

ANNUAL REPORT

2018



125th ANNUAL REPORT of the Village of Essex Junction, Vermont

Fiscal Year July 1, 2017 to June 30, 2018

ANNUAL MEETING

The Annual Village Meeting is on Wednesday, April 3, 2019 at 7:00 PM in the Essex Community Educational Center auditorium in Essex Junction, Vermont. The free community supper is at 6:00 PM in the cafeteria prior to Annual Meeting. Free childcare is available during the meeting.

When: Wednesday, April 3, 2019

Time: Annual Meeting begins at 7:00 PM, supper served at 6:00 PM

Where: Essex High School

Voting: Voting by Australian ballot is on Tuesday, April 9, 2019 in the gymnasium of the Essex Community Educational Center, from 7:00 AM until 7:00 PM.

PUBLIC MEETINGS

Meetings of the Village Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Manager's office at 878-6944.

Board of Trustees	2nd and 4th Tuesday (and as required) – 6:30 PM
Planning Commission	1st and 3rd Thursday – 6:30 PM
Zoning Board of Adjustment	3rd Tuesday – 6:00 PM
Capital Committee	1st Tuesday – 6:00 PM
Bike/Walk Advisory Committee	3rd Monday – 6:00 PM
Library Trustees	3rd Tuesday – 7:00 PM at Brownell Library
Tree Advisory Committee	3rd Tuesday – 5:30 PM

WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 3 & 9, 2019

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 3, 2019 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 9, 2019 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 \$5,164,913 for fiscal year July 1, 2019 to June 30, 2020, \$3,556,422 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve holding the 2020 Annual Meeting on Wednesday, April 1, 2020 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 14, 2020 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

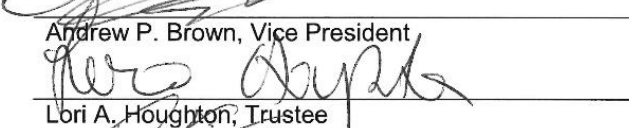
ARTICLE 5. To elect Village officers required by law including: Moderator (one year term); one Village Trustees (three year term); three Library Trustee (1 five year term, 1 four year term and 1 two year term)?

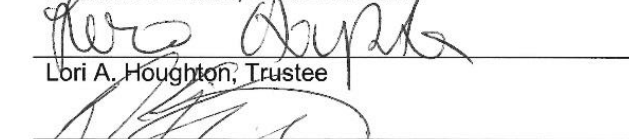
Dated this 26th day of February, 2019

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

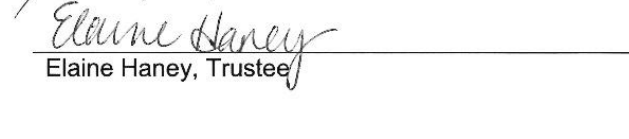
By:


George A. Tyler, President


Andrew P. Brown, Vice President


Lori A. Houghton, Trustee


Daniel S. Kerin, Trustee


Elaine Haney, Trustee

ATTEST:

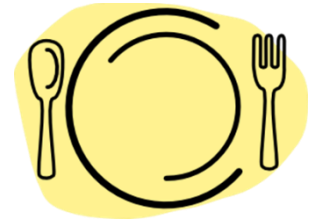

Susan McNamara-Hill, Village Clerk

VILLAGE OF ESSEX JUNCTION COMMUNITY SUPPER

Residents are invited to a free pasta supper served in the cafeteria of Essex High School on Wednesday, April 3, 2019 at 6:00 PM. Annual Meeting will follow at 7:00 PM.



*Prepared and served by
EWSD's Child Nutrition Program*



SENIOR VAN

Phone: 878-6940

The Senior Vans will be available for transportation to and from Annual Meeting. Please contact the scheduling line at **878-6940 no later than noon on Friday, March 29, 2019** to reserve transportation for the Annual Meeting and Community Supper.

CHILDCARE AT ANNUAL MEETING

Phone: 878-1375

After-school and camp staff from the Essex Junction Recreation and Parks (EJRP) Department will be available to watch your child during Annual Meeting. Childcare* will begin at 6:30 PM in the gymnasium at Essex High School after the Community Supper. There will be plenty of games, activities, and crafts to keep your child occupied. The child to staff ratio is 10:1, and EJRP will be able to take a maximum of 25 children for the evening. Come in comfy clothes – even pajamas – and be ready to play!

Pre-registration is not required, but greatly appreciated. To register, please call EJRP at 878-1375.

*Children must be potty-trained.

Mission and Goals

Mission Statement

Our purpose is to support and enrich the lives and community spirit of our citizens through efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, community development, economic development and fire protection.

Goal Statement

To be responsive to citizens' desires to shape their community by: balancing the diverse demands of the present generation with anticipated future needs, and maximizing the use of resources in delivering quality public services.

To retain and attract quality, customer-driven employees by: providing an environment that encourages, rewards, and recognizes employees for hard work, efficiency, creativity and enthusiasm.

Organizational Values

The Village of Essex Junction values its citizens. It demonstrates this commitment by listening and being willing to go the extra mile to address their concerns.

The Village of Essex Junction values its employees. It demonstrates this commitment through progressive personnel policies and encouraging continuous learning.

The employees value the Village of Essex Junction by being professional, creative and committed to providing exceptional service.

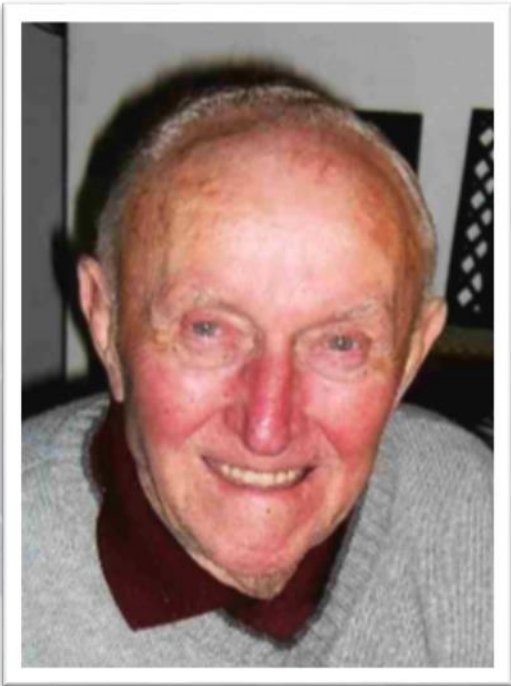
The quality of life and environment within the Village of Essex Junction are enhanced by a partnership and spirit of close cooperation among its citizens, elected and appointed officials and Village employees.

Each one of us is the Village. Each one of us is striving for success. We are what makes the difference between a good organization and an excellent one.

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Dedication



In Memory of
George A. Dunbar, Jr.

The Village of Essex Junction Board of Trustees is respectfully dedicating the 2018 Annual Report to George A. Dunbar, Jr., former Village President, who passed away on January 27, 2018.

George served in the U.S. Navy during World War II. He worked for IBM since it was newly constructed in 1957 until 1983. George was very active in the community, which included serving as a Trustee from 1985-2001 and as Village President for 12 of those years. He was recognized by the Vermont State Legislature for his dedication and service to the community in 2002.

George set an example for us all to follow through the giving of his time and energy for the benefit of our community. We are very thankful for his many years of service.



BOARD OF TRUSTEES

George Tyler, President

The heart of the Village beat strong through a year of challenge and change. On the personnel side, our new unified manager, Evan Teich, brought a pulse of positive energy and enthusiasm to his first year on the job. However, we also said goodbye through retirement to several esteemed staff members – Finance Director Lauren Morrisseau, Administrative Assistant Patty Benoit, and Senior Activities Coordinator LouAnn Pioli – whose commitment and generosity of spirit embodied

the Village’s philosophy of excellence in public service.

On the finance side, our ongoing collaboration with Essex Town continues to help keep costs under control and provide efficiencies throughout the community. The most significant example is the consolidated Highway budget. The proposed FY20 budget for the Essex Junction Public Works/Highway Department outlined in this Report is \$1,182,376, which represents nearly 23% of the Village’s total proposed FY20 budget of \$5,164,913. But through an existing contractual agreement with Essex Town, the Village Highway budget has been incorporated into the Essex Town general fund (which was approved by voters on March 4, 2019) so the Highway budget will be deducted from the total amount of revenue the Essex Junction government must raise from property taxes for its FY20 general fund budget. Overall, the Essex Town government will contribute nearly \$1.26 million towards Essex Junction’s proposed FY20 general fund budget. Obviously, Village taxpayers in their role as Town taxpayers will subsidize a large portion of this contribution. But the Trustees believe this cost sharing approach for paying for essential municipal services throughout the Village-Town community is the right way to go and is building the foundation for a more stable and sustainable community. Sharing of positions and costs continue: the Assistant to the Manager, Town/Village Clerk, Buildings Manager and Recreation Communications Coordinator are all split between the Town of Essex and Village of Essex Junction in FY20.

Some other highlights and initiatives from 2018 include:

Volunteerism – The spirit of volunteerism runs high and the Trustees express our sincerest gratitude to all those who have donated precious time to help us achieve a safer and more vibrant community. On behalf of all Village residents we thank our volunteer firefighters for their willingness to put their lives on the line for others and to commit hours of time for training and on-call readiness; we thank our Planning Commissioners and Zoning board for their integrity and thoughtfulness; we thank our Capital Review committee for helping us make informed decisions about infrastructure improvements; we thank the Bike/Walk Advisory committee for making our streets and sidewalks safer and more pedestrian-friendly; we thank the Tree Advisory committee for helping us maintain a healthy and appealing public landscape and also for preparing us for the Emerald Ash borer infestation; we thank the Brownell Library Board of Trustees and all the Brownell volunteers for making our wonderful community library the envy of the state; we thank those who worked to make

the Five Corners Farmers' Market and steAmfest well-attended community events and we thank the volunteers on all other Village and Town committees whose work contributes so much to our quality of life.

Consolidation – The Trustees and Essex Town Selectboard have set the Presidential election of November 3, 2020 as a desirable date for placing a proposal for governance change before Essex Junction and Essex Town voters. The two boards created a subcommittee to research governance options. With the assistance of an attorney who specializes in municipal law the subcommittee developed a list of governance models they considered appropriate and feasible for the Essex community. The list includes several consolidated, single-charter governance models with one elected board, and a status quo model that maintains separate charters and separate boards but makes existing shared service agreements more permanent and legally binding. Over the course of the coming year the two boards will seek community input to help us identify the model that best conforms to the aspirations and needs of the community and which best enables a stable and sustainable future.

Concerns – An immediate and ongoing concern is the state of Village roads and sidewalks. One of the big contributors to this year's budget growth was an increase in the usual percentage of money we designate to be moved from the proposed Village General Fund to the Capital Fund, which pays for infrastructure repairs. Like neighboring Chittenden County communities, the Village is challenged to keep up with damage done to roads and sidewalks from extreme temperatures, road salt, and heavy traffic. Each year the staff and Trustees must make tough choices to decide which roads and sidewalks get fixed and which, regrettably, must wait another year. Unfortunately, although the Village's grand list value is healthy and growing, the list of needed repairs is outpacing our ability to pay for them without increasing taxes significantly beyond the rate of inflation. Essex Town faces the same problem. As a community, we may need to consider some long-term solutions, such as a local option tax specifically designated for capital repairs.

One of Vermont's most desirable and thriving communities

The Village has reduced its dependence on GlobalFoundries but they remain by far our single largest source of business revenue. Along with Essex Town we must continue to work with GlobalFoundries to help attract other companies to their light industrial site. On the positive side, property improvements in the Village Center through construction of multi-story mixed used buildings have helped grow our grand list, and this trend will likely continue in the coming years.

Most important, Essex Junction's central location in Chittenden County, with our excellent schools, accessibility, walkability, and diversity of commercial activity and housing stock continues to make us one of Vermont's most desirable and thriving communities. Our biggest challenge will be holding on to what makes us great in a time of change and transition.

In closing, the Trustees express our gratitude to the Village community for allowing us to serve you.



UNIFIED MANAGER

Evan Teich

It is difficult to encapsulate an entire year of activity, particularly as a new Unified Manager in a year full of transition. I began the process of learning about two organizations and two communities. I met new elected municipal officials, dozens of local business owners, state representatives, senators, five or six local managers and about 130 full- and part-time employees.

The Village and the Town experienced several personnel shifts as employees retired or resigned and new hires came onboard. Recruitment and hiring took up an extraordinary amount of time but we, the management staff, firmly believe that the people we have brought into our organization will make us better suited for the future. This is not a knock on those who left. Rather it means that our new people bring their own skill sets and fresh perspectives. In all, we either promoted or hired more than 22 positions.

I met with 18 department heads between the Village and Town. I continue to learn about their departments, programs, goals and objectives and add my thoughts to them. I discovered that while individually, departments are very capable, smart, innovative and supportive of each other, they could benefit from more efficient communication and project coordination. We have started to address this with joint department head meetings, an emphasis on communication, and by design working together on projects.

Early on, I realized that while the Board of Trustees and Selectboard would be working on consolidation/merger/governance, the staff needed to focus on alignment. By alignment, I mean policies, procedures, budget documents, pay, and culture to make the simultaneous management of two separate organizations manageable. To that end, I assembled a small group of employees known as the Alignment Group to focus on the tasks at hand. I cannot thank them enough because they understood more about “us” than I did and their suggestions to work on culture and getting to know one another first was just so spot on. They recommended an employee survey and an in-service day to see where people work and get to know what they do. The group created an employee newsletter that would also serve as a way for us to keep staff updated on not only alignment, but other employee news as well. They have provided us with a short list of priorities to work on and then expand upon. Through their wisdom and effort, I believe we are headed in a positive direction.

This year, we have concentrated on policies and procedures, whether they be human resources, payroll, or purchasing. We have tried to take our policies and see if we can align them and/or combine them so that we only have to administer one policy versus two or more. Some notable aligned policies are Fire Department call and training pay, a joint Purchasing Policy, Hiring

Procedures, a new time-tracking system, Debt/Funds policy, and a new budget document. We have unified the organizations' copier contract, saving nearly \$9,000 annually and a solar agreement saving the Village and Town nearly \$8,000 annually. Additionally, we are currently discussing ways to align the vacation accrual provisions in our contracts and employee manuals.

We have exciting work ahead of us

The Board of Trustees and the Selectboard chose to tackle governance first. Staff jumped in to support their efforts with the subcommittee and joint board meetings. We help put agendas and packets together, send out materials, research, hire an attorney, and answer questions.

I was proud to work with so many fine people on the creation of two budgets. Before starting on this year's process, I asked the Boards to provide us with their goals. I'm pleased to say that 12 of 14 Selectboard goals were met in either full or in part and our focus of adding police officers has netted two additional officers over FY 2019. In the Village, 7 of 9 goals were either met in full or in part. A priority was an increase in capital fund transfer from a previous level of 7.5 percent to 15 percent. The budgets seek to address service demands, minimize the tax impact felt by the community, continue alignment of Town and Village processes, and to address our current capital needs. Over the years staff has added more information about our organization and we have moved certain expenditures within the budget document to better reflect who supervises those activities. We believe that the changes will help our supervision of these revenues and expenditures and produce higher levels of accountability.

