



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, January 10, 2024
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
5. **BUSINESS ITEMS**
 - a. Discussion with HR Director, Colleen Dwyer
 - b. *Interviews and Consider Appointments to the Bike/Walk Committee and the Community Advisory Board
 - c. Discussion & Consideration of Adoption of VT-Alert as a Public Notification System
 - d. Winooski Valley Park District Presentation & Discussion
 - e. Green Mountain Transit Presentation & Discussion
 - f. Discussion & Consideration of CCRPC UPWP Applications and match
 - g. Discussion of FY25 General Fund Budget and Budget Schedule
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 12/13/23 & 12/20/23
 - b. Approve Adding VMERS Defined Contribution Option-Revised
 - c. Approve Copier Lease
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24028 (12/15/23) & 24029 (12/29/23)
 - b. Board of Civil Authority Draft Minutes 12/12/23)
 - c. Development Review Board Draft Minutes 12/19/23
 - d. Bike Walk Advisory Committee 12/18/23
 - e. Tree Advisory Committee 12/19/23
 - f. Police Community Advisory Board Minutes 11/21/23
 - g. Senior Center January Newsletter
9. **EXECUTIVE SESSION**
 - a. *An executive session may be needed to discuss an Appointment of a Public Official
10. **ADJOURN**

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

Meeting Date: December 20, 2024

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 Trustees. 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.)

- Personal Growth in the HR role with the City.
- The complexity of being a “new City”
- Stable workforce
- Open Enrollment
- Champlain Medical Urgent Care collaboration

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

- Contract Negotiations completed
- VLCT Welcoming and Engaging Communities Program
- More tools for staff via trainings

Anything you think the Council should know

- Appreciative of the staff we have currently and a vibrant community.



MEMORANDUM

TO: Essex Junction City Council
FROM: Joanne Pfaff, Administrative Assistant
MEETING DATE: January 10, 2024
SUBJECT: Committee Appointments

Issue: The City has open positions on the following Committees and Boards.

- Bike Walk Advisory Committee (2 Openings)
- Police Community Advisory Board (1 Opening)

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

BIKE WALK ADVISORY COMMITTEE (2 Openings) – 3-year term

- Michael Giguere (in-person)
- John O'Brien (in-person)
- Sarah Spinette (Zoom)

POLICE COMMUNITY ADVISORY BOARD (1 Opening of a vacated 2-year term seat)

- Susan French (in-person)

Costs: None

Recommendation: It is recommended that City Council enter an Execution Session to consider appointments to the various Committees and Boards.

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

Following Executive Session:

"I make a motion to appoint (Name) and (Name) to the Bike Walk Advisory Committee for a three-year term."

"I make a motion to appoint (Name) to the Police Community Advisory Board to a two-year seat that ends in June 2025."

Attachments: Applications for the Bike Walk Advisory Committee and the Police Community Advisory Board

View results

Respondent
6 Anonymous

23:38
Time to complete

1. Full name *

Michael Giguere

2 Phone number *

[Redacted]

3. Email *

[Redacted]

4. Address *

[Redacted]

5. I am interested in applying to join the *

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

- Bike/Walk Advisory Committee
- Capital Program Review Committee
- Development Review Board
- Green Mountain Transit Board of Commissioners
- Housing Commission
- Planning Commission
- Police Community Advisory Board
- Tree Advisory Committee
- Tree Farm Management Group Committee

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

- Yes
- No

New Committee Members

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

My primary goal in joining this committee is to learn from and work with council members who care about improving our pedestrian and bicycle infrastructure as much as I do. I have started commuting and running errands by bike more often and see plenty of opportunity to improve our community and make it a safer environment for everyone.

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

I currently work in quality control at Fiddlehead Brewing with a background in brewing science and biochemistry. While my educational background may not directly align with this council, I am actively considering a career change, and sustainable urban planning and design is my main field I am interested in pursuing. Joining this council could help springboard new opportunities for me within that field and increase my chances of enrolling in a graduate program in urban planning. Outside of my educational background, I enjoy immersing myself in educational content related to biking and urban planning through YouTube, podcasts, and various news networks. This would be a valuable asset as a council member, as bringing those resources to our meetings for new ideas and approaches to problem solving could benefit the group as a whole.

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

As stated earlier, my primary goal during my term would be to learn from and work with council members who have more experience than I do while providing valuable personal insight on my experience commuting by bike. I would also be interested in gaining experience on how city council committees approach problem solving, working with other nearby towns to gain insight on their approach to biking and walking concerns, and finding creative ways to reduce tension and incident rates between pedestrians, cyclists, bus commuters, and drivers to make a pleasant transportation experience for everyone.

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

I appreciated observing the November meeting - the UVM capstone project that outlined a theoretical bike loop network in Essex Junction sounds extremely valuable and I can't wait to see where that project goes. Thank you so much for your consideration.

View results

Respondent
9 Anonymous

14:52
Time to complete

1. Full name *

John O'Brien

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

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

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- Housing Commission
- Planning Commission
- Police Community Advisory Board
- Tree Advisory Committee
- Tree Farm Management Group Committee

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

- Yes
- No

New Committee Members

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

As a parent to young children located near 5 corners, I find myself often opting to walk or bike rather than take a car around the community. Our daily commute to Summit Street School takes us across several busy streets and I am impressed at the speed and ease of movement that we have developed when traveling in these ways, but am inspired to make the city even more traversable for those who must or choose to move without motorized vehicles.

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

I have been fortunate enough to travel extensively between college and settling back in Vermont and Essex Junction and in that time have experienced life in cities that are very foot-traffic friendly, those with more obstacles for those traveling in these ways, as well as cities finding their way in adapting to the growing need for bike lanes and walkable downtowns. Every time that I have found an innovation in public transport or simple road design that helped the public I have thought why can't they have this everywhere? which is my motivation for joining this community.

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

Incorporating modern traffic patterns and bike-friendly corridors through busy areas while maintaining the historic character of our downtown city blocks. Also drawing in the public at large to these efforts through events such as bike parades or historic walking tours and gauging interest and feedback from participants in these events so that we can be better further inspired by the public.

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

I grew up walking to the Maple Street Park pool for swimming lessons and now find myself taking the same journey with my children and it has brought to mind that simple changes like those that can be recommended by this committee can not only provide immediate benefits for families like mine, but also establish important habits, both for personal health and the environment, for generations.

Thanks for the opportunity to apply to serve our city!

View results

Respondent
10 Anonymous

18:09
Time to complete

1. Full name *

Sarah Spinette

2 Phone number *

[Redacted]

3. Email *

[Redacted]

4. Address *

[Redacted]

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

- Yes
- No

New Committee Members

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

We have always been walkers in our community. We moved here over the summer from a VERY walkable/bikable/runnable neighborhood in RI and most people walked to stores bakeries, libraries, restaurants etc. It was great to see the same folks out and about getting fresh air, chatting, and supporting neighborhood businesses. I would love to see more people have the same opportunities that we did.

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

Honestly my education is all in science and health care but I have a family and have a lot of achedmic and professional committee experience so I've worked in groups a lot as part of my career. I also highly value neighbors and community and wish more people did too!

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

Something to improve the walkability of our neighborhoods so more people could find it enjoyable

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

would feel honored to serve the community

View results

Respondent
8 Anonymous

12:55
Time to complete

1. Full name *

Susan French

2. Phone number *

[Redacted]

3. Email *

[Redacted]

4. Address *

[Redacted]

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

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

- Yes
- No

New Committee Members

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

I believe the police offer a very valuable service to our community and support and respect their efforts. I am also raising a young woman of color and experience her concerns and fears alongside her. I believe in transparent and open communication as the root to strengthening the synergy and dynamics between the police department and our community. I believe active community members can be a conduit for growing trust by actively listening to their neighbors and their police officers and sharing varied perspectives to ensure the community has a voice at the table.

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

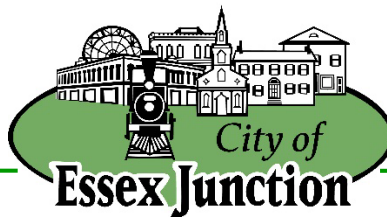
I have spent time running Human Resources functions at the executive level within our communities and have significant experience identifying and addressing issues of equity and inclusivity.

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

Better understanding the myriad of challenges that the police department face as well as the many concerns being voiced by community members. I want to support my town and make a difference in how we can function more cohesively and inclusively.

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

Pick me



MEMORANDUM FOR Vermont Emergency Management (VEM), 45 State Dr, Waterbury, VT 05671-1300

SUBJECT: Adoption of VT-Alert

The City of Essex Junction hereby officially adopts VT-Alert as a public safety notification system.

Rick Garey (rgarey@essex.org, 802-316-0472) will be the primary administrator and Ashley Snellenberger (ASnellenberger@essexjunction.org, phone number) will be the alternate.

The City would like the following people to act as local VT-Alert managers.

<u>Name</u>	<u>Email Address</u>
Rick Garey	rgarey@essex.org
Ashley Snellenberger	asnellenberger@essexjunction.org
Chief Ron Hoague	rhoague@essex.org
Lt. Rob Kissinger	rkissinger@essex.org
Regina Mahony	rmahony@essexjunction.org
Rick Jones	rick@essexjunction.org

FIRST M. LAST
City Council Chair

Date

MEMORANDUM

TO: Regina Mahony, City Manager
Essex Junction City Council

FROM: Rick P. Garey, Support Services Director

DATE: December 29, 2023

RE: City of Essex Junction use of VT Alerts

ISSUE:

Request to City Manager and City Council to have Council sign the attached Memorandum of Understanding (MOU) with Vermont Emergency Management to use their VT Alerts system for public safety alerts in the City of Essex Junction.

DISCUSSION:

The State of Vermont Emergency Management Division maintains/runs VT Alerts which is an emergency/public safety alerting system that can be used by municipalities to send emergency and/or public safety alerts to residents and visitors in City of Essex (VT) via email and/or SMS. (Text Messaging)

As the City of Essex Junction Emergency Management Director, Police Chief Ron Hoague has requested that we make use of this service for the City of Essex Junction. This service in no cost outside employee staff time to program, manage and train on the software system that is web based. The Chief has requested use of this system for both the Town and City of Essex Junction so that emergency messages or public safety alerts can be provided in a streamlined, consistent, and timely manner to improve public safety.

If approved the system will be set up, tested and users trained. Once working we will conduct public outreach about the purpose of the alerting system to be used in the city and how it works.

COST:

No budgetary cost outside of staff time for programing, maintenance, training, and outreach

RECOMMENDATION:

It is recommended that the City Council approve the use of VT Alerts system for the City of Essex Junction, and authorize the President of the Council to sign the attached MOU to move forward with the setup process.



VT-ALERT Notifier Guide

to

“What are Permitted and Not Permitted VT-ALERT Messages and Group Notifications?”

VT-ALERT – The Division of Emergency Management (VEM) has an emergency notification system in place to provide timely **public safety** related information, notification, and direction to the general public that have signed up to receive VT-ALERT notifications, also through reverse 911 calling, as well as to the Notification Groups established for State and Local Governments and Select Non-Profit Organizations. Upon confirmation by the VT-ALERT VEM Watch Officer, the VT-ALERT Organization, or Notifier, of a significant emergency or dangerous situation involving imminent or immediate threat to the health or safety of the residents of Vermont, emergency notifications will be sent without delay via the VT-ALERT System, using any/all of the distribution channels available (**Alpha Pagers, E911 data, Email, Everbridge App, Mobile and Landline Phone Calls, SMS Text, IPAWS EAS or WEA, and FAX**).

Information for Reverse E911 data:

E911 Residential and E911 Business Landlines have been programed into VT-ALERT for EMERGENCY LIFE SAFETY notifications only. Use of E911 data (both business and residential) is only to be utilized for the event of true emergent life safety notifications where factors pose an imminent or expected risk to life, severe health implications or catastrophic damage to property. VEM withholds the right to permit, limit or restrict access to the Vermont E911 data.

Examples of VT-ALERT Messages to the Public Subscribers:

Permitted –

- Environmental
 - Agriculture
 - Chemical
 - Biological
 - Hazmat and Oil Spills
- Fire
 - Structure Fire
 - Vehicle Fire
 - Wildfire
 - Fire Watch Conditions
 - Explosion
- Geophysical
 - Earthquakes
 - Landslides
- Infrastructure
 - Water Supply Disruption
 - Utility Disruption
 - Communication Issues

- Dam Breach
- Law/Security
 - Missing Person
 - Traffic Control
 - Criminal Activity
 - Prison Escape
 - Suspicious Person
- Medical and Public Health
 - Public Health Alert
 - Mass Casualty
 - Health/Medical Incidents
- Meteorological
 - Severe Weather Warnings
 - Flood/Flash Flood Warnings
 - Freeze Warnings
- Rescue
- Safety
 - Bomb Threat
 - Major Road Closure
 - Weather
 - Parade Road Closures
- Transportation
 - Aircraft Accident
 - Automobile Accidents
 - Road Closures
 - Snow Emergencies
 - Winter Parking Bans
- School Closures due to weather or building issues
- Annual or bi-annual VT-ALERT test to the general public
- Press Releases
 - Press Releases that would have the safety of the general public in mind
 - Boil Water Notices
 - Medical Notices
 - Infectious Diseases
 - Major Infrastructure Closure

Not Permitted –

- Town Meeting Notices
- Town Fair Picnic Notices
- School Board Meetings
- Voting Notices
- Event Advertisements
- Any VT-ALERT message that would not be considered a public safety issue

Tests –

- Organizations may and should conduct periodic tests of alert messages, not to exceed twice a year.
- Test messages should clearly indicate that they are tests of a public safety notification system.
- Tests should normally go out using email, text, and/or mass dialer channels. Test may also use E911 calls, no more than once a year, if the local governing body so authorizes.
- Tests must NOT use life safety overrides and should not be sent outside of normal waking hours.
- Within these limits, test messages should not contain official information that is not normally considered public safety related.
 - **Example of a permitted test alert message: “This is a test of the [town name] emergency notification system. For this test, we would like to remind you that in the event of an emergency, VT-ALERT will be used to notify residents of the emergency. For more information about alert messages, please contact the Emergency Management Director.”**

Examples of Organizational **Group Notifications** to internal created groups:

Permitted –

- School Closures
- School Emergencies
- School Staff Notifications
- Bus Route Disruption
- Town Staff Notifications
- Training Reminders
- Water System Outages
- Select Board Communication
- Mutual Aid Group Notification
- Shift Coverage
- Meeting Reminders or Meeting Cancellations
- Work Schedules
- Monthly, Quarterly, Yearly VT-ALERT Group Notification Tests
- SMS Text Messages
- Dissemination of Information
- Special Team Notifications
- Emergency Operations Activations

Not Permitted –

- Non-Public Safety Related Group Notifications
 - BBQs or Cookouts
 - Routine Meetings
 - Sporting Events

Tests –

- Organizations may and should conduct periodic tests of group notifications, generally not to exceed once a month.
- Test messages should clearly indicate that they are tests of a public safety notification system.
- Within these limits, test messages should not contain official information that is not normally public safety related.
 - **Example a permitted test group notification message: “This is a test of the [group name] notification system. For this test, we would like to remind you that we will be conducting annual responder training this Saturday morning at 7:00 a.m. at the firehouse.”**



Winooski Valley Park District

**Ethan Allen Homestead
Burlington, Vermont 05408**

Tel: (802) 863-5744 info@wvdp.org www.wvdp.org Fax: (802) 865-0647



October 5, 2023

Regina Mahoney, City Manager
City of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Dear Regina:

We welcome the new City of Essex Junction to WVPD for fiscal year FY25, and are looking forward to working with you, and whomever is selected to serve as the City's representative to the WVPD Board of Trustees.

We seek the City's support for Winooski Valley Park District's operations this coming year. As you may know, most of the WVPD's operating budget comes from its eight municipal members in the form of dues, based on each member community's relative population and the equalized property tax grand list.

WVPD is requesting a total of \$31,472 for FY 2025 from Essex Junction.

WVPD will continue to seek new revenues that reduce the reliance on municipal shares for operations and will continue to work as hard as possible to multiply the dollars that Essex Junction provides by motivating volunteers to help steward the parks, soliciting donated services, performing fee-based services for municipal clients, accepting donated or discounted property, acting as a fiscal agent for other organizations, and by writing grants. WVPD also expands its services to the community through partnerships with multiple organizations including conservation non-profits, land trusts, local conservation commissions, business groups, neighborhood groups and area schools and universities.

Our proposed FY25 operating budget (attached) includes notes to explain the rationale and assumptions behind different line items. Please do not hesitate to contact me if you have any questions.

Thank you for your support. The WVPD would not exist without its member municipalities!

Respectfully submitted,

Nick Warner
Executive Director

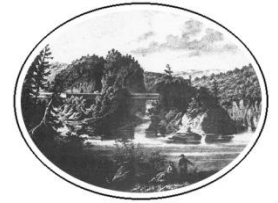


Winooski Valley Park District

Ethan Allen Homestead

Burlington, Vermont 05408

(802) 863-5744 info@wvdp.org www.WVPD.org



Date: October 5, 2023
To: Essex Junction City Council
From: Nick Warner Executive Director
Tim Larned, Park Superintendent
Lauren Chicote, Operations Manager
Cc: George Tyler, Essex Junction Trustee
Regina Mahoney, City Manager
Re: Annual Report from Winooski Valley Park District

Thank you for your continued support of the Winooski Valley Park District. I write to provide you updates on our activities highlighting the value of your annual investment – which is leveraged each year with grants, leasing, donated services and materials, volunteer labor and strategic partnerships.

A Vermont Regional Municipality, WVPD owns and manages 1,757 permanently conserved acres across eighteen public parks on behalf of its eight member towns. In Essex Junction, WVPD's newest community, this includes a portion of Woodside Park. All WVPD parks are open to the public at no charge, and proactively managed for outdoor recreation and ecological health. Thanks to your annual support, this system is thriving and growing – with two new potential parks (in Williston and Winooski) coming online over the next several years.

Leveraging resources is a key strategy to maintaining and improving the WVPD park system. Grantsmanship for capital projects and strategic partnerships with public/private/non-profit entities are at the core of WVPD's operating principles. Volunteer-supported tree plantings, invasive plant management, trail maintenance, and special events and programs are all back to pre-pandemic levels, with multiple groups returning each year to assist.



As WVPD celebrates 50 years of existence, changes are occurring. We welcomed a new community into the fold (Essex Junction), are working on the addition of new parks in Williston and Winooski and are upgrading park infrastructure and buildings.

WVPD continues to see significant increases in park use - a trend that has not abated since the start of the pandemic in 2020. WVPD's seasonal crew is fully engaged performing trail maintenance, litter pick-up, and managing the wear and tear of hard use throughout the WVPD's network of natural areas.

Even before the recent flood, natural events have been dominating WVPD's work: several large wind and ice storms this past winter resulted in multiple blow downs throughout several of the WVPD's trail networks, with WVPD staff spending many hours this past fall and winter clearing the trails - a process that continues. At the nine parks that were impacted by the recent flooding event, reconstruction of walking bridges, puncheon, steps, and washed-out areas is ongoing.

Flood Event Impacts and Response

While presenting operational challenges, the recent flood has reinforced the importance of WVPD's role as owner/manager of floodplains, shoreline, and wetlands – all of which are working to mitigate floodwaters. Resilience is built into our system: despite significant damage to WVPD's pedestrian infrastructure and shoreline erosion and siltation, no buildings, vehicles, or other infrastructure were impacted.



WVPD Parks Impacted by the Flood Event

Ethan Allen Homestead: entire floodplain inundated, bridges/puncheons dislodged, trails washed out, significant silt and debris, eight acres of crops destroyed.

Delta Park: significant debris and trash accumulated from high water.

Derway Island: entire peninsula inundated, trails washed out, shoreline eroded.

Derway Cove: approx. 8,000 square feet of shoreline lost along with several mature trees.

Heineburg Wetlands: completely inundated with floodwater (no mitigation needed).

Macrae Park: historic bridge completely overtopped, parking area washed out, trees down.

Mayes Landing: approx. 2,000 square feet of shoreline lost, foundation of bicycle bridge exposed.

Muddy Brook: park completely inundated; infrastructure dislodged.

Riverwalk: trail completely overtopped, multiple boardwalks and bridges dislodged/damaged.

Salmon Hole: completely submerged during the flood, with multiple washouts.

Woodside Park: The highest water levels were observed here, with multiple bridges dislodged/damaged.



To mitigate the damage caused by the flooding, WVPD:

- received a \$7,500 grant from the VT Flood Response & Recovery Fund 2023 of the Vermont Community Foundation which will cover the cost of materials, rental of dumpsters and equipment.
- applied for and received another \$7,500 grant from the Lake Champlain Basin Program which will cover labor costs associated with flood mitigation.
- has started filing insurance claims with PACIF for several bridges, stairs, and puncheon.
- is responding to significant shoreline loss and erosion at Derway Cove and Mayes Landing, seeking additional resources to stabilize the shoreline with plantings and native materials.



Mobilizing for the Future

With climate change and water quality issues dominant, WVPD finds itself at the forefront of the movement to preserve lands that can contribute to positive ecological change.

Originally formed in response to the rapid land use changes in the late 1960's and 70's, WVPD's mission was focused on preserving areas of scenic beauty and providing recreational access. While these values persist, WVPD is increasingly focused on ecological values and the ability of our landscapes to process floodwaters, host rare and endangered species, and provide top quality habitat – all while providing robust public access.





The recent flood event in Vermont, which enveloped nine WVPD parks, reduced miles of trails into torrential streams, and carved off thousands of square feet of shoreline, further motivates WVPD Staff and Board to carry out our mission.

The staff and Board of Trustees thank you for your continuing support of WVPD. We will continue to work to build value into the investments made each year by our member towns.



WINOOSKI VALLEY PARK DISTRICT: MUNICIPAL FAIR SHARE ANALYSIS **FY2024** VS. **FY2025**

WVPD Member Town	Town Pop. FY24	Town Pop. FY25	% of Pop. FY24	% of Pop. FY25	FY24 Equalized Education Property Values	Current Equalized Education Property Values	FY24 % Eq. Mun. Prop. Values	Current % Eq. Mun. Prop. Values	Sum of %'s FY24	Sum of %'s FY25	Fair Share FY24	Fair Share FY25	FY 2024 FUNDING REQUESTS	FY 2025 FUNDING REQUESTS
Burlington	44,781	44,595	34.91%	34.62%	\$55,075,510	\$59,397,389	28.36%	27.96%	63.27%	62.58%	31.64%	31.29%	\$127,316	\$129,573
Colchester	17,612	17,604	13.73%	13.67%	\$27,808,240	\$30,578,679	14.32%	14.39%	28.05%	28.06%	14.02%	14.03%	\$56,415	\$58,099
Essex Junction	10,590	10,917	8.26%	8.48%	\$13,198,697	\$14,262,196	6.8%	6.71%	15.06%	15.19%	7.53%	7.6%	\$30,300	\$31,472
Town of Essex	11,504	11,491	8.97%	8.92%	\$18,605,393	\$20,523,649	9.58%	9.66%	18.55%	18.58%	9.28%	9.29%	\$37,342	\$38,471
Jericho	5,080	5,095	3.96%	3.96%	\$7,693,090	\$8,477,768	3.96%	3.99%	7.92%	7.95%	3.96%	3.98%	\$15,935	\$16,481
South Burlington	20,282	20,624	15.81%	16.02%	\$39,678,250	\$43,513,838	20.43%	20.48%	36.24%	36.5%	18.12%	18.24%	\$72,913	\$75,533
Williston	10,094	10,104	7.87%	7.86%	\$24,428,580	\$27,213,548	12.58%	12.81%	20.45%	20.67%	10.22%	10.33%	\$41,124	\$42,777
Winooski	8,330	8,328	6.49%	6.47%	\$7,705,330	\$8,486,721	3.97%	4.00%	10.46%	10.47%	5.23%	5.24%	\$21,045	\$21,699
TOTALS	128,273	128,758	100%	100%	\$194,193,090	212,453,788	100%	100%	200%	200%	100%	100%	\$402,390	\$414,105

Notes:

- Population data is from the US Census Bureau
- All Education Property Values shown are 1/100 of actual (rounded off)
- Equalized Education Property Values are from the Vermont Department of Taxes

**WINOOSKI VALLEY PARK DISTRICT
FY2025 BUDGET NOTES**

BUDGET OVERVIEW

This budget supports the FY2025 (July 1, 2024 – June 30, 2025) operations of the Winooski Valley Park District (WVPD), an incorporated Vermont municipality and 501(c)(3) non-profit supported primarily by annual allocations from eight member towns: Burlington, Colchester, Essex, Essex Junction, Jericho, South Burlington, Williston, and Winooski. WVPD owns and operates 18 properties with a combined total of over 1,753 acres of land, managed for conservation and passive recreation, with its operations governed by a Board of Trustees.

The Winooski Valley Park District’s mission is to plan, acquire, and manage lands and waters within the boundaries of its member municipalities in the Winooski River Valley for purposes of conservation, preservation of natural areas, establishment of parks, and resource-based education and recreation.

Operationally, WVPD maintains stable capital reserves and debt-free operations. Capital upgrade projects and land acquisitions are funded through grants, philanthropy, and donations. Hundreds of hours of volunteer and pro bono services are leveraged yearly to carry out park upgrades, trail maintenance, legal services, and project consulting.

WVPD is investing for the future. Capital upgrades over the next 1-5 years – primarily funded by outside resources include significant upgrades in the Hill-Brownell Educational Center at the Ethan Allen Homestead, upgrades to informational signage in the park system, repair of a large slope-side stairway at Riverwalk, improvements to the Wetlands Walk North boardwalk at Ethan Allen Homestead, and upgrades to park infrastructure system-wide. Grant requests are now being prepared for trail improvements, invasive plant management, and facility upgrade projects.

Revenue Streams:

WVPD’s largest source of operating revenue derives from annual formulaic payments from member municipalities. To help offset this commitment, and to accommodate the growth and demands on the park system, WVPD accesses/enhances revenue streams through leasing, contracted work, and grants.

WVPD is renovating capital assets (Hill-Brownell Educational Center, Allen House cabin, Colchester Pond Farmhouse and Barn) that in turn will enhance long-term revenues. Partnerships are being established with outside entities for program and event

delivery that also generate income. WVPD is upgrading and marketing rental facilities, renegotiating leases, and ramping up its' contracted maintenance services.

To support revenue growth, and protect assets, WVPD staff carry out daily operations, work on capital upgrades, facilitate the expansion of the park system, and carry out site-specific management plans for each property in the WVPD portfolio.

Budget increases are driven by the increased cost of retaining experienced full-time staff, seasonal personnel costs; increased costs to health insurance, unemployment insurance, snow removal and rubbish disposal, and building maintenance; in addition to longer maintenance seasons and additional park assets to maintain. WVPD works to offset these increases over time using a model that promotes long-term revenue growth through leasing and contracted maintenance. This year, WVPD intends to raise \$20,000 in operating capital and work to secure this as an annual revenue stream.

Ethan Allen Homestead Museum, Burlington Forest Preschool, and Alnôbaiwi:

WVPD owns the Ethan Allen Homestead property and buildings on the 294-acre campus in Burlington's Intervale. This includes the historic Ethan Allen cabin, and Hill-Brownell Education Center ("Museum Barn") which houses the Ethan Allen Homestead Museum (EAHM) and the Burlington Forest Preschool. EAHM operates under an Operations Agreement, and Forest Preschool holds a commercial lease, with both generating rental income and utility reimbursement. Alnôbaiwi leases space in the WVPD office building under a separate lease, also generating rental income.

Grant Revenues:

Grant income is utilized for specific projects and programs and is typically not relied upon for operating expenses. These revenues are generally offset by the costs of the projects, often with an in-kind match of labor/materials, with indirect and WVPD's administrative costs built in when possible. WVPD applies for grants supporting acquisitions, trail construction, facility upgrades, safety equipment, and natural resources management. Grants are aggressively pursued to offset any large projects/expenditures whenever possible.

Debts/Loans:

Outside of the use of a credit card (which is paid off monthly), WVPD carries no mortgages or loans, or does not have any liens against any property or asset.

Financial Audit:

WVPD completed a full financial audit for FY16, and commissions annual Financial Reviews (conducted by the same auditing firm), with full audits scheduled on a five-year cycle. The pandemic has delayed the audit cycle. A financial review was conducted in fall of 2021 revealing no findings.

FY2025 BUDGET NOTES (by budget category)

OPERATING INCOME:

1. Municipal Support of Operations from Member Towns

Dues from member municipalities are based on the most current available data for 1) Population and 2) Equalized Municipal Property Tax Grand List. These two variables are given equal weight in a formula that determines the portion asked of each municipality.

As an inter-municipal form of government, the WVPD has been supported by its member municipalities for the last 50 years. Elected officials signed an Agreement to create an inter-municipal conservation district in 1972. After that, a majority of voters from each member community voted to create the WVPD.

A new community joined WVPD in FY24: the City of Essex Junction was formed effective July 1, 2022. From WVPD's fiscal standpoint, this has had a null impact as the Essex Junction (and its' population/grand list) was formerly part of the overall Town of Essex which is now a separate municipality.

2. Interest Income

High interest rates are pursued, when possible, by investing in FDIC insured Certificates of Deposits. However, in recent years these rates have been very low.

3. Caretaker House Rentals/Rebates

On-site caretakers provide site security and rental income at the Colchester Pond Natural Area and at the Ethan Allen Homestead. Each caretaker residence pays \$7,800 per year for rent. In exchange for below market rent, each caretaker is available on weekends and after office hours to educate park visitors about park rules, open and close the park entrance gate year-round at dawn and dusk, monitor parking lot use, shovel snow for pedestrian access to information boards and fire hydrants, manage the picnic shelter at the Ethan Allen Homestead, and monitor the WVPD's other parks throughout the winter

when the WVPD’s seasonal maintenance crew is not available. With increases in park use at both facilities, the value of our caretaker’s work increases over time.

Caretakers are paid in pretax dollars at \$12/hour in the form of a rental rebate for additional services above and beyond routine services, as they arise. These expenses are included as a Park’s Maintenance Expense.

4. Facilities Rentals

- **Farm Fields:** The WVPD owns and leases farm fields at Colchester Pond in Colchester, the Ethan Allen Homestead in Burlington, and Muddy Brook Park in South Burlington. An additional farm field is managed for free in exchange for services at the Macrae Farm in Colchester. The first three farm fields are leased to farmers in a “break even” operation, where rental income is used to maintain the health of the soil. The benefits to the public are scenic vistas and full pedestrian access to the fields. The farm roads and bridges are maintained by the farmers and are used by the public. These acres are kept open and fertile and could easily be converted to food production.
- **Ethan Allen Homestead Museum/Alnôbaiwi:** Per an operations agreement, EAHM and Alnôbaiwi provide a yearly lease payments and utility reimbursements for space in the Hill-Brownell Education Center and WVPD offices at the Ethan Allen Homestead.
- **Burlington Forest Preschool:** There are two classrooms in the Hill-Brownell Education Center at the Ethan Allen Homestead. Both classrooms are rented to the Burlington Forest Preschool for their year-round operation.
- **Rentals of Picnic Shelter:** The Ethan Allen Homestead’s open-air picnic shelter tends to be reserved during most summer and fall weekends. Rental rates are as follows:

2023 Picnic Shelter Rental Rates:

\$75 refundable damage deposit required for all rentals regardless of size.

Small Groups (35 people or less)

Half day (4 hours or less)	\$65
Full day	\$100

Large Groups (36-65 people)

Half day (4 hours or less)	\$95
Full Day	\$155

5. General Income

This includes nominal donations, typically unsolicited by park users expressing their appreciation with a small donation.

In recent years, this line item has been used to capture income from the sale of equipment, such as the sales of WVPD old work vehicles, maintenance equipment, and office furniture.

6. Grant Income

WVPD has multiple open grants supporting various maintenance and programmatic projects. General operating/administrative costs are included in grant budgets when applicable and as indirect costs and captured in this line item. Other grant income/expenses are carried separately from the Operating Budget as they are project specific and can vary from year to year.

Current Open Grants include:

- Vermont Recreation Trails Program (RTP) for improvements to Colchester Pond trail (\$30,000)
- Lake Champlain Basin Program (LCBP) for invasive plant management of Delta Park (\$7,590)
- LCBP for upgraded signage at WVPD park information/welcome kiosks (\$39,700)
- LCBP 2023 Flood Recovery for personnel costs for flood related repairs (\$7,500)
- VT Flood Response & Recovery Fund 2023 of the Vermont Community Foundation for infrastructure repair costs due to flood damage (\$7,500)
- Community Development Block Grant (CDBG) from the City of Burlington for improvements to the roof of the Museum Barn at the Ethan Allen Homestead (\$47,000)
- Vermont Outdoor Recreation Economic Collaborative (VOREC) in partnership with the City of Burlington for phase 1 improvements to the Wetlands Walk North boardwalk at the Ethan Allen Homestead (\$50,000)
- WVPD acts as a Fiscal Agent for Burlington Wildways, generating income based on a percentage of funds raised for this collaborative effort

7. Contracted Park Maintenance

WVPD utilizes some income from subcontracting services as part of the operations budget. This income is from trail maintenance and restoration projects conducted for clients on non-WVPD lands. This is done on a contractual basis with municipalities and non-profits.

OPERATING EXPENSES

1. A. Staff Salaries – Year-Round

The WVPD has three salaried, year-round positions: Executive Director, Park Superintendent, and Operations Manager.

B. Staff Salaries – Temporary

The WVPD hires three seasonal employees to maintain the parks April – October. They receive an hourly wage, plus a \$500 incentive for staying through the end of the season. Typical maintenance season is planned from April through October, however the season can extend into November and December, or start in mid-late March, depending on the year and seasonal weather changes, increasing seasonal personnel costs.

The WVPD's gate tender at Delta Park in Colchester receives \$75/month to open and close the park gates for the months of April through October. A gate tender for Wolcott Family Natural Area (WFNA) in Colchester was added in the summer of 2022 and receives \$200/month to open and close the park gates for the months of April through October. Due to its' more remote location, WFNA gate tender receives a higher monthly stipend to compensate for travel to and from the park twice a day.

WVPD anticipates recruiting additional gate tenders for Derway Cove in Burlington in calendar year 2023.

C. Payroll Fees

This line item is for the fees paid to a payroll processing service.

2. FICA

This is calculated as 7.65% of salaries per federal law.

3. Workers Compensation

This is covered through the Vermont League of Cities and Towns (VLCT) and is dependent on VLCT classifications and rates. It is anticipated to remain relatively stable for FY25.

4. Unemployment Insurance

This is covered by the Vermont League of Cities and Towns. Decreased from FY25 to reflect actual anticipated costs.

5. Dental Insurance

WVDP provides dental insurance through the Vermont League of Cities and Towns for permanent, full-time staff. No anticipated premium increases for calendar year 2024.

6. Health Insurance

WVDP offers the Blue Cross Blue Shield menu from Vermont Health Connect. Each Full Time Year-Round employee is offered \$667 per month for single coverage, \$1,018 per month for two-person coverage, or \$1,285 per month for family coverage. These amounts are based on health insurance premiums from 2012 – WVDP Trustees will address updating rates to better reflect current health insurance premiums costs in calendar year 2024.

A \$1,200 per year incentive is provided for Full Time Year-Round employees who opt to be covered by a partner’s health insurance instead of the WVDP’s insurance.

With few employees covered, a change in one individual’s coverage status (i.e., from one person to two-person coverage) can dramatically increase this line item. One WVDP staff member remains on their spouse’s insurance creating some savings for this line item.

7. Retirement

The WVDP has a 457 plan (analogous to a 401K) through the State of Vermont. Maintenance and administrative costs to the WVDP are minimal. Contributions by employees must be voluntary, by law. Assets are the property of the employee. The total contribution by the WVDP for the Operations Manager and the Parks Superintendent is 3% of their salary, for an anticipated total of \$4,850.

Anticipated annual contribution of at least 7.00% of salary is made to the Vermont Municipal Employees Retirement System for the Executive Director (current FY24 rate is 6.75%). Contribution percentage is set by the state on an annual basis. The total contribution by the WVDP is anticipated to be \$4,850.

8. Liability/Fire Insurance

WVDP has property and liability insurance through the VLCT’s PACIF program. WVDP is reimbursed for insurance costs from the EAHM for the historic Ethan Allen cabin and a portion of the Hill-Brownell Education Center. This line item includes a mandatory \$900 management fee.

9. Travel/Auto

The WVPD owns two pickup trucks, both recently purchased (2006 Ford F350 in FY21; 2004 Ford F350 in FY20). This category includes fuel for the two vehicles and mowers/weed whackers, along with preventative maintenance for the vehicles. Employees who use their own vehicles for the WVPD's business are reimbursed for mileage at the federal rate.

10. Utilities

WVPD receives reimbursement for utilities cost of the Education Center at the Ethan Allen Homestead from the Burlington Forest Preschool, Ethan Allen Homestead Museum, and Alnôbaiwi. On-site caretakers pay for their own utilities, except for City water in Burlington for the Ethan Allen Homestead Caretaker House. This line includes electric through the City of Burlington Electric Department, propane heat through Suburban Propane, and water from City of Burlington Water Resources Department. Unanticipated increases in rates for electric and propane can drastically impact this line item. Burlington Electric Department has proposed a 5.5% increased rate effective September 1, 2023. The cost of propane has steadily increased over the last several years.

11. Buildings Maintenance

Overall, the WVPD's 10 buildings* have been kept in good condition. Capital improvements (roof upgrade on barn, drainage repairs on Allen House) are ongoing. More maintenance to the buildings is being done by the WVPD's seasonal crew as preventative maintenance instead of being contracted out as repairs.

*Building Inventory:

- a. Ethan Allen Homestead (6 structures total): 1 historic structure (Ethan and Fanny Allen's restored farmhouse), 1 caretaker residence, 1 picnic shelter, 1 outhouse, 1 administrative building (the WVPD's office, classroom, public restrooms, and maintenance garage), and 1 large barn (converted to offices, classrooms, exhibit space, and public restrooms).
- b. Colchester Pond Natural Area (4 structures total): 1 caretaker house (historically significant), 1 detached garage/workshop, 1 milk house, and 1 barn.

12. Parks Maintenance

Increased usage of parks, vandalism, and major flooding are the biggest factors that can unpredictably drive-up maintenance expenses. Significant repairs and improvements are covered through grants whenever possible.

This line covers materials and equipment for work performed by the WVPD's seasonal crew who maintain the park portfolio. This work includes mowing lawns, maintaining 28 miles of trail, picking up litter and other debris/trash, building and installing park signs, picnic tables, foot bridges, fences, beaver baffles, gates, water bars, benches, canoe access stairs, and informational kiosks.

13. Snow Removal

Two parks require snow removal and sanding – Ethan Allen Homestead in Burlington and Colchester Pond in Colchester. City of Burlington Parks, Recreation, and Waterfront Department provides snow removal and sanding for the Ethan Allen Homestead through a seasonal contract; Colchester Pond is sources through a private contractor.

14. Subcontracted Services

With the purchase of new equipment and training, WVPD crew performs most maintenance tasks that used to require hiring a contracted service. This line item includes routine work that must be done by a professional because it requires equipment or expertise beyond that possessed by WVPD's staff, for example:

- a. Hazardous Tree Removal: Removal of dead, standing trees that cannot be safely removed in-house. Heavy duty equipment is often required when the tree is close to a structure or too large to be safely done WVPD staff.
- b. Routine Services: This includes services for WVPD's fire extinguishers, furnaces, septic tanks, vault toilets, overhead doors, vehicles, water filtration system, alarm systems, and sprinkler system.
- c. IT Support: Computer network maintenance, updates, and recommendations on new hardware and software purchases.
- d. Park Signs: Fabrication of one new park entrance sign per year at \$1,000.
- e. Accounting: Preparation of the Form 990 and a compilation or review by an accountant.

15. Rubbish Removal

Illegal dumping can cause this expense to jump unexpectedly. This expense mainly covers garbage pickup by the WVPD's crew at its 18 parks. It also includes hauler expenses for rubbish and recycling at the Ethan Allen Homestead.

16. Telephone/Email/Internet/Fax

This line item includes expenses for office telephone, employee cell phone usage (employee pays for phone upgrades), office internet connection, and website hosting/maintenance and domain fees.

17. Postage

WVPD relies primarily on electronic communications, and these costs are related correspondence that must be mailed (bills, legal notices, etc.).

18. Supplies

This line item covers general office supplies, furniture, and equipment, janitorial supplies, and supplies for a laminating machine for signage production in house.

19. Copies

This covers maintenance of the printer/copier machine in a yearly service contract. This category also includes the cost of color and/or oversized copies based on usage.

20. Employee Trainings

This provides funding for employees to learn new skills and complete voluntary trainings. WVPD works to retain skilled staff and build organizational capacity through a proactive program of training. Grants are being sought to add new training opportunities.

21. Membership

Includes members for the Vermont Trails and Greenways Council, and the Vermont Recreation and Parks Association – all organizations directly related to WVPD’s programs and activities.

22. Events

This includes items for events that are not covered by outside sources.

23. Printing/Advertising/Exhibits

This provides for WVPD promotions/displays at events and programs, for printing signs and notices, and for occasional advertising for recruitment.

24. Conferences

WVPD staff participates in conferences and trainings directly relevant to upgrades of operations and staff development. In addition, this covers mandatory attendance of conferences as a condition of some grant sources.

25. Legal Services

The WVPD mostly engages pro-bono legal counsel each year, this amount reflects the need for recording fees and other small expenses. Project-specific legal expenses (such as land acquisitions) are often covered with grant income.

26. Capital Improvement Program Transfer*

This money is transferred to a separate capital improvement program fund to provide a stream of revenue for major repairs to buildings, the purchase of major equipment, and/or the scheduled upkeep of a concrete dam at Colchester Pond.

27. Operating Reserve Fund*

This fund was established in 2001 to offset any unforeseeable shortfalls in the operating budget. Eligible uses include 1) an increase in routine, essential expenditure beyond amounts budgeted for the year, 2) a decrease in grant income budgeted to supplement operations, 3) mechanical failure of essential equipment, or 4) extensive damage to essential park facilities.

28. Audit Fund

This line item builds resources for regular audits. Annual financial reviews are conducted with full audits completed on a five-year cycle.

**Four sources fund the Capital Improvement Program and the Operating Reserve Fund: 1) Staff finding reductions in actual expenses compared to those proposed, 2) dedicated grants that allow the limited use of their funds for routine operating expenses, and 3) salary savings due to employees taking unpaid leave and 4) year-end operating surpluses.*

WINOOSKI VALLEY PARK DISTRICT

APPROVED FY2025 OPERATING BUDGET

(July 1, 2024 - June 30, 2025)

Approved by WVPD Board of Trustees at the September 19, 2023 meeting

OPERATING REVENUE	Actual FY2023	Budgeted FY2024	Proposed FY2025
1. Municipal Support from Member Towns	\$370,051.00	\$402,390.00	\$414,105.00
2. Interest	\$204.27	\$200.00	\$200.00
3. Caretaker House Rental	\$15,600.00	\$16,500.00	\$16,500.00
4. Facility Rentals	\$28,005.75	\$31,250.00	\$31,250.00
5. General Income	\$2,150.00	\$2,500.00	\$2,500.00
6. Grant Income	\$0.00	\$5,500.00	\$5,500.00
7. Contracted Parks Maintenance	\$10,438.53	\$5,500.00	\$5,500.00
8. Other Operational Support	- -	- -	\$20,000.00
Total Operating Revenue	\$426,449.55	\$463,840.00	\$495,555.00
OPERATING EXPENSES			
	Actual FY2022	Budgeted FY2023	Proposed FY2025
Salaries			
1. A. Staff Salaries - Year Round	\$218,246.06	\$216,510.00	\$231,500.00
1. B. Staff Salaries - Temporary	\$46,084.50	\$80,525.00	\$98,000.00
1. D. Payroll Fees	\$1,498.48	\$1,550.00	\$1,700.00
Subtotal Salaries	\$265,829.04	\$298,585.00	\$331,200.00
Employee Benefits			
2. FICA	\$17,453.42	\$22,750.00	\$25,000.00
3. Workers Compensation	\$5,088.00	\$6,250.00	\$6,250.00
4. Unemployment Insurance	\$2,690.00	\$6,250.00	\$4,250.00
5. Dental Insurance	\$1,802.16	\$1,875.00	\$1,875.00
6. Health Insurance	\$22,238.96	\$34,800.00	\$34,800.00
7. Retirement	\$8,364.23	\$9,000.00	\$9,000.00
Subtotal Benefits	\$57,636.77	\$80,925.00	\$81,175.00
Park Expenses			
10. Liability/Fire Insurance	\$8,829.75	\$10,500.00	\$9,250.00
11. Travel/Auto	\$3,773.01	\$3,750.00	\$3,750.00
12. Utilities	\$10,191.09	\$10,575.00	\$10,575.00
13. Buildings Maintenance	\$23,898.31	\$16,250.00	\$16,250.00
14. Parks Maintenance	\$16,336.41	\$20,550.00	\$20,550.00
15. Snow Removal/Sanding	\$2,730.00	\$2,500.00	\$2,500.00
16. Subcontracted Services	\$2,577.00	\$6,000.00	\$6,000.00
17. Rubbish Removal	\$2,720.44	\$2,750.00	\$2,750.00
Subtotal Park Expenses	\$71,056.01	\$72,875.00	\$71,625.00

	Actual FY2022	Budgeted FY2023	Proposed FY2025
Office Expenses			
18. Phone, Email, Internet, and Fax	\$3,976.45	\$3,750.00	\$3,750.00
19. Postage	\$274.30	\$275.00	\$275.00
20. Supplies	\$5,297.84	\$4,000.00	\$4,000.00
21. Copies	\$143.79	\$350.00	\$300.00
22. Employee Trainings	\$0.00	\$1,000.00	\$1,000.00
23. Membership	\$305.00	\$380.00	\$380.00
Subtotal Office Expenses	\$9,997.38	\$9,755.00	\$9,705.00
Publicity Expenses			
24. Events	\$42.63	\$100.00	\$100.00
25. Printing/Advertising/Exhibits	\$25.00	\$750.00	\$400.00
26. Conferences	\$823.26	\$500.00	\$1,000.00
Subtotal Publicity	\$890.89	\$1,350.00	\$1,500.00
Other			
27. Legal Services	\$35.00	\$35.00	\$35.00
28. Capital Improvement Program	\$165.00	\$165.00	\$165.00
29. Operating Reserve Fund	\$100.00	\$100.00	\$100.00
30. Audit Fund	\$50.00	\$50.00	\$50.00
Subtotal Other	\$350.00	\$350.00	\$350.00
Total Operating Expenses	\$405,760.09	\$463,840.00	\$495,555.00



Green Mountain Transit



101 Queen City Park Rd.
Burlington, VT 05401

6088 VT Route 12
Berlin, VT 05602

375 Lake Road, Suite 5
St. Albans, VT 05478



Burlington:
T: 802-540-2468
F: 802-864-5564

Berlin:
T: 802-223-7287
F: 802-223-6236

St. Albans:
T: 802-527-2181
F: 802-527-5302



info@RideGMT.com
www.RideGMT.com

January 5, 2024

Ms. Regina Mahony
City Manager
2 Lincoln St.
Essex Junction, Vermont 05452

Dear Ms. Mahony:

Pursuant to Act Number 122 of 1973 of the Vermont General Assembly, which created the Green Mountain Transit Authority (GMT), the Treasurer of the GMT is required to notify the Treasurer of each member municipality and the chair of the legislative body in each member municipality, of the amount of the annual assessment to each member in connection with GMT's budget. This letter serves to notify you that the share of your municipality for the fiscal period July 1, 2024, through June 30, 2025, assessed in accordance with the Statute, is as follows:

Fixed Route Operating Assessment	\$205,689
Capital Match	\$6,313
Paratransit Assessment	<u>\$37,613</u>
Total Assessment:	<u>\$249,615</u>

The Statute provides that each member municipality "...shall add such assessment to its own budget and shall assess such tax as is necessary to raise the amount of the assessment. The amount of the assessment in each member municipality shall be paid to the Treasurer of the authority on or before July 15th in each year."

Please review the components below, which explain your overall increase in membership assessments of roughly 2% over last year.

GMT allocates its fixed and variable costs to members through its fixed route assessment, which has been updated to reflect current service levels being provided in each member community. As a result, the City of Essex's fixed route assessment is increasing by 2.6% for FY25.

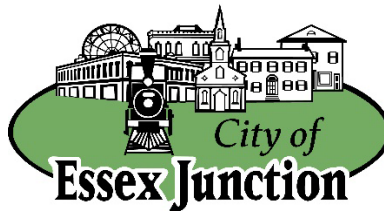
The Capital Match assessment remained at \$75,000 spread among all members using the same methodology as the fixed route assessment.

The Paratransit assessment is member specific and is determined by actual paratransit usage in your community. The City of Essex saw a decrease in its overall share of usage during FY23, however an increase in program costs served as an offset. As a result, the City of Essex's Paratransit assessment saw a modest increase of 0.6% over last year.

If you have any questions regarding this assessment, please feel free to call Clayton Clark, GMT's General Manager.

Sincerely,
Paul Bohne
Commissioner Paul Bohne
Treasurer

Cc: Jess Morris, Finance Director
Paul Bohne, GMT Board of Commissioners



MEMORANDUM

TO: City of Essex Junction City Council
FROM: Chelsea Mandigo, Water Quality Superintendent, and
Christopher Yuen, Community Development Director
MEETING DATE: January 10, 2024
SUBJECT: CCRPC FY2025 Unified Planning Grant

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

1. GIS Services
2. Pearl Street Short-Term Multimodal Improvements Scoping Study
3. A TV condition assessment of select stormwater pipes

Discussion:

Staff has prepared three UPWP applications in descending order of priority:

1. **GIS Services** - GIS services were previously conducted for the City by Town of Essex staff. This benefit was lost with separation. In 2023, CCRPC supported the City's request for GIS support and the need continues until an in-house GIS solution is identified. This request will include assistance for online mapping, keeping stormwater infrastructure maps updated, stormwater utility GIS support, updated zoning district maps, large scale hard copy maps to reflect zoning bylaw amendments and other similar projects.
2. **Pearl Street Short-Term Multimodal Improvements Scoping Study** - In 2018, Essex Junction and the CCRPC commissioned a Scoping Study for Bicycle/Pedestrian Improvements along VT Route 15 (Pearl Street), between Susie Wilson Road and West Street Extension. This study produced a \$2.5 Million preferred alternative that proposes the removal of the center median, and the reconfiguration of motor vehicle travel lanes from 4 lanes to 2. The design also includes buffered bike lanes, and the replacement of the existing 5-foot concrete sidewalk with an 8-foot asphalt shared-use path. While this design remains a viable long-term option, City Staff recognizes that near-term funding for a project of this scale is a challenge, as it far exceeds the grant amounts typically awarded through the VTrans Bicycle and Pedestrian Program.

This request is for an update to the 2018 Scoping Study, for a short-term design option that improves multimodal safety and connectivity while minimizing changes to existing curbs, sidewalks, and utilities. This design would also consider the addition of crosswalks and eastbound bus stops within the project area, which currently only has westbound bus service.

3. **A TV condition assessment of select stormwater pipes** - In 2020, 2022 and 2023 the City received a grant from this program to conduct a condition assessment of select portions of the storm sewer system using pipe televising services based on known problem areas or pipe material. The videos

and data provided a condition assessment that developed a prioritization framework for replacement or repair of aging stormwater pipes. We would like to continue this project so that it encompasses as much of the City owned stormwater infrastructure as possible into the priority framework. This framework database/document will then be used as part of the planning process for the stormwater capital fund development in FY25 after the launch of the stormwater utility.

Costs:

1. GIS services- This is a fee for service request. CCRPC will bill at an hourly rate, not to exceed \$10,000. Up to 83 hours will come from Community Development budget and up to 40 hours from the Stormwater budget.
2. Pearl Street Short-Term Multimodal Improvements Scoping Study: \$25,000, with a 20% match required of \$5,000. The match budget would be paid out of the Community Development budget.
3. TV SW Pipe Phase 4: \$50,000 with a 20% match required of \$10,000. The match will be paid out of the Stormwater budget.

Recommendation: It is recommended that the City Council authorize staff to submit the UPWP requests application for GIS Services, and Pearl St Short-Term Multimodal Improvements, and Phase 4 TV condition assessment of stormwater pipes.

Recommended Motion:

“I make a motion to authorize staff to submit the UPWP requests application as drafted.”

PROJECT APPLICATION FORM FY2025 Unified Planning Work Program

Applications should be no more than 6 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories. The Deadline for receipt of completed submissions is Friday, January 19, 2024. Please email completed forms in Word format to mdistel@ccrpcvt.org. All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.**

1. GENERAL INFORMATION

Submitted by (Name, Title): Chelsea Mandigo, Water Quality Superintendent

Municipality/Agency/Organization: City of Essex Junction

Telephone: 802-878-6943 x1705

Email: chelsea@essexjunction.org

2. PROJECT INFORMATION

a. Project Title: GIS Services

b. Project Location (name of roadway, intersection, geographic area, etc.):

Attach map if needed

c. Project Description (200 words max):

Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.

With the separation of the Town and the City in 2023, the City will no longer has in house GIS services. This request is for GIS assistance from CCRPC to help fill this gap until we have an in-house GIS solution. We are aware of specific needs including update of MS4 stormwater maps, the launch of a stormwater utility (consultant lead buy may need support after launch) and zoning district map updates, online map updates, hard copy of large scale maps; but anticipate other needs may come up over the course of the year.

While some of these tasks could be completed under 12 hours, others are probably larger efforts, so collectively the request is for 120 hours at \$60 an hour for \$7,200.

d. Expected Deliverables:

- Update the zoning district map, update the online map, and prepare a few large-scale hard copy map to reflect zoning bylaw amendments.
- Add to or create new online maps, including but not limited to a replicate of the online map the Town hosts for the City (this includes infrastructure data) and a stormwater specific online map.
- CCRPC helped with is in 2023 so we are requesting the continued assistance with support and maintenance of the City's ground truthing of stormwater infrastructure. For 5+ years we have had

interns work on ground truthing SW infrastructure. Work on making something a bit more user friendly to be like what we had for field inspections through Town including having visible numbered catch basins and outlets, identified whether they are private and public. A good inventory is now in place, but it is helpful to keep this updated every year. Therefore, the City is planning to again hire two interns for this summer. We have a tablet with the Arc Collector app on it; however, we no longer have a way to host/store the data because the City doesn't have any Arc licenses and storage capability.

