



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, November 8, 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. Clerk Department Update
 - b. GBIC Presentation
 - c. Town Meeting TV FY25 Budget Presentation
 - d. Discussion and Consideration of Vermont Access Network Funding Conversation
 - e. Discussion and Consideration of Champlain Valley Expo Sound Indemnification Agreement
 - f. Discussion and Consideration of Rental Registry & Inspection Program
 - g. *Discussion regarding a Contract
6. **CONSENT ITEMS**
 - a. Approve Check Warrant #24023 (103023), #24024 (110323)
 - b. Approve Meeting Minutes: October 25, 2023
 - c. MS4 Formula Grant
 - d. Tree Farm "No Parking" Signage
7. **READING FILE**
 - a. Council Member & Manager Comments
 - b. October Financial Reports
 - c. Main Street Waterline Project Update
 - d. Reappraisal 2025
 - e. Cannabis Legislation Recommendations Letter
 - f. Senior Programming Update
8. **EXECUTIVE SESSION**

*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: City Council

From: Susan McNamara-Hill, Clerk/Treasurer

Meeting Date: November 8, 2023

Agenda Item: Department Head Conversation

This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the three sections below before opening it up to a dialogue with the Council. The intention is for this conversation to be 10-15 minutes.

Six-Month Department Look Back (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- Land Records: We opened the city offices to the public on July 5, 2023. We were hoping to be a fully functioning clerk's office, but it took longer than anticipated to get everything running smoothly. The first order of business was to set up our land records recording system. The system was not actually able to function here until July 27th. Until that time I was running to the town office to record the city documents (in separate books) on their digital system (as we had been doing since July 1, 2022). Once we were able to record documents here, I had to back record all documents from July 6th (the date the Essex Town land record file was copied to the City of Essex Junction Land Records file) to July 26th. After July 26th we could start recording solely in the City of Essex Junction Land Records at the City office. We are hoping to get all of our land records available online as soon as possible.
- Licenses: We are set up to issue dog licenses, marriage licenses, DMV renewals as well as issue certified copies of birth and death certificates. We also issue Green Mountain Passports which is a pass for seniors (62 and older) and retired military to purchase a lifetime pass to state parks and historical sites for a one-time fee of \$2.00.
- Credit Card payments: We have brought back the POS credit card machine and are able to process payments both online and at the office using credit cards. For credit card transactions, convenience fees are charged to the individual user, not the municipality.
- Assistant Clerk: Dan Brown started as Assistant Clerk on July 6, 2023. He is learning all things related to the clerk's office and has proven to be a great addition to our staff.
- Voter registration: The city has had a separate voter checklist since July 1, 2022. We continue to monitor and update the voter checklist and prepare for upcoming elections.
- Community partners: We are working closely with the Town of Essex office for misdirected payments, land records, and other issues involved in the separation of the offices.

Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- Online Land Records – we will continue to work get our land records online.

- Elections: The next election will be the Presidential Primary on March 5, 2024. We expect this to be a busy season starting in January with many people requesting to vote early. This is an unusual election for Vermont every four years; it is the only election in which the voter has to tell the ballot clerk what party ballot they want to vote on. Most voters find this very confusing and unsettling because Vermont does not register voters by party. The state law governing this Presidential Primary is specific that each voter must declare which party's ballot they will be voting. This does not register the voter in that party, it just means that they are voting in that party's Presidential primary.
- Community: We are hoping more members of our community will get used to coming to this office for all of their municipal needs. For example: In the past, residents of Vermont had to obtain marriage licenses from the town clerk where they lived. That law was changed as of July 1, 2022 so that Vermont residents can obtain their marriage license from any town clerk in the state. It appears that a lot of city residents are still going to Essex town clerk's office instead of coming to the city office for that purpose.

Anything you think the Council should know

- We are professionals and are committed to continuous learning and professional development. I earned the designation of Certified Vermont Clerk and Certified Vermont Treasurer in September 2021 after many years of participating in educational opportunities. The certificate program through the Vermont Municipal Clerk's and Treasurers' Association (VMCTA) was set up to:
 - Increase the proficiency of Vermont Municipal Clerks and Treasurers;
 - Strengthen the quality of local government;
 - Afford Clerks and Treasurers the recognition of their abilities to conduct the affairs of local government;
 - Provide a vehicle whereby Clerks can attain the status of Certified Vermont Clerk, and Treasurers can attain the status of Certified Vermont Treasurer.
 - Provide a vehicle whereby Clerks can attain an advanced tiered status of Certified Vermont Clerk, and Treasurers can attain an advanced tiered status of Certified Vermont Treasurer, to recognize their additional training, education and professional contributions.

The VMCTA offers at least two educational opportunities per year; a two day fall conference in September and a one day training session offered in April or May (geared towards new clerks, but beneficial for all).

- I am currently working on earning my Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks.

“The CMC Program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.”
(iimc.com)

As part of this program I have attended the New England Municipal Clerk's Institute for two years and hope to return next year for the final and graduating year. The institute is a one week intensive learning opportunity set on a college campus in July of each year.

- I plan on offering all of the above educational and certification opportunities to the Assistant Clerk for his continued professional development. There may be occasions where we would need to close the clerk's office in order for both of us to attend the educational sessions.



GBIC

Good Jobs In A Clean Environment

October 2, 2023

City of Essex Junction
C/O: Regina Mahony
City of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Dear Regina:

The Greater Burlington Industrial Corporation (GBIC) appreciates this opportunity to submit an appropriation request to both the City of Essex Junction for FY 2025. In these demanding times, assistance to our business community is more important than ever. The GBIC team continues our commitment to retain, expand and attract good wage-paying jobs because without a vibrant, diverse, and stable economy we will not be able to support all of what makes Vermont a special place to live, work, and raise a family.

As a non-profit business and community service organization, it is essential that we solicit annual financial assistance. **We would like to thank the City of Essex Junction for the opportunity to submit this request to consider an appropriation of \$3,750.00 for GBIC for FY 2025.** Your support of our programs and services to the business community and municipalities is important to us.

The Articles of Association of GBIC provide that the chief-elected official of each community in Chittenden County is a member of GBIC's corporation. The members have the opportunity to attend the annual membership meeting each year in June to elect directors and also attend any special meetings of the membership that may be called during the year.

Our staff, as well as the members of our Board, would welcome the opportunity to meet with you if we may be of service at any time. Additionally, a member of our team would be more than happy to meet with your Selectboard or Funding Committee when contributions are discussed.

Thank you for helping us to continue to provide "Good Jobs in a Clean Environment."

Sincerely,

Frank Cioffi, President

Tim Shea, Chair



GBIC

Good Jobs In A Clean Environment

GBIC FY 2023 Performance Dashboard

BENCHMARKS	Year-end FY 2023 7-1-22 to 6-30-23
Number of Employer interactions or visitations	51 Key Employer Visits 294 Key Employer Interactions 25,000 employees
Number of Employers contacted	655 Employers contacted 40,000 employees
COVID-related employer Communications	931 Regional Employers
Number of VTP contracts awarded	9 Key Employer Over \$1 million awarded and over 600 Vermonters trained
Number of VEDA loans applied for	61 Loans \$13,926,281.
Number of VEGI applications VEGI Awards	1 initial \$798,858 1 final \$941,102.
Number of VMEC assisted	40 Employers helped 414 Vermonters Trained
Number of referrals to PTAC	Information incomplete
CEDS completed or updated	New CEDS completed
Number of job fairs held	1
Number of WETF apps assisted	2
Number of permits assisted	13
Number of site relocations assisted	1
Number of SBDC Customers & Counseling sessions	159 Clients 575 Sessions



November 8, 2023

MEMO TO: City of Essex Junction, City Council President Raj Chawla & City Manager Regina Mahoney

FROM: Jordan Mitchell, Town Meeting TV Director of Operations, jmitchell@cctv.org

RE: Town Meeting TV FY23 Update and FY24/Municipality's FY25 Budget Request

Town Meeting TV submits this report in advance of our visit with the City of Essex Junction. The purpose of the presentation is to brief the City Council on Town Meeting TV operations, to hear from the community on how Town Meeting TV might better serve your needs, and to request an annual municipal contribution in the amount of \$13,891 for general Town Meeting TV operations.

Introduction: Town Meeting Television was launched by its member communities in September 1990. Town Meeting TV is operated by CCTV Center for Media & Democracy on behalf of the Chittenden County Government Access Channel Trust.

The City of Essex Junction is currently represented by Amber Thibeault. We sincerely appreciate Amber's contributions to Town Meeting TV and the community as a Trustee.

Between 10/1/22 and 9/30/23, Town Meeting TV produced and supported 1,386 programs for our member communities; 362 were categorized as municipal coverage.

During the period of 10/1/2022 - 9/30/2023 Town Meeting TV **live streamed, recorded, produced, and archived 34 City Council and Planning Commission meetings for the City of Essex Junction. In addition, coverage and service includes other general TV programs recorded in and about Essex Junction, local election programs, legislative updates, and municipal updates.** Town Meeting TV studios and internships remain open to all community members. The **contract stipulates** production of 3 meetings/month and at least one Essex Junction specific general program. We appreciate a close working relationship with City officials who make sure to avail the city of allotted production resources and

keep us informed of potential programming needs and opportunities. **Essex Junction officials are invited to inform us of more community based programming for coverage.**

We are requesting an FY25 City of Essex Junction municipal contribution of \$13,891 to help meet continued revenue shortfalls from declining cable contributions. This is outlined in the 5 year projection chart below. At this point, we expect municipal contributions to increase along with the rates of inflation or at 5%.

In addition, we are offering municipalities the opportunity to add meeting coverage and/or meeting archiving by CCTV Productions at the municipal rate. The current municipal rate for meeting production, including pre-production, field production, live streaming & titling, post-production, and archiving is estimated to be 7 hours per meeting at the municipal rate of \$112/hour or approximately \$780 per meeting. Costs for titling, airing, and archiving recorded meetings conducted without Town Meeting TV operators can also be calculated on a case by case basis.

Municipal Funding Request: The City of Essex Junction contribution is part of the municipal supplement to the Town Meeting TV annual budget. We have projected that Town Meeting TV's municipal members will contribute \$120,305, or 16.7% to the operating revenue. Municipalities may opt to add additional meeting coverage at the current municipal production rate of \$112/hour.

See below for the chart of projected municipal support requests.

PROJECTIONS	FY19 (7/19)	FY20 (7/20)	FY21 (7/21)	FY22 (7/22)	FY23 (7/23)	FY24 (7/24)	FY25 (7/25)	
		50%	0%	5%	5%	5%	5%	5 years
Burlington	\$12,000	\$24,000	\$24,000	\$25,200	\$26,460	\$27,783	\$29,172	\$156,615
South Burlington	\$10,000	\$20,000	\$20,000	\$21,000	\$22,050	\$23,152	\$24,310	\$130,512
Winooski	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000	\$57,000
Essex	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Essex Jct	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Williston	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Increase	\$46,000	\$87,000	\$88,000	\$93,000	\$98,200	\$103,610	\$109,240	\$579,050

Town Meeting TV FY23 Report

Town Meeting TV supports public officials who seek to engage their constituents in the work of local government. We connect community members to local government so they are able to take action on community and public issues.

Revenue Sources: Town Meeting TV is funded, in large part, by the cable subscribers of Comcast and Burlington Telecom (BT). In addition to their requirement to set aside channels and “cable capacity”, regional cable subscribers are assessed 5% of their bills for PEG operating and 1.5% for capital costs. This revenue, locally, is shared by Town Meeting Television and The Media Factory.

In Town Meeting TV’s FY24 Budget, approved by the municipal Trustees, cable revenue accounts for **71%** of the FY24 budget revenue, estimated to be **\$572K**, detailed in the budget narrative, below. This is different from the FY23 budget, where cable revenue accounted for 80% of the revenue (\$555k).

Services: With your partnership, Town Meeting TV produces, live streams, records, titles, distributes and archives gavel-to-gavel coverage of municipal meetings, regional events, and educational programs designed to help open the doors of local government, civic life, and promote public awareness and participation.

Town Meeting TV is part of a network of community access media centers that provide an essential community service that has expanded to meet the needs of remote participation in public meetings, public health communications, more extensive election coverage, and community producer requests for services.

During this year our services included:

Live streaming of gavel-to-gavel coverage of municipal and regional meetings in Burlington, South Burlington, Winooski, Essex, Essex Junction, Williston and Colchester. These meetings are streamed live, aired on TV, and archived. Town Meeting TV content is available on Comcast channel 1087, BT channel 217 and 17, BT



channel 317, online at ch17.tv (with clickable agendas) and on our YouTube page youtube.com/TownMeetingTV (with auto-generated captions and clickable agendas). Town Meeting TV continues to work with communities to make that experience productive while retaining high video and audio quality for TV distribution and archiving.

Hybrid Meeting support - Town Meeting TV worked with municipalities to continue to support high quality hybrid meeting systems. In many cases these systems were purchased by the municipalities and the expected technical life was 3 years from installation. This year we will be reevaluating the functional life and best practices on a case by case basis with each municipality.

Redundant and reliable archiving of community based video content, including meetings and public events is a unique service of Town Meeting TV. This content is available on YouTube and also searchable at www.cctv.org a/k/a ch17.tv. The Town Meeting TV Archivist continues to do research on how to shore up the redundancy and efficacy of our archival systems. We are working not only to digitize all of our current physical media, but to ensure easy, permanent, secure, and public access to all community media content past, present and future. This continued work positions CCTV and Town Meeting TV to secure archival grant funding in the future.



In-depth election programming - Town Meeting TV produces televised local forums featuring all candidates, municipal budgets and ballot presentations during Town Meeting, Primary and General elections. Town Meeting TV also partners with both state and local level organizations such as VPIRG, League of Women Voters and media outlets such as VTDigger.org to bring election information to a wider audience. In

most cases Town Meeting TV is the only forum for all registered candidates to appear in front of voters in a fair, congenial, and high quality format.

Community based programs - Democracy begins in dialogue. Community access TV is the site of many interesting and provocative conversations. From shows on addiction recovery and prevention, education reform, national politics, local issues,

the Town Meeting TV studio (both in person and online) provides citizens a space to express and workshop ideas with their community. In FY23 our studios continue to grow and welcome new community producers, as well as maintaining relationships with older community producers. On average we are hosting 2-3 studio programs a week, as well as numerous shows filmed on location in the field.

Marketing and Outreach - Opening the doors to democracy also means connecting community members in a nonpartisan manner, to a variety of ideas and content. Our marketing efforts include supporting internships and experimentation with various tools and platforms for expanding our reach. We excerpt and share meeting highlights such as Mayor or Municipal updates, connect local journalists to source material, and help the public make sense of the content that is recorded and archived by the Town Meeting TV field crew.



Media Education for school groups (e.g., CCV, UVM, Champlain, local high schools) is a crucial part of the Town Meeting TV civic work. Helping students understand what is behind the creation of media and engaging them with local civic leaders through internships and volunteering are foundation to the work of community media. Not only are we developing the next

generation of field producers and editors, but we are also introducing young people to how local government functions and why it is important. This year Town Meeting TV is in year three of the Neighborhood Media Internship. This project was started with support by grant funding from the VT Community Foundation.

Maintaining a Public Web Presence. Town Meeting TV's website is home to more than 50,000 pieces of archival content. We envision this as a gateway to community content both present and historic. We are continuing on the process of upgrading the Town Meeting TV website to a new platform and that municipalities will be able to more easily embed municipal content on their own home pages.

Legal and Advocacy Matters: Town Meeting TV has worked closely with its colleagues in the Vermont Access Network (VAN) to advocate for the replacement of declining cable revenue. The Legislature has recognized our work as an “essential service” and awarded CRF funds to subsidize health-messaging related communications and funded a comprehensive study (The PEG Study) to assess what authority the state has to restructure how PEG is funded. This work leads us to a short term statewide legislative request for FY24 of \$1M. The legislators will look to the municipalities to support this proposal, and we are happy to discuss this in more detail with you.



The Vermont Access Network (VAN) is currently petitioning with the State of Vermont to have recognition as Vermont’s statewide Access Management Organization (AMO) pursuant to PUC Rule 8.42. This case involves a petition filed by the VAN with the Vermont Public Utility Commission, pursuant to Commission Rule 8.425, requesting designation as an access management organization to administer a state-wide public, educational, and government (PEG) access network and to promote the sharing of PEG content among cable systems.

CCTV Center for Media and Democracy continues to administer the services of Town Meeting TV on behalf of the Trustees. This unique relationship allows Town Meeting TV to be housed alongside other community based projects such as the CCTV Archives, VT Language Justice Project and CCTV Productions. These

relationships allow us to share expertise, community connections, and carry the work we do together even farther.

Town Meeting TV cable channels reach 25-30,000 cable subscribers within Chittenden County. The archive of all content is available at Ch17.tv. Applicable content is distributed statewide as well as nationwide. The Town Meeting TV website averages about 1000 hits per month, and the Town Meeting TV Youtube channel maintains about 4,600 subscribers. People watch meetings and events, share them, and most importantly report that they can find them when needed.

Thank you for your support. We are happy to respond to any questions, comments, and are always open to ways that we can serve you better. The Town Meeting TV Budget Narrative for FY24 follows:

Town Meeting TV/ Town Meeting Television
BUDGET NARRATIVE FY24 (APPROVED)
October 1, 2023 – September 30, 2024

Town Meeting TV is a trusted producer, educational and equipment resource, and community archive of video providing access to local government and facilitating engagement in local democracy. Town Meeting TV is Chittenden County's regional government access TV channel overseen by municipally appointed representatives from Burlington, South Burlington, Essex, Essex Junction, Williston, Winooski, Colchester, and St. George. Town Meeting TV programs are made available on Comcast 1087, Burlington Telecom 17 & 217, as well as at www.CH17.TV.

Launched in 1990 to cover municipal events and public issues, Town Meeting TV airs more than 100 hours of public meetings, election coverage, and community events each month on Comcast and Burlington Telecom and www.ch17.tv. *Town Meeting TV opens the door to local government.*

1. OVERVIEW

Funding Formulas: Funding for Town Meeting TV is calculated at 1.67% of the cable operators' (Comcast and Burlington Telecom) annual gross revenue. These costs are passed on directly to subscribers.

The funding level for Town Meeting TV **capital** is set at .6% of gross revenue after we renegotiated the contract in 2021. Part of that renegotiation was to remove language allowing for "spike" capital requests over the course of the contract. Along with other VAN AMO's in Comcast regions, Town Meeting TV was awarded 20K, of which 15K remains in ROS to provide for capital purchases to support live streaming from remote locations.

The Media Factory receives approximately the same percentage, for total PEG funding of 5% operating plus 1.5% capital (1.666% + .05% x 3 channels). The small .06 percentage difference that they receive is used to support Town Meeting TV's portion of our shared use tech core at 208 Flynn Avenue.

Burlington Telecom and Comcast's fiscal year runs from 1 January through 31 December. BT provides operating and capital funding to Town Meeting TV in September of each year. Comcast pays Town Meeting TV on a quarterly basis. We have generated Comcast revenue projections based on past performance. We generously project a 1% decline in funding from Comcast based on the past 2 quarters of performance.

2. REVENUE SUMMARY

FY24 revenue is estimated at **\$720,210**. Our expenses are estimated to be **\$749,802**. This leaves a shortfall of \$38,280 to be made up through fundraising efforts by CCTV.

- The estimated revenue received from Comcast is projected to be **\$378K** for operating and **\$137K** for capital, a generous 1% decline.
- **Burlington Telecom's** total contribution is estimated to be **\$22.9K** for operating and **\$7K** for capital.
- **Municipal revenue in** FY24 will be based on past contributions and is set at **\$120,305**. This includes a **5%** increase for most municipalities and an additional contribution from Burlington to support specific additional production support for Neighborhood Planning Assembly live streaming and hybrid meetings.
- The Vermont Legislature included \$1M in bridge funding from the general fund budget this year, to be distributed by the Secretary of State's office. Town Meeting TV expects to receive **\$45K** from that allocation and to return **\$3K** as an advocacy contribution to CCTV.
- Keeping with the previous year, Interest/ Capital Gains is estimated to be **\$2,500+/-**. We will be working with VCF to find ways to improve that investment.

3. EXPENSE SUMMARY

The total Town Meeting TV FY24 expenses are projected to be **\$749,802** in operating **\$613,647** and capital **\$136,155**.

Operating Expenses are estimated to be **\$613,647** and include:

- **CCTV Base contract** in the amount of **\$581,847** (a 3% increase from FY23) for Town Meeting TV operations which includes staff labor for administration, production, internship support, archiving, and marketing ((about 8 FTE) as well as overall administrative, insurance, professional development, and site costs.
- The other line items on the operating expense budget include **\$2K** in legal and investment fees, **\$3.6K** to pay bookkeeping expenses, **\$8.6K** for the annual audit, **\$5.7K** in dues to the VT Access Network and the Alliance for Community media, **\$5K** to support ad buys and marketing costs on behalf of Town Meeting TV, and \$3K to acknowledge the specific advocacy work CCTV has done with VAN to secure legislative support for PEG media.

Capital Expenses are estimated to be **\$136,155**. Town Meeting TV's annual Capital budget is based on priority areas recommended by Staff and approved by the Trustees. The FY24 Capital recommendations include hardware, supplies, network infrastructure, dues and subs, and technical contractors.

Equipment Total: \$44,075 Estimated equipment costs largely reflect the annual replacement of cameras, computers and large scale equipment due to extended use. While equipment life expectancy continues to diminish from 5 years to a 2-3 year cycle, we do our best to get the most use out of gear we possibly can.

- **Production \$1,500:** Purchase of additional public use camera. We have also budgeted for a new field camera with live streaming capabilities from the ROS reserve funds.
- **Post Production \$2,500:** Editing Workstation.
- **Studio Control Room \$2,400:** New backdrops and set design to support newer production values and increased hybrid capacity.
- **Playback \$14,000:** To support captioning equipment on both of the channels. We may ask the CCTV board to support this or look for more grant opportunities.
- **Office \$4,000:** Replacement staff computers
- **IT/ Network/ Tech Core Equipment: \$18,925:** This is the largest increase from FY23 anticipating a large increase to our digital storage capacity expected to take us into the next 3 years.

Capital Support Total: \$92,080

Capital Support constitutes the bulk of the capital budget, as most technical solutions are software and consultant supported. The FY24 budget includes (see Capital Detail for the complete list):

- **Tech Core Rental \$6,500:** Supports our portion of the shared tech core space at 208 Flynn providing climate controlled and secure infrastructure

space for our playback and network storage. Town Meeting TV is connected to this space via high speed dark fiber provided by Burlington Telecom.

- **Streaming and Web Development \$40,000:** New website part one now that we have concluded our relationship with Localeyz.
- **Service Contracts \$28,000:** Largely to Clear Bearing for Network infrastructure support and monitoring.
- **Repair and Maintenance: \$8,250** Includes 30 hours of contracted project support for Clearbearing.
- **Equipment Supplies and Production \$8,775:** Smaller purchases to support the video production workflow. See Capital Detail Budget.
- **Equipment Supplies Office \$2,400:** New VM server, switches, office chairs, etc.
- **Subscriptions and Licenses \$7,955:** Supporting fees for subscriptions that allow for video workflow including Dropbox, Adobe Creative Cloud, Parsec, Zoom, Teradek and cell service connections.

CCTV CONTRACT breaks down as follows:

Wages and Benefits total \$445,360 CCTV manages staff compensation and human resources these costs include:

- **Payroll: \$372,540**
- **Health/Dental/Vision Insurance: \$38,592**
- **Unemployment and Workers Compensation: \$3,325**
- **Payroll taxes: \$27,375**

Non-Wage Costs specific to TMTV \$53,236 Site costs are shared by all CCTV projects and administration and include:

- **Site Costs \$30,614:** Rent, utilities, package liability:
- **Communications \$2,317:** Phone, postage, online services.
- **Office Expenses \$250:** Copying, Printing - largely in the capital budget
- **Repair & Maintenance of Facilities \$1,050:** HVAC and carpet cleaning.
- **Meals/Travel/Professional Development \$8,425 :** Includes training dues and expenses, conferences, coaching, and employee support for leadership and skills development.
- **Subcontracting \$9,500:** Ad buys for the election year, Talent for election nights, and paid media internships. The internship expenses may be offset by grant support.

CCTV Management and Overhead portion for TMTV in FY24 \$120,727: Overhead is calculated as a percentage of each program in CCTV by labor. In FY24 this assumes **48%** of **\$178,305K in admin wage costs.**

4. FUND BALANCE

The Town Meeting TV assets & liabilities as of July 31, 2023 are \$296,677 or 5.2 months of operating revenue. These assets include \$92K in the VCF reserve fund In addition to current receivables and liabilities. As a matter of sound fiscal practice, the Town Meeting TV Trustees have established a 3-6 month set-aside of its annual budget in order to address cash flow issues and emergencies. Monthly expenses in FY24 are projected to be **\$62,484**. A six month reserve amounts to **\$375K** therefore we do not recommend using your reserve to cover operating or capital costs this year.



Vermont Access Network

vermontaccess.net



Legislative Update

Community Media is an Essential Service

In FY21, the Vermont Legislature identified public, educational and government (PEG) access as an “essential service” for Vermont through its continuing coverage of public health messages, ongoing access to public meetings, connecting communities and preserving local identity. In recognition, the Legislature provided financial support for pandemic operations and funded a PEG Study to help plan for the future of community media.

The PEG Study, released in January 2021, confirms the inevitable decline of cable revenue in Vermont (PEG’s primary funding source) and increasing costs necessary to meet increasing demand for public meeting coverage and community communications.



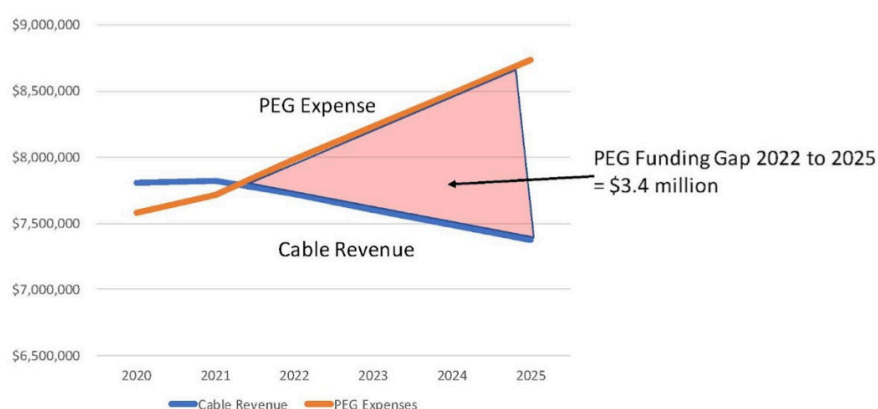
The PEG Study recommended that the Legislature use its authority to restructure Vermont’s telecommunications taxes and take a new look at how public benefits, like PEG, will be funded.

Key legislators have encouraged VAN to develop short-term funding requests while continuing to work toward the longer-term policy goal.



VAN’s Legislative Request

Vermont PEG Financial Projections FY 2021 to 2025



VAN’s four year funding request provides short term relief to meet community communications needs in all corners of the state, and lays the groundwork for broader policy change in Vermont’s telecommunications tax structure.

The Request:

- FY22 - \$300,000 ✓
- FY23 - \$600,000 ✓
- FY24 - \$1 Million ✓
- FY25 - \$1 Million**



SUMMARY OF COMMUNITY MEDIA PUBLIC BENEFIT FUND BILL

Contact: VAN Public Policy Team

Lauren-Glenn Davitian, davitian@cctv.org, 802.777.7542

Angelike Contis, angelike@mmctv15.org, 802.355.6201

What is the Purpose of the Bill?

The bill would establish a new Community Media Public Benefit Fund, funded by communications service providers in the State, to ensure equitable and sustainable financial support for local public, educational, and government (PEG) access organizations in Vermont.

What are AMOs?

These PEG organizations, known as Access Management Organizations (AMOs), provide essential public services in Vermont, including ongoing access to public meetings and emergency information, connecting communities, and preserving local identity.

Why is the bill needed?

AMOs are currently primarily funded by “franchise fees” paid by cable company subscribers, the amount of which is based on revenue only from the cable services these companies provide. As consumers increasingly cancel their cable subscriptions in favor of internet-based entertainment and news sources, funding for community media is declining. The Community Media Public Benefit Fund recognizes that Vermont AMOs services extend across Vermont and are no longer confined to cable service territories. The bill will provide a reliable source of funding as cable revenue declines across Vermont.

What companies would contribute to the Public Benefit Fund?

The bill would impose a charge on all companies that deliver commercial voice, cable, internet, and wireless services to Vermont homes and businesses. Vermont’s newly created communications union districts (or CUDs) would be exempt. The

charge is an fee on these companies' physical attachments to utility poles installed throughout the State. This includes poles in the public rights-of-way and on private property, but does not include wireless macro towers.

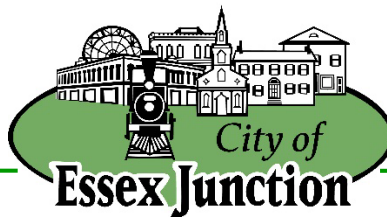
Communications service providers would pay this fee to the Vermont Department of Taxes by July 1st of each year based on every pole attachment they attach to on April 1st of that year.