I have started to meet with counterparts from Williston, Colchester, South Burlington and Winooski. We have so many interrelated issues such as the Howard Center, Community Justice Center, stormwater, regional planning, and state legislation that these communications are vital. I have had meetings with the school district to find commonalities and way to work together. We have started talks on how to fund the next two School Resource Officers and collaborated on school busing issues.

I am excited to embark on a new year with an organization that continues to provide excellent, high level services to its citizens for a reasonable value. We have exciting work ahead of us and we look forward to the challenge. Thank you for your patience and support throughout this year of learning and discovery.

ELECTED VILLAGE OFFICIALS

MODERATOR

Steve EustisExpires 2019

BOARD OF TRUSTEES (3-Year Terms)

George Tyler, PresidentExpires 2020
Andrew Brown, Vice PresidentExpires 2021
Lori HoughtonExpires 2019
Daniel KerinExpires 2020
Elaine HaneyExpires 2021

LIBRARY TRUSTEES

Joe KnoxExpires 2022
Beth CusterExpires 2019
Ann WadsworthExpires 2020
Jeanne Grant (interim until 2019).....Expires 2021
Helen Donahey (interim until 2019)Expires 2023

APPOINTED VILLAGE OFFICIALS

Assistant Village Manager/Finance Director..... Sarah Macy
Attorney Claudine Safar
Clerk/Treasurer/Tax Collector Susan McNamara-Hill
Community Development Director..... Robin Pierce
Engineer Donald L. Hamlin Consulting Engineers, Inc.
Fire Chief Chris Gaboriault
Library Director Wendy Hysko
Public Works Superintendent Rick Jones
Water Quality Superintendent..... James Jutras
Unified Manager Evan Teich

APPOINTED VILLAGE BOARDS AND COMMITTEES

PERMANENT LIBRARY BOARD

Christine Packard, Chair
Dorothy Bergendahl
Linda Costello
Sheila Porter
Andy Kolovos

PLANNING COMMISSION (3-Year Terms)

David Nistico, Chair	Expires 2021
John Alden, Vice Chair.....	Expires 2020
Diane Clemens	Expires 2019
Andrew Boutin	Expires 2020
Steven Shaw.....	Expires 2019
Amber Thibeault	Expires 2021
Kaitlin Hayes.....	Expires 2020

ZONING BOARD OF ADJUSTMENT (3-Year Terms)

Thomas Weaver, Chair.....	Expires 2021
Bruce Murdough	Expires 2019
Robert Mount	Expires 2021
Martin Hughes	Expires 2019
Aaron Martin.....	Expires 2020

CAPITAL PROGRAM REVIEW COMMITTEE (3-Year Terms)

Andrew Brown, Chair.....	Expires 2021
Kevin Collins, Vice Chair	Expires 2020
Amber Thibeault	Expires 2020
Timothy Dall	Expires 2019
VACANT.....	Expires 2021

BIKE/WALK ADVISORY COMMITTEE (3-Year Terms)

Rajan Chawla, Chair	Expires 2019
Jeff Frolik.....	Expires 2020
Phoebe Spencer	Expires 2021
Kaitlin Hayes.....	Expires 2021

Eric Bowker	Expires 2019
Micah Hagan	Expires 2021
Catherine Shearer	Expires 2021
VACANT	Expires 2019

**TREE ADVISORY COMMITTEE
(3-Year Terms)**

Nick Meyer, Chair.....	Expires 2020
Rich Boyers, Vice Chair.....	Expires 2019
Tim Kemerer.....	Expires 2019
Warren Spinner.....	Expires 2021
Mary Jo Engel.....	Expires 2021

All residents are encouraged to apply for committee seats. **If you are interested in serving on a Village Committee, please write a letter of interest to the Unified Manager, 2 Lincoln Street, Essex Junction, VT 05452, call 878-6944, fax us at 802-878-6946, or e-mail admin@essexjunction.org.** For more information, please visit the Town website at www.essexjunction.org.



GENERAL INFORMATION

The Village of Essex Junction is governed by the Council-Manager form of government. It has a five-member nonpartisan Board of Trustees, which is elected at large and is responsible for determining Village policy. The Chief Executive Officer is the Manager, who is appointed by the Village Board of Trustees and is responsible for the day-to-day operations of the Village. As of February 2018, the Village shares a Unified Manager with the Town of Essex. The Manager was appointed by the Village Board of Trustees and the Town of Essex Selectboard.

DATES TO REMEMBER

April 1, 2019 Dog licenses due
 April 3, 2019 Community Supper – 6:00 PM
 April 3, 2019 Annual Meeting – 7:00 PM
 April 9, 2019 – Voting by Australian Ballot Polls open – 7:00 AM to 7:00 PM
 September 16, 2019 1st half of property taxes due
 March 16, 2020 2nd half of property taxes due

GENERAL INFORMATION

Population (2010 U.S. Census) 9,271
 Registered Voters 7,558
 Total Area 4.6 square miles
 Date of Incorporation November 15, 1892
 2018 Grand List \$ 11,103,656
 County Chittenden

	Village Residential	Village Non-Residential
General Tax Rate	0.4932	0.4932
Education Rate	1.5396	1.6539
Town Capital	0.0200	0.0200
Local Agreement Rate	0.0019	0.0019
Essex Junction Village	0.3098	0.3098
EJ Economic Development	0.0100	0.0100
TOTAL MUNICIPAL RATE	2.3709	2.4888

VILLAGE OFFICE LOCATION AND HOURS

2 Lincoln Street, Essex Junction, Vermont 05452
 8:00 AM to 4:30 PM – Monday through Friday

DROPBOX for payments located to the right of the “parking lot” entrance



STATE INFORMATION



U.S. CONGRESSIONAL DELEGATION

U.S. Senator Patrick Leahy (D)

Washington Office: 437 Russell Senate Building, Washington, DC 20510-4502 (202) 224-4242
Burlington Office: Court House Plaza, 199 Main Street, Burlington, VT 05401..... (802) 863-2525

U.S. Senator Bernard Sanders (I)

Washington Office: 332 Dirksen Senate Building, Washington, DC 20510 (202) 224-5141
Vermont Address: 1 Church St, 3rd Fl., Burlington, VT 05401 (802) 862-0697

Congressman Peter Welch (D)

Washington Office: 2187 Rayburn House Office Building, Washington, DC 20515 (202) 225-4115
Burlington Office: 128 Lakeside Ave, #235, Burlington, VT 05401 (888) 605-7270
(802) 652-2450

VERMONT STATE GOVERNMENT

Governor Phil Scott (R)

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

Lieutenant Governor David Zuckerman (P)

115 State Street, Montpelier, VT 05633-5401..... (802) 828-2226

Secretary of State Jim Condos

128 State Street, Montpelier, VT 05633-1101..... (802) 828-2148

SENATORS

Tim Ashe (D/P), 45 Lakeview Terrace, Burlington, VT 05401 (802) 318-0903
Philip Baruth (D), 120 Nottingham Lane, Burlington, VT 05401 (802) 503-5266
Virginia Lyons (D), 241 White Birch Lane, Williston, VT 05495..... (802) 863-6129
Debbie Ingram (D), 2120 South Road, Williston, VT 05495 (802) 879-0054
Christopher Pearson (P/D), 12 Brookes Avenue, Burlington, VT 05401 (802) 860-3933
Michael Sirotkin (D), 80 Bartlett Bay Road, South Burlington, VT 05403 (802) 999-4360

REPRESENTATIVES

Lori Houghton (D) (District 8-2), 40 School Street, Essex Junction, VT 05452 (802) 373-0599
Dylan Giambatista (D) (District 8-2), 12 Arlington Street, Essex Junction VT 05452 (802) 734-8841

Linda Myers (R) (District 8-1), 51 Forest Road, Essex Junction, VT 05452..... (802) 878-3514
Marybeth Redmond (D) (District 8-1), PO Box 8075, Essex, VT 05451..... (802) 488-0531

VILLAGE CLERK/TREASURER

Susan McNamara-Hill, Village Clerk and Treasurer

ANNUAL ELECTION

APRIL 10, 2018

Number of Voters on Checklist	7,395
Number of Voted Ballots	429
Annual Meeting 4/4/18	118

Under Article 7 of the Warning:

To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms each); three Library Trustees (one 1-year term, one 4-year term and one 5-year term); one School Director for the Essex Westford School District #51 (3 year term)?

Office	Name	Number of Votes
Moderator	Steven Eustis	394
Trustee (2) (3-yr. term)	Andrew Brown Elaine Haney Sopchak	351 359
Library Trustee (1 yr. term)	Beth Custer	372
Library Trustee (4 yr. term)	Joe Knox	376
Library Trustee (5 yr. term)	No candidate	
School Director District. #51 (3 yr. term)	Diane Clemens	369

PUBLIC WORKS DEPARTMENT

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.

Our Public Works crew of eight 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, 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.

Some examples of work during FYE 19:

- Greenwood Avenue drainage project
- Prune trees
- Main Street Pedestrian bridge
- Flushed approximately 50,000 feet of sewer lines
- Cleaned catch basins
- Water meter change out program

Our goals for FYE 20 include:

- South Street drainage project
- Railroad Ave. waterline project



Photos: We have two photos of our Public Works crew and plows, one from 1990 and another from 2018.

Fun fact: one of our current employees is in both pictures.



COMMUNITY DEVELOPMENT DEPARTMENT AND PLANNING COMMISSION

Robin Pierce, Community Development Director

All of the work funded by the Federal Government for the Pearl Street upgrade was completed. A portion of the funds remaining will be used to upgrade the South Summit Street rail crossing in 2019. The Design Five Corners initiative has been taken to the Chittenden County Regional Planning Commission (CCRPC) and consultants, DuBois & King, Inc. (D&K) were selected to undertake a Study that will result in the initiative being inserted into the Village Municipal Plan in 2019. The idea behind this initiative is to put the Village back in Essex Junction. The second steAmfest art event occurred in the Village Center in 2018 and this successful event brought many citizens to the Village Center. The three-story building with residential apartments on the upper two levels and retail commercial spaces below on Park Street did not move forward in 2018. If it is not progressed by January 2019, the Planning Commission approval will lapse and a new approval will be required. In addition, a building with underground parking was approved for the area to the north of the Park Street School. This building will provide 43 apartments for seniors over 55 years of age. This type of accommodation is sorely needed in our Village Center.

A proposal surfaced to replace the current building at 3 Maple Street with a four-story brick building. This is moving through the review process and should be heard by the Planning Commission in the spring of 2019. This is one of the buildings approved in a Master Plan in 2018 for a site that stretches from the Lincoln Inn to the location of the former Depot Home and Garden facility. The development will be mixed use; residential, retail and commercial and include open



space, a swimming pool, and underground parking where possible. There continues to be success leasing new residential accommodations in the Village Center. Some of the commercial spaces have been leased. A permit was issued for the approved 67 apartments and commercial space on the former 197 Toro building site on Pearl Street. Work has not commenced yet. The Planning Commission approved a hotel application on Pearl Street close to Champlain Valley Exposition.

The Trustees and the Selectboard approved two studies that looked at increasing pedestrian and bicycle safety, and thus increase such usage. The areas reviewed were a section of road between West Street Extension and Susie Wilson Road, and Rte. 15 from Athens Drive into the Town.

The proposal to replace the Essex Grill with a new building that will provide four apartments with an enlarged restaurant was approved. The completed structure did not match the elevation that was determined by the Planning Commission to meet the design standards of the Village Center District.

Therefore, a temporary certificate of occupancy was issued to give the owners time to correct the elevation while opening the restaurant on time.

The Crescent Connector Road project continues to move forward. A timetable has been set for spring 2019 for the rail crossing to be constructed across the Amtrak mainline. The project team for the road portion of the Connector Road development lead by Village staff are on schedule for the road to be built the construction season after the rail crossing is completed.

Work continued appraising the land needed to build the Connector Road. This varied from land that needs to have a permanent easement on it, to small parcels of land that will require a temporary easement that will expire once the construction work is complete.



Planning can seem like a difficult process in a dynamic world where the time between new discoveries can seem like weeks rather than years. One of the constants is that at its roots we need to plan for those who have not been born yet, in an effort to leave this world (natural and manmade) in a better condition than we found it. In the future, economic benefits will come more from choosing to work to enhance the environment, rather than exploiting its riches for a one-time profit.

The Department continues to represent the Village with the Vermont Agency of Transportation, the CCRPC, Essex Town Economic Development

Commission, Center for Technology-Essex, and the Vermont Downtown Board. Membership in the Planning Commission had one change. Joe Weith moved out of the municipality and Kaitlin Hayes was chosen by the Trustees to take the empty seat. All other Commission members remained constant; David Nistico is Chair, John Alden is the Vice Chair, Andrew Boutin, Diane Clemens, Amber Thibeault and Steve Shaw make up the seven member Commission.

Departmental staff attends CCRPC Transport Advisory Committee and Planning Advisory Committee meetings, Planning Commission, Zoning Board meetings and hearings and, when appropriate, Trustee meetings. The Community Development Department can be reached at 878-6950.

Photos: Proposed building at 3 Maple Street (#1), Global Foundries Complex (#2), and Amtrak Station (#3)

Essex Junction Zoning Permit Activity

Permit Type	2014	2015	2016	2017	2018
Accessory Apartments	1	1	2	3	3
Apartments	3 (90 units)	2(129 units)	7(138 units)	7 (97 units)	1 (4 units)
Change of Use	6	4	5	5	4
Commercial/Non-residential Additions or Alterations	4	7	8	6	2
Condominiums	0	0	0	0	0
Demolition	3	5	4	7	3
Duplexes	8 (16 units)	7 (14 units)	2 (4 units)	0	0
Triplexes	0	0	0	1 (3 units)	0
Elderly Housing Units	0	0	0	0	1 (43 units)
Home Occupations	2	4	6	0	0
Miscellaneous Permits	7	1	6	4	1
Mobile Homes	0	0	1	0	0
Residential Additions	20	22	26	21	25
Residential Garages	4	5	3	5	3
Residential Accessory Alterations ie decks, porches, driveways, storage sheds	41	55	43	47	49
Sign Permits	22	12	21	15	17
Single Family Dwellings	17	11	4	6	4
Swimming Pools	1	2	0	3	1
Temporary Use	3	2	4	3	5
CVE, Temporary Use	5	2	3	1	2
CVE, Additions/Alterations	0	0	0	0	0
Renewal of Permits	0	0	0	0	0
Revised Permits	3	1	0	0	0
Void Permit	0	0	0	0	0
Total Permits	150	144	145	134	121

BROWNELL LIBRARY

Wendy Hysko, Library Director

Brownell Library continues to serve many in FYE 2018

- 105,827 visits and 122,839 items circulated.
- There were 681 programs offered with a total of 11,316 attending.
- Our volunteers, aged 15 thru 90+, donated 1,716 hours of their time helping with various tasks and programs.