- Assist with recommendations on getting the City set-up with an in-house ArcGIS services. This would include meeting with City staff to understand needs, and preparation of a memo with options and recommendations.
- Provide support for Water Quality Superintendent after launch of stormwater utility with resident follow-up questions and be the keeper of the data layer while an in-house GIS solution is put in place.

e. Other Project Partners (e.g., other municipalities, agencies, non-profits, consultants, community groups):

f. Project Cost & Match Requirement:

Please refer to the **FY25 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability, and intent to provide matching funds, etc.

- **Transportation-Related Projects (PL Funding)**
 - Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
 - The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
 - Transportation Technical Assistance – no local match required
 - Non-Municipal Partner – 20% match required
- **Land Use and Energy Implementation Assistance (ineligible for PL funding)**
 - **XXXXXX** Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.
 - Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality which, depending upon state grant requirements, may have no local match requirement.
 - Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).

Is the Request for CCRPC Staff Assistance Only? (Yes/No)	YES
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For Transportation and Transportation-related Land Use/Water Quality (PL Funding) Projects requiring consultants or for non-municipal partners:

Total Project Cost Estimate (100%)	\$ N/A
Local Match Required (20% of Total Cost)	\$ N/A

Examples:

	Example 1	Example 2	Example 3
Total Project (100%)	\$25,000	\$50,000	\$75,000
Local Match (20%)	\$5,000	\$10,000	\$15,000

Will you accept a partial award? (Yes/No)	YES
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For Other Land Use (Non-PL Funding) Project Requests (this is a fee-for-service program, cost TBD):

CCRPC staff hours requested:	120
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For Non-Transportation Land Use Project Requests, please contact Taylor Newton (TNewton@ccrpcvt.org, (802) 846-4490 ext. 115 to discuss project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, (802) 861-0133 to discuss project and budget needs.

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2024. For non-municipal partners, a public meeting is not required but applications should be approved by their Board or similar governing body. If available, please provide documentation by the January 19, 2024 deadline. The public meeting requirement is not applicable for Minor Technical Assistance projects.

The City Council met and approved this application on 1/10/24.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

Continuing to assist with setting the City up with a data/ArcGIS system will help us address most of the topics on the action and strategy lists.

b. Please describe how the project need is documented. Is the project identified in a local plan? Or, does this project address a newly identified need? Please elaborate.

This is second year of a newly identified need for the City, as the Town shared GIS services up until July 2023.

c. Please describe how the project benefits the community.

Having access to data in a GIS platform can help us overlay information and help make informed decisions. Also with the launch of a stormwater utility in December 2024 having GIS capabilities is a

critical aspect of almost all fee structures.

d. Please answer the following questions:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

N/A

- What historically excluded and/or underserved populations are in the project study area or potentially impacted by the study? Please be specific.
- In what ways does this project have the potential to create, ignore or worsen existing equity gaps or produce other unintended consequences? Describe ways this project can lead to increased racial equity, economic equity and other forms of equity.
- What public outreach and engagement tools will you use to ensure awareness of and participation by all population groups? What additional public outreach and engagement tools will you use to ensure awareness of and participation specifically by historically excluded and/or underserved populations?
- Describe ways your budget and timeline include the capacity to support a thorough public participation process.
- Specify how the public participation process will include the voices of BIPOC and other marginalized community members or be informed by previous engagement efforts (by others). Name the partners you will work with to ensure your project is informed by the voices of people who are most likely to be impacted.

PROJECT APPLICATION FORM FY2025 Unified Planning Work Program

Applications should be no more than 6 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories. The Deadline for receipt of completed submissions is Friday, January 19, 2024. Please email completed forms in Word format to mdistel@ccrpcvt.org. All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.**

1. GENERAL INFORMATION

Submitted by (Name, Title): Christopher Yuen, Community Development Director
Municipality/Agency/Organization: City of Essex Junction
Telephone: 802-878-6944 x1607
Email: cuyen@essexjunction.org

2. PROJECT INFORMATION

a. Project Title: Pearl Street Short-Term Multimodal Improvements Scoping Study

b. Project Location: Pearl Street (VT15), between Susie Wilson Road and West Steet Extension

c. Project Description (200 words max):

Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.

In 2018, the CCRPC and the Village of Essex Junction commissioned a Scoping Study for Bicycle/Pedestrian Improvements along VT Route 15 (Pearl Street), between Susie Wilson Road and West Street Extension. This study produced a \$2,570,000 preferred alternative that proposes the removal of the center median, and the reconfiguration of motor vehicle travel lanes from 4 lanes to 2. The design also includes buffered bike lanes, and the replacement of the existing 5-foot concrete sidewalk with an 8-foot asphalt shared-use path. While this design remains a viable long-term option, the City recognizes that near-term funding for a project of this scale is a challenge, as it far exceeds the grant amounts typically awarded through the VTrans Bicycle and Pedestrian Program.

The City is interested in an update to the 2018 Scoping Study, for a short-term design option that improves safety and connectivity for cyclists and pedestrians while minimizing changes to existing curbs, sidewalks, and utilities. This design should also consider the addition of crosswalks and eastbound bus stops within the project area, which currently only has westbound stops. This UPWP request is only for the scoping phase of this project and is intended to be a single-year effort.

Figure 1: The 2018 preferred alternative includes both a shared-use path and buffered bike-lanes, but requires extensive changes to curbs, sidewalks, utilities and trees.

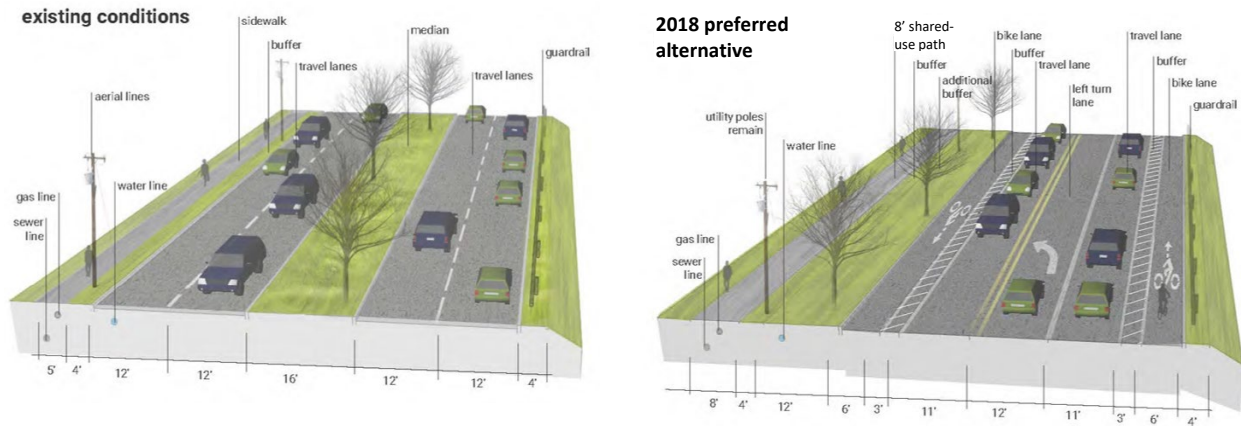
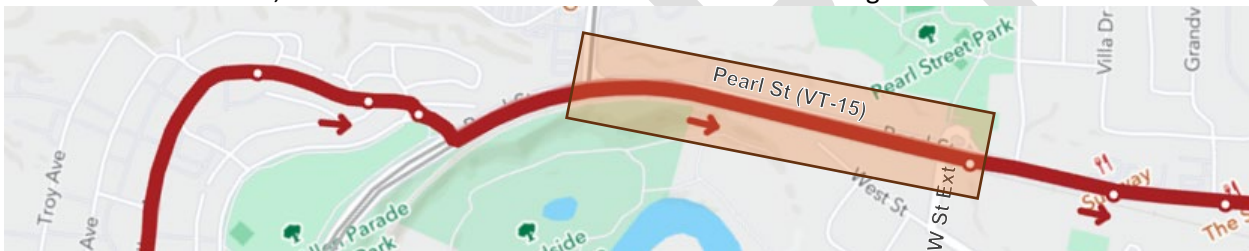


Figure 2: Green Mountain Transit’s Route 2, running every 20 minutes, is among Vermont’s most frequent, all-day transit services, yet eastbound buses currently fly past a ¼ mile stretch of the project area with doors closed, because of the lack of sidewalks and safe crossings.



d. Expected Deliverables:

- Addendum to 2018 Scoping Study that includes the design, cost estimates, and analysis of potential funding and implementation strategies of short-term safety improvements along the project corridor that achieves the following:
 - Improved safety for vulnerable road users
 - Bicycle connectivity along the project corridor between the existing shared-use path west of Susie Wilson Road, and the existing bike lanes east of West Street Extension,
 - If Green Mountain Transit concurs, and if technically feasible, the addition of eastbound bus stops using temporary treatments such as prefabricated temporary bus stop platforms and additional pedestrian crossings.
 - Cost-effective design choices that limit curb reconstruction, utility relocation, and the replacement of existing sidewalks,
 - Can be efficiently maintained with existing City winter operations equipment.

e. Other Project Partners (e.g., other municipalities, agencies, non-profits, consultants, community groups):

- Vermont Agency of Transportation
- Essex Junction Bike-Walk Advisory Committee
- Green Mountain Transit
- Town of Essex

f. Project Cost & Match Requirement:

Please refer to the **FY25 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability, and intent to provide matching funds, etc.

- **Transportation-Related Projects (PL Funding)**

- XXXX Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
- The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
- Transportation Technical Assistance – no local match required
- Non-Municipal Partner – 20% match required

- **Land Use and Energy Implementation Assistance (ineligible for PL funding)**

- Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.
- Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality which, depending upon state grant requirements, may have no local match requirement.
- Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek Municipal Planning Grants.

Is the Request for CCRPC Staff Assistance Only? (Yes/No)	No
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For Transportation and Transportation-related Land Use/Water Quality (PL Funding) Projects requiring consultants or for non-municipal partners:

Total Project Cost Estimate (100%)	\$25,000
Local Match Required (20% of Total Cost)	\$5,000

Examples:

	<i>Example 1</i>	<i>Example 2</i>	<i>Example 3</i>
<i>Total Project (100%)</i>	<i>\$25,000</i>	<i>\$50,000</i>	<i>\$75,000</i>
<i>Local Match (20%)</i>	<i>\$5,000</i>	<i>\$10,000</i>	<i>\$15,000</i>

Will you accept a partial award? (Yes/No)	No*
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*If CCRPC believes the proposed scope can be achieved with a lower budget, Essex Junction will accept a partial award that meets the adjusted budget.

For Other Land Use (Non-PL Funding) Project Requests (this is a fee-for-service program, cost TBD):

CCRPC staff hours requested:	N/A
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For Non-Transportation Land Use Project Requests, please contact Taylor Newton (TNewton@ccrpcvt.org, (802) 846-4490 ext. 115 to discuss project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, (802) 861-0133 to discuss project and budget needs.

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2024. For non-municipal partners, a public meeting is not required but applications should be approved by their Board or similar governing body. If available, please provide documentation by the January 19, 2024 deadline. The public meeting requirement is not applicable for Minor Technical Assistance projects.

***The City Council will meet and discuss this application on 1/10/24.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC's top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

This project will address CCRPC's top 10 actions by enabling smart, multi-modal development in areas planned for growth; and by maintaining our existing transportation system with multi-modal safety improvements.

Additionally, by improving access to Green Mountain Transit's Route 2, which provides frequent and direct service to Downtown Burlington, and multiple medical and higher education institutions, the project would address the following ECOS strategies:

- Strengthen regional economic opportunities,
- Increase opportunity for every person to achieve optimal health and personal safety,
- Equip our residents with the education and skills they need to thrive,
- Ensure that the projects and actions in all ECOS strategies assess equity impacts.

b. Please describe how the project need is documented. Is the project identified in a local plan? Or, does this project address a newly identified need? Please elaborate.

The need for this project is documented in Essex Junction's 2014 Bicycle and Pedestrian Plan, in the 2018 VT Route 15 Bicycle/Pedestrian Improvements Study, and in Essex Junction's 2019 Official Plan.

c. Please describe how the project benefits the community.

The project would improve safety for all road users along the entire corridor and at two intersections currently identified by VTrans as high-crash locations. If eastbound bus stops can be included in the final

design, it would also introduce frequent, all-day public transit service in both directions to residents and businesses along Pearl Street and along Susie Wilson Road in the Town of Essex. Finally, the project would close a critical gap in a 4-mile-long regional cycling connection between Essex Junction and the Town of Essex, and Colchester, and in the future, Winooski and Burlington.

d. Please answer the following questions:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- What historically excluded and/or underserved populations are in the project study area or potentially impacted by the study? Please be specific.

The equity maps in Appendix E of the CCRPC Public Participation Plan show populations in Essex Junction with limited English proficiency, income below poverty level, racial diversity.

- In what ways does this project have the potential to create, ignore or worsen existing equity gaps or produce other unintended consequences? Describe ways this project can lead to increased racial equity, economic equity and other forms of equity.

Improving access to frequent, two-way, all-day public transit along a corridor lined with multi-story mixed-income apartments is likely to improve equity outcomes since it can improve access to opportunity for residents who cannot drive due to age, physical, or financial limitations. Reducing traffic speeds and improving safety for vulnerable road users along such corridor may also yield environmental justice benefits.

- What public outreach and engagement tools will you use to ensure awareness of and participation by all population groups? What additional public outreach and engagement tools will you use to ensure awareness of and participation specifically by historically excluded and/or underserved populations?

Meeting populations where they are, in-person and online participation options, and targeted outreach to transit users and low-car households, will enable broad participation that includes historically excluded or underserved populations.

- Describe ways your budget and timeline include the capacity to support a thorough public participation process.

Since this project is an addition to an existing scoping study, the budget and one-year timeline, should be sufficient for an adequate public participation process.

- Specify how the public participation process will include the voices of BIPOC and other marginalized community members or be informed by previous engagement efforts (by others). Name the partners you will work with to ensure your project is informed by the voices of people who are most likely to be impacted.

Essex has a non-profit organization called VIEW – Voices for Inclusion in Essex and Westford; the intention would be to engage them in this project and to help meet other groups to engage with.

PROJECT APPLICATION FORM FY2025 Unified Planning Work Program

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1. GENERAL INFORMATION

Submitted by (Name, Title): Chelsea Mandigo, Water Quality Superintendent
Municipality/Agency/Organization: City of Essex Junction
Telephone: 802-878-6943 x1705
Email: chelsea@essexjunction.org

2. PROJECT INFORMATION

a. Project Title: Stormwater Pipe CCTV Inspection Phase 4

b. Project Location (name of roadway, intersection, geographic area, etc.):
City of Essex Junction municipal boundaries. Focus will be on corrugated metal pipes or other older stormwater networks. Also pipes missed during three previous phases due to debris/blockage.

c. Project Description (200 words max):

Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding. This funding application is for Phase 4. Phase 1 established the process including where to TV, how to summarize the data and rank the pipes conditions to plan for replacement. Phase 2 and Phase 3 continued to gather data to weave into the prioritization framework developed as part of Phase 1. The larger of an area we can cover through these phase inspections the better widespread picture it will create as part of the framework and will be a crucial tool to help develop the schedule for Capital planning.

Phase 4 would consist of hiring a consultant to televise the stormwater pipes in the selected areas. Results would be consolidated into a pre-existing PACP standards condition and replacement report created in Phase 1. Phase 1-4 data would be used to develop a schedule framework for slip-lining or replacement of deficient pipes for capital/operational planning.

d. Expected Deliverables:

- Addition to the report/plan developed in Phase 1 and added to Phase 2 & Phase 3. A matrix of priority pipes including candidates for slip-lining and replacement will be made that can be combined into a project for the new City of Essex Junction Stormwater capital plan which is being formed in FY'25.
- Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the City

e. Other Project Partners (e.g., other municipalities, agencies, non-profits, consultants, community groups): N/A

-f. Project Cost & Match Requirement:

Please refer to the **FY25 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability, and intent to provide matching funds, etc.

• **Transportation-Related Projects (PL Funding)**

- Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
- The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
- Transportation Technical Assistance – no local match required
- Non-Municipal Partner – 20% match required

• **Land Use and Energy Implementation Assistance (ineligible for PL funding)**

- Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.
- Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality which, depending upon state grant requirements, may have no local match requirement.
- Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).

Is the Request for CCRPC Staff Assistance Only? (Yes/No)	NO
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For Transportation and Transportation-related Land Use/Water Quality (PL Funding) Projects requiring consultants or for non-municipal partners:

Total Project Cost Estimate (100%)	\$50,000
Local Match Required (20% of Total Cost)	\$10,000

Examples:

	Example 1	Example 2	Example 3
Total Project (100%)	\$25,000	\$50,000	\$75,000
Local Match (20%)	\$5,000	\$10,000	\$15,000

Will you accept a partial award? (Yes/No)	YES
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For Other Land Use (Non-PL Funding) Project Requests (this is a fee-for-service program, cost TBD):

CCRPC staff hours requested:	
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For Non-Transportation Land Use Project Requests, please contact Taylor Newton (TNewton@ccrpcvt.org, (802) 846-4490 ext. 115 to discuss project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, (802) 861-0133 to discuss project and budget needs.

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2024. For non-municipal partners, a public meeting is not required but applications should be approved by their Board or similar governing body. If available, please provide documentation by the January 19, 2024 deadline. The public meeting requirement is not applicable for Minor Technical Assistance projects.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

- From the 10 Actions:
 - Assist the State and municipalities in implementation of the Lake Champlain TMDL and other water quality improvement efforts through participation in the Tactical Basin Plan, MRGP assistance, Rethink Runoff, etc.
- From the 8 Strategies:
 - Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Please describe how the project need is documented. Is the project identified in a local plan? Or, does this project address a newly identified need? Please elaborate. The City has largely focused on water quality improvement projects through the Flow Restoration Plans, Phosphorus Control Plan, Municipal Road General Permit and other requirements related to MS4 compliance. The City has been more reactive than proactive about aging infrastructure and it starting to show more and more with an increase amount of sinkhole reports. Through the UPWP we have started to create a framework with supporting data (thanks to the previous 3 phases) that will help us develop a long-term financial plan for replacing or rehabilitating existing aging

stormwater systems as we build stormwater utility set to launch in FY'25. The goal in developing this database and framework is to allow the municipality to get to a place of being more proactive, extending the longevity of the aging infrastructure through strategic replacement. Continuing the stormwater pipe condition assessment of target areas would aid in further development of a comprehensive plan to address these issues. Prioritizing and ranking any deficiencies will be an important tool in the creation of a prioritization plan with a timeframe, cost and funding strategy for replacement of deteriorated pipes. The more pipes we can televise the stronger prioritization plan and funding mechanism can be developed.

c. Please describe how the project benefits the community.

This project benefits the community because it allows us to develop an informed framework for replacement or rehabilitation giving us the tools to be proactive in infrastructure replacement rather than reactive. This in turn helps prevent further damage to roadways or other infrastructure and maximizes use of taxpayer and utility dollars. Such a project is vital for the future of the City stormwater infrastructure to ensure that it continues to function as designed.

d. Please answer the following questions:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- What historically excluded and/or underserved populations are in the project study area or potentially impacted by the study? Please be specific.
 - According to the 2020 Census 80% of Essex Junction residents are Caucasian, while Asian, African American, Hispanic/Latino or two or more races combined make up the other 20%.
- In what ways does this project have the potential to create, ignore or worsen existing equity gaps or produce other unintended consequences? Describe ways this project can lead to increased racial equity, economic equity and other forms of equity.
 - This project should not make the existing equity gaps worse as it's the fourth phase of a project showing that the City is trying to include all stormwater infrastructure in this assessment to ensure no neighborhood is missed. This will also aid in equity because it ensures the prioritization structure is based on data no matter who lives near the pipe.
- What public outreach and engagement tools will you use to ensure awareness of and participation by all population groups? What additional public outreach and engagement tools will you use to ensure awareness of and participation specifically by historically excluded and/or underserved populations?
 - The framework and ranking for rehab or replacement of pipes will be part of the stormwater utility currently under development for the City which will have an extensive outreach and engagement process. Public meetings, information mailers, social media. Translation services will be offered with contact information for a specific staff at the City that could help direct the request.
- Describe ways your budget and timeline include the capacity to support a thorough public participation process.

- It is built in as part of the process of building the utility and gather residents support. The current timeline is a December 2024 launch. Being that we already have two phases completed of this project and the third set to start in Spring 2024 we have enough information to start the public engagement process before the fourth stage is set to begin.
- Specify how the public participation process will include the voices of BIPOC and other marginalized community members or be informed by previous engagement efforts (by others). Name the partners you will work with to ensure your project is informed by the voices of people who are most likely to be impacted.
 - With all addresses being part of the stormwater utility it allows for a large net for public participation to be casted.
 - City's Communications and Strategic Initiatives Director
 - Capital Program Review Committee

FY25 City of Essex Junction

Proposed Budget v.2 Transmittal – General Fund

The v.2 Budget

Following the City’s December 13th Budget Day staff have been adjusting the budget in accordance with that discussion; and working on getting answers to the Council’s questions. This transmittal includes the following:

1. Budget Changes: Changes made to the budget as requested by the Council on Budget Day.
2. Questions & Answers
3. Next Steps

1. Budget Changes

The General Fund changes are as follows and result in a net increase to the overall budget in the amount of \$21,621 from the budget day proposal we presented. There is a slight decrease in revenue of \$2,223 and an increase in expenditures of \$19,398. This still results in a 6.9% budget increase; and a 7.7% increase in the tax rate or \$199 per year on a \$280,000 property.

Knowing the Council’s desire to reduce the 7% budget increase, Department Heads have been asked to attend the meeting to answer any questions and take a look at their budgets to see if they have any suggestions for reductions. These will most likely correlate to a reduction in services which the Council will need to review and make a determination on.

GENERAL FUND BUDGET FILE CHANGES:

Finance: verify there is enough in the finance budget to cover annual tax forms \$500	\$500
Admin: reduce admin budget \$2000 in travel	\$2,000
Clerk: add note about moving vault shelving to FY26	no change
Clerk: add a Professional Services line to the Clerk’s budget, and include a Recording Secretary for 2hr/meetings for 4 CBA meetings	\$192
Finance: determine correct costs/allocations for finance software subscriptions	\$13,461
Fire: remove Comcast internet \$172.90/mo from Fire Bldg budget	\$2,075
Streets/Fire/Transfers: move rolling stock transfers to transfer sheet and out of PW/fire budgets	no change
Stormwater: how does PCB settlement amount factor into this budget? These funds will be spent in FY24 so will not be offsetting FY25 expenses.	no change
Finance: reduce board member payments and recording secretary for change to quarterly Capital Comm meetings	\$3,200

Transfers: increase transfer to capital back up to previously scheduled transfer amount (including annual increase)	\$184,744
Comm Dev: correct calculations on rental registry revenue line reduce by \$15K	no change
Comm Dev: update rental registry software number amount reduce by \$15K	no change
Comm Dev: reduce grant match of \$10k to \$6k for updated Pearl St alternative scoping study. NOTE: the UPWP application indicates a \$5,000 match. We'd like to maintain a buffer here and may need some funds for community outreach.	\$4,000
Legislative: reduce strategic plan implementation amount to \$10K	\$40,000
Ec Dev: remove all funds and pause for one year. NOTE: with this there is no budget for a Community Meal for FY25.	\$26,000
County/Reg: remove GBIC funding for this year	\$3,750
Admin: allocate GoCo costs to enterprise funds	\$2,229
Revenue: update Admin Allocation	\$2,223
HHS/Assessing/Debt: update figures from Town budget files from Dan (\$272 increase in assessing expense, \$25,703 decrease in total police expense, no change to police debt)	\$25,461
Admin: reduce CPR training expense as this can be done by volunteer	\$2,220
Legislative: update CAB members from 4 to 3	\$600
Admin/Streets/Brownell/EJRP Admin: copier lease costs updated to reflect correct quoted amounts	\$3,238
Payroll: Personnel/Benefit Adjustments, correct ER portion of childcare tax to .33% from .11%	\$37,804

Non-monetary Budget File Changes:

- Included full police/assessing/CJC budgets from Town in packet
- Included summary page for all City funds
- Included summary of financial position for Council, include debt summary (obligation, purposes, final payment)

2. Questions & Answers

Brownell - visitors: How many visitors during the hours of operation does Brownell see? There are two sets of data below. The first includes the door counts for the past 7 years (pre-COVID, during COVID and post-COVID) by month. The second table includes the door counts for a month (March 2023 – a month without holidays) by hour.

Door Counts 2017 to 2023

	2017	2018	2019	2020	2021	2022	2023	Total
January	8766	8224	8311	7589	1481	2849	5033	42253
February	9290	7928	7902	6638	1621	2775	4760	40914
March	10032	9258	9264	4767	1896	3601	6133	44951
April	9399	8914	9260	125	1670	3522	5195	38085
May	9842	8864	9150	1397	1732	4024	5976	40985
June	9365	8159	9991	1989	2442	4820	6377	43143
July	10463	8744	9421	2305	2936	4359	5584	43812
August	9969	8692	4884	2094	3049	4871	5680	39239
September	8503	8103	6646	2025	2875	4468	5246	37866
October	8267	8855	8054	1947	2863	5051	6010	41047
November	8465	7819	6900	1710	2794	4610	5368	37666
December	8813	8204	7191	1759	2751	4943	5919	39580
Total	111174	101764	96974	34345	28110	49893	67281	489541

*door malfunction/not full count

March 2023:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Wednesday March 1	25	32	29	20	16	23	29	10	6	4	6
Thursday March 2	28	32	24	30	29	22	23	25	18	2	
Friday March 3	53	28	24	29	33	30	23	22	14	4	5
Saturday, March 4	12	5	12	18	12	22	20	26			
Monday, March 6	31	25	16	21	23	18	17	17	16	17	27
Tuesday, March 7	25	22	17	17	29	29	18	24	12	4	
Wednesday March 8	13	26	18	8	24	36	16	43	18	13	6
Thursday March 9	26	28	26	14	16	20	35	24	18	4	
Friday March 10	30	19	21	25	21	18	21	44	30	26	7
Saturday March 11	23	20	20	28	23	32	24	17			
Monday March 13	19	18	14	18	19	31	36	39	25	17	12
Tuesday March 14	28	14	11	15	17	8	22	23	11	3	
Wednesday March 15	22	4	11	11	20	23	30	22	14	3	7
Thursday March 16	34	13	22	19	15	20	26	19	14	5	
Friday March 17	25	19	25	13	41	30	27	19	5	6	2
Saturday March 18	29	40	48	40	32	20	9	17			
Monday March 20	19	26	23	19	13	31	47	32	24	20	6
Tuesday March 21	19	12	25	20	35	33	34	19	30	9	
Wednesday March 22	22	18	20	17	21	37	38	39	22	20	10
Thursday March 23	25	23	26	17	25	21	23	26	13	9	
Friday March 24	23	30	25	18	21	21	23	21	32	9	15
Saturday March 25	30	20	33	33	22	25	18	13			
Monday March 27	21	20	13	17	21	13	45	28	19	17	8
Tuesday March 28	21	16	19	16	18	16	46	44	24	12	
Wednesday March 29	37	27	25	14	20	46	31	41	11	10	10
Thursday March 30	28	25	16	16	20	28	36	30	25	10	
Friday March 31	23	22	20	29	25	18	32	19	9	5	12

Comm Dev – Bike/Walk Advisory Committee: Is the \$10,000 spent every year, and is it necessary? Do they have a specific need for this in FY25? Also is it required for the Bike/Ped designation?

Over the last several years the Bike/Walk committee used the \$10,000 to purchase RRFB’s for intersections that they felt needed them. Last fiscal year they purchased the last RRFB on their list of intersections that needed them. The committee is currently looking at projects and needs for the funding they receive. It does not appear that the League of American Bicyclists Bronze Bicycle Friendly

Community designation requires a specific per capita spending amount, however planning and budgeting for bike infrastructure is a component of a comprehensive menu of all the ways a community can be bicycle-friendly.

Comm Dev – Rental Registry: Will the rental registry be put into a standalone program fund? Yes, once it is up and running.

Economic Development: What was the appropriations line used for in the past (210-5-17-10-800.000)? The appropriations were for CCRPC, GBIC, LCCC which have all been moved to County/Regional dept budget. As you can see above, at the request of Council, the GBIC dues have been removed from the FY25 budget.

Fire Building Budget: what electrical improvements are needed; and was something done in the relatively recent past?

Regarding the electrical improvements needed in the FY25 budget – While trying to find large equipment for the review of the possible generator upgrade, it was discovered a few of the circuit breakers were not marked correctly and a few electrical outlets or connection boxes needed attention in the Fire Department. The exact cost of the work will depend on the level of investigation needed and if any changes or repairs need to be done. None of this has to be done in FY25; however, it should be done at some point. There is no budget reduction here as the note in the budget file is a note of future needs as a placeholder.

Regarding the project in the past - the Lincoln Office Complex and Fire Station share the same electrical service. \$75k was budgeted (in the Building Maintenance Fund) for the separation of the Fire Department from 2 Lincoln so each would be metered. This was abandoned through the separation process and determined that it would be addressed with the renovations at 2 Lincoln. The funds that had been assigned to this project were reassigned to the library roof project. The Building Maintenance Fund is currently assigned to two projects: library roof, entry and ADA; and library carpets. We anticipate a growing list of needs for this fund as we continue to get a better handle on the buildings.

EJRP Parks and Facilities: What is the reason for the increases in the R&M Buildings and Grounds line in the EJRP Parks and Facilities budget? In summary, the FY25 brings the budget back up to pre-pandemic cost. FY24 budget was built using pandemic actuals when there was significantly less use of the playgrounds/parks. For more detail from EJRP:

This line is used for unanticipated repairs and maintenance in the parks. This includes playgrounds and benches that break, mechanical systems that fail, supplies from Lowe's, paint, etc.

Here are the actuals:

FY18 \$11577

FY19 \$12861

FY20 \$14037

FY21 \$3493

FY22 \$5570

FY23 \$18455

From FY18-FY23 the average budget was \$11437 and the average actual was \$10999.

In FY22 and FY23, we used the three-year actuals average of FY18, 19, and 20 for the budget number of \$12559. Note: we did not use FY21 actuals since this was during the pandemic and the park's needs for repairs and maintenance were far lower, with less activity.

In FY24, we used the FY21 and FY22 (both pandemic & recovery years) actuals average for the budget of \$4532. Now looking at things, we probably should have continued to treat the actuals from FY21 and FY22 differently and included other historical numbers to develop the budget.

In FY25, we used the FY23 and FY22 actuals average for the budget of \$12013. The six-year actual average is \$10999, including pandemic years. The four-year average (FY18,19,20,23), when you exclude pandemic years, is \$14232.

The pandemic year's actuals are clearly a misrepresentation of the normal wear and tear at the parks. A six-year look back confirms this. The mistake I think was using FY21 and FY22 actuals in the FY24 budget. The FY25 budget, while showing an increase from FY24, is lower than the budgets in FY22 and FY23 and just 2% more than the FY21 budget. It seems to be in line with the historical expenses for this line.

IT: what are terms of current contract with OpenApproach – this is an open-ended agreement, no official contract with set terms.

Stormwater Utility: At budget day it was requested to investigate whether Global Foundries (GF) would be a property included as part of the City's stormwater utility. Through discussions with both Global Foundries and the Town of Williston (who established a stormwater utility in 2017 and currently charges GF a fee), it was determined GF would part of the City's stormwater utility. The amount of the fee is not known currently since it is still under development. If the City choses to implement a credit program as part of the utility, there is a chance that Global Foundries would receive some credit on the fee because they have stormwater infrastructure installed on site.

Streets – Tree Advisory Committee: Is the \$10,000 spent every year, and is it necessary? Do they have a specific need for this in FY25? Also is it required for the Tree City USA designation?

Overall, this is a relatively small amount of money for work that the TAC does; largely because much of the work they do is done by themselves and other volunteers. A few specific points:

- In order to be awarded the Tree City USA designation, the City must illustrate that the City supports the improvement of the local forest canopy with a budget based on a minimum \$2 per capita amount. Last year they spent \$2.87/capita between \$12,500 from the Streetscape Maintenance line of the Streets budget, \$10,000 from the TAC line in the Streets budget, and \$8,395 in volunteer hours.
- Over the past 2 years they have been searching for a contractor to be the go to arborist who handles tree pruning around the city. Pruning is an expensive task and we should expect to see that expenditure rise.
- TAC established a relationship with Branch Out Burlington in 2019. They are purchasing young trees and growing them in the nursery for 2 years before being planted in Essex Junction. This has reduced costs from nearly \$300 down to \$125 a tree. However, it requires a big commitment on the part of TAC members and volunteers to do the labor of caring for these

trees. We hope to continue this relationship with BOB as long as we have enough volunteers to do our part, but it could change which would dramatically increase the budget needed.

- The Emerald Ash Borer (EAB) has been located in the City. The City is in good shape to address the EAB because the TAC has been planning for it for about 5 years. There are approximately 130 ash trees remaining after the original 160 identified in the City's EAB Plan. Therefore, we are trying to pull together a grant to help address this. The grant requires a 50/50 match and it appears that most of that will be in-kind. Therefore, it might be possible to reduce the \$10,000 in the general fund; however these funds are used by the TAC for more than EAB work.

Stipends for Civil Board of Authority and Permanent Brownell Trustees: are stipends appropriate for these positions? Eligibility for the stipend program includes: "Appointed and elected members of a City of Essex Junction board, commission, or committee that meets with a routine schedule." Considering the Brownell permanent members are not appointed or elected, they don't appear to qualify for a stipend. However, there is a question about the intent and spirit of the stipend policy. This would result in a Brownell budget reduction of \$2,750. Considering the Civil Board of Authority does not meet on a routine schedule, they don't appear to qualify for a stipend. This does not result in a budget reduction because it was never budgeted.

Unassigned Fund Balance: What methods are there to increase the unassigned fund balance:

- Unanticipated revenue
- Expenditure savings
- Do not fill vacant positions right away; while this does result in a reduction of services it will result in cost savings if not used for other purposes.
- While not advised because it does not meet best practice, it has been verified with the auditor that we could budget additional funds in the transfer to reserve line.

NOT GENERAL FUND - Economic Development Fund: While not a general fund question, this was discussed at Budget Day. The following questions were raised:

- Can the Downtown Grant be used for Amtrak? Could we postpone Main St. Park? We have not yet been able to set up a time to talk with the grant administrator about these questions; we will continue to try to set up a meeting. The award date for the Downtown Transportation Fund grant for the Main St Park was April 3, 2023. Construction must begin within 24 months (4/3/2025) and be completed by 36 months (4/3/2026). Therefore, we have paused this project for now as the Council has indicated this is not a priority. We can revisit this after we pose the question about reauthorization of the Economic Development Fund to the voters in April.
- We have a RR Ave water line replacement project in the capital plan; is this and should it be associated with the Amtrak renovation project. Could this be considered match for the Amtrak grant? Staff has considered this and while we think it could be used for a match, it would mean including the waterline replacement within the project. Because these are federal funds, all the federal requirements would be attached to the waterline replacement project. Our initial thought is the price increases associated with those federal requirements would outweigh the benefit of using the capital project for match for the train station.

**City of Essex Junction
Financial Fact Sheet**

Summary of Fund Balances

Governmental Funds:	FY23 Ending Balance	
General Fund 210	1,471,610	
<i>Nonspendable</i>	435,951	
<i>Assigned</i>	148,853	
<i>Unassigned</i>	886,806	
Economic Development Fund 220	737,083	
ARPA Funds 223	2,599,782	*current balance as of 12/7/23
Local Option Tax Funds 224	559,342	
Capital Reserve Fund 230	1,073,157	
Rolling Stock Fund 231	701,305	
Building Maintenance Fund 232	280,786	
EJRP Capital Reserve Fund 233	(88,342)	
Senior Center Fund 258	18,439	

Enterprise Funds:

Water 254	2,923,389
<i>Nonspendable</i>	2,170,233
<i>Assigned</i>	-
<i>Capital</i>	811,787
<i>Unassigned</i>	(58,631)
Wastewater 255	5,332,581
<i>Nonspendable</i>	2,911,555
<i>Assigned</i>	623,096
<i>Capital</i>	1,756,786
<i>Unassigned</i>	41,145
Sanitation 256	4,200,313
<i>Nonspendable</i>	2,321,101
<i>Assigned</i>	1,070,975
<i>Capital</i>	200,277
<i>Unassigned</i>	607,959

Unassigned Fund Balance %

7.8% *the City has a fund balance policy limiting unassigned fund balance to 15% of current budget, GOFA best practice is to "maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

Debt Summary

Debt Obligation	Purpose	Terms	FY23 Ending Balance
General Fund Debt:			
VMBB Bond 2014-3&4	infrastructure projects	3.403%, final payment December 2035	1,621,786
Enterprise Fund Debt:			
State Revolving Loan Fund AR1-004	sanitation and wastewater improvements	2% admin fee, final payment October 2030	126,995
State Revolving Loan Fund RF1-157	HS pump station upgrade	2% admin fee, final payment May 2034	656,888
VMBB Bond 2014-3&4	water improvements	3.403% interest, final payment November 2034	358,214
State Revolving Loan Fund RF1-148	wastewater improvements	2% admin fee, final payment July 2035	8,970,329
VMBB Bond 2010-5	Bradford RZEDB wastewater improvements	3.345% interest, final payment December 2040	990,000
VMBB Bond 2022-2	Main St waterline replacement	3.899% interest, final payment November 2052	3,070,000

City of Essex Junction

FY25 Tax Rate Calculation

Amount to be raised in Taxes for Budget (excluding Debt Service)	\$10,835,514
Amount to be raised in Taxes for Debt Service	\$392,053
	\$11,227,567

Grand List before tax stabilization adjustment \$11,334,287

Tax Stabilization calculation

Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction to Grand List
8 Pearl St. #1028023000	\$ 2,790	100%	\$ 2,790.00	\$ -
15 Park St. #1028035001	\$ 32,136	100%	\$ 32,136.00	\$ -
Whitcomb Farm #1005001000	\$ 5,442	0%	-	\$ (5,442.00)

Total Reduction in grand list due to tax stabilization \$ (5,442.00)

Grand List after tax stabilization adjustment	\$ 11,328,845
Tax Rate for Budget	\$ 0.9565
Tax Rate for Debt Service	\$ 0.0346
Total Tax Rate	\$ 0.99106
Tax Rate Rounded to 4 digits	\$ 0.9911

Whitcomb Farm Calculation: 7/2/23 update	
1,151,400	Farm
(367,700)	current use
783,700	subtotal
(207,400)	309 South
(14,600)	314 South
(17,500)	15.3 acres land Solar Farm
544,200	reduction to grand list
5,442	

Comparison of FY24 rates to FY25 rates - General Only				
	FY24	FY25	% Change	\$ Increase/ (Decrease)
General Fund Tax Rate	\$ 0.9199	\$ 0.9911	7.7%	\$ 0.0712
Taxes on \$280,000 assessed value property	\$ 2,576	\$ 2,775	7.7%	\$ 199
Grand List Values, unadjusted	\$ 11,334,287	\$ 11,334,287	0.0%	\$ -
Grand List Values, after stabilization	\$ 11,328,845	\$ 11,328,845	0.0%	\$ -

Administrative Charges

<u>Personnel Costs</u>	<u>Payroll/Benefits</u>	<u>WC (0.50% * 16,100 * # FTE)</u>	<u>Total</u>	<u>Assume 25% for Admin, Clerk and IT; 50% for Finance and Legislative</u>
Administration	535,558	322	535,880	133,970
Legislative	13,498	-	13,498	6,749
Clerk	230,040	161	230,201	57,550
Finance	395,277	322	395,599	197,800
Other Costs				
Public Officials Liability			4,275	2,138
IT (managed services, tech subs/lic)			187,007	46,752
Lincoln Hall Exp (from buildings department)			67,420	33,710
General Property Insurance				-
Total			1,433,880	478,668

Assume 1/2 for Enterprise Funds

716,940.00

Allocation based on perceived time spent				FY23	FY24	FY25		
Assumptions	Water	40%		125,960	184,005	191,467.20	4.06%	7,462
	WWTF	20%		62,980	92,003	95,733.60	4.06%	3,731
	Sanitation	40%		125,960	184,005	191,467.20	4.06%	7,462
								<u>18,655</u>
Wastewater Pump Station Maint				33,000	36,000	36,000		

Contract Services	<u>Admin</u>	<u>Pump Stations</u>	<u>Total</u>
Water	191,467	-	191,467
WWTF	95,734	-	95,734
Sanitation	191,467	36,000	227,467

FY25 General Fund Summary

	2022		2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
	Budget	Actual							
Revenues									
Property Taxes	3,745,866	3,745,838	3,890,397	3,889,889	10,420,986	11,230,231	809,245	8%	
General	302,012	331,797	753,961	694,577	631,530	589,104	(42,426)	-7%	
Administration	50,000	147,004	50,000	53,750	-	-	-	n/a	
Clerk	-	-	-	78,159	105,008	71,464	(33,544)	-32%	
Information Technology	-	-	-	-	14,000	-	(14,000)	-100%	
Community Development	28,000	38,332	39,000	43,529	79,158	200,017	120,859	153%	
Economic Development	-	12,000	-	3,750	4,000	-	(4,000)	-100%	
Fire	20	10	20	-	10	-	(10)	-100%	
Streets	1,396,627	1,395,993	1,469,044	1,467,739	153,500	132,500	(21,000)	-14%	
Stormwater	76,253	76,553	78,018	78,018	-	-	-	n/a	
Brownell Library	15,500	15,446	15,500	38,679	500	650	150	30%	
Recreation	27,000	20,560	12,000	11,074	12,479	9,500	(2,979)	-24%	
Buildings	-	1,993	2,075	1,822	-	-	-	n/a	
Total Revenues	5,641,278	5,785,526	6,310,015	6,360,986	11,421,171	12,233,466	812,295	7%	
Expenditures									
Administration	514,791	616,435	722,102	650,176	611,570	686,887	75,317	12%	
Legislative	-	-	-	-	83,333	92,244	8,911	11%	
Clerk	-	-	-	171	306,750	272,868	(33,882)	-11%	
Finance	187,481	246,434	334,415	397,127	504,300	585,052	80,752	16%	
Information Technology	-	-	-	-	153,650	228,611	74,961	49%	
Assessing	-	-	-	-	77,810	89,568	11,758	15%	
Community Development	279,840	245,022	267,977	266,785	482,813	547,299	64,486	13%	
Economic Development	49,250	46,360	49,250	23,362	40,000	-	(40,000)	-100%	
Fire	500,623	493,366	482,738	480,139	545,484	530,292	(15,192)	-3%	
Health and Human Services	-	-	-	-	2,977,293	3,057,361	80,068	3%	
County/Regional Functions	-	-	-	-	346,883	351,972	5,089	1%	
Streets	1,392,627	1,396,426	1,465,044	1,545,182	1,566,556	1,552,796	(13,760)	-1%	
Stormwater	76,253	72,848	90,018	26,691	167,484	230,482	62,998	38%	
Brownell Library	778,306	743,380	871,455	836,571	964,134	1,055,167	91,033	9%	
Recreation	725,654	781,797	847,138	935,806	1,100,479	1,130,965	30,487	3%	
Buildings	281,300	313,583	285,200	304,962	390,749	393,275	2,526	1%	
Debt	199,325	199,363	195,550	195,624	402,528	392,053	(10,475)	-3%	
Transfers and Misc.	655,828	682,620	699,128	717,647	699,356	1,036,574	337,218	48%	
Total Expenditures	5,641,278	5,837,633	6,310,015	6,380,242	11,421,171	12,233,466	812,295	7%	

Costing Center

210-00-00 - General Revenue

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
010.000-Property Taxes	3,745,866	3,745,838	3,890,397	3,889,889	10,420,986	11,230,231	809,245	7.8%	
020.001-PILOT - Tax Agreements	6,700	6,773	6,700	6,746	17,600	8,800	(8,800)	-50.0%	Whitcomb solar
020.022-Rents and Royalties	2,400	1	2,400	-	1	-	(1)	-100.0%	
020.054-Admin Fee - Water	112,565	112,565	125,960	125,960	184,005	191,467	7,462	4.1%	preliminary estimate
020.055-Admin Fee - WWTF	56,282	56,282	62,980	62,980	92,003	95,734	3,731	4.1%	preliminary estimate
020.056-Admin Fee - Sanitation	112,565	112,565	125,960	125,960	184,005	191,467	7,462	4.1%	preliminary estimate
									all State PILOT, current use and hold
042.001-PILOT Revenue	4,500	4,903	4,500	7,387	17,000	8,000	(9,000)	-52.9%	harmless payments
042.002-Railroad Taxes	-	-	-	-	4,700	4,700	-	0.0%	in spring
042.004-State Act 60 Revenue	-	-	-	-	3,436	3,436	0	0.0%	equalization/reappraisal in spring
042.005-State Act 68 Revenue	-	-	-	-	38,988	39,000	12	0.0%	from final cash flow report in spring
060.000-Interest Income	3,000	2,211	3,000	(29,136)	2,500	2,500	-	0.0%	
080.001-State District Court Fines	2,000	3,769	2,000	5,479	2,000	4,500	2,500	125.0%	average of last 2 years actuals
NEW Cannabis Control	-	-	-	-	-	-	-	n/a	
085.000-Penalties	-	-	-	-	70,367	30,000	(40,367)	-57.4%	FY24 actual is \$31,462
									FY24 actual is \$3,719-this will continue to
									accrue but at a much lower rate as
086.000-Interest	-	-	-	-	13,426	8,000	(5,426)	-40.4%	delinquent tax balances are paid
									only if revenue replacement isn't recognized
									in FY23
ARPA Revenue	-	-	375,000	382,335	-	-	-	n/a	
098.000-Miscellaneous Revenue	2,000	1,433	2,000	6,865	1,500	1,500	-	0.0%	
099.000-Use of Fund Balance/Reserves	-	-	43,461	-	-	-	-	n/a	
Total Revenues	4,047,878	4,046,339	4,644,358	4,584,465	11,052,516	11,819,335	766,819	6.9%	
Net General Fund	4,047,878	4,046,339	4,644,358	4,584,465	11,052,516	11,819,335	766,819	6.9%	

Notes:

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	50,000	147,004	50,000	53,750	-	-	-	-	n/a
Total Revenues	50,000	147,004	50,000	53,750	-	-	-	-	n/a
Expenditure									
110.000-Regular Salaries	199,124	233,984	388,554	371,151	338,567	354,589	16,022	4.7%	
120.000-Part Time Salaries	5,200	3,649	-	1,302	-	-	-	-	n/a
130.000-Overtime	-	487	-	-	-	-	-	-	n/a
150.000-Shared Employee Expense	92,687	92,687	-	-	-	-	-	-	n/a
190.000-Board member payments	23,800	9,500	25,000	7,625	-	-	-	-	n/a
210.000-Group Insurance	61,951	61,739	112,564	79,825	98,127	115,354	17,227	17.6%	
220.000-Social Security	15,896	18,390	30,211	35,779	26,085	27,310	1,226	4.7%	
NEW-Act 76 Childcare	-	-	-	-	-	1,178	1,178		n/a
230.000-Retirement	19,911	21,151	35,060	31,741	28,897	31,149	2,252	7.8%	
290.000-Other Employee Benefits	980	-	1,350	-	-	5,978	5,978		n/a
320.000-Legal Services	22,000	44,866	40,000	25,002	40,000	45,000	5,000	12.5%	
330.000-Professional Services	1,000	23,217	6,000	5,826	6,025	8,031	2,006	33.3%	Checkr 60 background checks \$25/check x 60 \$1500, 2-all staff trainings \$6000; \$75.00 NIC DMV checks; \$456 COBRA Helps moved GoCo to tech subscription as it is not a service rather a software
340.000-Technical Services	-	8,411	4,100	7,696	9,552	-	(9,552)	-100.0%	postage machine \$198.60/mo for 12 months, plus ink \$152.99/ea x4, and labels \$24/ea x2 for a total of \$3,043.16. Copier leases based on estimate received from vendor for a total of \$306.16/mo (2 Lincoln copiers only).
442.000-Rental of Vehicles or Equipment	4,250	2,992	4,250	3,217	4,250	6,717	2,467	58.0%	
500.000-Training, Conferences, Dues	1,750	1,375	1,750	4,977	4,247	10,982	6,735	158.6%	\$8,890 (VTHRA \$75, SHRM \$275, Women leading government \$40, training for all staff \$4,000, training for professional development for all staff \$3,000, HR professional development \$750); PRSA \$267 and Women Leading Government \$40; ICMA dues \$850, VLCT Town Fair \$200, VT CMA dues \$85, VT CMA conferences \$500, ICMA conference \$800, Women Leading Government \$40, VLCT trainings \$60

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
505.000-Technology Subscription, Licenses	10,370	2,839	9,520	3,378	10,875	15,851	4,976	45.8%	\$7800 for GOCO-\$5571 GF (checking on benefits platform costs so could rise); Adobe Creative Cloud \$600; Zoom \$2740 (current plan \$2,000/year + webinar \$690/year + translation \$50/year); Mail Chimp \$720 (\$60/year 2500 ppl); Canva \$125/year; Ecopixel \$6,095/year (includes domain) Front Porch Forum, City Manager cell phone
530.000-Communications	21,972	25,503	23,123	38,460	3,300	3,408	108	3.3%	\$50/mo
540.000-Advertising	-	5,239	500	224	15,075	29,530	14,455	95.9%	\$18,700 HR; RFPs \$625 (\$125x5); Essex Reporter \$9,120 (full pg ad & web \$760x12); SevenDays \$1,085 (1/2 pg ad x1) annual report \$1,600; newsletters \$3,400; signs/banners \$1,000; outreach mailing
550.000-Printing and Binding	3,000	6,348	3,000	1,997	5,570	8,000	2,430	43.6%	\$2,000 Annual permit \$310; estimate postage based on FY24 to date annualized
560.000-Postage	500	1,719	1,200	2,730	2,000	9,310	7,310	365.5%	on FY24 to date annualized
570.000-Other Purchased Services	15,000	-	7,500	-	1,000	-	(1,000)	-100.0%	
580.000-Travel	300	53	300	312	6,000	2,000	(4,000)	-66.7%	\$2000 City Manager
610.000-General Supplies	5,000	2,031	5,000	7,384	5,000	5,000	-	0.0%	
735.000-Tech: Equip/Hardware	-	1,575	-	1,984	-	-	-	n/a	
755.000-Furniture and Fixtures	-	-	-	-	1,000	1,000	-	0.0%	
810.113-Council Expenditures	5,500	442	5,500	2,961	-	-	-	n/a	moved to Legislative
820.000-Election Expenses	2,000	32,804	15,020	8,373	-	-	-	n/a	moved to Clerk
845.000-Employee/Volunteer Recognition	2,600	4,004	2,600	897	6,000	6,000	-	0.0%	3 staff gatherings and volunteer recognition
850.000 Community Events and Celebrations	-	-	-	7,335	-	500	500	n/a	Green Up Day formerly run by the Town
900.000-Transfer between Town/Village	-	11,430	-	-	-	-	-	n/a	
Total Expenditure	514,791	616,435	722,102	650,176	611,570	686,887	75,317	12.3%	
Net General Fund	(464,791)	(469,431)	(672,102)	(596,426)	(464,791)	(686,887)	(222,096)	47.8%	

Notes:

1. Added \$4,578 for CATMA membership and employee benefit program.
2. Increases for copier and postage machine leases; these were previously shared with the Town.
3. Increase training for all staff training not previously budgeted.

Costing Center

210-10-10 - Administration

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

- 4. Increase advertising for position vacancies across all depts in general fund.
- 5. Increase postage as this was mostly processed through the Town postage meter previously and we are starting to collect accurate actual data this fiscal year.
- 6. Increases for outreach efforts - mailings, Essex Reporter ads.

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
190.000-Board member payments	-	-	-	-	16,500	13,800	(2,700)	-16.4%	community advisory board; 3 additional committees to be determined through strategic planning process; governance committee (must start no later than Feb. 22, 2025) - 5 members monthly
190.001-City Council payments	-	-	-	-	12,500	12,500	-	0.0%	
220.000-Social Security	-	-	-	-	956	956	-	0.0%	
NEW-Act 76 Childcare	-	-	-	-	-	41	41	n/a	
320.000-Legal Services	-	-	-	-	-	-	-	n/a	
330.000-Professional Services	-	-	-	-	32,114	33,608	1,495	4.7%	recording secretary (\$24/hr, 4 hrs/mtg, 32 mtgs/yr), recording secretary Gov Comm (\$24/hr, 2 hrs/mtg, 12 mtgs/yr; Town Meeting TV \$13,891 and \$665/ea for 24 council mtgs
500.000-Training, Conferences, Dues	-	-	-	-	17,563	17,563	-	0.0%	training \$2,500, VLCT annual dues \$15,063
540.000-Advertising	-	-	-	-	1,200	1,200	-	0.0%	public hearings \$150/ea for approx 8
580.000-Travel	-	-	-	-	500	500	-	0.0%	
610.000-General Supplies	-	-	-	-	2,000	2,075	75	3.8%	meeting refreshments, strategic planning session supplies, budget day, meeting minute supplies
831.000-Special or New Programs	-	-	-	-	-	10,000	10,000	n/a	strategic plan implementation
Total Expenditure	-	-	-	-	83,333	92,244	8,911	10.7%	
Net General Fund	-	-	-	-	(83,333)	(92,244)	(8,911)	10.7%	

Notes:

1. Added \$50,000 for strategic plan implementation.
2. If we want to add Town Meeting TV for Capital Committee, Tree Advisory Committee, and Bike Walk Committee the additional cost would be roughly \$25,000.

