

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, February 28, 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
 - b. Public Hearing on FY25 Proposed General Fund Operating and Capital Budgets
5. **BUSINESS ITEMS**
 - a. Discussion and consideration of Grant Application for Library Roof and Entry
 - b. Discussion and Consideration of the Rental Registry and Inspection Program
 - c. Discussion and Consideration of the FY25 General Fund Operating and Capital Budgets
 - d. Discussion and Consideration of Warning for Annual Meeting
 - e. *Discussion and Consideration of an Executive Session to discuss Contracts
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: February 14, 2024
 - b. Truck Bid Memo
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24036 2/23/24, #24037 2/23/24
 - b. FY23 Fund Balance Assignments
 - c. GMP Tree Trimming Letter
 - d. DRB Minutes 2/15/24
 - e. PCAB Minutes 12/19/23 & 1/23/24
 - f. Tri Town Sewer Minutes 2/15/24
9. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to discuss Contracts
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.

MEMORANDUM

To: Regina Mahony, Essex Junction City Council
From: Wendy Hysko, Brownell Library Director
Meeting Date: February 28, 2024
Subject: Support letter for Capital Project Funding application for the Brownell roof and increased ADA main entry access

Issue:

The issue is whether Essex Junction City Council will support the Library Capital Fund grant application offered through the Vermont Department of Libraries in partnership with the US Treasury.

Discussion:

The Vermont Department of Libraries, in partnership with the US Treasury is offering a competitive grant with awards of \$300,000 to over \$1,000,000 for Library building improvements that will increase access to technology within the Library building. Brownell is working on gathering information and documentation to complete the grant application for the March 12 deadline. Included in what projects are considered as qualifying projects are improvements to the building envelope, to keep the interior of the building in shape to protect technology use areas, and improvements to ADA access. Brownell's current ADA compliant door is at the back of the building and requires personal transportation to the door. Currently the Library main door area approach is too steep to qualify the main door as ADA compliant resulting in a lack of ADA compliant access for anyone approaching Brownell from the Lincoln St sidewalk or public bus stop in front of the Library. Approximately \$14,000 has been spent on architectural engineering drawings of an estimated \$750,000 project. There is no fund matching requirement for this competitive grant application, but any committed funds may help in being awarded the grant.

Cost: No specific match is required, but we'd like to put in a competitive proposal and therefore, we will commit up to \$100,000. The exact amount will be sorted out over the coming weeks as we refine the project budget, but will be no greater than \$100,000. This funding is in the Building Maintenance Fund for the library roof project already.

Recommendation:

If the City Council wishes to support this effort, the following motion is recommended: "I move that the Essex Junction City Council authorize the use of \$100,000 for this project and the City Council President to sign the support letter."



February 28, 2024

Dear Vermont Department of Libraries,

The Essex Junction City Council is pleased to support the application for the US Treasury Capital Projects Fund for the Brownell Library in Essex Junction, Vermont.

Brownell Library has a long tradition of serving the Essex Junction community, including providing technology to library patrons with 13 adult and youth public computer workstations, as well as loanable Chromebooks. There are ADA accessible public computers close to the main entrance of the building. Brownell offers wifi throughout the building and area surrounding the building.

The 1970 and 2000 Brownell building renovations expanded the Library building footprint, and is now facing aging roofs in both sections. These roofs have hit the end of their lives and are in need of replacement before outdoor elements start gaining access through the aging infrastructure. The 1970 roof is also an asbestos roof that requires special handling adding to the costs of replacement.

The 1970 renovation created a building where 2 roofs come together by the main entrance of the Library. Impacts from climate change and larger storms bring increased precipitation. Runoff where the 2 roofs connect by the main entrance of the building overwhelms the current building gutters and freezes regularly on the pavement in front of the current building entrance. creating black ice that Library staff have to tend to this hourly with salt to mitigate a dangerous approach the main entrance to the Library.

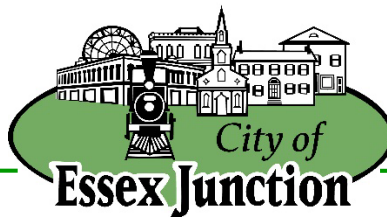
The roof replacement project has been in the planning process for several years and has evolved as this large project has highlighted the dangers of the icing by the main entrance, and lack of an ADA accessible main entrance limiting who can approach the Library from the Lincoln St. sidewalks and public bus stop in front of the Library due to the pitch of the approach to the main entrance. Essex Junction has a lot of pride in being a walkable community and the lack of an ADA entrance from the City's sidewalks and bus stop is a limiting factor in the range of people who can access the building. The Library does have an ADA compliant door from the back parking lot added in the 2000 renovation. – However, only visitors with personal

transportation can safely access the Brownell Library when they arrive by vehicles that can park by the back entrance of the building.

Brownell Library has been a center of the community for almost 100 years, now including a variety of technology access within the building. Our public library needs to preserve the integrity of the building with new roofs. We would also like to ensure that all community members have access to Brownell regardless of means and ability with an improved ADA compliant main entrance of our public library from the sidewalks and public bus stop to ensure access to technology and all the resources our public library has to offer. The Essex Junction City Council supports this grant application for capital improvements at the Brownell Library.

Sincerely,

Raj Chawla
President, Essex Junction City Council



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: February 28, 2024
Subject: Rental Registry and Inspection Program

Issue: The issue is whether the City Council should continue to pursue a Rental Registry and Inspection Program, and if so, whether any changes to the draft ordinance and program should be made.

Discussion:

There were recurring themes and notable issues raised in the public comments. These are summarized below, along with my responses.

Big-picture Issues:

1. Evidence Supporting the Need for the Program

There were recurring questions around whether there is sufficient evidence supporting the need for the program.

The concept of a Rental Registry and Inspection program was incorporated into the 2019 Comprehensive Plan, and subsequently studied by the Housing Commission and Planning Commission in response to a general recognition of the increasing importance of rental housing in Essex Junction, and a desire to ensure that the existing rental housing stock remains in good condition. It was not a response to a quantifiable pattern of rental housing complaints received by the City that suggests a current, widespread problem.

However, it is still relevant and important to examine the available data on previous complaints. This is a summary of the limited available data from when electronic recordkeeping of health officer investigations began in February 2023. It is important to note that prior to this time period we don't have electronic records from the Health Officer; it DOES NOT mean we didn't have rental complaints prior to this time:

- Of the 54 complaints that the Health Officer received, there were ten distinct rental housing related cases
- Three of the rental housing complaints were related to acute issues which a scheduled inspection through a Rental Registry and Inspection program would have been unlikely to prevent or resolve.
- One complaint was directly related to alleged rental housing health and safety deficiencies, but the owner was not found to be at fault or liable.
- Six complaints were regarding issues that may potentially have been identified and remedied through a Rental Registry and Inspection program. Of these five complaints, two resulted in the landlord being required to take corrective action.
- In two complaints, tenants cited the fear landlord retaliation as a factor in delaying or avoiding filing an official complaint, or inviting the Health Officer into the unit to further investigate.

The data above is only from one year of time; and includes 6 cases that may potentially have been addressed through an inspection-based system that doesn't put the tenant in the position of making a complaint. In addition, complaints history may not be a complete or reliable indicator for the overall prevalence of current rental housing deficiencies since not all deficiencies are identified or reported. The health officer's electronic records are available to City Councilors through the Code Enforcement Tracking file on SharePoint.

2. Duplication with Existing Enforcement Mechanisms

16 comments mentioned concern that the proposed program duplicates existing enforcement mechanisms already funded through the State of Vermont.

The proposed program includes two components- proactive, scheduled inspections, and complaints-based inspections. The scheduled inspections are not duplicative of any existing enforcement mechanisms. The complaints-based inspections are now conducted by the State of Vermont Division of Fire Safety (at no cost to the City beyond everyone's state taxes); the intention of this program is that the City would take over that system through a municipal inspection agreement.

3. Cost to Renters and Landlords

The program's cost burden to Renters and Landlords was mentioned in the comments at least 31, and 38 comments respectively. 15 comments referenced the current state of the regional housing market and the limited rental housing supply as factors to consider. Some landlords mentioned that in addition to the \$120 per unit annual registration cost, the program would result in additional staffing and administrative costs for them, much of which will ultimately be passed to renters. However, the strong opposition of landlords suggests a common belief that within a competitive regional rental market, landlords will still partially bear the burden of the added costs.

It should be acknowledged that housing affordability exists along a spectrum, and that the program's additional costs may truly tip the scales of financial viability for certain landlords or renters.

4. Preventing the Costs from being Passed to Renters

Some people asked whether it is possible for the ordinance to be written in a way that would prevent landlords from passing the costs onto renters. I do not think this is possible in Vermont, where there are no rent control rules in place. Landlords are permitted to adjust rents as they wish, at the time of lease renewal, so long as they provide sufficient advance notice. There would be no way to determine whether a rent increase is attributable to the rental registry program or to broader market conditions.

Policy and Operational Issues:

5. Exemption for non-profit housing

In a letter submitted on January 23, 2024, Cathedral Square, the non-profit operator of the Whitcomb Woods affordable housing complex, encouraged the City to exempt permanently rent restricted affordable units from the registration fee. They stress that adding administrative fees to their operations, which already have thin margins, would impact their ability to keep rents as affordable as possible which is necessary for keeping people housed and preventing homelessness.

They also request limiting inspections for properties already covered by an inspection regimen, if

possible, as their residents experience “inspection fatigue”. There is a real risk that residents of rent-restricted affordable units, who already have to prove their eligibility, and are inspected by other programs, may be made to feel even less agency over their private living space if the City adds another layer of inspection through this rental registry and inspection program.

Currently, there are 84 housing units operated by a non-profit housing provider, and up to 30 additional units that may be income restricted in Essex Junction. The original draft proposal and fee schedule submitted to City Council by the Planning Commission included an exemption for these units, but the exemption was subsequently removed during council discussion, for simplicity. The revenue impact of this exemption was already anticipated within proposed \$120 per year fee, so there would be no budget impact of reinstating the exemption. Based on the rough estimates of the costs of the program, staff doesn’t believe we’d have to raise the annual fee if the Council wants to exempt these units.

6. Cost of re-inspections

Some public comments referred to the cost of re-inspections as a concern for landlords. The proposed fee schedule stipulates that re-inspection fees would only be assessed in cases of non-compliance after 90 days. Re-inspections within 90 days would be free. Additionally, there is a provision for the re-inspection fee after 90 days to be waived if an “extension or variance has been granted in writing from the City.”

7. Current state legislature initiatives

H.684 was introduced at the Vermont House of Representatives General and Housing Committee on January 9, 2024. This bill proposes a statewide rental registry requirement, with a \$35 per unit annual fee. Properties registered under a compliant municipal rental registry and inspection program would be exempt from this statewide requirement. The bill proposes an appropriation from the general fund for five additional full-time inspectors, although it is unclear how frequent the inspections would be. There has been no activity on this bill since January 9, so like previous attempts at a statewide rental registry program, this proposal is unlikely to proceed.

Separately, S.311 is (The “BE Home” Bill), is an omnibus housing bill introduced on February 13, 2024. This bill aims to make multiple changes related to housing, land use planning, Act 250, municipal zoning, taxes, and housing incentives and programs, and originally included a rental registry provision. However, the rental registry was struck from the bill and replaced with some streamlined tax data reporting requirements for landlords. This bill continues to be actively discussed.

Neither of these legislative initiatives are expected to impact the City’s ability to start its own Rental Registry and Inspection program.

8. Program under Fire department vs Community Development Department

The current version of the draft FY25 Budget anticipates the addition of one staff member under the Community Development Department, who would serve a combined Rental Housing Inspector, Health Officer, and general Zoning and City Ordinance enforcement role. During previous discussions, the City Council supported this arrangement to enable synergies with the department’s zoning enforcement efforts. When not occupied with Rental Registry and Inspection program or Health Officer duties, the new employee would assist with a broad range of zoning bylaw and municipal ordinance information and enforcement campaigns.

For the City Council's consideration of this program under the Fire Department instead, Fire Chief Chris Gaboriault's memorandum is attached and identifies the benefits of such an arrangement. However, if managed under the Fire Department, it would not be effective to include general zoning and ordinance enforcement duties within the new position, since such work requires close coordination with the Community Development Department.

9. Could zoning enforcement be strengthened without additional staff in the Community Development Department?

While expectations should be tempered, the Community Development Department still intends to address the City Council's expressed interest in strengthening the enforcement of the Land Development Code and Municipal Code in a future scenario without additional staffing. Some potential options include:

- Working with the Planning Commission and City Council to review and modernize rules and policies, to ensure they are clear, enforceable, and equitable.
- Working with the Planning Commission and City Council to set enforcement priorities that reflect the community's wishes expressed through the Strategic Vision and Action Plan.
- Continuing and expanding the use of electronic code enforcement records, with data shared with the City Council in real time. This initiative was started in 2023.
- Reviewing and updating municipal ordinances to enable additional use of the Municipal Violations complaints ticketing process through the Judicial Bureau. This option can be less costly than litigation through the Environmental Court for managing minor violations, such as those related to parking, or garbage.
- Conducting proactive outreach and enforcement campaigns of high-priority, high-impact issues, where feasible within available resources.

It is likely possible to pursue some, but not all the above initiatives, within existing staffing levels.

10. Should the Rental Registry and Inspection program be included in the FY25 Budget?

The Rental Registry and Inspection Program, as presented in the January public hearing, is designed to be fully funded through annual registration fees, and is not expected to have any net impact on the General Fund. City Council's decision to include or exclude it from the budget may impact the public's expectations but does not have practical implication on whether the ordinance and program can be adopted within the upcoming year.

Remaining Technical Issues and Questions:

11. Specifically, which code would be used for inspections?

The 2022 Vermont Residential Rental Housing Health and Safety Code would be used for inspections. This code covers Sanitation Facilities, Pest and Bedbug Control and Management, Heating, Natural and Mechanical Ventilation, Lighting and Electricity, Structural Elements, Mobile Homes on Rented Lots, and General Responsibilities of Owners and Occupants. The code can be viewed at https://firesafety.vermont.gov/rental_housing_healthandsafety.

12. What will happen to the tenant(s) should a dwelling lose the Certificate of Fitness (CofF)?

The denial or revocation of a Certificate of Fitness is a last resort, to be employed only when major deficiencies are identified, and owners continually fail to take required corrective action. In such extreme case, it would be a civil violation under the municipal code to continue to rent or allow any person to occupy the unit, and the owner would be subject to escalating fines, or a lien on the property under Section 20.11.

13. If tenants already dwell in an apartment without a valid Coff, how long do landlords have to make needed repairs?

For minor, non-life-threatening violations Under 20.08.D and E, property owners would have at least 90 days to take corrective action. The inspector may grant an extension or variance if such an extension is deemed to be necessary. For major violations as defined in 20.08.H, the inspector would reserve the right to declare the dwelling unit uninhabitable and deny the issuance of a Coff.

14. In Section 20.08 (f) – what is the building department? Should that read Building Inspection Department?

This appears to be terminology erroneously left over from Winooski’s ordinance, which this proposal is based on. If the City Council chooses to move towards adoption, the Ordinance’s references to “Building Department”, “Code Enforcement Department”, or “Code Enforcement Office” should also be amended to reflect what department the program is ultimately managed under.

15. Section 20.11B – can we say \$800 or does it have to be \$500? Is the statutory reference correct? Are these violations considered under zoning?

The draft ordinance presented at the January 24 Public Hearing already specifies \$800, in line with the current limits in 24 V.S.A. § 1974a. The statutory reference appears to be correct. The Rental Registry and Inspection ordinance would be a part of the Municipal Code (Ordinances), not the Land Development Code (Zoning Bylaw). As such, the applicable penalties and enforcement procedures are found within the 20.11 of the proposed chapter, and within Chapter 9 of the Municipal Code.

16. Where can the latest summary of the proposal be found?

The summary on bit.ly/EJRentalRegistry, was posted prior to January 24 Public Hearing, and is still the most current version.