Programming

- Ongoing Adult programs include: Must Read Mondays book discussions; Friday Night Sit & Knit; Vermont Humanities Council First Wednesday lectures; First Wednesday Encore afternoon series; TEDx Talk discussions; Adult board game nights; AARP tax preparation; Tech Help with Clif; Italian Movies; DIY Crafts; Vermont Astronomical Society programs.
- Ongoing Youth programs include: Story Times for Babies, Toddlers and Preschoolers; Friday Night Movies for Families, LEGO Fun, Award Book Programs; Live-Action Role-Play (LARP); Dungeons and Dragons gaming; Magic the Gathering gaming; Afternoon crafts; Go Club; Teen Advisory Board (TAB); Library Elementary Event Planners (LEEP); Music with Raph; Reading Buddies; Harry Potter Club; LGBTQ Club; Chess for Kids; Knitting for Kids; Reading with Therapy Dogs Daisy and Archie.

Technology

Our new mobile friendly website was launched in June 2018.

Launchpads – pre-loaded tablets with different themes – were purchased through the generosity of seed money from the Essex Junction Lions Club to circulate in adult and youth departments.

Staffing

In June 2018, Megan Allison began her position as Youth Services Librarian after the winter departure of Youth Librarian Julia Rigsby.

Milestones

Brownell Library collaborated with the following community organizations: Summit St. School; Hiawatha School; Fleming School; ADL; EHS; Essex Free Library; EJRP; St Michael's College; EPD; Essex CHIPS & Teen Center; Essex Reporter; Essex Players; EJPW; National Honor Society; RETN; Peace & Justice Center; 501st New England; steAmfest VT; Sam's Scoop Shop; NFI-VT; Essex Art League; VT Special Olympics; VT Astronomical Society; VT Humanities Council; VT Italian Club; Flynn Theater; Essex Area Senior Center; and area preschools.

The Youth area renovations included a wall removed for better Teen Area access, youth DVDs were moved, and new furniture was purchased to create better seating in the Teen area.

An eclipse viewing party was organized with over 600 attendees at Summit Street School.

Brownell worked with Essex Free Library to receive Essex Rotary grant funding to begin a Welcome Baby program to reach out to the newest Village and Essex residents.

An inaugural Star Wars Day with many activities including visitors from the local 501st was offered on May 4.

1926 Brownell Library dedication photos were discovered in the Village vault, and Library Trustees funded their digitization, printing and framing, along with an event series “History at the Heart of the Village”, to celebrate these historic photos now on public display.

Non-traditional materials like a disc golf kit, portable DVD player, button making kit, bird watching kit and garden tools were added to the circulating collection.

Summer Reading 2018

“Libraries Rock” was 2018’s Summer Reading Theme. 159 kids and teens registered for our Summer Reading Club. 1,294 books were read. Kids spent 8,989 minutes reading and 37 preschool activities were completed!

974 pre-schoolers attended 47 events. 1010 kids attended 56 events, and 422 teens attended 32 events.

Teens assisted librarians with summer events for a total of 63 hours.

Highlights:

The inter-generational meal at the Senior Center brought seniors and teens together for a great meal and a game of name that tune. Mystery Word Week got young people reading for an ice cream cone at Sam’s Scoop Shop. We offered a Musical Petting Zoo where local teen musicians shared their music and instruments with children. We hosted our annual Teddy Bear Sleepover, and continued our STEAM series with a focus on music and geology. The final party with No Strings Marionettes at Maple Street Park was a great collaboration between Brownell and EJP.

Looking Ahead to FYE 2019

A weather station will be installed, prompted by a generous donation from a community member.

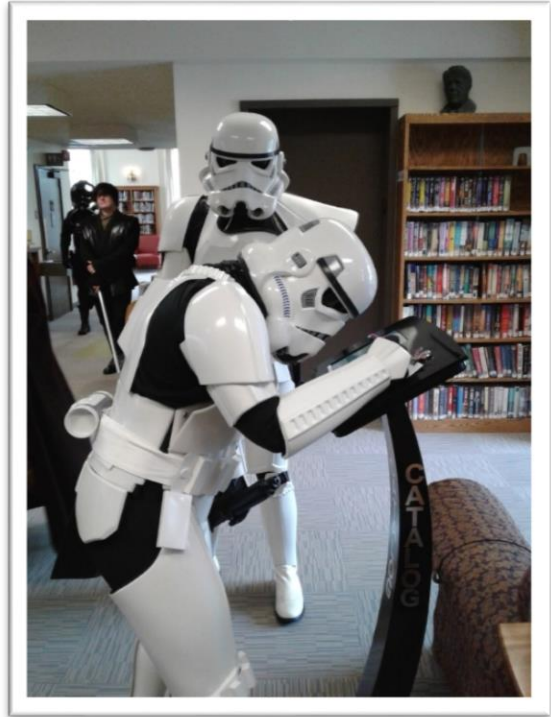
Graphic novels will be moved in the Youth area for better access.

A large format scanner and VHS digital converter will be installed in the adult computer area.

An afternoon pop up library will occur to provide library outreach at a different location in the Village.

Thank you for your continued support of library services in the heart of the Village.

For more information about the library, go to www.brownelllibrary.org or call us at 878-6955.



RECREATION AND PARKS DEPARTMENT

Brad Luck, Recreation and Parks Director

At Essex Junction Recreation & Parks (EJRP), our focus continues to be on our vision of “creating community through people, parks, and programs.” This is our second year operating as a Village

Department, after taking a 45-year hiatus while operating under the auspices of the Essex Junction School District. While we are no longer governed by the schools, our relationship and partnership remains strong. Our schools serve as the home to many recreation programs for people of all ages.



People

The people that we serve – the Essex Junction community - continue to be at the heart of what we do. We seek to provide meaningful recreational and educational opportunities for people of all ages, interests, and abilities. It is peoples’ experiences and feedback that drives changes to our current programs and the addition of new ones. It is also the people that lead and provide our services that make us proud. Together, 17-full-time staff and 250-part-time and seasonal people work with a genuine care for our patrons, patience, gratitude, and an appreciation of the role we play in enhancing the quality of life in Essex Junction. This year a photo of our dog swim was on the cover of the National Parks & Recreation magazine, our middle school summer camp (Camp STAR) was featured in the Vermont Recreation & Parks newsletter, and our staff presented at both the national and state conferences on recreation.

Parks

This past year we replaced playground chips at Maple Street Park and Cascade Park, and at Maple Street Park we constructed a second batting cage, irrigated the outfield of the lighted field, repaired the skate park ramps, and completed the addition to the old maintenance garage to make a full-functioning space with bathrooms, changing stalls, a kitchen, and storage space. In the upcoming capital plan, we are planning to resurface the tennis courts, basketball courts, and



skate park at Maple Street Park and the tennis courts at Cascade Park. We will be installing a second flashing crosswalk at the other entrance to Maple Street Park, resurfacing the diving boards, replacing a pool motor, and in partnership with Essex Parks and Recreation, we will be developing a new masterplan and facility feasibility study.



Programs

We continue to provide many programs and community events that people have come to know, love, and support – Village Kids, EJP Preschool, vacation camps, youth basketball, sports leagues/camps/programs, summer specialty camps, swim lessons, adult educational/fitness

opportunities, senior trips, community gardens, free summer breakfast and lunch at Maple Street Park, and special events like Winter Lights In the Park, Essex Has Talent, July 4th, Construction Junction, Winterfest, the Train Hop, and many more.

Here are some new opportunities and/or new developments from the past year:

- In our fifth year of taking 8th graders to Washington, DC, this April's trip is our largest ever with 80-kids registered (normally in the high 40's).
- Demand for Swim with Annie swim lessons continues to grow throughout the year, including an Adult Swim Evening with Annie.
- We partnered with Blueprint Basketball AAU Club to offer a local basketball opportunity that will be a regionally competitive AAU option for boys and girls in grades 3-11.
- Our summer offerings continue to expand with Critter Camp!, EHS Filming Camp, Tossing Loops: Learn to Fly Fish, and Young Hornets Bowling Camp.
- We offered our first strider bike program for preschoolers.
- We partnered with Essex High School to offer the EHS Intramural Ice Hockey program and summer college essay writing workshops.
- We added a 10K option with our Half Marathon.



- We created the Battle of the BBQ event at Maple Street Park featuring three BBQ food trucks and a local brewery.
- We created Pumpkin Palooza, a display of more than 500 pumpkins at Maple Street Park.
- We've expanded our certifications offerings to include: Wilderness First Aid, CPR & First Aid, Babysitting, and Drivers Ed.
- We now offer free snowshoe rentals during the winter for people to get out and explore in the snow.
- We offered Being an Ally 101: Exploring LGBTQ Topics, an educational opportunity for community members to become better informed about LGBTQ and gender identity issues.

Co-location

We currently are planning for Essex Parks and Recreation (EPR), who is located at 81 Main Street, to co-locate with EJP at 75 Maple Street. We see this as a fantastic opportunity for the community. As residents and taxpayers of both recreation departments, you will now have one stop shopping for recreation. There will be one office, one brochure, one website, one phone number, and one registration system. Internally there will be greater opportunities to share information, plan together, partner together, and start to look at the management and delivery of parks and recreation services for Essex in a more holistic way. We will appreciate your feedback as this unfolds.



Thanks for your support, participation, and sharing of feedback about your parks and recreation experiences, wants, and needs.



ESSEX AREA SENIOR CENTER

Allyson Vile, Essex Parks & Recreation Director and
Brad Luck, Essex Junction Recreation & Parks Director

The Essex Area Senior Center (EASC) continues to grow in membership, hovering just under 300 members from the Essex community and surrounding towns. Members of the Center are active with Mah Jongg, seated yoga, cards, BINGO, knitting & crocheting, bridge (duplicate too), book discussions, Wii games and so much more. Every day at EASC brings new faces along with familiar ones and building friendships is one of our most important missions. Everyone needs a positive place to visit, laugh, play and converse.

We also know it is important to venture out for a weekly meal to an area restaurant, one of the schools or to enjoy a warm bowl of soup and potluck here at the Center. We strive to provide affordable meal options each week of the month and to make them nutritious while you socialize with friends and meet new people.

We have long-standing relationships with the Meal-Site committee members who are active in their local churches. Each month, volunteers come together to make sandwiches and desserts to provide members. To accompany the meal, the culinary students at the Center for Technology – Essex (CTE) provide soup. Program opportunities include music provided by students at Hiawatha (thank you Ms. Reed), the ADL Boys Basketball team, Sergio and others. CTE also provides additional meal opportunities throughout the year with monthly soup & sandwich days at the Center and on-site meals at the high school, that are out of this world. A huge thank you to Susan, John and John who make this happen for our membership. EASC has also been working closely with Kevin Briggs and staff from Essex Middle School over the past two years to provide an affordable lunch to our membership on a monthly basis while interacting with 6th – 8th graders. It is a great program that provides an intergenerational aspect that we hope continues into the next school year. Each month we end with a Potluck birthday celebration for all of those celebrating their birthday that month. It's a great way to come together, share our favorite dishes and catch up about the month and what's ahead.

We have enjoyed many trips so far this year; from Lake Winnepesaukee and a day trip to admire waterfalls throughout Vermont to the Hope Cemetery and our upcoming spring trip to see the Phantom of the Opera in Proctor, NY. Many of the trips that are out of state use coach transportation for our participants. For local trips, we utilize the Essex Senior Vans when available to keep trip expenses reasonable.

Fundraising is a huge aspect to our success here at the EASC and we couldn't do it without the help of our fundraising committee members, along with our committed member volunteers who make these amazing events happen. From the demanding – and rewarding – Silent Auction, to the Craft Fest, Train Hop and Rada Cutlery sales throughout the year, the monies raised supports monthly meal subsidy, capital upgrades to the Center and more.

We have gone through a big transition with the start of 2019, as our Senior Activities Coordinator, Lou Ann Pioli, retired at the end of 2018. Her tenure here sparked energy, programs and new ideas. Thank you for your passion Lou Ann.

As we look toward FYE20, we anticipate a new wave of activities, trips, events and more to join the favorite activities already enjoyed by members. The newly hired Program Director will be the first recreation staff member co-supervised by both Directors at Essex Parks & Recreation and Essex Junction Recreation & Parks.

The Essex Area Senior Center is located at 2 Lincoln Street, on the first floor of the white annex side of the municipal offices. Our hours are 10am – 4pm, Monday – Friday, with additional trips, events and fundraisers throughout the year.

Interested in becoming a member? A 12-month annual membership is only \$12 for residents of the entire Essex community and \$15 for those who live outside of Essex. Stop by and check out the activities and friendly faces; you'll want to keep coming back for more fun.

For resident seniors, age 60 and older, the Essex Parks and Recreation Department offers free rides within the Town of Essex (including the Village of Essex Junction). The Senior Vans are equipped with a wheelchair lift and currently operate Monday through Friday, 9:00 AM until 4:00 PM. Call (802) 878-6940 between the hours of 9 a.m. and Noon, Monday through Friday, to schedule a ride. You must call the day ***before*** your ride is needed.

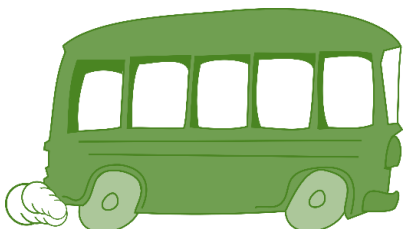
Please contact the phone volunteers during call hours (802) 878-6940 or the Essex Parks and Recreation Department (802) 878-1342 for a ridership application.

We are very thankful to our volunteers who take appointment calls each day for the Senior Vans. We couldn't make this work without them!

*Please call the day before
to schedule:*

(802) 878-6940

*Monday through Friday
9:00 AM to Noon*



Did you know that Essex is the only community in the state of Vermont to offer free Senior Van transportation for residents? Any resident of the Town of Essex (including Essex Junction) over the age of 60 may use the senior van for in-town rides at no cost. Examples of how our seniors use the van: trips to the gym, doctor & hairdresser appointments, grocery shopping or visiting friends/family. There are even a few locations across the border into Williston and Colchester where transportation is provided for medical appointments.

WATER QUALITY DEPARTMENT

James L. Jutras, Water Quality Superintendent

In the Village of Essex Junction, water quality encompasses wastewater treatment as well as stormwater management. Stormwater management is intertwined with Public Works in how roads are plowed and maintained, how the storm drains are cleaned and repaired, water fire hydrant flushing and many other daily operations all tie to water quality discharges to the Lake Champlain Basin from the Village.