Costing Center

210-12-10 - Clerk

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.003-Use of Vault	-	-	-	12	-	50	50	n/a	Most lengthy title searches will take place at
020.004-Recording Fees	-	-	-	53,320	86,000	55,000	(31,000)	-36.0%	\$11/page of recorded documents
020.010-Printing and Duplication Services	-	-	-	17	5,590	4,000	(1,590)	-28.4%	Copies from Land records
020.013-Sales of Certified Copy	-	-	-	10	7,200	6,000	(1,200)	-16.7%	Marriage licenses, birth & death certificates
020.023-Records Preservation	-	-	-	19,754	-	-	-	n/a	
030.001-Liquor Licenses	-	-	-	2,355	2,875	2,875	-	0.0%	City keeps \$115 for 1st class licenses (alcohol
030.002-Hunting and Fishing	-	-	-	-	-	10	10	n/a	
030.003-Marriage Licenses	-	-	-	10	624	630	6	1.0%	City keeps \$15 from each license issued.
030.004-Animal Licenses	-	-	-	2,671	2,500	2,700	200	8.0%	City keeps \$4 (neutered) or \$8 (instact) for
030.005-Green Mountain Passport	-	-	-	10	120	100	(20)	-16.7%	Lifetime pass for seniors & retired military
030.006-DMV Registrations	-	-	-	-	99	99	-	0.0%	City charges \$3 for vehicle renewals
Total Revenues	-	-	-	78,159	105,008	71,464	(33,544)	-31.9%	
Expenditure									
110.000-Regular Salaries	-	-	-	-	162,764	168,773	6,009	3.7%	
120.000-Part Time Salaries	-	-	-	-	2,785	7,426	4,641	166.6%	per diem staff
130.000-Overtime	-	-	-	-	434	453	20	4.5%	
210.000-Group Insurance	-	-	-	-	51,149	30,302	(20,847)	-40.8%	
220.000-Social Security	-	-	-	-	12,790	13,809	1,019	8.0%	
NEW-Act 76 Childcare	-	-	-	-	-	596	596	n/a	
230.000-Retirement	-	-	-	-	15,627	16,561	934	6.0%	
290.000-Other Employee Benefits	-	-	-	-	-	700	700	n/a	
330.000-Professional Services	-	-	-	-	-	192	192	n/a	recording secretary (\$24/hr, 2hr/mtgs, 4 mtgs/yr)
430.000-R&M Vehicles and Equipment	-	-	-	-	50	50	-	0.0%	typewriter
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,664	-	(2,664)	-100.0%	Copier use by clerk's office - this is shared machine and budgeted under Admin Scholarships are available from clerk's organizations to attend conferences and trainings - we'll apply for these, but budgeting the full amount here
500.000-Training, Conferences, Dues	-	-	-	-	3,000	3,000	-	0.0%	Land Records system \$350/month, contract ends Dec 2024
505.000-Technology Subscriptions, Licenses	-	-	-	-	15,000	4,200	(10,800)	-72.0%	Bind Grand lists and annual reports, resident only parking permits
550.000-Printing and Binding	-	-	-	-	1,000	1,500	500	50.0%	
560.000-Postage	-	-	-	-	500	500	-	0.0%	Voter Registration cards, voter challenge letters (must include return postage)

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
570.023-Records Preservation	-	-	-	-	-	-	-	-	vault shelving; Susan to get estimate for FY26 n/a budget as this will not be needed in FY25
580.000-Travel	-	-	-	-	1,738	500	(1,238)	-71.2%	Mileage for trainings and conferences
610.000-General Supplies	-	-	-	83	5,250	3,776	(1,474)	-28.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	2,000	2,000		server for land records per estimate from n/a Open Approach
820.000-Election Expenses	-	-	-	88	32,000	15,867	(16,134)	-50.4%	August primary (no ballot cost, some postage cost)/November election (no ballot cost, some postage cost)/Annual Meeting (ballot cost, postage, election worker cost shared by EWSD) - this assumes the City and EWSD move to Town Meeting Day
Total Expenditure	-	-	-	171	306,750	270,204	(36,546)	-11.9%	
<i>Net General Fund</i>	-	-	-	<i>77,988</i>	<i>(201,742)</i>	<i>(198,740)</i>	<i>3,002</i>	<i>-1.5%</i>	

Notes:

1. Reduced revenue to be more in line with what we are actually seeing in current fiscal year.
2. Reduced election expenses for fewer elections in FY25.

Costing Center

210-13-10 - Finance

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
110.000-Regular Salaries	59,668	103,426	147,910	193,470	225,124	283,691	58,567	26.0%	
130.000-Overtime	-	413	2,667	-	-	-	-	n/a	
190.000-Board Member Payments	-	-	-	-	750	1,400	650	86.7%	Capital Committee increased to 7 members \$50/mtg
210.000-Group Insurance	5,699	9,369	30,146	49,773	53,585	57,813	4,228	7.9%	
220.000-Social Security	4,901	5,581	11,921	9,053	17,730	22,923	5,193	29.3%	
NEW-Act 76 Childcare	-	-	-	-	-	989	989	n/a	
230.000-Retirement	5,967	8,781	14,791	16,915	20,688	27,061	6,374	30.8%	
250.000-Unemployment Insurance	1,720	3,827	3,300	5,686	3,209	3,834	625	19.5%	based on actual CY2024 including annual management fee \$100
260.000-Workers Comp insurance	18,500	15,060	18,500	10,108	21,182	21,182	-	0.0%	estimate
290.000-Other Employee Benefits	350	-	700	-	-	1,400	1,400	n/a	
330.000-Professional Services	-	-	5,000	2,408	15,250	14,310	(940)	-6.2%	bank fees \$1,000, NEMRC assistance with tax bills \$1,500, custom programming \$5,000, NEMRC annual fee for Questica automation \$100, NEMRC support agreement \$5,425, NEMRC disaster recovery \$1,085, recording secretary \$50/mtg for 4 mtgs
335.000-Audit	7,500	9,511	9,500	7,875	12,612	14,453	1,841	14.6%	annual audit \$10,953 (\$24,500 total allocated to enterprise funds as well); single audit \$3,500
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,000	-	(2,000)	-100.0%	budgeted for copier in FY23, purchased check printer instead as it was more cost effective
500.000-Training, Conferences, Dues	250	250	500	687	1,500	1,758	258	17.2%	VLCT \$89 Town Fair, \$10/workshop-8/yr; VTGFOA \$35/yr x 2, \$60/workshop-2 staff-3/yr; NESGFOA fall conference \$300; GFOA \$159/yr, annual GAAP update \$185, \$85/training x 4/yr; NEMRC year end seminar \$175
505.000-Technology Subscription, Licenses	6,901	5,920	12,500	16,036	28,640	21,999	(6,641)	-23.2%	NEMRC \$10/user/month, Questica \$ 11,088 (\$19,500 total), Kofax \$4,568 (\$7,800 total), ClickTime \$4543 (\$530/mo or \$6,360 total)
520.000-Insurance	75,725	79,291	76,680	84,101	93,600	103,615	10,015	10.7%	estimate 10.7% increase per VLCT tax bill forms/envelopes with insert, AP checks/envelopes, annual AP/payroll tax forms
550.000-Printing and Binding	-	-	-	-	2,780	3,883	1,103	39.7%	

Costing Center

210-13-10 - Finance

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
560.000-Postage	-	-	-	-	3,400	2,800	(600)	-17.6%	tax bills
570.000-Other Purchased Services	-	1,989	-	275	-	-	-	-	n/a
580.000-Travel	100	-	100	83	1,100	1,140	40	3.6%	travel; VLCT workshops \$125 travel
610.000-General Supplies	200	932	200	657	1,150	800	(350)	-30.4%	printer toner
735.000-Tech: Equip/Hardware	-	2,083	-	-	-	-	-	-	n/a
Total Expenditure	187,481	246,434	334,415	397,127	504,300	585,052	80,752	16.0%	
Net General Fund	(187,481)	(246,434)	(334,415)	(397,127)	(504,300)	(585,052)	(80,752)	16.0%	

Notes:

1. Billing Coordinator previously under PW/WW, moved to Finance as a FT position. This position will also take over tax billing, eventual stormwater billing, rental registry billing, and all misc receivables and collections. This will allow Finance Director and Accountant II to coordinate on larger tasks such as audit and budget, provide more ability to cross train within the department to provide coverage for planned and unplanned absences, and allow capacity to focus on long term priorities and goals such as policy and procedure documentation and updates. Also see comparison chart of finance structure compared to similar neighboring communities.
2. Increase property/casualty insurance costs estimated at 10.7% over prior year.

Costing Center

210-14-10 - Information Technology

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
Contribution from WWTF	-	-	-	-	14,000	-	(14,000)	-100.0%	allocate this budget as part of the Admin Allocation; FY24 was an estimate from the mock budget
Total Revenues	-	-	-	-	14,000	-	(14,000)	-100.0%	
Expenditure									
330.000-Professional Services	-	-	-	-	100,000	118,981	18,981	19.0%	FY24 w/4% increase per OA; Integrity Communications \$140/hr phone system maintenance
432.000-R&M Technology	-	-	-	-	5,000	5,000	-	0.0%	unanticipated repairs of existing equipment Veeam license/backup \$123.21, enhanced security bundle \$2,040/mo, Office365 \$2,573.96/mo, Adobe Acrobat Pro \$288/user/yr for 12 users, Keeper est \$60/yr for 5 users
505.000-Technology Subscription, Licenses	-	-	-	-	25,000	63,026	38,026	152.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	23,650	41,604	17,954	75.9%	use FY24 pricing with 4% increase (\$1800 including imaging fee) replacement of 20 devices; tablet for Enforcement Officer; OWL for 2 Lincoln meeting room \$2,500
Total Expenditure	-	-	-	-	153,650	228,611	74,961	48.8%	
<i>Net General Fund</i>	-	-	-	-	<i>(139,650)</i>	<i>(228,611)</i>	<i>(88,961)</i>	<i>63.7%</i>	

Notes:

1. FY24 underbudgeted for IT services and costs; this reflects accurate figures based on the current contract with Open Approach.

Costing Center

210-15-10 - Assessing

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
330.000-Professional Services	-	-	-	-	-	89,068	89,068		n/a preliminary number from Town 12/14/23
505.000-Technology Subscription, Licenses	-	-	-	-	-	500	500		n/a online property record cards
900.000-Transfer between Town/City	-	-	-	-	77,810	-	(77,810)	-100.0%	move to OPS
Total Expenditure	-	-	-	-	77,810	89,568	11,758	15.1%	
<i>Net General Fund</i>	-	-	-	-	<i>(77,810)</i>	<i>(89,568)</i>	<i>(11,758)</i>	<i>15.1%</i>	

Notes:

1. Town has increased their budget to reflect 10% of GIS Coordinator position which was not previously accounted for in the amount of \$5,327.

Costing Center	110-15-10 - Assessing									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues										
090.000 Transfer between Town/City	-	-	-	-	-	-	77,810	89,068	11,258	14.5%
Total Revenues	-	-	-	-	-	-	77,810	89,068	11,258	14.5%
Expenditure										
110.000-Regular Salaries	113,403	113,701	80,507	82,658	85,934	85,866	88,972	101,836	12,864	14.5%
120.000-Part Time Salaries	-	-	35,353	36,973	37,297	38,350	39,067	41,125	2,058	5.3%
210.000-Group Insurance	23,491	21,606	22,900	22,345	23,360	25,266	26,449	31,559	5,110	19.3%
220.000-Social Security	8,675	8,582	8,973	9,039	9,534	9,379	9,909	11,693	1,784	18.0%
230.000-Retirement	11,340	11,129	11,729	9,673	10,282	10,355	11,011	12,584	1,573	14.3%
290.000-Other Employee Benefits	300	-	300	-	300	-	300	330	30	10.0%
330.000-Professional Services	3,300	1,539	-	-	300	110	-	-	-	n/a
430.000-R&M Vehicles and Equipment	1,000	-	500	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	3,200	2,961	1,010	720	1,115	2,036	1,030	1,064	34	3.3%
505.000-Technology Subscription, Licenses	-	-	10,000	3,502	3,515	2,838	3,815	6,500	2,685	70.4%
540.000-Advertising	150	-	150	-	-	-	-	-	-	n/a
580.000-Travel	100	-	100	-	100	190	300	300	-	0.0%
610.000-General Supplies	150	90	150	64	150	138	100	150	50	50.0%
920.000-Transfer between funds (capital)	3,000	3,000	3,000	3,000	-	-	-	-	-	n/a
Total Expenditure	169,109	162,608	174,672	167,973	171,887	174,527	180,953	207,141	26,188	14.5%
<i>Net Town General Fund</i>	<i>(169,109)</i>	<i>(162,608)</i>	<i>(174,672)</i>	<i>(167,973)</i>	<i>(171,887)</i>	<i>(174,527)</i>	<i>(103,143)</i>	<i>(118,073)</i>	<i>(14,930)</i>	<i>14.5%</i>

Costing Center Summary

110-15-10 - Assessing

Previous Costing Center	110-15-10 - Assessing	Budget Year	2025
Entity	Town	Accounting Reference	110-15-10
Department	15 - Assessing - Town	Approved	No
Stage	Warned Budget	Manager	Karen Lemnah (klemnah)

Narrative

TECHNOLOGY, SUBSCRIPTION, LICENSING

CAMA software (Computer Assisted Mass Appraisal - valuation software) - Due to the reappraisal and the transition from our current software vendor to a new one, the annual maintenance fee will change. PATRIOT, the new vendor, informed me the annual fee of \$3,500 invoice, as of 7/1/25 would be due on 8/1/25, therefore, paid via the 2026 fiscal year budget. I prefer to keep the \$3,500 for CAMA software in the 2025 budget due to unforeseen residual charges from the current CAMA system vendor (soon to be former vendor), which we currently pay a similar annual fee to. I have also included an additional \$3,000 in anticipation of a new GIS Mapping system from CAI Technologies. This system would provide the Assessing Department with a more efficient parcel data/documentation service. It will also assist the public and Community Development with a more streamlined process for obtaining abutters lists for permitting (currently the process is arduous and manually done). Shannon Lunderville, our in-house GIS Coordinator would be working closely with the mapping vendor. This would shift her task of creating the PDF online maps to the vendor who would be responsible for updating the virtual mapping system. The new system would create a better experience for the public when researching parcel data/documentation.

Description

New Initiatives

Fiscal year 2025 will be about completing the reappraisal. A time for the Assessing Department to become acclimated to the new valuation system and the continued questions from the public due to the new assessments. We will be working with and assisting the reappraisal firm in any manner needed/required.

Goals and Priorities

The main goals for 2025 are as follows:

1. Assist in the reappraisal process.
2. Continued work on changes in the Grand List via, permits, data adjustments, and updating ownership data due to latest sales, etc.
3. Plan for training and utilizing the new CAMA (valuation) system prior to completion of the reappraisal.
4. Prepare to educate the public with the new assessments and market data for the reappraisal.

Costing Center Summary

110-15-10 - Assessing

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	14.47 %	77,810	89,068
Total Revenues		14.47 %	77,810	89,068
Expenditure				
110.000-Regular Salaries	Increased	14.46 %	88,972	101,836
120.000-Part Time Salaries	Increased	5.27 %	39,067	41,125
210.000-Group Insurance	Increased	19.32 %	26,449	31,559
220.000-Social Security	Increased	18.00 %	9,909	11,693
230.000-Retirement	Increased	14.29 %	11,011	12,584
290.000-Other Employee Benefits	Increased	10.00 %	300	330
500.000-Training, Conferences, Dues	Increased	3.30 %	1,030	1,064
505.000-Technology Subscription, Licenses	Increased	70.38 %	3,815	6,500
580.000-Travel	Unchanged	0.00 %	300	300
610.000-General Supplies	Increased	50.00 %	100	150
Total Expenditure		14.47 %	180,953	207,141

Costing Center Budget with Notes

110-15-10 - Assessing

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	Contribution from City per Agreement		89,068
Total 090 Transfer between Town/Village (as revenue)			89,068
Total Revenues			89,068
Expenditure			
100 Salaries			
110.000-Regular Salaries			101,836
120.000-Part Time Salaries			41,125
Total 100 Salaries			142,961
200 Benefits			
210.000-Group Insurance			31,559
220.000-Social Security			11,693
230.000-Retirement			12,584
290.000-Other Employee Benefits			330
Total 200 Benefits			56,166
300-699 Operating Expenses			
500.000-Training, Conferences, Dues	NVBR Membership Dues (Northwestern Vermont Board of Realtors)	234	
500.000-Training, Conferences, Dues	IAAO Membership Dues (International Association of Assessing Officers)	245	
500.000-Training, Conferences, Dues	VALA Membership Dues (Vermont Assessors and Listers Association)	50	
500.000-Training, Conferences, Dues	Courses/Training	100	
500.000-Training, Conferences, Dues	PrimeMLS (f.k.a. NEREN; New England Real Estate Network)	360	
500.000-Training, Conferences, Dues	VALA and/or IAAO Conference Fees	75	
			1,064
505.000-Technology Subscription, Lice	CAMA Software (Online cards, CAMA software)	3,500	
505.000-Technology Subscription, Lice	APEX Sketching Software	-	
505.000-Technology Subscription, Lice	CAI Technologies	3,000	
			6,500
570.000-Other Purchased Services	Use this line only to capture Reappraisal costs		-
580.000-Travel			300
610.000-General Supplies			150
Total 300-699 Operating Expenses			8,014
Total Expenditure			207,141
Net Total			(118,073)

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
030.008-License and Zoning Fees	28,000	38,332	39,000	38,685	39,000	47,000	8,000	20.5%	Fee increases are roughly projected to generate a 33% increase, if permit volumes remain the same. I've put in 20.5% to be conservative
NEW-Rental Registry	-	-	-	-	-	153,017			See separate analysis for revenue estimates; assuming 70% collection in 1st year
090.000-Transfer between Town/Village	-	-	-	4,844	-	-	-	n/a	
091.000-Transfer btwn Funds	-	-	-	-	40,158	-	(40,158)	-100.0%	LOT funds in FY24 for code enforcement
Total Revenues	28,000	38,332	39,000	43,529	79,158	200,017	(32,158)	-40.6%	
Expenditure									
110.000-Regular Salaries	165,243	170,618	169,546	183,856	256,708	284,008	27,300	10.6%	
130.000-Overtime	-	135	-	1,053	-	-	-	n/a	
190.000-Board member payments	6,000	6,000	7,200	6,000	15,600	14,400	(1,200)	-7.7%	PC, DRB, Bike/Walk, Housing Commission- but this may be higher if the Housing Commission gets more members.
210.000-Group Insurance	24,260	21,166	24,518	14,945	89,186	61,018	(28,168)	-31.6%	
220.000-Social Security	13,153	13,687	13,758	14,790	20,281	22,797	2,515	12.4%	
NEW-Act 76 Childcare	-	-	-	-	-	983	983	n/a	
230.000-Retirement	16,524	17,056	16,955	14,623	23,328	26,745	3,417	14.6%	
290.000-Other Employee Benefits	700	-	700	-	-	1,400	1,400	n/a	
320.000-Legal Services	6,000	3,361	6,000	6,576	6,000	15,000	9,000	150.0%	increased legal budget necessary for additional enforcement
330.000-Professional Services	27,000	7,877	7,000	13,198	40,760	25,780	(14,980)	-36.8%	General Engineering services \$8,000, Potential GIS services \$5,000, add funds for recording secretaries for PC and DRB: \$200/mtg; reduced \$7,980 for Town Meeting TV costs that were added in FY24
340.000-Technical Services	-	-	-	30	-	-	-	n/a	

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
									\$550 x3 for professional org dues \$180 x3 for Professional org exams \$450 x 4 for national and regional conference fees \$300 x 3 for local conferences and training \$500 for VLCT in person committee training \$300 x 2 committees for miscellaneous Committee Training
500.000-Training, Conferences, Dues	3,000	421	3,000	1,521	4,700	6,890	2,190	46.6%	\$1000 of the above costs are attributable to rental registry adobe creative suite \$600- assuming following: 30000 for rental registry software annual subscription
505.000-Technology Subscription, Licenses	-	-	-	-	360	15,600	15,240	4233.3%	
530.000-Communications	1,260	1,528	1,300	74	5,660	1,320	(4,340)	-76.7%	for mobile internet for phone or tablet for enforcement officer and health officer
540.000-Advertising	-	213	-	63	1,350	3,970	2,620	194.1%	advertising for PC and DRB hearings; approx. \$65 @ 18 DRB hearings; and \$160 @ 3 PC hearings. ; includes expected cost escalation and increased DRB hearings also includes 2000 for general public engagement advertising and 320 for Rental Registry specific advertising 1000 baseline + 2779 attributable to Rental Registry
550.000-Printing and Binding	3,000	280	3,000	82	1,000	3,779	2,779	277.9%	350 Baseline + 3659 attributable to Rental Registry
560.000-Postage	100	-	100	1	280	4,009	3,729	1331.8%	Registry
580.000-Travel	2,600	2,501	3,900	1,336	6,600	9,600	3,000	45.5%	Conference travel: \$2,000 travel to conference or training x 3 employees, vehicle stipends \$100/mo x 2 Employees - second employee is partially attributable to Rental Registry (vehicle stipends may be removed with the lease/purchase of a City vehicle)

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
610.000-General Supplies	1,000	180	1,000	206	1,000	4,000	3,000	300.0%	1000 for general supplies 2000 for general public engagement supplies 1000 for supplies for Rental Registry vehicle purchase covered by rental registry
750.000-Machinery and Equipment	-	-	-	-	-	30,000	30,000	n/a	revenue
810.111-Bike/Walk Committee	10,000	-	10,000	8,431	10,000	10,000	-	0.0%	
899.000-Matching Grant Funds	-	-	-	-	-	6,000	6,000	n/a	UPWP Route 15 bike/ped improvements
Total Expenditure	279,840	245,022	267,977	266,785	482,813	547,299	64,486	13.4%	
Net General Fund	(251,840)	(206,690)	(228,977)	(223,256)	(403,655)	(347,282)	56,373	-14.0%	

Notes:

1. Rental Registry - Enforcement Officer
2. Purchase of vehicle covered by rental registry revenue for primary use by Comm Dev staff, but will be available to City staff as well.

Costing Center

210-17-10 - Economic Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Event Donations	-	12,000	-	3,750	4,000	-	(4,000)	-100.0%	sponsorship for community event
Total Revenues	-	12,000	-	3,750	4,000	-	(4,000)	-100.0%	
Expenditure									
800.000-Appropriations to other agencies	9,250	7,988	9,250	7,803	-	-	-	n/a	
831.000-Special or New Programs	2,500	16,939	2,500	-	5,000	-	(5,000)	-100.0%	
850.000-Community Events and Celebrations	17,500	21,434	17,500	15,559	15,000	-	(15,000)	-100.0%	1 community event
									FY24 note: if needed, unused funds to be assigned fund balance at year end for train station grant match in future years. Same?
899.000-Matching Grant Funds	20,000	-	20,000	-	20,000	-	(20,000)	-100.0%	
Total Expenditure	49,250	46,360	49,250	23,362	40,000	-	(40,000)	-100.0%	
Net General Fund	(49,250)	(34,360)	(49,250)	(19,612)	(36,000)	-	36,000	-100.0%	

Notes:

1. remove all for FY25 and reevaluate for FY26

Costing Center

210-25-10 - Fire

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
098.000-Miscellaneous Revenue	20	10	20	-	10	-	(10)	-100.0%	
Total Revenues	20	10	20	-	10	-	(10)	-100.0%	
Expenditure									
120.000-Part Time Salaries	194,250	197,052	212,256	197,472	216,000	302,400	86,400	40.0%	increased volunteer time by 300 hrs per month over prior year for training and higher call volume, increased hourly volunteer average rate from \$20/hr to \$21/hr
210.000-Group Insurance	3,600	2,883	3,600	3,327	3,600	3,400	(200)	-5.6%	
220.000-Social Security	14,859	15,061	17,768	15,209	16,524	23,134	6,610	40.0%	
NEW-Act 76 Childcare	-	-	-	-	-	998	998	n/a	
260.000-Workers Comp insurance	26,000	17,547	20,000	17,281	20,000	20,000	-	0.0%	
290.000-Other Employee Benefits	864	864	2,064	1,083	1,000	1,000	-	0.0%	
330.000-Professional Services	9,000	3,960	7,000	4,919	7,000	7,000	-	0.0%	
430.000-R&M Vehicles and Equipment	32,250	26,392	32,250	19,609	26,000	26,000	-	0.0%	
431.000-R&M Buildings and Grounds	15,000	13,241	-	785	-	-	-	n/a	no longer used as this would be expended under the building budget
500.000-Training, Conferences, Dues	4,000	2,375	4,000	4,251	5,500	7,000	1,500	27.3%	unanticipated cost increases in previous years
505.000-Technology Subscription, licenses	-	5,125	4,000	7,542	7,000	8,000	1,000	14.3%	unanticipated cost increases in previous years
530.000-Communications	2,600	4,224	2,600	7,194	2,600	3,361	761	29.3%	Verizon for iPad data \$280/mo
570.000-Other Purchased Services	-	-	11,000	7,573	11,000	11,000	-	0.0%	
610.000-General Supplies	1,000	4,065	2,000	3,344	4,000	4,000	-	0.0%	
611.000-Small Tools and Equipment	1,500	820	1,500	6,910	45,000	45,000	-	0.0%	
612.000-Uniforms	26,000	30,527	27,000	24,528	30,000	32,000	2,000	6.7%	unanticipated cost increases in previous years
613.000-Program Supplies	3,600	3,569	4,500	10,067	6,000	7,500	1,500	25.0%	unanticipated cost increases in previous years
626.000-Gasoline	-	-	-	-	6,000	6,500	500	8.3%	Adding an extra vehicle
750.000-Machinery and Equipment	57,500	57,063	18,000	35,845	20,000	22,000	2,000	10.0%	unanticipated cost increases in previous years
920.000-Transfer between funds (capital)	108,600	108,600	113,200	113,200	118,260	-	(118,260)	-100.0%	moved to Transfers/Misc
Total Expenditure	500,623	493,366	482,738	480,139	545,484	530,292	(15,192)	-2.8%	
Net General Fund	(500,603)	(493,356)	(482,718)	(480,139)	(545,474)	(530,292)	15,182	-2.8%	

Notes:

Costing Center

210-25-10 - Fire

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

1. Budget increase will be driven by an increase in salaries to offer paid training to members. The high cost of living in Chittenden County can be offset by additional income generated serving the City of Essex Junction in a Fire/EMS capacity. This increase will prevent this department from moving to per diem shifts to provide paid coverage for the City. Salary increases and maintaining a paid call service prevents the move to full time members. This pay incentive would incentivize individuals to stay in the City. Call volume increases, assisting with EMS issues are driving a rising call volume.

2. Increase transfer to rolling stock to align with future needs and increased costs.

Costing Center

210-18-10 - Health and Human Services

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
120.000-Part Time Salaries	-	-	-	-	-	-	-	-	n/a
220.000-Social Security	-	-	-	-	-	-	-	-	n/a
NEW-Act 76 Childcare	-	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	
530.000-Communications	-	-	-	-	1,560	-	(1,560)	-100.0%	
800.106-Essex Rescue	-	-	-	-	190,620	196,338	5,718	3.0%	
800.107-Essex Jct. Cemetery Association	-	-	-	-	20,000	20,000	-	0.0%	
800.10X-Essex Police Dept.	-	-	-	-	2,763,113	2,841,023	77,910	2.8%	preliminary number from Town 12/14/23
Total Expenditure	-	-	-	-	2,977,293	3,057,361	80,068	2.7%	
<i>Net General Fund</i>	-	-	-	-	<i>(2,977,293)</i>	<i>(3,057,361)</i>	<i>(80,068)</i>	<i>2.7%</i>	

Notes:

1. Increase to police contract as the Town is no longer budgeting for vacancies (this was done previously and resulted in reduced expense).
2. The Town will also be adding expense to the police contract for gasoline beginning in FY25 in the amount of \$47,000, of which the City will be responsible for 48% or \$22,560.

Costing Center	110-20-10 - Police, Operating									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues										
020.018-Special Police Services	60,000	41,674	60,000	35,258	40,000	38,579	40,000	40,000	-	0.0%
020.019-VIN Verifications	-	215	200	185	200	145	200	200	-	0.0%
040.800-OJP - Ballistic Vest Grant	-	2,581	-	2,983	-	2,796	-	-	-	n/a
090.000 Transfer Between Town/City	-	-	-	-	-	-	402,992	427,710	24,718	6.1%
098.000 Miscellaneous Revenue	-	-	-	-	-	-	-	8,186	8,186	n/a
SUMMARY Transfer Between Town/City (personnel)	-	-	-	-	-	-	2,300,534	2,391,007	90,473	3.9%
099.000-Use of Fund Balance	-	-	2,000	2,000	70,000	-	-	-	-	n/a
Total Revenues	60,000	44,470	62,200	40,426	110,200	41,520	2,743,726	2,867,103	123,377	4.5%
Expenditure										
SUMMARY-Regular Salaries	2,678,295	2,395,810	2,558,575	2,280,823	2,693,444	2,517,795	3,107,594	3,223,600	116,006	3.7%
SUMMARY-Part Time Salaries	-	-	134,586	145,088	133,144	195,720	123,064	191,494	68,430	55.6%
SUMMARY-Overtime	277,440	206,068	290,679	235,047	300,135	300,535	292,353	293,904	1,551	0.5%
SUMMARY-Group Insurance	808,050	552,886	763,355	550,308	769,007	621,591	837,570	718,909	(118,661)	-14.2%
SUMMARY-Social Security	227,948	195,235	237,339	200,829	242,369	228,843	272,847	303,592	30,745	11.3%
SUMMARY-Retirement	263,514	228,459	285,925	251,645	304,798	290,528	349,228	378,491	29,263	8.4%
SUMMARY-Other Employee Benefits	11,100	10,542	11,400	9,892	11,400	7,500	11,400	11,100	(300)	-2.6%
SUMMARY-Allowance for Vacancies	-	-	-	-	(191,857)	-	(363,351)	(308,282)	55,069	-15.2%
320.000 Legal Services	-	-	-	-	-	25,184	10,500	20,000	9,500	90.5%
330.000-Professional Services	40,440	66,735	55,000	60,100	65,096	49,309	68,912	73,293	4,381	6.4%
430.000-R&M Vehicles and Equipment	42,000	52,752	43,000	69,766	24,000	33,540	28,000	34,000	6,000	21.4%
432.000-R&M Technology	55,050	27,812	25,050	27,253	25,050	18,786	25,050	25,000	(50)	-0.2%
442.000-Rental of Vehicles or Equipment	5,000	4,354	5,000	4,537	5,000	5,033	5,000	5,000	-	0.0%
500.000-Training, Conferences, Dues	23,720	31,743	25,500	33,346	27,500	30,933	30,000	32,000	2,000	6.7%
505.000-Technology Subscription, Licenses	-	-	46,680	-	46,680	32,812	46,680	46,680	-	0.0%
510.000-Permits, Licenses, Registrations	175	167	175	-	175	-	-	-	-	n/a
520.000-Insurance	-	-	-	-	231,452	255,490	318,932	256,907	(62,025)	-19.4%
530.000-Communications	38,850	46,050	31,850	14,972	31,850	54,583	31,850	32,000	150	0.5%
540.000-Advertising	600	6,320	600	720	600	325	750	600	(150)	-20.0%
550.000-Printing and Binding	2,500	1,143	2,500	386	2,000	1,062	1,000	1,000	-	0.0%
580.000-Travel	5,500	483	6,500	3,492	6,500	6,931	6,500	7,500	1,000	15.4%
610.000-General Supplies	13,200	9,408	13,200	7,687	13,200	11,284	10,000	10,000	-	0.0%
611.000-Small Tools and Equipment	10,252	4,368	10,252	4,868	8,000	13,635	7,000	7,000	-	0.0%
612.000-Uniforms	36,400	42,740	37,500	35,341	37,500	48,094	40,000	47,950	7,950	19.9%
613.000-Program Supplies	1,500	3,504	2,000	3,347	3,000	3,015	3,500	3,500	-	0.0%
626.000-Gasoline	-	-	-	-	-	-	-	47,000	47,000	n/a
735.000-Technology: Hardware, Software, Equipment	20,000	43,385	20,000	99,466	20,000	13,035	20,000	20,000	-	0.0%
751.000-Vehicle Purchases	84,000	86,752	85,000	74,260	159,000	246,467	134,000	158,000	24,000	17.9%
830.000-Regular Programs	5,000	2,710	5,000	4,707	5,000	2,229	5,000	5,000	-	0.0%
910.000-Transfer between funds (non-capital)	16,200	16,200	16,200	16,200	26,200	26,200	26,200	36,200	10,000	38.2%
920.000-Transfer between funds (capital)	-	-	10,000	10,000	15,000	15,000	15,000	15,000	-	0.0%
970.901 Police Lease Principal	-	-	-	-	-	-	17,500	17,500	-	0.0%
Total Expenditure	4,666,734	4,035,626	4,722,866	4,144,079	5,015,243	5,055,457	5,482,079	5,713,938	231,859	4.2%
Net Town General Fund	(4,606,734)	(3,991,156)	(4,660,666)	(4,103,653)	(4,905,043)	(5,013,937)	(2,738,353)	(2,846,835)	(108,482)	4.0%

Costing Center		110-20-11 - Police, Administration									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	353,818	425,223	71,405	20.2%
Total Revenues		-	-	-	-	-	-	353,818	425,223	71,405	20.2%
Expenditure											
	110.000-Regular Salaries	343,223	422,987	352,899	295,122	422,659	382,197	484,817	500,893	16,076	3.3%
	120.000-Part Time Salaries	-	-	30,847	80,111	27,664	94,920	33,076	103,344	70,268	212.4%
	130.000-Overtime	-	861	-	344	5,182	1,975	1,121	3,125	2,004	178.8%
	210.000-Group Insurance	86,747	73,304	98,695	78,115	124,632	102,570	105,412	141,980	36,568	34.7%
	220.000-Social Security	26,257	30,162	29,763	27,892	35,357	36,035	40,079	49,600	9,521	23.8%
	230.000-Retirement	27,573	38,815	39,406	31,815	46,123	41,648	46,192	55,479	9,287	20.1%
	290.000-Other Employee Benefits	900	1,429	1,200	600	1,500	900	1,500	1,500	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	-	-	-	-	-	n/a
Total Expenditure		484,700	567,558	552,810	513,999	663,117	660,245	712,197	855,921	143,724	20.2%
<i>Net Town General Fund</i>		<i>(484,700)</i>	<i>(567,558)</i>	<i>(552,810)</i>	<i>(513,999)</i>	<i>(663,117)</i>	<i>(660,245)</i>	<i>(358,379)</i>	<i>(430,698)</i>	<i>(72,319)</i>	<i>20.2%</i>
Costing Center		110-20-12 - Police, Dispatch									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	297,914	259,028	(38,886)	-13.1%
Total Revenues		-	-	-	-	-	-	297,914	259,028	(38,886)	-13.1%
Expenditure											
	110.000-Regular Salaries	410,654	357,452	354,417	333,429	343,120	327,606	385,852	311,426	(74,426)	-19.3%
	120.000-Part Time Salaries	-	-	50,231	11,119	50,704	52,112	25,907	20,776	(5,131)	-19.8%
	130.000-Overtime	54,240	44,828	46,915	64,759	48,176	67,290	56,606	38,671	(17,935)	-31.7%
	210.000-Group Insurance	104,544	97,946	99,396	102,125	91,945	113,427	122,194	89,528	(32,666)	-26.7%
	220.000-Social Security	35,564	29,518	34,331	29,739	34,165	32,522	36,246	29,638	(6,608)	-18.2%
	230.000-Retirement	34,288	27,681	34,575	31,959	34,868	35,317	37,995	30,154	(7,841)	-20.6%
	290.000-Other Employee Benefits	1,500	2,000	1,500	1,700	1,500	1,800	1,500	1,200	(300)	-20.0%
	199.000-Allowance for Vacancies	-	-	-	-	(36,269)	-	(66,634)	-	66,634	-100.0%
Total Expenditure		640,790	559,425	621,365	574,830	568,209	630,075	599,666	521,393	(78,273)	-13.1%
<i>Net Town General Fund</i>		<i>(640,790)</i>	<i>(559,425)</i>	<i>(621,365)</i>	<i>(574,830)</i>	<i>(568,209)</i>	<i>(630,075)</i>	<i>(301,752)</i>	<i>(262,365)</i>	<i>39,387</i>	<i>-13.1%</i>

Costing Center		110-20-13 - Police, Investigations Div									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	322,135	328,365	6,230	1.9%
Total Revenues		-	-	-	-	-	-	322,135	328,365	6,230	1.9%
Expenditure											
	110.000-Regular Salaries	353,786	344,633	388,812	372,868	382,880	385,772	430,911	463,400	32,489	7.5%
	130.000-Overtime	29,553	29,437	29,327	19,840	30,354	18,330	31,831	25,569	(6,262)	-19.7%
	210.000-Group Insurance	118,738	101,709	104,287	81,470	107,522	78,275	98,769	77,463	(21,306)	-21.6%
	220.000-Social Security	27,872	28,706	31,075	30,525	32,046	31,017	35,816	39,751	3,935	11.0%
	230.000-Retirement	33,040	34,845	37,061	38,496	39,248	41,907	49,591	53,275	3,684	7.4%
	290.000-Other Employee Benefits	1,500	1,750	1,500	1,744	1,500	1,500	1,500	1,500	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	-	-	-	-	-	n/a
Total Expenditure		564,489	541,080	592,062	544,944	593,550	556,802	648,418	660,958	12,540	1.9%
<i>Net Town General Fund</i>		<i>(564,489)</i>	<i>(541,080)</i>	<i>(592,062)</i>	<i>(544,944)</i>	<i>(593,550)</i>	<i>(556,802)</i>	<i>(326,283)</i>	<i>(332,593)</i>	<i>(6,310)</i>	<i>1.9%</i>
Costing Center		110-20-14 - Police, Patrol									
		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues											
	090.000 Transfer beteen Town/City	-	-	-	-	-	-	1,326,667	1,378,391	51,724	3.9%
Total Revenues		-	-	-	-	-	-	1,326,667	1,378,391	51,724	3.9%
Expenditure											
	110.000-Regular Salaries	1,570,632	1,270,737	1,462,447	1,279,404	1,544,785	1,422,220	1,806,014	1,947,881	141,867	7.9%
	120.000-Part Time Salaries	-	-	53,508	53,858	54,776	48,688	64,081	67,374	3,293	5.1%
	130.000-Overtime	193,647	130,942	214,437	150,105	216,423	212,939	202,795	226,539	23,744	11.7%
	210.000-Group Insurance	498,021	279,928	460,977	288,597	444,908	327,319	511,195	409,938	(101,257)	-19.8%
	220.000-Social Security	138,255	106,850	142,170	112,673	140,801	129,268	160,706	184,603	23,897	14.9%
	230.000-Retirement	168,613	127,117	174,883	149,375	184,559	171,655	215,450	239,583	24,133	11.2%
	290.000-Other Employee Benefits	7,200	5,363	7,200	5,848	6,900	3,300	6,900	6,900	-	0.0%
	199.000-Allowance for Vacancies	-	-	-	-	(155,588)	-	(296,717)	(308,282)	(11,565)	3.9%
Total Expenditure		2,576,368	1,920,937	2,515,622	2,039,860	2,437,564	2,315,390	2,670,424	2,774,536	104,112	3.9%
<i>Net Town General Fund</i>		<i>(2,576,368)</i>	<i>(1,920,937)</i>	<i>(2,515,622)</i>	<i>(2,039,860)</i>	<i>(2,437,564)</i>	<i>(2,315,390)</i>	<i>(1,343,757)</i>	<i>(1,396,145)</i>	<i>(52,388)</i>	<i>3.9%</i>

Costing Center Summary

110-20-10 - Police, Operating

Previous Costing Center	110-20-10 - Police, Operating	Budget Year	2025
Entity	Town	Accounting Reference	110-20-10
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Increases cover:

- * Increase in legal fees line item to reflect actual costs
- * funding for training in use of force, investigations, leadership (police training)
- * Contracted increase in yearly contribution to Community Outreach (professional services)
- * Replacement of two marked vehicles with hybrids of the same make and style and upfit with equipment (cost estimated to be \$56k per vehicle this year, plus \$8k per vehicle to upfit). Upfit will be transfer of equipment from replaced vehicles instead of new. Replacement of one unmarked detective vehicle (CUSI) with a suitable used vehicle.
- * Increase in uniforms/equipment line to reflect actual costs
- * Increase for travel costs
- * Increase to Vehicle Maintenance as costs for tires, oil changes (hybrid vehicles), continue to rise.
- * Increase contribution to CJC to cover COLA increases for staff.

Description

Operational costs

New Initiatives

None

Goals and Priorities

Support Salary and Benefit Increase to reflect FY2025 union contract
Support Community Engagement Initiatives
Increase funding for training
Maintain support for the Community Justice Center
Maintain support for Community Outreach
Provide funding to Capital Improvement for the purpose of future major communications replacements (repeaters, consoles, base stations)

Costing Center Summary

110-20-10 - Police, Operating

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
020.018-Special Police Services	Unchanged	0.00 %	40,000	40,000
020.019-VIN Verifications	Unchanged	0.00 %	200	200
090.000-Transfer between Town/City	Increased	6.13 %	402,992	427,710
098.000-Miscellaneous Revenue	New this year		-	8,186
Total Revenues		7.42 %	443,192	476,096
Expenditure				
320.000-Legal Services	Increased	90.48 %	10,500	20,000
330.000-Professional Services	Increased	6.36 %	68,912	73,293
430.000-R&M Vehicles and Equipment	Increased	21.43 %	28,000	34,000
432.000-R&M Technology	Decreased	0.20 %	25,050	25,000
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	5,000	5,000
500.000-Training, Conferences, Dues	Increased	6.67 %	30,000	32,000
505.000-Technology Subscription, Licenses	Unchanged	0.00 %	46,680	46,680
520.000-Insurance	Decreased	19.45 %	318,932	256,907
530.000-Communications	Increased	0.47 %	31,850	32,000
540.000-Advertising	Decreased	20.00 %	750	600
550.000-Printing and Binding	Unchanged	0.00 %	1,000	1,000
580.000-Travel	Increased	15.38 %	6,500	7,500
610.000-General Supplies	Unchanged	0.00 %	10,000	10,000
611.000-Small Tools and Equipment	Unchanged	0.00 %	7,000	7,000
612.000-Uniforms	Increased	19.88 %	40,000	47,950
613.000-Program Supplies	Unchanged	0.00 %	3,500	3,500
626.000-Gasoline	New this year		-	47,000
735.000-Technology: Hardware, Software, Equipment	Unchanged	0.00 %	20,000	20,000
751.000-Vehicle Purchases	Increased	17.91 %	134,000	158,000
830.000-Regular Programs	Unchanged	0.00 %	5,000	5,000
910.000-Transfer between funds (non-capital)	Increased	38.17 %	26,200	36,200
920.000-Transfer between funds (capital)	Unchanged	0.00 %	15,000	15,000
970.901-Police Lease Principal	Unchanged	0.00 %	17,500	17,500
Total Expenditure		5.84 %	851,374	901,130

Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
020 Charges for Services			
020.018-Special Police Services			40,000
020.019-VIN Verifications			200
Total 020 Charges for Services			40,200
040-042 Intergovernmental			
040.800-OJP - Ballistic Vest Grant			-
Total 040-042 Intergovernmental			-
090 Transfer between Town/Villages			
090.000-Transfer between Town/City	City contribution per agreement	413,246	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	14,464	
		<hr/>	427,710
Total 090 Transfer between Town/Village (as revenue)			427,710
098 Miscellaneous Revenues			
098.000-Miscellaneous Revenue	Placeholder for recognition of Opioid settlement funds		8,186
Total 098 Miscellaneous Revenues			8,186
			<hr/>
Total Revenues			476,096
Expenditure			
300-699 Operating Expenses			
320.000-Legal Services	FY24 amount based on 2-year average		20,000
330.000-Professional Services	Towing, Shredding, Polygraph, consulting, translation	4,225	
330.000-Professional Services	Community Outreach	54,068	
330.000-Professional Services	Equity and Inclusion work	15,000	
		<hr/>	73,293
430.000-R&M Vehicles and Equipment	Vehicle Maintenance, ie tires, oil changes, inspections, washing. Bicycle maintenance.		34,000
432.000-R&M Technology	GPS, In car computer fees, Office 365, Building internet fees, other software items		25,000
442.000-Rental of Vehicles or Equipment	Copiers		5,000
500.000-Training, Conferences, Dues	Dues, Meetings, Conferences (IACP, VACOP)	5,000	
500.000-Training, Conferences, Dues	Training Ammunition, Taser Cartridges	5,000	
500.000-Training, Conferences, Dues	new training - five year vision from FY22 to increase training costs annually to keep pace with market	2,000	
500.000-Training, Conferences, Dues	Lexipol Online Training	4,000	
500.000-Training, Conferences, Dues	Instructional fees	16,000	
		<hr/>	32,000
505.000-Technology Subscription, Licenses	Body Cameras, In Car Cameras, video maintenance and storage fees	16,680	
505.000-Technology Subscription, License	Office 365 Licensing	2,000	
505.000-Technology Subscription, License	Fingerprint Machine Support	3,005	
505.000-Technology Subscription, License	IBM Device Management	3,000	
505.000-Technology Subscription, License	Device Monitoring	1,810	

Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
505.000-Technology Subscription, Lice	Evidence Management Software	9,000	
505.000-Technology Subscription, Lice	In Car Video System	2,300	
505.000-Technology Subscription, Lice	Other Software and IT Licenses	8,885	
			46,680
520.000-Insurance	Unemployment	3,663	
520.000-Insurance	Property and Liability	114,503	
520.000-Insurance	Workers Comp	138,741	
			256,907
530.000-Communications	Cellphones	9,500	
530.000-Communications	Police Radios (New Portable Radio every 3 years \$7420)	19,000	
530.000-Communications	Tower lease	3,500	
			32,000
540.000-Advertising		-	
540.000-Advertising	Social Media sharing, job fairs	600	
			600
550.000-Printing and Binding		-	
550.000-Printing and Binding	Business cards, envelopes, letterhead, signs	1,000	
			1,000
580.000-Travel		-	
580.000-Travel	Travel to IACP Conference, other travel for training	7,500	
			7,500
610.000-General Supplies		-	
610.000-General Supplies	Office Supplies, etc	10,000	
			10,000
611.000-Small Tools and Equipment		-	
611.000-Small Tools and Equipment	First Aid, Training Supplies, Evidence Bags, etc	7,000	
			7,000
612.000-Uniforms	Dry Cleaning	6,100	
612.000-Uniforms	Uniform/Equipment Allowances per contract, \$450 per officer, \$1000 per detective	16,350	
612.000-Uniforms	Bullet Resistant Vests (1/2 paid by grant)	5,500	
612.000-Uniforms	Replacements, new issue of uniforms	20,000	
			47,950
613.000-Program Supplies	K9 Food, Insurance, License, Medical, Training		3,500
626.000-Gasoline	As of 11/17, adding an estimate of annual usage of \$47K here, this expense was formerly represented in Buildings - PW Garage Complex		47,000
			649,430
Total 300-699 Operating Expenses			
700 Capital or Property Objects			
735.000-Technology: Hardware, Softwa		20,000	
735.000-Technology: Hardware, Softwa	Hardware (Desktops, Laptops, Servers, Media)	-	
			20,000
751.000-Vehicle Purchases	Replacement of two patrol vehicles with Hybrids of same model (\$56k ea).	112,000	

Costing Center Budget with Notes

110-20-10 - Police, Operating

Objects	Comments	Object Subtotals	2025 Budget
751.000-Vehicle Purchases	Vehicle fit up costs \$8k each (x2), (Transfer of used equipment to new vehicles instead of full replacement) (previously in R&M Veh. & Equip)	16,000	
751.000-Vehicle Purchases	Replacement of Detective vehicle with used vehicle	30,000	
			<u>158,000</u>
Total 700 Capital or Property Objects			178,000
820-850 Program & Event Expenses			
830.000-Regular Programs	Community Liaison Programs, such as National Night Out, etc.		5,000
Total 820-850 Program & Event Expenses			5,000
910 Transfer between funds (as exp)			
910.000-Transfer between funds (non-capital)	CJC Contribution (COLA increases and Parallel Justice Operating)	20,000	
910.000-Transfer between funds (non-	CJC Building rent	16,200	
			<u>36,200</u>
Total 910 Transfer between funds (as expense)			36,200
920 Transfer to capital (as expense)			
920.000-Transfer between funds (capit	Transfer to Capital		15,000
Total 920 Transfer to capital (as expense)			15,000
950-975 Debt Service			
970.901-Police Lease Principal	Replacement of one unmarked detective vehicle with a leased vehicle (est. \$17.5k per yr for 3 years).		17,500
Total 950-975 Debt Service			17,500
Total Expenditure			901,130
Net Total			(425,034)

Costing Center Summary

110-20-11 - Police, Administration

Previous Costing Center	110-20-11 - Police, Administration	Budget Year	2025
Entity	Town	Accounting Reference	110-20-11
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Administration of policies, and management of budgets and personnel

New Initiatives

Goals and Priorities

Maintain effectiveness of the admin department

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	20.18 %	353,818	425,223
Total Revenues		20.18 %	353,818	425,223
Expenditure				
110.000-Regular Salaries	Increased	3.32 %	484,817	500,893
120.000-Part Time Salaries	Increased	212.44 %	33,076	103,344
130.000-Overtime	Increased	178.77 %	1,121	3,125
210.000-Group Insurance	Increased	34.69 %	105,412	141,980
220.000-Social Security	Increased	23.76 %	40,079	49,600
230.000-Retirement	Increased	20.11 %	46,192	55,479
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
Total Expenditure		20.18 %	712,197	855,921

Costing Center Budget with Notes

110-20-11 - Police, Administration

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	Contribution per Police Agreement	410,843	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	14,380	
		<hr/>	<hr/>
Total 090 Transfer between Town/Village (as revenue)			425,223
			<hr/>
Total Revenues			425,223
Expenditure			
100 Salaries			
110.000-Regular Salaries			500,893
120.000-Part Time Salaries			103,344
130.000-Overtime			3,125
			<hr/>
Total 100 Salaries			607,362
200 Benefits			
210.000-Group Insurance			141,980
220.000-Social Security			49,600
230.000-Retirement			55,479
290.000-Other Employee Benefits			1,500
			<hr/>
Total 200 Benefits			248,559
			<hr/>
Total Expenditure			855,921
			<hr/>
Net Total			(430,698)
			<hr/> <hr/>

Costing Center Summary

110-20-12 - Police, Dispatch

Previous Costing Center	110-20-12 - Police, Dispatch	Budget Year	2025
Entity	Town	Accounting Reference	110-20-12
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Dispatching for Police, Fire and Essex Rescue

New Initiatives

None

Goals and Priorities

Maintain Dispatch services for public safety agencies

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Decreased	13.05 %	297,914	259,028
Total Revenues		13.05 %	297,914	259,028
Expenditure				
110.000-Regular Salaries	Decreased	19.29 %	385,852	311,426
120.000-Part Time Salaries	Decreased	19.81 %	25,907	20,776
130.000-Overtime	Decreased	31.68 %	56,606	38,671
199.000-Allowance for Vacancies	Not used this year		(66,634)	-
210.000-Group Insurance	Decreased	26.73 %	122,194	89,528
220.000-Social Security	Decreased	18.23 %	36,246	29,638
230.000-Retirement	Decreased	20.64 %	37,995	30,154
290.000-Other Employee Benefits	Decreased	20.00 %	1,500	1,200
Total Expenditure		13.05 %	599,666	521,393

Costing Center Budget with Notes

110-20-12 - Police, Dispatch

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	City Contribution per Police Agreement	250,268	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	8,760	
		<hr/>	<hr/>
Total 090 Transfer between Town/Village (as revenue)			259,028
			<hr/>
Total Revenues			259,028
Expenditure			
100 Salaries			
110.000-Regular Salaries			311,426
120.000-Part Time Salaries			20,776
130.000-Overtime			38,671
			<hr/>
Total 100 Salaries			370,873
200 Benefits			
210.000-Group Insurance			89,528
220.000-Social Security			29,638
230.000-Retirement			30,154
290.000-Other Employee Benefits			1,200
			<hr/>
Total 200 Benefits			150,520
			<hr/>
Total Expenditure			521,393
			<hr/>
Net Total			(262,365)
			<hr/> <hr/>

Costing Center Summary

110-20-13 - Police, Investigations Div

Previous Costing Center	110-20-13 - Police, Investigations Div	Budget Year	2025
Entity	Town	Accounting Reference	110-20-13
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Investigators (General, CUSI, DEA)

New Initiatives

Through re-organization, created new Sergeant to supervise investigations in 2020. This came from an existing position within the unit with no intention to backfill.

Goals and Priorities

Maintain Services for crime investigations

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	1.93 %	322,135	328,365
Total Revenues		1.93 %	322,135	328,365
Expenditure				
110.000-Regular Salaries	Increased	7.54 %	430,911	463,400
130.000-Overtime	Decreased	19.67 %	31,831	25,569
210.000-Group Insurance	Decreased	21.57 %	98,769	77,463
220.000-Social Security	Increased	10.99 %	35,816	39,751
230.000-Retirement	Increased	7.43 %	49,591	53,275
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
Total Expenditure		1.93 %	648,418	660,958

Costing Center Budget with Notes

110-20-13 - Police, Investigations Div

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	City Contribution per Agreement	317,259	
090.000-Transfer between Town/City	Police Agreement Indirect Cost 3.5%	11,106	
		<hr/>	<hr/>
			328,365
Total 090 Transfer between Town/Village (as revenue)			328,365
Total Revenues			
			<hr/> 328,365
Expenditure			
100 Salaries			
110.000-Regular Salaries			463,400
130.000-Overtime			25,569
			<hr/>
Total 100 Salaries			488,969
200 Benefits			
210.000-Group Insurance			77,463
220.000-Social Security			39,751
230.000-Retirement			53,275
290.000-Other Employee Benefits			1,500
			<hr/>
Total 200 Benefits			171,989
Total Expenditure			
			<hr/> 660,958
Net Total			
			<hr/> (332,593) <hr/>

Costing Center Summary

110-20-14 - Police, Patrol

Previous Costing Center 110-20-14 - Police, Patrol
Entity Town
Department 20 - Police - Town
Stage Warned Budget

Budget Year 2025
Accounting Reference 110-20-14
Approved No
Manager Ron Hoague (rhoague)

Narrative

Description

Patrol services

New Initiatives

None

Goals and Priorities

Maintain current levels of patrol services

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	3.90 %	1,326,667	1,378,391
Total Revenues		3.90 %	1,326,667	1,378,391
Expenditure				
110.000-Regular Salaries	Increased	7.86 %	1,806,014	1,947,881
120.000-Part Time Salaries	Increased	5.14 %	64,081	67,374
130.000-Overtime	Increased	11.71 %	202,795	226,539
199.000-Allowance for Vacancies	Increased	3.90 %	(296,717)	(308,282)
210.000-Group Insurance	Decreased	19.81 %	511,195	409,938
220.000-Social Security	Increased	14.87 %	160,706	184,603
230.000-Retirement	Increased	11.20 %	215,450	239,583
290.000-Other Employee Benefits	Unchanged	0.00 %	6,900	6,900
Total Expenditure		3.90 %	2,670,424	2,774,536

Costing Center Budget with Notes

110-20-14 - Police, Patrol

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	City Contribution per Agreement	1,331,777	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	46,614	
		1,378,391	1,378,391
Total 090 Transfer between Town/Village (as revenue)			1,378,391
Total Revenues			1,378,391
Expenditure			
100 Salaries			
110.000-Regular Salaries			1,947,881
120.000-Part Time Salaries			67,374
130.000-Overtime			226,539
199.000-Allowance for Vacancies	10% Vacancy Allowance		(308,282)
Total 100 Salaries			1,933,512
200 Benefits			
210.000-Group Insurance			409,938
220.000-Social Security			184,603
230.000-Retirement			239,583
290.000-Other Employee Benefits			6,900
Total 200 Benefits			841,024
Total Expenditure			2,774,536
Net Total			(1,396,145)

Costing Center	110-20-15 - Police, Animal Control									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues										
020.021-Animal Control Revenues	750	-	-	-	-	-	-	-	-	n/a
090.000 Transfer between Town/City	-	-	-	-	-	-	20,071	22,306	2,235	11.1%
Total Revenues	750	-	-	-	-	-	20,071	22,306	2,235	11.1%
Expenditure										
120.000-Part Time Salaries	-	-	33,806	-	-	-	-	-	-	n/a
130.000-Overtime	-	-	488	-	-	-	-	-	-	n/a
220.000-Social Security	-	-	2,623	-	-	-	-	-	-	n/a
330.000-Professional Services	32,829	205	-	35,452	37,000	35,155	37,500	42,000	4,500	12.0%
570.000-Other Purchased Services	3,600	2,400	3,000	725	2,900	800	2,900	2,900	-	0.0%
Total Expenditure	36,429	2,605	39,917	36,177	39,900	35,955	40,400	44,900	500	1.2%
<i>Net Town General Fund</i>	<i>(35,679)</i>	<i>(2,605)</i>	<i>(39,917)</i>	<i>(36,177)</i>	<i>(39,900)</i>	<i>(35,955)</i>	<i>(20,329)</i>	<i>(22,594)</i>	<i>1,735</i>	<i>-8.5%</i>

Costing Center Summary

110-20-15 - Police, Animal Control

Previous Costing Center	110-20-15 - Police, Animal Control	Budget Year	2025
Entity	Town	Accounting Reference	110-20-15
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

We contract with Heart Animal Control for patrol and animal handling and the Chittenden Humane Society for housing animals as needed.