Cable companies would be permitted to deduct from the pole attachment charge amounts paid to AMO under the current franchise fee funding mechanism.

How will the funds be collected and distributed?

The funds would be collected by the Vermont Department of Taxes and deposited into a special fund known as the Community Media Public Benefit Fund. Each year, the money from the Fund would be appropriated to the Vermont Secretary of State, which would provide an annual grant for the operational costs of AMOs. The grants would be administered by the Vermont Access Network ("VAN"). The criteria for the distribution of the funds will be based on the relative decline in cable revenue and the budget requirements of the AMOs.

VAN is a statewide nonprofit organization that represents all of the AMOs in matters of mutual concern, including the effective operation and advancement of PEG services throughout the State. See: vermontaccess.net



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: November 8, 2023
Subject: Champlain Valley Expo Sound Indemnification Agreement

Issue: The issue is whether the City Council will approve the Champlain Valley Expo (CVE) Sound Indemnification Agreement for January 2023 to December 2028.

Discussion: To have a discussion regarding the terms of the sound indemnification agreement with CVE, and to discuss an extension of this agreement. The existing agreement will expire at the end of December 2023. The Financial Agreement approved last year will expire in 2027 and does not need to be extended at this time. When the Financial Agreement was discussed last year, there was a discussion about having both agreements expire at the same time to align these conversations in the future. Therefore the recommendation is that this agreement also expire in 2027.

An updated draft version of the agreement is attached for review.

Cost: N/A

Recommendation: Staff recommends that the Council approve the sound indemnification agreement through 2027 with the same terms as exists in the current agreement.

Recommended Motion:

If the Council wishes to move forward with the recommendation:

“I move that the City Council approve the Champlain Valley Expo (CVE) Sound Indemnification Agreement as amended to expire December 31, 2027 and authorize the City Manager to execute the agreement.”

Attachments:

Draft Sound Indemnification Agreement

SOUND INDEMNIFICATION AGREEMENT

BETWEEN

THE CHAMPLAIN VALLEY EXPOSITION, INC.

AND THE CITY OF ESSEX JUNCTION

FOR CHAMPLAIN VALLEY EXPOSITION EVENTS

2024-2027

THIS AGREEMENT made this _____ day of _____, 2023 by and between CHAMPLAIN VALLEY EXPOSITION, INC., a Vermont corporation with its principal place of business in Essex Junction, Vermont, (hereinafter referred to as "Indemnitor" or "CVE") and THE CITY OF ESSEX JUNCTION, a Vermont municipality located in Chittenden County, Vermont, (hereinafter referred to as "Indemnitee" or "the City").

WHEREAS, Indemnitor desires to host one or more concerts and other events, including the Champlain Valley Fair, on its property located within Indemnitee's municipal corporate boundaries ("Indemnitor's premises") from **January 1, 2024 to December 31, 2027**; and

WHEREAS, the Essex Junction Land Development Code regulates sound performance standards to help protect the public health, safety and general welfare; and

WHEREAS, the Essex Junction Land Development Code also regulates uses within the Planned Exposition District, which governs the events and concerts scheduled, or to be scheduled, to be held at the CVE Property ("Events"); and

WHEREAS, as an inducement to encourage Indemnitee to approve the Events under its Land Development Code, Indemnitor is willing to provide Indemnitee protection from any and all violations of the Noise Performance Standards with respect to the Events on CVE Property; and

WHEREAS, CVE and the City, in the spirit of cooperation and trust, feel that this agreement will satisfy the intentions of the City and the regulatory conditions of the ordinance by providing for among other things, professional third-party monitoring, and for continued discussions after each season.

NOW THEREFORE, in consideration of the above and other good and valuable consideration, the parties hereto agree as follows:

1. Indemnitor further agrees to (a) provide Indemnitee access at no charge to Indemnitor's premises throughout the duration of each Event with such communications equipment as the Indemnitee deems reasonably necessary to permit Indemnitee to communicate with CVE personnel on site at the Event capable of and authorized to adjust or moderate the broadcast sound levels at the Event if Indemnitee, its agents, employees or contractors, determine that one or more violations of the Noise Performance Standards is occurring; and (b) to cause any such violations to be abated as soon as possible after being notified by Indemnitee of a violation.
3. The City of Essex Junction Administrative Procedures Regarding CVE Grandstand Event Sound Monitoring ("Administrative Procedures") shall be part of this Agreement attached as Appendix A and hereby incorporated by reference. Any change to the Administrative Procedures shall nullify the Agreement, unless otherwise agreed to in writing by both parties.
4. The following schedule shall determine the amount of the violation of the Noise Performance Standards. For the purpose of this Agreement Intermittent shall mean the average A-weighted decibels (dBA) reading measured over a continuous five (5) minute period:

A. Each violation of intermittent sound levels for first five violations \$100

B. Each violation of intermittent sound levels for second five violations	\$150
C. Each violation of intermittent sound levels for third five violations	\$300
D. Each violation of intermittent sound levels for violations over fifteen	\$500
E. Violation of hourly average sound levels for each hour	\$5,000

These forfeiture provisions are cumulative. However, if the intermittent violation fines exceed the hourly average fine level, the average hourly fine will be billed and not the intermittent sound level fines during the same hour. By way of example, if the event had 10 intermittent sound violations, but did not violate the hourly average limits, the fine would be \$1,000. However, if the event had 12 intermittent sound violations during the first hour, the fee would be \$5,000 to reflect a violation of the hourly average.

5. If the City of Essex Junction City Council amends any portions of the Essex Junction Land Development Code or the City ordinance that addresses noise and sound, then this Agreement shall be modified to conform to the Essex Junction Land Development Code and/or the City ordinance section; unless otherwise agreed to in writing by both parties.
6. It is agreed that CVE may request the City to approve events that have performance dates beyond the end of this agreement. If these events are approved by the City, they will be considered to be part of this agreement.
7. Forfeiture and Appeal Procedure.
 - a) Within five (5) working days of receiving a written report on an event from the sound monitoring consultant, the City Zoning Administrator will provide the Indemnitor written notice, by certified mail, return receipt requested, of any violations of the Noise Performance Standards and the amount of required forfeitures under this Agreement. The Indemnitor may appeal the City Zoning Administrator's determination to the City Manager by filing a written notice of appeal with the City Clerk within ten (10) working days of the Zoning Administrator's notice. If no appeal is taken, the decision of the Zoning Administrator shall become final.
 - b) If the decision of the Zoning Administrator is appealed, the City Manager shall conduct a review within ten (10) working days of the filing of the notice of appeal and shall determine to either uphold the decision of the Zoning Administrator or to recommend a review by the City Council. If the City Manager determines to uphold the decision of the Zoning Administrator, the City Manager shall give the Indemnitor written notice thereof by certified mail, return receipt requested. The decision of the City Manager shall be final and not otherwise subject to challenge or appeal by the Indemnitor.
 - c) If the City Manager recommends a review by the City Council, the City Manager shall give the Indemnitor written notice thereof by certified mail, return receipt requested. The City Council will conduct an appeal hearing within forty-five (45) days of the date of the City Manager's decision and shall give the Indemnitor written notice thereof by certified mail, return receipt requested, and post a notice of the meeting in a public place within the City offices. The City Council shall make its decision, and notify the Indemnitor in writing of its decision, with respect to the appeal within fourteen (14) days of the hearing. The decision of the City Council shall be final and not otherwise subject to challenge or appeal by the Indemnitor.
 - d) If the Zoning Administrator issues a notice that there were violations of the Noise Performance Standards and, pursuant to this Agreement, the Indemnitor shall deposit with the Indemnitee, within fifteen (15) days of a determination of the finality of the notice of the violation or on or before the date of the next Event, whichever first occurs, an amount equal to the amount determined as a result of the violation(s).

8. This Agreement and the fines contained herein shall apply to all events held on the CVE Property that may violate the sound standards contained herein. However, all sound emanating from the Indemnitor’s property during events shall be included in the sound reading during an event and subject to both intermittent and average hourly fines as stipulated in this Agreement.
9. CVE agrees that all proposed concerts shall be compatible with, and appropriate for, a City location which has a broad mix of families and individuals of all ages.
10. This Agreement shall be governed by the laws of the State of Vermont.
11. This is the whole agreement between the Parties on this subject, and any and all prior agreements, negotiations, and discussions between the Parties on this subject are hereby superseded. No modification, amendment or alteration shall be made to this Agreement unless in writing and signed by both parties.
12. Each and every one of the terms, provisions and conditions of this Agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective successors and assigns and all persons claiming under or through any of them.
13. The CVE shall hold a public information meeting in June of each year. CVE will review the required sound monitoring and provide notice by first class mail to abutting property owners residing 250 feet from CVE property lines. The City will receive a notice of these meetings.
14. CVE agrees that fireworks will not take place during any event Sunday through Thursday during the school season. All requests for fireworks shall be made to the City Manager a minimum of sixty (60) days in advance of the event. Any fireworks permitted by the City for CVE events shall include notice on the CVE electronic sign and a notice paid for by CVE in the Essex Reporter that details the time and day of the fireworks display.
15. In November of each year the Parties to this Agreement shall meet to make appropriate modifications to this Agreement, by mutual consent, based on data and experience gathered from Events and the Annual Fair in the calendar year of said meeting.
16. This Agreement will run to December 31, 2027 with the understanding that the CVE may request approvals to extend it for specific events beyond that date (see Section #6). The Parties agree that they will start discussions for the renewal of this Agreement no later than September 30, 2027.

Dated at Essex Junction, Vermont, this _____ day of _____, 20____.

CHAMPLAIN VALLEY EXPOSITION, INC.

By: _____
A duly authorized agent

Dated at Essex Junction, Vermont, this _____ of _____, 20____.

CITY OF ESSEX JUNCTION

By: _____
Regina Mahony
City Manager
Its duly authorized agent

APPENDIX A

CITY OF ESSEX JUNCTION
ADMINISTRATIVE PROCEDURES
REGARDING CVE GRANDSTAND EVENT SOUND MONITORING

1) PURPOSE

- a) To establish procedures to ensure compliance with the Essex Junction Land Development Code Noise Performance Standards.
- b) To acknowledge historical baseline noise levels for CVE and develop a monitoring protocol that will define reasonable sound levels for events at CVE, and provide sound waivers from the City Land Development Code for no more than twenty (20) event days for each year of this Agreement. An “event day” is defined as a 24-hour period that begins at the start of the event. Municipal or government events not sponsored by CVE will not be part of the twenty (20) event cap.
- c) To establish a verifiable objective record of the noise levels at CVE waived events.

2) MONITORING AND RECORDING PROCEDURES

- a) Coverage: Any music concert or other outdoor event that may exceed the Noise Performance Standards shall be monitored by an employee of a private contractor that works for the City of Essex Junction, but is paid for by the Champlain Valley Exposition.
- b) A third party will be hired on an event basis to provide professional sound monitoring during the event(s) (See paragraph #2 c on page 4 of 6). The services of the third party will include a project manager for coordination, a scientist for field measurements and two monitors (one stationary and one mobile) that are factory calibrated prior to each event. The third party will maintain readings per event in a database that can be retrieved later on.
- c) The events selected to be monitored will be mutually agreed upon by CVE and the City at least sixty (60) days prior to the first event taking place. Complete reports on monitored events shall be provided to the City Zoning Administrator and the Essex Police Department. A representative sample of sound monitor readings shall be taken from the grandstand seating during events held in the grandstand with the roving noise monitor.
- d) CVE will also perform, with its own equipment, roving monitoring throughout the event and will provide communications with sound board personnel during concerts, which will be a proactive approach toward this overall project.
- e) CVE will pay for all costs directly associated with sound monitoring, or preparation thereof, for CVE events including staff meetings, monitoring, data analysis and reporting. The City will contract with the third party, pay for services and bill CVE following each event.
- f) The City may at its own choice and cost retain the third party to monitor additional events. The City of Essex Junction shall pay for the costs of any additional meetings to be attended by a representative(s) of the third party such as, but not limited to, public meetings.
- g) The professional monitoring will be in effect for the duration of the Sound Indemnification Agreement.

3) SOUND WAIVER CATEGORIES

- a) Category A. This is for the annual Fair. No Sound Waiver Application is required for a maximum of ten (10) Fair days, unless CVE anticipates exceeding the limits outlined in Categories B and C. The Annual Fair, excluding grandstand events, with an Agreement waiver will adhere to the following levels:

One (1) hour average – 72 dBA.
Maximum five (5) minute average – 75 dBA.

- b) Category B. For CVE events including the Annual Fair grandstand events. This sound waiver category requires City Manager or Designee Approval. These waivers, with limits, will adhere to all other aspects of the City Land Development Code. City Manager or Designee shall not unreasonably withhold approval of this category of sounds waivers:

One (1) hour average – 78 dBA.
Maximum five (5) minute average – 83 dBA.

- c) Category C. CVE requested events, to a maximum of the twenty (20) waiver limit, that have regional and/or community worth. This sound waiver category requires City Manager and/or Designee Approval at which time specific dBA limits will be established. Time will be provided for Public Comment on this Category of sound waivers.

4. SOUND MONITORING FOR WAIVED EVENTS

- a) CVE will pay the fee for third party sound monitoring activities at waived events. The cost of other professional sound consulting services will be shared equally by CVE and the City.
- b) A third party sound monitoring professional will have the capacity to record abnormalities in the sound recording that are the result of sounds outside of CVE's control that skew the sound testing results. Skewed sound noise level recordings can be caused by; rain, thunder, wind, or nonevent source noise. Such abnormalities will be noted by the sound engineer in any report, and enable the City Manger to make an informed decision regarding fine generating dba levels that were not a direct result of CVE sound activity.

5. RECORDS

- a) All reports on sound readings shall be provided to the City Zoning Administrator and the Essex Police Department and kept on file in the Community Development Office for three years, along with any notes that record efforts to obtain compliance. These records will be available for public inspection.

6. FINES

- a) Fines shall be imposed in accordance with the Sound Indemnification Agreement between The Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition events.
- b) As with any zoning violation, the City of Essex Junction's goal is to obtain compliance. If the CVE is notified of an intermittent sound level violation and brings the sound into compliance within ten (10) minutes for each act, they shall not be fined for an intermittent noise violation. If the noise violation is not corrected within the ten-minute compliance period then the appropriate fine schedule for intermittent noise level violations, as outlined on page 2 of 6 of this document under paragraph number four (4), will be imposed for the period that triggered the ten-minute compliance notification. Any sounds above permitted levels after the ten-minute compliance period has elapsed shall receive an intermittent sound level fine. The hourly average shall be based on a continuous reading and not

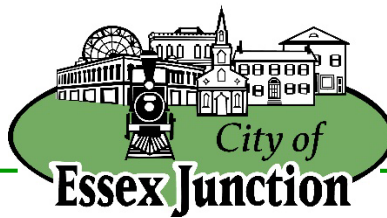
subject to a warning period to reduce the sound level. For purposes of establishing the fine, it shall be based on a stationary machine that is recording the hourly average.

7. COMMUNICATION

- a) Municipal officials shall have contact with the Essex Police Department and the Champlain Valley Exposition officials at all times during an Event.

8. CALIBRATION

- a) The sound monitors shall be calibrated on an annual basis by the manufacturer or the State of Vermont and a copy of the current certificate of calibration shall be kept on file in the City Office and at the Vermont Air Quality Testing Services Office. Also, the machines shall be calibrated with the calibrator before recording sound at a concert or other event.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: November 8, 2023
Subject: Rental Registry and Inspection Ordinance

Issue: A municipal rental registry and inspection ordinance and program is proposed.

Discussion:

In response to council direction to pursue a municipal rental registry and inspection program, the Planning Commission has dedicated the past months to researching similar programs, interviewing representatives from other municipalities, and creating a draft ordinance. In parallel, rental registry and inspection was also made the subject of a capstone project report by Aaron Denamur and Christine Gallese, both students of the UVM Master of Public Administration program. Their report is attached.

On October 5, the Planning Commission completed their first draft of the rental registry and inspection ordinance and recommended that it be considered by City Council. The stated objectives of the program are to:

- A. Ensure the adequate life and safety of all residential rental properties.
- B. Develop inventory of residential rental properties in Essex Junction.
- C. Improve opportunities to connect landlords to adequate resources for improving their properties.

The rental registry and inspection program would include all rental housing units as well as short-term rental units (like Air BnB's) but would exclude commercial rental units and other public buildings.

Staffing

The FY24 budget planned for the addition of one full-time employee in the Community Development Department, dedicating about 20 hours a week to the program, and about 20 hours to other duties (zoning enforcement and filling the town health officer role). Based on the experience of other municipalities, our spread of rental property ownership, and our anticipated use of administrative software, I believe the staffing plan is achievable.

Rental Units Data

The Community Development Department worked with CCRPC to analyze data from the grand list and the regional housing database to estimate the location of and quantity of rental units throughout the City. Charts and a map of this data is attached. The main findings are:

- The City has about 1954 likely rental housing units, spread across 263 properties
- About 43% of households in Essex Junction live in rental units.
- The majority of these units are located in commercial, multi-unit apartments, near the city center, the Pearl Street corridor, and in the Autumn Pond neighborhood.
- There are rental units throughout most residential and mixed-use areas, except in the R1 district.

Ordinance and Adoption Process

The Planning Commission's recommended draft ordinance is attached. If City Council wishes to advance it towards adoption, the following steps are prescribed in the City Charter:

1. Council must hold a minimum of one public hearing prior to the adoption of any ordinance
2. If Council wishes to make an amendment, it must publish the changes and hold an additional public hearing
3. After passage, the ordinance is effective immediately, but is subject to rescission by a special meeting if a petition is signed by over 5% of registered voters within 44 days.

A Gantt chart of a conceptual implementation schedule is attached.

Public Engagement

Public engagement prior to the adoption of the ordinance would serve two purposes:

1. Inform further refinement of the ordinance or policies to ensure that the needs of renters and landlords are addressed.
2. Provide property owners with adequate warning of new registration and fee obligations prior to implementation.

Staff recommends that the following public engagement activities be held:

1. Press releases and website updates throughout adoption process
2. Mail program information to all known potential landlords and invite them to provide feedback and attend ordinance hearing

Cost:

The expected costs of this can be broken down into four categories:

1. **Planning and Public Engagement ~\$600** – *costs which would be incurred whether or not the ordinance is ultimately adopted and the program launched*
2. **Startup costs ~\$4,900** – *one-time costs associated with launching the program*
3. **Upfront annual costs ~\$30,000** – *recurring annual costs due at the start of the program*
4. **Other annual costs ~\$112,900** – *These are recurring annual costs dispersed through the program year*

The most significant cost items, in descending order are:

- **Labor** - If the full cost of the employee is attributed to the rental registry and inspection program, the full cost of salary and benefits is assumed to be about \$97,300 per year.
- **Software Subscription** – Fees may be up to \$30,000 per year. Some lower-cost options may be possible but would offer less administrative automation and public data transparency.
- **Official Vehicle** - As a public facing role that involves travel throughout the city on most days, an official city car will likely be necessary, and may cost about \$10,000 a year for amortization, insurance, and fuel.

In total, the costs expected to be incurred in the first year is **~\$148,300**. A full breakdown of these anticipated costs is attached.

Revenue:

The expected revenue from a rental registry and inspection program depends on the fee structure. Other jurisdictions in Vermont currently charge around \$110 to \$120 per rental unit per year. Some larger cities in other states, with more economies of scale, charge lower fees. Some jurisdictions have a fee structure

that offer discounts for multi-unit properties to account for the administrative and inspection efficiency they provide.

I have prepared two fee schedule options:

Option 1: Flat fee of \$115 per year per rental unit: At a conservative assumption of 70% compliance, this would generate ~\$157,300 during the first program year, which should cover the entire first year operating costs.

Option 2: \$40 per property + \$75 per unit, per year: This option would essentially offer a discount for multi-unit rental properties to reflect the fact that they are more efficient to administer and inspect. This option would generate ~\$109,900 during the first year. This would mean that about half of the labor costs for the enforcement officer would have to be funded from general funds, but this may be justified, if half of their time is dedicated to work outside of the rental registry and inspection program.

Revenues will likely increase over time as more landlords register. If there is a surplus in future years, there may be an opportunity to allocate the surplus towards a housing trust fund.

Recommendation:

Staff recommends that Council review the Rental Registry proposal and provide initial feedback on the following items:

- **Ordinance** –Are there any recommended changes to the first draft to be warned for public hearing?
- **Fee Schedule / Staffing Plan** – Should there be a “volume discount” for multi-unit properties as suggested in Option 2? This would generate less revenue and require some general funds to be allocated towards the salary of the enforcement staff, who is also expected to perform duties outside of the rental registry and inspection program.

Additionally, staff recommends that Council direct staff to advance the ordinance adoption process as discussed, and to warn the public hearing for the ordinance adoption to be held on January 10, 2024.

Recommended Motion:

I move that City Council direct staff to advance the ordinance adoption process as discussed, and to warn the public hearing for the Rental Registry and Inspection ordinance adoption to be held on January 10, 2024.

Attachments:

1. Rental Housing slides
2. Draft Ordinance and Fee Schedule
3. Expected Program Costs
4. Gantt Chart of proposed schedule
5. UVM Report on Rental Registry and Inspection Programs

RENTAL UNITS DATA ANALYSIS

City of Essex Junction





279

Estimated Total
Rented Properties



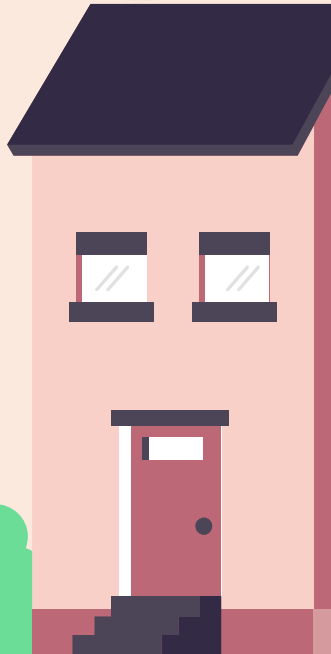
1954

Estimated Total
Rented Units



116

Estimated Condo
Units Rented Out





Renting vs. Owning

According to Recent Census Data

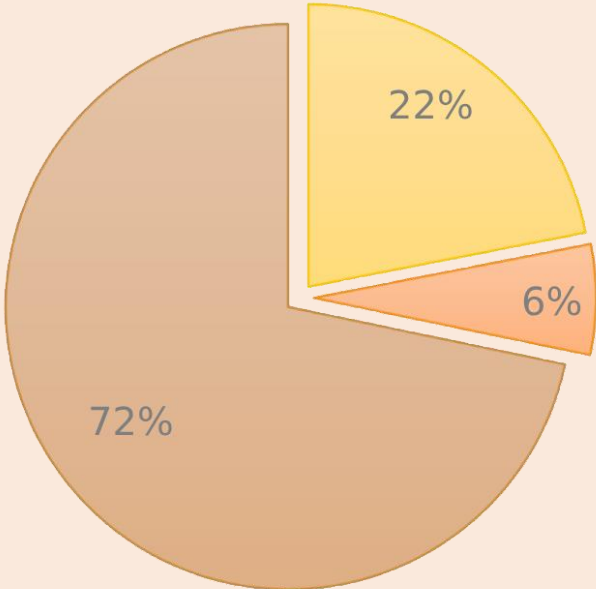
4,501 Total Households

1,954 Rental Units

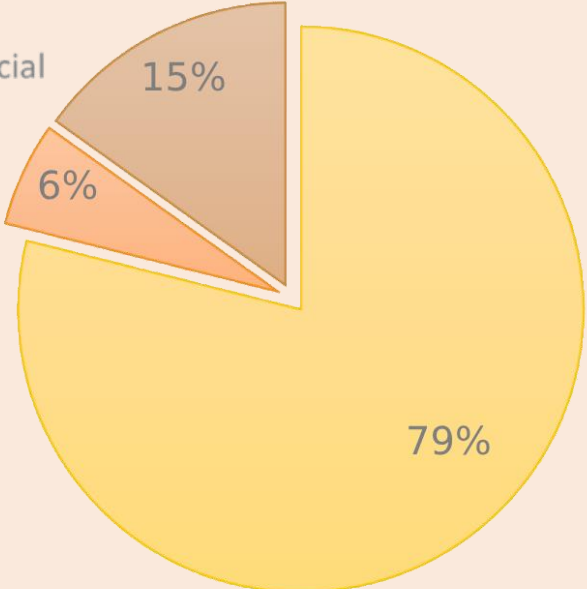
It is estimated that
41.6% - 43.4%
of households in Essex
Junction are rentals.

Categories of Rentals

By Property Count



By Unit Count

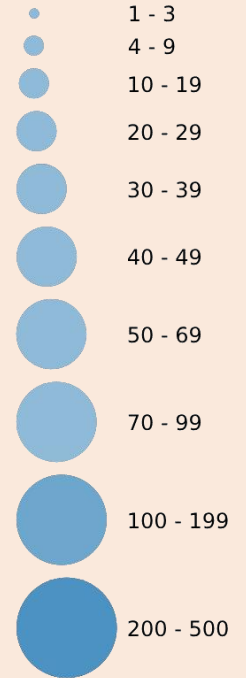


- Commercial
- Condo
- Other



Rental Unit Estimates

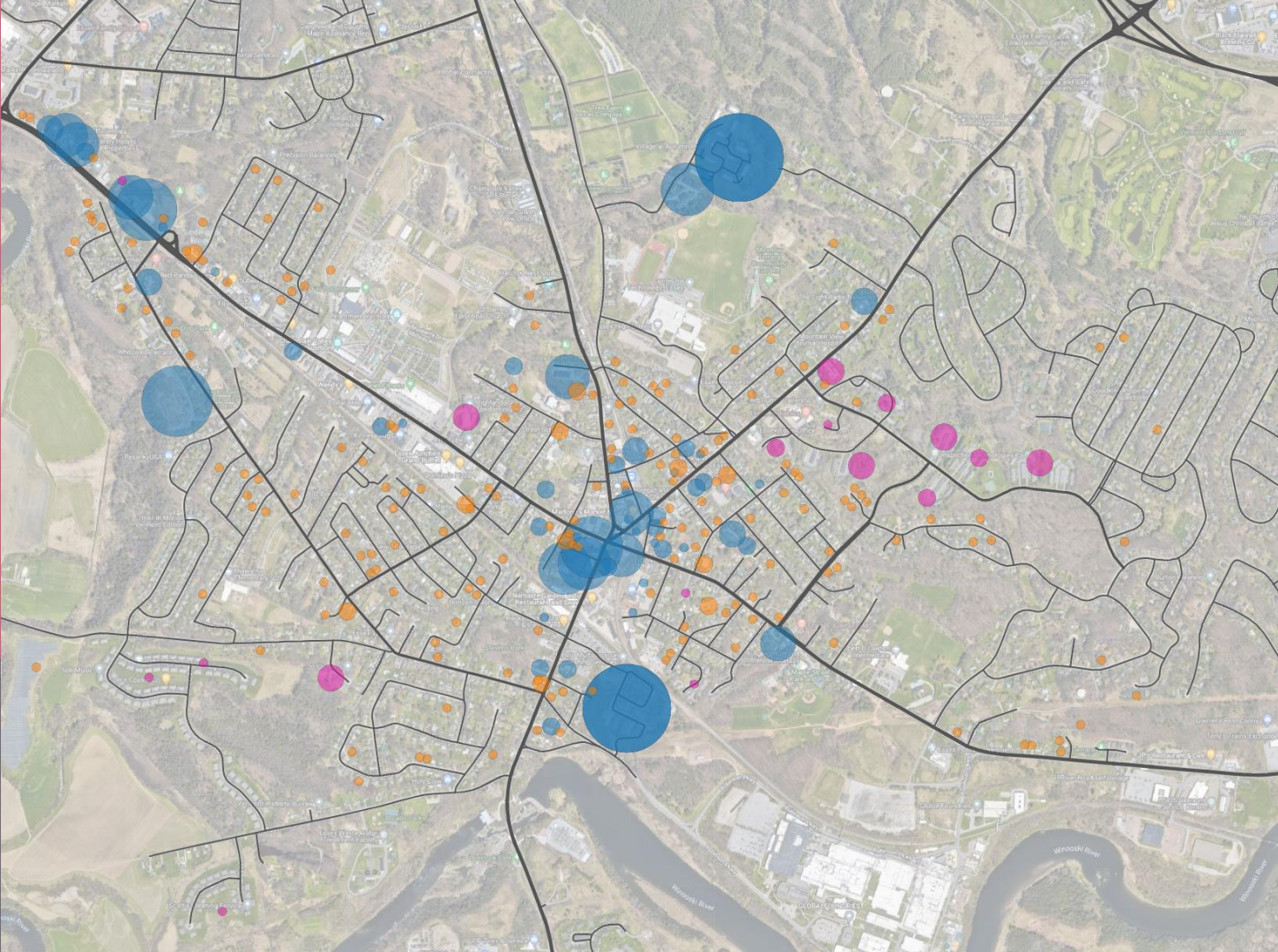
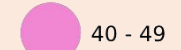
Commercial Apartment Units



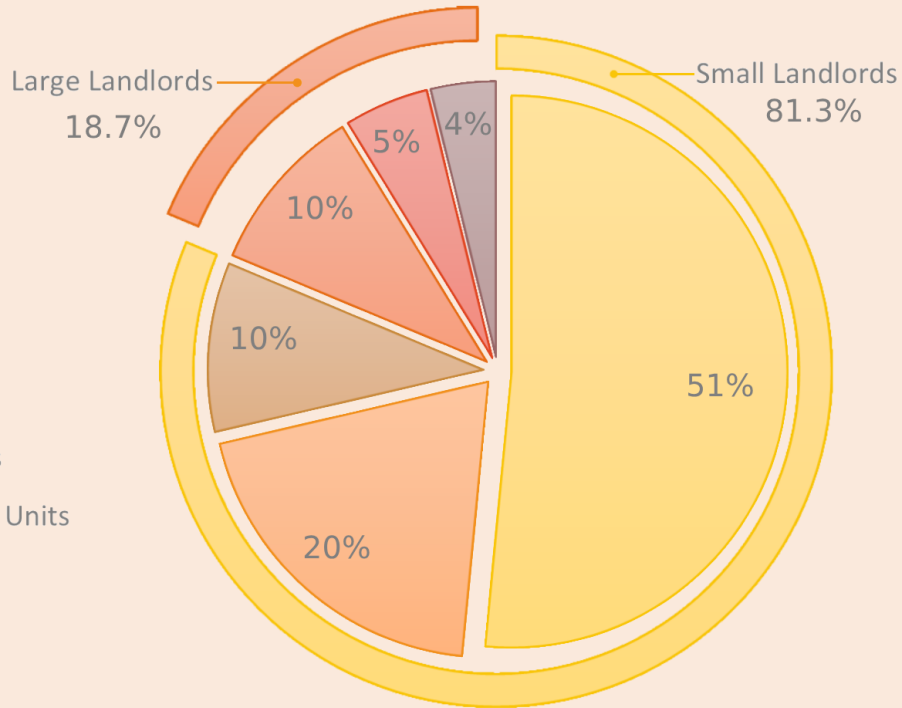
Other Rental Units



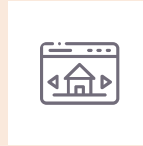
Condominium Rental Units



Rental Property Count



- 1 Unit
- 2 Units
- 3-4 Units
- 5-10 Units
- 11-30 Units
- 31 or more Units

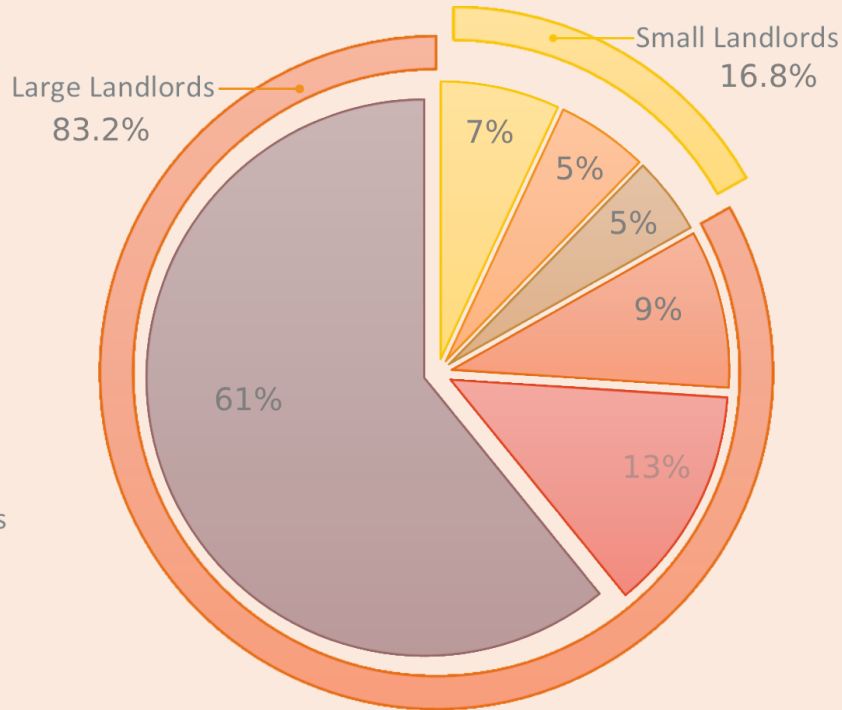


How many units per each property?