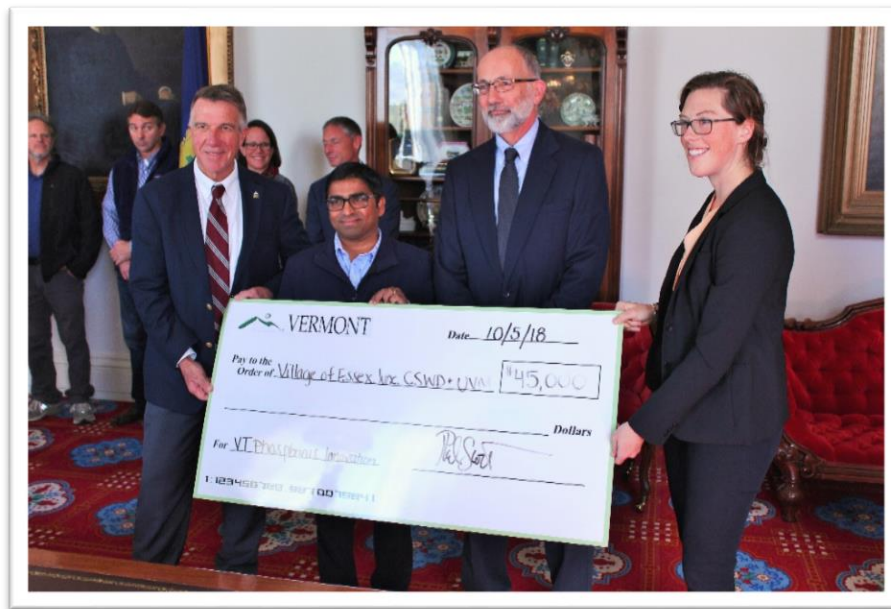
Major accomplishments in 2018 include but are not limited to:

- Awarded a \$45,000 grant from the Vermont Phosphorus Innovation Challenge for piloting an innovative and inexpensive trial to remove Phosphorus from our wastewater process and from the Lake Champlain Basin.
- Proceeded on community alignment initiatives with a facility that serves both the Town and Village and has done so since the 1980's.
- Completed grant funded stormwater work on Beech St and Corduroy Road.
- Secured grant funding for a Phosphorus Control Plan study stormwater permit compliance.
- Prepared plans for renewing our Municipal Separate Storm Sewer System permit (MS4).

- Water Quality Day 2018 open house attracted more than 80 visitors at the Cascade Street Wastewater facility to learn about water quality and wastewater treatment.
- Welcomed Governor Phil Scott, ANR Commissioner Emily Boedecker and ANR Secretary Julie Moore for a guided wastewater facility tour.
- Initiated a Village and Town wide chemical Safety Data Sheet (SDS) program for efficient and effective chemical safety information and required reporting.
- Treated and recycled over 678,000,000 gallons of treated wastewater back into the environment. Those connected to our sanitary sewer system and those in Essex and Williston generated this water as waste.
- Over 675 dry tons of anaerobically digested wastewater treatment process byproduct was recycled as fertilizer on the Whitcomb farm and in farms in the upstate NY area.
- Generated over 800,000 kW of electricity from our anaerobic digester methane gas. The electricity was used on site to offset nearly 40% of our total electrical costs.

Water quality enhancement also lies with you, the resident. How you manage and maintain your home, auto and how you enjoy the environment all have an impact on the environment. By simply picking up after your pets, not fertilizing your lawn, using a commercial car wash, disposing of wastes properly and more, you are protecting the environment and the water quality of Lake Champlain. You are also aiding in reducing your environmental impact through smart purchases of environmentally safe, phosphate free products. The effort by every individual makes a whole lot of difference.

Many thanks to the dedicated water quality professionals in the Lake Champlain region. These people and our environmentally devoted staff in Essex Junction keep the sewage flowing safely to the Cascade Street facility. The treatment process protects public health from disease and also protects the environment where we live, work and enjoy the outdoors.



Vermont Phosphorus Innovation Challenge \$45,000 Grant Award



ESSEX JUNCTION FIRE DEPARTMENT

Fire Chief Chris Gaboriault

The Essex Junction Fire Department provides fire protection for the Village of Essex Junction with a paid call staff of thirty-five 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 585 calls during the calendar year of 2018; a 10% increase over 2017. 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.

Thanks to all of our members for their dedication to training. The department logged over 2,900 hours of training in 2018.

In August 2018, we took delivery of a 2018 Pierce Engine to replace our 22-year-old pumper. We have submitted an Assistance to Firefighter’s Grant request to replace our Self-Contained Breathing Apparatus. Grant results will be posted in the spring of 2019.

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.



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

Robert Trudo	49 years	Steven Harnois	29 years
Bruce Trudo	44 years	Jim Kellogg	26 years
Raymond Weed	43 years	Keith Rivers	23 years
Chris Gaboriault	37 years	Robert O’Neill	22 years
Thomas Mayer	37 years	Tim Wear	22 years
John Rowell	37 years	Timothy Miller	21 years
Michael Giroux	34 years	Eric Fenton	17 years
Chuck Barry	33 years	Sarah Trudo	13 years

VILLAGE OF ESSEX JUNCTION AND TOWN OF ESSEX SHARED SERVICES SUMMARY

2013-14

Administration

- Shared Municipal Manager

Finance

- Combined tax bill
- Cash Receipts on same system

Storm Water

- Sharing of storm water permitting/management costs
- Established Joint Storm Water Policy Coordination Committee/joint staff support

2014-15

Shared Services Assessment Study Report accepted by both boards in September 2014.

Administration

- New Town Director of Administrative Services

Finance

- Shared Finance Director duties started
- Combined Finance team/cross training of Town and Village employees

2015-2016

Finance

- Combined payrolls on one system
- Shared accounts receivable module
- Shared bank account
- Consolidated the location of all Finance personnel at Town Offices, 81 Main Street
- Went out to bid for one auditor for FYE 16
- Shared General Ledger and Chart of Accounts started
- Combined accounts payable functions started
- Cash receipts on the same system started

Public Works

- Incorporated a portion of the Village highway budget in the Town highway budget

- Joint Public Works Director
- Began phased-in consolidation of shared services over multi-year period
- Joint Communications Plan for Shared Public Works Management
- Joint plan entitled Handling of Requests for Service/Complaints
- Joint Winter Operations Plan
- Assistance from the Village to cover sidewalk clearing along a portion of VT Route 117
- Joint required safety training
- Single paving bid for Town and Village
- VTRANS Class 2 Paving grant application prepared for Village by Town staff
- Sharing of equipment for specific project needs such as leaf hauling, salt mixing and catch basin cleaning
- Joint effort for equipping vehicles with GPS locators

Storm Water

- Joint hiring of two interns for summer data collection with assistance by wastewater treatment facility summer interns
- Joint development of required Sunderland Brook and Indian Brook Flow Restoration Plans
- Village Water Quality Superintendent monitoring the progress of the Clean Water Act 64
- Joint storm water training on equipment and cooperative installation of testing equipment/data collection
- Joint use of equipment to clean catch basins
- Grant application preparation by Town staff for separate Town and Village grants
- Lowered Town catch basin cleaning costs through use of Village Vector Truck

2016-17

Administration

- Shared Clerk/Treasurer
- Technology upgrades made with an eye toward compatibility/shared IT infrastructure

Finance

- Shared auditor for the FYE 2016 audit
- New Town Bookkeeper to process both Town and Village payroll
- Move the Village Utility (water/sewer) to Town accounting system
- Combined purchasing

Clerk

- Shared Clerk/Treasurer duties started

Public Works

- Continuation of shared services as outlined in 2015-2016

- Joint See-Click-Fix software implemented for request-for-service and complaints
- Successful grant application by Town staff resulted in additional paving for Village
- Pre-winter inspection of Village trucks using Town hoist to inspect under vehicles with assistance from the Town mechanic (under way)
- Preliminary development of plans for partial utility services (water and sanitation) consolidation (under way)
- Development of a single road management plan for maintenance of roads in the Town and Village with Town staff, Hamlin Consulting Engineers (the Village's contract engineer) and CCRPC participating in the work (field work approximately 75% complete)
- Preparation of a periodic report to each Board on the status of key projects in each community and collective projects affecting both communities
- Overview by Public Works Director of Village and Town Highway Budgets
- Periodic meetings of Public Works Director, Town Engineering staff, Hamlin Consulting Engineers, Village Public Works and Storm Water staff to share information and provide updated project status

Storm Water

- Continuation of shared services as outlined in 2015-2016
- Preparation of Flow Restoration Plan Implementation and Financial Plan for both communities
- Submittal of common basis for handling of expired permits in the Town and the Village
- Applied for and secured Village and Town VTRANS Flow Restoration Grants via Public Works

Community Development

- Thoughtful Growth in Action (TGIA) report rolled out to Trustees, Selectboard, Town and Village Planning Commissions and Zoning Boards of Adjustment

2017-18

Administration

- Alignment of Fire Department organizational structures, training protocols, capital planning, employment practices and budget account structure
- Hiring of a new Unified Manager

Information Technology

- Converted Village Recreation and Parks (EJRP) from Chittenden Central Supervisory Union (CCSU) network to the Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete)
 - Allows EJRP and Town staff to share files with each other.
 - Allows EJRP staff to use NEMRC (the system used by the Town) for Payroll and Accounts Payable

- Converted Village Public Works network to Town network. This included users, workstations, antivirus and firewall (approximately 90% complete)
 - Allows Village Highway staff to access and share files with the Town Public Works staff
 - Allows Village Highway staff to store files that had been stored locally or in the cloud to a Town server that is backed up and replicated offsite hour
- Converted Village Offices from Essex Junction network to Town network. This included servers, users, workstations, antivirus and firewalls (approximately 90% complete).
 - Allows Village and Town staff to share files and applications including NEMRC.
 - Allowed for the consolidation of mailservers and migration to the Microsoft Office 365 cloud. The email addresses remain independent (@essex.org and @essexjunction.org)

Finance

- Research of having one Federal Tax ID concludes it is best to wait

Public Works

- Continuation of shared services as outlined in previous years.
- Both Village and Town Public Works staff have worked closely to coordinate with the joint Village and Town Public Works consolidation committee to review achievement of existing goals, and look for future opportunities for consolidation.
- The joint use of the See-Click-Fix software continues to be used for request of service/complaints continues with the Village and the Town.
- Successful grant application by Town staff on behalf of the Village resulted in a State grant award to rehabilitate the pedestrian portion of the Main Street Bridge over Indian Brook next to the Municipal offices at 81 Main Street. The design is being coordinated jointly between the Town and the Village.
- The Village and Town Highway Departments participate in safety and winter operations training on an annual basis.
- Town and Village staff have worked with the CCRPC to develop a municipal road management plan to be used to budget and maintain existing paved infrastructure throughout the community. This project is 90% complete and should be ready for use this coming summer.
- The Town and Village will continue to bid, construct, and inspect municipal paving projects jointly. The total of 15 road segments were paved in last year's contract. The total contract amount for paving in FYE17 was \$457,844.19.
- Periodic reports continue to be provided to each Board on the status of key projects in each community and collective projects affecting both.
- The Public Works Director continues to review and provide direct overview on both Village and Town Highway Budgets.

- Public Works crews have provided mutual support on specific projects using equipment and manpower not available within only one municipality.

Storm Water

- Continuation of shared services as outlined in previous years.
- Both the Town and Village have completed, submitted and had their permit required Flow Restoration Plans approved for all required watersheds.
- All four identified projects within the Town and Village Flow Restoration Plans are currently funded with grants received by the State with matching funds from the Capital budget. These grants have saved the Town and Village in excess of \$1,596,426 that would have been required.
- Successful grant application by Village staff resulted in a VTrans Highway Stormwater Mitigation Program grant award to create a Phosphorus Control Plan to identify potential projects to meet phosphorus reduction targets.
- Both staffs have coordinated and submitted new grant applications to help reduce the impact of the cost of phosphorus removal in the community.
- Chloride monitoring will continue being conducted throughout the community to get a baseline for possible future permit requirements.
- Successful grant application by Town staff resulted in a Better Roads grant award to rehabilitate existing storm water outfalls within the Village.
- Staff have worked closely to monitor State regulations and potential new laws that could have financial implications for the community.
- Joint effort between the Town and Village on the Joint Stormwater Coordinating Committee.
- Use of summer and winter interns between both communities to meet compliance requirements under the Town and Village's State Stormwater Permit.
- Successful grant application, along with the CCRPC and USGS, to determine the amount of phosphorus removed from street sweeping and catch basin cleaning practices.
- Use of the Village equipment to clean catch basins.

2018 - 19

Administration

- Trustees and Selectboard hire Unified Manager for both municipalities
- Unified Manager given goals mutually agreed to by Selectboard, Trustees, and the Manager; Selectboard and Trustees jointly evaluate the Manager of accomplishment of goals
- Share Human Resources Director for both municipalities

Finance

- Merge and share financial policies such as purchasing and investment policies

Fire Department

- Pay structures aligned

Information Technology

- IT Department serving both municipal organizations
- One lease for all copiers in Town and Village

Public Works

- Memorandum of Understanding for Consolidation of Public Works Services amended to continue share services until full consolidation of the Public Works Departments occurs, unless the Town of the Village decides to terminate the agreement

2019 - 20

Finance

- Aligned Highway accounts and Buildings accounts to have the same budget structure for Town and village

Information Technology

- Work begins on shared website for Town and Village

Parks and Recreation/Recreation and Parks

- Proposed colocation at 75 Maple Street
- Proposed to share brochures
- Proposed part-time Communications position for both departments
- Proposed job title changes for employees so that staff with similar functions in each department have the same title
- Proposed shared oversight of Program Director—Senior Activities Coordinator by directors of each department

VILLAGE OF ESSEX JUNCTION
ANNUAL MEETING MINUTES
ESSEX COMMUNITY EDUCATIONAL CENTER
April 4, 2018

Moderator Steve Eustis welcomed the assemblage to the 125th Annual Meeting of the Village of Essex Junction and opened the meeting at 7 PM.

MOTION by Tim Jerman, SECOND by Ann Gray, to recess the meeting for a re-enactment of the first Board of Trustees meeting held in 1893. VOTING: unanimous; motion carried.

Ed Von Sitas, Carl Houghton, Ann Gray, Tim Jerman, the sitting Board of Trustees and the Unified Manager performed the re-enactment.

The annual meeting resumed and the assemblage recited the Pledge of Allegiance. The high school chorus quartet of Grace Brouillette, Sosenna Palmer, Jenna Agricola, and Joseph Coulombe sang "The Star Spangled Banner". Village President, George Tyler, mentioned the following attendees:

- Village Board of Trustees - Village President, George Tyler, Village Vice President, Elaine Sopchak, Trustees, Andrew Brown, Dan Kerin, Lori Houghton.
- Village Administration – Unified Manager, Evan Teich; Finance Director, Lauren Morrisseau, Clerk/Treasurer, Susan McNamara-Hill; Administrative Assistant to the Unified Manager, Patty Benoit; Assistant Zoning Administrator, Terry Hass; Public Works Superintendent, Rick Jones; Water Quality Superintendent, Jim Jutras; Village Engineer, Rick Hamlin and Jeff Kershner; Essex Junction Fire Chief, Chris Gaboriault; Brownell Library Director, Wendy Hysko, Brownell Library Board of Trustees Chair, Christine Packard.
- State Representatives – Lori Houghton and Dylan Giambatista.
- Essex Selectboard – Max Levy, Irene Wrenner, Andy Watts, Mike Plageman.
- Recording Secretary, Marianne Riordan.

Moderator Eustis explained the meeting procedure to be followed.

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

MOTION by Mary Jo Engel, SECOND by Chuck Barry, to approve Article 1 as read.

DISCUSSION: None.

VOTING ON ARTICLE 1: unanimous; motion carried. Article 1 is adopted.

ARTICLE 2: Shall the voters approve the annual General Fund Budget in the amount of \$4,954,687 for fiscal year July 1, 2018 to June 30, 2019 of which \$3,423,606 is to be levied in taxes against the Village Grand List?

MOTION by Chuck Barry, SECOND by Mike Plageman, to approve Article 2 as read.