Description

Contracted Animal Control Services

New Initiatives

Goals and Priorities

Maintain animal control services.

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	11.14 %	20,071	22,306
Total Revenues		11.14 %	20,071	22,306
Expenditure				
330.000-Professional Services	Increased	12.00 %	37,500	42,000
570.000-Other Purchased Services	Unchanged	0.00 %	2,900	2,900
Total Expenditure		11.14 %	40,400	44,900

Costing Center Budget with Notes

110-20-15 - Police, Animal Control

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Villages			
090.000-Transfer between Town/City	City Contribution per Agreement	21,552	
090.000-Transfer between Town/City	Police Agreement Indirect Costs 3.5%	754	
		<hr/>	<hr/>
Total 090 Transfer between Town/Village (as revenue)			22,306
			<hr/>
Total Revenues			22,306
Expenditure			
300-699 Operating Expenses			
330.000-Professional Services	Contracted Animal Control with Heart Wildlife Removal		42,000
570.000-Other Purchased Services	Kennel costs	900	
570.000-Other Purchased Services	Humane Society \$125/dog	2,000	
		<hr/>	<hr/>
Total 300-699 Operating Expenses			44,900
			<hr/>
Total Expenditure			44,900
			<hr/>
Net Total			(22,594)
			<hr/> <hr/>

Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

Previous Costing Center	122-23-10 - Community Justice Center, Unrestricted	Budget Year	2025
Entity	Town	Accounting Reference	122-23-10
Department	22 - Community Justice Center - Town	Approved	No
Stage	Budget Entry	Manager	Jill Evans (jevans)

Narrative

Description

New Initiatives

To provide support for victims in situations where receiving restitution from the offender is not available, whether the offender is not identified or other limitations, we are seeking to establish a new victim fund to help recoup the loss suffered.

Goals and Priorities

Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
020.025-Panel Fees	Unchanged	0.00 %	1,300	1,300
040.000-Intergov: Federal Grant	Not used this year		6,500	-
041.000-Intergov: State and Other Grant	New this year		-	6,000
042.000-Intergov: Other Non-Grant	Increased	18.95 %	15,300	18,200
050.000-Donation Revenue	New this year		-	1,000
060.000-Interest Income	Unchanged	0.00 %	250	250
091.000-Transfer between funds	Increased	38.17 %	26,200	36,200
Total Revenues		27.04 %	49,550	62,950
Expenditure				
120.000-Part Time Salaries	Increased	59.50 %	16,006	25,530
220.000-Social Security	Increased	68.57 %	1,225	2,065
410.000-Water and Sewer Charges	New this year		-	2,000
441.000-Rental of Land or Buildings	Increased	5.82 %	17,700	18,730
505.000-Technology Subscription, Licenses	New this year		-	2,000
580.000-Travel	Unchanged	0.00 %	2,000	2,000
610.000-General Supplies	New this year		-	2,513
830.000-Regular Programs	New this year		-	2,500
831.000-Special or New Programs	New this year		-	5,724
Total Expenditure		70.76 %	36,931	63,062

Costing Center Budget with Notes

122-23-10 - Community Justice Center, Unrestricted

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
020 Charges for Services			
020.025-Panel Fees			1,300
Total 020 Charges for Services			1,300
040-042 Intergovernmental			
040.000-Intergov: Federal Grant	Leahy Earmark		-
041.000-Intergov: State and Other Gra			6,000
042.000-Intergov: Other Non-Grant	Colchester Contribution	16,200	
042.000-Intergov: Other Non-Grant	Safe Driver Administration	2,000	
			<u>18,200</u>
Total 040-042 Intergovernmental			24,200
050 Donations			
050.000-Donation Revenue			1,000
Total 050 Donations			1,000
091 Transfer between funds (as rev			
091.000-Transfer between funds	From EPD/TOE		36,200
Total 091 Transfer between funds (as revenue)			36,200
098 Miscellaneous Revenues			
060.000-Interest Income			250
Total 098 Miscellaneous Revenues			250
Total Revenues			62,950
Expenditure			
100 Salaries			
120.000-Part Time Salaries			25,530
Total 100 Salaries			25,530
200 Benefits			
220.000-Social Security			2,065
Total 200 Benefits			2,065
300-699 Operating Expenses			
330.000-Professional Services			-
410.000-Water and Sewer Charges	Comcast		2,000
441.000-Rental of Land or Buildings			18,730
442.000-Rental of Vehicles or Equipme	Copier. Moved to Restricted for FY24		-
505.000-Technology Subscription, Licenses	Zoom and other subscriptions - used to be coded to 750.000		2,000
580.000-Travel	Mileage for Colchester and Milton panels		2,000
610.000-General Supplies	Splitting budget with restricted funds		2,513
Total 300-699 Operating Expenses			27,243

Costing Center Budget with Notes

122-23-10 - Community Justice Center, Unrestricted

Objects	Comments	Object Subtotals	2025 Budget
700 Capital or Property Objects			
750.000-Machinery and Equipment	The FY23 expense in restricted of \$847 was transferred from unrestricted in order to use all of the restricted funds. These type of expenses should move into a 505 code (Zoom & licenses, etc)		-
Total 700 Capital or Property Objects			-
820-850 Program & Event Expenses			
830.000-Regular Programs	Victim Fund/Parallel Justice Program	1,500	
830.000-Regular Programs	Conflict Assistance Progr	1,000	
		<hr/>	2,500
831.000-Special or New Programs	Open addition to balance the Unrestricted budget	2,900	
831.000-Special or New Programs	Cultural Advocate Program	2,824	
		<hr/>	5,724
Total 820-850 Program & Event Expenses			8,224
Total Expenditure			<hr/> 63,062
Net Total			<hr/> (112) <hr/>

Costing Center Summary

122-22-10 - Community Justice Center, Restricted

Previous Costing Center	122-22-10 - Community Justice Center, Restricted	Budget Year	2025
Entity	Town	Accounting Reference	122-22-10
Department	22 - Community Justice Center - Town	Approved	No
Stage	Budget Entry	Manager	Jill Evans (jevans)

Narrative

Description

Community Justice Center Grant

New Initiatives

Additional \$10,000 in funding by EPD in FY23 has allowed us to create a Victim Outreach Program for the EPD, where the CJC provides outreach to victims of serious crimes within days of the offense. We received a 7% increase in our funding from VTDOC in FY23 (from \$274,000 to \$293,180) which allowed us the opportunity to make one of our part time positions full time with benefits and to make a temporary part time position into a permanent part time position..

Goals and Priorities

'The Community Justice Center is primarily (86%) funded by a grant through the Department of Corrections and a new grant cycle will begin for fiscal year 2024. Grant funds must be fully spent during the grant term with any expenditures exceeding the grant revenues will be rolled forward each year in the grant term until the end of the term. Any unused funds at the end of a grant term need to be returned and the CJC would then face a potential allocation cut in the amount returned.

Costing Center Summary

122-22-10 - Community Justice Center, Restricted

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
041.000-Intergov: State and Other Grant	Unchanged	0.00 %	319,150	319,150
Total Revenues		0.00 %	319,150	319,150
Expenditure				
110.000-Regular Salaries	Increased	4.07 %	121,442	126,388
120.000-Part Time Salaries	Decreased	3.16 %	103,198	99,936
210.000-Group Insurance	Increased	2.93 %	28,500	29,336
220.000-Social Security	Increased	6.51 %	17,322	18,450
230.000-Retirement	Increased	7.47 %	16,029	17,227
260.000-Workers Comp insurance	New this year		-	1,000
290.000-Other Employee Benefits	Unchanged	0.00 %	600	600
330.000-Professional Services	Decreased	1.00 %	10,000	9,900
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	1,800	1,800
500.000-Training, Conferences, Dues	Decreased	0.87 %	5,044	5,000
530.000-Communications	Decreased	28.11 %	4,215	3,030
580.000-Travel	Unchanged	0.00 %	3,000	3,000
610.000-General Supplies	Decreased	37.83 %	4,000	2,487
622.000-Electricity	Unchanged	0.00 %	2,000	2,000
750.000-Machinery and Equipment	Not used this year		2,000	-
Total Expenditure		0.31 %	319,150	320,154

Costing Center Budget with Notes

122-22-10 - Community Justice Center, Restricted

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
040-042 Intergovernmental			
041.000-Interqov: State and Other Gra			319,150
Total 040-042 Intergovernmental			319,150
Total Revenues			
319,150			
Expenditure			
100 Salaries			
110.000-Regular Salaries			126,388
120.000-Part Time Salaries			99,936
Total 100 Salaries			226,324
200 Benefits			
210.000-Group Insurance			29,336
220.000-Social Security			18,450
230.000-Retirement			17,227
260.000-Workers Comp insurance	This is based on annual VLCT adjustment		1,000
290.000-Other Employee Benefits			600
Total 200 Benefits			66,613
300-699 Operating Expenses			
330.000-Professional Services	e.g. Interpreter, consultants, technical assistance, training, mediation	2,500	
330.000-Professional Services	Cultural Advocate Program	5,000	
330.000-Professional Services	Cleaning Services	2,400	
			9,900
442.000-Rental of Vehicles or Equipme	Copier		1,800
500.000-Training, Conferences, Dues	2024 National Conference - National Association of Community & Restorative Justice. Up to 5 staff will attend in July 2024.		5,000
530.000-Communications	Firstlight	30	
530.000-Communications	Verizon	3,000	
			3,030
580.000-Travel	Local travel and regular statewide travel for reentry work to different prisons throughout VT		3,000
610.000-General Supplies	Splitting with unrestricted on this line item		2,487
622.000-Electricity	Green Mountain Power		2,000
Total 300-699 Operating Expenses			27,217

Costing Center Budget with Notes

122-22-10 - Community Justice Center, Restricted

Objects	Comments	Object Subtotals	2025 Budget
700 Capital or Property Objects			
750.000-Machinery and Equipment	The FY23 expense in restricted of \$847 was transferred here from unrestricted in order to use all of the restricted funds.		-
Total 700 Capital or Property Objects			-
Total Expenditure			320,154
Net Total			(1,004)

Costing Center

210-19-10 - County and Regional Functions

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
800.101-Chittenden County Regional Planning Commission	-	-	-	-	13,225	13,720	495	3.7%	
800.102-Green Mountain Transit	-	-	-	-	244,355	249,615	5,260	2.2%	preliminary figure from GMT 11/2/23
800.103-County Tax	-	-	-	-	54,553	56,200	1,647	3.0%	estimate
800.104-Chamber of Commerce	-	-	-	-	950	965	15	1.6%	actual provided by LCC 11/27/23
800.105-GBIC	-	-	-	-	3,500	-	(3,500)	-100.0%	
800.109-Winooski Valley Park District	-	-	-	-	30,300	31,472	1,172	3.9%	
Total Expenditure	-	-	-	-	346,883	351,972	5,089	1.5%	
<i>Net General Fund</i>	-	-	-	-	<i>(346,883)</i>	<i>(351,972)</i>	<i>(5,089)</i>	<i>1.5%</i>	

Notes:

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
042.006-State Aid to Highways	-	-	-	-	130,000	130,000	-	0.0%	
090.000-Transfer between Town/Village	1,392,627	1,392,627	1,465,044	1,465,044	20,000	-	(20,000)	-100.0%	
098.000-Miscellaneous Revenue	4,000	3,366	4,000	2,695	3,500	2,500	(1,000)	-28.6%	
Total Revenues	1,396,627	1,395,993	1,469,044	1,467,739	153,500	132,500	(21,000)	-13.7%	
Expenditure									
110.000-Regular Salaries	196,303	179,751	218,436	223,074	232,292	246,928	14,636	6.3%	
120.000-Part Time Salaries	29,614	9,903	14,363	14,035	21,973	28,323	6,350	28.9%	
130.000-Overtime	17,418	12,502	18,198	10,047	26,974	28,277	1,303	4.8%	
190.000-Board Member Payments	-	-	-	-	3,000	3,000	-	0.0%	Tree Advisory Committee
210.000-Group Insurance	87,740	70,524	96,660	79,004	121,401	135,833	14,433	11.9%	
220.000-Social Security	18,705	15,424	19,293	18,937	21,962	23,606	1,643	7.5%	
NEW-Act 76 Childcare	-	-	-	-	-	1,018	1,018	n/a	
230.000-Retirement	19,632	17,718	21,604	27,458	22,855	24,816	1,961	8.6%	
250.000-Unemployment Insurance	375	645	500	991	250	432	182	72.8%	based on actual CY2024
260.000-Workers Comp insurance	18,350	9,035	11,146	8,501	12,600	12,600	-	0.0%	estimate
290.000-Other Employee Benefits	1,190	-	1,190	-	-	1,400	1,400	n/a	
330.000-Professional Services	17,000	24,991	17,000	38,225	18,000	20,000	2,000	11.1%	
410.000-Water and Sewer Charges	2,500	3,216	2,500	2,629	3,500	3,500	-	0.0%	
422.000-Snow Removal	20,000	20,943	15,000	11,440	21,000	21,000	-	0.0%	
425.000-Trash Removal	9,000	8,794	9,000	8,973	9,100	9,500	400	4.4%	
430.000-R&M Vehicles and Equipment	32,000	96,744	36,000	127,690	38,000	100,000	62,000	163.2%	aging vehicles, increased pricing in parts and labor
431.000-R&M Buildings and Grounds	10,000	5,794	10,000	2,153	10,000	10,000	-	0.0%	
441.000-Rental of Land or Buildings	13,000	9,592	13,000	7,650	13,000	13,000	-	0.0%	
442.000-Rental of Vehicles or Equipment	3,000	2,524	3,000	3,906	3,000	3,864	864	28.8%	add copier lease FY24 budget was actually \$320,000 but
451.000-Summer Construction Services	270,000	238,200	280,000	251,200	300,000	300,000	-	0.0%	\$20,000 was paid from LOT funds
500.000-Training, Conferences, Dues	1,000	1,048	1,000	4,615	2,000	3,500	1,500	75.0%	new staff training
520.000-Insurance	14,000	15,376	14,650	15,733	17,800	17,800	-	0.0%	
521.000-Insurance Deductibles	1,000	2,000	1,000	1,000	1,000	1,000	-	0.0%	
530.000-Communications	4,000	4,541	4,000	4,475	4,500	4,500	-	0.0%	
540.000-Advertising	500	195	500	1,359	-	500	500	n/a	misc bid advertisements (paving, etc)
571.000-Streetscape Maintenance	18,500	26,096	18,500	15,980	20,000	20,000	-	0.0%	
572.000-Traffic Control	17,000	13,610	33,000	18,579	33,000	33,000	-	0.0%	
573.000-Sidewalk and Curb Maintenance	6,000	1,298	6,000	-	6,000	6,000	-	0.0%	
575.000-Storm Sewer Maintenance	20,000	13,433	25,000	14,874	-	-	-	n/a	in stormwater budget

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
600.000-Salt, Sand and Gravel	135,000	166,944	135,000	207,150	145,000	165,000	20,000	13.8%	
605.000-Summer Construction Supplies	24,000	27,007	45,000	44,942	45,000	45,000	-	0.0%	
610.000-General Supplies	30,000	43,974	30,000	22,258	35,000	35,000	-	0.0%	
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	
610.200-Streetlight Supplies	12,000	6,771	15,000	8,376	15,000	15,000	-	0.0%	
612.000-Uniforms	6,500	6,585	6,500	5,352	3,510	2,700	(810)	-23.1%	
621.000-Natural Gas/Heating	4,000	3,928	4,104	3,673	4,200	4,200	-	0.0%	
622.000-Electricity	4,200	14,968	4,200	35,641	4,200	4,500	300	7.1%	
622.200-Streetlight Electricity	134,000	137,928	134,000	102,737	138,000	138,000	-	0.0%	
626.000-Gasoline/Fuel	38,000	39,999	38,000	47,454	42,000	50,000	8,000	19.0%	
750.000-Machinery and Equipment	7,000	-	7,000	-	7,000	7,000	-	0.0%	
810.112-Tree Advisory Committee	10,000	4,327	10,000	9,373	10,000	10,000	-	0.0%	
920.000-Transfer between funds (capital)	140,100	140,100	145,700	145,700	151,440	-	(151,440)	-100.0%	moved to Transfers/Misc
Total Expenditure	1,392,627	1,396,426	1,465,044	1,545,182	1,566,556	1,552,796	(13,760)	-0.9%	
Net General Fund	4,000	(433)	4,000	(77,443)	(1,413,056)	(1,420,296)	(7,240)	0.5%	

Notes:

1. Increased vehicle/equipment repairs and maintenance for aging vehicles.
2. Paving budget in FY24 was actually \$320,000 with \$20,000 paid by LOT funds. Increased for market rates.
3. Increase salt/sand and gasoline due to cost increases.
4. Increase transfer to rolling stock to align with future needs and increased costs.

Costing Center

210-40-13 - PW, Stormwater

	v	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes		
Revenues										If we form a utility	
090.000-Transfer between Town/Village		76,253	76,553	78,018	78,018	-	-	-	n/a no agreements with Town after FY23	there will be revenue, but the amount is unknown at this time	
Total Revenues		76,253	76,553	78,018	78,018	-	-	-	n/a		
Expenditure											
110.000-Regular Salaries		48,979	54,383	51,159	17,610	30,247	32,499	2,252	7.4% 33% of Water Quality Superintendent	95,969 Water Quality Superintendent 33% and Stormwater coordinator 1.0 FTE @ Grade 8	
120.000-Part Time Salaries		-	-	-	-	17,760	17,760	-	0.0% 2 summer interns	8,880 1 summer intern	
210.000-Group Insurance		15,144	8,948	15,319	4,129	8,302	9,040	738	8.9%	18,690	
220.000-Social Security		3,761	2,594	3,929	1,339	3,679	3,851	172	4.7%	8,125	
NEW-Act 76 Childcare		-	-	-	-	-	166	166	n/a	117	
230.000-Retirement		4,898	4,848	5,116	1,484	2,571	2,844	273	10.6%	8,428	
250.000-Unemployment Insurance		35	61	35	88	25	7	(18)	-73.7% based on actual CY2024	7	
260.000-Workers Comp insurance		3,250	2,015	2,274	2,040	2,200	2,200	-	0.0% estimate	2,200	
290.000-Other Employee Benefits		186	-	186	-	-	-	-	n/a	350	
									\$5,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates	\$25,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates	
330.000-Professional Services		-	-	-	-	20,000	42,000	22,000	110.0%	used for small projects not associated with grants including rental of special equip/materials or outside contractors to meet permit requirements, two dry well projects, unplanned drainage issues	62,000 add ArcGIS/CCRPC costs here when we have better estimates
451.000-Summer Construction Services		-	-	-	-	16,000	25,000	9,000	56.3%	Stormwater training opportunities	5,000 due to added person
500.000-Training, Conferences, Dues		-	-	-	-	2,000	2,000	-	0.0%		
									City MS4 fee of \$6466, split the Indian Brook monitoring in half (\$4900), \$6,400 dues for MM1 and MM2 compliance CCRPC,		
510.000-Permit/License/Registration		-	-	-	-	19,000	18,166	(834)	-4.4%	add \$400 for Crescent Connector State fee utility outreach?	19,000
540.000-Advertising		-	-	-	-	-	2,000	2,000		dog waste bags \$3,000, inspection materials/equipment, water quality monitoring supplies	5,000
570.000-Other Purchased Services		-	-	-	-	5,000	5,000	-	0.0%		
									moved from Streets, repair of Brookside outlet (15,000), Brickyard outlet (35K project, if not full grant received \$10,000), potential slip lining of pipe	could allow slip lining of more pipes based on UPWP TV prioritization replacement matrix	
575.000-Storm Sewer Maintenance		-	-	-	-	25,000	30,000	5,000	20.0%		
									Summer interns vehicle costs for inspections \$1,000); storm water conferences and training events for staff \$1,500	3,000	
580.000-Travel		-	-	-	-	2,500	1,500	(1,000)	-40.0%		
612.000-Uniforms		-	-	-	-	-	-	-	n/a		
									Adopt-a-Drain program for the City \$780 annual fee, 25 people-welcome packet printing & signs	1,200	
830.000-Regular Programs		-	-	-	-	1,200	1,200	-	0.0%		
									UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)	UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)	
899.000-Matching Grant Funds		-	-	12,000	-	12,000	35,250	23,250	193.8%		35,250
Total Expenditure		76,253	72,848	90,018	26,691	167,484	230,482	62,998	37.6%		353,216 *tablet for SW Coordinator w/full setup
Net General Fund		-	3,705	(12,000)	51,327	(167,484)	(230,482)	-	0.0%		122,734

Costing Center

210-40-13 - PW, Stormwater

v 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

Notes:

1. need to add contribution to capital when utility is formed
2. revenue is unknown at this time, we will need to work through the rate calculation process with the consultant
3. Increase professional services for cost of consultant to work through stormwater utility creation and fee structure with staff.
4. Increases in summer construction, storm sewer maintenance and matching grant funds for projects required by MS4 permit.

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Donation Revenue	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	150	30.0%	
Total Revenues	15,500	15,446	15,500	15,888	500	650	150	30.0%	
Expenditure									
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	493,901	30,140	6.5%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	143,675	18,505	14.8%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	n/a	5 elected trustees, 5 permanent trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	49,097	3,545	7.8%	
NEW-Act 76 Childcare	-	-	-	-	-	2,118	2,118	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	51,609	3,353	6.9%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	901	30.0%	estimate based on vendor quote received for 2 copiers (staff and public)
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	1,000	18.2%	Increased staff participation in regional conferences
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	1,000	8.0%	Increased costs
530.000-Communications	-	-	600	-	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	(1,800)	-12.9%	moved \$1800 to buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	2,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	1,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	340	3.9%	
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	8,000	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	500	33.3%	Increasing adult program offerings
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	-	0.0%	
Total Expenditure	778,306	743,380	871,455	836,571	964,134	1,055,167	91,033	9.4%	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,054,517)	(90,883)	9.4%	

Costing Center

210-35-10 - Brownell Library

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

Notes:

1. Adding trustee stipends not previously budgeted.
2. PT salary increase for additional sub hours.

Costing Center

210-30-10 - EJRP, Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.000-Charges for Services	15,000	14,060	12,000	9,574	12,479	9,500	(2,979)	-23.9%	
090.000-Transfer between Town/Village	12,000	5,000	-	-	-	-	-	n/a	
091.000-Transfer between funds	-	1,500	-	1,500	-	-	-	n/a	moved to Parks budget
Total Revenues	27,000	20,560	12,000	11,074	12,479	9,500	(2,979)	-23.9%	
Expenditure									
110.000-Regular Salaries	264,146	302,076	343,451	371,365	395,062	461,848	66,787	16.9%	moved FT Adult Programming Coordinator to this budget
120.000-Part Time Salaries	-	3,647	-	4,076	-	-	-	n/a	
130.000-Overtime	-	-	-	21	-	-	-	n/a	
210.000-Group Insurance	118,163	117,797	151,475	156,314	162,427	189,293	26,866	16.5%	
220.000-Social Security	20,308	23,819	26,409	28,844	30,453	35,608	5,155	16.9%	
NEW-Act 76 Childcare	-	-	-	-	-	1,536	1,536	n/a	
230.000-Retirement	26,415	26,285	33,508	34,205	33,729	40,595	6,866	20.4%	
290.000-Other Employee Benefits	1,312	-	1,750	-	-	2,100	2,100	n/a	
330.000-Professional Services	18,622	18,116	5,820	12,759	1,764	21,424	19,660	1114.5%	Clicktime (\$805/mo), Secure Shred (\$22/mo), Misc (attorney, contractors, etc. \$1500), senior programming \$10K
442.000-Rental of Vehicles or Equipment	-	-	-	-	-	1,776	1,776	n/a	2 copier leases for Maple St Avg last 2 yrs actuals (NRPA, VRPA memberships, etc.); removed budget for tuition reimbursement
500.000-Training, Conferences, Dues	8,147	3,355	6,098	2,955	6,068	3,155	(2,913)	-48.0%	Previously for RecTrac; moved to Program Fund
505.000-Technology Subscription, Licenses	4,440	13,536	4,440	12,251	10,825	-	(10,825)	-100.0%	
530.000-Communications	9,831	7,924	9,485	12,590	1,980	1,980	-	0.0%	cell phone stipends Advertising for open positions - this will be included in the Admin budget
540.000-Advertising	3,000	-	3,000	-	3,000	-	(3,000)	-100.0%	
550.000-Printing and Binding	-	2,331	-	6,931	-	-	-	n/a	
561.000-Credit Card Processing Fees	-	235	-	173	-	200	200	n/a	2 year avg
610.000-General Supplies	5,000	9,030	5,000	6,898	7,200	15,000	7,800	108.3%	\$5000 plus \$10K for senior supplies
735.000-Technology: Hardware, Software, Equipment	6,000	-	6,000	-	-	-	-	n/a	
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%	
850.000-Community Events & Celebrations	-	-	-	-	17,500	17,500	-	0.0%	July 4th (\$10K) & Memorial Day Parade (\$7.5K)
Total Expenditure	489,384	532,152	600,436	653,382	674,007	796,016	122,008	18.1%	
Net General Fund	(462,384)	(511,591)	(588,436)	(642,308)	(661,528)	(786,516)	(124,987)	18.9%	

Notes:

1. Increases in personnel, professional services and general supplies for adult programming. This had been budgeted as a separate department in FY24 but has been moved into the EJRP Admin budget where all other similar positions/activities exist.

Costing Center

210-30-12 - EJRP, Parks and Facilities

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
091.000-Transfer between funds	-	-	-	-	-	1,500	1,500	n/a	mowing at WWTF
Total Revenues	-	-	-	-	-	1,500	1,500	n/a	
Expenditure									
110.000-Regular Salaries	109,856	115,583	116,177	124,774	139,627	143,767	4,140	3.0%	this includes buildings coordination costs for entire City
120.000-Part Time Salaries	25,240	29,283	25,240	42,465	46,574	56,341	9,767	21.0%	Reflect pay increase and increase in hours based on average of past 12 months, buildings related
130.000-Overtime	-	2,761	-	2,692	-	-	-	n/a	
210.000-Group Insurance	35,851	28,719	36,266	32,030	38,170	40,769	2,599	6.8%	
220.000-Social Security	10,389	12,109	10,871	13,438	14,337	15,400	1,064	7.4%	
NEW-Act 76 Childcare	-	-	-	-	-	664	664	n/a	
230.000-Retirement	10,985	11,423	11,618	11,854	14,033	14,447	414	3.0%	
290.000-Other Employee Benefits	700	-	700	-	-	700	700	n/a	
330.000-Professional Services	5,300	14,099	6,000	11,106	12,573	12,603	30	0.2%	2 yr avg
431.000-R&M Buildings and Grounds	12,559	5,570	12,559	18,455	4,532	12,013	7,481	165.1%	2 yr avg (playgrounds, pavilions)
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-	0.0%	Annual Global Foundries lease
442.000-Rental of Vehicles or Equipment	2,160	3,791	2,178	2,058	4,743	2,925	(1,818)	-38.3%	2 yr avg
500.000-Training, Conferences, Dues	4,098	1,837	4,098	2,194	3,902	2,000	(1,902)	-48.7%	Recertifications (pool, playground, etc.)
530.000-Communications	-	-	-	-	1,320	1,320	-	0.0%	cell phone stipends
610.000-General Supplies	18,632	23,970	20,495	20,858	28,759	30,000	1,241	4.3%	2 yr avg, includes maintenance of Memorial Park and fountain; additional tools and supplies for buildings coordinator role
626.000-Gasoline	-	-	-	-	1,500	1,500	-	0.0%	
Total Expenditure	236,270	249,645	246,702	282,423	310,569	334,950	24,380	7.9%	
Net General Fund	(236,270)	(249,645)	(246,702)	(282,423)	(310,569)	(334,950)	(24,380)	7.9%	

Notes:

1. This budget includes personal costs of buildings coordination for entire City.
2. Increase R&M for playgrounds and pavilions based on historical actuals.
3. Increase general supplies for additional tools and supplies related to buildings coordinator needs. This line also includes supplies for the maintenance of Memorial Park and fountain.

Costing Center

210-30-13 - EJRP, Adult

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
110.000-Regular Salaries	-	-	-	-	26,167	-	(26,167)	-100.0%	moved to EJRP Admin budget
210.000-Group Insurance	-	-	-	-	13,055	-	(13,055)	-100.0%	
220.000-Social Security	-	-	-	-	2,048	-	(2,048)	-100.0%	
NEW-Act 76 Childcare	-	-	-	-	-	-	-	n/a	
230.000-Retirement	-	-	-	-	2,254	-	(2,254)	-100.0%	
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a	
									FY24 this was for SSTA paratransit services after 1/1/24; moved to EJRP Admin budget
330.000-Professional Services	-	-	-	-	20,000	-	(20,000)	-100.0%	Prof Svcs and Gen Supp
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	moved to EJRP Program fund
900.000-Transfer between Town/City	-	-	-	-	50,379	-	(50,379)	-100.0%	
Total Expenditure	-	-	-	-	115,902	-	(115,902)	-100.0%	
Net General Fund	-	-	-	-	(115,902)	-	115,902	-100.0%	

Notes:

- possibly add GF transfer to senior center fund to support programs
- This budget has been moved to EJRP Admin.

EJRP Capital Plan

Based on 1% of City grand list with 0.35% annual growth

Category	FY25	FY26	FY27	FY28	FY29
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ -	\$ 46,068	\$ 4,700	\$ 1,800	\$ 1,800
Playground Equipment	\$ 47,198	\$ -	\$ 30,000	\$ -	\$ -
Lighting & Technology	\$ -	\$ 37,709	\$ -	\$ 30,000	\$ 35,633
Maintenance Equipment	\$ 32,056	\$ 18,000	\$ 33,000	\$ 19,500	\$ 19,500
Buildings & Facilities	\$ -	\$ -	\$ 24,475	\$ 51,275	\$ 46,043
Pedestrian Paths	\$ 15,626	\$ -	\$ -	\$ -	\$ -
Pool	\$ 6,500	\$ -	\$ 10,000	\$ -	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$113,380	\$113,777	\$114,175	\$114,575	\$114,976

FY25 Detail

Category	Items	Amount
Playground Equipment	Maple Street playground (year 5 of 5).	\$ 47,198
Maintenance Equipment	Maintenance truck (year 1 of 5). Zero Turn mower. Line painter (year 1 of 7).	\$ 32,056
Pedestrian Paths	Drainage in between pool house and office building.	\$ 15,626
Pool	Diving board.	\$ 6,500
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000

TOTAL \$113,380

Costing Center

210-95-00 - Debt

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
900.000-Transfer between Town/City	-	-	-	-	203,203	200,574	(2,629)	-1.3%	police facility debt, final payment FY34
950.902-EJRP Principal	-	-	-	-	-	-	-	-	n/a
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135	135,135	135,135	-	0.0%	final payment FY35
955.902-EJRP Interest	-	-	-	-	-	-	-	-	n/a
955.903-Capital Imp Interest	64,190	64,228	60,415	60,489	64,190	56,344	(7,846)	-12.2%	final payment FY35
Total Expenditure	199,325	199,363	195,550	195,624	402,528	392,053	(10,475)	-2.6%	
Net General Fund	(199,325)	(199,363)	(195,550)	(195,624)	(402,528)	(392,053)	10,475	-2.6%	

Notes:

Costing Center	110-95-00 - Debt, Town									
	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
Revenues										
090.000 Transfer between Town/City	-	-	-	-	-	-	203,203	200,574	(2,629)	n/a
Total Revenues	-	-	-	-	-	-	203,203	200,574	(2,629)	(2,629)
Expenditure										
950.901-Police Facility Debt Principal	345,000	345,000	345,000	345,000	345,000	345,000	345,000	345,000	-	0.0%
955.901-Police Facility Debt Interest	184,890	184,890	174,408	174,408	162,844	162,844	150,617	127,216	(23,401)	-14.4%
970.901-Police Lease Principal	5,343	5,343	2,815	2,815	-	-	-	14,341	14,341	n/a
975.901-Police Lease Interest	402	402	58	58	-	-	-	2,647	2,647	n/a
Total Expenditure	535,635	535,635	522,281	522,280	507,844	507,844	495,617	489,204	(6,413)	(514,257)
<i>Net Town General Fund</i>	<i>(535,635)</i>	<i>(535,635)</i>	<i>(522,281)</i>	<i>(522,280)</i>	<i>(507,844)</i>	<i>(507,844)</i>	<i>(292,414)</i>	<i>(288,630)</i>	<i>3,784</i>	<i>511,628</i>

Costing Center Summary

110-95-00 - Debt, Town

Previous Costing Center	110-95-00 - Debt, Town	Budget Year	2025
Entity	Town	Accounting Reference	110-95-00
Department	13 - Finance - Town	Approved	No
Stage	Warned Budget	Manager	Daniel Roy (droy)

Narrative

Description

The debt segment accounts for all general fund debt of the Town. The only debt item in the Town General Fund is the Police Facility bond that was also used to renovate 81 Main Street. This debt is \$345,000 principal per year and a decreasing annual interest amount until it is retired in November 2033 (FY34).

Per Police Agreement section 10, City will continue to make payments based on grand list value. FY23 Form 411 reflects 41.23% City and 58.77% Town. For budgeting purposes, the split used is 41/59 with the actual tax rate for this purposes established as part of tax rate setting.

New Initiatives

The FY24 debt costing center does not include any new debt for the Town. In the Police Operating costing center, a lease purchase is proposed to replace an unmarked car. This lease is contained in the Police Operating costing center.

Goals and Priorities

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Budget Prior Year Comparison

Object	Changes	<u>Percent Change</u>	<u>2024 Amount</u>	<u>2025 Amount</u>
Revenues				
090.000-Transfer between Town/City	Decreased	1.29 %	203,203	200,574
Total Revenues		1.29 %	203,203	200,574
Expenditure				
950.901-Police Facility Debt Principal	Unchanged	0.00 %	345,000	345,000
955.901-Police Facility Debt Interest	Decreased	15.54 %	150,617	127,216
970.901-Police Lease Principal	New this year		-	14,341
975.901-Police Lease Interest	New this year		-	2,647
Total Expenditure		1.29 %	495,617	489,204

Costing Center Budget with Notes

110-95-00 - Debt, Town

Objects	Comments	Object Subtotals	2025 Budget
Revenues			
090 Transfer between Town/Village			
090.000-Transfer between Town/City	City Portion of Police Facility Bond, based on grand list value (41%)		200,574
Total 090 Transfer between Town/Village (as revenue)			200,574
Total Revenues			200,574
Expenditure			
950-975 Debt Service			
950.901-Police Facility Debt Principal			345,000
955.901-Police Facility Debt Interest			127,216
970.901-Police Lease Principal	New Police vehicle lease, first payment of all principal was July, 2023		14,341
975.901-Police Lease Interest	New Police vehicle lease, first payment of all principal was July, 2023		2,647
Total 950-975 Debt Service			489,204
Total Expenditure			489,204
Net Total			(288,630)

Costing Center

210-90-00 - Transfers and Misc

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Donation Revenue	-	10,653	-	10,061	-	-	-	-	n/a
Grant Revenue	-	20,643	-	12,729	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	-	n/a
Total Revenues	-	31,296	-	22,790	-	-	-	-	n/a
Expenditure									
Grant Expenses	-	17,075	-	4,580	-	-	-	-	n/a
Donation Expenses	-	9,717	-	13,939	-	-	-	-	n/a
Capital Transfer	462,248	462,248	531,585	531,585	531,585	584,744	53,159	10.0%	planned increase of 10% over previous year
Rolling Stock Transfer	-	-	-	-	-	283,450	283,450	n/a	previously in Street and Fire budgets
Buildings Transfer	75,000	75,000	50,000	50,000	50,000	50,000	-	0.0%	
EJRP Capital Transfer	113,580	113,580	112,543	112,543	112,771	113,380	609	0.5%	from Brad 1% of grand list value
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	5,000	-	0.0%	current FY24 projected termination reserve balance is \$86,809 (assuming no use in FY24)
Total Expenditure	655,828	682,620	699,128	717,647	699,356	1,036,574	337,218	48.2%	
Net General Fund	(655,828)	(651,323)	(699,128)	(694,856)	(699,356)	(1,036,574)	(337,218)	48.2%	

Notes:

1. Decrease transfer to capital as a result of LOT funding being used instead. See Capital Budget for detail and fund projections.
2. \$100,000 transfer to GF reserve would increase the tax rate by an additional 1% which would be an additional \$25/year on a \$280,000 property.

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	-	1,993	2,075	1,822	-	-	-	-	n/a
Total Revenues	-	1,993	2,075	1,822	-	-	-	-	n/a
Expenditure									
400.000-Contracted Services	9,000	11,401	11,000	17,970	3,000	3,000	-	0.0%	fy24 is on track, to slightly low
410.000-Water and Sewer Charges	500	760	600	702	1,500	1,500	-	0.0%	No history to guage
420.000-Cleaning Services	-	-	-	1,574	22,000	15,000	(7,000)	-31.8%	Based on current monthly cost plus a buffer due to uncertainty of construction time line I expect we need to hoe out basement before construction which will be a couple of
425.000-Trash Removal	600	-	-	-	3,600	4,000	400	11.1%	roll off dumpsters
431.000-R&M Buildings and Grounds	20,000	7,789	20,000	16,931	20,000	9,870	(10,130)	-50.7%	3yr avg, figuring fy24 montly avg to date. Reverting to 23 budget as fy24 is tracking
530.000-Communications	4,500	6,619	5,000	10,600	8,968	10,600	1,632	18.2%	high
610.000-General Supplies	1,700	616	1,500	788	5,000	2,150	(2,850)	-57.0%	fy 24 tracking very low, used 3yr avg including 5k for fy24.
621.000-Natural Gas/Heating	4,800	5,533	5,000	5,230	6,500	5,800	(700)	-10.8%	3yr avg, figuring fy24 montly avg to date.
622.000-Electricity	7,500	6,997	11,000	7,148	11,000	8,500	(2,500)	-22.7%	3yr avg rounded to nearest 500
755.000-Furniture and Fixtures	500	-	2,000	3,054	7,000	7,000	-	0.0%	Will need after renovation
Total Expenditure	49,100	39,715	56,100	63,997	88,568	67,420	(21,148)	-23.9%	
Net General Fund	(49,100)	(37,722)	(54,025)	(62,175)	(88,568)	(67,420)	21,148	-23.9%	

Notes:

- Overall changes based on actual data available for FY24 with increased use of building by staff and public.

Costing Center

210-41-21 - Buildings - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	30,000	34,574	30,000	31,402	4,750	6,350	1,600	33.7%	3% over non-cleaning FY2023 Actual (\$5847) + Door Monitoring contract
410.000-Water and Sewer Charges	600	427	600	492	700	540	(160)	-22.9%	3yr avg
420.000-Cleaning Services	-	-	-	-	30,000	30,000	-	0.0%	Current monthly cost of 21-2200 or less with holidays and closings. An increase is expected and budget is for \$2,300 per month for yr25; window cleaning and additional floor cleaning
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	20,000	22,768	20,000	19,924	25,175	23,300	(1,875)	-7.4%	3yr avg + 3% increase 3yr avg no 3% increase as budget is tracking
530.000-Communications	1,500	4,626	1,500	4,695	4,090	4,470	380	9.3%	on target for fy24 add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies), this is currently under R&M buildings and
610.000-General Supplies	-	-	-	-	-	1,800	1,800	n/a	grounds
621.000-Natural Gas/Heating	6,000	6,991	6,000	7,316	7,200	7,200	-	0.0%	price regulated commodity 3yr avg
622.000-Electricity	13,700	14,016	13,700	15,115	14,750	14,650	(100)	-0.7%	3yr avg
755.000-Furniture and Fixtures	-	-	-	-	-	2,155	2,155	n/a	Shelving repairs
Total Expenditure	71,800	83,402	71,800	78,944	86,665	90,465	3,800	4.4%	
Net General Fund	(71,800)	(83,402)	(71,800)	(78,944)	(86,665)	(90,465)	(3,800)	4.4%	

Notes:

1. include annual funds for repair/replacement of shelving
2. FY26 Repair/painting of soffits at Brownell library \$5,000 estimate

Costing Center

210-41-22 - Buildings - Fire Station

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	500	560	500	-	600	600	-	0.0%	
410.000-Water and Sewer Charges	500	372	500	507	500	500	-	0.0%	from Chief
420.000-Cleaning Services	-	-	-	-	500	250	(250)	-50.0%	
425.000-Trash Removal	-	-	-	-	-	-	-		n/a
431.000-R&M Buildings and Grounds	15,000	3,922	9,500	6,478	8,000	8,500	500	6.3%	from Chief, need to look at electrical in future
530.000-Communications	2,200	2,378	2,200	518	2,400	4,140	1,740	72.5%	Firstlight \$345/mo, Comcast removed as service at station is now connected to 2 Lincoln
610.000-General Supplies	1,700	391	1,500	197	1,100	1,500	400	36.4%	from Chief
621.000-Natural Gas/Heating	3,500	4,377	3,500	4,416	4,000	5,000	1,000	25.0%	from Chief
622.000-Electricity	7,500	6,997	4,000	7,148	7,000	8,000	1,000	14.3%	from Chief
626.000-Gasoline	5,000	5,066	5,000	5,512	-	-	-		n/a this was moved to dept budget as it is fuel for trucks/equipment, not buiding related
755.000-Furniture and Fixtures	-	-	-	-	-	2,000	2,000		n/a replace tables
Total Expenditure	35,900	24,063	26,700	24,776	24,100	30,490	6,390	26.5%	
Net General Fund	(35,900)	(24,063)	(26,700)	(24,776)	(24,100)	(30,490)	(6,390)	26.5%	

Notes:

1. Increase communications to account for building related expenses for phone and internet. A portion of this was previously in the operating budget for the fire dept.

Costing Center

210-41-23 - Buildings - Park Street School

Expenditure	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
400.000-Contracted Services	600	410	1,000	-	1,000	2,000	1,000	100.0%	added sprinkler inspection, furnace service, alarm service and security camera service
410.000-Water and Sewer Charges	700	889	700	1,089	1,500	1,150	(350)	-23.3%	3yr avg
420.000-Cleaning Services	-	-	-	-	32,500	32,500	-	0.0%	
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	25,000	22,392	-	1,813	15,000	15,000	-	0.0%	fy 24 tracking over, slate roof repair needed, window care needed, additional painting needed, etc.
530.000-Communications	2,300	2,600	3,000	2,793	3,100	3,100	-	0.0%	fy24 tracking slightly high
610.000-General Supplies	-	-	-	-	-	4,500	4,500	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies)
621.000-Natural Gas/Heating	3,000	4,142	3,000	3,952	3,500	3,900	400	11.4%	3yr avg
622.000-Electricity	4,400	4,931	4,400	5,860	5,900	5,900	-	0.0%	fy24 tracking on target to slightly low
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	36,000	35,364	12,100	15,507	62,500	68,050	5,550	8.9%	
Net General Fund	(36,000)	(35,364)	(12,100)	(15,507)	(62,500)	(68,050)	(5,550)	8.9%	

Notes:

1. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	30,000	71,799	30,000	33,780	1,000	3,000	2,000	200.0%	Spinkler,alarms, heating systems, 4 building complex
410.000-Water and Sewer Charges	5,500	7,030	7,000	6,913	7,800	7,800	-	0.0%	
420.000-Cleaning Services	-	-	-	2,838	32,500	32,500	-	0.0%	certain expenses shared with EJRP programs
425.000-Trash Removal	-	-	-	-	4,716	4,900	184	3.9%	
431.000-R&M Buildings and Grounds	4,000	171	30,000	24,196	30,000	30,000	-	0.0%	Still in a 5 year roof replacement project.
530.000-Communications	6,000	9,589	6,500	8,883	8,900	9,150	250	2.8%	3yr avg
610.000-General Supplies	-	-	-	-	-	6,500	6,500	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies)
621.000-Natural Gas/Heating	4,500	5,212	6,500	7,520	6,500	6,500	-	0.0%	
622.000-Electricity	37,000	34,748	37,000	34,890	37,500	36,500	(1,000)	-2.7%	3yr avg
626.000-Gasoline	1,500	2,490	1,500	2,717	-	-	-	n/a	moved to operating budget as this was gas for vehicles/equipment
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	88,500	131,039	118,500	121,738	128,916	136,850	7,934	6.2%	
Net General Fund	(88,500)	(131,039)	(118,500)	(121,738)	(128,916)	(136,850)	(7,934)	6.2%	

Notes:

1. Increase contracted services for life safety inspections for 4 buildings within Maple St complex.
2. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

Building Maintenance Fund

	FY24	FY25	Notes
	Projection	Projection	
Beginning Balance	280,786	30,786	
Add	50,000	50,000	
			FY24 Brownell roof and entrance, FY25 Brownell carpet
Spend	300,000	75,000	replacement
Ending Balance	30,786	5,786	

Future Projects:

nothing identified at this time

Economic Development Fund

	FY24	FY25	FY26	FY27	Notes
	Projection	Projection	Projection	Projection	
Beginning Balance	737,083	571,081	324,081	(13,919)	
Add	112,000	112,000	112,000	112,000	tax revenue
	278,002	359,000	450,000	50,000	FY24 Main St Park; FY25 \$109,000 Crescent Connector and \$250,000 Amtrak; FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak
Spend					
Ending Balance	571,081	324,081	(13,919)	48,081	

Notes:

1. Crescent Connector project requires an additional \$109,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean up costs)
2. Amtrak grant match is estimated at \$750,000
3. Main St Park was originally estimated at \$478,002 with a match of \$278,002; \$24,934 was spent prior to the grant approval which does not count towards match; we have \$278,002 left to spend of the grant match amount

Local Option Tax Fund

	FY23	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	FY29 Projection	Notes
Beginning Balance	-	559,342	1,032,070	687,894	544,144	400,394	256,644	
Add	659,342	745,000	874,432	875,000	875,000	875,000	875,000	annualized average of FY23 quarterly receipts

FY23 IT migration (will transfer funds in FY24 as this is when expenses were actually incurred); FY24 Rebranding \$40,000; Strategic Planning \$30,000; Banners/Signs \$14,375 (50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea); planned increase to capital transfer from general fund \$79,739; paving increase of \$20,000 (projected for pricing increases), additional \$20,000 assigned by Council; stormwater grant matching funds \$28,000; 50% of Code Enforcement Officer salary/benefits; FY25 25% of revenue for sidewalks in FY25, remaining for other capital projects; FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to other capital

Spend	100,000	272,272	1,218,608	1,018,750	1,018,750	1,018,750	1,018,750
Ending Balance	559,342	1,032,070	687,894	544,144	400,394	256,644	112,894

FY23 Actual LOT Revenue:

Q1	-
Q2	240,799.90
Q3	195,435.64
Q4	219,588.49
Interest	3,517.96
FY23 Total	<u>659,341.99</u>

To calculate LOT revenue: 1% of total receipts as reported to State, 30% of that is retained by State for PILOT fund-70% comes to City, \$5.96/return fee assessed as well

General Fund Capital Reserve Fund Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	1,073,157	1,610,087	2,089,882	1,886,911	2,532,687	3,046,001	3,726,530	(991,293)	(6,553,715)
Planned Spending	(90,000)	(1,120,867)	(1,662,425)	(878,325)	(1,081,872)	(975,594)	(6,459,559)	(7,398,331)	(250,000)
Revenue Sources									
<i>General Fund Transfer In</i>	531,585	584,744	643,218	707,540	778,294	856,123	941,735	1,035,909	1,139,500
<i>CVE Annual Contribution</i>	15,606	15,918	16,236	16,561	16,892				
<i>LOT Transfer In</i>	79,739	1,000,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
<i>Misc. Donations and Interest Earnings</i>									
<i>Summary Stormwater Grants</i>									
<i>Brickyard Culvert</i>									
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>									
<i>Crescent Connector Grant</i>									
<i>Pearl St. Missing Link Grants</i>									
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>									
Total Revenues	626,930	1,600,662	1,459,454	1,524,101	1,595,186	1,656,123	1,741,735	1,835,909	1,939,500
Ending Fund Balance	1,610,087	2,089,882	1,886,911	2,532,687	3,046,001	3,726,530	(991,293)	(6,553,715)	(4,864,215)

annual planned increase GF transfer in: 10%

Rolling Stock Fund Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	701,305	670,585	334,942	290,580	13,552	259,329	1,993,722	153,492	(53,298)
Planned Spending									
<i>Streets</i>	(300,420)	(325,500)	(275,000)	(599,150)	(103,200)	(170,000)	(274,300)	(303,750)	(455,000)
<i>Fire</i>	-	(293,593)	(70,000)	-	-	-	(1,600,438)	-	(97,571)
Total Spending	(300,420)	(619,093)	(345,000)	(599,150)	(103,200)	(170,000)	(1,874,738)	(303,750)	(552,571)
Debt Payments (fire truck)						1,521,846	(390,000)	(380,000)	(370,000)
Revenue Sources									
<i>Highway General Fund Transfer In</i>	151,440	158,865	168,146	179,748	194,250	212,377	235,037	263,361	298,766
<i>Fire General Fund Transfer In</i>	118,260	124,585	132,491	142,374	154,728	170,169	189,472	213,600	243,760
<i>Vac Truck Rental</i>									
<i>Sale of Assets</i>									
<i>Interest Earnings</i>									
Total Revenues	269,700	283,450	300,638	322,122	348,977	382,547	424,508	476,960	542,526
Ending Fund Balance	670,585	334,942	290,580	13,552	259,329	1,993,722	153,492	(53,298)	(433,343)

annual planned increase Highway GF transfer in: 25% 5,940 7,425 9,281 11,602 14,502 18,127 22,659 28,324 35,405

annual planned increase Fire GF transfer in: 25% 5,060 6,325 7,906 9,883 12,354 15,442 19,302 24,128 30,160

Water Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	811,787	625,292	708,374	563,349	903,931	1,211,588	1,291,013	817,769	(954,639)
Planned Spending	(412,398)	(169,500)	(452,574)	(21,964)	(23,915)	(307,201)	(914,943)	(2,269,203)	-
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(234,096)	(257,418)	(252,452)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)
Revenue Sources									
<i>Transfer In from Water Operating Budget</i>	460,000	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000
<i>Interest Earnings</i>									
<i>Vac Truck Rental</i>									
Total Revenues	460,000	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000
Ending Fund Balance	625,292	708,374	563,349	903,931	1,211,588	1,291,013	817,769	(954,639)	(402,723)

Wastewater Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	1,756,786	1,925,829	2,255,191	2,694,053	3,145,915	3,662,777	4,199,639	4,756,502	5,333,364
Planned Spending	(268,500)	(127,500)	(38,000)	(45,000)	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(2,457)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	
Revenue Sources									
<i>Transfer In from Wastewater Operating Budget</i>	440,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000
<i>Interest Earnings</i>									
Total Revenues	440,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000
Ending Fund Balance	1,925,829	2,255,191	2,694,053	3,145,915	3,662,777	4,199,639	4,756,502	5,333,364	5,933,364

Sanitation Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	200,277	129,652	84,630	(551,210)	(488,510)	(400,471)	(286,789)	(329,041)	(576,391)
Planned Spending	(83,625)	(78,678)	(689,080)	(10,982)	(5,642)	-	(175,935)	(401,033)	-
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(82,000)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)
Revenue Sources									
<i>Transfer In from Wastewater Operating Budget</i>	95,000	115,000	135,000	155,000	175,000	195,000	215,000	235,000	255,000
<i>Interest Earnings</i>									
Total Revenues	95,000	115,000	135,000	155,000	175,000	195,000	215,000	235,000	255,000
Ending Fund Balance	129,652	84,630	(551,210)	(488,510)	(400,471)	(286,789)	(329,041)	(576,391)	(388,510)

