



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, October 11, 2023
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. *Interview & Consider Appointments to CCCUD (Chittenden County Communications Union District) and Brownell Library Trustees
 - b. Chittenden County Regional Planning Commission Presentation
 - c. Essex Rescue Presentation
 - d. Acting as the Cannabis Control Board Commission: Consider Approval of S-000004597, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT
 - e. Discussion & Consideration of State Cannabis Legislation Recommendation
 - f. **Discussion and Consideration of an Executive Session to discuss a contract
6. **CONSENT ITEMS**
 - a. Approve Check Warrant #24012 (09292023)
 - b. Approve Minutes: September 27, 2023
 - c. Approve Adjustment of Meeting Dates for November and December Meetings
 - d. Approve Lake Champlain Sea Grant Fellowship Research Project Match
7. **READING FILE**
 - a. Council Member & Manager Comments
 - b. Designation Renewal for Essex Junction Village Center/Neighborhood Development Area
 - c. Chittenden County Communications Union District Public Hearing Notice
 - d. September Financial Report
 - e. Traffic Calming Speed Study
 - f. Development Review Board Minutes, September 21st
 - g. Brownell Library Trustee Minutes, September 19th
 - h. Bike Walk Advisory Board Minutes, September 18th
 - i. Tree Advisory Committee Minutes, September 19th
8. **EXECUTIVE SESSION**
 - a. *An executive session may be needed to discuss an Appointment of a Public Official
 - b. **An executive session may be needed to discuss a contract
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: October 11, 2023
Agenda Item: Committee Appointment

Issue: The City has open positions on the following committees/boards/commissions.

- Brownell Library Trustee (1 opening)
- Chittenden County Communications Union District (CCCUD) Governing Board (1 opening)

Discussion: The following applicants are attending the meeting in person or via Zoom and are available for the City Council to interview. Please note that as of Friday, October 6, 2023, Marta Pauer-Tursi has not confirmed her availability via Zoom and may be unable to attend.

Brownell Library Trustee (1 opening)

- Karen Hergesheimer
- Marta Pauer-Tursi
- Mike Sullivan

Chittenden County Communications Union District (1 opening)

- Marta Pauer-Tursi

Cost: None

Recommendation: It is recommended that the City Council enter an Executive Session to consider appointments to the various committees/boards/commissions.

Recommended Motion:

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

Following Executive Session:

"I make a motion to appoint (Name) to the Brownell Library Trustees until the next annual election."

“I make a motion to appoint (Name) to the Chittenden County Communication Union District Governing Board for a one-year term.”

Attachments: Applications for the Brownell Library Trustee and Chittenden County Communication Union District positions.

View results

Respondent
4 Anonymous

13:39
Time to complete

1. Full name *

Karen Hergesheimer

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

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

- Yes
- No

New Committee Members

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

I believe in libraries as a critical role in the community and want to help make it the best it can be for all community members.

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

As an immigrant and minority, I feel that I have a unique perspective of what helps people feel safe, welcome, and comfortable in a community. I have worked with many different people, from my work in NYC in theater and corporate America to the community justice center in Essex- I think I bring a healthy respect for what the library means to many people in our community. My ongoing support of the library personally and for my kids show my vested interest in its ongoing success.

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

I'd like to further the goals and objectives of the library, bring new ideas, and help support the staff at Brownell and the work they are doing every day.

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

I love the library. It has helped raise my children, I am the liaison/volunteer for must read Mondays, and I see Brownell as a central pillar of our community. I'm excited to see it continue to be a gathering place, an art hub, a place children feel safe and welcome, and for many people to come, a place of knowledge and information when they need and want it. I just want to be a part of it continuing to be that for many, many years!

View results

Respondent

5

Anonymous

13:27

Time to complete

1. Full name *

Marta Pauer-Tursi

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

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

- Yes
- No

New Committee Members

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

I've been a member of this community for more than twenty years and have raised three daughters here. The library has always been a great resource for our family. We are all great story tellers, both personally and in our professional lives.

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

BA, Political Science
MA, Applied Linguistics

I am a former editor writer for The New Yorker magazine and currently work as art reviewer for the Boston based arts magazine Artscope. I've also spent the mid part of my career as communications and crisis media manager for a Fortune 100 company.

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

I would love to engage young readers and writers in the love of literature in different languages. I speak and read French, Hungarian and, of course English.

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

See above.

View results

Respondent
3 Anonymous

17:06
Time to complete

1. Full name *

Michael

2. Phone number *

Sullivan

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

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

- Yes
- No

New Committee Members

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

I'm an avid reader and a strong believer that learning is the essence of being human and an informed citizen. Libraries are intrinsic in learning.

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

My education as an engineer taught me the value of true and accurate information.

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

Help keep Brownell a premier library that serves the city of Essex Junctions' and fosters engagement between our citizens.

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

Nothing about my interest but you should correct the wording of question 8 of this form. It says: What about your education, experiences,... However, I think it should read: What about YOUR education, experiences,... --- just a thought.

View results

Respondent
2 Anonymous

16:49
Time to complete

1. Full name *

Marta Pauer-Tursi

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Brownell Library Trustee
- Housing Commission
- Chittenden County Communication Union District Governing Board

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

- Yes
- No

New Committee Members

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

I'm interested in advancing open communications internally as well as externally to members of the community.

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

- Masters Degree in Applied Linguistics, St Mikes
- Bachelors Degree in Political Science, CUNY
- Former editor writer The New Yorker magazine (10 years)
- Former Corporate Communications and Crisis Media Manager at Fortune 100 global company (10 years)

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

I would like to facilitate a clearer understanding in the community of the importance of civic engagement, responsibility of being informed of facts and general engagement of cooperation in getting things done.

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

See above.

FY2023 ANNUAL REPORT

-ESSEX JUNCTION-

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. The CCRPC also serves as the region's federally designated metropolitan planning organization (MPO) and is responsible for transportation planning with our municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities, transportation representatives and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. CCRPC's vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. [Click here](#) to learn more about the CCRPC.

In FY23, the CCRPC invested over \$7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages around \$6.5 million in Federal and State investment with \$255,408 in municipal dues and around \$250,000 in local match for specific projects—a 13:1 return on local investment.

Essex Junction representatives to the CCRPC Board and other committees in FY23 were:

- CCRPC Representative: Dan Kerin | Alternate: Elaine Haney
- Transportation Advisory Committee (TAC): Chris Yuen
- Planning Advisory Committee (PAC): John Alden
- Clean Water Advisory Committee (CWAC): Chelsea Mandigo
- Regional Emergency Management Committee (REMC): Police Chief Ron Hoague, Fire Chief Chris Gaboriault

To access this report online follow the below link or QR code. Then look for Annual Reports in the right column:



<https://www.ccrpcvt.org/our-communities/essex-junction/>

Specific activities the CCRPC is engaged in with Essex Junction as well as CCRPC's regional activities, are discussed in the following sections.

Essex Junction Activities

In FY2023, the CCRPC provided assistance to Essex Junction on the following projects and initiatives:

- **Essex Junction Stormwater CCTV Inspection (Phase 2):** This project focused on inspection of existing storm drainage infrastructure in Essex Junction and development of an asset management database of the assessed drainage systems. This work built upon the previous asset management database developed in the first round of inspections. Data and information generated by this effort could be used to create a stormwater infrastructure maintenance and replacement plan. Phase 1 was completed in FY21. Phase 2 was completed in FY23. Total consultant budget: \$96,000.
- **Essex Junction Village Land Development Code Rewrite and Update:** CCRPC assisted Essex Junction with updating the Land Development Code to incorporate the Design Five Corners Initiative and other amendments as needed. CCRPC wrapped up this project by presenting the Land Development Code amendments at the Planning Commission public hearing and the City Council.
- **Geographic Information Systems:** Essex Junction specific GIS work by CCRPC included:
 - Creating an online map to help businesses and customers with the 1% Local Tax Option and an Essex Junction map viewer for the City Manager
 - Updating the zoning map, the pavement condition inventories map, and online maps for the Bike & Pedestrian Committee
 - Starting a new field map was started for Essex Junction Stormwater
 - Revising the cannabis regulation map
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to Essex Junction, including:
 - Providing Land Development Code revisions to ensure NFIP compliance
 - Conducting a complete pavement condition inventory
 - Providing an Essentials of Land Use Planning training and follow-up presentation to volunteers
 - Responding to an inquiry about HOA rules and municipal bylaws, and a query about potential grants to aid CV Expo with 3-acre permit compliance
 - Providing information about Safe Streets and Roads for All funding
 - Discussing previous walk bike planning efforts and potential funding for changes to Route 15 from Susie Wilson Road to West Street Extension with EJ Community Development Director
- **Traffic Counts:** 1 Automatic Traffic Count was conducted in Essex Junction in FY23. Traffic counts conducted in support of Essex Junction's transportation projects and studies can be [found here](#).
- **Byway Coordination:** Chittenden County includes eight of Lake Champlain Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the [Byway website](#) including a helpful [Interactive Map](#). Additionally, CCRPC continued funding during the summer for the [Byway's audio stories App & Phone line](#).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** [The Chittenden County E&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY23, 231 trips were provided to Essex Junction residents as part of this program.

Essex Junction Projects in the Transportation Improvement Program (TIP)

The [TIP](#) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program, or operation must be authorized through the TIP. Essex Junction projects included in the TIP are listed below. These projects are also included in the Vermont Agency of Transportation Capital Program.

- **Crescent Connector Road** – \$13 million for the construction of a new road between VT2A and VT 117 and improvement to Railroad Street between VT117 and VT15. This is a CIRC Alternative Phase I project. Construction is scheduled to be completed in 2024.

FY2024 CCRPC Work Program		
Project Name	Brief Description	Total Budget
GIS Services Assistance	With the separation of the Town and the City, the City will no longer have in-house GIS services. This request is for GIS assistance from CCRPC to help fill this gap until we have an in-house GIS solution. We are aware of specific needs; but anticipate other needs may come up over the course of the year.	\$6,000
Transit Oriented Development Plan	Essex Junction is interested in engaging in Transit-Oriented Development (TOD) Planning to further develop as a compact, connected, and walkable city. This project will complete the transition from the Design Five Corners concepts to the Land Development Code, by galvanizing folks around a more specific vision and codifying it	The City has been selected to participate in the CCRPC's federal RAISE planning grant-funded TOD Plan. Up to \$100,000 will be made available to the City over FY24 and FY25 to pay for consultant assistance, with no local match required from the City.
Essex Jct Stormwater CCTV Inspection - Phase 3	Phase 3 of this project would consist of hiring a consultant to televise the stormwater pipes in the selected areas. Results would be consolidated into a pre-existing PACP standards condition and replacement report created in Phase 1. Phase 1-3 data would be used to develop a schedule framework for slip-lining or replacement of deficient pipes for capital/operational planning.	\$50,000

Regional Activities

- **ECOS Plan Implementation and Update:** The [2018 Chittenden County ECOS Plan](#) (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. [The ECOS Scorecard](#) monitors the accomplishments and progress indicators for all 17 of the ECOS goals. CCRPC began updating the ECOS plan for the next five years in FY 2023 for intended adoption in 2024.
- **Public Engagement and Racial Equity:** The CCRPC continued to build organizational capacity to address systemic racism and inequities in our communities through the following actions:
 - Hiring a full time Equity & Engagement Manager to lead organizational and project-specific equity and racial justice efforts.
 - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, municipalities, and other local and regional partners.
 - Strengthening existing relationships and partnerships and forging new ones with community organizations, grassroots organizers, and individuals working directly with marginalized communities.
 - Supporting and facilitating an [Equity Advisory Committee](#) to guide CCRPC's equity work.

- Drafting an organizational Equity Statement and Equity Action Plan, building off of recommendations from the Creative Discourse Group's [Organizational Equity Assessment](#).
- Beginning to explore and design a community capacity building grant program using FHWA funds to increase trust, education, and participation from marginalized communities in CCRPC's transportation decision-making.
- **Chittenden County Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration (EDA), CCRPC completed a Comprehensive Economic Development Strategy (CEDS) in concert with the Addison, Rutland and Central VT regions -- collectively called the [West Central Vermont CEDS](#). The CEDS identifies priority economic development strategies and projects and will be used by a variety of federal and state funding programs when making grant decisions. The West Central Vermont CEDS was approved by EDA in June 2023.
- **Housing:** The Building Homes Together campaign is a collaboration between CCRPC, Champlain Housing Trust, and Evernorth that focuses on the production of much-needed housing in Chittenden County through outreach, education, and advocacy efforts. The Building Homes Together 2.0 campaign was launched in fall 2021 with the goal of building 5,000 homes by 2025 for people of all incomes, including at least 1,250 affordable homes. Review the latest housing data, infographics, and press releases [here](#). In 2023, the Legislature passed the [HOME Act](#) (S.100/Act 47) changing municipal zoning requirements in an effort to encourage more housing production.
- **Mapping Assistance:** The CCRPC has many [mapping applications](#) to assist municipalities with planning. Applications include dashboards, town plan mapping, zoning maps, thematic and analytical mapping of natural, cultural and transportation resources. CCRPC has also built an [ArcGIS Urban](#) model that supports land use scenario planning and impact assessment.
- **Regional Energy Planning:** The CCRPC continued initiatives to support the [Region's Enhanced Energy Plan](#), Statewide Comprehensive Energy Plan, and emerging climate goals. With guidance from CCRPC's Long-Range Planning Committee's Energy Sub-committee, the CCRPC drafted the ECOS Plan's enhanced energy plan sections to be consistent with the 2022 Department of Public Service's Energy Planning Standards. CCRPC shared guidance on how to address climate change in land use regulations with municipal planning offices and planning commissions, and via state-wide presentations with VT Fish & Wildlife. Lastly, with Drive Electric Vermont, the CCRPC engaged municipal planning offices regarding strategies on how to develop electric vehicle charger plans.
- **Regional Energy Implementation:** The CCRPC provided information regarding the federal Energy Efficiency and Conservation Block Grant (EECBG) Program, the Inflation Reduction Act, and electric vehicle incentives. CCRPC provided technical support to municipalities regarding the state-wide [Municipal Energy Resilience Program](#) for municipal buildings.
- **Public Transportation Planning:** The CCRPC remains engaged with [Green Mountain Transit](#) (GMT) in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable and environmentally sustainable. Within the CCRPC's FY23 [UPWP](#), \$442,840 was allocated to GMT for transit planning in Chittenden County.
- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, and bylaw revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance for plans, federal grant assistance, projects and initiatives at the local level.
- **Transportation Demand Management (TDM):** CCRPC and VTTrans managed the second year of [Park Your CARbon](#), formerly the Way to Go! Challenge. This outreach and education program encourages sustainable transportation by demonstrating the environmental and financial benefits of non-single occupant vehicle travel. The CCRPC participated in CATMA's inaugural [Transportation Summit](#) and their

[Transportation Coordinator](#) (TC) Network program and events to learn from other TC Network members about employee TDM benefits and programs. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Bird Bikeshare, Go! Vermont/VTrans, NetZero Vermont/Walk to Shop, and United Way.

- **Walk/Bike Planning:** The CCRPC completed the [2022 Regional Active Transportation Plan \(ATP\)](#), which serves as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). The ATP includes a recommended regional network with prioritized project list, as well as programs and policies to support active transportation throughout the region. CCRPC staff collaborated with TDM partners and local municipalities to relaunch the regional bikeshare program. The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grant and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways.
- **Clean Water:** The CCRPC continued to host the [Clean Water Advisory Committee and the MS-4 Sub-Committee](#) and provide guidance to the State on disposition of the Vermont Clean Water Fund. CCRPC staff also sit on the Lake Champlain Sea Grant Program Advisory Committee, and managed Design Implementation Block Grant projects on behalf of select towns to design stormwater treatment practices. The CCRPC supported education programs such as the [Rethink Runoff](#) on behalf of nine of our municipalities, assisted with watershed resiliency mapping, and participated in water quality-focused policy discussions. CCRPC appoints representatives to three different Basin Water Quality Councils which work with their Clean Water Service Providers (CWSP) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain. These three Councils are the [Basin 5 Water Quality Council](#) (BWQC) for the Northern Lake Champlain Direct Drainages, the [Basin 7 Water Quality Council](#) for the Lamoille River watershed and the [Basin 8 Water Quality Council](#) for the Winooski watershed. Essex Junction is in Basins 5 and 8. Additionally, CCRPC is the designated [CWSP](#) for Basin 5.
- **Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee (REMC) which consists of two representatives from each municipality and others involved in emergency management in Chittenden County. The purpose of the REMC is to coordinate and support regional all-hazard emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the State Emergency Operations Center (SEOC) when called upon. The CCRPC served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans. Finally, CCRPC assisted IEM, a national consulting firm, with completion of the [2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan](#) and its municipal annexes except for Colchester which developed its own stand-alone Local Hazards Mitigation Plan.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to work with all Chittenden County municipalities on meeting their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC (see [REI dashboard here](#), click on upper right for individual municipalities). Staff also assists municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY23, 14 Chittenden County municipalities signed up to participate in the GIA program. An estimated 33 non-compliant segments will be upgraded using the allocated \$410,000.

- **Health Equity:** A grant from the Vermont Department of Health enabled CCRPC to work with all the RPCs in the state and Vermont Health Department staff to create the [Vermont Health Equity Planning Toolkit](#). CCRPC hosted a training on the healthy equity toolkit for the Planning Advisory Committee, shared health equity project information with the CCRPC's Equity Advisory Committee (EAC) and will work with the EAC as part of toolkit implementation. CCRPC staff also developed an [online Chittenden County Equity Mapping Tool](#) showing a collection of maps on race, disability, poverty status, and English ability.
- **Traffic Alert:** CCRPC compiled and sent out 32 traffic alerts about activities impacting traffic in Chittenden County over 8 months (no alerts January-March).
- **Chittenden County Park and Ride Plan Update:** This plan identifies opportunities for improvements to the existing facilities and evaluates the potential for new facilities that will benefit commuters and residents throughout Chittenden County and the adjacent communities. The [final plan](#) was completed in October 2022.
- **VT Culverts:** [The VT Culverts website](#) can be used to view a town's bridges and culverts on a map, or in a chart based on condition or inventory date. CCRPC staff is one of two RPCs that manage the website. VT Culverts continues to gain traction in our region and throughout the state. At the end of June, 9 of our municipalities have actively used VT Culverts to inventory town-maintained bridges and culverts.
- **Chittenden County Communications Union District (CUD):** CCRPC assisted [the CUD](#) as they started up to plan, contract, build, and manage infrastructure for high-speed internet access throughout Chittenden County. Mission Broadband was hired for consulting and project management services in June.
- **Northwest VT Transit Oriented Development (TOD):** CCRPC received a grant from the US Department of Transportation in the fall 2022 to develop comprehensive plans for transit-oriented development for up to 12 communities across a five-county region in Northwest Vermont. The grant funding will also support planning work to improve bus services and/or commuter rail to connect economically disadvantaged rural residents to employment opportunities and services. Work will begin in late 2023.
- **Chittenden County I-89 2050 Study:** The CCRPC, in collaboration with VTrans, municipalities, and other interested parties, completed the [I-89 2050 Study](#) in late 2022. The study developed an implementation plan that will guide short, medium, and long-term transportation improvements to the corridor over the next 30 years.
- **Chittenden County Brownfields Program:** In May 2023, CCRPC secured a competitive EPA grant of \$500,000 for Brownfields Assessment and Cleanup Planning over the next four years to aid property owners, potential developers and municipalities in investigating environmental issues before potential property redevelopment. The CCRPC has also received \$50,000 from ACCD in May 2023 for site assessment and cleanup planning with the potential to receive additional funds if more sites are identified needing such assistance.

For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.



ESSEX RESCUE, INC.

1 Educational Drive
Essex Junction, VT 05452
Phone (802) 878-4859

September 21, 2023

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

To the City of Essex Junction City Council,

With tremendous pride, Essex Rescue responds to requests for emergency medical services in the Essex Junction community. Around the clock, through all weather conditions, our clinicians - paid and volunteer alike - answer the call to help the sick and injured, delivering basic and advanced life support. Essex Rescue takes great care to ensure that the members of your community receive safe, efficient, and appropriate pre-hospital emergency medical services. Regular training and expert consultation with emergency medicine physicians at the University of Vermont Medical Center, ensures that when a request for emergency medical services is received, Essex Rescue stands ready to deliver this essential public health service.

The Essex Rescue leadership team is committed to ensuring the delivery of excellent pre-hospital care while at the same time practicing fiscal responsibility. It remains our mission to be the EMS provider for the communities we have so proudly served for the past 51 years! We remain extremely grateful for your continued support and funding, especially over the last couple of years. Your contribution made it possible for our organization to remain standing and ready to answer the call.

While we continue to navigate both staffing and funding challenges there has been some relief as we were able to fill two of our three open full-time positions. Our organization, although fatigued remains optimistic that everyone's hard work will soon pay off. We are working towards improving our response capabilities by gradually bringing an additional ambulance online when staffing allows. We have been able to do so a few times within the last year, which is a step in the right direction and is more than we have been able to do in the last couple of years.

Our rates for services will increase 3% to assist with standard inflation. The 2025 rate for service will be \$18.54 per capita for all the communities we serve. The calculated portion of population served by Essex Rescue is 10,590. For the fiscal year 2025, Essex Rescue is requesting from the City of Essex Junction \$196,338.

On behalf of Essex Rescue, we are grateful for your continued financial support of our service. We look forward to serving your community and delivering the very best in pre-hospital emergency medical care.

Thank you,

Colleen M. Ballard, NRP
Executive Director
Essex Rescue, Inc.



ESSEX RESCUE, INC.

**1 Educational Drive
Essex Junction, VT 05452
Phone (802) 878-4859**

November 2023

It is with immense pride that Essex Rescue provides emergency medical transport services to Essex Junction, Essex Town, Jericho, Underhill, and Westford. During all times of the day and night, and regardless of weather conditions, our providers, ranging from EMT to paramedic, respond quickly to the sick and injured to deliver basic and advanced emergency life support services.

