78	27.57%	2,350.35
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	11,000.00	17,680.12	-6,680.12	160.73%	4,995.39
210-5-41-20-410.000 Water and Sewer Charges	600.00	457.64	142.36	76.27%	0.00
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	14,336.15	5,663.85	71.68%	2,189.61
210-5-41-20-530.000 Communications	5,000.00	9,876.21	-4,876.21	197.52%	984.88
210-5-41-20-610.000 General Supplies	1,500.00	788.17	711.83	52.54%	37.97
210-5-41-20-621.000 Natrual Gas/Heating	5,000.00	5,117.04	-117.04	102.34%	239.10
210-5-41-20-622.000 Electricity	11,000.00	5,821.44	5,178.56	52.92%	0.00
210-5-41-20-755.000 Furniture and Fixtures	2,000.00	3,053.50	-1,053.50	152.68%	0.00
Total 2 Lincoln Street	56,100.00	57,130.27	-1,030.27	101.84%	8,446.95
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	30,000.00	28,970.63	1,029.37	96.57%	6,323.58
210-5-41-21-410.000 Water and Sewer Charges	600.00	317.45	282.55	52.91%	0.00
210-5-41-21-431.000 R&M Buildings & Grounds	20,000.00	19,596.45	403.55	97.98%	466.24
210-5-41-21-530.000 Communications	1,500.00	4,364.54	-2,864.54	290.97%	386.21
210-5-41-21-621.000 Natrual Gas/Heating	6,000.00	7,146.84	-1,146.84	119.11%	364.24
210-5-41-21-622.000 Electricity	13,700.00	12,120.28	1,579.72	88.47%	0.00
Total Brownell Library	71,800.00	72,516.19	-716.19	101.00%	7,540.27
210-5-41-22 Village Fire Station					
210-5-41-22-400.000 Contracted Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	309.84	190.16	61.97%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	9,500.00	5,725.23	3,774.77	60.27%	0.00
210-5-41-22-530.000 Communications	2,200.00	517.78	1,682.22	23.54%	0.00
210-5-41-22-610.000 General Supplies	1,500.00	196.76	1,303.24	13.12%	63.61
210-5-41-22-621.000 Natrual Gas/Heating	3,500.00	4,354.21	-854.21	124.41%	86.46
210-5-41-22-622.000 Electricity	4,000.00	5,821.45	-1,821.45	145.54%	0.00
210-5-41-22-626.000 Gasoline	5,000.00	5,059.26	-59.26	101.19%	234.13
Total Village Fire Station	26,700.00	21,984.53	4,715.47	82.34%	384.20

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-41-23-410.000 Water and Sewer Charges	700.00	733.18	-33.18	104.74%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	0.00	817.00	-817.00	100.00%	0.00
210-5-41-23-530.000 Communications	3,000.00	2,792.51	207.49	93.08%	250.38
210-5-41-23-621.000 Natrual Gas/Heating	3,000.00	3,777.91	-777.91	125.93%	246.02
210-5-41-23-622.000 Electricity	4,400.00	4,875.42	-475.42	110.81%	0.00
Total Park Street School	12,100.00	12,996.02	-896.02	107.41%	496.40
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	30,000.00	33,780.05	-3,780.05	112.60%	3,238.13
210-5-41-26-410.000 Water and Sewer Charges	7,000.00	4,415.03	2,584.97	63.07%	0.00
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	24,141.33	5,858.67	80.47%	152.81
210-5-41-26-530.000 Communications	6,500.00	8,883.22	-2,383.22	136.66%	767.94
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	7,377.47	-877.47	113.50%	242.36
210-5-41-26-622.000 Electricity	37,000.00	28,350.09	8,649.91	76.62%	425.12
210-5-41-26-626.000 Gasoline	1,500.00	2,316.19	-816.19	154.41%	384.24
Total Maple St. Park and Pool	118,500.00	109,263.38	9,236.62	92.21%	5,210.60
Total Buildings	285,200.00	273,890.39	11,309.61	96.03%	22,078.42
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	1,009.61	-1,009.61	100.00%	0.00
210-5-90-00-640.202 Juvenile Collection repl	0.00	102.19	-102.19	100.00%	0.00
210-5-90-00-890.000 Federal Grant Expenditure	0.00	300.00	-300.00	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,128.00	520,596.00	173,532.00	75.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	3,750.00	1,250.00	75.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	9,788.94	-9,788.94	100.00%	319.69
Total Transfers and Misc.	699,128.00	535,546.74	163,581.26	76.60%	319.69
210-5-95-00 Debt Service					
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,135.00	0.00	100.00%	0.00
210-5-95-00-955.903 Capital Imp Interest	60,415.00	60,489.15	-74.15	100.12%	0.00
Total Debt Service	195,550.00	195,624.15	-74.15	100.04%	0.00
Total Expenditures	6,310,015.00	5,807,705.94	502,309.06	92.04%	418,280.24
Total GENERAL FUND	0.00	8,889.83	-8,889.83	-100.00%	-422,326.14

TRUSTEE CAP IMP PROJECTS

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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220-4-00-00-010.000 Property Taxes	0.00	112,294.71	-112,294.71	100.00%	0.00
220-4-00-00-060.000 Interest Income	0.00	5,650.09	-5,650.09	100.00%	0.00
220-4-00-00-098.000 Misc Revenue	0.00	3,637.00	-3,637.00	100.00%	0.00
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Total Revenues	0.00	121,581.80	-121,581.80	100.00%	0.00
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220-5-00-00-720.002 1 Main; Road Res-Q	0.00	24,933.60	-24,933.60	100.00%	0.00
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Total Expenditures	0.00	24,933.60	-24,933.60	100.00%	0.00
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Total TRUSTEE CAP IMP PROJECTS	0.00	96,648.20	-96,648.20	-100.00%	0.00
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
----- 221-4-00-00-060.000 Interest Income	0.00	16.22	-16.22	100.00%	0.00
Total Revenues	0.00	16.22	-16.22	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	16.22	-16.22	-100.00%	0.00
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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223-4-00-00-060.000 Interest Income	0.00	26,173.66	-26,173.66	100.00%	0.00
223-4-90-00-040.000 Federal Grant: ARPA	375,000.00	13,577.38	361,422.62	3.62%	0.00
Total Revenues	375,000.00	39,751.04	335,248.96	10.60%	0.00
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223-5-23-10-910.000 Transfer btwn funds (non-	375,000.00	294,827.38	80,172.62	78.62%	0.00
Total Expenditures	375,000.00	294,827.38	80,172.62	78.62%	0.00
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Total ARPA Funds	0.00	-255,076.34	255,076.34	-100.00%	0.00
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Town of Essex General Ledger
Current Yr Pd: 12 Year Budget Status Report
Local Option Tax

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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224-4-00-00-015.000 LOT Revenue	0.00	436,235.54	-436,235.54	100.00%	0.00
224-4-00-00-060.000 Interest Income	0.00	1,923.62	-1,923.62	100.00%	0.00
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Total Revenues	0.00	438,159.16	-438,159.16	100.00%	0.00
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Total Local Option Tax	0.00	438,159.16	-438,159.16	-100.00%	0.00
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GEN FUND CAP RESERVE

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,600.00	15,918.00	-318.00	102.04%	15,918.00
230-4-00-00-060.000 Interest Income	0.00	1,409.13	-1,409.13	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	531,585.00	398,688.75	132,896.25	75.00%	0.00
Total Revenue	547,185.00	416,015.88	131,169.12	76.03%	15,918.00
230-4-16-10-040.824 Cres. Connector					
230-4-16-10-040.824 Cres. Connector	0.00	1,633,008.76	-1,633,008.76	100.00%	462,481.09
230-4-16-10-040.825 Pearl St Missing Link	0.00	308,689.95	-308,689.95	100.00%	308,689.95
230-4-40-13-040.801 02140-84474-020 FEMA Dens	0.00	396,063.88	-396,063.88	100.00%	0.00
230-4-40-13-041.831 BR0865 Rosewood Lane	0.00	14,574.16	-14,574.16	100.00%	0.00
Total Revenues	547,185.00	2,768,352.63	-2,221,167.63	505.93%	787,089.04
230-5-16-10-890.824 Cres. Connector					
230-5-16-10-890.824 Cres. Connector	0.00	2,367,074.76	-2,367,074.76	100.00%	834,091.51
230-5-16-10-890.825 Pearl St Missing Link	0.00	308,689.95	-308,689.95	100.00%	0.00
230-5-40-13-722.801 Densmore Dr non-FEMA	0.00	631,229.15	-631,229.15	100.00%	0.00
230-5-40-13-895.818 CCRPC UPWP Planning	0.00	997.94	-997.94	100.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert	580,000.00	88,489.13	491,510.87	15.26%	44,286.15
Total Expenditures	580,000.00	3,396,480.93	-2,816,480.93	585.60%	878,377.66
Total GEN FUND CAP RESERVE	-32,815.00	-628,128.30	660,943.30	1,914.15%	-91,288.62

