



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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, August 9, 2023  
**6:30 PM**

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

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

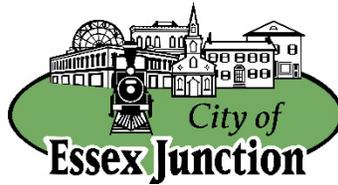
Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
  - a. Discussion and Consideration of Strategic Plan Consultant Selection
  - b. Discussion of the Council Communication Policy & Strategies
  - c. Discussion and Consideration of Front Porch Forum Neighborhoods
6. **CONSENT ITEMS**
  - a. Approve Check Warrants #24001 (070723); #24002 (072823)
  - b. Approve Minutes: July 26, 2023
  - c. Approve Champlain Water District MOU
7. **READING FILE**
  - a. Council Member & Manager Comments
  - b. July 2023 Financial Reports
  - c. Delinquent Tax Memo
  - d. Park Street School Update
  - e. FY23 Restorative Justice Report
  - f. Development Review Board Minutes: July 20, 2023
8. **EXECUTIVE SESSION** – none anticipated
9. **ADJOURN**

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



## Memo

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: August 9, 2023  
Agenda Item: Community Vision & Strategic Action Plan Consultant

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**Issue:** The city is looking to develop a community vision and strategic action plan with priorities for the next five years with input from our community, including traditionally under-represented populations.

**Discussion:** On June 7, 2023, with guidance from the City Council, the city put out a Request for Proposals (RFP) for a Community Vision and Strategic Action Plan consultant. The city received five RFPs from consultant groups, including

- Future iQ,
- CivicBrand
- The Creative Discourse Group
- Leonine Public Affairs
- Zilo International Group

A selection committee comprised of the City Manager, Communications & Strategic Initiatives Director, Community Development Director, Parks and Recreation Director, two City Council members, one Development Review Board member, two Planning Commission members, and one Bike/Walk Advisory Committee member was established to evaluate the five RFPs. The committee reviewed, scored, and met to discuss the five RFPs on July 18, 2023. The evaluation criteria included project management, engagement experience, approach, cost, and value-added. The committee chose to interview the top two consultant groups based on the evaluation scores.

The committee interviewed the top two consultant groups (Future iQ and Creative Discourse) on August 2, 2023. After the interviews, the committee recommended Future iQ as the consultant to help the City with the Community Vision and Strategic Action Plan process.

The goals of the RFP were to develop a community vision and an action plan with priorities for the next five years with input from our community. The committee felt that both consultant groups could perform the work exceptionally well. The main difference between the two groups was their approach to the process and the cost of the final product.

The committee felt that Future iQ's proposal aligned more with the RFP. They could also widely engage our community, provide staff with more support, were very data-driven, and provided additional value-added items such as their online project portal and communication plan.

Future iQ's budget was within the City's proposed budget of \$30,000. They also included an additional budget with options the selection committee believed would enhance the project. The selection committee would like the Council to consider increasing the budget to \$42,500 for the Community Vision and Strategic Action Plan project to include the additional engagement options as proposed by Future iQ (see the attached budget). Once approved, the City Manager will work with Future iQ on a contract.

That said, the Creative Discourse Group proposal emphasized relationship building as a key tenant to doing this work, especially relationship building with traditionally underrepresented populations. The selection committee and staff feel this is incredibly important work and needs to be done regardless of this particular project. Relationship building and engagement are not projects that can be completed in a short amount of time. This work must be continuous and included in everything we do as a City, and staff feel that this is a good starting point to begin this work. The staff plans to work with Future iQ to ensure that relationship-building is incorporated into the final Strategic Action Plan. The selection committee has also suggested having representatives from these underrepresented populations fill roles on the Community Vision and Strategic Action Plan Steering Committee.

**Cost:** The Community Vision and Strategic Action Plan was initially budgeted for \$30,000 to come out of the LOT fund. The committee is asking for an additional \$12,500, bringing up the total to \$42,500. The FY24 budget also includes \$40,000 for rebranding from the LOT fund. Staff recommends that the \$12,500 come from the rebranding effort, leaving \$27,500.

**Recommendation:** It is recommended that the City Council increase the Community Vision and Strategic Action Plan budget to \$42,500 with additional funds coming from the rebranding effort in the LOT fund and that the City Manager move forward with a contract with Future iQ.

**Recommended Motion:**

Should the Council decide to move forward with the recommendation, here is a recommended motion:

"I move that the City Council increase the budget of the Community Vision and Strategic Action Plan project to \$42,500 with additional funds coming from the rebranding effort in the LOT fund and for the City Manager to initiate a contract with Future iQ."

**Attachments:**

Future iQ Initial RFP

Future iQ Updated Proposed Budget

Evaluation Scores of RFPs

CITY OF ESSEX JUNCTION, VT  
RFP FOR COMMUNITY VISION AND STRATEGIC ACTION PLAN

JUNE 22, 2023  
PROPOSAL

COMMUNITY  
VISION AND  
STRATEGIC  
ACTION PLAN

future→iQ

Create Future Intelligence™



Submitted by:  
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## 1.0 Letter of Interest



Future iQ, Inc.  
P.O. Box 24687  
Minneapolis, MN 55424

June 22, 2023

Ashley Snellenberger  
Communications and Strategic  
Initiatives Director  
City of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

### **RE: RFP for Community Vision and Strategic Action Plan**

Future iQ is pleased to submit this proposal to serve as the consultant team to facilitate the development of the City of Essex Junction's Community Vision and Strategic Action Plan.

Our project team delivers personal, innovative, and customized projects. Our hands-on approach, as well as the effectiveness of our methodology, will assist the stakeholders of Essex Junction to achieve an ambitious, realistic and actionable strategic plan. We ensure the planning process and project deliverables are forward-looking, people-focused, customized, and of the highest quality. Our goal is to produce original insight, and an agreed-upon, defensible roadmap for the City's future.

Future iQ has a strong track record of designing and implementing strategic planning projects across North America, Europe and Australia. We recently completed the visioning and strategic planning process for the City of Romulus in Michigan, the Flint Hills Regional Council in Kansas, and the Smithville School District in Missouri.

Some of the strengths we believe we bring to this project include:

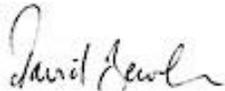
- **Scenario-based strategic planning** – Future iQ's Think-Tank uses a [scenario-based strategic planning](#) approach. This people-focused, highly interactive workshop fosters deep discussions and collaboration around an aligned vision for the future. The process allows participants to acquire an understanding of the potential and implications of various decisions about the future for their community.
- **Strong stakeholder engagement capabilities** – [Community and Stakeholder engagement](#) are a cornerstones of Future iQ's visioning and strategic planning methodology. Our planning process specializes in applying innovative tools and

approaches that bring together stakeholders to create collaborative and cohesive plans, and an aligned vision for the future. Importantly, our people-focused engagement process provides a collaborative place for participants to share expertise and ideas, and to openly consider various perspectives on issues importance.

- **Future orientation** – Future iQ specializes in studying and understanding larger emergent trends and influences that are re-shaping cities, towns, organizations, industries and regions. This experience and knowledge help us shape truly future oriented planning processes for our clients as they consider future direction for their community.
- **We know Vermont.** Future iQ has extensive experience working in Vermont and is very familiar with the region. We currently are working with the State of Vermont on a Future Forests project that will help the state chart a path forward to protect the long-term viability of forest-based businesses and the many benefits they provide to the state’s environment, economy, and quality of life.
- **The importance and power of good data.** Future iQ specializes in sophisticated data collection and analysis. We believe that good stakeholder engagement processes and data collection, presented in a transparent and interactive manner, can help build rapid alignment around key points of consensus.

It would be our privilege to work with the City of Essex Junction on this initiative. Please contact me for clarifications. Thank you for your consideration.

Yours sincerely,



David Beurle, CEO

Future iQ, Inc.

Tel: 612-757-9190

Email: [david@future-iq.com](mailto:david@future-iq.com)

## 2.0 Summary of Qualifications, Experience, and Availability

[Future iQ](#) is a small, privately owned global research and consulting company headquartered in Minneapolis, Minnesota. Founded in 2003, Future iQ's global footprint brings a broad perspective and delivers transformational customized solutions to our clients. With nine staff members and four strategic partners, Future iQ's clients span North America, Europe, and Australia. Please click on the links in the Snapshot to explore Future iQ's specializations.

### Snapshot of Future iQ

**Expertise**

- [City and Urban Planning](#)
- [Regional Planning](#)
- [Organizational and Corporate Planning](#)
- [Tourism Destination Development](#)
- [Economic and Workforce Development](#)
- [Defense Sector Engagement](#)
- [Industry Planning and Analysis](#)

**Methodology**

- [Scenario-Based Strategic Planning and Visioning](#)
- [Stakeholder and Community Engagement](#)
- [Data Visualization](#)
- [Customized Foresight Research](#)
- [FutureiQ Mapper – Network & Supply Chain Mapping](#)
- [The Future Game](#)

**Foresight Research**

- [Cities of the Future](#)
- [Future of Urban Living](#)
- [The Future of Food](#)
- [Future of Tourism](#)
- [The Next Industrial Revolution](#)
- [Future of Manufacturing](#)

For more information, please visit Future iQ's website at:  
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**Team's Availability:** We recognize that this project requires significant periods for intensive workloads and our team availability will allow sufficient team resources to be deployed, both on-site and/or virtually, and for data analysis and report preparation.

## 2.1 Similar Work Experience

Relevant to this project, Future iQ has significant experience in visioning and strategic planning. This project will explore complex issues to develop a forward-thinking strategic plan that unifies, strengthens, and advocates for the community of Essex Junction in new ways. Examples of our [project reports](#) and various [foresight research reports](#) can be found on the [Future iQ website](#) and on Future iQ's stakeholder [Research Laboratory](#).

### 2.1.1 Highlight Work Product Examples – Similar Municipal Strategic Planning Projects

- **City of Smithville, Missouri** [Comprehensive Plan](#) This original comprehensive planning project was built on the community's [visioning and strategic planning](#) process that Future iQ also facilitated. The plan involved the strategic economic development of unique character areas and StoryMaps of each identified area of the City. The strategic pillars that emerged from the original strategic planning process were instrumental building blocks of the Comprehensive Plan.
- **City of Moab, Utah** [Moab – Tomorrow Together](#) Future iQ recently completed the community visioning and strategic planning for the City of Moab. The results of this process set the framework for future land use, economic, social and environmental decisions. A key goal of this process was to help the community articulate tangible and intangible elements that, if lost, would fundamentally change the character of Moab.
- **Town of Falmouth, Maine** [Vision and Values](#) The community of Falmouth developed a Town Vision and Values statement through a robust visioning process prior to embarking on the update of its latest Comprehensive Plan. The engagement process was designed to provide an open, inclusive, and transparent platform for community members to help create a shared community vision and values for the future.
- **Park City, Utah** [Community Vision and Action Plan](#) The visioning and strategic action planning for this project engaged approximately 1,700 people in a series of surveys, engagement sessions, focus groups and two key Future Summits. The process was designed to provide an open, inclusive and transparent platform for community members to help create a shared vision and board action plan for Park City.
- **City of Edina, Minnesota** [Vision Edina](#) and [Nodes and Modes Bridging to Comprehensive Plan](#) After facilitating the Edina's strategic visioning process, Future iQ led a bridging planning process that coupled together neighborhood development with multimodal transport connections. The concept guided the City's comprehensive planning process as the community sought to enhance the characteristic and community fabric, while at the same time embracing urban renewal and targeted redevelopment.
- **City of Mitchell, South Dakota** [Community Vision and Strategic Action Plan](#) The Forward 2040 project brought the community together with a large-scale visioning and strategic planning process to meet the future challenges facing the community. The work was built on open and transparent public participation and thoughtful and constructive dialogue. The final plan includes a strategic roadmap for community decision-making looking out to 2040.

#### 4.2.2 Work Experience with Diverse Communities and Stakeholders

Future iQ offers a team with a wide range of diverse backgrounds and deep cultural sensitivities. We offer multi-lingual capability, with team members fluent in five primary languages. We have deep experience in working in racially and ethnically diverse communities, including predominately African American cities and regions in the United States. Our team reflects this diversity, and includes a range of generational, gender, and racial backgrounds. We understand this importance to communities and the engagement experience, to reflect and include all stakeholders' voices in the strategic planning process. Below are examples of our work with diverse communities and underrepresented groups.

- **Unified Government of Wyandotte County-Kansas City, KS** [Economic Development Strategy](#) This current project will help lead Kansas City into the future with inventive thinking, new ideas, economic strategic tools and approaches, and implementable policies and action plans. The resulting Economic Development Strategic Plan aims to bolster all neighborhoods and engender economic prosperity in an equitable manner.
- **City of Romulus, MI** [Community Vision and Action Plan](#) Romulus is a diverse community situated around the Detroit Metropolitan Airport. Recently completed, this community-wide effort brought the community together through extensive engagement methods to identify a realistic vision for the future of the City. The intention of the process was to create a unified Community Vision plan that would inform decision-making on planning, land use, and policy making for the City.
- **City of Trotwood, OH** [Organizational Strategic Plan](#) The City of Trotwood is a diverse community that is majority African American. Future iQ worked closely with stakeholders to create a vision and organizational strategic plan that reflected the vision and values of all community members.
- **Town of Hilton Head Island, SC** [Vision and Strategic Action Plan](#) Hilton Head Island is a diverse community with rich historic relevance. The vision and strategic action plan incorporated this significance and recognized the unique importance of the 'native islander' Gullah culture and people in the community.
- **University City, MO** [Community Vision and Strategic Roadmap](#) Future iQ recently completed the community visioning and planning for University City, a diverse community with significant economic disparities. Led by a Task Force comprised solely of community members, the roadmap that emerged from this process celebrated the rich diversity of the community and incorporated this strength into its vision for the future.
- **City of Coppell, TX** [Community Vision and Strategic Action Plan](#) Coppell is a community that has a growing Asian population, currently almost a third of the population. Future iQ worked closely with stakeholders to create a vision and action plan that was welcoming and inclusive of all new community members.
- **National Congress of American Indians (NCAI), DC** [The Future Game](#) Founded in 1944, NCAI is the oldest, largest, and most representative American Indian and Alaska Native organization serving the broad interest of tribal governments and communities in the US. Future iQ created a unique version of the Future Game build around the interface and engagement between researchers, Native American communities, and leaders.

### 4.2.3 Additional Strategic Planning Projects

The majority of Future iQ's experience is working with public agencies and municipalities in the United States. Our national reach enables us to provide clients with insights from cities, counties, towns and organizations in both urban and rural areas. We specialize in visioning and strategic planning and provide highly customized plans that are tailored to each of our clients. Below are additional examples of Future iQ's strategic planning projects. Work products and project summaries are available in the embedded links below.

- State of Vermont, [Vermont Forest Future Strategic Roadmap](#)
- City of Smithville, MO [Community Vision and Strategic Action Plan](#)
- City of Wayzata, MN [Wayzata 2040 Community Vision](#)
- B.E.S.T. of Waseca County, MN [Community Vision and Strategic Action Plan](#)
- Flint Hills Regional Council, KS [Sustainability Plan and Roadmap](#)
- Smithville School District, MO [Organizational Strategic Plan](#)
- City of Littleton, CO [Comprehensive Economic Development Strategy \(CEDs\)](#)
- Envision East Central IA [Comprehensive Economic Development Strategy \(CEDs\)](#)
- Greater Mankato 2040, MN [Regional Visioning Project](#)
- Middle Georgia Regional Planning, GA [Creating an Innovation Corridor](#)
- City of Smithville, MO [Parks and Recreation Master Plan](#)
- City of McKinney, TX [Solid Waste Management Strategy](#)
- City of Denton, TX [Comprehensive Solid Waste Management Strategy](#)
- City of San Diego, CA, [Regional Defense Industry Vision and Strategic Roadmap](#)
- National Association of Development Organizations (NADO), DC [Strategic Action Plan](#)
- Greater Bemidji, MN [Strategic Action Plan Update](#)
- Greater Lima Region, OH [Collaborative Action Plan](#)
- New Hampshire Aerospace and Defense Consortium (NHADEC), NH [Strategic Action Plan](#)
- Edina Chamber of Commerce, MN [Economic Development Strategy](#)
- Bethel Area Tourism Development, ME [Sustainable Tourism Plan](#)
- Tillamook County, OR [Tourism Investment Strategic Vision Action Plan](#)
- Snohomish County, WA [Regional Destination Visioning and Planning](#)
- Moosehead Lake Region, ME, [Regional Vision and Strategic Action Plan](#)
- Community Action Partnership of Hennepin County, MN [Strategic Action Plan](#)
- Iowa Department of Natural Resources, IA [Strategic Vision for Iowa](#)
- University of Minnesota, MN [The Future of Midwest Agriculture](#)
- New North Business Intelligence Initiative, WI [Regional Business Strategy](#)
- CEDA/USDA, ID [Regional Visioning and Economic Development Training](#)
- The Future of Urban Living, [Foresight Report](#)
- Northern Spain, Regional Planning [Mountains of Leon Regional Development](#)
- Italy and France, Strategic Planning [Mediterranean Ports Project](#)
- Tuscany, Italy [Agriparco Montespertoli Agricultural Park Action Planning](#)

### 3.0 Project Team

The Future iQ team members presented in this proposal have significant experience working on visioning, strategic planning, and economic development projects. **We recognize that this project requires significant periods for intensive workloads and our team availability will allow sufficient team resources to be deployed, both on-site and/or virtually, and for data analysis and report preparation.**

The proposed team members are an experienced and reliable team, with a complementary mix of required skills in:

- Highly developed critical thinking capacity in the areas of visioning, strategic planning, and foresight research
- Significant experience with citizen/stakeholder engagement, SWOT analysis (through our Think-Tank process), and community assessments
- Knowledge and experience with cities, state agencies, municipalities, corporations, regional entities, and non-profit organizations
- Project management and stakeholder workshop facilitation

**Project Director David Beurle will be the primary contact person for this project.** Below are the respective team member proposed roles for this project. All team members maintain workloads that will allow them to fully facilitate this project.

<b>Team Member</b>	<b>Title</b>	<b>Proposed Role</b>
David Beurle	CEO, Future iQ	Project Director, Facilitation, Strategy Development
Adam Bentley	Research Strategist	Research and Strategy Development
Celine Beurle	COO	Project Coordination
Cheryl Wheeler	Community Engagement Specialist	Community Engagement
Brittany Rempe	Creative Director	Communications and graphic design
Walter Paixao-Cortes	Data Engineer	Data Visualization

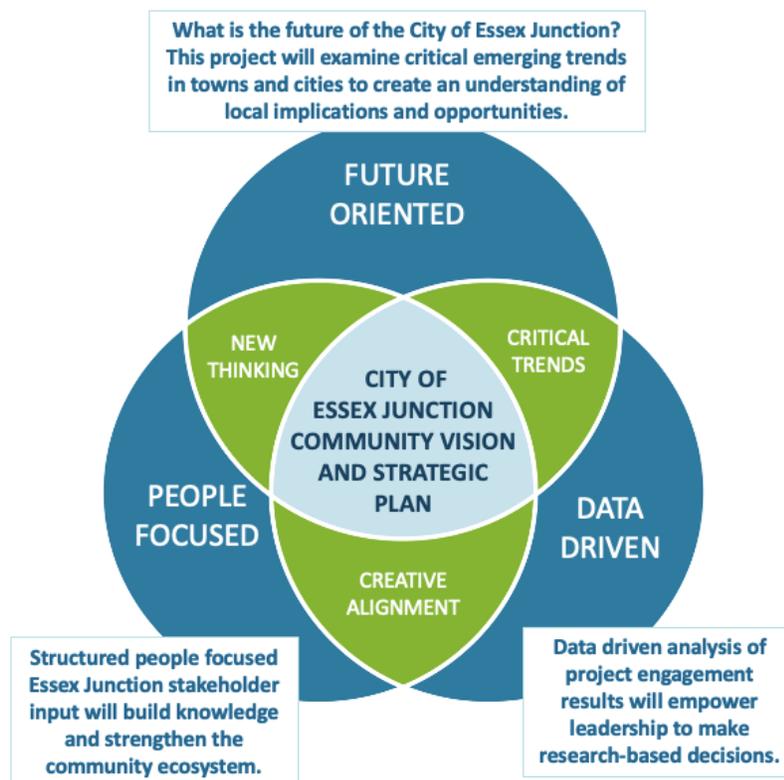
For complete project team resumes, please see **Appendix A**.

## 4.0 Proposed Approach

### 4.1 Customized Methodology - Overview

Future iQ brings a global perspective to strategic planning that is invaluable to local interests. For Essex Junction, this means access to a wealth of knowledge and experience in visioning and strategic planning for towns, cities, counties, regions, and nonprofits. Future iQ will use this experience to guide and inform this project and will work with City leadership to develop comprehensive, future-oriented, sustainable, and implementable recommendations and goals to support the new Essex Junction Community Vision and Strategic Action Plan. These actions will balance priorities across the important dimensions specific to Essex Junction and incorporate innovative global and local best practices. Future iQ's strategic planning methodology is based on three primary principles:

- A **'future orientation'** principle is particularly important to take account of rapidly emerging environmental, technological, and societal trends. Particularly relevant to this project are [The Future of Urban Living](#), and [Cities of the Future](#).
- The **'data driven'** principle ensures the plan is built on solid research and information. Presentation of the quantitative survey and Think-Tank findings are presented using data visualization platform where results can be filtered and viewed in a myriad of ways.
- The **'people focused'** principle is important to build support for the vision and goals, and to harness the best possible input into actionable plan formulation.

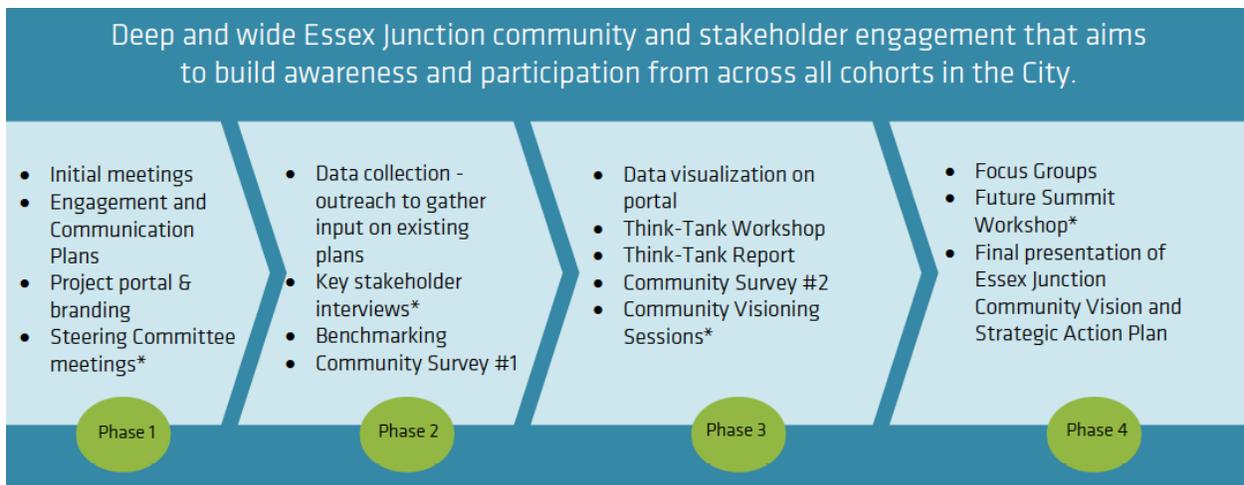


### 4.1.1 Community Engagement Plan

[Engagement](#) and transparent communication are cornerstones of Future iQ’s strategic planning methodology. Our firm has facilitated strategic planning projects for over 20 years on a global scale, and has led the development of several innovative engagement tools and techniques such as [scenario-planning](#), [data visualization](#), [customized foresight research](#), and [The Future Game](#). We have used our methodologies across multiple settings and have built a reputation for a hands-on, people-focused, and highly customized approach to our projects.

The **Engagement Plan** for this project will be tailored and highly customized to fit the unique needs of Essex Junction. Future iQ will ensure the strategic planning process is open and accessible to stakeholders, and that multiple opportunities exist to provide input in a variety of formats. This variety of approaches will ensure engagement with and participation by a broad and deep cross section of the City’s community members and stakeholders.

Below is a schematic of the engagement activities that will be included with this project. Additional methodologies may be added throughout the project as needed.



\*Indicates optional items

The following two sections outline and highlight the broad range of Future iQ’s successful engagement methodologies and approaches.

## PEOPLE-FOCUSED, HANDS-ON ENGAGEMENT METHODOLOGIES

Future iQ maintains a range of innovative proprietary project engagement methodologies. We tailor the methodologies used to the unique needs of each of our clients.

Methodology	Description	Project Examples
<b>Community and Stakeholder Surveys</b>	Surveys typically gather quantitative and qualitative data that is used to drive our stakeholder data-visualization. Surveys are offered in Spanish and English, hard copy, and digital formats to reach as many cohorts as possible.	<ul style="list-style-type: none"> <li>• VT Future Forests <a href="#">Stakeholder Survey</a></li> <li>• Falmouth, ME <a href="#">Community Survey</a></li> <li>• Park City Vision 2020, UT – <a href="#">Spanish and English Vision Survey</a></li> </ul>
<b>Listening Sessions &amp; Interviews</b>	These important initial public engagement interactions gather stakeholder input on concerns and aspirations for the future of communities or organizations. Virtual and in-person listening session allow exploration of local issues and concerns.	<ul style="list-style-type: none"> <li>• University City Community Vision 2040 <a href="#">Listening Sessions</a></li> <li>• Middle Georgia Innovation Project – <a href="#">stakeholder interviews</a></li> </ul>
<b>Project Portal &amp; Discussion Boards</b>	Project Portals are the ‘go to’ place for stakeholders to find project information. Discussion Boards are a moderated on-line discussion methodology. These are effective for more complex discussions on topics to creatively explore ideas and issues.	<ul style="list-style-type: none"> <li>• Future iQ <a href="#">Project Portals</a></li> <li>• Smithville, MO Comprehensive Plan <a href="#">Discussion Boards</a></li> <li>• Falmouth, ME Vision and Values <a href="#">Discussion Boards</a></li> </ul>
<b>Future Game</b>	The <a href="#">Future Game</a> is a unique future planning simulation tool that rewards collaboration, innovation and teamwork. Playing the game allows stakeholders to apply the learning from the game to their own decision making and planning.	<ul style="list-style-type: none"> <li>• National Congress of American Indians <a href="#">Future Game</a></li> </ul>
<b>Data Visualization</b>	Future iQ’s <a href="#">data visualization</a> of survey data on the project portal provides a fun and interactive way to give transparent feedback to stakeholders while at the same time exploring issues of importance.	<ul style="list-style-type: none"> <li>• Romulus, MI <a href="#">Data Visualization</a></li> <li>• Falmouth, ME <a href="#">Data Visualization</a></li> <li>• Envision East Central Iowa <a href="#">Data Visualization</a></li> </ul>
<b>Think-Tank</b>	Think-Tanks are a <a href="#">scenario-based strategic planning</a> methodology. This is very powerful way to create plausible futures and explore concepts of Preferred and Expected Futures. Typically, 50-150 people take a deep dive into future exploration.	<ul style="list-style-type: none"> <li>• Romulus, MI <a href="#">Think-Tank</a></li> <li>• University City, MO <a href="#">Think-Tank</a></li> <li>• Moab, UT <a href="#">Think-Tank</a></li> <li>• Falmouth <a href="#">Think-Tank</a></li> </ul>
<b>Vision/Strategy Workshops</b>	Community or Stakeholder Vision and Strategy Workshops take place after the scenario-development at the Think-Tank. The aim of these workshops is to build a deeper understanding of the preferred future and to gather wide input on preliminary strategies.	<ul style="list-style-type: none"> <li>• Coppell Vision 2040 <a href="#">Community Visioning Workshops</a></li> <li>• Smithville, MO <a href="#">Community Visioning Workshops</a></li> </ul>
<b>Focus Groups</b>	Future iQ developed a <a href="#">Focus Group methodology</a> that is used to build out the detail of the strategic pillars that are the foundation of a community vision. These are smaller, topic-dedicated expert groups.	<ul style="list-style-type: none"> <li>• Falmouth Vision and Values <a href="#">Focus Groups</a></li> <li>• The Future of Wellbeing <a href="#">Focus Group summaries</a></li> </ul>
<b>Future Summits</b>	Future Summits are large scale stakeholder events, that are often capstone events to present project results. Future iQ also utilizes rapid polling and final survey work to gather stakeholder input at these events.	<ul style="list-style-type: none"> <li>• Park City Vision 2020 to <a href="#">review results</a> and to <a href="#">prioritize actions</a></li> <li>• Envision East Central Iowa Future Summit <a href="#">executive summary</a></li> </ul>

## PEOPLE-FOCUSED ENGAGEMENT APPROACHES TO STAKEHOLDER COHORTS

Future iQ's people-focused engagement is welcoming and inclusive of all stakeholder cohorts. We strive to include those who don't usually participate in the public process.

Cohort	Approach	Project Examples
<b>Youth</b>	Future iQ strongly supports incorporating the youth voice into visioning and planning processes. We work with high school and university cohorts, recreation groups, and plenary sessions with 500+ students.	<ul style="list-style-type: none"> <li>• Smithville, MO <a href="#">Youth sessions</a></li> <li>• Mitchell, SD <a href="#">Youth Sessions &amp; Survey</a></li> </ul>
<b>Seniors</b>	Populations are aging in many communities and as a result, Seniors are an important demographic impacting infrastructural and programmatic community needs. Future iQ seeks out Senior input at living places, Senior Centers, faith centers, Homeowner Associations, etc.	<ul style="list-style-type: none"> <li>• Park City, UT <a href="#">Senior Center</a></li> <li>• Wayzata, MN <a href="#">Engagement</a></li> <li>• Hilton Head Island, SC <a href="#">Engagement</a></li> </ul>
<b>Minority Groups</b>	Significant barriers exist that prevent underrepresented groups from participating in civic processes. Future iQ breaks down these barriers by translating materials and going to gathering places such as faith places, workplaces, multi-cultural and community centers, and community eating places.	<ul style="list-style-type: none"> <li>• Moab, UT <a href="#">Spanish Speaking Community</a></li> <li>• Park City, UT <a href="#">Latinos in Action</a></li> <li>• Coppell, TX <a href="#">Community Fabric</a></li> </ul>
<b>Business and Industry</b>	Planning for economic development requires the input from business and industries. Future iQ gathers this important input by facilitating online and in-person focus groups at individual businesses, chambers of commerce, rotary, industry and trade associations events.	<ul style="list-style-type: none"> <li>• VT Forests <a href="#">Industry Roundtables</a></li> <li>• Middle Georgia <a href="#">Charrette Process</a></li> <li>• IMEC <a href="#">Stakeholder Group Sessions</a></li> <li>• IDNR <a href="#">Industry Focus Group Survey</a></li> <li>• NERDIC <a href="#">Industry 4.0 Readiness</a></li> </ul>
<b>Working Parents</b>	Future iQ recognizes that working parents are a cohort that is stretched thin with responsibilities. We hold project activities in suitable timeslots, and particularly in the evenings to accommodate this cohort. We also reach out through PTOs, school newsletters, and events.	<ul style="list-style-type: none"> <li>• University City, MO <a href="#">Evening Sessions</a></li> <li>• Waseca, MN <a href="#">Engagement Sessions</a></li> </ul>
<b>Young Professionals</b>	We understand that young professionals have very little time for extra activities in their lives. Future iQ goes directly to this cohort through young professional organizations, networking, and training events.	<ul style="list-style-type: none"> <li>• Middle Georgia <a href="#">Engagement</a></li> <li>• Moab, UT <a href="#">Young Professionals</a></li> <li>• Wayzata, MN <a href="#">Engagement</a></li> </ul>
<b>Officials and Community Leaders</b>	Elected officials and community leaders are critical advisors to any project. Future iQ provides information to this cohort through Council briefings and gathers input at City-sponsored and project events, professional conferences, and speaking opportunities.	<ul style="list-style-type: none"> <li>• Falmouth, ME <a href="#">Vision and Values</a></li> <li>• Trotwood, OH <a href="#">Fostering Leadership</a></li> <li>• NADO <a href="#">Training Conference</a></li> </ul>
<b>General Public</b>	Future iQ provides transparency and multiple avenues for input from the public. We do this through means such as emails, social media, newsletters, open forums, Town Hall meetings, workshops at community centers and libraries.	<ul style="list-style-type: none"> <li>• University City, MO <a href="#">Community Centers</a></li> <li>• Mitchell, SD <a href="#">Community Sessions</a></li> <li>• Falmouth, ME <a href="#">Online Summits</a></li> </ul>

#### 4.1.2 Scenario-Based Think-Tank Methodology

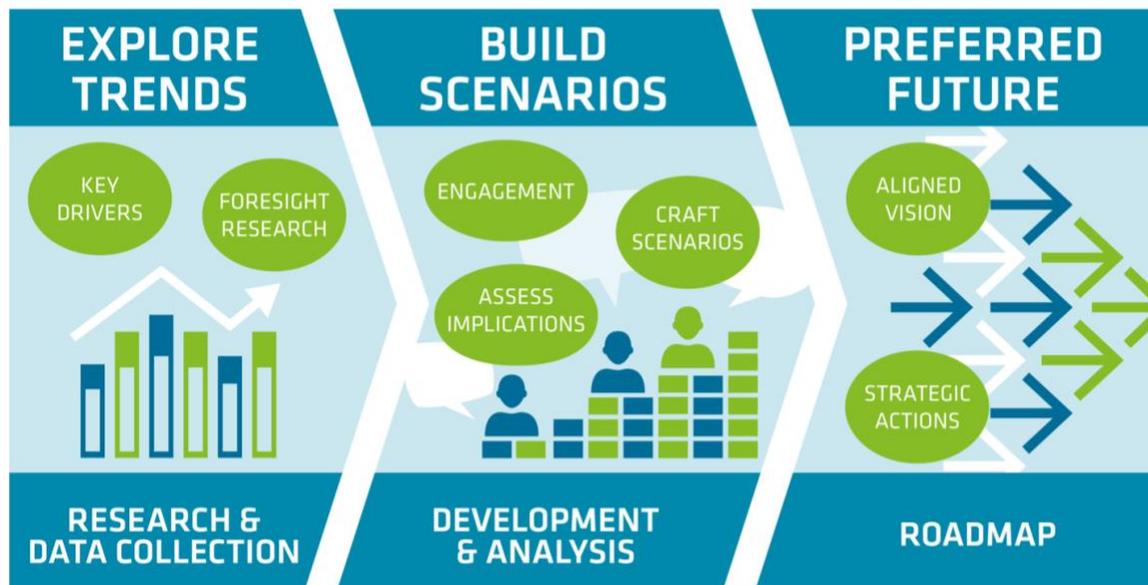
Future iQ uses a [scenario planning](#) approach to visioning and strategic planning, with a dedicated Think-Tank workshop. The Think-Tank creates scenarios that are not predictions but will, through the Think-Tank process, produce four plausible futures for the City of Essex Junction. Key aspects and features of the approach include:

- The Think-Tank results will be instrumental to the end of the project. The process is inclusive, easily scalable, and can draw input from all cohorts of Essex Junction's community ecosystem.
- It is front loaded with a presentation of key future trends that relate to Essex Junction and the results from the Community Survey.
- Participants discuss the key drivers that are important to Essex Junction's strategic planning process. These key drivers are then ranked with the Think-Tank participants relating to importance and urgency.
- The Scenario Matrix is developed by Future iQ from the first part of the Think-Tank.
- Four plausible scenarios are developed and developed in the later stages of the Think-Tank. This allows members and stakeholders to visualize different possible futures for Essex Junction.
- Scenario names and descriptions are described by the Think-Tank participants.
- The expected, preferred, and least desired futures are produced and uploaded to the Essex Junction portal/website.
- The scenario-planning process illustrates the interconnectedness of planning processes and encourages more holistic planning.
- The journey from the expected future to the preferred future is then pursued by building out the steps to get there.