- In 2022, received 3,044 requests for service
- Ambulance requests increased 10.5% since 2021
- Our crews average 8-10 calls per day

Commitment to Service

We remain committed to the high-quality service we have provided for the last 51 years. Our service continues to make changes to meet the needs of the communities we serve while providing patient-centered, pre-hospital emergency care. Although COVID-19 has created a significant strain on our organization, we remain ready to fulfill our duty and serve our communities. We are grateful for all the community support which we have received over the years and especially during the darkest days of the COVID-19 pandemic.

Organizational Challenges

Essex Rescue, like many other EMS agencies, continues to navigate significant staffing shortages, increasing call volume, and limited funding sources. We are working diligently to onboard and train new personnel with the goal of increasing the number of staffed ambulances available to respond to calls. Staffing more ambulances means that the organization must adjust its strict historical practice of depending predominantly on volunteers. The high turnover rates and diminishing volunteer leadership have forced many organizations to consider alternative workforce models, which comes with an additional cost. And while Essex Rescue remains committed to retaining volunteer opportunities for those with interest, the reality of solely relying on them is no longer possible.

Changing Workforce

There is no doubt that the pandemic changed volunteering for many, however, it is not the sole cause of the loss. For years, volunteer interests have been slowly decreasing; the pandemic simply accelerated the loss. EMS is also very different today than it was 10 years ago. EMS provider safety and proficiency relies heavily on regular field practice and experience, which takes intensive training. Due to this, many EMS providers have come to expect compensation for their work. Hard work which is certainly worthy of pay.

Essex Rescue cannot immediately pay all its providers, but we are working towards a model that provides some compensation for the provider's time, much like our fire departments do today. We have learned that not compensating trained and experienced personnel will result in losing them to another organization that will compensate them for their hard work. Emergency medicine is viewed as a profession today; to ensure quality, experienced providers we must welcome this transition while aligning our workforce practices with like services.

Financial Update

We are relieved, yet cautious in expressing that we have seen some improvement in our financial situation. Between internal billing adjustments, this year's patient payor mix, and the generosity of our communities, we were able to move funds into our Capital Reserve account this year. Our Capital Reserve account funds future projects, the upgrading of equipment, and the purchase of new ambulances. Essex Rescue has been unable to appropriately fund this account for the last few years due to the negative financial balance of our annual operating budgets.

Fiscal Year Ending 2023 *	
Expenses	\$ 1,312,600
Revenue	\$ 1,616,532
Capital Reserve	\$ 303,932
<i>*Capital campaign expenses/contributions removed</i>	

It is very difficult to gauge transport reimbursement outcomes year-to-year because there are so many variables that affect it. This year's transport revenue increase had less to do with the number of calls billed and more to do with who the patient's insurance carrier was. We were quite surprised to learn last year's reimbursement total came in above what was anticipated, but there is no telling where it will be at the end of this year. Contrary to popular belief, the increase in revenue is not due to higher call volumes. In fact, Essex Rescue billed sixteen more calls in 2021 than in 2022 and received less insurance reimbursement.

Billing Statistics					
Year	Total Call Volume	Transports	Non-transports	Cancelled / Mutual Aid	Insurance Reimbursement
2020	2,476	1,765	200	711	\$ 874,956
2021	2,754	1,642	112	1,224	\$ 861,519
2022	3,044	1,749	180	1,115	\$ 1,106,554

Essex Rescue is responding to an increased number of non-emergent/non-transport requests than in years past. These services are not without cost to Essex Rescue and only seldomly result in insurance reimbursement. Although Essex Rescue has billed for non-transport services for years now, it has never held the patient responsible for the unpaid balance. In 2022, Essex Rescue wrote off more than \$30,000 in unpaid non-transport expenses. Changes to Vermont EMS Protocols now require every patient to receive a full assessment by a licensed EMS provider, regardless of their complaint and/or desire to be transported. Starting January 1, 2024, Essex Rescue will begin billing for all services it provides regardless of the patient's insurance coverage. This means that all patients will be responsible for paying any non-covered costs associated with services provided by Essex Rescue. Residents are strongly encouraged to consider subscribing to Essex Rescue's annual subscription plan. For \$50 a year, everyone in the household will be protected from any non-covered expenses associated with the need for emergency ambulance services provided by Essex Rescue. Essex Rescue bills the patient's insurance and under the subscription all non-covered expenses are then written off.

Volunteer Service

Essex Rescue is always seeking community volunteer involvement. There are many opportunities within our organization which include both volunteer clinical and non-clinical roles. If you are interested in joining a motivated team, committed to providing high quality pre-hospital emergency medical care, please give us a call or check out our website at www.essexrescue.org to learn more about us.

Capital Campaign and New Building Project

Essex Rescue continues to battle the daily inefficiencies operating out of our current building. With a new ambulance on order and the inability to physically fit the unit inside its building, other building arrangements are critical. We are excited to announce the purchase of a parcel of land in the area of Essex Way through the generosity of the Lang Family. The initial payment for the land was drawn from funds raised through the "Next 50 Years Capital Campaign Drive". Although some money had been raised, the campaign was placed on hold due to the rapid increase in building costs as well as other organizational challenges/priorities. Essex Rescue hopes to reinvestigate this effort soon.

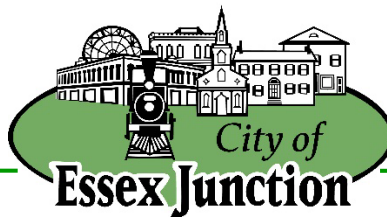
Annual Subscription

Are you enrolled in Essex Rescue's Subscription program? Program subscribers pay an annual \$50 per household subscription fee and pay nothing else out-of-pocket for expenses relating to emergency ambulance service

provided by Essex Rescue. Our subscription mailing is sent out during the month of November. For more information visit our website: www.essexrescue.org. It is important to note that services provided by another ambulance service are not covered under this plan agreement with Essex Rescue. The subscription program benefit only applies to services provided by Essex Rescue.

Lastly, Essex Rescue will always accept donations, large or small, and are grateful for the ongoing generosity demonstrated by the communities we serve.

Thank you,
Colleen M. Ballard, NRP
Executive Director



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: October 11, 2023
Subject: Cannabis Legislation Recommendation Discussion

Issue: City Council, acting as the Local Cannabis Control Commission, must review S-000004597, Outdoor Cultivator Tier 1 Small Cultivator Renewal and approve or deny the license renewal by October 30, 2023.

Discussion:

Municipalities with a Local Cannabis Control Commission have some authority to regulate Cannabis Establishments in the city. These powers are established through [7 V.S.A. § 863](#) and outlined in Section 2.14 of Vermont Cannabis Control Board's [Rule 2: REGULATION OF CANNABIS ESTABLISHMENTS](#).

On August 31, 2023, the City received notification from the Vermont Cannabis Control (VCCB) that an Outdoor Cultivator Tier 1 Small Cultivator license Renewal (Application S-000004597), has been provisionally approved by the VCCB. Its issuance pending approval by the City's Local Control Commission (LCCC). The LCCC has 60 days from the date of this notification to approve or deny the local license.

The VCCB's [Local Commission Guidance document](#) states the following:

"The role of the commission is to approve or deny a local control license based upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 or ordinances regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291. (Outdoor cultivators are shielded from certain requirements.) Following issuance, the commission may suspend or revoke a local control license for a violation of any condition placed upon the license."

The subject outdoor cultivation is located in the R1 Residential District, where zoning regulations prohibit cannabis cultivation. However, staff believes that the local zoning prohibition of cannabis cultivation in this district is preempted by State Statute, which severely restricts municipal jurisdiction on outdoor cultivation, particularly after the enactment of [H.20 \(Act 65\)](#). Staff's position on this issue is outlined in the attached memorandum dated July 20, 2023, with subject line "[REDACTED] Farm Determination and Cannabis Cultivation".

The City's Development Review Board (DRB) held a public hearing on a related appeal of the Administrative Officer's zoning enforcement decision on September 21. Council may wish to consider the DRB's findings of fact and conclusions of law in its decision to approve or deny the local license. This document is attached.

The Vermont Cannabis Control Board asks that municipalities treat information provided on cannabis establishment application materials as confidential. As such, the publicly visible version of the attached Local Cannabis License application has sensitive information redacted.

Cost: N/A

Recommendation: Staff recommends the City Council, acting as the Local Cannabis Control Commission, should approve the application, based on its interpretation of State Statute.

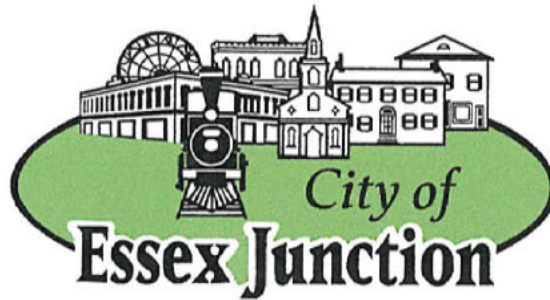
Recommended Motion:

If Council wishes to approve the Local Cannabis License for TrichomeVT:

- I move that the Essex Junction Local Cannabis Control Commission approve the Local Cannabis License for TrichomeVT's Tier 1 Outdoor Cultivation.

Attachments:

1. TrichomeVT Local Cannabis License Application
2. Memorandum dated July 20, 2023, with subject line "[REDACTED] Farm Determination and Cannabis Cultivation"
3. Development Review Board findings and decision for appeal of the Administrative Officer's zoning enforcement decision on September 21



Application for Local Cannabis License
City of Essex Junction

Return complete applications to the City for processing

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Jason Struthers

Doing Business As: Trichome VT LLC

Mailing Address: [REDACTED]

Telephone Number: 802-738-6927

2. Owner/Agent Contact Information

Name: Jason struthers

Mailing Address: [REDACTED]

Telephone Number: 802-738-6927

Email: Jay Struthers @ Gmail . COM

3. Address where use will occur in the City

[REDACTED]

4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input checked="" type="checkbox"/>	Outdoor Cultivation*	1	APR. 1 2023	SCLT0055
<input type="checkbox"/>	Indoor Cultivation*			
<input type="checkbox"/>	Mixed Cultivation*			
<input type="checkbox"/>	Retail			
<input type="checkbox"/>	Manufacturing*			
<input type="checkbox"/>	Testing			
<input type="checkbox"/>	Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	NO
Is the use permitted by local zoning bylaws in the location you have identified?	Yes
If yes, is a zoning permit required?	NO
If a zoning permit is required, what is the date the complete application was submitted for review?	N/A
Has the zoning permit been issued? Is yes, please attach to application.	N/A
Utility	
Is an allocation for water being requested?	N/A
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Jason Struthers Date 05 September 2023

Printed Name Jason Struthers

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

Official Use Only - Do Not Write Below This Line

RECEIVED
 SEP 05 2023
 City of Essex Junction
 DEPARTMENT

Parcel Code: _____

Received By: _____

Department Sign Offs

Fire: N/A

Police: N/A

Planning & Zoning: _____

Wastewater: N/A

Recommended

Action: _____

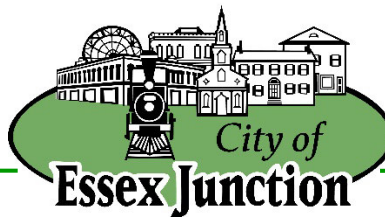
Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____



MEMORANDUM

To: [REDACTED] File
From: Christopher Yuen, Community Development Director
Date: July 20, 2023
Subject: [REDACTED] Farm Determination and Cannabis Cultivation

The intent of this memo is to clarify jurisdictional questions and enforcement avenues around the uses at [REDACTED] ducks and outdoor cannabis cultivation. These questions have come from both the property owner, neighbors and City Council; therefore, this memo to file is being provided to all parties.

1. Agriculture at [REDACTED]

The City is aware that Jason Struthers, resident of [REDACTED] has been raising ducks on the property. On May 4, 2023, the Vermont Agency of Agriculture issued a determination that the activities at [REDACTED] Essex Junction meet the definition of a farming operation subject to the State’s [Required Agricultural Practices \(RAPs\)](#).

[Section 4413\(d\) of Title 24 \(Municipal and County Government\) of Vermont Statutes Annotated \(V.S.A.\)](#) limits the application of municipal land use regulations on farm operations regulated under the RAP rules. 24 V.S.A. § 4413 states that:

(d)(1) A bylaw under this chapter shall not regulate:

(A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets;

...

(2) As used in this section:

(A) “Farm structure” means a building, enclosure, or fence for housing livestock, raising horticultural or agronomic plants, or carrying out other practices associated with accepted agricultural or farming practices, including a silo, as “farming” is defined in 10 V.S.A. § 6001(22), but excludes a dwelling for human habitation.

...

(3) A person shall notify a municipality of the intent to build a farm structure and shall abide by setbacks approved by the Secretary of Agriculture, Food and Markets. No municipal permit for a farm structure shall be required.

While Table 622 of the City’s Land Development Code (our zoning bylaws) attempts to limit agriculture as a permitted use to the Planned Agriculture (PA) District, it conflicts with 24 V.S.A. § 4413, which prohibits municipalities from regulating agriculture through zoning bylaws. When municipal bylaws conflict with state statute, state statute prevails. As such, it is the understanding of Staff that the City cannot enforce the Land Development Code’s prohibition of agriculture outside of the PA zone, if the subject activity meets the State’s definition of a farming operation. This understanding is consistent with the 2013 “Moore

Accessory Structure Permit and Use” Vermont Supreme Court Case, which upheld the non-applicability of local zoning regulation to farm structures¹.

In the future, the sections of the Land Development Code that regulate agriculture should be revisited and amended to be consistent with State Statute.

The City recognizes that agricultural activities occurring within an urbanized neighborhood can result in nuisance impacts on neighbors. While 24 V.S.A. § 4413 limits municipal authority over farm operations, the State’s Required Agricultural Practices (RAPs) do regulate environmental impacts, and some nuisances. For example, Section 6.02 of the RAPs regulate the storage of agricultural wastes and agricultural inputs. Section 6.08 of the RAPs regulate the management of animal mortalities, requiring that burial or compost sites be located a specified distance from property lines.

More information on the RAP enforcement process, including how to make an anonymous complaint, can be found on the Agency of Agriculture’s webpage:

<https://agriculture.vermont.gov/water-quality/enforcement-compliance>

It is important for all parties involved to clearly understand what a farm determination does and does not do. It is not a free pass to do whatever the operation pleases. An affirmative farm determination means that the operation is regulated by the RAPs, but doesn’t negate other applicable rules and regulations – such as [animal control](#) (crossing property boundaries and the humane treatment of animals) or the prevention of [public health hazards](#). The RAPs also do not regulate non-agriculture activities. Additionally, while enforced by the state instead of the City, the RAPs require that most farm structures meet local setback requirements.

2. Cannabis cultivation at [REDACTED]

The City is aware that Jason Struthers, a resident at [REDACTED] has been cultivating cannabis outdoors over the past several years. In accordance with the state’s cannabis statute (Sec. 6. 7 V.S.A. § 869 (d)), cannabis cultivators are required to comply with Sections 6, 8, and 12 of the Required Agricultural Practices. These sections regulate issues such as material discharges, the storage of agricultural wastes and inputs, the management of manure, and buffer zones. Cannabis cultivation is also required to comply with the State of Vermont Cannabis Control Board’s rules, which regulate aspects of outdoor cannabis cultivation such as fencing requirements, site security, and lighting. The operation, d.b.a. TrichomeVT received a State License for Tier 1 (0-1,000 sq ft canopy size) outdoor cannabis cultivation from the Vermont Cannabis Control Board in July 2022. The license needs to be renewed annually.

In September 2022, the City incorporated cannabis establishments into its Land Development Code (LDC) and established a Local Cannabis Control Board. Therefore, cannabis establishments in Essex Junction will need to comply with the LDC and get a Local Cannabis Control Board license. In this circumstance, the Use Table in Chapter 6 of the City’s LDC currently limits Cannabis Cultivation to the Planned Agriculture (PA) zoning district. [REDACTED] is not located within the PA zoning district. At first glance, it may appear that the outdoor Cannabis Cultivation is in contravention of local regulations and should not be allowed;

¹ In Moore Accessory Structure Permit And Use, 194 Vt. 159, No. 12–305 (2013), the court cited the following: “Certain buildings on farm used to process timber into lumber qualified as “farm structures” exempt from local zoning regulation, where statute placing limitations on municipal bylaws exempted from local zoning regulation buildings used for **carrying out “practices associated with” farming**, and processing lumber from timber harvested on site and using it for farm related purposes were practices long and intimately associated with farming in Vermont. 24 V.S.A. § 4413(d)(1).”

however, state statute limits municipal authority to enforce these rules. During the 2023 legislative session, the State House and Senate passed H.270, which amends cannabis regulation statewide.

Under H.270, 7 V.S.A. § 869(f) has been amended such that all licensed outdoor cannabis cultivators shall be regulated in the same manner as “farming” and not as “development” for the purposes of permitting, and shall “*not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. § 4413(d)(1)(A)*”.

This means that the City cannot regulate outdoor cannabis cultivators any more than it can regulate agriculture. Issues, such as the height of structures, and lighting, when applied to outdoor cannabis cultivation, are beyond the municipal authority of the City, and fall under the jurisdiction of the State’s Cannabis Control Board.

Furthermore, H.270 amends 7 V.S.A. § 863 Regulation by Local Government, to state that:

“The [Local cannabis control commission] may condition the issuance of a local control license upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 [zoning statute] or upon regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291, except that ordinances may not regulate public nuisances as applied to outdoor cultivators that are regulated in the same manner as the Required Agricultural Practices under subdivision 869(f)(2) of this title.”

As a result, municipalities now have limited authority to create and enforce ordinances that attempt to regulate the public nuisances, such as odor, or light, resulting from outdoor cannabis cultivation.

Furthermore, the purview of the Local Cannabis Control Board is limited and can be overturned by the VT Cannabis Control Board if they feel a municipality has overreached.

Notwithstanding the City’s limited authority to regulate both the farming operation, and cannabis cultivation directly, these uses are subject to the applicable rules and regulations of the Agency of Agriculture and Cannabis Control Board. Therefore, enforcement of issues associated with this property should be directed to:

1. For issues related to the ducks, if there appears to be a potential violation of the [Required Agricultural Practices \(RAPs\)](#)², reports to the Agency of Agriculture can be made through [this website](#)³. Issues such as the storage of agricultural waste and inputs, the use of manure, and the handling of animal mortalities, are regulated by the RAPs.
2. For issues related to the outdoor cannabis cultivation, if there appears to be a potential violation of the applicable [Required Agricultural Practices \(RAPs\)](#), or other [Cannabis Control Board Rules](#)⁴, reports to the State of Vermont Cannabis Control Board can be made through the [Adult-use Program](#) Complaint process.
3. For issues related to the ducks and their humane treatment, sanitary conditions, or their crossing of property boundaries, reports can be made to the City’s [Animal Control](#) officer, at epd.aco@essex.org or at 802-878-8331.
4. For issues related to public health hazards, reports can be made to the City’s Health Officer, at ffoley@essexjunction.org or 802-878-6944 x 1609.

² <https://agriculture.vermont.gov/rap>

³ <https://agriculture.vermont.gov/water-quality/enforcement-compliance>

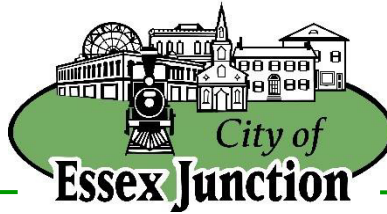
⁴ <https://ccb.vermont.gov/laws-rules-and-regulations>

Attachments:

Appendix A: Excerpts from the Required Agricultural Practices

Appendix B: Excerpts from the State of Vermont Cannabis Control Board Rule 2: Regulation of Cannabis Establishments

Some sections in the attachments are highlighted for emphasis.



Development Review Board

Appeal of Administrative Officer's enforcement decision at [REDACTED] in the R-1 District, by Stephen and Sharon Padnos, adjoining residents.

Findings of Fact and Decision

The City of Essex Junction Development Review Board ("DRB") held a Public Hearing on September 21, 2023 to review the Appeal of Administrative Officer's ("AO's") enforcement decision regarding property located at [REDACTED] in the R-1 Residential District ("Property"). The Property is being used for outdoor cannabis cultivation and for raising ducks. The City of Essex Junction, Vermont Land Development Code prohibits both uses within the R-1 zoning district.

A notice of hearing was provided to the Appellant and the Property owner.

Property Location: [REDACTED]

Property Size: 22651 sq ft. (0.52 acres)

Existing Land Use: Residential, Agricultural, and Outdoor Cannabis Cultivation

Surrounding Land Use: Residential

Zoning District: Residential 1 (R1)

Appeal Description:

Stephen Padnos, resident at 6 Taft Street, by and through William B. Towle, Esq., submitted a letter dated August 4, 2023, timely appealing a July 20, 2023 decision by the AO to not enforce against Jason Struthers ("Struthers") the Land Development Code's ("LDC's") prohibition of Agriculture and Cannabis Cultivation in the R-1 District related to Struthers property at [REDACTED]

Background Facts:

It is undisputed that Mr. Struthers raises ducks and cultivates cannabis on the Property. On or about May 4, 2023, the Vermont Agency of Agriculture, Food & Markets ("AAFM") issued a determination that activities occurring on .6 acres at [REDACTED] Essex Junction, Vermont meet the definition of farming per the State of Vermont's Required Agricultural Practices ("RAP") Regulations.

It was requested that the City take action to enforce its LDC. Specifically, Appellant has argued that Mr. Struthers is illegally engaged in agriculture on his property in violation of the LDC. Section 201(C)(11) of the LDC defines agriculture as "the use of property or structures for common farming-related activities

necessary for crop and animal production. A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or by products on agricultural property is deemed an 'agriculture sales-related activity.'" Appellant argued that the Use Chart (Chapter 6, §622) in the LDC does not permit either cannabis cultivator establishments or agriculture in the R-1 zoning district. LDC p. 132-33.