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
GFC	Streets	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			116,927							
WA	Water	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			127,745							
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639				1,632,425						
WA	Water	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639			431,214							
GFC	Streets	Multi use path through ANR from West St to Pearl St	3	FFF	8/17/23	828,325					828,325					
GFC	Streets	Sidewalk and road West St to Susie Wilson	4	UU	8/17/23	1,094,502						1,081,872				
WA	Water	Sidewalk and road West St to Susie Wilson	4	UU	8/17/23	1,094,502						12,631				
GFC	Streets	Rosewood Lane Sidewalk/Roadway Reconstruction	5	III	8/17/23	1,762,306							845,720	845,720		
SAN	Sanitation	Rosewood Lane Sidewalk/Roadway Reconstruction	5	III	8/17/23	1,762,306									70,866	
WA	Water	Waterline 235 Pearl St to Susie Wilson Rd	6	V	8/17/23	445,492									445,492	
GFC	Streets	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									1,548,387	
SAN	Sanitation	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									12,829	
WA	Water	Replace waterline, road and storm drainage North St	7	QQQ	8/17/23	1,989,157									427,942	
GFC	Streets	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									1,262,337	
SAN	Sanitation	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									14,240	
WA	Water	Pleasant St. Road Reconstruction	8	NNN	8/17/23	1,283,234									6,657	
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140									787,212	
WA	Water	West St. Sidewalk South St. to Clems Dr.	9	VV	8/17/23	812,140									24,928	
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391									1,848,467	
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	10	TT	8/17/23	1,858,391									9,924	
GFC	Streets	West St. & West St. Ext. Intersection Improvements	11	BBB	8/17/23	107,436									107,436	
GFC	Streets	Main St enclose drainage from Educational Dr to Athens Dr, new bridge at Indian Brook	12	R	8/17/23	3,084,689										3,057,093
SAN	Sanitation	Main St enclose drainage from Educational Dr to Athens Dr, new bridge at Indian Brook	12	R	8/17/23	3,084,689										27,595
GFC	Streets	Old Colchester Rd new sanitary sewer	13	T	8/17/23	1,114,000									76,055	
SAN	Sanitation	Old Colchester Rd new sanitary sewer	13	T	8/17/23	1,114,000									353,441	
GFC	Streets	Central St waterline	14	H	8/17/23	1,584,255									1,044,263	
SAN	Sanitation	Central St waterline	14	H	8/17/23	1,584,255									8,561	
WA	Water	Central St waterline	14	H	8/17/23	1,584,255									531,431	
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	15	Yya	8/17/23	314,677									314,677	
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	16	HH	8/17/23	1,232,562									492,080	
WA	Water	West St waterline replacement So Summit St to Hayden Dr	16	HH	8/17/23	1,232,562									740,482	
GFC	Buildings	Lincoln Hall Parking Lot	17	HHH	8/17/23	46,695									46,695	
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	18	KK	8/17/23	693,410									681,975	
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	18	KK	8/17/23	693,410									11,436	
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	19	Z	8/17/23	246,625									246,625	
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	20	AA	8/17/23	358,536									358,536	
GFC	Streets	Abnaki Road Reconstruction	21	A	8/17/23	405,862									405,862	
GFC	Streets	Orchard Terrace Sidewalk Replacement	22	U	8/17/23	217,894									217,894	
GFC	Streets	South St waterline replacement Park St to Doon Way	23	CC	8/17/23	1,112,268									425,660	
WA	Water	South St waterline replacement Park St to Doon Way	23	CC	8/17/23	1,112,268									686,608	
GFC	Streets	Church St waterline replacement Main St to East St	24	I	8/17/23	341,597									30,916	
WA	Water	Church St waterline replacement Main St to East St	24	I	8/17/23	341,597									310,682	
GFC	Streets	Grant St waterline replacemenn Jackson St to Maple St	25	L	8/17/23	437,075							129,874			
WA	Water	Grant St waterline replacement Jackson St to Maple St	25	L	8/17/23	437,075							307,201			
GFC	Fire	Air Packs (placed in service 2020)														250,000
GFC	Streets	Crescent Connector Park St. to Main St.														
GFC	General	Facilities Assessment (Public Works, Fire Station)						20,000								
GFC	Stormwater	Hiawatha infiltration system for phosphorus-move to SW capital when formed			10/1/22			50,000	973,940							
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)						20,000								
GFC	Fire	Radio Replacement Program-antennas, dispatch modules, Bridgham Hill tower (every 5 years)									50,000					
GFC	Fire	SCBA Compressor (placed in service 2020)														
GFC	Stormwater	Sliplining of pipes (3)-move to SW capital when formed				60,000			30,000	30,000						
GFC	Fire	Thermal Cameras (placed in service 2022)												60,000		
RS	Streets	Compressor - 2017 Sullair #13										31,200				
RS	Streets	Dumptruck - 2012 International #7						248,399								
RS	Streets	Dumptruck - 2013 Freightliner #5							262,500							
RS	Streets	Dumptruck - 2014 Freightliner #6								287,500						
RS	Streets	Dumptruck - 2016 Freightliner #34									275,000					

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
RS	Fire	Command Vehicle (addition to fleet - existing command vehicle will become first response vehicle)								70,000						
RS	Fire	Ladder - 2012 Pierce 8L3														
RS	Streets	Loader - 2014 Cat #9													303,750	
RS	Streets	Pickup - 2013 Silverado #4						52,021								
RS	Streets	Pickup - 2016 Silverado #3							63,000							
RS	Fire	Pickup - 2019 Ford 8C9														97,571
RS	Streets	Pickup - 2019 Silverado #1										72,000				
RS	Streets	Pickup 1 Ton - 2019 Silverado #15									69,000					
RS	Fire	Pumper - 2008 8E5													1,600,438	
RS	Fire	Pumper - 2018 Pierce 8E7														
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10									242,650					
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11													274,300	
RS	Streets	Trailer Mounted Boom Lift - 2019 #35												45,000		
RS	Streets	Vacuum Sweeper - 2013 Johnston #16														455,000
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38												125,000		
RS	Streets	Landscape Trailer														
RS	Fire	Ladder - 2012 Pierce 8L3 Frame Replacement							293,593							
SAN	Sanitation	Collection system capacity study			10/21/22	85,000		28,300	28,300	28,400						
SAN	Sanitation	HS Pump Station Gas Detection System						15,325								
SAN	Sanitation	Manhole Rehab/Sliplining					40,000	40,000	40,000							
SAN	Sanitation	Maple and River St pump station retrofit			10/6/22	1,450,000			TBD	TBD						
SAN	Sanitation	Pleasant Street Pipeline														
SAN	Sanitation	Pump Station Evaluation (River, Maple, West)-done in FY23, when do we need to schedule this out again?														
SAN	Sanitation	Trailer Pump														
SAN	Sanitation	Meter replacement program							10,378	10,680	10,982	5,642				
SAN	Sanitation	West St pump station retrofit								650,000	TBD					
SAN	Sanitation	Pickup Truck													78,000	
SAN	Sanitation	West St. and SW Pump Station Control Cabinet														
SW	Stormwater	Old Colchester Box Culvert rehab								100,000						
SW	Stormwater	Phosphorus Control project South St														
WA	Water	Meter reading equipment							11,000							
WA	Water	Bond Payments (existing and Main St water line)														
WA	Water	Iroquois Ave Road and Waterline rebuild					32,430	412,398								
WA	Water	Lamoille St. Water Line Replacement														
WA	Water	Main St. Water Line														
WA	Water	Railroad Ave. Waterline Lincoln Place to Central Ave.														
WA	Water	Meter replacement program							20,755	21,360	21,964	11,284				
WA	Water	Water Pickup Truck					41,527									
WA	Water	Backhoe														
WA	Water	Hydrant Replacement - Iroquois Ave							10,000							
WW	Wastewater	10 year engineer evaluation						50,000								
WW	Wastewater	Aeration Blower Core replacement														
WW	Wastewater	Aeration Delivery Optimization														
WW	Wastewater	Aeration header replacement Side A/Side B			11/29/22	20,000			10,000	10,000						
WW	Wastewater	Alkalinity Control Installation														
WW	Wastewater	Automatic Samplers			10/5/22	27,000		27,000								
WW	Wastewater	Capital Planning - 20 Year														
WW	Wastewater	Catwalk addition to filter building								TBD						
WW	Wastewater	Control Building Pump Gallery Submersible Pumps						25,000								
WW	Wastewater	Digester Cleaning			12/2/22	85,000		42,500	42,500							
WW	Wastewater	Effluent Filter Cloths			4/1/22						45,000					
WW	Wastewater	Energy Cons. Measures Design, install.														
WW	Wastewater	eX-mark Mower									12,000					
WW	Wastewater	Flow EQ Digester Concrete Crack Sealing														
WW	Wastewater	Front End Loader														
WW	Wastewater	Gorum Rump replacement pump														
WW	Wastewater	Headworks Screen														
WW	Wastewater	Hydroflow Unit														

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
WW	Wastewater	Lab renovation (door and tile replacement)			11/29/22					16,000						
WW	Wastewater	Locker room AC expansion														
WW	Wastewater	Oxygen reduction potential controller replacement			12/2/22			14,000								
WW	Wastewater	Plow Truck (with crane)														
WW	Wastewater	Primary Digester Block Re-Face														
WW	Wastewater	Service truck with body and crane						60,000								
WW	Wastewater	Site utility vehicle														
WW	Wastewater	Vt Phos Challenge PePhlo pilot					100,000	50,000								
WW	Wastewater	Generator for admin building								50,000						
WW	Wastewater	Waste Primary Sludge #2 upsize								25,000						

CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
BUDGET DAY
WEDNESDAY DECEMBER 13, 2023

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

ADMINISTRATION and STAFF: Regina Mahony, City Manager; Colleen Dwyer, HR Director; Chris Gaboriault, Fire Chief; Ron Hoague, Police Chief; Wendy Hysko, Library Director; Ricky Jones, Public Works Superintendent; Brad Luck, Recreation Director; Chelsea Mandigo, Water Quality Superintendent; Susan McNamara-Hill, Clerk/Treasurer; Jess Morris, Finance Director; Claudine Safar, City Attorney; Harlan Smith, Buildings Manager/Grounds & Facilities Director; Ashely Snellenberger, Communications & Strategic Initiatives Director.

OTHERS PRESENT: Greg Duggan, Town Manager; Carlton Houghton; Karen Lemnah, Town Assessor; Christine Packard, Library Trustee; River West

1. CALL TO ORDER

Mr. Chawla called the meeting of the City Council to order at 8:30 AM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. PUBLIC TO BE HEARD

a. Comments for Public on Items not on Agenda

Not held.

5. BUSINESS ITEMS

a. Discussion of the proposed FY25 General Fund Budget

General Fund Overview

Ms. Mahony gave a brief overview of the proposed budget, noting that key changes for each department are listed. The proposed budget represents a 7% increase from last year. She said the budget includes a 4.5% increase in salaries, which is lower than other surrounding municipalities. According to salary market research, some of the lower-level positions are underpaid compared to other communities. She expressed concern with the very low fund balance and said that this should be addressed over the course of the next few years. Ms. Mahony discussed potential rolling stock projects and the need to add additional funds for this purpose. The renovations of 2 Lincoln Street are approximately \$500,000 over budget. Funding for litigation needs to increase to meet expected needs. Mr. Certa suggested pausing work on the Main Street Park and using the funds for other purposes. Ms. Mahony said that some of these funds are from a state grant. Mr. Chawla suggested looking into the possibility of transferring these grant funds to the Amtrak project. Ms. Haney concurred, and asked if the water line on Railroad Street would need to be updated to allow for the new station. Ms. Morris said that this project is included in the Capital Budget.

50 **Revenue**

51 Ms. Mahony said that Community Development revenues are up significantly due to the projected rental
52 registry funds. Mr. Chawla suggested charging for the use of space in Lincoln Hall and Brownell Library to
53 create additional revenue.

54

55 **Fire**

56 Ms. Mahony said that the major change is to pay firefighters for their training time, much of which is
57 required. The payrates vary based on years of service and certifications, starting at \$17.50 per hour. The
58 average estimated rate is \$21/hour. A 10% increase in call volume is expected, as calls have been
59 significantly increasing. Much of this is due to aiding EMS providers, especially for unresponsive
60 individuals or lift assistance. No medical reimbursement is provided for these calls. Mr. Brown questioned
61 the cited inflation rate, and asked Mr. Gaboriault about potential cuts. He said that inflation affects the type
62 of items that the Fire Department needs to purchase more than typical consumer purchases, but that he would
63 investigate potential cuts. He said that the paid training would assist with retention of current firefighters.
64 Mr. Gaboriault suggested hiring a consultant to begin the process of planning for a new station.

65

66 **Police**

67 Ms. Mahony noted that the budget is lower than in the past, as unfilled vacancies are not kept in the salary
68 line. Mr. Duggan said that they have also changed the way that the Town has budgeted for health insurance,
69 which has resulted in savings. A records clerk/dispatcher has resigned, and this person has been replaced
70 with a records clerk position at a lower cost. Mr. Hoague said that the department has requested an increase
71 in legal, training, and a contract with community outreach, as well as replacing two vehicles. He is hoping
72 to replace these vehicles with hybrids if possible. He also requested that a contribution to the Community
73 Justice Center (CJC) be reflected in the budget, as well as capital improvements for communication purposes.
74 Mr. Duggan noted a .44% childcare tax on employers, which may be partially shared with employees. Mr.
75 Chawla asked about recent thefts, and Mr. Hoague said that most of these have been perpetuated by juveniles
76 under 16. A lack of juvenile detention has further perpetrated this. He encouraged all to lock their car doors
77 as most are crimes of opportunity. Mr. Hoague said that there are no changes in state funding for CJs,
78 however he noted that other towns in the area, such as Milton, are not paying their portion.

79

80 **Assessing**

81 Mr. Duggan said that 10% of the cost of the GIS coordinator has been moved to this department to better
82 ensure its proper allocation. Mr. Brown asked that this be a part of a formal agreement, Mr. Chawla
83 concurred. Mr. Chawla asked Mr. Duggan to let the Council know if any other allocations are anticipated.
84 Ms. Lemnah said that the reappraisal has begun and has been going smoothly. It will be completed by June
85 of 2025.

86

87 **Library**

88 Ms. Hysko discussed the library lockers which allow patrons to pick up books more easily, and during some
89 hours when the library is not open. She said that this has been very popular. Ms. Thibeault asked for
90 information on the number of patrons coming in at a specific time, Ms. Hysko said that the library is close
91 to pre-pandemic levels. Ms. Thibeault asked about the copier lease, Ms. Mahony said that the City as a
92 whole is looking for new lease options which may include the public copier at the library. Ms. Thibeault
93 asked why there is a separate line item for employee recognition when it is already included in the admin
94 budget. Ms. Hysko said that there is an employee and volunteer recognition party that had been funded by
95 donations in the past. Ms. Packard said that it has primarily been intended for volunteers. Ms. Haney asked
96 about the possibility for the Brownell Foundation to support the library's additional needs. Ms. Hysko said
97 that their fundraising abilities are limited, and that the organization is struggling.

98

99 Ms. Haney asked for more information on the increasing needs of patrons. Ms. Hysko said that more and
100 more patrons are looking for social services or are in some sort of distress. This requires more oversight,
101 and there have been more altercations in the library. Brownell is working toward being welcoming to all
102 who follows the rules. Ms. Hysko discussed the need for a free public phone. Mr. Certa identified the need
103 for a more ideal hub and spoke model for assisting those in need, rather than the library being the only
104 location for serving those in need. Ms. Hysko said that the state is failing to help these people, and that some
105 of the patrons are building trust with library staff that can lead to the acceptance of other social services. Mr.
106 Certa expressed concern that specific metrics of success were not noted with the library and said that he
107 would like more clarity about when people are using the library. Mr. Certa asked about the cell phone
108 stipend, Ms. Hysko said that this is helpful for filling staff absences, and that staff who receive this stipend
109 are mostly available 24/7. She also said that the hours had been recently reoriented due to patron data. Mr.
110 Chawla noted the larger than average increases, and that the budget is approaching 1.1 million. He asked
111 where this budget could be cut and said that the last three years have had unsustainable increases. Ms.
112 Hysko said that the library works hard to save money, however the new type of patrons and newer staff have
113 created a very different environment than in the past. Ms. Haney asked if the increases for more staff are
114 because of the new type of patrons, Ms. Hysko said yes. She said that the type of work is changing, and
115 morale is low. Mr. Chawla said that, if these pressures are not going away, cuts will need to be made in other
116 library services that serve non-houseless patrons. Ms. Hysko said that the library is not on the cutting edge
117 and has been much more conservative with their services purchases. Ms. Haney said that the number of
118 people who have significant needs is small, however they take up a lot of time. She said that it is essential
119 to develop a stronger human services social net.

120

121 **Buildings**

122 Mr. Smith described the upcoming construction at Lincoln Hall and said that he believes that the project cost
123 is almost back at budget and will not be starting before April. He described efforts to clear out the basement
124 so that the renovation can occur and electrical updates. Mr. Brown asked Mr. Smith's opinion on the
125 Brownell entryway and roof. Mr. Smith said that the roof needs to be replaced and the entrance and ADA
126 issues need to be addressed. Ms. Haney asked for information on the cost should the entrance repair be
127 omitted, Mr. Smith said it would eliminate around 1/3 of the cost. The ideal type of roof and ADA access at
128 Brownell was discussed. Mr. Smith noted the cost-savings benefits of doing all the buildings project to
129 Brownell at the same time. Mr. Smith clarified what type of carpet is being replaced in the library.

130

131 **Public Works**

132 Ms. Mahony noted that the prices of public works products and equipment are going up substantially, and
133 that it has been very difficult to order vehicles and their parts. Mr. Certa discussed utilizing Local Options
134 Tax (LOT) funds and needing additional policies for utilizing such. Mr. Certa discussed the importance of
135 publicizing the details of the work that Public Works does for the community to show how this impacts the
136 quality of life for residents. Mr. Chawla said that this would be an important feature for all departments.
137 Ms. Thibeault suggested cutting the amount of funds put towards the Tree Advisory Committee, as these
138 funds are not always spent in full. Mr. Chawla suggested that the committees take advantage of City grant
139 matching funds rather than their own budgets, which could cut down on budgetary requests. Ms. Thibeault
140 suggested that the committees clearly outline why their fund allocations would be needed, rather than just a
141 blanket issuance of a budget each year. Mr. Chawla expressed concern about the amount of lighting on Pearl
142 Street, noting that it could possibly be lowered.

143

144 **Wastewater/Stormwater**

145 Ms. Mahony said that the City is considering a potential stormwater utility stream, and that stormwater
146 management is mostly dictated by the state. Should this happen, a new staff position for stormwater would
147 be needed. Mr. Certa asked for the reasoning behind creating a utility, Ms. Mahony said this will help to
148 manage costs. The City will be required to reduce phosphorus by 25% by 2030, and currently has no way to
149 raise capital to do such. This would involve a separate charge to every household; however, it may offset
150 some of the general fund spending. Ms. Mahony said that stormwater is seriously underfunded, and that it
151 will increase no matter if the utility is created or not. The sooner the utility is created, the sooner the general
152 fund tax savings are recognized. No vote is required to create a utility. Ms. Mandigo discussed the process
153 of setting utility rates.

154
155 **Finance**

156 Ms. Morris said that last year's budget included a full-time position who was responsible for utility billing
157 as well as wastewater and public works support. The budget was reconfigured to add part-time positions for
158 billing, wastewater, and public works. A full-time position is now recommended for FY 25 and will now be
159 exclusively housed in finance. The Capital Committee anticipates cutting down to quarterly meetings, which
160 will reduce the committee costs. Mr. Brown said that it would be helpful to compare the size of each
161 department to that of surrounding municipalities. Ms. Mahony said that the City is in a good place with its
162 debt, which is positive news as there are future bond projects coming up. Ms. Morris said that she would list
163 transfers in one place, as well as listing out all the additional funds outside of the general fund. Ms. Thibeault
164 said that she felt that the Council should take out the full amount of capital transfers, as she believes not
165 doing such would eventually result in incurring more debt. All agreed.

166
167 **Information Technology**

168 Ms. Morris said that the City is locked in their IT contract for the next few years. After this point, a new
169 vendor can be selected, or an employee hired. The budget is up 48.8% this year. The fire department has
170 been brought into the City IT system however the library has not been. Mr. Chawla said that it is very
171 important to be under one umbrella, and that the use of Google tools needs to stop. Using Google tools could
172 put employees at risk as well. He suggested that going over to the same IT provider would also free up IT
173 hours from library staff. Ms. Haney said that it is important to learn more about the IT services that were
174 needed for the library that might be different from the City offices, and for library staff to be at the table for
175 this conversation. Ms. Mahony said that the meeting room technology needs to be improved, especially with
176 more virtual meetings. Ms. Morris discussed the replacement of technology devices with higher-quality
177 devices so that they need to be replaced less often. Ms. Mahony said that she would like to move all City
178 systems over to SharePoint software. Mr. Certa had requested that all committee members have an Essex
179 Junction e-mail address, however this was not included because of cost. Not doing such requires the use of
180 Google to share documents. The Council discussed the possibility of directly streaming meetings without
181 using Channel 17.

182
183 Ms. Thibeault asked a general question about the cost difference between having a stipend v. purchasing
184 phones. Ms. Morris said that the stipend is whatever the City would pay for a cell phone. Mr. Certa said that
185 he would like to learn more about why this stipend is required. Ms. Mahony said that the three people at the
186 library who have the stipend are those who schedule coverage. The policy covers the entire cost of cell
187 phones, and the Council questioned whether this should be the case.

188
189 **Community Development**

190 Ms. Mahony said that the major change is the institution of the rental registry, noting that this will incur
191 additional costs but provide additional revenue. She also said that some staff get a stipend to use their
192 personal vehicle, but that the purchase of a departmental vehicle has been discussed. Mr. Brown said that he

would like to see the rental registry function as an enterprise fund. Mr. Brown said that it would be good to bring back community events, such as the Out and About event. Ms. Mahony said that Mr. Yuen would be determining the capacity of the department once the rental registry has been established and future initiatives will be informed by the Strategic Plan. Mr. Yuen said that he intends to utilize a cheaper software for the rental registry to keep costs down to the city and landlords. Ms. Thibeault said that South Burlington allocates rental fees based on the number of units and square footage. A digitization fee is also included. Ms. Morris said that other communities attempt to estimate the total cost of collecting a permit and include this in the fees charged. Ms. Haney said that the City had previously worked to eliminate other development-related fees in the past, and said that she liked the idea of taking a second look at them. Mr. Brown said that many other similar-sized towns get much more revenue from fees, rather than the general fund. Mr. Chawla discussed leveraging the incoming development to pay for new amenities, such as parks. Ms. Mahony said that Town Meeting TV will no longer record Planning Commission meetings due to the cost, however the Development Review Board will be recorded. Mr. Chawla said that the City could do some of the recording on their own and have Town Meeting TV post these recordings. Ms. Mahony suggested that this be discussed with the Lincoln Hall renovations. Mr. Yuen said that work has started on the Amtrak project, however most of the costs will be incurred after construction begins. Mr. Chawla reiterated his idea to shift funds for the Main Street Park to the Amtrak project.

Administration

Ms. Mahony said that Essex Junction’s CATMA membership is included in the budget. This is a program which helps to incentivize alternative transport. Additional staff training and funds for communication are included as well. Ms. Mahony said that the City is in negotiations with staff association. Mr. Certa asked about worker safety efforts, and a desire for a metric of success. Ms. Dwyer said that “near miss” incidents or accidents are fairly distributed between the wastewater, recreation, and public works departments and described her work on the safety committee. Ms. Mahony said that funds were put in the budget for potential strategic plan projects. Ms. Haney suggested that this be cut, and that it be a potential funding for a committee in the future. The Council agreed. The Town Meeting TV funding will also be investigated. Mr. Certa said that he opposes this, as he would like the community to be aware of the work being done and the members of various boards to feel valued. Mr. Chawla said that more conversations need to occur regarding the board member stipend, and why it is being accepted or rejected. Ms. Morris said that some people feel guilty for taking it, and that the way it is presented could be changed.

Essex Junction Recreation and Parks (EJRP)

Mr. Luck said that personnel costs are up 3%, and non-personnel costs are down 17%. Mr. Luck said that most line items were budgeted using a two-year average. Ms. Mahony lauded the work of Buildings Coordinator Harlan Smith, and Mr. Chawla asked for better allocation of his time spent in each department. Mr. Certa said that he feels like it would be good to have a part-time position in this budget to open the Senior Center so that there was no longer the need to rely on volunteers. Mr. Luck explained the current staffing situation, noting that no staff are currently opening or closing the Center. Ms. Thibeault asked if sponsorships have been sought out for large community events. Mr. Luck said that they are being sought out but that he does not think that they could ever fully fund the larger events. Ms. Haney said that she would like to see an estimate for repairing Memorial Park and replacing the concrete with marble. Mr. Luck described the need to redo the Cascade Park playground and the pickleball/tennis courts. Mr. Luck said that the City has added a significant number of responsibilities to EJRP, and that costs have gone up as a result of this. He said that these were requests by the City, not EJRP. Mr. Luck outlined the budget, noting the differences between the general fund and enterprise fund spending. Ms. Haney said that she feels that the community finds a Recreation Advisory Board important, and that she would like to see it come to fruition.

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Clerk/Treasurer

Ms. Mahony said that this budget has been put in line with current actual spending. Ms. Thibeault said that South Burlington charges a digitization fee which may assist in recovering expenses. Ms. McNamara-Hill described the process of issuing resident-only parking permits. The possibility of processing passports was discussed as an additional source of revenue. Upcoming elections and the possibility of mailing ballots to all voters was discussed.

Economic Development

Ms. Mahony said that this has been cut by 27.8%. The matching grant funds have been cut as they have not been used in previous years. Ms. Haney suggested not spending the funds allocated for a community celebration in this fiscal year and saving it for future strategic planning events. Ms. Haney said that she believes that it is important for the community to know that the Council is realizing that expenses are going up, and thus expenses are being cut to make sure that the money is spent in alignment with community needs. Mr. Chawla said that he feels that it is important to fund non-profits, especially some of the organizations that help with the issues that Brownell is facing.

Health and Human Services

The Council discussed cemetery maintenance, and if the responsibility falls on the City or Cemetery Association. The Cemetery Association has been given funds for this purpose annually, however Ms. Mahony said that the amount does not cover their expenses. It is undetermined if the Cemetery Commission will be requesting these funds again for the upcoming fiscal year, but City maintenance in full is likely to be more expensive. The purpose of continuing to fund Greater Burlington Industrial Corporation was discussed, and Ms. Haney said that they are overly focused on Burlington. Mr. Chawla discussed the inadequate bussing in the City, and a desire for a stronger bus system.

Local Options Tax

Ms. Morris said that the City has a full year of revenue and has made a conservative projection for the next few years. A LOT revenue plan will be available shortly.

Council Discussion

The Council proposed to discuss current negotiations with the employee association later during Executive Session. Mr. Brown said that he would like to look at the number of services that the library has, noting that Brownell is open more hours than any other library in the state. He suggested that the library hours be reduced to 48 hours a week, which would still be above average. Mr. Certa suggested increasing the number of hours that the book lockers be open. The Council expressed a desire to see circulation and patron figures. Mr. Chawla said that Essex Junction does not have a tax base to support the current library. The challenges at the library were discussed, and a need to create a better space for unhoused individuals and allow the librarians to get back to their original jobs. The possibility of bringing additional services to Essex Junction, and the pros and cons of such, were discussed. The Council discussed the value of requesting that departments make small percentage cuts across the board.

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

This was discussed during the Executive Session.

6. READING FILE

a. Council Member & Manager Comments: None.

- 289 b. November Financial Report
- 290 c. Draft Budget Engagement Schedule

291

292 **7. EXECUTIVE SESSION**

293 **b. Executive Session for Pending or Probable Civil Litigation**

294 **AMBER THIBEAULT made a motion, seconded by MARCUS CERTA that the City Council make**
295 **the specific finding that general public knowledge of pending or probable civil litigation or prosecution**
296 **to which the public body is or may be a party would place the City at a substantial disadvantage.**
297 **Motion passed 5-0 at 12:17 PM.**

298

299 **AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA that the City Council enter into**
300 **Executive Session to discuss pending or probable civil litigation or prosecution to which the public**
301 **body is or may be a party pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council, City**
302 **Manager, and Community Development Director. Motion passed 5-0.**

303

304 **ELAINE HANEY made a motion, seconded by ANDREW BROWN to exit executive session. Motion**
305 **passed 5-0 at 12:43 PM.**

306

307 **8. ADJOURN**

308 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, to adjourn. Motion passed 5-0 at**
309 **4:32 PM.**

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311 Respectfully Submitted,
312 Darby Mayville
313 Recording secretary

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
DECEMBER 20, 2023**

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

ADMINISTRATION: Regina Mahony, City Manager; Colleen Dwyer, Human Resources Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director, Chris Yuen, Community Development Director.

OTHERS PRESENT: Annie Cooper, Craig Dwyer, Carlton Houghton, Resa Mehren, Scott.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:33 PM.

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony noted an amendment to Reading File item #7d (Champlain Valley Expo Permit) and that a revised letter will be included in the updated meeting packet. She additionally noted a previously missing attachment to Business Item #5c, which will be included in the updated meeting packet, and that Business Item #5a will be postponed.

3. **APPROVE AGENDA**

ANDREW BROWN made a motion, seconded by MARCUS CERTA, to approve the agenda as amended. The motion passed 5-0.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Carlton Houghton spoke about an application at the previous night's Development Review Board (DRB) meeting, noting that the proposed project included a five-story building on Park Street. He spoke about how this and other in-filling activities will further compound traffic issues downtown, specifically at the Five Corners intersection. He said that Essex Junction should not be responsible for solving Vermont's housing issues, saying that more density could be detrimental to the quality of life and well-being of the community. He also expressed concern about the loss of the physical location for the Senior Center.

Resa Mehren noted that the Williston Observer reported that Williston is postponing its reappraisal because the State has changed what triggers a reappraisal (now a COD or coefficient of dispersion), and that the threshold is 20%. She asked whether Essex Junction is also able to postpone its property tax reappraisal. City Councilors and the City Manager said they would look into this. Ms. Mehren asked when the City of Essex Junction branding and logo revamp will occur, and City Manager Mahony replied that the City intends to begin work on it at some point but that some of the rebranding funding was reallocated to the strategic planning process.

Craig Dwyer spoke about the DRB's decision to uphold its previous decision regarding 8 Taft Street. He noted that while the City is halting its fining of the owner of the property for a zoning violation, the owner of 8 Taft Street is scaling up the number of livestock they have on their property, as well as increasing the number of built structures on the property. He said that this does not seem reciprocal and added that it is affecting the quality of life and property values of surrounding residential properties. He said that this is a concern for the 11 residents who have surrounding residential properties.

53 Annie Cooper said that she is adamantly opposed to the way the Senior Center is being handled. She
54 expressed frustration that the City (specifically its Parks & Recreation Department) isn't putting effort or
55 funding into the Senior Center, and asked whether staff could be devoted to senior programming for
56 several hours per week. She said that this is the bare minimum that the City can do, given that the senior
57 van has already been taken offline and that the seniors need these opportunities to socialize and have
58 programming.

59
60 **5. BUSINESS ITEMS**

61 a. Discussion with HR Director Colleen Dwyer

62 This item was postponed.

63
64 b. Discussion and Consideration of Budget Engagement Options and Warn Two Budget Public
65 Hearings

66 Director Snellenberger noted that this pertains to engaging with residents and gathering feedback on
67 the FY25 budget. She said that specifically, this is an opportunity for the Council to review and discuss
68 a proposed schedule for budget engagement with residents. She said that it is broken into two sections,
69 pertaining to gathering feedback from residents and informing and answering questions from residents
70 about items on the ballot. She noted that the former is proposed for January 10 through February 28
71 and the latter for March 1 through April 6. She noted that this lines up with the February 28 deadline to
72 warn the Annual Meeting. She further noted that City staff are recommending that the Council warn two
73 public hearings to discuss the budget and ballot items, on January 27th during the Community Meal and
74 on February 28th. She additionally noted that there will be two Coffee Chats scheduled with the Council
75 as an opportunity to inform and educate residents about the budget and ballot items, as well as budget
76 information content that will be added to the City's website and Front Porch Forum for reference.

77
78 Councilor Certa noted that the Council is planning to set up budget meetings with groups such as
79 seniors, apartment complexes, the Rotary Club, and the Lion's Club, and asked when in the feedback
80 and education process those will occur. Director Snellenberger replied that those meetings haven't yet
81 been scheduled but that she would like to schedule them early in the process. Councilor Certa asked
82 whether the February public hearing could be moved earlier, so that feedback can be incorporated prior
83 to February 28th. Councilor Chawla noted that anyone can come to any of the City Council's meetings
84 or Coffee Chats between now and February 28th to give input on the budget. The Council discussed
85 adding in a presentation on current status of the budget prior to the working session on February 14th.

86
87 Councilor Chawla said that he would like to see a way for the public to see what's been proposed on
88 the website and to be able to send in feedback easily and electronically via a Microsoft form (for example)
89 on the website. He also noted that he may not be able to attend some of the Coffee Chats during the
90 day. Director Snellenberger replied that an electronic link to a feedback form will be provided for public
91 input and that she will work with Councilors to gauge availability for the Coffee Chats.

92
93 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to set the public hearings on**
94 **the FY25 Budget for Saturday, January 27, 2024 and Wednesday, February 28, 2024. The motion**
95 **passed 5-0.**

96
97 c. Discussion and Consideration of Capital Program Review Committee Policy and Local Option Tax
98 Policy

99 Director Morris noted that the Capital Committee began meeting regularly again this spring and summer
100 and one of their first tasks was to update the existing Capital Program Review Committee Policy. She
101 noted that they made updates to change references to the Village to City, as well as updated what is in
102 the purview of the Capital Committee. She noted that the Committee also created a Local Option Tax

103 Policy. She said that they reviewed existing LOT policies from other municipalities and incorporated the
104 features that would work well for Essex Junction. She noted that the LOT Policy outlines the uses for
105 LOT revenue, which will go toward capital projects and that 25% of it would be allocated specifically to
106 sidewalk projects. She said that the policy outlines the process for future review and updates of the
107 policy as well. She further noted that the Capital Committee is working to update the Sidewalk Policy,
108 and would welcome Council input on this.

109
110 Councilor Brown asked whether the definition of a capital purchase could be modified to align more
111 closely with generally accepted accounting principles (rather than anything over \$10,000), to prevent
112 things from going to the Capital Committee that may not necessarily need the Committee's review.
113 Councilor Chawla also asked whether \$10,000 is a relevant threshold now, given large increases in
114 costs across the board. He said that this ties into the Purchasing Policy in general. Finance Director
115 Morris suggested updating the LOT Policy to reference the Purchasing Policy (so that both are in
116 alignment), and suggested increasing the Purchasing Policy limit to \$40,000, given that this is the
117 amount above which purchases need approval from the City Council. She noted that the majority of
118 capital projects will likely cost much more than that. Councilors agreed with updating the LOT Policy to
119 reference the Purchasing Policy's limits.

120
121 In terms of other feedback, Councilor Certa noted that the LOT policy covers purchasing specifically of
122 roads, bridges, sidewalks, culverts, and water lines. Councilor Thibeault noted that building repairs and
123 replacements should not be included in the Capital Program Review Committee Policy for review by the
124 Capital Committee, saying that this language should be deleted. Councilor Thibeault also asked whether
125 the quarterly report language should be required, given that minutes are taken at Committee meetings.
126 Other Councilors said they were comfortable with removing this language. Councilor Brown noted that
127 language in the Membership section should be removed referencing the "Committee's first appointees",
128 given that the Committee has existed for over a decade. He also noted that language referencing the
129 Committee's first organizational meeting should be modified to reference the Committee's first meeting
130 of the year. Other Councilors agreed with these changes.

131
132 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to accept the updated Capital**
133 **Review Program Review Committee Policy as amended. The motion passed 5-0.**

134
135 Councilor Certa noted that the LOT Policy specifically excludes paving, rolling stock, sewer, and
136 buildings from capital projects, and asked whether the paving is specific to roads or sidewalks. Councilor
137 Thibeault said that this is meant to apply to streets, but also noted that when the City Engineer talks
138 about sidewalk maintenance, they are not technically paving because they are pouring concrete (rather
139 than paving with asphalt). City Manager Mahony suggested that the language be modified to reference
140 routine street paving. Councilor Chawla suggested that the allocation of LOT revenue to sidewalks be
141 broadened to also include pedestrian and bicycle infrastructure projects, since they often go hand-in-
142 hand with sidewalk improvements. Councilor Haney said that the language should reflect sidewalk
143 repairs and not be broadened. Councilor Thibeault cautioned that the 25% allocation is not very much
144 money and advised against allocating it to additional categories other than sidewalk repair. Councilors
145 agreed to keep the language as presented. Councilors agreed with a suggestion by Director Morris to
146 change "sewer" references to "wastewater/sanitation." They agreed with clarifying language to state that
147 buildings do not come under the purview of capital projects.

148
149 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to accept the updated Local**
150 **Option Tax Revenue policy as amended. The motion passed 5-0.**

151

152 Councilor Thibeault asked staff to research current practice around sidewalk policy and bring that back
153 to the Council for their consideration to determine what updates need to be made to the Sidewalk Policy.
154 Councilor Haney noted that one of the objectives in the Sidewalk Policy up for review is the removal of
155 sidewalks on residential streets with low density that don't provide a through connection, and cautioned
156 that sidewalks shouldn't be removed. Councilor Certa said that he interpreted that objective differently.
157 Councilor Chawla said that given LDC amendments and the Transit Oriented Development project, now
158 is a good time to review and update the Sidewalk Policy as well as the Snow Removal Policy. He agreed
159 with Councilor Thibeault that staff should conduct an initial review and bring proposed changes to the
160 Council for its consideration. Councilor Brown noted that there was a directive several years ago that
161 there be a general pause on sidewalk removal until the Sidewalk Policy is updated, and said that this
162 general pause should be continued. Councilor Chawla said that the Bike Walk Advisory Committee also
163 be given the opportunity to review and provide input.
164

165 d. Discussion and Consideration of Rental Registry & Inspection Ordinance and Warn Public Hearing
166 City Manager Mahony prefaced this discussion by noting that State statute has changed and that the
167 Division of Fire Safety are now taking over rental inspections from the Department of Health. She said
168 that rulemaking is still occurring at the State level around this and that it is unlikely that some of the
169 City's questions around how this interacts with the rental registry and inspection ordinance and new
170 position will be answered by the potential public hearing on January 24th, though they are confident that
171 the City can still move forward with its current thinking. She noted that if the City is required to staff the
172 position with a certified fire marshal, that may change the cost of the program.
173

174 Councilor Brown asked why affordable housing units would be exempted from fee and inspection under
175 this program if they are inspected by other government agencies, saying that multiple inspections may
176 be beneficial. Director Yuen replied that this exemption was suggested due to the cost of the fees as an
177 additional burden for affordable units. Councilor Haney said that some of the more affordable units in
178 the City would also benefit from additional opportunities for improvement. Councilor Chawla asked
179 whether there is a middle ground where the City could absorb the cost of inspection but still inspect
180 affordable units. Director Yuen clarified that as written, this exemption only applies to units that are
181 already inspected by another government agency.
182

183 Councilor Chawla noted that one of the definitions references him/her and asked that this be replaced
184 with "their", to make it gender-neutral.
185

186 Councilor Thibeault suggested a minor change to reference the City of Essex Junction Fire Department
187 rather than the Essex Fire Department in one section. She also asked that Section 20.08 be reviewed
188 for clarity and removing potential redundant language. She confirmed that the fee be updated to \$120.
189 She confirmed that a reinspection fee won't be charged if deficiencies are remedied within 90 days.
190

191 Councilor Brown asked that the objective around ensuring adequate life and safety of all residential
192 rental properties be modified to ensuring adequate life and safety of all renters.
193

194 Councilor Chawla asked about the mechanism to increase fees on a regular basis, given that the cost
195 of this program will increase by 3-5% every year. He asked whether fees could be increased as part of
196 the yearly budgetary process. Councilor Brown suggested that the fees could be adjusted to reflect costs
197 when that needs to occur, rather than through the budgetary process. City Manager Mahony noted that
198 the fee and costs would be included in a fee schedule as an addendum to the ordinance so that they
199 can be updated more flexibly.
200

Councilor Brown noted that public notice is being sent to landlords on this and also asked that it be sent to renters, since it will impact both. City Manager Mahony noted that notice is being sent to landlords, because the onus will largely fall on them for implementation of these requirements. Councilor Haney pointed out that most landlords and renters are unaware of this potential change and that renters should also be aware of this, as some landlords may likely pass the cost of the rental registration onto their tenants through rent increases. She said that there is value in communicating to the public that this is being implemented to increase the quality of housing stock in the community. Councilor Certa also noted that the cost of the registry is valuable information for tenants to have, in case they need to question rent increases due to the cost of the registry. He also said that this information is valuable to renters so that they know that this is an additional mechanism through which they can have potential problems with their units addressed. Director Yuen asked whether renters should be outreached now while the program is still being designed or once the ordinance is passed. Councilor Haney noted that they can be outreached through the public hearing process. Councilor Chawla suggested that the communications matrix and rubric be used to determine whether an initial mailing to renters and landlords be conducted prior to the passage of the ordinance, in addition to once the ordinance is passed. Councilors discussed the cost of an additional mailing, and City Manager Mahony said that they will move forward with it as long as the budget and staff bandwidth allow.

ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council warn a public hearing for the Rental Registry and Inspection Ordinance to be held on January 24, 2024. The motion passed 5-0.

e. Discussion and Consideration of Urban Forestry Grant for Trees for Main St. Park
City Manager Mahony said that the City was exploring the use of this grant to offset the cost for the trees in the park at 1 Main Street, but that on Budget Day it was made clear that the Council would like to prioritize work on the Amtrak Station over the pocket park at 1 Main Street. She said that the City is now exploring whether other options exist for this grant. She said that they would like the flexibility to be able to apply for this grant if they are able to determine an alternative qualifying use for the funding. She noted that the application deadline is January 5th.

RAJ CHAWLA made a motion, seconded by MARCUS CERTA, that the City Council authorize the City staff to apply for the Communities Caring for Canopy grant for use at staff discretion. The motion passed 5-0.

f. *Discussion regarding Contract
See Item #8a below.

6. CONSENT AGENDA

- a. Approve Check Warrant #24025 (11/17/2023) & #24027 (12/01/2023)
- b. Approve Meeting Minutes: November 8, 2023
- c. Approve Tobacco License for Ariana Natural Market LLC, 4 Pearl St.
- d. Approve Council Meeting Policy – Second Version
- e. Approve adding VMERS Defined Contribution Option
- f. Approve Agreement with Chittenden County Regional Planning Commission for Transit Oriented Development Project
- g. Approve Amtrak Project Pre-Award Authority Request and RFP Process
- h. Approve Price Increase for Whitcomb Farm Biosolids Land Application Agreement
- i. Approve Support for Vermont Access Network’s Proposed Legislation
- j. Approve Re-appointment of M. Pauer Tursi to the Chittenden County Communications Union District
- k. Approve Tree Farm Management Group non-profit status extension

251
252 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to approve the consent agenda**
253 **as presented. The motion passed 5-0.**
254

255 7. **READING FILE**

- 256 a. Council & Manager member comments: City Manager Mahony provided clarification about the CVE
257 letter, saying that it has been amended to reflect that any firework use must follow the Sound
258 Indemnification Agreement process. She noted that EJRP received \$1,900 in donations and
259 purchased new winter gear for 50 children in need in the City. She noted that the City's infrastructure
260 held up well during the most recent rainstorm and thanked South Burlington's treatment facility for
261 supplying material that was lost during the storm.
- 262 b. Senior Update & SSTA Application
- 263 c. Essex Community Justice Center Newsletter
- 264 d. Champlain Valley Expo Permit
- 265 e. Efficiency Vermont Article featuring the Wastewater Treatment Plant
- 266 f. The Vermont GaN (V-GaN) Semiconductor Tech Hub
- 267 g. Brownell Library Report October 2023
- 268 h. Capital Review Committee Draft Minutes 11/7/23
- 269 i. Planning Commission Minutes 11/9/23 & 12/6/23
- 270 j. Development Review Board Minutes 11/16/23
- 271 k. Bike Walk Advisory Committee Minutes 11/20/23
- 272 l. Tri-Town Joint Review Committee Minutes 11/30/23
- 273 m. Brownell Library Trustee Draft Minutes 11/21/23

274
275 8. **EXECUTIVE SESSION**

- 276 a. *An executive session may be needed to discuss a contract

277
278 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN, that the City Council make the**
279 **specific finding that general public knowledge of a contract would place the City at a substantial**
280 **disadvantage. The motion passed 5-0.**
281

282 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN, that the City Council enter into**
283 **executive session to discuss a contract, pursuant to 1 V.S.A. Section 313(a)(1)(A) to include the**
284 **City Council, City Manager, Finance Director, Wastewater Treatment Facility Director, and HR**
285 **Director. The motion passed 5-0 at 8:33 P.M.**
286

287 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to exit executive session. The**
288 **motion passed 5-0 at 9:52 P.M.**
289

290 9. **ADJOURN**

291
292 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to adjourn the meeting. The**
293 **motion passed 5-0 at 9:52 P.M.**
294

295 Respectfully Submitted,
296 Amy Coonradt



Memo

To: Essex Junction City Council
From: Colleen Dwyer, Human Resources Director
Meeting Date: January 10, 2023
Agenda Item: Vermont Municipal Employees' Retirement System (VMERS) – REVISED from December 20, 2024

Issue:

This issue is for the City Council to consider adding VMERS DC as a retirement plan option for employees while maintaining the VMERS C plan.

Discussion:

The addition of the Vermont Municipal Employees' Defined Contribution Plan (DC Plan) would allow employees to choose how they want to plan for their retirement. It would provide an extra option for employees to plan for their fiscal future. Moreover, adding the VMERS DC plan would save the City and its employees money. Current employees would have a one-time option to move from VMERS C to VMERS DC. All new employees would have the option to choose either VMERS C or VMERS DC. The current rate for the VMERS DC plan for FY2024 is as follows: employee contribution rates for DC Plan members will remain at 5.00%, and the total employer contribution rate will increase from 5.125% to 6.00%. This 6.00% comprises a 5.00% employer contribution and a 1.00% administration fee. The rate for the VMERS C plan we currently offer is as follows: Group C: 11.250% employees and 8.500% for the employer. In order for the City to add VMERS DC, the State of Vermont requires the request to be submitted to them by 12/31/23 for a 7/1/24 effective date.

Recommendation:

To add the VMERS DC plan to the City retirement benefit package.

Recommended Motion - REVISED:

"I move that City Council approve adding the addition of the VMERS DC plan to the City retirement benefit package effective 7/1/24. Current VMERS eligible employees will be given a one-time irrevocable option to switch to the VMERS DC plan on 7/1/2024; all VMERS eligible employees hired after the date

of this vote will be enrolled in the respective DB group, and a Notice of employment will be sent to VMERS.”



MEMORANDUM

TO: Regina Mahony, Manager
FROM: Joanne Pfaff, Administrative Assistant
MEETING DATE: January 10, 2024
SUBJECT: Copier Lease

Issue: The current copier lease for the City expires at the end of January and a new copier lease is required. We currently have 8 copiers that we lease from National Business Technologies. We are adding a copier at 21 Park Street, 2 Lincoln St. 2nd floor (after renovation), and removing the Senior Center Copier. This will give us a total of 9 copiers in the new lease.

Discussion: Proposals were received from National Business Technologies (National) and SymQuest. National quoted the same size copiers that we currently have. These copiers vary in speeds from 35 pages per minute to 60 pages per minute. SymQuest quoted all 30 page per minute copiers. SymQuest based this downsizing on our overall print volumes and said the copiers we currently have are oversized for the amount of printing we do.

National charges a base rate per copier, plus a cost per copy charge, plus a charge for an application they call Goldfax Cloud faxing which allows the users to fax from their computers and stores the faxes on a cloud server. The cost per copy charge is \$.005 for black and white and \$.0419 for color. Based on the meter reads over the last 6 months, the City has paid an average of \$292.17 per month in copy charges. This charge is in addition to the base charge per month. National's base rate per copier includes toner and service. National proposed that we keep the current Brownell Library Staff copier and make it the public copier. National felt that this was more cost-effective than leasing a new copier. National charges \$275 per copier to ship back the old copiers. This amount can be spread out over time and rolled into a new lease. If we went with National and decided to keep the Brownell Library Staff Copier, this would mean we would only ship back 7 old copiers.

SymQuest charges one flat rate per copier and the per copy charge is included in this flat rate so you pay the exact same amount every month whether you print 500 copies or 700 copies. This flat rate also includes toner, staples, and service. SymQuest charges \$350 per copier to ship back the old copiers. This amount can be spread out over time and rolled into a new lease. If we went with SymQuest we would ship back 8 old copiers.

Costs: Estimated cost per month for the National Lease based on our average copy cost per month would be \$1,596.96. This includes \$1,265.50 (copier cost plus GoldFax Cloud Faxing Charge), plus \$292.17 (average monthly copy charge), plus \$39.29 (cost per month to ship 7 copiers back). Estimated total cost over the 60 months (5 years) lease period would be \$95,817.60.

Estimated cost per month for the Symquest Lease would be \$1,327.32. This includes \$1,280.65 (copier cost), plus \$46.67 (cost per month to ship 8 copiers back). Estimated total cost over the 60 month (5 years) lease period would be \$79,639. Note: this includes the library public copier, if that comes out of this lease, this cost will be reduced.

Recommendation: It is recommended that City Council authorize the City Manager to sign a new 60 month lease agreement with SymQuest.