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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231-4-00-00-060.000 Interest Income	0.00	6,814.52	-6,814.52	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	258,900.00	194,025.00	64,875.00	74.94%	0.00
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Total Revenues	258,900.00	200,839.52	58,060.48	77.57%	0.00
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Total Expenditures	0.00	0.00	0.00	0.00%	0.00
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Total ROLLING STOCK FUND	258,900.00	200,839.52	-459,739.52	77.57%	0.00
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BUILDING MAINT FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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232-4-00-00-060.000 Interest Income	0.00	2,366.30	-2,366.30	100.00%	0.00
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	6,242.50	-6,242.50	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	37,500.00	12,500.00	75.00%	0.00
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Total Revenues	50,000.00	46,108.80	3,891.20	92.22%	0.00
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232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	13,986.25	-13,986.25	100.00%	922.50
232-5-41-21-730.001 Roof	0.00	11,399.50	-11,399.50	100.00%	0.00
232-5-41-23-730.002 HVAC	0.00	5,500.00	-5,500.00	100.00%	0.00
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Total Expenditures	0.00	30,885.75	-30,885.75	100.00%	922.50
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Total BUILDING MAINT FUND	50,000.00	15,223.05	-65,223.05	30.45%	-922.50
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
233-4-00-00-060.000 Interest Income	0.00	-1,032.25	1,032.25	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	112,543.00	84,407.25	28,135.75	75.00%	0.00
Total Revenues	112,543.00	83,375.00	29,168.00	74.00%	0.00
233-5-00-00-721.001 Pedestrian Paths	9,723.00	40,975.00	-31,252.00	421.42%	0.00
233-5-00-00-730.002 Buildings & Facilities	5,320.00	3,772.75	1,547.25	70.92%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	7,000.00	5,000.00	58.33%	0.00
233-5-00-00-740.002 Resurfacing	0.00	1,559.00	-1,559.00	100.00%	0.00
233-5-00-00-740.005 Park Amenitites	55,000.00	0.00	55,000.00	0.00%	0.00
233-5-00-00-740.006 Pool Improvements	5,000.00	0.00	5,000.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	25,500.00	25,448.40	51.60	99.80%	0.00
Total Expenditures	112,543.00	78,755.15	33,787.85	69.98%	0.00
Total EJRP CAP RESERVE	0.00	4,619.85	-4,619.85	-100.00%	0.00

Town of Essex General Ledger
Current Yr Pd: 12 Year Budget Status Report
LAND ACQUISITION FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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234-4-00-00-060.000 Interest Income	0.00	751.42	-751.42	100.00%	0.00
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Total Revenues	0.00	751.42	-751.42	100.00%	0.00
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Total LAND ACQUISITION FUND	0.00	751.42	-751.42	-100.00%	0.00
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WATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,320,757.00	1,238,301.95	82,455.05	93.76%	-579.79
254-4-54-20-021.001 Water Large User Fees	110,000.00	115,096.96	-5,096.96	104.63%	9,030.78
254-4-54-20-024.000 Utility Connection Fees	7,000.00	2,260.00	4,740.00	32.29%	10.00
254-4-54-20-060.000 Interest Income	800.00	4,612.41	-3,812.41	576.55%	0.00
254-4-54-20-085.000 Penalties	5,000.00	5,599.67	-599.67	111.99%	0.00
254-4-54-20-098.000 Misc Revenue	150.00	4,535.89	-4,385.89	3,023.93%	210.00
Total Water Revenues	1,443,707.00	1,370,406.88	73,300.12	94.92%	8,670.99
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	2,674,332.05	-2,674,332.05	100.00%	208,857.31
254-4-54-70-092.000 Transfer to Capital	410,000.00	307,500.00	102,500.00	75.00%	0.00
Total Nonoperating Revenues	410,000.00	2,981,832.05	-2,571,832.05	727.28%	208,857.31
Total Revenues	1,853,707.00	4,352,238.93	-2,498,531.93	234.79%	217,528.30
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	140,268.00	128,134.98	12,133.02	91.35%	7,850.40
254-5-54-20-120.000 Part Time Salaries	1,382.00	104.26	1,277.74	7.54%	0.00
254-5-54-20-130.000 Overtime	15,082.00	8,229.13	6,852.87	54.56%	300.00
254-5-54-20-210.000 Group Insurance	82,964.00	67,107.07	15,856.93	80.89%	2,582.46
254-5-54-20-220.000 Social Security	12,056.00	10,429.86	1,626.14	86.51%	652.51
254-5-54-20-230.000 Retirement	13,902.00	8,882.19	5,019.81	63.89%	0.00
254-5-54-20-250.000 Unemployment Insurance	190.00	352.88	-162.88	185.73%	70.96
254-5-54-20-260.000 Workers Comp Insurance	7,101.00	4,530.85	2,570.15	63.81%	1,573.56
254-5-54-20-290.000 Other Employee Benefits	875.00	0.00	875.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	1,238.62	-238.62	123.86%	25.00
254-5-54-20-335.000 Audit	4,750.00	3,850.00	900.00	81.05%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	84.12	115.88	42.06%	0.00
254-5-54-20-411.000 CWD Water Purchase	559,534.00	579,789.78	-20,255.78	103.62%	51,951.03
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	15,649.12	-11,649.12	391.23%	28.39
254-5-54-20-433.000 R&M Infrastructure	16,000.00	34,332.50	-18,332.50	214.58%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	100.00	50.00	66.67%	50.00
254-5-54-20-491.000 Administrative Fees	125,960.00	94,470.00	31,490.00	75.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	573.00	2,427.00	19.10%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	2,950.82	-1,950.82	295.08%	0.00
254-5-54-20-520.000 Insurance	5,765.00	1,732.91	4,032.09	30.06%	593.37
254-5-54-20-530.000 Communications	2,500.00	3,583.36	-1,083.36	143.33%	176.80
254-5-54-20-550.000 Printing and Binding	2,000.00	0.00	2,000.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	2,833.11	666.89	80.95%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	10,849.12	-3,849.12	154.99%	238.87
254-5-54-20-612.000 Uniforms	1,350.00	1,580.79	-230.79	117.10%	652.86
254-5-54-20-614.000 Meters and Parts	6,000.00	823.93	5,176.07	13.73%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,078.00	2,862.04	215.96	92.98%	81.50
254-5-54-20-622.000 Electricity	1,400.00	769.96	630.04	55.00%	62.32
254-5-54-20-626.000 Gasoline	3,000.00	2,081.61	918.39	69.39%	241.58
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	459.52	2,240.48	17.02%	0.00

WATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-5-54-20-750.000 Machinery & Equipment	6,000.00	0.00	6,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	410,000.00	307,500.00	102,500.00	75.00%	0.00
Total Operating Expenses	1,443,707.00	1,295,885.53	147,821.47	89.76%	67,131.61
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	2,661,878.78	-2,661,878.78	100.00%	208,857.31
254-5-54-70-723.003 Fairview Drive PRV	200,000.00	0.00	200,000.00	0.00%	0.00
254-5-54-70-723.004 Main St Water Line	0.00	101,487.01	-101,487.01	100.00%	1,463.00
254-5-54-70-723.005 Iriquois Ave Water Line	32,430.00	0.00	32,430.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	0.00	11,753.49	-11,753.49	100.00%	291.67
254-5-54-70-750.005 Backhoe	114,333.00	124,000.00	-9,667.00	108.46%	0.00
254-5-54-70-751.001 Pickup Truck	41,527.00	0.00	41,527.00	0.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	49,852.89	-49,852.89	100.00%	0.00
Total NonOperating Expenses	388,290.00	2,948,972.17	-2,560,682.17	759.48%	210,611.98
Total Expenditures	1,831,997.00	4,244,857.70	-2,412,860.70	231.71%	277,743.59
Total WATER FUND	21,710.00	107,381.23	-129,091.23	494.62%	-60,215.29