The AO issued a memorandum dated July 20, 2023 opining on the issue, declining enforcement. The memoranda analyzed the question of whether the municipality was permitted by statute to enforce its LDC against the Property owner. The memoranda was distributed to residents who filed complaints concerning the activities on [REDACTED] including Mr. Padnos. The AO reasoned that 24 V.S.A. § 4413 prohibited the City from enforcing its regulations with respect to agricultural activities occurring on the Property. The AO cited, §4413(d), which provides in pertinent part:

(d)(1) A bylaw under this chapter shall not regulate:

(A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets;

...

Mr. Struthers cannabis growing operation, d.b.a. TrichomeVT, received a State License as a Tier 1 outdoor cannabis cultivator (0-1000 sq ft canopy size) from the Vermont Cannabis Control Board in July 2022. The AO noted that the City of Essex Junction maintains a Local Cannabis Control Board and cannabis establishments must obtain a local CCB license.

The AO noted that, although the LDC limits cultivation to the PA, Planned Agriculture District and the Property is in the R1 District, municipal authority to enforce the LDC is limited by H270. Specifically, H270 (Act 65) amended 7 V.S.A. §869(f) to provide:

(a) A cannabis establishment shall not be regulated as "farming" under the Required Agricultural Practices, 6 V.S.A. chapter 215, or other State law, and cannabis produced from cultivation shall not be considered an agricultural product, farm crop, or agricultural crop for the purposes of 32 V.S.A. chapter 124, 32 V.S.A. §9741, or other relevant State law.

...

(f) Notwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis outdoors on a parcel of land shall:

(1) be regulated in the same manner as "farming" and not as "development" on that tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151;

(2) not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. §4413(d)(1)(A);

(3) be eligible to enroll in the Use Value Appraisal Program under 32 V.S.A. chapter 124 for the cultivation of cannabis;

. . . .

Accordingly, the AO determined that 7 V.S.A. §869(f) limits the City's authority to enforce the provision of its LDC with regard to the location of outdoor cannabis cultivation in a particular zoning district in the same way as it does with farming. See AO July 20, 2023 memorandum.

Mr. Padnos's counsel filed a notice of appeal on or about August 4, 2023.

The following persons testified at the hearing:

Stephen Padnos; Rebecca Dwyer ; Greg Dwyer; Sharon Wille Padnos; Jason Hemenway; Pat Bouchard; Kelly Turman.

The following documents were submitted into evidence at the hearing:

Padnos Exhibits:

- Padnos 1-4 – Vermont Agency of Agriculture Farm Operation Determination for Jason Struthers;
- Padnos 5-23 – Jason Struthers Farm Determination application supporting documents and communications with Agency of Agriculture;
- Padnos 24-26 – Excerpt from Required Agricultural Practices Rule - Section 3. Required Agricultural Practices Activities and Applicability;
- Padnos 27 – Excerpt from Required Agricultural Practices Rule – Section 4. Small Farm Certification and Training Requirements;
- Padnos 28 – Excerpt from 24 V.S.A. § 4414 (d)(1);
- Padnos 29-30 – Aerial Imagery of [REDACTED] property and neighborhood from Google Maps;
- Padnos 31 – Screenshot of Aerial View of [REDACTED] property from Vermont Center for Geographic Information Parcel Viewer;
- Padnos 32 – Photograph of the front of 6 Taft Street taken from Taft Street;
- Padnos 33 – Photograph of the front of [REDACTED] taken from Taft Street;
- Padnos 34-47 – Photographs of the [REDACTED] side and back yard taken from the 6 Taft Street property.

No party raised objections to the admission of the above exhibits.

In accordance with Section 1702.C, the DRB held and closed the public hearing on September 21, 2023. The DRB then entered deliberative session. After concluding the deliberative session, the DRB re-entered open session and rendered a unanimous decision.

Based on the testimony and evidence submitted into the record, the Development Review Board memorializes its September 21, 2023 determination through the issuance of the following Findings of Fact and Conclusions of Law:

Findings of Fact:

1. Jason Struthers is the owner of residential property located at [REDACTED] Essex Junction.
2. Mr. Struthers raises ducks and grows cannabis on the Property.
3. Mr. Struthers obtained a farm designation from the AAFM on or about May 4, 2023.

4. Mr. Struthers cannabis growing operation, d.b.a. TrichomeVT, received a State License as a Tier 1 outdoor cannabis cultivator (0-1000 sq ft canopy size) from the Vermont Cannabis Control Board in July 2022.
5. ██████████ Essex Junction is located in the R-1 District.
6. The Use Chart (Chapter 6, §622) in the LDC does not permit either cannabis cultivator establishments or agriculture in the R-1 zoning district. LDC p. 132-33.

Conclusions of Law:

A. Agriculture.

1. 24 V.S.A. §4413(d)(1)(A) provides that “[a] bylaw under this chapter shall not regulate: (A) required agricultural practices, including the construction of farm structures, as those practices are defined by the Secretary of Agriculture, Food and Markets ”
2. The City of Essex Junction’s LDC does not regulate required agricultural practices when it establishes the districts in which agriculture may take place. The City is merely setting forth the zoning districts where farming may be conducted. It is not regulating the farming activities themselves.
3. “The RAPs are standards to which all types of farms must be managed.” Vermont Required Agricultural Practices Rule November 23, 2018 at 2.
4. The RAP effectively regulates water quality.
5. By establishing zoning districts in which farming may be conducted, the City is not seeking to regulate the management of farms or water quality. It is merely prescribing where farming may and may not be conducted.
6. Accordingly, this DRB reverses in part the portion of the July 20, 2023 determination of the City of Essex Junction AO which concludes that the City may not enforce its LDC against Mr. Struthers with regards to his farming activities, specifically raising ducks.

B. Cannabis Cultivation.

7. 7 V.S.A. §869(f) addresses the regulation of cannabis cultivation and provides:
 - (a) A cannabis establishment shall not be regulated as “farming” under the Required Agricultural Practices, 6 V.S.A. chapter 215, or other State law, and cannabis produced from cultivation shall not be considered an agricultural product, farm crop, or agricultural crop for the purposes of 32 V.S.A. chapter 124, 32 V.S.A. §9741, or other relevant State law.

...

(f) Notwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis outdoors on a parcel of land shall:

(1) be regulated in the same manner as “farming” and not as “development” on that tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151;

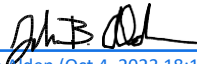
(2) not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. §4413(d)(1)(A);

(3) be eligible to enroll in the Use Value Appraisal Program under 32 V.S.A. chapter 124

for the cultivation of cannabis;

.....

8. As 7 V.S.A. §869(f) specifically sets out that cannabis cultivation is not considered land development and may not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117.
9. 7 V.S.A. §863(d) provides that “[a] municipality shall not: (1) prohibit the operation of a cannabis establishment within the municipality through an ordinance adopted pursuant to 24 V.S.A. §2291 or a bylaw adopted pursuant to 24 V.S.A. §4414, or regulate a cannabis establishment in a manner that has the effect of prohibiting the operation of a cannabis establishment.....”
10. The language of the statutes set forth in paragraph 6 and 8 above, along with the establishment of the State of Vermont Cannabis Control Board, suggests that the legislature did not intend to grant municipalities the authority to regulate the location of cannabis cultivation through zoning bylaws.
11. Applying the LDC use table to the Property and disallowing this cannabis cultivation establishment in the R-1 District would effectively prohibit a cannabis establishment within the municipality based on a bylaw established pursuant to 24 V.S.A. §4414.
12. Accordingly, the DRB upholds the portion of the AO’s July 20, 2023 determination that concludes that the City of Essex Junction lacks the authority to enforce against the Property owner for the operation of a cannabis cultivation establishment in the R-1 District in violation of the LDC.


John Alden (Oct 4, 2023 18:12 EDT)

John Alden, Chair

Oct 4, 2023


Date


Cristin Gildea (Oct 5, 2023 12:20 EDT)

Cristin Gildea, Board Member

October 5, 2023

Date


Maggie Massey (Oct 6, 2023 12:24 EDT)

Maggie Massey, Board Member

Oct 6, 2023


Date


Robert Mount (Oct 6, 2023 13:15 EDT)

Robert Mount, Board Member

Oct 6, 2023

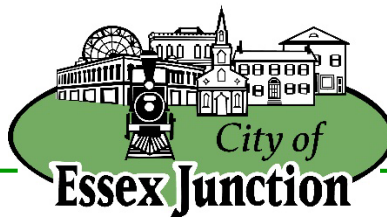
Date


Dylan Zwicky (Oct 6, 2023 14:26 EDT)

Dylan Zwicky, Board Member

Oct 6, 2023

Date



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: October 11, 2023
Subject: Cannabis Legislation Recommendation Discussion

Issue: The issue is that H.270 of 2023 (Act 65), limits a municipalities ability to regulate outdoor cannabis cultivation. This is counter to the City's intention of allowing this use in the Planned Agriculture (PA) District only.

Discussion:

It is my understanding that the legislature made the outdoor cannabis cultivation changes in H.270 because some municipalities were establishing rules that prevented outdoor cannabis cultivation in rural areas. Conceivably the nuisances in these areas are low, and the Legislature wanted to prevent local municipalities from preventing outdoor cannabis cultivation establishments in these circumstances. Unfortunately, the result has been a limitation on all municipalities from establishing reasonable regulations on these establishments. This legislation also lacks distinction between a rural environment and an urban environment. In urban environments, like Essex Junction, neighbors live more densely and the smell from cannabis plants permeates and crosses property lines into other neighbor's backyards.

The recommendation is to request the City's state Legislators and the Chairs of the House Government Operations and Military Affairs Committee to alter the changes made in H.270 of 2023. The suggested change is to allow municipalities the authority to set reasonable regulations that would eliminate the impact of outdoor cannabis cultivators on neighboring properties in areas served by water and sewer (a proxy for urban areas) if they so choose.

Background: In September 2022, the City incorporated cannabis establishments into its Land Development Code (LDC) and established a Local Cannabis Control Board. Therefore, cannabis establishments in Essex Junction will need to comply with the LDC and get a Local Cannabis Control Board license. In the case of outdoor cannabis cultivation, the Use Table in Chapter 6 of the City's LDC currently limits Cannabis Cultivation to the Planned Agriculture (PA) zoning district. At first glance, it may appear that the outdoor Cannabis Cultivation is in contravention of local regulations and should not be allowed; however, state statute limits municipal authority to enforce these rules. During the 2023 legislative session, the State House and Senate passed H.270, which amends cannabis regulation statewide.

Under H.270, 7 V.S.A. § 869(f) has been amended such that all licensed outdoor cannabis cultivators shall be regulated in the same manner as "farming" and not as "development" for the purposes of permitting, and shall *"not be regulated by a municipal bylaw adopted under 24 V.S.A. chapter 117 in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. § 4413(d)(1)(A)"*.

This means that the City cannot regulate outdoor cannabis cultivators any more than it can regulate agriculture. Issues, such as the height of structures, and lighting, when applied to outdoor cannabis cultivation, are beyond the municipal authority of the City, and fall under the jurisdiction of the State's Cannabis Control Board.

Furthermore, H.270 amends 7 V.S.A. § 863 Regulation by Local Government, to state that:

"(d) A municipality shall not:

(1) prohibit the operation of a cannabis establishment within the municipality through an ordinance adopted pursuant to 24 V.S.A. § 2291 or a bylaw adopted pursuant to 24 V.S.A. § 4414, or regulate a cannabis establishment in a manner that has the effect of prohibiting the operation of a cannabis establishment

(2) The [Local cannabis control commission] may condition the issuance of a local control license upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 [zoning statute] or upon regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291, except that ordinances may not regulate public nuisances as applied to outdoor cultivators that are regulated in the same manner as the Required Agricultural Practices under subdivision 869(f)(2) of this title."

As a result, municipalities now have limited authority to create and enforce ordinances that attempt to regulate the public nuisances, such as odor, or light, resulting from outdoor cannabis cultivation.

Furthermore, the purview of the Local Cannabis Control Board is limited and can be overturned by the VT Cannabis Control Board if they feel a municipality has overreached.

Cost: N/A

Recommendation: The recommendation is to request the City's state Legislators and the Chairs of the House Government Operations and Military Affairs Committee to alter the changes made in H.270 of 2023. The suggested change is to allow municipalities the authority to set reasonable regulations that would eliminate the impact of outdoor cannabis cultivators on neighboring properties in areas served by water and sewer (a proxy for urban areas) if they so choose.

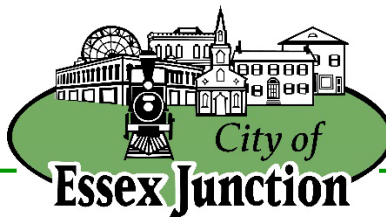
Recommended Motion:

If the City Council wishes to move forward with this recommendation, the following motion is recommended:

"I move that the City Council authorize the City Manager to write a letter with this request to the legislature and authorize the Council President to sign this letter on behalf of the Council."

Attachments:

None



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: September 27, 2023
Subject: Executive session for a contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract.

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

Cost: N/A at this time

Recommendation:

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

Motion #1

"I move that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council, City Manager, Water Quality Superintendent and Appala Raju Badireddy."

For checks For Check Acct 01(GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

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19815	AMAZON CAPITAL SERVICES 1FCF9KFFFL9Y RK Hiawatha Supplies	DocumentApproved 2023-09-27T16:22:24.262733Z by: Alyssa Callan DocumentApproved 2023-09-27T16:42:22.3711582Z by: Caitlin Fay DocumentApproved 2023-09-27T17:24:48.6103932Z by: Cindy Delibac	120.09	0.00	120.09	50711	09/29/23
19815	AMAZON CAPITAL SERVICES 1G6Q7X77CPLN Preschool Supplies	DocumentApproved 2023-09-27T15:29:48.7704517Z by: Brad Luck DocumentApproved 2023-09-27T15:31:16.9204607Z by: Caitlin Fay DocumentApproved 2023-09-27T17:24:28.9807641Z by: Cindy Delibac	35.95	0.00	35.95	50711	09/29/23
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City of Essex Junction Accounts Payable
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25715	DONALD L. HAMLIN CONSULT ENG I 22822 092723	August 1- August 31, cre Document Approved 2023-09-28T17:22:29.1856538Z by: Rick Jones Document Approved 2023-09-28T17:32:46.0592385Z by: Jess Morris Document Approved 2023-09-28T18:26:29.2265329Z by: Regina Mahony Document Approved 2023-09-28T18:37:03.5853413Z by: Cindy Delibac	32139.47	0.00	32139.47	50722	09/29/23
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For checks For Check Acct 01 (GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

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80021	FIRST NATIONAL BANK OF OMAHA M JM091123	finance peripherals	59.57	0.00	59.57	50729	09/29/23
		DocumentApproved 2023-09-14T00:24:17.3149546Z by: Jess					
		MorrisDocumentApproved 2023-09-22T21:02:21.3768662Z by: Cindy Delibac					

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21845	FIRST NATIONAL BANK OMAHA -001 06310923	visa charges 9/14 to 9/1	119.88	0.00	119.88	50731	09/29/23
		DocumentApproved 2023-09-22T13:29:02.8305678Z by: Rick JonesDocumentApproved 2023-09-22T21:02:56.2787101Z by: Cindy Delibac					
80041	FUTURE IQ INC	525 Consultant Services Stra	10625.00	0.00	10625.00	50732	09/29/23
		DocumentApproved 2023-09-21T18:59:47.6391182Z by: Ashley					

For checks For Check Acct 01 (GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

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		MorrisDocumentApproved 2023-09-22T21:02:58.9395419Z by: Cindy Delibac					
00820	GLOBAL EQUIPMENT COMPANY INC 120953360	Dog Park Bags	198.11	0.00	198.11	50733	09/29/23
		DocumentApproved 2023-09-27T15:55:21.9529983Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:41:15.0956306Z by: Caitlin					
		FayDocumentApproved 2023-09-27T17:26:59.1853075Z by: Cindy Delibac					
07010	GREEN MOUNTAIN POWER CORP 0923 75 MAPA MSP Power Sept		1935.65	0.00	1935.65	50734	09/29/23
		DocumentApproved 2023-09-27T15:55:48.9194198Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:42:13.5111544Z by: Caitlin					
		FayDocumentApproved 2023-09-28T13:36:58.0023597Z by: Jess					
		MorrisDocumentApproved 2023-09-28T16:55:17.1870587Z by: Cindy Delibac					
07010	GREEN MOUNTAIN POWER CORP 0923 75 MAPL MSP Power Sept		38.78	0.00	38.78	50735	09/29/23
		DocumentApproved 2023-09-27T15:55:38.3188175Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:42:16.7534021Z by: Caitlin					
		FayDocumentApproved 2023-09-27T17:27:15.9289645Z by: Cindy Delibac					
07010	GREEN MOUNTAIN POWER CORP 0923 Cascade 39 Cascade 8/18 to 9/19/		10652.97	0.00	10652.97	50736	09/29/23
		DocumentApproved 2023-09-27T18:57:39.4635567Z by: Chelsea					
		MandigoDocumentApproved 2023-09-27T19:29:51.4075356Z by: Cindy Delibac					
45410	J B SIMONS INC 130757	Badges	4200.00	0.00	4200.00	50737	09/29/23
		DocumentApproved 2023-09-24T00:14:53.5591666Z by: Chris					
		GaboriaultDocumentApproved 2023-09-24T11:54:55.3851448Z by: Jess					
		MorrisDocumentApproved 2023-09-25T16:04:10.2386673Z by: Cindy Delibac					
80029	KINGDOM EQUIPMENT AND TRAILERS PP2293A	2023 HIGH COUNTRY XPRESS	9520.00	0.00	9520.00	50738	09/29/23
		DocumentApproved 2023-09-28T17:25:24.3603477Z by: Rick JonesDocumentApproved					
		2023-09-28T17:32:40.8177039Z by: Jess MorrisDocumentApproved					
		2023-09-28T18:08:32.3533077Z by: Cindy Delibac					
25625	LOWE'S - 1080 41910800923	EJRP Lowes September	438.13	0.00	438.13	50739	09/29/23
		DocumentApproved 2023-09-27T15:27:24.2055072Z by: Brad LuckDocumentApproved					
		2023-09-27T15:30:16.769633Z by: Caitlin FayDocumentApproved					
		2023-09-27T17:27:27.1049331Z by: Cindy Delibac					
80045	MICRONICS ENGINEERED FILTRATIO F000010468	W1152001-194139360 Gravi	1255.02	0.00	1255.02	50740	09/29/23
		DocumentApproved 2023-09-28T18:23:18.9892961Z by: Chelsea					
		MandigoDocumentApproved 2023-09-29T11:38:03.4852085Z by: Jess					
		MorrisDocumentApproved 2023-09-29T13:09:05.1563371Z by: Cindy Delibac					
80044	NEACTC CLERK CONF 11152023	New England Clerks Conf	250.00	0.00	250.00	50741	09/29/23
		DocumentApproved 2023-09-28T16:57:47.1842919Z by: Susan					
		McNamara-HillDocumentApproved 2023-09-28T17:07:17.3753133Z by: Cindy Delibac					
13475	NEEDHAM ELECTRIC SUPPLY (NESCO S6093536001	Park St Lights	984.00	0.00	984.00	50742	09/29/23
		DocumentApproved 2023-09-27T15:58:23.4598239Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:42:03.040889Z by: Caitlin					

For checks For Check Acct 01 (GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date

FayDocumentApproved 2023-09-27T17:27:40.9374429Z by: Cindy Delibac							
27240	OTIS ELEVATOR COMPANY	NKV16560001 BL BRepair SEP23	666.56	0.00	666.56	50743	09/29/23
DocumentApproved 2023-09-21T17:37:58.7866407Z by: Wendy							
HyskoDocumentApproved 2023-09-27T15:56:10.1503991Z by: Harlan							
SmithDocumentApproved 2023-09-27T17:28:07.329938Z by: Cindy Delibac							
23420	P & P SEPTIC SERVICE INC.	T607992 Cascade Portolet October	120.00	0.00	120.00	50744	09/29/23
DocumentApproved 2023-09-27T15:56:26.0343244Z by: Harlan							
SmithDocumentApproved 2023-09-27T16:41:41.5850497Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:22.5728053Z by: Cindy Delibac							
V9260	PENN VALLEY PUMP CO., INC	18201 Kit Spare Parts, Neopren	5591.60	0.00	5591.60	50745	09/29/23
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MandigoDocumentApproved 2023-09-28T13:36:39.344724Z by: Jess							
MorrisDocumentApproved 2023-09-28T16:55:54.7929443Z by: Cindy Delibac							
29425	PERFORMANCE FOOD SERVICE	928493 RK Hiawatha Snack	147.69	0.00	147.69	50746	09/29/23
DocumentApproved 2023-09-27T16:22:03.2813778Z by: Alyssa							
CallanDocumentApproved 2023-09-27T16:40:00.7763573Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:46.1660107Z by: Cindy Delibac							
29425	PERFORMANCE FOOD SERVICE	928593 RK Snack	386.02	0.00	386.02	50746	09/29/23
DocumentApproved 2023-09-27T16:25:51.7867935Z by: Alyssa							
CallanDocumentApproved 2023-09-27T16:41:27.8564399Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:56.7769698Z by: Cindy Delibac							
29425	PERFORMANCE FOOD SERVICE	928622 RK MSP Snack	150.46	0.00	150.46	50746	09/29/23
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CallanDocumentApproved 2023-09-27T16:39:51.9784736Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:41.1386217Z by: Cindy Delibac							
29425	PERFORMANCE FOOD SERVICE	929038 RK FMS Snack	288.43	0.00	288.43	50746	09/29/23
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CallanDocumentApproved 2023-09-27T16:40:22.640928Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:33.9842567Z by: Cindy Delibac							
29425	PERFORMANCE FOOD SERVICE	932388 RK Fleming Snack	164.38	0.00	164.38	50746	09/29/23
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CallanDocumentApproved 2023-09-27T16:41:21.345227Z by: Caitlin							
FayDocumentApproved 2023-09-27T17:28:51.4362814Z by: Cindy Delibac							
					-----	Check Total	1136.98
24100	PERMA-LINE CORP OF NEW ENGLAND	200630 FINISHED STREET SIGNS Wo	63.35	0.00	63.35	50747	09/29/23
DocumentApproved 2023-09-22T13:30:33.8736524Z by: Rick JonesDocumentApproved							
2023-09-22T21:03:08.4473482Z by: Cindy Delibac							
24100	PERMA-LINE CORP OF NEW ENGLAND	200813 FINISHED TRAFFIC SIGNS-P	190.00	0.00	190.00	50747	09/29/23
DocumentApproved 2023-09-28T17:25:49.1579407Z by: Rick JonesDocumentApproved							
2023-09-28T18:08:48.7983406Z by: Cindy Delibac							
24100	PERMA-LINE CORP OF NEW ENGLAND	200814 RESIDENT Parking Only si	303.55	0.00	303.55	50747	09/29/23
DocumentApproved 2023-09-28T17:22:50.6681883Z by: Rick JonesDocumentApproved							
2023-09-28T18:08:43.7258842Z by: Cindy Delibac							
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For checks For Check Acct 01 (GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