There are several important design principles to the proposed strategic planning approach, including:

- **Strong collaborative and inclusive people-focused approach.** The long-term success of this project will be dependent on building strong collaboration among Essex Junction's various community members and stakeholders. The development of this type of 'eco-system' needs to be built in upfront in the planning stages of the project with a conscious effort to build on points of consensus to create a common vision for the City.
- **Future oriented.** Building a City-wide shared vision will be critical for Essex Junction. To develop an agreed upon vision and plan, community members and stakeholders will need clarity and a common understanding of the drivers impacting the City.
- **Data driven approach, including data visualisation.** Our experience suggests that projects like this are most successful when built on transparent data driven approaches, inclusive of as many community member and stakeholder voices as possible.
- **Project management and communication strategy.** Building the systems and communication methods to ensure compliance and timely delivery are important features of our project management.

Below is the visual outline of how Future iQ's [scenario-based strategic planning](#) process works.



For Essex Junction, the Think-Tank process can further examine circumstances including:

- What makes Essex Junction unique and how can the City use these characteristics to prepare for the future?
- How will stakeholder preferences fit into this vision and how will their evolving demographics be incorporated into the new vision?
- How should funds be invested and leveraged to build resiliency for the City?
- How does Essex Junction fit into the larger statewide ecosystem?
- What are the specific strategic gap and growth areas for Essex Junction and does previous planning address those areas?
- How may financial/budgetary issues on the state level impact Essex Junction and how can the City prepare for potential budget challenges?
- What unique hurdles might the City face, and how do we build collaborative approaches and structures to ensure continued successful programs and services for its community members and stakeholders?
- Where is there opportunity or need to evolve or change? Where is there an appetite for change, and where might there be resistance to change?
- What is the story community members and stakeholders want to tell, and what future do they want for Essex Junction?

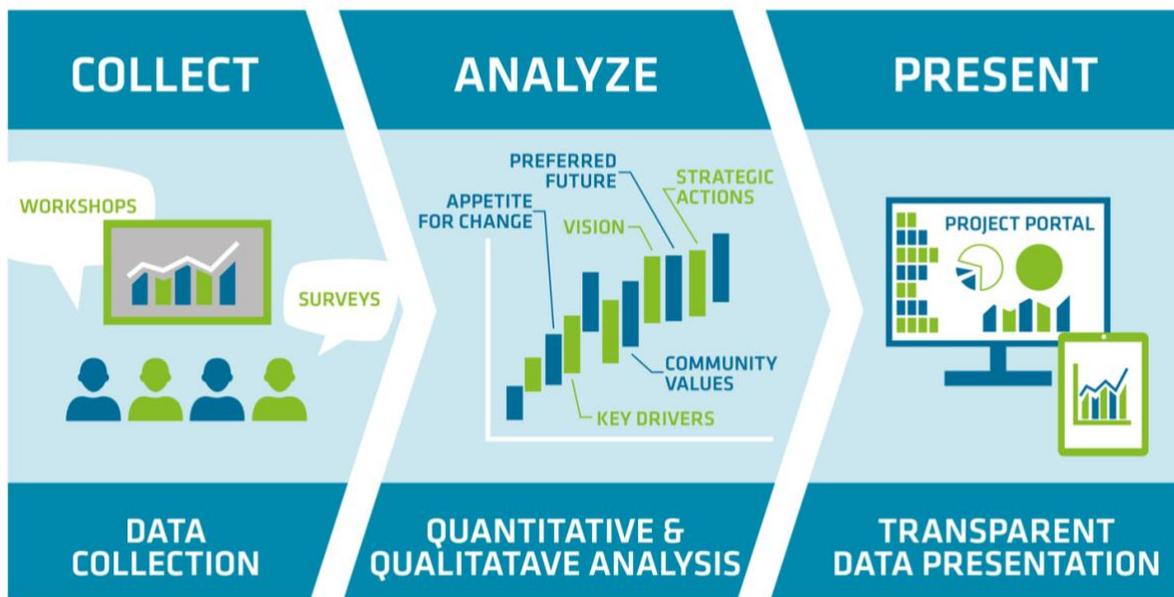
The methodology being proposed by Future iQ in this proposal is more in-depth than a SWOT analysis and will allow community members and stakeholders to tackle these questions in an engaging and thought-provoking manner. Following the Think-Tank, Future iQ will compile survey and Think-Tank results into the **Essex Junction Future Think-Tank Report**. This will then lead to the clarification of the emerging vision and strategic pillars that will serve as a foundation for the Essex Junction Community Vision and Strategic Action Plan.

### 4.1.3 Data Visualization

Data collection and development from surveys provides an inclusive process and a comprehensive understanding of stakeholder views and where points of consensus lie. Future iQ will use an **online Lab Portal** to collect and display stakeholder survey results. For examples, please see <http://lab.future-iq.com>. This approach provides a fun and interactive way to give transparent feedback to participants while at the same time exploring issues and views across the community ecosystem.



The visioning and strategic planning process for Essex Junction includes surveys that will reach as many community members and stakeholders as possible. Future iQ's data visualization allows viewers to sort and filter the data by cohort group, revealing sentiments by cohort filters such as neighborhood, age, etc. The Lab also serves as a central location where community members and stakeholders can go to find updated project information and notices.



Future iQ prioritizes ensuring our content, analysis, and findings are easy to understand and approachable for all audience types. This helps make sure that our engagement reaches a wide variety of stakeholders and conversations can dive deep regardless of participants familiarity on the topic. The strategic planning process is an important time for Essex Junction. By leveraging data visualization and easy-to-follow content, we draw higher participation rates and more meaningful conversations.

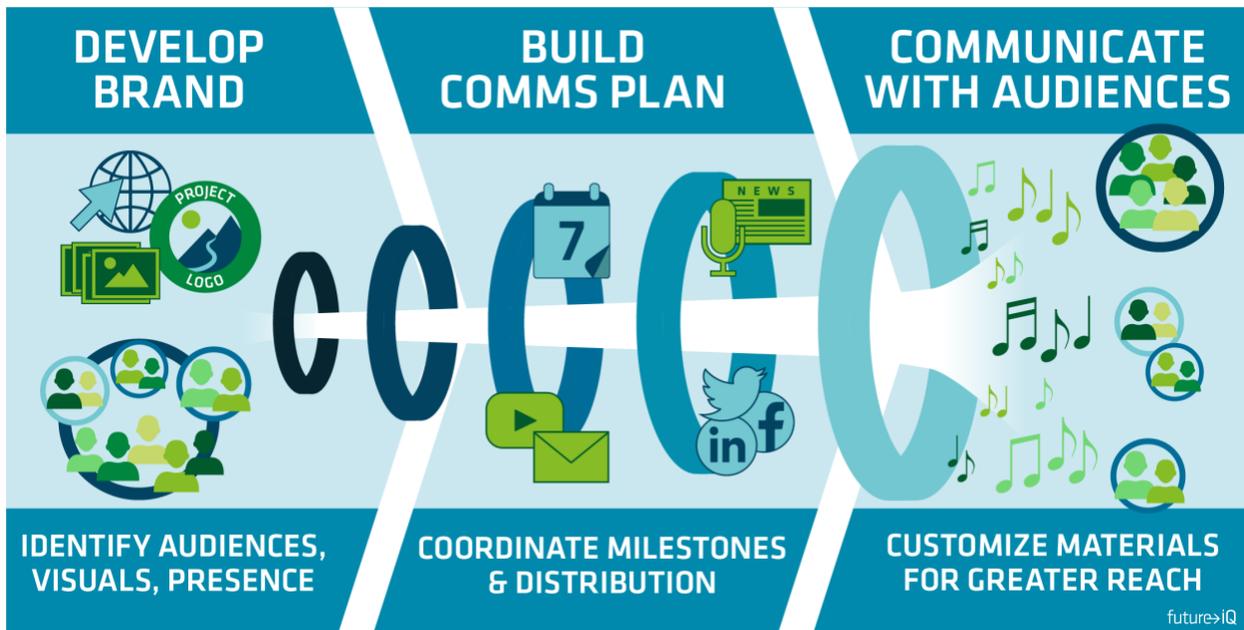
#### 4.1.4 Communications Plan

Communications are integral parts of Future iQ’s methodologies. We take care to provide project information to stakeholders that is approachable, accurate, and sensitive to stakeholder concerns. Our communications involve both digital and traditional methods to include as broad an audience as possible. We will work closely with our clients to maintain regular communications for the duration of the project. It is our experience that consistent and easily accessible project communications add to the transparency of the process and encourage active participation.



At the beginning of each project, the project team will build a project narrative and overall communications plan. We then establish an editorial calendar for social media posts, emails, ad copy, graphics, articles, videography, and any other assets that can be used by our clients. The social media schedule will be updated on a weekly basis for the weekly project call. Future iQ will also supply newsletter articles for any publication that goes out to stakeholders, and press releases as needed.

A key part of our communications plan is the distribution of information via the associated customized project portal. The **project portal** serves as a central location where stakeholders can go to find updated project information, participate in discussion boards, take surveys, view survey results and data visualization, reports, and notices. The portal provides a fun and interactive way to give transparent feedback to participants while at the same time exploring issues and views across a community or organizational ecosystem. Visit [lab2.future-iq.com](http://lab2.future-iq.com) for examples.



## PEOPLE-FOCUSED, INCLUSIVE AND TRANSPARENT COMMUNICATION METHODOLOGIES

Future iQ provides a range of communications options that are accessible, accurate, and sensitive to local concerns. Our communications involve both digital and traditional methods to include as broad an audience as possible.

Methodology	Description	Project Examples
<b>Project Branding</b>	All project communications will include unique project branding created by Future iQ. This branding will be consistent with client branding and will unify all project activities, communications, and marketing efforts.	<ul style="list-style-type: none"> <li>• Vermont Forest Future <a href="#">Portal</a></li> <li>• Romulus, MI <a href="#">Portal</a></li> <li>• Flint Hills, KS <a href="#">Portal</a></li> <li>• Greater Mankato, MN <a href="#">Portal</a></li> </ul>
<b>Project Portals</b>	Every communication Future iQ releases directs back to the project portal. In addition to being a repository for project information, the portal homepage is updated with every project milestone. This “newsfeed” approach ensures the most pertinent and up to date information is in front of stakeholders in a timely manner.	<ul style="list-style-type: none"> <li>• Future iQ <a href="#">Project Portals</a></li> <li>• Falmouth, ME <a href="#">Project Portal</a></li> <li>• NFC, ME <a href="#">Project Portal</a></li> <li>• Moab, UT <a href="#">Project Portal</a></li> <li>• Greater Mankato, MN <a href="#">Portal</a></li> <li>• Smithville School District <a href="#">Project Portal</a></li> </ul>
<b>Project Materials</b>	Future iQ produces customized hard copy and digitized materials for all our projects. Examples include posters, flyers, postcards, invitations and agendas, announcements, press releases, marketing materials, graphics, surveys, and reports. As needed, project materials can be provided in both English and Spanish.	<ul style="list-style-type: none"> <li>• Future iQ <a href="#">Project Reports</a></li> <li>• Moab Tomorrow Together, UT <a href="#">Project Materials</a></li> <li>• Smithville Comp Plan, MO <a href="#">Character Area StoryMaps</a></li> <li>• Waseca, MN <a href="#">Project Materials</a></li> </ul>
<b>Media Relations</b>	Existing media outlets such as newspapers, radio stations, and tv networks can be invaluable for spreading word about the project beyond planning team networks. Future iQ develops press releases, media packages, and additional materials as needed for each project.	<ul style="list-style-type: none"> <li>• VT Future Forests <a href="#">Video</a></li> <li>• Middle Georgia Innovation Project <a href="#">Trailer</a></li> <li>• Future iQ Future of Wellbeing, MN <a href="#">Initiative Launch</a></li> <li>• Romulus, MI <a href="#">Press Release</a></li> </ul>
<b>E-Newsletters</b>	Over the course of a project, stakeholder emails are gathered in online surveys, at events, and submitted on the project portal. Future iQ keeps in regular touch with project followers with E-newsletters containing updates, invitations, surveys, and other useful links.	<ul style="list-style-type: none"> <li>• Future iQ <a href="#">Newsletters</a></li> <li>• Falmouth Vision &amp; Values, ME <a href="#">Newsletters</a></li> </ul>
<b>Social Media</b>	Social media is widely used tool that has the ability to grow both project awareness and engagement. Future iQ can create content for social media usage including post language and imagery, stakeholder quotes, and videos to harness that power.	<ul style="list-style-type: none"> <li>• Greater Mankato 2040, MN <a href="#">Social Media Toolkit</a></li> <li>• Vision Romulus, ME <a href="#">Social Media &amp; Communications</a></li> <li>• NERDIC <a href="#">Videos</a></li> </ul>
<b>Toolkits</b>	Future iQ creates Communications Toolkits that community members and stakeholders can use on their own social media platforms to communicate about local events and projects. Kits can include logos, social media tiles, press releases, and more.	<ul style="list-style-type: none"> <li>• Mankato Social Media and Communications <a href="#">Toolkit</a></li> <li>• Romulus Social Media and Communications <a href="#">Toolkit</a></li> </ul>

## CUSTOMIZED AND BRANDED PROJECT MATERIALS

Along with uniquely branded project logos, Future iQ produces customized materials for our projects. These include posters, flyers, postcards, invitations and announcements, agendas, press releases, marketing materials, graphics, surveys, and reports. Future iQ can also create toolkits for stakeholders to use to promote the project themselves. Project materials can be translated into Spanish by the translator on the project team and provided in both hard copy and digital versions.

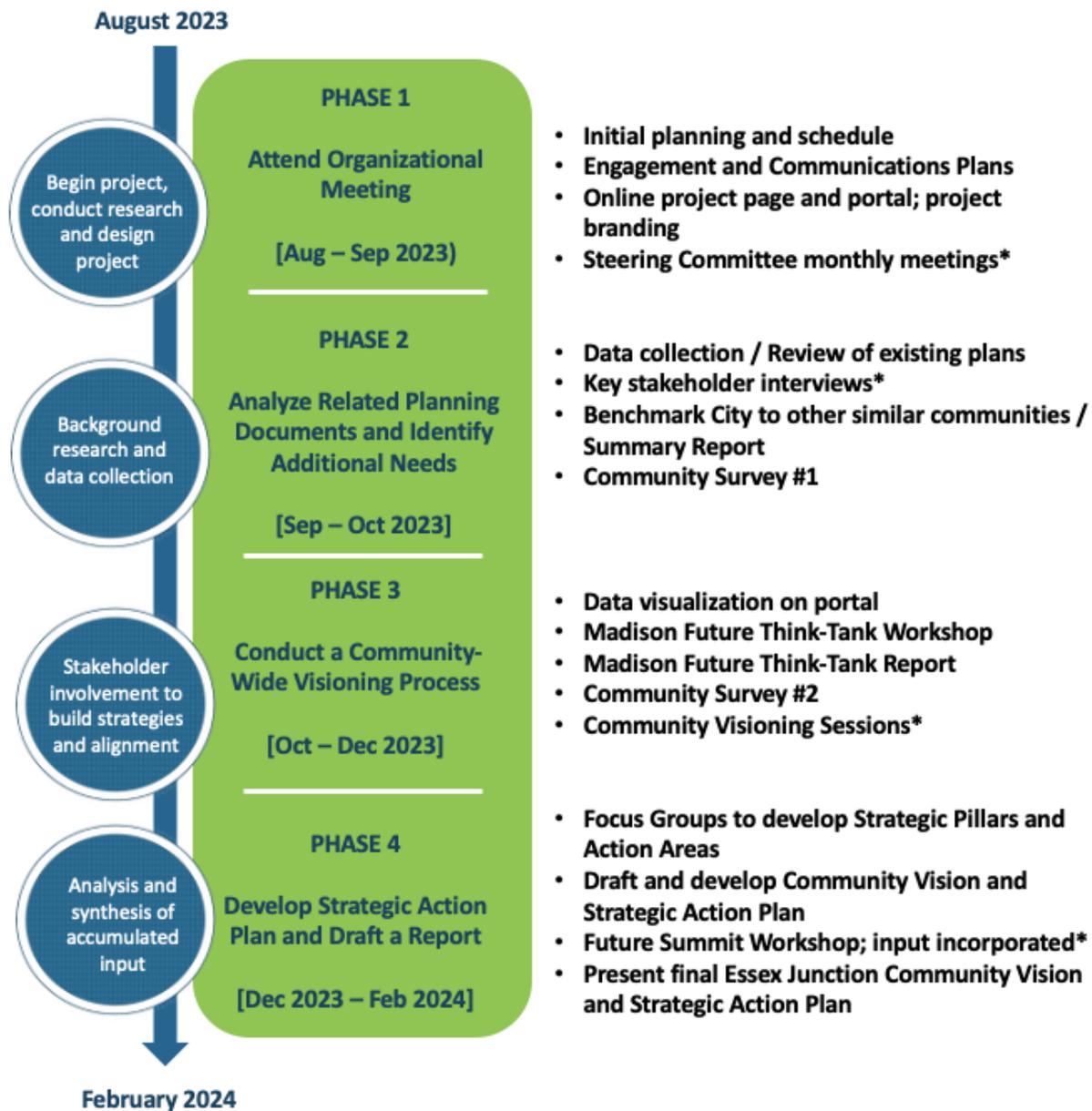
## Recent examples of project materials



## 4.2 Project Plan – Approach and Implementation

The proposed project plan is implemented in four phases that build momentum around an updated 5-year strategic plan for the City of Essex Junction. The shared vision and strategic plan are intended to be inclusive and sustainable. They will unify community members and stakeholders, build sustainability and resiliency, and align resources throughout the City. The scope of work outlined in the RFP will be included in the proposed project plan and incorporated into the four phases outlined below.

### Proposed Project Plan



\*Denotes optional additions to the proposed project plan

#### 4.2.1 Phase 1: Attend Organizational Meeting

This project will begin with **initial meetings with City staff** to establish a final project plan and schedule that provides a detailed explanation of the overall process design and more clearly defines roles, tasks, timelines, and responsibilities throughout the life of the project. Additionally, the project's **Community Engagement Plan** will be a detailed plan outlining the specific community stakeholder engagement activities to occur throughout the project. The Community Engagement Plan for this project will be tailored and highly customized to fit the unique needs of Essex Junction. (For a detailed look at Future iQ's engagement methodologies, please see Section 4.1.1)



The initial planning and project set-up invites participation, creates anticipation, and sets the tone for the strategic planning process.

During Phase 1, Future iQ will also create unique a [project portal](#) that serves as a central location where community members and stakeholders can go to find updated project information, take surveys, view survey results and data visualization, reports, and notices. The portal is a critical piece of the **Communications Plan** for the project that will include marketing, **unique project branding**, materials, and other methods of publicity (such as social media posts, articles, etc) necessary to increase recognition, build credibility and deepen understanding of the strategic planning process, its objectives, and outcomes within Essex Junction. For an example of our unique project branding that includes logos, flyers, and other materials, please visit [Project Research Laboratory](#). Communications will involve both digital and traditional methods to reach as broad an audience as possible.

Future iQ will also work closely with Essex Junction staff to maintain regular communications for the duration of the project. Our practice is to facilitate **weekly conference calls** with the City's client contact. It is our firm belief that consistent and easily accessible project communications add to the transparency of the process and encourage active participation. Future iQ recommends the formation of a **Steering Committee** that will advise the planning process. These important advisors will serve as ambassadors of the project to the community. If formed, Future iQ will meet monthly with this group and they will be closely involved in the planning process for the duration of the project.

**Deliverables** from Phase 1 will include:

- Initial planning and schedule
- Engagement and Communications Plans
- Online project page and portal; project branding
- Steering Committee monthly meetings

**RFP requirements** addressed by deliverables in Phase 1:

- Meeting with City Council Member, City Manager and staff to discuss visioning process and strategic action plan.
- Attend City Council meeting to discuss, receive feedback, and finalize the visioning project process.

#### 4.2.2 Phase 2: Analyze Related Planning Documents and Identify Additional Needs

Future iQ recommends beginning phase two with **key stakeholder interviews** to gather personal insights from stakeholders on the future of Essex Junction. This provides background information to Future iQ and promotes the visioning and strategic planning process on the portal/website that will educate individuals on the project and key themes.



Concurrently with the interviews, Future iQ will administer a **Community Survey #1** to be promoted and distributed city-wide. This survey will explore community sentiment and assess appetite for change and future readiness. The results of the Community Survey will be posted on the project portal using a data visualization platform that enables individuals to filter and explore the results in an interactive manner.

Significant **background research** and exploration of existing City documents and plans will be undertaken, including a close examination of the City’s recent Heart and Soul Community Conversations. Future iQ will also benchmark Essex Junction with other similar-sized cities in the state, region, nation, or internationally. A **summary report** will be compiled to help to understand how the City compares to comparable cities in terms of demographics, economic indicators and other measurements.

**Deliverables** from Phase 2 include:

- Data collection / Review of existing plans
- Key stakeholder interviews
- Benchmark City to other similar communities / Summary report
- Community Survey #1

**RFP requirements** addressed by deliverables in Phase 2:

- Data collection and review of existing plans
- Benchmarking Essex Junction with similar-sized cities



### 4.2.3 Phase 3: Conduct a Community-Wide Visioning Process

**Community and stakeholder engagement** are cornerstones of Future iQ’s strategic planning methodology. Key to effective engagement is building momentum and excitement around the strategic plan as it is created. Future iQ will use a wide variety of engagement methods to build this momentum and reach all corners of the City. We will work collaboratively with City Council and staff, the Steering Committee, volunteer Boards and Commissions, community groups, and public to engage and hear as many voices as possible. We will also strive to engage those who do not usually participate in the civic process.



Future iQ specializes in studying and understanding larger emergent trends and influences that are re-shaping towns, cities, communities, industries, and regions. This future-oriented lens guides phase two as it creates the building blocks of the strategic planning framework for the Essex Junction’s future using a scenario-based planning methodology. Using trend research, industry analysis, and expectations about development drivers, this methodology will enable community members and stakeholders to explore the impacts and consequences of a range of different future paths as they participate in the **Essex Junction Future Think-Tank Workshop**. The results of the Community Survey including **data visualization** and the Think-Tank outcomes will be compiled in **the Essex Junction Future Think-Tank Report**.

Following the Think-Tank, Future iQ recommends the incorporation of **Community Visioning Sessions** into the visioning process. In these sessions, we will work with the community to validate the preferred vision that emerged from the Think-Tank and begin to synthesize the accumulated information from the initial Community Survey and the Think-Tank to establish the Strategic Pillars of the Strategic Plan. A second **Community Survey** will be administered to seek input on the proposed preferred vision and strategic framework for Essex Junction.

**Deliverables** for Phase 3 include:

- Data visualization on project portal
- Essex Junction Future Think-Tank Workshop
- Essex Junction Future Think-Tank Report
- Community Survey #2
- Community Visioning Sessions

**RFP requirements** addressed by deliverables in Phase 3:

- Facilitate a robust community visioning process
- Help stakeholders reach consensus and alignment on a vision and priorities for the next 5 years that will serve as a framework for the Strategic Action Plan

#### 4.2.4 Phase 4: Develop the Strategic Action Plan and Draft a Report

Once the Strategic Pillars are established, Future iQ will facilitate **Focus Groups** with to build out the action areas under each Strategic Pillar. The Strategic Pillars and Action Areas will help orient the community on the trajectory towards the preferred vision for the City.

For the next step in the process, team members will draw together all accumulated information to craft the **first draft of the Essex Junction Community Vision and Strategic Action Plan Framework**. This will involve careful synthesis of all research, engagement results, surveys, reports, and analyses. The draft report will identify and prioritize projects, and provide leadership with realistic, achievable targets and benchmarks that measure the City's progress throughout the next five years.

Once the draft Strategic Plan is complete, Future iQ recommends a Future Summit Workshop. At this Workshop, Future iQ will present the new community vision and strategic action plan framework and seek input and recommended changes. Participants at the workshop will prioritize the strategies of the plan and sign up for implementation teams after the plan's completion. The project team will then incorporate the accumulated input on the first draft to finalize the Plan. This would include a thorough review to be sure that all of the planning project's goals and objectives are being met in the Strategic Action Plan. The final Community Vision and Strategic Action Plan will be presented by the Project Director to the City Council and staff at a City Council meeting.

#### Measuring Effectiveness

Understanding and measuring progress in key performance areas will be an important part of implementing Essex Junction's Strategic Action Plan. Used correctly, metrics provide a powerful feedback loop to understanding the effectiveness of resource development strategies and investment in programs and in identifying emerging gaps. Phase 4 of this project plan includes the development of measurements to support periodic review and adjustment of the vision and strategic plan over time.

##### Phase 4 deliverables include:

- Focus Groups to develop Strategic Pillars and Action Areas
- Draft and Develop Community Vision and Strategic Action Plan Framework
- Future Summit Workshop; input incorporated
- Present final Essex Junction Community Vision and Strategic Action Plan

##### RFP requirements addressed by deliverables in Phase 4:

- Transform the community vision and priorities into a Strategic Action Plan
- Develop metrics and benchmarks for the Strategic Action Plan
- Present the final Plan to City Council and staff at a City Council meeting



The new Essex Junction Community Vision and Strategic Action Plan will guide City leadership and decision-making over the next five years.

### 4.3 Proposed Schedule

The following chart outlines key phases and suggested periods of activities. Work on a number of the key deliverables will occur in parallel to allow the phases to be completed within this project timeline. Future iQ will work with the City of Essex Junction to create a timeline that incorporates the specific needs of the City and remains flexible over the course of the project.

Key Phases	Key Deliverables	A	S	O	N	D	J	F
<b>Phase 1:</b> Attend Organizational Meeting	Initial planning meetings and schedule	■	■					
	Engagement and Communication Plans	■	■					
	Online project portal; project branding	■	■					
	Steering Committee monthly meetings*		■	■	■	■	■	■
<b>Phase 2:</b> Analyze Related Planning Documents and Identify Additional Needs	Data collection / Review of existing plans		■					
	Key stakeholder interviews*		■	■				
	Benchmark City to other similar communities / Summary Report		■	■				
	Community Survey #1		■	■				
<b>Phase 3:</b> Conduct a Community-Wide Visioning Process	Data visualization on portal			■	■			
	Essex Junction Future Think-Tank Workshop			■	■			
	Essex Junction Future Think-Tank Report				■			
	Community Survey #2				■	■		
	Community Visioning Sessions*					■	■	■
<b>Phase 4:</b> Develop the Strategic Action Plan and Draft a Report	Focus Groups to develop Strategic Pillars and Action Areas						■	
	Draft and develop Community Vision and Strategic Action Plan Framework						■	■
	Future Summit Workshop; input incorporated*							■
	Present final Essex Junction Community Vision and Strategic Action Plan							■
<b>Ongoing</b>	Weekly meetings with client liaison	■	■	■	■	■	■	■
	Project portal updates	■	■	■	■	■	■	■
	Engagement and communication plan execution	■	■	■	■	■	■	■

\*Optional additions to the project process plan

**Note:**

If Community Visioning Sessions are added to the project process plan, we would recommend extending the project one month to allow for those to be completed before the Focus Groups.

## 5.0 Proposed Budget

Future iQ operates on a fixed-price delivery. The fees below include all travel, accommodation costs and overheads for the Project Director and staff. We assume that the City of Essex Junction will provide the venues for the Think-Tank, Focus Groups, and other project meetings. **Please note that the project costs and plan are flexible and easily scalable depending on the needs of Essex Junction.**

Key Phases	Key Deliverables	Proposed Costs	With Options
<b>Phase 1:</b> Attend Organizational Meeting	• Initial planning meetings and schedule	\$1,000	\$1,000
	• Engagement and Communication Plans	\$1,500	\$1,500
	• Online project portal; project branding	\$1,500	\$1,500
	• Steering Committee monthly meetings*		\$3,000
<b>Phase 2:</b> Analyze Related Planning Documents and Identify Additional Needs	• Data collection / Review of existing plans	\$500	\$500
	• Key stakeholder interviews*		\$1,500
	• Benchmark City to other similar communities / Summary Report	\$2,500	\$2,500
	• Community Survey #1	\$2,000	\$2,000
<b>Phase 3:</b> Conduct a Community-Wide Visioning Process	• Data visualization on portal	\$1,000	\$1,000
	• Essex Junction Future Think-Tank Workshop	\$6,000	\$6,000
	• Essex Junction Future Think-Tank Report	\$3,000	\$3,000
	• Community Survey #2	\$2,000	\$2,000
	• Community Visioning Sessions*		\$8,000
<b>Phase 4:</b> Develop the Strategic Action Plan and Draft a Report	• Focus Groups to develop Strategic Pillars and Action Areas	\$4,000	\$4,000
	• Draft and develop Community Vision and Strategic Action Plan Framework	\$4,500	\$4,500
	• Future Summit Workshop; input incorporated*		\$3,500
	• Present final Essex Junction Community Vision and Strategic Action Plan**	\$500	\$2,000
<b>TOTAL</b>	<b>FIXED PRICE PROPOSAL</b>	<b>\$30,000</b>	<b>\$47,500</b>

\*Indicates optional deliverable items

\*\*Virtual vs. In-person presentation

### Proposed payment schedule:

- 25% on signing of contract
- 25% at completion of phases 2, 3 and 4

## 6.0 List of Clients – References

Below are five references who may be contacted regarding Future iQ’s similar work experience. All of the references are aware that they may be contacted. Additional references may be provided as needed.

<p><b>State of Vermont, VT</b> <a href="#">Vermont Forest Future Strategic Roadmap</a> (2022-2023)</p>	<p>Danielle Fitzko, Director of Forests Department of Forests, Parks, and Recreation State of Vermont, Montpelier, VT Tel: 802-598-9992 Email: <a href="mailto:danielle.fitzko@vermont.gov">danielle.fitzko@vermont.gov</a></p>
<p><b>City of Smithville, Missouri</b> (2019) <a href="#">Vision and Strategic Action Plan</a>; <a href="#">Smithville Comprehensive Plan</a> (2019-2020) <a href="#">Smithville Parks &amp; Recreation Master Plan</a> (2021) <a href="#">Smithville Transportation Master Plan</a> (2021-2022)</p>	<p>Cynthia Wagner, City Administrator City of Smithville Smithville, MO 64089 Tel: 816-532-3897 Email: <a href="mailto:cwagner@smithvillemo.org">cwagner@smithvillemo.org</a></p>
<p><b>City of Romulus, Michigan</b> (2022-2023) <a href="#">Vision Romulus – Our Community, Our Future</a></p>	<p>Julie A. Wojtylko, CPM, Chief of Staff City of Romulus Office of the Mayor Tel: 734-955-4501 Email: <a href="mailto:jwojtylko@romulusgov.com">jwojtylko@romulusgov.com</a></p>
<p><b>City of Moab, Utah</b> <a href="#">Community Vision and Strategic Action Plan</a> (2021-2022)</p>	<p>Carly Castle, Acting City Manager City of Moab Moab, UT 84532 Tel: 435-259-5121 Email: <a href="mailto:ccastle@moabcity.org">ccastle@moabcity.org</a></p>
<p><b>City of Trotwood, Ohio</b> <a href="#">Organizational Strategic Plan</a> (2019)</p>	<p>Quincy Pope, City Manager City of Trotwood Trotwood, OH 45426 Tel: 937-854-7215 Email : <a href="mailto:QPope@trotwood.org">QPope@trotwood.org</a></p>

## 7.0 Examples of Relevant Written Work

The majority of Future iQ's work involves visioning and strategic planning work. As requested in the RFP, below are links to examples of Future iQ's recent community vision and strategic planning written reports.

- **City of Romulus, MI** Vision Romulus – Our Community, Our Future  
[Vision and Strategic Action Plan](#)  
[Think-Tank Report](#)
- **City of Moab, UT** Moab – Tomorrow Together  
[Vision and Strategic Action Plan](#)  
[Think-Tank Report](#)
- **University City, MO** Vision 2040 Project  
[Community Vision 2040 Roadmap Report](#)  
[Think-Tank Report](#)
- **Town of Falmouth, ME** Vision and Values Project  
[Falmouth Vision and Values Final Report](#)  
[Think-Tank Report](#)  
[Benchmark Report](#)
- **City of Smithville, MO** Community Visioning Project  
[Vision and Strategic Action Plan](#)  
[Think-Tank Report](#)  
[Community Profile and Benchmark Analysis](#)
- **City of Trotwood, OH** Strategic Planning Project  
[Organizational Strategic Plan](#)  
[Think-Tank Report](#)
- **Park City, UT** Vision 2020 Project  
[Final Vision and Strategic Action Plan](#)  
[Think-Tank Report](#)

## 8.0 Appendix A: Complete Team Resumes

### 8.1 Project Director, David Beurle, CEO and Founder, Future iQ

#### RÉSUMÉ



david@future-iq.com

David Beurle is a world-renowned strategist, futurist, researcher and practitioner. As founder and CEO of Future iQ, David is a pioneer and expert in creating new and innovative future planning approaches for use in community, regional, industry, organizational and government settings. David has pioneered the application of scenario planning within regions, industry and corporations around the world. David created the Future Game™, a global planning and workshop tool that has been used in over 600 workshops across 10 countries. As CEO of Future iQ, David has led global projects across 4 continents and has written a number of foresight papers: [future-iq.com/foresight-research](http://future-iq.com/foresight-research).

Having worked in the field of organizational and regional economic and community planning for over 20 years, his work has won numerous awards. David has the major role in all of Future iQ's projects as lead project manager. More details on David's work can be seen at [davidbeurle.com](http://davidbeurle.com).