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	921,161.00	871,492.65	49,668.35	94.61%	-121.09
255-4-55-30-022.001 Village: Septage Discharg	20,000.00	75,005.03	-55,005.03	375.03%	17,780.25
255-4-55-30-022.002 Village: Leachate Revenue	500.00	2,110.22	-1,610.22	422.04%	141.43
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	649,661.00	595,522.61	54,138.39	91.67%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	853,286.00	853,401.44	-115.44	100.01%	0.00
255-4-55-30-025.003 Tri-Town: Septage	10,000.00	0.00	10,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	27,000.00	9,000.00	75.00%	0.00
255-4-55-30-060.000 Interest Income	0.00	18,077.07	-18,077.07	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	3,984.87	-484.87	113.85%	0.00
Total Operating Revenue	2,494,208.00	2,446,593.89	47,614.11	98.09%	17,800.59
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	294,287.28	-294,287.28	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	297,878.99	-297,878.99	100.00%	0.00
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	296,962.61	-296,962.61	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	420,000.00	315,000.00	105,000.00	75.00%	0.00
Total Nonoperating Revenues	420,000.00	1,204,128.88	-784,128.88	286.70%	0.00
Total Revenues	2,914,208.00	3,650,722.77	-736,514.77	125.27%	17,800.59
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	445,885.00	420,366.16	25,518.84	94.28%	30,859.63
255-5-55-30-120.000 Part Time Salaries	0.00	599.59	-599.59	100.00%	750.00
255-5-55-30-130.000 Overtime	50,000.00	40,039.86	9,960.14	80.08%	3,380.80
255-5-55-30-210.000 Group Insurance	178,057.00	89,755.44	88,301.56	50.41%	4,265.81
255-5-55-30-220.000 Social Security	38,102.00	35,545.48	2,556.52	93.29%	2,753.47
255-5-55-30-230.000 Retirement	44,364.00	39,566.35	4,797.65	89.19%	3,178.50
255-5-55-30-250.000 Unemployment Insurance	720.00	1,323.29	-603.29	183.79%	266.10
255-5-55-30-260.000 Workers Comp Insurance	22,462.00	13,039.90	9,422.10	58.05%	4,528.75
255-5-55-30-290.000 Other Employee Benefits	2,159.00	0.00	2,159.00	0.00%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	2,862.50	137.50	95.42%	90.00
255-5-55-30-330.000 Professional Services	5,500.00	22,181.61	-16,681.61	403.30%	556.11
255-5-55-30-335.000 Audit	4,500.00	3,675.00	825.00	81.67%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	42,168.64	-2,168.64	105.42%	915.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	2,039.75	1,960.25	50.99%	0.00
255-5-55-30-421.000 Grit Disposal	16,000.00	16,323.42	-323.42	102.02%	1,189.45
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	2,733.91	1,266.09	68.35%	105.87
255-5-55-30-442.000 Rental Vehicles/Equip	0.00	1,338.34	-1,338.34	100.00%	73.77
255-5-55-30-491.000 Administrative Fees	62,980.00	47,235.00	15,745.00	75.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	7,500.00	5,332.21	2,167.79	71.10%	116.00
255-5-55-30-505.000 Tech. Subs, Licenses	1,925.00	13,563.91	-11,638.91	704.62%	51.00
255-5-55-30-510.000 Permits, Licenses, Reg	9,900.00	12,775.00	-2,875.00	129.04%	0.00
255-5-55-30-520.000 Insurance	38,605.00	31,875.18	6,729.82	82.57%	11,010.47
255-5-55-30-530.000 Communications	6,400.00	9,464.01	-3,064.01	147.88%	783.78

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	156,005.00	33,995.00	82.11%	72,270.00
255-5-55-30-568.000 Biosolids Subcontractor	150,000.00	151,225.24	-1,225.24	100.82%	18,262.81
255-5-55-30-570.000 Other Purchased Services	130,000.00	122,217.10	7,782.90	94.01%	15,242.87
255-5-55-30-610.000 General Supplies	10,000.00	7,737.66	2,262.34	77.38%	353.23
255-5-55-30-612.000 Uniforms	5,000.00	4,880.17	119.83	97.60%	923.91
255-5-55-30-618.000 Laboratory Supplies	20,000.00	18,078.98	1,921.02	90.39%	536.36
255-5-55-30-619.000 Chemicals	355,000.00	422,379.76	-67,379.76	118.98%	25,957.28
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	23,002.64	2,647.36	89.68%	1,193.79
255-5-55-30-622.000 Electricity	175,000.00	188,073.42	-13,073.42	107.47%	13,690.34
255-5-55-30-626.000 Gasoline	3,500.00	3,778.99	-278.99	107.97%	244.77
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	420,000.00	315,000.00	105,000.00	75.00%	0.00
Total Operating Expenses	2,470,209.00	2,266,933.51	203,275.49	91.77%	213,549.87
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.012 Phlo Final Phase	0.00	25,096.39	-25,096.39	100.00%	0.00
255-5-55-70-722.013 Cogen	0.00	52,714.37	-52,714.37	100.00%	0.00
255-5-55-70-730.001 Energy Conservation	0.00	172,580.62	-172,580.62	100.00%	-9,137.14
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	396.20	-396.20	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	37,411.23	-37,411.23	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	191,387.83	-191,387.83	100.00%	0.00
Total Nonoperating Expenses	0.00	479,586.64	-479,586.64	100.00%	-9,137.14
Total Expenditures	2,470,209.00	2,746,520.15	-276,311.15	111.19%	204,412.73
Total WASTEWATER FUND	443,999.00	904,202.62	-1,348,201.62	203.65%	-186,612.14

SANITATION FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	700,325.00	687,200.81	13,124.19	98.13%	-97.38
256-4-56-40-023.001 Essex Pump Station Fees	35,625.00	11,453.30	24,171.70	32.15%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	8,000.00	22,000.00	26.67%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	16,789.33	-11,789.33	335.79%	0.00
256-4-56-40-085.000 Penalties	2,500.00	3,160.25	-660.25	126.41%	0.00
256-4-56-40-098.000 Misc Revenue	3,000.00	0.00	3,000.00	0.00%	0.00
Total Operating Revenues	791,450.00	726,603.69	64,846.31	91.81%	-97.38
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	71,250.00	23,750.00	75.00%	0.00
Total Nonoperating Revenues	95,000.00	212,550.00	-117,550.00	223.74%	0.00
Total Revenues	886,450.00	939,153.69	-52,703.69	105.95%	-97.38

256-5-56-40 Operating Expenses

256-5-56-40-110.000 Regular Salaries	124,788.00	129,703.40	-4,915.40	103.94%	9,442.29
256-5-56-40-120.000 Part Time Salaries	1,382.00	104.26	1,277.74	7.54%	0.00
256-5-56-40-130.000 Overtime	13,574.00	11,916.07	1,657.93	87.79%	728.36
256-5-56-40-210.000 Group Insurance	63,266.00	69,341.19	-6,075.19	109.60%	4,414.04
256-5-56-40-220.000 Social Security	10,755.00	10,841.65	-86.65	100.81%	776.52
256-5-56-40-230.000 Retirement	12,356.00	9,881.64	2,474.36	79.97%	375.04
256-5-56-40-250.000 Unemployment Insurance	190.00	352.88	-162.88	185.73%	70.96
256-5-56-40-260.000 Workers Comp Insurance	6,330.00	4,146.10	2,183.90	65.50%	1,439.94
256-5-56-40-290.000 Other Employee Benefits	840.00	0.00	840.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	1,000.00	2,235.59	-1,235.59	223.56%	0.00
256-5-56-40-335.000 Audit	2,500.00	2,100.00	400.00	84.00%	0.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	233.74	266.26	46.75%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	867.68	1,132.32	43.38%	461.90
256-5-56-40-431.000 R&M Buildings & Grounds	14,000.00	14,375.83	-375.83	102.68%	1,156.66
256-5-56-40-433.000 R&M Infrastructure	6,000.00	16,657.96	-10,657.96	277.63%	10,864.00
256-5-56-40-434.001 Susie Wilson PS Costs	15,000.00	7,719.88	7,280.12	51.47%	121.08
256-5-56-40-434.002 West Street PS Costs	17,000.00	11,233.22	5,766.78	66.08%	122.04
256-5-56-40-441.000 Rental Land/Buildings	1,700.00	4,757.87	-3,057.87	279.87%	50.00
256-5-56-40-491.000 Administrative Fees	161,960.00	121,470.00	40,490.00	75.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	200.00	92.00	108.00	46.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	1,756.93	-1,006.93	234.26%	0.00
256-5-56-40-520.000 Insurance	3,457.00	1,354.65	2,102.35	39.19%	467.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	5,720.78	29.22	99.49%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	2,410.06	-1,410.06	241.01%	0.00
256-5-56-40-612.000 Uniforms	1,350.00	1,840.54	-490.54	136.34%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,052.00	1,233.21	818.79	60.10%	74.05
256-5-56-40-622.000 Electricity	14,000.00	8,206.11	5,793.89	58.62%	419.63