Over half of the properties are individual units, meaning they are stand alone units not part of a larger complex or building. The quantity of properties at higher density steadily decrease as the quantity increases.



Rental Unit Count



- 1 Unit
- 2 Units
- 3-4 Units
- 5-10 Units
- 11-30 Units
- 31 or more Units



Large and Small Landlords

By contrast, majority rental units are owned by a landlord who manages up to four properties. Landlords who manage properties of five or more units comprise over eighty percent of the rental units in Essex Junction.



Largest Landlords

01

**Curt
Montgomery
455 Units**

02

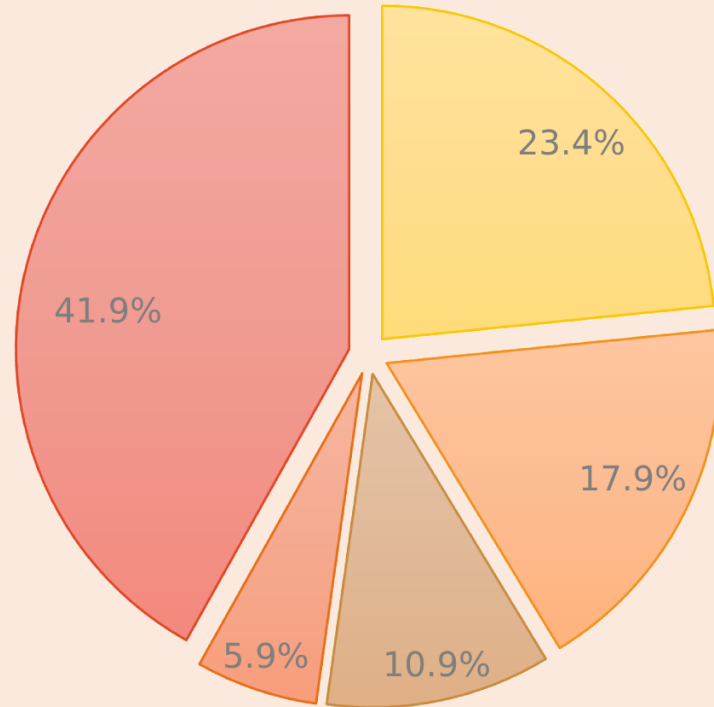
**Brad
Rubman
348 Units**

03

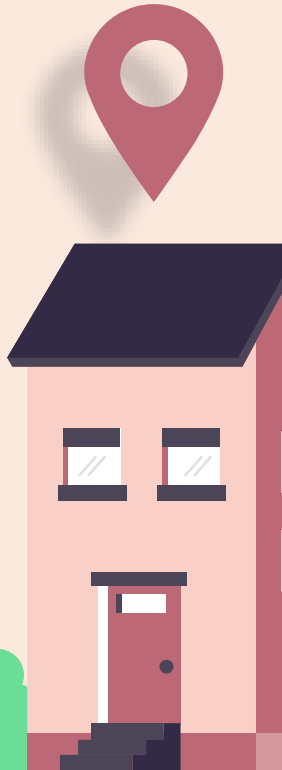
**Gabe
Handy
212 Units**

04

**Bret
Grabowski
115 Units**



By unit count, the four largest landlords as listed above own combinations of properties totaling 58.1% of all rental units.



THANKS

DOES ANYONE HAVE ANY QUESTIONS?

Feel free to contact us.

Chris Yuen

(he/him)

Community Development Director

City of Essex Junction

2 Lincoln Street

Essex Junction, VT 05452

cyuen@essexjunction.org

802-878-6944, ext. 1607

Jennifer Marbl

(she/her)

City Planner

City of Essex Junction

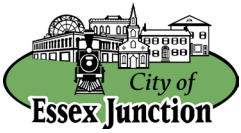
2 Lincoln St.

Essex Junction, VT 05452

jmarbl@essexjunction.org

802-878-6944, ext. 1625





**City of Essex Junction Municipal Code
Chapter 20 – Rental Registry and Inspection**

Chapter 20 - Rental Registry and Inspection

ARTICLE I - PURPOSE AND OBJECTIVES

It is the purpose of this ordinance to set forth the type of buildings, schedule, certificate(s) and fees required for those buildings subject to the Rental Registry and Inspection Program.

The objectives of the Rental Registry and Inspection program are to:

- A. Ensure the adequate life and safety of all residential rental properties.
- B. Develop inventory of residential rental properties in Essex Junction
- C. Improve opportunities to connect landlords to adequate resources for improving their properties.

ARTICLE II - TABLE OF CONTENTS

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Article III	Definitions
Article IV	Rental Registry
	Section 20.01 Registry Required
	Section 20.02 Administration
	Section 20.03 Registry Information Required
	Section 20.04 Inspection Cycle
	Section 20.05 Inspection Requirements
	Section 20.06 Scheduling Inspection
	Section 20.07 Certificate of Fitness
	Section 20.08 Issuance of Certificates and Terms of Inspections
	Section 20.09 Issuance of a Conditional Certificate
	Section 20.10 Fees
	Section 20.11 Fines and Penalties

ARTICLE III - DEFINITIONS

BUILDING INSPECTOR shall mean the duly appointed building inspector of the City or his/her designated assistant.



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CODE ENFORCEMENT OFFICER shall mean the Director of Code Enforcement or duly authorized municipal official.

HEALTH OFFICER shall mean the appointed municipal health official as defined in 18 V.S.A. § 613. The Health Officer may also serve as the Building Inspector and Code Enforcement Officer.

CERTIFICATE OF FITNESS shall mean the written approval, signed by the Code Enforcement Officer, or duly authorized municipal official, setting forth that the building, structure, and premises comply with duly adopted life safety and housing codes. This Certificate of Fitness is required prior to a Rental Housing unit or Short-Term Rental unit, to be occupied.

CERTIFICATE OF OCCUPANCY shall mean the written approval of the Zoning Administrator certifying that a newly constructed structure, addition and or alterations to an existing structure, or an existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter.

OWNER shall mean the owner or owners of the freehold of the premises or lessor estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm, or corporation in control of a building or any duly authorized agent thereof.

RENTAL HOUSING means "all dwellings, dwelling units, rooming houses, rooming units, or mobile home lots let by the owner to one or more persons to be used as a regular residence, or as defined in the current version of Vermont Rental Housing Health Code.

SHORT TERM RENTAL (STR) shall mean a dwelling unit that is rented to guests for less than thirty (30) consecutive days and for more than 14 days per calendar year, is subject to the Vermont rooms and meals tax, and is either a: (a) Partial Unit, meaning a room located within a host's primary residence that is used primarily for sleeping purposes by human occupants and that contains at least seventy (70) square feet of floor area; or (b) Whole Unit, meaning an entire dwelling unit.

COMMERCIAL RENTAL UNIT shall mean all real estate units let by the owner to one or more businesses to be used as for commercial purposes or as a place of employment.

Commented [A1]: Only included in case of later phase which expands program to commercial spaces



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Chapter 20 – Rental Registry and Inspection**

ARTICLE IV – RENTAL REGISTRY

SECTION 20.01 - REGISTRY REQUIRED

- A. The City of Essex Junction Code Enforcement Department is responsible for ensuring that all rental properties, as defined in 20 V.S.A. § 2730, in the City of Essex Junction are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants.
- B. A Certificate of Fitness shall be issued prior to the occupancy of any residential rental dwelling unit within the city. All residential rental property owners shall file a yearly Registry Application identifying their properties subject to the inspection requirements in the City of Essex Junction.

SECTION 20.02. - ADMINISTRATION

- A. Administration and enforcement of the residential rental registry is the responsibility of the City of Essex Junction Code Enforcement Office. Enforcement will be provided by any duly authorized municipal official.
- B. All records, including inspection reports, records of complaints received and investigated, and plans for inspections of residential rental properties, shall be available for public inspection.

SECTION 20.03 - REGISTRY INFORMATION REQUIRED

- A. Rental Housing and Short-Term Rental property owners must provide the following information to the department:
 - 1. The address of the property.
 - 2. The number of units at that address.
 - 3. The mailing address of each unit.
 - 4. The number of bedrooms, if applicable.
 - 5. The name, address and phone number of the property owner, corporation, or registered corporate agent.
 - 6. The name, address and phone number of any managing agent.
 - 7. The name, address and phone number of a local emergency



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contact located in Chittenden County and/or a designated person within the state responsible for services on the property.

- B. Upon purchase or transfer of each property containing one or more residential rental units, the purchaser shall file a new landlord registration application within 60 days of assuming ownership.
- C. Prior to occupancy of any newly constructed rental unit, conversion of the use to a rental unit, or the addition or removal of new bedrooms and major renovations, the owner shall file a new or updated application for landlord registration with the community development department.
- D. It shall be a violation of City codes for an owner of any residential rental property within the city to fail to register as required by this section.
- E. Property owners shall have a continuing obligation to notify the City of any changes in the information required above during the periods between filings of the landlord registration application.

Commented [A2]: Add provision for "new bedrooms and major renovations"

Commented [A3]: In fee schedule, clarify that no additional fee is incurred if no additional unit is created in renovation

SECTION 20.04 - INSPECTION CYCLE

- A. All Rental Housing units and Short-Term Rental units are subject to inspection pursuant to this Chapter.
- B. At least every five (5) years, a housing code inspection for each Rental Housing unit and Short-Term Rental unit is required. A Certificate of Fitness will be issued based on the results of the inspection, as appropriate.
- C. Notwithstanding the existence of the valid Certificate of Fitness, the Community Development Department, Fire Chief, or health officer may cause the subject building to be inspected as often as may be necessary for the purpose of ascertaining and causing to be corrected any violations of the provisions of the laws, ordinances, or rules which they enforce.

SECTION 20.05 - INSPECTION REQUIREMENTS

- A. The Code Enforcement Officer shall make scheduled, periodic inspections of



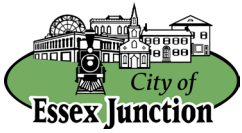
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all Rental Housing units and Short-Term Rental units within the city.

- B. The following buildings may be excluded from periodic inspection with approval of the City:
 - 1. Rental Housing Units owned by a government agency that conducts annual inspections under the HUD (Housing and Urban Development) Program.
 - 2. Buildings owned by nonprofit organizations under housing requirements and inspected by another government authority.
 - 3. Buildings owned by individuals, corporations, partnerships or organizations that are subject to inspections by another government authority.
- C. All buildings that are excluded from this program as pursuant to Section 13.05(B) shall provide an inspection report, which has been performed by a Certified Fire Inspector I or equivalent, to the City for approval. The issuance of a Certificate of Fitness for these structures and such documents shall be recorded in the City Land Records.

SECTION 20.06 - SCHEDULING INSPECTION

- A. The Code Enforcement Officer shall schedule with the property owner or their agent the date and time of the life safety and housing code inspection. The owner or the agent shall arrange for the inspection within sixty days of the initial request, and shall provide the occupant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspections as provided in 9 V.S.A. § 4460 for all Rental Housing units and Short-Term Rental units. During the inspection, the owner shall provide access to the rental units and all common areas, including basements and other spaces.
- B. If an inspection does not occur within two months of the first (1st) request for any reason other than delay on the part of the Code Enforcement Officer, it shall constitute a violation of this ordinance subject to forfeiture and / or withdrawal of any Certificate of Fitness.
- C. If the Code Enforcement Officer has reason to believe that an emergency



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situation exists tending to create an immediate danger to the health, welfare or safety of the occupants of any dwelling unit or the general public, he/she may enter, examine and inspect the Rental Housing unit and Short-Term Rental unit at any time.

Commented [A4]: How do we want to handle emergency when a Fire Marshall is required?

Commented [A5R4]: Health officers should have authority- but define emergency

Commented [A6R4]: If required, the City will request assistance by vermont....

- D. Persons requesting inspections for buildings lacking a valid Certificate of Occupancy recorded in the land records in order to refinance or to transfer ownership of the property will do so in writing. These out-of-cycle inspections will be scheduled as soon as possible and no later than sixty (60) days from receipt of a written request.

SECTION 20.07 - CERTIFICATE OF FITNESS

- A. It shall be a violation of the Essex Junction Municipal Code for an owner of a Rental Housing unit and Short-Term Rental unit within the city that is subject to inspections pursuant to this chapter to rent or allow any person to occupy any residential unit without a valid Certificate of Fitness.
- B. Certificates of Occupancy will not be issued for Rental Housing units and Short-Term Rental units without current Residential Rental Registry Applications and a current Certificate of Fitness on file.

Commented [A7]: What is this and does the City have one?

SECTION 20.08 - ISSUANCE OF CERTIFICATES AND TERMS OF INSPECTIONS

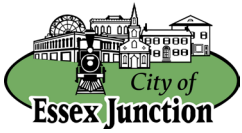
- A. All residential rental properties receive a Provisional Certificate of Fitness upon registration and are subject to inspection.
- B. A Certificate of Fitness will be issued based on the results of the inspection, as appropriate. The valid period of the certificate of fitness varies between one and five years, as determined by the Building Inspector, based on risk factors Including, but not limited to: inspection violation history of the unit, building, and property management company, age of building, complaints history, and out-of-state ownership.
- C. Upon expiry, the Certificate of Fitness returns to provisional status and the property is subject to re-inspection.

Commented [A8]: Some members of the PC are unsure if "out-of-state ownership" should be included here as a risk factor as it may single-out otherwise responsive out-of-state landlords. Other members thought that this could be one of many predictors of risk and should be included.



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- D. Upon completion of an inspection, if a Rental Housing unit and Short-Term Rental unit is found to be in compliance with the life safety and housing codes and all other adopted applicable Federal, State, and Municipal Codes, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years from the date of Issuance, as determined by the Building Inspector, based on risk factors Including, but not limited to: inspection violation history, age of building, and out-of-state ownership.
- E. Upon completion of an inspection of a Rental Housing unit and Short-Term Rental unit, if an individual is cited for five (5) or less minor non life-threatening violations of the life safety and housing codes, and if violations have been corrected within the time set for compliance, the Code Enforcement Officer shall issue a Certificate of Fitness. The valid period of the certificate of fitness varies between one and five years from the date of Issuance, as determined by the Code Enforcement Officer, based on risk factors Including, but not limited to: inspection violation history, age of building, and out-of-state ownership.
- F. Upon completion of an inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for more than five (5) minor non life-threatening violations of life safety and housing codes, and if violations have been corrected within the time set for compliance, the department shall issue a Certificate of Fitness, valid for one year.
- G. Inspection Requests. All properties in the city, including Rental Housing properties or Short-Term Rental properties, shall remain subject to inspection requests. The building department, fire department, and health department shall continue to inspect residential rental dwelling units based on tenant or resident requests or complaints.
- H. For the first 90 days after an initial inspection where the Code Enforcement Officer identifies necessary corrective actions, there shall be no fee for follow-up inspections for verification by the Code Enforcement Officer that corrective actions have been completed. Re-inspections for noncompliance to applicable standards after 90 days shall be assessed a fee as prescribed in



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the fee schedule each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.

- I. Upon completion of the initial or any subsequent inspection of a Rental Housing property or Short-Term Rental property, if any individual unit is cited for any of the following conditions, the Code Enforcement Officer shall declare the dwelling unit uninhabitable and deny the issuance of a Certificate of Fitness:
 1. The physical condition or use of the property constitutes a public nuisance;
 2. Any physical condition, use or occupancy of any Rental Housing property, Short-Term Rental property, or their appurtenances that is considered an attractive nuisance to children, including, but not limited to, abandoned vehicles, appliances, basements and unsafe fences and structures;
 3. Any Rental Housing Unit or Short-Term Rental Unit that has unsanitary sewage or plumbing facilities;
 4. Any Rental Housing unit or Short-Term Rental unit that is designated as unsafe for human habitation or use;
 5. Any Rental Housing property or Short-Term Rental property that is manifestly capable of being a fire hazard or is manifestly unsafe or unsecured so as to endanger life, limb or property;
 6. Any Rental Housing property or Short-Term Rental property from which the plumbing, heating, fire protection systems, fire detection systems, or other facilities required by law have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided;
 7. Any Rental Housing property or Short-Term Rental property that is unsanitary or which is littered with rubbish or garbage, pests, or rodents;
 8. Any Rental Housing property or Short-Term Rental Property that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent of not providing shelter; in danger of collapse



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- or failure and dangerous to anyone on or near the dwelling.
9. Any Rental Housing unit or Short-Term Rental unit that is determined to be a health hazard, i.e., high carbon monoxide levels, unmitigated lead paint hazard, poisons present, and improper storage of flammables.
 - J. The department shall issue a Certificate of Fitness for a term of four (4) years for a newly constructed Rental Housing unit or Short-Term Rental unit, upon final inspection of the duly authorized municipal official.
 - K. Nothing in this section shall preclude the inspection of said Rental Housing unit or Short-Term Rental unit more frequently than the term of the Certificate of Fitness.
 - L. A Certificate of Fitness may be revoked if a subsequent inspection finds that any Rental Housing unit or Short-Term Rental unit is no longer in compliance with the provisions of the Vermont Rental Housing Health Code and other applicable rules.
 - M. Prior to the issuance of a Certificate of Fitness, all registration and additional inspection fees shall be paid to the City.
 - N. The City retains the right to require Rental Housing unit or Short-Term Rental unit to be subject to a more frequent inspection cycle for repeat violations and noncompliance.

SECTION 20.09 - ISSUANCE OF A CONDITIONAL CERTIFICATE

The City may issue a Conditional Certificate of Fitness whenever the Code Enforcement Officer is unable to inspect a Rental Housing unit or Short-Term Rental unit after the expiration of an existing certificate, or more time is required to remedy a minor code violation cited on an inspection report, when the inability to inspect is not due to obstruction by the property owner or agent.

SECTION 20.10 - FEES



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As prescribed in Essex Junction Development Fee Schedule.

SECTION 20.11 - FINES AND PENALTIES

- A. Unless otherwise stated, any violation of this Chapter shall be a civil violation and subject to civil penalties and enforcement as provided for in Chapter 9 of Essex Junction Municipal Code.
- B. In addition, if the City determines that a person has failed to pay the registration fee due under this section, the City of Essex Junction shall mail to such person a statement showing the balance due and shall add thereto a twenty-five (\$25.00) late payment fee plus interest at a rate of twelve (12%) percent per year. The unpaid balance and penalty shall be subject to interest at a rate of twelve (12%) percent per year from the due date until the date of payment.
- C. The charges levied in this chapter shall constitute a lien upon the property on which the Rental Housing unit or Short-Term Rental unit is situated and may be enforced within the time and manner provided for collection of taxes on property.

Commented [A9]: Current fees are \$25/50/100 per day for first, second and third offences if recipient declines to contest the municipal complaint. Civil Penalties (if we issue tickets) are double

DRAFT

Proposed City of Essex Junction Development Fee Schedule Addition

Option 1 (Based on Winooski, VT)

- Rental Registry Application Fee: \$115 per unit per year**
 Pursuant to Section 20, the Registration and Inspection of all rental dwelling units including attached units subject to Rental Registry and Inspection program, will be required in order to issue Certificate of Fitness. The property owner shall file the Registry Application each year and pay an annual fee of one hundred fifteen dollars (\$115.00) per unit. The fees are due by April 1st, of the programmed year.
- Re-inspection fee for Noncompliance after 90 days: \$115 per re-inspection per unit**
 Re-inspections for noncompliance to applicable standards shall be assessed a fee of one hundred fifteen dollars (\$115.00) per dwelling units each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- Time of Sale or out of Cycle Inspections \$125 per inspection per unit** - Inspection of properties for "Real estate" transactions or inspections requested by property owners for properties with current Certificate of Fitness shall be subject to a fee of one hundred twenty-five dollars (\$125.00) per inspection per unit.

Fee Schedule Option 1 - Year 1 Revenue Estimate

Unit Type	Unit Count	Fee per unit	Total	Comments
Registry Fee for all residential units	1954	115	\$ 157,297	Assuming accurate rental unit estimates & 70% compliance
			\$ 202,239.0	Assuming accurate rental unit estimates & 90% compliance

Proposed City of Essex Junction Development Fee Schedule Addition

Option 2 (Based on Rochester NY)

- Rental Registry Application Fee: \$40 per property + \$75 per unit per year**
 Pursuant to Section 20, the Registration and Inspection of all rental dwelling units including attached units subject to Rental Registry and Inspection program, will be required in order to issue Certificate of Fitness. The property owner shall file the Registry Application each year and pay an annual fee of forty dollars (\$40.00) per property and seventy-five dollars (\$75.00) per unit. The fees are due by April 1st, of the programmed year.
- Re-inspection fee for Noncompliance after 90 days: \$115 per re-inspection per unit**
 Re-inspections for noncompliance to applicable standards shall be assessed a fee of one hundred fifteen dollars (\$115.00) per dwelling units each time they are inspected until they obtain a Certificate of Fitness except when an extension or variance has been granted in writing from the City.
- Time of Sale or out of Cycle Inspections \$40 per property + \$75 per unit** - Inspection of properties for "Real estate" transactions or inspections requested by property owners for properties with current Certificate of Fitness shall be subject to a fee of one forty dollars (\$40.00) per property and seventy-five dollars (\$75.00) per unit.

Commented [A10]: April 1 would align with Burlington and Winooski.

Fee Schedule Option 2 - Year 1 Revenue Estimate

Units per Property	Estimated Properties	Estimated Units	Fee per Property	Fee Per Unit	Subtotal	Comments
1	135	135	40	75	15525	
2	52	104	40	75	9880	
3-4	26	88	40	75	7640	
5-10	27	189	40	75	15255	
11-30	13	255	40	75	19645	
31+	10	1183	40	75	89125	
					\$ 109,949	Assuming accurate rental unit estimates & 70% compliance
					\$ 141,363.0	Assuming accurate rental unit estimates & 90% compliance

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Planning and Public Engagement Costs

Item	Unit	Cost per unit	Subtotal	Comments	Budget Category
Printing for Mailing Landlords	279	0.33	92.07	Mail every landlord - Public Engagement Prior to Adoption - cost includes printing and mailing	Printing
Postage for Mailing Landlords	279	0.66	184.14	Mail every landlord - Public Engagement Prior to Adoption - cost includes printing and mailing	Postage
Advertising for Public Hearings	160	2	320		Advertising
Startup Cost Total:			596.21		

Startup Costs

Item	Unit	Cost per unit	Subtotal	Comments	Budget Category
Registration form and follow-up printing	579	0.5	289.5	Assuming 279 initial mailing, 200 follow-up, 100 second follow-up	Printing
Registration form follow-up mail	579	1	579	Assuming 279 initial mailing, 200 follow-up, 100 second follow-up and that not everybody uses pre-paid return envelope	Postage
Inspector Computer / Tablet	1	3000	3000		Machinery and Equipment
Inspector Phone	1	1000	1000		Machinery and Equipment
Startup Cost Total:			4868.5		

Upfront Annual Costs

Item	Unit	Cost per unit	Subtotal	Comments	Budget Category
Software Subscription	1	30000	30000	High-end estimate, assuming a \$2000 of cost escalation from existing quote. There may be lower-cost options, with less functionality	Technology Subscription, Licenses
Upfront Annual Cost Total:			30000		

Other Annual Costs

Item	Unit	Cost per unit	Subtotal	Comments	Budget Category
Staff	1	97320	97320	1 FTE - only 1/2 FTE is assumed to be dedicated to Rental Registry but assumed to be fully funded through rental registry fees	Salaries and Benefits
Phone / Data Service	12	75	900		Communications
Computer and Phone Ammortization	1	1333	1333	Assuming that phone and computer lasts ~3 years of heavy usage	Machinery and Equipment
Printing	510	0.33	168.3	Assuming we have to mail each property once a year (renewal notices etc) (255 properties x 2)	Printing
Postage	510	0.66	336.6	Assuming we have to mail each property once a year (renewal notices etc) (255 properties x 2)	Postage
Rental Registry specific training	1	1000	1000		Training
General Supplies	1	1000	1000		General Supplies
Car Stipend; Montly Operating Costs	12	100	1200	This is bare minimum cost to provide as a stipend if we ask applicant to use their own car. If we provide official car, this is the cost for fuel	Travel
Vehicle Cost	12	800	9600	Can be transfer to capital fund for purchase, lease, towards subscription to CarshareVT. An electric car with short range would suffice. Needs to cover licensing and insurance as well.	Machinery and Equipment
Annual Other Cost Total:			112857.9		
Annual Costs:			142857.9		
Total Y1 Costs			148322.61		

Project overview

To support the City of Essex Junction in researching rental registry program models and identify lessons learned in the implementation process, best practices, and recommendations.

Background

Rental registries are systems that allow local governments to keep track of rental properties and their owners, as well as the tenants who occupy them. These registries can be used to monitor compliance with housing codes, enforce tenant rights and protections, and help address issues related to affordable housing.

The use of rental registries dates back several decades, with some of the earliest examples appearing in cities like New York and San Francisco in the 1970s (CDT, 2011). In these cities, rental registries were established as a response to a growing concern about the quality of rental housing, particularly in older buildings.