#### EDUCATION

Bachelor Degree in Agricultural Science, University of Sydney, 1984

#### EMPLOYMENT

Founder & CEO Future iQ, USA & Europe, 2003 – Present

Principal Adviser, Minister for Primary Industries, Western Australia, 1991 – 2000

Rangeland Scientist, Western Australian Department of Agriculture, 1985-1991

#### PHILANTHROPIC WORK

Board Director, Western Australian Community Foundation, 2003-2005

Founding member, Plant-Based Product Council, USA, 2019

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## DAVID BEURLE B.SC. AGR

### CHIEF EXECUTIVE OFFICER

#### RECENT PROJECT EXPERIENCE

- Littleton Comprehensive Economic Development Strategy, Colorado, 2023
- Unified Government Economic Development Strategic Plan, Kansas, 2023
- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Transforming Tomorrow Together – Greater Mankato 2040, Minnesota, 2022-2023
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Smithville Schools District Strategic Plan, Missouri, 2023
- Florida Network Mapping, Florida, 2022
- Vision Romulus, Our Community, Our Future, Michigan, 2022
- Transforming Together Tomorrow - Greater Mankato, Minnesota, 2022
- Moab - Tomorrow Together, Utah, 2022
- The Future of Well Being Foresight Project, Minnesota, 2021-2022
- Envision East Central Iowa, Iowa, 2021-2022
- University City Community Vision, Missouri, 2021-2022
- Northern Forest Rural Tourism Academy, New England, 2021-2022
- City of Smithville Transportation Plan, Missouri, 2021-2022
- Town of Falmouth Vision & Values, Maine, 2020-2021
- The Middle Georgia Innovation Project, Georgia, 2020-2021
- City of Smithville Comprehensive Plan, Missouri, 2020
- Park City Community Vision & Strategic Action Plan, UT, 2019-2020
- NOHOA Community Survey 2019-2020
- ECC Medical/Well-Being Strategic Marketing Plan & Economic Development Plan, Minnesota, 2016-2019
- Tillamook County Strategic Vision & Action Plan, Oregon, 2018-2019
- National Association of Development Organizations, Washington, D.C., 2018-2019
- Future of Urban Living Think Tank, St Georges House, Windsor Castle, UK, 2018-2019
- Middle Georgia Regional Defense Industry Economic Diversification Project 2017-2018
- City of Coppell, TX, Community Visioning, 2018-2019
- Maine Woods, Tourism Impact Study, 2017-2018
- City of San Diego Defense Industry Economic Development Plan, California, US, 2016-2018
- North Coast, Oregon, Tourism Destination Management, 2018-2019
- New Hampshire Aerospace & Defense Consortium, Strategic Action Plan, 2017-2018
- Hilton Head Island, South Carolina, Community Visioning Project, 2016-2017
- University of MN, Future of Midwest Agriculture, 2016-2017
- Task Force LIMA Defense Initiative, Ohio, US, 2015-2017

#### RECENT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- The Future of Wellbeing, Minnesota, 2022
- The Future of Manufacturing in Illinois, 2022
- Envision East Central Iowa Final Report, 2022
- University City Community Vision Final Report, 2022
- Town of Falmouth Vision & Values Final Report, 2022
- The Middle Georgia Innovation Corridor Report, 2021
- City of Smithville Parks & Recreation Master Plan, 2021
- The Holding Space: A Guide for Partners in Tribal Research, 2020
- The Future of Urban Living, 2019
- The Future of Tourism, 2018
- The Next Industrial Revolution, 2018
- The Future of Midwest Agriculture, 2017-2018
- The Future of Manufacturing, 2016
- The Future of Food, 2016
- Economics of Collaboration, 2015
- Cities of the Future, 2015

#### RECENT KEYNOTE PRESENTATIONS

- SMART Manufacturing Conference, Pennsylvania, October 2022
- ITB Berlin Travel Trade Show, Berlin, March 2022
- The Mahoosuc Way Summit, Maine, February 2022
- Aggregate Producers of Wisconsin Annual Convention, Wisconsin, December 2021
- Ohio Food Summit, Ohio, USA, March 2020
- Greater Mankato Annual Summit, Minnesota, USA, March 2020
- New North Regional Summit, Wisconsin, USA, December 2019
- New Hampshire PTAC Conference, NH, USA, December 2019
- Institute of Directors (IoD) Annual Conference, Gleneagles, Scotland, October 2019
- E.P.I.R.C Manufacturing Conference, PA, USA, October 2019
- City of Smithville Youth, Missouri, USA, September 2019
- AgFutures 2035 Conference, Perth, Australia, August 2019
- Agricultural Symposium keynote, Emmetsburg, Iowa, USA, March 2019
- Wisconsin Integrated Resource Management Conference, Stevens Point, Wisconsin, USA, February 2019
- The Future of Urban Living Consultation, St George's House, Windsor Castle, UK, December 2018

## 8.2 Adam Bentley, Research Strategist, Future iQ

### RÉSUMÉ



adam@future-iq.com

#### EDUCATION

Bachelor of Arts in Political Science,  
University of Northern Iowa

Master of Public Policy, University of  
Northern Iowa

Master of Business Administration, Texas  
A&M-Commerce

#### EMPLOYMENT

Senior Planner/Economic Development  
Specialist - East Central Iowa Council of  
Governments, 2019-2022

Assistant Village Administrator -  
Waunakee, WI, 2016-2019

Adjunct Faculty - Buena Vista University,  
2016-Present

Assistant City Manager - Manhattan,  
Kansas, 2013-2014

Administrative Assistant to the City  
Manager - Iowa City, IA, 2011-2013,

Management Fellow, Wichita, KS, 2010-2011

#### AWARDS / CERTIFICATIONS

Young Professional of the Year 2019-  
Waunakee Chamber of Commerce

International City/County Management  
Association (ICMA) Essential Management  
Skills Certificate

Heartland Economic Development Course  
(HEDC) Certified

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## ADAM BENTLEY B.A., M.P.P., M.B.A.

### RESEARCH STRATEGIST

Adam Bentley works for Future iQ as Research Strategist. Adam's background includes experiences working with local and regional governments across the American Midwest. He has a broad background which includes government administration, economic development, strategic planning, human resources, and grant writing. Adam holds a master's degree in public policy from the University of Northern Iowa and a master's degree in business administration from Texas A&M-Commerce. He also serves as an adjunct faculty member for Buena Vista University teaching courses in government, management, and liberal arts.

Adam has a passion for public service and continues to volunteer in local city and non-profit organizations to help improve his community.

#### RECENT PROJECT EXPERIENCE

- Flint Hills Regional Council  
Sustainability Plan and Roadmap,  
Kansas, 2023
- Vermont Forests Future Strategic  
Roadmap; 2022 - present
- Transforming Tomorrow Together -  
Greater Mankato 2030; Minnesota,  
2022
- East Central Iowa Council of  
Governments Comprehensive Economic  
Development Strategy; Iowa, 2022

## 8.3 Celine Beurle, COO, Future iQ

### RÉSUMÉ



celine@future-iq.com

#### EDUCATION

Masters Degree in Sociology

University College Cork, 1998

B.A. Hons Degree in Sociology/Philosophy

University College Cork, 1996

B.A. Hons Degree Sociology

University of Warwick, 1995

#### EMPLOYMENT

C.O.O. Future iQ

USA and Europe, 2012 – Present

Managing Director Future iQ Europe, Ltd

Europe, 2012 - Present

Manager, Govt. Employment Service

Ireland, 2003 – 2012

Animal Welfare Policy Chair

Green Party Ireland, 2003 – 2009

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## CELINE BEURLE B.A., M.A.

### CHIEF OPERATING OFFICER

Celine Beurle is Chief Operating Officer (COO) of Future iQ and is Joint Owner and Managing Director of Future iQ Europe. Within her role in Future iQ since 2012, she has been responsible for Future iQ's global expansion to encompass South America, Italy, Spain, Portugal and the UK to date. Celine has an impressive background academically in both Sociology and Philosophy and this has led to her ongoing interest in pursuing societal change. This has enabled Future iQ to view projects through the often needed 'sociological lens'. As COO, Celine works with the CEO on the overall strategic direction of Future iQ. One part of her many roles is that of project co-ordination of many global projects and this is the area that Celine enjoys most as she has an innate ability to run and effectively manage and co-ordinate projects on time and on purpose.

### RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Moab - Tomorrow Together, Utah, 2022
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- Florida Adventure Network Mapping, Florida, 2022
- The Middle Georgia Innovation Project, Georgia, 2020 - 2021
- Park City Vision 2020, Utah, 2019-2020
- City of Smithville Strategic Planning, Missouri, 2019
- Tillamook County Strategic Planning, Oregon, 2019
- The Future of Urban Living consultation, Windsor Castle, UK, 2018
- Middle Georgia Charrette and Regional Planning Initiative, Georgia, 2018
- Coppell Vision 2040, Texas, 2018
- Hilton Head Island Visioning, South Carolina, 2017
- La Laguna Regional Planning, Tenerife, Spain, 2017
- Greater Lima Region, Ohio, 2016-2017
- Griffith Foods Scenario Planning, Chicago, USA, 2016
- Mediterranean PORTS EU Projects, Italy/France, 2015
- Fox Valley Defense Industry Adjustment, Wisconsin, 2014-2015
- Australian Grain Research and Development Corporation, Western Australia, 2008-2015
- Vadinia Project, Leon, Northern Spain, 2014
- Agriparco Montespertoli, Tuscany, Italy, 2014
- Govt. of Alberta Small Business Strategy, Canada, 2013
- Global Think Tank, Windsor Castle, UK, 2012

### RELEVANT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- Moab - Tomorrow Together Think-Tank Report, 2022
- Park City Vision 2020 Final Vision and Strategic Action Report, 2021
- Middle Georgia Innovation Framework and Ecosystem Report, 2021
- Middle Georgia Innovation Roadmap Report, 2021
- Middle Georgia Innovation Corridor Report, 2021
- Park City Vision 2020 Think-Tank Report, 2019
- Vision 2040 Community Engagement Report, 2018
- Middle Georgia Charette and Regional Planning Stakeholder Engagement Report, 2018
- Hilton Head Island - Our Future Think Tank Report, 2018
- Hilton Head Island - Our Future Stakeholder Engagement Report, 2018
- Vision 2040 Think Tank Report, 2018
- Middle Georgia Charette and Regional Planning Think Tank Report, 2018
- Future iQ Project Communication Plan - Framework and Approach, 2017
- Greater Lima Region Stakeholder Ecosystem Analysis, 2017
- Economic Development in Edina Stakeholder Analysis, 2017
- Griffith Foods Stakeholder Analysis Report, 2017
- An Exploration of Focus Group Methodology, 2016
- The Future of Food, 2016
- Grains Industry Network Mapping Report, 2015
- Agriparco Montespertoli Scenario Planning Report, 2014

## 8.4 Cheryl Wheeler, Community Engagement Specialist, Future iQ

### RÉSUMÉ



cheryl@future-iq.com

#### EDUCATION

B.S. Social Work, University of Dayton,  
Dayton, OH

#### EMPLOYMENT

Assistant to the City Manager - City of  
Trotwood, 2017 - present

Director of Children and Senior Services -  
Goodwill Easter Seals Miami  
Valley, 2002 -2017

Executive Director - Shiloh House Adult  
Day Services, 1999 – 2002

#### PROFESSIONAL AFFILIATIONS

Vice-President - Montgomery County  
Council on Aging

Treasurer - Area Agency on Aging, PSA2,  
Board of Trustees

Seven Seeds Sowers Coop

Master Trainer - Ohio Dept. of Aging A  
Matter of Balance'-Evidence Based Fall  
Prevention Program

Advisory Board of Directors - Alzheimer's  
Association Miami Valley Chapter

## CHERYL WHEELER B.S.W.

### COMMUNITY ENGAGEMENT SPECIALIST

Cheryl Wheeler is an exceptional and proven Community Leader with expertise in engaging diverse community audiences. She has a bachelor's degree in Social Work from the University of Dayton and has over 30 years of experience in project management, strategic planning and program development. Her leadership in national and international program standard achievements have obtained awards of excellence and international accreditation with commendations.

As a member of the Montgomery County Council on Aging and the Area Agency on Aging, Board of Trustees, she advocates for older adults, improving the delivery of services at local, regional, state and national level. She has worked with her city in leading their strategic plan process and engaging the urban and rural communities. She is also a member of the Seven Seed Sowers Coop, providing education and participating in farmer markets providing fresh produce to food insecure communities. She is a recent graduate of the Central State University Extension Incubator Farm program.

#### RECENT PROJECT EXPERIENCE

- Trotwood Organizational Strategic Plan,  
OH, 2019

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## 8.5 Brittany Rempe, Creative Director, Future iQ

### RÉSUMÉ



brittany@future-iq.com

#### EDUCATION

Bachelor of Arts in Public Relations -  
Simpson College, 2015

#### EMPLOYMENT

Creative Director - Future iQ, 2022-present  
Communications Specialist - East Central  
Iowa Council of Governments 2020-2022  
Marketing Communications Coordinator -  
Herzog Technologies, Inc., 2015-2020

#### AWARDS/RECOGNITION

Summa Cum Laude  
Simpson College Outstanding Senior,  
Integrated Marketing Communications

#### LEADERSHIP EXPERIENCE

Photo Editor, Simpsonian  
Co-Founder, Smoky Room Films



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## BRITTANY REMPE B.A., PUBLIC RELATIONS

### CREATIVE DIRECTOR

Brittany Rempe is Future iQ's Creative Director. Alongside a degree in Public Relations and seven years in communications and design, Brittany has a love of branding and a creative heart. These combine well with a multi-faceted skillset, including graphic design, photography, videography, copy writing and web design. Brittany uses experience and a creative eye to strengthen Future iQ's projects, delighting in the buildout of project identities and accounting for client personality and existing brands. Throughout each project, Brittany offers communications planning, event capture, web design and strong, clear visuals.

### RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Transforming Tomorrow Together - Greater Mankato 2040, Minnesota, 2022
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Florida Adventure Network Mapping, Florida, 2022
- Moab - Tomorrow Together, Utah, 2022
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- East Central Iowa Council of Governments Comprehensive Economic Development Strategy Update, Iowa, 2022
- The Future of Wellbeing Foresight Project, Minnesota, 2022
- University City Community Vision 2040, Missouri, 2021-2022
- Northern Forest Rural Tourism Academy; New England, USA
- Town of Falmouth Vision and Values; Falmouth, ME
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- Florida Adventure Network Mapping, Florida, 2022
- Park City Vision 2020, Utah USA

### RELEVANT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- The Future of Wellbeing, Minnesota, 2022
- University City Community Vision Final Report, 2022

## 8.6 Walter Paixao-Cortes, Data Engineer, Future iQ

### RÉSUMÉ



walter@future-iq.com

#### EDUCATION

Doctorate in Computer Science  
(Bioinformatics/Natural Language  
Processing)

Pontifical Catholic University of Rio  
Grande do Sul, 2015 to present

Masters Degree in Computer Science  
(Bioinformatics)

Pontifical Catholic University of Rio  
Grande do Sul 2013 – 2015

Bachelors Degree in Computer Science

Pontifical Catholic University of Rio  
Grande do Sul, 1995 – 2002

#### EMPLOYMENT

Data Engineer – Future IQ, 2017 – present

Senior Software Engineer – Dell  
Computers, Brazil, 2000 – present

Software Engineer – Accenture, Brazil,  
2003 – 2005

## WALTER R. PAIXÃO-CÔRTEZ M.A., B.A.

### DATA ENGINEER

Walter is a senior software engineer with 24 years of experience in the software development industry, working across different domains including Human Resources, Finance and Product Engineering. He has expertise in data analysis, creating ETL pipelines, building data visualizations in many different technologies (SAP Business Objects, Oracle BI Enterprise Edition, QlikView and Tableau), and has experience in working with high data volumes to extract insights. Walter has an academic background in Computer Science with a Masters in Bioinformatics, and a Doctorate (in progress) in Bioinformatics with a minor in Natural Language Processing.

### RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Smithville School District Strategic Action Plan, Missouri, 2022-2023
- Transforming Tomorrow Together - Greater Mankato 2040, 2022-2023
- Florida Adventure Network Mapping, 2022
- Romulus- Our Community, Our Future, Michigan, 2022
- Moab - Tomorrow Together, Utah, 2022
- East Central Iowa Council of Governments, Iowa, 2021-2022
- University City Community Vision 2040, Missouri, 2021-2022
- City of Smithville Transportation Master Plan, Missouri, 2021 - 2022
- Town of Falmouth Vision and Values, Maine, 2020 - 2021
- The Middle Georgia Innovation Project, Georgia, 2020 - 2021
- Mitchell Forward 2040, South Dakota, 2019
- Park City Vision 2020, Utah, 2019
- New England Regional Defense Industry Collaboration Initiative, New England, 2019-2023
- City of Smithville Visioning and Strategic Action Plan project, Missouri, 2019
- Tillamook County Strategic Planning, Oregon, 2019
- Snohomish County Regional Tourism Destination Development, WA. 2018
- McHenry County College, Crystal Lake, IL. 2018
- Middle Georgia Charrette and Regional Planning, Georgia. 2018
- Coppell Vision 2040, Coppell, Texas. 2018
- Rural Community Assistance Partnership, Washington D.C. 2018
- Wayzata Community Vision, Wayzata, MN. 2017-2018
- Hilton Head Island Our Future, South Carolina. 2017-2018

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CITY OF ESSEX JUNCTION, VT  
RFP FOR COMMUNITY VISION AND STRATEGIC ACTION PLAN

AUGUST 4, 2023  
**AMENDED BUDGET**

**COMMUNITY  
VISION AND  
STRATEGIC  
ACTION PLAN**

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Submitted by:  
**Future iQ, Inc.**  
P.O. Box 24687  
Minneapolis, MN 55424  
[www.future-iq.com](http://www.future-iq.com)

David Beurle  
[david@future-iq.com](mailto:david@future-iq.com)  
612-757-9190

## 5.0 AMENDED Budget (August 4, 2023)

Amended budget to reflect additional items

Key Phases	Key Deliverables	With Options
<b>Phase 1:</b> Attend Organizational Meeting	<ul style="list-style-type: none"> <li>Initial planning meetings and schedule</li> <li>Engagement and Communication Plans</li> <li>Online project portal; project branding</li> <li>Steering Committee monthly meetings*</li> </ul>	\$1,000 \$1,500 \$1,500 \$3,000
<b>Phase 2:</b> Analyze Related Planning Documents and Identify Additional Needs	<ul style="list-style-type: none"> <li>Data collection / Review of existing plans</li> <li>Key stakeholder interviews*</li> <li>Benchmark City to other similar communities / Summary Report</li> <li>Community Survey #1</li> </ul>	\$500 \$1,500 \$2,500 \$2,000
<b>Phase 3:</b> Conduct a Community-Wide Visioning Process	<ul style="list-style-type: none"> <li>Data visualization on portal</li> <li>Essex Junction Future Think-Tank Workshop</li> <li>Essex Junction Future Think-Tank Report</li> <li>Community Survey #2</li> <li>Community Visioning Sessions*</li> </ul>	\$1,000 \$6,000 \$3,000 \$2,000 \$8,000
<b>Phase 4:</b> Develop the Strategic Action Plan and Draft a Report	<ul style="list-style-type: none"> <li>Focus Groups to develop Strategic Pillars and Action Areas</li> <li>Draft and develop Community Vision and Strategic Action Plan Framework</li> <li>Present final Essex Junction Community Vision and Strategic Action Plan**</li> </ul>	\$4,000 \$4,500 \$500
<b>TOTAL</b>	<b>FIXED PRICE PROPOSAL</b>	<b>\$42,500</b>

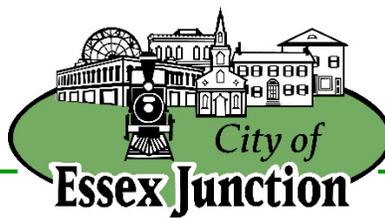
### Proposed payment schedule:

- 25% on signing of contract
- 25% at completion of phases 2, 3 and 4

Selection Committee Evaluaton Scoresheet: Community Vision and Strategic Action Plan RFPs

July 18, 2023

	Future iQ	CivicBrand	The Creative Discourse Group	Leonine Public Affairs	Zilo International Group
<b>TOTAL SCORES</b>	<b>841</b>	<b>660</b>	<b>745</b>	<b>443</b>	<b>675</b>



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** 8/9/2023  
**Subject:** City Council Policy Updates

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### Issue:

As discussed in May after the Council Orientation, the Council decided to work on updating the Communications Policy and the Meeting Policy. The Meeting Policy is still being worked on. The first draft of the Communications Policy is attached for an initial discussion.

### Discussion:

The 2014 Communication Policy has been reviewed and edited by Councilors Chawla and Haney, the Communications and Strategic Initiatives Director, Ashley Snellenberger, and me. A clean version is attached, as the tracked changes over various platforms got quite messy.

The benefit of this policy is that it describes the roles of staff, Councilors, and other city committee members in communication with the public about city issues and business; and helps ensure consistent and factual information is provided to the public. The purpose of tonight's discussion is to review the draft and discuss any edits the Council would like to make. If the Council feels ready to do so, it could be approved tonight.

The purpose of the Communications Policy is not to improve engagement with the community; therefore, the second part of this agenda item is a broader conversation and brainstorm about engagement with the community. This topic has come up repeatedly during my tenure here so far (including in the Strategic Planning consultant selection process, as just discussed in the previous agenda item). While this is not an exhaustive list, it's a variety of ideas I've heard that I would broadly categorize under engagement:

- Coffee chat conversations
- More online availability
- Host events/meetings in neighborhoods and new rental developments
- Summaries of Council meetings
- Expansion of FPF and social media posts for ALL committee agendas
- Alternatives to long-standing committee work
- Participatory budgeting
- Improve clock/bulletin board across from Nest
- Youth members on boards/committees
- Community Engagement Committee

In addition, equity and inclusivity are also critically important to focus on, aside from greater emphasis on engagement more broadly:

- Build relationships with those not traditionally represented
- Create City DEI Committee to advise the Council and Management on diversity, equity, and

- inclusion from both policy and practice perspectives
- Committee to do a first pass on all city ordinances and policies with a lens on equity

The purpose of this brainstorm is to add any other ideas folks might have to the list. The benefit of the strategic planning process is that it can help us prioritize focus areas and specific actions. It is very likely that this important work will rise up as a focus area. Prioritizing and focusing on specific actions will be very important as capacity is limited for all parties (staff, council, committee members, and the public). Also we will ultimately want to put a plan together after we learn more about how the community wants the city to engage with them, and defines a spectrum of participation that better defines what level of engagement is needed based on the project or effort.

**Cost:**

There are no associated costs with this issue.

**Recommendation:**

If the Council is ready to approve the revised Communication Policy, here is a recommended motion:

“I move that the Council adopt the revised Communication Policy.”

**Attachments:**

Draft 2023 Communication Policy

# City of Essex Junction Communication Policy

City Councilors and City staff share the responsibility of providing accurate, responsible, and timely information to City residents and news media. Because no communication policy can anticipate all possible circumstances under which the words and actions of Councilors and staff may be heard, observed, or disseminated to the public, Councilors, and staff must be aware that any occasion on which they discuss City business, such as online media, email, written communication, telephone conversation, or face to face discussion, could result in public dissemination. Any communication should be considered public unless subject to a statutorily listed and invoked exemption to the public records law. For that reason, Councilors and staff should make every effort to ensure that they conduct themselves in a professional manner in all communications regarding City affairs and that their words and deeds conform to the following guidelines.

The City of Essex Junction Communication Policy applies to all elected and appointed board, committee, and commission members, as well as staff, where indicated. The goal of the policy is to ensure that Essex Junction residents receive accurate and timely information.

## I. Public Communication

City Councilors: As the City's elected leaders, Councilors must be both the voice of the community and representatives of the government. As elected leaders, it is appropriate for Councilors to express personal opinions and political judgments on topical issues. At times, their opinions may differ from those of other Councilors. However, they should strive to ensure that their opinions are factually correct, do not misrepresent the words or opinions of other Councilors or staff, and do not publicly impugn the actions or words of City staff, other Councilors, or the members of other boards and committees affiliated with City government.

Councilors uncertain of the accuracy of technical or factual information are encouraged to work with staff through the Manager's office to obtain factual and complete information. Formal positions of the City Council, or calls or questions seeking the official opinion of the City Council, should be referred to the City Council President unless another Councilor has been designated by the body or to the City Manager. When responding to an email comment or question, whether from another Councilor, staff member, or constituent, Councilors are encouraged to copy the City Council President. They may copy other Councilors in the email thread, but they must avoid having any in-depth discussion amongst themselves via email regarding City business. If a resident communicates with the entire City Council, the Council President should respond on behalf of the Council.

The City Council may choose to speak as a unified group on official matters. Councilors may also choose to speak as individual members. In speaking as an individual member rather than on behalf of the entire City Council, the Councilor should endeavor to clearly make the distinction. For example, Councilors should consider utilizing the following phrase or a similar one: "The City Council has taken position \_\_\_\_\_. My position is \_\_\_\_\_." In instances where no vote has been taken, no member of the Council should express an opinion as if it were the position of the entire City Council.

All Public Officials: Elected and appointed board, committee, and commission members must be mindful to prevent email or social media conversations from inadvertently violating Open Meeting Law. At no time should a quorum of members have a discussion regarding City business, with the following exceptions, as set forth by 1 VSA § 312 (g):

- Communications to schedule a meeting, organize an agenda, or distribute materials to discuss at a meeting;
- Clerical work;
- Staff work assignments;
- Routine day-to-day administrative matters if no action is required and no money is appropriated or spent;
- Site inspections; or
- Quasi-judicial deliberations.

All members of an appointed board, committee, or commission are responsible for ensuring that any information conveyed by an individual member is accurate and complete. Members are encouraged to work with the relevant staff to obtain factual and complete information. Official communication related to a board, committee, or commission should be through the Chair or other member designated by the body. Chairs of appointed boards, committees, or commissions are encouraged to notify the City Council President and City Manager of any response to media inquiries.

Staff: As government professionals, City staff must provide technically accurate information free of political judgment and personal bias. As a rule, requests for comments or information from the media or public should be made to the City Manager, and staff should defer such requests to the Manager unless the Manager has specifically requested that a staff member respond. If asked or called upon to express a personal opinion or political judgment, they should defer the question to the City Manager or City Council President.

## II. Responses to Public Comments

The U.S. Supreme Court has consistently held that in accordance with the First Amendment, citizens have a right to criticize the government regardless of the quality or accuracy of the criticism. Additionally, when a citizen chooses to run for local elected office, inherent in that decision is an acknowledgment that in the course of discharging governmental responsibilities, one's words and actions may be publicly criticized or condemned and that the criticism or condemnation may be unfair, inaccurate, harsh, or politically motivated. The elected official does not have recourse to the same legal protections from defamation that a private person may have as long as the criticism pertains to government-related issues.

This policy is not intended to discourage any elected or appointed official from exercising their First Amendment rights. However, City Council, board, committee, and commission members must always keep in mind that, due to the public nature of their roles, their personal online communications can be perceived as also official communications or positions of the City Council and City. Therefore members must practice discretion when communicating online. As a general rule, restraint is preferable to an immediate response.

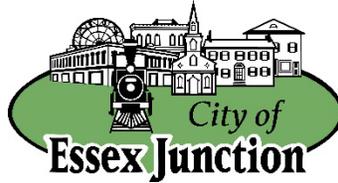
The City of Essex Junction supports and promotes an open exchange of views on community and government issues taking place in a broad array of physical and digital forums. Elected and appointed officials are encouraged to participate in these exchanges when such participation is valuable to the overall dialogue.

Any response should be in accordance with the following protocol:

City Council: As the elected officials representing all residents of the City, Councilors may participate in the above-referenced exchanges or dialogues as individuals. To the extent practicable, such participation shall conform to this policy regardless of the forum. If a Councilor chooses to respond, the response should first be shared with other Councilors out of respect for their positions as knowledgeable and responsible colleagues and with the City Manager to ensure technical and factual accuracy. When responding to inaccurate or deliberately misleading information, Councilors are encouraged to work with the City Manager to ensure that any information provided by the Councilor is accurate. In the event of an emergency or when the Council has taken a stance on an issue, the Councilors should use the prepared message that the City Manager's office has prepared as a response.

All public officials: Elected and appointed board, committee, and commission member officials may participate in the above-referenced exchanges or dialogues as individuals. Representation of official City policy or proposals, unless otherwise determined, should be left to members of the City Council (via the President) or City Manager. To the extent practicable, such participation shall conform to this policy regardless of the forum.

Adopted by the Village Trustees on 4/29/14; amended by the City Council on xx/xx/xxxx.



## Memo

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: August 9, 2023  
Agenda Item: Front Porch Forum

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**Issue:** At the July 26, 2023, meeting, Steve Eustis asked the City Council to consider contacting Front Porch Forum to discuss changing the Essex Junction Forums to one neighborhood instead of four.

**Discussion:** The City currently pays Front Porch Forum \$2,808.00 annually. Front Porch Forum provides the City with 17 Custom Access accounts, which are intended for non-commercial community engagement. Each FPF Custom Access account includes:

- subscription to each local FPF e-newsletters,
- ability to search web archive of all your FPFs,
- access to FPF alerts to flag every use of your desired keywords (limit 10),
- ability to send announcements across all your FPFs (most accounts are limited to 2 announcements per month; an announcement counts as 1 whether it's sent to all four forums or one forum),
- ability to add your events to FPF community calendars, and
- discounts on purchasing optional additional advertising on FPF (ads are different from postings).

City FPF accounts are able to post in four Essex Junction forums,

- **Five Corners South Forum** (residents south of Pearl and Maple Streets),
- **Five Corners North Forum** (residents of the area north of Pearl and Maple Streets and south of Brickyard Rd.),
- **Countryside Forum** (residents in the area north of Brickyard Rd. and east of Fairview Farms, primarily the Countryside neighborhood),
- **Fairview Farms Forum** (residents in the area east of Main St. and north of Brickyard Rd., west of Countryside, primarily the Fairview Farms neighborhood.).

If the Council wishes to make this change, our account should remain the same, as all of these forums should move to one forum.

**Cost:** N/A

**Recommendation:** If the Council wishes to ask Front Porch Forum to combine all neighborhoods, direct the City Manager to make this request.

**Recommended Motion:**

I move that the City Council requests Front Porch Forum to combine Essex Junction neighborhoods into one neighborhood.

**Attachments:**

List of City Front Porch Forum Users

Front Porch Forum City Users

First name	Last name	Jurisdiction	Title	Monthly Posting Limit	Examples of Posts to FPF
Wendy	Hysko	Brownell Library	Director	6	Library events
Steve	Eustis	City of Essex Junction	Moderator	2	
Ashley	Snellenberger	City of Essex Junction	Communications & Strategic Initiatives Director	8	Council agendas, news, committee posts
Andrew	Brown	City of Essex Junction City Council	City Council, President	2	
Raj	Chawla	City of Essex Junction City Council	City Council	2	
Amber	Thibeault	City of Essex Junction City Council	City Council	2	
Marcus	Certa	City of Essex Junction City Council	City Council	2	
Elaine	Haney	City of Essex Junction City Council	City Council	2	
Chris	Yuen	City of Essex Junction Community Development	Community Development Director	2	
Terry	Hass	City of Essex Junction Community Development	Zoning Administrator	2	DRB and PC Agendas
Maureen	Gillard	Essex Junction Recreation and Parks (EJRP)	School Age Childcare Director	2	
Patrick	Ivory	Essex Junction Recreation and Parks (EJRP)	Program Director - Sports & Fitness	2	
Brad	Luck	Essex Junction Recreation and Parks (EJRP)	Director	2	
Mark	Brislin	Essex Junction Recreation and Parks (EJRP)	Assistant Rec Director	2	
Lindsey	Hamblet	Essex Junction Recreation and Parks (EJRP)	Program Director	2	
Chelsea	Mandigo	The City of Essex Junction Water Resource Recovery Facility	Water Quality Superintendent	2	
Susan	McNamara-Hill	City of Essex Junction	Clerk and Treasurer	2	

Updated May 2023

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	07/07/23	VMERS DB 110800 Payroll Transfer PR-07/07/23	210-2-00-00-210.004 Retirement Payable	18923.28	50002	07/07/23
V2258	06/29/23	VTGFOA Morris annual membership 2024-012	210-5-13-10-500.000 Training, Conf, Dues	35.00	50003	07/07/23
17425	07/07/23	ICMA ROTH PLAN 706287 Payroll Transfer PR-07/07/23	210-2-00-00-210.004 Retirement Payable	50.00	7072301	07/07/23
V1160	07/07/23	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-07/07/23	210-2-00-00-210.004 Retirement Payable	2439.23	7072302	07/07/23
V1161	07/07/23	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-07/07/23	210-2-00-00-210.004 Retirement Payable	5347.74	7072303	07/07/23
05375	07/07/23	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-07/07/23	210-2-00-00-210.005 Misc Deductions Payable	52.00	7212301	07/07/23
Report Total				26847.25		