SANITATION FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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256-5-56-40-626.000 Gasoline	4,000.00	4,902.27	-902.27	122.56%	622.03
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	71,250.00	23,750.00	75.00%	0.00
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Total Operating Expenses	591,700.00	516,705.51	74,994.49	87.33%	31,605.54
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256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.004 South St PS Pump	40,000.00	64,331.61	-24,331.61	160.83%	4,666.73
256-5-56-70-722.005 Maple/River/West St PS	0.00	13,992.00	-13,992.00	100.00%	1,272.00
256-5-56-70-750.001 Meter Replacement Program	0.00	23,509.86	-23,509.86	100.00%	583.33
256-5-56-70-910.000 Transfer to WWTF	0.00	296,962.61	-296,962.61	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	2,433.82	-2,433.82	100.00%	0.00
256-5-56-70-955.002 RF1-157 PS upgrade	0.00	14,196.23	-14,196.23	100.00%	0.00
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Total Nonoperating Expenses	80,000.00	415,426.13	-335,426.13	519.28%	6,522.06
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Total Expenditures	671,700.00	932,131.64	-260,431.64	138.77%	38,127.60
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Total SANITATION FUND	214,750.00	7,022.05	-221,772.05	3.27%	-38,224.98
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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257-4-57-50-098.000 Misc Revenue	0.00	17,414.03	-17,414.03	100.00%	17,414.03
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Total Revenues	0.00	17,414.03	-17,414.03	100.00%	17,414.03
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Total STORMWATER FUND	0.00	17,414.03	-17,414.03	-100.00%	17,414.03
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SENIOR CENTER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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258-4-33-13-020.310 Senior Center Payments	5,900.00	6,408.66	-508.66	108.62%	435.00
258-4-33-13-050.000 Donation Revenue	2,000.00	5,050.00	-3,050.00	252.50%	0.00
258-4-33-13-050.002 Fund Raising Revenue	3,000.00	236.00	2,764.00	7.87%	0.00
258-4-33-13-060.000 Interest Income	0.00	192.85	-192.85	100.00%	0.00
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Total Revenues	10,900.00	11,887.51	-987.51	109.06%	435.00
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258-5-33-13-330.000 Professional Services	3,600.00	2,974.81	625.19	82.63%	649.98
258-5-33-13-431.000 R&M Buildings & Grounds	1,000.00	0.00	1,000.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	1,230.00	2,155.89	-925.89	175.28%	-4.02
258-5-33-13-610.000 General Supplies	1,000.00	1,131.24	-131.24	113.12%	31.96
258-5-33-13-830.000 Regular Programs	4,000.00	6,354.17	-2,354.17	158.85%	478.38
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Total Expenditures	10,830.00	12,616.11	-1,786.11	116.49%	1,156.30
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Total SENIOR CENTER FUND	70.00	-728.60	658.60	-1,040.86%	-721.30
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EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-4-30-10-040.000 Federal Grant Revenue	0.00	21,750.00	-21,750.00	100.00%	0.00
259-4-30-10-040.832 Federal Grant Rev - ARPA	0.00	229,710.00	-229,710.00	100.00%	0.00
259-4-30-10-060.000 Interest Income	0.00	10,416.00	-10,416.00	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	72,444.00	65,327.85	7,116.15	90.18%	0.00
259-4-30-11-020.305 Pool Memberships	43,296.00	24,367.75	18,928.25	56.28%	50.00
259-4-30-11-020.306 Swim Lessons	51,924.00	30,734.63	21,189.37	59.19%	28.00
259-4-30-12-020.308 Facility & Field Rental	12,549.00	26,378.50	-13,829.50	210.20%	0.00
259-4-30-12-050.000 Donations	0.00	960.00	-960.00	100.00%	0.00
259-4-30-14-020.311 Youth Programs	203,155.00	300,825.31	-97,670.31	148.08%	-490.00
259-4-30-14-020.312 Adult Programs	129,663.00	118,223.75	11,439.25	91.18%	105.00
259-4-30-14-050.000 Donation Revenue	26,550.00	1,350.00	25,200.00	5.08%	0.00
259-4-30-14-050.001 Donation - Memorial Day P	0.00	14,150.00	-14,150.00	100.00%	1,000.00
259-4-30-15-020.313 Childcare - AS	1,247,624.00	1,229,790.55	17,833.45	98.57%	9,122.50
259-4-30-15-020.315 Shared Staffing Contract	138,924.00	110,819.80	28,104.20	79.77%	110,819.80
259-4-30-16-020.313 Childcare - PS	397,508.00	363,832.01	33,675.99	91.53%	1,633.68
259-4-30-17-020.313 Childcare - DC	538,825.00	481,824.81	57,000.19	89.42%	1,727.88
Total Revenues	2,862,462.00	3,030,460.96	-167,998.96	105.87%	123,996.86
259-5-30-10 Administration					
259-5-30-10-110.000 Regular Salaries	51,064.00	49,296.40	1,767.60	96.54%	3,928.00
259-5-30-10-120.000 Part Time Salaries	0.00	448.41	-448.41	100.00%	0.00
259-5-30-10-210.000 Group Insurance	24,865.00	350.00	24,515.00	1.41%	0.00
259-5-30-10-220.000 Social Security	3,906.00	4,071.62	-165.62	104.24%	310.45
259-5-30-10-230.000 Retirement	4,085.00	4,095.83	-10.83	100.27%	324.06
259-5-30-10-260.000 Workers Comp Insurance	40,552.00	29,838.24	10,713.76	73.58%	7,926.18
259-5-30-10-330.000 Professional Services	6,000.00	3,980.00	2,020.00	66.33%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	7,064.88	-4,929.88	330.91%	316.12
259-5-30-10-500.000 Training, Conf, Dues	15,549.00	15,919.04	-370.04	102.38%	2,580.00
259-5-30-10-550.000 Printing and Binding	22,220.00	9,674.00	12,546.00	43.54%	0.00
259-5-30-10-560.000 Postage	6,953.00	5,593.29	1,359.71	80.44%	55.20
259-5-30-10-561.000 CC Processing Fees	0.00	60,148.67	-60,148.67	100.00%	0.00
Total Administration	177,329.00	190,480.38	-13,151.38	107.42%	15,440.01
259-5-30-11 Pool					
259-5-30-11-120.000 Part Time Salaries	108,694.00	70,074.06	38,619.94	64.47%	4,451.57
259-5-30-11-130.000 Overtime	0.00	6,061.72	-6,061.72	100.00%	0.00
259-5-30-11-220.000 Social Security	8,316.00	5,824.40	2,491.60	70.04%	340.56
259-5-30-11-330.000 Professional Services	6,580.00	5,748.00	832.00	87.36%	672.00
259-5-30-11-410.000 Water and Sewer Charges	2,701.00	1,876.77	824.23	69.48%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	25,887.00	27,098.85	-1,211.85	104.68%	5,736.29
259-5-30-11-610.000 General Supplies	5,640.00	3,479.57	2,160.43	61.69%	2,588.33
Total Pool	157,818.00	120,163.37	37,654.63	76.14%	13,788.75
259-5-30-12 Parks and Facilities					
259-5-30-12-120.000 Part Time Salaries	7,922.00	4,015.74	3,906.26	50.69%	0.00
259-5-30-12-220.000 Social Security	606.00	307.21	298.79	50.69%	0.00

EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-12-330.000 Professional Services	13,110.00	11,698.01	1,411.99	89.23%	4,840.00
259-5-30-12-442.000 Rental Vehicles/Equip	7,200.00	7,892.26	-692.26	109.61%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	6,146.86	-2,146.86	153.67%	1,180.00
259-5-30-12-530.000 Communications	1,320.00	1,320.00	0.00	100.00%	110.00
259-5-30-12-610.000 General Supplies	0.00	239.31	-239.31	100.00%	0.00
259-5-30-12-830.000 Regular Programs	0.00	621.00	-621.00	100.00%	0.00
Total Parks and Facilities	34,158.00	32,240.39	1,917.61	94.39%	6,130.00
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	0.00	4,626.37	-4,626.37	100.00%	0.00
259-5-30-14-120.000 Part Time Salaries	14,400.00	11,933.28	2,466.72	82.87%	833.83
259-5-30-14-220.000 Social Security	1,102.00	1,262.99	-160.99	114.61%	63.78
259-5-30-14-330.000 Professional Services	241,880.00	318,059.70	-76,179.70	131.49%	21,623.39
259-5-30-14-410.000 Water and Sewer Charges	800.00	648.52	151.48	81.07%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	800.00	504.45	295.55	63.06%	504.45
259-5-30-14-441.000 Rental Land/Buildings	600.00	0.00	600.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	900.00	2,817.69	-1,917.69	313.08%	0.00
259-5-30-14-500.000 Training, Conf, Dues	750.00	535.00	215.00	71.33%	535.00
259-5-30-14-540.000 Advertising	200.00	150.00	50.00	75.00%	0.00
259-5-30-14-610.000 General Supplies	30,610.00	52,807.49	-22,197.49	172.52%	874.83
259-5-30-14-831.000 Special or New Programs	2,912.00	0.00	2,912.00	0.00%	0.00
259-5-30-14-850.150 Memorial Day Parade	0.00	1,926.13	-1,926.13	100.00%	1,280.90
Total Recreation Programs	294,954.00	395,271.62	-100,317.62	134.01%	25,716.18
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	483,791.00	435,878.71	47,912.29	90.10%	35,243.20
259-5-30-15-120.000 Part Time Salaries	390,955.00	362,224.96	28,730.04	92.65%	38,763.00
259-5-30-15-130.000 Overtime	0.00	7,337.11	-7,337.11	100.00%	249.34
259-5-30-15-210.000 Group Insurance	95,989.00	103,311.22	-7,322.22	107.63%	6,747.75
259-5-30-15-220.000 Social Security	64,612.00	61,481.10	3,130.90	95.15%	5,669.32
259-5-30-15-230.000 Retirement	44,165.00	44,784.44	-619.44	101.40%	3,388.51
259-5-30-15-290.000 Other Employee Benefits	4,200.00	0.00	4,200.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	31,480.00	34,900.32	-3,420.32	110.87%	5,421.25
259-5-30-15-500.000 Training, Conf, Dues	36,940.00	12,441.69	24,498.31	33.68%	0.00
259-5-30-15-530.000 Communications	5,700.00	12,054.49	-6,354.49	211.48%	544.83
259-5-30-15-580.000 Travel	54,380.00	20,353.49	34,026.51	37.43%	928.58
259-5-30-15-610.000 General Supplies	53,286.00	73,591.88	-20,305.88	138.11%	10,301.30
259-5-30-15-626.000 Gasoline	2,650.00	1,726.91	923.09	65.17%	174.05
259-5-30-15-975.000 Interest Expense - Leases	17,306.00	0.00	17,306.00	0.00%	0.00
Total After School Care	1,285,454.00	1,170,086.32	115,367.68	91.03%	107,431.13
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	203,065.00	214,302.82	-11,237.82	105.53%	17,367.49
259-5-30-16-120.000 Part Time Salaries	37,480.00	22,121.00	15,359.00	59.02%	1,002.33
259-5-30-16-130.000 Overtime	0.00	276.40	-276.40	100.00%	27.75
259-5-30-16-210.000 Group Insurance	112,206.00	78,127.72	34,078.28	69.63%	2,035.09
259-5-30-16-220.000 Social Security	18,509.00	17,914.30	594.70	96.79%	1,385.60

EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
259-5-30-16-230.000 Retirement	20,307.00	13,123.85	7,183.15	64.63%	719.52
259-5-30-16-290.000 Other Employee Benefits	1,400.00	0.00	1,400.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	7,736.92	-4,622.92	248.46%	541.00
259-5-30-16-500.000 Training, Conf, Dues	5,100.00	7,235.55	-2,135.55	141.87%	645.00
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	4,500.00	20,446.92	-15,946.92	454.38%	8,631.32
Total Preschool	407,409.00	381,285.48	26,123.52	93.59%	32,355.10
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	60,195.00	10,513.59	49,681.41	17.47%	0.00
259-5-30-17-120.000 Part Time Salaries	308,642.00	222,844.63	85,797.37	72.20%	2,902.00
259-5-30-17-130.000 Overtime	0.00	11,704.72	-11,704.72	100.00%	0.00
259-5-30-17-220.000 Social Security	28,215.00	18,832.06	9,382.94	66.74%	222.05
259-5-30-17-330.000 Professional Services	8,905.00	25,920.64	-17,015.64	291.08%	7,028.00
259-5-30-17-580.000 Travel	72,240.00	55,968.02	16,271.98	77.48%	690.00
259-5-30-17-610.000 General Supplies	26,515.00	20,017.10	6,497.90	75.49%	10,979.87
Total Summer Day Camps	504,712.00	365,800.76	138,911.24	72.48%	21,821.92
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	2,861,834.00	2,655,328.32	206,505.68	92.78%	222,683.09
Total EJRP PPROGRAMS FUND	628.00	375,132.64	-375,760.64	59,734.50%	-98,686.23
Total All Funds	957,242.00	1,292,366.58	-2,249,608.58	135.01%	-881,583.17

May 2023 Staff and Director Report

Report from the Director

Meetings and Training

Wendy, current Brownell Board Chair Jeanne, and past Brownell Board Chair Christine met with members of the Brownell Foundation to talk about communication and organization on May 6. It was really helpful to talk through some issues of their book sale workflow that staff navigate regularly, from book donation inquiries to collecting funds from the book sale at the Main Desk. One outcome of the meeting was everyone being on board to swap the Foundation book sale sorting and storage areas in the server room “closet” into the book sale room closet. The server room door had often been left open for easier access for the Foundation when restocking the book sale, and that was not ideal, as the server storage area also houses some building systems. Staff had concerns about that area being accessible to the public when the door was open, and it was hard for staff to track who was in and out of the server room storage area. Staff moved Library craft supplies out of the book sale room closet and moved in the Foundation books and supplies from the server room. This is a great development for everyone as the Foundation can now have their work space in the book sale room and staff doesn't have to walk to the far corner of the basement to retrieve program and kit craft supplies. We appreciate the work of the Foundation to raise funds for extra materials and services at Brownell!

Wendy attended the large Vermont libraries meeting on May 2. It is always interesting to share what is going on in the more centrally located urban libraries. There are a lot of common challenges navigating difficult behavior from individuals struggling with life more.

Wendy attended the Chittenden County Library Directors meeting on May 8, a meeting that has been held online since 2019. This meeting was hosted in Richmond. It was good to meet some new colleagues in real life, with so much staff turnover at libraries the past few years, including library directors!

On May 10, Brownell was closed in the morning to allow all staff to attend a respectful workplace training arranged by our City HR Director. Library staff had a lot of questions on how respectful workplace training could also include interactions with the public, and we may follow up with a training that focuses on what the legal lines are of what should be tolerated on the front line at Brownell.

Wendy attended a monthly check-in meeting with the VOKAL support partner Bywater and the VOKAL Executive Committee on May 18.

Wendy attended a webinar on Disability Accommodations in Libraries on May 24.