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25140	PIKE INDUSTRIES INC 1241843	Asphalt DocumentApproved 2023-09-28T17:26:06.9962045Z by: Rick Jones 2023-09-28T18:08:55.5755905Z by: Cindy Delibac	224.96	0.00	224.96	50748	09/29/23
25140	PIKE INDUSTRIES INC 1246034	Asphalt DocumentApproved 2023-09-28T17:25:55.7539607Z by: Rick Jones 2023-09-28T18:08:54.0706737Z by: Cindy Delibac	228.00	0.00	228.00	50748	09/29/23
25140	PIKE INDUSTRIES INC 1250049	Asphalt DocumentApproved 2023-09-22T13:29:40.5684628Z by: Rick Jones 2023-09-22T21:03:11.8658021Z by: Cindy Delibac	302.48	0.00	302.48	50748	09/29/23
					----- Check Total	755.44	
37430	R R CHARLEBOIS INC RC83207	TRK#6 Leak Def Tank DocumentApproved 2023-09-26T18:57:24.8014527Z by: Rick Jones 2023-09-26T19:45:03.1361358Z by: Cindy Delibac	261.43	0.00	261.43	50749	09/29/23
24775	ROBERGE & SONS MOWING INC. 951320	15 hrs Boom DocumentApproved 2023-09-22T13:32:05.7745778Z by: Rick Jones 2023-09-22T15:23:03.4348171Z by: Jess Morris 2023-09-22T21:03:33.1463538Z by: Cindy Delibac	2100.00	0.00	2100.00	50750	09/29/23
37965	S D IRELAND CONCRETE 104407	Total : Cust Job: 34 S H DocumentApproved 2023-09-26T18:55:48.8191833Z by: Rick Jones 2023-09-26T19:45:40.1690864Z by: Cindy Delibac	508.00	0.00	508.00	50751	09/29/23
V2093	SLACK CHEMICAL COMPANY INC. 461020	sodium hydrogen peroxide DocumentApproved 2023-09-27T18:58:23.244201Z by: Chelsea MandigoDocumentApproved 2023-09-28T13:36:50.214142Z by: Jess MorrisDocumentApproved 2023-09-28T16:56:12.6366146Z by: Cindy Delibac	16225.50	0.00	16225.50	50752	09/29/23
36825	THE SMALL ENGINE CO INC 099324	Mower Parts DocumentApproved 2023-09-27T15:56:41.3087032Z by: Harlan SmithDocumentApproved 2023-09-27T16:41:09.5952271Z by: Caitlin FayDocumentApproved 2023-09-27T17:29:10.8846157Z by: Cindy Delibac	129.65	0.00	129.65	50753	09/29/23
V2227	TI-SALES, INC. 0162246	1" Neptune T-10 Meter In DocumentApproved 2023-09-22T13:29:56.5291307Z by: Rick Jones 2023-09-22T15:23:08.4090399Z by: Jess Morris 2023-09-22T21:03:34.2713696Z by: Cindy Delibac	4163.02	0.00	4163.02	50754	09/29/23
36130	VERIZON WIRELESS VSAT 9944661081	Sept 23 CM cell stormwat DocumentApproved 2023-09-24T11:56:51.8691198Z by: Jess MorrisDocumentApproved 2023-09-25T16:15:38.1554899Z by: Cindy Delibac	120.52	0.00	120.52	50755	09/29/23
36130	VERIZON WIRELESS VSAT 9944695803	Verizon Shared 9/19 to 1 DocumentApproved 2023-09-27T18:58:54.5298154Z by: Chelsea MandigoDocumentApproved 2023-09-27T19:30:02.6414745Z by: Cindy Delibac	572.08	0.00	572.08	50756	09/29/23
25315	VESPA'S PIZZA PASTA & DELI 091923D	RK Fleming Open House DocumentApproved 2023-09-27T16:22:50.6808778Z by: Alyssa	24.00	0.00	24.00	50757	09/29/23

09/29/23
11:09 am

City of Essex Junction Accounts Payable
Check Warrant Report # 24012 Current Prior Next FY Invoices
For checks For Check Acct 01 (GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

Page 8
CDelibac

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
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		FayDocumentApproved 2023-09-27T17:29:15.7811727Z by: Cindy Delibac					
25315	VESPA'S PIZZA PASTA & DELI 092023D	RK EES Open House	108.00	0.00	108.00	50757	09/29/23
		DocumentApproved 2023-09-27T16:26:07.23636Z by: Alyssa					
		CallanDocumentApproved 2023-09-27T16:41:53.9181362Z by: Caitlin					
		FayDocumentApproved 2023-09-27T17:29:21.4165804Z by: Cindy Delibac					

					Check Total		132.00
11935	VIKING-CIVES USA 4527329	JOHNSTON BRUSH 2 PC-710m	541.44	0.00	541.44	50758	09/29/23
		DocumentApproved 2023-09-28T17:23:41.9930249Z by: Rick JonesDocumentApproved					
		2023-09-28T18:09:02.1529204Z by: Cindy Delibac					
23395	VILLAGE HARDWARE - WILLISTON 517258	DURA 8PK C Alk Battery	18.04	0.00	18.04	50759	09/29/23
		DocumentApproved 2023-09-26T18:58:11.3799547Z by: Rick JonesDocumentApproved					
		2023-09-26T19:46:45.3553541Z by: Cindy Delibac					
28470	VMERS DB 110800 PR-09/01/23	Payroll Transfer	24063.83	0.00	24063.83	50760	09/29/23
28470	VMERS DB 110800 PR-09/29/23	Payroll Transfer	20840.98	0.00	20840.98	50760	09/29/23

					Check Total		44904.81
07565	W B MASON CO INC 241208040	2 Lincoln Paper Towels	125.98	0.00	125.98	50761	09/29/23
		DocumentApproved 2023-09-27T15:57:12.3897551Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:41:03.7909262Z by: Caitlin					
		FayDocumentApproved 2023-09-27T17:29:46.0863644Z by: Cindy Delibac					
07565	W B MASON CO INC 241283977	Office Supplies	30.05	0.00	30.05	50761	09/29/23
		DocumentApproved 2023-09-27T15:27:34.3034785Z by: Brad LuckDocumentApproved					
		2023-09-27T15:30:41.0584737Z by: Caitlin FayDocumentApproved					
		2023-09-27T17:29:35.8985076Z by: Cindy Delibac					
07565	W B MASON CO INC 241305760	Office Supplies	12.99	0.00	12.99	50761	09/29/23
		DocumentApproved 2023-09-27T15:29:31.1017865Z by: Brad LuckDocumentApproved					
		2023-09-27T15:30:33.6711966Z by: Caitlin FayDocumentApproved					
		2023-09-27T17:29:51.4963247Z by: Cindy Delibac					
07565	W B MASON CO INC 241308001	PS Tissues	33.99	0.00	33.99	50761	09/29/23
		DocumentApproved 2023-09-27T15:57:28.2547656Z by: Harlan					
		SmithDocumentApproved 2023-09-27T16:41:36.2020012Z by: Caitlin					
		FayDocumentApproved 2023-09-27T17:30:01.7458009Z by: Cindy Delibac					

					Check Total		203.01

For checks For Check Acct 01(GENERAL FUND) 50710 To 50761 09/29/2023 To 09/29/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			1,547,499.58	0.001	1,547,499.58		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,547,499.58
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
SEPTEMBER 27, 2023**

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

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Director of Communications & Strategic Initiatives;

OTHERS PRESENT: Heidi Clark, Annie Cooper, Melissa Ham-Ellis, Resa Mehren, Tim Miller.

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

5. **BUSINESS ITEMS**

a. Discussion of Strategic Planning Update

Director Snellenberger provided a brief update on the strategic planning project and timeline. She noted that Future iQ was selected as the project consultant for this work at the Council's August 9th meeting. She spoke about the goals for the project, which include the community vision and strategic action plan to measure the City's progress throughout the next five years. She noted that she has begun having weekly meetings with the Future iQ team, and that they are working to establish the project's Steering Committee and set up monthly meetings, create timelines for the project's launch and future workshops, and gather information through interviews and reports. She noted important upcoming dates related to the project, which include the launch of the strategic plan (October 6), seeking community feedback at the EJRP Pumpkin Palooza (October 28), Think Tank Workshops (week of October 30th), seeking community feedback at the EJRP Train Hop (December 8), and a Workshop Charette (week of December 4). She noted that January and February will also have events and milestones, but will be a subsequent phase of the project.

Councilor Certa asked if feedback from the community will be gathered throughout the project or will only be solicited through the survey or workshops. Director Snellenberger replied that there will be several surveys throughout the project and that there will be additional opportunities for the community to give feedback to staff during various community events. She also noted that there are opportunities on the project's website for the community to give feedback and sign up for updates on the project.

b. Discussion of 2025 Annual Meeting Update

City Manager Mahony said that this is to solicit feedback to move the Annual Meeting beginning in 2025 to the traditional Vermont Town Meeting Day in March, rather than the April date that Essex has traditionally used. She noted that the School District is considering this and is putting the question to voters in 2024. She noted that Essex Junction asked voters whether the Junction could change the charter to allow the Council to set the annual meeting date, but noted that this charter change is being

54 considered by the legislature when it reconvenes in January, so they do not have final resolution on
55 whether that authority has been granted yet.

56
57 City Manager Mahony outlined the pros and cons of moving the Annual Meeting to March or keeping it
58 in April. She noted that if they align with the School District, it simplifies processes for voters (only
59 needing to remember one date for voting), provides the opportunities to share costs for producing
60 ballots, and provides the ability to leverage Vermont League of Cities and Towns (VLCT)
61 communications about voting, since they use the Town Meeting Day date when putting together
62 communications. She noted that a con is that it shortens the City's timeline for putting the budget
63 together by one month, though this shouldn't make or break any major decision-making.

64
65 Councilor Chawla expressed support for having the community vote on the same day. Councilor Certa
66 and others agreed that there is a certain momentum and excitement on Town Meeting Day in general,
67 and it would be great for the City to be able to participate in that by holding its voting on that day.

68
69 Councilor Thibeault asked whether the polling place would remain at the Fairgrounds, and asked
70 whether this would pose problems for the Champlain Valley Expo. City Manager Mahony said that she
71 and Clerk McNamara would touch base with CVE to confirm that it wouldn't pose problems.

72
73 c. Discussion of Amendments to the Policy Regarding City Council Meetings

74 City Manager Mahony noted that at Council Orientation in May, the City identified two policies in need
75 of updating, which included the Communications Policy and the City Council Meeting Policy. She noted
76 that the former has already been discussed and that this is an opportunity to review a first draft of
77 amendments to the latter. The City Council discussed the following proposed changes:

- 78 • Section 1c - Emergency Meetings. There is proposed language to add that they are held at the
79 call of the President and City Manager, to be consistent with language around Special Meetings
80 (Section 1b). Councilors agreed with this change.
- 81 • Section 2c – Agenda/Reading File. There is a question about whether check warrants should be
82 included in the Reading File rather than the Consent Agenda, since they have already been cut
83 at the time of the meeting. Councilors agreed that it should be in the Reading File.
- 84 • Section 2e – Meeting Location. Councilor Certa asked where the third physical location of posting
85 for the agenda and meeting packet should be, given that the third used to be the Town Offices,
86 and also asked whether there could be a digital location. The Council decided to use EJRP as a
87 third physical location, but agreed to explore using Mac's Market or the Post Office as well.
- 88 • Section 3a – Business. There was a question about whether the Pledge of Allegiance should be
89 included as part of the Council meetings, and City Manager Mahony noted that some other
90 surrounding municipalities stopped saying the Pledge in their meetings during Covid due to equity
91 and inclusion concerns raised about some of the Pledge language. Councilor Chawla said that
92 the Council and participants demonstrate good work and allegiance to the government without
93 reciting the Pledge, and would be comfortable continuing to omit it from meetings. Other
94 Councilors concurred.
- 95 • Section 3a – Business. There was a question about pulling Councilor/Manager comments from
96 the Reading File and having it be its own section of the agenda. As an aside, Councilor Chawla
97 said that in future, part of the strategic work around increasing community engagement should
98 look at how they interact with the Council during meetings in formal and informal ways. He said
99 that for this immediate conversation, he would be comfortable separating comments from the
100 Reading File. Other Councilors concurred.
- 101 • Section 5 – Chairperson. Councilors discussed the language about election of Vice Chairperson,
102 and Councilor Brown recommended reviewing the charter and aligning with that language.

- New Section (between Section 5 and Section 6). City Manager Mahony said that a new Clerk role was created and that a section should be added to reflect that role and its meeting duties.
- Section 6 – Public Participation. Councilor Certa recommended allowing the public to provide comment on any item (on the agenda or not on the agenda) during the Public to be Heard section of the agenda, so that the public has a dedicated time to address any issue, rather than waiting potentially until later in the evening until that agenda item comes up. Councilor Chawla said that this is a valid point, but said that waiting until an agenda item is discussed allows for further explanation of that item by staff and Council, and also expressed concern about time constraints for City Council meetings (which could also raise equity concerns). Councilor Haney said that she likes the idea of having public comment both at the beginning of the meeting and during each agenda item. She noted that the Council does have the ability to put time limits on public comment, if many individuals want to speak to an agenda item. She suggested adding a link to the agenda where written public comment could be submitted ahead of time. She and Councilor Thibeault agreed with Councilor Certa’s suggestion not to limit Public to be Heard to items not on the agenda. Councilor Certa said that the comments during Public to be Heard portion could be just public comments, whereas the public comments during each agenda item could be viewed as an opportunity for more dialogue and clarification about specific agenda items between the Council and the public.
- Section 6 – Public Participation. City Manager Mahony discussed the process for restoring order and decorum of a meeting in the case of an unruly participant. She noted that Winooski establishes a process in its Rules of Procedure, which has been helpful.
- Section 9c – Minutes. Councilors discussed having an abstract of their remarks on any subject entered into the minutes from a previous meeting. They noted that they have not exercised this privilege because they do not want to run the risk of editorializing after the fact, but they agreed that providing clarifying amendments or capturing salient previously-omitted points is acceptable.
- Councilor Haney volunteered to draft a narrative summary for the website to welcome the public and introduce them to the procedures around City Council meetings.

The following public comments were received:

- Annie Cooper said that in terms of physical locations for meeting materials, she asked that equity and inclusion be taken into consideration when making this decision. She said that with respect to opportunities to give public comment during meetings, she suggested establishing timeframes for each agenda item so that members of the public have a general sense of when each agenda item will be discussed. She also suggested having written comments read aloud at the meeting during their respective agenda items. She further suggested designating a moderator on the Council in case a meeting gets contentious or there are unruly participants.
- Melissa Ham-Ellis spoke about the process around removing a disorderly individual. She said that the decision should not be left to one Chairperson, given that it’s likely that the Chairperson does not know the person or the conditions that may have inadvertently offended them. She said that giving the person time to calm down before law enforcement is called is much more civilized. She also noted that “obeying the Chairperson” is strong language.

d. *Discussion regarding the City Manager Annual Evaluation
See item #8a below.

6. **CONSENT AGENDA**

- a. Approve Check Warrant #24010 (09/22/2023)
- b. Approve Minutes: September 13, 2023

152 **ANDREW BROWN made a motion, seconded by ELAINE HANEY to approve the consent agenda**
153 **as presented. The motion passed 5-0.**
154

155 7. **READING FILE**

- 156 a. Council & Manager member comments: City Manager Mahony noted Longevity Awards for the
157 following staff: Mary Dennison, Library, 10 years; Ron Bundy, Public Works, 10 years; Katelyn Faye,
158 EJRP, 10 (technically 11) years; Carol Bushor, Library, 15 years; Wendy Hysko, Library, 15 years;
159 Brad Luck, EJRP, 15 (technically 16) years; Ricky Jones, EJRP, 35 years. She noted that ANR
160 completed their first state inspection of the Wastewater Facility in 4 years, that it was a positive
161 inspection, and that the follow-up report will be provided to the City with any action items. She noted
162 that Chelsea Mandigo will be working at the Wastewater Facility with two Norwich University students
163 to explore more solar expansion at the facility. She provided an update on the Brickyard, Crescent
164 Connector, and Main Street water line construction projects. She said that the City is hoping to move
165 forward with code enforcement for sandwich boards later in October. Councilor Chawla noted the
166 screening of the Essex CHIPS movie.
- 167 b. Reappraisal Update including Sample Letter
- 168 c. Essex CHIPS' Sponsored Movie – Our American Family
- 169 d. Police Community Advisory Board Minutes: August 31, 2023
- 170 e. Planning Commission Minutes: September 14, 2023

171

172 8. **EXECUTIVE SESSION**

- 173 a. *An executive session may be needed to discuss the evaluation of an employee
- 174

175 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council enter**
176 **into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to**
177 **include the City Council. The motion passed 5-0 at 7:56 PM.**
178

179 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, to exit executive session. The**
180 **motion passed 5-0 at 8:10 PM.**
181

182 9. **ADJOURN**

183

184 **ELAINE HANEY made a motion, seconded by ANDREW BROWN, to adjourn the meeting. The**
185 **motion passed 5-0 at 8:11 P.M.**
186

187 Respectfully Submitted,
188 Amy Coonradt



Memo

To: Essex Junction City Council

From: Joanne Pfaff, Administrative Assistant

Meeting Date: October 2, 2023

Agenda Item: City Council Meeting Date Change for November & December Meetings

Issue: The City Council meetings scheduled for November 22nd, December 13th, and December 27th will need to be canceled and/or rescheduled due to holidays and Budget Day.

Discussion: The City Council meeting scheduled for November 22nd falls the day before the Thanksgiving Holiday. The meeting on December 13th has now been changed to Budget Day, and the December 27th meeting is during the week of Christmas. There is a 5th Wednesday in November (November 29th) that could be a potential meeting date if needed. These dates have been verified against the CCRPC 2023 Religious and Cultural Days of Significance Calendar.

November 22nd Meeting – Cancelled

November 29th – Potential Meeting Date

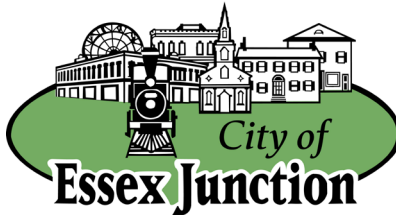
December 13th Meeting – Budget Day **

December 20th Meeting – New Meeting Date

December 27th Meeting – Cancelled

Recommendation: It is recommended that the City Council cancel the November 22nd and December 27th meetings and move the December 13th meeting to Wednesday, December 20th; and hold a meeting on November 29th if needed.

**December 13th falls during Hanukkah which takes place from the 7th to the 15th. According to the CCRPC calendar, this is still a working day and work is permitted, however, recommended accommodations are to provide food accommodations as requested (kosher restrictions apply)



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
MEETING DATE: October 11, 2023
SUBJECT: Fellowship Research Project: Regional MS4 Compliance Case Study

Issue: Participate in fellowship research project through the Lake Champlain Sea Grant program.

Discussion: The Lake Champlain Sea Grant program (Sea Grant) is a federally funded cooperative effort between University of Vermont (UVM), State University of New York College of Plattsburg and the Lake Champlain Research Institute. Sea Grant supports various water quality related research and project across the two states. One program is a fellowship research project.

With the current MS4 permit expired (end of July), the state will be issuing a new permit very soon. However, drafts shared show an increased burden being passed to the municipalities. Six of the twelve municipalities under a MS4 permit in Vermont think conducting a fellowship research project with Sea Grant would help better understand what benefits and drawbacks there may be to taking a regional approach to MS4 permit compliance, beyond what has already been established for two of the nine requirements. The fellow will be asked to answer what efficiencies, cost savings, or other benefits may be found in a single entity performing some or all of these tasks, instead of 12 communities running concurrent programs. The six partner communities are Burlington, Colchester, Essex Junction, Essex, Shelburne, and South Burlington.

Currently the request has been for a yearlong program with the option to extend into a second year after examining the status of the project at end of quarter three. The project would start before the end of the year.

Costs: Project total: \$60,000 for 1 year

Sea grant portion: \$30,000

Partner Communities: \$30,000 this is being split evenly between the six communities.

City's committed match: \$5,000 from stormwater matching grant account (goes to \$30,000 partner community total)

Recommendation: It is recommended that City Council authorize participation in the Sea Grant fellowship research project: Regional MS4 Compliance by providing \$5,000 match for year 1.