DISCUSSION: Village President George Tyler highlighted the following:

- The difference between the proposed budget amount and the amount to be raised by taxes is due to the shift of Public Works costs to the town. The 2019 proposed village budget shows an increase of 2.9%. Capital expenditures equal \$2.8 million for sidewalk, street, rolling stock, recreation and parks, water, waste water, and sanitation projects.
- Increasing the salaries of the village volunteer fire department to align with the town fire department is proposed.
- New shared services with the town include IT and employee benefits (HR).
- The amount going into the Capital Fund is increased to cover capital projects.
- The tax rate is projected to increase 3.7% for an impact of approximately \$30 on a house assessed at \$280,000.
- Challenges to the budget include maintaining services, having more shared services, aligning the fire departments. Challenges with the water/sewer budget include cost to meet state regulations, bond payments, water meter replacements, and maintaining a robust Water Fund.
- Efficiencies include the shared manager, finance director, clerk, shared administrative costs, TGIA (combining the planning and community development offices).
- Capital projects in the village include Railroad Avenue water line replacement, facilities assessment, West Street and West Street Extension intersection, and the crescent connector road. Rolling stock purchases include Vactor truck, sidewalk plow, pickup trucks, tractor mounted boom lift.
- Taxes paid by villagers include school tax (66%), town tax (21%), village tax (13%).

PUBLIC COMMENTS

- Abbie Tykocki, resident, spoke of the time and effort to solicit donations to support SteAmfest which reminds the public the village is an incredible community of innovation and forward thinking. Ms. Tykocki suggested the village's contribution to the SteAmfest budget be increased by \$10,000.

AMENDMENT by Abbie Tykocki, SECOND by Greg Morgan, to amend the General Fund Budget to add \$10,000 for SteAmfest.

DISCUSSION ON AMENDMENT:

- Abbie Tykocki said SteAmfest highlights the special place the village is and has an impact on reminding people that the village is the innovation center of the state, but the event is expensive to produce.
- Greg Morgan, resident and Chair of the Essex Economic Development Committee, spoke in support of SteAmfest and what is happening at Five Corners with three areas of innovation: Accelerate Essex which is co-working space to develop ideas and businesses, Artist Space where artists can do their craft, and Word & Pictures where people can self-publish their work. People are building innovative spaces and this came out of SteAmfest.
- There were requests for further explanation of the budget for SteAmfest and its use. Evan Teich explained the budget for the village is \$4,000 and the amendment is for an additional \$10,000. Julie Miller-Johnson, managing

director of SteAmfest, said the budget for the event last year was approximately \$9,000 to cover the cost of marketing, advertising, promotions, printing, and Maker Faire. All other costs were covered by donated funds. More funding is needed to take the event to a more polished artistic, creative level.

- Andy Kolovos, resident, asked what other events are financially supported by the village. George Tyler answered the annual village block party, train hop and tree lighting, Memorial Day Parade, and farmers market.
- Karen Dolan asked if there is a process in place to request money for events. George Tyler said Julie Miller-Johnson brought the SteAmfest proposal to the Trustees meeting for discussion and the Trustees agreed to provide some support.

CALL THE QUESTION by Bob Trudo, SECOND by John Wermer. VOTING: majority of ayes; motion carried. Debate ceased on the amendment.

VOTING ON AMENDMENT (add \$10,000 to the General Fund budget and amount to be raised by taxes for SteAmfest): majority of nays; motion did not carry. The amendment fails.

AMENDMENT by Steve Gragg, SECOND by Abbie Tykocki, to increase the General Fund budget and amount to be raised by taxes by \$8,969 to be added to the operating cost of Park Street School.

DISCUSSION ON AMENDMENT:

- Lauren Morrissette, Finance Director, explained the village support both Lincoln Hall and Park Street School. Liability insurance decreased for Lincoln Hall and there are no capital projects planned for Lincoln Hall so even with the addition of Park Street School the budget remained flat.
- Allison Wermer, resident, noted there is \$458,000 in the village fund balance so there is money to draw from if needed for the school.
- Tim Jerman, resident, said Park Street School is the oldest and longest serving school in the state. The building is beautiful. The Trustees should make the decisions on the building rather than amending the budget.

VOTING ON AMENDMENT (add \$8,969 to Park Street School budget): all nays; motion did not carry. The amendment fails.

AMENDMENT by Richard Smith, SECOND by Chuck Barry, to add \$33,935 to the General Fund budget and the amount to be raised by taxes to align the Essex Junction Fire Department with the Essex Town Fire Department.

DISCUSSION ON AMENDMENT:

- Evan Teich explained the alignment was not included at this time, but the salary paid to on-call firefighters at \$12.50 was included.
- Lauren Morrissette said the Town of Essex approved use of \$13,000 of fund balance to raise the base rate for town firefighters on July 1st. The departments will be completely aligned on 1/1/19.
- Richard Smith, resident, said the village firefighters do 3,000 hours of annual training to be prepared to fight fires, but are not paid for the training.

- Sam Hooker, resident, asked for further explanation of the request to add \$34,000 to the budget. Lauren Morrissette said adding \$33,000 will bring the village up to the town with paid training, but the town will not be fully aligned until 1/1/19.
- Diane Clemens, resident, asked for further explanation of the pay for training. Lauren Morrissette said the town is paid a lower per call rate than the village and the village is paid a two hour minimum per fire call while the town has a one hour minimum. The cost for paid training in the village is \$33,000, but the village fire department will then be ahead of the town fire department.
- Jan Abbott, resident, observed the budgets have been carefully considered by the Trustees. There is no favoritism and the two departments will be aligned on 1/1/19. Changes to the budget should not be done mid-stream.

CALL THE QUESTION by Jan Abbott, SECOND by Paul Belliveau. VOTING: majority of ayes; motion carried. Debate ceased on the amendment.

VOTING ON AMENDMENT (add \$33,935 to the General Fund budget and amount to be raised by taxes for the Fire Department): majority of nays; motion did not carry. The amendment fails.

CALL THE QUESTION by Diane Fuchs, SECOND by Jan Abbott. VOTING: unanimous; motion carried. Debate ceased on the motion to adopt the budget.

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

ARTICLE 3: Shall the voters approve holding the 2019 Annual Meeting on Wednesday, April 3, 2019 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 9, 2019 to vote for the village officers and transact any business involving voting by Australian ballot?

MOTION by Chuck Barry, SECOND by Mike Munson, to approve Article 3 as read.

DISCUSSION: None.

VOTING ON ARTICLE 3: unanimous; motion carried. Article 3 is adopted.

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

Status of Consolidation of Village and Town Services

Consolidated services to date include Police, Senior Bus, Unified Manager, Tax Billing & Collection, Finance, Administration, Storm Water, Highway, IT, Public Works, Clerk, HR, Fire Department alignment. Not consolidated as yet: Community Development, Planning & Zoning, Fire Department, Library, Recreation.

125th Anniversary of the Village of Essex Junction

State Representative, Dylan Giambatista, read a resolution honoring the 125th anniversary of the Village of Essex Junction.

Vermont Neighbors Day

State Representative, Lori Houghton, read a resolution announcing Vermont Neighbors Day as June 2, 2018.

Paving

Rick Jones, Public Works Supervisor, reported the portion of Route 117 through the village has been repaved, but the remainder of the road outside the village is a state project because Route 117 is a state highway.

Recreation

Brad Luck, EJP Director, announced Adam Sollace, EJP Childcare Services Director, has resigned. Mr. Luck listed the camps and programs created by Mr. Sollace and thanked him for his years of service at EJP.

Elections

- Moderator (one year term)
- Two Village Trustees (three year terms)
- Three Library Trustees (one year term, one four year term, and one five year term)
- One School Director (three year term)

Adjournment

MOTION by Chuck Barry, SECOND by Bob O’Neill, to adjourn the 125th Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:49 PM. Voting by Australian ballot will take place on April 10, 2018 from 7 AM to 7 PM at Essex Community Educational Center.

ATTEST:

George A. Tyler
Village President

Lori A. Houghton
Village Trustee

Susan McNamara-Hill
Village Clerk



Kittell Branagan & Sargent

Certified Public Accountants

Vermont License # 167

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Village of Essex Junction, Vermont
Essex Junction, Vermont

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Village of Essex Junction, Vermont, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on page 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Essex Junction, Vermont's basic financial statements. The combining nonmajor fund financial statements and budgetary comparison schedules of the enterprise funds are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining nonmajor fund financial statements and schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The budgetary comparisons schedules for the enterprise funds have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2019, on our consideration of the Village of Essex Junction, Vermont's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Essex Junction, Vermont's internal control over financial reporting and compliance.

A handwritten signature in black ink, reading "Kittell Brangan + Sargent". The signature is written in a cursive, flowing style.

St. Albans, Vermont
January 14, 2019

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

Management of 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, 2018.

FINANCIAL HIGHLIGHTS

- Assets exceeded liabilities and deferred inflows of resources on June 30, 2018 by \$31,729,319 (*net position*). Of this amount, \$1,672,734 (*unrestricted net position – governmental activities*) 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 \$3,722,530. Of this amount, net position attributable to governmental activities increased by \$3,373,100. Net position attributable to business-type activities increased by \$349,430.
- Fund balances of total governmental funds increased by \$261,006 in FY18. The General Fund had \$495,469 of unassigned fund balance at June 30, 2018 which is equal to 10% of the approved FY19 General Fund Budget. As of June 30, 2017, the General Fund had \$458,492 of unassigned fund balance.
- The largest change in the FY18 Financial Statements is that on July 1, 2017 Essex Junction Recreation and Parks (EJRP) became a department of the Village. There is a General Fund component of the EJRP budget to cover administrative costs as well as a Recreation Programs Enterprise Fund specific to EJRP programs including youth activities, pool programming, and childcare. The addition of EJRP increased the General Fund budget by \$674,728 and the Recreation Programs Fund budget added \$1,609,847.

OVERVIEW OF THE 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).

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

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 on pages 1 & 2 of the Financial Statements.

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 on pages 3 through 10 of the Financial Statements.

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

Summary Statement of Net Position

	Governmental Activities		Business-type Activities		Total Government	
	2018	2017	2018	2017	2018	2017
Assets:						
Cash	\$ 1,452	\$ 451	\$ 1,018,689	\$ -	\$ 1,020,141	\$ 451
Other Assets	4,417,489	5,343,380	4,316,107	3,974,948	8,733,596	9,318,328
Capital Assets	21,548,633	17,680,729	2,260,871	23,119,316	23,809,504	40,800,045
Total Assets	<u>25,967,574</u>	<u>23,024,560</u>	<u>7,595,667</u>	<u>27,094,264</u>	<u>33,563,241</u>	<u>50,118,824</u>
Liabilities:						
Other Liabilities	3,053,808	3,577,716	2,291,849	1,104,720	5,345,657	4,682,436
Noncurrent Liabilities	2,634,450	2,540,628	14,201,661	14,888,971	16,836,111	17,429,599
Total Liabilities	<u>5,688,258</u>	<u>6,118,344</u>	<u>16,493,510</u>	<u>15,993,691</u>	<u>22,181,768</u>	<u>22,112,035</u>
Net Position:						
Net Investment in Capital Assets	18,921,172	15,198,133	7,801,672	7,674,726	26,722,844	22,872,859
Restricted	29,115	35,349	-	-	29,115	35,349
Unrestricted	<u>1,329,029</u>	<u>1,672,734</u>	<u>3,648,331</u>	<u>3,425,847</u>	<u>4,977,360</u>	<u>5,098,581</u>
Total Net Position	<u>\$ 20,279,316</u>	<u>\$ 16,906,216</u>	<u>\$ 11,450,003</u>	<u>\$ 11,100,573</u>	<u>\$ 31,729,319</u>	<u>\$ 28,006,789</u>

As stated above, assets exceeded liabilities by \$31,729,319 at the end of fiscal year 2018. Assets at the end of fiscal year 2017 exceeded liabilities by \$28,006,789.

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

The largest portion of the Village's net position is in its investment in capital assets (84%). These assets are used to provide services to its citizens (e.g. land, buildings, equipment, and infrastructure). Therefore, these assets are not available for future spending.

An amount of \$29,115 of the Village's net position is subject to restrictions on how it may be used. These funds are restricted for Veterans Memorial Park and for the Senior Center. Unrestricted net assets (\$4,977,360) 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).

Summary of the Statement of Activities

	Governmental Activities		Business-type Activities		Total Government	
	2018	2017	2018	2017	2018	2017
Revenues:						
Program Revenues:						
Charges for Services	\$ 305,788	\$ 381,507	\$ 8,136,868	\$ 6,124,861	\$ 8,442,656	\$ 6,506,368
Operating Grants & Revenues	1,212,758	1,155,216	-	-	1,212,758	1,155,216
Capital Grants & Revenues	3,166,020	2,025,428	1,058,799	682,377	4,224,819	2,707,805
General Revenues:						
Property Taxes	3,405,225	2,598,816	-	-	3,405,225	2,598,816
Unrestricted investment earnings	4,690	4,219	11,355	8,914	16,045	13,133
Loss on disposal of equipment	(555)	-	(404)	-	(959)	-
Other	3,996	4,394	-	-	3,996	4,394
Total Revenues	8,097,922	6,169,580	9,206,618	6,816,152	17,304,540	12,985,732
Expenses:						
General Government	882,991	932,246	-	-	882,991	932,246
Public Safety	460,856	404,523	-	-	460,856	404,523
Highways and Streets	1,560,605	1,600,344	-	-	1,560,605	1,600,344
Culture and Recreation	1,743,053	824,722	-	-	1,743,053	824,722
Interest on Long-Term Debt	77,317	70,968	-	-	77,317	70,968
Other Expenses	-	27,950	-	35,463	-	63,413
Water	-	-	3,714,315	3,477,042	3,714,315	3,477,042
Sanitation	-	-	576,516	567,948	576,516	567,948
Wastewater	-	-	2,736,852	2,761,898	2,736,852	2,761,898
Recreation	-	-	1,829,505	-	1,829,505	-
Total Expenses	4,724,822	3,860,753	8,857,188	6,842,351	13,582,010	10,703,104
Increase (Decrease) in Net Position	3,373,100	2,308,827	349,430	(26,199)	3,722,530	2,282,628
Beginning Net Position, as restated	16,906,216	14,597,389	11,100,573	11,126,772	28,006,789	25,724,161
Ending Net Position	\$ 20,279,316	\$ 16,906,216	\$ 11,450,003	\$ 11,100,573	\$ 31,729,319	\$ 28,006,789

Governmental activities. Governmental activities increased the Village's net position by \$3,373,100 in FY18. The Village increased its investment in capital assets by \$3,723,039 and unrestricted net position decreased by \$343,705. Restricted net position decreased by \$6,234.

Business-type activities. Business-type activities increased the Village's net position by \$349,430.

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

Water Fund

The Water Fund had a budgetary net loss of \$41,660 in FY18. Disregarding GlobalFoundries pass through revenues and expenses, Water Fund revenues were \$11,907 more than budget while expenses were \$32,497 more than budgeted. Revenue items that were over budget were Residential Water Sales, Penalties, and Miscellaneous Unclassified Revenue. Miscellaneous Unclassified Revenue consisted of income for replacement meters and water shut offs for maintenance. Driving the overage in the Water Fund was a \$91,875 overspend in Water Line Maintenance – Breaks as a result of a large, unexpected water main break during the year. This was offset by underspending particularly in Health Insurance and Other Benefits and Water Purchases - Village. The Water Fund continued work on the Water Meter Replacement Program (\$16,847), accepted \$195,000 in water systems infrastructure, and continued work on the Railroad Ave. Waterline project (\$1,040).