Over time, rental registries have become more widespread, with many cities and towns across the United States and other countries implementing their own versions of these systems. Some rental registries are mandatory, requiring landlords to register their properties and provide information about the units they rent out, while others are voluntary.

Benefits

One of the key benefits of rental registries is their ability to provide information about the state of the rental housing market, which can be useful for policymakers, landlords, and tenants

alike. By tracking trends in rental rates, vacancy rates, and other key metrics, rental registries can help inform decisions about housing policy and provide valuable data for market analysis.

They also offer a multitude of other benefits to property owners, managers, and other stakeholders. With online access to business documents, forms, invoices, receipts, and other information 24/7, there is no need to physically travel to housing agency headquarters for copies of notices or request time extensions, making it more convenient. The online payment feature simplifies fee management and enables better transparency in understanding fees related to owning the property.

Moreover, rental registries can foster partnerships between property owners and housing agency staff by offering automated tools and features for scheduling appointments and inspections. The automation process also eliminates duplicate government forms by requiring only new information, making it easier to fill out and submit forms with 24/7 payment and confirmation systems.

Rental registries can also provide education and compliance resources, making it easier for property owners to stay in compliance with local ordinances and avoid fines. Furthermore, rental registries combined with rental housing inspection programs have proven to increase property values by ensuring rental properties and nearby rental housing are kept up and remain compliant with the latest building standards.

In addition, rental registries offer a knowledge base that allows property owners to search for ordinances and information, while relevant information can be targeted and pushed out to housing providers that qualify for financial assistance. This includes government programs that offer grants, favorable loans, and other financial assistance to update buildings and meet current building codes.

The Urban Institute states that implementing these kinds of policies are important to pinpoint landlords who are more likely to have tenants who will require rental assistance and eviction prevention measures (Walker & Noble, 2022). This is because landlords with smaller portfolios, small-time landlords, are more likely to have tenants who struggle to pay rent. These landlords are also the most vulnerable financially when their tenants are unable to pay rent. Because of this, the Urban Institute states that it is very important to use rental licensing or registry ordinances to collect data on landlords so that assistance can be targeted to those most vulnerable.

The Center on Urban Poverty and Community Development at Case Western Reserve University discusses this same issue but through the lens of safe housing standards, particularly around lead (Coulton, et al., 2020). They found that the same type of landlords discussed by the Urban Institute often struggle to have the funds to address safety issues on their property or prevent deterioration. This creates particular concern around lead abatement in older homes. A rental registry that collects data on landlords will help to possibly target assistance to those most likely to struggle to afford proper maintenance of their properties.

National

We wanted to highlight examples of registries across the country where there have been successful or significant lessons learned to help inform The City of Essex Junction's planning. The first example is Portland, OR's Residential Rental Registration program that serves as a means for the city to fund eviction prevention efforts. Established in 2018, the program mandates that owners of residential rentals report their property's address and annual rental activity on their Business License tax return. In 2019, the program expanded to require owners to pay an annual \$60 fee for all apartment units rented for more than 30 days per calendar year. This fee generates

a \$3 million funding stream for the Rental Services Office, a new division of the Portland Housing Bureau that provides various programs for landlords and tenants. The Rental Services Office's offerings include data analysis, housing policy development, landlord-tenant education and outreach, and contracting services for fair housing and landlord-tenant law. The Residential Rental Registration Program fee covers all the Rental Services Office's staffing, software, administrative expenses, and programmatic offerings. Notable, the Rental Services Office includes a help desk that provides answers to landlord and tenant questions about rental policies and regulations in Portland, as well as grant-based funding for 12 sub-contracted organizations that offer landlord-tenant services such as tenant legal services, eviction legal defense, upstream services, criminal record expungement clinics, landlord-tenant educational services, and fair housing services (Templeton 2019).

Another example is Syracuse, NY. In 2007, the city established a rental registry mandating landlords of non-owner-occupied and one-and two-family rental properties to register with the city. Syracuse implemented the rental registry to uphold the standard of housing and ensure the well-being of neighborhoods and residents. The registry enabled Syracuse to gather and analyze comprehensive data on the local housing stock, facilitating a data-driven approach to code enforcement and proactive engagement with landlords and renters. However, in 2020, 60% of the 9,000 properties that should have been registered were not on the registry. To combat this Syracuse enacted legislation that disallows landlords from collecting rent if they are noncompliant with the city's rental registry. This legislation aimed to boost adherence to the rental registry and safeguard tenants' rights. We can derive two significant lessons from Syracuse's experience; the first lesson is that achieving compliance without a legislative mandate can be challenging. The second lesson is that it's crucial to prioritize passing the ordinance

mandating compliance first to avoid managing an inefficient tool for over a decade (City of Syracuse 2020).

Vermont

The current rental landscape in Vermont is cause for concern and marked by a severe housing crisis. Home prices in the state have skyrocketed, with the median price now at \$310,000 - a 35% increase since 2019. In Chittenden County, the vacancy rate has reached a 20-year low of 0.4%, and over half of all renters are paying over one-third of their income towards housing. Last summer, Vermont's rental vacancy rate ranked 49th in the country at 2.4% (City of Burlington 2023). To combat this crisis the state has grappled with a state-wide registry which ultimately failed again this legislative session. H.276, in its original design, would have required landlords to register their rental units on a statewide list with the Department of Housing and Community Development empowered to charge landlords \$35 annually for each rental unit registered. However, this provision was dropped by lawmakers as of April 11, 2023. Instead, the current version of the bill only calls for a study to be conducted on the feasibility of creating such a registry (McEneaney, C. 2023).

The lack of a state-wide registry has caused many Vermont towns to make their own registries, such as Burlington, Winooski, Woodstock, Barre, Greensboro, Killington, St. Albans, St. Johnsbury, and more recently in South Burlington where a proposed ordinance is currently circulating which aims to establish rules for short-term rentals such as AirBnb and VRBO, as well as introduce a rental registry for the city's 3,000+ rental units (McDonald, C. 2023).

To learn more about the town's experiences with rental registry we reached out to Barre, Winooski, St. Albans, Burlington, St. Johnsbury and the Vermont Department of Housing. Unfortunately, we only heard back from representatives from the state and St. Johnsbury. While

the scope of outreach was smaller, the level of depth and quality information and guidance received from these interviews was invaluable.

The first interview was with Shaun Gilpin, Housing Division Director of the Vermont Department of Housing on March 23, 2023. Shaun has been involved in the department for 10 years and has made various attempts to establish a statewide rental registry. In 2010, several attempts were made, and in 2018, legislation was passed to create a rental housing advisory board, tasked with improving rental safety throughout the state and exploring the creation of a registry. Prior to the new legislation, health and safety codes were done by volunteer experts, and Shaun was part of the committee. The work can be seen in Act 188 of 2018 <https://accd.vermont.gov/housing/partners/Act188>. Shaun shared that Senate Bill S29 was also created to expand the authority of the division of fire safety to include additional inspections and included the rental registry. However, at the last minute, the registry was removed due to concerns about the additional bureaucracy and the \$35 annual fee that would have gone towards hiring inspectors. Shaun went on to share that Vermont has approximately 80,000 rentals, and it was believed that the fee would be sufficient to support the needs, including five inspectors, an IT system for registration, and rental rehabilitation. But there were concerns that enhanced inspections may bring up more issues, particularly for smaller landlords with lower economic status and that the fee may be passed on to tenants. Shaun was doubtful that the most recent bill, H.276, which was referenced above would pass because it would not have support due to the high cost of setting up the system. He recommended that we reach out to St. Johnsbury, where there is an active rental registry that is supported and valued by local landlords because they have collected an annual fee to create a pool of funds to help struggling landlords and rallied support around responsible landlords. Shaun urged any Vermont town exploring the creation of a rental

registry to be careful about what data is collected and to avoid creating data security concerns. He also believes that it is important to be realistic about the ongoing maintenance of an online registration site, especially for those who do not use computers or have accessibility issues.

Due to Shaun's recommendation, we reached out to St. Johnsbury and met with Paul Berlejung and Kresten Sterling on March 31, 2023. Paul and Kresten suggested immediately that the City of Essex Junction should model their rental registry after Barre's, which is what they did. However, they recommended changing one thing in the ordinance - having the registration requirement for only one year. Instead, they suggest including a trigger date for people to make changes by. For example, giving landlords until August 31 to register, after which they will be in violation. They also suggest having someone who can write tickets for violations. In Barre, they eventually had to take people to court if they didn't pay for the ticket, but they achieved 100% compliance once they had a penalty. For example, the violation fee could start at \$50, depending on how many rentals there are and the type of building. For old stock that hasn't been maintained, the fee could be higher. Paul also follows this practice in Concord and Lyndon town which also have a successful rental registry program in concert with St. Johnsbury.

Paul aims for a 98% compliance rate, which could result in \$42,000 in funds from all the units. Half of these funds go to a rental housing improvement grant program, while the other half may be used for inspections. Having a grant improvement program such as this would help the inspector, as he could inform landlords about the program, which in St. Johnsbury offers \$6,000 per unit from three possible grants, not income restricted.

Paul and Kreseten recommended making the registration form as brief and to the point as possible, including only the owner's name and address, the maintenance person or property manager for rental inspections, the number of units, and the fee per unit. Currently, St. Johnsbury

is trying to determine how to make the process easier for landlords since this is an annual requirement. They went on to share that a code compliance officer is essential. In St. Johnsbury, this role has transformed from being seen as someone who is more focused on compliance to someone people call for help. Landlords have figured out that Kresten is a resource and can help them get their buildings in compliance. Kresten works hand in hand with the fire chief, and they communicate daily on all the town's issues. Violations have been cut in half due to the role of the Compliance Officer. They suggest finding someone for the role who is a code compliance officer and not a firefighter and highly recommend that the person be trained with Barre staff and also serve as the town health officer.

In St. Johnsbury it is mandatory for all rental property owners to be on the registry, but there are some exemptions such as short-term rentals. They suggest checking with the gray list to confirm the exemptions. Kresten has created positive relationships with landlords and tenants, and people want him to come and do inspections now. They highly encourage the staff in the City of Essex Junction or the city planning commission to reach out with questions.

Recommendations

Other recommendations from our research include the following:

1. It is important to be mindful about data collection and to balance the responsibilities of both landlords and tenants. The online registration system should be maintained realistically, considering accessibility issues for those who may not have access to computers or email.
2. City officials should keep in mind that landlords with small portfolios are more likely to be more financially vulnerable. These landlords, according to the research we've cited, are more likely to have tenants that struggle to pay rent and are also likely to not be able

to afford proper maintenance or improvements to their properties. These landlords may be strained by further fees that will be part of the rental registry ordinance. Because of this, you may want to consider some kind of financial assistance or fee waivers for landlords that meet certain criteria.

3. Make the rental registry accessible. In Narragansett, RI the annual registry billing is sent out electronically from the town's existing OpenGov software system. Payment may be mailed back, but optional online payment is made available directly through the registration portal. There's also a kiosk to make payments in the building department office (Town of Narragansett).

Resources

A great source of further information regarding rental registries can be found here from the [University of Texas School of Law](#). The research discusses the cities of Dallas, Plano, and Fort Worth Texas along with Seattle Washington and Boston Massachusetts. The document explains how much the municipalities charged for rental licensure or registration, how often they did inspections, and ways that they enforced their ordinances. While this information may be outdated, it is from 2013, it will likely be useful background information for City of Essex Junction.

Another resource is Louisville, KY's rental registry guide that provides a thorough FAQ and step-by-step guide of the process to enroll: <https://louisvilleky.gov/sites/default/files/2020-12/rental-registry-guide-0.pdf>

In addition, Bellingham, WA advertises the benefits of their rental registry to landlords in the following manner (City of Bellingham):

Here are the advantages to landlords in Rental Registration and Code Enforcement.

1. Levels the Playing Field –Currently, landlords who maintain their properties to safety standards compete against those who do not maintain their properties, allowing them to decay to unsafe levels. The registration system is structured to have a minimal impact on landlords who pass inspections and do not have a history of code violations. Fines escalate on landlords who have repeated safety violations in their rental properties. Therefore, this program will lead to a fairer market.

2. Creates Certainty in Rental Market – Registering all rental properties and bringing unsafe housing up to code will lead to greater market confidence, sustainable business practices and greater future investment in the rental market.

3. Enhances Communication between the City and Landlords – Understanding one’s rights and responsibilities may be difficult for new landlords. This program will make city resources and support more accessible. Some examples are:

- Listing of landlord rights and responsibilities,
- Standards for rental property health and safety,
- Identification of unsafe conditions,
- Assistance of licensed inspectors with professional knowledge about health and safety standards in buildings,
- Coordinated access to community development non-profits and HUD programs to help low-income landlords in need of assistance.

4. Creates Advertising – A complete on-line list of rental properties with valid registration will be available to tenants. Not only will this site be easy to navigate, but it will also provide advertising to interested customers. After registered properties are certified, the non-registered properties will be avoided by tenants.

5. Improves Safety – Greater maintenance in rental properties will decrease rental fires and create safer communities that benefit everyone in Bellingham. Through registration, the city will be able to contact landlords during emergencies.

6. Increases Property Values – Rental housing will be improved by the enforcement of rental property health and safety standards. Neighborhoods with substandard housing will see new investments and a significant reduction in blight, leading to healthier and more valuable communities.

Conclusion

Rental registries can provide numerous benefits to property owners and managers, as well as to the wider community. Maintaining an up-to-date record of rental properties and their owners, can help ensure that properties are safe and habitable, that tenants are protected from unscrupulous landlords, and that the local housing market remains stable and healthy. Making these benefits clear and transparent will support the City of Essex Junction in increasing buy-in for rental registries and create a more stable and equitable housing market for everyone.

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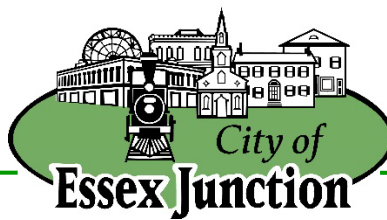
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MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: November 8, 2023
Subject: Executive session for 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 general public knowledge of a contract 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 and City Manager."

11/03/23

City of Essex Junction Accounts Payable

Page 1 of 1

02:59 pm

Check Warrant Report # 24023 Current Prior Next FY Invoices For Fund (WATER FUND)

CDelibac

For Check Acct 01(GENERAL FUND) All check #s 10/30/23 To 10/30/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03070	10/26/23	UB postage Oct 2023 10262023 MM	254-5-54-20-560.000 Postage	559.94	50923	10/30/23
03070	10/26/23	UB postage Oct 2023 10262023 MM	256-5-56-40-560.000 Postage	1136.83	50923	10/30/23
Report Total				1696.77		

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 \$ ****1,696.77
Let this be your order for the payments of these amounts.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	10/26/23	RESPIRATOR 1/2 MASK 1 EA 9941350	210-5-40-12-610.000 General Supplies	79.42	50926	11/03/23
28555	ALLEGIANCE TRUCKS	10/25/23	TRUCK OVER FOR ANY concer R4010081620	210-5-40-12-430.000 R&M Vehicles & Equipment	294.52	50927	11/03/23
28555	ALLEGIANCE TRUCKS	10/25/23	DEF2.5, FLEETRITE DEF, 2.5 X12202406301	210-5-40-12-626.000 Gasoline	89.94	50927	11/03/23
19815	AMAZON CAPITAL SERVICES	10/30/23	Maint Supplies 14739YJF1JN7	210-5-30-12-610.000 General Supplies	15.87	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/23/23	BL JPROG OCT23 1GVGQLJ11QFC	210-5-35-10-840.202 Childrens Programs	44.06	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/21/23	BL ACOL OCT23 1GYL1KYM6TLX	210-5-35-10-640.201 Adult Collection	19.96	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/31/23	OHM Resistors 1K7N9C7LYFJT	210-5-30-12-610.000 General Supplies	5.51	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/19/23	EJRP Books 1LM3LFKH4FW1	210-5-30-10-610.000 General Supplies	109.94	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/23/23	BL ACOLL-SUPPLY OCT23 1NVP1TT76F7K	210-5-35-10-640.201 Adult Collection	88.18	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/23/23	BL ACOLL-SUPPLY OCT23 1NVP1TT76F7K	210-5-35-10-610.000 General Supplies	77.16	50929	11/03/23
19815	AMAZON CAPITAL SERVICES	10/19/23	EJRP Books 1R3P33TF33YF	210-5-30-10-610.000 General Supplies	18.33	50929	11/03/23
02420	AUTOZONE	05/22/23	Wax Red Ceramic 3236315250	210-5-25-10-430.000 R&M Vehicles & Equipment	119.73	50931	11/03/23
02420	AUTOZONE	05/22/23	Foam 3236315348	210-5-25-10-430.000 R&M Vehicles & Equipment	-119.73	50931	11/03/23
29410	BERGENDAHL DOROTHY	10/20/23	BL BrdMemPay AUG23 BERG081523	210-5-35-10-190.000 Board Member Payments	50.00	50932	11/03/23
29410	BERGENDAHL DOROTHY	10/20/23	BL BrdMemPay SEP23 BERG092023	210-5-35-10-190.000 Board Member Payments	50.00	50932	11/03/23
29410	BERGENDAHL DOROTHY	10/20/23	BL BrdMemPay OCT23 BERG102023	210-5-35-10-190.000 Board Member Payments	50.00	50932	11/03/23
80017	BOWKER ERIC	10/16/23	BWAC Meeting 101623EBowke	210-5-16-10-190.000 Board member Payments	50.00	50933	11/03/23
00530	BRODART CO	10/09/23	BL JColl-Supply OCT23 B6675231	210-5-35-10-610.000 General Supplies	30.40	50934	11/03/23
00530	BRODART CO	10/09/23	BL JColl-Supply OCT23 B6675231	210-5-35-10-640.202 Juvenile Collection	446.42	50934	11/03/23
30360	BURLINGTON TELECOM	11/01/23	BL COMM OCT23 BT 112023	210-5-41-21-530.000 Communications	335.02	50935	11/03/23
22670	CAPITAL ONE CREDIT CARD -	10/16/23	EJRP Credit Card Octboer 65081023	210-5-17-10-850.000 Community Events and Cele	4.99	50936	11/03/23
22670	CAPITAL ONE CREDIT CARD -	10/16/23	EJRP Credit Card Octboer 65081023	210-5-30-10-505.000 Tech. Subs, Licenses	787.39	50936	11/03/23
22670	CAPITAL ONE CREDIT CARD -	10/16/23	EJRP Credit Card Octboer 65081023	210-5-30-10-610.000 General Supplies	59.99	50936	11/03/23
22670	CAPITAL ONE CREDIT CARD -	10/16/23	EJRP Credit Card Octboer 65081023	210-5-30-10-500.000 Training, Conf, Dues	127.20	50936	11/03/23
80053	CATALIS PAYMENTS LLC	10/31/23	Conv fees received in err 20231031	210-4-00-00-098.000 Misc Revenue	161.85	50937	11/03/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21120	CHAMPLAIN MEDICAL URGENT	11/01/23	Vaccine 0006350900	210-5-40-13-330.000 Professional Services	154.00	50938	11/03/23
17895	CLEAN NEST	10/01/23	EJRP Cleaning Sept 13505	210-5-41-26-420.000 Cleaning Services	1271.57	50941	11/03/23
17895	CLEAN NEST	10/01/23	EJRP Cleaning Sept 13505	210-5-41-23-420.000 Cleaning Services	1271.57	50941	11/03/23
04940	COMCAST	10/12/23	TV Internet 9/15 to 10/0 00918111023	210-5-40-12-600.000 Salt, Sand and Gravel	73.59	50942	11/03/23
04940	COMCAST	10/12/23	TV Internet 9/15 to 10/0 00918111023	210-5-40-12-610.000 General Supplies	188.60	50942	11/03/23
04940	COMCAST	09/19/23	2 Lincoln Internet Sept. 01363431023	210-5-41-20-530.000 Communications	212.39	50943	11/03/23
04940	COMCAST	10/19/23	2 Lincoln Internet Octobe 01363430ct23	210-5-41-20-530.000 Communications	198.39	50944	11/03/23
04940	COMCAST	10/03/23	Cable TV-- EJFD 02077221023	210-5-41-22-530.000 Communications	21.53	50945	11/03/23
31545	COSTCO #314	09/21/23	Supplies for Staff Gather 0921230628	210-5-10-10-845.000 Employee/Volunteer Recogn	103.83	50947	11/03/23
31545	COSTCO #314	09/22/23	Water / Paper Towels / Po 09222023	210-5-25-10-610.000 General Supplies	213.34	50947	11/03/23
31545	COSTCO #314	10/25/23	Candy for Events 10252023	210-5-25-10-610.000 General Supplies	442.80	50947	11/03/23
31545	COSTCO #314	10/30/23	Candy for Community Event 10302023	210-5-25-10-610.000 General Supplies	119.94	50947	11/03/23
31545	COSTCO #314	11/01/23	Think Tank Supplies 11012023SP	210-5-11-10-610.000 General Supplies	95.85	50947	11/03/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	Engineering CD and PW Aug 23810 100523	210-5-16-10-330.000 Professional Services	537.97	50950	11/03/23
25715	DONALD L. HAMLIN CONSULT	10/05/23	Engineering CD and PW Aug 23810 100523	210-5-40-12-330.000 Professional Services	144.00	50950	11/03/23
40025	E J PRESCOTT INC	10/03/23	pathway fabric 6240142	210-5-30-12-610.000 General Supplies	399.10	50951	11/03/23
40025	E J PRESCOTT INC	10/18/23	Pathway fabric 6247783	210-5-30-12-610.000 General Supplies	516.00	50951	11/03/23
23580	ED EATON FIRE TRUCK REPAI	10/04/23	Primer Repair 2-2023	210-5-25-10-430.000 R&M Vehicles & Equipment	297.50	50952	11/03/23
23580	ED EATON FIRE TRUCK REPAI	10/16/23	Pump Testing 3-2023	210-5-25-10-430.000 R&M Vehicles & Equipment	510.00	50952	11/03/23
05020	ESSEX JCT CITY OF	10/26/23	2 Lincoln Water/Sewer Oct 303338341	210-5-41-20-410.000 Water and Sewer Charges	185.92	50955	11/03/23
05020	ESSEX JCT CITY OF	10/26/23	2 Lincoln Sprinkler Water 303338351	210-5-41-20-410.000 Water and Sewer Charges	91.51	50955	11/03/23
V0777	ESSEX REPORTER	09/30/23	City Ad Sept 23 363160	210-5-10-10-540.000 Advertising	800.00	50956	11/03/23
23000	F W WHITCOMB	10/18/23	MSP Path Work 002300017948	210-5-30-12-431.000 R&M Buildings & Grounds	611.04	50958	11/03/23
23000	F W WHITCOMB	10/20/23	MSP Path Work 002300018016	210-5-30-12-431.000 R&M Buildings & Grounds	804.00	50958	11/03/23
244635	FIRST NATIONAL BANK OMAHA	10/19/23	Hotel at ICMA Conference October 2023	210-5-10-10-580.000 Travel	1164.42	50960	11/03/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	10/19/23	FIRST NATIONAL BANK OMAHA	BL JC-SUP-TSbs-AC OCT23 0017 102023	210-5-35-10-640.201 Adult Collection	23.43	50961	11/03/23
21845	10/19/23	FIRST NATIONAL BANK OMAHA	BL JC-SUP-TSbs-AC OCT23 0017 102023	210-5-35-10-610.000 General Supplies	108.54	50961	11/03/23
21845	10/19/23	FIRST NATIONAL BANK OMAHA	BL JC-SUP-TSbs-AC OCT23 0017 102023	210-5-35-10-505.000 Tech. Subs, Licenses	131.85	50961	11/03/23
21845	10/19/23	FIRST NATIONAL BANK OMAHA	BL JC-SUP-TSbs-AC OCT23 0017 102023	210-5-35-10-640.202 Juvenile Collection	89.99	50961	11/03/23
21835	09/25/23	FIRST NATIONAL BANK OMAHA	Microsoft 365 09252023	210-5-25-10-505.000 Tech. Subs, Licenses	7.00	50962	11/03/23
04035	10/20/23	GOT THAT RENTAL & SALES I	Roller Rental 119756	210-5-30-12-442.000 Rental Vehicles/Equip	300.00	50965	11/03/23
04035	10/27/23	GOT THAT RENTAL & SALES I	Roller Rental MSP Pathway 119848	210-5-30-12-442.000 Rental Vehicles/Equip	300.00	50965	11/03/23
80042	10/25/23	GOV OS INC	October land records 1NV3416	210-5-12-10-505.000 Tech. Subs Licenses	350.00	50966	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-41-21-622.000 Electricity	602.07	50967	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-40-12-622.000 Electricity	264.72	50967	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-41-22-622.000 Electricity	125.09	50967	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-41-20-622.000 Electricity	125.10	50967	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-40-12-622.000 Electricity	37.42	50967	11/03/23
07010	10/10/23	GREEN MOUNTAIN POWER CORP	Multi Solar Accts 9/8 to 10102023 D	210-5-41-23-622.000 Electricity	50.86	50967	11/03/23
07010	10/13/23	GREEN MOUNTAIN POWER CORP	non solar accounts 9/12 t 102023 NS	210-5-40-12-622.200 Streetlight Electricity	769.49	50969	11/03/23
07010	10/13/23	GREEN MOUNTAIN POWER CORP	non solar accounts 9/12 t 102023 NS	210-5-40-12-622.200 Streetlight Electricity	10958.07	50969	11/03/23
80046	10/17/23	HAGESTAD CHRISTINA	PCAB Meeting Oct 23 101723CHages	210-5-11-10-190.000 Board Member Payments	50.00	50970	11/03/23
24250	10/25/23	IMPACT FIRE LLC	2 Lincoln Extinguisher In 25025101	210-5-41-20-431.000 R&M Buildings & Grounds	455.15	50972	11/03/23
24250	10/25/23	IMPACT FIRE LLC	Public Works Extinguisher 25025104	210-5-40-12-610.000 General Supplies	336.90	50972	11/03/23
27670	10/24/23	IROQUOIS MANUFACTURING, I	FE94898 CONVEYOR CHAIN 10 167700	210-5-40-12-430.000 R&M Vehicles & Equipment	1641.05	50973	11/03/23
V10412	09/12/23	JERICO TOWN LIBRARY	BL ACOLL SEP23 JERICO SEP2	210-5-35-10-640.201 Adult Collection	10.00	50974	11/03/23
33195	10/04/23	LIMOGES & SONS GARAGE DOOR	Garage Door Maintenance 81916TE	210-5-41-22-431.000 R&M Buildings & Grounds	866.00	50977	11/03/23
15350	10/16/23	LINCOLN V TACY	BWAC Meeting Oct 23 101623D	210-5-16-10-190.000 Board member Payments	50.00	50978	11/03/23
25625	10/02/23	LOWE'S - 1080	EJRP Lowes Oct 41910801023	210-5-41-23-431.000 R&M Buildings & Grounds	33.40	50979	11/03/23
V10130	09/11/23	LOWE'S BUSINESS ACCOUNT	102606 OK 20-L8 QUICK-SET 97297	210-5-40-12-610.000 General Supplies	56.73	50980	11/03/23

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80051	10/23/23	MADISON NATIONAL LIFE- - FICA Q3CY DV Mad life	ML7000	210-5-40-12-220.000 Social Security	367.20	50981	11/03/23
19325	10/20/23	OPEN APPROACH INC Councilor laptop replacem	21029	210-5-14-10-735.000 Tech Hardware, Software,	1082.47	50985	11/03/23
23420	10/23/23	P & P SEPTIC SERVICE INC. Cascade Portolet Oct	T610125	210-5-30-12-330.000 Professional Services	120.00	50986	11/03/23
23420	10/26/23	P & P SEPTIC SERVICE INC. MSP Portolets Oct	T610462	210-5-30-12-330.000 Professional Services	350.00	50986	11/03/23
27950	10/19/23	PETE'S TIRE BARN INC tires truck 1`	047134	210-5-40-12-430.000 R&M Vehicles & Equipment	662.96	50989	11/03/23
27950	10/19/23	PETE'S TIRE BARN INC FIRESTONE FS561A LRH Truc	1047135	210-5-40-12-430.000 R&M Vehicles & Equipment	657.21	50989	11/03/23
V10554	10/16/23	PHOENIX BOOKS BURLINGTON BL JC-LibDon OCT23	940646	210-5-35-10-640.202 Juvenile Collection	31.98	50990	11/03/23
V10554	10/16/23	PHOENIX BOOKS BURLINGTON BL JC-LibDon OCT23	940646	210-5-90-00-991.000 Library Donation Expense	15.19	50990	11/03/23
25140	10/13/23	PIKE INDUSTRIES INC Asphalt	1254780	210-5-40-12-451.000 Summer Construction Servi	228.76	50991	11/03/23
37430	10/24/23	R R CHARLEBOIS INC Engine 7 DOT	RC83536	210-5-25-10-430.000 R&M Vehicles & Equipment	1177.54	50992	11/03/23
37430	10/27/23	R R CHARLEBOIS INC Engine 5 DOT	RC83566	210-5-25-10-430.000 R&M Vehicles & Equipment	1337.31	50992	11/03/23
18010	10/17/23	REYNOLDS & SON, INC. Gloves 10 4 2023	3431122	210-5-25-10-612.000 Uniforms	1451.22	50993	11/03/23
02050	10/17/23	RON BUSHEY'S SUNOCO State Inspection	9836	210-5-25-10-430.000 R&M Vehicles & Equipment	190.00	50994	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-41-22-622.000 Electricity	435.12	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-41-26-622.000 Electricity	2349.81	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-41-20-622.000 Electricity	435.13	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-41-21-622.000 Electricity	841.79	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-40-12-622.000 Electricity	213.45	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-41-23-622.000 Electricity	339.95	50995	11/03/23
17505	10/16/23	SAND HILL SOLAR LLC Service period 9/8 to 10/	258SH	210-5-40-12-622.000 Electricity	176.71	50995	11/03/23
00275	10/25/23	SB SIGNS INC Strategic Plan Signage 20	27004	210-5-10-10-550.000 Printing and Binding	65.00	50996	11/03/23
00275	06/16/23	SB SIGNS INC Juneteenth Banner 23	28021	210-5-10-10-550.000 Printing and Binding	65.00	50996	11/03/23
09105	10/31/23	SECURE SHRED EJRP Shred Service Oct	439567	210-5-30-10-330.000 Professional Services	24.00	50998	11/03/23
29470	10/23/23	SIKORA SERVICE CENTER State Inspection Truck #	36511	210-5-40-12-430.000 R&M Vehicles & Equipment	60.00	51000	11/03/23
29470	10/24/23	SIKORA SERVICE CENTER State Inspection 2016 Che	36538	210-5-40-12-430.000 R&M Vehicles & Equipment	60.00	51000	11/03/23