State of Vermont
Department of Housing and Community Development
Deane C. Davis Building – 6th Floor
One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

[phone] 802-828-3211

September 25, 2023

[Regina Mahony](#), City Manager
City of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

RE: **Designation Renewal for Essex Junction Village Center / Neighborhood Development Area**

Dear Ms. Mahony:

Congratulations! I am pleased to inform you that at its meeting on September 25, 2023, the Downtown Development Board found Essex Junction's renewal application for the village center designation, as well as its Neighborhood Development Area, met the statutory requirements ([24 VSA Chapter 76A](#)). The designations will be eligible for [benefits](#) for the next eight years, until September 2031. At that time, the City of Essex Junction will need to renew its designation. The Department of Housing and Community Development will send out a renewal reminder six months prior to the renewal date. Please note that the Neighborhood Development Area will be up for renewal at the same time as the underlying designation.

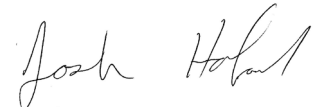
Our team will check in with the municipality annually to offer support, share updated information, tools, and resources related to the designation, and to ensure our local contact information is up-to-date.

Please find below a few useful links to support your village revitalization efforts:

- [Downtown and Village Center Funding Directory](#) – A comprehensive list of state, federal and nonprofit funding sources.
- [Strong Communities Newsletter](#) – A monthly newsletter from the Department of Housing and Community Development with news on new programs and grant opportunities. [Subscribe here.](#)
- [Vermont Planning Atlas](#) – An easy-to-use tool that provides access to commonly requested data - the status of local planning and regulations, designation boundaries, and more.
- [Vermont Planning Manual](#) – The Planning Manual offers up-to-date guidance on preparing municipal plans, as well as an overview of the state designation programs, and their benefits.

Please do not hesitate to call or email me if you have questions or need assistance.

Sincerely,



[Josh Hanford](#), Vermont Downtown Development Board Chair
Commissioner of the Department of Housing and Community Development

cc: [Christopher Yuen](#), Community Development Director
[Jennifer Marbl](#), City of Essex Junction
[Chittenden County Regional Planning Commission](#)

Enclosures: Summary of the benefits for designated villages
Board-approved designated village center boundary map



**Board Approved
09-28-2015**

Essex Junction Designated Village Center



Map ID	Business	Map ID	Business
1	Atty. Gordon Gebauer	43	Budley's Auto Repair
2	Benchmark Financial	44	Essex Grill
3	On Tap Bar and Grill	45	Fairpoint Communications
4	El Gato Cantina	46	Maplehurst Florist
5	Pho Dang	47	Winston Prouty Federal Building
6	Five Corners Laundry	48	Dept. of Fish & Wildlife
7	MetLife	49	Crystal Nails
8	Haircuts Plus	50	Essex Car Care
9	Cafe Medterano	51	Chittenden County Chiropractic
10	Dominos Pizza	52	Emilia Lou Sakon & Boutique
11	A Wireless Solution	53	Workers In Wood
12	Essex Paint & Carpet	54	Murray's Tavern
13	Woodstock Kitchens & Baths	55	Albstate Insurance
14	Cocoplum, Inc. Home Appliances	56	VT Quilt Festival
15	D & G Construction	57	Five Corners Counseling
16	Rex's Outrageous	58	Excelerate Essex
17	East Coast Printers	59	Triple Loop
18	Vermont Aquatics	60	Up In Smoke
19	Northern Coal & Oil	61	The Living Room: Center of Positivity
20	Karen's Closet	62	AJ's Kitchen
21	West Meadow Farm Bakery	63	Hornet's Nest Pub
22	Car Quest	64	Ex-Ray's Barber Shop
23	Park Place Tavern	65	Law Offices of David A. Barra, PLC
24	Essex Barber Shop	66	Amtrak Station
25	Five Corners Discount Beverage	67	Essex Agency
26	Rocky's NY Style Pizza & Ice Cream	68	All Seasons Siding
27	Riverside at the Village Offices	69	Essex Eye Associates
28	Simon's Five Corners	70	BCK Real Estate
29	Smitly's Sewing Machine Service	71	Associates in Orthodontics
30	Road Res-Q	72	Essex Community Justice Center
31	TD Bank	73	Mulhoom Massage Therapy
32	Yankee Pride	74	Central Beverage
33	China Garden	75	McLure North American
34	Roots Salon	76	Mason Brothers Salvage
35	Daniel McGuire, Esq.	77	Five Corners Antiques
36	Darkroom Gallery	78	Brothers Furniture of VT
37	Martone's Market	79	Kalanges & Dalton
38	William Nash PhD	80	Bailey, Spring and Chassis
39	Transitions Physical Therapy	81	Bubhey (Ron) Auto Repair
40	Fiori Bridal	82	Albstate Insurance Company
41	Bilodeau, Wells & Company	83	Senior Center
42	Scott & Partners, Architects	84	Village Offices
		85	Fire Department
		86	Brownell Library

Legend

- Historic District
- 2013 Tax Parcel Boundary
- Designated Village Center
- Zoning-District Village Center

0 0.025 0.05 0.1 Miles

Source:
Zoning Districts- 2014
Road Centerline - e911, 7/2015
Railroad - VTrans, 2003
Imagery-2013
Map created by M. Needle using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.

1:3,000
1 inch = 250 feet

Program Benefits

The Vermont village center designation program supports local revitalization efforts across the state by providing technical assistance and state funding to help designated municipalities build strong communities. Once designated, the community will be eligible for the following benefits:

Technical Assistance

- Technical assistance provided by the state to support local village revitalization and planning efforts.

Downtown and Village Center Tax Credits

10% Historic Tax Credits

- Available as an add-on to approved Federal Historic Tax Credit projects.
- Eligible costs include interior and exterior improvements, code compliance, plumbing and electrical upgrades.

25% Historic Tax Credits

- Eligible facade work up to \$25,000.

50% Code Improvement Tax Credits

- Available for up to \$50,000 each for sprinkler systems; up to \$75,000 for elevators; and \$12,000 for lifts.
- Eligible code work includes ADA modifications, electrical, fire safety, or plumbing up to \$50,000.

Priority Consideration for State Grants

- Priority consideration for various ACCD, VTrans and ANR grants and incentives including, ACCD's Municipal Planning Grants, State Historic Preservation grants, Vermont Community Development Program (VCDP) grants, VTrans Bike/Ped and Transportation Alternatives grants, Northern Border Regional Commission Grants, ANR Water and Wastewater subsidies and loans, and various other state grants and resources.

Priority Consideration by State Building And General Services (BGS)

- Priority site consideration by the State Building and General Services (BGS) when leasing or constructing buildings.

Neighborhood Development Area (NDA) Eligibility

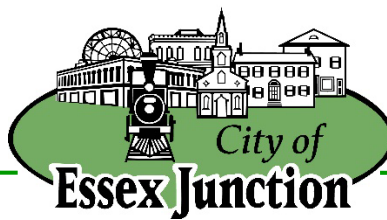
- Communities may also designate Neighborhood Development Areas within 1/4 mile from the designated village center. Qualified projects are:
 - Exempt from Act 250 regulations for [Priority Housing Projects](#) and projects not qualifying for the exemption receive a 50% discount on application fees.
 - Exemption from the land gains tax for housing units sold.
 - Eligible for reduced state permit fees.



For more information, please contact:

Richard Amore: richard.amore@vermont.gov or 802.585.0061

Website: <http://accd.vermont.gov/community-development/designation-programs/village-centers>



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: October 11, 2023

Subject: Chittenden County Communications Union District (CCCUD)

Issue: The memo from Ann Janda, CCRPC, provides an update on the work of the CCCUD and the budget for next year. The purpose of this memo is to reiterate the lack of liability on the individual municipalities.

Discussion:

Membership in a CUD poses no financial risk to the municipality or individual taxpayers, by state statute, meaning taxpayer dollars will not be used and if the CUD fails no liability falls to the member municipalities or taxpayers. The state statute (specifically – § 3056. Limitations; taxes; indebtedness and § 3083. Dissolution) make it quite clear that the taxpayer and municipalities may not be held liable in any way for the debts of the CUD. All fiber assets and built infrastructure of the CUD are liable to seizure. (30 V.S.A. Chapter 82).

Cost: N/A

Recommendation: N/A

Recommended Motion: N/A

Attachments: N/A

Chittenden County Communications Union District

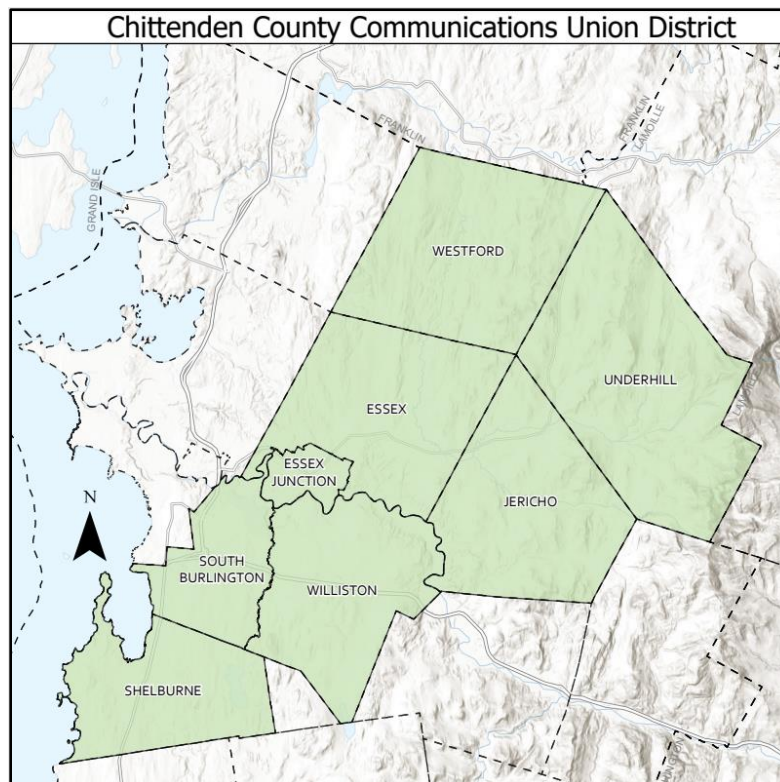
110 West Canal Street, Suite 202, Winooski, VT 05404

Date: September 22, 2023
TO: CCCUD Board, Member Legislative Bodies, and all interested persons
FROM: Ann Janda, CCRPC Energy Project Manager and CCCUD Clerk
RE: Draft FY24 Budget and Public Hearing

As per statute, 30 V.S.A. § 3075 (b) the Chittenden County Communications Union District (CCCUD) will hold a virtual public hearing on **November 8, 2023, at 3pm** (Link: [Click here to join the meeting](#) ID: 285 627 965 127 Passcode: 2VPdMG Or go to: www.ccrpcvt.org/our-work/broadband) to receive comments from the legislative bodies of district members and hear all other interested persons regarding the proposed 2024 CCCUD budget. The CCCUD operates on a calendar year fiscal year.

BACKGROUND

This is the first official budget cycle for the CCCUD. The district was formed on November 8th, 2022, and received a preconstruction grant award of \$300,000 from the Vermont Community Broadband Board (VCBB) in the spring of 2023. This funding enabled the CCCUD to begin the process of working toward providing high speed internet to the un and underserved sites within the eight-municipality membership shown below.



CURRENT DRAFT BUDGET

The draft budget reflects direct revenues from two sources as well as in kind support from CCRPC staff. All these current funding sources are derived from revenue gained after funds from the American Rescue and Recovery Act (ARPA) were received at the state and local level. No municipal tax revenue will be used for this project.

The expenses include consulting and legal costs to pursue a public/private partnership with one or more internet service providers to complete the needed extensions to fill the gaps in high-speed internet within the district. In March, the CCCUD issued a Request for Proposals ("RFP") for consultant services to assist with this process and chose Mission Broadband Incorporated (MBI). MBI was also chosen to assist with project management on an ongoing basis. The Board hired MBI to develop the grant proposal for construction funding from VCBB and assist with applying for any federal grants that are available.

The CCCUD also pays annual dues to the Vermont Communications Union District Association (VCUDA), which advocates for state and federal policies and other matters such as financial and human resource support related to the business of public funding for broadband. The Board has found that this membership is vital to navigating the complexities of this endeavor.

FY24 CCCUD Budget*

Draft September 6, 2023

	FY23 Budget	FY24 Budget	Difference	Notes
Revenues				
VCBB Pre-constr grant**	\$75,000	\$225,000	\$150,000	totals \$300,000 pre-construction grant
Shelburne - One-time contribution	\$50,000	\$0	(\$50,000)	requires presentation by Shelburne Rep on how it was used
CCRPC in-kind	\$10,000	\$10,000	\$0	using other grant funding to support CCRPC staff time
Total Revenues	\$135,000	\$235,000	\$100,000	
Expenses				
VCUDA Dues	\$7,003	\$12,000	\$4,997	full year vs 3/4 year in FY23
Legal	\$10,000	\$28,000	\$18,000	\$28,000 in pre-construction grant budget
Insurance	\$3,070	\$3,400	\$330	
Audit	\$0	\$20,000	\$20,000	no audit performed in 2023
MBI - RFP Consulting	\$30,000	\$0	(\$30,000)	\$40,000 in pre-construction grant budget
MBI - Project Management	\$10,000	\$130,000	\$120,000	\$140,000 in pre-construction grant budget
CCRPC support	\$15,026	\$10,000	(\$5,026)	
CCRPC in-kind	\$10,000	\$10,000	\$0	using other grant funding to support CCRPC staff time
Total Expenses	\$85,099	\$213,400	\$128,301	
Unobligated Revenues	\$49,901	\$21,600	\$71,501	total of funds available after expenses

*Calendar fiscal year (Jan 1- Dec 31)

**Cannot be used for construction activities

Chittenden County Communications Union District

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

Official Warning

The Chittenden County Communications Union District
Fiscal Year 2024 Budget Hearing
November 8, 2023, 3PM

Pursuant to Title 30 VSA § 3075(b) the Legislative Bodies of the Chittenden County Communications Union District are hereby notified and warned that a virtual hearing will take place on November 8, 2023 at 3:00 o'clock in the afternoon to receive comments and to hear from all other interested persons regarding the proposed fiscal year 2024 budget. Comments may be submitted in writing or emailed to Ann Janda, Clerk at ajanda@ccrpcvt.org. Deadline for submitting comments in writing is November 7, 2023 at 12:00 PM.

Remotely via MS Teams [Click here to join the meeting](#)

Meeting ID: 285 627 965 127 Passcode: 2VPdMG

Or go to: www.ccrpcvt.org/our-work/broadband

[Link to Proposed FY24 Budget](#)

Or find at

www.ccrpcvt.org/wp-content/uploads/2023/09/FY24_CCCUD_Budget_Draft.pdf



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
From: Jess Morris, Finance Director
Date: October 4, 2023
Subject: September Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 9/30/23 therefore the year to date actuals are for the period 7/1/23-9/30/23, and the month actuals are for the month of September.

While we will continue to receive September invoices over the coming weeks, we are about 25% of the way through the fiscal year. The General Fund revenue is about 96% of budget or \$10,598,374 and expenditures are about 26% of budget or \$2,976,426.

The Water Fund revenue is about 2% of budget or \$40,797 and expenditures are about 20% of budget or \$345,164. The Wastewater Fund revenue is about 17% of budget or \$498,842 and expenditures are about 22% of budget or \$635,961. The Sanitation Fund revenue is about 1% of budget or \$9,910 and expenditures are about 23% of budget or \$149,467. Revenue in these funds will catch up when we prepare the next round of utility bills in October.

The EJRP Program Fund revenue is just over 11% of budget or \$370,740 and expenditures are about 41% of budget or \$1,308,002.

Also included with the financial report are summaries of the ARPA Fund activity, LOT Fund activity, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,433,868.52	-12,882.52	100.12%	-16,832,472.53
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	8,800.00	50.00%	8,800.00
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	46,001.25	138,003.75	25.00%	46,001.25
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	23,000.75	69,002.25	25.00%	23,000.75
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	46,001.25	138,003.75	25.00%	46,001.25
210-4-00-00-042.001 PILOT Revenue	17,000.00	1,727.20	15,272.80	10.16%	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	224.43	2,275.57	8.98%	49.95
210-4-00-00-080.001 State District Court Fine	2,000.00	596.25	1,403.75	29.81%	0.00
210-4-00-00-085.000 Penalties	70,367.00	29,646.62	40,720.38	42.13%	29,646.62
210-4-00-00-086.000 Interest	13,426.00	978.86	12,447.14	7.29%	457.04
210-4-00-00-098.000 Misc Revenue	1,500.00	7,528.90	-6,028.90	501.93%	7,504.10
Total General Revenues	11,052,516.00	10,598,374.03	454,141.97	95.89%	-16,671,011.57
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	0.00	4.00	-4.00	100.00%	0.00
210-4-12-10-020.004 Recording Fees	86,000.00	12,168.00	73,832.00	14.15%	3,795.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	28.20	5,561.80	0.50%	10.90
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	180.00	7,020.00	2.50%	100.00
210-4-12-10-020.023 Records Preservation	0.00	4,412.00	-4,412.00	100.00%	1,380.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	115.00	2,760.00	4.00%	115.00
210-4-12-10-030.003 Marriage Licenses	624.00	120.00	504.00	19.23%	60.00
210-4-12-10-030.004 Animal Licenses	2,500.00	362.00	2,138.00	14.48%	26.00
210-4-12-10-030.005 Green Mountain Passport	120.00	44.00	76.00	36.67%	12.00
210-4-12-10-030.006 DMV Registrations	99.00	0.00	99.00	0.00%	0.00
Total Clerk Revenue	105,008.00	17,433.20	87,574.80	16.60%	5,498.90
210-4-14-10 Information Technology					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	3,500.00	10,500.00	25.00%	3,500.00
Total Information Technology	14,000.00	3,500.00	10,500.00	25.00%	3,500.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	6,230.00	32,770.00	15.97%	1,315.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
Total ComDev Revenues	79,158.00	6,230.00	72,928.00	7.87%	1,315.00
210-4-17 EconDev Revenues					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
Total EconDev Revenues	4,000.00	0.00	4,000.00	0.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	10.00	0.00	10.00	0.00%	0.00
Total Fire Revenues	10.00	0.00	10.00	0.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	12,479.00	374.25	12,104.75	3.00%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	750.00
Total EJPJ Revenues	12,479.00	1,124.25	11,354.75	9.01%	750.00
210-4-35 Library Revenues					
210-4-35-10-041.000 State and Other Grant Rev	0.00	500.00	-500.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	500.00	138.11	361.89	27.62%	132.11
Total Library Revenues	500.00	638.11	-138.11	127.62%	132.11
210-4-40 PW Revenues					
210-4-40-12-042.006 State Aid to Highways	130,000.00	64,308.58	65,691.42	49.47%	0.00
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	190.00	3,310.00	5.43%	100.00
Total PW Revenues	153,500.00	64,498.58	89,001.42	42.02%	100.00
210-4-41 Building Revenues					
Total Building Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	3,101.00	-3,101.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	365.00	-365.00	100.00%	250.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	205.00	-205.00	100.00%	188.00
Total Other Sources and Uses	0.00	3,671.00	-3,671.00	100.00%	438.00
Total Revenue	11,421,171.00	10,695,469.17	725,701.83	93.65%	-16,659,277.56
Total Revenues	11,421,171.00	10,695,469.17	725,701.83	93.65%	-16,659,277.56
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	338,567.00	85,320.73	253,246.27	25.20%	25,453.52
210-5-10-10-210.000 Group Insurance	98,127.00	17,889.72	80,237.28	18.23%	7,818.37
210-5-10-10-220.000 Social Security	26,085.00	8,500.65	17,584.35	32.59%	2,510.75
210-5-10-10-230.000 Retirement	28,897.00	7,250.16	21,646.84	25.09%	2,163.54

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-10-10-320.000 Legal Services	40,000.00	1,647.00	38,353.00	4.12%	1,041.50
210-5-10-10-330.000 Professional Services	6,025.00	12,161.36	-6,136.36	201.85%	11,820.00
210-5-10-10-340.000 Technical Services	9,552.00	2,798.12	6,753.88	29.29%	1,173.44
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	209.97	4,040.03	4.94%	0.00
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	1,655.00	2,592.00	38.97%	76.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	6,507.87	4,367.13	59.84%	5,888.00
210-5-10-10-530.000 Communications	3,300.00	3,069.23	230.77	93.01%	80.51
210-5-10-10-540.000 Advertising	15,075.00	1,085.00	13,990.00	7.20%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	1,277.82	4,292.18	22.94%	1,182.14
210-5-10-10-560.000 Postage	2,000.00	2,020.00	-20.00	101.00%	712.50
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	289.70	5,710.30	4.83%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	1,403.29	3,596.71	28.07%	416.22
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	1,311.63	4,688.37	21.86%	1,311.63
Total Administration	611,570.00	154,397.25	457,172.75	25.25%	61,648.12
210-5-11-10 Legislative					
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	3,125.00	9,375.00	25.00%	3,125.00
210-5-11-10-220.000 Social Security	956.00	239.05	716.95	25.01%	239.05
210-5-11-10-330.000 Professtional Services	32,114.00	14,006.56	18,107.44	43.62%	13,721.06
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,442.00	2,121.00	87.92%	10.00
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
Total Legislative	83,333.00	32,812.61	50,520.39	39.38%	17,095.11
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	162,763.00	36,692.28	126,070.72	22.54%	12,423.48
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	4,421.07	46,727.93	8.64%	1,473.69
210-5-12-10-220.000 Social Security	12,790.00	2,796.59	9,993.41	21.87%	946.94
210-5-12-10-230.000 Retirement	15,627.00	3,535.24	12,091.76	22.62%	1,199.92
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	685.99	2,314.01	22.87%	510.99
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	6,543.29	8,456.71	43.62%	6,543.29
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	149.10	350.90	29.82%	0.00
210-5-12-10-570.023 Records Preservation	0.00	7,752.00	-7,752.00	100.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	98.25	1,639.75	5.65%	98.25
210-5-12-10-610.000 General Supplies	5,250.00	784.08	4,465.92	14.93%	598.09
210-5-12-10-820.000 Elections	32,000.00	0.00	32,000.00	0.00%	0.00
Total Clerk	306,750.00	63,457.89	243,292.11	20.69%	23,794.65