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 \$ \*\*\*\*26,847.25  
Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	07/06/23	ADVANCE AUTO PARTS Jump Starter 552318748694	210-5-30-12-610.000 General Supplies	162.44	50007	07/28/23
07305	07/19/23	AIRGAS USA LLC oxygen O2 9140174528	210-5-25-10-613.000 Program Supplies	146.43	50008	07/28/23
19815	07/17/23	AMAZON CAPITAL SERVICES Office Supplies 11KFK9YCN9R6	210-5-30-10-610.000 General Supplies	7.99	50009	07/28/23
19815	07/23/23	AMAZON CAPITAL SERVICES BL Supplies JUL23 161RC7PHW3NL	210-5-35-10-610.000 General Supplies	233.73	50009	07/28/23
19815	07/21/23	AMAZON CAPITAL SERVICES BL JProg JUL23 1C6WX77HKP9Q	210-5-35-10-840.202 Childrens Programs	34.99	50009	07/28/23
19815	07/01/23	AMAZON CAPITAL SERVICES BL AColl JUN23 1G93WKXDP4QT	210-5-35-10-640.201 Adult Collection	17.95	50009	07/28/23
19815	07/26/23	AMAZON CAPITAL SERVICES BL JProgs JUL23 1GQJ6KNHH919	210-5-35-10-840.202 Childrens Programs	21.47	50009	07/28/23
19815	07/11/23	AMAZON CAPITAL SERVICES Maint Supplies 1GYP16XFK9P3	210-5-30-12-610.000 General Supplies	59.97	50009	07/28/23
19815	06/12/23	AMAZON CAPITAL SERVICES BL Supplies 1HPVPHC4HM7C	210-5-35-10-610.000 General Supplies	67.81	50009	07/28/23
19815	07/24/23	AMAZON CAPITAL SERVICES BL Sup,AColl JUL23 1KHWHYKVP34LP	210-5-35-10-610.000 General Supplies	360.35	50009	07/28/23
19815	07/24/23	AMAZON CAPITAL SERVICES BL Sup,AColl JUL23 1KHWHYKVP34LP	210-5-35-10-640.201 Adult Collection	68.52	50009	07/28/23
19815	07/10/23	AMAZON CAPITAL SERVICES BL JColl JulyFY24 1NKDKQ6K3KKX	210-5-35-10-640.202 Juvenile Collection	99.00	50009	07/28/23
19815	07/11/23	AMAZON CAPITAL SERVICES BL WBGrant JulyFY24 1PND1NK3CM6Q	210-5-10-10-895.000 State and Other Grant Exp	443.46	50009	07/28/23
19815	07/10/23	AMAZON CAPITAL SERVICES Laser Measure tool 1PNXD6TR66C7	210-5-30-12-610.000 General Supplies	97.01	50009	07/28/23
19815	07/10/23	AMAZON CAPITAL SERVICES BL AColl JulyFY2024 1TN7HYP74ND3	210-5-35-10-640.201 Adult Collection	21.43	50009	07/28/23
19815	07/22/23	AMAZON CAPITAL SERVICES BL Supplies JUL23 1YDJWVWXP60	210-5-35-10-610.000 General Supplies	157.92	50009	07/28/23
25055	06/28/23	AQUARIUS LANDSCAPE SPRINK LH Sprinkler Service June 5578344	210-5-41-20-431.000 R&M Buildings & Grounds	128.26	50015	07/28/23
02420	06/18/23	AUTOZONE Antifreeze 3236329291	210-5-25-10-430.000 R&M Vehicles & Equipment	37.58	50017	07/28/23
02420	07/04/23	AUTOZONE DEF 3236337942	210-5-25-10-430.000 R&M Vehicles & Equipment	26.99	50017	07/28/23
07465	06/23/23	BIBENS ACE HARDWARE INC battery 481675	210-5-40-12-610.000 General Supplies	17.99	50020	07/28/23
07465	07/14/23	BIBENS ACE HARDWARE INC simple green misc supplie 483735	210-5-40-12-610.000 General Supplies	41.55	50020	07/28/23
80019	06/21/23	BIBLIOTHECA LLC BL AColl OCT23-OCT24 1NVU565994	210-5-35-10-640.201 Adult Collection	1500.00	50021	07/28/23
29075	06/30/23	BRADFORD SYSTEMS CORP / A BL Lockers 411421	210-5-35-10-340.000 Technical Services	450.00	50023	07/28/23
29075	06/30/23	BRADFORD SYSTEMS CORP / A BL Lockers 411421	210-5-90-00-991.000 Library Donation Expense	2975.00	50023	07/28/23
29075	06/30/23	BRADFORD SYSTEMS CORP / A BL Lockers 411421	210-5-35-10-560.000 Postage	425.00	50023	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	06/22/23	BL A.Books JUN2023 B6621976	210-5-35-10-640.201 Adult Collection	46.95	50024	07/28/23
00530	06/22/23	BL A.Books JUN2023 B6621977	210-5-35-10-640.201 Adult Collection	15.12	50024	07/28/23
00530	06/22/23	BL A.Books JUN2023 B6621978	210-5-35-10-640.201 Adult Collection	16.20	50024	07/28/23
00530	06/22/23	BL A.Books JUN2023 B6622005	210-5-35-10-640.201 Adult Collection	47.24	50024	07/28/23
00530	06/24/23	BL ABooks-Supplies B6622691	210-5-35-10-640.201 Adult Collection	773.84	50024	07/28/23
00530	06/24/23	BL ABooks-Supplies B6622691	210-5-35-10-610.000 General Supplies	32.80	50024	07/28/23
00530	06/24/23	BL ABooks B6622694	210-5-35-10-610.000 General Supplies	43.20	50024	07/28/23
00530	06/24/23	BL ABooks B6622694	210-5-35-10-640.201 Adult Collection	881.27	50024	07/28/23
00530	06/24/23	BL ARPBooks-Supplies B6622695	210-5-90-00-640.201 Adult Collection replacem	14.24	50024	07/28/23
00530	06/24/23	BL ARPBooks-Supplies B6622695	210-5-35-10-610.000 General Supplies	0.80	50024	07/28/23
00530	06/24/23	BL ARPBooks-Supplies B6622696	210-5-90-00-640.201 Adult Collection replacem	43.61	50024	07/28/23
00530	06/24/23	BL ARPBooks-Supplies B6622696	210-5-35-10-610.000 General Supplies	1.60	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623438	210-5-35-10-640.202 Juvenile Collection	7.79	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623438	210-5-35-10-610.000 General Supplies	0.80	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623474	210-5-35-10-610.000 General Supplies	3.20	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623474	210-5-35-10-640.202 Juvenile Collection	38.84	50024	07/28/23
00530	06/26/23	BL JBooks B6623524	210-5-35-10-610.000 General Supplies	0.80	50024	07/28/23
00530	06/26/23	BL JBooks B6623524	210-5-35-10-640.202 Juvenile Collection	12.41	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623527	210-5-35-10-610.000 General Supplies	1.60	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623527	210-5-35-10-640.202 Juvenile Collection	27.28	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623644	210-5-35-10-640.202 Juvenile Collection	20.50	50024	07/28/23
00530	06/26/23	BL JBooks-Supplies B6623644	210-5-35-10-610.000 General Supplies	1.60	50024	07/28/23
00530	06/27/23	BL ABooks B6623995	210-5-35-10-640.201 Adult Collection	15.12	50024	07/28/23
00530	06/27/23	BL Books B6624216	210-5-35-10-640.201 Adult Collection	14.58	50024	07/28/23
00530	06/28/23	BL LibDon-Sup JUL23 B6624687	210-5-35-10-610.000 General Supplies	0.80	50024	07/28/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	06/28/23	BL LibDon-Sup JUL23 B6624687	210-5-90-00-991.000 Library Donation Expense	16.20	50024	07/28/23
00530	06/28/23	BL LibDon, Sup JUL23 B6624695	210-5-90-00-991.000 Library Donation Expense	107.33	50024	07/28/23
00530	06/28/23	BL LibDon, Sup JUL23 B6624695	210-5-35-10-610.000 General Supplies	4.80	50024	07/28/23
00530	06/29/23	BL AColl JULY23 B6625214	210-5-35-10-610.000 General Supplies	6.40	50024	07/28/23
00530	06/29/23	BL AColl JULY23 B6625214	210-5-35-10-640.201 Adult Collection	144.07	50024	07/28/23
00530	06/29/23	BL AColl-Sup JULY23 B6625222	210-5-35-10-640.201 Adult Collection	79.87	50024	07/28/23
00530	06/29/23	BL AColl-Sup JULY23 B6625222	210-5-35-10-610.000 General Supplies	4.00	50024	07/28/23
00530	06/29/23	BL AColl-Sup JULY23 B6625227	210-5-35-10-610.000 General Supplies	0.80	50024	07/28/23
00530	06/29/23	BL AColl-Sup JULY23 B6625227	210-5-35-10-640.201 Adult Collection	15.66	50024	07/28/23
00530	07/13/23	BL ACollectn JUL23 B6632208	210-5-35-10-640.201 Adult Collection	17.76	50024	07/28/23
00530	07/18/23	BL ACollectn JUL23 B6634205	210-5-35-10-640.201 Adult Collection	22.21	50024	07/28/23
00530	06/01/23	BL A+JCollectn 2024 C7161	210-5-35-10-640.201 Adult Collection	587.50	50024	07/28/23
00530	06/01/23	BL A+JCollectn 2024 C7161	210-5-35-10-640.202 Juvenile Collection	587.50	50024	07/28/23
16030	06/21/23	Misc ceiling plate 37908	210-5-40-12-431.000 R&M Buildings & Grounds	212.18	50027	07/28/23
16030	06/28/23	misc ceiling plate 37925	210-5-40-12-431.000 R&M Buildings & Grounds	212.18	50027	07/28/23
30360	07/01/23	BL Phone-Internet JUN23 8025400007	210-5-41-21-530.000 Communications	330.94	50028	07/28/23
22670	07/05/23	asphalt 1236128	210-5-40-12-451.000 Summer Construction Servi	155.80	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	210-5-17-10-850.000 Community Events and Cele	4.99	50030	07/28/23
22670	07/16/23	EJRP CC July FY 24 6508723D	210-5-30-10-530.000 Communications	18.53	50030	07/28/23
22670	07/16/23	EJRP CC July FY 24 6508723D	210-5-30-10-505.000 Tech. Subs, Licenses	714.68	50030	07/28/23
26395	07/12/23	FY24 dues 2022-786	210-5-19-10-800.101 CCRPC	13225.01	50032	07/28/23
V04609	07/01/23	BL ABooks JULYFY2024 2023751	210-5-35-10-640.201 Adult Collection	98.28	50033	07/28/23
V0461	07/16/23	BL AColl JUN23 111	210-5-35-10-640.201 Adult Collection	288.00	50034	07/28/23
21120	07/01/23	Physical 00060761-00	210-5-25-10-330.000 Professional Services	37.00	50037	07/28/23
15285	06/30/23	Background Checks 894526	210-5-10-10-330.000 Professional Services	25.00	50040	07/28/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23455	06/27/23	CHITTENDEN SOLID WASTE DI	2 Lincoln Items to Dump 3475838	210-5-41-20-431.000 R&M Buildings & Grounds	34.00	50041	07/28/23
21210	07/07/23	CINTAS LOC # 68M 71 M	supplies 4160642727	210-5-40-12-610.000 General Supplies	103.92	50042	07/28/23
21210	07/01/23	CINTAS LOC # 68M 71 M	water cooler agreement 9229985424	210-5-40-12-610.000 General Supplies	50.00	50042	07/28/23
25120	07/06/23	CLICKTIME.COM	EJRP Timesheets June 405428	210-5-30-10-330.000 Professional Services	1064.00	50043	07/28/23
80014	06/30/23	COBBLE HILL KENNEL LLC	BL LibDon (Prog) JUN23 023	210-5-90-00-991.000 Library Donation Expense	400.00	50044	07/28/23
30100	07/17/23	COBRAHELP	COBRA for July 23 289574	210-5-10-10-210.000 Group Insurance	36.00	50045	07/28/23
04940	06/13/23	COMCAST	TV Internet 00918110623	210-5-40-12-610.000 General Supplies	188.79	50046	07/28/23
04940	06/13/23	COMCAST	TV Internet 00918110623	210-5-40-12-600.000 Salt, Sand and Gravel	73.78	50046	07/28/23
04940	07/12/23	COMCAST	Cable Tv 00918110723	210-5-40-12-610.000 General Supplies	188.60	50047	07/28/23
04940	07/12/23	COMCAST	Cable Tv 00918110723	210-5-40-12-600.000 Salt, Sand and Gravel	73.59	50047	07/28/23
04940	06/23/23	COMCAST	MSP Internet July 01763150623	210-5-41-26-530.000 Communications	402.16	50048	07/28/23
04940	06/23/23	COMCAST	Park St Internet 0210908623 0	210-5-41-23-530.000 Communications	250.38	50049	07/28/23
04940	07/03/23	COMCAST	Cable TV 026020772207	210-5-25-10-530.000 Communications	21.53	50050	07/28/23
04940	06/27/23	COMCAST	Internet 07 01 23 EJFD 60179210 623	210-5-25-10-530.000 Communications	172.90	50052	07/28/23
31545	07/26/23	COSTCO #314	Drinks 07262023	210-5-25-10-610.000 General Supplies	195.72	50054	07/28/23
35360	04/06/23	CYR LUMBER INC	yards of bark 04001	210-5-40-12-451.000 Summer Construction Servi	810.00	50057	07/28/23
33075	07/14/23	DELL MARKETING LP	BL COMP.HRDWR JUL23 10685220550	210-5-35-10-735.000 Tech: Equip/Hardware	1559.79	50058	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Engineering May 2023 22819 0523	210-1-00-00-130.002 Exchange - Billable	577.50	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Engineering Fee May 2023 22825 0523	210-1-00-00-130.002 Exchange - Billable	660.00	50062	07/28/23
25715	07/06/23	DONALD L. HAMLIN CONSULT	assistance Cord City EJ 23800 0523	210-5-40-12-330.000 Professional Services	288.00	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Assistance Paving Project 23804	210-5-40-12-451.000 Summer Construction Servi	3995.45	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Various City Projects May 23810	210-5-40-12-330.000 Professional Services	2386.95	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Various City Projects May 23810	210-5-16-10-330.000 Professional Services	792.00	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Various City Projects May 23810	210-5-10-10-330.000 Professional Services	264.00	50062	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT	Densmore Dr assistance 23816	210-5-40-12-330.000 Professional Services	1339.66	50062	07/28/23

10:39 am

Check Warrant Report # 24002 Current Prior FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01(GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25715	06/22/23	DONALD L. HAMLIN CONSULT Densmore overflow 5/1 to 23816 0523	210-5-40-12-330.000 Professional Services	1029.69	50062	07/28/23
35260	07/10/23	EAST COAST PRINTERS INC Carhart Rick 06122311	210-5-40-12-612.000 Uniforms	120.00	50065	07/28/23
V10576	07/01/23	ECOPIXEL LLC Website June23 3325	210-5-10-10-530.000 Communications	416.92	50066	07/28/23
03280	06/16/23	ENGINEERS CONSTRUCTION IN topsoil 6290	210-5-40-12-605.000 Summer Construction Suppl	560.00	50070	07/28/23
21535	06/28/23	ESSEX JCT CEMETERY ASSOC CemeteryAssoc Funding 062820231530	210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20000.00	50071	07/28/23
05020	06/23/23	ESSEX JCT CITY OF PW multi water sewer acct 06/23/2023 D	210-5-40-12-410.000 Water and Sewer Charges	954.23	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF PW multi water sewer acct 06/23/2023 D	210-5-40-12-571.000 Streetscape Maintenance	504.86	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF Sewer 1029009000	210-5-41-22-410.000 Water and Sewer Charges	197.35	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF MSP Water Sewer 203164891	210-5-41-26-410.000 Water and Sewer Charges	1417.00	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF MSP Pool Water Sewer 203164901	210-5-41-26-410.000 Water and Sewer Charges	875.02	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF MSP Maint Bldg Water Sewe 203164911	210-5-41-26-410.000 Water and Sewer Charges	67.14	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF Park Street Water Sewer 203168061	210-5-41-23-410.000 Water and Sewer Charges	356.00	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF LH Water June23 203170851	210-5-41-20-410.000 Water and Sewer Charges	166.39	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF LH Sprinkler Water June23 203170861	210-5-41-20-410.000 Water and Sewer Charges	78.08	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF BL Water/WW Q3-2023 203170881	210-5-41-21-410.000 Water and Sewer Charges	174.13	50072	07/28/23
05020	06/23/23	ESSEX JCT CITY OF Cascade Pk Water Sewer 203184241	210-5-41-26-410.000 Water and Sewer Charges	43.38	50072	07/28/23
31875	07/11/23	ESSEX TOWN WATER DEPT Maint Bldg Water/Sewer 322525591	210-5-41-26-410.000 Water and Sewer Charges	95.12	50075	07/28/23
38955	03/27/23	F W WEBB COMPANY supplies 80175558	210-5-40-12-610.000 General Supplies	36.40	50077	07/28/23
38955	04/12/23	F W WEBB COMPANY supplies 80397940	210-5-40-12-571.000 Streetscape Maintenance	113.39	50077	07/28/23
23000	04/18/23	F W WHITCOMB Pathway Crushed Stone 00013607	210-5-30-12-431.000 R&M Buildings & Grounds	666.37	50078	07/28/23
04640	07/05/23	FASTENAL INDUSTRIAL & CON First Aid Supplies Staff VTBUR321126	210-5-30-10-610.000 General Supplies	2.25	50079	07/28/23
80021	07/14/23	FIRST NATIONAL BANK OF OM Give butter fee JOB AD CD 070523D	210-5-16-10-330.000 Professional Services	12.00	50081	07/28/23
80021	07/06/23	FIRST NATIONAL BANK OF OM General Supplies 112990674759	210-5-41-22-610.000 General Supplies	34.94	50081	07/28/23
80021	07/05/23	FIRST NATIONAL BANK OF OM COMM DEV JOB AD 1923424376	210-5-16-10-330.000 Professional Services	103.30	50081	07/28/23
80021	06/29/23	FIRST NATIONAL BANK OF OM adobe HR july 2489775886	210-5-10-10-505.000 Tech. Subs, Licenses	19.99	50081	07/28/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OM	07/12/23	Maynard Adobe Jul 23 2500246582	210-5-13-10-505.000 Tech. Subs, Licenses	19.99	50081	07/28/23
80021	FIRST NATIONAL BANK OF OM	06/30/23	Comm Develop job ad 27922261	210-5-16-10-330.000 Professional Services	379.00	50081	07/28/23
80021	FIRST NATIONAL BANK OF OM	06/28/23	AICP Prorated Dues APA 3378754	210-5-16-10-500.000 Training, Conf, Dues	100.00	50081	07/28/23
80021	FIRST NATIONAL BANK OF OM	06/30/23	Planner job ad July 2023 409399	210-5-16-10-330.000 Professional Services	395.00	50081	07/28/23
80021	FIRST NATIONAL BANK OF OM	06/30/23	Comm Develop job ad PLNZ-6336	210-5-16-10-330.000 Professional Services	149.95	50081	07/28/23
244635	FIRST NATIONAL BANK OMAHA	06/27/23	Snellenberger Adobe FY24 2487740752	210-5-10-10-505.000 Tech. Subs, Licenses	599.88	50082	07/28/23
244635	FIRST NATIONAL BANK OMAHA	06/29/23	HR Adobe 2489775886	210-5-10-10-505.000 Tech. Subs, Licenses	19.99	50082	07/28/23
244635	FIRST NATIONAL BANK OMAHA	06/26/23	AICP One Path Assessment 3378330	210-5-16-10-500.000 Training, Conf, Dues	255.00	50082	07/28/23
244635	FIRST NATIONAL BANK OMAHA	07/06/23	RM ICMA Annual Dues 478922	210-5-10-10-500.000 Training, Conf, Dues	789.00	50082	07/28/23
244635	FIRST NATIONAL BANK OMAHA	06/20/23	Crescent Connector SW per HPV-Y47K-DWC	210-5-40-12-605.000 Summer Construction Suppl	384.00	50082	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL TSub-Sup-ACo-JPrg JUL 0017 0723C	210-5-35-10-610.000 General Supplies	13.10	50083	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL TSub-Sup-ACo-JPrg JUL 0017 0723C	210-5-35-10-840.202 Childrens Programs	125.00	50083	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL TSub-Sup-ACo-JPrg JUL 0017 0723C	210-5-35-10-640.201 Adult Collection	9.64	50083	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL TSub-Sup-ACo-JPrg JUL 0017 0723C	210-5-35-10-505.000 Tech. Subs, Licenses	335.62	50083	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL Don, JProg JUN23 0017 0723P	210-5-35-10-840.202 Childrens Programs	192.37	50083	07/28/23
21845	FIRST NATIONAL BANK OMAHA	07/19/23	BL Don, JProg JUN23 0017 0723P	210-5-90-00-991.000 Library Donation Expense	175.00	50083	07/28/23
21835	FIRST NATIONAL BANK OMAHA	07/19/23	interest on Fire CC 071923D stmn	210-5-25-10-610.000 General Supplies	29.13	50085	07/28/23
21835	FIRST NATIONAL BANK OMAHA	07/05/23	IFSTA Instructor kit 211581	210-5-25-10-500.000 Training, Conf, Dues	455.50	50085	07/28/23
21835	FIRST NATIONAL BANK OMAHA	06/11/23	P-Touch Tape 4872259	210-5-25-10-610.000 General Supplies	48.18	50085	07/28/23
25410	FIRST NATIONAL BANK OMAHA	07/19/23	ADDRESS STAMP 6937594751	210-5-12-10-610.000 General Supplies	24.99	50086	07/28/23
19005	FIRSTLIGHT FIBER	06/01/23	communications 14386680	210-5-40-12-530.000 Communications	163.23	50087	07/28/23
19005	FIRSTLIGHT FIBER	07/01/23	LH Phone June23 14602650	210-5-41-20-530.000 Communications	555.70	50089	07/28/23
19005	FIRSTLIGHT FIBER	07/01/23	communication telephone 14602696	210-5-40-12-530.000 Communications	165.59	50090	07/28/23
19005	FIRSTLIGHT FIBER	07/01/23	Telephone 14602698	210-5-25-10-530.000 Communications	258.14	50091	07/28/23
19005	FIRSTLIGHT FIBER	07/01/23	MSP Internet July 14603179	210-5-41-26-530.000 Communications	360.00	50092	07/28/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
12685	06/01/23	FRONT PORCH FORUM INC	City FPF FY24 17915	210-5-10-10-530.000 Communications	2808.00	50094	07/28/23
34895	07/01/23	GAUTHIER TRUCKING, INC.	Jackson St recycle cont 1725628	210-5-40-12-425.000 Trash Removal	248.73	50095	07/28/23
34895	07/01/23	GAUTHIER TRUCKING, INC.	LH Trash June23 1725629	210-5-41-20-400.000 Contracted Services	289.95	50095	07/28/23
34895	07/01/23	GAUTHIER TRUCKING, INC.	Pearl St , Memorial Barre 1725630	210-5-40-12-425.000 Trash Removal	541.71	50095	07/28/23
34895	07/01/23	GAUTHIER TRUCKING, INC.	Bike Path Barrel 1725787	210-5-40-12-425.000 Trash Removal	76.19	50095	07/28/23
34895	07/01/23	GAUTHIER TRUCKING, INC.	MSP Trash Removal 1726516	210-5-41-26-400.000 Contracted Services	400.13	50095	07/28/23
06005	07/06/23	GIROUX BODY SHOP INC	Aluminum Fabrication for 031443	210-5-25-10-430.000 R&M Vehicles & Equipment	2241.71	50096	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP	Vehicle Fuel 06 2023 302124	210-5-41-26-626.000 Gasoline	400.94	50097	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP	Vehicle Fuel 06 2023 302124	210-5-40-12-626.000 Gasoline	1570.68	50097	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP	Vehicle Fuel 06 2023 302124	210-5-41-22-626.000 Gasoline	452.26	50097	07/28/23
27990	07/14/23	GORDON'S WINDOW DECOR INC	BL REPAIR JUL23 116232	210-5-41-21-431.000 R&M Buildings & Grounds	658.90	50099	07/28/23
04035	07/06/23	GOT THAT RENTAL & SALES I	Tool Replacement 113737	210-5-30-12-610.000 General Supplies	334.99	50100	07/28/23
04035	06/28/23	GOT THAT RENTAL & SALES I	First aid kit stake flag 114569	210-5-40-12-610.000 General Supplies	44.98	50100	07/28/23
04035	07/06/23	GOT THAT RENTAL & SALES I	Tool Replacement 114841	210-5-30-12-610.000 General Supplies	289.99	50100	07/28/23
04035	07/12/23	GOT THAT RENTAL & SALES I	Palm sander Tools 114846	210-5-30-12-610.000 General Supplies	129.00	50100	07/28/23
04035	07/12/23	GOT THAT RENTAL & SALES I	Mower Blades 114944	210-5-30-12-610.000 General Supplies	224.91	50100	07/28/23
07160	07/08/23	GREEN MOUNTAIN LIBRARY CO	BL TECHSubs JUL-JUNFY24 V233574	210-5-35-10-505.000 Tech. Subs, Licenses	2729.99	50103	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-40-13-210.000 Group Insurance	9.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-35-10-210.000 Group Insurance	270.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-13-10-210.000 Group Insurance	90.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-40-12-210.000 Group Insurance	122.85	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-16-10-210.000 Group Insurance	45.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-10-10-210.000 Group Insurance	180.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-30-10-210.000 Group Insurance	225.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI	FY23 Q4 Advisory 28020	210-5-30-12-210.000 Group Insurance	90.00	50105	07/28/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
37715	07/13/23	INTEGRITY COMMUNICATIONS	BL PanicButtns JUL23 42769	210-5-41-21-431.000 R&M Buildings & Grounds	120.00	50108	07/28/23
11710	07/03/23	INVEST EAP	Invest EAP Q1 FY24 07032023	210-5-25-10-290.000 Other Employee Benefits	216.00	50109	07/28/23
V10347	06/28/23	J C EHRLICH	LH Pest Control June23 47734727	210-5-41-20-431.000 R&M Buildings & Grounds	128.31	50110	07/28/23
24560	04/12/23	JET SERVICE ENVELOPE CO	Lawn signs for Annual Ele 83265	210-5-12-10-820.000 Elections	87.75	50111	07/28/23
14175	06/30/23	JUNIOR LIBRARY GUILD	BL J.Books FY2024 654307	210-5-35-10-640.202 Juvenile Collection	2768.72	50113	07/28/23
25625	07/02/23	LOWE'S - 1080	EJRP Lowes June 4191080723	210-5-41-20-431.000 R&M Buildings & Grounds	79.66	50118	07/28/23
25625	07/02/23	LOWE'S - 1080	EJRP Lowes June 4191080723	210-5-30-12-610.000 General Supplies	143.37	50118	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-40-12-210.000 Group Insurance	96.86	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-40-13-210.000 Group Insurance	7.32	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-13-10-210.000 Group Insurance	109.80	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-35-10-210.000 Group Insurance	357.18	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-10-10-210.000 Group Insurance	189.34	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-16-10-210.000 Group Insurance	73.20	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-30-10-210.000 Group Insurance	183.00	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS	Life Ins Aug 2023 1569886	210-5-30-12-210.000 Group Insurance	73.20	50119	07/28/23
26920	07/06/23	MAYVILLE DARBY	Rec Sec Capital Committee 1	210-5-10-10-530.000 Communications	34.26	50120	07/28/23
26920	07/10/23	MAYVILLE DARBY	Minutes PC Meeting July 6 2	210-5-16-10-330.000 Professional Services	85.65	50120	07/28/23
26920	07/24/23	MAYVILLE DARBY	Minutes for DRB July 20 3	210-5-10-10-330.000 Professional Services	91.36	50120	07/28/23
26920	07/01/23	MAYVILLE DARBY	Rec Sec Council June23 69	210-5-10-10-530.000 Communications	94.22	50120	07/28/23
80012	06/30/23	MECHLER THOMAS	BL J Programs JUNE23 JUNE2023	210-5-35-10-840.202 Childrens Programs	50.00	50122	07/28/23
37605	07/10/23	NEW ENGLAND MUNICIPAL RES	separation work 52882	210-5-13-10-330.000 Professional Services	1980.00	50125	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL	Dental Aug 2023 071723 6197	210-5-35-10-210.000 Group Insurance	410.46	50126	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL	Dental Aug 2023 071723 6197	210-5-30-12-210.000 Group Insurance	104.53	50126	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL	Dental Aug 2023 071723 6197	210-5-40-13-210.000 Group Insurance	13.71	50126	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL	Dental Aug 2023 071723 6197	210-5-16-10-210.000 Group Insurance	104.53	50126	07/28/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	07/17/23	Dental Aug 2023 071723 6197	210-5-13-10-210.000 Group Insurance	233.97	50126	07/28/23
24960	NORTHEAST DELTA DENTAL	07/17/23	Dental Aug 2023 071723 6197	210-5-40-12-210.000 Group Insurance	310.66	50126	07/28/23
24960	NORTHEAST DELTA DENTAL	07/17/23	Dental Aug 2023 071723 6197	210-5-10-10-210.000 Group Insurance	302.52	50126	07/28/23
24960	NORTHEAST DELTA DENTAL	07/17/23	Dental Aug 2023 071723 6197	210-5-30-10-210.000 Group Insurance	647.20	50126	07/28/23
44745	NORTHEASTERN SECURITY	07/10/23	BL Bldgs Repair JUL23 1000171	210-5-41-21-431.000 R&M Buildings & Grounds	203.00	50127	07/28/23
V10729	OVERDRIVE INC	07/13/23	BL JCOLL JUL23 01459DA23218	210-5-35-10-640.202 Juvenile Collection	1290.38	50129	07/28/23
V10729	OVERDRIVE INC	06/30/23	BL AColl JUN23 01459SV23207	210-5-35-10-640.201 Adult Collection	17.94	50129	07/28/23
23420	P & P SEPTIC SERVICE INC.	06/30/23	Cascade Portolet July T601864	210-5-30-12-330.000 Professional Services	120.00	50131	07/28/23
V9862	PERCY RENTALS, SALES & SE	06/27/23	fuse blade belt-V 39946	210-5-40-12-430.000 R&M Vehicles & Equipment	81.55	50133	07/28/23
V10554	PHOENIX BOOKS BURLINGTON	06/30/23	BL JBooks 840323	210-5-35-10-640.202 Juvenile Collection	117.51	50136	07/28/23
V10554	PHOENIX BOOKS BURLINGTON	07/10/23	BL JColl JULY23 849668	210-5-35-10-640.202 Juvenile Collection	585.98	50136	07/28/23
25140	PIKE INDUSTRIES INC	07/18/23	asphalt 1238156	210-5-40-12-451.000 Summer Construction Servi	305.52	50137	07/28/23
25140	PIKE INDUSTRIES INC	07/21/23	asphalt 1239016	210-5-40-12-451.000 Summer Construction Servi	302.48	50137	07/28/23
24410	PRIORITY EXPRESS INC	06/30/23	BL COURIER JUN23 80272326	210-5-35-10-560.000 Postage	204.49	50140	07/28/23
05380	PURCHASE POWER	07/05/23	LH Postage July23 070520234061	210-5-10-10-560.000 Postage	201.00	50141	07/28/23
24325	RADIO NORTH GROUP INC	07/01/23	Pagers 24145323	210-5-25-10-611.000 Small Tools and Equipment	5517.00	50142	07/28/23
02605	RAY REYNOLDS WELDING LLC	07/13/23	MSP Welding Gate Post 002588	210-5-30-12-330.000 Professional Services	150.00	50143	07/28/23
22840	RIES DANIEL	07/11/23	Park street school Locks I230711518	210-5-41-23-431.000 R&M Buildings & Grounds	873.00	50144	07/28/23
43275	RYCANDON MECHANICAL, INC.	06/26/23	Aspire Maintenance 14829	210-5-30-12-431.000 R&M Buildings & Grounds	100.00	50145	07/28/23
05280	S & D LANDSCAPES LLC	07/05/23	Field Maintenance 230302	210-5-30-12-330.000 Professional Services	8290.82	50146	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	06/23/23	BL Fire Panel 22967	210-5-35-10-340.000 Technical Services	3000.00	50147	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	06/23/23	BL Fire Panel 22967	210-5-35-10-610.000 General Supplies	346.90	50147	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	06/09/23	fire alarm inspection 23021	210-5-40-12-431.000 R&M Buildings & Grounds	531.47	50147	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	07/01/23	MSP Annual Contract 23053	210-5-30-12-330.000 Professional Services	1350.00	50147	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	06/29/23	Park St Phone Lines 23108	210-5-41-23-431.000 R&M Buildings & Grounds	150.00	50147	07/28/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03180	SAFETY SYSTEMS OF VT LLC	07/07/23	Park St Inspection 23124	210-5-41-23-431.000 R&M Buildings & Grounds	637.02	50147	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-41-23-622.000 Electricity	380.68	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-40-12-622.000 Electricity	197.92	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-40-12-622.000 Electricity	762.86	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-41-20-622.000 Electricity	487.30	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-41-26-622.000 Electricity	2631.21	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-41-21-622.000 Electricity	942.60	50148	07/28/23
17505	SAND HILL SOLAR LLC	07/11/23	Sand Hill Solar 6/7 to 7/ 255SH	210-5-41-22-622.000 Electricity	487.29	50148	07/28/23
09105	SECURE SHRED	07/11/23	Shredding Service July 430002	210-5-30-10-330.000 Professional Services	22.00	50150	07/28/23
42565	SEVEN DAYS	07/05/23	Legal Notices July 23 231308	210-5-16-10-550.000 Printing and Binding	81.64	50151	07/28/23
42565	SEVEN DAYS	07/05/23	Legal Notices July 23 231308	210-5-10-10-550.000 Printing and Binding	95.68	50151	07/28/23
29835	SHERWIN-WILLIAMS	06/27/23	Park St Paint 34249	210-5-41-23-431.000 R&M Buildings & Grounds	373.16	50153	07/28/23
29835	SHERWIN-WILLIAMS	07/19/23	poly knit tray liners 36889	210-5-40-12-610.000 General Supplies	32.34	50153	07/28/23
29835	SHERWIN-WILLIAMS	07/14/23	supplies 62645	210-5-40-12-572.000 Traffic Control	268.72	50153	07/28/23
29835	SHERWIN-WILLIAMS	07/21/23	brush 2" 65499	210-5-40-12-610.000 General Supplies	9.95	50153	07/28/23
29835	SHERWIN-WILLIAMS	07/25/23	glass beads for road pain 66737	210-5-40-12-572.000 Traffic Control	155.98	50153	07/28/23
29090	SUNBELT RENTALS	05/18/23	stump grinder 396863980001	210-5-40-12-442.000 Rental Vehicles/Equip	49.99	50159	07/28/23
29090	SUNBELT RENTALS	05/19/23	Equipment rental 396863980002	210-5-40-12-442.000 Rental Vehicles/Equip	491.21	50159	07/28/23
14800	TECH GROUP INC	07/01/23	SecureCare Security Servi 200761	210-5-25-10-570.000 Other Purchased Services	64.00	50164	07/28/23
V9848	TSI, INC	07/20/23	Calibration 91646781	210-5-25-10-570.000 Other Purchased Services	858.27	50167	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	210-5-40-12-210.000 Group Insurance	8.19	50168	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	210-5-13-10-210.000 Group Insurance	6.00	50168	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	210-5-10-10-210.000 Group Insurance	12.00	50168	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	210-5-30-12-210.000 Group Insurance	6.00	50168	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	210-5-30-10-210.000 Group Insurance	15.00	50168	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance PCORI23	210-5-40-13-210.000 Group Insurance	0.60	50168	07/28/23
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance PCORI23	210-5-35-10-210.000 Group Insurance	18.00	50168	07/28/23
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance PCORI23	210-5-16-10-210.000 Group Insurance	3.00	50168	07/28/23
00710	07/01/23	UPS STORE Shipping for Calibration 07072023	210-5-25-10-570.000 Other Purchased Services	209.61	50169	07/28/23
19350	07/03/23	VERIZON CONNECT FLEET USA July vehic tracking subsc 622000041422	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	50171	07/28/23
36130	06/19/23	VERIZON WIRELESS VSAT communications 9937615585	210-5-40-12-530.000 Communications	192.56	50172	07/28/23
36130	07/17/23	VERIZON WIRELESS VSAT WW tablet RM cell July 2 9939866443	210-5-10-10-530.000 Communications	50.39	50174	07/28/23
25315	07/07/23	VESPA'S PIZZA PASTA & DEL City Staff Pizza 070723D	210-5-30-10-610.000 General Supplies	166.00	50175	07/28/23
22070	07/14/23	VILLAGE COPY & PRINT INC. Return envelopes 9232	210-5-12-10-610.000 General Supplies	161.00	50176	07/28/23
22070	07/17/23	VILLAGE COPY & PRINT INC. Copies of 2023 Code lamin 9235	210-5-16-10-550.000 Printing and Binding	348.00	50176	07/28/23
22070	07/18/23	VILLAGE COPY & PRINT INC. Codes Spiral bound 7 9241	210-5-16-10-550.000 Printing and Binding	388.50	50176	07/28/23
23395	04/18/23	VILLAGE HARDWARE - WILLIS grass seed supplies 516455	210-5-40-12-610.000 General Supplies	389.48	50177	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-30-12-210.000 Group Insurance	23.69	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-30-10-210.000 Group Insurance	125.65	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-13-10-210.000 Group Insurance	48.82	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-10-10-210.000 Group Insurance	62.84	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-40-12-210.000 Group Insurance	57.12	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-40-13-210.000 Group Insurance	2.80	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-35-10-210.000 Group Insurance	91.85	50178	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	210-5-16-10-210.000 Group Insurance	23.69	50178	07/28/23
30210	06/28/23	VLCT FY24 dues 1880	210-5-11-10-500.000 Training, Conferences, Du	15063.00	50179	07/28/23
28470	07/21/23	VMERS DB 110800 Payroll Transfer PR-07/21/23	210-2-00-00-210.004 Retirement Payable	25656.82	50180	07/28/23
22015	05/16/23	VT DEPT OF HEALTH Engraved paper 1150	210-5-12-10-610.000 General Supplies	83.00	50182	07/28/23
29825	06/22/23	VT GAS SYSTEMS MSP Vt Gas June 15787560623	210-5-41-26-621.000 Natrual Gas/Heating	52.13	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	210-5-41-20-621.000 Natrual Gas/Heating	113.01	50183	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	210-5-40-12-621.000 Natural Gas/Heating	80.84	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	210-5-41-22-621.000 Natural Gas/Heating	62.04	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	210-5-41-21-621.000 Natural Gas/Heating	168.69	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	210-5-41-23-621.000 Natural Gas/Heating	174.54	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS MSP VT Gas June 8100440623	210-5-41-26-621.000 Natural Gas/Heating	90.57	50183	07/28/23
05935	07/18/23	VT HUMANITIES COUNCIL BL LIB.DON 23-24 Season VTHUM 0723	210-5-90-00-991.000 Library Donation Expense	900.00	50184	07/28/23
07565	06/22/23	W B MASON CO INC Office Supplies 239275381	210-5-30-10-610.000 General Supplies	35.98	50185	07/28/23
07565	06/23/23	W B MASON CO INC Office Supplies 239304105	210-5-30-10-610.000 General Supplies	72.56	50185	07/28/23
07565	06/28/23	W B MASON CO INC Maintenance Supplies 239404259	210-5-30-12-610.000 General Supplies	573.90	50185	07/28/23
07565	06/29/23	W B MASON CO INC Park St Maintenance 239436572	210-5-41-23-431.000 R&M Buildings & Grounds	39.99	50185	07/28/23
07565	06/30/23	W B MASON CO INC Park St Floor Maintenance 239462263	210-5-41-23-431.000 R&M Buildings & Grounds	432.43	50185	07/28/23
07565	06/30/23	W B MASON CO INC LH Office Supplies June23 239464951	210-5-10-10-610.000 General Supplies	265.00	50185	07/28/23
07565	07/06/23	W B MASON CO INC Park Street Supplies 239529604	210-5-30-12-610.000 General Supplies	691.00	50185	07/28/23
07565	07/07/23	W B MASON CO INC Office Supplies 239575630	210-5-30-10-610.000 General Supplies	99.98	50185	07/28/23
07565	06/26/23	W B MASON CO INC Office Supplies Credit CM1944916	210-5-30-10-610.000 General Supplies	-35.98	50185	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-2-00-00-210.006 Health Ins. Copay	1736.40	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-30-12-210.000 Group Insurance	2175.45	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-30-10-210.000 Group Insurance	9754.37	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-13-10-210.000 Group Insurance	2807.02	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-10-10-210.000 Group Insurance	5754.40	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-40-12-210.000 Group Insurance	5052.62	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-16-10-210.000 Group Insurance	701.76	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-40-13-210.000 Group Insurance	294.74	72823	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	210-5-35-10-210.000 Group Insurance	7789.49	72823	07/28/23

For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				216146.08		

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 \$ \*\*\*216,146.08  
 Let this be your order for the payments of these amounts.