Sanitation Fund

The Sanitation Fund had a budgetary net income of \$147,339 against a budget of \$161,000 in net income. Sanitation revenues were \$4,352 less than budgeted while expenses were \$9,309 more than budgeted. Hook-on fees were \$25,000 less than budgeted, driving the revenue shortage. Village customer charges included \$161,000 for the WWTF Refurbishment Bond payment. 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 \$25,637 in FY18. The Sanitation Fund also accepted \$180,000 in infrastructure during the year.

Wastewater Treatment Fund

The Wastewater Treatment Fund had budgetary net income of \$53,712 in FY18. Revenues were over budget by \$18,748 while expenses were less than budget by \$34,964. At yearend 2014, 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. These funds have been set aside for each community. This reconciliation has continued annually and the amounts designated to each community as of June 30, 2018 are: Essex Junction \$282,436; Town of Essex \$140,062; and Town of Williston \$38,786. Each community determines how much it wants to leave in this rate stabilization fund. Capital projects continued in FY18 consisted of Headworks Screen (\$120,172) and Alkalinity Control Installation (\$18,050). Capital projects completed in FY18 were the purchase of a Wheel Loader (\$62,469), and completion of the multi-year Automatic Samplers (\$2,032 in FY18 and previously work in progress of \$22,220).

Recreation Programs Fund

On July 1, 2017 the Essex Junction Recreation and Parks (EJRP) became a department of the Village. EJRP had previously been a department of the school district. EJRP operates the Recreation Programs enterprise fund. The Recreation Programs Fund ended the year with net position of \$106,502. As an enterprise fund it is expected that program revenues generated will cover the costs of programming. Program revenues came in over budget by \$326,160 driven primarily by an unanticipated \$171,678 in Youth Programs – Recreation Programs and the unbudgeted transfer of residual equity from the Essex Westford School District which had previously included EJRP. Program expenses were over budget by \$203,992 driven by overages in Recreation Programs – Other Professional Services where the cost of contract program instructors is recorded. This is in line with the increase in Recreation Programs Revenue and the increased demand for programs drove and increase in the costs to contract for instructors and an increase in the registration fee revenues.

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

FINANCIAL ANALYSIS OF MAJOR GOVERNMENTAL FUNDS

The General Fund

The General Fund is the chief operating fund of the Village. The General Fund had a net decrease in fund balance of \$27,504 for the year ended June 30, 2018. The fund balance of the General Fund decreased from \$55,805 at the end of FY17 to \$828,301 at the end of FY18. Of the \$828,301 fund balance, \$149,991 is nonspendable (inventories and prepaid expenses), \$182,841 is assigned (see Note 13 for additional detail) and \$495,469 is unassigned. The unassigned fund balance is equal to 10% of the FY19 Budget. 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 the fund balances of governmental funds 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. As of June 30, 2018 the Village General Fund has no committed or restricted fund balance. In addition, the Village has a policy limiting unassigned fund balance to 10% of the current budget.

The Village budget for the year ended June 30, 2018 passed on the first vote at Village Meeting in April of 2017 and there were no amendments made to the budget during the year.

On the revenue side, the Village recorded revenues less than budget by \$6,068. This was driven by a \$28,075 shortage in license and zoning fees offset by \$17,491 in unbudgeted revenues (grants and donations) and payments in lieu of taxes (PILOT) revenues coming in over budget.

- General government expenditures were under budget by \$19,909. General government departments include Administration and Lincoln Hall. Administration was under budget in training, conferences and dues, postage and printing and advertising. Lincoln Hall was over budget as a result of the costs of Park Street School not being budgeted.
- Public safety (Fire Department) expenditures were over budget by \$26,695 which was almost entirely caused by overaged in vehicle maintenance which was \$25,530 over budget. Overages in salaries and uniforms were offset by underspending in routine equipment purchases.
- Public works current expenditures were over budget by \$32,519 and capital expenditures were under budget by \$52,982. Paving maintenance was underspent by \$38,447, winter maintenance was overspent by \$26,246, and traffic light maintenance was overspent by \$10,608. Other savings were realized in health insurance and other benefits, equipment rentals, and liability and property insurance.
- Community development expenditures were under budget by \$38,583. This was driven by legal services being underspent by \$10,673, other professional services underspent by \$6,000, and economic development being underspent by \$10,479.
- Culture and recreation expenditures were under budget by \$27,942. The Brownell Library and EJP are the two departments that make up culture and recreation in the Village. The Brownell Library ended the year under budget by \$53,975. The Library had vacancy savings of almost \$42,000 coupled with contract services, heating costs, juvenile collection expenditures and children programs all being under budget. Building maintenance has continued to pose some problems and that is reflected in that account being overspent for the year. FY18 was EJP's first year as a department of the Village with its administration and parks and facilities components in the General Fund. EJP's General Fund components were over budget by \$6,297 which is less than 1% of their General Fund budget.

Village of Essex Junction, Vermont
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

Capital Reserve Fund

The Capital Reserve Fund had a fund balance of \$439,623 as of June 30, 2018 and a fund balance of \$268,201 as of June 30, 2017. The Crescent Connector Project progressed for a cost of \$151,217 with reimbursement in the year of \$209,259, some of which funded expenditures from the prior year. 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. The Pearl St. Linking Sidewalk project was continued at a cost of \$1,538,584. The Pearl St. Linking Sidewalk is a "Circ-Alternative" project and will be fully funded by Federal grant funds. Additional projects during the year included: the Hillcrest Sidewalk (\$208,694), the Main Street Pedestrian Bridge (\$65,386 funded 80% with grant funds), Greenwood Drainage project (\$46,413), South Street Drainage project (\$5,101) and Stormwater work done on Brickyard/Mansfield and Fairview/Main.

Whitcomb Terrace Loan Fund

In April of 2004, the Village received a grant of up to \$270,000 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 \$509,225 as of June 30, 2017 and \$43,336 as of June 30, 2018. This significant reduction is a result of expenditures totaling \$829,513 offset by debt proceeds and transfers in to the fund of \$363,624. The Village purchased a new fire truck for \$591,480 funded partially by \$150,000 with debt proceeds. This fund also purchased a compressor for \$12,380 and a new sidewalk plow for \$142,887. Additionally, the final debt payment of \$50,000 was made on the 2012 Pierce Arrow Ladder Truck and a first debt payment of \$30,000 was made on the new truck purchased in FY18.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The Village of Essex Junction's investment in capital assets for its governmental and business-type activities as of June 30, 2018 totaled \$44,157,350 (net of accumulated depreciation). This is an increase of \$3,357,305 from June 30, 2017 when the total was \$40,800,045. These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems. The primary factor driving the increase is the addition of all assets that belong to the Essex Junction Recreation and Parks department including items in construction in progress, buildings and improvements, machinery vehicles and equipment, and parks. Assets with historical cost totaling \$3,851,887 and accumulated depreciation totaling \$1,398,259 were added to the Village's investment in capital assets from Essex Junction Recreation and Parks.

The major capital asset transactions during the year, in addition to the acquisition of Essex Junction Recreation and Parks assets, for the Governmental Activities were as follows:

- Paving on Brickyard Rd., Roscoe Ct., Upland Rd., Meadow Terr., Mason Rd., Kiln Rd., Crestview Rd., and Brookside Ave.
- Sidewalk work done on Hillcrest
- Work progressed on Crescent Connector Rd.

Village of Essex Junction, Vermont
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- Work continued on the Pearl St. Linking Project
- Work done on the wood, masonry and chimneys at the Brownell Library
- Purchase of a new sidewalk plow
- Work on Athens Drive Storm drain
- At the end of the year the Village had a Fire Ladder Truck in work in process which will be placed in service in FY19

The major capital assets transactions during the year for the enterprise activities were as follows:

- Automatic Sampler was purchased
- Wheel Loader was purchased
- Water meter purchase and installation is ongoing
- Water distributions system, sewer manholes, and pump station were assumed from a developer for a total value of \$375,000

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 7 of this report.

Summary of Capital Assets

	Governmental Activities		Business-type Activities		Total Government	
	2018	2017	2018	2017	2018	2017
Capital Assets:						
Land	\$ 55,742	\$ 55,742	\$ 118,077	\$ 118,077	\$ 173,819	\$ 173,819
Construction in Progress	4,293,487	1,987,090	151,849	34,808	4,445,336	2,021,898
Antiques and Works of Art	7,550	7,550	-	-	7,550	7,550
Buildings and Improvements	4,620,014	3,166,980	15,171,807	15,171,806	19,791,821	18,338,786
Machinery, equipment, and vehicles	6,635,912	6,369,394	5,299,726	5,057,788	11,935,638	11,427,182
Library Books	788,022	812,735	-	-	788,022	812,735
Parks	1,669,114	210,984	-	-	1,669,114	210,984
Roads, Curbs, Sidewalks, and Storm Sewers	12,318,879	11,758,599	164,182	164,182	12,483,061	11,922,781
Water and sewer infrastructure	-	-	22,241,737	21,866,737	22,241,737	21,866,737
	30,388,720	24,369,074	43,147,378	42,413,398	73,536,098	66,782,472
Less: Accumulated Depreciation	(8,840,087)	(6,688,345)	(20,538,661)	(19,294,082)	(29,378,748)	(25,982,427)
Total Assets, Net	<u>\$ 21,548,633</u>	<u>\$ 17,680,729</u>	<u>\$ 22,608,717</u>	<u>\$ 23,119,316</u>	<u>\$ 44,157,350</u>	<u>\$ 40,800,045</u>

Long Term Debt

Summary of Long Term Debt

	June 30, 2017	Additions	Deletions	June 30, 2018
Governmental Activities	\$ 2,482,596	\$ 465,000	\$ 320,135	\$ 2,627,461
Business-type Activities	15,444,590	-	693,528	14,751,062
Total Government	<u>\$ 17,927,186</u>	<u>\$ 465,000</u>	<u>\$ 1,013,663</u>	<u>\$ 17,378,523</u>

Village of Essex Junction, Vermont
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In FY12 the Village received a loan of \$250,000 from the Merchants Bank for the purchase of the Fire Ladder Truck. The Village renews the note each July. The interest rate is 1.65% and the note was due July 28, 2017. The Village paid \$50,000 in principal in FY18 bringing the balance on the note to zero at June 30, 2018. In FY18 a new loan from People's United Bank for a new Fire Ladder Truck was issued for \$150,000 with interest of 1.5% and \$30,000 of principal was paid during the first year. The Village intends to pay \$30,000 a year plus interest and renew the note annually.

On April 8, 2014 the Village voters agreed to issue general obligation bonds in an amount not to exceed \$3,300,000. In July 2015 \$3,300,000 was received from the Vermont Municipal Bond Bank for the purpose of performing five infrastructure projects. In FY15 the School St. south Roadway/Water/Sewer line project was completed. In FY16 the Hillcrest Drainage project, the Main St. Drainage, the Maple St. Culvert/Water line were completed and the Briar Lane Roadway/Sidewalk/Water Line projects were continued. The last project, Briar Lane Roadway/Sidewalk and Water Line was completed in FY17. At June 30, 2018 the outstanding principal on this bond is \$2,805,000; with \$2,297,461 in governmental activities and \$507,539 in business-type activities.

As part of Essex Junction Recreation and Parks becoming a department of the Village, the Village acquired a bond with the Vermont Municipal Bond Bank for the pool at Maple Street Park. The outstanding principal due on the bond was \$315,000 and \$105,000 was paid during the year. The interest is 5.35% and the final payment will be made in November 2019.

In FY10 the Village was awarded a loan of \$566,938 under the American Recovery and Reinvestment Act (ARRA) to fund two projects. The projects funded were for a high efficiency blower for the Wastewater Treatment Facility and a comprehensive rehabilitation of the Village's sanitary sewers. Under the ARRA program half of the loan was forgiven in the form of a grant. Interest is at 0% but there is a 2% administrative fee. The loan was for 20 years and the principal balance due at June 30, 2018 is \$196,734.

In FY11 the Village began two 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 June 30, 2016, the High School Pump Station project was complete and the Village had borrowed \$1,212,300 and received a subsidy of \$114,800 from the State Clean Water Revolving Fund in the Sanitation Fund. The principal due on the loan as of June 30, 2018 is \$911,329. As of June 30, 2015 the Village had borrowed \$13,525,000 for the Wastewater Treatment Refurbishment Project from the State Clean Water Revolving Fund and received a subsidy of \$600,000 making the amount due \$12,925,000. The first payment on this loan of was made in FY17 and the principal due on the loan as of June 30, 2018 is \$11,850,460. A bond payable for the Wastewater Treatment Refurbishment Project for \$1,705,000 was assumed from the Town of Bradford. Principal and interest payments were started in FY12. As of June 30, 2018, the principal outstanding on this bond was \$1,285,000. The Wastewater Treatment Facility, while owned by the Village of Essex Junction serves three 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 BUDGET

Consolidation of Service Delivery Systems

- Starting in FY15 the Town of Essex entered into an agreement with the Village of Essex Junction and the Essex Junction School District to bill and collect their property taxes. This action was an effort to reduce the duplication of services that existed. As part of the agreement the Town assumed the delinquent taxes of the Village and Village School District. The Town of Essex will continue to do the school tax billing for the Essex Westford School District for all residents that reside in the Town of Essex.

Village of Essex Junction, Vermont
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- In FY14 the Village and Town entered into an agreement to share the services of the Town Manager as the Municipal Manager for both entities. This arrangement led to the Village sharing the salary costs of the Manager with the Town, thereby reducing the cost to all taxpayers. In FY15 it was determined that this cost sharing was beneficial and efforts should continue to find more areas to cooperate in the delivery of services to be more efficient. This arrangement has resulted in total savings through FY18 of \$302,000 for the Town and \$496,000 for the Village. In FY18 the current Unified Municipal Manager, Pat Scheidel, who has been Town Manager for 27 retired. A new Unified Municipal Manager, Evan Teich, began employment on February 26, 2018. The decision to hire Mr. Teich was unanimous by both the Village of Essex Junction Trustees and the Town Selectboard.
- FY16 was the first of a three-year commitment to combine the Street budget with the Town of Essex. The Village Trustees adopted the Village Street budget and the Town of Essex voters approved the funding for this budget as part of the Town budget. A Committee was formed in the spring of 2017 to evaluate how successful this arrangement has been so far and whether it should be continued. The Public Works Consolidation Committee came to the following conclusions:
 - Maintain the MOU until June 2018 and do the studies outlined in the report.
 - Extend the MOU from July 1, 2018 until the studies are complete or well underway. The goal is full consolidation eventually.
 - Benchmarks will be established as a result of the studies
 - Cross-train staff in the village and town and identify common best practices
 - Consolidate rolling stock and equipment budgets as well as capital planning.
 - Practice resources management with assets, administration, processes, services.
 - Both the Trustees and the Selectboard approved the report.
- In FY16 the Village and the Town combined accounts payable, accounts receivable, cash receipts and general ledger. Two Village employees were relocated to the Town offices to share this work.
- In FY17 the Village Clerk/Treasurer became the combined Town and Village Clerk/Treasurer when the Town Clerk/Treasurer position became vacant through retirement.
- In FY18 a Human Resources Director was hired as the combined Town and Village Human Resource Director.
- In FY19 the pay rates and practices of both Fire Departments will be aligned.
- Services that have been combined to this point are: Tax Billing, shared Manager, Finance Departments, Highways & Streets, Stormwater, Clerk/Treasurer offices and Human Resources.