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 3254260	Parts Truck 8 Truck # Document Approved 2023-12-07T18:25:54.6346691Z by: Rick Jones 2023-12-11T15:17:24.9410191Z by: Cindy Delibac	40.72	0.00	40.72	51218	12/15/23
05290	ADVANCE AUTO PARTS 3354298	DEGREASER 5 GA PRPWR Document Approved 2023-12-07T18:27:25.4865849Z by: Rick Jones 2023-12-11T15:19:27.1539397Z by: Cindy Delibac	34.49	0.00	34.49	51218	12/15/23
05290	ADVANCE AUTO PARTS 3354307	TRAILER CONNECTOR 1 EA Document Approved 2023-12-07T18:27:12.1037741Z by: Rick Jones 2023-12-11T15:19:00.4834331Z by: Cindy Delibac	16.12	0.00	16.12	51218	12/15/23
05290	ADVANCE AUTO PARTS 3542212	GREASE GUN COUPLER #5 Document Approved 2023-12-07T18:26:11.5152867Z by: Rick Jones 2023-12-11T15:17:57.263139Z by: Cindy Delibac	5.97	0.00	5.97	51218	12/15/23
05290	ADVANCE AUTO PARTS 3834404	CAR WASH WAX 128 OZ T Document Approved 2023-12-07T18:29:41.9777999Z by: Rick Jones 2023-12-11T15:20:08.1106725Z by: Cindy Delibac	7.35	0.00	7.35	51218	12/15/23
05290	ADVANCE AUTO PARTS 3834408	MINI BULB-LONG LIFE 2 PA Document Approved 2023-12-07T18:31:05.0912465Z by: Rick Jones 2023-12-11T15:20:30.6424393Z by: Cindy Delibac	14.90	0.00	14.90	51218	12/15/23
05290	ADVANCE AUTO PARTS 3834412	3/8 CONDUIT BLK 10FT 10 Document Approved 2023-12-07T18:24:47.7820296Z by: Rick Jones 2023-12-11T15:15:35.8747805Z by: Cindy Delibac	10.71	0.00	10.71	51218	12/15/23
05290	ADVANCE AUTO PARTS 3834416	Whacker led light bar Document Approved 2023-12-07T18:28:12.1114551Z by: Rick Jones 2023-12-11T15:19:57.4056152Z by: Cindy Delibac	129.66	0.00	129.66	51218	12/15/23

					Check Total	259.92	
07305	AIRGAS USA LLC 5503603368	Pool Chemicals Document Approved 2023-12-13T16:32:34.6520344Z by: Harlan SmithDocument Approved 2023-12-13T17:51:41.6255657Z by: Caitlin FayDocument Approved 2023-12-13T18:53:49.6297409Z by: Cindy Delibac	220.04	0.00	220.04	51219	12/15/23
42625	ALDRICH & ELLIOTT PC 81764	Prof services 10/29/23-1 Document Approved 2023-12-12T17:09:56.0027051Z by: Chelsea MandigoDocument Approved 2023-12-14T16:48:30.6292553Z by: Jess MorrisDocument Approved 2023-12-14T17:11:53.1598383Z by: Cindy Delibac	1912.00	0.00	1912.00	51220	12/15/23
28555	ALLEGIANCE TRUCKS R1220030560A	PIERCE 4PICA0ID6DA013435 Document Approved 2023-12-03T14:31:44.2183173Z by: Chris GaboriaultDocument Approved 2023-12-11T15:25:35.612313Z by: Cindy Delibac	25.65	0.00	25.65	51221	12/15/23
28555	ALLEGIANCE TRUCKS R40100830302	DIAGNOS Repair - exhaust Document Approved 2023-12-07T18:30:40.51991Z by: Rick Jones 2023-12-08T12:29:31.1458543Z by: Jess MorrisDocument Approved 2023-12-11T15:24:53.6211071Z by: Cindy Delibac	7467.74	0.00	7467.74	51221	12/15/23
28555	ALLEGIANCE TRUCKS X12202477301	122X/3/4X6 CARBIDE W COV Document Approved 2023-11-30T19:18:46.7952994Z by: Rick Jones 2023-12-05T14:12:03.641213Z by: Jess MorrisDocument Approved 2023-12-11T15:21:43.0345371Z by: Cindy Delibac	2310.00	0.00	2310.00	51221	12/15/23

					Check Total	9803.39	

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES 11DT4DFQJW6R	Office Supplies DocumentApproved 2023-12-14T15:34:12.1789595Z by: Brad LuckDocumentApproved 2023-12-14T15:34:35.7521666Z by: Caitlin FayDocumentApproved 2023-12-14T17:12:15.0659925Z by: Cindy Delibac	11.89	0.00	11.89	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 13NKP4KLMJ7	Basketball Supplies DocumentApproved 2023-12-12T21:03:24.5052172Z by: Pat IvoryDocumentApproved 2023-12-13T15:54:07.7769586Z by: Caitlin FayDocumentApproved 2023-12-13T16:47:21.4396339Z by: Cindy Delibac	151.90	0.00	151.90	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 14WFNTWR43RH	Programs Drone DocumentApproved 2023-11-30T21:10:22.9897186Z by: Brad LuckDocumentApproved 2023-12-01T13:13:39.6668758Z by: Caitlin FayDocumentApproved 2023-12-05T14:12:39.915064Z by: Jess MorrisDocumentApproved 2023-12-11T15:27:33.7817086Z by: Cindy Delibac	1199.95	0.00	1199.95	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 164JYJD7F77	PS Supplies DocumentApproved 2023-12-07T16:00:42.1666463Z by: Brad LuckDocumentApproved 2023-12-12T17:00:22.1827123Z by: Caitlin FayDocumentApproved 2023-12-12T21:12:51.054548Z by: Cindy Delibac	598.78	0.00	598.78	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 17XFH9HTXFR9	Drone Supplies DocumentApproved 2023-12-07T16:00:30.9692427Z by: Brad LuckDocumentApproved 2023-12-12T16:59:28.4693748Z by: Caitlin FayDocumentApproved 2023-12-12T21:12:19.9568254Z by: Cindy Delibac	77.94	0.00	77.94	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 17XFH9HTX3V3	Soldering Supplies DocumentApproved 2023-12-11T13:01:41.4233046Z by: Harlan SmithDocumentApproved 2023-12-12T16:59:55.2334318Z by: Caitlin FayDocumentApproved 2023-12-12T21:12:36.5134452Z by: Cindy Delibac	12.98	0.00	12.98	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 19XPMVRW1PHD	PS Supplies DocumentApproved 2023-12-07T16:00:43.7135249Z by: Brad LuckDocumentApproved 2023-12-12T17:00:35.5580616Z by: Caitlin FayDocumentApproved 2023-12-12T21:12:56.70077Z by: Cindy Delibac	50.93	0.00	50.93	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1CFW4C1PPNF	RK Hiawatha Supplies DocumentApproved 2023-12-13T18:41:41.6314311Z by: Alyssa CallanDocumentApproved 2023-12-13T18:50:47.4571665Z by: Caitlin FayDocumentApproved 2023-12-13T19:51:06.941592Z by: Cindy Delibac	7.64	0.00	7.64	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1F4L9CFL3C1R	RK MSP Supplies DocumentApproved 2023-12-12T20:52:17.2292296Z by: Alyssa CallanDocumentApproved 2023-12-13T15:54:41.2689978Z by: Caitlin FayDocumentApproved 2023-12-13T16:47:32.1769672Z by: Cindy Delibac	103.96	0.00	103.96	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1FQPJ1RNY3MC	RK Hiawatha Supplies DocumentApproved 2023-12-13T18:43:35.6679734Z by: Alyssa CallanDocumentApproved 2023-12-13T18:51:33.2453957Z by: Caitlin FayDocumentApproved 2023-12-13T19:51:27.7681184Z by: Cindy Delibac	209.35	0.00	209.35	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1FXKHXP1LHJ7	RK FMS Supplies DocumentApproved 2023-12-12T20:54:25.9008569Z by: Alyssa CallanDocumentApproved 2023-12-13T15:56:40.7032775Z by: Caitlin FayDocumentApproved 2023-12-13T16:47:53.4358265Z by: Cindy Delibac	301.96	0.00	301.96	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1GJWHYWXWNV	Office Supplies DocumentApproved 2023-12-14T15:34:13.5926394Z by: Brad LuckDocumentApproved 2023-12-14T15:34:36.3634221Z by: Caitlin FayDocumentApproved 2023-12-14T17:12:19.2767643Z by: Cindy Delibac	59.05	0.00	59.05	51222	12/15/23
19815	AMAZON CAPITAL SERVICES 1GKPTF4N9LJD	2 Lincoln Switch Covers DocumentApproved 2023-12-13T18:27:00.9814586Z by: Harlan	5.98	0.00	5.98	51222	12/15/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		SmithDocumentApproved 2023-12-13T18:52:40.0136778Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:39.7566667Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1GNRM4DX91RV RK FMS Supplies	49.98	0.00	49.98	51222	12/15/23
		DocumentApproved 2023-12-13T18:45:06.699741Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T18:52:50.4352364Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:47.9919368Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1H19RR7YYPXD Behavior Support Supplie	6.00	0.00	6.00	51222	12/15/23
		DocumentApproved 2023-12-12T20:42:05.7109801Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:52:19.7082777Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:46:49.2798524Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1H3P11QW3MMN RK MSP Supplies	77.50	0.00	77.50	51222	12/15/23
		DocumentApproved 2023-12-12T20:51:59.0236246Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:54:35.45559Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:47:26.7088881Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1HXT7Y7XRG3G RK Westford Supplies	123.17	0.00	123.17	51222	12/15/23
		DocumentApproved 2023-12-13T18:42:22.9341935Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T18:51:07.8024851Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:16.5873386Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1HXT7Y7XVYR7 RK Summit Supplies	135.11	0.00	135.11	51222	12/15/23
		DocumentApproved 2023-12-13T18:44:28.0963965Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T18:51:53.8214681Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:36.3997259Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1JGCN6PFRTHC RK FMS CREDIT	-139.56	0.00	-139.56	51222	12/15/23
		DocumentApproved 2023-12-12T20:53:27.6203411Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:55:23.5843025Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:47:43.6382681Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1JPRDXQPMRH RK EES Supplies	9.99	0.00	9.99	51222	12/15/23
		DocumentApproved 2023-12-12T20:39:15.4215581Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:50:30.1556275Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:46:43.4229911Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1JR3RJQFM4RF RK FMS Supplies	104.17	0.00	104.17	51222	12/15/23
		DocumentApproved 2023-12-13T18:44:03.273754Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T18:51:42.3981497Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:31.0807847Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1M4VPVXX46K4 RK FMS Supplies	112.08	0.00	112.08	51222	12/15/23
		DocumentApproved 2023-12-13T18:43:19.7027581Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T18:51:24.8306321Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:51:25.7075098Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1MRPJLVJFP9V RK MSP Supplies	71.79	0.00	71.79	51222	12/15/23
		DocumentApproved 2023-12-12T20:52:46.2739325Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:55:01.4990508Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:47:37.5768186Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1MRPJLVJGD1L RK Hiawatha Supplies	75.91	0.00	75.91	51222	12/15/23
		DocumentApproved 2023-12-12T20:54:45.6003435Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:56:56.1209563Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:47:59.4179644Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1MVM9JV1XK9R BL AColl DEC23	26.33	0.00	26.33	51222	12/15/23
		DocumentApproved 2023-12-13T18:20:06.5472779Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:12:14.4639825Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1NRP69VGDVVV Office Supplies	41.98	0.00	41.98	51222	12/15/23
		DocumentApproved 2023-12-14T15:34:06.5306266Z by: Brad LuckDocumentApproved					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
	2023-12-14T15:34:32.5201352Z	by: Caitlin FayDocumentApproved					
	2023-12-14T17:11:58.5464397Z	by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1NYKK1DY3JPH RK MSP Supplies	354.03	0.00	354.03	51222	12/15/23
	DocumentApproved	2023-12-12T20:43:38.188968Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T15:52:34.345737Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T16:47:05.9156908Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1QCLY4L46QNR PS Supplies	58.97	0.00	58.97	51222	12/15/23
	DocumentApproved	2023-12-07T16:00:35.2315327Z					
	by: Brad LuckDocumentApproved						
	2023-12-12T16:59:45.1094272Z	by: Caitlin FayDocumentApproved					
	2023-12-12T21:12:32.1088258Z	by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1QDXVHNCFQ1R Park Street Lights	200.79	0.00	200.79	51222	12/15/23
	DocumentApproved	2023-12-11T13:01:30.7857645Z					
	by: Harlan	SmithDocumentApproved					
	2023-12-12T16:59:36.7747171Z	by: Caitlin					
	FayDocumentApproved	2023-12-12T21:12:25.2998697Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1QPDKF49HQHK RK Summit Supplies	193.13	0.00	193.13	51222	12/15/23
	DocumentApproved	2023-12-13T18:44:47.2152039Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T18:52:48.2855652Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T19:51:44.1574712Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1RPGH7HMLL67 Maint Supplies	43.35	0.00	43.35	51222	12/15/23
	DocumentApproved	2023-12-11T13:03:52.3940683Z					
	by: Harlan	SmithDocumentApproved					
	2023-12-12T17:00:46.1830017Z	by: Caitlin					
	FayDocumentApproved	2023-12-12T21:13:01.7403684Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1RR41JGC4MJK RK Summit Supplies	58.53	0.00	58.53	51222	12/15/23
	DocumentApproved	2023-12-12T20:45:57.7460017Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T15:52:59.3841877Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T16:47:11.7433185Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1VG1CP44Q61H Train Hop Supplies	199.72	0.00	199.72	51222	12/15/23
	DocumentApproved	2023-12-06T19:40:37.7358876Z					
	by: Lindsey	HambletDocumentApproved					
	2023-12-12T16:59:14.1971336Z	by: Caitlin					
	FayDocumentApproved	2023-12-12T21:12:09.702037Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1WMVCVVMG6WT RK MSP Supplies	191.61	0.00	191.61	51222	12/15/23
	DocumentApproved	2023-12-13T18:42:01.9556332Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T18:51:00.4249293Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T19:51:11.863793Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1X1DRMQ1H4GL RK Hiawatha Supplies	43.97	0.00	43.97	51222	12/15/23
	DocumentApproved	2023-12-12T20:47:38.4946339Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T15:53:37.0984161Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T16:47:16.9215056Z					
	by: Cindy Delibac						
19815	AMAZON CAPITAL SERVICES	1YJDF6NMNX7N BL AColl-SUPPLY DEC23	291.44	0.00	291.44	51222	12/15/23
	DocumentApproved	2023-12-13T18:19:36.6600306Z					
	by: Wendy	HyskoDocumentApproved					
	2023-12-13T19:11:53.0545857Z	by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1YJDF6NMPP16 BBall Supplies	188.52	0.00	188.52	51222	12/15/23
	DocumentApproved	2023-12-13T18:24:01.2600695Z					
	by: Pat IvoryDocumentApproved						
	2023-12-13T18:51:48.4630639Z	by: Caitlin FayDocumentApproved					
	2023-12-13T19:51:33.8526753Z	by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1YJDF6NMYMD3 RK Hiawatha Supplies	18.99	0.00	18.99	51222	12/15/23
	DocumentApproved	2023-12-13T18:42:53.5863621Z					
	by: Alyssa	CallanDocumentApproved					
	2023-12-13T18:51:17.7500172Z	by: Caitlin					
	FayDocumentApproved	2023-12-13T19:51:20.0176127Z					
	by: Cindy Delibac						

					Check Total	5329.81	

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80025	ANGER JOE	175728 Program Refund ANGER 50	50.00	0.00	50.00	51226	12/15/23
		Document Approved 2023-12-12T17:25:11.2808037Z by: Brad Luck					
		Document Approved 2023-12-12T17:31:07.9425172Z by: Caitlin Fay					
		Document Approved 2023-12-13T16:34:46.0342246Z by: Cindy Delibac					
02420	AUTOZONE	3236408547 Antifreeze	43.98	0.00	43.98	51227	12/15/23
		Document Approved 2023-12-03T14:43:27.1990349Z by: Chris					
		Gaboriault Document Approved 2023-12-11T15:32:32.3524429Z by: Cindy Delibac					
80061	BASSICK, LINDA	BASSICK DEC2 BL JProg DEC2023	100.00	0.00	100.00	51228	12/15/23
		Document Approved 2023-12-13T18:20:02.7880586Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:13:03.2302742Z by: Cindy Delibac					
30125	BIEBER PHILLIP	112023PBiebe BWAC Stipend Nov 23	50.00	0.00	50.00	51229	12/15/23
		Document Approved 2023-12-13T16:23:27.3383649Z by: Chris Yuen					
		Document Approved 2023-12-13T16:48:10.4196516Z by: Cindy Delibac					
00530	BRODART CO	B6692898 BL AColl-SUPPLY NOV23	302.44	0.00	302.44	51230	12/15/23
		Document Approved 2023-12-13T18:22:56.3980704Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:14:07.1680514Z by: Cindy Delibac					
00530	BRODART CO	B6695386 BL LibDon-Supply NOV23	32.79	0.00	32.79	51230	12/15/23
		Document Approved 2023-12-12T21:04:31.5698393Z by: Wendy					
		Hysko Document Approved 2023-12-12T21:18:02.1708704Z by: Cindy Delibac					
00530	BRODART CO	B6695644 BL LibDon-Supply NOV23	45.68	0.00	45.68	51230	12/15/23
		Document Approved 2023-12-12T21:04:07.0092474Z by: Wendy					
		Hysko Document Approved 2023-12-12T21:17:36.2868365Z by: Cindy Delibac					
00530	BRODART CO	B6696146 BL AColl-SUPPLY NOV23	42.48	0.00	42.48	51230	12/15/23
		Document Approved 2023-12-13T18:20:09.9819943Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:13:10.8254193Z by: Cindy Delibac					
00530	BRODART CO	B6697968 BL JColl-SUPPLY NOV23	234.91	0.00	234.91	51230	12/15/23
		Document Approved 2023-12-13T18:21:04.3883573Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:13:23.0515004Z by: Cindy Delibac					
00530	BRODART CO	B6697977 BL JCOLL-SUPPLY NOV23	10.72	0.00	10.72	51230	12/15/23
		Document Approved 2023-12-13T18:22:49.5111179Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:14:01.1518323Z by: Cindy Delibac					
00530	BRODART CO	B6701641 BL AColl-SUPPLY NOV23	55.53	0.00	55.53	51230	12/15/23
		Document Approved 2023-12-12T21:03:59.5487976Z by: Wendy					
		Hysko Document Approved 2023-12-12T21:17:19.5785497Z by: Cindy Delibac					
00530	BRODART CO	B6701662 BL AREPL-SUPPLY NOV23	53.28	0.00	53.28	51230	12/15/23
		Document Approved 2023-12-12T21:04:23.7904465Z by: Wendy					
		Hysko Document Approved 2023-12-12T21:17:48.2940441Z by: Cindy Delibac					
00530	BRODART CO	B6701685 BL AColl NOV23	62.67	0.00	62.67	51230	12/15/23
		Document Approved 2023-12-13T18:21:34.7680697Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:13:42.7733795Z by: Cindy Delibac					
00530	BRODART CO	B6701688 BL AColl-SUPPLY NOV23	18.29	0.00	18.29	51230	12/15/23
		Document Approved 2023-12-12T21:06:15.4028015Z by: Wendy					
		Hysko Document Approved 2023-12-12T21:18:12.5283797Z by: Cindy Delibac					
00530	BRODART CO	B6702635 BL LibDon-SUPPLY NOV23	95.10	0.00	95.10	51230	12/15/23
		Document Approved 2023-12-13T18:20:43.1672123Z by: Wendy					
		Hysko Document Approved 2023-12-13T19:13:15.0505911Z by: Cindy Delibac					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
00530	BRODART CO	B6708424 BL AColl-SUPPLY DEC23	24.41	0.00	24.41	51230	12/15/23
		DocumentApproved 2023-12-13T18:21:29.4949957Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:36.9125228Z by: Cindy Delibac					
00530	BRODART CO	B6708463 BL AColl-SUPPLY DEC23	176.72	0.00	176.72	51230	12/15/23
		DocumentApproved 2023-12-13T18:21:29.8685403Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:38.6905368Z by: Cindy Delibac					
00530	BRODART CO	B6708668 BL AColl-SUPPLY DEC23	100.15	0.00	100.15	51230	12/15/23
		DocumentApproved 2023-12-13T18:22:18.8577274Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:50.9632687Z by: Cindy Delibac					
00530	BRODART CO	B6708872 BL AColl-SUPPLY DEC23	48.93	0.00	48.93	51230	12/15/23
		DocumentApproved 2023-12-13T18:19:57.1263207Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:09.0251978Z by: Cindy Delibac					
00530	BRODART CO	B6708901 BL AColl-SUPPLY DEC23	16.13	0.00	16.13	51230	12/15/23
		DocumentApproved 2023-12-13T18:22:34.5926858Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:55.1025497Z by: Cindy Delibac					
00530	BRODART CO	B6708933 BL ARepl-SUPPLY DEC23	53.31	0.00	53.31	51230	12/15/23
		DocumentApproved 2023-12-13T18:21:24.3774304Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:13:26.4989577Z by: Cindy Delibac					

				Check Total	1373.54		
16030	BROWN ELECTRIC	38339 reset cross walk. Main S	442.00	0.00	442.00	51232	12/15/23
		DocumentApproved 2023-12-07T18:29:29.6913018Z by: Rick JonesDocumentApproved					
		2023-12-11T15:33:20.1726406Z by: Cindy Delibac					
80025	CANNIZZARO LISA	175729 Program Refund cANNIZZAR	50.00	0.00	50.00	51233	12/15/23
		DocumentApproved 2023-12-12T17:25:02.0515Z by: Brad LuckDocumentApproved					
		2023-12-12T17:31:02.6802111Z by: Caitlin FayDocumentApproved					
		2023-12-13T16:34:08.2856321Z by: Cindy Delibac					
03000	CARGILL SALT EASTERN INC	2908839671 DEICER SALT ICE CNTRL BL	1891.12	0.00	1891.12	51234	12/15/23
		DocumentApproved 2023-12-07T18:38:06.5611235Z by: Rick JonesDocumentApproved					
		2023-12-08T12:29:25.7002851Z by: Jess MorrisDocumentApproved					
		2023-12-11T15:33:57.047642Z by: Cindy Delibac					
03000	CARGILL SALT EASTERN INC	2908860296 DEICER SALT ICE CNTRL BL	4848.80	0.00	4848.80	51234	12/15/23
		DocumentApproved 2023-12-07T18:38:22.0844697Z by: Rick JonesDocumentApproved					
		2023-12-08T12:29:00.5545449Z by: Jess MorrisDocumentApproved					
		2023-12-11T15:33:40.9173506Z by: Cindy Delibac					

				Check Total	6739.92		
V0461	CENTRAL BEVERAGE	116 BL AColl NOV23	310.00	0.00	310.00	51235	12/15/23
		DocumentApproved 2023-12-13T18:20:36.9734352Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:14:17.4145754Z by: Cindy Delibac					
33850	CENTRAL VERMONT PROPERTIES INC	9500257584 RR ROW	55.00	0.00	55.00	51236	12/15/23
		DocumentApproved 2023-12-05T14:28:06.3514803Z by: Jess					
		MorrisDocumentApproved 2023-12-11T15:34:22.9396838Z by: Cindy Delibac					
23435	CHAMPLAIN WATER DISTRICT	113023 Water Nov 2023	276920.86	0.00	276920.86	51237	12/15/23
		DocumentApproved 2023-12-05T14:11:53.4511092Z by: Jess					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		MorrisDocumentApproved 2023-12-05T14:13:00.6160381Z by: Jess					
		MorrisDocumentApproved 2023-12-06T22:05:41.3644525Z by: Regina					
		MahonyDocumentApproved 2023-12-11T18:44:51.3825295Z by: Cindy Delibac					
23455	CHITTENDEN SOLID WASTE DIST. 18263	Biosolids to Grasslands	11962.89	0.00	11962.89	51238	12/15/23
		DocumentApproved 2023-12-12T17:18:06.1106718Z by: Chelsea					
		MandigoDocumentApproved 2023-12-14T16:48:59.4104032Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:12:50.6379918Z by: Cindy Delibac					
80025	CHRISTOPHER LEAH 176567	Leah Christopher \$185 Re	185.00	0.00	185.00	51239	12/15/23
		DocumentApproved 2023-12-13T16:48:16.3088757Z by: Brad LuckDocumentApproved					
		2023-12-13T17:50:56.0263967Z by: Caitlin FayDocumentApproved					
		2023-12-13T19:26:27.4730499Z by: Cindy Delibac					
17895	CLEAN NEST 13524	BL BLDGSRM NOV23 Carpet	750.00	0.00	750.00	51240	12/15/23
		DocumentApproved 2023-12-13T14:16:22.5808166Z by: Tracey					
		DurganDocumentApproved 2023-12-13T18:22:27.8575194Z by: Wendy					
		HyskoDocumentApproved 2023-12-14T12:54:30.4393236Z by: Harlan					
		SmithDocumentApproved 2023-12-14T17:13:12.2546262Z by: Cindy Delibac					
17895	CLEAN NEST 13525	City Cleaning November	3566.32	0.00	3566.32	51240	12/15/23
		DocumentApproved 2023-12-14T12:50:27.5878477Z by: Harlan					
		SmithDocumentApproved 2023-12-14T15:10:00.7431865Z by: Wendy					
		HyskoDocumentApproved 2023-12-14T16:42:09.8245166Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:13:05.924375Z by: Cindy Delibac					
17895	CLEAN NEST 13526	MSP Cleaning November	4238.58	0.00	4238.58	51240	12/15/23
		DocumentApproved 2023-12-14T12:56:46.1750241Z by: Harlan					
		SmithDocumentApproved 2023-12-14T14:55:44.7493101Z by: Caitlin					
		FayDocumentApproved 2023-12-14T15:02:53.4699906Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:13:17.774495Z by: Cindy Delibac					
17895	CLEAN NEST 13527	Waster Water Facility Cl	212.00	0.00	212.00	51240	12/15/23
		DocumentApproved 2023-12-14T16:32:59.7467988Z by: Chelsea					
		MandigoDocumentApproved 2023-12-14T17:13:00.0652266Z by: Cindy Delibac					

				Check Total	8766.90		
04940	COMCAST 00918111123	TV Internet 11/19 to 12	262.19	0.00	262.19	51241	12/15/23
		DocumentApproved 2023-12-07T18:28:44.5102285Z by: Rick JonesDocumentApproved					
		2023-12-11T18:46:20.5879378Z by: Cindy Delibac					
04940	COMCAST 01763151123	MSP Internet Dec	405.40	0.00	405.40	51242	12/15/23
		DocumentApproved 2023-12-11T13:03:33.5608704Z by: Harlan					
		SmithDocumentApproved 2023-12-12T16:58:56.8786371Z by: Caitlin					
		FayDocumentApproved 2023-12-12T21:13:28.2046313Z by: Cindy Delibac					
04940	COMCAST 02109081123	Park St Internet Dec	252.24	0.00	252.24	51243	12/15/23
		DocumentApproved 2023-12-11T13:00:22.3560604Z by: Harlan					
		SmithDocumentApproved 2023-12-12T16:58:42.9846962Z by: Caitlin					
		FayDocumentApproved 2023-12-12T21:13:22.7015035Z by: Cindy Delibac					
17025	COONRADT AMY 0157	Planning Commission minu	125.62	0.00	125.62	51244	12/15/23
		DocumentApproved 2023-12-14T14:53:34.9915889Z by: Chris YuenDocumentApproved					

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

2023-12-14T17:13:36.5649456Z by: Cindy Delibac							
19065	CPL ELECTRICAL CONSTRUCTION CO 1923	City Electrical Work	270.00	0.00	270.00	51245	12/15/23
	DocumentApproved 2023-12-13T17:04:09.1031649Z by: Tracey						
	DurganDocumentApproved 2023-12-13T18:21:19.1271303Z by: Wendy						
	HyskoDocumentApproved 2023-12-13T20:17:16.1574702Z by: Chris						
	GaboriaultDocumentApproved 2023-12-14T17:14:01.0975301Z by: Cindy Delibac						
38280	CRYSTAL ROCK BOTTLED WATER INC 177222771205 2 Lincoln Water Dec 23		40.97	0.00	40.97	51246	12/15/23
	DocumentApproved 2023-12-12T14:02:47.8670547Z by: Ashley						
	SnellenbergerDocumentApproved 2023-12-12T21:15:03.9151215Z by: Cindy Delibac						
80025	DAVIES MICHELLE 175635	Program Refund DAVIES 18	180.00	0.00	180.00	51247	12/15/23
	DocumentApproved 2023-12-12T17:24:31.2728034Z by: Brad LuckDocumentApproved						
	2023-12-12T17:30:56.2951119Z by: Caitlin FayDocumentApproved						
	2023-12-13T16:25:11.588909Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 21806112823	Main Street Waterline re	30960.23	0.00	30960.23	51248	12/15/23
	DocumentApproved 2023-11-30T19:54:58.1065586Z by: Rick JonesDocumentApproved						
	2023-12-05T14:12:09.2848834Z by: Jess MorrisDocumentApproved						
	2023-12-06T22:05:35.7591179Z by: Regina MahonyDocumentApproved						
	2023-12-11T18:46:55.3706248Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 22815 120523	Main St Pocket Park w Da	1192.50	0.00	1192.50	51248	12/15/23
	DocumentApproved 2023-12-13T16:15:56.1967848Z by: Chris YuenDocumentApproved						
	2023-12-14T16:44:51.5226956Z by: Jess MorrisDocumentApproved						
	2023-12-14T17:14:17.5821821Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 22820112823	Brickyard Road Culvert R	1062.47	0.00	1062.47	51248	12/15/23
	DocumentApproved 2023-12-04T13:51:38.4753641Z by: Chelsea						
	MandigoDocumentApproved 2023-12-05T14:12:55.4851492Z by: Jess						
	MorrisDocumentApproved 2023-12-11T18:46:49.5451154Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 22822 110223	the Crescent Connector P	43269.08	0.00	43269.08	51248	12/15/23
	DocumentApproved 2023-12-12T14:09:30.2043747Z by: Rick JonesDocumentApproved						
	2023-12-14T16:44:33.8309724Z by: Jess MorrisDocumentApproved						
	2023-12-14T16:45:52.3119013Z by: Regina MahonyDocumentApproved						
	2023-12-14T17:14:11.7630801Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 22822 120523	the Crescent Connector P	35825.68	0.00	35825.68	51248	12/15/23
	DocumentApproved 2023-12-12T14:13:12.1141888Z by: Rick JonesDocumentApproved						
	2023-12-14T16:48:00.7004944Z by: Jess MorrisDocumentApproved						
	2023-12-14T16:53:53.9551324Z by: Regina MahonyDocumentApproved						
	2023-12-14T17:14:37.3229016Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 23-803Nov23 2 Lincoln Renovations No		176.00	0.00	176.00	51248	12/15/23
	DocumentApproved 2023-12-05T14:54:14.6373383Z by: Harlan						
	SmithDocumentApproved 2023-12-05T14:57:43.4809205Z by: Harlan						
	SmithDocumentApproved 2023-12-05T15:21:00.9097119Z by: Harlan						
	SmithDocumentApproved 2023-12-11T18:47:02.6358756Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 23804112823	Provide assistance relat	6666.78	0.00	6666.78	51248	12/15/23
	DocumentApproved 2023-11-30T19:55:46.563021Z by: Rick JonesDocumentApproved						
	2023-12-05T14:12:29.4689906Z by: Jess MorrisDocumentApproved						
	2023-12-11T18:47:11.0659888Z by: Cindy Delibac						
25715	DONALD L. HAMLIN CONSULT ENG I 238091223	Brownell Project Review	336.00	0.00	336.00	51248	12/15/23
	DocumentApproved 2023-12-13T17:06:10.5364854Z by: Tracey						

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
DurganDocumentApproved 2023-12-13T18:24:44.3402035Z by: Wendy HyskoDocumentApproved 2023-12-13T18:28:28.3779465Z by: Harlan SmithDocumentApproved 2023-12-13T19:15:16.9873858Z by: Cindy Delibac							
					Check Total	119488.74	
36240	DUBOIS & KING INC	1223056 Crescent Connector STP 5	2848.26	0.00	2848.26	51249	12/15/23
DocumentApproved 2023-12-12T14:14:47.9711195Z by: Rick JonesDocumentApproved 2023-12-14T16:49:09.2159775Z by: Jess MorrisDocumentApproved 2023-12-14T17:15:07.0499212Z by: Cindy Delibac							
40025	E J PRESCOTT INC	6225111 4-1/2-5-1/2 SERV BOX W/P	503.40	0.00	503.40	51250	12/15/23
DocumentApproved 2023-12-07T18:37:45.8210881Z by: Rick JonesDocumentApproved 2023-12-11T19:48:53.3979826Z by: Cindy Delibac							
40025	E J PRESCOTT INC	6229898 FULL WRAP LEAK CLAMPs	489.51	0.00	489.51	51250	12/15/23
DocumentApproved 2023-12-07T18:36:53.9045078Z by: Rick JonesDocumentApproved 2023-12-11T19:48:28.4089542Z by: Cindy Delibac							
					Check Total	992.91	
35260	EAST COAST PRINTERS INC	11022313 Shirts Jackets	2734.70	0.00	2734.70	51251	12/15/23
DocumentApproved 2023-12-12T02:27:11.2253585Z by: Chris GaboriaultDocumentApproved 2023-12-14T16:49:24.7755106Z by: Jess MorrisDocumentApproved 2023-12-14T17:15:19.499866Z by: Cindy Delibac							
V10347	EHRlich	53601375 PEST CONTROL MAINTENANCE	87.11	0.00	87.11	51252	12/15/23
DocumentApproved 2023-12-12T17:18:38.2049892Z by: Chelsea MandigoDocumentApproved 2023-12-12T21:15:53.4690445Z by: Cindy Delibac							
V10734	ENCORE ESSEX JUNCTION SOLAR I	2310WWTP Fixed Monthly Payment (9	2969.11	0.00	2969.11	51253	12/15/23
DocumentApproved 2023-12-12T17:08:28.1873266Z by: Chelsea MandigoDocumentApproved 2023-12-14T16:48:20.6122639Z by: Jess MorrisDocumentApproved 2023-12-14T17:15:42.4799085Z by: Cindy Delibac							
V10734	ENCORE ESSEX JUNCTION SOLAR I	2311WWTP Fixed Monthly Payment (1	2969.11	0.00	2969.11	51253	12/15/23
DocumentApproved 2023-12-12T17:18:17.1373794Z by: Chelsea MandigoDocumentApproved 2023-12-14T16:49:20.1421614Z by: Jess MorrisDocumentApproved 2023-12-14T17:15:55.7261664Z by: Cindy Delibac							
					Check Total	5938.22	
06870	ENDYNE INC	471113 Constituent Monitoring-o	90.00	0.00	90.00	51254	12/15/23
DocumentApproved 2023-12-04T13:50:11.4517618Z by: Chelsea MandigoDocumentApproved 2023-12-11T19:49:07.4229909Z by: Cindy Delibac							
03280	ENGINEERS CONSTRUCTION INC	6895 Crescent Connector Phase	175294.60	0.00	175294.60	51255	12/15/23
DocumentApproved 2023-12-12T14:16:10.0187767Z by: Rick JonesDocumentApproved 2023-12-14T16:49:30.8459799Z by: Jess MorrisDocumentApproved 2023-12-14T16:55:24.062726Z by: Regina MahonyDocumentApproved 2023-12-14T17:16:06.1279449Z by: Cindy Delibac							

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
38955	F W WEBB COMPANY	83339803 CIRC PMP 00 ILN CART CI	489.20	0.00	489.20	51256	12/15/23
		DocumentApproved 2023-12-12T16:59:02.5378554Z by: Chelsea					
		MandigoDocumentApproved 2023-12-12T21:16:23.5471269Z by: Cindy Delibac					
38955	F W WEBB COMPANY	83394138 Bisulfite pump #2 parts	36.02	0.00	36.02	51256	12/15/23
		DocumentApproved 2023-12-12T17:21:02.3680646Z by: Chelsea					
		MandigoDocumentApproved 2023-12-12T21:16:45.7027277Z by: Cindy Delibac					

				Check Total	525.22		
80021	FIRST NATIONAL BANK OF OMAHA M 000204	Luckys LED lights trk #	20.00	0.00	20.00	51257	12/15/23
		DocumentApproved 2023-12-15T15:18:30.1976505Z by: Rick JonesDocumentApproved					
		2023-12-15T15:20:43.1954113Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 01760	047983 we sb 150-ct LED	400.84	0.00	400.84	51257	12/15/23
80021	FIRST NATIONAL BANK OF OMAHA M 114-3879963	Amazon EJFD Supplies Nov	38.00	0.00	38.00	51257	12/15/23
		DocumentApproved 2023-11-28T02:03:20.6243942Z by: Chris					
		GaboriaultDocumentApproved 2023-11-28T15:34:17.7259865Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 114-5777655	Amazon EJED Supplies Nov	67.49	0.00	67.49	51257	12/15/23
		DocumentApproved 2023-11-28T02:03:25.8605483Z by: Chris					
		GaboriaultDocumentApproved 2023-11-28T15:35:37.5028798Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 114-7651020	Amazon EJFD Supplies Nov	29.97	0.00	29.97	51257	12/15/23
		DocumentApproved 2023-11-28T02:03:31.0914746Z by: Chris					
		GaboriaultDocumentApproved 2023-11-28T15:35:07.4633408Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 133813	HRIS DEC 2023	615.08	0.00	615.08	51257	12/15/23
		DocumentApproved 2023-12-05T16:14:28.0633324Z by: Colleen					
		DwyerDocumentApproved 2023-12-06T13:08:05.436475Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:18:02.5230433Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 230850233	Zoom Annual License 2024	1829.90	0.00	1829.90	51257	12/15/23
		DocumentApproved 2023-12-12T14:09:31.1826568Z by: Ashley					
		SnellenbergerDocumentApproved 2023-12-14T16:45:41.0793549Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:17:40.1663955Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 36052	Staples supplies	287.52	0.00	287.52	51257	12/15/23
		DocumentApproved 2023-12-15T15:18:24.9938511Z by: Rick JonesDocumentApproved					
		2023-12-15T15:20:14.8311785Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M 5301856	CIGNA WELLNESS BENEFIT	175.00	0.00	175.00	51257	12/15/23
		DocumentApproved 2023-12-08T20:24:12.5848372Z by: Colleen					
		DwyerDocumentApproved 2023-12-14T17:42:28.2176002Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M CIGNAWELL1	cigna wellness benefit	1039.60	0.00	1039.60	51257	12/15/23
		DocumentApproved 2023-12-08T16:25:30.2496626Z by: Colleen					
		DwyerDocumentApproved 2023-12-08T19:05:01.4571867Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:17:53.8245927Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M CIGNAWELL2	cigna wellness benefit	700.00	0.00	700.00	51257	12/15/23
		DocumentApproved 2023-12-08T16:26:21.1082223Z by: Colleen					
		DwyerDocumentApproved 2023-12-14T17:16:40.3979017Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M CIGWELL10	CIGNA WELLNESS BENEFIT	1079.70	0.00	1079.70	51257	12/15/23
		DocumentApproved 2023-12-08T16:25:07.6169321Z by: Colleen					
		DwyerDocumentApproved 2023-12-08T19:04:57.3672235Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:17:47.5389723Z by: Cindy Delibac					
80021	FIRST NATIONAL BANK OF OMAHA M CIGWELL3	cigna wellness benefit	250.00	0.00	250.00	51257	12/15/23
		DocumentApproved 2023-12-08T16:26:33.8048896Z by: Colleen					
		DwyerDocumentApproved 2023-12-14T17:18:22.0848912Z by: Cindy Delibac					

For checks For Check Acct 01(GENERAL FUND) 12/08/2023 To 12/15/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OMAHA M CIGWELL4	CIGNA WELLNESS BENEFIT DocumentApproved 2023-12-08T16:25:50.1010183Z by: Colleen DwyerDocumentApproved 2023-12-14T17:18:14.7547106Z by: Cindy Delibac	500.00	0.00	500.00	51257	12/15/23
80021	FIRST NATIONAL BANK OF OMAHA M CIGWELL5	CIGNA WELLNESS BENEFITS DocumentApproved 2023-12-08T16:25:39.9703563Z by: Colleen DwyerDocumentApproved 2023-12-14T17:18:09.7810743Z by: Cindy Delibac	600.00	0.00	600.00	51257	12/15/23
80021	FIRST NATIONAL BANK OF OMAHA M CIGWELL9	CIGNA WELLNESS BENEFIT DocumentApproved 2023-12-08T16:24:41.1605792Z by: Colleen DwyerDocumentApproved 2023-12-14T17:16:28.1344458Z by: Cindy Delibac	150.00	0.00	150.00	51257	12/15/23
80021	FIRST NATIONAL BANK OF OMAHA M PW11302023	PW Supplies for Landscap DocumentApproved 2023-12-13T18:19:17.4226111Z by: Rick JonesDocumentApproved 2023-12-14T17:42:39.7138648Z by: Cindy Delibac	141.77	0.00	141.77	51257	12/15/23
80021	FIRST NATIONAL BANK OF OMAHA M cigwell18	CIGNA WELLNESS BENEFITS DocumentApproved 2023-12-08T16:26:02.5208752Z by: Colleen DwyerDocumentApproved 2023-12-14T17:18:19.988089Z by: Cindy Delibac	500.00	0.00	500.00	51257	12/15/23

					Check Total	8424.87	
21835	FIRST NATIONAL BANK OMAHA-5351 650792190695	Pizza for Fire Dept Rece DocumentApproved 2023-12-08T16:47:15.2743119Z by: Chris GaboriaultDocumentApproved 2023-12-11T20:03:32.5827624Z by: Cindy Delibac	121.09	0.00	121.09	51259	12/15/23
19005	FIRSTLIGHT FIBER	15806649 WWTF telephone lines 11/ DocumentApproved 2023-12-12T16:54:40.9269554Z by: Chelsea MandigoDocumentApproved 2023-12-12T21:18:57.0572923Z by: Cindy Delibac	542.70	0.00	542.70	51260	12/15/23
19005	FIRSTLIGHT FIBER	15806650 2 Lincoln Phones Dec 23 DocumentApproved 2023-12-12T14:07:13.014652Z by: Ashley SnellenbergerDocumentApproved 2023-12-14T16:49:14.5143813Z by: Jess MorrisDocumentApproved 2023-12-14T17:43:42.750206Z by: Cindy Delibac	1002.60	0.00	1002.60	51261	12/15/23
19005	FIRSTLIGHT FIBER	15806693 communications DocumentApproved 2023-12-12T14:09:46.0649832Z by: Rick JonesDocumentApproved 2023-12-12T21:19:17.9831535Z by: Cindy Delibac	215.80	0.00	215.80	51262	12/15/23
19005	FIRSTLIGHT FIBER	15806695 Telephone DocumentApproved 2023-12-12T01:44:53.6638671Z by: Chris GaboriaultDocumentApproved 2023-12-12T21:19:12.0571037Z by: Cindy Delibac	343.98	0.00	343.98	51263	12/15/23
19005	FIRSTLIGHT FIBER	15807151 MSP Internet Dec DocumentApproved 2023-12-12T17:46:40.1627676Z by: Harlan SmithDocumentApproved 2023-12-12T18:41:04.0335073Z by: Caitlin FayDocumentApproved 2023-12-12T21:19:06.4598788Z by: Cindy Delibac	360.00	0.00	360.00	51264	12/15/23
16000	FISHER AUTO PARTS	293444714 TRICO Ice Winter Blade w DocumentApproved 2023-12-07T18:37:05.0297164Z by: Rick JonesDocumentApproved 2023-12-11T20:04:22.8597058Z by: Cindy Delibac	75.20	0.00	75.20	51265	12/15/23
80041	FUTURE IQ INC	547 Consultant Strategic Pla DocumentApproved 2023-12-12T14:20:24.7430511Z by: Ashley	10625.00	0.00	10625.00	51266	12/15/23

For checks For Check Acct 01(GENERAL FUND) 12/08/2023 To 12/15/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		SnellenbergerDocumentApproved 2023-12-14T15:03:24.4550686Z by: Jess MorrisDocumentApproved 2023-12-14T17:43:56.7059386Z by: Cindy Delibac					
34895	GAUTHIER TRUCKING, INC. 1752200	2 Lincoln Garbage Oct 23	297.01	0.00	297.01	51267	12/15/23
		DocumentApproved 2023-12-12T14:03:14.3274521Z by: Ashley SnellenbergerDocumentApproved 2023-12-12T21:20:19.4430676Z by: Cindy Delibac					
34895	GAUTHIER TRUCKING, INC. 1758029	PILE OF TRASH West St	50.00	0.00	50.00	51267	12/15/23
		DocumentApproved 2023-12-07T18:26:26.4383546Z by: Rick JonesDocumentApproved 2023-12-11T20:05:14.3436373Z by: Cindy Delibac					
34895	GAUTHIER TRUCKING, INC. 1758502	2 Lincoln Garbage Nov 23	297.01	0.00	297.01	51267	12/15/23
		DocumentApproved 2023-12-12T14:04:31.3829171Z by: Ashley SnellenbergerDocumentApproved 2023-12-12T21:20:53.5672424Z by: Cindy Delibac					
34895	GAUTHIER TRUCKING, INC. 1759397	MSP Trash Removal	409.58	0.00	409.58	51267	12/15/23
		DocumentApproved 2023-12-13T16:32:55.2304866Z by: Harlan SmithDocumentApproved 2023-12-13T17:51:58.0184916Z by: Caitlin FayDocumentApproved 2023-12-13T19:16:25.0172131Z by: Cindy Delibac					
				Check Total	1053.60		
20195	GET AIR 2366288	RK MSP EES Field Trip	406.00	0.00	406.00	51268	12/15/23
		DocumentApproved 2023-12-12T20:44:37.96712Z by: Alyssa CallanDocumentApproved 2023-12-13T15:52:52.8936304Z by: Caitlin FayDocumentApproved 2023-12-13T16:48:22.5540133Z by: Cindy Delibac					
29915	GINKGO DESIGN LLC 1228	Design Meetings Oct-Dec	495.00	0.00	495.00	51269	12/15/23
		DocumentApproved 2023-12-13T16:25:06.3863626Z by: Chris YuenDocumentApproved 2023-12-13T16:49:44.0368264Z by: Cindy Delibac					
20470	GLOBAL MONTELLO GROUP 3079951	Nov 2023 vehicle fuel	4795.39	0.00	4795.39	51270	12/15/23
		DocumentApproved 2023-12-12T14:58:32.7579643Z by: Brad LuckDocumentApproved 2023-12-12T17:02:25.2364437Z by: Chelsea MandigoDocumentApproved 2023-12-13T18:18:24.8519203Z by: Rick JonesDocumentApproved 2023-12-13T20:17:05.5154485Z by: Chris GaboriaultDocumentApproved 2023-12-13T20:46:15.8749901Z by: Caitlin FayDocumentApproved 2023-12-14T16:46:49.2907623Z by: Jess MorrisDocumentApproved 2023-12-14T17:44:05.4475383Z by: Cindy Delibac					
04035	GOT THAT RENTAL & SALES INC 121411	Paint	9.98	0.00	9.98	51271	12/15/23
		DocumentApproved 2023-12-07T18:27:36.0084367Z by: Rick JonesDocumentApproved 2023-12-11T20:05:25.6980425Z by: Cindy Delibac					
80042	GOV OS INC 1NV3750	November land records	350.00	0.00	350.00	51272	12/15/23
		DocumentApproved 2023-12-13T18:09:07.7985127Z by: Susan McNamara-HillDocumentApproved 2023-12-13T19:16:40.3965596Z by: Cindy Delibac					
24785	GRAINGER 9907192182	SOLENOID VALVE Digester	500.68	0.00	500.68	51273	12/15/23
		DocumentApproved 2023-12-04T13:49:53.6859867Z by: Chelsea MandigoDocumentApproved 2023-12-11T20:05:56.5060662Z by: Cindy Delibac					
24785	GRAINGER 9922868709	SLEEVE COUPLING INSERT,3	15.34	0.00	15.34	51273	12/15/23
		DocumentApproved 2023-12-12T16:59:17.4786083Z by: Chelsea					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
24785	GRAINGER	MandigoDocumentApproved 2023-12-12T21:21:21.2207295Z by: Cindy Delibac 9931013073 pry bars	129.19	0.00	129.19	51273	12/15/23
		DocumentApproved 2023-12-12T17:23:05.1941808Z by: Chelsea					
		MandigoDocumentApproved 2023-12-12T21:21:37.497782Z by: Cindy Delibac					

				Check Total	645.21		
07010	GREEN MOUNTAIN POWER CORP	1100923D Multi Solar 10/9 to 11/8	2470.38	0.00	2470.38	51274	12/15/23
		DocumentApproved 2023-12-06T14:28:57.3445281Z by: Chelsea					
		MandigoDocumentApproved 2023-12-08T12:29:35.4786308Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:10:35.0044352Z by: Cindy Delibac					
07010	GREEN MOUNTAIN POWER CORP	111423NS Non solar accts 10/12 t	13532.28	0.00	13532.28	51275	12/15/23
		DocumentApproved 2023-12-06T14:28:46.6329966Z by: Chelsea					
		MandigoDocumentApproved 2023-12-08T12:29:38.9740299Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:08:24.9012892Z by: Cindy Delibac					
80046	HAGESTAD CHRISTINA	112123CHages PCAB Stipend Nov 23	50.00	0.00	50.00	51276	12/15/23
		DocumentApproved 2023-12-12T16:36:14.2689855Z by: Ashley					
		SnellenbergerDocumentApproved 2023-12-13T15:31:28.8449001Z by: Cindy Delibac					
80025	HOY JUSTIN	174898 Program Refund HOY 50	50.00	0.00	50.00	51277	12/15/23
		DocumentApproved 2023-12-12T17:25:18.7912886Z by: Brad LuckDocumentApproved					
		2023-12-12T17:31:08.4112678Z by: Caitlin FayDocumentApproved					
		2023-12-13T16:35:10.6686119Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	79293892 BL AColl DEC23	8.80	0.00	8.80	51278	12/15/23
		DocumentApproved 2023-12-13T18:23:10.1379296Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:25:55.1235312Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	79294922 BL AColl DEC23	11.99	0.00	11.99	51278	12/15/23
		DocumentApproved 2023-12-13T18:23:16.5842087Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:26:15.4471995Z by: Cindy Delibac					

				Check Total	20.79		
15145	JOBTARGET LLC	INV88246 Job Ad EJRP	1000.00	0.00	1000.00	51279	12/15/23
		DocumentApproved 2023-12-12T13:32:31.2540758Z by: Colleen					
		DwyerDocumentApproved 2023-12-14T16:45:51.6400829Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:44:25.4642197Z by: Cindy Delibac					
V9769	KEMIRA WATER SOLUTIONS	9017813008 Ferrous chloride 4800 ga	8659.20	0.00	8659.20	51280	12/15/23
		DocumentApproved 2023-12-12T17:04:33.7354131Z by: Chelsea					
		MandigoDocumentApproved 2023-12-14T16:47:57.2567358Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:44:43.6019742Z by: Cindy Delibac					
28895	KINDERMUSIK WITH RACHEL LLC	1020 Kindermusik Prog Decembe	1232.00	0.00	1232.00	51281	12/15/23
		DocumentApproved 2023-12-12T18:59:26.1607327Z by: Lindsey					
		HambletDocumentApproved 2023-12-12T20:22:52.2715661Z by: Caitlin					
		FayDocumentApproved 2023-12-14T15:02:47.351332Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:44:55.2316437Z by: Cindy Delibac					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80063	KP SMITH GENERAL CONTRACTORS L 120123D	Park Street Door Install	3500.00	0.00	3500.00	51282	12/15/23
		DocumentApproved 2023-12-14T12:44:14.0663302Z by: Harlan SmithDocumentApproved 2023-12-14T14:55:44.539521Z by: Caitlin FayDocumentApproved 2023-12-14T15:02:38.6507598Z by: Jess MorrisDocumentApproved 2023-12-14T17:45:03.270601Z by: Cindy Delibac					
80025	LAROSE MARY	175732 Program Refund LAROSE 50	50.00	0.00	50.00	51283	12/15/23
		DocumentApproved 2023-12-12T17:24:36.5453598Z by: Brad LuckDocumentApproved 2023-12-12T17:30:57.6951772Z by: Caitlin FayDocumentApproved 2023-12-13T16:25:38.6290365Z by: Cindy Delibac					
80025	LEMIRE ERIC	175734 Program Refund LEMIRE 50	50.00	0.00	50.00	51284	12/15/23
		DocumentApproved 2023-12-12T17:24:42.0756862Z by: Brad LuckDocumentApproved 2023-12-12T17:31:00.8379555Z by: Caitlin FayDocumentApproved 2023-12-13T16:33:36.9871924Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	3520185 uniform	194.96	0.00	194.96	51285	12/15/23
		DocumentApproved 2023-12-07T18:28:59.2691365Z by: Rick JonesDocumentApproved 2023-12-11T20:56:17.6248722Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	3520343 uniform water	308.96	0.00	308.96	51285	12/15/23
		DocumentApproved 2023-12-07T18:29:52.1147167Z by: Rick JonesDocumentApproved 2023-12-11T20:56:43.0153969Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	3520590 uniform water	239.96	0.00	239.96	51285	12/15/23
		DocumentApproved 2023-12-07T18:30:51.6289985Z by: Rick JonesDocumentApproved 2023-12-11T20:56:57.7919153Z by: Cindy Delibac					
					----- Check Total	743.88	
V10130	LOWE'S BUSINESS ACCOUNT	61377 simple green supplies	20.86	0.00	20.86	51286	12/15/23
		DocumentApproved 2023-12-07T18:26:56.879454Z by: Rick JonesDocumentApproved 2023-12-13T15:30:41.5994598Z by: Cindy Delibac					
V10130	LOWE'S BUSINESS ACCOUNT	71505 5270925 HL 100CI LED MUL	113.52	0.00	113.52	51286	12/15/23
		DocumentApproved 2023-11-30T19:18:34.2370718Z by: Rick JonesDocumentApproved 2023-11-30T19:39:48.4804799Z by: Cindy Delibac					
V10130	LOWE'S BUSINESS ACCOUNT	97364 Hose	130.90	0.00	130.90	51286	12/15/23
		DocumentApproved 2023-11-20T01:32:42.220808Z by: Chris GaboriaultDocumentApproved 2023-11-28T21:22:45.0988509Z by: Cindy Delibac					
					----- Check Total	265.28	
42805	MARYLAND BIOCHEMICAL CO.INC.	11RR1082 Bacteria pacs for odor c	7076.32	0.00	7076.32	51287	12/15/23
		DocumentApproved 2023-12-12T17:03:33.2484527Z by: Chelsea MandigoDocumentApproved 2023-12-14T16:47:36.3453437Z by: Jess MorrisDocumentApproved 2023-12-14T17:45:18.461722Z by: Cindy Delibac					
10110	MCGOVERN MECHANICAL CORP	2007 Residential Water Meter	1050.00	0.00	1050.00	51288	12/15/23
		DocumentApproved 2023-12-07T18:37:15.3267856Z by: Rick JonesDocumentApproved 2023-12-08T12:29:10.9932874Z by: Jess MorrisDocumentApproved 2023-12-11T20:58:17.9066381Z by: Cindy Delibac					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80012	MECHLER THOMAS	NOV2023 BL JPROG NOV23	100.00	0.00	100.00	51289	12/15/23
		DocumentApproved 2023-12-12T21:03:50.4962066Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T15:54:03.8730372Z by: Cindy Delibac					
80058	MSR SOUND	1122-880663 AV Rental for Think Tank	1500.00	0.00	1500.00	51290	12/15/23
		DocumentApproved 2023-12-12T14:20:06.563939Z by: Ashley					
		SnellenbergerDocumentApproved 2023-12-14T16:49:46.9482897Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:45:38.5613028Z by: Cindy Delibac					
V10329	NORTH WILLISTON CATTLE COMPANY 257	Land Application of Bios	102600.00	0.00	102600.00	51291	12/15/23
		DocumentApproved 2023-12-12T17:09:11.1986307Z by: Chelsea					
		MandigoDocumentApproved 2023-12-14T16:48:22.9081325Z by: Jess					
		MorrisDocumentApproved 2023-12-14T16:54:39.9639825Z by: Regina					
		MahonyDocumentApproved 2023-12-14T17:45:50.7588288Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21334 managed services Decembe	9085.00	0.00	9085.00	51292	12/15/23
		DocumentApproved 2023-12-11T17:37:42.3570077Z by: Jess					
		MorrisDocumentApproved 2023-12-11T17:38:17.9289706Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:58:32.7462477Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21356 Office 365 December 2023	2927.04	0.00	2927.04	51292	12/15/23
		DocumentApproved 2023-12-11T17:37:48.0619085Z by: Jess					
		MorrisDocumentApproved 2023-12-11T17:38:23.432945Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:58:40.3411208Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21369 security December 2023	2040.00	0.00	2040.00	51292	12/15/23
		DocumentApproved 2023-12-11T17:38:02.3266224Z by: Jess					
		MorrisDocumentApproved 2023-12-11T17:38:33.6881935Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:58:50.7055402Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21420 December 2023	690.00	0.00	690.00	51292	12/15/23
		DocumentApproved 2023-12-12T17:03:52.9845964Z by: Chelsea					
		MandigoDocumentApproved 2023-12-13T16:49:52.0128283Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21484 backups December 2023	123.39	0.00	123.39	51292	12/15/23
		DocumentApproved 2023-12-11T17:38:08.3220145Z by: Jess					
		MorrisDocumentApproved 2023-12-11T20:58:46.5069042Z by: Cindy Delibac					
19325	OPEN APPROACH INC	21548 domain registration ejrp	50.00	0.00	50.00	51292	12/15/23
		DocumentApproved 2023-12-14T17:54:55.4446672Z by: Brad LuckDocumentApproved					
		2023-12-15T15:20:20.9551541Z by: Cindy Delibac					

					Check Total	14915.43	
V10729	OVERDRIVE INC	01459SV23436 BL AColl NOV23	14.95	0.00	14.95	51293	12/15/23
		DocumentApproved 2023-12-13T18:21:55.8764534Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:26:43.9289706Z by: Cindy Delibac					
15450	PEAK MOTOR AND PUMP	93940 Coupling for RAS pump	165.19	0.00	165.19	51294	12/15/23
		DocumentApproved 2023-12-12T17:23:22.2167965Z by: Chelsea					
		MandigoDocumentApproved 2023-12-13T16:50:03.5179872Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE	966791 RK FMS Snack	218.19	0.00	218.19	51295	12/15/23
		DocumentApproved 2023-12-12T20:48:11.8698399Z by: Alyssa					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		CallanDocumentApproved 2023-12-13T15:53:48.0276475Z by: Caitlin					
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29425	PERFORMANCE FOOD SERVICE 968022	RK Hiawatha Snack	244.59	0.00	244.59	51295	12/15/23
		DocumentApproved 2023-12-12T20:47:07.1576171Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:53:31.2287838Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:51:30.3671544Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 968148	RK EES Snack	280.12	0.00	280.12	51295	12/15/23
		DocumentApproved 2023-12-12T20:41:43.4907308Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:52:12.6510385Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:50:47.5764837Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 968284	RK Westford Snack	158.40	0.00	158.40	51295	12/15/23
		DocumentApproved 2023-12-12T20:53:47.4426966Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:55:32.3969004Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:52:32.9125503Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 968320	RK Summit Snack	279.82	0.00	279.82	51295	12/15/23
		DocumentApproved 2023-12-12T20:40:43.9260067Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:51:10.8604979Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:50:29.9222976Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 968555	RK Fleming Snack	170.14	0.00	170.14	51295	12/15/23
		DocumentApproved 2023-12-12T20:51:02.4472968Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:54:29.3058727Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:52:21.1880292Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 968839	RK MSP Snack	229.45	0.00	229.45	51295	12/15/23
		DocumentApproved 2023-12-12T20:48:30.0930994Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:53:58.2586956Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:51:41.135424Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 969220	RK FMS Snack CREDIT	-43.92	0.00	-43.92	51295	12/15/23
		DocumentApproved 2023-12-12T20:40:59.7270002Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:51:23.9123996Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:50:37.2143304Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 969222	RK FMS Snack CREDIT	-22.01	0.00	-22.01	51295	12/15/23
		DocumentApproved 2023-12-12T20:40:18.0951305Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:50:55.392667Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:50:19.2739064Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 970043	RK Summit Snack CREDIT	-24.89	0.00	-24.89	51295	12/15/23
		DocumentApproved 2023-12-12T20:43:11.2169561Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:52:27.3602176Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:50:56.7838614Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 970648	RK Summit Snack	91.78	0.00	91.78	51295	12/15/23
		DocumentApproved 2023-12-12T20:44:04.3602523Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:52:41.7670078Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:51:03.5836642Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 970649	RK FMS Snack	317.21	0.00	317.21	51295	12/15/23
		DocumentApproved 2023-12-12T20:50:25.0880636Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:54:21.6462376Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:52:11.9700425Z by: Cindy Delibac					
29425	PERFORMANCE FOOD SERVICE 971981	RK Hiawatha Snack	102.99	0.00	102.99	51295	12/15/23
		DocumentApproved 2023-12-12T20:46:41.6316018Z by: Alyssa					
		CallanDocumentApproved 2023-12-13T15:53:24.316307Z by: Caitlin					
		FayDocumentApproved 2023-12-13T16:51:20.1149188Z by: Cindy Delibac					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE 972142	RK EES Snack DocumentApproved 2023-12-12T20:46:23.1014341Z by: Alyssa CallanDocumentApproved 2023-12-13T15:53:11.4539499Z by: Caitlin FayDocumentApproved 2023-12-13T16:51:12.5229122Z by: Cindy Delibac	196.08	0.00	196.08	51295	12/15/23
29425	PERFORMANCE FOOD SERVICE 972297	RK Westford Snack DocumentApproved 2023-12-12T20:53:10.5030603Z by: Alyssa CallanDocumentApproved 2023-12-13T15:55:08.7324194Z by: Caitlin FayDocumentApproved 2023-12-13T16:52:27.6896318Z by: Cindy Delibac	133.62	0.00	133.62	51295	12/15/23
29425	PERFORMANCE FOOD SERVICE 972868	RK Fleming Snack DocumentApproved 2023-12-12T20:39:40.3210137Z by: Alyssa CallanDocumentApproved 2023-12-13T15:50:40.0578529Z by: Caitlin FayDocumentApproved 2023-12-13T16:50:10.3519699Z by: Cindy Delibac	152.67	0.00	152.67	51295	12/15/23
29425	PERFORMANCE FOOD SERVICE 975737	RK Summit Snack DocumentApproved 2023-12-12T20:48:52.2080398Z by: Alyssa CallanDocumentApproved 2023-12-13T15:54:04.5445037Z by: Caitlin FayDocumentApproved 2023-12-13T16:51:53.6355322Z by: Cindy Delibac	200.76	0.00	200.76	51295	12/15/23