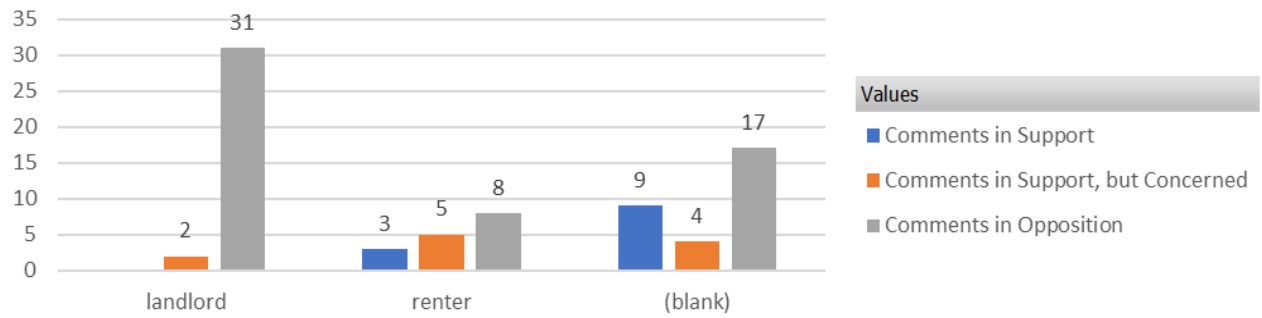
Public Comment Summary:

Since the start of the January 2024 print media and online public engagement efforts on the Rental Registry and Inspection program, Staff and Council have both received significant public feedback. As of the time of the writing of this memorandum, the Community Development Department has received multiple telephone calls from residents and received or been forwarded 16 email comments from the public. The topic has also attracted at least 204 comments on social media over the past month.

All email comments, front porch forum posts, and comments from the January 24 public hearing, as recorded in meeting minutes, are available on bit.ly/EJRentalRegistry under the Public Hearing header. This includes all comments received through February 20, 2024. A sample of relevant comments on the “City of Essex Junction (Unofficial)” Facebook Group are also included.

Of the comments examined, those who identified as, or are affiliated with landlords had the strongest opposition the plan. The opinions of renters, and those who didn’t identify as either renter or landlord, appears to be more varied.

Summary of All Analyzed Comments



Recommendation:

This memorandum is for information only to help guide the Council's decisions on next steps which include but may not be limited to: further questions, direction on which Department to house the program, edits to the Ordinance and warning of a second public hearing, pausing or deciding to not move forward.



Essex Junction Fire Department

**2 Lincoln Street
Essex Jct, Vermont 05452**

To: The Essex Junction City Council

From: Chris Gaboriault, Chief of the Department

Date: February 14, 2024

Subject: Rental Registry, Residential Rental Housing Health & Safety Code

This memo provides the City Councilors of Essex Junction with an overview of how the Essex Junction Fire Department would manage the proposed rental registry. The goal of the Rental Registry being moved under the Essex Junction Fire Department is to start a Fire Marshall office. Though the State currently provides code enforcement, with recent state housing bills and the likely increased community density, the need for fire safety code enforcement will probably grow. Within the fire service, every bit of effort placed into pre-planning and fire safety will save lives and reduce risk for members of the Fire Department.

How will the City Fire Department uphold the goals laid out by the Planning Commission in the Rental Registry?

Goal #1: Protect the lives and safety of all residential renters.

By creating a full-time resource within the City Fire Department, we would have administrators and responders available to assist in the fire department's needs, improving the safety of all City of Essex Junction residents. This model of full-time employees within a paid-per-call volunteer fire department is not abnormal. Local examples include Winooski Fire, Underhill Jericho Fire, and St. Albans City Fire Department. Both Winooski and St Alban's City Fire run the Rental Registry programs for their cities. Locally, there are examples of the Fire Department providing the Health Officer role as well. A small sample of Towns and Cities with a Health Officer provided by the Fire Department include Brattleboro, South Burlington, Winooski, Colchester, Barre City, St Johnsbury, and St. Albans City.

Goal #2: Develop an inventory of residential rental properties in Essex Junction.

The City Fire Department already has Fire Record Management Software from ESO, which includes a Properties and Inspection module within the program. This management tool can also be used on a tablet, allowing inspections to be completed within the system. The system enables the department to track all properties under a single sign-on software, allowing incident pre-planning, contact management, call history, and inspection reports to live in a single secure tool. The Inspection tool allows for agency configurable checklists to be completed within the tool on a tablet. The Fire Department already has iPads on each piece of equipment to access ESO and other fire and medical resources.

The Inspection Tool also houses the current NFPA Fire Safety Code and the Vermont Residential Rental Housing and Safety codes.

Understanding residential rental properties across the City greatly benefits the on-scene emergency command during an incident. While conducting inspections, the Fire Marshall can list occupancy numbers to include the number of units and the expected number of residents. The Fire Department will then be able to pre-plan each rental property and identify the closest hydrant, sleeping quarters, stairwell access, and other hazards that could save residents or firefighters during a fire emergency. This will be available to the on-scene commander through vehicle-mounted tablets and ESO.

Improve opportunities to connect landlords to adequate resources for improving their properties.

The City Fire Department runs a Knox box key secure system, allowing easy and safe property access during medical and fire emergencies. This program has been running for 20-plus years. Additionally, the Fire Department's relationship with the Division of Fire Safety will allow us easy access to their inspectors and maintain building records after follow-up. Our firefighters regularly interact with large and small rental property owners within the community and will continue doing so even without this registry.

FY 2025 Program Goals

Our initial goal will be hiring a Fire Marshall position. We intend to have an open hiring process for external and internal applicants so the city can hire the best person for the job. Whoever is employed as the Fire Marshall will also take over the role of City Health Officer. The employee will be expected to become a National Registry Certified EMT Basic to assist the City's Emergency Medical needs.

Our goal will be to start registry inspections focused on the large, known properties as soon as possible. Based on Winooski Fire Department inspection numbers, we expect that in the first year, a single inspector will be able to do 475 inspections, including first inspections, re-inspection, and time of sale inspections, this is based on 250 working days. Using the city's estimate of 1,954 rented units and the possibility the number could be off by 5 to 10%, we believe this number could be closer to 2,200. One inspector could do the whole City stock every five years with no additional inspection types created by ordinance.

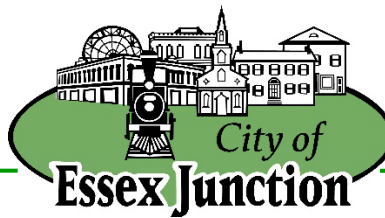
The first year will allow the department to compile a complete list of registered apartment units. When the Fire Department responds to a call for a residential rental unit, the Officer in Command will be able to verify the registration of residential rental units. This will occur naturally through interaction with apartment buildings or units through emergency response. Something the Community Development Office would not have occurred.

The Fire Marshall will also be expected to represent the Fire Department's needs and concerns in Zoning and Planning meetings. As the community becomes denser, the need for adequate fire protection planning and the department's ability to respond must be considered. Examples of this need are the housing units built on Robins Way that have no access for fire apparatus to the rear structures of the property.

Benefits of the Fire Department starting Fire Marshall office with this Rental Registry.

As noted before the Fire Department already comes with the necessary software systems and vehicles to start this program without additional upfront costs. This means that if registration is slowly adopted in the first year and less funding comes in than expected, the city will likely be able to pay for the Fire Marshall position and purchase the vehicle or vehicles needed for City Office Staff without having to take from the General Fund. There will also not be a delay in the implementation of the Rental Registry program due to the need to build and implement new software, which can take a considerable amount of time.

If, in the future, the City Council finds there is a need for additional building, electrical, or fire safety inspection to include during construction or remodeling, the City will already have an operating Fire Marshall's Office, which can take over these responsibilities. If this were to be decided in the future, all costs would likely come out of the general fund and would become a greater burden to the citizens of the city. Lastly, by creating the Fire Marshall office, the city will align our ordinances and enforcement with the State of Vermont, allowing for a better streamlining of information as the Department and Division of Fire Safety have a continuous working relationship due to their role in the Fire Services of Vermont.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 2/28/2024
Subject: Adoption of the FY25 Proposed Budget

Issue

To adopt the proposed FY25 General Fund Operating and Capital Budgets after the many budget working sessions and public hearings held on 1/27/2024 and 2/28/2024.

Discussion

Proposed General Fund Budget:

As discussed in the last meeting the proposed budget has been modified. These modifications are:

update County tax amount in County/Regional budget	\$2,404
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The result is a FY25 City General Fund Budget of \$12,157,141; \$11,110,346 of which is to be levied in taxes against the City Grand List.

The estimated tax rate increase is 6.6% over the FY24 tax rate; and the estimated tax increase to a \$280,000 city property is \$170.

The combined utility rates to support the enterprise fund budgets are estimated to increase by approximately 6.6% but will be finalized in late spring.

Proposed Budgets:

The amount of the proposed FY25 City General Fund Operating Budgets is as follows:

General Fund	\$ 12,157,141
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The amounts of the proposed FY25 Capital Fund Budgets are as follows:

General Fund Capital Reserve	\$201,976
Rolling Stock Fund	\$315,420
Recreation Capital Reserve	\$113,380

Recommendation

Staff recommends that the City Council approve the FY25 General Fund Operating and Capital Program Budgets in the amounts listed above.

Recommended Motion

I move that the City Council approve the FY25 General Fund Operating and Capital Program Budgets as presented.

**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)	\$10,718,293
Amount to be raised in Taxes for Debt Service	\$392,053
	\$11,110,346

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	\$ 0.9461
Tax Rate for Debt Service	\$ 0.0346
Total Tax Rate	\$ 0.98071
Tax Rate Rounded to 4 digits	\$ 0.9807

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	\$ 0.9807	6.6%	\$ 0.0608
Tax Agreement Rate	\$ 0.0015	\$ 0.0015	0.0%	\$ -
Taxes on \$280,000 assessed value property	\$ 2,580	\$ 2,750	6.6%	\$ 170
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%	\$ -

FY25 General Fund Summary

	2022		2023		2024		2025 Budget	\$ Change	% Change	Notes
	Budget	Actual	Budget	Actual	Budget	Budget				
Revenues										
Property Taxes	3,745,866	3,745,838	3,890,397	3,838,114	10,420,986	11,110,346	689,361	7%		
General	302,012	331,797	753,961	719,495	631,530	632,664	1,134	0%		
Administration	50,000	147,004	50,000	50,000	-	-	-	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	39,101	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	6,330,802	11,421,171	12,157,141	735,970	6%		
Expenditures										
Administration	514,791	616,435	722,102	650,577	611,570	688,830	77,260	13%		
Legislative	-	-	-	-	83,333	102,244	18,911	23%		
Clerk	-	-	-	-	306,750	256,470	(50,280)	-16%		
Finance	187,481	246,434	334,415	397,127	504,300	589,118	84,818	17%		
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	549,095	66,282	14%		
Economic Development	49,250	46,360	49,250	23,363	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	354,376	7,493	2%		
Streets	1,392,627	1,396,426	1,465,044	1,553,853	1,566,556	1,552,923	(13,633)	-1%		
Stormwater	76,253	72,848	90,018	26,691	167,484	230,850	63,366	38%		
Brownell Library	778,306	743,380	871,455	837,311	964,134	1,016,569	52,435	5%		
Recreation	725,654	781,797	847,138	935,806	1,100,479	1,131,553	31,074	3%		
Buildings	281,300	313,583	285,200	304,962	390,749	350,655	(40,094)	-10%		
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	724,079	699,356	1,036,574	337,218	48%		
Total Expenditures	5,641,278	5,837,633	6,310,015	6,396,316	11,421,171	12,157,141	735,970	6%		

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	3,838,114	10,420,986	11,107,942	686,957	6.6%	
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	190,891	6,886	3.7%	preliminary estimate
020.055-Admin Fee - WWTF	56,282	56,282	62,980	62,980	92,003	95,446	3,443	3.7%	preliminary estimate
020.056-Admin Fee - Sanitation	112,565	112,565	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate
NEW-Admin Fee EJRP Programs	-	-	-	-	-	45,000	45,000	n/a	new in FY25 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	2,608	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	-	-	-	(4,157)	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 delinquent tax balances are paid only if revenue replacement isn't recognized
086.000-Interest	-	-	-	(2,668)	13,426	8,000	(5,426)	-40.4%	
ARPA Revenue	-	-	375,000	382,335	-	-	-	n/a	in FY23
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	4,557,609	11,052,516	11,740,606	688,090	6.2%	
Net General Fund	4,047,878	4,046,339	4,644,358	4,557,609	11,052,516	11,740,606	688,090	6.2%	

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	50,000	-	-	-	-	n/a
Total Revenues	50,000	147,004	50,000	50,000	-	-	-	-	n/a
Expenditure									
110.000-Regular Salaries	199,124	233,984	388,554	371,151	338,567	356,253	17,686	5.2%	
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	7,700	-	-	-	-	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	27,438	1,353	5.2%	
NEW-Act 76 Childcare	-	-	-	-	-	1,184	1,184		n/a
230.000-Retirement	19,911	21,151	35,060	31,741	28,897	31,295	2,397	8.3%	
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	3,273	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	3,477	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	8,544	-	-	-	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	650,577	611,570	688,830	77,260	12.6%	
Net General Fund	(464,791)	(469,431)	(672,102)	(600,577)	(464,791)	(688,830)	(224,039)	48.2%	

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	-	-	-	-	-	20,000	20,000	n/a	strategic plan implementation, community meal/event
Total Expenditure	-	-	-	-	83,333	102,244	18,911	22.7%	
Net General Fund	-	-	-	-	(83,333)	(102,244)	(18,911)	22.7%	

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	157,132	(5,632)	-3.5%	
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	12,919	129	1.0%	
NEW-Act 76 Childcare	-	-	-	-	-	557	557		n/a
230.000-Retirement	-	-	-	-	15,627	15,396	(230)	-1.5%	
290.000-Other Employee Benefits	-	-	-	-	-	700	700		n/a
330.000-Professional Services	-	-	-	-	-	192	192		recording secretary (\$24/hr, 2hr/mtgs, 4 n/a 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
500.000-Training, Conferences, Dues	-	-	-	-	3,000	3,000	-	0.0%	budgeting the full amount here 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
550.000-Printing and Binding	-	-	-	-	1,000	1,500	500	50.0%	only parking permits
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	-	-	-	-	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	-	-	-	-	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	-	-	-	-	306,750	256,470	(50,280)	-16.4%	
<i>Net General Fund</i>	-	-	-	78,159	(201,742)	(185,006)	16,736	-8.3%	

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	287,174	62,050	27.6%	
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	23,190	5,460	30.8%	
NEW-Act 76 Childcare	-	-	-	-	-	1,000	1,000	n/a	
230.000-Retirement	5,967	8,781	14,791	16,915	20,688	27,366	6,678	32.3%	
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	589,118	84,818	16.8%	
Net General Fund	(187,481)	(246,434)	(334,415)	(397,127)	(504,300)	(589,118)	(84,818)	16.8%	

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 warned budget amount from Town
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 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

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	285,539	28,831	11.2%	
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	22,914	2,632	13.0%	
NEW-Act 76 Childcare	-	-	-	-	-	988	988	n/a	
230.000-Retirement	16,524	17,056	16,955	14,623	23,328	26,888	3,560	15.3%	
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	

Costing Center

210-16-10 - Community Development

	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	549,095	66,282	13.7%	
Net General Fund	(251,840)	(206,690)	(228,977)	(223,256)	(403,655)	(349,078)	54,577	-13.5%	

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	7,804	-	-	-	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
899.000-Matching Grant Funds	20,000	-	20,000	-	20,000	-	(20,000)	-100.0%	FY24 note: if needed, unused funds to be assigned fund balance at year end for train station grant match in future years. Same?
Total Expenditure	49,250	46,360	49,250	23,363	40,000	-	(40,000)	-100.0%	
Net General Fund	(49,250)	(34,360)	(49,250)	(19,613)	(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%	warned budget amount from Town
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 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 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 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 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 Summary

110-20-14 - Police, Patrol

Previous Costing Center	110-20-14 - Police, Patrol	Budget Year	2025
Entity	Town	Accounting Reference	110-20-14
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	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 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 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 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

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	58,604	4,051	7.4%	actual bill received February
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	354,376	7,493	2.2%	
<i>Net General Fund</i>	-	-	-	-	<i>(346,883)</i>	<i>(354,376)</i>	<i>(7,493)</i>	<i>2.2%</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	247,092	14,800	6.4%	
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	28,237	1,264	4.7%	
190.000-Board Member Payments	-	-	-	-	3,000	3,000	-	0.0%	Tree Advisory Committee
210.000-Group Insurance	87,740	70,524	96,660	79,238	121,401	135,833	14,433	11.9%	
220.000-Social Security	18,705	15,424	19,293	18,937	21,962	23,615	1,653	7.5%	
NEW-Act 76 Childcare	-	-	-	-	-	1,019	1,019	n/a	
230.000-Retirement	19,632	17,718	21,604	27,458	22,855	24,809	1,954	8.5%	
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	121,522	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	275,415	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	5,263	-	-	-	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	1,553,853	1,566,556	1,552,923	(13,633)	-0.9%	
Net General Fund	4,000	(433)	4,000	(86,114)	(1,413,056)	(1,420,423)	(7,367)	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	32,814	2,568	8.5% 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	3,875	196	5.3%	8,125	
NEW-Act 76 Childcare		-	-	-	-	-	167	167	n/a	117	
230.000-Retirement		4,898	4,848	5,116	1,484	2,571	2,871	300	11.7%	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, add \$400 for Crescent Connector State fee utility outreach?	19,000
510.000-Permit/License/Registration		-	-	-	-	19,000	18,166	(834)	-4.4%		
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	45,000 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)	35,250 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%		
Total Expenditure		76,253	72,848	90,018	26,691	167,484	230,850	63,366	37.8%		353,216 *tablet for SW Coordinator w/full setup
Net General Fund		-	3,705	(12,000)	51,327	(167,484)	(230,850)	-	0.0%		122,366

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	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	21,378	17.1%	
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	46,605	1,053	2.3%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	2,010	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	(66)	-0.1%	
250.000-Unemployment Insurance	-	-	-	537	-	-	-	n/a	
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	2,890	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%	4 year replacement cycle
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	837,311	964,134	1,016,569	52,435	5.4%	
Net General Fund	(762,806)	(727,934)	(855,955)	(821,423)	(963,634)	(1,015,919)	(52,285)	5.4%	

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	461,786	66,725	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	35,603	5,151	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	40,590	6,861	20.3%	
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	2,640	660	33.3%	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	796,603	122,596	18.2%	
Net General Fund	(462,384)	(511,591)	(588,436)	(642,308)	(661,528)	(787,103)	(125,575)	19.0%	

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 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

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
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

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	-	13,152	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	-	n/a
Total Revenues	-	31,296	-	23,213	-	-	-	-	n/a
Expenditure									
Grant Expenses	-	17,075	-	16,012	-	-	-	-	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	-	0.0%	current FY24 projected termination reserve balance is \$86,809 (assuming no use in FY24)
Total Expenditure	655,828	682,620	699,128	724,079	699,356	1,036,574	337,218	48.2%	
Net General Fund	(655,828)	(651,323)	(699,128)	(700,866)	(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	750	(750)	-50.0%	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 uncertenty of construction time line I expect we need to hoe out basement before conctruction 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	5,000	(15,000)	-75.0%	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	61,800	(26,768)	-30.2%	
Net General Fund	(49,100)	(37,722)	(54,025)	(62,175)	(88,568)	(61,800)	26,768	-30.2%	

Notes:

1. 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)	-100.0%	move \$32,500 to EJRP Program Fund
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 paving 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	-	-	-	-	-	-	-	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies) - move \$4500 to EJRP Program Fund
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	31,050	(31,450)	-50.3%	
Net General Fund	(36,000)	(35,364)	(12,100)	(15,507)	(62,500)	(31,050)	31,450	-50.3%	

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	1,498,111	1,381,397	1,328,750	1,027,334	477,328	1,085,426	1,218,774	1,792,346
Planned Spending	(201,976)	(1,717,376)	(1,512,101)	(1,825,517)	(2,145,192)	(1,048,026)	(1,608,387)	(1,262,337)	(2,993,115)
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	1,498,111	1,381,397	1,328,750	1,027,334	477,328	1,085,426	1,218,774	1,792,346	738,731

annual planned increase GF transfer in: 10%

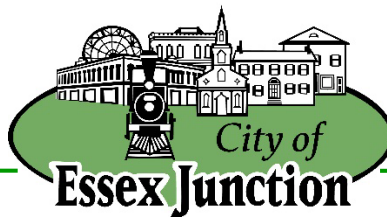
Rolling Stock Fund Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	701,305	655,585	319,942	275,580	(1,448)	244,329	1,978,722	138,492	(68,298)
Planned Spending									
<i>Streets</i>	(315,420)	(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	(315,420)	(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	655,585	319,942	275,580	(1,448)	244,329	1,978,722	138,492	(68,298)	(448,343)

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

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							
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639		111,976	1,520,449							
GFC	Streets	Multi use path through ANR from West St to Pearl St	3	FFF	8/17/23	828,325				828,325						
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase I	1/26/24	609,372				603,776						
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase II	1/26/24	806,803					801,577					
GFC	Streets	Sidewalk and road West St to Susie Wilson	5	UU	8/17/23	1,094,502						1,081,872				
GFC	Streets	Rosewood Lane Sidewalk/Roadway Reconstruction	6	III	8/17/23	1,762,306						845,720	845,720			
GFC	Streets	Algonquin Ave Waterline	7	C	8/17/23	281,576							202,306			
GFC	Streets	Replace waterline, road and storm drainage North St	9	QQQ	8/17/23	1,989,157								1,548,387		
GFC	Streets	Pleasant St. Road Reconstruction	10	NNN	8/17/23	1,283,234									1,262,337	
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	11	VV	8/17/23	812,140										787,212
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	12	TT	8/17/23	1,858,391										1,848,467
GFC	Streets	West St. & West St. Ext. Intersection Improvements	13	BBB	8/17/23	107,436										107,436
GFC	Streets	Main Street Indian Brook Bridge Replacement	14	VVV	8/17/23	1,818,036										
GFC	Streets	Old Colchester Rd new sanitary sewer	15	T	8/17/23	1,114,000										
GFC	Streets	Central St waterline	16	H	8/17/23	1,584,255										
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	17	YYA	8/17/23	314,677										
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	18	HH	8/17/23	1,232,562										
GFC	Buildings	Lincoln Hall Parking Lot	19	HHH	8/17/23	46,695										
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	8/17/23	693,410										
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z	8/17/23	246,625										
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA	8/17/23	358,536										
GFC	Streets	Abnaki Road Reconstruction	23	A	8/17/23	405,862										
GFC	Streets	Orchard Terrace Sidewalk Replacement	24	U	8/17/23	217,894										
GFC	Streets	South St waterline replacement Park St to Doon Way	25	CC	8/17/23	1,112,268										
GFC	Streets	Church St waterline replacement Main St to East St	26	I	8/17/23	341,597										
GFC	Streets	Grant St waterline replacement Jackson St to Maple St	27	L	8/17/23	437,075										
GFC	Fire	Air Packs (placed in service 2020)														250,000
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	Fire	Thermal Cameras (placed in service 2022)												60,000		
RS	Fire	Command Vehicle (addition to fleet - existing command vehicle will become first response vehicle)								70,000						
RS	Fire	Ladder - 2012 Pierce 8L3														
RS	Fire	Pickup - 2019 Ford 8C9														97,571
RS	Fire	Pumper - 2008 8E5												1,600,438		
RS	Fire	Pumper - 2018 Pierce 8E7														
RS	Fire	Ladder - 2012 Pierce 8L3 Frame Replacement							293,593							
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	Stormwater	Sliplining of pipes (3)-move to SW capital when formed				60,000			30,000	30,000						
GFC	Stormwater	Old Colchester Box Culvert rehab			9/1/23	100,000			50,000	50,000						
GFC	Stormwater	Phosphous Control project South St			3/1/21	170,000						217,600				
GFC	Streets	Crescent Connector Park St. to Main St.														
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)						20,000								
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						
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	Streets	Pickup - 2019 Silverado #1										72,000				
RS	Streets	Pickup 1 Ton - 2019 Silverado #15									69,000					
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			



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: February 28, 2024
Subject: Review Annual Meeting Warning

Issue: The City Council needs to approve the annual meeting warning.

Discussion:

The attached DRAFT warning includes the ballot questions for the 2024 Annual Meeting. **If any budget changes are made in the previous agenda item, ballot question #1 will need to be adjusted accordingly.**

The Informational Hearing will be held on Monday, April 1st at 6pm, online only.

The Annual Meeting date has been changed to April 8, 2025. As the school district has decided to hold off on transitioning to the traditional Town Meeting Day in March for another year. As a reminder, the City approved a charter change in 2023 that allows the City Council to set this meeting date rather than asking the voters an entire year beforehand. These Charter changes need to be approved by the Legislature before we can set the date in this manner.

Re-authorization of the Capital Improvement/Economic Development Fund Tax – As discussed at the last meeting, the voters will be asked for re-authorization of this tax to continue capital improvements in the city to help further economic development and placemaking in the city center. The money in this fund is currently slated for the city's costs associated with the Crescent Connector project and the match for the train station improvement project. It has also been discussed as the match for the Main St. Park project, but that has been put on hold by the Council in the FY25 budget preparation process. In the past these funds have been used for things such as public parking improvements including signage, utilities, and bike racks. The language in the attached draft warning mimics the ballot item in 2021 and sets the timeframe for another 3 years.

No petitions were submitted for ballot question consideration (Feb. 22nd was the deadline).

The warning has been reviewed by legal counsel; and the language is okay as is (including 3 years on the Fund, because in the subsequent year it is in the budget itself).

Cost:
No cost.

Recommendation:
Staff recommends that the Council approve the warning as drafted and sign the warning upon approval.

Recommended Motion:
I move that the City Council approve the warning as drafted.

Attachments:
DRAFT Annual Meeting Warning

**WARNING
CITY OF ESSEX JUNCTION
INFORMATIONAL HEARING APRIL 1, 2024 AND
ANNUAL MEETING APRIL 9, 2024**

Informational Hearing – Online Only

Monday, April 1, 2024, at 6:00 PM

Available options to watch or join the meeting:

- **WATCH:** the meeting will be live-streamed on Town Meeting TV.
- **JOIN ONLINE:** [Join via Zoom](#).
- **JOIN CALLING:** (*toll free, audio only*) 1(888) 788-0099, Meeting ID: 944 6429 7825; Passcode: 635787
- **MODERATOR:** All instructions for conduct of the meeting will be guided by the Moderator.

If you have difficulty accessing the hearing, please call or email admin@essexjunction.org.

Under the City of Essex Junction Charter, voting in the Annual City Meeting is entirely by Australian ballot. A public informational hearing on the Articles to be voted on at Annual Meeting will be held according to 17 V.S.A. § 2680. **No voting will take place during this hearing.** If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the City Manager at admin@essexjunction.org.

AGENDA will include:

- **Discussion of Article 1 – Adopting the budget**
- **Discussion of Article 2 – Veteran’s Exemption**
- **Discussion of Article 3 – Economic Development Fund**
- **Discussion of Article 4 – Next annual meeting date**
- **Announcement of offices up for election in Article 5**
- **Public to be heard (to be moderated)**

Annual Meeting - Australian Ballot

Tuesday, April 9, 2024 – 7:00 AM to 7:00 PM

The legal voters of the City of Essex Junction are hereby notified and warned to meet at the Champlain Valley Exposition in the Blue Ribbon Pavilion, 105 Pearl Street in the City of Essex Junction on Tuesday, April 9, 2024 to transact the following business by Australian ballot. Said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters approve an annual General Fund Budget in the amount of \$12,157,141 for fiscal year July 1, 2024, to July 30, 2025, \$11,110,346 of which is to be levied in taxes against the City Grand List?

ARTICLE 2. Shall the voters of the City of Essex Junction set the property tax exemption for disabled veterans at Forty Thousand Dollars (\$40,000.00), as allowed by 32 § 3802(11)(C), said exemption to remain in effect for future taxable years until amended or repealed by the voters?

ARTICLE 3. Shall the voters approve extending the one cent Capital Improvement tax (also known as Economic Development tax), as established in 2016, to be reconsidered at annual meeting in 2027.

ARTICLE 4. Shall the voters approve holding the 2025 Annual Meeting on Tuesday, April 8, 2025, at which time the voters shall vote by Australian ballot for the election of officers, the voting on the City budget, and any other business included in the warning for the meeting?

ARTICLE 5. To elect City officers required by law including: Moderator (one-year term), two City Council members (three-year terms), and two Library Trustee (one five-year term and one three year term)?

Dated this 28th day of February 2024 by the Essex Junction City Council.

Raj Chawla, President

Amber Thibeault, Vice President

Marcus Certa, Clerk

Andrew Brown

Elaine Haney

Received for record this _____ day of _____, 2024 in the records of the City of Essex Junction.

Susan McNamara-Hill, Clerk

DRAFT



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: February 28, 2024
Subject: Executive session for contracts

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

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

Cost: N/A at this time

Recommendation:

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

Motion #1

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

Motion #2

"I move that the City Council enter into executive session to discuss contracts, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager."

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
FEBRUARY 14, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Chris Gaboriault, Fire Chief; Ricky Jones, PW Superintendent; Brad Luck, EJRP Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Harlan Smith, Interim Building Coordinator.

OTHERS PRESENT: Dottie Bergendahl, Alexis Brown, Shawn Handy, Bassem Hariri, Tim Miller, Rick Smith, Resa.

1. CALL TO ORDER

Councilor Chawla called the meeting to order at 6:30 PM. He noted that the City Council previously had a meeting disrupted by anti-Semitic and racist hate speech, and that the City Council does not tolerate such actions and condemns them. He said that while the City Council cannot always prevent hate speech from occurring during public comments, the Council will take measures to make it more difficult to express such views.

2. AGENDA ADDITIONS/CHANGES

Councilor Thibeault asked to remove the minutes from January 17 and January 19 from the consent agenda and make them agenda item #5f.

City Manager Mahony also noted that the Little League Opening Day is May 4, not May 1, though this can be noted when the consent agenda is approved.

3. APPROVE AGENDA

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

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda
None.

5. BUSINESS ITEMS

a. Fire Department Brief to Council

Chief Gaboriault began by providing a summary of the call volume to the Fire Department in 2023 by day of the week, noting that there seems to be no discernable pattern in call volume on certain days. He provided a summary of the call volume by time of day for 2023. He showed the breakdown between calls between fire and EMS, noting that EMS volume is less than fire, but it is picking up and is now almost half of the volume. He noted that the Fire Department backs up Essex Rescue with first response or call volume where the Fire Department is dispatched. He provided a breakdown of EMS call volume in 2023. He spoke about the department's accomplishments in the last six months. He noted that one activity has been the transition of gas-powered tools to battery operated versions for more efficiency. He noted that they installed a wide screen television in the training room. He noted that they converted all pagers to Motorola Minitor V1 technology. He said that in terms of the near future, they are looking for replace fire helmets, update iPad on Apparatus, update mobile radios to dual band on Apparatus, add one extra gas meter to each apparatus, add two portable dual band portables for line officers,

53 execute the frame replacement to Ladder 3, and implement a new accountability system (which is what
54 most departments within the county are using).

55
56 Councilor Certa asked what happens if there are EMS calls that are missed. Chief Gaboriault replied
57 that the Fire Department is dispatched if Essex Rescue is unavailable. He said that if no one is available,
58 a second ambulance is dispatched (from St. Michael's, for example). He said that there is a matrix of
59 dispatch, if one EMS service is unavailable. Councilor Certa asked about the need for coverage during
60 the week for volunteer firefighters, and asked about response times during some of those thinly-covered
61 times during the week. Chief Gaboriault said that some EMS workers have certain equipment in their
62 personal vehicles and do not need to go to the station prior to responding to a call. Councilor Certa
63 asked if it would save more time and property if there was full-time fire department staff, and Chief
64 Gaboriault replied that the annual property loss is minimal currently, and that it would maybe reduce the
65 response time by about 3-4 minutes overall (and would cost more to have full-time fire department staff).
66 He said that they currently have capacity to handle the calls that are coming in, but if the call volume
67 begins to increase significantly, they may need to reconsider that, in order to avoid burnout and
68 adequately staff the department. Councilor Chawla asked whether there have been efforts to lobby at
69 the state level for increased reimbursement for volunteer departments, and Chief Gaboriault replied that
70 he is not aware of lobbying efforts at the state level. He noted that the foundation raises about \$10,00-
71 \$15,000 per year.

72
73 b. Review of Preliminary FY25 Enterprise and EJRP Program Budgets

74 Finance Director Morris began by noting that these are the preliminary budgets for the City's enterprise
75 funds and EJRP program funds for FY25. She noted that the Water, Wastewater, and Sanitation budgets
76 are very preliminary and will change when more data becomes available. She said that currently, these
77 sanitation rates are currently projected to result in a 6.5% increase (or \$43.08 per year on an average
78 bill). She said that for FY25, the enterprise fund administrative fee calculation has been modified to
79 account for some changes in the City after being fully separated from the town. She noted that the fee
80 has increased by 3.7% over FY24, which include additional costs related to the Clerk and IT costs from
81 the General Fund that are attributable to the enterprise funds. She spoke in more detail about each the
82 water fund, wastewater fund, and sanitation fund, which are proposed to increase from FY24 by 5.82%,
83 11.46%, and 1.94% respectively, but again noted that this only includes 6 months of data and is a
84 preliminary estimate. Water Quality Superintendent Mandigo noted that the wastewater treatment facility
85 is seeing some stormwater flow through the system, resulting in an increase in the wastewater fund, but
86 that they are meeting with the Tri-Town group to determine why the flow has increased and address
87 potential infiltration issues.

88
89 Director Morris spoke about the Enterprise Funds Capital, noting that the water and wastewater capital
90 funds have sufficient funding and balances to complete all projects identified at this time. She noted that
91 the sanitation capital reserve incorporates upgrades for the River Street, Maple Street, and West Street
92 pump stations, and the cost of debt service for these is putting the reserve fund into the negative in FY28
93 (though 50% of the West Street pump station cost will be covered by the Town of Essex). She said that
94 staff are working to identify other fund sources for the pump station upgrades to offset potential
95 significant future rate increases for the sanitation fund. Councilor Chawla asked whether the City should
96 proactively increase a transfer into the capital fund to help address and defray potential future increases
97 due to this. Director Morris said that they can factor that in when they review these budgets when
98 additional flow data is incorporated.

99
100 Director Morris then spoke about the EJRP Program Fund. She noted that they have incorporated the
101 administrative fee allocation similarly to how it was incorporated into the enterprise fund budgets. She
102 said that it results in a \$45,000 transfer from the EJRP Program Fund to the General Fund. EJRP

103 Director Luck spoke in more detail about the EJRP Program Fund, which is projected to have a net loss
104 of \$98,000 (though this can be offset by the fund balance). He spoke about several unknowns that may
105 alleviate this loss, including the 2/3 room at the Park Street Preschool (and that revenue won't begin
106 until September but will become year-round revenue), and that there is a significant change in the
107 thresholds and reimbursement rates for the licensed childcare subsidy, both in a positive direction. He
108 said that both of these factors will be better known for next year's budget. Councilor Certa asked for
109 further detail about the after school program and who it is serving, and whether after school funding is
110 accessible by the municipality (or whether it is just available for local education agencies). Director Luck
111 replied that this budget does not make assumptions about grant or other legislatively directed funding
112 being available to the municipality. He noted that the majority of the kids on the waiting list for after-
113 school care are from the Town, and also spoke about the challenges associated with adding capacity to
114 the after-school care programming (lack of additional physical space that qualifies for licensing and
115 staffing).

116
117 Director Morris then spoke about the Senior Center Fund. She noted that for FY25, the City plans to run
118 all senior center programming through the General Fund and that the balance of \$16,791.69 for the
119 current Senior Center Fund will remain separate from other City funds. She said that the intention is to
120 see what future needs of the senior center and space are, once the 2 Lincoln renovations are completed.

121
122 Director Morris then spoke about next steps, noting that the enterprise budgets and approval for warning
123 the rate-setting public hearing are anticipated for April 10, and that the public hearing to set utility rates
124 is currently anticipated for May 22.

125
126 Councilor Chawla asked about the fund balance for the EJRP program fund and asked what staff
127 anticipate for that fund in the next fiscal year. Director Luck replied that EJRP was able to build up a
128 fund balance by using COVID-19-related grants to supplement that budget, and that EJRP tends to
129 perform well in terms of bringing in revenue and reducing expenses. He noted that EJRP's next large
130 need pertains to its own indoor space, and said that he hopes to continue to build the fund balance to
131 help contribute to building a space that accommodates EJRP's needs (gymnasium space, after-school
132 programming, and childcare programming).

133
134 The following public comments were received:

- 135 • Dorothy Bergendahl noted that the approximately \$17,000 raised for the Senior Center was
136 raised by the seniors and that she does not know what the procedure should be to decide how
137 to spend that money.

138
139 c. Discussion and Consideration of River St, Maple St, and West St Pump Station Improvement
140 Projects

141 Water Quality Superintendent Mandigo began by noting that the City's pump stations are aging and are
142 in need of either retrofitting or major upgrades in the next several years. She said that the three in
143 question have not had upgrades in years, and that the West Street pump station has the greatest amount
144 of City-wide flow and needs additional capacity to serve both the City and Town. She noted that the
145 River Street and Maple Street pump stations are ejector style stations, which use out-of-date technology
146 that is difficult to repair. She noted that consultants who were tasked with conducting a pump station
147 improvement study in 2022 estimated that refurbishing all three pump stations has a total estimated
148 construction cost of \$3,250,000. She also noted that it has been suggested that the City submit a priority
149 list application to the State's Clean Water State Revolving Loan Fund (CWSRF). She noted that the City
150 shared the improvement study with the Town of Essex, which supports moving forward with the retrofit
151 project for West Street (and will cost share 50% for that construction). She noted that the construction
152 costs not covered by the CWSRF loan would be covered by a bond. She spoke briefly about the

153 proposed timeline for these projects, which includes submitting a funding application to CWSRF in
154 February or March, signing an agreement with the engineering consultants to allow for preliminary
155 engineering in February, holding a bond vote for remaining funding in November, and beginning the
156 projects in 2025. Director Morris provided further detail about the cost estimates, noting that the CWSRF
157 program offers subsidies for engineering services, and that the Step 1 agreement for \$12,900 can
158 become incorporated into the full CWSRF loan amount if the City moves forward with the construction
159 project. She said that someone from the Vermont Bond Bank could potentially come to a Council
160 meeting to explain how bonding programs work, and that they could also have someone from the
161 Vermont Revolving Loan Fund come at the same time, as a good educational opportunity for the Council
162 and the public, later this spring.

163
164 Councilor Haney said that she would rather have the bond vote conversation in the context of the budget
165 discussions next year, rather than between the FY25 budget conversations and the FY26 budget
166 conversations, in order to see the impact of the bond on the budget. She said that she is not in favor of
167 a bond vote in November outside of the context of the budget review process. Councilor Chawla noted
168 that action taken tonight does not lock the City into holding a bond vote in November.

169
170 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA, that the City Council authorize the**
171 **City Manager to sign the agreement with Aldrich and Elliott for engineering services, submit the**
172 **funding application to the Clean Water State Revolving Loan Program for three pump station**
173 **improvement, pending legal review of the engineering agreement. The motion passed 5-0.**
174

175 d. Working Session on FY25 Proposed General Fund & Capital Program Budgets
176 City Manager Mahony said that this is version four of the FY25 budget, noting that it is essentially the
177 same as the budget that was modified at the January 24th City Council meeting and presented on
178 January 27th at the community meeting. She said that outstanding items include the rental registry and
179 inspection program, which will be discussed further on February 28th. She said that one question remains
180 around whether the budget can support a health officer position and its goals of enhanced code
181 enforcement, should the Council decide not to pursue the rental registry program. She said that staff
182 have examined this, and that they think that no General Fund increases are needed in FY25, because
183 they could seek to house this within the Fire Department, which has capacity to accommodate the health
184 officer. She noted that the rental registry is currently included in the FY25 budget as a cost-neutral item.
185 She also noted that scenarios for various funding levels for the library have also been included for
186 tonight's discussion.

187
188 Director Morris spoke in more detail about the local option tax (LOT) funding and how it ties into the
189 capital plan. She said that as proposed, the capital plan has a planned transfer from LOT revenue to
190 fund capital projects with 25% allocated to sidewalks. She said that there is also a General Fund transfer
191 into the capital fund.

192
193 City Manager Mahony noted next steps, which include tonight's working session and a public hearing,
194 finalized budget, and approving articles for the annual meeting at the Council's February 28th meeting.

195
196 Councilor Certa thanked staff for providing scenarios for various funding options for the library, but said
197 that he thinks a joint discussion between the City Council and Library Trustees would be helpful as future
198 fiscal year budget discussions continue, but that he is comfortable putting the current proposal to the
199 voters for their consideration. Councilor Chawla agreed that future year discussions would be helpful,
200 not just for the library but for other departments within the City.

201
202 The following public comments were received:

- Resa spoke about the significant increase in the tax rate that taxpayers are facing for FY25 due to the school budget increases, saying that anything that the City can do to lessen the municipal tax increase will help immensely.

Councilor Certa asked whether EJRP’s current fund balance could be put to good use now to help lessen some of the municipal tax burden. He said he recognizes that the fund balance is being proposed to help defray the cost of a new facility, but that is a future need, and this is an immediate need. Councilor Brown noted that this would not help solve the overarching problem of the potential need to right-size for the City, and advised that a right-sizing conversation happen prior to making decisions about what to do with fund balance. Director Morris noted that the EJRP fund balance is assigned to EJRP and cannot be taken and used by the General Fund without doing interfund borrowing.

Building Coordinator Smith commended the City Council for its efforts to find additional funding and reduce the budget increase for the next fiscal year. He said that though this comment may not be relevant given what Director Morris pointed out, if the Council is considering looking at the EJRP fund balance, he would also suggest looking at the LOT, if the Council’s priority is to identify funds that can be used to address immediate needs.

e. Discussion of Initial Draft of Annual Meeting Ballot Questions

City Manager Mahony reviewed the initial draft of the Annual Meeting ballot questions. She said that the Council needs to decide when and where it will hold its informational meeting, which must take place within 10 days prior to the Annual Meeting. She noted that staff suggests holding it on April 1 or April 3, and that staff recommend holding it virtually to increase access and participation. The Council decided to hold it on April 1, and to hold it virtually. She said that one item to potentially include on the ballot is the reauthorization of the Economic Development Fund Tax, and that the currently proposed language mimics the language used in 2021, which was the last time this tax was authorized by voters. Councilors discussed this and agreed on this inclusion.

f. Approve Meeting Minutes: January 17, 2024 and January 19, 2024 **was part of consent agenda item 6a**

The following amendments were made to the January 17, 2024 minutes:

- Lines 84, 85, 89, 92, 94 and 96: Correct the spelling of the dog owner’s name (from Ms. Plate to Ms. Blake)

The following amendments were made to the January 19, 2024 minutes:

- Add the order from the City Council as the final disposition of the dog hearing.

MARCUS CERTA made a motion, seconded by ANDREW BROWN, to approve the minutes with the proposed amendments. The motion passed 5-0.

6. **CONSENT AGENDA**

- Approve Meeting Minutes: January 24, 2024, January 27, 2024
- Approve Mailing of Ballots
- Approve Little League Opening Day Parade Street Closure
- Approve CVE Banner Requests
- Approve Liquor License Renewals
- Approve Document PVR-4155 “Certificate-No Appeal or Suit Pending” for the 2023 Grand List

251 **ELAINE HANEY** made a motion, seconded by **ANDREW BROWN** to approve the consent agenda
252 as amended (noting the corrected date for the Little League Opening Day Parade of May 4). The
253 motion passed 5-0.
254

255 7. **COUNCILOR COMMENTS AND CITY MANAGER REPORT**

256 City Manager Mahony noted that the City has identified the presence of the Emerald Ash Borer beetle
257 in the City and that the Tree Advisory Committee has been preparing for this. She said that they received
258 a tree grant to assist in the work of removing affected ash trees and replant them with resilient species.
259 She said that this grant is for work on the City's public properties, not private properties, but they are
260 working to produce communication and educational materials for the public about this pest.
261

262 8. **READING FILE**

- 263 a. Check Warrant #24031 (1/26/2024) & #24032 (2/9/2024)
264 b. January Financial Report
265 c. Capital Review Committee Minutes 2/6/2024
266 d. Planning Commission Minutes 2/1/2024
267 e. Police Community Advisory Board Minutes 12/19/2023 & 1/23/2024
268

269 9. **EXECUTIVE SESSION**

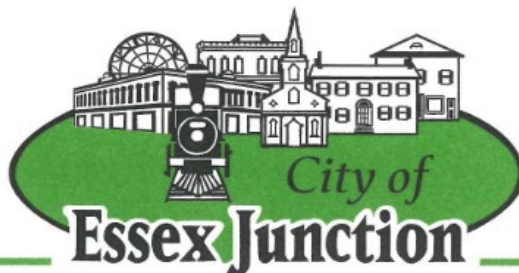
270 None.
271

272 10. **ADJOURN**

273
274 **ANDREW BROWN** made a motion, seconded by **MARCUS CERTA**, to adjourn the meeting. The
275 motion passed 5-0 at 8:32 P.M.
276

277 Respectfully Submitted,
278 Amy Coonradt

2 Lincoln Street
Essex Junction, VT 05452-3154
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F: 802-878-6946
E: admin@essexjunction.org

MEMORANDUM

TO: City Council
FROM: Rick Jones, Public Works Superintendent
DATE: February 23, 2024
SUBJECT: Bid Award

Issue:

Public Works put out an Invitation to Bid for a 2025 truck (as described below) with a trade-in of a 2012 International Truck, as is, with similar equipment.

Discussion:

The Invitation to Bid for a 2025 Single Axle Dump Truck (Low Profile) With Front Plow, Plow Wing, and Tailgate Spreader, 26,000 GVW, or less, with trade-in and Optional Extended Warranties was advertised on the City of Essex Junction website, the State Bid website, as well as in the Seven Days newspaper. Bid opening was February 21, 2024. Only one company, R. R. Charlebois, Inc. of Milton, Vermont responded.

Cost:

The rolling stock fund allows \$248,399 for vehicle purchase. The Charlebois total bid price for the truck, including trade-in and extended warranties, is \$211,930.00.

Recommendation:

It is recommended that the City Council award the bid for the 2025 Single Axle Dump Truck (Low Profile) With Front Plow, Plow Wing, and Tailgate Spreader, 26,000 GVW, or less, with trade-in and Optional Extended Warranties, to R. R. Charlebois, Inc. for the bid amount of \$211,930.00.

NOTE:

In future equipment purchasing, we should consider the State purchasing program, as we've received feedback that preparing bid responses for truck replacements is less common now that companies are limited in what they can order. Also there are few companies selling this equipment, and making use of the state procurement process is efficient and will likely get us the best price.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	02/15/24	ADVANCE AUTO PARTS GREASE FITTING ASST 70 P 4656067	210-5-40-12-610.000 General Supplies	12.87	51763	02/23/24
05290	02/15/24	ADVANCE AUTO PARTS QUIK DETAILER 32 OZ MGUI 4656069	210-5-40-12-610.000 General Supplies	11.76	51763	02/23/24
07305	02/08/24	AIRGAS USA LLC MIG STCK XL HVYDTY 9146743723	210-5-40-12-610.000 General Supplies	71.57	51764	02/23/24
19815	02/13/24	AMAZON CAPITAL SERVICES BL JColl JAN24 16744N9JY9Q7	210-5-35-10-640.202 Juvenile Collection	19.96	51767	02/23/24
19815	02/16/24	AMAZON CAPITAL SERVICES Senior Center Supplies 1GGQCCVT9KVD	210-5-30-13-610.000 General Supplies	21.28	51767	02/23/24
19815	02/14/24	AMAZON CAPITAL SERVICES BL JColl FEB24 1H6J4V7G466N	210-5-35-10-640.202 Juvenile Collection	-4.96	51767	02/23/24
19815	02/18/24	AMAZON CAPITAL SERVICES Brownell Thermostat Guard 1HFGNMRDLXHY	210-5-41-21-431.000 R&M Buildings & Grounds	55.77	51767	02/23/24
19815	02/18/24	AMAZON CAPITAL SERVICES BL AProg FEB24 1JMCHPRVJ9TJ	210-5-35-10-840.201 Adult Programs	45.51	51767	02/23/24
19815	02/19/24	AMAZON CAPITAL SERVICES Senior Ctr Supplies 1K4PPIRXQQPD	210-5-30-13-610.000 General Supplies	61.95	51767	02/23/24
19815	02/18/24	AMAZON CAPITAL SERVICES BL AColl FEB24 1VW3VN6GLTDW	210-5-35-10-640.201 Adult Collection	88.33	51767	02/23/24
19815	02/12/24	AMAZON CAPITAL SERVICES BL AColl FEB24 1WT3R1CGQNX4	210-5-35-10-640.201 Adult Collection	247.87	51767	02/23/24
19815	02/20/24	AMAZON CAPITAL SERVICES BL AColl FEB24 1XGX7GX31WDF	210-5-35-10-640.201 Adult Collection	13.99	51767	02/23/24
80061	02/02/24	BASSICK, LINDA BL CProg FEB24 003	210-5-35-10-840.202 Childrens Programs	100.00	51774	02/23/24
00530	01/31/24	BRODART CO BL AColl SUPPLY JAN24 B6738103	210-5-35-10-640.201 Adult Collection	40.28	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl SUPPLY JAN24 B6738103	210-5-35-10-610.000 General Supplies	2.02	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl SUPPLY JAN24 B6738105	210-5-35-10-610.000 General Supplies	1.01	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl SUPPLY JAN24 B6738105	210-5-35-10-640.201 Adult Collection	14.55	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl JAN24 B6738574	210-5-35-10-640.201 Adult Collection	22.49	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl Supply JAN24 B6738626	210-5-35-10-640.201 Adult Collection	45.35	51775	02/23/24
00530	01/31/24	BRODART CO BL AColl Supply JAN24 B6738626	210-5-35-10-610.000 General Supplies	3.03	51775	02/23/24
00530	02/05/24	BRODART CO BL LibDon -SUPPLY FEB24 B6740955	210-5-35-10-610.000 General Supplies	1.01	51775	02/23/24
00530	02/05/24	BRODART CO BL LibDon -SUPPLY FEB24 B6740955	210-5-90-00-991.000 Library Donation Expense	17.28	51775	02/23/24
00530	02/05/24	BRODART CO BL LibDon-SUPPLY FEB24 B6740956	210-5-90-00-991.000 Library Donation Expense	17.28	51775	02/23/24
00530	02/05/24	BRODART CO BL LibDon-SUPPLY FEB24 B6740956	210-5-35-10-610.000 General Supplies	1.01	51775	02/23/24
00530	02/05/24	BRODART CO BL LibDon-SUPPLY FEB24 B6741058	210-5-35-10-610.000 General Supplies	3.03	51775	02/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	02/05/24	BL LibDon-SUPPLY FEB24 B6741058	210-5-90-00-991.000 Library Donation Expense	48.05	51775	02/23/24
00530	02/07/24	BL JColl-SUPPLY FEB24 B6742698	210-5-35-10-610.000 General Supplies	1.01	51775	02/23/24
00530	02/07/24	BL JColl-SUPPLY FEB24 B6742698	210-5-35-10-640.202 Juvenile Collection	10.79	51775	02/23/24
00530	02/14/24	BL ARepl-SUPPLY FEB24 B6746671	210-5-35-10-610.000 General Supplies	2.30	51775	02/23/24
00530	02/14/24	BL ARepl-SUPPLY FEB24 B6746671	210-5-90-00-640.201 Adult Collection replacem	16.00	51775	02/23/24
22670	02/14/24	EJRP Credit Card Feb 6508 0224	210-5-30-10-500.000 Training, Conf, Dues	900.00	51776	02/23/24
22670	02/14/24	EJRP Credit Card Feb 6508 0224	210-5-17-10-850.000 Community Events and Cele	4.99	51776	02/23/24
03000	02/01/24	DEICER SALT ICE CNTRL BLK 2909113115	210-5-40-12-600.000 Salt, Sand and Gravel	2779.04	51777	02/23/24
V0461	02/12/24	BL ACo11 FEB24 118	210-5-35-10-640.201 Adult Collection	319.00	51779	02/23/24
V10617	01/30/24	PRESSURE GAUGE W/ C90143	210-5-40-12-430.000 R&M Vehicles & Equipment	116.14	51780	02/23/24
V10617	02/08/24	Sander TROUGH WELDMENT si C91347	210-5-40-12-430.000 R&M Vehicles & Equipment	1035.83	51780	02/23/24
21120	02/18/24	Physicals 00065647-00	210-5-25-10-330.000 Professional Services	355.00	51781	02/23/24
21210	02/15/24	SM SHOP TWL-RED- etc supp 4183453392	210-5-40-12-610.000 General Supplies	156.30	51784	02/23/24
21210	12/19/23	CABINET ORGANIZED 5189290987	210-5-40-12-610.000 General Supplies	9.45	51784	02/23/24
21210	02/15/24	WATER COOLER CLEANED sup 5197882154	210-5-40-12-610.000 General Supplies	9.45	51784	02/23/24
21210	02/01/24	WATERBREAK COOLER LEASE 9258143222	210-5-40-12-610.000 General Supplies	50.00	51784	02/23/24
17895	02/13/24	MSP Cleaning January 13573	210-5-41-23-420.000 Cleaning Services	2405.03	51785	02/23/24
17895	02/13/24	MSP Cleaning January 13573	210-5-41-26-420.000 Cleaning Services	2405.02	51785	02/23/24
17895	02/13/24	City Cleaning January 13574	210-5-41-21-420.000 Cleaning Services	2177.62	51785	02/23/24
17895	02/13/24	City Cleaning January 13574	210-5-41-20-420.000 Cleaning Services	1451.75	51785	02/23/24
30100	02/15/24	COBRA Admin Feb 2024 305930	210-5-10-10-210.000 Group Insurance	36.00	51786	02/23/24
17025	02/07/24	Planning Commission minut 0164	210-5-16-10-330.000 Professional Services	114.20	51787	02/23/24
17025	02/20/24	Recording Secretary CC 2/ 0165	210-5-11-10-330.000 Professtional Services	125.62	51787	02/23/24
05550	01/19/24	Additional tracking modul ESO-130839	210-5-25-10-505.000 Tech. Subs, Licenses	213.09	51797	02/23/24
80021	01/15/24	Amazon 2 Linc Cal not del 01152024	210-5-10-10-610.000 General Supplies	-15.40	51802	02/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OM	01/29/24	Coffee for Think Tank 01292024	210-5-11-10-610.000 General Supplies	54.98	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/12/24	2024 National Planning Co 021224C	210-5-16-10-500.000 Training, Conf, Dues	889.00	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/01/24	HRIS Feb 2024 135302	210-5-10-10-340.000 Technical Services	614.68	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/25/24	Fire Dept. Supplies Feb 2 2839416	210-5-41-22-610.000 General Supplies	164.98	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/06/24	amazon 2 Linc Supplies F 3896-3761836	210-5-12-10-820.000 Elections	28.63	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/06/24	amazon 2 Linc Supplies F 3896-3761836	210-5-10-10-610.000 General Supplies	28.75	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/29/24	motor vehicle check-out o 3930be1f	210-5-40-13-330.000 Professional Services	14.00	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/09/24	Fire Dept. Supplies Feb 2 4163421	210-5-41-22-610.000 General Supplies	36.12	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/08/24	Brownell time tracking Ja 421539	210-5-10-10-340.000 Technical Services	180.00	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/30/24	March Legis Breakfast M C 57982	210-5-11-10-500.000 Training, Conferences, Du	29.00	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	02/08/24	Fire Dept. Supplies - Hos 8662628	210-5-41-22-610.000 General Supplies	139.96	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/30/24	Coffee for Think Tank Jan JP013024	210-5-11-10-610.000 General Supplies	27.49	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/22/24	Amazon Clerk Supplies JP20240122	210-5-12-10-610.000 General Supplies	12.27	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/27/24	Amazon Clerk Supplies JP20240122A	210-5-12-10-610.000 General Supplies	52.98	51802	02/23/24
80021	FIRST NATIONAL BANK OF OM	01/27/24	Amazon Clerk Supplies JP20240122A	210-5-11-10-610.000 General Supplies	8.99	51802	02/23/24
21845	FIRST NATIONAL BANK OMAHA	02/16/24	BL Tech-Don-AC-CP FEB24 0017 0224	210-5-35-10-840.202 Childrens Programs	85.21	51804	02/23/24
21845	FIRST NATIONAL BANK OMAHA	02/16/24	BL Tech-Don-AC-CP FEB24 0017 0224	210-5-35-10-640.201 Adult Collection	19.99	51804	02/23/24
21845	FIRST NATIONAL BANK OMAHA	02/16/24	BL Tech-Don-AC-CP FEB24 0017 0224	210-5-90-00-991.000 Library Donation Expense	50.00	51804	02/23/24
21845	FIRST NATIONAL BANK OMAHA	02/16/24	BL Tech-Don-AC-CP FEB24 0017 0224	210-5-35-10-505.000 Tech. Subs, Licenses	270.46	51804	02/23/24
21835	FIRST NATIONAL BANK OMAHA	01/17/24	Eagle Engraving Accountab 49482	210-5-25-10-611.000 Small Tools and Equipment	369.75	51805	02/23/24
21835	FIRST NATIONAL BANK OMAHA	01/18/24	Gates Flag Pole EJFD PJD4TDTJM	210-5-41-22-431.000 R&M Buildings & Grounds	94.61	51805	02/23/24
19005	FIRSTLIGHT FIBER	02/01/24	2 Lincoln Phones 16399650	210-5-41-20-530.000 Communications	962.19	51806	02/23/24
80079	GANNETT NEW ENGL LOCALIQ	01/16/24	Legal Notice for Public H 0006183317	210-5-11-10-540.000 Advertising	136.16	51807	02/23/24
34895	GAUTHIER TRUCKING, INC.	11/02/23	COUCH disposal 1755036	210-5-40-12-425.000 Trash Removal	85.00	51808	02/23/24
34895	GAUTHIER TRUCKING, INC.	02/15/24	SECTIONAL COUCH 1774548	210-5-40-12-425.000 Trash Removal	100.00	51808	02/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO GROUP	01/31/24	January 2024 Vehic fuel 310959	210-5-25-10-626.000 Gasoline	334.25	51809	02/23/24
20470	GLOBAL MONTELLO GROUP	01/31/24	January 2024 Vehic fuel 310959	210-5-40-12-626.000 Gasoline	6262.82	51809	02/23/24
04035	GOT THAT RENTAL & SALES I	02/05/24	GLASSES SAFETY CLEAR A/F 123199	210-5-40-12-612.000 Uniforms	35.88	51810	02/23/24
04035	GOT THAT RENTAL & SALES I	06/20/24	FLAGGING TAPE, ORANGE 1"X 123233	210-5-40-12-610.000 General Supplies	8.37	51810	02/23/24
80042	GOV OS INC	02/20/24	Feb Land Records 1NV4961	210-5-12-10-505.000 Tech. Subs Licenses	350.00	51811	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-41-23-622.000 Electricity	281.07	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-41-21-622.000 Electricity	1112.53	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-40-12-622.000 Electricity	502.57	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-41-20-622.000 Electricity	637.28	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-41-22-622.000 Electricity	637.28	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	solar accounts 1/9/ to 2/ 02/09/2024D	210-5-40-12-622.000 Electricity	259.79	51812	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	MSP Power February 0224 75 MAPA	210-5-41-26-622.000 Electricity	1194.51	51813	02/23/24
07010	GREEN MOUNTAIN POWER CORP	02/09/24	MSP Power February 0224 75 MAPL	210-5-41-26-622.000 Electricity	158.45	51814	02/23/24
80080	IIMC REGION I (INT'L INST	02/21/24	Conference 2024032424	210-5-12-10-500.000 Training Conf Dues	350.00	51816	02/23/24
24250	IMPACT FIRE LLC	02/02/24	LB CO2 FIRE EXTINGUISHER 25027801	210-5-25-10-570.000 Other Purchased Services	390.00	51817	02/23/24
37715	INTEGRITY COMMUNICATIONS	02/13/24	Phone line fix 802-878-69 43371	210-5-41-20-400.000 Contracted Services	120.00	51818	02/23/24
27670	IROQUOIS MANUFACTURING, I	10/30/23	plow harness for truck # 167764	210-5-40-12-430.000 R&M Vehicles & Equipment	324.70	51819	02/23/24
V10407	KIMBALL MIDWEST	02/07/24	PAINT 101892527	210-5-40-12-610.000 General Supplies	153.96	51821	02/23/24
25625	LOWE'S - 1080	02/02/24	EJRP Lowes January 41910800224	210-5-30-12-610.000 General Supplies	191.96	51826	02/23/24
25625	LOWE'S - 1080	02/02/24	EJRP Lowes January 41910800224	210-5-41-21-431.000 R&M Buildings & Grounds	123.31	51826	02/23/24
25625	LOWE'S - 1080	02/02/24	EJRP Lowes January 41910800224	210-5-41-20-431.000 R&M Buildings & Grounds	42.57	51826	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	210-5-40-13-210.000 Group Insurance	12.08	51827	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	210-5-35-10-210.000 Group Insurance	256.20	51827	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	210-5-16-10-210.000 Group Insurance	103.85	51827	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	210-5-40-12-210.000 Group Insurance	86.82	51827	02/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	210-5-10-10-210.000 Group Insurance	204.47	51827	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	210-5-13-10-210.000 Group Insurance	109.80	51827	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	210-5-30-10-210.000 Group Insurance	183.00	51827	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	210-5-30-12-210.000 Group Insurance	73.20	51827	02/23/24
26920	02/08/24	MAYVILLE DARBY Recording Secretary CRC 2 15	210-5-13-10-330.000 Professional Services	34.26	51828	02/23/24
V9970	02/05/24	MIDWEST TAPE BL AColl FEB24 504986785	210-5-35-10-640.201 Adult Collection	47.99	51829	02/23/24
24620	01/29/24	MILTON RENTAL AND SALES salter not working 117689	210-5-40-12-430.000 R&M Vehicles & Equipment	355.00	51830	02/23/24
80025	01/10/24	MULHALL, BRIAN 17 Tamarack property dmg 17 Tamarack	210-5-40-12-521.000 Insurance Deductibles	310.00	51831	02/23/24
05485	02/22/24	NATIONAL BUSINESS LEASING Buyout of Copier Equipmen 19255354	210-5-10-10-442.000 Rental Vehicles/Equip	277.94	51832	02/23/24
05485	02/22/24	NATIONAL BUSINESS LEASING Buyout of Copier Equipmen 19255354	210-5-40-12-442.000 Rental Vehicles/Equip	145.18	51832	02/23/24
05485	02/22/24	NATIONAL BUSINESS LEASING Buyout of Copier Equipmen 19255354	210-5-35-10-442.000 Rental Vehicles/Equip	322.92	51832	02/23/24
13475	02/15/24	NEEDHAM ELECTRIC SUPPLY (Brownell Light Fixtures S6157452001	210-5-41-21-431.000 R&M Buildings & Grounds	371.28	51833	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-40-12-210.000 Group Insurance	310.66	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-40-13-210.000 Group Insurance	22.62	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-13-10-210.000 Group Insurance	233.97	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-35-10-210.000 Group Insurance	443.03	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-10-10-210.000 Group Insurance	431.96	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-16-10-210.000 Group Insurance	140.51	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-30-10-210.000 Group Insurance	647.20	51834	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	210-5-30-12-210.000 Group Insurance	104.53	51834	02/23/24
19325	01/23/24	OPEN APPROACH INC upgrades for split from T 21851	210-5-14-10-735.000 Tech Hardware, Software,	784.00	51835	02/23/24
19325	02/01/24	OPEN APPROACH INC fire device setup 22121	210-5-25-10-570.000 Other Purchased Services	135.00	51835	02/23/24
27950	02/08/24	PETE'S TIRE BARNS INC Tire Repair 1048373	210-5-25-10-430.000 R&M Vehicles & Equipment	56.00	51837	02/23/24
V10554	02/12/24	PHOENIX BOOKS BURLINGTON BL AColl FEB24 1019074	210-5-35-10-640.201 Adult Collection	14.39	51838	02/23/24
23465	02/20/24	PITNEY BOWES, INC. 2 Lincoln Postage Lease F 3318771465	210-5-10-10-442.000 Rental Vehicles/Equip	209.97	51839	02/23/24

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80050	02/20/24	PLAGEMAN ROBERT M Stipend CRC Feb 2024	210-5-13-10-190.000	50.00	51840	02/23/24
		020624MPlage	Board Member Payments			
18010	02/12/24	REYNOLDS & SON, INC. Air Compressor	210-5-41-22-431.000	947.16	51844	02/23/24
		3436127	R&M Buildings & Grounds			
02050	02/12/24	RON BUSHEY'S SUNOCO Tire repair skid steer	210-5-40-12-430.000	30.00	51845	02/23/24
		8061	R&M Vehicles & Equipment			
43275	02/16/24	RYCANDON MECHANICAL, INC. Brownell HVAC Maintenance	210-5-41-21-400.000	1100.00	51847	02/23/24
		15243	Contracted Services			
43275	02/16/24	RYCANDON MECHANICAL, INC. MSP HVAC Maint	210-5-30-12-330.000	432.00	51847	02/23/24
		15244	Professional Services			
43275	02/16/24	RYCANDON MECHANICAL, INC. MSP Aspire HVAC Maint	210-5-30-12-330.000	100.00	51847	02/23/24
		15245	Professional Services			
25480	02/15/24	SAC FASTENER COMPANY 5/8 Grade C Lock Nut -	210-5-40-12-610.000	9.65	51848	02/23/24
		60813	General Supplies			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-40-12-622.000	39.59	51850	02/23/24
		262SH	Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-41-22-622.000	127.18	51850	02/23/24
		262SH	Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-40-12-622.200	53.90	51850	02/23/24
		262SH	Streetlight Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-41-23-622.000	83.55	51850	02/23/24
		262SH	Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-41-26-622.000	654.57	51850	02/23/24
		262SH	Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-41-21-622.000	268.37	51850	02/23/24
		262SH	Electricity			
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9	210-5-41-20-622.000	127.17	51850	02/23/24
		262SH	Electricity			
00275	02/22/24	SB SIGNS INC Taxes Due Signs	210-5-12-10-610.000	145.00	51851	02/23/24
		30407 Taxes	General Supplies			
42565	01/31/24	SEVEN DAYS DRB Ad February 15 meetin	210-5-16-10-540.000	54.60	51854	02/23/24
		235905	Advertising			
23855	02/08/24	SOUTHWORTH-MILTON, INC. Bolt Nut	210-5-40-12-430.000	-92.80	51857	02/23/24
		SCR0498831	R&M Vehicles & Equipment			
21000	02/14/24	UNIFIRST CORPORATION BL Contract-MATS FEB24	210-5-41-21-400.000	65.78	51859	02/23/24
		1080196325	Contracted Services			
23395	01/30/24	VILLAGE HARDWARE - WILLIS CALCIUM CHLORIDE 50LB Fla	210-5-40-12-600.000	860.13	51860	02/23/24
		517754	Salt, Sand and Gravel			
23395	01/31/24	VILLAGE HARDWARE - WILLIS 15PK 55GAL BLK Liner	210-5-40-12-610.000	19.94	51860	02/23/24
		517758	General Supplies			
23395	02/15/24	VILLAGE HARDWARE - WILLIS 3.2OZ 2Cyc Mixing Oil	210-5-40-12-610.000	26.03	51860	02/23/24
		517814	General Supplies			
23395	02/15/24	VILLAGE HARDWARE - WILLIS GAL Simple Green	210-5-40-12-610.000	12.82	51860	02/23/24
		517815	General Supplies			
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024	210-5-30-10-210.000	125.65	51861	02/23/24
		819914440	Group Insurance			
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024	210-5-40-12-210.000	60.31	51861	02/23/24
		819914440	Group Insurance			
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024	210-5-40-13-210.000	4.63	51861	02/23/24
		819914440	Group Insurance			

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21230	02/19/24	VISION SERVICE PLAN (CT)	Vision Mar 2024 819914440	210-5-13-10-210.000 Group Insurance	48.82	51861	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT)	Vision Mar 2024 819914440	210-5-35-10-210.000 Group Insurance	96.20	51861	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT)	Vision Mar 2024 819914440	210-5-10-10-210.000 Group Insurance	87.97	51861	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT)	Vision Mar 2024 819914440	210-5-16-10-210.000 Group Insurance	33.36	51861	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT)	Vision Mar 2024 819914440	210-5-30-12-210.000 Group Insurance	23.69	51861	02/23/24
07565	02/12/24	W B MASON CO INC	Election Supplies Feb 24 244514559	210-5-12-10-820.000 Elections	23.88	51863	02/23/24
05375	02/02/24	ESSEX JUNCTION EMPLOYEES	Payroll Transfer PR-02/02/24	210-2-00-00-210.005 Misc Deductions Payable	80.00	E 223241	02/23/24
05375	02/16/24	ESSEX JUNCTION EMPLOYEES	Payroll Transfer PR-02/16/24	210-2-00-00-210.005 Misc Deductions Payable	80.00	E 223242	02/23/24
17140	02/16/24	THE EDGE (VILLAGE)	Payroll Transfer PR-02/16/24	210-2-00-00-210.005 Misc Deductions Payable	332.50	E 223243	02/23/24
17425	02/16/24	ICMA ROTH PLAN 706287	Payroll Transfer PR-02/16/24	210-2-00-00-210.004 Retirement Payable	100.00	E 223244	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-30-10-210.000 Group Insurance	11292.66	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-30-12-210.000 Group Insurance	2518.49	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-2-00-00-210.006 Health Ins. Copay	2006.28	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-13-10-210.000 Group Insurance	812.42	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-40-12-210.000 Group Insurance	5849.45	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-40-13-210.000 Group Insurance	563.00	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-16-10-210.000 Group Insurance	1624.84	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-35-10-210.000 Group Insurance	9830.25	E 223245	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS	Health Feb 2024 021524 7728	210-5-10-10-210.000 Group Insurance	9099.10	E 223245	02/23/24
V1160	02/16/24	ICMA RETIREMENT TRUST-457	Payroll Transfer PR-02/16/24	210-2-00-00-210.004 Retirement Payable	2735.10	E 223246	02/23/24
V1161	02/16/24	ICMA RETIREMENT TRUST-401	Payroll Transfer PR-02/16/24	210-2-00-00-210.004 Retirement Payable	5923.88	E 223247	02/23/24
36240	02/09/24	DUBOIS & KING INC	Crescent Connector Dec-Ja 106	230-5-16-10-890.824 Cres. Connector	1316.84	51790	02/23/24
39425	02/15/24	SCOTT & PARTNERS INC	2 Lincoln Renovations Jan 5078	232-5-41-20-890.832 2 Lincoln Street Renovati	42090.50	51852	02/23/24
23435	01/31/24	CHAMPLAIN WATER DISTRICT	Water Jan 2024 013124	254-5-54-70-411.400 CWD Water Purchase - Glob	221519.60	51783	02/23/24
23435	01/31/24	CHAMPLAIN WATER DISTRICT	Water Jan 2024 013124	254-5-54-20-411.000 CWD Water Purchase	46574.48	51783	02/23/24

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23435	01/31/24	CHAMPLAIN WATER DISTRICT Water Jan 2024 013124	254-5-54-70-411.400 CWD Water Purchase - Glob	4055.65	51783	02/23/24
23435	01/31/24	CHAMPLAIN WATER DISTRICT Water Jan 2024 013124	254-5-54-20-411.000 CWD Water Purchase	852.70	51783	02/23/24
40025	02/09/24	E J PRESCOTT INC 1 QUART LUBE WHITLAM 6289060	254-5-54-20-610.000 General Supplies	16.50	51791	02/23/24
24045	02/01/24	EMPIRE JANITORIAL SUPPLY Repair of Black Cat vac 216240	254-5-54-20-610.000 General Supplies	299.94	51793	02/23/24
20470	01/31/24	GLOBAL MONTELLO GROUP January 2024 Vehic fuel 310959	254-5-54-20-626.000 Gasoline	126.27	51809	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	254-5-54-20-210.000 Group Insurance	87.84	51827	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	254-5-54-20-210.000 Group Insurance	310.66	51834	02/23/24
V2227	02/15/24	TI-SALES, INC. Neptune T/T Register Inte 0167164	254-5-54-70-750.001 Meter Replacement Program	92.21	51858	02/23/24
V2227	02/15/24	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 0167179	254-5-54-70-750.001 Meter Replacement Program	1210.24	51858	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024 819914440	254-5-54-20-210.000 Group Insurance	60.31	51861	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS Health Feb 2024 021524 7728	254-5-54-20-210.000 Group Insurance	5849.45	E 223245	02/23/24
42625	02/01/24	ALDRICH & ELLIOTT PC Eng assist Water Quality 81953	255-5-55-70-730.003 10 Year Engineer Evaluati	1912.00	51765	02/23/24
11375	02/01/24	CASELLA WASTE MANAGEMENT Jan 2024 grit recycling 3533795	255-5-55-30-421.000 Grit Disposal	1260.81	51778	02/23/24
21210	02/09/24	CINTAS LOC # 68M 71 M WW First Aid cabinet supp 5197062051	255-5-55-30-609.000 Safety Supplies	255.87	51784	02/23/24
17895	02/13/24	CLEAN NEST WW Cleaning January 2024 3575	255-5-55-30-330.000 Professional Services	214.12	51785	02/23/24
11870	02/06/24	CVC PAGING spare pager 10399391	255-5-55-30-530.000 Communications	152.95	51788	02/23/24
V10347	02/07/24	EHRlich PEST CONTROL Jan 2024 57510298	255-5-55-30-431.000 R&M Buildings	87.11	51792	02/23/24
V10734	01/18/24	ENCORE ESSEX JUNCTION SOL Fixed Payment (12/19/23- 2401 WWTP	255-5-55-30-622.000 Electricity	2969.11	51794	02/23/24
06870	02/06/24	ENDYNE INC BOD 1/31/24 477952	255-5-55-30-340.001 Lab Testing	105.00	51795	02/23/24
38955	02/07/24	F W WEBB COMPANY CIRC PMP Admin Bldg. 84331518	255-5-55-30-431.000 R&M Buildings	572.69	51799	02/23/24
20470	01/31/24	GLOBAL MONTELLO GROUP January 2024 Vehic fuel 310959	255-5-55-30-626.000 Gasoline	160.59	51809	02/23/24
41005	02/04/24	LARAMIE WATER RESOURCES L Replacement of 6" DeZURIK 1427	255-5-55-30-570.000 Other Purchased Services	3585.75	51822	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	255-5-55-30-210.000 Group Insurance	244.12	51827	02/23/24
05485	02/22/24	NATIONAL BUSINESS LEASING Buyout of Copier Equipmen 19255354	255-5-55-30-442.000 Rental Vehicles/Equip	161.48	51832	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	255-5-55-30-210.000 Group Insurance	387.84	51834	02/23/24

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05335	02/03/24	SAFELITE FULFILLMENT INC New windshield service tr 06721125323	255-5-55-30-430.000 R&M Vehicles & Equipment	396.62	51849	02/23/24
V2093	02/05/24	SLACK CHEMICAL COMPANY IN 3,500 G Caustic 5Feb 2024 466382	255-5-55-30-619.000 Chemicals	16225.50	51856	02/23/24
23855	02/06/24	SOUTHWORTH-MILTON, INC. Whacker parts INV3151993	255-5-55-30-430.000 R&M Vehicles & Equipment	1239.42	51857	02/23/24
23395	02/14/24	VILLAGE HARDWARE - WILLIS 20" Tampyl Gong Brush 517810	255-5-55-30-610.000 General Supplies	9.02	51860	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024 819914440	255-5-55-30-210.000 Group Insurance	87.22	51861	02/23/24
07565	02/16/24	W B MASON CO INC Credit on Account duplica 50309	255-5-55-30-610.000 General Supplies	-104.95	51863	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS Health Feb 2024 021524 7728	255-5-55-30-210.000 Group Insurance	6911.25	E 223245	02/23/24
14685	01/31/24	ALLIANCE MECHANICAL High School PS heat syst 070413	256-5-56-40-433.000 R&M Infrastructure	1008.79	51766	02/23/24
04640	01/30/24	FASTENAL INDUSTRIAL & CON 3 way valves Maple_River 326037	256-5-56-40-433.000 R&M Infrastructure	978.00	51801	02/23/24
20470	01/31/24	GLOBAL MONTELLO GROUP January 2024 Vehic fuel 310959	256-5-56-40-626.000 Gasoline	307.16	51809	02/23/24
07010	02/09/24	GREEN MOUNTAIN POWER CORP solar accounts 1/9/ to 2/ 02/09/2024D	256-5-56-40-434.001 Susie Wilson PS Costs	721.93	51812	02/23/24
07010	02/09/24	GREEN MOUNTAIN POWER CORP solar accounts 1/9/ to 2/ 02/09/2024D	256-5-56-40-434.002 West Street PS Costs	816.11	51812	02/23/24
07010	02/09/24	GREEN MOUNTAIN POWER CORP solar accounts 1/9/ to 2/ 02/09/2024D	256-5-56-40-622.000 Electricity	925.89	51812	02/23/24
V9454	02/15/24	LENNY'S SHOE & APP uniforms sanitation Ron 3516081	256-5-56-40-612.000 Uniforms	135.00	51823	02/23/24
27840	02/15/24	MADISON NATIONAL LIFE INS Life Ins Mar 2024 1608227	256-5-56-40-210.000 Group Insurance	117.12	51827	02/23/24
24960	02/15/24	NORTHEAST DELTA DENTAL Dental Mar 2024 021524 6197	256-5-56-40-210.000 Group Insurance	292.43	51834	02/23/24
11555	02/12/24	RUSSELL RESOURCES INC Cover repair to Roscoe PS 245741	256-5-56-40-433.000 R&M Infrastructure	361.98	51846	02/23/24
11555	02/12/24	RUSSELL RESOURCES INC Cascade and Rosoce PS par 245770	256-5-56-40-433.000 R&M Infrastructure	542.55	51846	02/23/24
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9 262SH	256-5-56-40-434.001 Susie Wilson PS Costs	118.75	51850	02/23/24
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9 262SH	256-5-56-40-622.000 Electricity	168.60	51850	02/23/24
17505	02/12/24	SAND HILL SOLAR LLC KSI I Solar Service period 1/9 262SH	256-5-56-40-434.002 West Street PS Costs	151.43	51850	02/23/24
V2227	02/15/24	TI-SALES, INC. Neptune T/T Register Inte 0167164	256-5-56-70-750.001 Meter Replacement Program	184.42	51858	02/23/24
V2227	02/15/24	TI-SALES, INC. 5/8" X 3/4" Neptune T-10 0167179	256-5-56-70-750.001 Meter Replacement Program	2420.48	51858	02/23/24
21230	02/19/24	VISION SERVICE PLAN (CT) Vision Mar 2024 819914440	256-5-56-40-210.000 Group Insurance	58.20	51861	02/23/24
40855	02/15/24	CIGNA HEALTH AND LIFE INS Health Feb 2024 021524 7728	256-5-56-40-210.000 Group Insurance	4630.79	E 223245	02/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80069	02/14/24	SW utility formation proj	32103	257-5-57-50-330.000 Professional Services	1667.50	51843	02/23/24
19815	02/09/24	Preschool Supplies	11DWCXPLC9VT	259-5-30-16-610.000 General Supplies	52.92	51767	02/23/24
19815	02/12/24	VC Supplies	11DWCXPLQTCJ	259-5-30-15-610.000 General Supplies	171.75	51767	02/23/24
19815	02/19/24	RK EES Supplies	11NQMH9RQ6Q7	259-5-30-15-610.000 General Supplies	145.38	51767	02/23/24
19815	02/07/24	RK EES Supplies	14PVLXKMNMDM	259-5-30-15-610.000 General Supplies	8.99	51767	02/23/24
19815	02/08/24	RK Hiawatha Supplies	14PVLXKMX6RK	259-5-30-15-610.000 General Supplies	15.99	51767	02/23/24
19815	02/15/24	RK Westford Supplies	161GPMCD3GTP	259-5-30-15-610.000 General Supplies	42.39	51767	02/23/24
19815	02/11/24	RK FMS Supplies	1DMV6DQFJMJK	259-5-30-15-610.000 General Supplies	178.79	51767	02/23/24
19815	02/14/24	RK Summit Supplies	1L3WINY7J619	259-5-30-15-610.000 General Supplies	56.45	51767	02/23/24
19815	02/09/24	RK Westford Supplies	1LYF74T741G3	259-5-30-15-610.000 General Supplies	9.99	51767	02/23/24
19815	02/08/24	VC Supplies	1MCWR93VXRWY	259-5-30-15-610.000 General Supplies	262.48	51767	02/23/24
19815	02/07/24	Preschool Supplies	1MT4QTP9P1Q3	259-5-30-16-610.000 General Supplies	19.99	51767	02/23/24
19815	02/08/24	RK MSP Supplies	1MV1QKD1X3PW	259-5-30-15-610.000 General Supplies	31.78	51767	02/23/24
19815	02/11/24	RK FMS Supplies	1PHH3T1PJ4MF	259-5-30-15-610.000 General Supplies	15.60	51767	02/23/24
19815	02/19/24	VC Supplies	1PWDLQ7YP1PG	259-5-30-15-610.000 General Supplies	135.68	51767	02/23/24
19815	02/07/24	Preschool Supplies	1QMX7QHJQJYT	259-5-30-16-610.000 General Supplies	17.99	51767	02/23/24
19815	02/18/24	RK EES Supplies	1VD3Q9XKL77W	259-5-30-15-610.000 General Supplies	76.70	51767	02/23/24
25595	02/14/24	RK Staff CPR/First Aid	22663440	259-5-30-15-330.000 Professional Services	722.00	51770	02/23/24
25955	01/27/24	Rk Cell Phones	8730181 0224	259-5-30-15-530.000 Communications	805.62	51771	02/23/24
23190	02/12/24	RK Bus Repairs	W20398	259-5-30-15-330.000 Professional Services	748.08	51772	02/23/24
80025	02/09/24	DC Refund Barron \$550	179202	259-4-30-14-020.311 Youth Programs	550.00	51773	02/23/24
22670	02/14/24	EJRP Credit Card Feb	6508 0224	259-5-30-14-500.000 Training, Conf, Dues	270.00	51776	02/23/24
22670	02/14/24	EJRP Credit Card Feb	6508 0224	259-5-30-14-330.000 Professional Services	387.00	51776	02/23/24
22670	02/14/24	EJRP Credit Card Feb	6508 0224	259-5-30-10-500.000 Training, Conf, Dues	70.00	51776	02/23/24
22670	02/14/24	EJRP Credit Card Feb	6508 0224	259-5-30-16-610.000 General Supplies	152.11	51776	02/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	02/14/24	EJRP Credit Card Feb 6508 0224	259-5-30-15-330.000 Professional Services	250.00	51776	02/23/24
22670	CAPITAL ONE CREDIT CARD -	02/14/24	EJRP Credit Card Feb 6508 0224	259-5-30-15-610.000 General Supplies	365.55	51776	02/23/24
22670	CAPITAL ONE CREDIT CARD -	02/14/24	EJRP Credit Card Feb 6508 0224	259-5-30-14-850.150 Memorial Day Parade	206.95	51776	02/23/24
22670	CAPITAL ONE CREDIT CARD -	02/14/24	EJRP Credit Card Feb 6508 0224	259-5-30-14-610.000 General Supplies	3557.00	51776	02/23/24
22670	CAPITAL ONE CREDIT CARD -	02/14/24	EJRP Credit Card Feb 6508 0224	259-5-30-10-505.000 Tech. Subs, Licenses	333.39	51776	02/23/24
21120	CHAMPLAIN MEDICAL URGENT	02/18/24	DOT Renewal Physical 00065636-00	259-5-30-15-330.000 Professional Services	110.00	51781	02/23/24
06185	CHAMPLAIN VALLEY EXPOSITI	02/06/24	Memorial Day Parade Facil 4329	259-5-30-14-850.150 Memorial Day Parade	1607.22	51782	02/23/24
27810	DOCNETWORK INC	02/22/24	DocNetwork Feb Overage 2412794	259-5-30-15-330.000 Professional Services	24.00	51789	02/23/24
20680	EPIC DRIVING LLC	02/14/24	Drivers Ed February 351	259-5-30-14-330.000 Professional Services	16065.00	51796	02/23/24
25075	ESSEX HIGH SCHOOL STUDENT	02/12/24	Essex Has Talent 021224D	259-5-30-14-330.000 Professional Services	1410.00	51798	02/23/24
V08218	FAIRBANKS MUSEUM	02/20/24	Vac Camp 3/22 Trip 13012	259-5-30-15-330.000 Professional Services	345.00	51800	02/23/24
20470	GLOBAL MONTELLO GROUP	01/31/24	January 2024 Vehic fuel 310959	259-5-30-15-626.000 Gasoline	167.02	51809	02/23/24
19470	HAMPTON INN DULLES CASCAD	02/16/24	DC Trip Hotel 4/22-25 021624D	259-5-30-14-330.000 Professional Services	17400.96	51815	02/23/24
15145	JOBTARGET LLC	02/02/24	Afterschool Job Ad 29172119	259-5-30-15-330.000 Professional Services	450.00	51820	02/23/24
25035	LIQUID STUDIO	01/11/24	Childcare Brochure 24105	259-5-30-17-330.000 Professional Services	350.00	51824	02/23/24
25035	LIQUID STUDIO	02/22/24	Summer Brochure Design 24119	259-5-30-10-330.000 Professional Services	1765.00	51825	02/23/24
25625	LOWE'S - 1080	02/02/24	EJRP Lowes January 41910800224	259-5-30-16-431.000 R&M Buildings & Grounds	578.04	51826	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	259-5-30-15-210.000 Group Insurance	328.89	51827	02/23/24
27840	MADISON NATIONAL LIFE INS	02/15/24	Life Ins Mar 2024 1608227	259-5-30-16-210.000 Group Insurance	180.96	51827	02/23/24
05485	NATIONAL BUSINESS LEASING	02/22/24	Buyout of Copier Equipmen 19255354	259-5-30-10-442.000 Rental Vehicles/Equip	711.56	51832	02/23/24
24960	NORTHEAST DELTA DENTAL	02/15/24	Dental Mar 2024 021524 6197	259-5-30-15-210.000 Group Insurance	248.45	51834	02/23/24
24960	NORTHEAST DELTA DENTAL	02/15/24	Dental Mar 2024 021524 6197	259-5-30-16-210.000 Group Insurance	395.97	51834	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/14/24	RK Westford Snack 120829	259-5-30-15-610.000 General Supplies	226.45	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/14/24	RK Founders Snack 120851	259-5-30-15-610.000 General Supplies	179.57	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/14/24	RK Hiawatha Snack 120913	259-5-30-15-610.000 General Supplies	119.44	51836	02/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	02/15/24	RK Summit Snack 121786	259-5-30-15-610.000 General Supplies	260.66	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/15/24	RK Fleming Snack 121787	259-5-30-15-610.000 General Supplies	135.66	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/19/24	RK Summit Snack 122710	259-5-30-15-610.000 General Supplies	214.60	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/19/24	RK EES Snack 123615	259-5-30-15-610.000 General Supplies	271.92	51836	02/23/24
29425	PERFORMANCE FOOD SERVICE	02/19/24	RK MSP Snack 123699	259-5-30-15-610.000 General Supplies	95.13	51836	02/23/24
80071	PLUM THERAPY LLC KATRINA	02/16/24	Clinical Supervision Feb 021624D	259-5-30-15-330.000 Professional Services	300.00	51841	02/23/24
16020	POSTMASTER	02/16/24	Summer Brochure Postage 021924D	259-5-30-10-560.000 Postage	1985.50	51842	02/23/24
10435	SCREENMYLOGO.COM	02/13/24	RecKids Shirts 20578	259-5-30-15-610.000 General Supplies	1269.00	51853	02/23/24
29835	SHERWIN-WILLIAMS	02/09/24	PS/Park St Project 41540	259-5-30-16-431.000 R&M Buildings & Grounds	41.11	51855	02/23/24
21230	VISION SERVICE PLAN (CT)	02/19/24	Vision Mar 2024 819914440	259-5-30-16-210.000 Group Insurance	83.62	51861	02/23/24
21230	VISION SERVICE PLAN (CT)	02/19/24	Vision Mar 2024 819914440	259-5-30-15-210.000 Group Insurance	62.37	51861	02/23/24
244610	VTAEYC	02/12/24	VT K Conference C.McLaugh 021224D	259-5-30-16-500.000 Training, Conf, Dues	80.00	51862	02/23/24
07565	W B MASON CO INC	02/14/24	Park St/PS Maint Supplies 244579914	259-5-30-16-431.000 R&M Buildings & Grounds	362.98	51863	02/23/24
07565	W B MASON CO INC	02/15/24	Park St /PS Maint Supplie 244605213	259-5-30-16-431.000 R&M Buildings & Grounds	24.29	51863	02/23/24
40855	CIGNA HEALTH AND LIFE INS	02/15/24	Health Feb 2024 021524 7728	259-5-30-15-210.000 Group Insurance	5768.17	E 223245	02/23/24
40855	CIGNA HEALTH AND LIFE INS	02/15/24	Health Feb 2024 021524 7728	259-5-30-16-210.000 Group Insurance	5686.96	E 223245	02/23/24

02/23/24

City of Essex Junction Accounts Payable

Page 13 of 13

10:58 am

Check Warrant Report # 24036 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 02/23/24 To 02/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				544331.88		

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 \$ ***544,331.88
 Let this be your order for the payments of these amounts.

02/23/24

City of Essex Junction Accounts Payable

03:18 pm

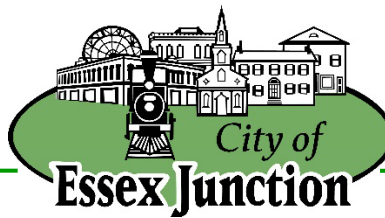
Check Warrant Report # 24037 Current Prior Next FY Invoices

CDelibac

For checks For Check Acct 01 (GENERAL FUND) 51864 To 51864 02/23/24 To 02/23/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
03070	MINUTEMAN PRESS	022324 UB Postage Feb 2024	1715.40	0.00	1715.40	51864	02/23/24
		DocumentApproved 2024-02-23T16:54:20.2743743Z by: Jess					
		MorrisDocumentApproved 2024-02-23T16:55:15.3402741Z by: Jess					
		MorrisDocumentApproved 2024-02-23T20:00:08.3097332Z by: Cindy Delibac					
		Report Total	1,715.40	0.00	1,715.40		

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 \$ ****1,715.40
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director
Meeting Date: February 28, 2024
Subject: FY23 Fund Balance Assignments

Issue

To update the Council on the FY23 fund balance assignments.

Discussion

The City General Fund had a total fund balance of \$1,471,610 at 6/30/23. Of this amount, \$435,951 was nonspendable (inventory and prepaid expenses). Amounts already assigned are:

For Library Book Replacement	\$9,198
For Tree Advisory	\$3,000
For Termination Benefits	\$81,809
For Health Reimbursement Arrangement	\$10,000
For Records Preservation	\$19,754
For Tax Reduction FY24	\$0
For Finance Separation	\$2,592
For Salary Study	\$22,500
Total Currently Assigned	\$148,853

Assigned and nonspendable fund balance equals \$584,804, leaving unassigned fund balance of \$886,806 at 6/30/23 (equal to 7.8% of the FY24 budget). Per the City's Fund Balance Policy, the Council can maintain an unrestricted fund balance in the General Fund of up to 15% of the current year General Fund operating budget and require any amount over 15% be used to stabilize subsequent tax rates. The unassigned fund balance at 6/30/23 is \$826,370 under the voter approved limit for unassigned fund balance so no additional assignment for tax rate stabilization is required.

Cost

n/a

Recommendation

There is no recommendation as there is no additional assignment for tax rate stabilization required at this time; this is being provided for informational purposes only.



Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

Phone (888) 835-4672
Fax (802) 655-8402
www.greenmountainpower.com

02/05/2024

RECEIVED

Re: 97095980195

FEB 12 2024

Greetings from Green Mountain Power!

City of Essex Junction

We're reaching out to let you know about the planned vegetation management activities along the power line right-of-way in your area. This routine work will improve reliability and safety for GMP customers and crews who work to keep the lights on.

Each year, crews methodically make their way along about 1,700 miles of GMP power lines in Vermont, cutting back branches, and occasionally trees, likely to interfere with safety and reliability for customers. **Trees coming down during storms are the number one cause of power outages in Vermont, and across the country.** Regular pruning is critical to minimize outages and injuries, and we follow standards in keeping with the International Society of Arboriculture.

The upcoming work will be done over the next nine months in several communities including yours. GMP coordinates work with local officials, and crews generally spend several hours in a particular area as they work their way along the line right-of-way. Depending on tree growth and weather conditions, they may spend more or less time – and the amount of cutting work will depend on the tree health and growth in proximity to the wires, with safety and reliability as the focus. If you have information you'd like us to know as we do our trimming work or if you have questions, please reach out!

Important contacts

- GMP is working with Lucas Tree Experts to help, so crews you see out in your area will be from Lucas Tree Experts. The contact there is: Tony Willey, 207-558-7300 or email at: gmpnotify@lucastree.com
- GMP's Vegetation Management Team plans and coordinates all of this work. The annual trimming GMP does around the state is a key part of delivering safe, reliable, cost-effective power to you and all of our customers. The team contact information is: 802-770-3396 or vegetation.management@greenmountainpower.com

If we can help with info, please let us know.

Regards,

The Green Mountain Power



Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

00000000



1041 1 AV 0.507 0214005-GMPL258967-GL.1GRP-0693538001041
ESSEX JCT VILLAGE OF
2 LINCOLN ST
T:2 ESSEX JUNCTION VT 05452-3154

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
FEBRUARY 15, 2024
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Cristin Gildea, Maggie Massey, Dylan Zwicky

MEMBERS ABSENT: Robert Mount, Vice-Chair

ADMINISTRATION: Jennifer Marbl, City Planner; Harlan Smith, Buildings Coordinator/Essex Junction Recreation and Parks Grounds & Facilities Manager; Chris Yuen, Community Development Director

OTHERS PRESENT: Marcus Certa, City Councilor; Diane Clemens, Planning Commissioner; John Giroux; Patrick Giroux; Carla Smalling

1. CALL TO ORDER

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

2. ADDITIONS OR AMENDMENTS TO AGENDA

No additions or amendments.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

a. Regular Meeting – December 19, 2023

MOTION by CRISTIN GILDEA, SECOND by MAGGIE MASSEY, to approve the minutes. The motion passed 4-0.

5. PUBLIC HEARING

Ms. Marbl swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth so help me God or under the pains and penalties of perjury”

a. Conceptual site plan to convert an existing duplex into a tri-plex with two additional parking spaces at 4 Church Street in the MF3 District by John Giroux, owner

Patrick and John Giroux presented the project. Ms. Marbl said that there were no issues found in the staff report. Currently, the property is a duplex with the upper floor as one unit, and the basement and lower floor as another. This project proposes a triplex with each floor as its own unit. A bathroom and kitchen will be added to the basement as well as an egress window. Nothing will be added to the exterior besides the egress window and an additional power panel. Mr. Alden asked if there is a requirement that the parking area be paved, Ms. Marbl said that she would check. It is the applicant’s preference that the parking area be gravel. Mr. Alden suggested adding a condition that the project comply with all requirements of the LDC and Vermont Fire Safety regulations.

Mr. Alden requested public input. Ms. Smalling said that she lives next door to the property, and that there have been many police calls to the location. She described complaints from previous tenants regarding mold and a lack of railings. Mr. Alden asked if there were any outstanding violations on the property, and Ms. Marbl said that there were none that she found. Mr. Alden said that the DRB does not have enforcement powers and suggested that Ms. Smalling contact the City Council. Ms. Smalling asked about parking, stating that there is only room for two vehicles. Mr. Alden said that the applicant will be responsible for five parking spaces, some which can be tandem. Ms. Clemens asked about trash facilities. Mr. John Giroux said that each apartment has their own bins which they are responsible for. Mr. Alden suggested checking trash screening requirements for possible inclusion in the conditions. Ms. Smalling questioned the ability of the applicant to park five vehicles, noting that two cars cannot fit side by side. Mr. Alden confirmed that tandem parking would occur. Via Zoom chat, Mr. Certa asked if there was a limitation on the percentage of impermeable surface on properties in the Land Development Code (LDC). Ms. Marbl said that this property is under the 40% requirement.

Motion by JOHN ALDEN, no second, to close the public hearing. Motion passed 4-0.

Motion by MAGGIE MASSEY, second by DYLAN ZWICKY, to approve the project with staff comments and conditions as proposed including the additional comments made on fire and trash. Motion passed 4-0.

b. Design review for exterior site work and the proposed new vestibule of Lincoln Hall at 2 Lincoln Street in the VC District for Design Review and Historic Preservation, by Scott & Partners, Inc., Architects, agent for City of Essex Junction, owners

Mr. Alden disclosed a conflict of interest with this project and said that he would be presenting the project on behalf of the applicant. Mr. Zwicky will serve as the Chair for this item and Ms. Marbl swore in Mr. Alden and Mr. Smith with the following oath "I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth so help me God or under the pains and penalties of perjury"

Mr. Alden, of Scott & Partners, said that this project entails the addition of an elevator and the reconfiguration of the office space on both floors. Minor improvements will be made to the second-floor space and additional bathrooms will be added. A new vestibule will be added on the outside of the building and a larger lobby will be included. The public will be concentrated in the center portion of the building. Central air will be included throughout the building. The basement will only be used for storage and no longer as an office space. Mr. Alden detailed changes to the emergency exits and fire escapes. New cables will be run to the transformer, and the generator will not be moved. No electrical upgrades are expected. Mr. Alden displayed the exterior site plan and said that the stamped concrete will be replaced for additional accessibility. Additional striping work and grading will be required for ADA accessibility. Sidewalk connectivity between Lincoln Hall and the library was discussed but was not considered to be feasible. The possibility of decorative wraps on the existing generator was discussed. Providing it is in accordance with historical standards, a window would be added near the arch of the lobby which would allow more natural light to come in. Mr. Smith said that he would explore requirements for bike parking, and that employees can use the basement for bike parking. A sheltered bike area for the use of the teen center was discussed, which could be cemented in place.

Mr. Zwicky requested public input. Mr. Certa asked if bike parking could be put closer to the library, and Mr. Smith said that it is anticipated that there would be bike parking in both locations. Mr. Smith said that the Clerk's office will use the basement for storage, and that the other, non-municipal storage uses for the basement have been relocated.

CRISTEA GILDEA made a motion, seconded by MAGGIE MASSEY to close the hearing. Motion passed 3-0.

Mr. Zwicky said that the DRB's responsibility is to make sure that this project is in line with section 604.E of the LDC. He suggested reviewing each item line by line to determine this.

- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Criteria met.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. Criteria met.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. Criteria met.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved. Criteria met.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. Criteria met.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Criteria met.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. Criteria met.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. Criteria met.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. Criteria met.

Ms. Marbl confirmed that this project would provide pedestrian and bike accessibility, as well as public space. She will add this as a formal condition of approval. Mr. Zwicky asked who would be responsible for approving the art on the generator, Ms. Marbl said that she was uncertain but that there are going to be regulations for murals in the new City Plan. Mr. Smith suggested holding a public art contest.

CRISTIN GILDEA a motion, seconded by MAGGIE MASSEY to approve the design review proposal, the proposed changes to the exterior of Lincoln Hall at 2 Lincoln Street in accordance

with design review and historic preservation criteria outlined in 604E of the LDC with the additional requirement that the bike parking be out. Motion passed 3-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

a. Sign application determination for replacement of the free-standing sign at the Essex Town Offices at 81 Main Street in the PRO District Historic Preservation Overlay.

Mr. Alden said that the current sign is many years old and is in poor condition. Ms. Marbl said that it is unclear if this project needs to be reviewed by the DRB, but staff are erring on the side of caution. Ms. Marbl said that Mr. Yuen has requested that the DRB consider whether sign permits in the design review overlay district are indeed exempt from design review, or if such should be required. Mr. Alden said that the DRB could get overwhelmed with the quantity of sign permits, and that he does not think that such would be necessary. Mr. Alden said that he feels that the sign under consideration is appropriate and expected for the location. Ms. Gildea said that she does not feel that signage should be exempt, as the DRB should have a say in its design. Mr. Yuen clarified his request and said that, according to their interpretation of the LDC, Village Center sign permits are exempt from design review, however this wording did not get transferred to the section on the design review overlay district. He feels that signs in both areas should be treated the same way, under administrative review, and wanted the DRB to confirm their feelings on this matter. Signs would be reviewed if they are part of a larger project with DRB review. Mr. Alden requested public comment. Ms. Clemens, Planning Commissioner, suggested approving this application.

MAGGIE MASSEY made a motion, seconded by DYLAN ZWICKY to agree with administration. Motion passed 4-0.

b. Discussion of construction progress at 94 Pearl Street.

Mr. Alden said that a hotel is being constructed at this address, and that it was approved by the Planning Commission, who only had site plan approval, not design control. The DRB still does not know what it is going to look like. The hotel will be a Handy Suites extended stay and the drawings are included in the packet. Ms. Gildea said that she requested that this be added to the agenda, and that she is concerned about the entry and exit points onto the street and the impact on traffic. Ms. Marbl said that the parking lot has both a one-way and two-way traffic flow, with one of the driveways being exit only. Ms. Gildea said that this section of Pearl Street is narrower, and that she is concerned about the bike and pedestrian impact. Ms. Clemens said that she is also concerned about the traffic impact, as well as poor signage. She also pointed out other inconsistencies with the project plans and what was built, including a lack of rain garden and incorrect traffic patterns.

The entire building is not yet fully constructed, and Mr. Alden suggested that a full review occur prior to the issuance of any certificates of occupancy. Ms. Gildea said that this area is not safe to walk or bike and encouraged future development to have more accommodations. She asked why this has been allowed to continue, and Ms. Marbl said that the change of use was done administratively as well as the certificate of occupancy. Mr. Alden noted that Pearl Street has many buildings that are existing non-conforming uses, such as the fast-food restaurants. Mr. Alden said that previous iterations of the plans for this project were more in accordance with the intentions of the district. Mr. Alden requested that staff get the requested completion date and when the rest of the property attributes will be conducted.

7. ADJOURNMENT

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

The meeting was adjourned at 8:41 PM.

Respectfully submitted,
Darby Mayville

POLICE COMMUNITY ADVISORY BOARD
December 19, 2023

POLICE COMMUNITY ADVISORY BOARD
REGULAR MEETING
MINUTES OF MEETING - Approved
DECEMBER 19, 2023

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

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

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

ADMINISTRATION: *Ron Hoague (Police Chief)*

OTHERS PRESENT: *Sgt. Michael Chistolini, EPD and Cpl. Ryon Sorrell, EPD.*

1. CALL TO ORDER

Chair Leo Duque called the meeting to order at 6:03pm.

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

Agenda Approved. Minutes from the October 17, 2023 and November 23, 2023 approved.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. BUSINESS ITEMS

a. Sgt. Michael Chistolini, a member of the EPD Tactical Team and Cpl. Ryon Sorrell, a use of force instructor with the Essex Police Department presented the board with information about use of force starting with the definition of "force". Force was defined as "physical coercion".

The Use of Force policy was explored in some detail in the context of real-life scenarios. The board learned that the policy and practice related to the use of force was significantly updated in 2020 and 2021, notably in the aftermath of the George Floyd homicide. The presentation included statistics that were shared with the board relative to use of force incidents. All incidents are tracked and recorded. Additionally, the board heard in detail about training protocols and the ladder of force as it relates to escalation and de-escalation as well as the scenarios where the Tactical Team is employed.

b. Police Community Advisory Board – Work Plan for 2024.

The board briefly discussed development of a work plan for 2024. In this context, the board was reminded of its mission and goals: the help increase the EPD's understanding of community needs and concerns related to public safety and to ensure the voices and needs of systemically

marginalized, disenfranchised, and oppressed members of the community are heard with regard to public safety. To reach those goals the board will facilitate communication between the community and the EPD, help increase EPD's understanding of community needs and concerns related to public safety, and provide feedback and support to the EPD on strategies and policy, especially around issues of equity.

c. Attendance Expectations

Attendance expectations were again discussed by the board. Christina Hagestad advised the recent vacancy has been posted by the City. In the meantime, despite being down at least one member, the number remains at 4 members to achieve a quorum.

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

Anthony Jackson-Miller advised the next meeting will include further discussion relative to the board's Work Plan for 2024.

7. ADJOURN

Christina Hagestad made a motion to adjourn which was unanimously seconded by the Board. The meeting adjourned at 7:36pm.

Respectfully submitted,

Dan Maguire
CAB Secretary

POLICE COMMUNITY ADVISORY BOARD
January 23, 2024
POLICE COMMUNITY ADVISORY BOARD
REGULAR MEETING
MINUTES OF MEETING - DRAFT
JANUARY 23, 2024

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

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

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

ADMINISTRATION: Ron Hoague (Police Chief)

OTHERS PRESENT: Dawn Hill-Fleury (remote)

1. CALL TO ORDER

Chair Leo Duque called the meeting to order at 6:10pm.

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

Agenda Approved. Minutes from December 19, 2023 approved. Relative to the CAB mission noted in the minutes Advisor Jody Kamon pointed out that the mission is more completely described as “bi-directional” to include the CAB acting as a communication conduit to the community relative to fair and impartial policing.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. BUSINESS ITEMS

a. Police Community Advisory Board – Work Plan for 2024.

Board Chair Leo Duque started the conversation by reminding the board of the Chief’s presentation made “day one” aka the board’s first meeting back in August 2023. Chief Hoague reminded the board they are notably citizens of the community who provide communication with the community relative to police policies and procedures and advise accordingly. The Chief suggested and the board adopted the creation of a ‘community survey’ designed to see “how we are doing”. The last such survey was three years ago. In addition, the board discussed “listening sessions” as a communication tool. Anthony offered to share with the board the prior survey as a “jumping off point”. Gwendolyn cautioned that a survey can present challenges to the disabled. The board was supportive and determined that Gwendolyn be given the opportunity to “test out the survey” in that context. Gwendolyn asked about the “Citizen’s Academy” and “getting the word out” about the next upcoming class. Anthony advised that the second class of the academy will initiate in early April. Other opportunities to communicate and outreach the community were discussed such as: alternate formats to include print material usage, CAB presence at the “Showcase” just before

Town Meeting and other such events as well as a social media presence. The Chief offered to see if the Town had space on its web page for a CAB presence and Anthony encouraged the board to “create content” for community outreach designed to reach those residents who might be most receptive, interested and impacted. He suggested that the board could consider meeting more than one time per month. The Chair Leo Duque advised the board should be prepared to discuss at the next meeting whether the board should meet every two weeks. He also wanted the board to have its work plan for 2024 reduced to writing by the next meeting.

Re: reading file – crime statistics.

Anthony and the Chief discussed the troubling uptick in juvenile crime, specifically a spate of auto thefts inspired by certain TikTok videos. The Chief also warned that the traffic statistics showed a rise in car crashes and advised where the hot spots are.

b. Public Meeting Law – Minutes.

Anthony advised that per public meeting law the minutes must be submitted within five days of the meeting.

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

Anthony Jackson-Miller advised the next meeting will include further discussion relative to the board’s Work Plan for 2024.

7. ADJOURN

Christina Hagestad made a motion to adjourn which was unanimously seconded by the Board. The meeting adjourned at 7:38pm.

Respectfully submitted,
Dan Maguire
CAB Secretary

**TRI-TOWN JOINT REVIEW COMMITTEE
MEETING MINUTES
February 15, 2024
10:00 AM-11:00 AM
MS Teams**

In attendance: Bruce Hoar, Chelsea Mandigo, Jess Morris, Aaron Martin, Annie Costandi, Regina Mahony, Kendall Chamberlin

- 1. Draft meeting minutes from November 30, 2023, approval**
 - a. Annie made a motion to accept the minutes as drafted, Aaron second. Approved.
- 2. FYE 2023 Reconciliation**
 - a. The rate stabilization fund summarized by municipality was reviewed. Like previous years, no refunds were given to any of the municipalities.
 - b. Kendall asked, Has the City been able to move accounts to high interest accounts? Jess responded not yet, but the reserve fund has a higher interest rate, so balances are being kept there.
- 3. FY 2024 Budget update**
 - a. The December and January budget summaries were reviewed. We are 58% of the way through the budget year. Wastewater is tracking right on course with 57% of budget.
 - b. Jess asked if the Tri-town wanted to be added to the monthly email budget report. The group answered yes.
- 4. FY 2025 Wholesale Rate**
 - a. Jess reviewed the estimated Wholesale Rate determination spreadsheet for FY25 which is 4.194/1,000 gallon treated, representing a 1.2% increase from last year.
 - b. Essex Jct led a discussion regarding the high amount of infiltration and inflow (I&I) to the facility since December 18, 2023, storm. The total effluent flow for the facility in December (88 MG) and January (79 MG) has been 20 Million Gallons above normal monthly average (60 MG).
 - i. Since Dec 2023, Essex Town has had an issue with their Maple St flow meter artificially rising their flow total to the facility. This issue would influence the total flow of effluent leaving the facility.
 - ii. A discussion occurred around how the flow to the WWTF is accounted for as a Tri-town and how a disproportionate amount of I&I is falling on to the Essex Junction percent of flow.
 1. Essex Town and Williston sending flow reports monthly. Essex Junction flow= total effluent flow for month-Essex Town-Williston.
 2. 2023 was a wet year, resulting in a significant increase of I&I in the collection systems. Looking at the data it is artificially raising Essex Junction flows and influencing projected sewer user rates. The upcoming FY25 is increasing 1.3% overall but the sewer rates are projected to increase 11.6%.
 3. Essex Junction asked the group if there would be consideration for adjusting I&I portion of the flow to be more equitable given the wet year. Williston said no since their flow is accounted for with one

metered inlet to the Essex Junction system. Essex Town said they would be open to a conversation since their flow has multiple entry points and not all metered.

- iii. A discussion occurred on how each community investigates I&I in their collection systems, including known problem areas and potential remedies being pursued.

5. RFP for TV of sewer lines

- a. Is there was interest in conducting a joint RFP for camera services for a Tri-town I&I investigation? May result in better group pricing. Williston said you do not need someone that is certified pipe inspector and could go with one of the local wastewater hauling companies that has camera equipment which could result in cost savings.

6. 2023 Phosphorus Optimization Annual report

- a. The report was reviewed. This is an annual report due to the State as part of the permit for the facility. The facility was as high as 71% of the annual phosphorus load allocation but brought the number back down 54% by end of the year through optimization techniques.

7. High Strength Waste Surcharge policy

- a. The group reviewed the policy with the comments/edits from the 11/30/23 meeting incorporated.
- b. A discussion and edits occurred focusing on how to further adjust the language to reflect a policy and not an ordinance. Each community has their own sewer ordinance which we can reference in this policy.
- c. A BOD allocation/municipality has not been set or discussed. The facility is currently under a 10-year evaluation where the BOD treatment capacity will be examined and then the allocation/municipality can be determined and discussed.

8. Next meeting is 5/15/24.

- a. Agenda items
 - i. High Strength Waste Policy
 - ii. 10-year evaluation study
 - iii. I&I discussion

Adjourned: 10:45 AM

Respectfully submitted.
Chelsea Mandigo, Water Quality Superintendent