At the request of the State Librarian, Wendy attended the May 26 Library Structures and Organizations meeting for the Working Group on the Status of Libraries in Vermont to testify about the projects and role of the Green Mountain Library Consortium (GMLC) that Wendy is the President of. GMLC is powered by professional library volunteers across the state to provide the ListenUp downloadable book service through Overdrive and the VOKAL Koha consortium, an ILS using Koha open source software that is shared by over 60 libraries, and GMLC also piloted the ILL delivery system now managed by the Vermont Dept of Libraries. The grassroots efforts of GMLC have been a big part of moving libraries forward with modern technology and services. The GMLC Board appreciated our new State Librarian recognizing the important role of GMLC as part of Vermont Structures and Organizations in the library landscape of our rural state.

On May 18, Brownell staff participated in inactive threat training with security expert Bill McSalis. Bill provided a similar training 5 years ago, and it was a great opportunity for longer time staff to get a refresher, and for newer staff to get a deeper understanding of best practices if there is an active threat in or around Brownell. So many tips that can apply to going about daily business at Brownell and beyond.

Staffing

Samantha Donahey started her new shelver position on May 25. Staff are happy to have her on our team!

Programming

In May, the Current Events group fluctuated between seven and nine attendees.

May's First Wednesday, 5/3, was *Civil War, Emancipation, Reconstruction and America's National Parks*. It was presented by Rolf Diamant and was summarized as the following: Central Park and Yosemite Valley became public parks during the tumultuous years before and during the Civil War. UVM historian and former National Park Service superintendent Rolf Diamant explains how anti-slavery activism, war, and the remaking of the federal government gave rise to the American public park and the very concept of national parks. Thirty people attended in person and one person attended virtually.

The ELL Conversation Group continued to meet in May. It ranged from one to two attendees.

Sit Knit and Stitch ranged from one to two attendees in May.

On May 6, UVM Master Gardener, Gordon Clark, gave a presentation on small scale container gardening to seven people.

The May Adult Craft Kits went out on 5/8. There were twelve kits to build bee houses and all kits were picked up.

In May, Clif helped two people for a total of two and a half hours.

On 5/17, Bill Mares, writer, and a beekeeper for 45 years, told of the origins and evolution of beekeeping, with a particular emphasis on his research in Vermont. Four people attended and appeared to be very engaged.

On 5/19, the artist El Emigrante, who features in *The Most Costly Journey*, gave a talk about his life and art (which was on display in the Kolvoord Community Room from). There was also a reception. Forty six people attended. It was great working with Open Door Clinic and Vermont Folk Life Center.

The book for Must Read Monday, 5/22, was *Transcendent Kingdom* by Yaa Gyasi.

"*Transcendent Kingdom* is a deeply moving portrait of a family of Ghanaian immigrants ravaged by depression and addiction and grief—a novel about faith, science, religion, love." -Penguin Random House. Five people attended in person and one person attended virtually.

Other

We had an irate visitor in April who was displeased with the time limits on our public computers. Despite staff offering to extend his time on the administrative console at the Main Desk, and despite being instructed repeatedly that anyone can extend their time on the computer they are using by 15 minute increments if no one is waiting, this person did not feel like library rules and procedures worked for him. This non-resident visitor has had anger management issues repeatedly in his decade of visits to Brownell, and staff did their best to listen. His complaints extended to his displeasure at having to ask to use a stapler instead of having a stapler available in the public computer room. Due to theft, and the possibility of office tools being used as projectiles, there are limited office tools laying out in our public space. The rage this patron experienced became a mission in May for him to attempt to bully staff into changing policies. He was told the Brownell Board of Trustees ultimately is the body that approves Brownell library policies and staff couldn't change policies. This patron then tried to push staff to receive accommodations due to his qualification of having a disability involving mental illness. He was asked to provide a letter from his healthcare provider on what accommodations he would need. He ultimately provided a letter confirming he has a disability, but no accommodations were requested by his healthcare provider, and the patron did not attend the May Library Trustees meeting. He has since returned to Brownell in better spirits and requiring less staff time.

May brought regular visits to our computer room from a woman who was fairly new to Brownell and appeared to be experiencing homelessness. On May 22, this individual visited in the early evening and was noted to be speaking loudly to no one in particular in the computer room and needing frequent help. When the woman became escalated, Librarian Tracey reached out to the Howard Center Community Outreach team to find out about them connecting with the patron to offer assistance. While Tracey was on the phone with Howard Outreach, another woman in the computer room reported being punched by this woman. Tracey terminated the phone call with Outreach to attend to the situation in the computer room. A call was placed to emergency

dispatch for police assistance as it was unclear if further violence would occur. The assailant complained that the other computer user was harassing her and presenting her with a disparaging hand gesture. A review of video showed the victim quietly using the computer and keeping to herself on the opposite side of the room and then the assailant leaving her chair, walking across the room to the victim, and punching her from behind. The Essex police responded, as did Outreach. The police issued a no trespass warning to the assailant after connecting with her outside the building.

The Brownell Trustees annual Memorial Book Sale was held on May 27. Our Trustees made their regular preparations for their annual book sale, and Trustee Dottie arranged for the Senior Center library materials to be added to their book sale because the Senior Center library needed to be cleared out to make room for additional City office space. Despite a plan in place to have materials sorted off the shelves, there was a separate message provided by the Administration team to pack up the library materials and bring them to Brownell. Brownell didn't have space for storage and Wendy sent staff over to unpack the boxes and sort out what could be added to the library collection, and what was in decent enough condition to possibly sell at the Memorial Day book sale. Despite the unexpected last minute unpacking and sorting project, staff did well to sort out what was in rough shape and best destined for recycling. The Brownell Trustees enjoyed a sunny beautiful day to have their booksale under the pavilion!

Staff recognized our wonderful volunteers in May with a maple treat as well as an ice cream social on May 20. We appreciate the many ways our select group of volunteers help support our Brownell departments!

May Numbers from the Adult Department:

- New Patrons: 23
- New Overdrive Users: 11
 - May 2022: 9
 - May 2021: 8
 - May 2020: 22
- Presence at 21 Adult Programs: 144
- Adult Program Support: 6 hours

- Consumer Reports Online: 16 visits, 192 pages viewed
- Overdrive Magazines: 90 checkouts
- Craftsy Sessions: 2
- Biblio+: 14 active users 29 views
- Adult content in Comics App: 0 checkouts
- Adult Craft Kits: Building a Bee House: 12

May Interlibrary Loan Service Update

Tracey attends quarterly Interlibrary Loan Round Table meetings hosted by the Vermont Department of Libraries. At the May 11 meeting, attendees saw results of a recent survey of Vermont libraries concerning the paperwork sent with interlibrary loans and then discussed the pros and cons of various procedures, most notably the needs for efficiency and clear communication along with responsible paper consumption. The “Vermont Interlibrary Loan Best Practices” document was updated accordingly and sent out to all Vermont libraries on the listserv.

In May one library director refused to take responsibility for an ILL that returned from his library with damage. He was actually quite rude. This book, which still held our pre-loan “passed inspection” sticker, came back to us with a small chunk of a greasy-looking, soft yellow substance—about the size of a corn kernel—stuck in its pages, which were also stained. Changes to the substance and staining over the next few days doubly proved that the damage was new. According to Vermont Interlibrary Loan Code, “the requesting library is responsible for borrowed material from the time it leaves the supplying library until it has been returned and received by the supplying library.” Tracey checked with April Shaw at the Vermont Department of Libraries and then removed this noncompliant library from the list of libraries Brownell will loan to.

The postage machine in the City Offices was out of funds for much of May. Tracey normally sends out the non-Courier ILLs using postage tapes from that machine, so she had to make multiple trips to the Post Office while we waited for the City’s monthly payment to make it to Pitney Bowes. The Essex Junction Post Office does not have the staff to handle large volume visits easily, but managed as best as possible, weighing outgoing Brownell packages in between other customers. As it turned out, one of the packages went out without postage and had to be sent again. It was good to get the City Office postage machine back in action towards the end of the month to end the lengthy visits to the Post Office!