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For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	07/06/23	Crescent Connect STP 5300 12833 0523	230-5-16-10-890.824 Cres. Connector	240.00	50062	07/28/23
25715	07/06/23	Crescent Connect Ph 1 May 18814	230-5-16-10-890.824 Cres. Connector	1980.00	50062	07/28/23
25715	06/22/23	Brickyard Rd project engi 22820	230-5-40-13-895.830 BC2058 Brickyard Culvert	7340.92	50062	07/28/23
25715	07/06/23	Crescent Connector Phase 22822 0523	230-5-16-10-890.824 Cres. Connector	31219.90	50062	07/28/23
36240	07/11/23	Crescent Connector STP 53 723035	230-5-16-10-890.824 Cres. Connector	2741.63	50064	07/28/23
Report Total				43522.45		

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 \$ \*\*\*\*43,522.45  
Let this be your order for the payments of these amounts.

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07/31/23  
10:39 am

City of Essex Junction Accounts Payable  
Check Warrant Report # 24002 Current Prior FY Invoices For Fund (ROLLING STOCK FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Page 1 of 1  
CDeLibac

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10617	06/23/23	CHADWICK-BAROSS New Vac Truck Purchase Q15654	231-5-40-12-751.006 Vactor Truck	488860.00	50036	07/28/23
Report Total				488860.00		

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 \$ \*\*\*488,860.00  
Let this be your order for the payments of these amounts.

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07/31/23

City of Essex Junction Accounts Payable

Page 1 of 1

10:39 am

Check Warrant Report # 24002 Current Prior FY Invoices For Fund (BUILDING MAINT FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	06/22/23 2 Lincoln renovations 23803 0623	232-5-41-20-890.832 2 Lincoln Street Renovati	9936.74	50062	07/28/23
Report Total				9936.74		

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 \$ \*\*\*\*\*9,936.74  
Let this be your order for the payments of these amounts.

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07/31/23  
10:39 am

City of Essex Junction Accounts Payable  
Check Warrant Report # 24002 Current Prior FY Invoices For Fund (EJRP CAP RESERVE)  
For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Page 1 of 1  
CDeLibac

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05280	S & D LANDSCAPES LLC	07/05/23	Field Maintenance 230302	233-5-00-00-740.001 Landscaping	4157.82	50146	07/28/23
03180	SAFETY SYSTEMS OF VT LLC	07/05/23	MSP Camera System 23063	233-5-00-00-730.001 Lighting and Technology	18278.19	50147	07/28/23
Report Total					22436.01		

To the Treasurer of City of Essex Junction, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*22,436.01  
Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	06/30/23	CHAMPLAIN WATER DISTRICT Water Jun 2023 063023 CWD	254-5-54-70-411.400 CWD Water Purchase - Glob	272484.46	50038	07/28/23
23435	06/30/23	CHAMPLAIN WATER DISTRICT Water Jun 2023 063023 CWD	254-5-54-20-411.000 CWD Water Purchase	1295.90	50038	07/28/23
23435	06/30/23	CHAMPLAIN WATER DISTRICT Water Jun 2023 063023 CWD	254-5-54-70-411.400 CWD Water Purchase - Glob	5462.80	50038	07/28/23
23435	06/30/23	CHAMPLAIN WATER DISTRICT Water Jun 2023 063023 CWD	254-5-54-20-411.000 CWD Water Purchase	64639.50	50038	07/28/23
25715	06/22/23	DONALD L. HAMLIN CONSULT Waterline Main St 5-1 to 21806	254-5-54-70-723.004 Main St Water Line	2046.00	50062	07/28/23
05020	06/23/23	ESSEX JCT CITY OF PW multi water sewer acct 06/23/2023 D	254-5-54-20-410.000 Water and Sewer Charges	43.38	50072	07/28/23
21840	07/19/23	FIRST NATIONAL BANK OMAHA drop box for water dept 06310723	254-5-54-20-610.000 General Supplies	119.88	50084	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP Vehic Fuel 06 2023 302124	254-5-54-20-626.000 Gasoline	208.09	50097	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI FY23 Q4 Advisory 28020	254-5-54-20-210.000 Group Insurance	75.15	50105	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS Life Ins Aug 2023 1569886	254-5-54-20-210.000 Group Insurance	97.72	50119	07/28/23
10110	07/06/23	MCGOVERN MECHANICAL CORP Water Meters replacements 1935	254-5-54-70-750.001 Meter Replacement Program	1166.67	50121	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL Dental Aug 2023 071723 6197	254-5-54-20-210.000 Group Insurance	317.51	50126	07/28/23
V2227	06/28/23	TI-SALES, INC. water meter INV0159210	254-5-54-70-750.001 Meter Replacement Program	1965.99	50165	07/28/23
V2227	07/07/23	TI-SALES, INC. water meter INV0159528	254-5-54-70-750.001 Meter Replacement Program	174.99	50165	07/28/23
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance PCORI23	254-5-54-20-210.000 Group Insurance	5.01	50168	07/28/23
36130	06/19/23	VERIZON WIRELESS VSAT communications 9937615585	254-5-54-20-530.000 Communications	176.80	50172	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	254-5-54-20-210.000 Group Insurance	60.07	50178	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	254-5-54-20-621.000 Natural Gas/Heating	44.68	50183	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	254-5-54-20-210.000 Group Insurance	4568.42	72823	07/28/23

07/31/23

City of Essex Junction Accounts Payable

10:39 am

Check Warrant Report # 24002 Current Prior FY Invoices For Fund (WATER FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				354953.02		

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 \$ \*\*\*354,953.02  
 Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10609	07/21/23	Knock sensor replacement 415082300797	255-5-55-30-570.000 Other Purchased Services	1220.81	50004	07/28/23
05290	06/29/23	oil ROT T6 5W40 Gal 8050874	255-5-55-30-570.000 Other Purchased Services	643.80	50007	07/28/23
05290	06/30/23	LONG PLIERS SUPPLIES 8129405	255-5-55-30-610.000 General Supplies	19.31	50007	07/28/23
05290	06/30/23	oil T6 5W40 Gal 8199479	255-5-55-30-570.000 Other Purchased Services	-643.80	50007	07/28/23
05290	07/14/23	supplies 9529732	255-5-55-30-430.000 R&M Vehicles & Equipment	3.86	50007	07/28/23
11375	07/01/23	grit disposal 3455638	255-5-55-30-421.000 Grit Disposal	1189.45	50031	07/28/23
21120	07/17/23	HEP vaccine for WWTF 00061197-00	255-5-55-30-330.000 Professional Services	97.00	50037	07/28/23
15285	06/30/23	Background Checks 894526	255-5-55-30-330.000 Professional Services	25.00	50040	07/28/23
23455	05/31/23	biosolids INV16936	255-5-55-30-568.000 Biosolids Subcontractor	10618.51	50041	07/28/23
04940	06/23/23	internet only-39 Cascade 0316028 6232	255-5-55-30-530.000 Communications	258.34	50051	07/28/23
11870	06/27/23	Pager communications 10394450	255-5-55-30-530.000 Communications	152.95	50056	07/28/23
80022	06/30/23	remove old #2500 motor r 10577	255-5-55-30-570.000 Other Purchased Services	2360.00	50059	07/28/23
31275	06/30/23	Cogen unit install liftin 10806	255-5-55-30-570.000 Other Purchased Services	510.00	50061	07/28/23
V10734	06/20/23	Essex Jct-WWTP-Fixed Mont 2306-WWTP	255-5-55-30-622.000 Electricity	5428.22	50068	07/28/23
06870	06/26/23	Constituent Monitoring 451225	255-5-55-30-340.000 Technical Services	50.00	50069	07/28/23
06870	06/28/23	TKN Test 451395	255-5-55-30-340.000 Technical Services	35.00	50069	07/28/23
06870	07/05/23	TKN Test 452767	255-5-55-30-340.000 Technical Services	35.00	50069	07/28/23
06870	07/11/23	Constituent Monitoring 453324	255-5-55-30-340.000 Technical Services	50.00	50069	07/28/23
06870	07/12/23	TKN 453498	255-5-55-30-340.000 Technical Services	35.00	50069	07/28/23
06870	07/25/23	Appendix A Dewatering Bld 454984	255-5-55-30-568.000 Biosolids Subcontractor	1605.00	50069	07/28/23
06870	07/25/23	Appendix A Sludge List 6/ 454985	255-5-55-30-340.000 Technical Services	1605.00	50069	07/28/23
06870	07/25/23	SHT NY Bi-Monthly 7/13/20 454986	255-5-55-30-568.000 Biosolids Subcontractor	60.00	50069	07/28/23
06870	07/25/23	Essex Jct. WWTF 7/19/2023 455067	255-5-55-30-340.000 Technical Services	105.00	50069	07/28/23
06870	07/26/23	Essex Jct. WWTF TKN Only 455114	255-5-55-30-340.000 Technical Services	35.00	50069	07/28/23
06870	07/27/23	Constituent Monitoring 7/ 455274	255-5-55-30-340.000 Technical Services	100.00	50069	07/28/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05020	06/23/23	ESSEX JCT CITY OF WWTF water sewer multi ac	255-5-55-30-410.000	1036.61	50072	07/28/23
		06232023 D	Water and Sewer Charges			
04640	06/29/23	FASTENAL INDUSTRIAL & CON 36" Locker	255-5-55-30-610.000	630.74	50079	07/28/23
		VTBUR321053	General Supplies			
29280	06/20/23	FIRST NATIONAL BANK OMAH June WWTF VISA	255-5-55-30-618.000	1809.57	50080	07/28/23
		\$3,214.62	Laboratory Supplies			
29280	06/20/23	FIRST NATIONAL BANK OMAH June WWTF VISA	255-5-55-30-612.000	282.49	50080	07/28/23
		\$3,214.62	Uniforms			
29280	06/20/23	FIRST NATIONAL BANK OMAH June WWTF VISA	255-5-55-30-570.000	898.79	50080	07/28/23
		\$3,214.62	Other Purchased Services			
29280	06/20/23	FIRST NATIONAL BANK OMAH June WWTF VISA	255-5-55-30-505.000	51.00	50080	07/28/23
		\$3,214.62	Tech. Subs, Licenses			
29280	06/20/23	FIRST NATIONAL BANK OMAH June WWTF VISA	255-5-55-30-610.000	172.77	50080	07/28/23
		\$3,214.62	General Supplies			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW Visa charges 7/12 to 7	255-5-55-30-340.000	424.94	50080	07/28/23
		04810723C	Technical Services			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW Visa charges 7/12 to 7	255-5-55-30-505.000	51.00	50080	07/28/23
		04810723C	Tech. Subs, Licenses			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW Visa charges 7/12 to 7	255-5-55-30-610.000	84.68	50080	07/28/23
		04810723C	General Supplies			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW Visa charges 7/12 to 7	255-5-55-30-610.000	105.86	50080	07/28/23
		04810723C	General Supplies			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW VISA June 2023	255-5-55-30-610.000	98.28	50080	07/28/23
		0481723P	General Supplies			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW VISA June 2023	255-5-55-30-570.000	316.00	50080	07/28/23
		0481723P	Other Purchased Services			
29280	07/19/23	FIRST NATIONAL BANK OMAH WW VISA June 2023	255-5-55-30-500.000	120.00	50080	07/28/23
		0481723P	Training, Conf, Dues			
19005	07/01/23	FIRSTLIGHT FIBER communications	255-5-55-30-530.000	542.70	50088	07/28/23
		14602649	Communications			
20470	06/30/23	GLOBAL MONTELLO GROUP Vehic Fuel 06 2023	255-5-55-30-626.000	157.79	50097	07/28/23
		302124	Gasoline			
04035	07/11/23	GOT THAT RENTAL & SALES I pump adaptor	255-5-55-30-570.000	1660.51	50100	07/28/23
		115014	Other Purchased Services			
24785	07/10/23	GRAINGER Fuse Class series	255-5-55-30-570.000	94.32	50102	07/28/23
		9763972776	Other Purchased Services			
07010	06/23/23	GREEN MOUNTAIN POWER CORP 39 Cascade 05/19 to 06/20	255-5-55-30-622.000	11064.89	50104	07/28/23
		0623Cascade	Electricity			
21240	06/26/23	HICKOK & BOARDMAN HRI FY23 Q4 Advisory	255-5-55-30-210.000	127.35	50105	07/28/23
		28020	Group Insurance			
V10347	03/07/23	J C EHRLICH pest Control Maintenance	255-5-55-30-330.000	79.92	50110	07/28/23
		33560489	Professional Services			
V10407	07/20/23	KIMBALL MIDWEST cleaner drill set	255-5-55-30-570.000	315.00	50114	07/28/23
		101264640	Other Purchased Services			
V10407	07/20/23	KIMBALL MIDWEST cleaner drill set	255-5-55-30-610.000	83.94	50114	07/28/23
		101264640	General Supplies			
V10407	07/20/23	KIMBALL MIDWEST clamp	255-5-55-30-570.000	13.80	50114	07/28/23
		101264780	Other Purchased Services			
27840	07/18/23	MADISON NATIONAL LIFE INS Life Ins Aug 2023	255-5-55-30-210.000	176.78	50119	07/28/23
		1569886	Group Insurance			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	07/17/23	NORTHEAST DELTA DENTAL Dental Aug 2023	071723 6197	255-5-55-30-210.000 Group Insurance	210.77	50126	07/28/23
19325	07/01/23	OPEN APPROACH INC managed services PS	20179	255-5-55-30-340.000 Technical Services	130.00	50128	07/28/23
03160	06/23/23	P & H SENESAC INC Polymer for Dewatering	20454	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	50130	07/28/23
23420	05/23/23	P & P SEPTIC SERVICE INC. in house pump station rep	T599031	255-5-55-30-570.000 Other Purchased Services	320.00	50131	07/28/23
15450	06/13/23	PEAK MOTOR AND PUMP Motor Coupling	91297	255-5-55-30-570.000 Other Purchased Services	591.12	50132	07/28/23
12775	07/11/23	PRATT & SMITH ELECTRICAL services Supernatant Pit	10627	255-5-55-30-340.000 Technical Services	437.50	50139	07/28/23
V2093	07/10/23	SLACK CHEMICAL COMPANY IN sodium hydroxide	457646	255-5-55-30-619.000 Chemicals	16225.50	50154	07/28/23
V2124	07/15/23	STAPLES ADVANTAGE supplies	3542609360	255-5-55-30-610.000 General Supplies	164.94	50156	07/28/23
V2124	07/22/23	STAPLES ADVANTAGE ink cartridges	3543069637	255-5-55-30-610.000 General Supplies	71.31	50156	07/28/23
V2159	07/13/23	SURPASS CHEMICAL CO INC Sodium Hypochlorite 4904	378876	255-5-55-30-619.000 Chemicals	12207.89	50160	07/28/23
04595	07/24/23	TMDE CALIBRATION LABS annual calibration of lab	48420	255-5-55-30-340.000 Technical Services	1200.00	50166	07/28/23
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance	PCORI23	255-5-55-30-210.000 Group Insurance	11.49	50168	07/28/23
02970	06/23/23	USA BLUE BOOK INC tubing	54427	255-5-55-30-570.000 Other Purchased Services	2255.75	50170	07/28/23
02970	06/23/23	USA BLUE BOOK INC MERCHANDISE	54439	255-5-55-30-570.000 Other Purchased Services	40.76	50170	07/28/23
36130	07/17/23	VERIZON WIRELESS VSAT WW tablet RM cell July 2	9939866443	255-5-55-30-530.000 Communications	40.01	50174	07/28/23
23395	07/06/23	VILLAGE HARDWARE - WILLIS general supplies	516960	255-5-55-30-610.000 General Supplies	0.70	50177	07/28/23
23395	07/06/23	VILLAGE HARDWARE - WILLIS merchandise supplies	516965	255-5-55-30-570.000 Other Purchased Services	95.97	50177	07/28/23
23395	07/07/23	VILLAGE HARDWARE - WILLIS general supplies	516971	255-5-55-30-610.000 General Supplies	17.56	50177	07/28/23
23395	07/10/23	VILLAGE HARDWARE - WILLIS general supplies	516975	255-5-55-30-610.000 General Supplies	124.04	50177	07/28/23
23395	07/10/23	VILLAGE HARDWARE - WILLIS CR Happy Frog Soil	516976	255-5-55-30-610.000 General Supplies	-10.15	50177	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023	818405331	255-5-55-30-210.000 Group Insurance	56.52	50178	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23	23408	255-5-55-30-621.000 Natural Gas/Heating	1007.49	50183	07/28/23
17765	03/31/23	WAITE-HEINDEL ENVIRONMENT WW-Spring 2023 biosolids	5643	255-5-55-30-568.000 Biosolids Subcontractor	1162.50	50186	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023	071823 7728	255-5-55-30-210.000 Group Insurance	4385.99	72823	07/28/23

For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				95853.84		

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 \$ \*\*\*\*95,853.84  
Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33850	07/04/23	CENTRAL VERMONT PROPERTIE ROW invoice 9500252639	256-5-56-40-441.000 Rental Land/Buildings	130.00	50035	07/28/23
26290	07/21/23	CHAMPLIN ASSOC. INC. Susie Wilson Rd replace 3926	256-5-56-40-434.001 Susie Wilson PS Costs	295.00	50039	07/28/23
05020	06/23/23	ESSEX JCT CITY OF WWTF water sewer multi ac 06232023 D	256-5-56-40-410.000 Water and Sewer Charges	119.95	50072	07/28/23
04640	05/31/23	FASTENAL INDUSTRIAL & CON bolts VTBUR320303	256-5-56-70-722.004 South St PS Pump	107.69	50079	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP Vehic Fuel 06 2023 302124	256-5-56-40-626.000 Gasoline	373.36	50097	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI FY23 Q4 Advisory 28020	256-5-56-40-210.000 Group Insurance	115.65	50105	07/28/23
41005	06/19/23	LARAMIE WATER RESOURCES L South St PS retrofit proj 1275	256-5-56-70-722.004 South St PS Pump	5100.00	50115	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS Life Ins Aug 2023 1569886	256-5-56-40-210.000 Group Insurance	130.66	50119	07/28/23
10110	07/06/23	MCGOVERN MECHANICAL CORP Water Meters replacements 1935	256-5-56-70-750.001 Meter Replacement Program	2333.33	50121	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL Dental Aug 2023 071723 6197	256-5-56-40-210.000 Group Insurance	306.14	50126	07/28/23
19325	07/01/23	OPEN APPROACH INC managed services PS 20179	256-5-56-40-340.000 Technical Services	560.00	50128	07/28/23
17505	07/11/23	SAND HILL SOLAR LLC Sand Hill Solar 6/7 to 7/ 255SH	256-5-56-40-434.001 Susie Wilson PS Costs	461.36	50148	07/28/23
17505	07/11/23	SAND HILL SOLAR LLC Sand Hill Solar 6/7 to 7/ 255SH	256-5-56-40-622.000 Electricity	132.39	50148	07/28/23
17505	07/11/23	SAND HILL SOLAR LLC Sand Hill Solar 6/7 to 7/ 255SH	256-5-56-40-434.002 West Street PS Costs	607.56	50148	07/28/23
V2227	06/28/23	TI-SALES, INC. water meter INV0159210	256-5-56-70-750.001 Meter Replacement Program	3931.97	50165	07/28/23
V2227	07/07/23	TI-SALES, INC. water meter INV0159528	256-5-56-70-750.001 Meter Replacement Program	349.99	50165	07/28/23
14900	06/30/23	UNITED STATES TREASURY PCORI 23 health insurance PCORI23	256-5-56-40-210.000 Group Insurance	7.71	50168	07/28/23
36130	06/23/23	VERIZON WIRELESS VSAT Pump Station Communicatio 9938032774	256-5-56-40-431.000 R&M Buildings & Grounds	301.28	50173	07/28/23
36130	06/23/23	VERIZON WIRELESS VSAT Pump Station Communicatio 9938032774	256-5-56-40-434.002 West Street PS Costs	77.60	50173	07/28/23
36130	06/23/23	VERIZON WIRELESS VSAT Pump Station Communicatio 9938032774	256-5-56-40-434.001 Susie Wilson PS Costs	77.60	50173	07/28/23
21230	07/19/23	VISION SERVICE PLAN (CT) Vision Aug 2023 818405331	256-5-56-40-210.000 Group Insurance	59.36	50178	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	256-5-56-40-621.000 Natural Gas/Heating	53.35	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	256-5-56-40-434.001 Susie Wilson PS Costs	49.91	50183	07/28/23
29825	06/22/23	VT GAS SYSTEMS 5/18 to 6/19/23 23408	256-5-56-40-434.002 West Street PS Costs	50.50	50183	07/28/23
40855	07/18/23	CIGNA HEALTH AND LIFE INS Health Jul 2023 071823 7728	256-5-56-40-210.000 Group Insurance	4294.74	72823	07/28/23

For Check Acct 01 (GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				20027.10		

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 \$ \*\*\*\*20,027.10  
Let this be your order for the payments of these amounts.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25445	07/08/23	Discovery 7/14 000599	259-5-30-17-330.000 Professional Services	500.00	50005	07/28/23
06490	06/16/23	Fence Installation 061623D	259-5-30-17-330.000 Professional Services	3299.53	50006	07/28/23
07305	06/30/23	Pool Chemicals 5500020322	259-5-30-11-431.000 R&M Buildings & Grounds	334.12	50008	07/28/23
07305	07/07/23	Pool Chemicals 9139799677	259-5-30-11-431.000 R&M Buildings & Grounds	1189.25	50008	07/28/23
19815	07/02/23	CMS Supplies 13H6XYT7TCFV	259-5-30-17-610.000 General Supplies	138.38	50009	07/28/23
19815	07/06/23	Reach EES Supplies 16HYTT4PRWDV	259-5-30-17-610.000 General Supplies	90.08	50009	07/28/23
19815	07/06/23	Behavior Support Supplies 17XMLMNPV7Q	259-5-30-17-610.000 General Supplies	7.99	50009	07/28/23
19815	07/11/23	CMS Supplies 1HYGR6TCKFV0	259-5-30-17-610.000 General Supplies	140.21	50009	07/28/23
19815	07/02/23	Program Supplies 1J6VFWLNTFCQ	259-5-30-14-610.000 General Supplies	508.64	50009	07/28/23
19815	07/07/23	Pool Supplies 1JKJFQGHLW3H	259-5-30-11-610.000 General Supplies	69.29	50009	07/28/23
19815	07/03/23	Discovery Supplies 1JQ6H4CDXW77	259-5-30-17-610.000 General Supplies	948.66	50009	07/28/23
19815	07/02/23	CMS Supplies 1MFRT1RXT361	259-5-30-17-610.000 General Supplies	20.99	50009	07/28/23
19815	07/18/23	Program Supplies 1PFG3YWRPGR	259-5-30-14-610.000 General Supplies	1023.26	50009	07/28/23
19815	07/04/23	Reach Fleming Supplies 1RD3FW343JN4	259-5-30-17-610.000 General Supplies	216.20	50009	07/28/23
19815	07/02/23	Summer Camp Supplies 1V4WFHLDL4D	259-5-30-17-610.000 General Supplies	1824.07	50009	07/28/23
19815	06/29/23	Camp Supplies 1VC4JW19CPLD	259-5-30-17-610.000 General Supplies	176.50	50009	07/28/23
19815	07/13/23	Laptop Power Adapters 1WN6MKJXPDRY	259-5-30-15-610.000 General Supplies	50.44	50009	07/28/23
19815	07/02/23	CIT Program DCNGXX6RVP7	259-5-30-17-610.000 General Supplies	24.85	50009	07/28/23
25595	06/28/23	Lifeguarding Certificatio 22603511	259-5-30-11-330.000 Professional Services	420.00	50012	07/28/23
02695	05/20/23	EJRP License Fee 500602687 72	259-5-30-14-330.000 Professional Services	12.50	50013	07/28/23
08270	06/26/23	EJRP Yoga Camps 062623D	259-5-30-14-330.000 Professional Services	2280.00	50014	07/28/23
25955	06/27/23	EJRP Cell Phones June 1812520623	259-5-30-15-530.000 Communications	805.79	50016	07/28/23
244615	07/06/23	MSP Performance 7/25 070623D	259-5-30-14-330.000 Professional Services	300.00	50018	07/28/23
29145	04/27/23	Vac Camp Trip 4/27-28 042723D	259-5-30-15-580.000 Travel	67.50	50019	07/28/23
29145	07/07/23	CMS Tour 7/7 070723	259-5-30-17-330.000 Professional Services	44.00	50019	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80017	07/17/23	Bike Camp 071723D	259-5-30-14-330.000 Professional Services	525.00	50022	07/28/23
19040	07/07/23	Discovery Trip 7/7 3283819	259-5-30-17-330.000 Professional Services	520.00	50029	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-14-850.150 Memorial Day Parade	114.69	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-16-610.000 General Supplies	3094.51	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-10-560.000 Postage	34.18	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-14-500.000 Training, Conf, Dues	645.00	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-11-610.000 General Supplies	90.91	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-17-580.000 Travel	667.60	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-15-610.000 General Supplies	59.58	50030	07/28/23
22670	07/16/23	EJRP CC June FY23 6508723	259-5-30-17-610.000 General Supplies	287.61	50030	07/28/23
22670	07/16/23	EJRP CC July FY 24 6508723D	259-5-30-17-610.000 General Supplies	132.97	50030	07/28/23
22670	07/16/23	EJRP CC July FY 24 6508723D	259-5-30-14-610.000 General Supplies	231.08	50030	07/28/23
15285	06/30/23	Background Checks 894526	259-5-30-16-330.000 Professional Services	25.00	50040	07/28/23
23455	06/28/23	PS Items to Dump 3476090 0	259-5-30-16-330.000 Professional Services	100.00	50041	07/28/23
42835	07/17/23	Bike Camp 071723D	259-5-30-14-330.000 Professional Services	525.00	50053	07/28/23
31545	06/29/23	Staff Party Food 062923D	259-5-30-17-610.000 General Supplies	58.47	50054	07/28/23
31545	06/29/23	Staff Party Food 062923D	259-5-30-11-610.000 General Supplies	58.47	50054	07/28/23
31545	07/05/23	Camp STAR Supplies 070523D	259-5-30-17-610.000 General Supplies	124.42	50054	07/28/23
19065	07/10/23	Camp Room Electrical 1884	259-5-30-17-330.000 Professional Services	435.00	50055	07/28/23
27810	08/06/23	Camp Doc Fees YR 2315080	259-5-30-15-330.000 Professional Services	731.25	50060	07/28/23
26140	06/29/23	Staff Party 6/29 062923D	259-5-30-17-610.000 General Supplies	731.25	50067	07/28/23
26140	06/29/23	Staff Party 6/29 062923D	259-5-30-11-610.000 General Supplies	731.25	50067	07/28/23
05020	06/23/23	Community Garden Water 203175801	259-5-30-14-330.000 Professional Services	337.91	50072	07/28/23
19570	07/14/23	Discovery Swim 6.27-29 071420232	259-5-30-17-330.000 Professional Services	520.00	50074	07/28/23
19570	07/14/23	Discovery Swim Lessons 6. 071423	259-5-30-17-330.000 Professional Services	520.00	50074	07/28/23

For Check Acct 01(GENERAL FUND) All check #s 07/28/23 To 07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19570	07/14/23	ESSEX PARKS & RECREATION Reach Swim 6.30 0714234	259-5-30-17-330.000 Professional Services	420.50	50074	07/28/23
04330	07/14/23	EWSD CHILD NUTRITION Camp Meals June 3174	259-5-30-17-610.000 General Supplies	3761.35	50076	07/28/23
04640	06/19/23	FASTENAL INDUSTRIAL & CON PS First Aid VTBUR320784	259-5-30-16-610.000 General Supplies	35.89	50079	07/28/23
37875	07/14/23	FLEETPRIDE Bus Repairs 7017	259-5-30-15-330.000 Professional Services	309.96	50093	07/28/23
37875	07/14/23	FLEETPRIDE Bus Repairs 7341	259-5-30-15-330.000 Professional Services	232.35	50093	07/28/23
34895	07/11/23	GAUTHIER TRUCKING, INC. Park St Dumping Fees 1728139	259-5-30-16-330.000 Professional Services	534.45	50095	07/28/23
20470	06/30/23	GLOBAL MONTELLO GROUP Vehic Fuel 06 2023 302124	259-5-30-15-626.000 Gasoline	108.63	50097	07/28/23
11260	07/17/23	GOLD STAR DOG TRAINING Dog Programs 85	259-5-30-14-330.000 Professional Services	2825.60	50098	07/28/23
80018	07/12/23	GOYETTE LUKE Baseball Camp 071223D	259-5-30-14-330.000 Professional Services	2030.40	50101	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI FY23 Q4 Advisory 28020	259-5-30-16-210.000 Group Insurance	180.00	50105	07/28/23
21240	06/26/23	HICKOK & BOARDMAN HRI FY23 Q4 Advisory 28020	259-5-30-15-210.000 Group Insurance	360.00	50105	07/28/23
05585	06/26/23	INJURY TO EXCELLANCE / FI Reach Field Trip 6/26-27 062623D	259-5-30-17-580.000 Travel	1356.00	50106	07/28/23
08795	06/27/23	INNES CLARE MSP Performance 7/18 062723D	259-5-30-14-330.000 Professional Services	300.00	50107	07/28/23
15145	07/01/23	JOBTARGET LLC JOB ADS EJRP inv74423	259-5-30-16-330.000 Professional Services	500.00	50112	07/28/23
15145	07/01/23	JOBTARGET LLC JOB ADS EJRP inv74423	259-5-30-15-330.000 Professional Services	500.00	50112	07/28/23
25685	07/20/23	LETGO YOUR MIND EJRP Prog June FY23 072023D	259-5-30-14-330.000 Professional Services	9856.00	50116	07/28/23
25685	07/20/23	LETGO YOUR MIND EJRP Prog July FY24 072023D1	259-5-30-14-330.000 Professional Services	5076.00	50116	07/28/23
06030	06/28/23	LOGAN TINA Drawing Painting Camp 062823D	259-5-30-14-330.000 Professional Services	4376.00	50117	07/28/23
25625	07/02/23	LOWE'S - 1080 EJRP Lowes June 4191080723	259-5-30-11-431.000 R&M Buildings & Grounds	910.75	50118	07/28/23
25625	07/02/23	LOWE'S - 1080 EJRP Lowes June 4191080723	259-5-30-16-610.000 General Supplies	70.30	50118	07/28/23
25625	07/02/23	LOWE'S - 1080 EJRP Lowes June 4191080723	259-5-30-17-610.000 General Supplies	1204.67	50118	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS Life Ins Aug 2023 1569886	259-5-30-15-210.000 Group Insurance	329.40	50119	07/28/23
27840	07/18/23	MADISON NATIONAL LIFE INS Life Ins Aug 2023 1569886	259-5-30-16-210.000 Group Insurance	253.14	50119	07/28/23
25620	07/12/23	MONTSHIRE MUSEUM OF SCIEN Camp Reach Trip 7/12 2247	259-5-30-17-330.000 Professional Services	953.00	50123	07/28/23
22410	07/17/23	NETZEL PILAR Mountain Bike Camp 071723D	259-5-30-14-330.000 Professional Services	625.00	50124	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	07/17/23	NORTHEAST DELTA DENTAL Dental Aug 2023 071723 6197	259-5-30-16-210.000 Group Insurance	395.97	50126	07/28/23
24960	07/17/23	NORTHEAST DELTA DENTAL Dental Aug 2023 071723 6197	259-5-30-15-210.000 Group Insurance	284.43	50126	07/28/23
29425	06/05/23	PERFORMANCE FOOD SERVICE RK FMS Snack 869006	259-5-30-15-610.000 General Supplies	269.27	50134	07/28/23
29425	06/05/23	PERFORMANCE FOOD SERVICE RK Summit Snack 869114	259-5-30-15-610.000 General Supplies	169.21	50134	07/28/23
29425	06/06/23	PERFORMANCE FOOD SERVICE RK Fleming Snack 869985	259-5-30-15-610.000 General Supplies	150.84	50134	07/28/23
29425	06/06/23	PERFORMANCE FOOD SERVICE RK S/H Snack 870197	259-5-30-15-610.000 General Supplies	166.90	50134	07/28/23
29425	06/26/23	PERFORMANCE FOOD SERVICE Staff Training Snack 880630	259-5-30-15-610.000 General Supplies	74.56	50134	07/28/23
29425	06/27/23	PERFORMANCE FOOD SERVICE Camp Discovery Snack 880631	259-5-30-17-610.000 General Supplies	331.80	50134	07/28/23
29425	06/27/23	PERFORMANCE FOOD SERVICE CMS Snack 881777	259-5-30-17-610.000 General Supplies	41.41	50134	07/28/23
29425	07/05/23	PERFORMANCE FOOD SERVICE Behavior Support Snack 883724	259-5-30-17-610.000 General Supplies	171.45	50134	07/28/23
29425	07/03/23	PERFORMANCE FOOD SERVICE Behavior Support Snack 883734	259-5-30-17-610.000 General Supplies	161.96	50134	07/28/23
29425	07/05/23	PERFORMANCE FOOD SERVICE CMS Snack 884316	259-5-30-17-610.000 General Supplies	134.49	50134	07/28/23
29425	07/05/23	PERFORMANCE FOOD SERVICE CMS Snack 884497	259-5-30-17-610.000 General Supplies	198.68	50134	07/28/23
29425	07/06/23	PERFORMANCE FOOD SERVICE Reach Fleming Snack 886038	259-5-30-17-610.000 General Supplies	210.87	50134	07/28/23
29425	07/06/23	PERFORMANCE FOOD SERVICE Reach EES Snack 886636	259-5-30-17-610.000 General Supplies	242.61	50134	07/28/23
29425	07/10/23	PERFORMANCE FOOD SERVICE CMS Snack 887033	259-5-30-17-610.000 General Supplies	115.09	50134	07/28/23
29425	07/11/23	PERFORMANCE FOOD SERVICE Discovery Snack 887747	259-5-30-17-610.000 General Supplies	286.36	50134	07/28/23
29425	07/13/23	PERFORMANCE FOOD SERVICE Reach EES Snack 888979	259-5-30-17-610.000 General Supplies	232.11	50134	07/28/23
29425	07/18/23	PERFORMANCE FOOD SERVICE CMS Snack 892824	259-5-30-17-610.000 General Supplies	47.36	50134	07/28/23
29425	07/18/23	PERFORMANCE FOOD SERVICE CMS Snack 892996	259-5-30-17-610.000 General Supplies	143.24	50134	07/28/23
25395	06/21/23	POOL WORLD INC Pool Gasket 258109	259-5-30-11-431.000 R&M Buildings & Grounds	150.73	50138	07/28/23
25395	06/22/23	POOL WORLD INC Pool Vac 258160	259-5-30-11-431.000 R&M Buildings & Grounds	1993.74	50138	07/28/23
25395	06/23/23	POOL WORLD INC Pool CREDIT 258109 9684	259-5-30-11-431.000 R&M Buildings & Grounds	-119.98	50138	07/28/23
05280	07/05/23	S & D LANDSCAPES LLC Field Maintenance 230302	259-5-30-12-330.000 Professional Services	7725.06	50146	07/28/23
03180	07/07/23	SAFETY SYSTEMS OF VT LLC Park St Sprinklers 23125	259-5-30-16-330.000 Professional Services	4203.70	50147	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10435	06/27/23	SCREENMYLOGO.COM 4 on the 4th Shirts 20107	259-5-30-14-610.000 General Supplies	431.20	50149	07/28/23
10435	06/27/23	SCREENMYLOGO.COM Track Field Tee Shirts 20112	259-5-30-14-610.000 General Supplies	147.10	50149	07/28/23
10435	07/05/23	SCREENMYLOGO.COM CMS T Shirts 20121	259-5-30-17-610.000 General Supplies	693.00	50149	07/28/23
10435	07/05/23	SCREENMYLOGO.COM Camp Discovery Shirts 20122	259-5-30-17-610.000 General Supplies	354.75	50149	07/28/23
10435	07/05/23	SCREENMYLOGO.COM Camp Star Shirts 20123	259-5-30-17-610.000 General Supplies	445.50	50149	07/28/23
10435	07/05/23	SCREENMYLOGO.COM Camp Reach Shirts 20124	259-5-30-17-610.000 General Supplies	1171.50	50149	07/28/23
14160	07/07/23	SHELBURNE MUSEUM CMS Field Trip 7/7 047874	259-5-30-17-330.000 Professional Services	245.00	50152	07/28/23
45825	06/27/23	SPARE TIME Reach Field Trip 6/27 31299964	259-5-30-17-580.000 Travel	780.00	50155	07/28/23
45825	07/14/23	SPARE TIME CMS Field Trip 7/14 32826428	259-5-30-17-330.000 Professional Services	1632.00	50155	07/28/23
45825	07/10/23	SPARE TIME Discovery Field Trip 7/10 33328741	259-5-30-17-330.000 Professional Services	921.00	50155	07/28/23
23495	06/28/23	STUDENT TRANSPORTATION OF Reach EES Bus 6/26-27 70215852	259-5-30-17-580.000 Travel	957.37	50157	07/28/23
23495	06/30/23	STUDENT TRANSPORTATION OF Reach Bus 6/28-29 70216041	259-5-30-17-580.000 Travel	569.25	50157	07/28/23
23495	06/30/23	STUDENT TRANSPORTATION OF Discovery Bus 6/30 70216849	259-5-30-17-580.000 Travel	414.00	50157	07/28/23
23495	06/30/23	STUDENT TRANSPORTATION OF CMS Bus 6/30 70216850	259-5-30-17-580.000 Travel	763.31	50157	07/28/23
23495	06/30/23	STUDENT TRANSPORTATION OF STAR Bus 6/30 70216852	259-5-30-17-580.000 Travel	802.12	50157	07/28/23
23495	07/06/23	STUDENT TRANSPORTATION OF Reach EES Bus 7/5 70217099	259-5-30-17-580.000 Travel	284.63	50157	07/28/23
23495	07/06/23	STUDENT TRANSPORTATION OF Discovery Bus 7/5 70217102	259-5-30-17-580.000 Travel	465.76	50157	07/28/23
23495	07/07/23	STUDENT TRANSPORTATION OF Fleming Bus 7/6 70217327	259-5-30-17-580.000 Travel	284.63	50157	07/28/23
23495	07/11/23	STUDENT TRANSPORTATION OF CMS Bus 7/7 70217478	259-5-30-17-580.000 Travel	595.13	50157	07/28/23
23495	07/11/23	STUDENT TRANSPORTATION OF Discovery Bus 7/7 70217479	259-5-30-17-580.000 Travel	966.00	50157	07/28/23
23495	07/13/23	STUDENT TRANSPORTATION OF Reach Bus 7/11-12 70217565	259-5-30-17-580.000 Travel	1617.19	50157	07/28/23
23495	07/13/23	STUDENT TRANSPORTATION OF Discovery Bus 7/12 70217566	259-5-30-17-580.000 Travel	478.69	50157	07/28/23
23495	07/19/23	STUDENT TRANSPORTATION OF Star Bus 7/14 70218112	259-5-30-17-580.000 Travel	724.50	50157	07/28/23
23495	07/19/23	STUDENT TRANSPORTATION OF Reach Bus 7/13-17 70218114	259-5-30-17-580.000 Travel	944.44	50157	07/28/23
23495	07/19/23	STUDENT TRANSPORTATION OF Discovery Bus 7/13-17 70218115	259-5-30-17-580.000 Travel	879.76	50157	07/28/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	07/19/23	CMS Bus 7/14 70218116	259-5-30-17-580.000 Travel	737.44	50157	07/28/23
29975	SWEET SCOOPS	07/13/23	Reach Trip 7/13 071323D	259-5-30-17-330.000 Professional Services	96.46	50161	07/28/23
29975	SWEET SCOOPS	07/13/23	Reach EES Trip 7/13 071323D1	259-5-30-17-330.000 Professional Services	155.37	50161	07/28/23
30300	SWISH SPORTS LLC	07/27/23	summer camp and summer le 072723	259-5-30-14-330.000 Professional Services	9670.00	50162	07/28/23
20130	T W WOOD GALLERY	07/13/23	Reach Trip 7/13 1172	259-5-30-17-330.000 Professional Services	848.00	50163	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	259-5-30-16-210.000 Group Insurance	12.00	50168	07/28/23
14900	UNITED STATES TREASURY	06/30/23	PCORI 23 health insurance PCORI23	259-5-30-15-210.000 Group Insurance	24.00	50168	07/28/23
25315	VESPA'S PIZZA PASTA & DEL	06/21/23	Staff Training Food 062123D	259-5-30-17-610.000 General Supplies	466.00	50175	07/28/23
25315	VESPA'S PIZZA PASTA & DEL	07/13/23	Camp Staff Training 071323D	259-5-30-17-610.000 General Supplies	165.49	50175	07/28/23
21230	VISION SERVICE PLAN (CT)	07/19/23	Vision Aug 2023 818405331	259-5-30-15-210.000 Group Insurance	72.04	50178	07/28/23
21230	VISION SERVICE PLAN (CT)	07/19/23	Vision Aug 2023 818405331	259-5-30-16-210.000 Group Insurance	83.62	50178	07/28/23
25340	VT DEPT OF FORESTS, PARKS	06/30/23	CMS Sandbar Trip 6/30 063023D	259-5-30-17-580.000 Travel	149.00	50181	07/28/23
07565	W B MASON CO INC	06/28/23	Staff Party Supplies 239404840	259-5-30-17-610.000 General Supplies	129.71	50185	07/28/23
29985	WHEELS ON WHEELS BIKE REP	07/12/23	EJRP Bike Repair 000035	259-5-30-14-330.000 Professional Services	1291.00	50187	07/28/23
40855	CIGNA HEALTH AND LIFE INS	07/18/23	Health Jul 2023 071823 7728	259-5-30-15-210.000 Group Insurance	4982.49	72823	07/28/23
40855	CIGNA HEALTH AND LIFE INS	07/18/23	Health Jul 2023 071823 7728	259-5-30-16-210.000 Group Insurance	3578.95	72823	07/28/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				120714.05		