FY19 Budgets

- The FY19 General Fund budget increased by 2.87% from the FY18 budget. The reason for the large increase was the addition of the EJRP department to the municipality. The tax rate increased by 3.4% from \$0.2996 to \$0.3098. In addition to the General Fund rate there is a 1 cent tax for Economic Development that was added in FY17.
- Capital projects being undertaken or continued in FY19 and their budgeted or actual amounts, if available, include:
 - Railroad Ave Waterline \$ 203,115
 - Facilities Assessment \$ 10,000
 - West Street/West Street Ext. Intersection \$ 100,616

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○ Crescent Connector	\$ 1,795,774
○ Vactor Truck	\$ 110,000
○ Sidewalk Plow	\$ 52,401
○ Two 4WD Pickup Trucks	\$ 58,786
○ Trailer Mounted Boom Lift	\$ 30,164
○ Fire Department Pickup Truck	\$ 56,827
○ Meter Upgrades	\$ 86,163
○ South Street Pump Station Pump Replacement	\$ 40,000

The FY19 Water, Wastewater and Sanitation rates are as follows:

	Quarterly Fixed Charges	Usage Charges
Water	\$25.03/unit	\$0.0175/cubic foot water usage
Wastewater Treatment	\$23.56/unit	\$0.0088/cubic foot water usage
Sanitation	<u>\$22.86/unit</u>	<u>\$0.0053/cubic foot water usage</u>
 Total	 <u>\$71.45/unit</u>	 <u>\$0.0316/cubic foot water usage</u>

REQUESTS FOR INFORMATION

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, VT 05452. The report is available online at www.essexjunction.org.

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 bondholders. Sometimes the word "bond" is used generically for the word "borrow" in discussions of municipal finances. It takes a vote of the Village to obligate.

Capital Reserve Fund: the Village voters established this fund 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), 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 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 taxpayers.

Land Acquisition Capital Reserve Fund: the Village voters established this fund in 1997 for 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: the Village voters established this fund in 1989 for funding the purchase of vehicles and rolling stock such as sidewalk plows, loader, boom lift, etc.

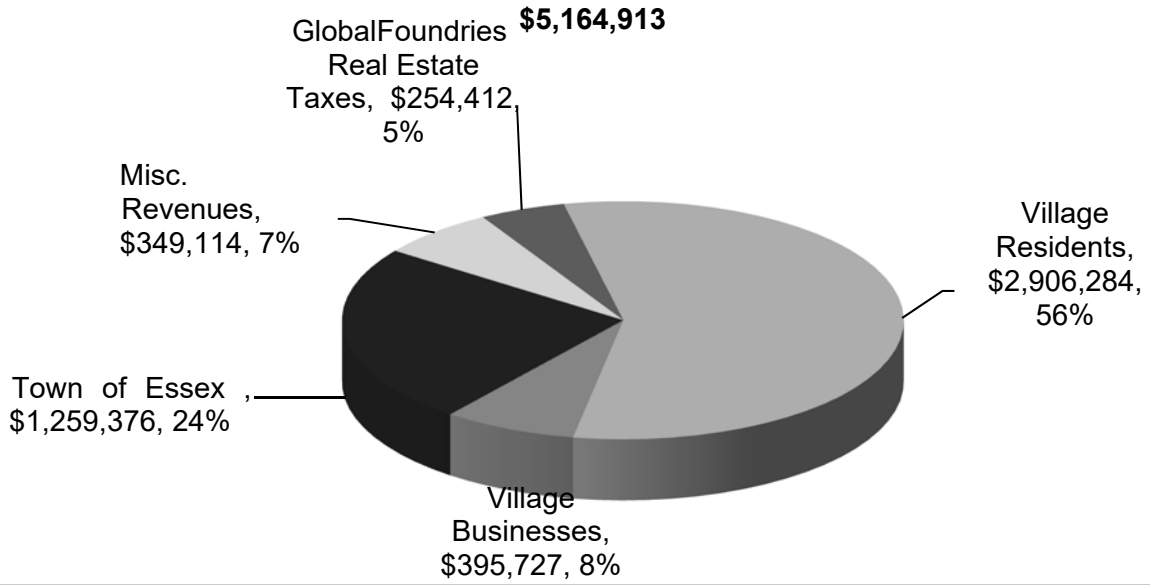
Tax Anticipation Note: A short-term promissory note issued by states or municipalities to finance current operations, with repayment from anticipated tax receipts. Trustees can authorize issuance.

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.

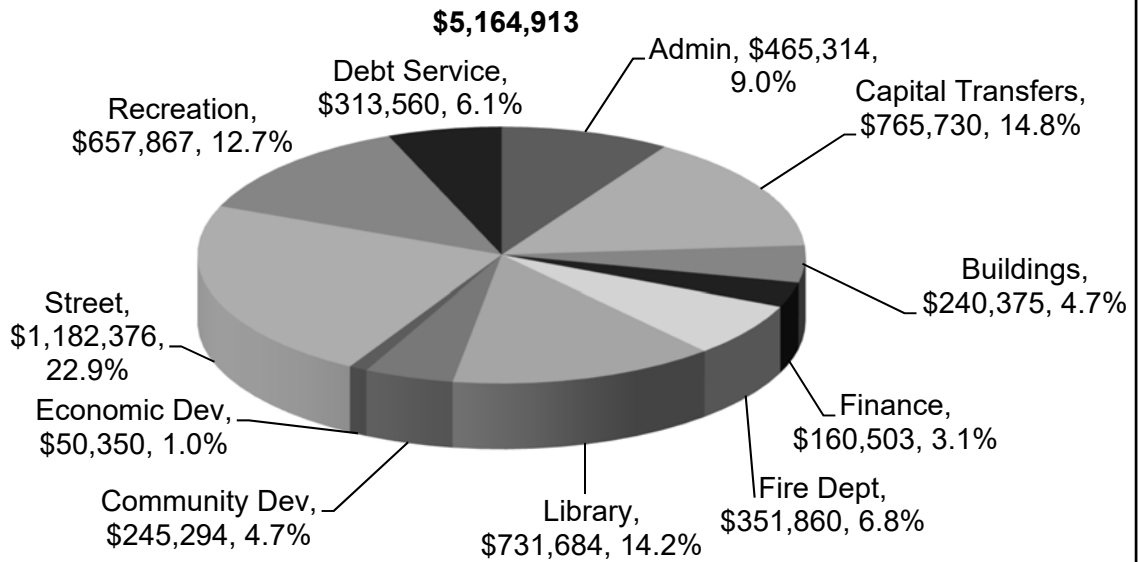
Vermont Municipal Bond Bank: Per their website, “the VMBB is an instrumentality of the State of Vermont. Municipal applicants sell their bonds to the VMBB. The Bond Bank pools or combines the municipal bonds into one large bond issue which is then sold by the VMBB in the public municipal bond market.”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

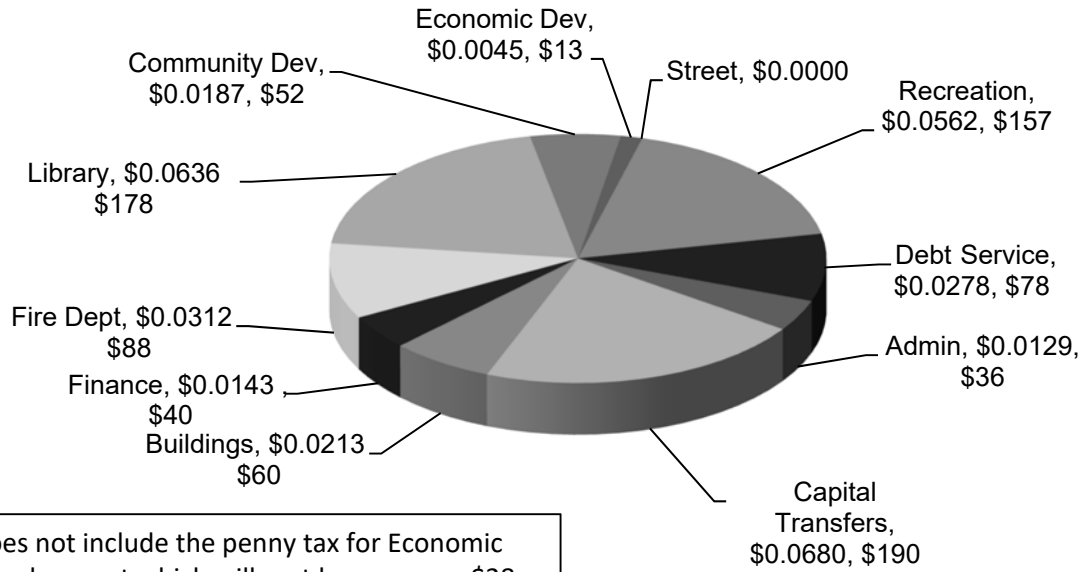
FY2020 Proposed General Fund Revenues



FY2020 Proposed General Fund Expenditures

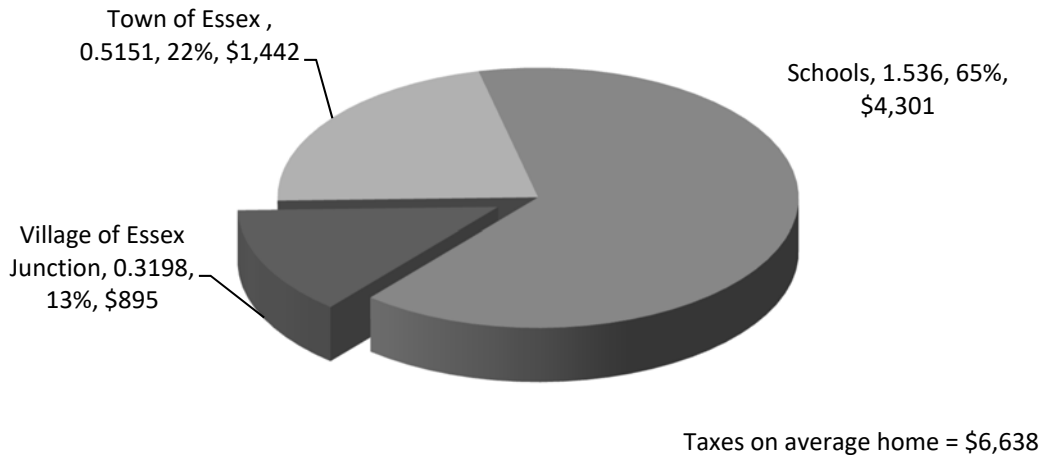


FY2020 Estimated Village Tax Rates and Taxes on \$280,000 Assessed Value Home
Estimated Tax Rate = \$0.3185, Estimated Taxes = \$892

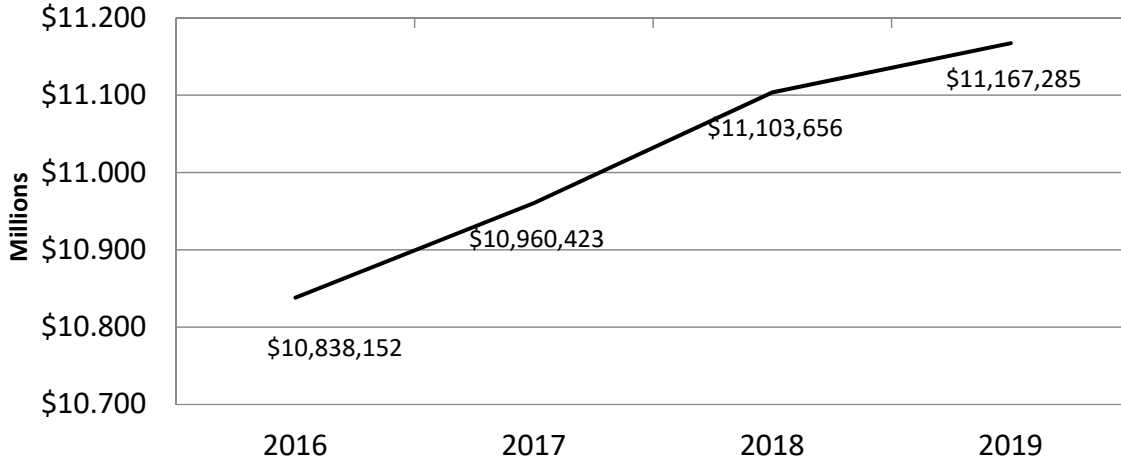


Does not include the penny tax for Economic Development which will cost homeowner \$28

FY2019 Village of Essex Junction Homestead Tax Rates Totalling \$2.3709 and Tax Amount on \$280,000 assessed value Home

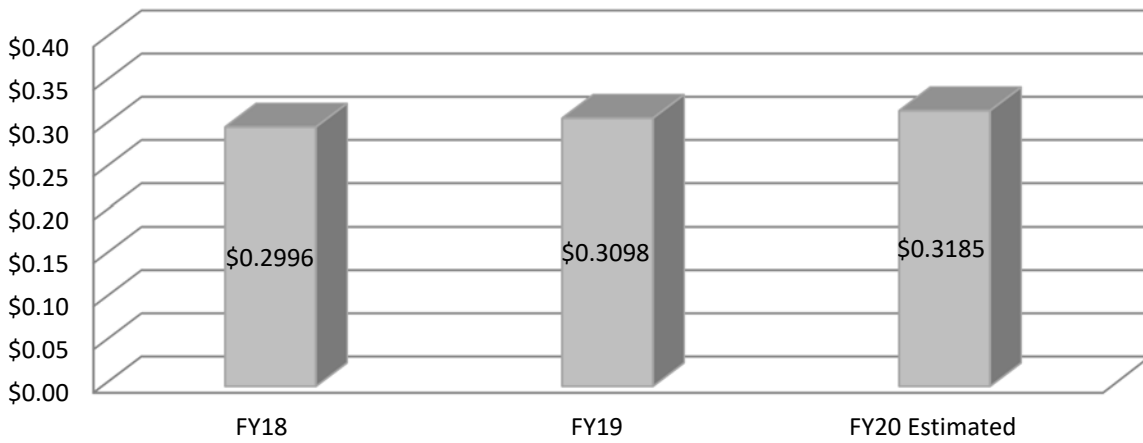


Projected Grand List Through 2019



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

VILLAGE TAX RATES



Taxes for \$280,000 assessed value home are estimated to be \$892 in FY2020
 The Village municipal tax rate is estimated to increase by \$.0087 from the FY2019 rate.
 This rate does not include the penny for Economic Development.