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29090	10/03/23	SUNBELT RENTALS 4 glasses Safety 145432169001	210-5-40-12-612.000 Uniforms	16.96	51003	11/03/23
29090	10/06/23	SUNBELT RENTALS 14"X.125 X1 " - 20mm DP 145605187001	210-5-40-12-610.000 General Supplies	261.80	51003	11/03/23
29090	10/11/23	SUNBELT RENTALS 1 NARROW-Vbelt 145761732001	210-5-40-12-610.000 General Supplies	40.07	51003	11/03/23
29090	10/26/23	SUNBELT RENTALS Maint Shop Supplies 146436122	210-5-30-12-610.000 General Supplies	20.20	51003	11/03/23
36130	10/17/23	VERIZON WIRELESS VSAT CM and stormwater Oct 23 9947090428	210-5-10-10-530.000 Communications	50.51	51006	11/03/23
36130	10/19/23	VERIZON WIRELESS VSAT PW Verizon Cell phones 9/ 9947216679	210-5-40-12-530.000 Communications	192.71	51007	11/03/23
25315	10/19/23	VESPA'S PIZZA PASTA & DEL BL TRN, CONF OCT 23 VESPA 101920	210-5-35-10-500.000 Training, Conf, Dues	151.96	51008	11/03/23
11935	10/13/23	VIKING-CIVES USA Replace fuel tank on VT65 4527767	210-5-40-12-430.000 R&M Vehicles & Equipment	3065.00	51009	11/03/23
11935	10/17/23	VIKING-CIVES USA JOHNSTON CURTAIN WSB swee 45278856	210-5-40-12-430.000 R&M Vehicles & Equipment	300.00	51009	11/03/23
23395	09/14/23	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS 517251	210-5-40-12-610.000 General Supplies	0.98	51010	11/03/23
28470	10/04/23	VMERS DB 110800 Payroll Transfer PR-10/04/23	210-2-00-00-210.004 Retirement Payable	170.99	51011	11/03/23
28470	10/13/23	VMERS DB 110800 Payroll Transfer PR-10/13/23	210-2-00-00-210.004 Retirement Payable	20582.00	51011	11/03/23
28470	10/27/23	VMERS DB 110800 Payroll Transfer PR-10/27/23	210-2-00-00-210.004 Retirement Payable	22318.70	51011	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Billy Strings Concert 578	210-1-00-00-130.000 Exchange - General	1530.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Wolfsgart 2023 579	210-1-00-00-130.000 Exchange - General	1320.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Hubbard Concert 580	210-1-00-00-130.000 Exchange - General	653.75	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Elvis Tribute Concert 581	210-1-00-00-130.000 Exchange - General	590.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Led Zepplin Tribute Conce 582	210-1-00-00-130.000 Exchange - General	590.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Demolition Derby 2023 583	210-1-00-00-130.000 Exchange - General	632.50	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Ludacris Concert 584	210-1-00-00-130.000 Exchange - General	675.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Nth Power Nirvana Tribute 585	210-1-00-00-130.000 Exchange - General	590.00	51013	11/03/23
V10238	10/16/23	VT AIR TESTING SVC Riley Green Concert 586	210-1-00-00-130.000 Exchange - General	675.00	51013	11/03/23
24130	10/20/23	VT DEPT ENVIRONMENTAL CON MS4 Village of Essex Junc 70249014ARA1	210-5-40-13-510.000 Permit, License, Registra	6508.00	51014	11/03/23
00935	10/30/23	VT PET FOOD & SUPPLY Cat Litter 1-OR41655-01	210-5-41-22-610.000 General Supplies	747.00	51015	11/03/23
29375	10/20/23	WADSWORTH ANN C BL BrdMemPay AUG23 WADS082023	210-5-35-10-190.000 Board Member Payments	50.00	51017	11/03/23

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29375	10/20/23	BL BrdMemPay OCT23 WADS102023	210-5-35-10-190.000 Board Member Payments	50.00	51017	11/03/23
05375	10/13/23	Payroll Transfer PR-10/13/23	210-2-00-00-210.005 Misc Deductions Payable	48.00	101323	11/03/23
05375	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.005 Misc Deductions Payable	48.00	1027231	11/03/23
17140	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.005 Misc Deductions Payable	166.25	1027232	11/03/23
17425	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.004 Retirement Payable	100.00	1027233	11/03/23
V1160	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.004 Retirement Payable	2978.03	1027234	11/03/23
V1161	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.004 Retirement Payable	5432.09	1027235	11/03/23
V1165	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.002 Federal Inc Tax W/H	40499.88	1027236	11/03/23
V2413	10/27/23	Payroll Transfer PR-10/27/23	210-2-00-00-210.003 State Inc Tax W/H	4967.83	1027237	11/03/23
03280	09/30/23	Crescent Connector 5 6691	230-5-16-10-890.824 Cres. Connector	522202.85	50954	11/03/23
V9632	10/30/23	Oct 2023 Brickyard culver 0069944	230-5-40-13-895.830 BC2058 Brickyard Culvert	1823.25	50971	11/03/23
40025	10/18/23	28 MANHOLE COVER HOOK LOO 6247805	254-5-54-20-610.000 General Supplies	193.13	50951	11/03/23
07010	10/13/23	non solar accounts 9/12 t 102023 NS	254-5-54-20-622.000 Electricity	70.37	50969	11/03/23
29470	10/25/23	State Inspection Mount 2 36563	254-5-54-20-430.000 R&M Vehicles & Equipment	116.00	51000	11/03/23
V2227	10/19/23	5/8" X 3/4" Neptune T-10 INV0163352	254-5-54-70-750.001 Meter Replacement Program	1815.05	51005	11/03/23
36130	10/19/23	PW Verizon Cell phones 9/ 9947216679	254-5-54-20-530.000 Communications	177.06	51007	11/03/23
V10609	10/20/23	water sensor 415082301169	255-5-55-30-570.000 Other Purchased Services	473.88	50924	11/03/23
V10609	10/20/23	M1 service 415082301173	255-5-55-30-570.000 Other Purchased Services	7388.38	50924	11/03/23
14685	10/25/23	Part Sale: 2" Asco gas va 064695	255-5-55-30-570.000 Other Purchased Services	1165.00	50928	11/03/23
14685	09/30/23	Remco Gas Chiller is down 067263	255-5-55-30-570.000 Other Purchased Services	875.00	50928	11/03/23
21210	10/25/23	First Aid cabinets refill 5181230855	255-5-55-30-609.000 Safety Supplies	447.51	50940	11/03/23
04940	10/23/23	internet only 03160281023	255-5-55-30-530.000 Communications	258.34	50946	11/03/23
06870	10/18/23	TKN 466937	255-5-55-30-340.001 Lab Testing	35.00	50953	11/03/23
06870	10/18/23	Fecal Coliform 466938	255-5-55-30-568.000 Biosolids Subcontractor	680.00	50953	11/03/23
06870	10/23/23	Inf Eff sampling Metals 467356	255-5-55-30-340.001 Lab Testing	105.00	50953	11/03/23

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06870	10/23/23	SH1 tank cert sample	467378	255-5-55-30-568.000 Biosolids Subcontractor	645.00	50953	11/03/23
06870	10/24/23	TKN	467422	255-5-55-30-340.001 Lab Testing	35.00	50953	11/03/23
38955	10/13/23	parts for dewatering, par	82746898	255-5-55-30-570.000 Other Purchased Services	87.94	50957	11/03/23
29280	10/19/23	WW Visa charges 9/19 to 1	0481102023	255-5-55-30-570.000 Other Purchased Services	474.34	50959	11/03/23
29280	10/19/23	WW Visa charges 9/19 to 1	0481102023	255-5-55-30-610.000 General Supplies	-14.30	50959	11/03/23
29280	10/19/23	WW Visa charges 9/19 to 1	0481102023	255-5-55-30-505.000 Tech. Subs, Licenses	17.96	50959	11/03/23
29280	10/19/23	WW Visa charges 9/19 to 1	0481102023	255-5-55-30-610.000 General Supplies	82.30	50959	11/03/23
07010	10/19/23	39 Cascade 9-19 to 10-19-	102023 Casca	255-5-55-30-622.000 Electricity	13791.88	50968	11/03/23
V10407	10/18/23	wheel cleaner	101554020	255-5-55-30-570.000 Other Purchased Services	197.78	50975	11/03/23
V1661	10/18/23	Lab Supplies	494411	255-5-55-30-618.000 Laboratory Supplies	1085.55	50984	11/03/23
V2093	10/11/23	sodium hydroxide	462170	255-5-55-30-619.000 Chemicals	16225.50	51001	11/03/23
36130	10/17/23	CM and stormwater Oct 23	9947090428	255-5-55-30-530.000 Communications	40.01	51006	11/03/23
23395	10/23/23	I2OZ Graffiti Remover	517384	255-5-55-30-610.000 General Supplies	36.08	51010	11/03/23
23395	10/23/23	pvc tubing	517385	255-5-55-30-610.000 General Supplies	3.37	51010	11/03/23
VI633	10/26/23	AR1-004 debt payment	102623 AR100	255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	459.72	51018	11/03/23
VI633	10/26/23	AR1-004 debt payment	102623 AR100	255-2-00-00-250.001 AR1-004	2678.10	51018	11/03/23
07010	10/10/23	Multi Solar Accts 9/8 to	10102023 D	256-5-56-40-622.000 Electricity	108.33	50967	11/03/23
07010	10/10/23	Multi Solar Accts 9/8 to	10102023 D	256-5-56-40-434.001 Susie Wilson PS Costs	70.41	50967	11/03/23
07010	10/10/23	Multi Solar Accts 9/8 to	10102023 D	256-5-56-40-434.002 West Street PS Costs	82.52	50967	11/03/23
07010	10/13/23	non solar accounts 9/12 t	102023 NS	256-5-56-40-622.000 Electricity	430.17	50969	11/03/23
17505	10/16/23	Service period 9/8 to 10/	258SH	256-5-56-40-434.002 West Street PS Costs	542.60	50995	11/03/23
17505	10/16/23	Service period 9/8 to 10/	258SH	256-5-56-40-434.001 Susie Wilson PS Costs	412.04	50995	11/03/23
17505	10/16/23	Service period 9/8 to 10/	258SH	256-5-56-40-622.000 Electricity	586.07	50995	11/03/23
23855	10/23/23	01 SERVICE CONTRACT West	SCINV759315	256-5-56-40-434.002 West Street PS Costs	710.31	51002	11/03/23
23855	10/27/23	01 SERVICE CONTRACT Susie	SCINV760808	256-5-56-40-434.001 Susie Wilson PS Costs	710.31	51002	11/03/23

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V2227	10/19/23	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 INV0163352	256-5-56-70-750.001 Meter Replacement Program	3631.03	51005	11/03/23
VI633	10/26/23	WILMINGTON TRUST AR1-004 debt payment 102623 AR100	256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	2080.18	51018	11/03/23
VI633	10/26/23	WILMINGTON TRUST AR1-004 debt payment 102623 AR100	256-2-00-00-250.001 AR1-004	12118.05	51018	11/03/23
06490	10/02/23	A H FENCE CO Park St Fence 100223D	259-5-30-16-330.000 Professional Services	4861.50	50925	11/03/23
05290	10/27/23	ADVANCE AUTO PARTS Pool Maintenance 552330041388	259-5-30-11-431.000 R&M Buildings & Grounds	104.04	50926	11/03/23
19815	10/18/23	AMAZON CAPITAL SERVICES RK Westford Supplies 13D9G3YD6MHJ	259-5-30-15-610.000 General Supplies	151.24	50929	11/03/23
19815	10/30/23	AMAZON CAPITAL SERVICES Vacation Camp Supplies 16QQL7XRTCKW	259-5-30-15-610.000 General Supplies	477.80	50929	11/03/23
19815	10/29/23	AMAZON CAPITAL SERVICES RK Summit Supplies 17K94WCFMPV6	259-5-30-15-610.000 General Supplies	149.58	50929	11/03/23
19815	10/22/23	AMAZON CAPITAL SERVICES Program Supplies 1H1C4G1XFKMK	259-5-30-14-610.000 General Supplies	90.07	50929	11/03/23
19815	10/18/23	AMAZON CAPITAL SERVICES Behavior Support Supplies 1K9MPT6F33VX	259-5-30-15-610.000 General Supplies	6.86	50929	11/03/23
19815	10/18/23	AMAZON CAPITAL SERVICES RK FMS/EES Supplies 1K9MPT6F6J9N	259-5-30-15-610.000 General Supplies	39.94	50929	11/03/23
19815	10/20/23	AMAZON CAPITAL SERVICES Pumpkin Event Supplies 1P7KRD6H1QM4	259-5-30-14-610.000 General Supplies	53.65	50929	11/03/23
19815	10/22/23	AMAZON CAPITAL SERVICES RK MSP Supplies 1PNWRVMDFDL9	259-5-30-15-610.000 General Supplies	33.76	50929	11/03/23
19815	10/21/23	AMAZON CAPITAL SERVICES RK EES Supplies 1PVXMM9971KX	259-5-30-15-610.000 General Supplies	70.91	50929	11/03/23
19815	10/17/23	AMAZON CAPITAL SERVICES Program Supplies 1QHFTFF71X4C	259-5-30-14-610.000 General Supplies	239.85	50929	11/03/23
19815	10/23/23	AMAZON CAPITAL SERVICES RK First Aid Supplies 1YC6HHLG13T1	259-5-30-15-610.000 General Supplies	59.90	50929	11/03/23
22670	10/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Octboer 65081023	259-5-30-14-500.000 Training, Conf, Dues	1583.58	50936	11/03/23
22670	10/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Octboer 65081023	259-5-30-15-610.000 General Supplies	413.49	50936	11/03/23
22670	10/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Octboer 65081023	259-5-30-10-500.000 Training, Conf, Dues	989.79	50936	11/03/23
22670	10/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Octboer 65081023	259-5-30-12-500.000 Training, Conf, Dues	791.79	50936	11/03/23
22670	10/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card Octboer 65081023	259-5-30-15-500.000 Training, Conf, Dues	791.79	50936	11/03/23
15285	10/31/23	CHECKR INC background check EJRP 1015044	259-5-30-15-330.000 Professional Services	50.00	50939	11/03/23
17895	10/01/23	CLEAN NEST EJRP Cleaning Sept 13505	259-5-30-15-330.000 Professional Services	1695.44	50941	11/03/23
31545	10/25/23	COSTCO #314 Pumpkin Event Supplies 102523D	259-5-30-14-610.000 General Supplies	447.75	50947	11/03/23
80025	10/30/23	DIMPLE ADVANI RecKids ADVANI Refund 174299	259-4-30-15-020.313 Childcare - AS	217.00	50948	11/03/23

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27810	10/26/23	DOCNETWORK INC CampDoc Overage Oct 2410940	259-5-30-15-330.000 Professional Services	112.00	50949	11/03/23
31270	10/18/23	GAGNON MARK Vac Camp 11/20 101823D	259-5-30-15-330.000 Professional Services	425.00	50963	11/03/23
27990	10/25/23	GORDON'S WINDOW DECOR INC Park St Window Shades 117344	259-5-30-16-610.000 General Supplies	8605.20	50964	11/03/23
28895	10/30/23	KINDERMUSIK WITH RACHEL L Kindermusik October 1018	259-5-30-14-330.000 Professional Services	1276.00	50976	11/03/23
24620	10/11/23	MILTON RENTAL AND SALES MSP Tower Lite Renza 16440422	259-5-30-12-442.000 Rental Vehicles/Equip	1280.00	50982	11/03/23
80052	10/18/23	NEWMONT FARM LLC Event Pumpkins 1134	259-5-30-14-610.000 General Supplies	6720.00	50983	11/03/23
29425	10/18/23	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 945214	259-5-30-15-610.000 General Supplies	187.57	50987	11/03/23
29425	10/17/23	PERFORMANCE FOOD SERVICE RK Fleming Snack 945550	259-5-30-15-610.000 General Supplies	155.56	50987	11/03/23
29425	10/18/23	PERFORMANCE FOOD SERVICE RK Snack 945568	259-5-30-15-610.000 General Supplies	150.18	50987	11/03/23
29425	10/18/23	PERFORMANCE FOOD SERVICE RK FMS Snack 945645	259-5-30-15-610.000 General Supplies	211.96	50987	11/03/23
29425	10/18/23	PERFORMANCE FOOD SERVICE RK Westford Snack 945851	259-5-30-15-610.000 General Supplies	129.38	50987	11/03/23
29425	10/19/23	PERFORMANCE FOOD SERVICE RK MSP Snack 946426	259-5-30-15-610.000 General Supplies	160.36	50987	11/03/23
29425	10/24/23	PERFORMANCE FOOD SERVICE RK EES Snack 948902	259-5-30-15-610.000 General Supplies	216.08	50987	11/03/23
29425	10/25/23	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 949502	259-5-30-15-610.000 General Supplies	216.29	50987	11/03/23
29425	10/25/23	PERFORMANCE FOOD SERVICE RK Snack 949731	259-5-30-15-610.000 General Supplies	330.90	50987	11/03/23
29425	10/26/23	PERFORMANCE FOOD SERVICE RK Westford Snack 950183	259-5-30-15-610.000 General Supplies	123.99	50987	11/03/23
29425	10/30/23	PERFORMANCE FOOD SERVICE RK Fleming Snack 951048	259-5-30-15-610.000 General Supplies	166.74	50987	11/03/23
29425	10/30/23	PERFORMANCE FOOD SERVICE RK FMS Snack 951099	259-5-30-15-610.000 General Supplies	238.80	50987	11/03/23
29425	10/30/23	PERFORMANCE FOOD SERVICE RK MSP Snack 952510	259-5-30-15-610.000 General Supplies	298.15	50987	11/03/23
29425	10/31/23	PERFORMANCE FOOD SERVICE RK EES Snack 952918	259-5-30-15-610.000 General Supplies	167.47	50987	11/03/23
29425	11/01/23	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 953589	259-5-30-15-610.000 General Supplies	20.98	50987	11/03/23
10435	10/27/23	SCREENMYLOGO.COM Halloween Hustle Shirts 20359	259-5-30-14-610.000 General Supplies	480.19	50997	11/03/23
10435	10/27/23	SCREENMYLOGO.COM Basketball Shirts 20360	259-5-30-14-610.000 General Supplies	164.00	50997	11/03/23
80025	10/30/23	SHANKS ERIC RecKids Shanks Refund 174300	259-4-30-15-020.313 Childcare - AS	217.00	50999	11/03/23
29090	10/30/23	SUNBELT RENTALS Pumpkin Event Heater 146140508	259-5-30-14-610.000 General Supplies	695.15	51003	11/03/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
30300	SWISH SPORTS LLC	10/30/23	Swish First Step BBall C1 103023D	259-5-30-14-330.000 Professional Services	1300.50	51004	11/03/23
25315	VESPA'S PIZZA PASTA & DEL	10/17/23	RK Hiawatha Open House 101723D	259-5-30-15-610.000 General Supplies	82.00	51008	11/03/23
25315	VESPA'S PIZZA PASTA & DEL	10/24/23	RK Staff Training 102423D	259-5-30-15-610.000 General Supplies	142.00	51008	11/03/23
25315	VESPA'S PIZZA PASTA & DEL	10/26/23	RK EES Staff Meeting 102623D	259-5-30-15-610.000 General Supplies	24.00	51008	11/03/23
25315	VESPA'S PIZZA PASTA & DEL	10/28/23	Pumpkin Event Pizza 102823D	259-5-30-14-610.000 General Supplies	172.00	51008	11/03/23
25945	VT AFTERSCHOOL	10/31/23	RK Training 10/24 6416	259-5-30-15-330.000 Professional Services	120.00	51012	11/03/23
24570	VT TROPHY & ENGRAVING	10/26/23	Pumpkin Trophy 88568	259-5-30-14-610.000 General Supplies	61.50	51016	11/03/23
Report Total					----- 793053.63 =====		

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 \$ ***793,053.63
Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
OCTOBER 25, 2023**

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

ADMINISTRATION: Regina Mahony, City Manager; Brad Luck, Director of Recreation & Parks; Chelsea Mandigo, Water Quality Superintendent; Harlan Smith, Director of Grounds & Facilities.

OTHERS PRESENT: Annie Cooper, Sven Eklof, Steven Eustis, Charles Lancaster, Marta Pauer-Tursi, Ken Signorello, Ann Wadsworth, James Waite, Stephen Wille Padnos, Giles Willey, Doug Wilson, Craig (Lillian).

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

Annie Cooper asked for the creation of policies related to finances and fees, to ensure a greater level of transparency around how fees and other forms of revenue are spent by the City.

5. BUSINESS ITEMS

a. Tree Farm Management Group Season Summary Presentation

Sven Eklof, President of the Tree Farm Management Group, and Giles Willey, Treasurer of the Tree Farm Management Group, gave a brief presentation about its 2023 operational and financial performance. He began by noting that Essex Junction is well-represented on the Board of the Tree Farm Management Group, and that 5 of its 9 members are from Essex Junction. He noted that they are working to increase representation on the board by increasing the number of board members from 9 to 11. He noted that this year was a tough year but a good year for the facilities, since while it was extremely rainy, it was a good year for revenue. He spoke about the leagues and sports clubs that use the Tree Farm's facilities, noting that this was the first year that they opened the facilities up to non-soccer or rugby sports leagues. He noted that costs are high, but that all revenue goes right back into the facility. He said that their goals for this year were to increase board members, expand user base, and rotate fields and reinvest in the facilities, and said that they met all of these goals. He said that one area for improvement is the parking situation on Old Colchester Road, and said that he is working with municipalities to increase signage and ensure that hedgerows are trimmed to make it clear that parking is prohibited on that road. Councilor Chawla suggested that the fee for renting out the facilities could increase to accommodate additional parking for larger events. Mr. Eklof noted that there is parking inside the facility, but that Old Colchester Road is a municipal road and shouldn't be used for parking. Mr. Eklof then noted that the Tree Farm Management Group is required to produce and submit a management plan to the Town and Junction by the end of the year, and said he would like to know what the Junction would like to be included in that plan. He said that the Group is also working on obtaining 501(c)(3) nonprofit status by the end of the year. He said that looking ahead, they anticipate hosting several large tournaments next year, and are working on drafting new agreements for tournaments that would include traffic and parking management plans. He said that they are also looking to expand membership to two more board members. He said that they would also like to focus more time and money on roads and parking lots, given the heavy focus they placed on the fields this year and the amount of rain that

54 damaged the roads. He noted that they may need to increase fees to accommodate increased costs in
55 the next year, as well as to begin putting funding reserves into a capital fund. He noted that in order to
56 increase capital reserves enough to make certain investments (such as a pavilion structure) in future
57 years, they may need to also solicit private donations.

58
59 Councilor Chawla asked how they arrived at fees and whether they looked at comparables from other
60 facilities. Mr. Willey replied that they are almost to the top of the range in terms of fees, and that for
61 some leagues, there are no other alternatives other than the Tree Farm facilities. He noted that they
62 cannot rely on increasing fees every year, but noted that the cost of many goods, such as fertilizer and
63 paint, increased significantly post-Covid-19.

64
65 Councilor Haney asked to see the most updated financial statements for Tree Farm Management Group.
66 Mr. Eklof said he will send the 2022 and 2023 information to the City Council.

67
68 Councilor Brown asked about a shared agreement with the school to maintain trails. Mr. Eklof noted that
69 the school district maintains the trails, and that most of the Tree Farm Management Group's activities
70 are focused on the grass, parking, and roads.

71
72 Mr. Eklof noted that the software used on the Tree Farm's website doesn't easily allow for uploading
73 minutes, and asked if they could share a link with municipal websites to allow for easier access to
74 minutes. Councilor Chawla said they could further pursue options offline, but would like minutes and
75 recordings of meetings to be posted in a place that is easy to find for the public.

76
77 Councilor Certa noted that projected costs and actual costs for certain line items in 2023 had high
78 variances and asked for more detailed explanation of why. Mr. Willey replied that several unforeseen
79 costs included field repair and maintenance after rugby tournaments and adult league field usage, as
80 well as road repairs due to traffic and excess rain. Mr. Eklof added that the increased actual costs are
81 related to water and the amount of rain that the facilities saw this summer.

82
83 The following public comments were received:

- 84 • Steven Eustis emphasized the importance of regular trail maintenance and said that if capital
85 investments can't be covered by fees and they are deemed important enough, the community
86 may need to consider additional approaches to funding. He noted that he has been at the facility
87 in the daytime and the gate has been closed and asked why. He noted that the trails had been
88 mowed more frequently this year than in previous years, which is an improvement. Mr. Willey
89 replied that with regards to the gate access, they aren't able to maintain a physical presence at
90 the facility all the time, and that when they cannot be there, they keep the gate shut for security
91 purposes.
- 92 • Annie Cooper said she is very impressed with the level of transparency and professionalism
93 brought by the Tree Farm Management Group tonight and thanked them for their work and
94 collaboration with the community.

95
96 b. *Interview & Consider Appointments to CCCUD (Chittenden County Communications Union District)
97 and Brownell Library Trustees

98 City Manager Mahony spoke briefly about both commissions. She noted that this is the third applicant
99 of three for the vacant Library Trustee seat, noting that the Trustees are normally elected but that there
100 is a vacancy and it is the City Council's responsibility to appoint an individual to a seat in the event of a
101 vacancy until the next election. She noted that the CCCUD is a relatively new group, whose purpose is
102 to obtain broadband service for all underserved properties in the district. She noted that Marta Pauer-
103 Tursi is applying for both of these boards. The City Council interviewed her for both of these positions,

and she introduced herself and spoke about her background and relevant professional experience, as well as her interest in giving back to the community.

RAJ CHAWLA made a motion, seconded by ANDREW BROWN, to elect Karen Hergesheimer to the Brownell Library Board of Trustees. The motion passed 5-0.

RAJ CHAWLA made a motion, seconded by ELAINE HANEY, to elect Marta Pauer-Tursi to the Chittenden County Communications Union District. The motion passed 5-0.

c. Discussion & Consideration of Health Officer

City Manager Mahony said that this relates to the vacant Health Officer position, since the last health officer resigned effective October 13, 2023. She noted that the intent of this position is to transition to a full-time code enforcement/rental registry/health officer position, but that there is a current need to fill the health officer role on a temporary basis. She noted that there is a candidate for the position that the City is recommending for the Council's consideration, and that if approved by the City Council, would then need to be approved by the Commissioner of the Health Department.

Councilor Certa asked what the timeline is for transitioning to a full-time position. City Manager Mahony replied that there will be a more in-depth discussion at one of the Council's meetings on November 7. She noted that the FY24 budget included funding for a full-time health officer/code enforcement/rental registry position for half of the fiscal year, which would partially be funded by the rental registry fees, and noted that they would like to have the revenue from the rental registry begin flowing into the City prior to setting up this position.

The candidate for the temporary health officer role, Matt Smith, introduced himself to the Council and spoke briefly about his background and interest in the position. He spoke about his current role as a maintenance technician for Essex Junction Recreation & Parks, which has given him experience with municipal government, code enforcement, and ordinances.

Councilor Brown asked about Mr. Smith's comfort level with social work and navigating tough situations for individuals, and Mr. Smith replied that his experience working in the Fire Department has exposed him to a variety of situations for individuals.

Councilor Certa asked how this would fit into Mr. Smith's current role, schedule, and bandwidth. Mr. Smith replied that he would be able to have flexibility during the day to deal with calls from individuals, and that he is confident he would be able to handle the role in addition to his current responsibilities.

ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council make a recommendation to the Department of Health to appoint Matthew Smith for the position of Health Officer for the City. The motion passed 5-0.

d. Department Head Conversation with Chelsea Mandigo

Water Quality Superintendent Mandigo began by speaking about some of the successes and challenges in the wastewater facilities in the past year, the most significant of which was staff turnover and subsequent loss of institutional knowledge (as a challenge), and the creation of a wastewater internship position (as a success), which helped expose an individual to the department and could potentially lead to the recruitment of a full-time position. She also noted that Essex Junction has one of the leading wastewater departments in New England in terms of energy efficiency, due to its active pursuit of energy efficient systems and technology. She then spoke briefly about successes and challenges in the stormwater department, noting staff reduction challenges and a summer internship program there, as

well. She then spoke about sanitation, noting a full replacement of one of the pump stations that will extend its life by another 20 years, conducting assessments of three pump stations to determine what repairs are needed, and creating an allocation and sewer connection fee in order to put more funding toward capital investments.

Councilor Certa asked about the status of PFAS regulation and compliance work, and Water Quality Superintendent Mandigo replied that they are still awaiting guidance from the federal government. She said that new regulations could impact the amount of biosolids that are diverted to the landfill. She said that in the long term, the department would be looking to invest in removal technology. Councilor Certa asked about the amount of capacity that Essex has in its systems, given that the community is growing. Water Quality Superintendent Mandigo replied that they are working with a contractor to conduct a 10-year analysis of the facilities, to determine if repairs or upgrades are needed, and they should have a better sense of what is needed within the next year. She said that they are also conducting an analysis of the pipe connections as well. Councilor Haney asked whether the PFAS limits in wastewater would also mean that biosolids can no longer be bought from Essex Junction by Whitcomb Farm and used for fertilizer, and Water Quality Superintendent Mandigo replied that yes, the purchase and use of biosolids as fertilizer would also be prohibited, which poses even more of a challenge in terms of capacity.

e. Acting as the Cannabis Control Board Commission: Consider Approval of S-000004597, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT

City Manager Mahony said that from the staff perspective, the municipality cannot enforce land development code or ordinance on outdoor cultivations, which is what this application is for. She said that the State’s Cannabis Control Board approved this license provisionally, pending approval by the Local Cannabis Control Commission. She noted that staff recommend approving this license.

Councilor Certa asked about whether the LCCC could conduct an inspection. City Manager Mahony replied that VCCB conducts an inspection prior to provisional approval, and also noted that the City notified VCCB that cannabis plants were visible from the street.

MARCUS CERTA made a motion, seconded by ANDREW BROWN, to that the Essex Junction Local Cannabis Control Commission approve the Local Cannabis License for TrichomeVT’s Tier 1 Outdoor Cultivation. The motion passed 5-0.

The following public comments were received:

- Stephen Wille Padnos said that it is important to get clarity from the State on this issue, given the legal confusion about municipal versus state authority for regulating cannabis.
- Annie Cooper asked for a future discussion on City Council rules and when during deliberative items it is appropriate for the public to provide public comment.

f. Discussion and Consideration of an Application to the VLCT Welcoming and Engaging Communities Program

City Manager Mahony said that this is a six-month program where Essex would have representatives within a cohort of other municipalities, and that the representatives are currently proposed as herself, Councilor Chawla, and HR Director Dwyer.

ANDREW BROWN made a motion, seconded by ELAINEY HANEY, that the City Council sign the letter of interest and authorize the City Manager to apply for the VLCT Welcoming and Engaging Communities Program. The motion passed 5-0.

6. **CONSENT AGENDA**

- 204 a. Approve Check Warrant #24015 (10/02/2023); #24016 (10/13/2023); #24019 (10/20/2023)
205 b. Approve Minutes: October 11, 2023
206 c. Acting as the Liquor Control Commission: Liquor License Approval
207 d. Approve the DWSRF Service Line Inventory Loan Agreement
208

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

211
212 7. **READING FILE**

- 213 a. Council & Manager member comments: City Manager Mahony noted that the City is still conducting
214 a public engagement process around the strategic visioning for the community. She noted that audit
215 fieldwork occurred last week and that department heads are submitting their budgets to the City
216 Manager and Finance Director within the next week, and the City Council can anticipate receiving
217 these budgets later in November. She also noted that the City has received updated costs for capital
218 projects. She provided updates on several construction projects within the City. She spoke about the
219 recent federal award given to UVM and GlobalFoundries as a tech hub, which unlocks a significant
220 amount of federal grant funding for further research. Councilor Chawla noted that some of this grant
221 funding could be leveraged by the City around workforce and infrastructure supports. Councilor Certa
222 thanked City staff for their attention during a tour of the City and its facilities, and thanked the Essex
223 Police Department for the ride-along experience he had the week prior. He also thanked City staff
224 for their work on West Street paving. Councilor Haney asked if there is an opportunity for Councilors
225 to provide goals and priorities for consideration on Budget Day. City Manager Mahony noted that
226 there are several unknowns around the budget (such as the workers association contract negotiation
227 and potential hikes in health insurance premiums).
228 b. Brownell Sustainable Library Certification
229 c. Howard Center Community Outreach FY23 Annual Report
230 d. Tree Advisory Committee Greatest Tree Contest Winners 2023
231 e. Capital Review Committee Minutes October 3, 2023
232 f. Planning Commission Minutes October 5, 2023
233 g. Development Review Board Minutes October 19, 2023
234 h. Tree Advisory Committee Minutes October 17, 2023
235 i. Bike Walk Committee Minutes October 16, 2023
236

237 8. **EXECUTIVE SESSION**

- 238 a. *An executive session may be needed to discuss an Appointment of a Public Official
239

240 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council enter**
241 **into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. §**
242 **313(a)(3) to include the City Manager. The motion passed 5-0 at 8:44 PM.**
243

244 **ELAINE HANEY made a motion, seconded by ANDREW BROWN, to exit executive session. The**
245 **motion passed 5-0 at 8:50 PM.**
246

247 9. **ADJOURN**

248
249 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN to adjourn the meeting. The**
250 **motion passed 5-0 at 8:51 P.M.**
251

252 Respectfully Submitted,
253 Amy Coonradt



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
MEETING DATE: November, 8, 2023
SUBJECT: MS4 Formula grant

Issue: Participate in State of Vermont's Municipal Stormwater Implementation Formula Grant Program.

Discussion: This is an update to a memo approved by the City Council at the July 26, 2023 meeting giving permission to participate in the Municipal Separate Storm Sewer System's (MS4) Formula Grant program. This funding is a mix of American Rescue Plan Act (ARPA) and Clean Water Initiative Program (CWIP) funding.

The State of Vermont has reduced the required leverage amount from 50% to 20%. The State also added a bit more flexibility to the program so that the greatest phosphorus reduction water quality projects can be achieved in each participating municipality.

We have until September 2026 to finishing spending the grant funds which at a minimum must complete one project (engineering or construction).

Costs: Award Offer: \$228,856 20% leverage required: \$45,771

Leverage sources: 1) Staff time administrating the grant project, 2) other phosphorus reduction projects completed the next 3 years that use funds other than federal and CWIP 3) stormwater utility.

Recommendation: It is recommended that City Council authorize the City Manager to sign the grant agreement for the MS4 Community Formula grant.



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
cc: Regina Mahony, City Manager
Jess Morris, Finance Director

MEETING DATE: July 26, 2023

SUBJECT: MS4 Formula grant Intent to Participate

Issue: Participate in Department of Environmental Conservation's (DEC) Clean Water Initiative Program (CWIP) Municipal Stormwater Implementation Grant Program.

Discussion: The DEC CWIP has a new funding opportunity available only to Municipal Separate Storm Sewer System's (MS4) of which the City is one. The funding program, known as the MS4 Community Formula grant, provides funding based on how much phosphorus your municipality has left to remove to meet the targets set in our Phosphorus Control Plan and the state issued MS4 permit.

Before becoming a City, the Village's stormwater capital projects were fully funded through the Town of Essex's stormwater capital plan. Now that we have separated, a funding mechanism for stormwater will be established within the next year, likely in the form of a stormwater utility. In the meantime, grants like this will continue to play a big part of funding out projects (along with the stormwater allocated funds in our general fund capital plan).

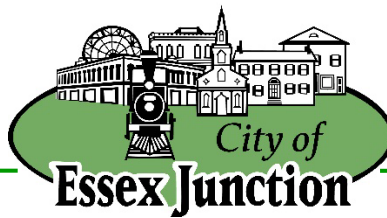
As for phosphorus reduction, we have almost reached the target on the Mallet's Bay watershed side but there is still work to do on the Main Lake watershed side. The money being offered can be used for either engineering or construction of a phosphorus reduction project. We have already begun preliminary engineering work at a project site located in the Main Lake watershed and could use this grant to fully fund engineering to get it to the construction stage.

We have until September 2026 to complete this project.

Costs: Initial Award Offer: \$228,856 50% Match required: \$114,428

A note on match: The State is allowing any municipal stormwater project that is part of our phosphorus control plan to be counted as match money, so long as it is paid for by funds other than federal. For the past 4 years we have been completing outlet stabilization projects ranging from \$10,000-\$18,000 and plan to continue to do so (as per the MS4 permit requirements). We plan on continuing to implement outlet stabilization projects which will count towards the match requirement. Additionally, once the stormwater utility is established it can be a source for any remaining match money.

Recommendation: It is recommended that City Council authorize the City Manager to sign the Intent to Participate for the City of Essex Junction in the MS4 Community Formula grant program.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: November 8, 2023
Subject: Tree Farm/Old Colchester Road – Temporary Signage

Issue: Tree Farm Management Group is requesting additional temporary No Parking signage during weekend tournaments. During weekend tournaments, cars are parking on Old Colchester Road, currently No Parking signs are posted on the road.

Discussion: The City and Town are tenants in common for this property and Agreements call for concurrence between the City and Town for any changes for the property. The Tree Farm Management Group met with Lt. Kissinger and Officer Gragg to discuss a traffic plan for the facility throughout the open season, focusing on tournament weekends when traffic is at its highest. The Tree Farm Management Group is requesting permission to place additional “NO PARKING” signs throughout the season (May – October). The signs would be placed on the Tree Farm facility side of the road; not the residential side. Additional NO PARKING signs will be posted and removed between Friday – Sunday to deter cars from parking on the narrow roadway and park within the facility. The sign style proposed is the size of a typical political yard sign posted in the ground with metal wickets.

Section 714.A.1(i) of the Land Development Code allow signage within the public right-of-way with approval of the City Council.

Cost: None.

Recommendation: Staff recommend the Council approve this request for temporary “NO PARKING” signs to be placed on the Tree Farm side of the Old Colchester Road from May – October during weekend tournaments, signs to be posted and removed between Friday – Sunday.

Recommended Motion: I move that the City Council approve the placement of temporary signage in the right of way by the Tree Farm Management Group as discussed.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
From: Jess Morris, Finance Director
Date: November 3, 2023
Subject: October 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 10/31/23 therefore the year to date actuals are for the period 7/1/23-10/31/23, and the month actuals are for the month of October.

While we will continue to receive October invoices over the coming weeks, we are about 33% of the way through the fiscal year. The General Fund revenue is about 96% of budget or \$10,580,071 and expenditures are about 31% of budget or \$3,520,527.

The Water Fund revenue is about 37% of budget or \$629,488 and expenditures are about 25% of budget or \$433,581. The Wastewater Fund revenue is about 36% of budget or \$1,058,050 and expenditures are about 27% of budget or \$782,769. The Sanitation Fund revenue is about 35% of budget or \$306,030 and expenditures are about 27% of budget or \$174,989.

The EJRP Program Fund revenue is just over 31% of budget or \$997,824 and expenditures are about 46% of budget or \$1,482,534. The expenditures in this fund are higher at this point in the year due to seasonal activity in summer programming and the pool.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments and annual dues/memberships to various organizations.

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

Account	Budget	Actual	% 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	10,404,553.01	99.84%	-37,298.51
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	50.00%	0.00
210-4-00-00-020.022 Rents and Royalties	1.00	0.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	184,005.00	46,001.25	25.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	23,000.75	25.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	46,001.25	25.00%	0.00
210-4-00-00-042.001 PILOT Revenue	17,000.00	6,602.20	38.84%	4,875.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	0.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,987.00	0.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	274.38	10.98%	49.95
210-4-00-00-080.001 State District Court Fine	2,000.00	2,306.86	115.34%	390.50
210-4-00-00-085.000 Penalties	70,367.00	31,118.11	44.22%	1,471.49
210-4-00-00-086.000 Interest	13,426.00	3,671.28	27.34%	2,692.42
210-4-00-00-098.000 Misc Revenue	1,500.00	7,742.25	516.15%	213.32
Total General Revenues	11,052,516.00	10,580,071.34	95.73%	-27,605.83
210-4-10 Admin Revenues				
Total Admin Revenues	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	8.00	100.00%	4.00
210-4-12-10-020.004 Recording Fees	86,000.00	15,699.00	18.25%	3,531.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	90.50	1.62%	62.30
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	200.00	2.78%	20.00
210-4-12-10-020.023 Records Preservation	0.00	5,696.00	100.00%	1,284.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	70.00	2.43%	-45.00
210-4-12-10-030.003 Marriage Licenses	624.00	120.00	19.23%	0.00
210-4-12-10-030.004 Animal Licenses	2,500.00	396.00	15.84%	34.00
210-4-12-10-030.005 Green Mountain Passport	120.00	44.00	36.67%	0.00
210-4-12-10-030.006 DMV Registrations	99.00	0.00	0.00%	0.00
Total Clerk Revenue	105,008.00	22,323.50	21.26%	4,890.30
210-4-14-10 Information Technology				
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	3,500.00	25.00%	0.00
Total Information Technology	14,000.00	3,500.00	25.00%	0.00
210-4-16 ComDev Revenues				
210-4-16-10-030.008 License and Zoning Fees	39,000.00	7,580.00	19.44%	1,350.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	0.00%	0.00
Total ComDev Revenues	79,158.00	7,580.00	9.58%	1,350.00
210-4-17 EconDev Revenues				

Account	Budget	Actual	% of Budget	Pd to Date
210-4-17-10-050.000 Event Donations	4,000.00	0.00	0.00%	0.00
Total EconDev Revenues	4,000.00	0.00	0.00%	0.00
210-4-25 Fire Revenues				
210-4-25-10-098.000 Misc Revenue	10.00	0.00	0.00%	0.00
Total Fire Revenues	10.00	0.00	0.00%	0.00
210-4-30 EJPJ Revenues				
210-4-30-10-020.000 Charges for Services	12,479.00	550.00	4.41%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	100.00%	0.00
Total EJPJ Revenues	12,479.00	1,300.00	10.42%	0.00
210-4-35 Library Revenues				
210-4-35-10-041.000 State and Other Grant Rev	0.00	800.00	100.00%	300.00
210-4-35-10-098.000 Misc Revenue	500.00	262.91	52.58%	124.80
Total Library Revenues	500.00	1,062.91	212.58%	424.80
210-4-40 PW Revenues				
210-4-40-12-042.006 State Aid to Highways	130,000.00	125,136.30	96.26%	32,135.40
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	0.00	0.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	260.20	7.43%	70.20
Total PW Revenues	153,500.00	125,396.50	81.69%	32,205.60
210-4-41 Building Revenues				
Total Building Revenues	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	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	615.99	100.00%	250.99
210-4-90-00-640.202 Juvenile Collection repl	0.00	233.00	100.00%	28.00
Total Other Sources and Uses	0.00	3,949.99	100.00%	278.99
Total Revenue	11,421,171.00	10,745,184.24	94.08%	11,543.86
Total Revenues	11,421,171.00	10,745,184.24	94.08%	11,543.86
210-5-10-10 Administration				
210-5-10-10-110.000 Regular Salaries	338,567.00	111,279.91	32.87%	25,959.18
210-5-10-10-210.000 Group Insurance	98,127.00	31,719.47	32.32%	9,926.15
210-5-10-10-220.000 Social Security	26,085.00	11,050.08	42.36%	2,549.43
210-5-10-10-230.000 Retirement	28,897.00	9,456.69	32.73%	2,206.53

Account

	Budget	Actual	% of Budget	Pd to Date
210-5-10-10-320.000 Legal Services	40,000.00	2,068.50	5.17%	421.50
210-5-10-10-330.000 Professional Services	6,025.00	12,436.36	206.41%	275.00
210-5-10-10-340.000 Technical Services	9,552.00	3,457.84	36.20%	659.72
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	209.97	4.94%	0.00
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	1,665.00	39.20%	10.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	7,112.87	65.41%	605.00
210-5-10-10-530.000 Communications	3,300.00	3,069.23	93.01%	0.00
210-5-10-10-540.000 Advertising	15,075.00	1,085.00	7.20%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	1,277.82	22.94%	0.00
210-5-10-10-560.000 Postage	2,000.00	2,555.64	127.78%	535.64
210-5-10-10-570.000 Other Purchased Services	1,000.00	0.00	0.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	289.70	4.83%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	1,461.71	29.23%	58.42
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	1,311.63	21.86%	0.00
Total Administration	611,570.00	201,507.42	32.95%	43,206.57
210-5-11-10 Legislative				
210-5-11-10-190.000 Board Member Payments	16,500.00	150.00	0.91%	150.00
210-5-11-10-190.001 City Council Payments	12,500.00	3,125.00	25.00%	0.00
210-5-11-10-220.000 Social Security	956.00	239.05	25.01%	0.00
210-5-11-10-330.000 Professtional Services	32,114.00	14,212.12	44.26%	205.56
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,442.00	87.92%	0.00
210-5-11-10-540.000 Advertising	1,200.00	0.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	0.00	0.00%	0.00
Total Legislative	83,333.00	33,168.17	39.80%	355.56
210-5-12-10 Clerk				
210-5-12-10-110.000 Regular Salaries	162,763.00	49,115.76	30.18%	12,423.48
210-5-12-10-120.000 Part Time Salaries	2,785.00	0.00	0.00%	0.00
210-5-12-10-130.000 Overtime	434.00	0.00	0.00%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	5,894.76	11.52%	1,473.69
210-5-12-10-220.000 Social Security	12,790.00	3,743.53	29.27%	946.94
210-5-12-10-230.000 Retirement	15,627.00	4,735.16	30.30%	1,199.92
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	0.00%	0.00
210-5-12-10-442.000 Rental Vehicles/Equip	2,664.00	0.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	850.99	28.37%	165.00
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	6,543.29	43.62%	0.00
210-5-12-10-550.000 Printing and Binding	1,000.00	0.00	0.00%	0.00
210-5-12-10-560.000 Postage	500.00	278.10	55.62%	129.00
210-5-12-10-570.023 Records Preservation	0.00	7,767.91	100.00%	15.91
210-5-12-10-580.000 Travel	1,738.00	98.25	5.65%	0.00
210-5-12-10-610.000 General Supplies	5,250.00	784.08	14.93%	0.00
210-5-12-10-820.000 Elections	32,000.00	0.00	0.00%	0.00
Total Clerk	306,750.00	79,811.83	26.02%	16,353.94

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	Budget	Actual	% of Budget	Pd to Date
210-5-13-10 Finance				
210-5-13-10-110.000 Regular Salaries	225,124.00	77,347.04	34.36%	16,989.32
210-5-13-10-190.000 Board Member Payments	750.00	200.00	26.67%	200.00
210-5-13-10-210.000 Group Insurance	53,585.00	25,061.85	46.77%	6,237.75
210-5-13-10-220.000 Social Security	17,730.00	4,232.52	23.87%	949.74
210-5-13-10-230.000 Retirement	20,688.00	6,891.10	33.31%	1,517.86
210-5-13-10-250.000 Unemployment Insurance	3,209.00	475.37	14.81%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	5,560.68	26.25%	0.00
210-5-13-10-330.000 Professional Services	15,250.00	5,090.06	33.38%	34.26
210-5-13-10-335.000 Audit	12,612.00	1,676.25	13.29%	0.00
210-5-13-10-442.000 Rental of Vehicles or Equ	2,000.00	0.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,500.00	80.00	5.33%	10.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	17,229.42	60.16%	0.00
210-5-13-10-520.000 Workers Comp Insurance	93,600.00	44,559.24	47.61%	0.00
210-5-13-10-550.000 Printing and Binding	2,780.00	2,187.26	78.68%	0.00
210-5-13-10-560.000 Postage	3,400.00	1,720.76	50.61%	0.00
210-5-13-10-580.000 Travel	1,100.00	0.00	0.00%	0.00
210-5-13-10-610.000 General Supplies	1,150.00	99.49	8.65%	0.00
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	100.00%	0.00
Total Finance	504,300.00	193,130.04	38.30%	25,938.93
210-5-14-10 Information Technology				
210-5-14-10-330.000 Professional Services	100,000.00	87,948.98	87.95%	8,520.00
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	25,000.00	15,314.24	61.26%	4,296.21
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	29,416.30	124.38%	0.00
Total Information Technology	153,650.00	132,679.52	86.35%	12,816.21
210-5-15-10 Assessing				
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	19,452.45	25.00%	0.00
Total Assessing	77,810.00	19,452.45	25.00%	0.00
210-5-16-10 Community Development				
210-5-16-10-110.000 Regular Salaries	256,708.00	64,023.58	24.94%	16,470.56
210-5-16-10-130.000 Overtime	0.00	38.16	100.00%	0.00
210-5-16-10-190.000 Board member Payments	15,600.00	1,850.00	11.86%	350.00
210-5-16-10-210.000 Group Insurance	89,186.00	5,548.46	6.22%	1,771.24
210-5-16-10-220.000 Social Security	20,281.00	5,054.30	24.92%	1,267.43
210-5-16-10-230.000 Retirement	23,328.00	2,438.88	10.45%	542.72
210-5-16-10-320.000 Legal Services	6,000.00	4,195.09	69.92%	2,192.59
210-5-16-10-330.000 Professional Services	40,760.00	1,392.61	3.42%	137.04
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	556.86	11.85%	105.00
210-5-16-10-505.000 Tech. Subs., Licenses	360.00	0.00	0.00%	0.00
210-5-16-10-530.000 Communications	5,660.00	0.00	0.00%	0.00
210-5-16-10-540.000 Advertising	1,350.00	0.00	0.00%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	1,141.68	114.17%	231.50
210-5-16-10-560.000 Postage	280.00	0.74	0.26%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
210-5-16-10-580.000 Travel	6,600.00	400.00	6.06%	100.00
210-5-16-10-610.000 General Supplies	1,000.00	0.00	0.00%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	0.00%	0.00
Total Community Development	482,813.00	86,640.36	17.94%	23,168.08
210-5-17-10 Economic Development				
210-5-17-10-831.000 Special or New Programs	5,000.00	0.00	0.00%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	9.98	0.07%	0.00
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	0.00%	0.00
Total Economic Development	40,000.00	9.98	0.02%	0.00
210-5-18-10 Health & Human Services				
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	190,620.00	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	690,778.16	25.00%	0.00
Total Health & Human Services	2,977,293.00	901,398.16	30.28%	0.00
210-5-19-10 County & Regional Functio				
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	100.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	0.00	0.00%	0.00
210-5-19-10-800.104 Chamber of Commerce	950.00	935.00	98.42%	0.00
210-5-19-10-800.105 GBIC	3,500.00	0.00	0.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	0.00	0.00%	0.00
Total County & Regional Functio	346,883.00	258,515.01	74.53%	0.00
210-5-25-10 Fire				
210-5-25-10-120.000 Part Time Salaries	216,000.00	76,944.70	35.62%	20,958.40
210-5-25-10-210.000 Group Insurance	3,600.00	2,464.00	68.44%	0.00
210-5-25-10-220.000 Social Security	16,524.00	5,904.88	35.74%	1,603.35
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	7,903.00	39.52%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	432.00	43.20%	216.00
210-5-25-10-330.000 Professional Services	7,000.00	985.00	14.07%	390.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	4,148.70	15.96%	4,121.71
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	280.15	100.00%	0.00
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	1,230.95	22.38%	200.00
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	0.00	0.00%	0.00
210-5-25-10-530.000 Communications	2,600.00	2,154.82	82.88%	343.95
210-5-25-10-570.000 Other Purchased Services	11,000.00	8,143.31	74.03%	5,217.87
210-5-25-10-610.000 General Supplies	4,000.00	1,019.92	25.50%	82.92
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	5,517.00	12.26%	0.00
210-5-25-10-612.000 Uniforms	30,000.00	4,264.31	14.21%	0.00
210-5-25-10-613.000 Program Supplies	6,000.00	936.47	15.61%	321.58
210-5-25-10-626.000 Gasoline	6,000.00	0.00	0.00%	0.00

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	Budget	Actual	% of Budget	Pd to Date
210-5-25-10-750.000 Machinery & Equipment	20,000.00	19,831.55	99.16%	17,707.10
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	29,565.00	25.00%	0.00
Total Fire	545,484.00	171,725.76	31.48%	51,162.88
210-5-30-10 EJP Administration				
210-5-30-10-110.000 Regular Salaries	395,061.00	135,769.56	34.37%	30,166.50
210-5-30-10-120.000 Part Time Salaries	0.00	1,821.61	100.00%	1,221.30
210-5-30-10-210.000 Group Insurance	162,427.00	45,311.60	27.90%	11,872.22
210-5-30-10-220.000 Social Security	30,453.00	10,498.90	34.48%	2,382.53
210-5-30-10-230.000 Retirement	33,729.00	15,153.02	44.93%	3,452.13
210-5-30-10-330.000 Professional Services	1,764.00	3,862.00	218.93%	848.00
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	529.00	8.72%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	2,241.89	20.71%	0.00
210-5-30-10-530.000 Communications	1,980.00	11,753.53	593.61%	165.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	50.00	100.00%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	28.98	100.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	6,033.96	83.81%	195.72
210-5-30-10-832.000 Scholarships	4,000.00	0.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	0.00	0.00%	0.00
Total EJP Administration	674,007.00	233,054.05	34.58%	50,303.40
210-5-30-12 EJP Parks and Facilities				
210-5-30-12-110.000 Regular Salaries	139,626.00	49,153.49	35.20%	10,683.06
210-5-30-12-120.000 Part Time Salaries	46,574.00	32,079.58	68.88%	6,199.35
210-5-30-12-130.000 Overtime	0.00	357.39	100.00%	0.00
210-5-30-12-210.000 Group Insurance	38,170.00	9,798.90	25.67%	2,466.87
210-5-30-12-220.000 Social Security	14,337.00	6,409.84	44.71%	1,330.40
210-5-30-12-230.000 Retirement	14,033.00	4,727.56	33.69%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	9,482.55	75.42%	372.50
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	1,669.49	36.84%	373.65
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	0.00	0.00%	0.00
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	0.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,320.00	0.00	0.00%	0.00
210-5-30-12-610.000 General Supplies	28,759.00	12,894.51	44.84%	2,060.50
210-5-30-12-626.000 Gasoline	1,500.00	0.00	0.00%	0.00
Total EJP Parks and Facilities	310,569.00	127,073.31	40.92%	24,554.65
210-5-30-13 Adult Programs				
210-5-30-13-110.000 Regular Salaries	26,166.00	0.00	0.00%	0.00
210-5-30-13-210.000 Group Insurance	13,055.00	0.00	0.00%	0.00
210-5-30-13-220.000 Social Security	2,048.00	0.00	0.00%	0.00
210-5-30-13-230.000 Retirement	2,254.00	0.00	0.00%	0.00
210-5-30-13-330.000 Professional Services	20,000.00	0.00	0.00%	0.00
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	0.00%	0.00
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	25,191.12	50.00%	0.00