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 \$ \*\*\*120,714.05  
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  
July 26, 2023**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Chris Dubin, CCRPC; Ron Hoague, Chief of Police; Anthony Jackson-Miller, Community Affairs and Public Information Officer; Rick Jones, Public Works Superintendent; Jess Morris, Financial Director;

**OTHERS PRESENT:** Heidi Clark, Annie Cooper, Steve Eustis, RSM, Christina's iPhone, Jacob.

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

Not needed.

4. **PUBLIC TO BE HEARD**

a. Comments from the public on items not on the agenda

Steve Eustis spoke about Front Porch Forum and how each neighborhood's forum is accessible only to that neighborhood or set of neighborhoods when some of the information being shared on them would be useful for the entire Essex Junction community. He asked the City Council to make a recommendation to the Front Porch Forum administrators that the entire Essex Junction community be considered one neighborhood so that information can be shared across the community on Front Porch Forum.

5. **BUSINESS ITEMS**

a. \*Interviews and Consider Appointments to the Community Advisory Board

Councilor Chawla began by providing an overview of the Community Advisory Board (CAB). He said that the board would be an independent advisory board with the purpose of facilitating communication between the Essex Junction community, Essex community, and the Essex Police Department, especially as it relates to equity.

The Council interviewed Christina Hagestad. She spoke about her experience as a teacher at an alternative therapeutic school and how she has seen how the Police Department can have negative interactions with the youth. She spoke about her interest in equity, restorative practices, and representing marginalized communities. Councilor Brown asked how Ms. Hagestad has supported the voices and needs of the marginalized in the community, and Ms. Hagestad replied that her current work as a teacher has been to work directly with youth who have been marginalized and provide support for them where it is needed. Councilor Haney asked if there is anything that the Applicant would change or improve about the current Essex Police Department, and she replied that she does not have any critiques for the Police Department at this time. Councilor Certa asked for further detail around negative interactions between youth and the police that she cited earlier. Ms. Hagestad replied that some youth have difficulty with authority, and also that there can sometimes be a gender aspect to this tension. She said that she has worked with specific resource officers to try and familiarize youth at her school with them, which has improved relations and interactions.

54  
55 b. Discussion and Consideration of the Housing Commission Charter

56 City Manager Mahony said that the Town and Junction had had a joint Housing Commission but that  
57 each municipality is now forming its own Commission after separation. She said that the draft charter  
58 for the City Housing Commission had not changed much from the joint Housing Commission's charter,  
59 as it's based on the housing needs assessment that was conducted a number of years ago, and the  
60 mission statement remains the same. She noted that they are proposing that the City Housing  
61 Commission meet once per month unless additional meetings are needed. She noted that there will be  
62 two current joint Housing Commission members who will stay on but that the other three positions need  
63 to be recruited for. She also noted that a joint meeting between the Housing Commission and Planning  
64 Commission is recommended to coordinate work and set priorities.

65  
66 Councilor Certa suggested that seven members feels like the right number of members for the  
67 Commission instead of five, though he noted that there are concerns around recruiting for a full seven-  
68 member board instead of a five-member board. He also asked how the Housing Commission and the  
69 Development Review Board would interact. City Manager Mahony said that with other municipalities,  
70 their Development Review Boards will let the Housing Commission know what projects or developments  
71 are coming before the board for application review, and the Housing Commission can play an advocacy  
72 role if they believe an application should be supported through the process. She agreed that the Housing  
73 Commission could also have a more upstream policy role to help developers increase the amount of  
74 housing development. Councilor Chawla asked whether there could be a Planning Commission or  
75 Development Review Board member who also serves on the Housing Commission, as perhaps an ad  
76 hoc member, to encourage better coordination and communication between the different Commissions.  
77 Councilor Certa also asked about residency requirements. Councilor Brown noted that the joint  
78 Commission had made accommodations for individuals who worked for Champlain Housing Trust or  
79 VHFA who didn't necessarily live in Essex. He also said that he would support a seven-member board.  
80 Councilor Chawla said that he doesn't think they need to have a residency requirement since it would  
81 benefit the community to have individuals serve on the board who are housing professionals,  
82 developers, or individuals with lived experience.

83  
84 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the Council adopt the**  
85 **proposed Charter and Job Description for the City Housing Commission, as drafted and modified**  
86 **at tonight's meeting. The motion passed 5-0.**

87  
88 c. Discussion and Consideration of the FY24 Tax Rate

89 Finance Director Morris noted that the tax rate had been calculated based on the 2023 grand list, and  
90 there was a 0.79% increase and that there is a 0% increase in the tax rate over the combined previous  
91 Town and City tax rate. She noted that the cost to a taxpayer with a \$280,000 assessed property will  
92 increase by \$1 from the FY23 amount.

93  
94 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, that the City Council adopt the**  
95 **FY24 tax rate as presented. The motion passed 5-0.**

96  
97 d. Discussion and Consideration of 2023 Resurfacing Project Bid Award

98 City Manager Mahony said that this bid award would be for 2023 resurfacing work for Cascade Street,  
99 Poplar Court, Densmore Drive, Sugartree Lane, and the West Street sidewalk. She said that the lowest  
100 bid for this collective work came back at \$321,000 from Pike Industries but that the General Fund  
101 allocation for this work in the FY24 budget was for \$300,000. She said that if they wish to conduct the  
102 entirety of the scope of this resurfacing, she suggests pulling funding from the Local Option Tax to  
103 address the funding gap. She said that there had been suggestions to have the sidewalk be repaved as

concrete rather than asphalt but that it would be much more expensive to do so. She noted that this item is on the Capital Program Review Committee's agenda for next week. She said that if the City chooses to resurface that sidewalk with asphalt, it will buy the City time to work on the concrete solution in a phased approach. Councilor Certa asked how long the asphalt would last, and Superintendent Jones replied that asphalt would last for at least ten years. Councilor Certa asked whether the bid could be awarded piecemeal for sections of the resurfacing project to the bidder that could do that portion of the work most cost-effectively or whether there is room for negotiating with the bidders. Councilor Chawla said that the bidders' numbers might change if they were asked to bid on individual projects instead of the entirety of the resurfacing project. Councilor Brown suggested implementing this for future projects, but to go forward with the City's current procurement approach for this project, to maintain transparency in the bidding process.

Councilor Chawla opened the discussion to the public, who had the following comments.

Steve Eustis noted that the uphill portion of Cascade Street was paved not too long ago and asked whether it is just being repaved or whether there is subsurface work that needs to be addressed in order for pavings to last longer. Superintendent Jones pointed out that there is a significant amount of large vehicle traffic on that road. Mr. Eustis also recommended that if the West Street sidewalk is paved in asphalt that, the contractor use a machine to ensure that the paving is level. He also advocated that the sidewalk be widened to the standard 5 feet for a Class 2 road sidewalk, noting that it is narrower than 5 feet in some places.

Annie Cooper expressed support for the suggested approach of awarding components of a project to different bidders, though she acknowledged it may be difficult to do so with competitive bidders.

**ANDREW BROWN made a motion, seconded by ELAINE HANEY, to that the City Council award the bid for the 2023 Roadway Resurfacing Project to the lowest qualified bidder, Pike Industries, Inc., for \$320,825.18; and use the LOT to make up the difference between the general fund budget of \$300,000 and this contract amount. The motion passed 5-0.**

e. CCRPC Presentation on Sidewalk Inventory Data

Chris Dubin, Senior Transportation Planner with the Chittenden County Regional Planning Commission (CCRPC), spoke about the sidewalk inventory data being collected by the RPC. Jacob, an intern with the CCRPC, began the presentation by summarizing the data model and how the data was collected. He said that they collected data on a slab-by-slab basis (for concrete sidewalks) and the use of ArcGIS software. He spoke about the criteria that they used to grade the condition of the sidewalks, including ledging (vertical displacement), slab cracking, edge deterioration, joint deterioration, gaps, vertical slope, pitch, spalling, drainage, beveling, and obstruction. He said that out of the 53.4 miles of sidewalk, they found that around 7% of slabs were distressed at some level. Senior Transportation Planner Dubin noted that they had conducted initial analyses on this data, including segment-based aggregation and categorical aggregation based on the type of distress.

Councilors expressed appreciation for this tool, which can help inform capital planning in a data-driven way.

Councilor Chawla opened the discussion to the public, who had the following comments.

Steve Eustis asked if there is the ability to overlay past analyses of sidewalk condition onto this most current analysis to show how quickly certain areas are deteriorating or are consistently problem areas.

Senior Transportation Planner Dubin replied that they hadn't previously conducted a sidewalk analysis using this methodology, so they don't have past data points to which they can compare this analysis.

6. **CONSENT AGENDA**

- a. Approve Check Warrants #17361 (06/30/2023)
- b. Approve Minutes: June 28, 2023
- c. Approve Stormwater Community Formula Grant Intent to Participate

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

7. **READING FILE**

- a. Council & Manager member comments: Councilor Brown noted that there is no information yet on the website regarding the Housing Commission and asked that the joint Housing Commission information be posted to inform the public of its past work and drum up interest from potential applicants. Councilor Haney asked about the protocol for deciding when and where to install speed bumps. City Manager Mahony replied that the City has a traffic calming policy and that speed bump installation would start with a request for a speed study, and if the 85<sup>th</sup> percentile is five miles per hour more than the posted speed limit, the residents can then petition to request a speed bump, which would go to the Capital Plan Review Committee for approval and prioritization. Councilors discussed speeding, speed bumps, and alternative such as police patrols when incidences of speeding are higher on specific streets. City Manager Mahony spoke about how residents can request a speed table if 70% of the households submit a petition to the City Manager. She also provided a general update, noting that National Night Out is August 1 in the evening at the high school, that there was an unhoused individual at the library for a week or so, and that he was extremely polite and courteous while he was there (which then led to a conversation about crafting policies to address and support the unhoused), spoke briefly about the flooding that occurred in other parts of Vermont and the need to examine local emergency operations procedures, provided a brief construction update, and provided a recruitment update.
- b. Wasted\* Pilot Program
- c. Capital Review Committee Minutes: June 6, 2023
- d. Brownell Library Trust Minutes: June 20, 2023
- e. Bike/Walk Advisory Committee Minutes: June 26, 2023
- f. Planning Commission Minutes: July 6, 2023

8. **EXECUTIVE SESSION**

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

**MARUCS CERTA made a motion, seconded by ANDREW BROWN, 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. The motion passed 5-0.**

**ELAINE HANEY made a motion, seconded by AMBER THIBEAULT, to exit executive session. The motion passed 5-0 at 9:08 P.M.**

**RAJ CHAWLA made a motion, seconded by MARCUS CERTA, to enter into executive session. The motion passed 5-0 at 9:09 P.M.**

**MARCUS CERTA made a motion, seconded by ANDREW BROWN, to exit executive session. The motion passed 5-0 at 9:12 P.M.**

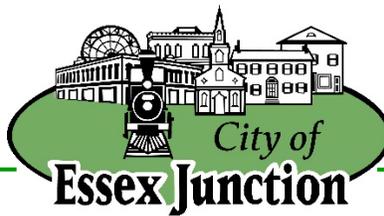
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**RAJ CHAWLA** made a motion, seconded by **ELAINE HANEY**, to appoint **Leandro Duque Garcia** for a one-year term, **Guillaume Teganyi** for a two-year term, and **Christina Hagestad** for a three-year term to represent the City on the Police Community Advisory Board; as well as have **Ta Tanisha Redditta** take on an advisory role for the PCAB for the first year.

9. **ADJOURN**

**MARCUS CERTA** made a motion, seconded by **ANDREW BROWN**, to adjourn the meeting. The motion passed 5-0 at 9:14 P.M.

Respectfully Submitted,  
Amy Coonradt



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** 8/9/2023  
**Subject:** City Representation on Champlain Water District

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### Issue:

The Town and City are both currently represented by one elected commissioner on the Champlain Water District (CWD) board. The representation will be split into two positions in 2025 as described in the attached MOU.

### Discussion:

The current CWD commissioner, Aaron Martin, is a city resident and Town employee. He will continue to represent both municipalities for the remainder of his 3-year term. At the 2025 Annual Meeting voters will need to elect a City Commissioner for the City. The attached MOU explains this relationship and future plan between all three parties. The City Attorney has reviewed this MOU.

### Cost:

There are no associated costs with this issue.

### Recommended Motion:

"I move the Council approve the Memorandum of Understanding between the Champlain Water District, Town of Essex, and City of Essex Junction on the plan for representation on the CWD Board of Water Commissioners."

### Attachments:

MOU as approved by the CWD Board of Water Commissioners

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) dated July 25, 2023, (the “Effective Date”) is by and among the Champlain Water District (“CWD”), the Town of Essex, Vermont (“Essex”) and the City of Essex Junction, Vermont (“Essex Junction”) (referred to together as the “Parties” and individually as “Party”).

WHEREAS, prior to July 1, 2022, the former Village of Essex Junction (the “Village”), its residents and its geographic area were included within the municipal corporation of the Town of Essex;

WHEREAS, prior to July 1, 2022, the Town of Essex, which included the residents of the Village of Essex Junction, was a member of the Champlain Water District;

WHEREAS, the residents of the Town of Essex and the residents of the former Village of Essex Junction (as residents of the Town of Essex) were entitled to vote for one CWD commissioner and were in fact represented by one commissioner on the CWD Board of Water Commissioners;

WHEREAS, on July 1, 2022, by virtue of an act of the Vermont Legislature, the Village became the City of Essex Junction, a separate municipal corporation from the Town of Essex, creating two separate members of CWD where there had previously been one member;

WHEREAS, the Parties desire to enter into this MOU to describe how both Essex and Essex Junction will be represented on the CWD Board of Water Commissioners.

NOW THEREFORE, the Parties agree to the following plan for representation on the CWD Board of Water Commissioners:

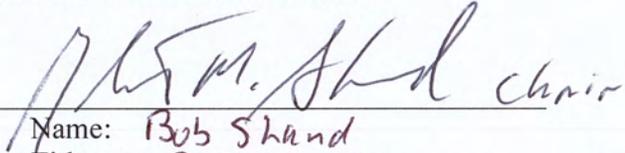
1. As existed prior to July 1, 2022, Essex and Essex Junction will continue to be represented on the CWD Board of Commissioners by the one commissioner that had been elected by the residents of the Town of Essex (which at the time included the City of Essex Junction residents as residents of the former Village) until March 2025, when the term of the current commissioner expires.
2. Prior to the 2025 annual meetings of Essex and Essex Junction, the CWD Board of Commissioners shall, pursuant to 24A V.S.A. ch. 703, § 6(d), increase the number of commissioners on the Board of Water Commissioners to a total of nine (9) to match the current number of members, which additional commissioner shall represent Essex Junction, starting on the date of the expiration of the current Town of Essex commissioner’s term in March 2025.
3. Subsequent to the vote to increase the total number of commissioners to nine (9), Essex and Essex Junction shall *each* warn and vote on the election of a new commissioner to separately represent Essex and Essex Junction from March 2025 forward.
4. This MOU shall be governed by the laws of the State of Vermont, without regard to any conflict of laws principles. The Parties shall attempt in good faith to resolve all disputes arising under or with respect to the MOU promptly by negotiation, as follows. A Party may

give the other Parties written notice of any dispute not resolved in the normal course of business. Representatives of the Parties shall meet at a mutually acceptable time and place within fifteen (15) business days after delivery of such notice, and thereafter as often as they reasonably deem necessary, to exchange relevant information and attempt to resolve the dispute.

5. NOTWITHSTANDING ANY PROVISION IN THIS MOU TO THE CONTRARY, NO PARTY SHALL BE LIABLE TO THE OTHER PARTIES FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR INDIRECT DAMAGES, ARISING OUT OF THIS MOU.
6. The Parties will each pay their own transaction expenses, including the fees and expenses of advisors, incurred in connection with the proposed transaction.
7. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

IN WITNESS WHEREOF, the Champlain Water District, the Town of Essex and the City of Essex Junction have set their hands as of the Effective Date.

CHAMPLAIN WATER DISTRICT

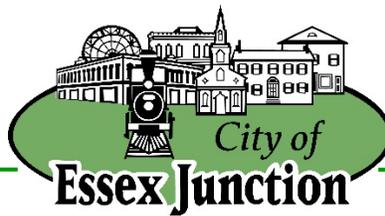
By:  chair  
Name: Bob Shand  
Title: CWD Board of Commissioners Chair

THE TOWN OF ESSEX

By: \_\_\_\_\_  
Name:  
Title:

THE CITY OF ESSEX JUNCTION

By: \_\_\_\_\_  
Name:  
Title:



## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council; Department Managers  
**From:** Jess Morris, Finance Director  
**Date:** August 3, 2023  
**Subject:** July Financial Report

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The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 7/31/23 therefore the year to date actuals are for July, and the month actuals are for also for the month of July.

This being the first month of the fiscal year, there isn't much to report on. We will continue to receive both June and July invoices for the next week or so which will increase the expenditures in this report. June invoices will continue to be posted back to FY23 until August 18<sup>th</sup>.

As we continue to process FY23 invoices and work through our year-end close, we will continue to post entries back to FY23. I will aim to provide an updated draft financial report for FY23 at the second August meeting.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4 Revenue</b>					
<b>210-4-00 General Revenues</b>					
210-4-00-00-010.000 Property Taxes	10,420,986.00	0.00	10,420,986.00	0.00%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	0.00	17,600.00	0.00%	0.00
210-4-00-00-020.022 Rents and Royalties	1.00	0.00	1.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	184,005.00	0.00	184,005.00	0.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	0.00	92,003.00	0.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	0.00	184,005.00	0.00%	0.00
210-4-00-00-042.001 PILOT Revenue	17,000.00	0.00	17,000.00	0.00%	0.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	0.00	3,436.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,987.00	0.00	38,987.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	86.29	2,413.71	3.45%	86.29
210-4-00-00-080.001 State District Court Fine	2,000.00	358.00	1,642.00	17.90%	358.00
210-4-00-00-085.000 Penalties	70,367.00	0.00	70,367.00	0.00%	0.00
210-4-00-00-086.000 Interest	13,426.00	0.00	13,426.00	0.00%	0.00
210-4-00-00-098.000 Misc Revenue	1,500.00	1,390.30	109.70	92.69%	1,390.30
<b>Total General Revenues</b>	<b>11,052,516.00</b>	<b>1,834.59</b>	<b>11,050,681.41</b>	<b>0.02%</b>	<b>1,834.59</b>
<b>210-4-10 Admin Revenues</b>					
<b>Total Admin Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-12-10 Clerk Revenue</b>					
210-4-12-10-020.004 Recording Fees	86,000.00	4,378.00	81,622.00	5.09%	4,378.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	1.30	5,588.70	0.02%	1.30
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	40.00	7,160.00	0.56%	40.00
210-4-12-10-020.023 Records Preservation	0.00	1,592.00	-1,592.00	100.00%	1,592.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	0.00	2,875.00	0.00%	0.00
210-4-12-10-030.003 Marriage Licenses	624.00	30.00	594.00	4.81%	30.00
210-4-12-10-030.004 Animal Licenses	2,500.00	244.00	2,256.00	9.76%	244.00
210-4-12-10-030.005 Green Mountain Passport	120.00	16.00	104.00	13.33%	16.00
210-4-12-10-030.006 DMV Registrations	99.00	0.00	99.00	0.00%	0.00
<b>Total Clerk Revenue</b>	<b>105,008.00</b>	<b>6,301.30</b>	<b>98,706.70</b>	<b>6.00%</b>	<b>6,301.30</b>
<b>210-4-14-10 Information Technology</b>					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	0.00	14,000.00	0.00%	0.00
<b>Total Information Technology</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-16 ComDev Revenues</b>					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	1,665.00	37,335.00	4.27%	1,665.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
<b>Total ComDev Revenues</b>	<b>79,158.00</b>	<b>1,665.00</b>	<b>77,493.00</b>	<b>2.10%</b>	<b>1,665.00</b>
<b>210-4-17 EconDev Revenues</b>					
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total EconDev Revenues</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-25 Fire Revenues</b>					
210-4-25-10-098.000 Misc Revenue	10.00	0.00	10.00	0.00%	0.00
<b>Total Fire Revenues</b>	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-30 EJPJ Revenues</b>					
210-4-30-10-020.000 Charges for Services	12,479.00	0.00	12,479.00	0.00%	0.00
<b>Total EJPJ Revenues</b>	<b>12,479.00</b>	<b>0.00</b>	<b>12,479.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-35 Library Revenues</b>					
210-4-35-10-041.000 State and Other Grant Rev	0.00	500.00	-500.00	100.00%	500.00
210-4-35-10-098.000 Misc Revenue	500.00	0.00	500.00	0.00%	0.00
<b>Total Library Revenues</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>500.00</b>
<b>210-4-40 PW Revenues</b>					
210-4-40-12-042.006 State Aid to Highways	130,000.00	35,616.26	94,383.74	27.40%	35,616.26
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	0.00	20,000.00	0.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	0.00	3,500.00	0.00%	0.00
<b>Total PW Revenues</b>	<b>153,500.00</b>	<b>35,616.26</b>	<b>117,883.74</b>	<b>23.20%</b>	<b>35,616.26</b>
<b>210-4-41 Building Revenues</b>					
<b>Total Building Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-90-00 Other Sources and Uses</b>					
210-4-90-00-050.000 Library Donation Revenue	0.00	3,101.00	-3,101.00	100.00%	3,101.00
210-4-90-00-640.201 Adult Collection replacem	0.00	213.00	-213.00	100.00%	213.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	234.00	-234.00	100.00%	234.00
<b>Total Other Sources and Uses</b>	<b>0.00</b>	<b>3,548.00</b>	<b>-3,548.00</b>	<b>100.00%</b>	<b>3,548.00</b>
<b>Total Revenue</b>	<b>11,421,171.00</b>	<b>49,465.15</b>	<b>11,371,705.85</b>	<b>0.43%</b>	<b>49,465.15</b>
<b>Total Revenues</b>	<b>11,421,171.00</b>	<b>49,465.15</b>	<b>11,371,705.85</b>	<b>0.43%</b>	<b>49,465.15</b>
<b>210-5-10-10 Administration</b>					
210-5-10-10-110.000 Regular Salaries	338,567.00	25,957.43	312,609.57	7.67%	25,957.43
210-5-10-10-210.000 Group Insurance	98,127.00	4,871.41	93,255.59	4.96%	4,871.41
210-5-10-10-220.000 Social Security	26,085.00	2,561.30	23,523.70	9.82%	2,561.30
210-5-10-10-230.000 Retirement	28,897.00	2,221.08	26,675.92	7.69%	2,221.08
210-5-10-10-320.000 Legal Services	40,000.00	0.00	40,000.00	0.00%	0.00
210-5-10-10-330.000 Professional Services	6,025.00	91.36	5,933.64	1.52%	91.36

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-10-10-340.000 Technical Services	9,552.00	624.26	8,927.74	6.54%	624.26
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	0.00	4,250.00	0.00%	0.00
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	789.00	3,458.00	18.58%	789.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	619.87	10,255.13	5.70%	619.87
210-5-10-10-530.000 Communications	3,300.00	2,858.39	441.61	86.62%	2,858.39
210-5-10-10-540.000 Advertising	15,075.00	0.00	15,075.00	0.00%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	95.68	5,474.32	1.72%	95.68
210-5-10-10-560.000 Postage	2,000.00	201.00	1,799.00	10.05%	201.00
210-5-10-10-570.000 Other Purchased Services	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-10-10-895.000 State and Other Grant Exp	0.00	443.46	-443.46	100.00%	443.46
<b>Total Administration</b>	<b>611,570.00</b>	<b>41,334.24</b>	<b>570,235.76</b>	<b>6.76%</b>	<b>41,334.24</b>
<b>210-5-11-10 Legislative</b>					
210-5-11-10-190.000 Board Member Payments	16,500.00	0.00	16,500.00	0.00%	0.00
210-5-11-10-190.001 City Council Payments	12,500.00	0.00	12,500.00	0.00%	0.00
210-5-11-10-220.000 Social Security	956.00	0.00	956.00	0.00%	0.00
210-5-11-10-330.000 Professtional Services	32,114.00	0.00	32,114.00	0.00%	0.00
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,063.00	2,500.00	85.77%	15,063.00
210-5-11-10-540.000 Advertising	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	0.00	2,000.00	0.00%	0.00
<b>Total Legislative</b>	<b>83,333.00</b>	<b>15,063.00</b>	<b>68,270.00</b>	<b>18.08%</b>	<b>15,063.00</b>
<b>210-5-12-10 Clerk</b>					
210-5-12-10-110.000 Regular Salaries	162,763.00	5,633.58	157,129.42	3.46%	5,633.58
210-5-12-10-120.000 Part Time Salaries	2,785.00	0.00	2,785.00	0.00%	0.00
210-5-12-10-130.000 Overtime	434.00	0.00	434.00	0.00%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	1,473.69	49,675.31	2.88%	1,473.69
210-5-12-10-220.000 Social Security	12,790.00	429.24	12,360.76	3.36%	429.24
210-5-12-10-230.000 Retirement	15,627.00	543.13	15,083.87	3.48%	543.13
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-442.000 Rental Vehicles/Equip	2,664.00	0.00	2,664.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	0.00	15,000.00	0.00%	0.00
210-5-12-10-550.000 Printing and Binding	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-12-10-560.000 Postage	500.00	0.00	500.00	0.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	0.00	1,738.00	0.00%	0.00
210-5-12-10-610.000 General Supplies	5,250.00	185.99	5,064.01	3.54%	185.99
210-5-12-10-820.000 Elections	32,000.00	0.00	32,000.00	0.00%	0.00
<b>Total Clerk</b>	<b>306,750.00</b>	<b>8,265.63</b>	<b>298,484.37</b>	<b>2.69%</b>	<b>8,265.63</b>
<b>210-5-13-10 Finance</b>					
210-5-13-10-110.000 Regular Salaries	225,124.00	16,884.42	208,239.58	7.50%	16,884.42

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-13-10-190.000 Board Member Payments	750.00	0.00	750.00	0.00%	0.00
210-5-13-10-210.000 Group Insurance	53,585.00	5,786.01	47,798.99	10.80%	5,786.01
210-5-13-10-220.000 Social Security	17,730.00	917.61	16,812.39	5.18%	917.61
210-5-13-10-230.000 Retirement	20,688.00	1,493.59	19,194.41	7.22%	1,493.59
210-5-13-10-250.000 Unemployment Insurance	3,209.00	0.00	3,209.00	0.00%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	0.00	21,182.00	0.00%	0.00
210-5-13-10-330.000 Professional Services	15,250.00	0.00	15,250.00	0.00%	0.00
210-5-13-10-335.000 Audit	12,612.00	0.00	12,612.00	0.00%	0.00
210-5-13-10-442.000 Rental of Vehicles or Equ	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,500.00	35.00	1,465.00	2.33%	35.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	19.99	28,620.01	0.07%	19.99
210-5-13-10-520.000 Insurance	93,600.00	0.00	93,600.00	0.00%	0.00
210-5-13-10-550.000 Printing and Binding	2,780.00	0.00	2,780.00	0.00%	0.00
210-5-13-10-560.000 Postage	3,400.00	0.00	3,400.00	0.00%	0.00
210-5-13-10-580.000 Travel	1,100.00	0.00	1,100.00	0.00%	0.00
210-5-13-10-610.000 General Supplies	1,150.00	0.00	1,150.00	0.00%	0.00
<b>Total Finance</b>	<b>504,300.00</b>	<b>25,136.62</b>	<b>479,163.38</b>	<b>4.98%</b>	<b>25,136.62</b>
<b>210-5-14-10 Information Technology</b>					
210-5-14-10-330.000 Professional Services	100,000.00	0.00	100,000.00	0.00%	0.00
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	25,000.00	0.00	25,000.00	0.00%	0.00
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	0.00	23,650.00	0.00%	0.00
<b>Total Information Technology</b>	<b>153,650.00</b>	<b>0.00</b>	<b>153,650.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-15-10 Assessing</b>					
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	0.00	77,810.00	0.00%	0.00
<b>Total Assessing</b>	<b>77,810.00</b>	<b>0.00</b>	<b>77,810.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-16-10 Community Development</b>					
210-5-16-10-110.000 Regular Salaries	256,708.00	12,098.91	244,609.09	4.71%	12,098.91
210-5-16-10-190.000 Board member Payments	15,600.00	0.00	15,600.00	0.00%	0.00
210-5-16-10-210.000 Group Insurance	89,186.00	903.18	88,282.82	1.01%	903.18
210-5-16-10-220.000 Social Security	20,281.00	936.04	19,344.96	4.62%	936.04
210-5-16-10-230.000 Retirement	23,328.00	539.36	22,788.64	2.31%	539.36
210-5-16-10-320.000 Legal Services	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-16-10-330.000 Professional Services	40,760.00	595.95	40,164.05	1.46%	595.95
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	0.00	4,700.00	0.00%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	360.00	0.00	360.00	0.00%	0.00
210-5-16-10-530.000 Communications	5,660.00	0.00	5,660.00	0.00%	0.00
210-5-16-10-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	818.14	181.86	81.81%	818.14
210-5-16-10-560.000 Postage	280.00	0.00	280.00	0.00%	0.00
210-5-16-10-580.000 Travel	6,600.00	100.00	6,500.00	1.52%	100.00
210-5-16-10-610.000 General Supplies	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
<b>Total Community Development</b>	<b>482,813.00</b>	<b>15,991.58</b>	<b>466,821.42</b>	<b>3.31%</b>	<b>15,991.58</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-5-17-10 Economic Development</b>					
210-5-17-10-831.000 Special or New Programs	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	0.00	15,000.00	0.00%	0.00
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Economic Development</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-18-10 Health &amp; Human Services</b>					
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	1,560.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	0.00	190,620.00	0.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	20,000.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	0.00	2,763,113.00	0.00%	0.00
<b>Total Health &amp; Human Services</b>	<b>2,977,293.00</b>	<b>20,000.00</b>	<b>2,957,293.00</b>	<b>0.67%</b>	<b>20,000.00</b>
<b>210-5-19-10 County &amp; Regional Functio</b>					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	13,225.01
210-5-19-10-800.102 GMT	244,355.00	0.00	244,355.00	0.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	0.00	54,553.00	0.00%	0.00
210-5-19-10-800.104 Chamber of Commerce	950.00	0.00	950.00	0.00%	0.00
210-5-19-10-800.105 GBIC	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	0.00	30,300.00	0.00%	0.00
<b>Total County &amp; Regional Functio</b>	<b>346,883.00</b>	<b>13,225.01</b>	<b>333,657.99</b>	<b>3.81%</b>	<b>13,225.01</b>
<b>210-5-25-10 Fire</b>					
210-5-25-10-120.000 Part Time Salaries	216,000.00	18,030.11	197,969.89	8.35%	18,030.11
210-5-25-10-210.000 Group Insurance	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-25-10-220.000 Social Security	16,524.00	1,397.71	15,126.29	8.46%	1,397.71
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	216.00	784.00	21.60%	216.00
210-5-25-10-330.000 Professional Services	7,000.00	277.00	6,723.00	3.96%	277.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	26.99	25,973.01	0.10%	26.99
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	970.95	4,529.05	17.65%	970.95
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-25-10-530.000 Communications	2,600.00	452.57	2,147.43	17.41%	452.57
210-5-25-10-570.000 Other Purchased Services	11,000.00	1,131.88	9,868.12	10.29%	1,131.88
210-5-25-10-610.000 General Supplies	4,000.00	224.85	3,775.15	5.62%	224.85
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	5,517.00	39,483.00	12.26%	5,517.00
210-5-25-10-612.000 Uniforms	30,000.00	0.00	30,000.00	0.00%	0.00
210-5-25-10-613.000 Program Supplies	6,000.00	146.43	5,853.57	2.44%	146.43
210-5-25-10-626.000 Gasoline	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-25-10-750.000 Machinery & Equipment	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	0.00	118,260.00	0.00%	0.00
<b>Total Fire</b>	<b>545,484.00</b>	<b>28,391.49</b>	<b>517,092.51</b>	<b>5.20%</b>	<b>28,391.49</b>
<b>210-5-30-10 EJP Administration</b>					