					Check Total	2685.00	
V10554	PHOENIX BOOKS BURLINGTON 9814871	BL AColl NOV23 DocumentApproved 2023-12-13T18:22:07.4081997Z by: Wendy HyskoDocumentApproved 2023-12-13T19:26:54.9293092Z by: Cindy Delibac	95.17	0.00	95.17	51297	12/15/23
V10554	PHOENIX BOOKS BURLINGTON 991335	BL AColl DEC23 DocumentApproved 2023-12-13T18:20:53.7122098Z by: Wendy HyskoDocumentApproved 2023-12-13T19:26:51.1530722Z by: Cindy Delibac	140.77	0.00	140.77	51297	12/15/23
V10554	PHOENIX BOOKS BURLINGTON 999488	BL AColl DEC23 DocumentApproved 2023-12-13T18:22:12.1879753Z by: Wendy HyskoDocumentApproved 2023-12-13T19:26:59.1549789Z by: Cindy Delibac	26.00	0.00	26.00	51297	12/15/23

					Check Total	261.94	
25140	PIKE INDUSTRIES INC 46175	Machine Pave Service 10/ DocumentApproved 2023-12-13T18:17:54.4907687Z by: Rick JonesDocumentApproved 2023-12-14T16:46:40.0099765Z by: Jess MorrisDocumentApproved 2023-12-14T16:51:09.3163335Z by: Regina MahonyDocumentApproved 2023-12-14T17:46:30.3763331Z by: Cindy Delibac	99814.99	0.00	99814.99	51298	12/15/23
25140	PIKE INDUSTRIES INC 46182	Densmore Drive Service 1 DocumentApproved 2023-12-13T18:18:51.8476292Z by: Rick JonesDocumentApproved 2023-12-14T16:47:15.8100749Z by: Jess MorrisDocumentApproved 2023-12-14T16:53:19.2484307Z by: Regina MahonyDocumentApproved 2023-12-14T17:47:12.762268Z by: Cindy Delibac	85275.53	0.00	85275.53	51298	12/15/23
25140	PIKE INDUSTRIES INC 46183	Sugartree Ln service 11 DocumentApproved 2023-12-13T18:18:37.3943089Z by: Rick JonesDocumentApproved 2023-12-14T16:47:07.4826047Z by: Jess MorrisDocumentApproved 2023-12-14T16:52:49.3711768Z by: Regina MahonyDocumentApproved 2023-12-14T17:46:50.55707Z by: Cindy Delibac	78140.73	0.00	78140.73	51298	12/15/23
25140	PIKE INDUSTRIES INC 46184	West St Service 11/07/20 DocumentApproved 2023-12-13T18:19:05.1678236Z by: Rick JonesDocumentApproved 2023-12-14T16:48:10.1152264Z by: Jess MorrisDocumentApproved 2023-12-14T16:54:31.6297226Z by: Regina MahonyDocumentApproved	49302.75	0.00	49302.75	51298	12/15/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		2023-12-14T17:47:33.6636462Z by: Cindy Delibac					
25140	PIKE INDUSTRIES INC	46185 Poplar Court Contact	12777.58	0.00	12777.58	51298	12/15/23
		DocumentApproved 2023-12-13T18:19:31.351462Z by: Rick JonesDocumentApproved					
		2023-12-14T16:49:36.6331276Z by: Jess MorrisDocumentApproved					
		2023-12-14T17:47:51.519094Z by: Cindy Delibac					

				Check Total	325311.58		
24410	PRIORITY EXPRESS INC	80272348 BL POST NOV23	160.83	0.00	160.83	51299	12/15/23
		DocumentApproved 2023-12-12T21:05:17.6473892Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T17:20:06.3620525Z by: Cindy Delibac					
05380	PURCHASE POWER	110520234061 2 Lincoln Postage Nov 20	503.50	0.00	503.50	51300	12/15/23
		DocumentApproved 2023-12-12T13:56:01.8455576Z by: Ashley					
		SnellenbergerDocumentApproved 2023-12-13T17:34:18.0203411Z by: Cindy Delibac					
05380	PURCHASE POWER	1205234061 postage supplies	557.96	0.00	557.96	51300	12/15/23
		DocumentApproved 2023-12-12T14:01:32.3147456Z by: Ashley					
		SnellenbergerDocumentApproved 2023-12-13T17:42:59.6789092Z by: Cindy Delibac					

				Check Total	1061.46		
25330	QUEEN CITY STEEL CO.	280115 AL for Cogen container s	182.00	0.00	182.00	51301	12/15/23
		DocumentApproved 2023-12-12T17:19:21.1740126Z by: Chelsea					
		MandigoDocumentApproved 2023-12-13T17:34:33.172645Z by: Cindy Delibac					
20620	RASCO LAURA	121123D Preschool Playgroup Nov	180.00	0.00	180.00	51302	12/15/23
		DocumentApproved 2023-12-12T19:16:49.3541303Z by: Lindsey					
		HambletDocumentApproved 2023-12-12T20:23:03.1853727Z by: Caitlin					
		FayDocumentApproved 2023-12-13T17:35:26.1499167Z by: Cindy Delibac					
17420	RECREONICS INC	0013388495 ADA lift	9914.38	0.00	9914.38	51303	12/15/23
		DocumentApproved 2023-12-01T19:55:35.1650412Z by: Lindsey					
		HambletDocumentApproved 2023-12-06T15:21:26.7789971Z by: Caitlin					
		FayDocumentApproved 2023-12-08T12:30:05.5272156Z by: Jess					
		MorrisDocumentApproved 2023-12-11T21:01:05.1362146Z by: Cindy Delibac					
80025	RELATION LOUISE	175737 Program Refund Relation	45.00	0.00	45.00	51304	12/15/23
		DocumentApproved 2023-12-12T17:24:20.6405505Z by: Brad LuckDocumentApproved					
		2023-12-12T17:30:48.315572Z by: Caitlin FayDocumentApproved					
		2023-12-13T15:56:14.6751254Z by: Cindy Delibac					
80025	RENGO JASON	176426 Vac Camp Refund Rengo450	450.00	0.00	450.00	51305	12/15/23
		DocumentApproved 2023-12-12T17:24:25.5842492Z by: Brad LuckDocumentApproved					
		2023-12-12T17:30:52.7812551Z by: Caitlin FayDocumentApproved					
		2023-12-13T16:24:33.83069Z by: Cindy Delibac					
18010	REYNOLDS & SON, INC.	3433066 Compressor Maintenance	651.28	0.00	651.28	51306	12/15/23
		DocumentApproved 2023-12-03T14:43:32.3206365Z by: Chris					
		GaboriaultDocumentApproved 2023-12-11T21:01:20.518384Z by: Cindy Delibac					
18010	REYNOLDS & SON, INC.	3433186 Quick Straps	159.70	0.00	159.70	51306	12/15/23
		DocumentApproved 2023-12-12T02:27:05.6713509Z by: Chris					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GaboriaultDocumentApproved 2023-12-13T17:35:38.5451864Z by: Cindy Delibac							
					Check Total	810.98	
80025	RICHARDSON AMY	175710 Program Refund RICHARDSO	50.00	0.00	50.00	51307	12/15/23
DocumentApproved 2023-12-12T17:25:25.325363Z by: Brad LuckDocumentApproved 2023-12-12T17:31:13.4380641Z by: Caitlin FayDocumentApproved 2023-12-13T16:35:39.9669929Z by: Cindy Delibac							
43275	RYCANDON MECHANICAL, INC.	15130 2 Lincoln HVAC Maintenan	765.00	0.00	765.00	51308	12/15/23
DocumentApproved 2023-12-13T18:27:57.5239483Z by: Harlan SmithDocumentApproved 2023-12-13T18:45:37.013517Z by: Caitlin FayDocumentApproved 2023-12-13T19:52:26.1034279Z by: Cindy Delibac							
43275	RYCANDON MECHANICAL, INC.	15146 Heater Service	500.00	0.00	500.00	51308	12/15/23
DocumentApproved 2023-12-12T01:44:48.1275844Z by: Chris GaboriaultDocumentApproved 2023-12-13T17:35:44.7785998Z by: Cindy Delibac							
					Check Total	1265.00	
39425	SCOTT & PARTNERS INC	4565 21-1457 2 Lincoln Renovations Ju	4668.71	0.00	4668.71	51309	12/15/23
DocumentApproved 2023-12-13T16:33:54.0423048Z by: Harlan SmithDocumentApproved 2023-12-13T16:34:09.1087805Z by: Harlan SmithDocumentApproved 2023-12-13T16:36:11.1058182Z by: Harlan SmithDocumentApproved 2023-12-14T15:02:33.3363766Z by: Jess MorrisDocumentApproved 2023-12-14T17:48:11.8513284Z by: Cindy Delibac							
10435	SCREENMYLOGO.COM	20423 EJRP Staff Gear	2823.32	0.00	2823.32	51310	12/15/23
DocumentApproved 2023-12-13T15:43:18.0359796Z by: Brad LuckDocumentApproved 2023-12-13T15:56:30.7060867Z by: Caitlin FayDocumentApproved 2023-12-14T15:02:59.7317555Z by: Jess MorrisDocumentApproved 2023-12-14T17:48:26.4055625Z by: Cindy Delibac							
10435	SCREENMYLOGO.COM	20430 Barcomb Bball TShirts	331.25	0.00	331.25	51310	12/15/23
DocumentApproved 2023-12-12T21:03:19.5172676Z by: Pat IvoryDocumentApproved 2023-12-13T15:52:07.0639855Z by: Caitlin FayDocumentApproved 2023-12-13T17:35:53.7748043Z by: Cindy Delibac							
					Check Total	3154.57	
V10399	SERVPRO WINOOSKI STOWE	4665659 BL WTR REMED NOV23	1549.36	0.00	1549.36	51311	12/15/23
DocumentApproved 2023-12-13T21:04:46.168594Z by: Tracey DurganDocumentApproved 2023-12-13T23:01:47.2298167Z by: Wendy HyskoDocumentApproved 2023-12-14T12:53:03.8942581Z by: Harlan SmithDocumentApproved 2023-12-14T15:02:15.1630097Z by: Jess MorrisDocumentApproved 2023-12-14T17:48:48.0376442Z by: Cindy Delibac							
42565	SEVEN DAYS	234772 December DRB Meeting Inv	74.88	0.00	74.88	51312	12/15/23
DocumentApproved 2023-12-04T14:52:59.0996303Z by: Chris YuenDocumentApproved 2023-12-11T21:01:56.4755745Z by: Cindy Delibac							
29835	SHERWIN-WILLIAMS	21070 Park St Paint	44.42	0.00	44.42	51313	12/15/23
DocumentApproved 2023-12-13T16:35:07.0250013Z by: Harlan							

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		SmithDocumentApproved 2023-12-13T17:51:03.63932Z by: Caitlin					
		FayDocumentApproved 2023-12-13T19:27:31.5306161Z by: Cindy Delibac					
V2093	SLACK CHEMICAL COMPANY INC. 463899	3,500 G Caustic 50% 6/30	16225.50	0.00	16225.50	51314	12/15/23
		DocumentApproved 2023-12-12T16:55:07.1788744Z by: Chelsea					
		MandigoDocumentApproved 2023-12-14T16:41:54.6314059Z by: Jess					
		MorrisDocumentApproved 2023-12-14T17:49:00.6449148Z by: Cindy Delibac					
23855	SOUTHWORTH-MILTON, INC. INV3094928	step for backhoe	239.35	0.00	239.35	51315	12/15/23
		DocumentApproved 2023-12-12T14:15:59.1244241Z by: Rick JonesDocumentApproved					
		2023-12-13T17:36:56.6306965Z by: Cindy Delibac					
23855	SOUTHWORTH-MILTON, INC. SCINV759325	HSPS generator annual se	686.06	0.00	686.06	51315	12/15/23
		DocumentApproved 2023-12-04T13:51:22.0173448Z by: Chelsea					
		MandigoDocumentApproved 2023-12-11T21:02:49.8560466Z by: Cindy Delibac					

				Check Total	925.41		
V2124	STAPLES ADVANTAGE 8072544743	BL SUPPLY DEC23	422.44	0.00	422.44	51316	12/15/23
		DocumentApproved 2023-12-13T18:20:15.3019381Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:28:03.0275179Z by: Cindy Delibac					
14695	THE BIG BLUE TRUNK 2562	Train Hop Train 12/8	525.00	0.00	525.00	51317	12/15/23
		DocumentApproved 2023-12-12T19:16:38.3352222Z by: Lindsey					
		HambletDocumentApproved 2023-12-12T20:23:12.5881641Z by: Caitlin					
		FayDocumentApproved 2023-12-13T17:37:04.461651Z by: Cindy Delibac					
80060	THEATER X PRODUCTIONS LLC-DINO THEATERX DEC BL JProg DEC2023		295.00	0.00	295.00	51318	12/15/23
		DocumentApproved 2023-12-13T18:22:42.3269691Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:28:27.4474226Z by: Cindy Delibac					
21000	UNIFIRST CORPORATION 1080178345	BL CONT SERV NOV23	70.39	0.00	70.39	51319	12/15/23
		DocumentApproved 2023-12-08T21:01:11.2433233Z by: Tracey					
		DurganDocumentApproved 2023-12-13T18:24:06.4752493Z by: Wendy					
		HyskoDocumentApproved 2023-12-13T19:28:38.244235Z by: Cindy Delibac					
21000	UNIFIRST CORPORATION 1080178345C	BL CONTRSRV CRED NOV23	-4.61	0.00	-4.61	51319	12/15/23
		DocumentApproved 2023-12-08T20:59:35.411275Z by: Tracey					
		DurganDocumentApproved 2023-12-08T21:25:27.9651668Z by: Wendy					
		HyskoDocumentApproved 2023-12-11T13:03:19.9666833Z by: Harlan					
		SmithDocumentApproved 2023-12-11T21:05:17.870448Z by: Cindy Delibac					
21000	UNIFIRST CORPORATION 1080181126	BL CONT SRV NOV23	70.39	0.00	70.39	51319	12/15/23
		DocumentApproved 2023-12-08T21:00:27.1573106Z by: Tracey					
		DurganDocumentApproved 2023-12-08T21:25:21.4581858Z by: Wendy					
		HyskoDocumentApproved 2023-12-11T13:03:07.5931359Z by: Harlan					
		SmithDocumentApproved 2023-12-11T21:04:30.2236528Z by: Cindy Delibac					
21000	UNIFIRST CORPORATION 1080181126C	BL CONTRSRV-CRED NOV23	-4.61	0.00	-4.61	51319	12/15/23
		DocumentApproved 2023-12-08T20:59:02.9712719Z by: Tracey					
		DurganDocumentApproved 2023-12-08T21:25:08.4453357Z by: Wendy					
		HyskoDocumentApproved 2023-12-11T13:01:04.993787Z by: Harlan					
		SmithDocumentApproved 2023-12-11T21:06:23.8081398Z by: Cindy Delibac					
21000	UNIFIRST CORPORATION 1080183805	BL CONTRSRV DEC23	65.78	0.00	65.78	51319	12/15/23
		DocumentApproved 2023-12-08T21:00:48.5853284Z by: Tracey					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
DurganDocumentApproved 2023-12-08T21:24:55.2500133Z by: Wendy							
HyskoDocumentApproved 2023-12-11T13:00:12.4476137Z by: Harlan							
SmithDocumentApproved 2023-12-11T21:03:46.5108676Z by: Cindy Delibac							

					Check Total	197.34	
80062	UNIVERSITY OF CHICAGO-DISTRIBU 12111589	BL ACOLL DEC23	65.90	0.00	65.90	51320	12/15/23
DocumentApproved 2023-12-13T18:21:50.6959496Z by: Wendy							
HyskoDocumentApproved 2023-12-13T19:28:44.0711093Z by: Cindy Delibac							
19350	VERIZON CONNECT FLEET USA LLC 312000051624	Subscription 12-1 to 12-	151.60	0.00	151.60	51321	12/15/23
DocumentApproved 2023-12-07T18:25:38.865772Z by: Rick JonesDocumentApproved							
2023-12-11T21:07:46.091687Z by: Cindy Delibac							
36130	VERIZON WIRELESS VSAT 9949565974	Verizon Shared Oct 19 to	573.80	0.00	573.80	51322	12/15/23
DocumentApproved 2023-12-12T16:58:47.9049797Z by: Chelsea							
MandigoDocumentApproved 2023-12-13T17:38:15.9619592Z by: Cindy Delibac							
36130	VERIZON WIRELESS VSAT 9949655606	Verizon cell 10/20 to 1	369.77	0.00	369.77	51323	12/15/23
DocumentApproved 2023-12-07T18:38:12.7387139Z by: Rick JonesDocumentApproved							
2023-12-11T21:08:26.8195515Z by: Cindy Delibac							
36130	VERIZON WIRELESS VSAT 9950082467	PS Communication 10/24 t	460.10	0.00	460.10	51324	12/15/23
DocumentApproved 2023-12-12T17:08:13.8717823Z by: Chelsea							
MandigoDocumentApproved 2023-12-13T17:39:08.0129964Z by: Cindy Delibac							
25315	VESPA'S PIZZA PASTA & DELI 120123D	City Pizza Friday	124.00	0.00	124.00	51325	12/15/23
DocumentApproved 2023-12-13T15:38:41.7050775Z by: Brad LuckDocumentApproved							
2023-12-13T15:56:14.7352172Z by: Caitlin FayDocumentApproved							
2023-12-13T17:39:14.361695Z by: Cindy Delibac							
11935	VIKING-CIVES USA 4528898	WHELEN LED TIR3 LIN3 S	55.00	0.00	55.00	51326	12/15/23
DocumentApproved 2023-12-07T18:27:52.1897733Z by: Rick JonesDocumentApproved							
2023-12-11T21:09:10.7477537Z by: Cindy Delibac							
22070	VILLAGE COPY & PRINT INC. 9413	Dog license postcard rem	122.00	0.00	122.00	51327	12/15/23
DocumentApproved 2023-12-08T20:41:39.6520044Z by: Susan							
McNamara-HillDocumentApproved 2023-12-11T21:09:25.3981893Z by: Cindy Delibac							
23395	VILLAGE HARDWARE - WILLISTON 517525	drill bits	26.10	0.00	26.10	51328	12/15/23
DocumentApproved 2023-12-04T13:49:20.0574843Z by: Chelsea							
MandigoDocumentApproved 2023-12-13T17:39:44.4969502Z by: Cindy Delibac							
23395	VILLAGE HARDWARE - WILLISTON 517529	NUTS-BOLTS-SCREWS	49.77	0.00	49.77	51328	12/15/23
DocumentApproved 2023-12-04T13:50:21.8481519Z by: Chelsea							
MandigoDocumentApproved 2023-12-11T21:09:35.2649296Z by: Cindy Delibac							
23395	VILLAGE HARDWARE - WILLISTON 517541	Mousetraps	32.26	0.00	32.26	51328	12/15/23
DocumentApproved 2023-12-13T16:35:24.7155131Z by: Harlan							
SmithDocumentApproved 2023-12-13T17:52:06.7626458Z by: Caitlin							
FayDocumentApproved 2023-12-13T19:28:49.4854152Z by: Cindy Delibac							
23395	VILLAGE HARDWARE - WILLISTON 517553	NUTS-BOLTS-SCREWS	1.10	0.00	1.10	51328	12/15/23
DocumentApproved 2023-12-07T18:28:22.647986Z by: Rick JonesDocumentApproved							

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
	2023-12-13T17:39:30.9105572Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON 517565	River St PS high level f	31.30	0.00	31.30	51328	12/15/23
	DocumentApproved 2023-12-12T17:02:07.2532589Z by: Chelsea						
	MandigoDocumentApproved 2023-12-13T17:39:21.8883477Z by: Cindy Delibac						
				Check Total	140.53		
V2380	VLCT PACIF REN240195Q1	Q1 2024 PACIF WC insuran	66002.00	0.00	66002.00	51329	12/15/23
	DocumentApproved 2023-12-08T19:05:10.1726922Z by: Jess						
	MorrisDocumentApproved 2023-12-08T19:05:15.9715833Z by: Jess						
	MorrisDocumentApproved 2023-12-08T20:12:37.4573203Z by: Regina						
	MahonyDocumentApproved 2023-12-13T17:40:37.6961161Z by: Cindy Delibac						
28470	VMERS DB 110800 PR-12/08/23	Payroll Transfer	25932.71	0.00	25932.71	51330	12/15/23
29825	VT GAS SYSTEMS 15787561123	MSP Gas November	286.45	0.00	286.45	51331	12/15/23
	DocumentApproved 2023-12-13T16:35:33.3937425Z by: Harlan						
	SmithDocumentApproved 2023-12-13T17:51:19.0263402Z by: Caitlin						
	FayDocumentApproved 2023-12-13T19:29:00.0495207Z by: Cindy Delibac						
29825	VT GAS SYSTEMS 23806	VT Gas Multi 10/19 to 11	5171.75	0.00	5171.75	51332	12/15/23
	DocumentApproved 2023-12-12T16:58:09.790278Z by: Chelsea						
	MandigoDocumentApproved 2023-12-14T16:44:44.0939719Z by: Jess						
	MorrisDocumentApproved 2023-12-14T17:50:02.1293516Z by: Cindy Delibac						
29825	VT GAS SYSTEMS 8100441123	MSP Gas November	365.44	0.00	365.44	51333	12/15/23
	DocumentApproved 2023-12-13T16:35:44.6191013Z by: Harlan						
	SmithDocumentApproved 2023-12-13T17:51:27.4015945Z by: Caitlin						
	FayDocumentApproved 2023-12-13T19:29:45.0661782Z by: Cindy Delibac						
24520	VT SYSTEMS INC VS010280	CC Processing Nov-June	650.00	0.00	650.00	51334	12/15/23
	DocumentApproved 2023-11-30T21:11:36.3871913Z by: Brad LuckDocumentApproved						
	2023-12-01T13:13:34.1791854Z by: Caitlin FayDocumentApproved						
	2023-12-13T17:40:55.7251767Z by: Cindy Delibac						
23575	VTCMA F47E16T1	RM Membership 2024	100.00	0.00	100.00	51335	12/15/23
	DocumentApproved 2023-12-12T14:05:14.2573738Z by: Ashley						
	SnellenbergerDocumentApproved 2023-12-13T17:41:25.2489691Z by: Cindy Delibac						
07565	W B MASON CO INC 242822568	Office Supplies	27.58	0.00	27.58	51336	12/15/23
	DocumentApproved 2023-12-13T15:38:37.3864809Z by: Brad LuckDocumentApproved						
	2023-12-13T15:56:09.4245205Z by: Caitlin FayDocumentApproved						
	2023-12-13T17:41:35.9092037Z by: Cindy Delibac						
07565	W B MASON CO INC 242823678	2 Lincoln supplies Nov 2	39.99	0.00	39.99	51336	12/15/23
	DocumentApproved 2023-12-12T13:58:37.7918608Z by: Ashley						
	SnellenbergerDocumentApproved 2023-12-13T17:42:04.0497604Z by: Cindy Delibac						
07565	W B MASON CO INC 242856543	RK MSP Supplies	7.99	0.00	7.99	51336	12/15/23
	DocumentApproved 2023-12-12T20:54:08.0786548Z by: Alyssa						
	CallanDocumentApproved 2023-12-13T15:55:59.2313624Z by: Caitlin						
	FayDocumentApproved 2023-12-13T17:42:14.4237888Z by: Cindy Delibac						

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
07565	W B MASON CO INC 242946776	2 Lincoln Supplies Dec 2 Document Approved 2023-12-12T13:58:59.1065613Z by: Ashley Snellenberger Document Approved 2023-12-13T17:42:40.2699361Z by: Cindy Delibac	22.90	0.00	22.90	51336	12/15/23

					Check Total	98.46	
80025	WAGNER JENNIFER 175735	Program Refund Wagner Document Approved 2023-12-12T17:24:14.7505035Z by: Brad Luck Document Approved 2023-12-12T17:30:42.044146Z by: Caitlin Fay Document Approved 2023-12-13T15:55:16.5359509Z by: Cindy Delibac	50.00	0.00	50.00	51337	12/15/23
17765	WAITE-HEINDEL ENVIRONMENTAL MA 6028	Biosolids CAP Fall 2023 Document Approved 2023-12-12T16:57:00.8990761Z by: Chelsea Mandigo Document Approved 2023-12-14T16:44:11.6019677Z by: Jess Morris Document Approved 2023-12-14T17:50:15.6669973Z by: Cindy Delibac	2096.80	0.00	2096.80	51338	12/15/23
20445	WHITE CAP L P 10018919228	STEEL STAKE W/HOLES Document Approved 2023-12-12T14:14:25.7619466Z by: Rick Jones Document Approved 2023-12-13T17:42:50.7476402Z by: Cindy Delibac	170.00	0.00	170.00	51339	12/15/23
Report Total			1,296,070.66	0.00	1,296,070.66		
			=====	=====	=====		

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 \$ *1,296,070.66
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.004 Retirement Payable	22395.67	51340	12/22/23
32515	11/30/23	Fire Prevention Materials 223110091	210-5-25-10-613.000 Program Supplies	544.00	51341	12/29/23
28555	12/20/23	REPLACE LEAKING TRANSMISS R12200354701	210-5-40-12-430.000 R&M Vehicles & Equipment	1619.55	51342	12/29/23
19815	12/13/23	BL AColl DEC23 17RFDM7WLFMX	210-5-35-10-640.201 Adult Collection	57.17	51344	12/29/23
19815	12/22/23	BL AColl DEC23 19JF4HLQDLQL	210-5-35-10-640.201 Adult Collection	144.95	51344	12/29/23
19815	12/16/23	BL JColl DEC23 1KNNMWJDHTXT	210-5-35-10-640.202 Juvenile Collection	51.83	51344	12/29/23
19815	12/16/23	Maint Batteries 1WD4Q17QGGG4	210-5-30-12-610.000 General Supplies	100.12	51344	12/29/23
19815	12/19/23	BL AColl DEC23 1WVNN6TGDMK4	210-5-35-10-640.201 Adult Collection	171.08	51344	12/29/23
02420	12/15/23	EPOXY SYRINGE BLAC JB Wel 3236415626	210-5-25-10-430.000 R&M Vehicles & Equipment	22.42	51347	12/29/23
07465	12/06/23	TRAP MOUSE EASYSET 2PK 49754	210-5-40-12-610.000 General Supplies	139.26	51348	12/29/23
07465	12/06/23	TRAP MOUSE EASYSET 2PK 49755	210-5-40-12-610.000 General Supplies	-105.47	51348	12/29/23
19630	12/20/23	73 Maple st-pole camera s 22412	210-5-40-13-330.000 Professional Services	400.00	51349	12/29/23
00530	12/06/23	BL AColl DEC23 B6707478	210-5-35-10-610.000 General Supplies	11.11	51350	12/29/23
00530	12/06/23	BL AColl DEC23 B6707478	210-5-35-10-640.201 Adult Collection	169.53	51350	12/29/23
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715096	210-5-35-10-610.000 General Supplies	14.14	51350	12/29/23
00530	12/19/23	BL AColl-SUPPLY DEC23 B6715096	210-5-35-10-640.201 Adult Collection	216.94	51350	12/29/23
22670	12/16/23	EJRP Credit Card Nov/Dec 65081223	210-5-30-10-505.000 Tech. Subs, Licenses	586.19	51351	12/29/23
22670	12/16/23	EJRP Credit Card Nov/Dec 65081223	210-5-17-10-850.000 Community Events and Cele	4.99	51351	12/29/23
03000	12/11/23	DEICER SALT ICE CNTRL BLK 2908910798	210-5-40-12-600.000 Salt, Sand and Gravel	3901.92	51352	12/29/23
03000	12/12/23	DEICER SALT ICE CNTRL BLK 2908915509	210-5-40-12-600.000 Salt, Sand and Gravel	2886.40	51352	12/29/23
03000	12/13/23	DEICER SALT ICE CNTRL BLK 2908920232	210-5-40-12-600.000 Salt, Sand and Gravel	2968.24	51352	12/29/23
03000	12/14/23	DEICER SALT ICE CNTRL BLK 2908924793	210-5-40-12-600.000 Salt, Sand and Gravel	5734.96	51352	12/29/23
21210	10/26/23	SM SHOP TWL-RED- 4171966894	210-5-40-12-610.000 General Supplies	103.92	51354	12/29/23
21210	12/01/23	WATERBREAK COOLER LEASE 9249981600	210-5-40-12-610.000 General Supplies	50.00	51354	12/29/23
25120	11/02/23	EJRP Timesheets October 414471	210-5-30-10-330.000 Professional Services	888.00	51355	12/29/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25120	12/07/23	CLICKTIME.COM EJRP Timesheets November 416718	210-5-30-10-330.000 Professional Services	952.00	51355	12/29/23
30100	12/15/23	COBRAHELP COBRA HELP Jan 24 301251	210-5-10-10-210.000 Group Insurance	37.60	51356	12/29/23
04940	11/27/23	COMCAST Internet 01792101123	210-5-41-22-530.000 Communications	172.90	51357	12/29/23
31545	12/08/23	COSTCO #314 Supplies 12082023	210-5-25-10-610.000 General Supplies	105.59	51358	12/29/23
31545	12/30/23	COSTCO #314 Staff Party Program Supp 123023D	210-5-30-10-610.000 General Supplies	199.24	51358	12/29/23
31275	12/12/23	DON WESTON EXCAVATING INC Brookside Ave outlet repa 10910	210-5-40-13-575.000 Storm Sewer Maintenance	1867.00	51360	12/29/23
35260	12/11/23	EAST COAST PRINTERS INC 2 Embroidery on supplied 11272323	210-5-40-12-612.000 Uniforms	15.00	51361	12/29/23
V0795	12/21/23	ESSEX TOWN OF Due to Town 122123 122123	210-2-00-00-215.000 Due to Town	147248.82	51365	12/29/23
23000	12/13/23	F W WHITCOMB shurpac 002300018912	210-5-40-12-451.000 Summer Construction Servi	651.84	51368	12/29/23
23000	12/15/23	F W WHITCOMB SHUR-PAC 002300018955	210-5-40-12-451.000 Summer Construction Servi	1556.32	51368	12/29/23
244635	12/13/23	FIRST NATIONAL BANK OMAHA Food for Budget Day Dec 2 12132023JP	210-5-11-10-610.000 General Supplies	39.48	51370	12/29/23
244635	12/11/23	FIRST NATIONAL BANK OMAHA Food for Budget Day 12/13 20231211	210-5-11-10-610.000 General Supplies	52.54	51370	12/29/23
244635	12/13/23	FIRST NATIONAL BANK OMAHA Food Budget Day 2023 JP121323	210-5-11-10-610.000 General Supplies	187.27	51370	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-840.201 Adult Programs	2.39	51371	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-845.000 Employee/Volunteer Recogn	98.83	51371	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-500.000 Training, Conf, Dues	621.44	51371	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-840.202 Childrens Programs	99.02	51371	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-560.000 Postage	1.50	51371	12/29/23
21845	12/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Pst-Trn-APrg DEC2 0017 122023	210-5-35-10-505.000 Tech. Subs, Licenses	343.86	51371	12/29/23
25410	12/19/23	FIRST NATIONAL BANK OMAHA New Eng conference stay 231117	210-5-12-10-580.000 Travel	308.77	51372	12/29/23
34895	11/01/23	GAUTHIER TRUCKING, INC. RECYCLE PU Jackson10/2023 1752199	210-5-40-12-425.000 Trash Removal	133.13	51373	12/29/23
34895	11/01/23	GAUTHIER TRUCKING, INC. BARREL SERV Railroad ave10 1752201	210-5-40-12-425.000 Trash Removal	533.21	51373	12/29/23
34895	11/01/23	GAUTHIER TRUCKING, INC. BARRELBike PATH Beech St 1752361	210-5-40-12-425.000 Trash Removal	76.19	51373	12/29/23
34895	12/01/23	GAUTHIER TRUCKING, INC. 2YD CONTAINER Jackson 11/ 1758501	210-5-40-12-425.000 Trash Removal	133.13	51373	12/29/23
34895	12/01/23	GAUTHIER TRUCKING, INC. BARREL SERV Railroad Ave1 1758503	210-5-40-12-425.000 Trash Removal	533.21	51373	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	12/01/23	GAUTHIER TRUCKING, INC. BARREL BIKE PATH Beech St	1758663	210-5-40-12-425.000 Trash Removal	76.19	51373	12/29/23
34895	12/01/23	GAUTHIER TRUCKING, INC. COUCH Densmore Dr	1760999	210-5-40-12-425.000 Trash Removal	75.00	51373	12/29/23
80042	12/20/23	GOV OS INC December Land Records	1NV4058	210-5-12-10-505.000 Tech. Subs Licenses	350.00	51375	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-41-23-622.000 Electricity	198.00	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-40-12-622.000 Electricity	340.73	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-41-20-622.000 Electricity	601.48	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-40-12-622.000 Electricity	39.11	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-41-21-622.000 Electricity	888.35	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	210-5-41-22-622.000 Electricity	601.49	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP MSP Power December	1223 75 MAPL	210-5-41-26-622.000 Electricity	1106.66	51378	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP MSP Power December	1223 75MAPLE	210-5-41-26-622.000 Electricity	48.34	51379	12/29/23
80025	12/18/23	HOWARD, SUZANNE 1027109007 Tax Ref 2023	109007 REF23	210-2-00-00-200.002 Overpayments Payable	2041.73	51383	12/29/23
33495	10/12/23	INGRAM LIBRARY SERVICES I BL AColl OCT23	78330156	210-5-35-10-640.201 Adult Collection	108.99	51384	12/29/23
33495	10/12/23	INGRAM LIBRARY SERVICES I BL AColl OCT23	78330157	210-5-35-10-640.201 Adult Collection	26.76	51384	12/29/23
33495	12/26/23	INGRAM LIBRARY SERVICES I BL AColl DEC23	79588670	210-5-35-10-640.201 Adult Collection	164.16	51384	12/29/23
33495	12/26/23	INGRAM LIBRARY SERVICES I BL AColl DEC23	79588671	210-5-35-10-640.201 Adult Collection	18.75	51384	12/29/23
33495	12/26/23	INGRAM LIBRARY SERVICES I BL AColl DEC23	79588671	210-5-90-00-640.201 Adult Collection replacem	22.46	51384	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-30-10-210.000 Group Insurance	183.00	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-35-10-210.000 Group Insurance	256.20	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-16-10-210.000 Group Insurance	103.85	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-40-13-210.000 Group Insurance	12.08	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-40-12-210.000 Group Insurance	86.82	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-10-10-210.000 Group Insurance	204.47	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-13-10-210.000 Group Insurance	109.80	51386	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	210-5-30-12-210.000 Group Insurance	73.20	51386	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
26920	12/14/23	MAYVILLE DARBY BCA Minutes 12/12/23	12	210-5-11-10-330.000 Professtional Services	62.81	51387	12/29/23
80012	12/20/23	MECHLER THOMAS BL JProg DEC2023	DEC2023	210-5-35-10-840.202 Childrens Programs	50.00	51389	12/29/23
80025	12/18/23	MELE, LORI 1103001088 Tax Ref 2023	001088 REF23	210-2-00-00-200.002 Overpayments Payable	2177.17	51390	12/29/23
V9970	12/05/23	MIDWEST TAPE BL JColl DEC23	504737151	210-5-35-10-640.202 Juvenile Collection	23.24	51391	12/29/23
24620	12/15/23	MILTON RENTAL AND SALES WACKER lock plate	11478	210-5-40-12-430.000 R&M Vehicles & Equipment	-25.62	51392	12/29/23
24620	12/11/23	MILTON RENTAL AND SALES Wacker Lock Plate	1647202	210-5-40-12-430.000 R&M Vehicles & Equipment	73.34	51392	12/29/23
V10462	11/30/23	MONAGHAN SAFAR DUCHAM PL November legal	November 202	210-5-10-10-320.000 Legal Services	225.00	51393	12/29/23
V10462	11/30/23	MONAGHAN SAFAR DUCHAM PL November legal	November 202	210-5-16-10-320.000 Legal Services	1035.00	51393	12/29/23
V10462	11/30/23	MONAGHAN SAFAR DUCHAM PL November legal	November 202	210-5-10-10-320.000 Legal Services	1125.50	51393	12/29/23
29845	12/05/23	MORRISTOWN CENTENNIAL LIB BL AColl DEC23	MORRISTOWN D	210-5-35-10-640.201 Adult Collection	20.00	51394	12/29/23
V10615	12/09/23	NATIONAL PEN COMPANY, LLC Fire Prevention Material	113511531	210-5-25-10-613.000 Program Supplies	323.90	51396	12/29/23
80025	12/18/23	NELSON, DALE 1041110000 Tax Ref 2023	110000 REF23	210-2-00-00-200.002 Overpayments Payable	1334.73	51397	12/29/23
37605	12/01/23	NEW ENGLAND MUNICIPAL RES AP and payroll tax forms	54143	210-5-13-10-550.000 Printing and Binding	494.60	51398	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-30-10-210.000 Group Insurance	647.20	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-30-12-210.000 Group Insurance	104.53	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-16-10-210.000 Group Insurance	140.51	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-40-12-210.000 Group Insurance	310.66	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-13-10-210.000 Group Insurance	233.97	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-35-10-210.000 Group Insurance	443.03	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-10-10-210.000 Group Insurance	431.96	51401	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	210-5-40-13-210.000 Group Insurance	22.62	51401	12/29/23
80025	12/18/23	PACK, WESTON 1020035000 Tax Ref 2023	035000 REF23	210-2-00-00-200.002 Overpayments Payable	3250.21	51402	12/29/23
V10554	12/19/23	PHOENIX BOOKS BURLINGTON BL AColl DEC2023	1015942	210-5-35-10-640.201 Adult Collection	34.35	51404	12/29/23
V10554	12/27/23	PHOENIX BOOKS BURLINGTON BL AColl DEC2023	1036632	210-5-35-10-640.201 Adult Collection	25.58	51404	12/29/23
37430	12/11/23	R R CHARLEBOIS INC towing power steering tr	RC84063	210-5-40-12-430.000 R&M Vehicles & Equipment	3156.00	51406	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24325	12/12/23	iPad Hardware-EJFD	4145770	210-5-25-10-611.000 Small Tools and Equipment	2135.00	51407	12/29/23
03180	11/21/23	Park St Security System S	23647	210-5-30-12-330.000 Professional Services	150.00	51409	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-40-12-622.000 Electricity	47.86	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-40-12-622.000 Electricity	65.21	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-41-21-622.000 Electricity	324.67	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-41-26-622.000 Electricity	792.08	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-41-22-622.000 Electricity	153.91	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-41-23-622.000 Electricity	101.10	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	210-5-41-20-622.000 Electricity	153.92	51410	12/29/23
80025	12/18/23	1034017000 Tax Ref 2023	017000 REF23	210-2-00-00-200.002 Overpayments Payable	1702.17	51413	12/29/23
29835	12/27/23	CS POLY KNIT 4 X 3/8	27937	210-5-40-12-610.000 General Supplies	17.89	51414	12/29/23
29470	11/22/23	REPLACE TRANSMISSION Truc	36875	210-5-40-12-430.000 R&M Vehicles & Equipment	995.02	51415	12/29/23
23855	12/14/23	Cutting Edge end edge bo	INV3106059	210-5-40-12-430.000 R&M Vehicles & Equipment	1058.56	51416	12/29/23
23855	11/06/23	Element As	SCR0486090	210-5-40-12-430.000 R&M Vehicles & Equipment	-186.76	51416	12/29/23
80025	12/18/23	1029155001 Tax Ref 2023	155001 REF23	210-2-00-00-200.002 Overpayments Payable	429.00	51417	12/29/23
36130	12/17/23	City Cell Dec 2023	9951991282	210-5-40-12-530.000 Communications	349.41	51420	12/29/23
36130	12/17/23	City Cell Dec 2023	9951991282	210-5-25-10-530.000 Communications	457.38	51420	12/29/23
36130	12/17/23	City Cell Dec 2023	9951991282	210-5-10-10-530.000 Communications	50.51	51420	12/29/23
11935	12/06/23	PROLINE SPINNER MOTOR FRO	4529186	210-5-40-12-430.000 R&M Vehicles & Equipment	232.36	51421	12/29/23
11935	12/06/23	WHELEN LED TIR3 LIN3 SE	4529231	210-5-40-12-430.000 R&M Vehicles & Equipment	165.00	51421	12/29/23
11935	12/12/23	PROLINE SPINNER MOTOR FRO	4529533	210-5-40-12-430.000 R&M Vehicles & Equipment	232.36	51421	12/29/23
23395	12/15/23	Mailbox 19.94	517604	210-5-40-12-610.000 General Supplies	19.94	51422	12/29/23
21230	12/19/23	Vision Jan 2024	819475829	210-5-30-10-210.000 Group Insurance	125.65	51423	12/29/23
21230	12/19/23	Vision Jan 2024	819475829	210-5-40-12-210.000 Group Insurance	60.31	51423	12/29/23
21230	12/19/23	Vision Jan 2024	819475829	210-5-10-10-210.000 Group Insurance	87.97	51423	12/29/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	210-5-40-13-210.000 Group Insurance	4.63	51423	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	210-5-35-10-210.000 Group Insurance	96.20	51423	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	210-5-16-10-210.000 Group Insurance	33.36	51423	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	210-5-13-10-210.000 Group Insurance	48.82	51423	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	210-5-30-12-210.000 Group Insurance	23.69	51423	12/29/23
80025	VONFRANKENSTEIN DUVAL, NI	12/18/23	1027121000 Tax Ref 2023 121000 REF23	210-2-00-00-200.002 Overpayments Payable	1625.57	51424	12/29/23
41630	VT STATE TREASURER	12/27/23	Dog license fees to state 231227	210-2-00-00-215.004 Due to VT Dog Lic	90.00	51426	12/29/23
07565	W B MASON CO INC	12/14/23	Office Supplies 243259386	210-5-30-10-610.000 General Supplies	188.76	51427	12/29/23
05375	ESSEX JUNCTION EMPLOYEES	12/08/23	Payroll Transfer PR-12/08/23	210-2-00-00-210.005 Misc Deductions Payable	64.00	E1229231	12/29/23
05375	ESSEX JUNCTION EMPLOYEES	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.005 Misc Deductions Payable	72.00	E1229232	12/29/23
17140	THE EDGE (VILLAGE)	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.005 Misc Deductions Payable	299.25	E1229233	12/29/23
17425	ICMA ROTH PLAN 706287	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.004 Retirement Payable	100.00	E1229234	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-30-10-210.000 Group Insurance	9754.37	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-30-12-210.000 Group Insurance	2175.45	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-2-00-00-210.006 Health Ins. Copay	1881.83	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-13-10-210.000 Group Insurance	2807.02	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-10-10-210.000 Group Insurance	7859.66	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-40-12-210.000 Group Insurance	5052.62	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-16-10-210.000 Group Insurance	1403.52	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-35-10-210.000 Group Insurance	7789.49	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	210-5-40-13-210.000 Group Insurance	486.32	E1229235	12/29/23
V1160	ICMA RETIREMENT TRUST-457	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.004 Retirement Payable	3897.37	E1229236	12/29/23
V1161	ICMA RETIREMENT TRUST-401	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.004 Retirement Payable	5496.14	E1229237	12/29/23
V1165	INTERNAL REVENUE SERVICE	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.002 Federal Inc Tax W/H	42492.24	E1229238	12/29/23
V2413	VT DEPT OF TAXES	12/22/23	Payroll Transfer PR-12/22/23	210-2-00-00-210.003 State Inc Tax W/H	5255.44	E1229239	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	11/30/23	MONAGHAN SAFAR DUCHAM PL	November legal November 202	230-5-16-10-890.824 Cres. Connector	435.00	51393	12/29/23
39425	12/05/23	SCOTT & PARTNERS INC	2 Lincoln Renovations Dec 4942 21-1457	232-5-41-20-890.832 2 Lincoln Street Renovati	700.00	51411	12/29/23
02420	12/18/23	AUTOZONE	Backhoe 3236417000	254-5-54-20-430.000 R&M Vehicles & Equipment	38.60	51347	12/29/23
35260	12/11/23	EAST COAST PRINTERS INC	1 Port j799s Safety Carha 11162340	254-5-54-20-612.000 Uniforms	264.00	51361	12/29/23
03280	12/01/23	ENGINEERS CONSTRUCTION IN	EJ Main Street Waterline 6976	254-5-54-70-723.004 Main St Water Line	63875.46	51364	12/29/23
80010	12/27/23	GURUNG, DAL RAI & SUKU	Utility Credit Ref 185005 REF	254-2-00-00-200.002 Overpayments Payable	516.67	51380	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS	Life Ins Jan 2024 1596490	254-5-54-20-210.000 Group Insurance	87.84	51386	12/29/23
10110	12/13/23	MCGOVERN MECHANICAL CORP	Residential Water Meter R 2008	254-5-54-70-750.001 Meter Replacement Program	350.00	51388	12/29/23
80059	12/07/23	MSK ENGINEERS	Project 1461-001 ESSEX JU 16350	254-5-54-70-723.006 Service Line Inventoy	4880.00	51395	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL	Dental Jan 2024 121523 6197	254-5-54-20-210.000 Group Insurance	310.66	51401	12/29/23
V2227	10/24/23	TI-SALES, INC.	Neptune 360 Advanced AMR INV0163494	254-5-54-20-505.000 Tech. Subs, Licenses	1611.72	51418	12/29/23
V2227	10/24/23	TI-SALES, INC.	Neptune 360 Advanced AMR INV0163494	254-5-54-70-750.001 Meter Replacement Program	1493.91	51418	12/29/23
36130	12/17/23	VERIZON WIRELESS VSAT	City Cell Dec 2023 9951991282	254-5-54-20-530.000 Communications	301.46	51420	12/29/23
21230	12/19/23	VISION SERVICE PLAN (CT)	Vision Jan 2024 819475829	254-5-54-20-210.000 Group Insurance	60.31	51423	12/29/23
38680	12/01/23	VT RURAL WATER ASSOC	membership Renewal fee 20 12012023D	254-5-54-20-500.000 Training, Conf, Dues	560.00	51425	12/29/23
40855	12/15/23	CIGNA HEALTH AND LIFE INS	Health Dec 2023 121523 7728	254-5-54-20-210.000 Group Insurance	5052.62	E1229235	12/29/23
14685	11/30/23	ALLIANCE MECHANICAL	Heating system repairs Ad 068276	255-5-55-30-570.000 Other Purchased Services	7324.60	51343	12/29/23
11375	12/01/23	CASELLA WASTE MANAGEMENT	Grit and recycling Nov 20 3512425	255-5-55-30-421.000 Grit Disposal	1189.45	51353	12/29/23
V10347	12/13/23	EHRlich	PEST CONTROL MAINTENANCE 55502546	255-5-55-30-330.000 Professional Services	87.11	51362	12/29/23
06870	12/18/23	ENDYNE INC	Essex Jct. WWTF TKN Only 473336	255-5-55-30-340.001 Lab Testing	35.00	51363	12/29/23
06870	12/19/23	ENDYNE INC	Constituent Monitoring-ef 473434	255-5-55-30-340.001 Lab Testing	50.00	51363	12/29/23
38955	12/01/23	F W WEBB COMPANY	BU HEX HD 1x3/4 LF BRS 83460131	255-5-55-30-610.000 General Supplies	8.69	51367	12/29/23
38955	12/11/23	F W WEBB COMPANY	NIP 304SS 1x2 WLD S40 Riv 83584806	255-5-55-30-570.000 Other Purchased Services	32.04	51367	12/29/23
29280	12/19/23	FIRST NATIONAL BANK OMAH	WW Visa Charges 04811223	255-5-55-30-610.000 General Supplies	94.28	51369	12/29/23
29280	12/19/23	FIRST NATIONAL BANK OMAH	WW Visa Charges 04811223	255-5-55-30-610.000 General Supplies	15.34	51369	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
29280	12/19/23	FIRST NATIONAL BANK OMAH WW Visa Charges	04811223	255-5-55-30-500.000 Training, Conf, Dues	2055.00	51369	12/29/23
29280	12/19/23	FIRST NATIONAL BANK OMAH WW Visa Charges	04811223	255-5-55-30-570.000 Other Purchased Services	1312.74	51369	12/29/23
29280	12/19/23	FIRST NATIONAL BANK OMAH WW Visa Charges	04811223	255-5-55-30-570.000 Other Purchased Services	8.42	51369	12/29/23
32035	12/19/23	GMWEA utility mbershp ren	12192023D	255-5-55-30-500.000 Training, Conf, Dues	300.00	51374	12/29/23
24785	12/12/23	GRAINGER safety gear and pump stat	9932578546	255-5-55-30-609.000 Safety Supplies	171.66	51376	12/29/23
09050	12/06/23	HACH COMPANY pH LIQUID PROBE, STD, w/1	13840670	255-5-55-30-618.000 Laboratory Supplies	664.99	51381	12/29/23
V1093	12/18/23	HOLLAND CO., INC. Sodium Aluminate 12_15_23	PI25004	255-5-55-30-619.000 Chemicals	20711.70	51382	12/29/23
05495	12/11/23	LCS CONTROLS, INC LCS Support for SCADA mai	14582	255-5-55-30-330.000 Professional Services	1625.00	51385	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	255-5-55-30-210.000 Group Insurance	244.12	51386	12/29/23
19455	11/28/23	NICHEM CO ACTIVATED CARBON for coge	31505	255-5-55-30-570.000 Other Purchased Services	3343.75	51399	12/29/23
19455	12/04/23	NICHEM CO SAMPLING FOR SILOXANE Cog	31514	255-5-55-30-570.000 Other Purchased Services	550.00	51399	12/29/23
V1661	12/05/23	NORTH CENTRAL LABORATORIE Total P_CL_pipet glass fi	496595	255-5-55-30-618.000 Laboratory Supplies	2139.85	51400	12/29/23
24960	12/15/23	NORTHEAST DELTA DENTAL Dental Jan 2024	121523 6197	255-5-55-30-210.000 Group Insurance	387.84	51401	12/29/23
02970	12/05/23	USA BLUE BOOK INC PS Floats office calcula	INV00212933	255-5-55-30-610.000 General Supplies	53.90	51419	12/29/23
36130	12/17/23	VERIZON WIRELESS VSAT City Cell Dec 2023	9951991282	255-5-55-30-530.000 Communications	206.65	51420	12/29/23
23395	12/18/23	VILLAGE HARDWARE - WILLIS Gasket Maker 13.29	517619	255-5-55-30-570.000 Other Purchased Services	38.92	51422	12/29/23
21230	12/19/23	VISION SERVICE PLAN (CT) Vision Jan 2024	819475829	255-5-55-30-210.000 Group Insurance	87.22	51423	12/29/23
07565	12/06/23	W B MASON CO INC PAPER,FLGSHP, 8.5X11,92BR	243053356	255-5-55-30-610.000 General Supplies	61.96	51427	12/29/23
07565	12/18/23	W B MASON CO INC steno pads	243305175	255-5-55-30-610.000 General Supplies	11.97	51427	12/29/23
40855	12/15/23	CIGNA HEALTH AND LIFE INS Health Dec 2023	121523 7728	255-5-55-30-210.000 Group Insurance	3864.58	E1229235	12/29/23
24785	12/12/23	GRAINGER safety gear and pump stat	9932578546	256-5-56-40-433.000 R&M Infrastructure	27.90	51376	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	256-5-56-40-434.001 Susie Wilson PS Costs	455.47	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	256-5-56-40-434.002 West Street PS Costs	655.77	51377	12/29/23
07010	12/11/23	GREEN MOUNTAIN POWER CORP GMP Multi Solar 11/8 to 1	121123D	256-5-56-40-622.000 Electricity	634.17	51377	12/29/23
27840	12/18/23	MADISON NATIONAL LIFE INS Life Ins Jan 2024	1596490	256-5-56-40-210.000 Group Insurance	117.12	51386	12/29/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
10110	12/13/23	Residential Water Meter R	2008	256-5-56-70-750.001 Meter Replacement Program	175.00	51388	12/29/23
24960	12/15/23	Dental Jan 2024	121523 6197	256-5-56-40-210.000 Group Insurance	292.43	51401	12/29/23
25330	12/14/23	3/16"HR Plate Roscoe Ct	280336	256-5-56-40-431.000 R&M Buildings & Grounds	77.50	51405	12/29/23
11555	12/18/23	VALVE CHK SWG CI AQUA	235689	256-5-56-40-434.002 West Street PS Costs	3886.55	51408	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	256-5-56-40-622.000 Electricity	204.06	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	256-5-56-40-434.002 West Street PS Costs	183.14	51410	12/29/23
17505	12/12/23	Service period 11/18 to12	260SH	256-5-56-40-434.001 Susie Wilson PS Costs	143.72	51410	12/29/23
V2227	10/24/23	Neptune 360 Advanced AMR	INV0163494	256-5-56-70-750.001 Meter Replacement Program	3033.09	51418	12/29/23
V2227	10/24/23	Neptune 360 Advanced AMR	INV0163494	256-5-56-40-505.000 Tech. Subs, Licenses	3272.28	51418	12/29/23
02970	12/05/23	PS Floats office calcula	INV00212933	256-5-56-40-433.000 R&M Infrastructure	427.91	51419	12/29/23
21230	12/19/23	Vision Jan 2024	819475829	256-5-56-40-210.000 Group Insurance	58.20	51423	12/29/23
40855	12/15/23	Health Dec 2023	121523 7728	256-5-56-40-210.000 Group Insurance	4000.00	E1229235	12/29/23
19815	12/18/23	Vac Camp Supplies	13VVYWR9Y371	259-5-30-15-610.000 General Supplies	328.91	51344	12/29/23
19815	12/15/23	RK MSP Supplies	1744FF696HRX	259-5-30-15-610.000 General Supplies	32.49	51344	12/29/23
19815	12/15/23	PS Supplies	17RLPMFF9HRH	259-5-30-16-610.000 General Supplies	289.99	51344	12/29/23
19815	12/14/23	Bball Supplies	1JDJMW3PTDHX	259-5-30-14-610.000 General Supplies	319.96	51344	12/29/23
19815	12/14/23	PS Supplies	1NKTVRDY33RW	259-5-30-16-610.000 General Supplies	79.95	51344	12/29/23
19815	12/19/23	RK Summit Supplies	1TMH9NYWFG7F	259-5-30-15-610.000 General Supplies	11.47	51344	12/29/23
19815	12/16/23	RK Summit Supplies	1X999JQDGHF1	259-5-30-15-610.000 General Supplies	19.99	51344	12/29/23
19815	12/19/23	RK EES Supplies	1XCIPYXP9XQX	259-5-30-15-610.000 General Supplies	101.64	51344	12/29/23
25955	11/27/23	RK Cell Phones December	87301811223	259-5-30-15-530.000 Communications	811.56	51346	12/29/23
22670	12/16/23	EJRP Credit Card Nov/Dec	65081223	259-5-30-14-610.000 General Supplies	1532.54	51351	12/29/23
22670	12/16/23	EJRP Credit Card Nov/Dec	65081223	259-5-30-15-610.000 General Supplies	857.36	51351	12/29/23
31545	12/30/23	Staff Party Program Supp	123023D	259-5-30-14-610.000 General Supplies	131.50	51358	12/29/23
27810	12/18/23	Doc Network Overage Decem	2411761	259-5-30-15-330.000 Professional Services	144.00	51359	12/29/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14320	ESSEX WESTFORD SCHOOL DIS	12/19/23	Microphone Replacement 121923D	259-5-30-17-610.000 General Supplies	267.00	51366	12/29/23
27840	MADISON NATIONAL LIFE INS	12/18/23	Life Ins Jan 2024 1596490	259-5-30-15-210.000 Group Insurance	365.49	51386	12/29/23
27840	MADISON NATIONAL LIFE INS	12/18/23	Life Ins Jan 2024 1596490	259-5-30-16-210.000 Group Insurance	180.96	51386	12/29/23
24960	NORTHEAST DELTA DENTAL	12/15/23	Dental Jan 2024 121523 6197	259-5-30-16-210.000 Group Insurance	395.97	51401	12/29/23
24960	NORTHEAST DELTA DENTAL	12/15/23	Dental Jan 2024 121523 6197	259-5-30-15-210.000 Group Insurance	248.45	51401	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/13/23	RK FMS Snack 975954	259-5-30-15-610.000 General Supplies	211.02	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/13/23	RK Hiawatha Snack 976018	259-5-30-15-610.000 General Supplies	155.95	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/13/23	RK Westford Snack 976274	259-5-30-15-610.000 General Supplies	118.21	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/14/23	RK EES Snack 976374	259-5-30-15-610.000 General Supplies	178.01	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/14/23	RK MSP Snack 976778	259-5-30-15-610.000 General Supplies	229.01	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/19/23	RK Fleming Snack 979394	259-5-30-15-610.000 General Supplies	159.33	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/20/23	RK Hiawatha Snack 979648	259-5-30-15-610.000 General Supplies	71.24	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/20/23	RK Summit Snack 980481	259-5-30-15-610.000 General Supplies	128.75	51403	12/29/23
29425	PERFORMANCE FOOD SERVICE	12/20/23	RK FMS Snack 980658	259-5-30-15-610.000 General Supplies	79.07	51403	12/29/23
10435	SCREENMYLOGO.COM	12/13/23	BBall Shirts 20457	259-5-30-14-610.000 General Supplies	493.00	51412	12/29/23
36130	VERIZON WIRELESS VSAT	12/17/23	City Cell Dec 2023 9951991282	259-5-30-16-610.000 General Supplies	82.39	51420	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	259-5-30-15-210.000 Group Insurance	62.37	51423	12/29/23
21230	VISION SERVICE PLAN (CT)	12/19/23	Vision Jan 2024 819475829	259-5-30-16-210.000 Group Insurance	83.62	51423	12/29/23
07565	W B MASON CO INC	12/18/23	RK EES Supplies 243317274	259-5-30-15-610.000 General Supplies	224.36	51427	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	259-5-30-15-210.000 Group Insurance	5684.25	E1229235	12/29/23
40855	CIGNA HEALTH AND LIFE INS	12/15/23	Health Dec 2023 121523 7728	259-5-30-16-210.000 Group Insurance	4912.28	E1229235	12/29/23

12/29/23

City of Essex Junction Accounts Payable

Page 11 of 11

12:19 pm

Check Warrant Report # 24029 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 12/22/23 To 12/29/23

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

495074.81

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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 \$ ***495,074.81
Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
BOARD OF CIVIL AUTHORITY
REGULAR MEETING
MINUTES OF MEETING
DECEMBER 12, 2023**

JUSTICE OF THE PEACE/BCA MEMBERS PRESENT: Dylan Giambatista, Chair; Andrew Brown; Marcus Certa; Raj Chawla (remote); Diane Clemens; Cheri Davis (remote); Susan McNamara-Hill, Clerk/Treasurer; Deja Murray (remote); Patrick Murray; Gibson Smith; Dennis Thibeault (remote), Carmon Verasamy

CITY COUNCILORS PRESENT: Amber Thibeault (remote)

ADMINISTRATION: Karen Lemnah, Assessor

OTHERS PRESENT: Atty. Jim Barlow; Betsy Dunn, Brian Shelden (remote)

1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 5:37 PM. He noted the death of Board of Civil Authority (BCA) member Bernie Couture in August and commended him for his service to the community. Several members shared memories of Mr. Couture.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. BUSINESS ITEM

Due to the tardiness of the guest speaker, the BCA requested that Ms. Lemnah speak on Veterans Exemptions for taxes. She said that veterans need to reach out the Vermont Veterans Administration to qualify, and a list of qualifying veterans is sent to all municipalities. It is necessary for most veterans to reapply each year. Failure to do so would result in higher taxation at the local level. Mr. Giambatista informed the BCA of the Taxpayer Advocate position at the state level. Ms. Thibeault asked for clarification on the statutory basis of the abatement amounts, and Ms. Lemnah said that the Town of Essex has voted to increase the exemption to the higher level of \$40,000, rather than the base level of \$10,000. The BCA discussed the various state statutes regarding such abatements.