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	Budget	Actual	% of Budget	Pd to Date
Total Adult Programs	115,902.00	25,191.12	21.73%	0.00
210-5-35-10 Brownell Library				
210-5-35-10-110.000 Regular Salaries	463,760.00	144,994.32	31.26%	31,135.68
210-5-35-10-120.000 Part Time Salaries	125,170.00	38,991.17	31.15%	9,048.41
210-5-35-10-210.000 Group Insurance	138,896.00	41,479.71	29.86%	9,564.95
210-5-35-10-220.000 Social Security	45,552.00	14,199.64	31.17%	3,061.69
210-5-35-10-230.000 Retirement	48,256.00	15,542.82	32.21%	3,461.25
210-5-35-10-250.000 Unemployment Insurance	0.00	172.26	100.00%	0.00
210-5-35-10-340.000 Technical Services	2,000.00	0.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	0.00	0.00%	0.00
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	71.10	1.29%	0.00
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	6,286.10	50.29%	1,535.00
210-5-35-10-530.000 Communications	2,640.00	550.00	20.83%	165.00
210-5-35-10-540.000 Advertising	700.00	250.00	35.71%	250.00
210-5-35-10-560.000 Postage	3,000.00	387.16	12.91%	3.99
210-5-35-10-610.000 General Supplies	14,000.00	2,866.71	20.48%	188.25
210-5-35-10-640.201 Adult Collection	50,000.00	10,287.46	20.57%	3,526.78
210-5-35-10-640.202 Juvenile Collection	25,000.00	9,268.41	37.07%	822.19
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	1,559.79	18.01%	0.00
210-5-35-10-750.000 Machinery & Equipment	8,000.00	0.00	0.00%	0.00
210-5-35-10-840.201 Adult Programs	1,500.00	191.17	12.74%	85.99
210-5-35-10-840.202 Childrens Programs	4,500.00	1,149.36	25.54%	135.52
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	0.00	0.00%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	100.00%	0.00
Total Brownell Library	964,134.00	289,047.18	29.98%	62,984.70
210-5-40-12 Highways				
210-5-40-12-110.000 Regular Salaries	232,291.00	66,525.98	28.64%	14,622.86
210-5-40-12-120.000 Part Time Salaries	21,973.00	2,836.18	12.91%	794.47
210-5-40-12-130.000 Overtime	26,974.00	5,458.80	20.24%	685.50
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	121,401.00	26,914.64	22.17%	8,739.98
210-5-40-12-220.000 Social Security	21,962.00	5,823.64	26.52%	1,238.61
210-5-40-12-230.000 Retirement	22,855.00	14,384.00	62.94%	3,423.56
210-5-40-12-250.000 Unemployment Insurance	250.00	63.05	25.22%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	5,223.64	41.46%	0.00
210-5-40-12-330.000 Professional Services	18,000.00	-760.69	-4.23%	0.00
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	0.00	0.00%	0.00
210-5-40-12-422.000 Snow Removal	21,000.00	5,250.72	25.00%	0.00
210-5-40-12-425.000 Trash Removal	9,100.00	3,258.97	35.81%	772.53
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	17,034.84	44.83%	25.00
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	886.15	8.86%	300.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	883.40	29.45%	0.00
210-5-40-12-451.000 Summer Construction Servi	300,000.00	13,541.19	4.51%	967.00
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	180.00	9.00%	60.00
210-5-40-12-520.000 Workers Comp Insurance	17,800.00	7,780.60	43.71%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
210-5-40-12-521.000 Insurance Deductibles	1,000.00	0.00	0.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	1,593.01	35.40%	485.37
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	2,320.00	11.60%	2,230.00
210-5-40-12-572.000 Traffic Control	33,000.00	9,738.27	29.51%	2,389.50
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	220.77	0.15%	0.00
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	3,818.74	8.49%	1,880.96
210-5-40-12-609.000 Safety Supplies	3,000.00	0.00	0.00%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	5,833.74	16.67%	588.88
210-5-40-12-610.200 Streetlight Supplies	15,000.00	8,270.89	55.14%	4,973.20
210-5-40-12-612.000 Uniforms	3,510.00	2,203.54	62.78%	359.83
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	228.06	5.43%	80.21
210-5-40-12-622.000 Electricity	4,200.00	2,570.65	61.21%	0.00
210-5-40-12-622.200 Streetlight Electricity	138,000.00	33,537.26	24.30%	0.00
210-5-40-12-626.000 Gasoline	42,000.00	6,963.63	16.58%	2,692.07
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	-100.00	-1.00%	0.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	37,860.00	25.00%	0.00
Total Highways	1,566,556.00	290,343.67	18.53%	47,309.53
210-5-40-13 Stormwater				
210-5-40-13-110.000 Regular Salaries	30,247.00	6,325.60	20.91%	1,407.62
210-5-40-13-120.000 Part Time Salaries	17,760.00	0.00	0.00%	0.00
210-5-40-13-210.000 Group Insurance	8,302.00	1,765.34	21.26%	540.50
210-5-40-13-220.000 Social Security	3,679.00	480.94	13.07%	107.02
210-5-40-13-230.000 Retirement	2,571.00	204.22	7.94%	0.00
210-5-40-13-250.000 Unemployment Insurance	25.00	5.48	21.92%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	1,077.66	48.98%	0.00
210-5-40-13-330.000 Professional Services	20,000.00	328.97	1.64%	97.00
210-5-40-13-451.000 Summer Construction Servi	16,000.00	0.00	0.00%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	0.00	0.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	10,372.86	54.59%	1,036.53
210-5-40-13-570.000 Other Purchased Services	5,000.00	0.00	0.00%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	1,919.66	7.68%	0.00
210-5-40-13-580.000 Travel	2,500.00	131.67	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	13,200.00	110.00%	0.00
Total Stormwater	167,484.00	36,395.56	21.73%	3,188.67
210-5-41 Buildings				
210-5-41-20 2 Lincoln Street				
210-5-41-20-400.000 Contracted Services	3,000.00	601.36	20.05%	300.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	0.00	0.00%	0.00
210-5-41-20-420.000 Cleaning Services	22,000.00	2,578.34	11.72%	0.00
210-5-41-20-425.000 Trash Removal	3,600.00	619.02	17.20%	322.01
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	1,350.71	6.75%	128.31
210-5-41-20-530.000 Communications	8,968.00	3,381.54	37.71%	1,001.99
210-5-41-20-610.000 General Supplies	5,000.00	131.56	2.63%	32.97

Account

	Budget	Actual	% of Budget	Pd to Date
210-5-41-20-621.000 Natrual Gas/Heating	6,500.00	209.55	3.22%	82.94
210-5-41-20-622.000 Electricity	11,000.00	1,272.05	11.56%	0.00
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	0.00	0.00%	0.00
Total 2 Lincoln Street	88,568.00	10,144.13	11.45%	1,868.22
210-5-41-21 Brownell Library				
210-5-41-21-400.000 Contracted Services	4,750.00	669.98	14.10%	339.98
210-5-41-21-410.000 Water and Sewer Charges	700.00	0.00	0.00%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	3,309.49	11.03%	0.00
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	7,162.30	28.45%	819.48
210-5-41-21-530.000 Communications	4,090.00	1,103.30	26.98%	331.10
210-5-41-21-621.000 Natrual Gas/Heating	7,200.00	230.84	3.21%	95.75
210-5-41-21-622.000 Electricity	14,750.00	2,995.94	20.31%	0.00
Total Brownell Library	86,665.00	15,471.85	17.85%	1,586.31
210-5-41-22 Fire Station				
210-5-41-22-400.000 Contracted Services	600.00	0.00	0.00%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	0.00	0.00%	0.00
210-5-41-22-420.000 Cleaning Services	500.00	0.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,000.00	778.60	9.73%	603.30
210-5-41-22-530.000 Communications	2,400.00	736.77	30.70%	172.90
210-5-41-22-610.000 General Supplies	1,100.00	34.94	3.18%	0.00
210-5-41-22-621.000 Natrual Gas/Heating	4,000.00	166.76	4.17%	60.21
210-5-41-22-622.000 Electricity	7,000.00	1,272.04	18.17%	0.00
210-5-41-22-626.000 Gasoline	0.00	1,293.22	100.00%	524.85
Total Fire Station	24,100.00	4,282.33	17.77%	1,361.26
210-5-41-23 Park Street School				
210-5-41-23-400.000 Contracted Services	1,000.00	150.00	15.00%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	0.00	0.00%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	0.00	0.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	12,807.69	85.38%	0.00
210-5-41-23-530.000 Communications	3,100.00	1,005.00	32.42%	251.54
210-5-41-23-621.000 Natrual Gas/Heating	3,500.00	333.21	9.52%	87.27
210-5-41-23-622.000 Electricity	5,900.00	924.60	15.67%	0.00
Total Park Street School	62,500.00	15,220.50	24.35%	338.81
210-5-41-26 Maple St. Park and Pool				
210-5-41-26-400.000 Contracted Services	1,000.00	2,170.29	217.03%	0.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	0.00	0.00%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	5,166.44	15.90%	0.00
210-5-41-26-425.000 Trash Removal	4,716.00	409.58	8.68%	409.58
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	340.17	1.13%	0.00
210-5-41-26-530.000 Communications	8,900.00	3,060.34	34.39%	764.26
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	366.97	5.65%	115.21
210-5-41-26-622.000 Electricity	37,500.00	11,079.55	29.55%	930.19

Account	Budget	Actual	% of Budget	Pd to Date
210-5-41-26-626.000 Gasoline	0.00	1,334.89	100.00%	435.15
Total Maple St. Park and Pool	128,916.00	23,928.23	18.56%	2,654.39
Total Buildings	390,749.00	69,047.04	17.67%	7,808.99
210-5-90-00 Transfers and Misc.				
210-5-90-00-640.201 Adult Collection replacem	0.00	99.21	100.00%	47.67
210-5-90-00-640.202 Juvenile Collection repl	0.00	59.63	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	153,654.25	22.13%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	1,250.00	25.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	1,916.84	100.00%	434.01
Total Transfers and Misc.	699,356.00	156,979.93	22.45%	481.68
210-5-95-00 Debt Service				
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	50,800.74	25.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	100.12%	135,300.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	29,255.87	45.58%	29,255.87
Total Debt Service	402,528.00	215,356.61	53.50%	164,555.87
Total Expenditures	11,421,171.00	3,520,527.17	30.82%	534,189.66
Total GENERAL FUND	0.00	7,224,657.07	-100.00%	-522,645.80

Account	Budget	Actual	% of Budget	Pd to Date
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220-4-00-00-010.000 Property Taxes	112,000.00	56,671.43	50.60%	0.00
Total Revenues	112,000.00	56,671.43	50.60%	0.00
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Total Expenditures	0.00	0.00	0.00%	0.00
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Total TRUSTEE CAP IMP PROJECTS	112,000.00	56,671.43	50.60%	0.00
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Account

	Budget	Actual	% of Budget	Pd to Date
Total Revenues	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	0.00	0.00%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
223-4-90-00-040.000 Federal Grant: ARPA	0.00	15,942.61	100.00%	0.00
Total Revenues	0.00	15,942.61	100.00%	0.00
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	15,942.61	100.00%	0.00
Total Expenditures	0.00	15,942.61	100.00%	0.00
Total ARPA Funds	0.00	0.00	0.00%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	745,000.00	0.00	0.00%	0.00
Total Revenues	745,000.00	0.00	0.00%	0.00
224-5-00-00-330.000 Professional Services	70,000.00	10,625.00	15.18%	0.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	0.00	0.00%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	19,934.75	25.00%	0.00
Total Expenditures	252,272.00	30,559.75	12.11%	0.00
Total Local Option Tax	492,728.00	-30,559.75	-6.20%	0.00

Account

	Budget	Actual	% of Budget	Pd to Date
230-4-00-00 Revenue				
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	0.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	132,896.25	21.74%	0.00
Total Revenue	626,930.00	132,896.25	21.20%	0.00
230-4-16-10-040.824 Cres. Connector				
230-4-16-10-040.824 Cres. Connector	0.00	30,644.52	100.00%	0.00
230-4-40-13-041.830 BC2058 Brickyard Culvert	0.00	110,430.00	100.00%	110,430.00
Total Revenues	626,930.00	273,970.77	43.70%	110,430.00
230-5-16-10-890.824 Cres. Connector				
230-5-16-10-890.824 Cres. Connector	0.00	163,585.27	100.00%	100,418.53
230-5-40-10-720.002 Iroquois Ave Road and Wat	111,976.00	0.00	0.00%	0.00
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	0.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	795,867.24	100.00%	114,840.80
230-5-41-10-730.000 Facilities Assessment	20,000.00	0.00	0.00%	0.00
230-5-41-25-730.000 Public Works Facility	20,000.00	0.00	0.00%	0.00
Total Expenditures	201,976.00	959,452.51	475.03%	215,259.33
Total GEN FUND CAP RESERVE	424,954.00	-685,481.74	-161.31%	-104,829.33

Account	Budget	Actual	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	269,700.00	67,425.00	25.00%	0.00
Total Revenues	269,700.00	68,120.52	25.26%	0.00
231-5-40-12-750.005 Landscape Trailer	15,000.00	12,007.96	80.05%	107.96
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	1,000.00	1.92%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	0.00%	0.00
Total Expenditures	315,420.00	13,007.96	4.12%	107.96
Total ROLLING STOCK FUND	-45,720.00	55,112.56	-120.54%	-107.96

Account	Budget	Actual	% of Budget	Pd to Date
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	15,942.61	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	12,500.00	25.00%	0.00
Total Revenues	50,000.00	28,442.61	56.89%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	16,670.86	100.00%	4,290.00
232-5-41-21-730.001 Roof	300,000.00	0.00	0.00%	0.00
Total Expenditures	300,000.00	16,670.86	5.56%	4,290.00
Total BUILDING MAINT FUND	-250,000.00	11,771.75	-4.71%	-4,290.00

Account	Budget	Actual	% of Budget	Pd to Date
233-4-00-00-092.000 Transfer to Capital	112,771.00	28,192.75	25.00%	0.00
Total Revenues	112,771.00	28,192.75	25.00%	0.00
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	0.00%	0.00
233-5-00-00-730.001 Lighting and Technology	10,800.00	18,278.19	169.24%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	5,504.86	45.87%	1,347.04
233-5-00-00-740.002 Resurfacing	2,350.00	0.00	0.00%	0.00
233-5-00-00-740.005 Park Amenitites	39,374.00	0.00	0.00%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	0.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	10,500.00	0.00	0.00%	0.00
Total Expenditures	112,771.00	23,783.05	21.09%	1,347.04
Total EJRP CAP RESERVE	0.00	4,409.70	-100.00%	-1,347.04

Account

Budget Actual % of Budget Pd to Date

Total Revenues

0.00 0.00 0.00% 0.00

Total LAND ACQUISITION FUND

0.00 0.00 0.00% 0.00
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Account

	Budget	Actual	% of Budget	Pd to Date
254-4-54-20 Water Revenues				
254-4-54-20-021.000 Water User Fees	1,550,730.00	574,688.37	37.06%	573,418.45
254-4-54-20-021.001 Water Large User Fees	139,263.00	52,210.06	37.49%	15,273.02
254-4-54-20-024.000 Utility Connection Fees	7,000.00	550.00	7.86%	0.00
254-4-54-20-060.000 Interest Income	800.00	0.00	0.00%	0.00
254-4-54-20-085.000 Penalties	5,000.00	2,039.63	40.79%	0.00
254-4-54-20-098.000 Misc Revenue	150.00	0.00	0.00%	0.00
Total Water Revenues	1,702,943.00	629,488.06	36.96%	588,691.47
254-4-54-70 Nonoperating Revenues				
254-4-54-70-021.400 Water Passthrough - Globa	0.00	1,132,799.64	100.00%	303,387.63
254-4-54-70-092.000 Transfer to Capital	460,000.00	115,000.00	25.00%	0.00
Total Nonoperating Revenues	460,000.00	1,247,799.64	271.26%	303,387.63
Total Revenues	2,162,943.00	1,877,287.70	86.79%	892,079.10

254-5-54-20 Operating Expenses

254-5-54-20-110.000 Regular Salaries	143,158.00	44,171.18	30.85%	9,566.84
254-5-54-20-130.000 Overtime	19,970.00	1,513.88	7.58%	436.75
254-5-54-20-210.000 Group Insurance	84,631.00	27,339.21	32.30%	5,979.64
254-5-54-20-220.000 Social Security	12,717.00	3,448.41	27.12%	755.10
254-5-54-20-230.000 Retirement	14,778.00	239.10	1.62%	0.00
254-5-54-20-250.000 Unemployment Insurance	135.00	28.11	20.82%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	3,128.88	43.46%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	0.00	0.00%	0.00
254-5-54-20-335.000 Audit	4,806.00	836.25	17.40%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	0.00	0.00%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	178,779.37	28.30%	68,740.76
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	3,196.58	79.91%	1,200.00
254-5-54-20-433.000 R&M Infrastructure	20,000.00	0.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	46,001.25	25.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	0.00	0.00%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	0.00	0.00%	0.00
254-5-54-20-520.000 Workers Comp Insurance	6,300.00	1,194.89	18.97%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	530.60	21.22%	176.96
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	559.94	16.00%	559.94
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	3,978.77	56.84%	493.92
254-5-54-20-612.000 Uniforms	1,755.00	690.98	39.37%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	1,909.95	31.83%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	128.06	4.27%	45.13
254-5-54-20-622.000 Electricity	1,400.00	197.92	14.14%	0.00
254-5-54-20-626.000 Gasoline	3,000.00	708.10	23.60%	285.60
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	0.00	0.00%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	115,000.00	25.00%	0.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	0.00%	0.00
Total Operating Expenses	1,702,944.00	433,581.43	25.46%	88,240.64
254-5-54-70 NonOperating Expenses				
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	798,383.38	100.00%	303,387.63
254-5-54-70-723.004 Main St Water Line	0.00	1,586,936.69	100.00%	132,034.11
254-5-54-70-723.005 Iriquois Ave Water Line	412,398.00	0.00	0.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	0.00	4,212.89	100.00%	952.55
254-5-54-70-955.000 Bond Interest Expense	0.00	66,271.67	100.00%	66,271.67
Total NonOperating Expenses	412,398.00	2,455,804.63	595.49%	502,645.96
Total Expenditures	2,115,342.00	2,889,386.06	136.59%	590,886.60
Total WATER FUND	47,601.00	-1,012,098.36	-2,126.21%	301,192.50

Account

	Budget	Actual	% of Budget	Pd to Date
255-4-55-30 Operating Revenue				
255-4-55-30-022.000 Sewer User Fees	964,646.00	353,649.31	36.66%	353,570.11
255-4-55-30-022.001 City: Septage Discharg	50,000.00	37,835.00	75.67%	14,766.50
255-4-55-30-022.002 City: Leachate Revenue	500.00	741.24	148.25%	221.07
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	373,252.00	50.00%	186,626.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	273,877.75	25.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	9,000.00	25.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	1,484.59	42.42%	0.00
255-4-55-30-098.000 Misc Revenue	0.00	8,211.00	100.00%	2,100.00
Total Operating Revenue	2,916,761.00	1,058,050.89	36.27%	557,283.68
255-4-55-70 Nonoperating Revenues				
255-4-55-70-092.000 Transfer to Capital	440,000.00	110,000.00	25.00%	0.00
Total Nonoperating Revenues	440,000.00	110,000.00	25.00%	0.00
Total Revenues	3,356,761.00	1,168,050.89	34.80%	557,283.68

255-5-55-30 Operating Expenses

255-5-55-30-110.000 Regular Salaries	493,131.00	171,660.85	34.81%	30,920.34
255-5-55-30-120.000 Part Time Salaries	0.00	15,628.34	100.00%	1,431.35
255-5-55-30-130.000 Overtime	44,955.00	17,417.15	38.74%	4,059.94
255-5-55-30-210.000 Group Insurance	162,045.00	19,815.97	12.23%	5,105.82
255-5-55-30-220.000 Social Security	42,912.00	15,729.69	36.66%	2,806.98
255-5-55-30-230.000 Retirement	46,817.00	16,743.22	35.76%	3,376.79
255-5-55-30-250.000 Unemployment Insurance	527.00	109.77	20.83%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	9,005.00	35.45%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	517.50	17.25%	0.00
255-5-55-30-330.000 Professional Services	12,000.00	6,015.33	50.13%	212.00
255-5-55-30-335.000 Audit	4,553.00	795.00	17.46%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	4,293.59	10.73%	130.00
255-5-55-30-340.001 Lab Testing	0.00	1,125.00	100.00%	210.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	0.00	0.00%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	3,568.35	21.63%	1,189.45
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	79.08	1.98%	0.00
255-5-55-30-431.000 R&M Buildings	3,000.00	0.00	0.00%	0.00
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	162.50	10.83%	0.00
255-5-55-30-491.000 Administrative Fees	106,003.00	26,500.75	25.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	2,571.41	30.25%	1,500.00
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	935.00	31.17%	0.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	710.00	6.45%	0.00
255-5-55-30-520.000 Workers Comp Insurance	39,800.00	21,906.39	55.04%	0.00
255-5-55-30-530.000 Communications	12,675.00	5,203.33	41.05%	1,398.02
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	0.00	0.00%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	60,394.63	23.68%	33,082.61

Account

	Budget	Actual	% of Budget	Pd to Date
255-5-55-30-570.000 Other Purchased Services	195,000.00	47,030.83	24.12%	6,301.75
255-5-55-30-609.000 Safety Supplies	3,000.00	0.00	0.00%	0.00
255-5-55-30-610.000 General Supplies	12,000.00	4,987.74	41.56%	890.05
255-5-55-30-612.000 Uniforms	7,898.00	593.38	7.51%	0.00
255-5-55-30-618.000 Laboratory Supplies	22,000.00	7,694.89	34.98%	139.99
255-5-55-30-619.000 Chemicals	500,000.00	168,585.50	33.72%	49,502.75
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	2,772.48	10.81%	693.75
255-5-55-30-622.000 Electricity	170,000.00	38,453.99	22.62%	2,969.11
255-5-55-30-626.000 Gasoline	4,500.00	1,012.66	22.50%	499.00
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	100.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	110,000.00	25.00%	0.00
Total Operating Expenses	2,916,762.00	782,769.32	26.84%	146,419.70
255-5-55-70 Nonoperating Expenses				
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	100.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	8,620.00	31.93%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	17,725.63	70.90%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	100.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	1,434.00	2.87%	1,434.00
255-5-55-70-751.003 Service Truck w/Crane	60,000.00	0.00	0.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	18,263.48	100.00%	18,263.48
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	179,406.57	100.00%	179,406.57
Total Nonoperating Expenses	268,500.00	293,603.13	109.35%	199,104.05
Total Expenditures	3,185,262.00	1,076,372.45	33.79%	345,523.75
Total WASTEWATER FUND	171,499.00	91,678.44	53.46%	211,759.93

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	Budget	Actual	% of Budget	Pd to Date
256-4-56-40 Operating Revenues				
256-4-56-40-023.000 Sanitation User Fees	778,137.00	287,331.50	36.93%	287,287.58
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	7,039.75	21.25%	7,039.75
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	3,019.80	10.07%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	7,168.00	100.00%	1,792.00
256-4-56-40-060.000 Interest Income	5,000.00	0.00	0.00%	0.00
256-4-56-40-085.000 Penalties	3,000.00	1,158.64	38.62%	0.00
256-4-56-40-098.000 Misc Revenue	500.00	312.00	62.40%	0.00
Total Operating Revenues	864,762.00	306,029.69	35.39%	296,119.33
256-4-56-70 Nonoperating Revenues				
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	23,750.00	25.00%	0.00
Total Nonoperating Revenues	95,000.00	165,050.00	173.74%	0.00
Total Revenues	959,762.00	471,079.69	49.08%	296,119.33

256-5-56-40 Operating Expenses

256-5-56-40-110.000 Regular Salaries	126,885.00	44,628.75	35.17%	10,556.73
256-5-56-40-130.000 Overtime	19,369.00	1,939.85	10.02%	657.02
256-5-56-40-210.000 Group Insurance	40,894.00	20,902.88	51.11%	5,264.80
256-5-56-40-220.000 Social Security	11,792.00	3,556.35	30.16%	856.33
256-5-56-40-230.000 Retirement	13,798.00	1,901.96	13.78%	398.72
256-5-56-40-250.000 Unemployment Insurance	135.00	28.12	20.83%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	2,863.18	46.94%	0.00
256-5-56-40-330.000 Professional Services	4,000.00	0.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,529.00	442.50	17.50%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	2,240.00	24.89%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	0.00	0.00%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	5,036.15	83.94%	3,665.46
256-5-56-40-433.000 R&M Infrastructure	16,000.00	0.00	0.00%	0.00
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	2,701.67	19.30%	125.75
256-5-56-40-434.002 West Street PS Costs	15,000.00	1,802.21	12.01%	127.68
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,832.65	101.81%	0.00
256-5-56-40-491.000 Administrative Fees	220,005.00	55,001.25	25.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	0.00	0.00%	0.00
256-5-56-40-520.000 Workers Comp Insurance	5,700.00	1,100.38	19.30%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	0.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	1,136.83	19.77%	1,136.83
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	174.26	17.43%	0.00
256-5-56-40-612.000 Uniforms	1,755.00	375.00	21.37%	375.00

Account	Budget	Actual	% of Budget	Pd to Date
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	151.67	7.58%	52.60
256-5-56-40-622.000 Electricity	13,000.00	1,574.70	12.11%	0.00
256-5-56-40-626.000 Gasoline	4,500.00	1,848.62	41.08%	762.69
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	23,750.00	25.00%	0.00
Total Operating Expenses	657,262.00	174,988.98	26.62%	24,539.61
256-5-56-70 Nonoperating Expenses				
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	0.00	0.00%	0.00
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	7,080.00	46.20%	7,080.00
256-5-56-70-750.001 Meter Replacement Program	0.00	8,426.11	100.00%	1,905.12
Total Nonoperating Expenses	83,625.00	15,506.11	18.54%	8,985.12
Total Expenditures	740,887.00	190,495.09	25.71%	33,524.73
Total SANITATION FUND	218,875.00	280,584.60	128.19%	262,594.60

Account

Budget Actual % of Budget Pd to Date

Total Revenues

0.00 0.00 0.00% 0.00

Total STORMWATER FUND

0.00 0.00 0.00% 0.00

Account	Budget	Actual	% of Budget	Pd to Date
258-4-33-13-020.310 Senior Center Payments	3,000.00	0.00	0.00%	0.00
258-4-33-13-050.000 Donation Revenue	2,000.00	0.00	0.00%	0.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	0.00%	0.00
Total Revenues	5,300.00	0.00	0.00%	0.00
258-5-33-13-330.000 Professional Services	1,500.00	433.32	28.89%	0.00
258-5-33-13-431.000 R&M Buildings & Grounds	500.00	0.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	600.00	0.00	0.00%	0.00
258-5-33-13-610.000 General Supplies	500.00	0.00	0.00%	0.00
258-5-33-13-830.000 Regular Programs	2,000.00	0.00	0.00%	0.00
Total Expenditures	5,100.00	433.32	8.50%	0.00
Total SENIOR CENTER FUND	200.00	-433.32	-216.66%	0.00

Account

	Budget	Actual	% of Budget	Pd to Date
259-4-30-10-040.000 Federal Grant Revenue	0.00	113,071.34	100.00%	43,875.32
259-4-30-10-041.000 State and Other Grant Rev	0.00	98,638.00	100.00%	43,569.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	60,227.90	88.00%	343.00
259-4-30-11-020.305 Pool Memberships	40,843.00	13,421.50	32.86%	0.00
259-4-30-11-020.306 Swim Lessons	49,052.00	2,775.50	5.66%	0.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	6,925.00	37.68%	0.00
259-4-30-14-020.311 Youth Programs	250,040.00	51,535.25	20.61%	210.00
259-4-30-14-020.312 Adult Programs	146,320.00	46,668.50	31.89%	110.00
259-4-30-14-050.000 Donation Revenue	38,850.00	0.00	0.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	295,624.57	21.59%	68,956.00
259-4-30-15-020.315 Shared Staffing Contract	141,707.00	0.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	438,868.00	127,289.41	29.00%	5,266.18
259-4-30-17-020.313 Childcare - DC	618,635.00	181,646.88	29.36%	235.00
Total Revenues	3,180,165.00	997,823.85	31.38%	162,564.50

259-5-30-10 Administration

259-5-30-10-110.000 Regular Salaries	0.00	18,658.00	100.00%	4,173.50
259-5-30-10-210.000 Group Insurance	0.00	350.00	100.00%	0.00
259-5-30-10-220.000 Social Security	0.00	1,483.51	100.00%	329.76
259-5-30-10-230.000 Retirement	0.00	1,610.74	100.00%	354.74
259-5-30-10-250.000 Unemployment Insurance	4,282.00	891.84	20.83%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	17,226.96	34.45%	0.00
259-5-30-10-330.000 Professional Services	4,500.00	0.00	0.00%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	0.00	0.00%	0.00
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	4,262.16	44.86%	0.00
259-5-30-10-550.000 Printing and Binding	10,500.00	0.00	0.00%	0.00
259-5-30-10-560.000 Postage	7,103.00	2,046.66	28.81%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	13,518.81	100.00%	0.00
Total Administration	88,020.00	60,048.68	68.22%	4,858.00

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	108,972.00	92,954.46	85.30%	0.00
259-5-30-11-130.000 Overtime	0.00	3,092.58	100.00%	0.00
259-5-30-11-220.000 Social Security	8,336.00	7,347.58	88.14%	0.00
259-5-30-11-330.000 Professional Services	5,080.00	0.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	6,508.65	22.30%	0.00
259-5-30-11-610.000 General Supplies	4,362.00	982.12	22.52%	309.80
Total Pool	155,939.00	110,885.39	71.11%	309.80

259-5-30-12 Parks and Facilities

259-5-30-12-120.000 Part Time Salaries	7,922.00	2,187.98	27.62%	0.00
259-5-30-12-220.000 Social Security	606.00	167.40	27.62%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	85.83%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	1,280.00	9.28%	1,280.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	4,917.41	122.94%	0.00
259-5-30-12-530.000 Communications	1,320.00	440.00	33.33%	110.00