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	225,124.00	60,357.72	164,766.28	26.81%	17,189.32
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	18,824.10	34,760.90	35.13%	6,540.34
210-5-13-10-220.000 Social Security	17,730.00	3,282.78	14,447.22	18.52%	965.04
210-5-13-10-230.000 Retirement	20,688.00	5,373.24	15,314.76	25.97%	1,534.86
210-5-13-10-250.000 Unemployment Insurance	3,209.00	475.37	2,733.63	14.81%	475.37
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	5,560.68	15,621.32	26.25%	5,560.68
210-5-13-10-330.000 Professional Services	15,250.00	5,019.80	10,230.20	32.92%	4,020.54
210-5-13-10-335.000 Audit	12,612.00	1,676.25	10,935.75	13.29%	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	70.00	1,430.00	4.67%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	17,229.42	11,410.58	60.16%	14,747.36
210-5-13-10-520.000 Workers Comp Insurance	93,600.00	44,559.24	49,040.76	47.61%	44,559.24
210-5-13-10-550.000 Printing and Binding	2,780.00	2,187.26	592.74	78.68%	0.00
210-5-13-10-560.000 Postage	3,400.00	1,720.76	1,679.24	50.61%	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	99.49	1,050.51	8.65%	0.00
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	-719.00	100.00%	0.00
Total Finance	504,300.00	167,155.11	337,144.89	33.15%	95,592.75
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	100,000.00	79,428.98	20,571.02	79.43%	23,626.10
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	11,018.03	13,981.97	44.07%	3,157.65
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	29,416.30	-5,766.30	124.38%	27,154.47
Total Information Technology	153,650.00	119,863.31	33,786.69	78.01%	53,938.22
210-5-15-10 Assessing					
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	19,452.45	58,357.55	25.00%	19,452.45
Total Assessing	77,810.00	19,452.45	58,357.55	25.00%	19,452.45
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	256,708.00	47,553.02	209,154.98	18.52%	18,277.36
210-5-16-10-130.000 Overtime	0.00	38.16	-38.16	100.00%	38.16
210-5-16-10-190.000 Board member Payments	15,600.00	1,500.00	14,100.00	9.62%	1,500.00
210-5-16-10-210.000 Group Insurance	89,186.00	3,777.22	85,408.78	4.24%	1,970.86
210-5-16-10-220.000 Social Security	20,281.00	3,786.87	16,494.13	18.67%	1,524.94
210-5-16-10-230.000 Retirement	23,328.00	1,896.16	21,431.84	8.13%	542.72
210-5-16-10-320.000 Legal Services	6,000.00	2,002.50	3,997.50	33.38%	427.50
210-5-16-10-330.000 Professional Services	40,760.00	1,255.57	39,504.43	3.08%	659.62
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	451.86	4,248.14	9.61%	451.86
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	910.18	89.82	91.02%	92.04
210-5-16-10-560.000 Postage	280.00	0.74	279.26	0.26%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-580.000 Travel	6,600.00	300.00	6,300.00	4.55%	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
Total Community Development	482,813.00	63,472.28	419,340.72	13.15%	25,585.06
210-5-17-10 Economic Development					
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	9.98	14,990.02	0.07%	4.99
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	40,000.00	9.98	39,990.02	0.02%	4.99
210-5-18-10 Health & Human Services					
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	190,620.00	0.00	100.00%	190,620.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	690,778.16	2,072,334.84	25.00%	690,778.16
Total Health & Human Services	2,977,293.00	901,398.16	2,075,894.84	30.28%	881,398.16
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	0.00	100.00%	244,355.00
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	935.00	15.00	98.42%	935.00
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
Total County & Regional Functio	346,883.00	258,515.01	88,367.99	74.53%	245,290.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	216,000.00	55,986.30	160,013.70	25.92%	18,863.95
210-5-25-10-210.000 Group Insurance	3,600.00	2,464.00	1,136.00	68.44%	2,464.00
210-5-25-10-220.000 Social Security	16,524.00	4,301.53	12,222.47	26.03%	1,443.16
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	7,903.00	12,097.00	39.52%	7,903.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	216.00	784.00	21.60%	0.00
210-5-25-10-330.000 Professional Services	7,000.00	595.00	6,405.00	8.50%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	26.99	25,973.01	0.10%	0.00
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	280.15	-280.15	100.00%	280.15
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	1,030.95	4,469.05	18.74%	0.00
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	1,810.87	789.13	69.65%	905.33
210-5-25-10-570.000 Other Purchased Services	11,000.00	2,925.44	8,074.56	26.59%	64.00
210-5-25-10-610.000 General Supplies	4,000.00	937.00	3,063.00	23.43%	255.78
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	5,517.00	39,483.00	12.26%	0.00
210-5-25-10-612.000 Uniforms	30,000.00	4,264.31	25,735.69	14.21%	4,264.31
210-5-25-10-613.000 Program Supplies	6,000.00	614.89	5,385.11	10.25%	0.00
210-5-25-10-626.000 Gasoline	6,000.00	0.00	6,000.00	0.00%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-25-10-750.000 Machinery & Equipment	20,000.00	2,124.45	17,875.55	10.62%	23.70
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	29,565.00	88,695.00	25.00%	29,565.00
Total Fire	545,484.00	120,562.88	424,921.12	22.10%	66,032.38
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	395,061.00	105,603.06	289,457.94	26.73%	31,370.90
210-5-30-10-120.000 Part Time Salaries	0.00	600.31	-600.31	100.00%	215.63
210-5-30-10-210.000 Group Insurance	162,427.00	33,436.51	128,990.49	20.59%	11,666.07
210-5-30-10-220.000 Social Security	30,453.00	8,116.37	22,336.63	26.65%	2,397.75
210-5-30-10-230.000 Retirement	33,729.00	11,700.89	22,028.11	34.69%	3,538.97
210-5-30-10-330.000 Professional Services	1,764.00	3,014.00	-1,250.00	170.86%	1,414.00
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	529.00	5,539.00	8.72%	180.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	2,241.89	8,583.11	20.71%	757.17
210-5-30-10-530.000 Communications	1,980.00	11,588.53	-9,608.53	585.28%	11,240.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	50.00	-50.00	100.00%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	16.17	-16.17	100.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	5,838.24	1,361.76	81.09%	5,094.01
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
Total EJP Administration	674,007.00	182,734.97	491,272.03	27.11%	67,874.50
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	139,626.00	38,470.43	101,155.57	27.55%	10,683.06
210-5-30-12-120.000 Part Time Salaries	46,574.00	25,880.23	20,693.77	55.57%	5,524.56
210-5-30-12-130.000 Overtime	0.00	357.39	-357.39	100.00%	0.00
210-5-30-12-210.000 Group Insurance	38,170.00	7,332.03	30,837.97	19.21%	2,578.29
210-5-30-12-220.000 Social Security	14,337.00	5,079.44	9,257.56	35.43%	1,278.76
210-5-30-12-230.000 Retirement	14,033.00	3,659.24	10,373.76	26.08%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	9,110.05	3,462.95	72.46%	2,079.23
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	1,295.84	3,236.16	28.59%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	500.00
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	10,834.01	17,924.99	37.67%	4,100.27
210-5-30-12-626.000 Gasoline	1,500.00	0.00	1,500.00	0.00%	0.00
Total EJP Parks and Facilities	310,569.00	102,518.66	208,050.34	33.01%	27,812.49
210-5-30-13 Adult Programs					
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	25,191.12	25,187.88	50.00%	25,191.12

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Adult Programs	115,902.00	25,191.12	90,710.88	21.73%	25,191.12
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	463,760.00	113,858.64	349,901.36	24.55%	33,383.48
210-5-35-10-120.000 Part Time Salaries	125,170.00	29,942.76	95,227.24	23.92%	8,467.80
210-5-35-10-210.000 Group Insurance	138,896.00	26,914.09	111,981.91	19.38%	9,293.27
210-5-35-10-220.000 Social Security	45,552.00	11,137.95	34,414.05	24.45%	3,189.31
210-5-35-10-230.000 Retirement	48,256.00	12,081.57	36,174.43	25.04%	3,605.03
210-5-35-10-250.000 Unemployment Insurance	0.00	172.26	-172.26	100.00%	172.26
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	71.10	5,428.90	1.29%	0.00
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	4,751.10	7,748.90	38.01%	1,553.63
210-5-35-10-530.000 Communications	2,640.00	385.00	2,255.00	14.58%	385.00
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	383.17	2,616.83	12.77%	218.78
210-5-35-10-610.000 General Supplies	14,000.00	2,678.46	11,321.54	19.13%	401.40
210-5-35-10-640.201 Adult Collection	50,000.00	6,760.68	43,239.32	13.52%	1,782.89
210-5-35-10-640.202 Juvenile Collection	25,000.00	8,446.22	16,553.78	33.78%	565.22
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	1,559.79	7,100.21	18.01%	0.00
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	105.18	1,394.82	7.01%	0.00
210-5-35-10-840.202 Childrens Programs	4,500.00	1,013.84	3,486.16	22.53%	324.72
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	0.00	1,500.00	0.00%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	300.00
Total Brownell Library	964,134.00	221,061.81	743,072.19	22.93%	63,642.79
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	232,291.00	51,903.12	180,387.88	22.34%	13,145.26
210-5-40-12-120.000 Part Time Salaries	21,973.00	2,041.71	19,931.29	9.29%	980.13
210-5-40-12-130.000 Overtime	26,974.00	4,773.30	22,200.70	17.70%	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	17,337.67	104,063.33	14.28%	5,947.92
210-5-40-12-220.000 Social Security	21,962.00	4,585.03	17,376.97	20.88%	1,228.13
210-5-40-12-230.000 Retirement	22,855.00	10,960.44	11,894.56	47.96%	3,386.42
210-5-40-12-250.000 Unemployment Insurance	250.00	63.05	186.95	25.22%	63.05
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	5,223.64	7,376.36	41.46%	5,223.64
210-5-40-12-330.000 Professional Services	18,000.00	-760.69	18,760.69	-4.23%	176.00
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	5,250.72	15,749.28	25.00%	5,250.72
210-5-40-12-425.000 Trash Removal	9,100.00	2,486.44	6,613.56	27.32%	861.28
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	17,009.84	20,990.16	44.76%	15,652.28
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	586.15	9,413.85	5.86%	586.15
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	883.40	2,116.60	29.45%	0.00
210-5-40-12-451.000 Summer Construction Servi	300,000.00	12,574.19	287,425.81	4.19%	6,936.96
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	120.00	1,880.00	6.00%	120.00
210-5-40-12-520.000 Workers Comp Insurance	17,800.00	7,780.60	10,019.40	43.71%	7,676.22

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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	1,107.64	3,392.36	24.61%	488.62
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	90.00	19,910.00	0.45%	90.00
210-5-40-12-572.000 Traffic Control	33,000.00	7,348.77	25,651.23	22.27%	0.00
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	220.77	144,779.23	0.15%	147.18
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	1,937.78	43,062.22	4.31%	1,163.90
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	5,244.86	29,755.14	14.99%	1,805.82
210-5-40-12-610.200 Streetlight Supplies	15,000.00	3,297.69	11,702.31	21.98%	2,737.00
210-5-40-12-612.000 Uniforms	3,510.00	1,843.71	1,666.29	52.53%	716.88
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	147.85	4,052.15	3.52%	72.24
210-5-40-12-622.000 Electricity	4,200.00	2,570.65	1,629.35	61.21%	1,250.79
210-5-40-12-622.200 Streetlight Electricity	138,000.00	33,537.26	104,462.74	24.30%	11,830.76
210-5-40-12-626.000 Gasoline	42,000.00	4,271.56	37,728.44	10.17%	1,852.18
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	-100.00	10,100.00	-1.00%	0.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	37,860.00	113,580.00	25.00%	37,860.00
Total Highways	1,566,556.00	242,197.15	1,324,358.85	15.46%	127,849.53
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	30,247.00	4,917.98	25,329.02	16.26%	1,407.62
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	1,186.62	7,115.38	14.29%	549.48
210-5-40-13-220.000 Social Security	3,679.00	373.92	3,305.08	10.16%	107.10
210-5-40-13-230.000 Retirement	2,571.00	123.77	2,447.23	4.81%	0.00
210-5-40-13-250.000 Unemployment Insurance	25.00	5.48	19.52	21.92%	5.48
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	1,077.66	1,122.34	48.98%	1,077.66
210-5-40-13-330.000 Professional Services	20,000.00	231.97	19,768.03	1.16%	231.97
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	9,336.33	9,663.67	49.14%	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	1,919.66	23,080.34	7.68%	1,919.66
210-5-40-13-580.000 Travel	2,500.00	131.67	2,368.33	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	616.84	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	13,200.00	-1,200.00	110.00%	13,200.00
Total Stormwater	167,484.00	33,088.22	134,395.78	19.76%	18,498.97
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	301.36	2,698.64	10.05%	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	2,578.34	19,421.66	11.72%	1,535.24
210-5-41-20-425.000 Trash Removal	3,600.00	297.01	3,302.99	8.25%	297.01
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	1,222.40	18,777.60	6.11%	524.75
210-5-41-20-530.000 Communications	8,968.00	2,379.55	6,588.45	26.53%	1,185.12
210-5-41-20-610.000 General Supplies	5,000.00	98.59	4,901.41	1.97%	41.27

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-41-20-621.000 Natruaal Gas/Heating	6,500.00	126.61	6,373.39	1.95%	62.22
210-5-41-20-622.000 Electricity	11,000.00	1,272.05	9,727.95	11.56%	617.44
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	0.00	7,000.00	0.00%	0.00
Total 2 Lincoln Street	88,568.00	8,275.91	80,292.09	9.34%	4,263.05
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	4,750.00	330.00	4,420.00	6.95%	100.00
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	3,309.49	26,690.51	11.03%	1,769.78
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	6,342.82	18,832.18	25.19%	3,788.85
210-5-41-21-530.000 Communications	4,090.00	772.20	3,317.80	18.88%	331.10
210-5-41-21-621.000 Natruaal Gas/Heating	7,200.00	135.09	7,064.91	1.88%	67.12
210-5-41-21-622.000 Electricity	14,750.00	2,995.94	11,754.06	20.31%	1,427.75
Total Brownell Library	86,665.00	13,885.54	72,779.46	16.02%	7,484.60
210-5-41-22 Fire Station					
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	175.30	7,824.70	2.19%	0.00
210-5-41-22-530.000 Communications	2,400.00	563.87	1,836.13	23.49%	194.43
210-5-41-22-610.000 General Supplies	1,100.00	34.94	1,065.06	3.18%	0.00
210-5-41-22-621.000 Natruaal Gas/Heating	4,000.00	106.55	3,893.45	2.66%	52.20
210-5-41-22-622.000 Electricity	7,000.00	1,272.04	5,727.96	18.17%	617.44
210-5-41-22-626.000 Gasoline	0.00	768.37	-768.37	100.00%	400.20
Total Fire Station	24,100.00	2,921.07	21,178.93	12.12%	1,264.27
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	1,000.00	150.00	850.00	15.00%	150.00
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	12,807.69	2,192.31	85.38%	2,679.39
210-5-41-23-530.000 Communications	3,100.00	753.46	2,346.54	24.31%	251.54
210-5-41-23-621.000 Natruaal Gas/Heating	3,500.00	245.94	3,254.06	7.03%	127.44
210-5-41-23-622.000 Electricity	5,900.00	924.60	4,975.40	15.67%	441.64
Total Park Street School	62,500.00	14,881.69	47,618.31	23.81%	3,650.01
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	1,000.00	2,170.29	-1,170.29	217.03%	1,354.58
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	5,166.44	27,333.56	15.90%	2,156.26
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	340.17	29,659.83	1.13%	340.17
210-5-41-26-530.000 Communications	8,900.00	2,296.08	6,603.92	25.80%	764.26
210-5-41-26-621.000 Natruaal Gas/Heating	6,500.00	251.76	6,248.24	3.87%	123.05
210-5-41-26-622.000 Electricity	37,500.00	10,149.36	27,350.64	27.06%	4,661.56

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-26-626.000 Gasoline	0.00	899.74	-899.74	100.00%	483.67
Total Maple St. Park and Pool	128,916.00	21,273.84	107,642.16	16.50%	9,883.55
Total Buildings	390,749.00	61,238.05	329,510.95	15.67%	26,545.48
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	51.54	-51.54	100.00%	0.00
210-5-90-00-640.202 Juvenile Collection repl	0.00	59.63	-59.63	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	153,654.25	540,701.75	22.13%	153,654.25
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	1,250.00	3,750.00	25.00%	1,250.00
210-5-90-00-991.000 Library Donation Expense	0.00	1,482.83	-1,482.83	100.00%	145.22
Total Transfers and Misc.	699,356.00	156,498.25	542,857.75	22.38%	155,049.47
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	50,800.74	152,402.26	25.00%	50,800.74
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
Total Debt Service	402,528.00	50,800.74	351,727.26	12.62%	50,800.74
Total Expenditures	11,421,171.00	2,976,425.90	8,444,745.10	26.06%	2,053,096.98
Total GENERAL FUND	0.00	7,719,043.27	-7,719,043.27	-100.00%	-18,712,374.54

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	56,671.43	55,328.57	50.60%	56,671.43
Total Revenues	112,000.00	56,671.43	55,328.57	50.60%	56,671.43
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Total Expenditures	0.00	0.00	0.00	0.00%	0.00
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Total TRUSTEE CAP IMP PROJECTS	112,000.00	56,671.43	-168,671.43	50.60%	56,671.43
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Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	0.00	0.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
223-4-90-00-040.000 Federal Grant: ARPA	0.00	15,942.61	-15,942.61	100.00%	15,942.61
Total Revenues	0.00	15,942.61	-15,942.61	100.00%	15,942.61
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	15,942.61	-15,942.61	100.00%	15,942.61
Total Expenditures	0.00	15,942.61	-15,942.61	100.00%	15,942.61
Total ARPA Funds	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
Total Revenues	745,000.00	0.00	745,000.00	0.00%	0.00
224-5-00-00-330.000 Professional Services	70,000.00	10,625.00	59,375.00	15.18%	10,625.00
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	19,934.75	59,804.25	25.00%	19,934.75
Total Expenditures	252,272.00	30,559.75	221,712.25	12.11%	30,559.75
Total Local Option Tax	492,728.00	-30,559.75	-462,168.25	-6.20%	-30,559.75

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
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	132,896.25	478,427.75	21.74%	132,896.25
Total Revenue	626,930.00	132,896.25	494,033.75	21.20%	132,896.25
230-4-16-10-040.824 Cres. Connector					
	0.00	30,644.52	-30,644.52	100.00%	0.00
Total Revenues	626,930.00	163,540.77	463,389.23	26.09%	132,896.25
230-5-16-10-890.824 Cres. Connector					
	0.00	63,166.74	-63,166.74	100.00%	59,974.94
230-5-40-10-720.002 Iroquois Ave Road and Wat	111,976.00	0.00	111,976.00	0.00%	0.00
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	681,026.44	-681,026.44	100.00%	571,071.05
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
Total Expenditures	201,976.00	744,193.18	-542,217.18	368.46%	631,045.99
Total GEN FUND CAP RESERVE	424,954.00	-580,652.41	155,698.41	-136.64%	-498,149.74

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	-695.52	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	269,700.00	67,425.00	202,275.00	25.00%	67,425.00
Total Revenues	269,700.00	68,120.52	201,579.48	25.26%	67,425.00
231-5-40-12-750.005 Landscape Trailer	15,000.00	11,900.00	3,100.00	79.33%	9,520.00
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	1,000.00	51,021.00	1.92%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
Total Expenditures	315,420.00	12,900.00	302,520.00	4.09%	9,520.00
Total ROLLING STOCK FUND	-45,720.00	55,220.52	-9,500.52	-120.78%	57,905.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	15,942.61	-15,942.61	100.00%	15,942.61
232-4-00-00-092.000 Transfer to Capital	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
Total Revenues	50,000.00	28,442.61	21,557.39	56.89%	28,442.61
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	12,380.86	-12,380.86	100.00%	1,764.50
232-5-41-21-730.001 Roof	300,000.00	0.00	300,000.00	0.00%	0.00
Total Expenditures	300,000.00	12,380.86	287,619.14	4.13%	1,764.50
Total BUILDING MAINT FUND	-250,000.00	16,061.75	233,938.25	-6.42%	26,678.11

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-092.000 Transfer to Capital	112,771.00	28,192.75	84,578.25	25.00%	28,192.75
Total Revenues	112,771.00	28,192.75	84,578.25	25.00%	28,192.75
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	10,800.00	18,278.19	-7,478.19	169.24%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	4,157.82	7,842.18	34.65%	0.00
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 Amenities	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
Total Expenditures	112,771.00	22,436.01	90,334.99	19.90%	0.00
Total EJRP CAP RESERVE	0.00	5,756.74	-5,756.74	-100.00%	28,192.75