Interlibrary Loan Statistics			
	FY 22	FY 23	
MAY			
ILL Sent	104	140	35%
ILL Requested	61	58	-5%
Holds	444	481	8%
Avg days to receive	10.6	8.5	-20%
Courier Statistics			
	FY 22	FY 23	
MAY			
Courier Sent	134	145	8%
Courier Rec'd	153	163	7%
USPS Sent	12	15	25%
USPS Rec'd	17	22	29%
Est. Savings	\$ 459.62	\$ 566.95	23%

Youth Department

Update

- In May, youth staff continued preparations for the summer reading program: Erna and Sarah finalized the program brochures. River updated the summer webpages and bought supplies. Everyone worked together to develop a list of businesses to ask for prize donations for teens and children, and then to send out the letters. This year, when children show us their reading log they can choose to either select a small prize from a community treasure chest or enter a raffle ticket for a larger prize. Teens will continue to get raffle tickets for reading, attending programs, or volunteering. Registration opens June 1.
- Youth staff discussed how to integrate Kids VT and Seven Days' Good Citizen Challenge into existing summer programs. The Good Citizen Challenge is for Vermont students in kindergarten through 12 grade. The challenge consists of 25 activities to engage youth in their local communities, government, media, and history. The activities are displayed on a bingo card, and when participants complete a row of 5 activities they get a Good Citizen sticker and patch, a pocket-sized U.S. Constitution, and an invitation to a fall reception at the Vermont Statehouse where they will be recognized for their work. There are also merit-based prizes and other giveaways and special recognition to participants who complete all 25 activities. Many of our summer programs mirror the proposed 2023 challenges, and we will be sure to point patrons towards these. We will also likely hold an additional program in August that helps kids get 5 in a row.
- Erna asked story time participants for feedback on their story time experiences and needs. We learned that storytimes help families discover new books and read more with the children in their care, and that parents appreciate the opportunity for socialization. Some families wished for longer story times and more literacy tips.
- Erna, River, and Chessa teamed up to move supplies out of our craft closet to the server room. This frees up the craft closet for the Foundation's new storage space.
- The Vermont Department of Libraries announced the winners of all three Vermont youth book awards: *I Eat Poop. A Dung Beetle Story* by Mark Pett won the 2022-2023 Red Clover Book Award. *Alone* by Megan E. Freeman won the 2022-2023 Vermont Golden Dome Book Award. And in an unprecedented three-way tie, *The Mary Shelley Club* by Goldy Moldavsky, *Project Hail Mary* by Andy Weir, and *Iron Widow* by Xiran Jay Zhao won the 2022-2023 Green Mountain Book Award.
- Volunteer Anthony finished shifting youth non-fiction to make room for an expanded juvenile graphic novel area. There is now lots of room to grow in this popular collection.
- We received a grant from the Rotary Club for additional Large Print Wonder Books featuring diverse characters.
- We also received a \$500 Winnie Bell Grant which will be applied towards more circulating STEAM kits.
- Hannah installed new youth computers and the after school crowd is so thankful!

Programs

- 16 children and 13 adults joined Erna for the last play time until the summer reading program starts.
- For Crafternoon, Erna read an abbreviated version of *Sandy's Circus: A Story About Alexander Calder*, a former Red Clover book by Tanya Lee Stone. Erna then invited the group to create watercolor butterfly wings with coffee filters and to engineer a wire to hold up a butterfly mobile, inspired by Calder's iconic mobiles. 16 children, 1 teen, and 3 adults joined Erna for this program.
- Story Times
 - 15 children and 11 adults attended the last two Preschool Story Times until summer. Erna and Casey shared stories about butterflies and spiders and rocks.
 - 8 children and 7 adults joined River for a Saturday Story Time featuring stories about all the fun and play that can happen outside in warmer months.
- Every month Brownell youth are invited to write three to five sentence stories based on a prompt, and in May, we invited teens to help us illustrate these stories and turn them into a zine, or a short DIY magazine. 3 children and 2 teens attended this program with Sarah and River. One teen even brought her own supplies to share, and the older children who participated brought a lot of energy and excitement about being included in a teen program. The zines are now available for distribution at the youth desk.
- 23 children, 3 teens, and 6 adults created painted flowers for River's Art Lab.
- 3 children and 2 adults attended Beaded Bookmarks with community member and volunteer Casey Clarke. One young person was excited to make a bookmark for his mother for Mother's Day and kept with it even after his beads kept falling off, and an adult participant enjoyed how calming the craft was.
- 19 children, 2 teens, and 1 adult watched *Lightyear* during the Movie Matinee.
- 3 children and 3 adults attended Read to Sammy with volunteer Kim Hathaway. It was wonderful to have a therapy dog back in the library this school year and we hope to have Kim and Sammy return in the fall.
- 5 teens joined Sarah for Teen Advisory Group. They talked about TAG's successes this year, spent some time looking forward to future projects, and played the board game "What Do You Meme?"
- 5 teens attended D&D. The youth department is still looking for a new DM. River sent advertisements to local comics and gaming stores, and we've had a few people express interest.
- 6 children and 6 adults attended Lego Fun. Their creations will be displayed next to Mr. Brownell (the paper mache dragon) until the next iteration of this program.
- We typically take a break from programs to accommodate outreach to local schools towards the end of May and beginning of June. So far, Erna has arranged for 34 classes to visit from Summit, Hiawatha, and Fleming, and River is planning a trip to ADL in June. During these visits we talk up resources at the library, give students a tour, try to set students up with library cards (if they don't already have them), and talk up the summer reading program. We had 11 school visits in May with 215 children and 36 adults! Erna also arranged to send paper program flyers home through the elementary schools, and River worked with Ben Dickie from the school district to distribute digital flyers through the school newsletters.

- 11 children turned in stories for Sarah's May Writers Club Challenge: Participants were invited to share a story (truth or fiction) about something small defeating something big.
- 46 children, 7 teens, and 16 adults participated in the Where's Waldo Scavenger Hunt. For this program, Erna invited youth who found the hat to hide it somewhere new. This kept the scavenger hunt interesting and allowed repeat participation throughout the month.

Numbers

- New Youth Patrons: 59
- 22 Kids Programs with 381 kids, 13 teens, and 104 adults attending
- 4 Teen Programs with 12 teens and 3 kids attending
- Youth Program Support: 7 Adult Hours
- Kolvoord Room: 14 youth programs, 252 people attending

News From Tech Services

The 200's project is mostly done. There are a few topics that we are consulting with other libraries who have already done the project on where they put them. We are also ordering some new books to fill in some gaps in the religion section.

We have also ordered a few books on historical costuming so we will have a small collection of those. We tried to cover a few different time periods that might be most popular to reenactors and LARPer's in the area.

Our website will be updating to the newer version of Joomla this summer and some of the templates our site is currently using will no longer work. Hannah is working on a website update and would welcome any feedback. She wants to have it live in July so that staff have a chance to get comfortable with it before she goes on maternity leave.

<https://www.brownelllibrary.org/portal/>

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, May: 295
- Youth materials added, May: 139
- Magazine issues added, May: 105
- Total cataloged collection size May: 71039

Wi-Fi Statistics

Daily Average visits time:

- 6+ hrs — 37
- 1-6 hrs — 29
- 20-60 mins — 22
- 5-20 mins — 54

Daily Average return rate:

- Occasional — 15
- Weekly — 42
- Daily — 68
- First time — 15

Total Unique Clients (users connected devices) for the month — 837

Instagram

- Number of Instagram followers — 468

Facebook Monthly Reach and Engagement

May 2023

- Total number of post views -1514
- Number of page likes - 1519

April 2023

- Total number of post views -1682
- Number of page likes - 1516

March 2023

- Total number of post views -2019
- Number of page likes - 1509

February 2023

- Total number of post views -3255
- Number of page likes - 1482

January 2023

- Total number of post views -2138
- Number of page likes - 1478

December 2022

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

November 2022

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

October 2022

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

September 2022

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

August 2022

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

July 2022

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

June 2022

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

Brownell Library Website monthly visitors:

- May-2022 Visits 3245 Page Views 8130
- June-2022 Visits 3108 Page Views 9161
- July-2022 Visits 2722 Page Views 7438
- August-2022 Visits 2857 Page Views 7321
- September-2022 Visits 2536 Page Views 6657
- October-2022 Visits 2806 Page Views 7578
- November-2022 Visits 2325 Page Views 6107
- December-2022 Visits 2592 Page Views 7043
- Jan-2023 Visits 2647 Page Views 7665
- Feb-2023 Visits 2502 Page Views 7225
- March-2023 Visits 2691 Page Views 7541
- Apr-2023 Visits 2468 Page Views 6740
- May-2023 Users 1300 Engaged Sessions 966 (google analytics has changed how they present data)

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
JUNE 8, 2023
DRAFT**

MEMBERS PRESENT: Patrick Scheld, Vice Chair; Diane Clemens; Scott McCormick; Elijah Massey
ADMINISTRATION: Chris Yuen, Community Development Director
OTHERS PRESENT:

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

Mr. McCormick requested to add an update on a recent Capital Committee meeting. Ms. Clemens requested to add a discussion on what types of projects are brought forth to the Planning Commission (PC) or Development Review Board (DRB) and who should be responsible for reviewing lapsed permits. Mr. Scheld said that he would like to update the PC on a recent Community Development conference he attended.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. May 4, 2023

MOTION by DIANE CLEMENS, SECOND by ELIJAH MASSEY, to approve the minutes of May 4, 2023. Motion passed 3-0-1 with PATRICK SCHELD abstaining.