Account

	Budget	Actual	% of Budget	Pd to Date
Total Parks and Facilities	36,648.00	16,717.85	45.62%	1,390.00
259-5-30-14 Recreation Programs				
259-5-30-14-110.000 Regular Salaries	53,745.00	0.00	0.00%	0.00
259-5-30-14-120.000 Part Time Salaries	30,968.00	11,705.08	37.80%	454.36
259-5-30-14-210.000 Group Insurance	25,158.00	0.00	0.00%	0.00
259-5-30-14-220.000 Social Security	6,507.00	895.48	13.76%	34.76
259-5-30-14-230.000 Retirement	4,434.00	0.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	350.00	0.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	329,262.00	158,766.46	48.22%	20,117.00
259-5-30-14-410.000 Water and Sewer Charges	800.00	0.00	0.00%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	0.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	2,440.91	35.98%	0.00
259-5-30-14-540.000 Advertising	0.00	3,585.00	100.00%	0.00
259-5-30-14-610.000 General Supplies	34,761.00	7,592.84	21.84%	2,888.58
259-5-30-14-850.150 Memorial Day Parade	0.00	300.00	100.00%	0.00
Total Recreation Programs	496,069.00	185,285.77	37.35%	23,494.70
259-5-30-15 After School Care				
259-5-30-15-110.000 Regular Salaries	561,969.00	126,504.81	22.51%	33,579.44
259-5-30-15-120.000 Part Time Salaries	379,133.00	104,629.21	27.60%	43,305.00
259-5-30-15-130.000 Overtime	0.00	952.54	100.00%	207.05
259-5-30-15-210.000 Group Insurance	135,435.00	29,957.33	22.12%	7,336.01
259-5-30-15-220.000 Social Security	72,289.00	17,965.45	24.85%	5,859.03
259-5-30-15-230.000 Retirement	43,846.00	17,448.30	39.79%	3,427.81
259-5-30-15-290.000 Other Employee Benefits	3,850.00	0.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	51,917.00	13,729.46	26.45%	3,450.00
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	3,059.85	12.22%	0.00
259-5-30-15-530.000 Communications	7,920.00	3,312.04	41.82%	1,030.68
259-5-30-15-580.000 Travel	20,100.00	0.00	0.00%	0.00
259-5-30-15-610.000 General Supplies	57,792.00	15,223.16	26.34%	5,344.06
259-5-30-15-626.000 Gasoline	5,500.00	289.66	5.27%	93.80
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	0.00%	0.00
Total After School Care	1,382,302.00	333,071.81	24.10%	103,632.88
259-5-30-16 Preschool				
259-5-30-16-110.000 Regular Salaries	249,948.00	90,171.81	36.08%	19,295.14
259-5-30-16-120.000 Part Time Salaries	12,186.00	6,390.24	52.44%	1,157.70
259-5-30-16-130.000 Overtime	0.00	322.68	100.00%	162.79
259-5-30-16-210.000 Group Insurance	126,922.00	22,531.44	17.75%	5,998.63
259-5-30-16-220.000 Social Security	20,187.00	7,356.21	36.44%	1,554.90
259-5-30-16-230.000 Retirement	23,098.00	3,390.80	14.68%	757.76
259-5-30-16-290.000 Other Employee Benefits	1,750.00	0.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	78,709.61	2,527.60%	0.00
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	2,957.90	39.44%	0.00
259-5-30-16-580.000 Travel	1,728.00	0.00	0.00%	0.00

Account	Budget	Actual	% of Budget	Pd to Date
259-5-30-16-610.000 General Supplies	4,500.00	10,531.06	234.02%	165.93
Total Preschool	450,933.00	222,361.75	49.31%	29,092.85
259-5-30-17 Summer Day Camps				
259-5-30-17-110.000 Regular Salaries	73,501.00	48,351.63	65.78%	588.30
259-5-30-17-120.000 Part Time Salaries	355,071.00	343,407.26	96.72%	0.00
259-5-30-17-130.000 Overtime	0.00	17,724.05	100.00%	0.00
259-5-30-17-220.000 Social Security	32,786.00	31,126.79	94.94%	73.59
259-5-30-17-330.000 Professional Services	64,585.00	44,320.63	68.62%	0.00
259-5-30-17-580.000 Travel	34,300.00	30,648.79	89.36%	0.00
259-5-30-17-610.000 General Supplies	26,692.00	38,583.75	144.55%	0.00
Total Summer Day Camps	586,935.00	554,162.90	94.42%	661.89
259-5-30-19 Rec Kids				
Total Rec Kids	0.00	0.00	0.00%	0.00
Total Expenditures	3,196,846.00	1,482,534.15	46.37%	163,440.12
Total EJRP PPROGRAMS FUND	-16,681.00	-484,710.30	2,905.76%	-875.62
Total All Funds	1,155,456.00	5,511,602.08	477.01%	141,451.28

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	(184,045.50)	\$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>(457,510.66)</u>	see Spending Detail worksheet
Balance of ARPA Funds Available	2,599,781.51	

updated 11/3/23

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

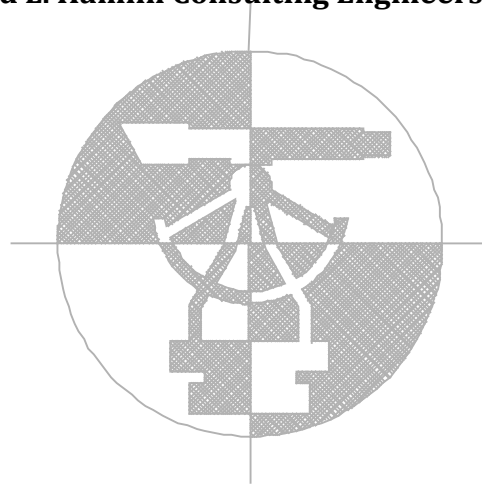
updated 11/3/23

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 11/3/23

memorandum



Date: 11/03/2023
To: Regina Mahony, City Manager
From: Jeffrey P. Kershner, P.E.
RE: Main Street Waterline project update

This project involves the replacement of the existing 12" waterline along Main Street from Densmore Drive to the City/Town line, and then extending across the McCuin property to the existing Champlain Water District water storage tank north of Turnberry Ridge. The existing waterline has a history of water breaks resulting in large impacts to roadway and other infrastructure, as well as large scale water service interruptions to City residents.

Construction Update as of 11/03/2023:

As the Contractor was installing the new waterline north of Athens Drive, they encountered ledge at a depth of 3-4 feet. The Contractor performed a series of test excavations to determine the approximate extent of the ledge that will need to be removed in order to complete the new waterline installation. These excavations revealed that the ledge extended up Main Street in excess of 100 feet. At this point the test excavations were stopped and we met with the Contractor on 09/20/2023 to develop a plan for removing the ledge and moving forward with the project.

In an effort to get the disturbed portions of Main Street restored prior to winter, it was agreed that the Contractor would focus on getting the services connected and putting the new waterline installed to date "in service" from Densmore Drive to Athens Drive. The goal was to complete the project 100% per the plans from Densmore Drive to Athens Drive such that the new waterline in this segment would be in service, the old waterline in this segment would be abandoned, and the roadway would be restored prior to the current project completion date on November 24, 2023. The Contractor will then work during the early winter months to install new waterline across the McCuin property, out of the roadway, before the spring thaw and muddy conditions ensue. In the spring, the Contractor will return to complete the installation of the new waterline along Main Street north of Athens Drive and complete the connection to the CWD waterline and tank along Turnberry Ridge. This work during the early winter and in the spring of 2024 will require a change order to the contract to extend the project completion date and increase the total contract amount as needed (for ledge removal, etc.). We will be working with the Contractor on this change order in December, once the work is complete south of Athens Drive.

Following the meeting on 09/20/2023, the Contractor worked to complete the required performance testing on the new waterline installed to date, consisting of pressure and leakage tests as well as bacteriological testing. The testing was performed in three sections from Densmore Drive to Brickyard Road, Brickyard Road to Taft Street, and Taft Street to Athens Drive. Once a section passed all of the performance tests, the services were then connected to the new waterline.

For the Heritage Hill Condos at 119 Main Street, although each of the buildings had a 3/4" water meter according to the City records, it was discovered that the size of the existing service entering each building was 1". This necessitated a change order to the contract such that a new 1" service line and associated valves would be installed to match the existing, instead of the originally planned 3/4" services.

The last section from Taft Street to Athens Drive took several attempts to pass the pressure and leakage tests, and multiple attempts to pass the bacteriological tests. This testing was being performed concurrent with the service installations of previous sections that passed the necessary testing. This last section of waterline passed all of the necessary testing on 10/24/2023, at which time the Contractor began installing services in this section of waterline.

With all of the services connected to the new waterline, except for the Community Health Center near Densmore Drive, the Contractor was able to connect the existing waterlines for the side streets to the new waterline and begin abandoning the existing waterline. These side street connections required excavation across the entire roadway, which required sections of Main Street to be closed to through traffic.

These roadway closures required extensive planning, traffic control plans, and coordination with the various impacted entities such as police, fire, rescue, public transit, and school transportation. Based on input from the various entities, it was decided that this work would best be performed at night between 8:00 PM and 6:00 AM. As soon as the last section of waterline passed the necessary tests, the schedule for the roadway closures was able to be confirmed. Typically, we strive for 1-2 weeks of public notice prior to an extensive closure such as this. However, with the weather window beginning to close for the construction season, this work was planned as soon as practicable in order to get the project completed and the roadway surface repaved before winter. The Contractor began erecting message boards on Thursday 10/26/23 to alert motorists of the planned roadway closures commencing on Monday 10/30/23 at 8:00 PM. They also began placing required detour signs in preparation for the roadway closure and night work on the evening of 10/30/23.

On Monday 10/30 at 8:00 PM, the Contractor connected the existing waterline on Athens Drive to the new waterline on Main Street. The Contractor also connected the new waterline back to the existing waterline north of Athens Drive. This work required traffic control and temporary water service interruptions along Athens Drive between 8:00 PM and 6:00 AM.

On Tuesday, 10/31, starting at 8:00 PM, the Contractor worked to connect the existing waterline on Taft Street to the new waterline on Main Street. Unfortunately, due to unforeseen conditions encountered in the field, the Contractor was unable to complete the connection to the existing waterline along Taft Street on Tuesday night. The Contractor returned Wednesday night (11/1) and completed the connection of the existing waterline along Taft Street to the new waterline on Main Street. This work required traffic control and temporary water service interruptions along Taft Street between 8:00 PM and 6:00 AM.

On Thursday, 11/2, starting at 8:00 PM, the Contractor connected the existing waterline on Crestview Road to the new waterline on Main Street. This work required traffic control but did not require any water service interruptions.

On Friday, 11/3, starting at 8:00 PM, the Contractor will work to connect the existing 6" waterline on along Main Street to the new 12" waterline installed along Main Street. This work will require traffic control and temporary water service interruptions to a limited number of residents along Main Street. We made direct contact with the residents whose water service is anticipated to be impacted on Thursday 11/2.

The current schedule provided by the Contractor has them working on Monday (11/6) with two work crews to work on connecting the existing waterline on Brickyard Road to the new waterline. This work will require limited roadway closures on Brickyard but one-way traffic on Main Street will be maintained. This work will temporarily interrupt water service to an estimated 75+ residents. We have worked with the City staff on getting notice of the water service impacts on the City website and social media platforms. The City staff has also reached out to the Associations in an effort to provide notice to the residents. In addition, we plan on posting a notice at the entrance to the parking area for the condominium buildings. Also on 11/6, a second work crew will work on extending the new waterline along Fairview Drive. This will require limited roadway closures on Fairview Drive but one-way traffic on Main Street will be maintained. No water service interruptions are anticipated as part of the work on Fairview Drive.

Although the schedule has not yet been formalized, next week the Contractor will work to connect the existing waterline on Densmore Drive to the new waterline. They will also work to connect the service for the Community Health Center to the new waterline. Like the previous week, this work will require roadway closures and temporary water service interruptions to residents. We will coordinate with the City staff on providing notice of anticipated water service interruptions.

In addition, the project work also involves the installation of a new pressure reducing valve vault along Fairview Drive to connect the existing high- and low-pressure water systems in the City. The scheduling of this work has not yet been formalized.

Once all of the services and side streets have been connected to the new waterline, the Contractor will work on restoring the roadway surface disturbed as part of the project. The pavement will be removed from the entire eastbound lane generally from the double yellow line to the curb, and new pavement will be installed. Currently, this work is scheduled to begin next week.

Financial Update:

The original contract amount for the project totaled \$2,699,363.00. There have been two approved changes orders to date, as described below:

- CO#1 extended the completion date to 11/17/2023 due to the delayed start as a result of pipe supply delays. No change to the total contract days.
- CO#2 was necessitated to incorporate additional work required by VTrans. This added \$34,000 to the contract amount and added 7 calendar days to the total contract days; extending the completion date to 11/24/2023.

With the two approved change orders, the revised total contract amount increased to \$2,733,363.00.

The total work completed to date is \$1,071,162.26. Per the contract provisions, 10% or \$107,116.23 is being held as retainage until final completion. A total of 4 payment requests have been submitted and approved totaling \$964,046.03 in payments made to the Contractor. This leaves a balance to finish, including the held retainage, of \$1,769,316.97.

There is one pending change order for the change to 1" water services for the Heritage Hill Condos at 119 Main Street from the originally planned 3/4" services. This change order increases the contract amount by \$22,000 and adds 3 calendar days to the total contract days, which would extend the completion date to 11/27/2023. Due to the urgent timing of this work, this change order was verbally authorized by the Public Works Superintendent but has not yet been formally processed/approved.

An additional change order is anticipated to reflect the extension of the project work into the spring of 2024. This change order is expected to increase the total contract amount and total contract days. As discussed above, we will be working with the Contractor on this change order in December once the project work from Densmore Drive to Athens Drive is completed per the plans.

In addition to the above, the Finance Director has provided a detailed look at the full project budget, as presented on the following page.

Information as provided by the Finance Director:

The following detail shows the full project budget, and the actuals to date (10/16/23). At this time, with the change orders described above we are projected to be almost \$150K over the approved budget amount. In looking at projections for the water fund, we can absorb the additional cost of this project in the existing fund balance but need to keep in mind that we have over \$7 million in other water projects on the capital planning docket for future years (and this is pre-construction cost updates). We know there will be additional costs over the coming months. As the plan for the ledge is finalized, we will bring this to the Council.

	ECI	DLHCE	Permit Fees *	Legal	Other	Combined Total
Original Contract Amount	\$ 2,699,363.00	\$ 433,500.00	\$ -	\$ -	\$ -	\$ 3,132,863.00
Change Orders	\$ 56,000.00	\$ -	\$ -	\$ -	\$ -	\$ 56,000.00
Revised Contract Amount	\$ 2,755,363.00	\$ 433,500.00	\$ -	\$ -	\$ -	\$ 3,188,863.00
Completed To Date	\$ 1,423,862.15	\$ 121,033.63	\$ 1,000.00	\$ 6,841.25	\$ 21,428.02	\$ 1,574,165.05
Remaining Contract Amount	\$ 1,331,500.85	\$ 312,466.37				\$ 1,643,967.22

* Permit fees paid by DLHCE and reimbursed by City via invoicing

Approved Project Budget/Bond	\$ 3,070,000.00
Spent to Date	\$ 1,574,165.05
Remaining Funds Available	<u>\$ 1,495,834.95</u>
Remaining Contract Obligations	<u>\$ 1,643,967.22</u>
Amount Over/(Under) Budget	<u><u>\$ 148,132.27</u></u>

1.



2007

Valued at \$300,000

2.5

Tax Rate (Example only. Reminder: tax rates are set and are not a part of the reappraisal process.)

\$7,500

Total Tax (Value / 100 x Tax Rate)

\$8,125

Calculating taxes on reappraisal value at \$325,000

2.



2007

Valued at \$300,000

2.5

Tax Rate (Example only. Reminder: tax rates are set and are not a part of the reappraisal process.)

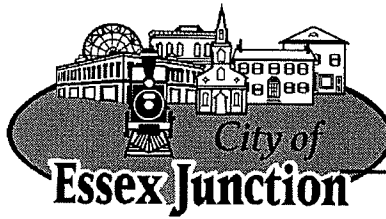
\$7,500

Total Tax (Value / 100 x Tax Rate)

\$6,875

Calculating taxes on reappraisal value at \$275,000

In this example, tax calculations are shown with both the old appraisal value and a new reappraisal value. Depending on many factors, some home values may go up, some may go down, and some may stay the same. The same tax rate applied shows how the home that now has more value will pay more than the home that lost value since 2007.



October 31, 2023

Representative Karen Dolan
Representative Lori Houghton
Representative Michael McCarthy
Representative Leonora Dodge
Representative Rey Garofano
Senator Ruth Hardy
Senator Philip Baruth
Senator Martine Gulick
Senator Tanya Vyhovsky
sent via email

Dear Representatives Dolan, Houghton and McCarthy, Dodge, Garofano and Senators Hardy, Baruth, Gulick and Vyhovsky,

On behalf of the Essex Junction City Council, I am writing to request a legislative amendment to the state's cannabis statutes regarding outdoor cannabis cultivation. Now that the legislature has established a successful and sustainable cannabis marketplace, we are requesting a small adjustment. We are asking for an understanding and recognition that outdoor cannabis cultivation may not be suitable in all locations.

Following the enactment of cannabis legalization in the state, Essex Junction added each type of cannabis establishment to its Land Development Code (i.e. zoning regulations) and defined where each type was permitted in the City. While municipalities are not permitted to prohibit these establishments, the intent was to allow municipalities to use zoning¹. Essex Junction's Land Development Code does permit each cannabis establishment in a zoning district within the City. Outdoor cannabis cultivation is permitted in the city's Planning Agriculture zoning district.

It is my understanding that the legislature made the outdoor cannabis cultivation changes in Act 65 (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 prohibit municipalities from preventing outdoor cannabis cultivation establishments in these circumstances.

The City of Essex Junction is markedly not rural. Essex Junction is a 4.6 square mile walkable city with water, sewer and bus service throughout. Each of our neighborhoods hosts one of our five K-12 school buildings. The city is working to address the severe housing shortage in the region and the state. In fact, the city has already adopted the zoning changes as required by the Housing Opportunities Made for Everyone (HOME) Act of 2023. I point this out because there are other state policies our city is following that will likely conflict with the Act 65 policy of allowing outdoor cannabis cultivation everywhere.

As an example, Act 65 has resulted in the inability to enforce the zoning regulations that define appropriate locations for outdoor cannabis cultivation. Therefore, a Tier 1 outdoor cannabis cultivation establishment is

¹ The basis for these Land Development Code amendments lie in this premise: "A town's bylaws may require a particular cannabis establishment be located in a specific district, but the CCB has not designated that, the statute (24 VSA 4414) has designated that," Julie Hubbard of the CCB, VLCT's *Regulating Cannabis What Municipal Officials Need to Know* webinar, and particularly this section of the [CCB's presentation](#) at minute 37:29 to 38:11.

located approximately 30 to 40' from the window of the neighboring home. 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 and windows. These neighbors have found that their windows must be kept closed even on hot summer days, and the odor has limited their use and enjoyment of their back yards.

Additionally, this outdoor cannabis cultivator is located within the 500' buffer of a school property. Currently this rule only comes into play for retail cannabis establishments. If the cultivation were indoor, there would likely be no discernable smell. However, the odor of outdoor cannabis cultivation permeating a school property seems to be misaligned with appropriate public health policy. The prevalence of cannabis cultivation in such a dense environment exposes youth and those in recovery to both potential and real harms.

Therefore, as we work to achieve the state policies established in the HOME Act, our housing density will increase, and this conflict with outdoor cannabis cultivation establishments in our urban environment will likely intensify.

Our recommendation is to alter the changes made in Act 65 of 2023. The suggested change is to allow municipalities the ability to use zoning regulations or ordinances (as allowed in the original legislation) to set reasonable regulations that would eliminate the impact of outdoor cannabis cultivators on neighboring properties in areas served by water and sewer² (a proxy for urban areas) if they so choose. This is the same geographic area associated with the HOME Act. In our case, this would allow us to use zoning to permit outdoor cultivation in the district where we have an existing farm and we could create a suitable buffer to minimize the impact on existing residential properties.

For your reference, I have attached a document with some further background that defines the particular sections of Act 65 that have caused this issue.

Thank you very much for your consideration and attention to this matter. Please let me, or City Manager Regina Mahony, know if you have any questions. We would be happy to provide any further information or testimony.

Sincerely,



Raj Chawla (Nov 1, 2023 16:16 EDT)

Raj Chawla

City Council President

Cc:

City Council

Chris Yuen, Community Development Director

Charlie Baker, Chittenden County Regional Planning Commission Executive Director

Ted Brady, VLCT Executive Director

² Sewer service areas are quite limited in VT: <https://geodata.vermont.gov/datasets/VCGI::vt-sewer-service-areas/explore?location=44.146806%2C-72.065178%2C8.82>. Water service areas are more extensive, but we are suggesting areas with both. Therefore, this is not a significant area.

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.

Senior Center, Programs, and Transportation Update

Brad Luck, Director, Essex Junction Recreation & Parks

November 3, 2023

Brad Luck, Mark Brislin, and Lindsey Massucco met with Town staff and Senior Center attendees on October 24 and 26. There were about 25 people in attendance on Tuesday and 20 on Thursday. On Thursday we polled the room for residency. There were 7 people from the City, 12 from the Town, and 1 from outside of Essex. The Essex Reporter covered the Thursday meeting (see attached).

Currently all the people that attend the Senior Center (Center) are there for specific programs. The Center is open on Mondays and Fridays, only if a trained volunteer is there to open the space and lock up at the conclusion. Most Mondays and Fridays a volunteer is opening the Center for Mahjong from 10a.m.-12p.m. and then closing things up. There are typically about 8 people who participate. The Center is staffed on Tuesday, Wednesday, and Thursday from 10a.m.-4p.m. On Tuesdays an average of 20 people play Bingo from 10a.m.-1p.m. On Wednesdays there are 12-15 people that participate in off-site "Meet & Eat" lunches twice a month. On other Wednesdays, seniors can call the week before to get a "Grab and Go" lunch from the Center that is provided by Age Well. On Thursdays there is a group of 4 people that play Hand & Foot, another group of 4 that play Briscola, and 24 people that play Duplicate Bridge in the afternoon. Duplicated, there are about 80 people per week using the Center. We are not sure how many people come for multiple activities. There are zero drop-ins.

There are 68 current members (17 City residents, 15 Non-residents, 36 Town residents). To be a member you have to be age 50+. Memberships were \$12 for a six-month period from July 1 – December 31, 2023. The membership allows you to attend the Center for free and get a discount on some programming. Otherwise, there is a \$1.00 per day visit fee.

EJRP programs that serve older adults include the fall and spring running series, 5K's, dog training classes, yoga, basketball, pickleball, community gardens and Tai Chi. There were 256 people (duplicated) age 50+ who participated in these programs over the past year.

There were a variety of questions that seniors had about the future of programming, staffing, the space, and the Senior Van service, in light of both the senior services agreement with the Town ending on December 31, 2023 and the renovations that will be taking place at 2 Lincoln. Starting in 2024, the Town's Program Director for Senior Services will no longer staff the Center and City residents will no longer have access to the Town Senior Van service. In our Tuesday meeting there were several attendees who were concerned about the discontinuation of the Senior Van service and what that would mean for people who use that service. On Thursday, there was little discussion of the loss of the van service until the end of the conversation. Two attendees were concerned about this change. They were both from the Town. At both meetings, attendees asked who and how to contact regarding the changes in the van service and were told that would be the manager and City Council. They expressed interest in having the manager and a City Councilor meet with the seniors in a similar fashion on a Tuesday or Thursday at some point in the future.

The biggest concerns about the renovations were whether or not the current programming would continue during that time, where would it take place, and who would coordinate it. They also asked if they would be able to return to the space after the renovations. We made it clear that we would

continue the current programming and would be working on identifying locations and staff who will support these activities. The seniors existing supplies will be brought to these locations. There is funding in this year's budget to hire a program director for older adult services, starting in January. However, given that construction is likely to start in April, and the space will be shut down for six to eight months, we think it makes the most sense to hold off on hiring someone until close to when the space is usable again (likely hiring in the fall of 2024). We told attendees that when the building re-opens, we hope to have made some improvements to the space and that senior programming will be prioritized for the use of the space, and that other activities, meetings, and events would take place in the space when it isn't being used for senior programming. Given that a full-time hire this fiscal year is unlikely, we are planning to discuss with finance and the administration some possibilities of repurposing that money for improvements to the senior space.

The Town Senior Van runs Tuesday through Friday, from 9a.m.-2p.m. Fridays were recently added as of September 15. Riders register and then can call on Mondays to schedule a ride for the upcoming week. Transportation is provided anywhere in the City or Town, as well as Fanny Allen in Colchester and Evergreen Family Health and Blair Park in Williston. You must be age 60+ and live in the City or Town.

FY24 City Van Ridership

July 1 – October 20, 2023

185 rides (one way); 93 trips (there and back)

16 weeks

54 days of service (6 weeks of 4 days a week; 10 weeks of 3 days a week)

Note: van rides were Tue-Thu until 9/15/23; then Tue-Fri

1.7 trips per day; 5.7 trips per week

FY23 City Van Ridership

July 1, 2022 – June 30, 2023

773 rides (one way); 387 trips (there and back)

50 weeks

150 days of service (3 days a week)

2.6 trips per day; 7.8 trips per week

The Special Services Transportation Agency (SSTA) has two programs that provide transportation to certain individuals. The ADA Paratransit program provide rides to anyone with a disability who lives within $\frac{3}{4}$ of a mile of a Green Mountain Transit fixed route and can't get there because of their disability. Nearly all of the City is within $\frac{3}{4}$ of a mile of a fixed route and is eligible if they have a disability. Disabilities need to be verified by a physician. It is \$2.50 per ride that the rider pays.

<https://ridegmt.com/ada-paratransit/>

SSTA also has an Older Adult & Persons with Disabilities (O&D) Program for people age 60+ and those with disabilities who are more than $\frac{3}{4}$ of a mile from a fixed route. There are very few City residents who qualify for this based on the $\frac{3}{4}$ of a mile criteria. There are a handful of households within neighborhoods at the western end of South Street, Cascade Street and Dunbar Drive, and a few households at the northern edge of Old Colchester Road. Municipalities need to elect to participate in this program and pay 20% of the rides taken. The other 80% is covered by the State.

<https://vtrans.vermont.gov/public-transit/O-and-D>

We are currently in conversations with SSTA to explore these programs further.

https://www.essexreporter.com/news/what-is-happening-to-the-essex-senior-center-after-dec-31/article_25d4e3ac-74d9-11ee-a8f6-f3d576996715.html

LOCAL NEWS

What is happening to the Essex Senior Center after Dec. 31

KATE VANNI Staff Writer

Published on Oct 27, 2023



Essex Junction Recreation and Parks director Brad Luck meets with the senior center on Oct. 26.

KATE VANNI Staff Writer

ESSEX AND ESSEX JUNCTION — What’s next for the Essex Senior Center?

Facility renovations and changes to bussing are at the top of the list.

Essex Junction Recreation and Parks director Brad Luck spoke with seniors on Thursday in an effort to quell frustrations and concerns.

He said changes will occur starting Dec. 31 of this year, when the City and Town's shared services agreement comes to end. What isn't changing though, is the City's commitment to providing a shared space for seniors of both communities.

End of the agreement

As part of the separation plan between the Town and City, their shared senior services will end Dec. 31. This means City residents will not have access to the senior van, and Town director of senior services Nicole Mone-St.Marthe will no longer be working in the Lincoln Street space.

Despite the separation, Luck said the City has no plans to make the senior center a City-only space.

“I don't think we have any intentions of creating a city only space,” Luck said. “For all that we do at the recreation department, things flourish and are more successful when we allow and invite others from other communities to participate.”

Center renovations

There is currently no exact date for when construction will begin on Lincoln Hall, but once it does, Luck said the building will not be usable for six to eight months. He estimated the project will start somewhere between January and April.

“The management team is working with some contractors who are putting together numbers and estimates and timelines,” Luck said.

City staff will not know what the official start date is until the consultants get back to them with these estimations. Luck said the project could technically start Jan. 1, but he believes that is unlikely given how soon that is.

When the construction does start, the senior space will not be accessible. This is part of why Luck was speaking with the seniors, to find out what programming they want to have during that construction period so EJRP can find spaces for the senior center to use while the work is being done.

Ideally, EJRP wants to find one temporary space where all the activities can be relocated to during the construction, but realistically Luck said it might need to be more than one space.

Once the construction is complete, the senior center will operate as a space that prioritizes senior activities, but it will not be an exclusively senior space. During the time the space is not being used for senior activities, the City will have other groups utilize the room.

This sentiment was met with understanding from the seniors in the room, who said it made sense that the space was used by someone else if they weren't using it. But they did not want to be competing with non-seniors to schedule time in the space.

More information on use of the space will be made clear once the new space exists, and when EJRP has a greater understanding of what kind of programming and schedules the seniors prefer. Luck did not want to make any promises about future hours during Thursday's meeting.

The new space will also have an adult program director, dedicated to senior programming. The use of "adult" in the title had some seniors skeptical about the age.

Luck said the name of the title was less about who the programming will be directed to, and more about being inclusive of how people want to be addressed.

“I’m not using ‘adult’ to exclude seniors and I’m not doing it to include 18 to 50 year-olds, but I am trying to be conscientious that there’s an ‘older adult’ population, some people call it ‘active adults,’” Luck said.

Bussing

During last year’s budget conversations, City Council decided not to utilize the senior van service, citing high costs and minimal usage.

The City has decided instead to utilize the Special Services Transportation Agency, which requires a physician's signature that the senior cannot walk to the nearest Chittenden County Transportation Authority bus stop.

This decision still upsets seniors from the City, and seniors from the Town who want their friends to have access to the transportation they’re used to using.

During the Oct. 26 meeting, some senior center members asked Luck to request the City Council re-think this decision. Luck said that’s not something he can do, but explained to the seniors they can attend a council meeting and explain how they feel.

Luck recommended the seniors be very clear about what they would like to see happen with the vans.

“If people are concerned about that decision, contacting the city manager or the city council would be the appropriate avenues to voice that concern,” Luck said.

Written By

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