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-10-110.000 Regular Salaries	395,061.00	29,166.48	365,894.52	7.38%	29,166.48
210-5-30-10-120.000 Part Time Salaries	0.00	143.18	-143.18	100.00%	143.18
210-5-30-10-210.000 Group Insurance	162,427.00	10,710.22	151,716.78	6.59%	10,710.22
210-5-30-10-220.000 Social Security	30,453.00	2,225.68	28,227.32	7.31%	2,225.68
210-5-30-10-230.000 Retirement	33,729.00	2,822.63	30,906.37	8.37%	2,822.63
210-5-30-10-330.000 Professional Services	1,764.00	22.00	1,742.00	1.25%	22.00
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	0.00	6,068.00	0.00%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	714.68	10,110.32	6.60%	714.68
210-5-30-10-530.000 Communications	1,980.00	183.53	1,796.47	9.27%	183.53
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	276.22	6,923.78	3.84%	276.22
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	0.00	17,500.00	0.00%	0.00
<b>Total EJP Administration</b>	<b>674,007.00</b>	<b>46,264.62</b>	<b>627,742.38</b>	<b>6.86%</b>	<b>46,264.62</b>
<b>210-5-30-12 EJP Parks and Facilities</b>					
210-5-30-12-110.000 Regular Salaries	139,626.00	10,084.38	129,541.62	7.22%	10,084.38
210-5-30-12-120.000 Part Time Salaries	46,574.00	8,127.96	38,446.04	17.45%	8,127.96
210-5-30-12-130.000 Overtime	0.00	78.90	-78.90	100.00%	78.90
210-5-30-12-210.000 Group Insurance	38,170.00	2,376.87	35,793.13	6.23%	2,376.87
210-5-30-12-220.000 Social Security	14,337.00	1,438.23	12,898.77	10.03%	1,438.23
210-5-30-12-230.000 Retirement	14,033.00	988.44	13,044.56	7.04%	988.44
210-5-30-12-330.000 Professional Services	12,573.00	9,910.82	2,662.18	78.83%	9,910.82
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	0.00	4,532.00	0.00%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	0.00	500.00	0.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	0.00	4,743.00	0.00%	0.00
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	0.00	3,902.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-30-12-610.000 General Supplies	28,759.00	1,989.31	26,769.69	6.92%	1,989.31
210-5-30-12-626.000 Gasoline	1,500.00	0.00	1,500.00	0.00%	0.00
<b>Total EJP Parks and Facilities</b>	<b>310,569.00</b>	<b>34,994.91</b>	<b>275,574.09</b>	<b>11.27%</b>	<b>34,994.91</b>
<b>210-5-30-13 Adult Programs</b>					
210-5-30-13-110.000 Regular Salaries	26,166.00	0.00	26,166.00	0.00%	0.00
210-5-30-13-210.000 Group Insurance	13,055.00	0.00	13,055.00	0.00%	0.00
210-5-30-13-220.000 Social Security	2,048.00	0.00	2,048.00	0.00%	0.00
210-5-30-13-230.000 Retirement	2,254.00	0.00	2,254.00	0.00%	0.00
210-5-30-13-330.000 Professional Services	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	0.00	50,379.00	0.00%	0.00
<b>Total Adult Programs</b>	<b>115,902.00</b>	<b>0.00</b>	<b>115,902.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-35-10 Brownell Library</b>					
210-5-35-10-110.000 Regular Salaries	463,760.00	32,022.25	431,737.75	6.90%	32,022.25
210-5-35-10-120.000 Part Time Salaries	125,170.00	9,009.43	116,160.57	7.20%	9,009.43
210-5-35-10-210.000 Group Insurance	138,896.00	8,998.98	129,897.02	6.48%	8,998.98
210-5-35-10-220.000 Social Security	45,552.00	3,293.21	42,258.79	7.23%	3,293.21

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-35-10-230.000 Retirement	48,256.00	3,377.62	44,878.38	7.00%	3,377.62
210-5-35-10-340.000 Technical Services	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	0.00	5,500.00	0.00%	0.00
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	3,065.61	9,434.39	24.52%	3,065.61
210-5-35-10-530.000 Communications	2,640.00	0.00	2,640.00	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	0.00	3,000.00	0.00%	0.00
210-5-35-10-610.000 General Supplies	14,000.00	781.90	13,218.10	5.59%	781.90
210-5-35-10-640.201 Adult Collection	50,000.00	2,564.94	47,435.06	5.13%	2,564.94
210-5-35-10-640.202 Juvenile Collection	25,000.00	5,331.58	19,668.42	21.33%	5,331.58
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	1,559.79	7,100.21	18.01%	1,559.79
210-5-35-10-750.000 Machinery & Equipment	8,000.00	0.00	8,000.00	0.00%	0.00
210-5-35-10-840.201 Adult Programs	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-35-10-840.202 Childrens Programs	4,500.00	192.70	4,307.30	4.28%	192.70
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	0.00	1,500.00	0.00%	0.00
<b>Total Brownell Library</b>	<b>964,134.00</b>	<b>70,198.01</b>	<b>893,935.99</b>	<b>7.28%</b>	<b>70,198.01</b>

**210-5-40-12 Highways**

210-5-40-12-110.000 Regular Salaries	232,291.00	16,840.17	215,450.83	7.25%	16,840.17
210-5-40-12-120.000 Part Time Salaries	21,973.00	381.50	21,591.50	1.74%	381.50
210-5-40-12-130.000 Overtime	26,974.00	600.00	26,374.00	2.22%	600.00
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	121,401.00	5,517.26	115,883.74	4.54%	5,517.26
210-5-40-12-220.000 Social Security	21,962.00	1,347.49	20,614.51	6.14%	1,347.49
210-5-40-12-230.000 Retirement	22,855.00	2,862.74	19,992.26	12.53%	2,862.74
210-5-40-12-250.000 Unemployment Insurance	250.00	0.00	250.00	0.00%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	0.00	12,600.00	0.00%	0.00
210-5-40-12-330.000 Professional Services	18,000.00	0.00	18,000.00	0.00%	0.00
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-40-12-422.000 Snow Removal	21,000.00	0.00	21,000.00	0.00%	0.00
210-5-40-12-425.000 Trash Removal	9,100.00	866.63	8,233.37	9.52%	866.63
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	0.00	38,000.00	0.00%	0.00
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	0.00	10,000.00	0.00%	0.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	151.60	2,848.40	5.05%	151.60
210-5-40-12-451.000 Summer Construction Servi	300,000.00	763.80	299,236.20	0.25%	763.80
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-40-12-520.000 Insurance	17,800.00	0.00	17,800.00	0.00%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	165.59	4,334.41	3.68%	165.59
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-40-12-572.000 Traffic Control	33,000.00	424.70	32,575.30	1.29%	424.70
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	73.59	144,926.41	0.05%	73.59
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	384.00	44,616.00	0.85%	384.00
210-5-40-12-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	426.36	34,573.64	1.22%	426.36
210-5-40-12-610.200 Streetlight Supplies	15,000.00	0.00	15,000.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-12-612.000 Uniforms	3,510.00	120.00	3,390.00	3.42%	120.00
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	0.00	4,200.00	0.00%	0.00
210-5-40-12-622.000 Electricity	4,200.00	0.00	4,200.00	0.00%	0.00
210-5-40-12-622.200 Streetlight Electricity	138,000.00	0.00	138,000.00	0.00%	0.00
210-5-40-12-626.000 Gasoline	42,000.00	0.00	42,000.00	0.00%	0.00
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	0.00	10,000.00	0.00%	0.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	0.00	151,440.00	0.00%	0.00
<b>Total Highways</b>	<b>1,566,556.00</b>	<b>30,925.43</b>	<b>1,535,630.57</b>	<b>1.97%</b>	<b>30,925.43</b>
<b>210-5-40-13 Stormwater</b>					
210-5-40-13-110.000 Regular Salaries	30,247.00	1,398.93	28,848.07	4.63%	1,398.93
210-5-40-13-120.000 Part Time Salaries	17,760.00	0.00	17,760.00	0.00%	0.00
210-5-40-13-210.000 Group Insurance	8,302.00	318.57	7,983.43	3.84%	318.57
210-5-40-13-220.000 Social Security	3,679.00	106.35	3,572.65	2.89%	106.35
210-5-40-13-230.000 Retirement	2,571.00	123.77	2,447.23	4.81%	123.77
210-5-40-13-250.000 Unemployment Insurance	25.00	0.00	25.00	0.00%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	0.00	2,200.00	0.00%	0.00
210-5-40-13-330.000 Professional Services	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-40-13-451.000 Summer Construction Servi	16,000.00	0.00	16,000.00	0.00%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	0.00	19,000.00	0.00%	0.00
210-5-40-13-570.000 Other Purchased Services	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	0.00	25,000.00	0.00%	0.00
210-5-40-13-580.000 Travel	2,500.00	0.00	2,500.00	0.00%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	0.00	1,200.00	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
<b>Total Stormwater</b>	<b>167,484.00</b>	<b>1,947.62</b>	<b>165,536.38</b>	<b>1.16%</b>	<b>1,947.62</b>
<b>210-5-41 Buildings</b>					
<b>210-5-41-20 2 Lincoln Street</b>					
210-5-41-20-400.000 Contracted Services	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-41-20-420.000 Cleaning Services	22,000.00	0.00	22,000.00	0.00%	0.00
210-5-41-20-425.000 Trash Removal	3,600.00	0.00	3,600.00	0.00%	0.00
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	0.00	20,000.00	0.00%	0.00
210-5-41-20-530.000 Communications	8,968.00	0.00	8,968.00	0.00%	0.00
210-5-41-20-610.000 General Supplies	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-41-20-621.000 Natrual Gas/Heating	6,500.00	0.00	6,500.00	0.00%	0.00
210-5-41-20-622.000 Electricity	11,000.00	0.00	11,000.00	0.00%	0.00
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	0.00	7,000.00	0.00%	0.00
<b>Total 2 Lincoln Street</b>	<b>88,568.00</b>	<b>0.00</b>	<b>88,568.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-5-41-21 Brownell Library</b>					
210-5-41-21-400.000 Contracted Services	4,750.00	0.00	4,750.00	0.00%	0.00
210-5-41-21-410.000 Water and Sewer Charges	700.00	0.00	700.00	0.00%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	0.00	30,000.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	981.90	24,193.10	3.90%	981.90
210-5-41-21-530.000 Communications	4,090.00	55.00	4,035.00	1.34%	55.00
210-5-41-21-621.000 Natrual Gas/Heating	7,200.00	0.00	7,200.00	0.00%	0.00
210-5-41-21-622.000 Electricity	14,750.00	0.00	14,750.00	0.00%	0.00
<b>Total Brownell Library</b>	<b>86,665.00</b>	<b>1,036.90</b>	<b>85,628.10</b>	<b>1.20%</b>	<b>1,036.90</b>
<b>210-5-41-22 Village Fire Station</b>					
210-5-41-22-400.000 Contracted Services	600.00	0.00	600.00	0.00%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-420.000 Cleaning Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,000.00	0.00	8,000.00	0.00%	0.00
210-5-41-22-530.000 Communications	2,400.00	0.00	2,400.00	0.00%	0.00
210-5-41-22-610.000 General Supplies	1,100.00	34.94	1,065.06	3.18%	34.94
210-5-41-22-621.000 Natrual Gas/Heating	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-41-22-622.000 Electricity	7,000.00	0.00	7,000.00	0.00%	0.00
<b>Total Village Fire Station</b>	<b>24,100.00</b>	<b>34.94</b>	<b>24,065.06</b>	<b>0.14%</b>	<b>34.94</b>
<b>210-5-41-23 Park Street School</b>					
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	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	0.00	32,500.00	0.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	1,510.02	13,489.98	10.07%	1,510.02
210-5-41-23-530.000 Communications	3,100.00	250.38	2,849.62	8.08%	250.38
210-5-41-23-621.000 Natrual Gas/Heating	3,500.00	0.00	3,500.00	0.00%	0.00
210-5-41-23-622.000 Electricity	5,900.00	0.00	5,900.00	0.00%	0.00
<b>Total Park Street School</b>	<b>62,500.00</b>	<b>1,760.40</b>	<b>60,739.60</b>	<b>2.82%</b>	<b>1,760.40</b>
<b>210-5-41-26 Maple St. Park and Pool</b>					
210-5-41-26-400.000 Contracted Services	1,000.00	400.13	599.87	40.01%	400.13
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	0.00	7,800.00	0.00%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	0.00	32,500.00	0.00%	0.00
210-5-41-26-425.000 Trash Removal	4,716.00	0.00	4,716.00	0.00%	0.00
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	0.00	30,000.00	0.00%	0.00
210-5-41-26-530.000 Communications	8,900.00	762.16	8,137.84	8.56%	762.16
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	0.00	6,500.00	0.00%	0.00
210-5-41-26-622.000 Electricity	37,500.00	0.00	37,500.00	0.00%	0.00
<b>Total Maple St. Park and Pool</b>	<b>128,916.00</b>	<b>1,162.29</b>	<b>127,753.71</b>	<b>0.90%</b>	<b>1,162.29</b>
<b>Total Buildings</b>					
	<b>390,749.00</b>	<b>3,994.53</b>	<b>386,754.47</b>	<b>1.02%</b>	<b>3,994.53</b>
<b>210-5-90-00 Transfers and Misc.</b>					
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	0.00	694,356.00	0.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	1,023.53	-1,023.53	100.00%	1,023.53
<b>Total Transfers and Misc.</b>	<b>699,356.00</b>	<b>1,023.53</b>	<b>698,332.47</b>	<b>0.15%</b>	<b>1,023.53</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-5-95-00 Debt Service</b>					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	0.00	203,203.00	0.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	0.00	135,135.00	0.00%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	0.00	64,190.00	0.00%	0.00
<b>Total Debt Service</b>	<b>402,528.00</b>	<b>0.00</b>	<b>402,528.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>11,421,171.00</b>	<b>356,756.22</b>	<b>11,064,414.78</b>	<b>3.12%</b>	<b>356,756.22</b>
<b>Total GENERAL FUND</b>	<b>0.00</b>	<b>-307,291.07</b>	<b>307,291.07</b>	<b>-100.00%</b>	<b>-307,291.07</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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220-4-00-00-010.000 Property Taxes	112,000.00	0.00	112,000.00	0.00%	0.00
<b>Total Revenues</b>	<b>112,000.00</b>	<b>0.00</b>	<b>112,000.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total TRUSTEE CAP IMP PROJECTS</b>	<b>112,000.00</b>	<b>0.00</b>	<b>-112,000.00</b>	<b>0.00%</b>	<b>0.00</b>
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total Revenues</b>	0.00	0.00	0.00	0.00%	0.00
<b>Total Expenditures</b>	0.00	0.00	0.00	0.00%	0.00
<b>Total ARPA Funds</b>	0.00	0.00	0.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	745,000.00	0.00	745,000.00	0.00%	0.00
<b>Total Revenues</b>	<b>745,000.00</b>	<b>0.00</b>	<b>745,000.00</b>	<b>0.00%</b>	<b>0.00</b>
224-5-00-00-330.000 Professional Services	70,000.00	0.00	70,000.00	0.00%	0.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	14,375.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	28,000.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	0.00	60,158.00	0.00%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	0.00	79,739.00	0.00%	0.00
<b>Total Expenditures</b>	<b>252,272.00</b>	<b>0.00</b>	<b>252,272.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Local Option Tax</b>	<b>492,728.00</b>	<b>0.00</b>	<b>-492,728.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>230-4-00-00 Revenue</b>					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	15,606.00	0.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	0.00	611,324.00	0.00%	0.00
<b>Total Revenue</b>	<b>626,930.00</b>	<b>0.00</b>	<b>626,930.00</b>	<b>0.00%</b>	<b>0.00</b>
230-4-16-10-040.824 Cres. Connector	0.00	30,644.52	-30,644.52	100.00%	30,644.52
<b>Total Revenues</b>	<b>626,930.00</b>	<b>30,644.52</b>	<b>596,285.48</b>	<b>4.89%</b>	<b>30,644.52</b>
<b>230-5-40-10-720.002 Iroquois Ave Road and Wat</b>					
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-41-10-730.000 Facilities Assessment	20,000.00	0.00	20,000.00	0.00%	0.00
230-5-41-25-730.000 Public Works Facility	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>201,976.00</b>	<b>0.00</b>	<b>201,976.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>424,954.00</b>	<b>30,644.52</b>	<b>-455,598.52</b>	<b>7.21%</b>	<b>30,644.52</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	-695.52	100.00%	695.52
231-4-00-00-092.000 Transfer to Capital	269,700.00	0.00	269,700.00	0.00%	0.00
<b>Total Revenues</b>	<b>269,700.00</b>	<b>695.52</b>	<b>269,004.48</b>	<b>0.26%</b>	<b>695.52</b>
231-5-40-12-750.005 Landscape Trailer	15,000.00	0.00	15,000.00	0.00%	0.00
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	0.00	52,021.00	0.00%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
<b>Total Expenditures</b>	<b>315,420.00</b>	<b>0.00</b>	<b>315,420.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total ROLLING STOCK FUND</b>	<b>-45,720.00</b>	<b>695.52</b>	<b>45,024.48</b>	<b>-1.52%</b>	<b>695.52</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-092.000 Transfer to Capital	50,000.00	0.00	50,000.00	0.00%	0.00
<b>Total Revenues</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00%</b>	<b>0.00</b>
232-5-41-21-730.001 Roof	300,000.00	0.00	300,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total BUILDING MAINT FUND</b>	<b>-250,000.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
233-4-00-00-092.000 Transfer to Capital	112,771.00	0.00	112,771.00	0.00%	0.00
<b>Total Revenues</b>	<b>112,771.00</b>	<b>0.00</b>	<b>112,771.00</b>	<b>0.00%</b>	<b>0.00</b>
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.001 Lighting and Technology	0.00	18,278.19	-18,278.19	100.00%	18,278.19
233-5-00-00-730.002 Buildings & Facilities	10,800.00	0.00	10,800.00	0.00%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	4,157.82	7,842.18	34.65%	4,157.82
233-5-00-00-740.002 Resurfacing	2,350.00	0.00	2,350.00	0.00%	0.00
233-5-00-00-740.005 Park Amenitites	39,374.00	0.00	39,374.00	0.00%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	0.00	22,121.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	10,500.00	0.00	10,500.00	0.00%	0.00
<b>Total Expenditures</b>	<b>112,771.00</b>	<b>22,436.01</b>	<b>90,334.99</b>	<b>19.90%</b>	<b>22,436.01</b>
<b>Total EJRP CAP RESERVE</b>	<b>0.00</b>	<b>-22,436.01</b>	<b>22,436.01</b>	<b>-100.00%</b>	<b>-22,436.01</b>

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

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>254-4-54-20 Water Revenues</b>					
254-4-54-20-021.000 Water User Fees	1,550,730.00	223.48	1,550,506.52	0.01%	223.48
254-4-54-20-021.001 Water Large User Fees	139,263.00	12,018.16	127,244.84	8.63%	12,018.16
254-4-54-20-024.000 Utility Connection Fees	7,000.00	0.00	7,000.00	0.00%	0.00
254-4-54-20-060.000 Interest Income	800.00	0.00	800.00	0.00%	0.00
254-4-54-20-085.000 Penalties	5,000.00	-3.68	5,003.68	-0.07%	-3.68
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
<b>Total Water Revenues</b>	<b>1,702,943.00</b>	<b>12,237.96</b>	<b>1,690,705.04</b>	<b>0.72%</b>	<b>12,237.96</b>
<b>254-4-54-70 Nonoperating Revenues</b>					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	277,947.26	-277,947.26	100.00%	277,947.26
254-4-54-70-092.000 Transfer to Capital	460,000.00	0.00	460,000.00	0.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>460,000.00</b>	<b>277,947.26</b>	<b>182,052.74</b>	<b>60.42%</b>	<b>277,947.26</b>
<b>Total Revenues</b>	<b>2,162,943.00</b>	<b>290,185.22</b>	<b>1,872,757.78</b>	<b>13.42%</b>	<b>290,185.22</b>
<b>254-5-54-20 Operating Expenses</b>					
254-5-54-20-110.000 Regular Salaries	143,158.00	10,687.30	132,470.70	7.47%	10,687.30
254-5-54-20-130.000 Overtime	19,970.00	300.00	19,670.00	1.50%	300.00
254-5-54-20-210.000 Group Insurance	84,631.00	5,043.72	79,587.28	5.96%	5,043.72
254-5-54-20-220.000 Social Security	12,717.00	835.00	11,882.00	6.57%	835.00
254-5-54-20-230.000 Retirement	14,778.00	300.99	14,477.01	2.04%	300.99
254-5-54-20-250.000 Unemployment Insurance	135.00	0.00	135.00	0.00%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	0.00	7,200.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-335.000 Audit	4,806.00	0.00	4,806.00	0.00%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	0.00	200.00	0.00%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	0.00	631,689.00	0.00%	0.00
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	0.00	4,000.00	0.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	20,000.00	0.00	20,000.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	0.00	184,005.00	0.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-520.000 Insurance	6,300.00	0.00	6,300.00	0.00%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	0.00	3,500.00	0.00%	0.00
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	119.88	6,880.12	1.71%	119.88
254-5-54-20-612.000 Uniforms	1,755.00	0.00	1,755.00	0.00%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	0.00	6,000.00	0.00%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-622.000 Electricity	1,400.00	0.00	1,400.00	0.00%	0.00
254-5-54-20-626.000 Gasoline	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	0.00	2,700.00	0.00%	0.00

WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	0.00	460,000.00	0.00%	0.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>1,702,944.00</b>	<b>17,286.89</b>	<b>1,685,657.11</b>	<b>1.02%</b>	<b>17,286.89</b>
<b>254-5-54-70 NonOperating Expenses</b>					
254-5-54-70-723.005 Iriquois Ave Water Line	412,398.00	0.00	412,398.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	0.00	1,341.66	-1,341.66	100.00%	1,341.66
<b>Total NonOperating Expenses</b>	<b>412,398.00</b>	<b>1,341.66</b>	<b>411,056.34</b>	<b>0.33%</b>	<b>1,341.66</b>
<b>Total Expenditures</b>	<b>2,115,342.00</b>	<b>18,628.55</b>	<b>2,096,713.45</b>	<b>0.88%</b>	<b>18,628.55</b>
<b>Total WATER FUND</b>	<b>47,601.00</b>	<b>271,556.67</b>	<b>-319,157.67</b>	<b>570.49%</b>	<b>271,556.67</b>

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>255-4-55-30 Operating Revenue</b>					
255-4-55-30-022.000 Sewer User Fees	964,646.00	-13.20	964,659.20	0.00%	-13.20
255-4-55-30-022.001 Village: Septage Discharg	50,000.00	6,168.00	43,832.00	12.34%	6,168.00
255-4-55-30-022.002 Village: Leachate Revenue	500.00	242.00	258.00	48.40%	242.00
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	0.00	746,504.00	0.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	0.00	1,095,511.00	0.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	20,000.00	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	0.00	36,000.00	0.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	-2.81	3,502.81	-0.08%	-2.81
255-4-55-30-098.000 Misc Revenue	0.00	2,100.00	-2,100.00	100.00%	2,100.00
<b>Total Operating Revenue</b>	<b>2,916,761.00</b>	<b>8,493.99</b>	<b>2,908,267.01</b>	<b>0.29%</b>	<b>8,493.99</b>
<b>255-4-55-70 Nonoperating Revenues</b>					
255-4-55-70-092.000 Transfer to Capital	440,000.00	0.00	440,000.00	0.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>440,000.00</b>	<b>0.00</b>	<b>440,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>3,356,761.00</b>	<b>8,493.99</b>	<b>3,348,267.01</b>	<b>0.25%</b>	<b>8,493.99</b>

<b>255-5-55-30 Operating Expenses</b>					
255-5-55-30-110.000 Regular Salaries	493,131.00	59,393.59	433,737.41	12.04%	59,393.59
255-5-55-30-120.000 Part Time Salaries	0.00	3,511.78	-3,511.78	100.00%	3,511.78
255-5-55-30-130.000 Overtime	44,955.00	3,173.75	41,781.25	7.06%	3,173.75
255-5-55-30-210.000 Group Insurance	162,045.00	5,530.06	156,514.94	3.41%	5,530.06
255-5-55-30-220.000 Social Security	42,912.00	5,116.72	37,795.28	11.92%	5,116.72
255-5-55-30-230.000 Retirement	46,817.00	5,212.35	41,604.65	11.13%	5,212.35
255-5-55-30-250.000 Unemployment Insurance	527.00	0.00	527.00	0.00%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	0.00	25,400.00	0.00%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	0.00	3,000.00	0.00%	0.00
255-5-55-30-330.000 Professional Services	12,000.00	97.00	11,903.00	0.81%	97.00
255-5-55-30-335.000 Audit	4,553.00	0.00	4,553.00	0.00%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	2,467.44	37,532.56	6.17%	2,467.44
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	0.00	4,000.00	0.00%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	0.00	16,500.00	0.00%	0.00
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	3.86	3,996.14	0.10%	3.86
255-5-55-30-431.000 R&M Buildings	3,000.00	0.00	3,000.00	0.00%	0.00
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	0.00	1,500.00	0.00%	0.00
255-5-55-30-491.000 Administrative Fees	106,003.00	0.00	106,003.00	0.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	0.00	8,500.00	0.00%	0.00
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	51.00	2,949.00	1.70%	51.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	0.00	11,000.00	0.00%	0.00
255-5-55-30-520.000 Insurance	39,800.00	0.00	39,800.00	0.00%	0.00
255-5-55-30-530.000 Communications	12,675.00	637.71	12,037.29	5.03%	637.71
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	0.00	190,000.00	0.00%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	60.00	254,940.00	0.02%	60.00
255-5-55-30-570.000 Other Purchased Services	195,000.00	3,720.41	191,279.59	1.91%	3,720.41

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
255-5-55-30-610.000 General Supplies	12,000.00	642.88	11,357.12	5.36%	642.88
255-5-55-30-612.000 Uniforms	7,898.00	204.44	7,693.56	2.59%	204.44
255-5-55-30-618.000 Laboratory Supplies	22,000.00	0.00	22,000.00	0.00%	0.00
255-5-55-30-619.000 Chemicals	500,000.00	28,433.39	471,566.61	5.69%	28,433.39
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	0.00	25,650.00	0.00%	0.00
255-5-55-30-622.000 Electricity	170,000.00	0.00	170,000.00	0.00%	0.00
255-5-55-30-626.000 Gasoline	4,500.00	0.00	4,500.00	0.00%	0.00
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	6,396.00	0.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	0.00	440,000.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>2,916,762.00</b>	<b>118,256.38</b>	<b>2,798,505.62</b>	<b>4.05%</b>	<b>118,256.38</b>
<b>255-5-55-70 Nonoperating Expenses</b>					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	42,500.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	0.00	27,000.00	0.00%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	0.00	25,000.00	0.00%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	0.00	14,000.00	0.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-751.003 Service Truck w/Crane	60,000.00	0.00	60,000.00	0.00%	0.00
<b>Total Nonoperating Expenses</b>	<b>268,500.00</b>	<b>0.00</b>	<b>268,500.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>3,185,262.00</b>	<b>118,256.38</b>	<b>3,067,005.62</b>	<b>3.71%</b>	<b>118,256.38</b>
<b>Total WASTEWATER FUND</b>	<b>171,499.00</b>	<b>-109,762.39</b>	<b>-61,736.61</b>	<b>-64.00%</b>	<b>-109,762.39</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>256-4-56-40 Operating Revenues</b>					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	-7.32	778,144.32	0.00%	-7.32
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	0.00	33,125.00	0.00%	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	0.00	30,000.00	0.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	0.00	5,000.00	0.00%	0.00
256-4-56-40-085.000 Penalties	3,000.00	-2.22	3,002.22	-0.07%	-2.22
256-4-56-40-098.000 Misc Revenue	500.00	312.00	188.00	62.40%	312.00
<b>Total Operating Revenues</b>	<b>864,762.00</b>	<b>302.46</b>	<b>864,459.54</b>	<b>0.03%</b>	<b>302.46</b>
<b>256-4-56-70 Nonoperating Revenues</b>					
256-4-56-70-092.000 Transfer to Capital	95,000.00	0.00	95,000.00	0.00%	0.00
<b>Total Nonoperating Revenues</b>	<b>95,000.00</b>	<b>0.00</b>	<b>95,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>959,762.00</b>	<b>302.46</b>	<b>959,459.54</b>	<b>0.03%</b>	<b>302.46</b>

<b>256-5-56-40 Operating Expenses</b>					
256-5-56-40-110.000 Regular Salaries	126,885.00	10,172.21	116,712.79	8.02%	10,172.21
256-5-56-40-130.000 Overtime	19,369.00	300.00	19,069.00	1.55%	300.00
256-5-56-40-210.000 Group Insurance	40,894.00	4,790.90	36,103.10	11.72%	4,790.90
256-5-56-40-220.000 Social Security	11,792.00	799.89	10,992.11	6.78%	799.89
256-5-56-40-230.000 Retirement	13,798.00	630.21	13,167.79	4.57%	630.21
256-5-56-40-250.000 Unemployment Insurance	135.00	0.00	135.00	0.00%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	0.00	6,100.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	4,000.00	0.00	4,000.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,529.00	0.00	2,529.00	0.00%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	560.00	8,440.00	6.22%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	0.00	500.00	0.00%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	16,000.00	0.00	16,000.00	0.00%	0.00
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	295.00	13,705.00	2.11%	295.00
256-5-56-40-434.002 West Street PS Costs	15,000.00	0.00	15,000.00	0.00%	0.00
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	130.00	1,670.00	7.22%	130.00
256-5-56-40-491.000 Administrative Fees	220,005.00	0.00	220,005.00	0.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	4,500.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	0.00	750.00	0.00%	0.00
256-5-56-40-520.000 Insurance	5,700.00	0.00	5,700.00	0.00%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	1,500.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	0.00	5,750.00	0.00%	0.00
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-612.000 Uniforms	1,755.00	0.00	1,755.00	0.00%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-622.000 Electricity	13,000.00	0.00	13,000.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-626.000 Gasoline	4,500.00	0.00	4,500.00	0.00%	0.00
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	0.00	95,000.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>637,262.00</b>	<b>17,678.21</b>	<b>639,583.79</b>	<b>2.69%</b>	<b>17,678.21</b>
<b>256-5-56-70 Nonoperating Expenses</b>					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	0.00	28,300.00	0.00%	0.00
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	0.00	15,325.00	0.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	0.00	2,683.32	-2,683.32	100.00%	2,683.32
<b>Total Nonoperating Expenses</b>	<b>83,625.00</b>	<b>2,683.32</b>	<b>80,941.68</b>	<b>3.21%</b>	<b>2,683.32</b>
<b>Total Expenditures</b>	<b>740,887.00</b>	<b>20,361.53</b>	<b>720,525.47</b>	<b>2.75%</b>	<b>20,361.53</b>
<b>Total SANITATION FUND</b>	<b>218,875.00</b>	<b>-20,059.07</b>	<b>-198,815.93</b>	<b>-9.16%</b>	<b>-20,059.07</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total STORMWATER FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
258-4-33-13-020.310 Senior Center Payments	3,000.00	0.00	3,000.00	0.00%	0.00
258-4-33-13-050.000 Donation Revenue	2,000.00	0.00	2,000.00	0.00%	0.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	300.00	0.00%	0.00
<b>Total Revenues</b>	<b>5,300.00</b>	<b>0.00</b>	<b>5,300.00</b>	<b>0.00%</b>	<b>0.00</b>
258-5-33-13-330.000 Professional Services	1,500.00	0.00	1,500.00	0.00%	0.00
258-5-33-13-431.000 R&M Buildings & Grounds	500.00	0.00	500.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	600.00	0.00	600.00	0.00%	0.00
258-5-33-13-610.000 General Supplies	500.00	0.00	500.00	0.00%	0.00
258-5-33-13-830.000 Regular Programs	2,000.00	0.00	2,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>5,100.00</b>	<b>0.00</b>	<b>5,100.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total SENIOR CENTER FUND</b>	<b>200.00</b>	<b>0.00</b>	<b>-200.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-4-30-11-020.304 Pool Day Admissions	68,444.00	12,272.25	56,171.75	17.93%	12,272.25
259-4-30-11-020.305 Pool Memberships	40,843.00	806.00	40,037.00	1.97%	806.00
259-4-30-11-020.306 Swim Lessons	49,052.00	24.00	49,028.00	0.05%	24.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	0.00	18,379.00	0.00%	0.00
259-4-30-14-020.311 Youth Programs	250,040.00	150.00	249,890.00	0.06%	150.00
259-4-30-14-020.312 Adult Programs	146,320.00	240.00	146,080.00	0.16%	240.00
259-4-30-14-050.000 Donation Revenue	38,850.00	0.00	38,850.00	0.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	167.00	1,368,860.00	0.01%	167.00
259-4-30-15-020.315 Shared Staffing Contract	141,707.00	0.00	141,707.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	438,868.00	584.00	438,284.00	0.13%	584.00
259-4-30-17-020.313 Childcare - DC	618,635.00	486.00	618,149.00	0.08%	486.00
<b>Total Revenues</b>	<b>3,180,165.00</b>	<b>14,729.25</b>	<b>3,165,435.75</b>	<b>0.46%</b>	<b>14,729.25</b>