5. ADJOURNMENT

Motion by MARCUS CERTA, seconded by PATRICK MURRAY to adjourn the meeting. All in favor, motion passed at 5:37 PM.

6. CALL TO ORDER

Mr. Giambatista called the meeting to order at 5:56 PM.

7. GUEST PRESENTATION

Atty. Barlow said that he would be speaking on the process of municipal abatement. There are eight statutory provisions for which abatement can be granted by law, and the BCA has discretion to grant or not to grant abatements within these provisions.

These include:

- Death of the property owner in insolvency.
- Inability to locate the property owner.

- Inability to pay (hardship exception).
- Mistake of the listers.
- Manifest error (error by any party).
- Destruction of property logs.
- Abatement of an individual who would otherwise qualify for the veteran's exception however they were late with the paperwork.
- Closure of a mobile home park.

Atty. Barlow said that requests must fall under one of these categories, and that the BCA is a quasi-judicial board. He suggested that the BCA adopt Rules of Procedure for future meetings. If the BCA chooses to do so, they may deliberate in closed session. A decision does not need to be made publicly and may be written up via e-mail between the BCA. Atty. Barlow recommended that the decision is presented in written format, instead of in-person at the meeting. Additional information may be requested from the applicant after the fact without re-opening the hearing. When issuing a decision, the BCA must provide the statutory category, amount of abatement, and how a decision was reached. There is no deadline for issuing a decision. These decisions could be appealed to the Superior Court and should procedure and documentation back up the BCA's decision it is unlikely to be overturned.

The BCA discussed the amount given for veteran's exceptions in taxes, noting that this may need to be voted upon during Annual Meeting this spring. Mr. Murray asked if proof should be requested if a taxpayer says that they do not have the funds to pay, Atty. Barlow said that they can and should do so. Atty. Barlow suggested creating a standardized abatement form, requesting documentation from taxpayers. Atty. Barlow discussed managing conflicts of interest and ex parte communication. He also suggested clarifying with the City Attorney regarding the Assessor's role as a voting member of the BCA. The Vermont League of Cities and Towns have a basic BCA rules and procedures that can be used as a template. The BCA will work on developing draft rules of procedure in January and intends to implement these in February.

8. BUSINESS ITEM

b. Request for Abatement: Young B. Kwon & Andrew A. Kwon, 37 West Street

MOTION by MARCUS CERTA, seconded by RAJ CHAWLA to take up Business Item 5B and then continue along. Motion passed unanimously.

Mr. Giambatista opened the hearing, and asked staff for information on the request. Ms. McNamara-Hill said that the applicant did not fill out the appropriate forms with the state Department of Veteran's Affairs prior to the due date.

Motion by DIANE CLEMENS to move that the BCA either table this until the applicant has come forward with the appropriate paperwork that tells us that they qualify for the exemption or deny this and request that they come back with completed paperwork. Motion withdrawn by DIANE CLEMENS.

Ms. Thibeault asked if this exception had been granted in previous years, Ms. Lemnah said that it had not. Mr. Murray said that the applicant had missed both deadlines (on-time and late) and did not submit the form correctly. He suggested that the BCA decline the appeal and request that the applicant come back with additional information.

Motion by PATRICK MURRAY to decline the abatement. Motion withdrawn by PATRICK MURRAY.

Motion by PATRICK MURRAY, seconded by MARCUS CERTA to close the Public Hearing on Item B. Motion passed unanimously.

a. Request for Abatement: Edward Butzirus, 32 Orchard Terrace

Ms. McNamara-Hill said that the applicant said that he submitted a form for automatic payments, however this is not on file. Ms. Verasamy asked if the applicant had brought this form to the Town Offices by mistake. Ms. McNamara-Hill said that the Town would have given the form to her. Ms. Lemnah said that the Town does a test payment to ensure that the payment is valid prior to tax day. Mr. Chawla asked how the City notified the applicant of this hearing. Ms. McNamara-Hill said that she e-mailed the applicant but did not hear back, and told the applicant that a hearing would occur in person when he submitted the application.

Motion by MARCUS CERTA, seconded by GIBSON SMITH to close the hearing. Motion passed unanimously.

c. Other Business

None.

9. DELIBRATIVE SESSION

10. ADJOURN

Mr. Giambatista adjourned the meeting at 7:44 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
DECEMBER 19, 2023
DRAFT**

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

MEMBERS ABSENT: Dylan Zwicky.

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

OTHERS PRESENT: Ali Benson, Pat Bouchard, Bryan Currier, Greg Dixon, Steve Eustis, Ronald R. Frey, Sr., Jason Hemenway, Yuning Liu, Sara Massino, Liam Murphy, Megan Nelson, Stephen Wille Padnos, Greg Rabideau, Craig, James, Schraml.

1. CALL TO ORDER/ADDITIONS OR AMENDMENTS TO AGENDA

Chair Alden called the meeting to order at 6:32 P.M.

There were no additions or amendments to the agenda.

2. PUBLIC TO BE HEARD

None.

3. MINUTES

A. Regular Meeting – October 19, 2023

B. Regular Meeting – November 16, 2023

MOTION by CHRISTIN GILDEA, SECOND by MAGGIE MASSEY, to approve the minutes of October 19, 2023 and November 16, 2023 as presented. The motion passed 4-0.

4. PUBLIC HEARING

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

A. Appeal of Administrative Officer's Notice of Violation at 8 Taft Street in the R-1 District, by Jason Struthers, owner.

Community Development Director Yuen noted that this pertains to the September 21 Development Review Board decision that the City may enforce its Land Development Code (LDC) with regards to Mr. Struthers' farming activities (specifically, raising ducks). He said that staff have noticed that Mr. Struthers has raised ducks on the property since the decision was issued, despite receiving a letter from the Assistant Zoning Administrator requesting compliance from November 6, 2023. He said that on November 20, 2023, Mr. Struthers received an official Notice of Violation from the Zoning Administrator, which enables the City to initiate enforcement efforts with fines of up to \$200.00 per day if the violation continues. He said that Mr. Struthers is appealing this Notice of Violation, and that the DRB needs to determine whether the findings of fact and initial decision are still applicable and enforceable. He noted that the DRB's role is to interpret the law, and that any action taken related to enforcement based on that interpretation would be conducted by the City Council in consultation with the City Manager.

Mr. Alden noted that this is also pending a decision by the Superior Court's environmental division, the outcome of which will supersede whatever decision the DRB reaches tonight, and asked how this should play out. Director Yuen replied that yes, there are appeals from both parties (Mr. Struthers and Mr. Padnos on the opposing side) at the superior court. Mr. Alden said he would be willing to let the courts issue their decision before issuing any different decision at the municipal level, though he has not seen any new evidence to change his mind from the initial decision reached by the DRB in September. He added that if the DRB makes a decision that has a bearing on the final disposition of the ducks themselves and that the Appellant takes irreversible action based on that decision [gets rid of the ducks], that could be an issue if the superior court rules in favor of the Appellant. Mr. Alden also noted that agriculture is permitted in certain zoning districts in the City, but is prohibited in the R-1 District (and other residential districts). Ms. Gildea agreed, saying that the DRB should uphold its decision.

Mr. Alden opened the discussion up to the public.

Liam Murphy spoke as legal representation on behalf of the Appellant, saying that they continue to disagree with the City on its interpretation of its ordinance. He also noted that the City has stipulated that it would not file any enforcement complaints until the environmental court makes a decision or March 15, whichever comes sooner. He said that if this Notice of Violation is upheld, it will be appealed along with the original appeal currently before the environmental court.

Ronald R. Frey, Sr., another resident on Taft Street, said he isn't convinced that this property has been determined to be an agricultural property, which needs to occur prior to the farming operation to begin. He said that the DRB should work with the Department of Agricultural and gain their insight prior to engaging with the Superior Court on this. He said that the Appellant would also need to file a certain tax form to reflect that he has earned \$2,000 to qualify as a farm property. He said that there are also specific processes related to manure storage, etc, that need to be adhered to.

Stephen Wille Padnos, an abutting property-owner on Taft Street, said that the issue in the environmental court is for the DRB decision, not the Notice of Violation. He said that the stipulation that Mr. Murphy referenced hasn't been accepted by the superior court yet, though it was proposed. He said that the environmental court may agree to that stipulation, at which time the City can choose to schedule enforcement. He noted that the Appellant has decided to increase his operation from 1 dozen to 4 dozen ducks and to exponentially increase his cannabis operation, rather than slow down while a decision is reached. He said that while he agrees that taking any irreversible action prior to a superior court decision isn't advisable, this operation has been going on for about 4 years. He said that the fact that Mr. Struthers sought a variance in 2022 means that he knew his property was out of compliance at that time.

MOTION by CHRISTIN GILDEA, SECOND BY MAGGIE MASSEY, that the Development Review Board uphold the Administrative Officer's Notice of Violation for the Unlawful Condition of Property on 8 Taft Street, issued on November 20, 2023. The motion passed 4-0.

B. Final plan for a two lot subdivision; Lot 1 to retain existing single family dwelling, Lot 2 to be a single lot at 2 River Street in the R-2 District by Yuning Liu, owner. (*Applicant requested continuance from the November 16th meeting*)

Bryan Currier of O’Leary-Burke Civil Associates and Yuning Liu (Applicant) spoke regarding this item. Mr. Burke said that the proposal in front of the DRB is very similar to the sketch plan approval. He said that it is for a 0.33-acre existing developed lot in the R-2 District, which they are seeking to subdivide into a 7,507 square foot lot and an 8,716 square foot lot. He said that a single-family or duplex could be constructed with a zoning permit and that anything additional would require site plan review. He said that they have adjusted the lot size to meet the 7,500 minimum lot size for the R-2 district and that they don’t feel that there are more outstanding staff comments.

Mr. Alden said that now that the City has determined that sidewalks are to be built on the north sides of the street, the question remains as to where the sidewalk for this particular development should go or how it should be dealt with. He asked if the City would pave the sidewalk anyway as part of the capital plan, and asked why the staff has presented the DRB with options and essentially ceded the creation of the sidewalk. Director Yuen replied that the first option (which is the preferable option, from his perspective), would require the Applicant to build the length of sidewalk equivalent to the frontage of 2 River Street, but build it starting at Park Street so that it connects to the existing network. Mr. Alden said that this adheres to the LDC but with a twist, since the LDC requires sidewalks built on the Applicant’s property. Ms. Gildea also noted that there was concern during a previous hearing about the sidewalk being constructed right up against the building, since the frontage is tight. Mr. Currier noted that they have already proposed an easement in line with the scope and scale of the subdivision, which keeps all options open to the City in the future. Ms. Massey said that her interpretation of the LDC allows for a waiver of sidewalk requirements if there are equivalent pedestrian alternatives, which there aren’t. Mr. Currier replied that they would not be interested in Option 1 (building the length of sidewalk but beginning it at Park Street), as there is a lot of vegetation and wetlands in that area, a traffic pole in the way, and there would be difficulty surveying the abutting property. He said that Option 2 (paying a fee to the City for its capital budget in lieu of constructing the sidewalk) would cost substantially more than constructing the length of sidewalk, so they are not interested in that option either. He said that they would be interested in a sidewalk easement (Option 3). Mr. Alden asked whether the sidewalks in this area are in the capital plan and slated for construction. Director Yuen replied that sidewalks from Park Street and Stanton Drive and from Stanton Drive to Franklin Street are in the capital plan, though it is not certain when they will make it to the top of the list.

Mr. Alden opened the discussion up to the public.

Steve Eustis said that he has commuted on this road for 28 years, noting that many people commute by walking to Global Foundries and that there is no sidewalk, it’s a 35 mile-per-hour zone, and the lighting is poor. He said that the City doesn’t necessarily need a 5-foot grass buffer, but it does need a sidewalk to protect pedestrians in this tight area. He said that creating this connector would help protect pedestrians.

MOTION by JOHN ALDEN, SECOND by CHRISTIN GILDEA, to approve the final subdivision plat with the stipulations and conditions contained in the staff report with the modified condition #4 that the Applicant shall provide an easement to the City and construct a sidewalk in front of their portion of the property on River Street. The motion passed 4-0.

C. Conceptual site plan for a proposed mixed-use development to construct a 5-story building with 2 commercial spaces on the 1st floor and 52 apartments on the upper stories at 17 Park Street in the VC District by Milot Real Estate, agent for Handy Hotels and Rentals, LLC, owners.

Brett Grabowski of Milot Real Estate and Greg Dixon of Kregs & Langing Consulting Engineers spoke on behalf of the Applicant about the conceptual site plan. Mr. Grabowski noted that Milot Real Estate will be purchasing the lot from Handy Hotels and Rentals in the future, so they are here tonight to provide an overview of the project at a site that has been needed to be redeveloped for a number of years.

Mr. Grabowski said that they are looking to take advantage of the new regulations passed in the springtime and are proposing a 5-story building and will be leveraging much of the infrastructure that was put in place with the 11 Park Street project (also owned by Milot Real Estate). He said that this 5-story building would consist of 52 apartments with a mix of studio and microunits, 1-bedroom, and 2-bedroom units, with 6,000 square feet of commercial space on the first floor. He said that 3 levels of parking will be provided in the development, with one underneath the structure (accessed through the ramp for 11 Park Street), and a parking deck similar to that of 11 Park Street, which will also utilize the existing ramp for 11 Park Street, for a total of 46 spaces. He noted that the building will have a flat roof and is broken up with decks and that it is raised in the back. He noted that there will also be outdoor space on the upper level of the back part of the building. He said that they would like further guidance from staff and the Board on design work of the building, as well as the general circulation for pedestrian access, how this building will relate to the 11 Park Street building.

Ms. Gildea asked for further details on access for cars parked within the development, and Mr. Grabowski explained in further detail, also noting that some of the current difficulties with making left-hand turns onto Park Street will be mitigated by the traffic reduction that the Crescent Connector project [unrelated] will provide for. He said that there will be three ways to exit this project, which include making a left onto Park Terrace, turning left and going up Park Terrace, and the third would be to come down School Street.

Mr. Alden says that as the project goes forward, it will be good to see how this building interfaces with 4 Pearl and 11 Park. Mr. Grabowski agreed, noting that the space between the buildings will be important for developing pedestrian-friendly spaces. He said that there is interest from restaurants in utilizing that space between buildings for terraces, and that the developers are interested in pursuing an integrated sidewalk with a consistent elevation between the buildings. He also noted that the Green Mountain Power utility poles will also be relocated underground. He spoke about access to any of the businesses along the building frontage, noting multiple points of ingress/egress to each, which are ADA-accessible. Mr. Alden said it will be good to ensure that there is an ADA-compliant access point at the front of the building in addition to the normal primary access point where the main parking area is. He said that this project very creatively integrates the spaces between the two existing and the new proposed building. He also noted that while the regulations allow for the 5-story height, the developers need to be careful about how they integrate this proposed 5-story building into the Village Center. He also pointed out the opportunities to enhance the view corridor up Park Street to the historic Park Street School. Mr. Grabowski noted that there is a significant amount of unutilized municipal parking at the School Street driveway, suggesting that it become unposted (it's currently restricted between midnight and 6:00 AM). He said that decreasing the restriction on parking for that specific area would be beneficial for that area of the City, especially given the perception in Essex Junction that people expect to be able to park very close to their destination (compared to Burlington, where people expect to have to park and walk to their destination). Mr. Alden said that he does not have issue with the proposed number of parking spaces, but said that the developer should take into consideration visitor parking. Mr. Alden also asked about the mix of the affordable units (noting that 20% of the building's units must be affordable to take advantage of the height bonus). Mr.

Grabowski replied that the mix of affordable housing will be proportional to the overall building's unit mix.

Ms. Massey asked about the short-term and long-term bicycle parking requirements. Mr. Grabowski replied that there are some locations in 11 Park Street where bicycle parking can be put, and that since 17 Park Street hasn't yet been designed, there are a number of places that bicycle storage can be located.

Mr. Alden opened the discussion up to the public.

Steve Eustis noted that when 11 Park Street was built, the sidewalk out front of it was closed for around a year, and hopes that this not occur for this development. He also noted that for someone who isn't accessing any of the businesses or amenities between the two buildings, it does not necessarily feel inviting. He said that it would be good to think of ways to include the pedestrians from the sidewalk. Mr. Alden acknowledged this, and said that it is mostly due to parking configuration. Mr. Eustis said he is supportive of this development generally, saying that it will be a good addition to the community.

Mr. Alden said that he would encourage the developer to include the other buildings in the renderings for the design of this building, so that the Development Review Board can see in future hearings how the building is integrated into the rest of the street façade.

MOTION by MAGGIE MASSEY, SECOND by CHRISTIN GILDEA, to approve the conceptual plan based on tonight's discussion. The motion passed 4-0.

5. OTHER DEVELOPMENT REVIEW BOARD ITEMS

None.

6. ADJOURNMENT

MOTION by CHRISTIN GILDEA, SECOND by MAGGIE MASSEY, to adjourn the meeting. The motion passed 4-0.

The meeting was adjourned without objection at 8:39 P.M.

RScty: AACoonradt

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

Meeting Attendees: Micah Hagan, Chris Kline, Mark Breslin, Tacy Lincoln, Phil Bieber, Russ Miller-Johnson; Guest: UVM Professor John Lens

Meeting Called to Order: at 7:07 p.m.

Meeting Minutes: Tacy Lincoln volunteered to take minutes for the meeting.

Changes to Agenda/Review/Approval of Minutes: Minutes from the November 20th meeting were unanimously approved. Mark requested to add an item to the agenda: Google Map Update.

Public to be Heard: No comments.

UVM Capstone Project: As a follow up from the November meeting, the Committee suggested that the focus of this project be on identifying the connectivity and the “gaps” in the City’s biking/walking network. Professor Lens indicated that there would be one, and possibly two, groups of students interested in working with the Committee and would like them to attend the regularly scheduled beginning in January 2024 so that they can be informed of the Committee’s work as well as to report on the project’s progress. The BWAC will develop a list of potential “deliverable” outcomes and time-line to discuss with the student groups following the January, 2024 meeting.

Bike Rack Inventory: Phil shared the Bike Rack Inventory Survey https://docs.google.com/forms/d/1vKWI_FFxmwkq-n_6Kb3XgHW-PqXOnXVVosNIUv1n480/edit with Committee members via email. Each member is asked to document their observations of existing bike rack options throughout the City through the link to the survey. Data will be collected, compiled and reported at a BWAC in the near future.

Bike Safety Event: The BWAC plans to partner with the VT Youth Cycling event in the Spring and will need to provide information to Mark no later than February 9, 2024 for the purpose of including in the EJRP brochures.

Upcoming Events of Interest: Chris will send BWAC members a list of the upcoming bike/walk webinars sponsored by Local Motion. Tacy informed the Committee of the Community Dinner and Open House scheduled to be held on January 27 as an opportunity for BWAC to connect with community members at large. Additionally, given Chris’ involvement with a variety of groups related to the BWAC activities, Tacy invited Chris to participate in the City’s Vision and Strategic Planning Focus Groups scheduled to be held in late January.

Google Map Update: The maps have been updated but not yet published for the general public to access. Once the map is public, the Committee would like to reproduce this map in a 11x17 format so as to distribute as needed.

Next Meeting: January 11, 2024 at 7:00 p.m.

Meeting Adjourned: 7:40 p.m.

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

Members Present: Nick Meyer, Rich Boyers, Nicole Klett, Max Seaton, Steve Rivard
In attendance virtually Warren Spinner
Citizen: Carl Houghton
City Representative: Ashley Snellenberger in attendance virtually

I. Call To Order

The meeting was called to order at 4:33 pm by Nick, second by Steve.

II. Additions or Amendments to Agenda

Greatest Tree Contest wrap up. Tree City USA update.

III. Approval of Meeting Minutes

A motion to approve the October 2023 meeting minutes was made by Rich, second by Steve.

IV. Maple Street Park Tree Walk Improvements

Nick took pics of brochures and sign at the entryway. Warren stated we lost tree #17. Opportunity to add new trees including elms. A few of the replacement trees that have had some vandalism.

Sign that was on the backside of the park was vandalized.

Nick noted artistry and emphasis on trees on the sign at Niquette park and Nicole added the ideas of following a walk and better direction on the sign. All agreed that orientation on the sign wasn't clear. So that sign can be timeless, change its purpose as an introduction and have QR code on it that will give specific details on the park as it is at the time. The sign won't have to be so specific to show all trees but orient the public to walk and where to start. QR codes can have references to the next tree on the walk so the walk can be dynamic and change as needed. Rich reminded TAC that having specific directions in the park to follow trails in addition to tree signage is important.

Pamphlets in ERJP in office instead of outside for alternative to QR codes. Pamphlets could be edited from masterdoc to reflect changes in walk/trees.

Rich also thought of the option of an audio tour by Warren.

Ashley says the biggest cost is the outside tour and we can do pamphlets and audio recording in house.

Nicole continues to reach out to the Forestry and CTE group. Rich can try science colleagues as well.

Ashley uses SB signs and they can likely do this type of signage.

May need to reach out for designers on sign and may need the map revamped. Facts should include climate change and tips for the public on helping trees.

Nicole will reach out to CTE or EHS Science classes for design collaboration and for graphic designers.

Consider QR code at front and at individual trees with attached PDFs and have audio recordings and see how that might work

Ashley can help with design if no school collaboration

Aim for Arbor Day as a grand opening. May need to push out to Summer.

V. Tree City USA

Warren spoke with Ashley about the application for Tree City USA. They are going to work on the website for the application with new login info.

May need to answer questions like what does being designated tree city mean etc and may need input from TAC, city and citizens.

Warren and Ashley will meet to work on the application together. Nick reminded Warren about logging in the volunteer hours and Warren would like TAC members to turn in volunteer hours to him by Thursday.

VI. Tree Planting 2024

Nick and Warren informed TAC that 23 trees that are available to pull out from the nursery, very diverse species and want to continue work in the Ash tree neighborhoods. We may need to knock on doors in the neighborhoods. Cutting down and replacements at this point. Could put 12 trees on Old Colchester Rd.

Busy roads and developments that are lacking could be new territory. West St has opportunities besides Hiawatha and the old tree nursery there. South Summit is another area. Nick would like TAC to look at places and focus on a few places to put several trees instead of spacing out individual trees due to watering.

Will pick a school to do an Arbor Day Tree planting in the new year.

Rick and his DPW team are available for cutting down trees.

VII. Development Updates Pocket Park and 17 Park St

Warren reports that city planner, Jennifer Marbl, is working with Chris in the planning office and is working with development projects in the city. She and Warren met. She had a question about 17 Park St. There is a developer for that parcel who has complaints about using silva cells. She can go back to the applicant and let them know that the city wants four trees in front of that building.

Other development projects including 8 Railroad Street. There is a building being planned with no footprint for landscape development.

132 Pearl St with landscape plan presented with no specific listing of trees to be utilized.

229 Pearl with a landscape architect with comprehensive landscape plans.

Crescent Connector is going well with being able to see plans for landscaping and pocket park plans in place with Rick Hamlin, Ginkgo Design and Warren and Jennifer with emphasis on good soil and protecting whatever trees get planted.

Nick is glad that planning code really leads to collaboration of the city, developer and TAC. Also, landscaping is getting prioritized for developers in actual planting in lieu of just having a fund for it. Stronger compliance seems to be where the new emphasis is.

VIII. 2024 TAC Calendar

Nicole will put a folder together to capture info for PSAs.

January -Planning Calendar and setting up folder
February -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-
March -Public Education around Thinking about planting a tree
April - Tree Sale /National Arbor Day
May -Tree Planting /VT Arbor Day @ named school
June -Tree Walk 2nd annual!
July -Public Education around Tree Planting/Maintenance/Watering
August -Advertise Tree Contest
September -Form Submission for Tree Contest open after Labor Day
October -Judging and Announcement of Tree Contest Winner
November -Public Education around Trees in Fall (Best Handling of Leaves, etc)
December -Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree

IX. Budget

EJ puts \$2.07 into tree activities which helps with candidacy of Essex Junction for Tree City USA, etc.

The 2024-2025 proposed city budget shows a 7% tax increase. The city may wish to reduce the TAC budget as well as other city budgets to reduce the overall tax increase.

Dollars are left in the TAC budget for this year, which will be used for the spring tree planting and maintenance. Still waiting to hear about that.

X. Greatest Tree Contest

Nicole noted that the Nominating form needs to be more specific about the location of the trees, permission for TAC to be on the land where the tree is, and having a parent give consent. Rich and Nicole will update folder with ideas

We can meet again in the spring before launching in midsummer. Hoping to get more sponsors for the contest and higher prize amounts. More coverage in the media is needed esp for thanking sponsors.

XII. Other Business

None

IX. Date for Next Meeting

The Committee will meet on January 16, 2024 at 4:30 p.m with agreement from committee members for the time change.

Adjournment

Nick made a motion to adjourn at 5:50 pm Steve, 2nd Max.

POLICE COMMUNITY ADVISORY BOARD
November 21, 2023
POLICE COMMUNITY ADVISORY BOARD
REGULAR MEETING
MINUTES OF MEETING - Approved
NOVEMBER 21, 2023

POLICE COMMUNITY ADVISORY BOARD: Gwendolyn Evans (remote), Christina Hagestad, Dan Maguire, Jody Kamon (Advisor).

Absent: Guillamue Teganyi, Arthur Bergeron, Leo Duque, Ta-Tanisha Redditta (Advisor)

STAFF: Anthony Jackson-Miller (Community Affairs Liaison-Essex Police Department)

ADMINISTRATION: Ron Hoague (Police Chief) - Absent.

OTHERS PRESENT: Lorraine Zalume (community member), Hannah Toof Howard Center Community Outreach), Tabitha Moore, John Dunn (Sargent EPD)

1. CALL TO ORDER

Vice-Chair Christina Hagestad called the meeting to order at 6:07pm.

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

Agenda Approved. Minutes from the October 17, 2023 meeting submitted but not approved as the board did not have a quorum.

4. PUBLIC TO BE HEARD

Community member Lorraine Zalume addressed the board with concerns related to her son's recent untimely fentanyl overdose death and her subsequent interactions with Burlington law enforcement and other public safety authorities. Ms. Zalume expressed concerns related to how she was treated by those authorities, that "no one has a plan" for dealing with a mounting number of overdose deaths and her intention to "go public" about these and related issues. Vice-Chair Hagestad acknowledged Ms. Zalume's frustration and grief and thanked her for sharing her concerns and that the board was supportive and would be open to further conversation going forward.

5. BUSINESS ITEMS

a. Howard Center Community Outreach Supervisor Hannah Toof

Hannah Toof engaged the board relative to what the community outreach team does. The board learned that 9 towns are served and the outreach team works collaboratively with First Call, in addition to clinical backup services, behavioral intervention with children, substance abuse and crises de-escalation. Ms. Toof shared her email address and printed materials.

b. Tabitha Moore, Consultant

Tabitha Moore spoke with the board about fairness in policing and her ongoing work with EPD toward that goal. She discussed data collection and racial disparities in policing. She discussed the creation of the PCAB and referenced the 2021 "Essex Best Report". She acknowledged the EPD are "called for too much" and blamed the "dearth of services" as a contributor. Ms. Moore answered questions from the board as to how the PCAB could be most effective going forward and made herself available for consult going forward.

c. Sgt. John Dunn, Essex Police

Sgt. Dunn addressed the board and answered questions about the fairness in policing policy presently in place.

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

Anthony Jackson-Miller advised the next meeting will focus on use of force policy and practice.

The board will also discuss what the procedure will be to replace board members.

requested that if the Board members wanted to include next meeting agenda items that they should be submitted no later than noon on November 17 in advance of the November 21 meeting. He also noted the Board to look for Agenda and Minutes the Friday before the next meeting.

7. ADJOURN

Christina Hagestad made a motion to adjourn which was unanimously seconded by the Board. The meeting adjourned at 7:43pm.

Respectfully submitted,
Dan Maguire
CAB Secretary

JANUARY 2024

Essex Area Senior Center Newsletter



HAPPY NEW YEAR

IN THIS ISSUE

PAGE 2

- Important Updates
- Contact Information

PAGE 3

- Program Staff
- Membership Update
- Newsletter Subscription

PAGE 4

- Crossword

PAGE 5

- Days, Hours, & Staffing

PAGE 6

- Transportation (SSTA)
- Age Well Meals Update

PAGE 7

- City Happenings

PAGE 8/9

- EJRP Programs

PAGE 10

- Monthly Calendar

PAGE 11

- What's New in Entertainment
- Cooking Corner

May every day
of the new year
glow with
happiness,
good cheer,
hope, and new
adventures!



IMPORTANT SENIOR CENTER UPDATES

EFFECTIVE JANUARY 1, 2024

-Essex Junction Recreation & Parks (EJRP), the recreation department that serves the City of Essex Junction, has assumed oversight of the Essex Area Senior Center (EASC)

-The Town of Essex Senior Bus Service no longer serves residents of the City of Essex Junction

CONTACT INFORMATION

NEW FACEBOOK PAGE:



@essexjunctionrecreationandparks

FIND MORE INFORMATION ONLINE AT:

@www.ejrp.org/olderadults

FIND MORE INFORMATION VIA PHONE:

(802) 878-1375

EJRP CONTACT INFORMATION:

Mark Brislin, Assistant Recreation Director
mbrislin@ejrp.org

Renovations at Lincoln Hall

Lincoln Hall (2 Lincoln Street – the location of the City Offices, Essex CHIPS, Essex Teen Center, Essex Area Senior Center) will be closed for renovations to the building. Renovations are expected to last eight months. The start and end dates are not yet finalized, but likely to commence in April and conclude sometime in the late fall/winter. These are good faith estimates at this time and are subject to change. When the renovations begin, the current Senior Center programming will continue to be supported in a different space(s). Spaces are currently being explored and a schedule and locations will be shared later in the winter.

PROGRAM STAFF



MEET THE CENTER'S NEW SENIOR LIAISON, CLAIRE!

“Hi everyone, I’m Claire! I’m 23 years old, born and raised in Vermont, and recently graduated from George Mason University with a degree in Business Marketing. Besides here, you can find me working at EJRP’s Rec Kids with the kindergarteners, hosting at Rí Ra Irish Pub on Church Street, or assistant coaching the ADL cheerleading team. In my free time, I enjoy reading, painting, and traveling. My current favorite hobby is crossword puzzles!”

EJRP FULL-TIME SUPPORT FOR OLDERADULT PROGRAMMING

There will be a full-time Program Director for Older Adults for EJRP, which will be hired closer to when Lincoln Hall re-opens in the fall/winter of 2024. Until then, part-time staff and other full-time staff at EJRP will provide support and supervision of older adult programming.

SENIOR CENTER MEMBERSHIPS

Due to being open only for the first three months of 2024 at Lincoln Hall, before vacating for renovations, there will be no membership fees for the Senior Center until further notice.



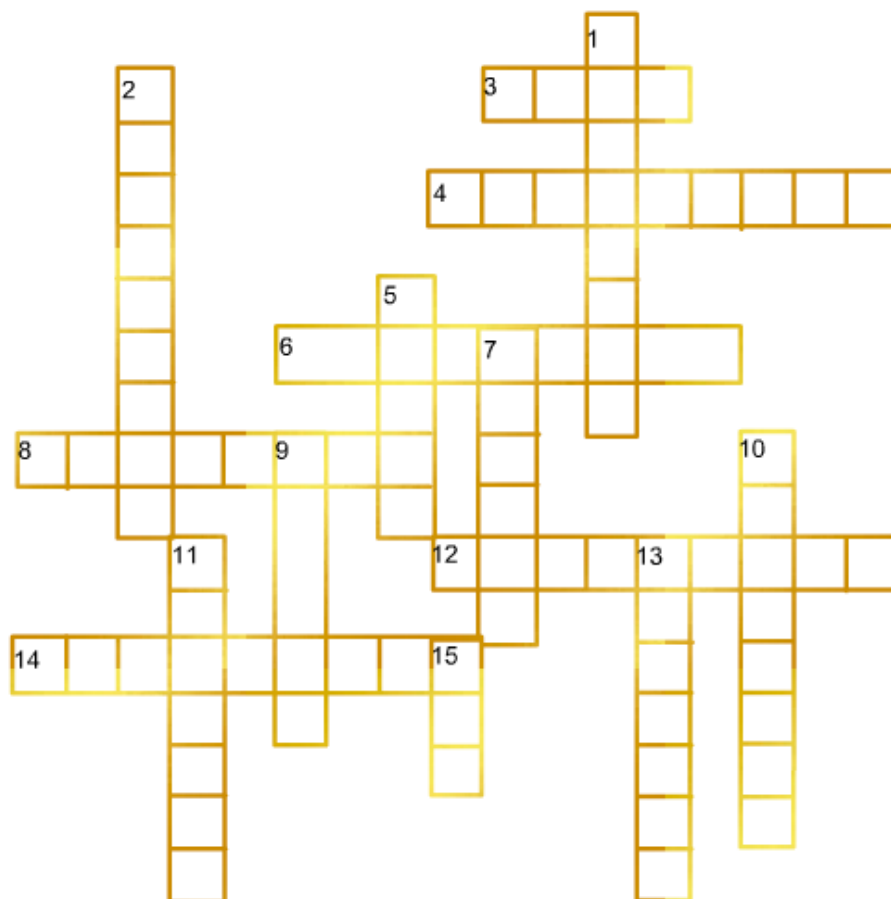
NEWSLETTER SUBSCRIPTION

Interested in receiving this newsletter each month?

Sign up by visiting ejrp.org/olderadults and filling out the Essex Area Senior Center Newsletter Subscription Google form!

(Form Link: [HTTPS://forms.gle/qgWRwgkJRUgg51B46](https://forms.gle/qgWRwgkJRUgg51B46))

New Year Crossword Puzzle



Down:

- 1. a chart with days weeks and months
- 2. a white sparkling wine
- 5. beautiful vocal instrumental or combined sound
- 7. a drinking glass with a foot and a stem
- 9. a man's dinner jacket.
- 10. a handheld firework that emits sparks.
- 11. the first month of the year
- 13. round rubber bag that is inflated with the air
- 12. observe and used as decoration or a toy.
- 14. an act of counting numerals in reverse order
- 15. opposite of old to zero

Across:

- 3. the period of 365 days
- 4. a device containing gunpowder and other combustible chemicals which causes spectacular effects and explosions when ignited
- 6. a timing device with two connected glass bulbs containing sand
- 8. small bits of paper usually colored
- 12. observe
- 14. an act of counting numerals in reverse order



SENIOR CENTER DAYS, HOURS, & STAFFING

MONDAYS:

10AM-12PM – MAH JONGG

-EASC volunteers will open, monitor, and close the Center. In the absence of a volunteer, the Center will not be open that day.

TUESDAYS:

10AM-1:00PM – BINGO

-\$2 fee, bring your own lunch, lunch break at 11:30AM.
-EJRP staff will open, monitor, and close the Center.

WEDNESDAYS: Not open

THURSDAYS:

11AM-12PM – BRISCOLA (NO FEE)

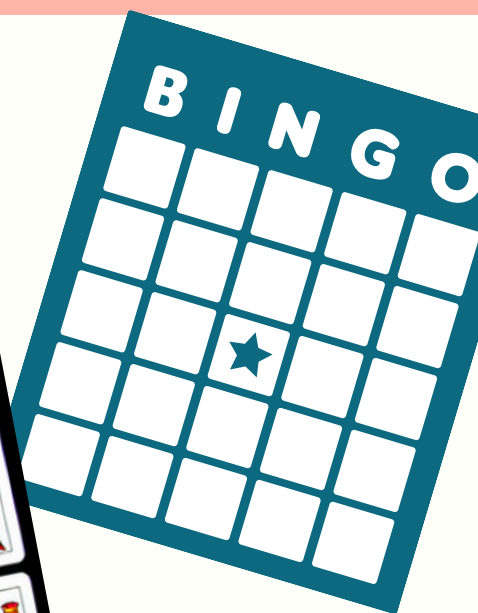
12:30-3:30PM - DUPLICATE BRIDGE (NO FEE, BRING A PARTNER)

-EJRP staff will open, monitor, and close the Center.

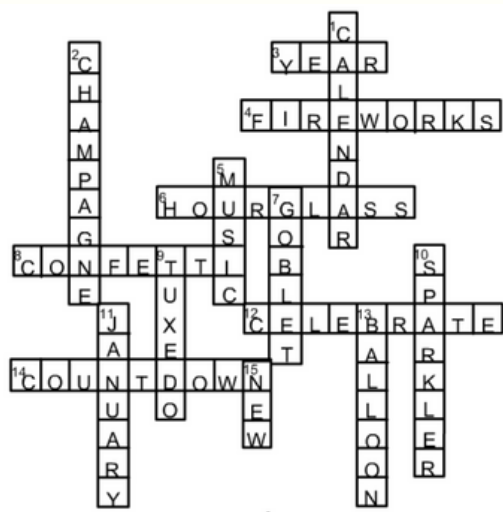
FRIDAYS:

10AM-12PM – MAH JONGG

-EASC volunteers will open, monitor, and close the Center. In the absence of a volunteer, the Center will not be open that day.



Crossword Answer Key



TRANSPORTATION



SSTA BUS OPTION

The Special Service Transportation Agency (SSTA) offers an ADA paratransit program for residents who live within 3/4 of a mile from a fixed route bus service, provided by Green Mountain Transit (GMT), and have a disability that prevents them from walking to or waiting for a bus. Regarding the mile threshold, almost all of the City of Essex Junction qualifies with exceptions being 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. In order to utilize the service, an application must be completed and processed in advance (can take up to three weeks). Applicants will need a certified healthcare professional to verify their disability. The cost per ride for the user is \$2.50. There are hard copies of the application materials at the Senior Center.

The application and further information can be found here:
<https://ridegmt.com/paratransit-application/>

If you are not sure if you qualify for the paratransit program or know that you do not, you should call SSTA (802-878-1527) to inquire about what transportation options may be available to you.

If you would like assistance making this call and understanding your options, an EJRP staff member would be happy to help you (802-878-1375).

Age Well Grab & Go Meals

EJRP is meeting with Age Well to discuss the continuation and access to Grab & Go Meals at the Senior Center.

More details will be released later this month.

CITY OF ESSEX JUNCTION HAPPENINGS

**Participate in the Strategic Plan
and Budget discussions!**

**COMMUNITY MEAL AND OPEN HOUSE
(PUBLIC HEARING ON BUDGET):**

- January 27, 2024
- 11 AM-12:30PM
- Champlain Valley Expo Blue Ribbon Pavilion

STRATEGIC ACTION PLAN FOCUS GROUPS:

- January 29 & 30
- Times TBA
- Champlain Valley Expo Blue Ribbon Pavilion

BUDGET COFFEE CHATS:

- January 17, 2024
- 9AM
- Location TBA

**For more information, visit
essexjunction.org**



EJRP PROGRAMS

-Visit www.ejrp.org to view full details for each program & register-

EASY FLOW YOGA

Easy Flow Yoga combines many components of a well-rounded yoga practice with simple sequencing and longer hold times of some poses. Connect to your body and breath for an hour and return to the world a more centered you. This class is available to those with some yoga experience, regardless of age and gender. Yogis should bring a mat or blanket to practice on.

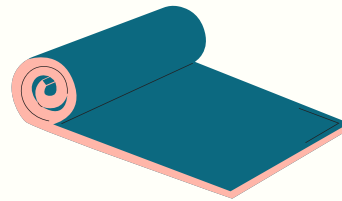
ALL AGES / MAPLE STREET PARK MULTI-PURPOSE ROOM
WINTER SESSION - FRI, JANUARY 12 - FEBRUARY 23 | 9-10am | \$75 OR \$13 DROP-IN
NATALIE BOYLE, REGISTERED YOGA TEACHER



FLOW YOGA

Come connect your breath with movement in this all levels flow-style yoga class. Each week we'll begin with breathwork or a short meditation before moving through a sequence of progressively more challenging postures. We close with slower stretches to prepare for an extended rest, where the benefits of the practice integrate into the body, mind, and spirit. Mats may not be provided. Yogis should bring a mat or blanket to practice on. This class is available to those with yoga experience, regardless of age and gender.

AGES 18+ / MAPLE STREET PARK MULTI-PURPOSE ROOM
MON, JANUARY 22 - FEBRUARY 19
6:30-7:30AM
\$65 OR \$13 DROP IN
NATALIE BOYLE, REGISTERED YOGA TEACHER



WOMEN'S PICK UP BASKETBALL

Join us each Tuesday night for female only, non-competitive pick-up games for fun and fitness. Join this amazing group of women ballers to get back into shape and work on your game!

18+ / THOMAS FLEMING SCHOOL
WINTER SESSION: TUE, NOVEMBER 28-FEBRUARY 13
7:30-9PM
\$40
AMANDA DALL AND VOLUNTEERS



MEN'S PICK UP BASKETBALL

Time to stretch those muscles and get in shape. Join us for pick-up basketball, fun, and fitness every Tuesday night.

18+ / EMS
WINTER SESSION: TUE, NOVEMBER 28-FEBRUARY 13
7:30-9:30PM
\$40
ROBERT HAGGERTY AND VOLUNTEERS



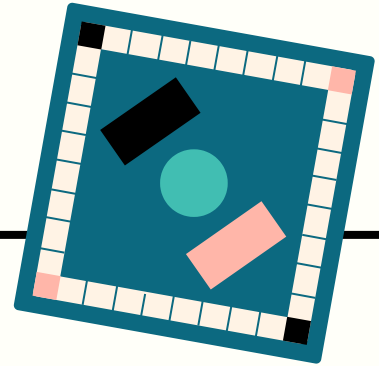
EJRP PROGRAMS

-Visit www.ejrp.org to view full details for each program & register-

FRIENDLY TABLETOP GAMERS OF ESSEX AND BEYOND

Join the meetup group "Friendly Tabletop Gamers of Essex and Beyond" for bi-weekly Board Games in the Park every other Friday at Maple St. Park from 6:30PM until 9 PM in the Multipurpose Room. Please visit their Meetup site for more information and to RSVP to the events.

75 MAPLE STREET
Every other Friday
6:30-9PM
FREE



DOG/PUPPY ESSENTIALS

This class shows you how to have a happy, confident, well-behaved dog. It consists of 3 important skills: practical straight-up obedience (don't drag me down the street, come when I call, etc.), life skills (don't jump on my friends, chill out, etc.), and understanding your dog's body language. Along with a simple 4-step approach for teaching your dog almost anything you'll also get a course booklet and weekly training guides; force-free training; ongoing free email/phone support after the class ends; and a student-focused instructor with 20+ years' experience teaching people and dogs.

18+ | Maple Street Recreation Center
Sat, February 3 - March 9 | 10:00-11AM or 11:15AM-12:15PM
Sat, April 6 - May 11 | 10:00-11AM or 11:15AM-12:15PM
\$165 with a dog / \$65 without dog
Instructor: Deb Helfrich, Gold Star Dog Training



BEYOND BASICS

This class takes your training to the next level by showing you the basic, intermediate, and advanced version of each exercise. This permits perfect fit training for you and your dog! If your dog's heeling is fantastic, we'll help you take it to the next level. If your sits are still a challenge, we'll go back a level and reinforce the basics. The atmosphere is supportive yet challenging. The emphasis is on what you want to achieve with your dog within the exercises we teach, and then giving you the instruction and proper exercises to achieve your goals.

18+ | Maple Street Recreation Center
Sat, February 3 - March 2 | 12:45-1:45PM (2024)
\$150 with a dog / \$65 without dog
Instructor: Deb Helfrich, Gold Star Dog Training



JANUARY 2024

CALENDAR

SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
	<p>1</p> <p><i>Happy New Year</i></p> <p>CLOSED</p>	<p>2</p> <p>10AM-1PM: BINGO</p>	<p>3</p> <p>NOT OPEN</p>	<p>4</p> <p>11AM-12PM: BRISCOLA</p> <p>12:30-3:30PM: DUPLICATE BRIDGE</p>	<p>5</p> <p>10AM-12PM: MAH JONGG</p>	<p>6</p>
<p>7</p>	<p>8</p> <p>10AM-12PM: MAH JONGG</p>	<p>9</p> <p>10AM-1PM: BINGO</p>	<p>10</p> <p>NOT OPEN</p>	<p>11</p> <p>11AM-12PM: BRISCOLA</p> <p>12:30-3:30PM: DUPLICATE BRIDGE</p>	<p>12</p> <p>10AM-12PM: MAH JONGG</p>	<p>13</p>
<p>14</p>	<p>15</p> <p>10AM-12PM: MAH JONGG</p>	<p>16</p> <p>10AM-1PM: BINGO</p>	<p>17</p> <p>NOT OPEN</p> <p>CITY BUDGET COFFEE CHATS</p>	<p>18</p> <p>11AM-12PM: BRISCOLA</p> <p>12:30-3:30PM: DUPLICATE BRIDGE</p>	<p>19</p> <p>10AM-12PM: MAH JONGG</p>	<p>20</p>
<p>21</p>	<p>22</p> <p>10AM-12PM: MAH JONGG</p>	<p>23</p> <p>10AM-1PM: BINGO</p>	<p>24</p> <p>NOT OPEN</p>	<p>25</p> <p>11AM-12PM: BRISCOLA</p> <p>12:30-3:30PM: DUPLICATE BRIDGE</p>	<p>26</p> <p>10AM-12PM: MAH JONGG</p>	<p>27</p> <p>CITY COMMUNITY MEAL & OPEN HOUSE</p>
<p>28</p>	<p>29</p> <p>10AM-12PM: MAH JONGG</p> <p>CITY STRATEGIC ACTION PLAN FOCUS GROUPS</p>	<p>30</p> <p>10AM-1PM: BINGO</p> <p>CITY STRATEGIC ACTION PLAN FOCUS GROUPS</p>	<p>31</p> <p>NOT OPEN</p>			

ENTERTAINMENT!

WHAT'S NEW ON NETFLIX

- Lift*
- The Kitchen*
- Good Grief*
- The Equalizer 3*
- Those Who Wish Me Dead*
- John Wick 1,2,& 3*
- The Good Shepard*



BOOKS TO CHECK OUT

- The Djinn Waits A Hundred Years by Shubnum Khan
- The Busy Body by Kemper Donovan
- Diva by Daisy Goodwin
- Family Family by Laurie Frankel
- The Clinic by Cate Quinn
- Mislaid in Parts Half-Known by Seanan McGuire



INGREDIENTS

- 2 pounds russet potatoes, peeled and cubed
- 1 ½ ounces all-purpose flour (about 1/4 cup)
- 2 cups 2% reduced-fat milk
- 1 cup unsalted chicken stock
- ¾ cup light sour cream
- 1 ¼ teaspoons kosher salt
- ½ teaspoon black pepper
- 2 ½ ounces sharp Cheddar cheese, shredded (about 2/3 cup)
- 6 center-cut bacon slices, cooked and crumbled
- 3 tablespoons chopped fresh chives

PREPARATION

Step 1: Place potatoes in a Dutch oven; add cool water to cover by 2 inches. Bring to a boil over high heat; reduce heat to medium, and simmer until tender, 11 to 14 minutes. Remove from heat; drain. Return potatoes to pan; mash with a potato masher to desired consistency.

Step 2: Weigh or lightly spoon flour into a dry measuring cup; level with a knife. Whisk together flour, milk, and stock in a medium bowl. Stir milk mixture into potatoes; cook over medium, stirring often, until thickened and bubbly, about 4 minutes. Remove from heat; stir in sour cream, salt, and pepper. Ladle soup into 6 bowls; top with cheese, bacon and chives.

COOKING CORNER

HEALTHY LOADED POTATO SOUP

-SERVES 6-

TOTAL TIME:
30 MINUTES



RECIPE BY ANN TAYLOR PITTMAN
FROM EATINGWELL:
[HTTPS://WWW.EATINGWELL.COM/RECIPE/8034060/QUICK-LOADED-POTATO-SOUP/](https://www.eatingwell.com/recipe/8034060/quick-loaded-potato-soup/)