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

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,550,730.00	1,269.92	1,549,460.08	0.08%	691.44
254-4-54-20-021.001 Water Large User Fees	139,263.00	36,937.04	102,325.96	26.52%	12,212.62
254-4-54-20-024.000 Utility Connection Fees	7,000.00	550.00	6,450.00	7.86%	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	2,039.63	2,960.37	40.79%	-60.92
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
Total Water Revenues	1,702,943.00	40,796.59	1,662,146.41	2.40%	12,843.14
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	829,412.01	-829,412.01	100.00%	299,063.97
254-4-54-70-092.000 Transfer to Capital	460,000.00	115,000.00	345,000.00	25.00%	115,000.00
Total Nonoperating Revenues	460,000.00	944,412.01	-484,412.01	205.31%	414,063.97
Total Revenues	2,162,943.00	985,208.60	1,177,734.40	45.55%	426,907.11
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	143,158.00	34,604.34	108,553.66	24.17%	9,566.80
254-5-54-20-130.000 Overtime	19,970.00	1,077.13	18,892.87	5.39%	300.00
254-5-54-20-210.000 Group Insurance	84,631.00	21,120.43	63,510.57	24.96%	11,031.35
254-5-54-20-220.000 Social Security	12,717.00	2,693.31	10,023.69	21.18%	744.33
254-5-54-20-230.000 Retirement	14,778.00	300.99	14,477.01	2.04%	0.00
254-5-54-20-250.000 Unemployment Insurance	135.00	28.11	106.89	20.82%	28.11
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	3,128.88	4,071.12	43.46%	3,128.88
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	836.25	3,969.75	17.40%	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	110,038.61	521,650.39	17.42%	51,576.43
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	1,996.58	2,003.42	49.91%	1,094.24
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	46,001.25	138,003.75	25.00%	46,001.25
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 Workers Comp Insurance	6,300.00	1,194.89	5,105.11	18.97%	1,179.54
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	353.64	2,146.36	14.15%	176.82
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	3,484.85	3,515.15	49.78%	1,496.75
254-5-54-20-612.000 Uniforms	1,755.00	690.98	1,064.02	39.37%	440.00
254-5-54-20-614.000 Meters and Parts	6,000.00	1,909.95	4,090.05	31.83%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	82.93	2,917.07	2.76%	40.99
254-5-54-20-622.000 Electricity	1,400.00	197.92	1,202.08	14.14%	67.94
254-5-54-20-626.000 Gasoline	3,000.00	422.50	2,577.50	14.08%	214.70
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	115,000.00	345,000.00	25.00%	115,000.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
Total Operating Expenses	1,702,944.00	345,163.54	1,357,780.46	20.27%	242,088.13
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	494,995.75	-494,995.75	100.00%	242,594.97
254-5-54-70-723.004 Main St Water Line	0.00	1,454,902.58	-1,454,902.58	100.00%	1,448,238.58
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	3,260.34	-3,260.34	100.00%	1,387.58
Total NonOperating Expenses	412,398.00	1,953,158.67	-1,540,760.67	473.61%	1,692,221.13
Total Expenditures	2,115,342.00	2,298,322.21	-182,980.21	108.65%	1,934,309.26
Total WATER FUND	47,601.00	-1,313,113.61	1,265,512.61	-2,758.58%	-1,507,402.15

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	964,646.00	79.20	964,566.80	0.01%	92.40
255-4-55-30-022.001 City: Septage Discharg	50,000.00	23,068.50	26,931.50	46.14%	8,596.50
255-4-55-30-022.002 City: Leachate Revenue	500.00	520.17	-20.17	104.03%	148.13
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	186,626.00	559,878.00	25.00%	186,626.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	273,877.75	821,633.25	25.00%	273,877.75
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	9,000.00	27,000.00	25.00%	9,000.00
255-4-55-30-085.000 Penalties	3,500.00	1,484.59	2,015.41	42.42%	-31.96
255-4-55-30-098.000 Misc Revenue	0.00	4,186.00	-4,186.00	100.00%	0.00
Total Operating Revenue	2,916,761.00	498,842.21	2,417,918.79	17.10%	478,308.82
255-4-55-70 Nonoperating Revenues					
255-4-55-70-092.000 Transfer to Capital	440,000.00	110,000.00	330,000.00	25.00%	110,000.00
Total Nonoperating Revenues	440,000.00	110,000.00	330,000.00	25.00%	110,000.00
Total Revenues	3,356,761.00	608,842.21	2,747,918.79	18.14%	588,308.82

255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	493,131.00	140,740.51	352,390.49	28.54%	31,399.99
255-5-55-30-120.000 Part Time Salaries	0.00	14,196.99	-14,196.99	100.00%	2,178.43
255-5-55-30-130.000 Overtime	44,955.00	13,357.21	31,597.79	29.71%	5,248.10
255-5-55-30-210.000 Group Insurance	162,045.00	14,426.43	147,618.57	8.90%	4,561.37
255-5-55-30-220.000 Social Security	42,912.00	12,922.71	29,989.29	30.11%	2,964.77
255-5-55-30-230.000 Retirement	46,817.00	13,261.22	33,555.78	28.33%	3,496.68
255-5-55-30-250.000 Unemployment Insurance	527.00	109.77	417.23	20.83%	109.77
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	9,005.00	16,395.00	35.45%	9,005.00
255-5-55-30-320.000 Legal Services	3,000.00	517.50	2,482.50	17.25%	45.00
255-5-55-30-330.000 Professional Services	12,000.00	5,803.33	6,196.67	48.36%	5,532.11
255-5-55-30-335.000 Audit	4,553.00	795.00	3,758.00	17.46%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	4,163.59	35,836.41	10.41%	691.15
255-5-55-30-340.001 Lab Testing	0.00	915.00	-915.00	100.00%	670.00
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	2,378.90	14,121.10	14.42%	1,189.45
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	79.08	3,920.92	1.98%	75.22
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	162.50	1,337.50	10.83%	0.00
255-5-55-30-491.000 Administrative Fees	106,003.00	26,500.75	79,502.25	25.00%	26,500.75
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	1,071.41	7,428.59	12.60%	399.42
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	935.00	2,065.00	31.17%	353.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	710.00	10,290.00	6.45%	0.00
255-5-55-30-520.000 Workers Comp Insurance	39,800.00	21,906.39	17,893.61	55.04%	21,891.04
255-5-55-30-530.000 Communications	12,675.00	3,805.31	8,869.69	30.02%	1,802.15
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	27,312.02	227,687.98	10.71%	18,144.02

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-570.000 Other Purchased Services	195,000.00	40,729.08	154,270.92	20.89%	14,114.18
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	4,097.69	7,902.31	34.15%	189.77
255-5-55-30-612.000 Uniforms	7,898.00	593.38	7,304.62	7.51%	388.94
255-5-55-30-618.000 Laboratory Supplies	22,000.00	7,554.90	14,445.10	34.34%	762.73
255-5-55-30-619.000 Chemicals	500,000.00	119,082.75	380,917.25	23.82%	31,323.57
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	2,078.73	23,571.27	8.10%	1,145.64
255-5-55-30-622.000 Electricity	170,000.00	35,484.88	134,515.12	20.87%	13,622.08
255-5-55-30-626.000 Gasoline	4,500.00	513.66	3,986.34	11.41%	157.78
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	6,396.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	750.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	110,000.00	330,000.00	25.00%	110,000.00
Total Operating Expenses	2,916,762.00	635,960.69	2,280,801.31	21.80%	308,712.11
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	-54,153.45	100.00%	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	8,620.00	18,380.00	31.93%	8,620.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	17,725.63	7,274.37	70.90%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	0.00	100.00%	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
Total Nonoperating Expenses	268,500.00	94,499.08	174,000.92	35.20%	8,620.00
Total Expenditures	3,185,262.00	730,459.77	2,454,802.23	22.93%	317,332.11
Total WASTEWATER FUND	171,499.00	-121,617.56	-49,881.44	-70.91%	270,976.71

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	43.92	778,093.08	0.01%	51.24
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	3,019.80	26,980.20	10.07%	1,509.90
256-4-56-40-026.000 Allocation Fees	0.00	5,376.00	-5,376.00	100.00%	-1,305.00
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	1,158.64	1,841.36	38.62%	-18.38
256-4-56-40-098.000 Misc Revenue	500.00	312.00	188.00	62.40%	0.00
Total Operating Revenues	864,762.00	9,910.36	854,851.64	1.15%	237.76
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	141,300.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	23,750.00	71,250.00	25.00%	23,750.00
Total Nonoperating Revenues	95,000.00	165,050.00	-70,050.00	173.74%	165,050.00
Total Revenues	959,762.00	174,960.36	784,801.64	18.23%	165,287.76

256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	126,885.00	34,072.02	92,812.98	26.85%	9,559.92
256-5-56-40-130.000 Overtime	19,369.00	1,282.83	18,086.17	6.62%	300.00
256-5-56-40-210.000 Group Insurance	40,894.00	14,531.96	26,362.04	35.54%	4,948.52
256-5-56-40-220.000 Social Security	11,792.00	2,700.02	9,091.98	22.90%	753.14
256-5-56-40-230.000 Retirement	13,798.00	1,627.01	12,170.99	11.79%	398.72
256-5-56-40-250.000 Unemployment Insurance	135.00	28.12	106.88	20.83%	28.12
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	2,863.18	3,236.82	46.94%	2,863.18
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	442.50	2,086.50	17.50%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	1,680.00	7,320.00	18.67%	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	1,370.69	4,629.31	22.84%	301.50
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	2,575.92	11,424.08	18.40%	1,598.85
256-5-56-40-434.002 West Street PS Costs	15,000.00	1,674.53	13,325.47	11.16%	816.18
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,832.65	-32.65	101.81%	0.00
256-5-56-40-491.000 Administrative Fees	220,005.00	55,001.25	165,003.75	25.00%	55,001.25
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 Workers Comp Insurance	5,700.00	1,100.38	4,599.62	19.30%	928.46
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	174.26	825.74	17.43%	0.00
256-5-56-40-612.000 Uniforms	1,755.00	0.00	1,755.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	99.07	1,900.93	4.95%	49.68
256-5-56-40-622.000 Electricity	13,000.00	1,574.70	11,425.30	12.11%	617.35
256-5-56-40-626.000 Gasoline	4,500.00	1,085.93	3,414.07	24.13%	723.30
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	23,750.00	71,250.00	25.00%	23,750.00
Total Operating Expenses	657,262.00	149,467.02	507,794.98	22.74%	103,198.17
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 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	6,520.99	-6,520.99	100.00%	2,775.44
Total Nonoperating Expenses	83,625.00	6,520.99	77,104.01	7.80%	2,775.44
Total Expenditures	740,887.00	155,988.01	584,898.99	21.05%	105,973.61
Total SANITATION FUND	218,875.00	18,972.35	-237,847.35	8.67%	59,314.15

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
-----	-----	-----	-----	-----	-----
Total Revenues	0.00	0.00	0.00	0.00%	0.00
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Total STORMWATER FUND	0.00	0.00	0.00	0.00%	0.00
=====	=====	=====	=====	=====	=====

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
Total Revenues	5,300.00	0.00	5,300.00	0.00%	0.00
258-5-33-13-330.000 Professional Services	1,500.00	433.32	1,066.68	28.89%	216.66
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
Total Expenditures	5,100.00	433.32	4,666.68	8.50%	216.66
Total SENIOR CENTER FUND	200.00	-433.32	233.32	-216.66%	-216.66

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-4-30-10-040.000 Federal Grant Revenue	0.00	69,196.02	-69,196.02	100.00%	69,196.02
259-4-30-10-041.000 State and Other Grant Rev	0.00	11,500.00	-11,500.00	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	48,321.40	20,122.60	70.60%	1,480.00
259-4-30-11-020.305 Pool Memberships	40,843.00	13,421.50	27,421.50	32.86%	0.00
259-4-30-11-020.306 Swim Lessons	49,052.00	2,364.00	46,688.00	4.82%	0.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	2,390.00	15,989.00	13.00%	175.00
259-4-30-14-020.311 Youth Programs	250,040.00	10,115.25	239,924.75	4.05%	222.00
259-4-30-14-020.312 Adult Programs	146,320.00	17,730.00	128,590.00	12.12%	220.00
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	8,116.87	1,360,910.13	0.59%	5,294.37
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	68,154.63	370,713.37	15.53%	41,917.43
259-4-30-17-020.313 Childcare - DC	618,635.00	119,430.20	499,204.80	19.31%	100.00
Total Revenues	3,180,165.00	370,739.87	2,809,425.13	11.66%	118,604.82

259-5-30-10 Administration

259-5-30-10-110.000 Regular Salaries	0.00	14,484.50	-14,484.50	100.00%	4,173.50
259-5-30-10-210.000 Group Insurance	0.00	350.00	-350.00	100.00%	0.00
259-5-30-10-220.000 Social Security	0.00	1,153.75	-1,153.75	100.00%	329.76
259-5-30-10-230.000 Retirement	0.00	1,256.00	-1,256.00	100.00%	354.74
259-5-30-10-250.000 Unemployment Insurance	4,282.00	891.84	3,390.16	20.83%	891.84
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	17,226.96	32,773.04	34.45%	17,226.96
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	4,262.16	5,237.84	44.86%	4,262.16
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	2,046.66	5,056.34	28.81%	66.00
259-5-30-10-561.000 CC Processing Fees	0.00	4,025.62	-4,025.62	100.00%	0.00
Total Administration	88,020.00	45,697.49	42,322.51	51.92%	27,304.96

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	108,972.00	92,954.46	16,017.54	85.30%	186.48
259-5-30-11-130.000 Overtime	0.00	3,092.58	-3,092.58	100.00%	0.00
259-5-30-11-220.000 Social Security	8,336.00	7,347.58	988.42	88.14%	14.26
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	6,508.65	22,680.35	22.30%	358.60
259-5-30-11-610.000 General Supplies	4,362.00	672.32	3,689.68	15.41%	77.23
Total Pool	155,939.00	110,575.59	45,363.41	70.91%	636.57

259-5-30-12 Parks and Facilities

259-5-30-12-120.000 Part Time Salaries	7,922.00	2,187.98	5,734.02	27.62%	0.00
259-5-30-12-220.000 Social Security	606.00	167.40	438.60	27.62%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	1,274.94	85.83%	0.00
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	4,917.41	-917.41	122.94%	2,585.59
259-5-30-12-530.000 Communications	1,320.00	330.00	990.00	25.00%	110.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
Total Parks and Facilities	36,648.00	15,327.85	21,320.15	41.82%	2,695.59
259-5-30-14 Recreation Programs					
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	11,250.72	19,717.28	36.33%	704.51
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	860.72	5,646.28	13.23%	53.90
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	138,649.46	190,612.54	42.11%	56,211.00
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	2,440.91	4,343.09	35.98%	2,440.91
259-5-30-14-540.000 Advertising	0.00	3,585.00	-3,585.00	100.00%	3,585.00
259-5-30-14-610.000 General Supplies	34,761.00	4,704.26	30,056.74	13.53%	501.39
259-5-30-14-850.150 Memorial Day Parade	0.00	300.00	-300.00	100.00%	0.00
Total Recreation Programs	496,069.00	161,791.07	334,277.93	32.61%	63,496.71
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	561,969.00	92,925.37	469,043.63	16.54%	35,765.24
259-5-30-15-120.000 Part Time Salaries	379,133.00	61,324.21	317,808.79	16.17%	48,705.77
259-5-30-15-130.000 Overtime	0.00	745.49	-745.49	100.00%	16.50
259-5-30-15-210.000 Group Insurance	135,435.00	21,265.48	114,169.52	15.70%	7,771.64
259-5-30-15-220.000 Social Security	72,289.00	12,106.42	60,182.58	16.75%	6,452.62
259-5-30-15-230.000 Retirement	43,846.00	14,020.49	29,825.51	31.98%	3,272.14
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	10,279.46	41,637.54	19.80%	6,155.90
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	3,059.85	21,985.15	12.22%	3,059.85
259-5-30-15-530.000 Communications	7,920.00	2,281.36	5,638.64	28.81%	1,030.68
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	9,879.10	47,912.90	17.09%	9,036.79
259-5-30-15-626.000 Gasoline	5,500.00	195.86	5,304.14	3.56%	80.16
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
Total After School Care	1,382,302.00	228,083.09	1,154,218.91	16.50%	121,347.29
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	249,948.00	70,876.67	179,071.33	28.36%	19,295.14
259-5-30-16-120.000 Part Time Salaries	12,186.00	5,232.54	6,953.46	42.94%	1,033.60
259-5-30-16-130.000 Overtime	0.00	159.89	-159.89	100.00%	58.14
259-5-30-16-210.000 Group Insurance	126,922.00	16,289.84	110,632.16	12.83%	6,233.22
259-5-30-16-220.000 Social Security	20,187.00	5,801.31	14,385.69	28.74%	1,537.42
259-5-30-16-230.000 Retirement	23,098.00	2,633.04	20,464.96	11.40%	757.76
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	78,709.61	-75,595.61	2,527.60%	9,921.46
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	2,957.90	4,542.10	39.44%	2,957.90
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-16-610.000 General Supplies	4,500.00	10,365.13	-5,865.13	230.34%	1,772.92
Total Preschool	450,933.00	193,025.93	257,907.07	42.81%	43,567.56
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	73,501.00	47,763.33	25,737.67	64.98%	336.70
259-5-30-17-120.000 Part Time Salaries	355,071.00	343,407.26	11,663.74	96.72%	0.00
259-5-30-17-130.000 Overtime	0.00	17,724.05	-17,724.05	100.00%	145.14
259-5-30-17-220.000 Social Security	32,786.00	31,053.20	1,732.80	94.71%	37.67
259-5-30-17-330.000 Professional Services	64,585.00	44,320.63	20,264.37	68.62%	4,320.00
259-5-30-17-580.000 Travel	34,300.00	30,648.79	3,651.21	89.36%	8,694.85
259-5-30-17-610.000 General Supplies	26,692.00	38,583.75	-11,891.75	144.55%	9,026.40
Total Summer Day Camps	586,935.00	553,501.01	33,433.99	94.30%	22,560.76
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,196,846.00	1,308,002.03	1,888,843.97	40.92%	281,609.44
Total EJRP PPROGRAMS FUND	-16,681.00	-937,262.16	953,943.16	5,618.74%	-163,004.62
Total All Funds	1,155,456.00	4,888,087.25	-6,043,543.25	423.04%	-20,411,969.31

ARPA Funds Balance Detail

ARPA Funds Received 2021	1,622,172.19	
ARPA Funds Received 2022	1,622,936.98	\$764.81 additional funds received December 2022
Interest Accrued	39,957.50	
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(188,335.50)	\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract
Balance of assigned amount by Council for construction manager services	(43,729.00)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
FY24 Budget Transfer Remaining	-	
ARPA Funds Spent to Date	<u>(453,220.66)</u>	see Spending Detail worksheet
Balance of ARPA Funds Available	2,599,781.51	

updated 10/3/23

LOT Funds Balance Detail

LOT Funds Received FY23	659,341.99	
11/21/22 Disbursement - Q2	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
		funds received in August, but recorded back to June to properly
6/30/23 Disbursement - Q4	219,588.49	recognize revenue
Interest Accrued	3,517.96	
LOT Funds Received FY24	-	
	Q1	will be received in November 2023
	Q2	will be received in February 2024
	Q3	will be received in May 2024
	Q4	will be received in August 2024
	Interest Accrued	allocated quarterly
Less:		
FY23 IT Migration	(100,000.00)	
FY24 Expenses	-	
		\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding	(27,500.00)	Strategic Planning by Council
		\$30,000 assigned during budget, \$12,500 added from
Strategic Planning	(42,500.00)	Rebranding by Council
Banners/Signs	(14,375.00)	
Capital Transfer	(79,739.00)	
		\$20,000 assigned during budget, additional \$20,000 assigned by
Paving	(40,000.00)	Council
Stormwater Grant Match	(28,000.00)	
Code Enforcement Salary/Benefits	(40,158.00)	
	Balance of LOT Funds Available	287,069.99
	Projected FY24 LOT Revenue	745,000.00
		\$745,000 projected, less actual funds received to date
	Projected FY24 LOT Fund Balance	1,032,069.99

updated 10/4/23

Economic Development Funds Balance Detail

FY23 Economic Development Fund Balance	737,083.46	unaudited balance
Economic Development Funds Received FY24	56,671.43	
	<i>Property Taxes</i>	56,671.43 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	allocated quarterly
Less:		
Main St Park	<u>(175,066.40)</u>	\$200,000 estimated, less \$24,933.60 actual spend in FY23
Balance of Economic Development Funds Available	<u>618,688.49</u>	
Projected FY24 Economic Development Fund Revenue	<u>55,328.57</u>	
		Crescent Connector project may require and additional \$255,780, remaining balance after Crescent Connector expense should cover Amtrak match
Projected FY24 Economic Development Fund Balance	<u>674,017.06</u>	

updated 10/4/23

DEPARTMENTAL MEMORANDUM



Date: October 4th, 2023

To: City of Essex Junction – City Council
Regina Mahony – City Manager

CC: Chief Ron Hoague
Lt. Robert Kissinger

From: Officer Stephen Gragg – Traffic Safety Officer

Re: Traffic Calming - Speed Study Request

Discussion:

On May 1st, 2023, a resident of Essex Junction, Jason Eccles, raised concern about speeds on Cascade Street between the existing speed table at the park and Dunbar Drive. The request cited a policy established by the Village of Essex Junction Trustees called *Trustees' Policy Regarding Traffic Calming*. The original request specifically cited section 2 of that policy, *Speed Table Approval Process*.

On May 2nd, 2023, the Essex Police Department was asked by the City of Essex Junction to collect speed and volume data to study the speeds on Cascade Street. The Policy specified studies to be conducted between May 1st and September 30th. Equipment was deployed and determined to have a malfunction. The equipment was sent out for repair and ultimately replaced and redeployed on August 28th, 2023. Speed and volume data were collected simultaneously in both directions utilizing a Jamar LE2 RADAR unit between August 28th and September 11th. The data collection point was from utility pole 111811 on Cascade Street between 48 Cascade Street and 2 Poplar Court. The data was stored digitally at the Essex Police Department as part of case file 23ES006094.