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

259-5-30-10-110.000 Regular Salaries	0.00	4,050.75	-4,050.75	100.00%	4,050.75
259-5-30-10-220.000 Social Security	0.00	320.37	-320.37	100.00%	320.37
259-5-30-10-230.000 Retirement	0.00	339.40	-339.40	100.00%	339.40
259-5-30-10-250.000 Unemployment	4,282.00	0.00	4,282.00	0.00%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	0.00	50,000.00	0.00%	0.00
259-5-30-10-330.000 Professional Services	4,500.00	0.00	4,500.00	0.00%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	0.00	2,135.00	0.00%	0.00
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	0.00	9,500.00	0.00%	0.00
259-5-30-10-550.000 Printing and Binding	10,500.00	0.00	10,500.00	0.00%	0.00
259-5-30-10-560.000 Postage	7,103.00	0.00	7,103.00	0.00%	0.00
<b>Total Administration</b>	<b>88,020.00</b>	<b>4,710.52</b>	<b>83,309.48</b>	<b>5.35%</b>	<b>4,710.52</b>

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

259-5-30-11-120.000 Part Time Salaries	108,972.00	37,654.43	71,317.57	34.55%	37,654.43
259-5-30-11-130.000 Overtime	0.00	1,287.76	-1,287.76	100.00%	1,287.76
259-5-30-11-220.000 Social Security	8,336.00	2,979.04	5,356.96	35.74%	2,979.04
259-5-30-11-330.000 Professional Services	5,080.00	0.00	5,080.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	1,189.25	27,999.75	4.07%	1,189.25
259-5-30-11-610.000 General Supplies	4,362.00	69.29	4,292.71	1.59%	69.29
<b>Total Pool</b>	<b>155,939.00</b>	<b>43,179.77</b>	<b>112,759.23</b>	<b>27.69%</b>	<b>43,179.77</b>

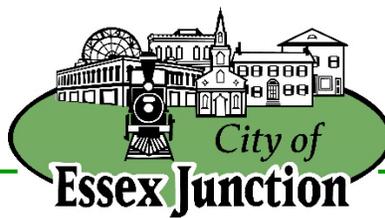
**259-5-30-12 Parks and Facilities**

259-5-30-12-120.000 Part Time Salaries	7,922.00	603.22	7,318.78	7.61%	603.22
259-5-30-12-220.000 Social Security	606.00	46.15	559.85	7.62%	46.15
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	1,274.94	85.83%	7,725.06
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	0.00	13,800.00	0.00%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	0.00	4,000.00	0.00%	0.00
259-5-30-12-530.000 Communications	1,320.00	110.00	1,210.00	8.33%	110.00
<b>Total Parks and Facilities</b>	<b>36,648.00</b>	<b>8,484.43</b>	<b>28,163.57</b>	<b>23.15%</b>	<b>8,484.43</b>

**259-5-30-14 Recreation Programs**

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-14-110.000 Regular Salaries	53,745.00	0.00	53,745.00	0.00%	0.00
259-5-30-14-120.000 Part Time Salaries	30,968.00	7,812.32	23,155.68	25.23%	7,812.32
259-5-30-14-210.000 Group Insurance	25,158.00	0.00	25,158.00	0.00%	0.00
259-5-30-14-220.000 Social Security	6,507.00	597.66	5,909.34	9.18%	597.66
259-5-30-14-230.000 Retirement	4,434.00	0.00	4,434.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	350.00	0.00	350.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	329,262.00	23,180.50	306,081.50	7.04%	23,180.50
259-5-30-14-410.000 Water and Sewer Charges	800.00	0.00	800.00	0.00%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	0.00	6,784.00	0.00%	0.00
259-5-30-14-610.000 General Supplies	34,761.00	2,194.18	32,566.82	6.31%	2,194.18
<b>Total Recreation Programs</b>	<b>496,069.00</b>	<b>33,784.66</b>	<b>462,284.34</b>	<b>6.81%</b>	<b>33,784.66</b>
<b>259-5-30-15 After School Care</b>					
259-5-30-15-110.000 Regular Salaries	561,969.00	16,476.65	545,492.35	2.93%	16,476.65
259-5-30-15-120.000 Part Time Salaries	379,133.00	3,852.90	375,280.10	1.02%	3,852.90
259-5-30-15-130.000 Overtime	0.00	61.87	-61.87	100.00%	61.87
259-5-30-15-210.000 Group Insurance	135,435.00	6,210.97	129,224.03	4.59%	6,210.97
259-5-30-15-220.000 Social Security	72,289.00	1,693.68	70,595.32	2.34%	1,693.68
259-5-30-15-230.000 Retirement	43,846.00	3,458.57	40,387.43	7.89%	3,458.57
259-5-30-15-290.000 Other Employee Benefits	3,850.00	0.00	3,850.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	51,917.00	1,773.56	50,143.44	3.42%	1,773.56
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	0.00	25,045.00	0.00%	0.00
259-5-30-15-530.000 Communications	7,920.00	220.00	7,700.00	2.78%	220.00
259-5-30-15-580.000 Travel	20,100.00	0.00	20,100.00	0.00%	0.00
259-5-30-15-610.000 General Supplies	57,792.00	50.44	57,741.56	0.09%	50.44
259-5-30-15-626.000 Gasoline	5,500.00	0.00	5,500.00	0.00%	0.00
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
<b>Total After School Care</b>	<b>1,382,302.00</b>	<b>33,798.64</b>	<b>1,348,503.36</b>	<b>2.45%</b>	<b>33,798.64</b>
<b>259-5-30-16 Preschool</b>					
259-5-30-16-110.000 Regular Salaries	249,948.00	18,638.82	231,309.18	7.46%	18,638.82
259-5-30-16-120.000 Part Time Salaries	12,186.00	1,522.01	10,663.99	12.49%	1,522.01
259-5-30-16-130.000 Overtime	0.00	43.61	-43.61	100.00%	43.61
259-5-30-16-210.000 Group Insurance	126,922.00	4,661.68	122,260.32	3.67%	4,661.68
259-5-30-16-220.000 Social Security	20,187.00	1,550.04	18,636.96	7.68%	1,550.04
259-5-30-16-230.000 Retirement	23,098.00	738.64	22,359.36	3.20%	738.64
259-5-30-16-290.000 Other Employee Benefits	1,750.00	0.00	1,750.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	5,238.15	-2,124.15	168.21%	5,238.15
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	0.00	7,500.00	0.00%	0.00
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	0.00	4,500.00	0.00%	0.00
<b>Total Preschool</b>	<b>450,933.00</b>	<b>32,392.95</b>	<b>418,540.05</b>	<b>7.18%</b>	<b>32,392.95</b>
<b>259-5-30-17 Summer Day Camps</b>					
259-5-30-17-110.000 Regular Salaries	73,501.00	15,078.46	58,422.54	20.51%	15,078.46

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-17-120.000 Part Time Salaries	355,071.00	126,417.78	228,653.22	35.60%	126,417.78
259-5-30-17-130.000 Overtime	0.00	4,325.56	-4,325.56	100.00%	4,325.56
259-5-30-17-220.000 Social Security	32,786.00	11,013.59	21,772.41	33.59%	11,013.59
259-5-30-17-330.000 Professional Services	64,585.00	6,349.83	58,235.17	9.83%	6,349.83
259-5-30-17-580.000 Travel	34,300.00	8,011.58	26,288.42	23.36%	8,011.58
259-5-30-17-610.000 General Supplies	26,692.00	8,611.95	18,080.05	32.26%	8,611.95
<b>Total Summer Day Camps</b>	<b>586,935.00</b>	<b>179,808.75</b>	<b>407,126.25</b>	<b>30.64%</b>	<b>179,808.75</b>
<b>259-5-30-19 Rec Kids</b>					
<b>Total Rec Kids</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>3,196,846.00</b>	<b>336,159.72</b>	<b>2,860,686.28</b>	<b>10.52%</b>	<b>336,159.72</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>-16,681.00</b>	<b>-321,430.47</b>	<b>338,111.47</b>	<b>1,926.93%</b>	<b>-321,430.47</b>
<b>Total All Funds</b>	<b>1,155,456.00</b>	<b>-478,082.30</b>	<b>-677,373.70</b>	<b>-41.38%</b>	<b>-478,082.30</b>



## MEMORANDUM

**To:** City Council  
**From:** Jess Morris, Finance Director and Regina Mahony, City Manager  
**Date:** August 3, 2023  
**Subject:** Tax Delinquencies

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### Issue

To provide clarification and information on the tax delinquencies to be purchased by the City from the Town.

### Discussion

Per the City Charter effective 7/1/22:

Page 27, "The City Council shall set a tax rate and collect taxes to meet the obligations for the City's share of the Town of Essex municipal operations and all of the City of Essex Junction municipal operations throughout the transition period, per the budgets approved by the voters of the Town of Essex and the Village of Essex Junction (now the City of Essex Junction) the previous March and April. The taxes collected by the City for the Town of Essex shall be paid to the Town of Essex in two equal installments on or before October 15 and April 15."

Page 32, "Upon the effective date of this charter, the City of Essex Junction shall adopt any and all portions of the Town of Essex Grand List for properties located within the borders of the City. Any and all property tax payments due and delinquencies incurred for the Village of Essex Junction prior to the effective date of this charter shall be payable to the Town of Essex. Upon the effective date of this charter, any City taxes due and delinquencies incurred shall be payable to the City."

The City is prepared to transfer the 2022 delinquent balances from the Town to the City in full per the Charter. The Town will retain all other delinquencies from 2021 and prior. As of today there are 19 City properties with delinquent tax balances totaling \$157,269.72. The 2022 delinquent balance to be held by the City is \$63,566.71 from 13 properties. The 2021 and prior balance to be held by the Town is \$93,703.01 from 6 properties.

We were approached by Town management to determine if the City had any interest in purchasing all tax delinquencies from the Town for all years. While the Charter clearly defines the process to be followed, we did follow up with legal counsel to determine if this would be possible. The determination by legal counsel is no, it is not legally possible. Although the City could purchase all delinquencies from the Town, the City would not be able to tax sale any properties that had 2021 and prior balances as the tax bills originated from another municipality. Given the way the Charter is written, we are able to tax sale any properties with a 2022 balance as we were recognized as a separate taxing entity as of 7/1/22.

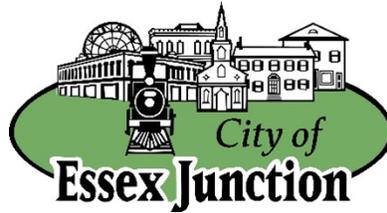
We are in the process of working with NEMRC to separate grand list and tax billing prior to sending out tax bills by 8/15. A delinquent tax report will be run on 8/7 to determine the final amount to be transferred to the City's new system in advance of current bills being produced. If payments have been made between the date of this memo and Monday, the total amount noted above may be reduced.

**Cost**

The total cost to the City will be \$63,566.71 or less.

**Recommendation**

None, provided for informational purposes only.



**Memo**

**To:** Essex Junction City Council  
**From:** Harlan Smith, Interim Buildings Coordinator  
**Date:** 7/28/2023  
**Subject:** Park Street School Project update.

Park Street school was closed on June 19<sup>th</sup> for some needed Maintenance and upgrades.

EJRP's Preschool was moved and operated out of Hiawatha School. We would like to thank the EWSD personnel who not only for allowing us to utilize their space but supported our programs with needed services throughout this time. THANK YOU EWSD staff!!

EWSD's ACE program moved out of the upper levels of park street school to relocate to a EWSD facility.

With the ACE program moving out and the EJRP program needing the additional programming space, the building required a sprinkler system to be installed. The current water supply was not big enough to support the system which required a new 6" water line to supply the building. The size of this project is what necessitated the vacating of the building. This allowed EJRP's grounds and facilities to perform some much-needed maintenance to the building. There were 55 items on our check list for the building, these are just a few of the Items that have been completed to date.

**Contractors:**

Install new 6" water supply line.

Install new Sprinkler system.

Upgrade alarm system.

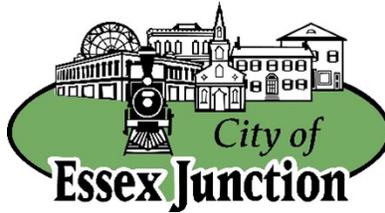
Replace or repair broken plumbing fixtures.

Floors stripped and waxed.

Carpets steam cleaned.

**EJRP's grounds and facilities staff:**

Paint all outside windows, doors and soffits.



Repair holes in buildings soffits.

Repair walls throughout the entire building in preparation for paint.

Paint the entire lower level of the building.

Assemble new programming amenities and install.

Reconfigure and install safety surfacing for the playground area.

Re-shape and repair the turf areas of the grounds.

Re-configured storage space to be more efficient.

Re-worked some ground areas to manage water run-off more effectively.

Repaired inoperative lights.

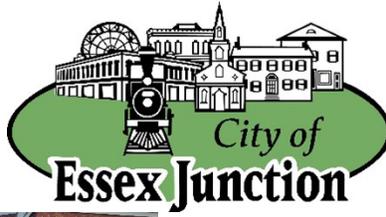
And much, much more.

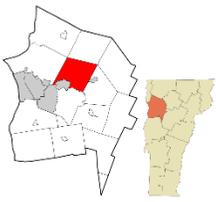
The City's Public Works department assisted the water line contractors with guidance and water management during their install and EJP's staff with needed equipment to perform the tasks at hand.

EJP's Staff would like to thank the public works staff for always supporting us on many levels.

EJP's preschool staff have been busy putting their classrooms back together in this last week for their much-anticipated return home and opening on July 31<sup>st</sup>.

We still have about 9 items on the check list that will not hamper operations of the school, and we will continue over the next several weeks to get it all completed.

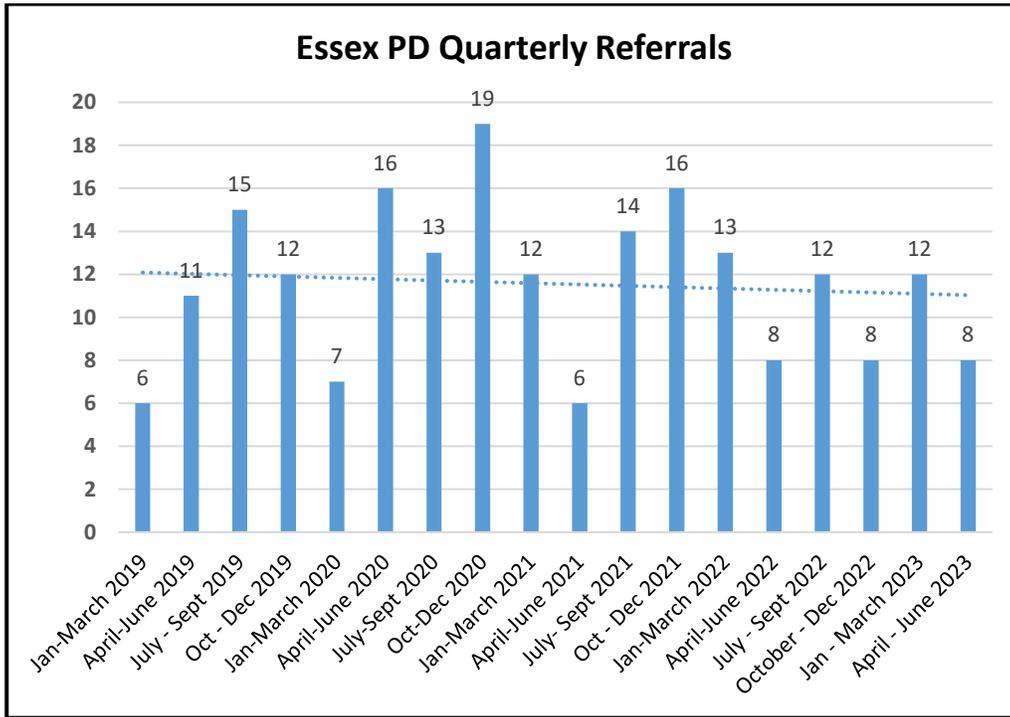




# Restorative Justice in Essex

## FY 2023 (July 2022 – June 2023)

Through a Pre-Charge program, the Essex Police Department can refer cases to Restorative Justice Panels instead of court. The panels are facilitated by trained community volunteers and serve as a proven and cost-effective means to addressing low level offenses. Through a series of conversations, the panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.



### Community Impact of FY 2023 Referrals

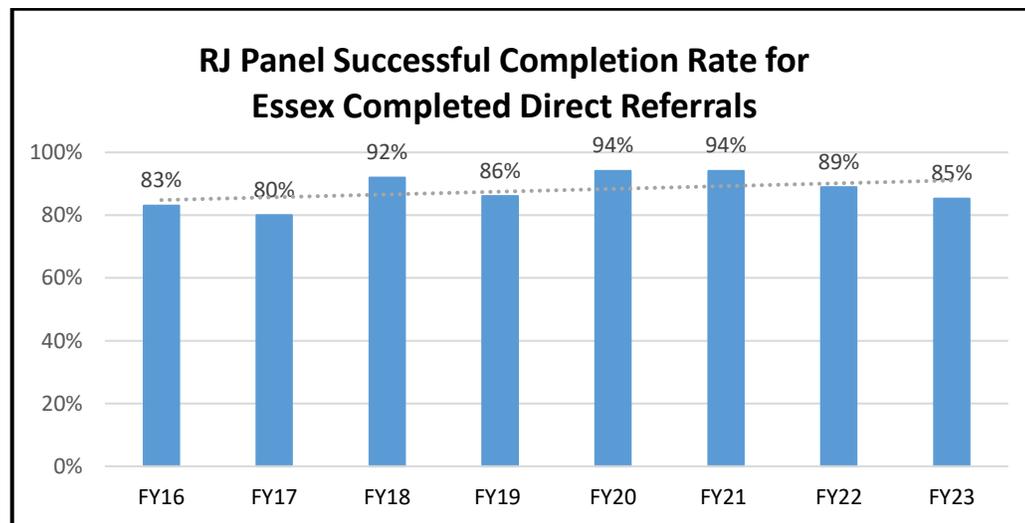
**31 of the new cases had community members and businesses impacted by the crime.** Essex CJC staff reached out to all the impacted parties to discuss the referral, explore what they needed, and discuss how they can be involved.

**Affected parties from 21 cases chose to participate** in the restorative justice process involving their situation.

**\$1377 in restitution was resolved** through the panel agreement process by those responsible for the crime.

Community residents provided **257 hours of service** through the facilitation of panels in the community.

**Quote from parent/guardian:**  
 “If more children did this process, it would strengthen the community, they would understand what they did and do better for everyone.”



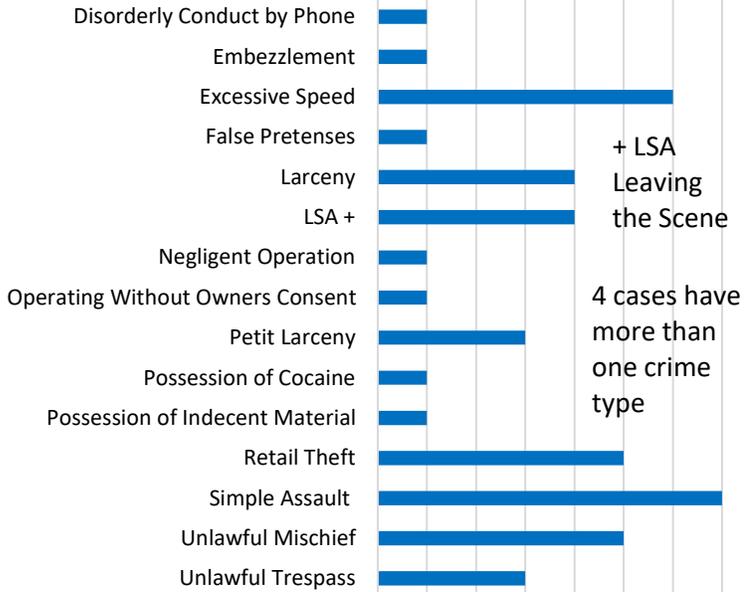
Of the cases that closed in FY23, 34 of the 40 responsible parties went through a Restorative Justice Panel. One person did not take responsibility for the crime. Three people chose not to participate. One case was returned for procedural reasons. And one did not respond to CJC outreach.



### Essex PD Direct Referrals by Crime Type -

FY23

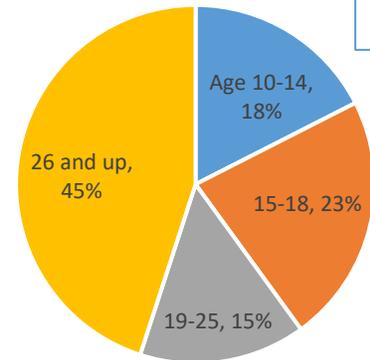
0 1 2 3 4 5 6 7 8



### Responsible Party Ages of Essex PD Direct Referrals

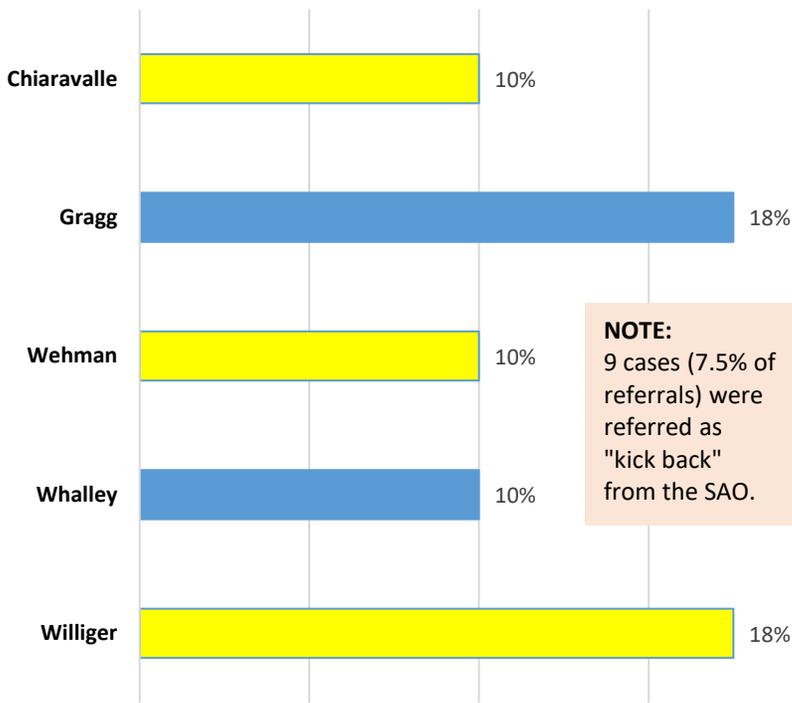
FY 23

Average Age - 29



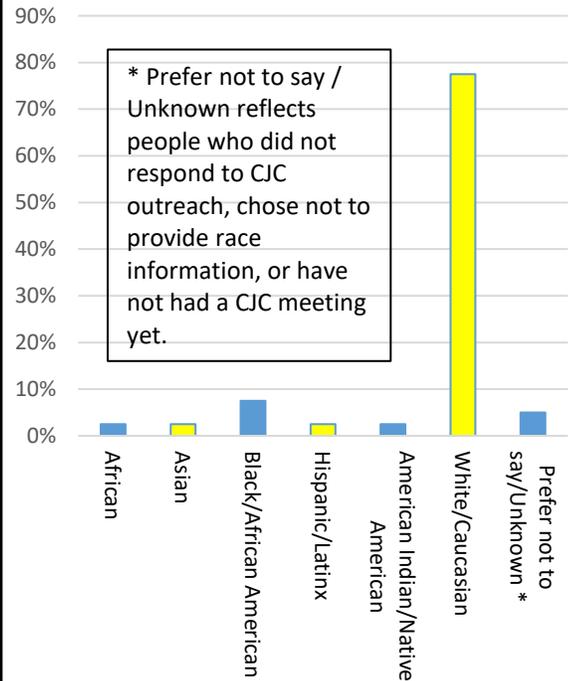
### Essex PD Officers with the Greatest Percent of Referrals - FY 2023

0% 5% 10% 15% 20%



### Self-Reported Race of Essex PD Direct Referrals

FY23



**CITY OF ESSEX JUNCTION  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
JULY 20, 2023  
DRAFT**

**MEMBERS PRESENT:** John Alden, Chair; Robert Mount, Vice Chair; Cristin Gildea, Maggie Massey, Dylan Zwicky.

**MEMBERS ABSENT:** None

**ADMINISTRATION:** Chris Yuen, Community Development Director

**OTHERS PRESENT:** Greg Barrett, Michelle Bolz, Marcus Certa, Brian Currier, Mary Jo Engel, Gabe Handy, Eric Hanko, Dan Heil (O’Leary-Burke Civil Associates) Cristine Kusmider, Scott & Vicki Wolinsky, Yuning Liu

**1. CALL TO ORDER**

Mr. Alden called the meeting to order at 6:30 PM. Mr. Yuen noted that this is a hybrid meeting, and that staff are present at the City offices to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation.

**2. ADDITIONS OR AMENDMENTS TO AGENDA**

No additions or amendments.

**3. PUBLIC TO BE HEARD**

None.

**4. MINUTES**

**a. Regular Meeting – May 18, 2023**

**MOTION by ROBERT MOUNT, SECOND by CRISTIN GILDEA, to approve the minutes. The motion passed 5-0.**

**5. PUBLIC HEARING**

Chair Alden swore in all individuals who intended to speak during this hearing under the following oath:

“I hereby swear that the evidence I give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury.”

**a. Variance application for one story addition constructed 1.5 – 8.5 feet from side property line at 50 West Street in the R-2 District, by Scott and Vicki Wolinsky, owners.**

Mr. and Mrs. Wolinsky said that they would like to add an additional bedroom to their home, and that the most desirable location to do such would require a variance. Mr. Wolinsky noted that his immediate neighbor has indicated that they are amenable to this project. Mr. Alden said that he has looked at the property outline and said that it is extremely narrow. Mr. Yuen said that the proposed addition is 1.5 feet of the western side boundary, near the driveway of another property. Mr. Alden said that this is an existing non-conforming lot.

The DRB went through each of the following standards of review:

1. “There are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to these conditions, and not the circumstances or conditions generally created by the provisions of the bylaw in the neighborhood or district in which the property is located.” All agreed.
2. “Because of these physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the bylaw, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.” All agreed.
3. “Unnecessary hardship has not been created by the appellant.” All agreed.
4. “The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, or be detrimental to the public welfare.” All agreed.
5. “The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the bylaw and from the plan.” All agreed.

Mr. Alden requested public comment, none was given.

**Motion by DYLAN ZWICKY, second by ROBERT MOUNT to approve the variance. Motion passed 5-0.**

**b. Conceptual site plan to construct 3-story mixed-use building with commercial on 1<sup>st</sup> floor and 34 residential units with parking at 8 Railroad Street in the VC District, by Franklin South, LLC, owner.**

Mr. Heil, of O’Leary-Burke Civil Associates, said that this property will have a four-story front section, with the remainder as a three-story building. Mr. Yuen reviewed the site plan, and said that he had spoken with the City Attorney to determine where the fifteen-foot buffer would apply, noting that if it applies, it would have to begin at the edge of the 8 Railroad lot. Mr. Alden said that Gaines Court functions as a street, however it is private property. Gaines Court is also not in the Village Center (VC) zoning district, while the 8 Railroad Street project is. Multi-Family uses that are adjacent to a single-family use also within the VC district are not required to provide a buffer. In other districts, a buffer would be required between a single-family home and a multi-family home. Ms. Kusmider asked who will be responsible for moving utility poles on Gaines Court, Mr. Yuen said that the applicant will work with GMP to bury the current lines. Mr. Hanko said that fire trucks and utility vehicles are unable to make their way down the road, and asked if the road would be widened and the City take ownership. Mr. Yuen said that there are no plans for the City to take over the road.

Mr. Heil said that keeping the fifteen-foot buffer would make this project very difficult to execute. Mr. Yuen said that the buffer would not need to apply to the front, as another multi-family residence is in that location. Mr. Alden said that zoning district lines are odd, noting that Gaines Court is essentially surrounded by the VC. He said that the DRB needs to establish their concerns, and the paths to overcome these concerns, including the possibility of a waiver.

The DRB began a review of the plan. Mr. Heil noted that the property would be fully residential, with some common spaces for resident use (i.e., laundry, gym, etc.). He also said that the fourth floor was added so that the building did not go as far back as previously presented. Mr. Mount said that he liked the façade change. Mr. Alden said that this design is a significant improvement over the last time this project was presented. Mr. Heil described efforts to vary the screening with fencing and landscaping. Mr. Alden said that he was concerned that the outdoor concrete features near the driveways would be hit by parking vehicles, and Mr. Heil said that the goal of these is to provide protection for pedestrians. Mr. Alden said that he liked the elevation and that this building would represent a strong addition to the area.

Mr. Alden requested public comment. Ms. Engel said that she supported the changes to this project, and that they add elegance to the project. She said that the information online still mentioned 1600 square feet of commercial space and asked for clarification. She asked if Gaines Court would have access to this property, and asked what the cost of underground wires would be to the residents of Gaines Court. Mr. Handy said that the site plan has not been updated yet and that he will be covering the cost of the underground utilities. He said that this project would not affect utility service on Gaines Court. Only two out of the four of the poles on Gaines Court will be removed, and one will be moved. Mr. Alden requested more information on the utility impact the next time this project is presented. Mr. Hanko said that the overall look of the building is very attractive but expressed concerns about the buffer area.

Mr. Yuen said that DRB may waive the screening and buffering requirements in the VC district if it is determined that this will not have an undue adverse effect on the surrounding properties. Mr. Alden said that the DRB needs to address landscaping requirements, buffer, pedestrian access, and fencing/landscaping before moving forward. Ms. Gildea requested an updated plan to reflect the changes that have been made as well as a visual rendering of the power lines. Mr. Heil said that the viability of the project depends on the buffer determination, and asked if the DRB could give him a sense of how they felt on the issue. The DRB discussed potential solutions. Mr. Yuen said that the DRB would need to determine if the lack of buffer would have an adverse impact on the Gaines Court property or not and Mr. Alden discussed balancing the needs of the single-family residences on Gaines Court vs. necessary new housing stock.

Mr. Alden requested public input. Mr. Hanko said that he wanted to see this project go through but that he must consider the code requirements for a fifteen-foot buffer. Mr. Alden said that the Gaines Court properties are not currently in a zoning district for single-family homes, even though this street currently has single-family homes. He said he was unsure if the code referred to current use or allowable use. Mr. Yuen said that it referred to current use. Ms. Massey said that she does not believe that a waiver would be appropriate in this situation. Mr. Hanko suggested that Gaines Court be widened to create more of a buffer area. Mr. Yuen suggested shifting the location of the building, and Mr. Heim said that this would result in the number of units being reduced from 34 to 19. He also expressed concern with the useability of a building with an altered shape. Mr. Yuen suggested moving the fourth story backwards to maximize the space, and Mr. Heim said that it could be considered.

The majority of the DRB said that they do not feel comfortable waiving the 15-foot buffer requirement due to its impact on the adjacent single-family homeowners. Ms. Engel said that she likes the project in its current form and that she would support a compromise on the buffer. Mr. Hanko said that it would be helpful to get a rendering of what the building would look like from Gaines Court. Mr. Zwicky said that if both Mr. Hanko and Ms. Engel said that they do not feel that the buffer is required he would feel

comfortable approving it, as they are the properties that would be the most impacted. Mr. Yuen said that the DRB could continue the hearing to see what changes/additional work could be made, or approve or deny the conceptual site plan. Mr. Handy indicated that he would like the DRB to close the public hearing and issue a decision. Mr. Hanko requested that the applicant provide the images from his home prior to him deciding on whether or not he supported the current rendering. Mr. Zwicky asked Mr. Hanko if he would see the lack of a buffer as an adverse effect on his property. Mr. Hanko said that he is in favor of the project in principle but that it would create an adverse effect. Mr. Yuen said that, if the hearing is closed and the application denied, the applicant would need to submit a new site plan application to be heard by the DRB again in the future. If it is continued this would not be the case.

**CRISTEA GILDEA made a motion, seconded by DYLAN ZWICKY to close the hearing. Motion passed 5-0.**

Mr. Alden said that the DRB will need to vote to approve or deny the conceptual plan.

**MAGGIE MASSEY made a motion, seconded by ROBERT MOUNT to deny the conceptual site plan on the grounds that the DRB does not approve a waiver of the fifteen-foot buffer requirement. Motion passed 5-0.**

## **6. PUBLIC MEETING**

### **a. Sketch plan for a two lot subdivision; Lot 1 to retain existing single family dwelling, Lot 2 to be single lot at 2 River Street in the R2 District by Yuning Liu, owner**

Mr. Mount said that he lives in the project neighborhood, but that he does not feel that he needs to recuse himself. All agreed. Mr. Currier, of O'Leary Burke Civil Associates, presented on behalf of the applicant. This project proposes a two-lot subdivision, creating two single-family residences. Mr. Yuen said that this property meets the width to length ratio required. He said that River Street does not currently have a sidewalk, but that this road is the main access to Global Foundries from Essex Junction. Mr. Currier said that a sidewalk would be a financially onerous requirement to include in a two-lot subdivision. Mr. Alden said that it is important to include more connectivity everywhere, all DRB members agreed. Mr. Liu said that the construction of sidewalks would displace the underground utilities.

Mr. Yuen said that the DRB can waive this requirement should there be an equal or superior option for pedestrian access proposed. River Street is not planned to have sidewalks in the Official Plan. Ms. Massey said that the requirement of putting in a sidewalk seems silly given that it would only be a short segment, but that she does not feel that a better alternative has been presented. Mr. Alden requested public input. Mr. Barrett said that he lives behind the property on Silverbow Terrace. He suggested that a sidewalk be on the opposite side of the road due to additional multi-family homes on this side. Mr. Yuen asked if it meant sense to widen the shoulder on this roadway. He noted that this property would be eligible for as many as four units, however this would require site-plan approval. A duplex would not require a site plan.

Mr. Alden said that the DRB is in a difficult position, as installing a sidewalk would not make sense, however it is a requirement of the LDC. Mr. Barrett asked for clarification on property lines, Mr. Currier said that a survey will be conducted. He also asked about the maximum size requirements of the property. Mr. Alden asked staff to confer with the Village Engineer and public works to see if there would be any easement or anything else required to do so.

**Motion by JOHN ALDEN, seconded by DYLAN ZWICKY to approve the subdivision, and that the applicant work with staff to determine any possible pedestrian accommodations. Motion passed 5-0.**

**7. OTHER DEVELOPMENT REVIEW BOARD ITEMS**

Mr. Alden asked if recent construction work in Essex Junction is related to the recent flooding; Mr. Yuen said that it was not directly related. Mr. Alden said that S. 100, a new state of Vermont regulation, has been passed. He requested that Mr. Yuen put together a memo explaining its impact on Essex Junction. Mr. Yuen said that four-plexes are now allowed in all areas where single-family homes and explained the new density bonus for affordable housing. Ms. Gildea asked what the process going forward is for the applicant that was denied at this meeting. Mr. Alden said that he will need to follow one of the paths forward provided by the DRB, including reconfiguration, or speaking with the neighbors.

**8. ADJOURNMENT**

**MAGGIE MASSEY made a motion, SECONDED by CRISTIN GILDEA, to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 8:35 PM.

Respectfully submitted,  
Darby Mayville