5. BUSINESS ITEMS

a. S.100 Updates

Mr. Yuen said that this was recently signed into law. Duplexes will be allowed anywhere that single-family homes are permitted and four-plexes will be allowed should there be water/sewer capacity for such. Municipalities will also be required to treat emergency shelters as a permitted use in all districts, although they may regulate their secondary impacts. He explained the density bonus available for qualifying affordable housing developments. This could result in allowing for an additional floor than would be allowed for non-affordable housing. A 40% density bonus is also available for such. The PC discussed conversations with the City Council regarding including these changes being integrated into the Land Development Code (LDC). Mr. Yuen said that the city will be undergoing a Transit-Oriented Development study which will assist with determining with that community would like the City to look like in the near future.

b. Land Development Code Amendments

- Council decisions on additional changes to amendments and next steps*
- LDC Amendments Markup Document
- Planning Commission report update

Mr. Yuen discussed the fifteen changes made by the City Council to the LDC. These are outlined below:

PUD Conceptual Plan Review: Reinstating of Conceptual Plan Review for Planned Unit Developments.

Pedestrian Path Lighting: Lighting will be required for pedestrian paths.

Sewer Allocations: Mr. Yuen described this as one of the most impactful changes, as developers will pay a fairer amount for sewer connections and allocations.

Clarifications on Bike parking requirements

Four-plexes: These will be allowed in accordance with S. 100.

Affordable Housing Density and Height Bonus: These will be updated in accordance with S. 100.

Minimum-Parking Requirements

Accessory Dwelling Units

Drive through facilities: Through the LDC amendment process, the City Council has decided to disallow drive-throughs in the Village Center District only and has directed the PC to explore the disallow of drive-throughs in all districts in the future. The PC had a discussion on the continued approval of drive-throughs, with some members feeling that new drive-throughs should not be permitted in any district. Ms. Clemens stated that she would like to see drive-throughs allowed in the TOD (transit orientated development) district, as she feels that they are in-line with the purpose.

Traffic Control Plan: This will now be required for all developments.

Village Center 15-foot Buffer: This change is continuing as proposed by the Planning Commission in 2022.

Lot Coverage: Changes to lot coverage requirements are continuing as proposed by the Planning Commission in 2022.

25-year storm standard: This was deemed to be sufficient.

Fee Schedule: This has been updated and will be removed from the LDC in the future to allow for easier updates.

Sewer Capacity Allocation Fee: These fees will be increased.

Mr. Scheld expressed concern that the PC is not able to make any changes to the City Council's changes to the LDC and said that he would like to submit a response to this document. Mr. Yuen said that, ultimately, the LDC is the City Council's legislative document, and they may make whatever changes they wish. He said that this report is a statutory requirement for the hearing to be held and that this is the opportunity to make a summary of changes to the LDC for the public. Mr. Scheld continued to express concern that the PC is named on the document, however they are unable to change it. Mr. McCormick said that it is important for there to be a process for better communication with the Council and Ms. Clemens suggested scheduling regular joint meetings. Mr. Yuen will contact the City Manager to determine what the best way of communicating in the future is, and encouraged Commissioners to attend next week's meeting of the City Council.

SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS to approve the report as written and as presented. Motion passed 4-0.

c. Rental Registry & Inspection Program

Ms. Clemens said that she and other Commissioners had a great conversation with Winooski about their rental registry program. Mr. McCormick said that Winooski has the oldest housing stock in the state and has a high rate of fire calls as a result. He suggested that the PC think of their purpose behind establishing the registry and suggested a phased in approach. The PC discussed the differences between a Fire Marshall and a Health Officer, with Mr. Yuen noting that the new Community Development staffer will serve as a Health Officer. The PC decided to begin the process of drafting an ordinance. Mr. McCormick and Mr. Massey offered to work together as a subcommittee on this project. They will draft a document, using the Winooski rental registry as an example, and then present it to the full PC for their approval. Mr. Scheld said that this will help to ensure that all rentals will meet the same basic standards, enhances communication between the City and landlords, and increases property values for all. He also said that it would be helpful to have a funding stream available for rental rehabilitation in the future.

Mr. Yuen said that fee development is essential and said that it is important to keep costs low while still covering the cost of the program. Ms. Clemens noted that this is an enterprise fund, and thus is expected to be self-sustaining. Mr. McCormick suggested utilizing AmeriCorps or other interns to assist with the development of the program.

d. Vermont Department of Housing and Community Development "Homes for All" pilot community application

Mr. Yuen said that the state is looking for a few pilot communities to serve as case studies. This project is focused on using infill development to create additional housing for the "missing middle." The application is due later this month.

DIANE CLEMENS made a motion, seconded by ELIJAH MASSEY that the Planning Commission direct Chris Yuen to fill out the Vermont Department of Housing and Community Development "Homes for All" pilot community application. Motion passed 4-0.

e. Role of the Planning Commission as it pertains to Development Review

Ms. Clemens said that there are past applications, such as the construction on 100 Pearl Street, that have not been reviewed by the DRB nor PC because substantial changes have been made to the original

application. She also expressed concern about the number of studio apartments being constructed. Mr. Scheld said that a community of just studio apartments does not seem like a welcoming nor affordable place. He pointed to the Comprehensive Plan which states that more diverse housing stock is required. He said that it would be good to have additional larger units to accommodate families.

Mr. Yuen said that since the City has formed a Development Review Board, the PC's role is now in policymaking, rather than specific project or development review. He said that the 100 Pearl Street property was approved for three buildings, and has been in development for over five years, albeit slowly. Some delays have been related to the Act 250 approvals. The approval was based on having continually active permits. He said that further conversations could be had on permit expirations for future projects. Regarding studio apartments, he said that inclusionary zoning with a density bonus would be the best method to develop additional family housing. He also said that some of the studio apartments are effectively one-bedroom apartments, however they do not have windows in the bedroom. Mr. Scheld expressed concern that this may be out of compliance with egress and fire codes. He also said that residents may "grow out" of studio apartments as their family needs change, resulting in them leaving the community. Mr. Scheld said that the DRB cannot deny an application if it meets the requirements of the LDC but asked what the PC could do to address this. The PC plans to review this in the next round of LDC updates.

6. READING FILE

a. Nothing this month

7. MEMBERS UPDATES

Mr. McCormick said that the Capital Program Review Committee met for the first time in two years recently. The FY2025 budget will be prepared in late summer/early fall. There are currently three capital projects ongoing, and none are upcoming. The new Local Options Tax will be able to fund additional capital needs, however this has not been allocated. A desire for additional public input in the Capital Project selection was discussed. Mr. Scheld suggested that funds from the rental registry could come from the Local Options Tax.

Mr. Scheld said the most recent Vermont Community Development Association discussed recreation and economic vitality. He suggested that the City have more information regarding trails and biking accessibility easily available. He discussed how restaurants and other amenities could be marketed to outdoor recreation users. Mr. Yuen said that he is working on an updated bike network map.

8. STAFF UPDATES

None.

9. ADJOURN

MOTION by SCOTT MCCORMICK, SECOND by DIANE CLEMENS, to adjourn the meeting at 9:05 PM. Motion passed 4-0.

Respectfully submitted,
Darby Mayville