The data collected has been reviewed by Police Officers, who are not traffic engineers, using the analytic software STARnext, which is designed to be used in conjunction with the specific data collection device used. The analysis showed that full-day data was collected between August 29th and September 9th. During the study time, 8,517 vehicles were recorded with an average daily volume (adjusted for full-day data sets) of 714 vehicles and an average peak hour volume of 71 vehicles. The highest speed recorded was 50 miles per hour, the slowest speed recorded was 8 miles per hour, and the average speed was 26.7 miles per hour. The posted speed limit on Cascade Street is 25 miles per hour. For additional context, less than three percent of the vehicles that were measured would have triggered direct enforcement action by Essex Police Officers, and the analytic software gave an enforcement priority rating of low.

This device is not continuously monitored, uses no optical review, and can measure speed data from things other than vehicles, such as joggers or bikers traveling over 5 miles per hour. This equipment also captures all activity including the speeds of authorized emergency vehicles that may be exceeding the posted speed limit in a manner allowed by State Statute.

The eighty-fifth percentile speed was calculated to be 30.9 miles per hour, 5.9 miles per hour over the posted speed limit. This calculated benchmark is 1 mile per hour over the threshold set by the Village Trustee's Policy of less than five miles per hour over the posted limit.

A search of records indicates that no collisions between vehicles or pedestrians have occurred on Cascade Street in the available records data. One property damage crash is on record where a mailbox was hit and speed was not a factor in the crash.

Recommendations:

It is my recommendation, as the Police Officer assigned to traffic safety, that the City Council take this analysis into consideration and prioritize traffic calming efforts on Cascade Street with other projects in the City of Essex Junction based on the low-priority findings of my analysis. I would recommend a certified traffic engineer recreate and or review the analysis conducted by the department given the small margin over the threshold this study returned, should the Council determine that further action is needed. This data will be held for future comparison after the scheduled paving of Cascade Street.

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
SEPTEMBER 21, 2023
DRAFT**

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

MEMBERS ABSENT: None.

ADMINISTRATION: Jennifer Marbl, City Planner; Chris Yuen, Community Development Director.

OTHERS PRESENT: Anna Berg, Pat Bouchard, David Burke, Marcus Certa, Greg Dwyer, Rebecca Dwyer, Mary Jo Engel, Daniel Goltzman, Gabe Handy, Jason Hemenway, Sharon Wille Padnos, Stephen Wille Padnos, Linda Paroline, Robert Paroline, Ken Signorello, William Towle, Kelly Tuman, Doug Viehmann.

1. CALL TO ORDER/ADDITIONS OR AMENDMENTS TO AGENDA

Chair Alden called the meeting to order at 6:30 P.M.

There were no additions or amendments to the agenda.

2. PUBLIC TO BE HEARD

None.

3. MINUTES

A. Regular Meeting – July 20, 2023

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

4. PUBLIC HEARING

Chair Alden opened the public hearing and began by swearing in all individuals who anticipate giving testimony during the hearing.

A. Appeal of Administrative Officer's enforcement decision at 8 Taft Street in the R-1 District, by Stephen and Sharon Wille Padnos, adjoining residents.

Mr. Padnos said that this is an appeal of a decision to not enforce zoning rules that prohibit agricultural use of a property in the R-1 Zoning District.

Mr. William B. Towle, the appellant's legal representative, said that the primary question is whether the City has the legal authority to enforce the Land Development Code (LDC)'s prohibition of agriculture and cannabis cultivation in the R-1 District or whether state statute preempts municipal zoning bylaw through 24 V.S.A §4413.(d)(1). He said that there is not precedent for prohibiting municipalities from regulating agriculture generally, but that statute is intended to prohibit the double-regulation of water quality related to agricultural practices and the construction of farm structures. He said that the Development Review Board (DRB) is tasked with enforcing the zoning laws as set forth in the LDC and approved by the City Council and voters, and that any discrepancies between municipal bylaws and

State statute should be deliberated by the State's Environmental Court. He argued that it is relatively easy for anyone to obtain farming operation designation from the Agency of Agriculture, and expressed concern that this could be a loophole for municipal regulation.

Chair Alden asked how long the farm has been in existence. Mr. Padnos replied that Mr. Struthers began growing cannabis in 2019 or 2020. He said that Mr. Struthers requested a variance from the Planning Commission in March of 2022. Mr. Padnos then said that he and his wife lodged a complaint with the Zoning Department in August, and that the application for the farm determination was submitted six months after that. He said that if the rules had been enforced from the beginning, this situation would not have occurred.

Mr. Padnos then spoke about the conditions around his property. He said that he is not able to use his property due to odors from hay and duck feces and that they are not able to open their windows. He said that the ducks are also very loud. He also spoke about the odor from the cannabis cultivation operation and that it has been detrimental to his quality of life. He expressed concern that these operations are occurring in a residential area.

Ms. Gildea asked if a complaint has been filed with the State. Mr. Padnos replied that he lodged a complaint about odors with the State.

Mr. Padnos showed an aerial shot of the neighborhood, as well as photographs of the Struthers property from his own property, noting that the duck enclosures directly abut his property.

Mr. Zwicky said that it appears that the State has not limited the scope of their regulation when it comes to cannabis operations, and asked whether the Appellant would argue that the municipality has the authority to regulate cannabis operations. Mr. Towle replied that the revised statute could allow for municipal regulation, because it is no longer a blanket prohibition. He said that municipalities could zone for cannabis, but not in a way that it completely prohibits cannabis operations. Mr. Zwicky agreed that the legislature's intent was to allow municipalities to regulate retail cannabis, but not to prohibit cannabis cultivation.

Rebecca Dwyer, an adjacent neighbor, said that the property in question is impacting the quality of life for everyone on the street in terms of odor and activity. She said that her daughters are not able to use her backyard and that she is unable to host Girl Scout meetings in her home due to the proximity to cannabis. She said that she does not think Essex Junction is enforcing laws that promote family living.

Greg Dwyer, an adjacent neighbor, expressed concern that this decision not to enforce bylaws would allow for other residents to pursue commercial or other opportunities and would lower the property values in this and other residential zoning districts.

Sharon Wille Padnos, the co-Appellant, spoke about the odors and other activities that are impacting her quality of life in the neighborhood.

Jason Hemenway, an adjacent neighbor, spoke about the condition of the neighborhood due to the cannabis cultivation operation. He spoke about the black screening that was put up on the property in question to screen the cannabis operation from the street, and said that it is an eyesore and that property

values in the neighborhood are decreasing. He expressed concern about criminal activity in the neighborhood, and that the cannabis operation could be targeted by addicts.

Pat Bouchard, an adjacent neighbor, expressed concern about the DRB's position of not enforcing zoning. She said that the smell from the animals and plants at the Struthers property is overwhelming. She asked the DRB to enforce the regulations for the residential neighborhood.

Kelly Turman, an adjacent neighbor, noted the proximity to the school, and asked about zoning regulations for cannabis cultivators that are near schools. Chair Alden replied that they would need to look into this further. She also expressed concern about humane treatment of animals and piles of dead ducks on the property. She urged the DRB to overturn the decision.

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

MOTION by DYLAN ZWICKY, SECOND by MAGGIE MASSEY, to close the deliberative session and enter into executive session. The motion passed 5-0.

The Development Review Board exited executive session.

MOTION by JOHN ALDEN, SECOND by ROBERT MOUNT, that the Development Review Board overturn the Administrative Office's enforcement decision and require that the resident of 8 Taft Street cease to operate a farm. However, the Development Review Board finds that cannabis cultivation is subject to different rules and upheld the Administrative Office's portion of the decision on cannabis cultivation. The motion passed 5-0.

B. Conceptual site plan to construct 4-story mixed-use building with commercial on 1st floor and 34 residential units with parking at 8 Railroad Street in the VC District, by Franklin South, LLC, owner.

David Burke noted that they have elected to come in for a concept plan, and that the proposal was denied in July due to the 15-foot buffer for residential district. He said that Gabe Handy modified that plan so that it staggers the building and brings it into compliance with the 15-foot buffer. He outlined the change, which was primarily to the façade and footprint of the building. He said that this is a 0.5-acre parcel with 66 feet of frontage and meets the minimum lot size in the VC District is 5,000 feet. He said that there is no existing lot coverage, since the previous building has been removed. He said that the permitted percent coverage is at the discretion of the DRB. He said that the current proposal is for a 4-story mixed-use building with 39 units, comprised of 18 one-bedroom and 21 two-bedroom units. He said that the proposal is in line with zoning for this district.

Mr. Burke then reviewed staff comments. He said that the Applicant feels that their parking proposal is sufficient and that they would not be asking for a waiver for parking, noting that there is no minimum parking requirement in the Village Center District. He said that they are within the building height requirements. He spoke about residential pedestrian access, noting that there is a front door on the façade for pedestrian entrance, and that the 20-foot entrance to the driveway is safe enough for pedestrian access. He said that they take exception to the minimum of 38 bicycles, saying that they don't see the demand for this quantity of bicycles, and that they would seek a waiver of this requirement at final review, if necessary. He noted that an easement on Railroad Street has been acquired for garbage

truck access. He noted that staff is recommending another easement to the north of the building but said that this isn't feasible. He noted that the Town attorney determined that the 15-foot buffer applies for the entire property line of the first single family home, which is the second lot in on Gaines Court. He noted that they have not had a survey or structural conducted, but that the Applicant does not want a waiver and will ensure that they abide by the attorney's opinion. He acknowledged that a full landscape plan is required for final plat review.

Community Development Director Yuen noted that the Fire Chief has conducted a review of the property and does not have specific comments, though the City Engineer may have comments at final review (but no concerns upon preliminary review).

Mr. Burke noted that if there are concerns about maneuverability for garbage trucks or other delivery trucks off of Railroad Street, they could explore extending the parking area to the east to give extra space by the dumpster for trucks to maneuver.

Mr. Zwicky said that he would be more inclined to be flexible about bicycles if there were additional allowances for electric vehicle charging, and Mr. Burke noted that if this site plan triggers an Act 250 review, they will need to look into that further.

Dan Goltzman spoke about the changes to the façade of the building. He said that because the project scheme was altered, they decided to pursue a Dutch Colonial style that references other buildings in the Village Center, such as buildings on Railroad Avenue. He said that it has a residential quality to it, but that this style is found in mixed-use buildings throughout New England. He said that this design projects historical architectural details while increasing density in the Village Center and increases access to pedestrian spaces. Chair Alden noted that the rear portion of the building is rendered in a single color but recommended that some variation may help break it up. He noted that the drive-through bay may benefit from being increased in height slightly, to combat the illusion that it is shorter than the frontage windows. He expressed support for the façade design generally.

Ms. Massey asked about the requirements for bicycles and whether a waiver is feasible. Community Development Director Yuen replied that the requirement is for one bicycle parking space per unit and that he is not aware of a waiver, and that the rationale for this limit is to address security concerns with long-term bicycle storage. Mr. Goltzman said that the regulation calls for a significant number of bicycle spaces, and said that it may require a 1,000 square foot room, and that it may be difficult to accommodate that many bicycles. He noted that in other projects, they have had to clear out many unused bicycles that were chained to racks. Chair Alden said that the DRB can try and regulate its way into better behavior (in terms of trying to incentivize multi-modal transportation), but that it doesn't always occur as intended.

Mary Jo Engel, an adjacent neighbor, provided several comments about the proposed site plan. She expressed concerns about the building height. She said that her house is in line with the currently-existing property and asked about the scale of the new building, given height. Chair Alden said that they won't know until there is a formalized survey. She asked that sight lines be visually protected from Gaines Court. She also expressed concerns about the right-of-way for snow removal, and Chair Alden noted that the project will have a snow removal plan.

Community Development Director Yuen spoke about parking, noting that staff comments were referencing a parking dimensions waiver, rather than a parking quantity waiver. He also spoke about the 15-foot buffer and noted concern about the severe corner on the south side of the proposed building structure (along Gaines Court). Chair Alden said that he would agree that the buffer is more than one-dimensional, and that there is a three-dimensional ability to landscape to soften that buffer. He said he would encourage the applicant to look at how that corner of the building in question could be softened or buffered in terms of screening or vegetation. The DRB determined that the current design as proposed is meeting the intent of the 15-foot buffer and isn't encroaching on the locations in question.

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

MOTION by JOHN ALDEN, SECOND by DYLAN ZWICKY, to approve the conceptual site plan. The motion passed 5-0.

C. Conceptual site plan to remove existing structures and construct 4-story 18 unit residential building with parking at 132 Pearl Street in the HA District by Paroline Real Estate, LLC.

Mr. Paroline said that they have two buildings in the setback at 132 Pearl Street and said that they would like to build out to the setbacks to give more bicycle space. He said that in their plan they have not shown electric vehicle charging but they plan to do so, and that they would like the Development Review Board to consider this as a Planned Unit Development (PUD), given that they would like to pursue having these units be condominiums. He said that in terms of waivers, they would be looking for waivers on the setbacks (back and front), and for total square footage. He said that they are at 6,700 square feet and that the maximum is 6,500 square feet. Chair Alden asked for confirmation that they would not be looking to develop within the railroad space, and Mr. Paroline confirmed this. He said that they have more flexibility with the back setback than the front setback.

Mr. Viehmann noted that the intent with the setbacks in the front is that they are trying to be transitional to the Highway Arterial District. He said that if their intent is to put a bus stop into the plan, they should do so in tandem with the landscape architect and landscape plan. He spoke about features that would accommodate stormwater infrastructure, public spaces, and garbage truck accommodations. Chair Alden asked about infrastructure on the roof, and Mr. Viehmann replied that it would be infrastructure and solar panels.

Chair Alden said that he likes the proposed amenities near the front setbacks, and said that the Applicant should keep looking at this proposal with an eye to that. He also said that in terms of architectural design, it would be good to see a design that looks like more of a residential structure than a parking garage with residential units on top. He said that he does not have an issue with the setbacks. He said that he is generally supportive of this plan.

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

MOTION by CHRISTEN GILDEA, SECOND by DYLAN ZWICKY, to approve the conceptual plan. The motion passed 5-0.

5. OTHER DEVELOPMENT REVIEW BOARD ITEMS

None.

6. ADJOURNMENT

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

The meeting was adjourned without objection at 9:43 P.M.

RScty: AACoonradt

Brownell Library

Trustee Meeting Minutes

09/19/2023

Brownell Trustees in attendance: Dottie Bergendahl, Linda Costello, Helen Donahey, Jeanne Grant, Sheila Porter, Lily Larson. Andy Kolovos, Gabrielle Stevenson

Brownell Staff in Attendance: Wendy Hysko & Tracey Durgan

Agenda changes or deletions: Budget working group in Old Business.

Public to be heard: None

Announcements: Gabrielle Stevenson is the new teen trustee.

Minutes of August 15, 2023: Sheila moved to accept the minutes as written, Jeanne seconded. Helen and Andy abstained- not here last month. Minutes passed.

Financial report: Checking- \$2,124.24 CD- \$ 2,857.02

Budget: Hannah made sure things were purchased before she went on Maternity leave. Budget on track.

Dottie acknowledged the financial report, Sheila 2nd, passed unanimously.

Library director and staff report:

Would like to have training for City staff about functions and parameters of library..

Library has interest in municipal staff Equity, Diversity and Inclusion committee

Would like monthly meeting with Building coordinator. Meeting about installing sharps containers mid-October.

Request from Dottie to add 2019 to comparison of circulation statistics (before COVID).

Committee report: No committees.

Foundation report: Dottie- book donations day last Saturday, quite a few books, maybe later will rearrange furniture in the book sale room.

The public is not always following rules of drop off (time, number of boxes, etc.)

Old Business:

Budget working group: 1 meeting with staff, 1 meeting with city office, need budget ready October 10th. Next meeting Tuesday October 3rd 10:30am.

New business:

Gift for baby- Gift Certificate to Nest/Firebird for \$100. Sheila moved to authorize spending, Dottie 2nd, passed.

Adjournment: Sheila moved to adjourn at 8:10pm, Andy 2nd. Meeting adjourned.

DRAFT

City of Essex Junction
Bike/Walk Advisory Committee Meeting Minutes
September 18, 2023

Meeting Attendees: Erik Bowker, Mark Brislin, Russ Miller-Johnson, Philip Beiber, Micah Hagan

Meeting called to Order: at 7:04PM

Meeting Minutes: Micah volunteered to take Minutes for the meeting. Russ makes motion to approve August minutes, Seconded by Philip
There were no Amendments to the Agenda

West Street Bike Lane: (West street bike signage)

- Committee discussion occurred around the road being narrow and difficult for cyclists.
- Are there regulatory requirements about 'Bikes May Use Full Lane' signs.
- Should ask the question of Chris Yuen and Ricky Jones to find the answer.
- Would a Share the road sign work just as well?
- Sign color options? Yellow preferred
- Future budget \$ could be applied towards signage.

RRFB Installation update – Still waiting on install, electrician is pending for work on it the week of September 18th.

Future BWAC projects:

Bike Rack Inventory

Break City into quarters for analysis

Area 1 – Main St to Maple (Russ)

Area 2 – Maple st to 2A (Micah)

Area 3 – 2A to Pearl (Eric)

Area 4 – Pearl to Main St (Philip)

Parameters:

- Bike Rack Secured to Ground?
- Bike Rack Capacity
- Bike Rack Condition
- Rack Type

What property should be included

- Public parks, schools, etc
- Commercial Areas

How to motivate people to walk/bike when cold weather arrives.

Importance of having path continuity

Loops that serve multiple purposes.
Close up missing gaps in the current path system.

Traffic Study Webinar

- 1 Hour long – future plan is to have a series of these.
- Unsure of cadence going forward

E-Bike Lending Library is operational and is a partnership with EJRP and Local Motion

- EJRP Bikes received from Local Motion and are stored at EJRP
- People are already signing them out and asking questions
- 2 standard and 1 utility e-bike available
- Expect to have them available into October

Safe Routes to School – Virtual Summit – 2 Days

Public water options – To be put on October Agenda

Next Meeting Set for October 16th 2023

Meeting Adjourned at 8:02PM

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
September 19, 2023**

Members Present: Nick Meyer, Warren Spinner, Rich Boyers, Nicole Klett, Steve Rivard

I. Call To Order

The meeting was called to order at 5:06 pm by Warren, second by Nicole.

II. Additions or Amendments to Agenda

No additions or amendments.

III. Approval of Meeting Minutes

A motion to approve the August 2023 meeting minutes was made by Nick, second by Nicole.

IV. Greatest Tree Contest

Rich and Nicole have been working on kick off of contest. Flyers were distributed to physical businesses, library and EJRP. Ashley has been working on digital PR including our platforms and The Essex Reporter. Rich and Nicole have reached out to local schools. Also, Nick will speak with others he knows in the schools and community. Ask Ashley about PR quota for this month and highlight the \$100 dollars to get more entries.

The team can go around to judge on October 5th with time to be determined and Rich and Nicole will work on docs for judges that include rating the tree and story separately and averaging out a score per tree with names removed for judges.

V. Proposal for Maple Street

Students of Essex High School submitted a proposal for Maple Street Park walk and committee has reviewed and is in agreement that the walk is in need of updating.

TAC would like trees more identifiable but have to be weary of public setting. Would we use a QR code for the entire map and for info on tree facts, conservation and climate change. Need aluminum (or plastic) tags at a uniform height on the tree to make it easier for public to find but also to last. Convs on EJRP with modifying sign, putting on QR code on it and continuing to work synergistically.

Next steps: Ask ADL, EHS and other schools and science teachers to see what they would like in Maple Street Park for educational purposes. Enlist students, teachers, citizens or the committee to work on content for website. Ask Ashley about the QR/website featuring a map and facts. Ask a design teacher about longer lasting more visible tags for trees. Revisit at next meeting.

VII. Meeting with Chris Yuen: enforcement and review of development applications

Warren and Nick had a meeting with the planning director for EJ. Chris is sharing apps coming in for land development to see what role tree species and landscaping plans the TAC could give

feedback on for projects. Most private but some public right of way. TAC would assist in making sure landscaping works for the site.

Nick brought in two plans that are being reviewed on Thursday. (The process includes having the developer develop a concept and run it by the design review board and then tweak the plan based on what is allowed/required. Need a full landscape plan and landscape architect needed if the project is over a certain budget.)

One project is lot at Railroad St near Essex Agency in the village district and then residential is right next to it requiring a buffer that would be a 3 story multi-unit building with little landscaping concept at this time.

Another project on Pearl Street without landscaping detail as yet.

There has been success in landscaping refreshment in the development off Pearl Street with Big Lots after a pause in landscaping attention.

VIII. Planting

Plans remain the same as last meeting. Still open for planting sites.

IX. Tree Warden

Rick Jones sends notifications on whether things need to be done for trees. Lavoie and Cushing Property Managers have had meetings with HOA and they are asking about trimming trees again after 3 years ago. Would need help from an external private party and will put this out to bid.

Pine Tree on Brickyard Rd that is near the culvert and EJ will take care of that tree that needs to come down.

Rick Hamlin shared with Warren that designer of the new Railroad Station was wondering about an arborist and tree protections. TAC planted trees in the area years ago and will want to protect those through this development. Warren plans to speak with them especially if trees have to be removed and asking for compensation.

X. Other Business

Half a million will be the amount Urban Forestry to distribute to state for projects.

XI. Date for Next Meeting

The Committee will meet on October 17 at 5:00 p.m

Adjournment

Rich made a motion to adjourn at 6:42 p.m. 2nd Warren.

January -Planning Calendar
February -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-HOLD for 2024
March -Public Education around Thinking about planting a tree?
April - Potential Tree Keeper Training/Dip and Bag 28th and Tree Sale 29th/National Arbor Day 28th
May -Tree Planting 6th/VT Arbor Day 5th/Hiawatha
June -Tree Walk 3rd
July -Public Education around Tree Planting/Maintenance/Watering
August -Advertise Tree Contest
September -Form Submission for Tree Contest open after Labor Day
October -Judging and Announcement of Tree Contest Winner
November -Public Education around Trees in Fall (Best Handling of Leaves, etc)
December -Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree