

# 120th ANNUAL REPORT of the VILLAGE OF ESSEX JUNCTION VERMONT

Fiscal Year July 1, 2012 - June 30, 2013

## PUBLIC MEETINGS

Reasonable accommodations will be provided, upon request to the Village Office, to assure that Village meetings are accessible to all individuals regardless of disability.

Board of Trustees	2nd and 4th Tuesdays at 6:30 PM - Lincoln Hall
Bike/Walk Committee	3rd Monday at 6:00 PM - Lincoln Hall
Capital Committee	1st Tuesday at 5:30 PM - Lincoln Hall
Library Trustees	3rd Tuesday at 7:00 PM - Brownell Library
Planning Commission	1st and 3rd Thursdays at 6:00 PM - Lincoln Hall
Tree Advisory Committee	3rd Tuesday at 6:00 PM - Lincoln Hall
Zoning Board	3rd Tuesday at 6:00 PM - Lincoln Hall

## ANNUAL MEETING

The Annual Village Meeting will be held on Wednesday, April 2, 2014 at 7:00 PM in the auditorium of the Essex Community Educational Center. Voting by Australian ballot will be held on Tuesday, April 8, 2014 from 7 AM to 7 PM in the Essex Community Educational Center gymnasium.

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## DEDICATION

**WHEREAS**, our local democracy depends on volunteers to serve on boards, commissions and committees; and,

**WHEREAS**, our community is safer because of dedicated volunteers who provide emergency services; and,

**WHEREAS**, the Village government values community involvement and volunteerism; and,

**WHEREAS**, substantial improvements in the community have resulted from involved residents, including but not limited to, Essex CHIPS and Teen Center, a new grocery store, Veterans Memorial Park, Five Corners Farmer's Market, skate, bike and dog parks, beautiful landscaping around the Village Center and community events such as the Memorial Day parade, block party and train hop.

**NOW, THEREFORE, BE IT RESOLVED**, that the Trustees of the Village of Essex Junction, Vermont, dedicate this Annual Report to our volunteers, both past and present, who have made and continue to make a difference.

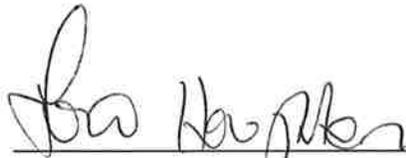
Dated at Essex Junction, Vermont, this 14th day of January 2014.

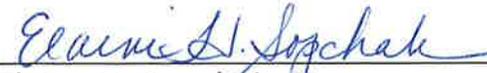
### VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

  
George A. Tyler, Village President

  
Daniel S. Kerin, Vice President

  
Andrew P. Brown, Trustee

  
Lori A. Houghton, Trustee

  
Elaine H. Sopchak, Trustee

# **COMMUNITY VALUES**

## **PER HEART & SOUL PUBLIC ENGAGEMENT**

### **LOCAL ECONOMY**

Our residents contribute to a vibrant economy by working for and patronizing a diverse mix of businesses, from small, locally-owned enterprises to international corporations. We are committed to fostering an environment that produces a world class workforce and a strong economy for years to come.

### **HEALTH & RECREATION**

We value public places for outdoor and indoor recreation for all ages and abilities. We treasure Indian Brook reservoir, neighborhood parks and the chance to connect by bicycle or on foot. Community institutions provide education and programs to support healthy lifestyles.

### **COMMUNITY CONNECTIONS**

Our deep connections with each other make Essex special. Neighbors help each other during good times and bad. We value diversity and welcome everyone. We build our sense of community at local events such as the Memorial Day Parade, Five Corners Farmers Market, and Winter Carnival. Our local newspapers and online forums give us plenty of ways to stay in touch. Residents participate in local government and volunteer.

### **EDUCATION**

Essex invests time, energy, and resources to ensure that our highly respected schools meet the needs of everyone in the community. We are proud to support learning that extends beyond the traditional classroom and includes the arts, athletics, and vocational instruction. Community programs and libraries offer diverse and affordable opportunities that prepare residents of all ages for lifelong learning and for work in an evolving economy.

### **THOUGHTFUL GROWTH**

We value wide-open spaces and tight-knit neighborhoods, rural roads and vibrant downtown streets. Essex is a place where we can enjoy a beautiful view, walk in the woods and go out to eat without ever leaving town. We support a diverse housing mix, opportunities for business development and a transportation system with a variety of options including a connected network of walking and biking routes.

### **SAFETY**

Essex is a safe place where neighbors watch out for one another. We value an active, visible police force and strong fire and rescue services. Upgrades to our physical infrastructure will allow us to move about our community with comfort and security.

**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 2 & 8, 2014**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 2, 2014 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 8, 2014 to vote for Village officers and transact any business involving voting 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 act upon the report of the auditor?

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$3,468,826 for fiscal year July 1, 2014 to June 30, 2015, \$2,942,914 of which is to be levied in taxes against the Village Grand List?

**ARTICLE 3.** Shall the voters approve holding the 2015 Annual Meeting on Wednesday, April 1, 2015 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 14, 2015 to vote for the Village officers and transact any business involving voting by Australian ballot?

**ARTICLE 4.** To transact any other business that may lawfully come before the meeting?

**BALLOT QUESTIONS**

**ARTICLE 5.** To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms); one Library Trustees (five year term)?

Dated this 25th day of February, 2014

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

By: Daniel Kerin, Vice President  
Andrew Brown, Trustee  
Elaine Sopchak, Trustee

ATTEST:  
Susan McNamara-Hill, Village Clerk

**WARNING**  
**VILLAGE OF ESSEX JUNCTION**  
**SPECIAL VILLAGE MEETING**  
**APRIL 8, 2014**

The legal voters of the Village of Essex Junction, Vermont are hereby notified and warned to meet at the Essex High School on Educational Drive in the Village of Essex Junction on Tuesday, April 8, 2014 between the hours of seven o'clock (7:00) in the forenoon (a.m.) at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.) at which time the polls will close, to vote by Australian ballot upon the following Articles of business:

**ARTICLE 1.** Shall general obligation bonds of the Village of Essex Junction in an amount not to exceed three million three hundred thousand dollars (\$3,300,000), be issued for the purpose of making certain public improvements, viz.; road reconstruction, water and sanitary sewer improvements, sidewalk replacement, drainage improvements and curb installation on various streets in the Village; such improvements estimated to cost three million four hundred twenty thousand nine hundred thirty-one dollars (\$3,420,931)?

The legal voters and residents of the Village of Essex Junction are further warned and notified that an informational meeting will be held coincident with the annual Village meeting at the Essex High School in the Village of Essex Junction on Wednesday, April 2, 2014 at seven o'clock (7:00 p.m.) for the purpose of explaining the subject proposed public improvements and the financing thereof.

The legal voters of the Village of Essex Junction are further notified that voter qualification, registration and absentee voting relative to said special meeting shall be as provided in 24 VSA §1303, and Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

Adopted and approved at a special meeting of the Board of Trustees, of the Village of Essex Junction held on March 4, 2014. Received for record and recorded in the records of the Village of Essex Junction on March 4, 2014.

ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President  
Daniel S. Kerin, Vice President  
Elaine H. Sopchak, Trustee

Received for record this 4th day of March, 2014 in the records of the Village of Essex Junction.

Susan McNamara-Hill  
Village Clerk

## Village of Essex Junction 2014 Bond Q&A

### What is the issue?

On Tuesday, April 8, Village voters will be asked to approve a bond issue for \$3,300,000 to complete five of the most pressing capital improvement projects identified by the Capital Review Committee.

### What will it cost?

86% of the bond will be paid through the general fund, causing an estimated property tax increase of \$18.64 per average household for the first year of the bond, \$57.62 per average household for the second year of the bond, and then decreasing each year for the remaining 18 years. These increases are for the average home in the Village valued at \$266,000. Fourteen percent (14%) of the total bond will be paid for through user fees from the water fund.

### Why bond?

At the last Village Meeting a straw poll was taken and attendees overwhelmingly supported bonding versus a one-time tax increase of approximately \$1,300 per average household for the projects.

### What capital improvement projects will be paid for?

- Leaking water and sewer line on School Street;
- Underperforming drainage pipe at Maple Street and Shawn's Way;
- Briar Lane road reconstruction, waterline, and sidewalk replacement;
- Hillcrest Road and North Hillcrest Road drainage improvement;
- Enclose flooding and eroding ditch and on the west side of Main Street and install new curb on the east side of Main Street from the bridge near the Town Office (81 Main Street) to the veterinarian's office (129 Main Street).

### Why should this matter to me?

School Street's water and sewer lines have never been replaced. They experienced one water line failure and are likely to fail again if not replaced. Providing clean water and sound wastewater lines are at the core of what must be provided by a municipality. The storm drainage pipe at Maple Street and Shawn's Way is not at an appropriate size to handle rainstorms like we experienced this past spring. Without replacing and updating the drainage, flooding across this major route is possible and should be prevented. Briar Lane's road and sidewalk quality is among the worst in the Village; one side of the street will have its sidewalk replaced by grass as the Village plows and maintains only one side of the street. Hillcrest Road residents have experienced wet basements that can be lessened by improving the drainage. This project will also allow the disconnection of a storm drain that is currently connected to the sanitary sewer line. Enclosing the drainage at Main Street near the Town Office will prevent the spread of debris and water on Main Street during rainstorms.

### What is the Capital Review Committee?

This five-member committee meets the first Tuesday of every month at 5:30 PM at the Village Office and prioritizes Village projects that exceed \$10,000. Meetings are open to the public. The committee utilizes a scoring system that includes the following elements:

- Safety and Health
- Mandates
- Community Support
- Financing Source
- Timing and Linkages
- Positive Economic Impact
- Cost of Deferral
- Efficiencies
- Service Improvements
- Efficiencies
- Alignment with Village Priorities
- Other

# Village Annual Meeting Explained

By Village Moderator Steve Eustis

Village Annual Meeting is a great time to meet neighbors and friends, learn more about how Village government works, and make decisions on how money will be spent in the next fiscal year. During our annual meeting, like other towns in Vermont, the assembled citizens become an official legislative body and write “laws” for their community. While this is empowering, it can also be intimidating, so here is a break down of the evening in everyday language.

## Pre-meeting dinner:

At 6 PM in the high school cafeteria a community supper is held. This is a good opportunity to get to know your fellow villagers better, and for a great price – free! You can also leave your kids here when the meeting starts: free child care will be provided.

## Meeting beginning:

The official meeting starts at 7 PM in the auditorium. All of the elected and appointed Village officials will be introduced and we say the “Pledge of Allegiance” and sing the “Star Spangled Banner.” Arrive a few minutes before 7 PM to get checked in.

## Article 1 – Report of the auditor:

The report of the auditor is a bound report regarding the audit of FYE 13, which can be viewed on the website ([www.essexjunction.org](http://www.essexjunction.org)) before the meeting or at the meeting itself. This is the time in the meeting to ask questions about any of that information.

## Article 2 – General Fund Budget:

This is the most important part of the meeting – approving how much the Village can spend next year and levy in taxes. Next year’s budget (FYE 15) is included in the Annual Report. Some people just want to ask questions or comment about an item or two. Other people want to increase or decrease the budget itself. If someone wants to amend the budget we will all discuss the pros and cons and vote on the amendment proposal. Once we have voted on all amendments, we’ll vote on the total amount.

## Article 3 – 2015 meeting date:

This is a simple matter of setting the date for next year’s Village meeting.

## Article 4 – Other business:

This is the time when a citizen can discuss any item on their minds involving the Village. While we can’t make “laws” during this time since new ideas must be announced ahead

of time or “warned,” sometimes non-binding votes are taken. This is a great time to give the Trustees direction on a particular issue. Sometimes people discuss ways to pursue a common interest.

#### Articles 5 – Ballot questions:

After Article 4, the meeting is adjourned until the day when citizens come back to elect candidates running for various Village positions and to vote on the bond for capital projects. Polls are open from 7 AM to 7 PM at the high school on April 8.

### The Formalities of the Village Annual Meeting

#### Making a motion:

Before we can discuss a warned article (1 through 3), a villager needs to make a motion to accept the article. Once another person agrees, or “seconds,” then discussion can begin. This process is followed anytime someone wants to amend the article currently under discussion. During Article 4, a motion can be made to make a non-binding vote as well (meaning the vote won’t result in action being taken—it’s just informational). If you are unsure about technical wording of a motion you want to make, just let the moderator know and he’ll help you use the proper language. His job is to help the people transact their business in an official way.

#### Voting:

There are three types of voting during the meeting. We use voice voting to start. When it is time to vote, the moderator asks for those in favor to say “aye” and those against to say “nay.” Usually the moderator can tell which side has more votes. If it is too close to call, or if someone in the crowd wants to know the exact vote, we can “call for a division,” which means a standing vote. First, those in favor stand and are counted and then all those opposed are counted. If a sensitive issue is voted on, only 7 voters are needed to call for a paper ballot (by state law). With a paper ballot, everyone is handed one piece of paper to write their choice, for or against, and they place it in the ballot box to be counted. In this way no one knows how you voted, and only takes 15 minutes or so for our size meetings.

#### Staying on topic:

Each person’s remarks need to relate to the article or amendment being discussed. If someone starts to stray, the moderator will gently remind them to get back on topic.

#### Who can speak at Annual Meeting:

Only legal Village voters can speak at the meeting. In order to allow non-voters to speak, a motion must be made and passed by 2/3 of the voters to suspend the rules.

### Ending debate:

Sometimes a discussion can drag on and no new information is being presented. A citizen who is talking is allowed to “call the question,” which means cut off the debate on the item being discussed. If this is done, we’ll take a quick vote and if the assemblage agrees, debate will end and we’ll proceed to a vote on the motion being debated (article or amendment).

### Closing thoughts:

Village Annual Meeting should be a good experience for all. We may have different opinions on the topics to be discussed, but we need to respect each other’s viewpoints.

Debate before a vote is a great way to become educated on a subject and hear different sides of the issue. It is the moderator’s job to get people talking when it is quiet, and to calm down the crowd when the discussion gets heated or drags on.

The most important thing is you! Without Village voters coming to the meeting we can’t transact any business. Please come on down for an evening with fellow villagers and help us do the Village business together!

# GENERAL INFORMATION

Date of Incorporation .....	November 15, 1892
Total area .....	4.6 square miles
Elevation above mean sea level:	
Maximum (south of Main Street near the Village line) ...	440 feet
Minimum (Winooski River at the Village line) .....	195 feet
County .....	Chittenden
Number of registered voters (as of 4/9/13) .....	7,208
Population (2010 Census) .....	9,271
Grand List (2013) .....	\$10,527,288
Tax Rate (FYE 14) .....	\$2.1212
Water, Sewer and Sanitation Rates Per Quarter (FYE 14):	
Water .....	\$21.05 per unit plus \$0.0140 per cubic foot
Sewer .....	\$24.42 per unit plus \$0.0089 per cubic foot
Sanitation .....	\$21.00 per unit plus \$0.0047 per cubic foot

Village Offices are located at 2 Lincoln Street  
Office hours: 8 A.M. to 4:30 P.M. Monday through Friday  
Phone: 878-6944  
FAX: 878-6946  
E-mail: [admin@essexjunction.org](mailto:admin@essexjunction.org)  
Website: [www.essexjunction.org](http://www.essexjunction.org)

There is a drop box located to the right of the “parking lot” entrance for persons wishing to pay bills when the Village Offices are closed.

# STATE INFORMATION

## U. S. CONGRESSIONAL DELEGATION

U. S. Senator Patrick J. Leahy (D)

Washington Office: 433 RSOB, Washington, DC 20510-4502 .....(202) 224-4242

Burlington Office: 199 Main Street, 4th Floor, Burlington, VT 05401 ... (802) 863-2525

U. S. Senator Bernard Sanders (I)

Washington Office: 332 Dirksen Building, Washington, DC 20510 .....(202) 224-5141

Burlington Office: 1 Church Street, Burlington, VT 05401 .....(802) 862-0697

Representative Peter Welch (D)

Washington Office: 1404 Longworth House, Washington, DC 20515 ..(202) 225-4115

Burlington Office: 30 Main Street, Suite 310, Burlington, VT 05401 ....(802) 652-2450

## VERMONT STATE GOVERNMENT

Governor Peter Shumlin (D) .....(800) 649-6825

109 State Street, Montpelier, Vermont 05609.....(802) 828-3333

Lt. Governor Phil Scott (R).....(802) 828-2226

115 State Street, Montpelier, Vermont 05633-5401

## SENATORS:

Virginia Lyons (D), 241 White Birch Lane, Williston, VT 05495 .....(802) 863-6129

Diane Snelling (R), 304 Piette Road, Hinesburg, VT 05461 .....(802) 482-4382

Tim Ashe (D), 45 Lakeview Terrace, Burlington, VT 05401 .....(802) 318-0903

Philip Baruth (D), 87 Curtis Avenue, Burlington, VT 05408 .....(802) 656-3298

David Zuckerman (P), 2083 Gilman Road, Hinesburg, VT 05461 .....(802) 482-2199

Michael Sirotkin (D), 80 Bartlett Bay Road, South Burlington, VT 05403... (802) 860-6428

## REPRESENTATIVES:

### District 8-1 (Essex)

Linda K. Myers (R), 51 Forest Road, Essex Junction, VT 05452 .....(802) 878-3514

Debbie Evans (D), 53 Greenfield Road, Essex Junction, VT 05452 .....(802) 878-4317

### District 8-2 (Village of Essex Junction)

Timothy Jerman (D), 5 Sycamore Lane, Essex Junction, VT 05452 .....(802) 878-2972

Linda Waite-Simpson (D), 76 Beech Street, Essex Junction, VT 05452 .....(802) 872-0499

# ELECTED VILLAGE OFFICIALS

## VILLAGE PRESIDENT

George Tyler.....Term expires April, 2014

## BOARD OF TRUSTEES

Daniel Kerin ..... Term expires April, 2014  
Elaine Sopchak ..... Term expires April, 2015  
Andrew Brown ..... Term expires April, 2015  
Lori Houghton ..... Term expires April, 2016

## LIBRARY TRUSTEES

Andy Kovolos ..... Term expires April, 2014  
Linda Costello ..... Term expires April, 2015  
Nina Curtiss ..... Term expires April, 2016  
Christina Yu ..... Term expires April, 2017  
Margaret Benson ..... Term expires April, 2018

## MODERATOR

Steven Eustis..... Term expires April, 2014

# APPOINTED VILLAGE OFFICIALS

Attorney ..... David Barra  
Co-Assistant Manager/Clerk/Treasurer/Tax Collector ..... Susan McNamara-Hill  
Co-Assistant Manager/Finance/MIS Director ..... Lauren Morrisseau  
Community Development Director..... Robin Pierce  
Engineer ..... Donald L. Hamlin Consulting Engineers, Inc.  
Fire Chief..... Chris Gaboriault  
Library Director..... Penelope Pillsbury  
Manager ..... Patrick Scheidel  
Public Works Superintendent..... Rick Jones  
Water Quality Superintendent..... James Jutras

# APPOINTED COMMITTEES

## PERMANENT LIBRARY BOARD

Christine Packard, Chair  
Dorothy Bergendahl  
Genevieve Melle  
Sheila Porter  
Todd Logan

## PLANNING COMMISSION

Diane Clemens, Chair..... Term expires June 30, 2016  
John Alden, Vice Chair..... Term expires June 30, 2014  
Andrew Boutin ..... Term expires June 30, 2014  
Aaron Martin..... Term expires June 30, 2014  
David Nistico ..... Term expires June 30, 2015  
Amber Thibeault ..... Term expires June 30, 2015  
Nick Meyer..... Term expires June 30, 2016

## ZONING BOARD OF ADJUSTMENT

Thomas Weaver, Chair ..... Term expires June 30, 2015  
Ron Gauthier, Vice Chair ..... Term expires June 30, 2014  
James Moody ..... Term expires June 30, 2015  
Bruce Murdough ..... Term expires June 30, 2016  
Martin Hughes ..... Term expires June 30, 2016

## CAPITAL PROGRAM REVIEW COMMITTEE

Andrew Brown, Chair..... Term expires Aug. 31, 2015  
Richard Donahey..... Term expires Aug. 31, 2014  
Richard Hamlin ..... Term expires Aug. 31, 2015  
David Nistico ..... Term expires Aug. 31, 2016

## BIKE/WALK ADVISORY COMMITTEE

Richard Hamlin, Chair ..... Term expires June 30, 2016  
Rowena Albert, Vice Chair ..... Term expires June 30, 2016  
Jeff Frolik..... Term expires June 30, 2014  
Phoebe Spencer ..... Term expires June 30, 2014  
Andrea Van Liew ..... Term expires June 30, 2015  
Rosalind Hutton ..... Term expires June 30, 2015  
Jud Lawrie..... Term expires June 30, 2015  
Eric Bowker..... Term expires June 30, 2016

## TREE ADVISORY COMMITTEE

Nick Meyer, Chair..... Term expires June 30, 2017  
Rich Boyers, Vice Chair..... Term expires June 30, 2016  
Paula DeMichele..... Term expires June 30, 2015  
Warren Spinner ..... Term expires June 30, 2015

## Board of Trustees



### VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

**Andrew Brown, Elaine Sopchak, George Tyler, Lori Houghton and Dan Kerin**

**Village President George Tyler** is a science and health writer and former editor of the Essex Reporter and Colchester Sun. He has lived in Essex Junction for 24 years and has two grown sons. He has served on the Brownell Library Board of Trustees and several other Village committees. He is in his second term on the Essex Junction Board of Trustees. “My guiding philosophy as a Trustee is to help sustain the high quality of municipal services we receive from the Village government while helping the community position itself to meet the challenges of the new century.”

**Dan Kerin** has been a resident of the Village of Essex Junction for 18 years. He was elected to the Village Board of Trustees in 2011, and currently serves as Trustee representative on the Chittenden County Regional Planning Commission and the Essex Junction Recreation and Parks Advisory Council. Prior to becoming a Trustee, Dan served on the Planning Commission and as a Village resident member on the EJRP Advisory Council. Dan retired last fall from the Vermont State Police after serving a 26-year career as a trooper. He currently works on a part-time basis with the VSP Marine Division as an auxiliary trooper. He has a teenage daughter attending Essex High School.

**Lori Houghton** is the mother of a 5-year-old, a partner in a local small business and a Sales Operations Specialist with LexisNexis. She has lived in the Village for 12 years and serves on the Five Corners Farmers' Market committee, is a Board Member of Heart and Soul of Essex, Inc. and is involved in many other community projects. Lori has a passion for bettering the community for all and building a collaborative vision for the Village of Essex Junction. "My focus is my family, which for me means to also focus on the community in which we live. The two go hand in hand."

**Andrew Brown** is an Operations and Communications Manager with the Vermont Student Assistance Corporation (VSAC), married to the love of his life, and father to an amazing 4 year-old son. He was raised in Essex and attended Town public schools. Andrew is one of the newest members elected to the Board of Trustees, having been elected in 2012. Additionally, he is the Chair of the newly created Capital Program Review Committee which prioritizes Village infrastructure projects in excess of \$10,000 and develops the recommended capital budget to the Village Manager. "As a trustee I strive to always do what is best for the majority and for the future of our community as I want my son, and future generations, to love our community as much as I do."

**Elaine Sopchak** has lived in the Village since 2000 and has three children attending Hiawatha School and EHS. Before serving as a Trustee, she was an elected member of the Brownell Library Board of Trustees and a member of the Village Planning Commission. She is also a founder of the Five Corners Farmers Market and former president of the Brownell Library Foundation. She works in the system office of the Vermont State Colleges. "The most important thing to me is that every resident of Essex Junction counts, and making sure that our Village is providing necessary services and maintaining financial stability while meeting the needs of our diverse population."

# STATE OF THE VILLAGE

by George Tyler, Village President

*Government can set the stage but it can't write the play. – David Brooks*

## Village at a Crossroads

On behalf of the Trustees I'm pleased to report that 2013 marked another year in which the Essex Junction government provided high quality municipal services at reasonable costs to our citizens. This year we also pay special tribute to the vibrant spirit of volunteerism within the Village, with grateful thanks to the many citizens who donated their time to help successfully organize and manage important community-building events such as the Memorial Day Parade, Train Hop, and Farmers Market. Some of the year's other highlights include:

- The Village Trustees and Essex Town Selectboard collaborated on having a single municipal manager for both governments; so far the arrangement has proven highly successful.
- The Essex Heart & Soul project, funded with a grant from the Orton Foundation and a match from the Village and Town governments, brought hundreds of Essex community members together to identify common values which will inform planning and policy efforts for both governments in years to come.
- The renovation of the water treatment plant has neared completion, on schedule and within the budget
- The Lincoln Street sidewalk project, funded by a grant, was completed on schedule and within the budget.

- The Crescent Connector project, scheduled for construction in 2015, which will provide alternative driving and walking routes within the Village center and provide more opportunities for economic development, was given final approval with a funding commitment by the state and regional planning commission.
- The Village and Town governments designated a task force to develop a unified storm water policy for the entire community.

However, 2013 also brought the Village community to a crossroads which will require making some game-changing decisions in three areas: 1) Funding of infrastructure repairs; 2) Further unification of Village and Town municipal services; 3) Redevelopment of the Village downtown.

**Infrastructure Repairs** – For the first time in many years we felt it necessary to seek the voters' permission to borrow money for basic repairs of Village roads and sidewalks. To be blunt, the Village government has not been able to keep pace with the number of infrastructure problems in need of repair. The severe weather we've experienced recently has accelerated the problem. Traditionally, the Village transfers about 18 percent of the money collected into its general fund each year to capital funds that pay for capital infrastructure repairs and major purchases, such as trucks and snowplows.

That has usually sufficed to keep bridges, roads, sidewalks, and waterlines in good condition, and the Village's rolling stock in good order. But in 2013 we realized that was no longer the case.

Short term, the choices available to address this problem are stark: 1) Increase property taxes well beyond the rate of inflation; 2) Make significant cuts in other Village services; 3) Borrow money with a 20-year municipal bond. We believe the third option is the most reasonable and acceptable to the majority of Village citizens.

However, this "short term" problem is likely to be repeated if we don't make long term structural changes. Twelve years ago revenues from IBM paid for fifty percent of Essex Junction's general fund costs. By 2013 that number was reduced to less than ten percent, and may decline even further. The non-IBM grand list has grown during that time, but not nearly enough to compensate for the loss. The bond proposal, if approved, will give us some breathing room. But we cannot borrow our way out of this problem. Our job as elected leaders, acting on your behalf, is to study problems and identify solutions. But there are times when solving community problems require having a community conversation. This is one of those times.

**Unification of Municipal Services** - In addition to sharing one municipal manager, the Trustees, Village staff, and Essex Town government have been exploring other ideas for unifying municipal services. We believe there may be opportunities for more financial and service efficiencies for our constituents with this approach. In this era of economic uncertainty, we also believe we must strengthen the bonds between the two governments to coordinate economic development and community planning efforts. However, there is a tipping point at

which we must consult with voters to ensure that the changes we are making are aligned with the community's sense of identity and values.

**Redevelopment of the Downtown** - This year we also saw approved two building projects - the Crescent Connector, and a multistory building on the former People's Bank property - that will significantly alter the character of the Village core around Five Corners. Both those projects conform to the Village's Comprehensive Plan and, we believe, with the wishes of the majority of citizens for a more vibrant, walkable, and economically sustainable downtown. However, some Village residents have expressed concerns about the impact these projects will have in the downtown. It's unlikely that any large infrastructure or building project will conform to everyone's ideals. We all feel a sense of ownership of the Village downtown; we all have ideas about how things might be changed (or not) to make them better. With more redevelopment projects likely to occur, the Trustees have decided that it's time to develop a practical, achievable long range vision for improving the downtown that incorporates a consensus of citizen input to the greatest extent possible. We believe this envisioning effort will not only serve as a guide for property owners and developers, but will help inform Village residents about the possibilities and constraints for downtown redevelopment.

Let's not end on a bleak note. I can say without hesitation, on behalf of the Trustees and Village staff, that we believe the challenges we face, though daunting, are the challenges that any healthy, dynamic community must face in the course of its history. We are eager to face them. We love this community, we are honored to serve it, and we are ready, with your guidance and support, to roll up our sleeves and get to work. Thank you.

# Great things are happening!

The place to be - Downtown Essex Junction! Are you friends with the Downtown Essex Junction Facebook page?

Subscribe to the Village email newsletter? Receive Front Porch Forum Updates? These are all the ways you can remain up to date on the happenings in Essex Junction. Need to know how to stay up to date? Contact [Darby@essexjunction.org](mailto:Darby@essexjunction.org). Now for the happenings in 2013!

## Five Corners

### Farmers' Market

The Farmers' Market continues to be a successful community social gathering place on Friday summer nights. Whether coming for weekly produce shopping, to enjoy a delicious dinner, connect with neighbors or visit a local business, we and our vendors appreciate everyone's support. This past summer the Northeast Organic Farmers' Association conducted a survey of both

vendors and customers. We'd like to share a few of the vendor comments they heard about your community market. "It has a great atmosphere and invites

people to hang out. There is great diversity at this market." "It is one of the best markets because of the community support, which is what makes it such a huge success. This is the best market of 6 markets we attend". Thank you for supporting the vendors!

We are always looking for energetic and dedicated volunteers to help with set up/tear down, be a market day aide,

help promote 3Squares/Debit programs, be a committee member and so much more. If you are interested in volunteering at your community market, please contact us at [www.5cornersfarmersmarket.com](http://www.5cornersfarmersmarket.com) See you at the market!

*The Farmers'  
Market continues  
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summer nights.*

### **Railroad Avenue Recess**

...a village that plays together stays together! Railroad Avenue Recess is a volunteer committee dedicated to supporting and coordinating events and action in historic Downtown Essex Junction as part of the ongoing Railroad Avenue Revitalization effort. These events create valuable community connections among residents, our Village government and resources. Be a part of it! Volunteer! The committee meets on the 2nd Friday of each month at 7:30 AM in the Kolvoord Room at Brownell Library.

During the past year, volunteers worked in partnership with Brownell Library, the Village Office, Heart and Soul of Essex, Essex Free Library, CHIPS and community businesses to support the following activities and events:

- Essex Community History Hikes launch and publication of hike booklets. The Darkroom Gallery and Essex Free Library hosted launch events. Community members attended a pop-up coffee shop supported by Heart and Soul of Essex and participated in guided walks by local historians. Booklets are available at Brownell & Essex Free Libraries and online at:

[www.heartandsoulofessex.org/history-hikes/](http://www.heartandsoulofessex.org/history-hikes/).

- Engaged with municipal leaders and community members regarding business development.
- Halloween scarecrow display on Railroad Avenue.
- Holiday decorations on Railroad Avenue.
- Greeted riders of the 1st Annual Jingle Bell Train at the Amtrak Station with balloons, bubbles and Frosty the Snowman!
- 1st Annual Train Hop Business Luncheon held at the Hungry Dutchman to discuss holiday event in Downtown Essex Junction. Luncheon was well attended and resulted in increased business participation in the Train Hop.
- 5th Annual Train Hop and Village Tree Lighting. Over 20 businesses and community partners participated and displayed more model trains than ever before. There were over \$2,000 in donated raffle prizes. A great success!
- Support for Multi-Use Path from Central to North Street.

- Community input to Chittenden County Regional Planning Commission regarding signage at Main Street and Railroad Avenue. The project supports improvements to better serve travelers to the Lake Champlain Byway (the village is part of the Byway.)

Railroad Avenue Recess was responsible for the launch of the Downtown Essex Junction Facebook page in 2009, providing news and updates about Essex Junction events. This page has an active following of over 1,200 members. Like us at [www.facebook.com/pages/Downtown-Essex-Junction!](http://www.facebook.com/pages/Downtown-Essex-Junction!)

If you're interested in volunteering, please contact Darby Mayville at [Darby@essexjunction.org](mailto:Darby@essexjunction.org) or 878-6944.

### **Memorial Day Parade**

A group of nearly a dozen community volunteers continue to facilitate the largest parade in the State of Vermont on the Saturday of Memorial Day weekend. This year will mark the 30th Annual Essex Memorial Day Parade. The Village Public Works Department makes significant contributions in terms of set-up for the day's festivities. The Parade Committee meets at the VFW Post on Pearl St. in Essex Jct. on the second Monday of every

month, October through May, from 7:00-8:00p.m.

New committee members are encouraged to join! Also, the parade requires lots of volunteer help, from parade marshals to banner carrier and parking assistants. Contact Caroline Ashley for more information via e-mail: [essexparade@gmail.com](mailto:essexparade@gmail.com).

**The Block Party** and street dance was held on Railroad Avenue in July. For the 12<sup>th</sup> year in a row, it was a big hit. Music was provided by the Contois School of Music and Dave Keller Blues Band. There's something for everyone at the block party: face painting, fire trucks, inflatables, roaming railroad, dunking booth, as well as great food from local restaurants. Meet your friends and neighbors in the heart of our historic downtown on a beautiful summer night.

### **Essex CHIPS & Teen Center**

Now in our 28th year serving Essex, Essex Junction, and Westford, Essex CHIPS and Teen Center continues to operate on its founding principle of engaging community members to identify and effectively address the challenges that youth in our community are facing. While CHIPS has traditionally focused on youth substance abuse prevention, we have evolved over time to include a more holistic approach to promoting well-being across the age spectrum and providing youth with new

opportunities for community involvement. This includes a variety of programs that strengthen youth-adult partnerships and build individual assets that are essential to youth development, as well as community-based approaches to support healthy eating, physical activity, and the reduction of substance use.

Over recent years, our growth and broadened focus has helped us to achieve some notable accomplishments, such as the following:

- Since 2011, Essex CHIPS has organized over 35 community service projects for youth and adults in Essex Junction and throughout Chittenden County.

- In 2011, CHIPS started the youth-led "Essex Above the Influence" student group who have received national recognition for their work to engage peers in activities that promote healthy lifestyle choices.

- The Essex Teen Center after school program, a free drop

in program for middle school youth, and the popular Monday Tween Center program for 4th-5th grade students, have grown to serve over 150 youth annually.

*Now in our 28<sup>th</sup> year, Essex CHIPS and Teen Center continues to operate on its founding principle of engaging community members to identify and effectively address the challenges that youth in our community are facing.*

- Since 2010 Essex CHIPS and partners have engaged over 500 youth and adults in dialogue opportunities and retreats where community members have discussed local issues.

- The Adventure Orientation Program has engaged more than 50 8th grade graduates in a 4-day, 3-night backpacking trip on the Long Trail to prepare for their transition to Essex High School.

- CHIPS worked with the Champlain Valley Expo to develop and implement a "Smoke Free" policy for the Champlain Valley Fair in 2011.

- Essex CHIPS staff acquired funding to help volunteers launch the Five Corners Farmers' Market in 2010 and have provided continuous support in developing programs that promote local accessibility of healthy foods.

- With help from local school partners, CHIPS staff have planned and promoted five "Walk to School Day" events encouraging an average of 400 students to walk or bike to school.

- As a partner in the Heart and Soul of Essex project, CHIPS has helped to engage hundreds of community members in the process of identifying a set of shared values to inform a collective vision for our community's future.

Many thanks to the staff and residents of the Village of Essex Junction for your ongoing support! You have been an integral part of our organization's success, and we look forward to serving you for years to come.

### **Heart and Soul of Essex**

In January, 2012, Essex was awarded a two year planning grant from the Orton Family Foundation. Shortly after the grant was awarded, a non-profit organization called the Heart &

Soul of Essex was formed to carry out the work of the grant. During the grant, we engaged over 1,000 people in a conversation about the future of Essex.

We learned that despite a wide variety of opinions and ideas, there are few key things that matter most. We value our connections with each other. Our neighborly traditions keep us safe, sustain us during challenging times and bring us together for celebration and fun. We see ourselves as a community that values education and learning. We want to be a welcoming place and aspire to become more culturally aware as our community becomes more diverse. We take pride in many community assets, including our highly regarded schools, libraries and recreation departments. We want to see these institutions continue to improve.

We value the urban and rural mix that makes up Essex. We want to see balanced future growth, which includes a diverse mix of housing options, economic development and conservation of open space. We hope for improved infrastructure that will ease traffic, increase our safety and connect all parts of the

community together. We are especially passionate about the prospect of a well-connected system of sidewalks and bike paths throughout all of Essex.

These strongly shared themes are expressed through six core community values (local economy, health & recreation, community connections, education, thoughtful growth, safety).

During the grant period, the Heart & Soul of Essex served in a unique set of roles:

- We convened a diverse group of over 1,000 people who live or work in our community through a wide variety of activities including small group dialogues, large public forums, surveys and brief face to face encounters;
- We connected citizens with local government, built relationships among town and village staff and other community organizations, and connected the community's input with planning and decision-making;
- We championed the community's values and worked to ensure these values were incorporated in planning and to acknowledge the people and organizations that were taking action to strengthen community

values. In addition, the Heart & Soul process...

- Set the stage for better collaboration and improved communication among town and village residents and leaders;
- Built new civic capacity & leadership;
- Served as a catalyst for action;
- Worked with municipal entities to incorporate values in planning documents.

For details about these outcomes, please see a full set of reports about the work of Heart & Soul at [www.heartandsoulofexsex.org](http://www.heartandsoulofexsex.org).

You can also view these reports at the village office, the town office, the Brownell Library or the Essex Free Library.

It was a privilege to spend two years getting to know our community better and we thank the many youth and adult leaders who served on the Heart & Soul Community Advisory Team, as well as our town and village elected officials, municipal staff and all the residents who participated. Because of everyone's hard work, we were able to come together to identify a set of shared values, and to act in ways that will strengthen these values as our community continues to grow and change.

# COMMUNITY DEVELOPMENT DEPARTMENT AND PLANNING COMMISSION REPORT

by Robin Pierce, Community Development Director

The Department's responsibilities continued to expand in 2013. This is reflected in a change in the departmental title to Community Development Department. The addition of a staff member has enabled the department to allocate someone to attend citizen committees, volunteer and Heart and Soul meetings in order for the Village to respond to resident concerns and suggestions. The Department staffs and attends Planning Commission, Zoning Board meetings and hearings and, when appropriate, Trustee meetings.

In 2013 the Department continued to focus on important Village-wide projects. It was successful in receiving funding for a tree canopy study in the Village Center and the funds to construct the safety path along the rail line from North Street to Central Street which is scheduled for completion in 2014.

The Crescent Connector Road is in design and it is hoped to begin construction in 2015.

The Department continues to work with New England Central Railroad and their new parent company Genesee and Wyoming to bring to conclusion projects

that have an impact on land owned by the Corporation.

The potential to install bike lanes on each side of Pearl Street and improve the condition of the sidewalks is still in the discussion stages but we hope to hear in 2014 when the work can be scheduled. This important project will begin to close the gaps for Bike and Ped in the Village core, enabling residents to access the Village Center via sidewalk and bike lanes from all directions.

The Lincoln Street sidewalk upgrade was completed in 2013. The Department attended numerous county-wide programs and represented the Village on active committees. We continue to represent the Village on Essex Town's Economic Development Committee, and committees of the Chittenden County Regional Planning Commission. The CCRPC Way Finding Sign at the intersection of Main Street and Railroad Avenue should receive graphics and text this year to complete the project. The bulletin board will remain and local community groups should contact the Department if they wish to have a notice placed in the bulletin board on the sign.

*Each generation  
makes decisions that  
add a layer to the  
physical tableau of  
the past. The more  
robust a decision the  
more likely it is to  
survive intact through  
the generations.*

Membership in the Planning Commission changed in 2013. Liza Kilcoyne moved out of the Village and Diane Clemens is the new Chair. John Alden is the Vice Chair. Andrew Boutin, Nick Meyer, David Nistico, and Aaron Martin remain and Amber Thibeault filled the vacant seat. The Commission continued to work on ensuring that Village codes dovetail with State and Federal requirements.

Among many projects the Planning Commission considered this year, one of the larger applications was a final site plan application to demolish the current housing at Green Meadows on Thasha Lane and replace it with 300 one and two bedroom apartments. The application was approved by the Planning Commission and the Zoning Board of Adjustment. The Department also worked with the Town who received approval for a new Police Facility at the edge of the IBM site on Maple Street.

The People's United Bank site at the Five Corners was the subject of Planning Commission review and it received approval in 2013. The proposal is to demolish the existing structure and build a mixed-use building with retail and commercial at the street level with apartments above and underground parking. This will increase services and bring vitality to the Village core.

We continue to work with interested parties to revitalize the Village Center and promote a more pedestrian friendly Village core through concepts such as the pedestrianization of a short section of

Main Street, which will also reduce idling time at the Five Corners and thus improve air quality. The potential to reroute Rt. 15 at Susie Wilson Road so that it no longer travels through the Village Center is something that we will be investigating in 2014.

The Municipal Plan rewrite was delayed to enable the results of the Heart and Soul program, funded by the Orton Foundation with matching funds from the Village and Town, to be included in the Plan. We are working with the Chittenden County Regional Planning Commission to complete the Plan in 2014 and will be using the comprehensive ECOS Report developed by the CCRPC to guide our final product.

The Community Development Department can be reached at 878-6950 regarding any planning or zoning issues.



4 Pearl Street

## Essex Junction Zoning Permit Activity

<b>Permit Type</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Accessory Apartments	2	2	0	0	2
Apartments	1 (24 units)	2	4	3 (57 units)	4 (78 units)
Change of Use	7	5	9	5	3
Commercial/Non-residential Additions or Alterations	2	10	13	10	7
Condominiums	0	1 (6 units)	0	2 (6 units)	0
Demolition	3	3	2	1	3
Duplexes	7 (14 units)	8 (16 units)	6 (12 units)	5 (10 units)	3 (6 units)
Elderly Housing Units	0	0	0	0	0
Home Occupations	5	8	6	7	2
Miscellaneous Permits	2	1	1	3	5
Mobile Homes	0	0	0	0	0
Residential Additions	17	19	16	15	26
Residential Garages	7	7	5	8	6
Residential Accessory Alterations ie decks, porches, driveways, storage sheds	56	47	50	57	59
Sign Permits	21	21	8	13	12
Single Family Dwellings	3	7	8	6	9
Swimming Pools	0	2	3	2	3
Temporary Use	3	3	4	1	1
CVE, Temporary Use	6	9	6	5	8
CVE, Additions/Alterations	1	0	1	2	0
Renewal of Permits	0	0	0	0	0
Revised Permits	0	3	3	0	0
Void Permit	2	0	0	1	0
<b>Total Permits</b>	<b>145</b>	<b>158</b>	<b>145</b>	<b>145</b>	<b>153</b>

# PUBLIC WORKS DEPARTMENT REPORT

by Rick Jones, Public Works Superintendent

**The Public Works Department's** most important focus is the efficient and effective maintenance of our Village's streets, sidewalks, utilities and other public infrastructure.

Some examples of work during FY14:

- Paved Willeys Court, Warner Avenue, Williams Street, Jones Ave, Grandview Avenue and a section of Beech Street;
- 596 water meters upgraded;
- Replaced Main St. bike path fence;
- Flushed about 50,000 feet of sewer lines;
- Lincoln Street sidewalk project;
- A fair amount of time and resources were spent dealing with the intense rainstorms this year;
- Planted and maintained 10 new trees;
- Repaired three water breaks.

Our goals for FY15 include:

- Woods End Drive road reconstruction;
- Upgrade water meters;
- Flush 50,000 feet of sewer lines;
- Exercise all main line water valves.

Our Public Works crew of seven also performs snow removal and provides emergency response to citizen concerns. Public Works staff assists with the set-up of numerous Village activities, such as spring cleanup, Five Corners Farmers Market, the Block Party, and the Memorial Day Parade.

We welcome your opinions, comments, and suggestions! Public Works staff can be reached at 878-6944 or [pw@essexjunction.org](mailto:pw@essexjunction.org).



2013 Wheel Loader

# WATER QUALITY REPORT

by James L. Jutras, Water Quality Superintendent

Water quality remains a top local and state focus. With release of a long delayed municipal MS4 stormwater permit, appeals to the Lake Champlain Total Maximum Daily Load (TMDL) for phosphorus and the ongoing wastewater facility improvements, the water quality of our region will continue to be a high priority for a long time to come. The Village continues to make significant investment in water quality compliance with 2013 being another eventful year for this regional priority.

- Construction continues on the \$15M wastewater facility maintenance related improvements. Construction is set to be complete by the fall of 2014.

- Construction was completed on the new Old Colchester Road sewage pump station.

- A utility rate study was completed and implemented on sewer and water bills.

- Municipal Separate Storm Sewer System General (MS4) Permit 3-9014 was issued by Vermont Department of Environmental Conservation to eight Chittenden County towns, VTrans, UVM and the Burlington Airport. This permit tasks communities to reduce the amount of stormwater entering our local streams and Lake Champlain. Complex implementation tasks begin.

- A Joint Stormwater Committee was formed between the Village and the Town of Essex to create a united effort at

improving the water quality of Indian and Sunderland Brooks. The committee includes representatives from each municipality, community members, a Village trustee and Town Select board member.

- A watershed analysis of the Mansfield Avenue neighborhood was performed after a summer of high intensity rain storms causing extensive flooding in the area.

*Water quality  
remains a top  
local and state  
focus.*

- Road side ditch stabilization and culvert repair on Densmore Drive and Main Street occurred.
- Catch basins on Athens Drive were lowered to improve the ability to capture stormwater runoff and sediment from the street.

In addition to the work the Village has done towards improving water quality in our local streams, we also actively participated in collaborative regional efforts. Regular staff participation and input has been provided to the state and EPA on the 2014 release of the Lake Champlain TMDL. The Lake Champlain TMDL works to improve the water quality of the lake by reducing the amount of phosphorus allowed to enter the lake. The Vermont Agency of Natural resources is working hard to set a framework that will make measureable changes in the health of Lake Champlain through this updated requirement. Presently most of the work is directed towards municipalities.

The Village continues to advocate investment in water quality improvements where the benefit is greatest. Our participation efforts combined with others has helped bring perspective on how we may achieve this goal in the most cost-effective way possible. Continued



***New final filter building***

water quality improvements of our local streams and Lake Champlain require community and regional wide efforts. Any action, no matter the size, can make a difference. You can do your part, whether it's participating in Green Up Day, or something as simple as directing your gutter downspouts to your lawn.

Thank you for your continued support of water quality. Please feel free to contact us with any questions or comments you may have by calling us at 878-6943 or emailing at [wwadmin@essexjunction.org](mailto:wwadmin@essexjunction.org).



***New center-feed secondary clarifier***

# BROWNELL LIBRARY REPORT

By Penelope D. Pillsbury, Library Director

Brownell Library Trustees have agreed upon an updated Mission: the Brownell Library provides diverse collections and services for all ages in a welcoming and comfortable environment where people come first. The staff's mission is to help patrons connect to and utilize the library's resources and to provide opportunities for community enrichment and cultural awareness.

Our new Long Range Plan will be flexible, revised on an annual basis. Four community values identified by Heart & Soul were chosen as Brownell's Service Responses in the new plan: Education, Local Economy, Health & Recreation, and Community Connections. Staff is developing Action Steps for each Service Response.

Our work within the wider community involved staff facilitating and hosting Heart & Soul neighborhood conversations. Friends offered books for the Little Free Library Project. We helped coordinate the Railroad Avenue Recess Committee. We served as a lively stop for Train Hop V, when Trustees and staff created treats and served as hosts to over 1,500 attendees. The Kolvoord Community Room hosts many community groups beyond library programming.

Youth Staff, local gardeners and kids thoroughly enjoyed our first-ever Library Garden for Kids, using a plot at Summit Street School. Volunteers, teens and kids planted seeds & seedlings, and Youth Staff brought kids up weekly for weeding and harvesting. The vegetables were cooked into tasty dishes at the library, enticing kids to try healthy fresh foods. Principal Mary Hughes and the Natural Playground Committee supported the garden, which returns in 2014.

"Must Read" Mondays, 1st Wednesdays and 1<sup>st</sup> Fridays: Along with The Big Ideas Dine & Discuss series led by volunteer Ed Cashman, the staff started a "Must-Read" Mondays discussion group. Brownell remains the Chittenden County venue for 1<sup>st</sup> Wednesdays

Lecture series sponsored by the Vermont Humanities Council. As part of our series, Former U.S. Poet Laureate Billy Collins spoke to a 900+ audience at Ira Allen Chapel. Our 1<sup>st</sup> Friday Piano Concerts attract accomplished and amateur pianists, sometimes at the same time that lively games of Dungeons & Dragons or Magic The Gathering are happening in the Youth Area.

Local history is always popular at Brownell. Tim Jerman's program, "Essex Before the Automobile"- The Photographs of Local photographer W. C. Sawyer courtesy of the Vermont Historical Society packed the meeting room with 75 patrons. He also led a well-attended Cemetery Walk to go with the Essex/Essex Junction History Hikes, funded through Railroad Avenue Recess and Essex Historical Society.

Technology - In 2013, staff trained 2,470 people to use computers. In a sample week, 597 persons used the library's public computers to access the internet or create documents. Patrons use our WiFi connection all over the building.

Climate Change and Brownell - The torrential downpour on Wednesday, May 22 caused a flood in the server room closet. Water rose at the foot of the exit stair and came in under the mezzanine door. Bobby Miller offered the Village a grant to aid a reworking of the drainage to keep backwash out.

Books, DVDs and CDs still hot! Circulation 169,403! Brownell sponsored 87 adult programs, 317 programs for children and 151 for young adults for a huge total attendance of 8,020 in the course of 2013. We are proud that our community has many talented people who volunteer their time and expertise to offer events for us.

The busiest season for us is always Summer Reading Program: 262 kids registered, and they read 3,077 books, an activity that reduces summer brain drain. 1,643 attendees enjoyed

86 youth programs. 71 teens registered, and they read 637 books. 394 attendees enjoyed 40 teen programs. Brownell Teens won the State Summer Reading Program video production prize.

With the new VOKAL library consortium our patrons can see and request materials from farther afield. Our Interlibrary loan requests have soared: We requested 526 items for our patrons, in 2010 we asked for 457.

Friends of Brownell Library led by Janet Allard held monthly book sales, the proceeds of which support programming and best sellers. The Friends have added some new members, with many hands to help. FOBL helped fund the Bus Tour of Rock of Ages Quarry and Visitors Center in Graniteville this summer, and songs and stories with Matthew every other Friday.

Library Trustees - Christine Packard, Chairperson, Andy Kolovos, Vice Chair, Sheila Porter, Secretary and Nina Curtiss, Treasurer are our board leaders. Andy Kolovos joined the board, when faithful Genevieve Melle stepped down. Nikki Yandow has rejoined the

board. Our Teen Trustees are Giselle Glaspie and Grace Yu, who have enjoyed the library through TAB programs and give us a youthful perspective.

Brownell Library Foundation led by Dorothy Bergendahl made 1<sup>st</sup> Wednesday Programs possible again in 2013. Local sponsors beyond Friends and Foundation include: Kolvoord, Overton & Wilson, P.C., Northfield Savings Bank and Unsworth Law, PLC.

Staffing Changes - Adult Circulation Assistant Donna Canniff resigned and Viki Kramer was promoted to that position. Andrew Baker was hired to serve as Adult Circulation Assistant. Young Adult Librarian Kat Redniss resigned. Part-time Youth Services Assistant Erna Deutsch was promoted to full-time Assistant Youth Librarian. Mary K. Dennison joined the staff as part-time Assistant in Youth and Young Adult Services.

This year 134,368 people visited! Come back in 50 years on August 16, 2063 to open the Brownell Library Time Capsule that we installed this year. Find it in the Main Reading Room.

Brownell Library Staff

Back row L to R: Nellie Zansler, Wendy Johnson, Alison Pierce, Viki Kramer, Mary K. Dennison, Andrew Baker.

Front row L to R: Mary Graf, Penelope Pillsbury, Erna Deutsch, Susan Pierce, Wendy Hysko.

Missing: Giselle Glaspie and Hannah Nasta



# FIRE DEPARTMENT REPORT

by Chris Gaboriault, Fire Chief

The Essex Junction Fire Department provides fire protection for the Village of Essex Junction with a paid call staff of over forty individuals. The Essex Junction Fire Department has no full time paid staff. Members are paid a stipend for fire call attendance and administrative time. Members volunteer their time to maintain mandatory quarterly fire training requirements.

We responded to 505 calls during the calendar year of 2013. Our call volume includes fire calls in Essex Junction, EMS (First Response) calls in Essex Junction as well as mutual aid calls to our neighboring departments. Our call volume has exceeded 500 calls per year for the past three years.

We took delivery on a Pierce 105 ft. Heavy Duty Ladder in April of 2013. Department members contributed over 100 hours of training during the month of April to put the truck in service. This truck replaced a 75 ft. Ladder with 22 years of service to Essex Junction.

We would like to extend our sincere gratitude to the Essex Fire Department, Essex Rescue, Essex Police, Village residents, Village Manager and Trustees for your continued support of our mission.

Pierce 105 ft. Heavy Duty Ladder Truck

We would like to recognize the following individuals who have exceeded 10 years of service with the Essex Junction Fire Department:

Robert Trudo	44 years
Bruce Trudo	40 years
Raymond Weed	39 years
Chris Gaboriault	32 years
Thomas Mayer	32 years
Dennis O'Brien	32 years
John Rowell	32 years
Michael Giroux	29 years
Chuck Barry	28 years
Michael Wolfstich	28 years
Steven Harnois	24 years
Jim Kellogg	21 years
Brian Wellnitz	21 years
Keith Rivers	18 years
Robert O'Neill	17 years
Tim Wear	17 years
Tammy Kellogg	12 years
Carol Weed	12 years



# VILLAGE CLERK'S REPORT

by Susan McNamara-Hill, Clerk

ANNUAL ELECTION  
APRIL 9, 2013

Number of Voters on Checklist	7,208
Number of Voted Ballots	590
Number of Blank Ballots	2
Annual Meeting 4/3/13	136

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## Under Article 7 of the Warning:

To elect Village officers required by law including: Moderator (one year term); one Village Trustee (three year terms); two Library Trustees (one five year term and one three year term)?

<u>Office</u>	<u>Name</u>	<u>Number of Votes</u>
Moderator	None elected	
Trustee (3-year term):	Lori Houghton	479
Library Trustee (5 yr. term)	Margaret "Daisy" Benson	449
Library Trustee (3 yr. term)	Nina Curtiss	427

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## Under Article 8 of the Warning:

Shall the voters approve the following amendments to the Charter: (new language is underlined, language to be deleted is in brackets [ ])

**Throughout the document:** Add the words "or her" and "or she" in each instance that the word "his" or "he" appears in the Charter.

**Totals:**            **Yes: 487**            **No: 76**



# **VILLAGE TREASURER'S REPORT**

by Susan McNamara-Hill, Treasurer

## **SUMMARY OF DELINQUENT TAXES**

Village of Essex Junction  
Property tax receivables as of June 30, 2013

Delinquent real estate taxes	\$ 26,162.53
Penalty and interest receivable	\$ 5,547.67
Gross taxes receivable as of 6/30/13	\$ 31,710.20

# SENIOR CENTER REPORT

By Peggy Pearson, President

The senior population is growing in Essex, so it's been a busy year at the Senior Center. For many people, the Center is their lifeline to the community. The Center helps seniors make friends, socialize, stay active, combat loneliness and improve their physical and mental health.

Annual highlights included the annual pot luck luncheon on New Year's Day, the Sweetheart Dinner and Dance for seniors at the high school, an open house during the Memorial Day parade as well as the holiday dinner provided by the Knights of Columbus and the Rotary.

Every Monday, Wednesday and Friday afternoon, people enjoy bridge or Skipbo. On Tuesday afternoons, seniors play penny bingo. Mah Jongg is Fridays at 10 a.m. Seated yoga is Wednesday at 10 a.m. The book club meets the third Thursday of each month at 10 a.m.

To learn what other activities might appeal to more people, we conducted a community survey, which indicated that many residents would like to participate in exercise classes, genealogy workshops, writing classes, art classes, etc. Plans are in the works to offer many of these exciting new programs. For a current schedule, check out [www.essexseniors.org](http://www.essexseniors.org).

Each winter, AARP volunteers help seniors prepare their income taxes at no charge. For information, call 878-6940.

A flea market was held in April. In the fall, we offered some educational programs as a community service. Healthy Living with Chronic Conditions, a six-week series of workshops was provided by Fletcher Allen Health Care. AARP delivered a safe driving course. Home Instead presented a demonstration on nutritional cooking, which included a delicious lunch.

The Center hosted five cribbage tournaments and two bridge tournaments. The bridge tournament in November brought 64 people to the Center.

The Senior Van helps seniors get out and about in Essex. To schedule a ride, call 878-6940 the

previous business day between 9 and 11:45 a.m.

In 2013, we received hundreds of hours of volunteer assistance from the community to help us spruce up our space, present programs, and give expert advice.

We would like to sincerely thank the community for their continued support.

*Located at the Five  
Corners, the Senior  
Center is open  
Monday through  
Friday from 10 a.m.  
until 4 p.m. Please  
stop in, introduce  
yourself, get  
acquainted and enjoy  
the fun and  
companionship.*

**VILLAGE OF ESSEX JUNCTION  
ANNUAL MEETING MINUTES**

**April 3, 2013**

Moderator Steve Eustis welcomed the assemblage to the 121<sup>th</sup> Annual Meeting of the Village of Essex Junction and announced the meeting is being televised live on Channel 17 for the first time. The Essex Junction High School Chamber Choir sang the Star Spangled Banner and other arrangements. The assemblage recited the Pledge of Allegiance. Village President, George Tyler, introduced members of the Board of Trustees (Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton) and members of the Village administration (Village Co-Manager & Village Finance/MIS Director, Lauren Morrissette, Village Co-Manager & Village Clerk, Susan McNamara-Hill; Village Development Director, Robin Pierce; Administrative Assistant to the Village Manager, Patty Benoit; Assistant Zoning Administrator, Terry Hass; Economic Development/Community Relations Assistant, Darby Brazoski; Public Works Supervisor, Rick Jones; Water Quality Supervisor, Jim Jutras; Village Engineer, Rick Hamlin; Village Attorney, Dave Barra; Essex Junction Fire Chief, Chris Gaboriault; Brownell Library Director, Penny Pillsbury; Brownell Library Board Chairwoman, Christine Packard; Marianne Riordan, Recording Secretary).

**ANNOUNCEMENTS/RECOGNITIONS**

Thanks and appreciation was extended to Patty Benoit and staff/volunteers for facilitating the community dinner.

Lauren Morrissette and Susan McNamara-Hill were recognized for taking on the role of co-managers following the resignation of the village manager last year and doing an outstanding job. James Jutras, Water Quality Superintendent, was recognized for the high water quality delivered to village homes.

State representatives, Tim Jerman and Linda Waite-Simpson, and Essex Selectboard members, Irene Wrenner and Mike Plageman, were recognized.

The public was asked to complete the survey on the village that was provided to them.

Moderator Eustis called the meeting to order at 7:05 PM and explained the procedure to be followed.

**ARTICLE 1: Shall the voters act upon the report of the auditor?**

**MOTION** by Chuck Barry, **SECOND** by Linda Waite-Simpson, to approve Article 1 as read.

**DISCUSSION:** None.

**VOTING:** unanimous; motion carried. Article 1 is adopted.

ARTICLE 2: Shall the voters approve the annual General Fund budget in the amount of \$3,344,713 for fiscal year July 1, 2013 to June 30, 2014 of which \$2,806,463 is to be levied in taxes against the Village Grand List?

MOTION by Chuck Barry, SECOND by Mary Jo Engel, to approve Article 2 as read.

DISCUSSION: A presentation on the FY14 budget was given. Village President George Tyler remarked the budget is a level program budget with no new jumps in services or additions, but costs have gone up. Department Heads were asked to submit a budget with no more than a 3% increase. Budgets with no greater than a 2.7% increase were submitted. This is the last year of the IBM machinery and equipment payment to the village. The Trustees unanimously supported the budget which sets up the village well for the coming year. The voters are also urged to support the budget.

*PUBLIC COMMENTS*

- George Dunbar, III commended the Trustees and staff on the rate of increase in the budget. Mr. Dunbar recalled last year there were alterations to the budget that occurred two months after the budget was adopted and before the new fiscal year began which did not change the bottom line, but the public did not have input on the changes. There is concern if the proposed budget has controversial programs that changes will be made at the start of the fiscal year and the public will not have the opportunity to comment. George Tyler explained the alteration in last year's budget was to change a part time position to a full time position as recommended by the former Village Manager to sustain momentum in the work being done by the employee. The Trustees felt the recommendation was reasonable. A similar situation is not anticipated this year, but the situation with the Village Manager position is fluid at this point in time. Cost savings not increases are expected on the action taken with the Village Manager position. Village Attorney, Dave Barra, explained Sections 611-613 of the village charter allow the Trustees to alter the specifics of the budget during the year after the annual budget has been approved by the voters.
- Claire Wilcox noted at the Essex town meeting the voters approved adding \$50,000 to help fund the village fire truck, and suggested the village budget be reduced by the same amount.

MOTION by Claire Wilcox to reduce the village budget by \$50,000. The motion did not have a second and failed.

CONTINUED DISCUSSION ON ORIGINAL MOTION: There were no further comments.

VOTING: majority of ayes; motion carried. Article 2 is adopted.

ARTICLE 3: Shall the voters increase the "not to exceed" balance of the General Fund Capital Reserve Fund to \$750,000 in recognition of the increased costs of capital projects since the fund's inception in 1993?

MOTION by Robin Moore, SECOND by Chuck Barry, to approve Article 3 as read.

**DISCUSSION:** Trustee Dan Kerin explained the purpose for the increase in the Capital Reserve Fund from \$500,000 to \$750,000 is because the fund has not been increased for the past 20 years and the village is facing several large infrastructure projects (streets, sidewalks). Increasing the fund will allow projects to be completed in a shorter timeframe.

**PUBLIC COMMENTS**

- George Dunbar, III referred to the Capital Reserve Fund in the annual report (Page 69) noting inflows and outflows barely crest the \$500,000 mark so unless expenditures are decreased or contribution to the fund is increased dramatically the need to increase the amount is not apparent. Lauren Morrisseau, Village Finance Director, explained the \$500,000 limit will be exceeded in FY14 and there is a project slated for FY15 at a cost of \$677,000 so staff felt it prudent to recommend an increase to \$750,000 to cover the projects. George Dunbar, III suggested staying within the \$500,000 limit by pulling projects into FY14. President Tyler explained \$400,000 from the approved budget would be moved into the Capital Reserve Fund to be used for capital projects such as street repairs and sidewalks. There is a \$500,000 maximum limit on the fund and the request is to increase that limit to \$750,000 because there are projects to be done with significant cost (for example, reconstruction of Briar Lane will cost \$1 million). The increase will not impact taxes, but rather is movement of money within the approved budget.
- Sarah Michelle Stultz asked about the age of the village water and sewer lines and if transferring the funds would be helpful. Jim Jutras stated the age of the lines varies throughout the community. The village is an active participant in assessing the quality of the lines per the national rating system and has a grade of 1-3 indicating good operating capacity for the next 10-15 years. The water and sewer departments have separate capital reserves dedicated to the water supply and sewer system.

There were no further comments.

VOTING: majority of ayes; motion carried. Article 3 is adopted.

ARTICLE 4: Shall the voters approve a donation of up to \$20,000 from the Land Acquisition Fund to Vermont Land Trust to be used for the Whitcomb Farm Conservation Project pending approval of the Trustees?

MOTION by Deb Wright, SECOND by Sarah Stultz, to approve Article 4 as read.

**DISCUSSION:** Trustee Elaine Sopchak explained the \$20,000 will be used by Vermont Land Trust to purchase an easement on the Whitcomb Farm to keep the farm in agricultural use in perpetuity. The Whitcomb family will still own the property and pay taxes to the village. Vermont Land Trust is raising \$100,000 locally and is requesting a contribution of up to \$20,000 from the village. The Trustees last year moved \$220,000 from the Land Acquisition Fund to the Capital Reserve Fund. There is \$100,000 remaining in the Land Acquisition Fund.

*PUBLIC COMMENTS*

- Chuck Barry asked if the entire farm will be conserved. Trustee Sopchak stated there is an area for farm buildings and a solar array that is not part of the conservation project. The solar array is to provide power to the farm buildings on the property.
- John McCann noted the 23 acres excluded from the conservation easement is premium land while the land going into conservation appears to be floodplain. Trustee Sopchak clarified the 23 acre area not included in the conservation easement is where the farm's solar panel array will be located. The conservation easement will keep the balance of the farm property, a third of which is not in the floodplain, in agricultural use in perpetuity and help keep storm water runoff from the village out of the river. The portion of the farm not included in the easement will remain private property (owned by the Whitcomb family) and the village cannot dictate how the land will be used. The Whitcomb Farm has chosen to install a solar array on 23 acres.
- Sarah Strum asked what happens if Vermont Land Trust cannot raise \$100,000, but the village has approved donating \$20,000. Trustee Sopchak said the money will not be spent until the closing on the property. Vermont Land Trust is responsible for raising the bulk of the \$100,000 required and if the money is not raised then no funds will be spent.
- Nick Meyer spoke in full support of the Vermont Land Trust project that will preserve for future generations a large contiguous land parcel in the village with the best soils in the state.
- Deb Wright, Hayden Street, expressed appreciation to the Whitcomb family for allowing people to walk their dogs on the property and enjoy the open space. Vermont Land Trust needs help in preserving farmland and open land in Vermont which benefits all directly and indirectly.
- George Dunbar, III asked if the farm is compelled to allow public access to the land if the money is appropriated. Mr. Dunbar also asked if the solar panels were reviewed by the village planning commission. Trustee Sopchak said the solar panel array has not been reviewed by the planning commission. Regarding public access to the land, a condition of use of village money is that the land is open to the public for recreation use in the broadest sense.

The assemblage voted unanimously to allow Allen Karnatz with Vermont Land Trust to speak about the conservation project.

- Mr. Karnatz explained the work with the Whitcomb family for the past year and a half on the terms of the easement and allowing public access for recreational use. The easement does not prohibit the Whitcomb family from posting the land, but the family has been generous over the years with regard to public access to the land and this is anticipated to continue.

CONTINUED DISCUSSION ON MOTION:

- Glenn Rogers, 17 Fairview Drive, encouraged support of the request since the farm is an excellent piece of property in agricultural use and the last large open parcel in the village. There was mention of potential future uses on the property beyond a dairy operation, such as growing fruits, vegetables, having community gardens. The solar farm is long term (25 year lease) and the acreage where the array is located will likely go back to agricultural use or remain in solar at the end of the lease period.
- Mike Beebee asked for further explanation of the excluded areas. Allen Karnatz said in addition to the area for farm buildings and the solar array there are eight acres of “special treatment area” with natural heritage and rare plants and species. The agreement stipulates the special treatment area will never be cleared and always in forest. There are 10 acres off Cascade Street that will be retained by the Whitcomb family and is not part of the easement because Vermont Land Trust has a limitation on the amount of money that can be raised.

CALL THE QUESTION by Claire Wilcox, SECOND by Harlan Smith. VOTING ON CEASING DISCUSSION: unanimous; motion carried. Discussion ceased.

VOTING: majority of ayes; motion carried. Article 4 is adopted.

ARTICLE 5: Shall the voters approve holding the 2014 Annual Meeting on Wednesday, April 2, 2014 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 8, 2014 to vote for the village officers and transact any business involving voting by Australian ballot?

MOTION by Leo Couture, SECOND by Chuck Barry, to approve Article 5 as read.

DISCUSSION: None.

VOTING: unanimous; motion carried. Article 5 is adopted.

ARTICLE 6: To transact any other business that may lawfully come before the meeting.

MOTION by Elaine Sopchak, SECOND by Diane Clemens, to suspend the rules and allow nonvoting attendees to speak. VOTING: unanimous; motion carried.

Kyle Riester, Essex High School, mentioned the contribution by the village to the town’s budget and the deficit in return on services. In FY15 a general fund deficit is anticipated for the village due to infrastructure projects. Mr. Riester asked if there is a policy to ensure lower spending or increasing taxes. President Tyler stated the village is part of the town and village residents can serve on the town selectboard and participate in meetings and the budget vote. Villagers need to be encouraged to get involved in the town government and help change the long standing climate between the village and town. Regarding the FY2015 deficit, the Trustees will make a decision in deliberation on whether to borrow money, increase taxes, or take no action. A special committee has been formed to look at capital projects in the village and proposed funding. Capital projects involve infrastructure such as roads, sidewalks, water lines, sewer lines and the project cost must be greater than \$10,000. There are 30 projects identified with a total cost of \$13 million to complete. The line item in the

budget for capital project funding contains \$750,000. The village typically completes two projects every three years. Projects are added each year. Some projects are not yet known. To save money the village is maintaining sidewalk on only one side of the street and scaling down projects to repair the worst portions. Also, materials with a longer shelf life are being used (better return on investment) and roads are being narrowed to 28' where possible. Options for funding include a new capital improvement tax or bonding (borrowing money). For the tax, two cents on \$100 in assessed property value raises \$200,000. Estimated cost to taxpayers would be \$54 per year. Funds raised would allow one more project per year to be done. For bonding, presently rates for borrowing are very low. The village could bond for \$3 million and have the money available to complete more projects on the list. The cost of the bond is \$52 per year. A straw poll indicated the majority are in favor of bonding.

Annie Cooper, Franklin Street, extended an invitation to Mr. Riester and all high school students to get involved in local government and attend village trustee and town selectboard meetings.

George Dunbar, III suggested next year the capital plan show the list of projects and the timeline.

Mike Munson suggested consideration be given to a local options tax as a possible funding source.

Harlan Smith asked about the bike/path committee. Lori Houghton explained the village received a \$10,000 Building Healthy Communities grant from the Department of Health to assess the walkability of the community. An action blueprint was created involving the partners (village, town, schools, recreation department). Volunteers are needed for the committee.

John Rowell, Tamarack Drive, asked about status of the village manager position. George Tyler assured there would be no combining or coalescing of the position without full voter knowledge and approval. Both the trustees and selectboard are willing to try new ideas, such as sharing a manager for a few months to see if the arrangement works for both communities. Before a permanent change is made the matter will be brought before the village and town for more robust discussion. Mary Morris and Jeff Carr are assessing village and town services to identify synergies and the administrative tasks that could be combined.

Linda Costello, Williams Street, expressed concern about finding an individual to work under the combined manager circumstance beyond a short tenure.

Greg Morgan, Grove Street, pointed out the trustees currently serving were elected under the general notion of pursuing efficiencies between the two governments so the election shows the desire in the village to actively explore the matter.

An individual in the audience mentioned that the Heart & Soul grant for \$100,000 discussed “mutuality” and if the village and town looked like that then nothing will slow progress.

Candidates for office were announced:

Lori Houghton – Board of Trustees, three year term  
Daisy Benson – Library Trustee, five year term  
Nina Curtiss – Library Trustee, three year term  
Scott Moore – Moderator

The school budget information meeting on April 8, 2013 was announced.

Adjournment

MOTION by Bob O’Neill, SECOND by Paul Dane, to adjourn the 121<sup>th</sup> Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:25 PM. Voting by Australian ballot will take place on April 9, 2013 from 7 AM to 7 PM at Essex Community Educational Center.

Attest:

George A. Tyler, Village Trustee  
Daniel S. Kerin, Village Trustee  
Susan McNamara-Hill, Village Clerk

# Sullivan, Powers & Co.

CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street  
P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
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A PROFESSIONAL CORPORATION

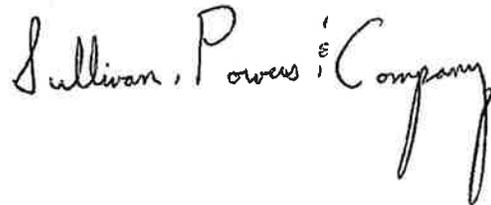
Fred Duplessis, CPA  
Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Wendy C. Gilwee, CPA  
VT Lic. #92-000180

February 24, 2014

Board of Trustees  
Village of Essex Junction  
Essex Junction, Vermont 05452-3685

We have audited the financial statements of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2013. Our opinion on the governmental activities, the business type activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village of Essex Junction, Vermont, was unqualified.

The financial statements and our reports thereon are available for public inspection at the Village office and on the Village web-site at [essexjunction.org](http://essexjunction.org).

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive style with a large, stylized 'S' and 'C'.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Village of Essex Junction (the "Village") herein sets forth an overview and analysis of its financial operations for the fiscal year ended June 30, 2013.

### ***Financial Highlights***

- Assets exceeded liabilities and deferred inflows of resources on June 30, 2013 by \$24,596,920 (*net position*). Of this amount, \$731,099 (*unrestricted net position*) may be used by the various funds of the Village to meet the Village's ongoing obligations.
- The Village's total net position increased by \$1,454,918. Of this amount, net position attributable to governmental activities increased by \$538,459. Net position attributable to business-type activities increased by \$916,459.
- Fund balances of governmental funds decreased by \$169,189 in fiscal FY13. The General Fund had \$346,008 of unassigned fund balance at 6/30/13. This is equal to 10.3% of the approved FY14 General Fund Budget. \$35,000 of fund balance will be used to reduce the tax rate in FY15 which will bring the percentage of the FY14 budget down to 9.3%. As of 6/30/12 the General Fund had \$238,187 of unassigned fund balance.

### ***Overview of the Village's Financial Statements:***

The annual financial report consists of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Village of Essex Junction's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Village of Essex Junction's assets and liabilities with the difference between the two reported as net position.

The *statement of activities* presents information showing how the Village's net position changed during the past fiscal year. The *statement of activities* is on the full accrual basis (i.e. all changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows) whereas the *statement of revenues, expenditures and changes in fund balances of governmental funds* is on the modified accrual basis (i.e. revenue is recognized when it becomes measurable and available as net current position and expenditures are recognized when the related liability is incurred). Thus in the *statement of activities* revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements combine information from governmental funds (which are supported primarily by tax dollars) with information from enterprise funds which are supported by user fees and charges (*business-type activities*). The governmental activities of the Village of Essex Junction include general government, public works, community development, public safety, and culture and recreation. The business-type activities of the Village include water operations, wastewater treatment, and sanitation lines maintenance. The government-wide financial statements can be found in Exhibits A and B of this report.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village has three types of funds: governmental funds, proprietary funds, and fiduciary funds. The proprietary funds of the Village are all Enterprise Funds. Fund financial statements can be found in Exhibits C through J of this report.

**Notes to the financial statements.** The notes provide additional information that is necessary for an understanding of the information in the government-wide and fund financial statements. The Notes to the Financial Statements follow the basic financial statements in this report.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *supplementary information*. This supplementary information includes combining statements for various funds and budgetary comparison statements for funds other than the Village's general fund. The supplementary information can be found immediately following the notes to the financial statements.

### ***Government-wide Financial Analysis***

#### **Village of Essex Junction, Vermont's Statement of Net Position**

	Governmental Activities		Business-Type Activities		Total	
	FY 2013	FY 2012	FY 2013	FY2012	FY 2013	FY2012
Current and Other Assets	\$ 1,663,910	\$ 1,704,351	\$ 3,322,385	\$ 3,522,220	\$ 4,986,295	\$ 5,226,571
Capital Assets	11,973,621	11,105,872	20,526,750	10,594,699	32,500,371	21,700,571
Total Assets	<u>13,637,531</u>	<u>12,810,223</u>	<u>23,849,135</u>	<u>14,116,919</u>	<u>37,486,666</u>	<u>26,927,142</u>
Current Liabilities	182,479	106,953	2,232,587	494,162	2,415,066	601,115
Non-Current Liabilities	389,824	178,159	10,083,198	3,005,866	10,473,022	3,184,025
Total Liabilities	<u>572,303</u>	<u>285,112</u>	<u>12,315,785</u>	<u>3,500,028</u>	<u>12,888,088</u>	<u>3,785,140</u>
Deferred Inflows of Resources	<u>1,658</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,658</u>	<u>0</u>
Net Position						
Net Investment in capital assets	11,723,620	11,083,872	12,136,777	9,386,384	23,860,397	20,470,256
Restricted	5,424	4,784	0	0	5,424	4,784
Unrestricted	<u>1,334,526</u>	<u>1,436,455</u>	<u>(603,427)</u>	<u>1,230,507</u>	<u>731,099</u>	<u>2,666,962</u>
Total Net Position	<u>\$ 13,063,570</u>	<u>\$ 12,525,111</u>	<u>\$ 11,533,350</u>	<u>\$ 10,616,891</u>	<u>\$ 24,596,920</u>	<u>\$ 23,142,002</u>

As stated above, assets exceeded liabilities and deferred inflows of resources by \$24,596,920 at the end of fiscal year 2013. Assets at the end of fiscal year 2012 exceeded liabilities by \$23,142,002.

The largest portion of the Village's net position is in its investment in capital assets (97%). These assets are used to provide services to its citizens (e.g. land, buildings, equipment, infrastructure). Therefore these assets are not available for future spending.

\$5,424 of the Village's net position are subject to restrictions on how they may be used. Unrestricted net assets (\$731,099) may be used to meet the government's ongoing obligations to citizens and creditors. Some of the amounts included in unrestricted net position are committed by the Village or assigned by the Board of Trustees for particular purposes (e.g. capital projects).

Statement of Activities

	Governmental Activities		Business-Type Activities		Total	
	FY 2013	FY 2012	FY 2013	FY 2012	FY 2013	FY 2012
<b>Revenues</b>						
Program Revenues						
Charges for Services	\$ 131,213	\$ 120,923	\$ 5,344,853	\$ 5,073,014	\$ 5,476,066	\$ 5,193,937
Operating Grants and Contributions	149,721	132,937	350	0	150,071	132,937
Capital Grants and Contributions	396,597	68,191	745,833	206,790	1,142,430	274,981
General Revenues						
Property Taxes	2,731,909	2,644,086	0	0	2,731,909	2,644,086
Unrestricted Investment Earnings	3,051	3,412	5,189	8,693	8,240	12,105
Other Revenues	17,406	16,239	0	0	17,406	16,239
<b>Total Revenues</b>	<b>3,429,897</b>	<b>2,985,788</b>	<b>6,096,225</b>	<b>5,288,497</b>	<b>9,526,122</b>	<b>8,274,285</b>
<b>Expenses</b>						
Governmental Activities:						
General Government	351,276	601,735	0	0	351,276	601,735
Public Safety	352,888	318,691	0	0	352,888	318,691
Public Works	1,153,369	1,105,751	0	0	1,153,369	1,105,751
Community Development	304,947	46,341	0	0	304,947	46,341
Culture and Recreation	728,958	707,659	0	0	728,958	707,659
Business-Type Activities:						
Water	0	0	2,953,998	2,902,945	2,953,998	2,902,945
Sanitation	0	0	490,995	465,532	490,995	465,532
Wastewater	0	0	1,734,773	1,720,958	1,734,773	1,720,958
<b>Total Expenses</b>	<b>2,891,438</b>	<b>2,780,177</b>	<b>5,179,766</b>	<b>5,089,435</b>	<b>8,071,204</b>	<b>7,869,612</b>
Changes in Net Position	538,459	205,611	916,459	199,062	1,454,918	404,673
Net Position - Beginning of Year	12,525,111	12,319,500	10,616,891	10,417,829	23,142,002	22,737,329
Net Position - End of Year	\$ 13,063,570	\$ 12,525,111	\$ 11,533,350	\$ 10,616,891	\$ 24,596,920	\$ 23,142,002

At the end of FY13, the Village of Essex Junction has positive balances in all three categories of net position for governmental activities. Unrestricted net position was negative in the Wastewater Treatment Fund. This was because of a timing issue between the payment of construction costs for the Refurbishment Project and the actual receipt of State Clean Water Revolving Loan dollars. Shortly after the end of the year, the 4<sup>th</sup> and final loan was approved for the project and reimbursement was received for amounts spent in FY13.

**Governmental activities.** Governmental activities increased the Village's net position by \$538,459 in FY13. Expenditures in governmental funds exceeded revenues by \$419,189. A loan of \$250,000 for a Fire ladder truck was received which reduced the change in fund balances from a \$419,189 loss to a \$169,189 loss. The Village increased its investment in capital assets by \$639,748 and unrestricted net position decreased by \$101,929. Restricted net position increased by \$640.

**Business-type activities.** Business-type activities increased the Village's net position by \$916,459.

### **Water Fund**

The Water Fund had budgetary net income of \$50,484 in FY13. Disregarding IBM pass through revenues and expenses, Water Fund revenues were \$28,778 more than budget while expenditures were \$21,707 less than budgeted. Most of the surplus revenues came from residential sales (+\$23,346) due to a hot dry summer. The Water Fund spent less on employee insurances because the plan the employees were on did not have a premium increase in 2013 saving \$7,527. Water Lines Maintenance-Breaks was under-spent by \$2,102 but CWD water purchases for Village Residents was over-budget \$3,694. Meters and Parts line item was underspent \$4,175 due to the encompassing meter replacement project covering what would normally be paid for through this line item. Distribution Materials (supplies for maintenance of the Village's water distribution system like hydrants, gate valves and pipes) was under-spent by \$7,110 due to the not replacing a few old hydrants because of time restraints. A Utility Rate study was completed for \$7,209. Out of this study, a new utility rate structure was implemented in FY14. The new structure consists of a per-unit fixed charge plus a rate for all usage. The Village increased its water/sewer/sanitation billing from semi-annual billing to quarterly. The Water Fund finished the Algonquin Water Loop Extension project to complete the loop between Abnaki Ave. and Iroquois Ave. for \$41,460, and replaced a pickup truck and backhoe for \$35,409 and \$73,865 respectfully. The Meter Replacement project was continued at a cost of \$14,216 in FY13.

### **Sanitation Fund**

The Sanitation Fund had budgetary net income of \$106,433. Sanitation revenues were \$165,311 more than budgeted while expenditures were \$58,878 more than budgeted. Tap on fees were \$87,000 more than budgeted, and this surplus was transferred to the Sanitation Capital Reserve per the "Trustees Policy Regarding Water/Sewer Fees Collected in Excess of Budgeted Amounts". Village customer charges were higher than budgeted in part because \$56,000 was included in the rate for the WWTF Refurbishment Bond payment, and \$27,000 of surplus was generated due to higher than anticipated water use. If the excess tap on fees had not been transferred to the Sanitation Capital Reserve, the Sanitation expense budget would have been under-spent by \$28,122. Sanitation personnel costs were lower than budgeted by \$12,460 in part due to the replacement of a long time employee. Pump station (both Village and those shared with the Town of Essex) expenses were lower than anticipated by \$9,526. As in the Water Fund, the Meters and Parts line item was not spent due to the Meter Replacement Program. The Sanitation Fund participates by paying 2/3 of the cost of the Meter Replacement Program as it funds the costs for both the Sanitation Fund (underground piping) and the Wastewater Treatment Fund (wastewater treatment). Meter replacement costs totaled \$28,433 in FY13. The High School Pump Station upgrade project was completed at a cost of \$789,739 in FY13. The total cost of this project was \$1,071,915. The High School Pump Station Upgrade was funded by a Clean Water State Revolving Loan. The Sanitation Fund shared in the cost of the utility rate study for \$7,209 and an Infiltration and Inflow Study was begun with an FY13 cost of \$2,712.

## **Wastewater Treatment Fund**

The Wastewater Treatment Facility had budgetary net income of \$179,258 in FY13. Revenues were over-budget by \$51,048 while expenditures were less than budget by \$108,210. The goal of this budget was to produce a \$20,000 surplus which was well surpassed. At year end, a reconciliation was done of revenues versus expenses and it was found that each of the Tri-Town communities was responsible for a portion of the surplus. Each community in the Tri-town was designated a portion of the surplus to be a buffer against future losses. The amounts designated to each community are: Essex Junction, \$109,731; Town of Essex, \$645; Town of Williston, \$35,101. Accounts that contributed significantly to the surplus are Sludge Management, \$60,571; Maintenance Other, \$13,694; and Health Insurance and Other Benefits, \$30,033. The Health Insurance surplus is due to the stable price of the health insurance most Facility employees were enrolled in. As for the other surpluses, the Wastewater Treatment Facility is undergoing a major renovation, and significant swings in budgeted line items can be attributed to contract schedule variables. The project has been authorized to bond for \$15,230,000. A majority of the funding for this project will be from the State Clean Water Revolving Fund. This funding has a 2% admin fee and is subject to reduction by subsidies. Other capital projects undertaken by the Wastewater Treatment Facility in FY13 were: the Utility Rate Study, \$7,209; Two Variable Speed Drives for Blowers 1 & 2, \$15,308; Control Building Instrument Upgrades, \$12,035; Digester Cleaning, \$39,776; and Final Design of a Co-Generation System to replace the existing one, \$24,558. Radios were purchased with a Homeland Security grant for \$6,184.

## ***Financial Analysis of Major Governmental Funds***

### **The General Fund**

The General Fund had a surplus of \$58,444 in FY13. It was budgeted to have a deficit of \$35,000 but instead added to fund balance. The General Fund fund balance increased from \$495,620 at the end of fiscal year 2012 to \$554,064 at the end of fiscal year 2013. Of the \$554,064 fund balance, \$89,997 is nonspendable (inventories and prepaid expenses), \$118,059 is assigned (see page 49 of notes for breakdown). This leaves \$346,008 of unassigned fund balance in the General Fund. The unassigned fund balance is 10.3% of the FY14 Budget. The Trustees plan to allocate another \$35,000 to reduce the tax rate in FY15 which will bring the percentage down below 10% as required by Village policy. To comply with the Governmental Accounting Standards Board Statement 54, the Village has adopted a fund balance policy. Basically this fund balance policy states that net position of governmental fund type financial statements are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustees intended use of the resources); and unassigned. The Village General Fund has no restricted net assets.

- Excluding grants and donations received and expended in FY13, revenues were higher than budgeted by \$43,344. Revenues that were significantly higher than anticipated were License and Zoning Fees (+\$30,199) due to higher than anticipated zoning permit activity; State Highway Aid (+\$13,128).
- Expenditures excluding those for grants and donations received in FY12 and Expense designated from prior years were \$98,621 less than budgeted. The following departmental analysis will identify amounts varying substantially from budget and give an explanation of what transpired during the year.

- A) The Administration Budget ended the year with a surplus of \$38,862. Salaries were under-spent because the Village Manager resigned in October and was not replaced during the fiscal year. Lauren Morriveau, Finance Director and Susan McNamara-Hill, Village Clerk/Treasurer were Acting Co-Managers for the balance of the fiscal year. Due to the change in personnel, other line items such as Health Insurance and other Benefits, Training and Conferences, Village Promotion and Vehicle Maintenance/Travel were also under-spent.
- B) Lincoln Hall Budget was over-spent by \$14,083. The majority of the over-expenditure was for Village Office Renovations (-\$11,754). Due to a leak, the Water and Sewer Charges line item was also over-spent by \$1,007. The Trustees voted on 5/28/13 to “use surplus funds in the FY13 Administration, Street, Planning, and Economic Development budgets to cover deficits in other General Fund budgets.”
- C) The Fire Department was over-spent by \$10,479. The most significant line item over-expenditures were Workers Compensation (-\$12,034), and Vehicle Maintenance (-\$11,217). A change in our Workers Compensation calculation for firefighters was unanticipated. The Vehicle Maintenance was high as we maintained an aging ladder truck until its replacement was delivered. The Fire Department, as is customary, balanced unexpected needs by spending less in other areas. The deficit was covered by other surpluses in other departmental budgets as noted in B).
- D) The Street Department ended FY13 with a surplus of \$34,920. Regular Salaries was under-spent by \$24,934. The Department did not replace a full-time employee who left Village employment but relied on a part-time worker to help with plowing. Due to the uncharacteristically mild winter, this arrangement did not give a realistic picture of whether it would work or not. The Street Department is relying on part-time and contract help again in FY14 to see if the department can function with one less full-time employee. Other personnel related line items were under-spent for the same reason. Gas, Grease and Oil was over-spent by \$9,766. Engineering was over-spent by \$16,616 as the Village worked to find reasons for flooding on Mansfield Ave. and Shawn’s Way. A storm drain was sliplined on Athens Drive which caused an over-expenditure in the Storm Sewer Maintenance line item (-\$10,342).
- E) The Brownell Library budget ended the year with a surplus of \$5,724. A surplus in the Health Insurance and Other Benefits of \$6,493 helped to cover over-expenditures in Training and Conferences (-\$1,362), Maintenance – Building Grounds (-\$1,546) and Collections Line items of (-\$2,608). Other smaller surpluses in a number of line items resulted in the overall surplus for the year.
- F) The Planning and Zoning budget was under-spent by \$35,642. Health Insurance and Other Benefits was under-spent by \$15,802 due to a change in coverage by an employee. Legal Services was under-spent by \$7,239 in part due to the negotiating skills of our Planning Department Staff and fewer than anticipated appeals. Other Professional Services had a surplus because the Comprehensive Plan update wasn’t begun until May 2013 partly because of the desire to include input from the Heart and Soul process (+\$5,551). Other accounts were under-spent by smaller amounts producing the surplus.
- G) The Economic Development Budget was underspent by \$8,035. Most of this can be attributed to Matching Grant Funds which were not used (\$7,317). This budget was amended prior to the fiscal year to convert a part-time position to a full-time position.

H) Grants received and expended were received for the Library, Fire Department, Community Development Department, and the Street Department. The Library received from the State of Vermont a grant for the 1<sup>st</sup> Wednesdays program (\$500), a Performer Grant of \$100 and an LSTA (Library Services and Technology Act) grant for \$963. The Library also received donations from the Friends of the Brownell Library for books and equipment totaling \$5,957. Three benches were donated and installed on Library grounds. One bench was in honor of the Bill and Lorraine Currier, one in honor of Kay Helfrich and one in honor of Carlotta Raine. The Fire Department purchased 6 radios with a Homeland Security grant and shared in the purchase of 15 Portable radios, 15 mobile radios and 2 base radios with the Street Department and the Wastewater Treatment Facility from another Homeland Security Grant. The Economic Development Department continued in the use of a Federal Grant for "Building Healthy Communities". The money was used for a walkability, bikeability assessment of the Village. As a result the Village was awarded a bronze award for walkability from Walk Friendly Communities and an honorable mention from the American Bicyclists Association. In FY12 the Town of Essex and the Village of Essex Junction were awarded a Planning Grant from the Orton Foundation for \$100,000. The Heart and Soul of Essex project has developed shared values for our communities and is in the process of wrapping up.

### **Capital Reserve Fund**

The Capital Reserve Fund had a fund balance of \$346,940 as of June 30, 2012 and a fund balance of \$455,938 as of June 30, 2013. During the year, Algonquin Roadway Reconstruction was completed (\$98,168). This project also included water line work which was paid for out of the Water Fund. Other projects completed in FY13 were a Byway Sign (\$7,612) and a fence on the Main St. bike path (\$8,304). The Crescent Connector Project progressed for \$187,259 with reimbursement in the year of \$155,349. This project is funded by a grant from the US Department of Transportation through the State of Vermont Agency of Transportation and does not require matching funds. Village Office Conference room improvements were made for \$16,051 and Village Office Renovations were begun for \$14,825. Road resurfacing was done costing \$96,016. Roads resurfaced were portions of Brickyard Rd. and portions of Beech St. Work was begun on Lincoln St. Sidewalk Extension project partially funded by a US Department of Transportation Grant. The cost incurred was \$56,138. Woods End Reconstruction project engineering was begun with a cost of \$1,584. The following new grants were awarded: from the US Department of Transportation passed through the Vermont Agency of Transportation \$250,000 for the Multi-Use Safety Path along the rail tracks between North and Central Streets. An additional grant from Chittenden County Regional Planning Commission was also awarded for the Multi-Use Safety Path (\$139,835), and work began in FY13 with a cost of \$8,189.

### **Whitcomb Terrace Loan Fund**

In April of 2004 the Village received a grant of up to \$275,000 from the Vermont Agency of Commerce and Community Development. This grant was used in FY05 to construct Whitcomb Terrace, 19 new barrier-free units of affordable housing at 128 West Street in Essex Junction. The grant money was used to provide a deferred loan to Whitcomb Terrace Housing Limited Partnership for the purpose of constructing Whitcomb Terrace. The interest free loan is due to be paid back to the Village on December 17, 2034. The Village has a note receivable that is not likely to be paid back and so is carrying a \$-0- balance for this note.

## **Rolling Stock Reserve Fund**

The Rolling Stock Reserve Fund had fund balance of \$618,013 at the beginning of FY13 and \$280,542 as of the end of FY13. Expenditures in the Rolling Stock Fund in FY13 totaled \$981,653. The Village purchased a Pierce Arrow XT Ladder Truck for \$802,736 and a Freightliner Diesel Dump truck for \$129,177 plus trade in. The Rolling Stock Fund also made a payment of \$22,000 plus interest on the State Municipal Equipment Loan for the 2008 Fire Department KME Rescue/Pumper. The principal balance on the loan is currently \$-0-. The fund received \$80,000 for the sale of the old Ladder Truck and \$100,000 was contributed to the fund by the Town of Essex for the new Ladder Truck.

## **Capital Assets**

The Village of Essex Junction's investment in capital assets for its governmental and business-type activities as of June 30, 2013 totaled \$32,500,371 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems.

The major capital asset transactions during the year for the Governmental Activities were as follows:

- Paving on Brickyard Rd. and Beech St.
- Algonquin Road Reconstruction
- Conference Room Improvements
- Work progressed on Lincoln St. Sidewalk Extension
- Work progressed on Crescent Connector Rd.
- A fire ladder truck was purchased
- A fire ladder truck was sold
- A dump truck was purchased
- A dump truck was traded in

The major capital assets transactions during the year for the business-type activities were as follows:

- Algonquin water line to complete loop between Abnaki & Iroquois was completed
- 420 New meters installed
- High School Pump Station Upgrade was completed
- Wastewater Treatment Facility Upgrade was continued

A table that shows the values of the Village's capital assets net of depreciation is shown below. Additional information can be found in Note IV.D. of this report.

	Governmental Activities		Business-Type Activities		Total	
	2013	2012	2013	2012	2013	2012
Land	55,742	55,742	118,077	118,077	173,819	173,819
Construction in Progress	421,930	151,404	10,286,596	1,327,124	10,708,526	1,478,528
Antiques and Works of Art	7,550	12,000	0	0	7,550	12,000
Buildings and Building Improvements	1,870,964	1,870,964	8,343,215	8,343,215	10,214,179	10,214,179
Vehicles, Machinery, Equipment, Furniture & Traffic Signals	5,590,111	5,029,223	3,029,079	2,990,692	8,619,190	8,019,915
Library Books	833,475	857,943	0	0	833,475	857,943
Parks	210,984	210,984	0	0	210,984	210,984
Roads, Curbs, Sidewalks and Storm Sewers	7,428,521	7,214,379	45,539	45,539	7,474,060	7,259,918
Distribution and Collection Systems	0	0	16,248,495	14,941,337	16,248,495	14,941,337
Accumulated Depreciation	(4,445,656)	(4,296,767)	(17,544,251)	(17,171,285)	(21,989,907)	(21,468,052)
Total	11,973,621	11,105,872	20,526,750	10,594,699	32,500,371	21,700,571

### ***Long Term Debt***

The Village received a loan of \$110,000 from the Vermont Municipal Equipment Loan Fund for the purchase of the KME Rescue/Pumper in FY08. The interest rate on this loan is 2% with a 5 year pay back provision. As of 6/30/13 this loan is retired.

In FY13 the Village received a loan of \$250,000 from the Merchants Bank for the purchase of the Fire Ladder Truck. The interest rate is 1.31% and the note is due July 30, 2013. The Village renewed the note on July 30, 2013 and paid down \$50,000 of the principal.

The Wastewater Treatment Facility took out a \$250,000 note from the People's United Bank in FY09 to cover the deficit in that fund created primarily by the cleaning of the digester and the drop in member-town revenues. The terms of this note are a yearly payment of \$50,000 plus 3.25% interest for 5 years. As of 6/30/13 there was a \$50,000 principal balance on this loan.

In FY11 the Village began 2 long term projects in the Wastewater Treatment Fund and the Sanitation Fund. In a special meeting on April 12, 2011, the Village voters authorized the Village to issue bonds for \$15,230,000 for improvements to the Wastewater Treatment Facility and \$1,287,000 for the upgrade of Village pump stations. As of 6/30/13, the High School Pump Station project was complete and the Village had borrowed \$1,093,596 and received a subsidy of \$114,800 from the State Clean Water Revolving Fund in the Sanitation Fund. Payments on this loan are scheduled to begin February 2014. As of 6/30/13 the Village had borrowed \$7,036,474 for the Wastewater Treatment Refurbishment Project from the State Clean Water Revolving Fund and received a subsidy of \$466,870. The first payment on this loan is due in FY17. A bond payable for the Wastewater Treatment Refurbishment Project for \$1,705,000 has been assumed from the Town of Bradford. Principal and interest payments were started in FY12. As of June 30, 2013, the principal outstanding on this bond was \$1,585,000. The Wastewater Treatment Facility, while owned by the Village of Essex Junction serves 3 towns, the Village of Essex Junction, the Town of Essex and the Town of Williston. The debt payments for the Wastewater Treatment Facility are distributed to the Tri-town members according to capacity owned in the Facility.

## ***Economic Factors and Next Year's Budgets and Rates***

- As of January 2014 the economy continues to improve slowly although many people are still out of work. The national unemployment rate was at 6.7 % in December 2013, down from 7.8% in December 2012 according to the US Dept. of Labor Bureau of Labor Statics. According to the same source, Vermont unemployment was at 4.4% in November 2013, down from 5.2% in November 2012.
- The CPI index for Northeast urban communities was 1.3% from December 2012 to December 2013. The national city average CPI index was 1.5% from December 2012 to December 2013.
- Unrest in the Middle East is on-going. The housing market is improving. Gasoline prices in New England and the Nation are a little lower this December than they were last January according to the US Energy Information Administration. The US average was \$3.296/gallon on 1/20/14 and the New England average was \$3.49/ gallon. The national debt has passed the \$17 Trillion mark, and we have nearly reached the debt ceiling again.
- A requirement to purchase the Village's health insurance from the Vermont Health Connect Exchange went into effect as of January 1, 2014. It is not known what effect "Obamacare" will have on the nation but as of January 2014, it has not met its enrollment goals particularly with the "Millenials" (young adults). The rollout of the National Exchange website did not go well, but the program continues to implement improvements.
- Susan McNamara-Hill, Village Clerk/Treasurer/Tax Collector, and Lauren Morrisseau, Finance Director, were acting interim Co-managers from October 2012 to June 30, 2013. On July 1, 2013 Patrick Scheidel, Town of Essex Manager, became a shared manager for the Village and the Town. The Village Trustees and Town Selectboard are working to find areas where shared services make sense in order to save taxpayer dollars.
- FY13 was the last year of the IBM M&E Subsidy payment.
- Planning applications in the Village remain strong with a preference for one and two bedroom apartments to meet market demand. The IBM Master Plan was approved and the Police Facility commenced construction.
  - The Autumn Pond development, which will see the construction of 300 apartments while at the same time improving the ecology of an existing pond, received final approval from the Planning Commission and the Zoning Board of Adjustment.
  - The old Peoples United Bank site at the Five Corners received approval for the demolition of the existing structure and the erection of a new four story building with retail and commercial spaces on the ground level, apartments above, and underground parking.
  - Work on the planning of the Crescent Connector Road continued and it is scheduled to commence construction in 2015. Grant funding was received for a new Multiuse path that will connect the High School to the Village Center. The path is scheduled for construction summer 2014.
  - A Tree Advisory Board to increase awareness of the benefits of trees and to give advice on trees in the public ROW was created. A Bike/Walk Committee was also formed. They will develop a best practice strategy for the provision and use of bike and pedestrian facilities in the Village.
  - The Village is looking at the potential to reduce through truck traffic in the Village Center and make the core of our community more welcoming to pedestrians and cyclists while accommodating vehicular traffic, and enhancing economic and social opportunity.

- The Village continues to seek grant money to supplement tax revenues. The Village has received a grant from the Chittenden County Regional Planning Commission (CCRPC) for \$139,000 for a path from Central Street to North Street along the rail path (called the Multi-use Safety Path). We have also been awarded an additional grant for \$250,000 from the Vermont Transportation Agency (VTrans) for this project. The project is in the design phase. The Crescent Connector Road project is progressing with the State of Vermont committing \$4,500,000 with no match to this project. We are also, through the Circ Alternative task force, optimistic that we will receive funds for the “Missing Link” project which will improve transportation and lighting from Post Office Square to the Five Corners. The Lincoln St. Sidewalk Extension Project which is funded by two grants, one from CCRPC for \$118,640 and one from VTrans for \$220,000, was completed in the fall of 2013. The Orton Heart and Soul Grant which is a community planning grant awarded to the Town of Essex and the Village of Essex Junction will be wrapping up very soon.
- The FY14 General Fund budget increased by 2.71% from the FY13 budget. The tax rate increased by 4.3% from \$0.2554 to \$0.2666. At this time in January 2014, the Trustees are formulating the FY15 budget. The draft FY15 budget proposes a 3.7% increase at this time which will necessitate approximately a 3.9% increase in the tax rate. The Trustees are also considering placing a bond vote on the Village Meeting ballot to fund some pressing infrastructure maintenance projects.
- Capital projects being undertaken or continued in FY14 and their budgeted or actual amounts, if available, include:
  - Multi-Use Safety Path - \$550,527 budget.
  - Crescent Connector Road – budget \$4,500,000 to be funded by Vt. Dept. of Transportation
  - Lincoln St. Sidewalk Extension – budget \$376,576 to be funded 80% by grants from CCRPC and VTrans. Project is nearly complete.
  - Village Office Renovations \$34,212 (actual from Capital Reserve)
  - Fire House Roof - \$23,555 (actual)
  - Woods End Reconstruction - \$730,377 (budget)
  - Paving – \$125,000 budget – Warner Ave., Willeys Court, Grandview Ave., Jones Ave., and Williams St. and a portion of Beech St.

In FY14 the rate structure for water/sewer/sanitation billing changed from semi-annual billing based on water usage with a minimum of 1500 cubic feet to quarterly billing with quarterly fixed charges per unit plus usage. Residential dwellings are classified as 1 unit while commercial buildings are assessed a number of units based on prior year’s water usage. The rate structure had minimal effect on average users. Minimum users saw their water/sewer/sanitation bills increase while higher users’ bills were reduced a small amount. The reason for this effect was that minimum users had not been paying enough to cover the fixed costs of providing water/sewer service. The FY14 water/sewer/sanitation rates are as follows:

	Quarterly Fixed Charges	Usage Charges
Water	\$21.05/unit	\$0.0140/cubic foot water usage
Wastewater Treatment	\$24.42/unit	\$0.0089/cubic foot water usage
Sanitation	<u>\$21.00/unit</u>	<u>\$0.0047/cubic foot water usage</u>
Total	\$66.47/unit	\$0.0276/cubic foot water usage

This financial report is designed to provide a general overview of the Village of Essex Junction, Vermont's financial condition. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Village Finance Director, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452.

VILLAGE OF ESSEX JUNCTION, VERMONT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2013

Grant Title Pass-Through Grantor/ Federal Grant/Program Title	CFDA Number	Grant Number	Grant Amount	Expenditures
<u>U.S. Office of Library Services</u>				
Passed through the Vermont Agency of Administration Department of Libraries				
State Library Program	45.310	01130-PL-FFY12-00020	\$ 963	\$ 963
State Library Program	45.310	01130-PL-FFW-FFY12-02	500	<u>500</u>
Total U.S. Office of Library Services				<u>1,463</u>
<u>U.S. Environmental Protection Agency</u>				
Passed the Vermont Department of Environmental Conservation				
Clean Water State Revolving Fund - Loan	66.458	06140-RF1-148	13,525,000	5,113,633
Clean Water State Revolving Fund - Loan	66.458	06140-RF1-157	1,212,300	<u>626,679</u>
Total U.S. Environmental Protection Agency				<u>5,740,312</u>
<u>U.S. Department of Transportation</u>				
Passed through State of Vermont Agency of Transportation				
Highway Planning and Construction Grants	20.205	SDWK017-CA0344	139,835	122
Highway Planning and Construction Grants	20.205	SDWK014-100/200/300	338,640	38,653
Highway Planning and Construction Grants	20.205	08126-CA0315	4,500,000	193,944
Agency of Transportation	20.205	Go VT Grant	500	<u>500</u>
Total U.S. Department of Transportation				<u>233,219</u>
<u>U.S. Department of Homeland Security</u>				
Passed through the Vermont Department of Public Safety				
Vermont Emergency Management	97.067	02140-70164V-126	8,517	8,517
Vermont Emergency Management	98.067	02140-79152-542	22,793	<u>22,793</u>
Total U.S. Department of Homeland Security				<u>31,310</u>
<u>U.S. Centers for Disease Control and Prevention</u>				
Passed through the Vermont Department of Health				
Building Healthy Communities Grant	93.507	03420-583852	10,000	<u>7,909</u>
Total U.S. Centers for Disease Control and Prevention				<u>7,909</u>
Total Federal Awards				<u>\$ 6,014,213</u>

# ESSEX JUNCTION GRANTS LIST

## GRANTS INFORMATION COMPLETED AS OF 2/11/14

Grant Name	Grant Amount	Project Budget/ Estimate	Date of Award	Grant \$ Spent FY11	Grant \$ Spent FY12	Grant \$ Spent FY13	Grant \$ Spent FY14 at 2/11/14
LSTA Library Grants	963	963	yearly	1,048	961	963	0
5 Corners Generator Grant	16,362	39,459	spring 2011	0	16,362	0	0
Crescent Connector Study	44,398	55,497	8/3/2010	38,342	0	0	0
Winnie Belle Learned Grant - Library	2,500	2,500	8/5/2010	866	1,259	375	0
VLCT Pacif Equipment Grant	1,844	3,688	multiple	2,723	1,844	352	0
Orton Heart & Soul Grant (shared with Town)	100,000	125,000	12/16/2011	0	5,000	7,500	0
Preservation Trust of VT treescape Grant	4,293	8,586	5/10/2011	0	1,500	2,273	0
Lincoln St. Sidewalk Grant (1) Fed thru CCRPC	118,640	376,576	9/23/2011	0	8,260	47,307	71,333
Lincoln St. Sidewalk Grants (2) VT Enhance Grant	220,000	same as above	12/31/2011	0	0	0	152,769
FEMA Emergency Grant	1,329	1,329	3/31/2011	1,329	0	0	0
Building Healthy Communities Grant	10,000	10,000	10/7/2011	0	2,091	7,909	0
Crescent Connector Design/Construction	4,500,000	4,550,000	6/20/2012	0	36,396	195,021	199,755
1st Wednesdays Humanities Grant (Library)	500	500	yearly	0	400	500	500
VCOMM Communication Grant - Fire Dept	8,517	8,517	5/29/2012	0	0	8,517	0
VCOMM Communication Grant - Public Wks/Wastewater	22,793	22,793	8/28/2012	0	0	22,793	0
Vtrans Bicycle Parking Grant	4 Bike Racks	4 Bike Racks	10/9/2012	0	0	4 Bike Racks	0
Municipal Planning Grant	14,624	17,936	12/20/2012	0	0	0	0
Go Vermont Grant	500	500	3/7/2012	0	500	0	0
CCRPC Sidewalk Grant - Multiuse Path North	139,835	550,527	12/6/2012	0	0	0	8,412
Vtrans Transportation Alternatives - Mutiuse Path North	250,000	same as above	10/8/2013	0	0	0	0
Caring for Canopy Grant	8,500	17,000	7/19/2013	0	0	0	4,000
CSWD Cleanup Grant	600	600	yearly	0	0	600	600
<b>Totals</b>	<b>5,466,198</b>	<b>5,791,971</b>		<b>44,308</b>	<b>74,573</b>	<b>294,110</b>	<b>437,369</b>

## GRANTS BEING PURSUED

Project Name	Grant Amount	Estimated Project Cost
Main St. Bridge	1,300,000	1,300,000
Pearl St. Missing Link	2,300,000	2,300,000
Hydrant Connection grant (5" stortzes x 400)	116,700	116,700
West St. Traffic Light replacement	61,262	76,577
Traffic Signal Preemption	63,018	63,018
VLCT 2014 PACIF Equipment Grant	5,000	10,000
<b>Totals</b>	<b>3,845,980</b>	<b>3,866,295</b>

## Glossary of Budget Terms

**Acquisition:** The property, land, buildings or property rights that the Village proposes to acquire either in fee or by easement, either permanent or temporary.

**Administration Budget:** In the Village of Essex Junction the Administration Budget contains the expenses for running the offices of the Manager, the Clerk/Treasurer /Tax Collector and Finance. It also contains the expenses of the Board of Trustees.

**Bond Anticipation Note:** A short-term debt instrument issued by a state or municipality that is usually paid off by the proceeds from a bond issue. Often used by municipalities in advance of the Bond Bank's next scheduled sale. Trustees can authorize issuance.

**Bond/General Obligation Bond:** A General Obligation Bond is a long term debt security that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders. Sometimes the word "bond" is used generically for the word "borrow" in discussions of municipal finances. Takes a vote of the Village to obligate.

**Capital Reserve Fund:** This fund was established by the Village voters in 1993. It accounts for the general capital expenditures of the Village.

Equipment, Infrastructure, and other projects (but not vehicles) with a cost over \$10,000 are paid for out of this fund.

**CPI:** Consumer Price Index. The CPI represents changes in prices of all goods and services purchased for consumption by urban households. User fees (such as water and sewer service) and sales and excise taxes paid by the consumer are also included. Income taxes and investment items are not included.

**Enterprise Funds:** Enterprise funds account for Village activities that are supported by user fees, not tax revenues. They are run similarly to businesses and use the full accrual method of accounting. In the Village we have three enterprise funds. They are the Water Fund, the Wastewater Treatment Fund and the Sanitation Fund. The Sanitation Fund accounts for the cost of maintaining our sanitary sewer system while the Wastewater Treatment Fund accounts for the costs of treating the waste from three communities - The Village of Essex Junction, The Town of Essex and the Town of Williston.

**General Fund Operating Budget:** The General Fund is the Village's main operating fund. It accounts for all financial resources of the Village, except those required to be

accounted for in another fund. The budget is a guideline for expenditures in this fund and is used to determine the tax rate needed to run the government. It is supported primarily by tax dollars. The activity in the General Fund is for the benefit of all Village tax payers.

**IBM M&E Subsidy:** In 2001 the Village signed an agreement with IBM to remove its personal property (M&E, or machinery and equipment) from the grand list and accept from IBM a subsidy which would decline to \$0 over 12 years. The first year the subsidy was \$761,500. In Fiscal Year 2013 the subsidy will be \$60,578 (the last year), and in Fiscal Year 2014 the subsidy will be \$0.

#### **Land Acquisition Capital Reserve**

**Fund:** This fund was established by the Village voters in 1997 for the purpose of acquiring property.

**Note:** Refers to a promissory note which is a legally binding document that states the specific details of a loan transaction. Trustees can authorize issuance for five years or less.

**Rolling Stock Reserve Fund:** This fund was established by the Village voters in 1989 for the purpose of funding the purchase of vehicles and rolling stock such as sidewalk plows, loader, trailer mounted boom lift, etc.

**Tax Anticipation Note:** A short term promissory note issued by states or municipalities to finance current operations, with repayment from anticipated tax receipts. Trustees can authorize issuance.

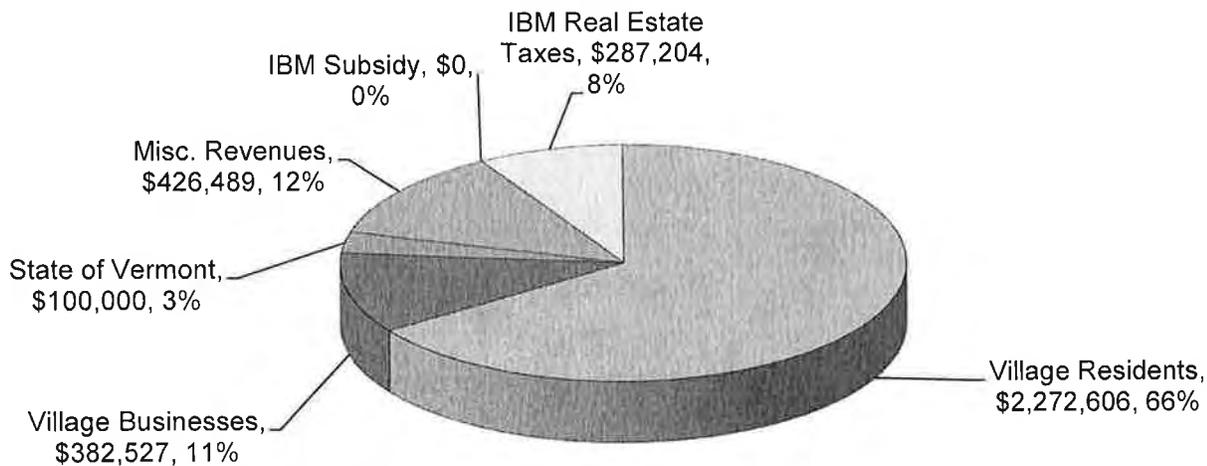
**Unrestricted Fund Balance:** Unrestricted fund balance represents amounts that are not legally restricted for a specific purpose by a grant, contract or other binding agreement. Within the unrestricted fund balance amounts can be committed by the voters, assigned by management or unassigned. These assets can also be “non-spendable” as in the case of inventories and prepaid expenses.

**Vermont Municipal Bond Bank:** Per their website “the VMBB is an instrumentality of the State of Vermont. Municipal applicants sell their bonds to the VMBB. The Bond Bank pools or combines the municipal bonds into one large bond issue which is then sold by the VMBB in the public municipal bond market.” The Bond Bank simplifies and reduces the cost for municipalities to issue bonds.

**Village Grand List:** The Village Grand List is a listing of all Village properties and their assessed value by tax map number. It is compiled each year by the Town Assessor as of April 1.

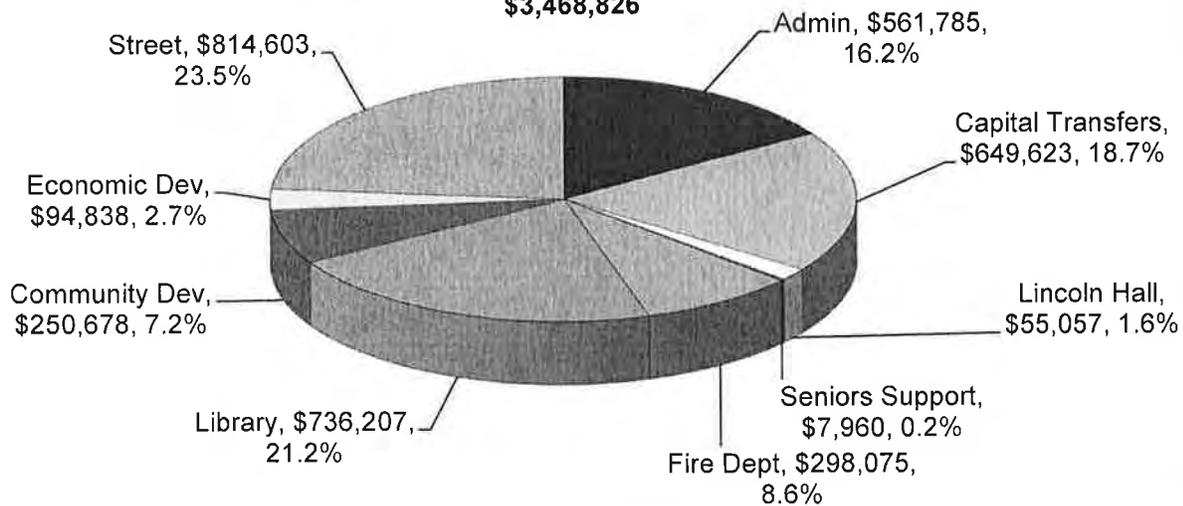
**FYE 2015  
Proposed General Fund Revenues**

**\$3,468,826**

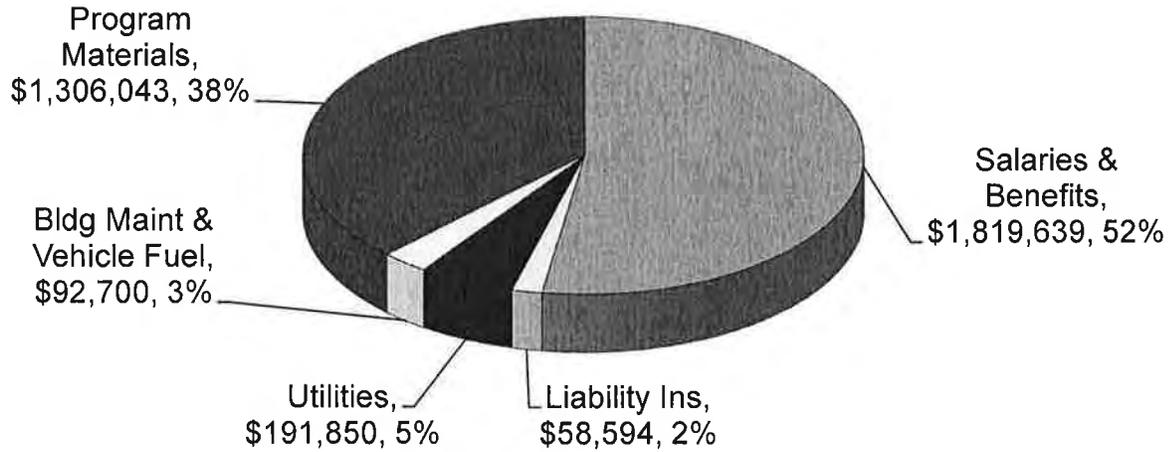


**FYE 2015  
Proposed General Fund Expenditures**

**\$3,468,826**

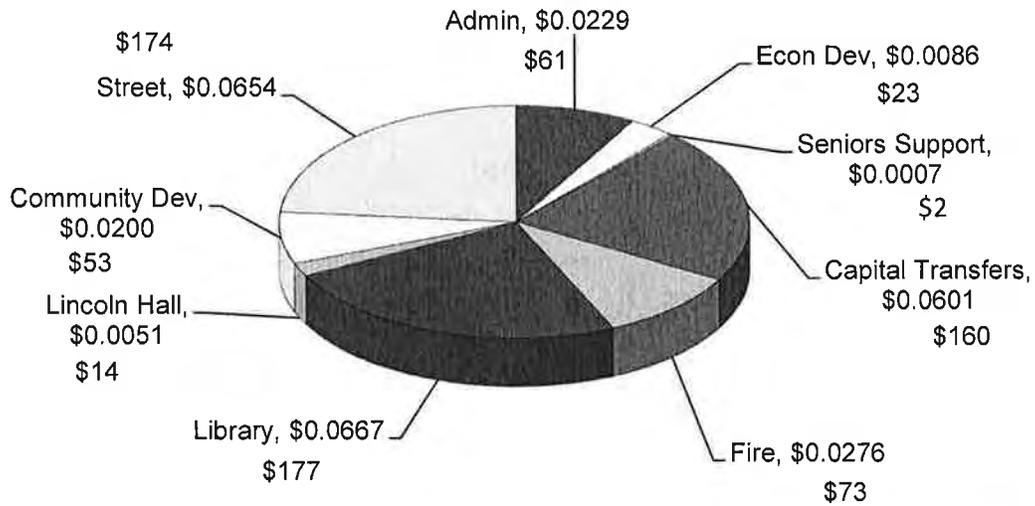


### FYE15 Village General Fund Proposed Budget Costs

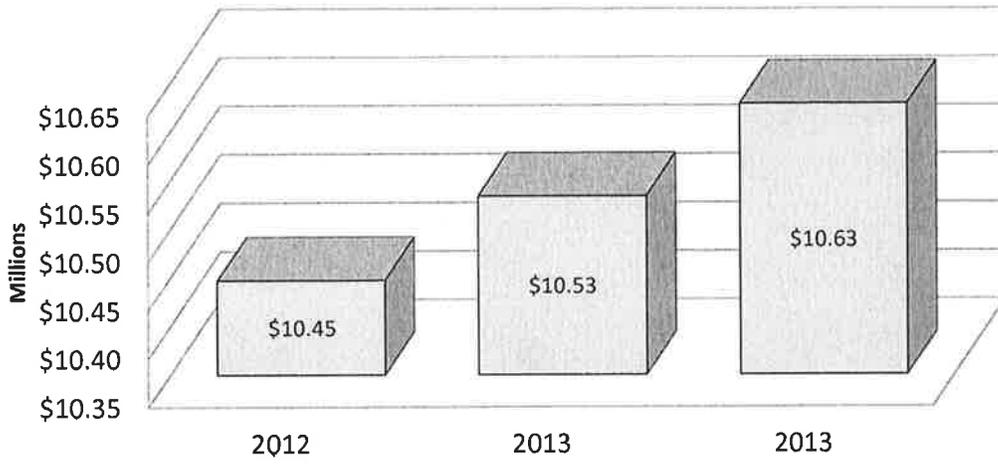


### FYE15 Estimated Village Tax Rates and Taxes on \$266,000 Assessed Value Home

**Estimated Tax Rate = \$0.2771, Estimated Taxes = \$737**

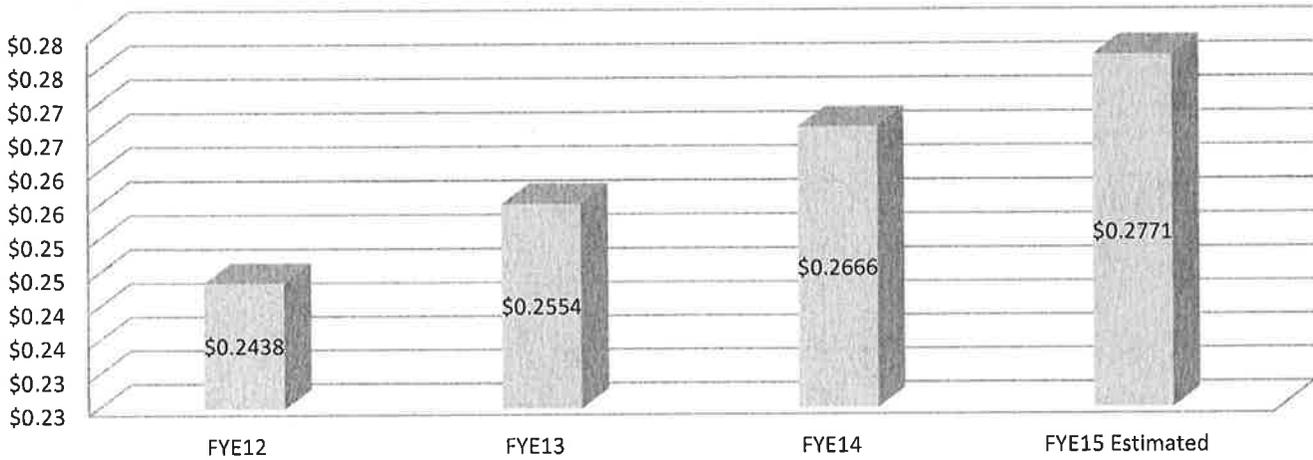


## Projected Grand List Through 2014



The non-IBM Real Estate Grand List is projected to increase by 1% per year due to new property investment

## VILLAGE TAX RATES



Taxes for an average (\$266,000) home are estimated to be \$737 in FYE2015

The Village municipal tax rate is estimated to increase by \$.0105 from FYE14 to FYE15. The increase in the tax rate will cost the owner of an average home (\$266,000) \$27.93

## VILLAGE OF ESSEX JUNCTION GENERAL FUND REVENUES

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Revenues	FYE15 Proposed Budget
1 Unrestricted Fund Balance		35,000		35,000	0	35,000
2 Property Taxes	2,520,386	2,666,989	2,652,852	2,806,463	2,806,463	2,942,914
3 State for Pilot & Current Use	2,577	2,000	4,079	2,500	2,892	2,500
4 IBM Subsidy	121,123	60,578	60,578	0	0	0
5 Penalties/Interest Delinq. Taxes	7,346	7,000	10,855	7,000	7,000	8,000
6 License & Zoning Fees	61,060	30,000	60,199	35,000	80,000	35,000
7 Service Fee - Water	112,993	110,169	110,169	111,336	111,336	106,840
8 Service Fee - WWTP	56,497	55,085	55,085	55,668	55,668	53,420
9 Service Fee - Sanitation	112,993	110,169	110,169	111,336	111,336	106,840
10 State District Court Fines	1,929	2,000	3,708	2,000	2,500	2,000
11 State Highway Aid	109,059	100,000	113,128	100,000	113,461	100,000
12 EJSD Tax Collection Fee	46,569	47,000	47,956	47,000	47,000	48,000
13 Lincoln Hall Rentals	0	0	1	0	1	1
14 Parking Space Fees	4,800	4,800	4,400	4,800	4,800	4,800
15 Miscellaneous Fire Receipts	25	0	1,231	10	10	10
16 Block Party Donations	1,790	1,500	1,550	1,500	1,500	1,500
17 Miscellaneous Street Receipts	3,701	3,000	2,850	3,500	3,500	3,000
18 Miscellaneous Library Receipts	641	450	708	600	600	500
19 Lost Book Revenue	3,397	0	3,855	0	2,600	0
20 Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	15,000
21 Interest Earnings	1,432	1,000	1,644	1,000	1,500	1,500
22 Miscellaneous Grants	24,992	0	52,591	0	28,342	0
23 Misc. Receipts	6,964	4,600	2,343	5,000	7,500	2,001
24 Sale of Asset	0	0	500	0	0	0
<b>TOTALS</b>	<b>3,215,274</b>	<b>3,256,340</b>	<b>3,315,451</b>	<b>3,344,713</b>	<b>3,403,009</b>	<b>3,468,826</b>

## GENERAL FUND BUDGET SUMMARY

	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
25 GENERAL GOVERNMENT:						
26 Administration	588,180	597,386	558,524	598,797	553,612	561,785
27 Transfers & Misc Expenditures	556,412	596,412	596,412	620,051	620,051	649,623
28 Grant & Non-Budgetary Expenditures	39,107	0	109,288	0	30,942	0
29 Seniors Support	0	0	0	0	0	7,960
30 Fire Department	263,181	270,189	280,668	287,208	287,208	298,075
31 Library	629,689	652,785	647,061	684,479	684,210	736,207
32 Lincoln Hall	46,505	38,053	52,136	38,452	50,826	55,057
33 Community Development	215,576	242,852	207,210	244,740	231,528	250,678
34 Economic Development/Community Ever	53,994	83,318	75,283	79,628	81,161	94,838
35 Street Department	707,953	775,345	740,425	791,358	790,730	814,603
<b>GENERAL FUND TOTAL</b>	<b>3,100,597</b>	<b>3,256,340</b>	<b>3,267,007</b>	<b>3,344,713</b>	<b>3,330,268</b>	<b>3,468,826</b>

## ADMINISTRATION BUDGET

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
36 Salaries - Regular	325,863	334,477	311,912	325,729	252,444	255,978
37 Manager Contract	0	0	0	0	53,837	55,995
38 Salaries - Overtime	1,453	1,000	1,365	1,500	2,900	1,500
39 Salaries - Part-time	5,632	7,250	13,207	7,974	13,380	15,057
40 Social Security	26,008	26,923	25,342	26,568	20,948	21,110
41 Unemployment Insurance	1,090	1,186	962	1,186	1,186	1,067
42 Workers Compensation Insurance	1,341	1,166	1,210	1,431	1,431	1,047
43 Health Insurance & Other Benefits	67,137	66,340	59,436	75,626	53,000	72,355
44 Retirement	37,216	38,506	38,648	32,573	25,244	25,598
45 Liability & Property Ins.	6,934	5,857	5,720	7,696	7,696	6,218
46 Public Officials Liability Ins.	6,778	6,075	5,981	5,601	5,572	5,800
47 Health Improvement Programs	2,433	1,600	1,775	1,600	1,600	1,600
48 Boardmember fees	2,458	2,500	2,500	2,500	2,500	2,500
49 Supplies	6,478	6,700	4,624	6,700	6,700	6,700
50 Postage	2,973	4,600	3,986	4,200	4,200	4,200
51 Computer Expenses	11,753	16,915	17,552	16,915	16,915	16,937
52 Training, Conferences, Dues	11,332	13,304	6,602	10,734	9,234	10,384
53 Telephone Services	4,247	4,392	2,621	3,960	3,960	2,600
54 Communications	12,927	13,700	12,203	13,331	22,384	13,806
55 Vehicle Maintenance - Travel	3,600	3,600	900	2,400	0	0
56 Village Promotion	1,174	1,000	268	0	0	0
57 Interview Costs	173	0	155	0	0	0
58 Leased Services	4,127	4,540	4,298	4,840	4,840	4,800
59 Legal Services	18,835	15,000	14,026	15,000	15,000	15,000
60 Audit Services	5,121	5,275	5,352	5,433	5,433	5,433
61 Other Professional Services	0	2,000	0	1,000	0	1,000
62 Printing and Advertising	5,523	5,800	4,777	5,800	5,800	5,800
63 Pay & Classification Study	1,557	200	0	3,500	5,700	200
64 Elections	1,401	2,200	1,578	1,500	1,500	1,600
65 Holiday Expense	1,438	1,280	1,135	1,500	1,500	1,500
66 Trustees Expenditures	2,930	4,000	5,472	4,000	4,000	4,000
67 Capital Outlay	8,252	0	4,917	8,000	4,708	2,000
<b>TOTALS</b>	<b>588,180</b>	<b>597,386</b>	<b>558,524</b>	<b>598,797</b>	<b>553,612</b>	<b>561,785</b>

## TRANSFERS & MISC EXPENDITURES

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
68 Rolling Stock Fund Contribution	163,624	163,624	163,624	173,624	173,624	183,624
69 Half Penny for Ladder Truck Note	0	50,000	50,000	50,000	50,000	50,000
70 Capital Fund Contribution	372,788	372,788	372,788	391,427	391,427	410,999
71 Land Acquisition Fund Contribution	15,000	0	0	0	0	0
72 Employee Termination Benefits	5,000	10,000	10,000	5,000	5,000	5,000
<b>TOTALS</b>	<b>556,412</b>	<b>596,412</b>	<b>596,412</b>	<b>620,051</b>	<b>620,051</b>	<b>649,623</b>

## BROWNELL LIBRARY BUDGET

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
73 Salaries - Regular	283,916	292,359	292,591	305,811	302,911	315,379
74 Salaries - Part-time	78,979	88,282	86,567	89,012	89,012	89,219
75 Social Security	27,851	29,551	28,826	30,365	30,143	31,089
76 Unemployment Insurance	2,154	2,384	2,235	2,384	2,384	2,390
77 Workers Compensation Insurance	1,459	1,285	1,389	1,588	1,588	1,567
78 Health Insurance & Other Benefits	47,934	55,586	49,093	70,891	70,891	103,020
79 Retirement	28,049	29,236	29,089	30,581	30,291	31,537
80 Liability & Property Ins.	11,113	10,269	9,390	9,972	9,025	10,481
81 Supplies	13,174	13,500	13,274	12,000	12,000	13,000
82 Postage	2,936	2,500	3,452	2,500	4,500	3,500
83 Computer Expenses	3,293	3,500	3,641	3,000	3,000	3,500
84 Water and Sewer Charges	563	525	870	500	500	1,000
85 Training, Conferences, Dues	2,062	2,000	3,362	5,000	4,000	4,000
86 Telephone Services	1,271	2,000	1,092	1,200	1,000	1,100
87 Technology Access	4,347	5,810	5,059	6,000	4,890	5,500
88 Electrical Service	14,041	14,850	14,553	14,250	14,250	14,500
89 Heating	7,486	7,500	7,335	7,400	7,400	7,400
90 Maintenance - Buildings/Grounds	12,492	13,000	14,546	12,000	15,400	14,500
91 Alarm System Maintenance	488	800	292	700	700	500
92 Interview Costs	240	300	249	100	600	2,000
93 Contractual Services	22,548	22,548	22,469	23,225	23,225	23,225
94 Adult Programs	468	300	322	0	0	300
95 Childrens' Programs	1,980	3,000	3,061	3,000	3,000	3,000
96 Adult Collection-Print&Electronic	32,277	31,000	32,706	31,000	31,500	31,000
97 Juvenile Collection-Prnt&Electronic	15,548	15,500	16,402	15,500	15,500	15,500
98 Computer Replacement	5,741	5,200	5,196	6,500	6,500	8,000
99 Capital Outlay	7,277	0	0	0	0	0
<b>TOTALS</b>	<b>629,689</b>	<b>652,785</b>	<b>647,061</b>	<b>684,479</b>	<b>684,210</b>	<b>736,207</b>

## LINCOLN HALL BUDGET

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
100 Liability & Property Ins.	5,443	5,510	4,469	5,404	4,319	5,658
101 Supplies	1,733	1,800	2,475	1,800	1,800	2,500
102 Water and Sewer Charges	1,262	1,000	2,007	1,500	1,500	1,500
103 Telephone Services	458	480	496	460	460	0
104 Electrical Service	5,920	6,510	7,997	6,000	6,000	7,500
105 Heating	6,581	7,000	5,507	7,000	7,000	6,000
106 Maintenance - Building/Grounds	8,688	6,500	7,559	7,000	8,670	7,500
107 Rubbish Removal	1,785	1,750	1,785	1,785	1,785	1,838
108 Contractual Services	7,083	7,503	8,087	7,503	8,344	9,021
109 Capital Outlay	7,551	0	11,754	0	10,948	13,540
<b>TOTALS</b>	<b>46,505</b>	<b>38,053</b>	<b>52,136</b>	<b>38,452</b>	<b>50,826</b>	<b>55,057</b>

## COMMUNITY DEVELOPMENT BUDGET

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
110 Salaries - Regular	117,287	119,296	124,235	129,436	126,270	129,612
111 Salaries - Overtime	162	2,000	217	2,000	1,000	2,000
112 Social Security	9,202	9,560	9,666	10,305	10,241	10,390
113 Unemployment Insurance	408	435	399	435	435	432
114 Workers Compensation Insurance	474	399	440	506	506	504
115 Health Insurance & Other Benefits	34,929	40,972	25,170	33,038	33,038	36,177
116 Retirement	11,529	11,930	11,978	12,944	12,670	12,961
117 Liability & Property Ins.	2,395	2,038	2,006	2,147	2,067	2,232
118 Public Officials Liability Ins.	6,778	6,075	5,981	5,600	5,572	5,800
119 Board Member Fees	3,600	3,600	3,525	3,600	3,600	3,600
120 Supplies	3,191	2,000	1,340	2,500	2,000	2,800
121 Postage	813	1,000	438	1,000	500	1,120
122 Computer Expenses	1,287	4,705	3,748	4,705	4,705	4,000
123 Training, Conferences, Dues	2,395	5,450	2,395	4,500	3,500	4,500
124 Telephone Services	1,221	1,392	1,597	1,524	1,524	1,550
125 Communications	890	2,000	1,020	2,000	2,000	2,500
126 Vehicle Maintenance - Travel	2,400	3,000	2,400	3,000	2,400	3,500
127 Legal Services	10,973	9,500	2,261	14,000	8,000	14,000
128 Other Professional Services	604	10,000	4,449	4,000	4,000	4,000
129 Printing and Advertising	1,494	5,000	2,045	5,000	5,000	5,000
130 Recording Fees	2,180	2,500	1,900	2,500	2,500	2,500
131 Capital Outlay	1,365	0	0	0	0	1,500
<b>TOTAL</b>	<b>215,576</b>	<b>242,852</b>	<b>207,210</b>	<b>244,740</b>	<b>231,528</b>	<b>250,678</b>

## ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
132 Salaries - Regular	0	32,573	28,851	35,196	35,196	36,604
133 Salaries - Part-time	21,274	0	3,553	0	0	0
134 Social Security	1,593	2,491	2,678	2,696	2,696	2,823
135 Unemployment Insurance	235	250	247	250	250	216
136 Workers Comp	73	120	108	149	149	141
137 Liability & Property Ins.	0	0	0	0	0	105
138 Health Insurance & Other Benefits	0	3,127	2,858	4,967	11,000	18,089
139 Retirement	0	3,257	3,058	3,520	3,520	3,660
140 Block Party Expense	5,475	7,000	7,057	7,000	7,000	7,000
141 Community Events & Programs	5,755	7,000	8,155	5,850	5,850	6,000
142 New Programs	4,982	2,000	1,092	2,000	2,000	2,000
143 Annual Support of Organizations	7,562	8,000	7,443	9,000	9,000	9,200
144 Community Forum	5,000	7,500	7,500	0	0	0
145 Matching Grant Funds	2,044	10,000	2,683	9,000	4,500	9,000
<b>TOTALS</b>	<b>53,994</b>	<b>83,318</b>	<b>75,283</b>	<b>79,628</b>	<b>81,161</b>	<b>94,838</b>

## FIRE DEPARTMENT BUDGET

Account	FYE12	FYE13	FYE13	FYE14	FYE14	FYE15
	Actual	Amended Budget	Actual	Budget	Estimated Expenditures	Proposed Budget
146 Salaries - Firefighters	127,440	126,000	126,818	134,400	134,053	138,000
147 Social Security	9,749	9,639	9,662	10,282	10,282	10,590
148 Workers Compensation Insurance	12,506	12,000	24,034	25,685	25,685	27,334
149 Accident & Disability Ins.	3,599	3,600	3,600	3,600	3,600	3,600
150 Liability & Property Ins	8,194	8,600	7,326	6,675	6,675	7,301
151 Supplies	2,060	2,400	1,637	2,400	2,400	2,400
152 EMS Supplies	645	1,800	1,061	1,500	1,500	1,500
153 Gas, Grease and Oil	7,270	5,400	7,112	6,000	7,000	7,200
154 Water and Sewer Charges	495	900	888	900	900	900
155 Training, Conferences, Dues	4,629	5,000	2,900	5,000	4,000	5,000
156 Telephone Services	3,507	4,000	3,433	3,800	3,800	3,800
157 Electrical Service	5,994	6,600	6,283	6,400	6,400	7,000
158 Heating	4,530	6,000	4,817	6,000	6,000	5,200
159 Maintenance - Building/Grounds	6,801	5,000	1,806	6,000	7,000	6,000
160 Radio Maintenance	1,575	2,000	6,295	2,000	1,700	2,000
161 Maintenance - Other	10,268	10,000	12,795	11,916	11,916	13,000
162 Vehicle Maintenance - Travel	14,117	10,000	21,217	9,000	9,000	9,000
163 Emergency Generator Maintenance	574	750	375	650	500	650
164 Uniforms, Boots, Etc.	14,054	18,000	16,079	18,500	19,500	19,200
165 Fire Prevention	1,867	1,800	1,652	2,000	2,238	2,000
166 Physical Exams	5,097	6,000	4,197	6,000	6,000	7,000
167 Employee Assistance Program	864	900	864	900	900	900
168 Hydrant Rental	5,000	5,000	5,000	0	0	0
169 New Equipment - Radios	0	4,300	0	3,100	2,349	4,000
170 Routine Equipment Purchases	12,347	14,500	10,817	14,500	13,810	14,500
<b>TOTALS</b>	<b>263,181</b>	<b>270,189</b>	<b>280,668</b>	<b>287,208</b>	<b>287,208</b>	<b>298,075</b>

## SENIORS SUPPORT

Account	FYE12	FYE13	FYE13	FYE14	FYE14	FYE15
	Actual	Amended Budget	Actual	Budget	Estimated Expenditures	Proposed Budget
171 Part time Director Contract	0	0	0	0	0	7,500
172 Telephone	0	0	0	0	0	460
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,960</b>

## GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

Account	FYE12	FYE13	FYE13	FYE14	FYE14	FYE15
	Actual	Amended Budget	Actual	Budget	Estimated Expenditures	Proposed Budget
173 Library Replacement Expenses	3,995	0	4,017	0	2,600	0
174 Designated Expenses from prior years	8,276	0	57,533	0	0	0
175 Tax Abatement	0	0	2,141	0	0	0
176 Grants & Donations Expenses	26,836	0	45,597	0	28,342	0
<b>TOTALS</b>	<b>39,107</b>	<b>0</b>	<b>109,288</b>	<b>0</b>	<b>30,942</b>	<b>0</b>

## STREET DEPARTMENT BUDGET

Account	FYE12 Actual	FYE13 Amended Budget	FYE13 Actual	FYE14 Budget	FYE14 Estimated Expenditures	FYE15 Proposed Budget
177 Salaries - Regular	160,082	186,875	161,941	197,160	177,671	205,654
178 Salaries - Overtime	13,158	15,000	14,383	15,000	15,000	15,000
179 Salaries - Part-time	22,744	17,018	17,335	18,590	18,590	11,907
180 Social Security	14,416	17,249	14,274	17,867	16,276	17,819
181 Unemployment Insurance	907	1,086	865	1,086	1,086	1,169
182 Workers Compensation Insurance	10,362	11,628	9,798	12,182	12,182	13,970
183 Health Insurance & Other Benefits	69,005	77,761	63,337	82,729	60,000	76,515
184 Retirement	16,382	19,088	16,141	19,716	17,767	20,565
185 Liability & Property Ins.	14,418	14,100	12,057	13,878	13,878	15,104
186 Supplies	27,252	16,100	10,129	20,000	20,000	20,000
187 Winter Maintenance	48,409	75,000	83,243	75,000	95,000	75,000
188 Pavement Maintenance	15,443	15,000	14,804	15,000	13,581	15,000
189 Gravel & Topsoil	3,157	4,500	5,830	4,000	3,500	4,000
190 Signs and Posts	6,215	5,500	2,668	5,500	1,900	4,000
191 Gas, Grease and Oil	20,849	22,000	31,766	22,000	29,000	26,000
192 Water and Sewer Charges	2,572	1,500	1,197	2,500	1,000	2,500
193 Training, Conferences, Dues	81	500	250	500	60	500
194 Telephone Services	1,839	1,800	1,725	1,900	2,250	2,000
195 Electrical Service	3,997	4,900	3,752	4,500	4,500	4,000
196 Street Lights (rental/electrical)	125,292	131,840	121,730	127,000	127,000	127,000
197 Traffic Lights (electrical)	5,529	5,700	6,170	5,700	6,400	6,000
198 Heating	2,865	4,000	3,184	4,000	4,000	4,000
199 Maintenance - Buildings/Grounds	6,725	2,500	3,596	2,500	1,500	2,500
200 Radio Maintenance	965	200	65	200	0	200
201 Maintenance - Other	874	1,000	1,545	1,000	1,000	1,000
202 Vehicle Maintenance - Travel	27,889	32,000	17,716	32,000	25,000	20,000
203 Streetscape Maint./Imp.	5,005	7,500	4,377	6,000	4,000	16,000
204 Village Garden Spots	1,753	2,500	2,343	3,650	3,650	3,000
205 Traffic/Street Light Maintenance	13,641	6,500	11,360	8,000	4,875	8,000
206 Memorial Park Maintenance	3,239	3,000	2,816	3,500	3,500	3,000
207 Street Marking	10,644	5,000	8,205	5,000	5,000	7,000
208 Uniforms, Boots, Etc.	3,855	4,500	2,544	4,500	4,500	4,500
209 Interview Costs	185	0	0	0	1,000	0
210 Rubbish Removal	5,963	6,200	5,290	6,200	6,200	6,200
211 Contractual Services	1,079	10,000	10,726	0	10,535	0
212 Accident Claims	500	0	0	0	0	0
213 Equipment Rentals	1,692	3,800	3,693	1,000	1,000	1,000
214 Traffic Light System Improvements	2,128	0	0	0	0	0
215 Engineering Services	8,342	15,000	31,616	15,000	30,000	15,000
216 Sidewalk and Curb Maintenance	2,627	3,000	5,135	3,000	6,097	3,000
217 Storm Sewer Maintenance	10,012	8,500	18,842	8,500	20,371	9,000
218 Storm Sewer Permit Fees	1,988	3,000	4,697	3,000	3,000	3,000
219 Storm Sewer Public Education	9,008	10,000	7,313	9,500	9,500	9,500
220 Stream Flow Monitoring	0	0	0	0	0	30,000
221 Traffic Calming	618	1,000	232	4,000	2,000	1,500
222 Capital Outlay	4,250	2,000	1,735	9,000	7,361	3,500
<b>TOTALS</b>	<b>707,953</b>	<b>775,345</b>	<b>740,425</b>	<b>791,358</b>	<b>790,730</b>	<b>814,603</b>

## ROLLING STOCK FUND

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT TRADE IN		FY14	FY15	FY16	FY17	FY18	FY19
				VALUE	VALUE						
STREET	4WD PICK UP	CHEVY SILVERAD	2009	39,500	10,000	29,500			33,163		
STREET	PICKUP	CHEVY SILVERAD	2013	31,000	1,000	30,000	30,285				
STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	163,500	20,000	143,500					
STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2002	163,500	20,000	143,500	148,405				
STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	163,500	20,000	143,500					
STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500					
STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500	96,500				
STREET	SIDEWALK PLOW	HOLDER	2004	145,000	5,000	140,000	144,350				
STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000					54,123
STREET	SIDEWALK PLOW	BELOS	2008	140,500	4,000	136,500				154,134	
STREET	ROLLER	ROSCOE	1979	15,000							
STREET	PICKUP 4WD 1 TON	CHEVY SILVERAD	2011	35,000	10,000	25,000					30,575
STREET	4WD PICKUP	CHEVY SILVERAD	2011	35,000	10,000	25,000					30,575
STREET	COMPRESSOR	SULLAIR	1992	19,000	0	19,000			20,762		
STREET	DUMP TRUCK - not replacing	INTERNATIONAL	2000	135,000							
STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000	211,205				
STREET	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800					31,069
FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100					58,637
FIRE	1250 PUMPER 8E21	E-ONE	1997	486,000	30,000	456,000				560,736	
FIRE	105' AERIAL 8L3	PIERCE ARROW	1991	830,000	80,000	750,000					
FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202					
TOTAL				3,533,102		337,990	292,755	0	53,925	714,870	204,978

### Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance	280,542	212,901	151,150	392,809	541,198	(10,703)
Payment of Note for Ladder Truck	(53,275)	(52,620)	(51,965)	(51,310)	(50,655)	0
Planned Spending	(337,990)	(292,755)	0	(53,925)	(714,870)	(204,978)
General Fund Contribution	173,624	183,624	193,624	203,624	213,624	223,624
Additional Half Penny on the tax rate to fund fire truck	50,000	50,000	50,000	50,000	50,000	0
Town Contribution for Ladder Truck	100,000	50,000	50,000	0	0	0
Ending Balance	212,901	151,150	392,809	541,198	(10,703)	7,944

**GENERAL FUND CAPITAL RESERVE PLAN**

		Rev.											
<b>PROJECTS FUNDED BY VILLAGE \$ ONLY</b>		Ref. #	Project Total	Prior	FY14	FY15	FY16	FY17	FY18	FY19	Future		
Fire House Fire Escape Replacement			15,000		15,000								
Fire House - Replace Roof			24,000		24,000								
Woods End Reconstruction			730,377	1,584	728,793								
Village Office Renovations			19,387		19,387								
Library Surveillance Cameras			10,000		10,000								
Algonquin Ave. Waterline Installation/Roadway Reconst.	W		151,642		12,082	139,560							
Railroad Ave. Waterline Main St. to Central Ave.	W		89,574		7,138	82,436							
Village Server Replacement			20,000			20,000							
Central St. Waterline Lincoln St. to Main St. (FY22)	W,S		1,055,645								1,055,645		
Brownell Library Asphalt Shingle Roofs replace (FY23)			35,439		125,000	150,000	175,000	200,000	225,000	250,000	35,439		
Paving			1,375,000		912,180	179,220	396,996	220,000	225,000	250,000	1,341,084		
<b>Totals Project Funded by Village \$ Only</b>													
<b>PROJECTS FUNDED BY GRANTS</b>													
Lincoln St. Sidewalks			356,970	66,463	290,507								
Fed Grant through CCRPC & VT Trans Enhance Grnt	1		(287,976)										
Handy's Hotels & Rentals Donation			(12,000)										
<b>Lincoln St. Sidewalks Net Cost to Village</b>			<b>56,994</b>										
Crescent Connector Park St. to Maple St.			4,550,000	187,259	284,345	284,345	3,794,051						
Fed & State Grants	2		(4,500,000)										
<b>Crescent Connector Net Cost to Village</b>			<b>50,000</b>										
Multituse Path North			550,527	12,572	44,000	493,955							
Federal & State Grants through CCRPC	3		(389,835)										
<b>Multituse Path North Net Cost to Village</b>			<b>160,692</b>										
<b>Totals Project Funded by Grants Awarded</b>					618,852	778,300	3,794,051	0	0	0	0		
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>					<b>1,531,032</b>	<b>957,520</b>	<b>4,191,047</b>	<b>220,000</b>	<b>225,000</b>	<b>250,000</b>	<b>1,341,084</b>		

**GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE**

<b>Beginning Fund Balance</b>			455,938		(92,180)		6,479	37,941	286,067	551,849
<b>Planned Spending</b>			(1,531,032)		(957,520)		(4,191,047)	(220,000)	(225,000)	(250,000)
<b>Funding Sources</b>										
Lincoln St. Sidewalks Federal Grant through CCRPC	1		287,976	39,834	248,142					
Donation for Lincoln St. Sidewalk (Handy's Hotels)	1		12,000	12,000	284,345	284,345	3,775,960			
Crescent Connector Grant	2		4,500,000	155,350						
Multituse Path North Grants	3		389,835		43,999	345,836				
CVE Annual Contribution			135,000	60,000	15,000	15,000	15,000	15,000	15,000	499,572
General Fund Transfer In					391,427	410,999	431,549	453,126	475,782	
<b>Total Revenues</b>					982,914	1,056,180	4,222,509	468,126	490,782	499,572
<b>Ending Fund Balance</b>					(92,180)	6,479	37,941	286,067	551,849	801,421

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.

## Utility Rate Structure Questions & Answers

### **What process did the Village follow to evaluate the utility rate billing structure?**

The Village hired Aldrich + Elliott, a local engineering firm with extensive experience in water and sewer rate studies for Vermont municipalities. A rate study committee was created and included participation from members of the Board of Trustees, Village staff, and the consultant. Several workshops and meetings were conducted with the committee starting in May 2012.

### **Why did the Village want to evaluate the utility rate structure?**

Concerns have been raised about rate fairness, adequacy of rates for revenue stability, and predictability of rates.

### **Why did the rate structure need to be modified?**

Recent trends indicate declines in water usage per customer over the past decade causing a reduction in revenues. Billing solely on water volume may not capture the costs of these customers. Rates needed to be set to reflect the full cost of providing service.

### **What was the prior utility rate structure?**

Each customer paid based on the volume of water used. The fees for water, sanitation, and sewage treatment were based on metered water usage, and a minimum fee was billed based on a minimum usage of 1,500 c.f. per 6 months.

### **How do Village water and sewer rates compare to other utilities and the State average?**

For FYE 13, Village combined utility costs were approximately \$45.50 per month compared to \$75 per month for the State average. In FYE 14, the Village of Essex Junction water customer is paying the 2<sup>nd</sup> lowest cost in Chittenden County for water and sewer.

### **What are the fixed costs for the utility budgets?**

As an example, 50% of the expenses for the water budget are fixed which means the Village incurs approximately 50% of the cost before any water is purchased from Champlain Water District. For the sanitation and sewage treatment budgets, the fixed portion of the expenses range from 65% to 75%. These fixed expenses include labor and benefits, debt retirement, insurance, etc.

### **What changes have customers seen on the bill?**

The new rate structure includes a separate base rate and usage fee for each utility. To cover the fixed expenses of the water, sanitation, and sewage treatment budgets, the new rate structure includes a quarterly base rate. This base rate is applied to each customer and is intended to capture the fixed expenses. A usage fee will continue to be applied based on the volume of water usage to cover the variable portion of the expenses. Fixed charges will be charged quarterly, while usage will be charged semi-annually until all meters have been replaced with radio read meters.

### **What utility rates will these changes effect?**

Village water, sanitation, and sewage treatment.

### **Did the billing cycle change?**

Yes, customers used to receive utility bills 2 times per year. Under the new structure bills are sent 4 times per year. Fixed charges are charged quarterly, while usage will be charged semi-annually until all meters have been replaced with radio read meters.

### **When did these billing changes begin?**

Billing changes began July 1, 2013 of fiscal year 2014. As of July 2013, bills are sent out each year at the end of July, October, January and April. As soon as the entire Village has meters with radio transmitters, the meters will be read for all 4 billing cycles in the year.

### What changes did residential customers experience in utility costs?

Based on FYE 13 rates, the minimum user at 1,500 c.f. per 6 months saw an increase from \$203.43 to \$327.90 per year in utility costs. A typical residential customer with average usage saw no change in the annual costs.

### What changes did non-residential (multi-family, commercial, institutional) customers see in the utility costs?

Based on FYE 13 rates, the minimum user at 3,000 c.f. per year saw an increase from \$271.24 to \$354 per year in utility costs. All other non-residential customers saw an increase of less than 1.5%. Residential customers are assessed 1 unit of fixed cost per utility per residence. Non-residential customers' unit costs are based on their prior year's water usage. 1 unit represents usage of 120 gallons per day. Non-residential customers who use more than 120 gallons per day are assessed additional units of fixed charges.

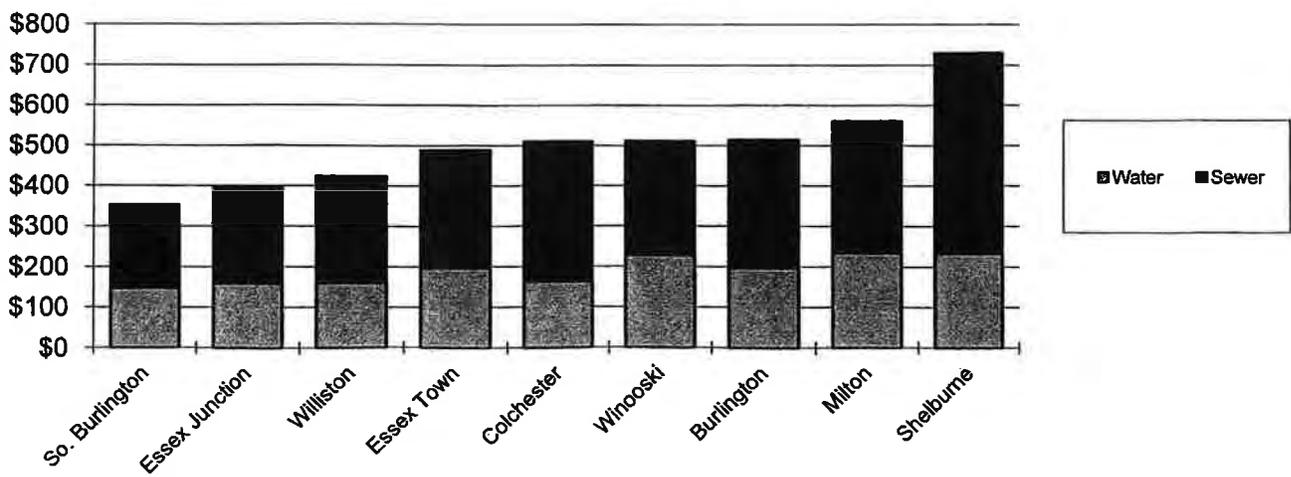
### What other public education and outreach was performed?

The utility rate evaluation was presented to the Board of Trustees on January 22, 2013. An informational meeting was held and information was posted on the Village website, press releases were issued, and other social media resources were employed to convey the information. A brochure was given out to residents and business owners at the Village Office, and information concerning the rate structure change was included in the March 2013 newsletter.

### What do the codes on the bill stand for?

WU is for water usage, WX is water fixed charge; SU is for sewage treatment, TX is Sewage Treatment fixed charge; SN is for sanitation lines maintenance, and LX is for Sanitation lines maintenance fixed charge.

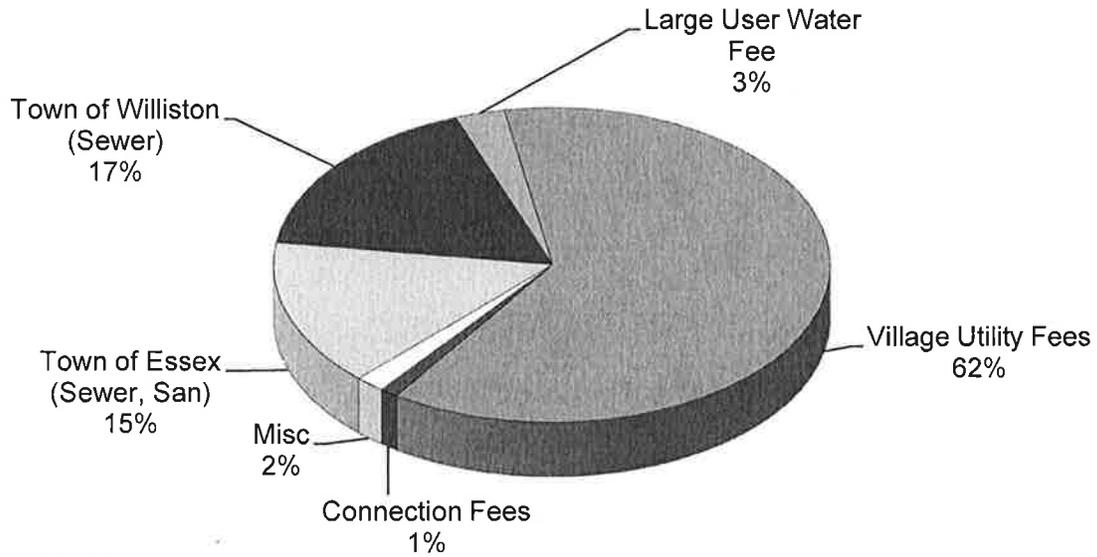
**FY14 Water/Sewer Yearly Costs for Chittenden County Residents**



Costs based on consumption of 120 gallons of water/day

### FYE 2015 Enterprise Funds Revenues

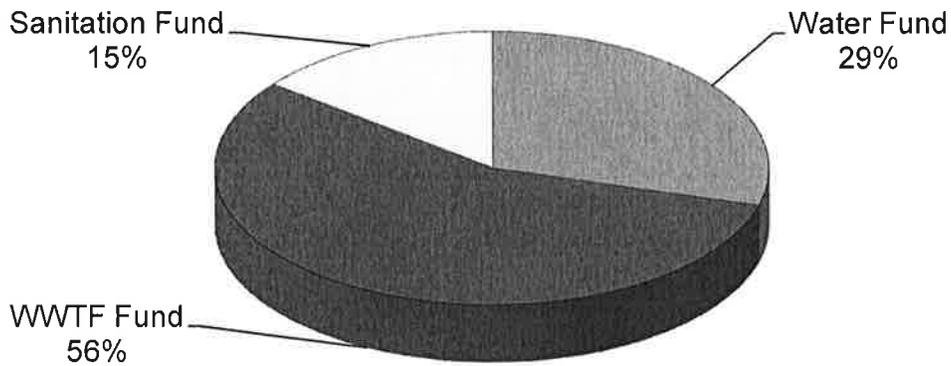
\$3,333,282\*



\* Does not include IBM Water usage revenues  
The \$131,000 difference between revenues and expenditures is the revenue being accumulated for the Wastewater Treatment Facility Upgrade.

### FYE 2015 Enterprise Funds Expenditures

\$3,202,282\*



\*Does not include IBM Water Purchases

## ENTERPRISE FUNDS BUDGET SUMMARIES

		FYE13	FYE13	FYE14	FYE14	FYE15
		Budget	Actual	Budget	Estimated	Proposed
					Expenses	Budget
<b>WATER FUND</b>						
Revenues	Sale of Water Residential	761,109	784,455	787,839	787,839	826,553
	Large User Water Sales	2,196,935	2,193,713	2,278,464	2,278,464	2,378,398
	Miscellaneous	23,500	27,710	18,500	18,500	18,500
	<b>Total Water Revenues</b>	<b>2,981,544</b>	<b>3,005,878</b>	<b>3,084,803</b>	<b>3,084,803</b>	<b>3,223,451</b>
Expenses	Salaries & Benefits	179,463	169,678	186,043	186,043	198,420
	Liability & Property Ins.	2,748	2,549	3,305	3,305	3,402
	Utilities	4,150	3,573	4,150	4,150	4,200
	System Maintenance & Operation	159,830	139,507	157,679	157,679	153,691
	Capital Reserve Fund Contribution	100,000	103,581	110,000	110,000	120,000
	Purchase of Water	2,535,353	2,537,050	2,623,626	2,623,626	2,743,738
	<b>Total Water Expenses</b>	<b>2,981,544</b>	<b>2,955,938</b>	<b>3,084,803</b>	<b>3,084,803</b>	<b>3,223,451</b>
<b>WASTEWATER TREATMENT FUND</b>						
Revenues	Village User Charge	682,342	724,574	692,009	692,009	726,876
	Wastewater Charge - Town of Essex	406,156	406,156	434,242	434,242	465,440
	Wastewater Charge - Town of Williston	536,126	536,126	567,359	567,359	569,380
	Miscellaneous	48,925	57,741	36,300	36,300	36,300
	<b>Total WWTF Revenues</b>	<b>1,673,549</b>	<b>1,724,597</b>	<b>1,729,910</b>	<b>1,729,910</b>	<b>1,797,996</b>
Expenses	Salaries & Benefits	538,226	474,576	537,551	537,551	553,076
	Liability & Property Ins.	22,174	18,934	25,000	25,000	25,000
	Utilities	158,429	202,177	221,300	221,300	231,500
	System Maintenance & Operation	731,470	646,608	704,434	724,380	728,420
	Capital Reserve Transfer	150,000	150,000	170,000	170,000	260,000
	Debt Payments	73,250	73,023	71,625	71,625	0
	<b>Total WWTF Expenses</b>	<b>1,673,549</b>	<b>1,565,318</b>	<b>1,729,910</b>	<b>1,749,856</b>	<b>1,797,996</b>
<b>SANITATION FUND</b>						
Revenues	Village User charge	383,846	467,414	505,670	505,670	534,915
	Town of Essex Shared Cost Reimbursement	40,075	33,338	40,075	40,075	37,075
	Miscellaneous	21,800	110,279	21,800	26,800	22,000
	<b>Total Sanitation Revenues</b>	<b>445,721</b>	<b>611,031</b>	<b>567,545</b>	<b>572,545</b>	<b>593,990</b>
Expenses	Salaries & Benefits	160,645	147,292	161,235	148,686	163,179
	Liability & Property Ins.	6,091	5,255	5,628	5,628	6,800
	Utilities	8,200	11,155	10,000	10,000	10,300
	Town of Essex Shared Costs	21,500	14,250	21,500	21,500	17,000
	System Maintenance & Operation	174,285	164,648	180,182	180,182	180,711
	Capital Reserve Transfer	75,000	162,000	75,000	75,000	85,000
	<b>Total Sanitation Expenses</b>	<b>445,721</b>	<b>504,600</b>	<b>453,545</b>	<b>440,996</b>	<b>462,990</b>

# VILLAGE OF ESSEX JUNCTION

## LIST OF PUBLIC AND PRIVATE STREETS

Abnaki Avenue	B2	Hayden Street	B2	Prospect Street	B2,C2
Acorn Circle	D2	Hiawatha Avenue	B2	Railroad Avenue	C2
Adams Court	B3	Hillcrest Road	B2, B3	Railroad Street	C2
Algonquin Avenue	B2	Hubbells Falls Drive	C1, D1	Red Barn Road*	B1
Arlington Street	C2	Huron Avenue	B2	Redwood Terrace	B3
Appletree Lane*	C2	Iroquois Avenue	B2, C2	Rivendell Drive	C2, D2
Aspen Drive	D1	Jackson Street	C2	River Street	C3
Athens Drive	C1	Jones Avenue	B2	Roscoe Court*	B2
Beech Street	D1	Juniper Ridge Road	C1	Rosewood Lane	C2, D2
Birch Lane*	C2	KarsynReece Lane*	B3	Rotunda Avenue	B1
Briar Lane	C2,D2	Ketcham Drive	B4	St. James Place*	B1
Brickyard Road	C2,D2	Killoran Drive	B2	School Street	C2
Brooks Avenue	B2	Kiln Road	D2	Seneca Avenue	B2, B3
Brookside Avenue	C2	Kings Court*	C2	Shawn's Way*	C3
Brownell Drive	B3	Lamoille Street	C2	Sienna Lane*	C2
Camp Street	C2	Lavoie Drive	B3	Silver Bow Terrace	C3
Cascade Court	B3,C3	Lillia Drive*	C2	South Street	B3, C3
Cascade Street	B3,B4,C3	Lincoln Place	C2	South Hill Drive	B3
Cascadnac Avenue	B2	Lincoln Street	B1,B2,C2	So. Street Lane*	B3
Central Street	C2	Lincoln Terrace	C2	So. Summit Street	B2, B3
Cherokee Avenue	B2	Locust Lane*	D1	Southview Road	B3
Cherry Street	B2	Loubier Drive	B2	Spruce Lane*	D1
Chestnut Lane*	D1	Main Street	C1,C2	Stanton Drive	C3
Church Street	C2	Mansfield Avenue	C2	Sugartree Lane	C1, C2
Clems Drive	A2	Maple Street	C2, C3,D2,D3	Summit Street	B2
Corduroy Road	D1,D2	Maple Street Ext.*	D2,D3	Sweetwater Lane*	D1
Countryside Drive	D1,D2	Maplewood Lane	C2	Sycamore Lane	C1
Cree Avenue	B2	Mason Drive	D2	Taft Street	C1
Crestview Road	C1	McGregor Street	C2	Tamarack Drive	D1
Curtis Avenue	B2	Meadow Terrace	C1	Thasha Lane*	B1, C1
Cushing Drive	B3	Mill Street	C3	Tiffany Lane*	D2
Densmore Drive	C2	Mohawk Avenue	B2,B3	Tyler Drive	B3
Doon Way	B3	Murray Road	B1,B2	Upland Road	C1, C2
Drury Drive	C1, C2	Nahma Avenue	B3	Vale Drive	D2
Dunbar Drive	B3	Nicholas Court*	B2,B3	Villa Drive	B1, C1
East Street	C2	North Street	C2	Walnut Lane*	D1,D2
E. Williams Street	B2	No. Hillcrest Road	B2	Warner Avenue	B1,B2
Edgewood Drive	B1	Oak Street	C2	Waverly Street	C2
Educational Drive	C1, C2	Old Colchester Rd.	B1,C1, C2	Wenonah Avenue	B2
Elm Street	C2	Oneida Avenue	B2	West Street	A2,B2,B3
Fairview Drive	C1	Onondaga Avenue	B2	West Street Ext.	A2
Francis Drive*	C2	Orchard Terrace	B2,B3	W. Hillcrest Road	B2
Franklin Street*	C3	Owaissa Avenue	B2,B3	Whipple Drive*	C2
Fuller Place*	C3	Park Avenue	C2	Wilkinson Drive	B2,B3
Gaines Court*	C2	Park Street	C2,C3	Willeys Court	B2
Giles Drive	B4	Park Terrace	C2	Williams Street	B2
Grandview Avenue	B1, B2	Pearl Street	A1,A2,B2,C2	Woods End Drive	D2
Grant Street	C2	Pine Court	A2	Woodstock Lane*	C1
Greenwood Avenue	B3	Pleasant Street	C2	Wrisley Court*	C3
Hawthorn Circle	C1	Poplar Court	B3		

\* Private Street

1/7/14





# VILLAGE OF ESSEX JUNCTION

2 Lincoln Street, Essex Junction, Vermont 05452

**EMERGENCY FIRE POLICE AMBULANCE 9-1-1**

**FOR INFORMATION REGARDING ..... CALL ..... NUMBER**

Bicycle registration.....	Police.....	878-1333
Birth/death certificates.....	Town Clerk.....	879-0413
Building/zoning.....	Planning Department.....	878-6950
Dog complaints.....	Police.....	878-1333
Dog licenses.....	Town Clerk.....	879-0413
Elections - Town and General.....	Town Clerk.....	879-0413
Village.....	Village Clerk.....	878-6951
Library.....	Brownell Library.....	878-6955
Licenses (hunting, fishing, marriage, etc.).....	Town Clerk.....	879-0413
Motor Vehicle Registration (renewals only).....	Town Clerk.....	879-0413
Planning.....	Development Director.....	878-6950
Police (non-emergency).....	Police.....	878-8331
Public Works.....	Public Works Department.....	878-6944
	FAX.....	878-6949
Recreation and Parks.....	Recreation Department.....	878-1375
Recycle/waste disposal.....	Drop off Center.....	878-3152
Schools.....	Essex High.....	879-7121
	Fleming.....	878-1381
	Hiawatha.....	878-1384
	Lawton.....	878-1388
	Summit Street.....	878-1377
	Superintendent's Office.....	857-7000
Senior Center.....	Senior Center.....	878-6940
Senior Citizens Bus.....	Bus Reservations.....	878-6940
Sewer Service.....	Public Works Department.....	878-6944
	Emergencies: evenings and weekends.....	878-8331
Skating.....	Ice Skating Rink.....	878-1394
Streets and sidewalks.....	Public Works Department.....	878-6944
Swimming Pool.....	Maple Street Park.....	872-3370
Tax Assessments.....	Tax Assessor.....	878-1345
Tax Collections.....	Village and School Tax Collector.....	878-6951
	Town Tax Collector.....	878-1359
Village of Essex Junction.....	Village Manager.....	878-6944
	FAX.....	878-6946
Wastewater Treatment Facility.....	WWTF.....	878-6943
	FAX.....	878-6948
Water Service.....	Public Works Department.....	878-6944
	Emergencies: evenings and weekends.....	878-8331