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
REVENUES - DETAIL						
1	Property Taxes	3,285,170	3,283,591	3,423,606	3,423,606	3,556,422
2	State for Pilot & Current Use	2,000	5,362	2,000	4,000	4,500
3	Essex Town Library Contribution	15,000	15,000	15,000	15,000	15,000
4	Essex Town pmt for Stormwater	61,460	61,460	64,367	64,367	69,047
5	Essex Town pmt for Highway Dept	1,059,989	1,059,989	1,080,759	1,080,759	1,113,329
6	Essex Town Recreation Contribution					12,000
7	Essex Town Clerk Contribution					50,000
8	License & Zoning Fees	58,000	29,925	58,000	30,000	35,000
9	Whitcomb Farm Solar Pilot	5,000	6,733	5,000	6,500	6,700
10	Misc. Fire Receipts	20	5	20	30	20
11	State District Court Fines	1,000	1,020	1,500	1,575	1,000
12	Interest Earnings	1,500	2,805	2,000	2,800	2,500
13	Parking Space Fees	4,800	4,800	2,400	4,800	2,400
14	Block Party Donations	1,500	575	1,500	1,050	500
15	Misc. Receipts	2,000	2,972	2,000	2,000	2,000
16	Misc. Highway Receipts	4,000	5,722	4,000	4,000	4,000
17	Misc. Library Receipts	500	694	500	500	500
18	EJRP Non-Resident Fees	22,000	19,728	22,000	19,000	20,000
19	Service Fee - Water	92,948	92,948	94,014	94,014	107,998
20	Service Fee - WWTF	46,474	46,474	47,007	47,007	53,999
21	Service Fee - Sanitation	92,948	92,948	94,014	94,014	107,998
22	Misc. Grants/Donations	-	15,182	-	13,315	-
23	Unrestricted Fund Balance	60,000	60,000	35,000	35,000	-
24	Lost Book Revenue	-	2,309	-	2,300	-
25	Total Revenues	4,816,309	4,810,241	4,954,687	4,945,637	5,164,913
26						
27	EXPENDITURES - DETAIL					
28						
29	Administration					
30	Salaries - Regular	195,666	202,163	208,400	239,522	164,294
31	Salaries - Overtime	3,500	6,568	6,500	2,500	-
32	Salaries - Part Time	19,234	5,944	5,025	5,025	4,798
33	Manager Contract	66,835	66,835	65,000	66,500	67,200
34	Shared Employee Expense	-	5,046	25,763	21,593	23,186
35	Health Ins & Other Benefits	58,044	56,702	45,869	56,637	90,186
36	Social Security	17,096	17,602	17,096	18,899	14,382
37	Retirement	19,567	19,850	20,840	19,200	18,321
38	Health Improv Programs	1,600	860	1,600	1,600	1,600
39	Board Member Fees	2,500	2,500	2,500	2,500	2,500
40	Legal Services	15,000	21,485	15,000	15,000	17,000
41	Other Professional Services	16,000	10,714	1,000	1,000	1,000
42	Computer Expenses	4,000	8,000	2,220	1,500	2,220
43	Leased Services	4,000	4,317	4,525	4,000	4,000
44	Training, Conferences, Dues	9,300	2,930	9,300	6,000	6,000
45	Communications	18,748	16,294	17,968	18,387	22,492
46	Postage	3,500	367	2,000	500	500
47	Printing and Advertising	5,500	2,205	5,000	3,000	3,000
48	Trustees Expenditures	4,000	3,661	4,000	4,000	4,000
49	Pay & Classification Study	6,047	10,821	200	200	11,000

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
50	Travel	2,000	246	300	300	300
51	Supplies	6,000	5,257	5,000	5,000	5,000
52	Elections	1,500	1,282	1,500	1,500	1,500
53	Holiday Expense	1,000	200	1,300	835	835
54	Total Administration	480,637	471,850	467,906	495,198	465,314
55						
56	Buildings					
57	Water/Sewer - 2 Lincoln Street	1,000	838	1,000	1,000	1,000
58	Water/Sewer - Brownell Library	900	614	900	900	900
59	Water/Sewer - Village Fire Station	610	484	610	610	500
60	Water/Sewer - Park Street School	-	600	575	575	650
61	Water/Sewer - Maple Street Park & Pool	3,975	5,048	4,296	4,296	5,199
62	Water/Sewer Subtotal	6,485	7,584	7,381	7,381	8,249
63						
64	R & M Buildings - 2 Lincoln Street	12,200	12,048	11,500	11,500	11,800
65	R & M Buildings - Brownell Library	20,525	24,415	22,625	22,625	24,625
66	R & M Buildings - Village Fire Station	6,000	5,037	6,000	6,000	6,000
67	R & M Buildings - Park Street School	-	794	600	600	600
68	R & M Buildings - Maple Street Park & Pool	3,600	3,600	3,600	3,600	3,600
69	Repair & Maintenance (R&M) Subtotal	42,325	45,894	44,325	44,325	46,625
70						
71	Contractual Services - 2 Lincoln Street	9,000	8,592	9,000	9,000	9,000
72	Contractual Services - Brownell Library	33,183	30,493	34,000	34,000	34,000
73	Contractual Services - Maple Street Park & Pool	-	-	-	-	19,200
74	Contractual Services Subtotal	42,183	39,085	43,000	43,000	62,200
75						
76	Gasoline - Village Fire Station	6,000	5,001	6,000	6,000	6,000
77	Gasoline - Maple Street Park & Pool	2,109	3,184	2,923	2,923	3,101
78	Gasoline Subtotal	8,109	8,185	8,923	8,923	9,101
79						
80	Telephone - 2 Lincoln Street	3,956	3,545	3,676	3,676	3,676
81	Telephone - Brownell Library	1,200	1,307	1,200	1,200	1,400
82	Telephone - Village Fire Station	2,115	2,115	2,115	2,115	2,115
83	Telephone - Park Street School	-	-	-	-	2,520
84	Telephone - Maple Street Park & Pool	-	-	-	-	5,340
85	Telephone Subtotal	7,271	6,967	6,991	6,991	15,051
86						
87	General Supplies - 2 Lincoln Street	2,500	2,402	2,000	2,000	2,000
88	General Supplies - Village Fire Station	2,000	2,000	2,000	2,000	2,000
89	General Supplies Subtotal	4,500	4,402	4,000	4,000	4,000
90						
91	Electricity - 2 Lincoln Street	7,500	6,837	7,500	7,500	7,500
92	Electricity - Brownell Library	15,250	14,255	15,250	15,250	15,000
93	Electricity - Village Fire Station	7,300	6,837	7,300	7,300	7,300
94	Electricity - Park Street School	-	3,525	4,000	4,000	4,000
95	Electricity - Maple Street Park & Pool	28,009	33,927	29,852	29,852	30,489
96	Electricity Subtotal	58,059	65,381	63,902	63,902	64,289
97						
98	Natural Gas - 2 Lincoln Street	6,400	5,530	6,400	6,400	6,400
99	Natural Gas - Brownell Library	7,400	5,905	7,400	7,400	7,400
100	Natural Gas - Village Fire Station	4,800	4,647	4,800	4,800	4,800

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
101	Natural Gas - Park Street School	-	3,211	2,500	2,500	3,300
102	Natural Gas - Maple Street Park & Pool	5,409	7,640	5,574	5,574	6,960
103	Natural Gas Subtotal	24,009	26,933	26,674	26,674	28,860
104						
105	Capital Outlay - 2 Lincoln Street	5,500	5,237	-	-	2,000
106	Capital Outlay Subtotal	5,500	5,237	-	-	2,000
107	Total Buildings	198,441	209,668	205,196	205,196	240,375
108						
109	Community Development					
110	Salaries - Regular	142,264	141,467	145,419	146,350	151,846
111	Health Ins & Other Benefits	38,696	33,885	32,128	23,000	23,680
112	Social Security	11,212	11,208	11,454	11,196	11,616
113	Retirement	14,226	14,070	14,542	14,635	15,185
114	Board Member Fees	3,600	3,300	3,600	3,600	3,600
115	Legal Services	12,000	1,327	12,000	7,000	12,000
116	Other Professional Services	6,000	-	6,000	6,000	6,000
117	Computer Expenses	-	2,507	-	-	-
118	Training, Conferences, Dues	3,500	891	3,000	1,500	2,000
119	Communications	2,500	824	1,500	1,500	2,000
120	Telephone Services	567	567	567	1,500	567
121	Postage	600	320	700	700	700
122	Printing and Advertising	3,000	1,137	3,000	2,500	3,000
123	Travel	2,400	2,675	2,400	2,700	2,600
124	Supplies	2,000	1,022	2,000	2,000	2,000
125	Bike/Walk Committee	-	-	5,000	5,000	7,000
126	Capital Outlay	-	-	-	-	1,500
127	Total Community Development	242,565	215,201	243,310	229,181	245,294
128						
129	Debt Service					
130	Capital Improvements Principal	135,300	135,135	135,135	135,135	135,135
131	Capital Improvements Interest	75,122	75,030	73,060	73,060	70,582
132	Parks & Rec Principal	105,000	105,000	105,000	105,000	105,000
133	Parks & Rec Interest	(156)	(156)	4,788	4,788	2,843
134	Total Debt Service	315,266	315,009	317,983	317,983	313,560
135						
136	Economic Development					
137	Salaries - Regular	31,060	30,613	32,135	10,775	-
138	Salaries - Overtime	-	149	-	45	-
139	Salaries - Part Time	4,950	1,125	4,950	4,950	-
140	Health Ins & Other Benefits	19,348	17,118	28,513	10,201	-
141	Social Security	2,782	2,382	2,837	1,206	-
142	Retirement	3,106	3,058	3,214	1,078	-
143	Community Events & Programs	4,000	2,933	8,280	8,280	10,850
144	Annual Support of Organizations	7,700	7,581	9,000	9,000	9,500
145	New Programs	2,500	1,500	2,500	2,500	2,500
146	Matching Grant Funds	10,000	8,589	20,000	20,000	20,000
147	Block Party Expense	7,000	6,919	7,000	7,000	7,500
148	Total Economic Development	92,446	81,967	118,429	75,035	50,350
149						
150	EJRP - Administration					
151	Salaries - Regular	204,759	203,005	217,566	217,566	234,240

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
152	Salaries - Part Time	7,385	5,895	7,076	7,076	8,800
153	Health Ins & Other Benefits	74,554	76,992	107,123	107,123	112,676
154	Social Security	16,229	16,175	17,185	17,185	18,593
155	Retirement	20,477	22,582	24,234	24,234	26,003
156	Health Imp Programs	1,400	2,057	-	-	-
157	Other Professional Services	14,500	11,121	8,220	8,220	8,220
158	Computer Expenses	9,350	10,377	9,120	9,120	9,540
159	Training, Conferences, Dues	9,784	10,684	9,988	9,988	10,288
160	Communications	17,500	13,735	12,500	12,500	8,000
161	Telephone Services	6,000	2,268	3,600	3,600	3,960
162	Printing & Advertising	3,460	2,928	3,639	3,639	3,500
163	Supplies	6,004	4,991	5,000	5,000	5,000
164	Scholarships	5,000	5,000	4,000	4,000	4,000
165	EJRP - Parks and Facilities					
166	Salaries - Regular	60,250	64,726	93,636	93,636	101,109
167	Salaries - Part Time	44,697	57,425	24,977	24,977	20,500
168	Health Ins & Other Benefits	18,624	14,684	21,775	21,775	26,097
169	Social Security	8,028	9,371	9,074	9,074	9,303
170	Retirement	6,025	6,357	9,364	9,364	10,111
171	Health Imp Programs	350	-	-	-	-
172	Other Professional Services	29,590	12,229	14,710	18,310	5,725
173	Maintenance - Buildings/Grounds	10,694	11,577	9,996	9,996	11,073
174	Land Lease	500	500	500	500	500
175	Equipment Rental	7,500	7,918	7,300	7,300	1,800
176	Training, Conferences, Dues	1,887	-	1,990	1,990	4,144
177	Supplies	12,162	18,447	12,250	12,250	14,685
178	Total EJRP	596,709	591,042	634,823	638,423	657,867
179						
180	Finance Department					
181	Salaries - Regular					52,327
182	Salaries - Overtime					2,500
183	Group Insurance					6,334
184	Social Security					4,221
185	Workers Comp Insurance	10,612	5,705	11,950	14,338	6,154
186	Retirement					5,283
187	Unemployment Insurance	7,584	1,516	3,672	3,600	1,520
188	Audit	6,063	6,064	6,160	6,160	6,256
189	Liability & Property Ins	57,393	62,069	46,599	61,000	62,689
190	Public Officials Liability	12,344	11,912	11,454	12,000	12,031
191	Dues/Subscriptions/Meetings					170
192	Other Purchased Services					768
193	Travel					100
194	General Supplies					150
195	Total Finance	93,996	87,264	79,835	97,098	160,503
196						
197	Fire Department					
198	Salaries - Firefighters	162,000	174,166	189,000	195,000	206,000
199	Employee Assistance Program	864	864	864	864	864
200	Accident & Disability Ins	3,600	3,592	3,600	3,600	3,600
201	Social Security	12,393	13,498	14,510	14,970	15,392
202	Worker's Compensation Ins	28,000	24,201	32,130	30,150	28,624

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
203	Vehicle Maintenance	17,000	42,530	18,000	18,000	18,000
204	Radio Maintenance	1,800	1,896	1,800	7,000	6,000
205	Training, Conferences, Dues	4,000	4,225	4,000	3,000	4,000
206	Telephone Services	1,385	1,803	1,885	1,885	2,600
207	Physical Exams	6,600	7,820	6,600	6,600	6,800
208	Maintenance Other	15,500	13,610	15,000	14,000	15,000
209	Emergency Generator Maint.	480	1,288	480	480	480
210	Supplies	1,000	1,474	1,000	1,000	1,000
211	New Equipment - Radios	1,500	-	1,500	-	1,500
212	Uniforms, Boots, etc.	21,250	26,630	23,000	23,000	24,000
213	EMS Supplies	1,000	402	1,000	1,000	1,000
214	Fire Prevention	2,000	1,772	2,000	2,000	2,000
215	Routine Equipment Purchase	15,000	6,995	15,000	14,000	15,000
216	Total Fire	295,372	326,765	331,369	336,549	351,860
217						
218	Highway Department					
219	Salaries - Regular	162,824	166,532	173,146	175,000	182,235
220	Salaries - Overtime	16,300	19,687	17,278	17,300	17,300
221	Salaries - Part Time	23,304	19,379	23,573	23,600	26,981
222	Health Ins & Other Benefits	71,587	58,555	72,154	72,000	75,918
223	Social Security	15,577	15,845	16,448	16,500	17,328
224	Workers Comp Insurance	14,677	18,099	13,985	19,000	20,275
225	Retirement	16,282	16,900	17,315	17,500	18,235
226	Unemployment Insurance	631	88	300	100	100
227	Professional Services	10,000	21,202	10,000	10,000	15,000
228	Water and Sewer Charge	1,700	1,648	2,100	2,100	2,000
229	R&M Services - Vehicles	22,000	28,251	25,000	25,000	26,500
230	Maintenance of Buildings and Grounds	3,500	3,422	5,000	4,500	10,000
231	Right of Way Agreements	11,764	11,643	12,472	12,500	12,890
232	Equipment Rentals	9,000	3,059	8,000	1,500	2,500
233	Training, Conferences, Dues	500	370	500	400	500
234	Liability & Property Insurance	15,343	11,551	12,288	12,300	11,667
235	Communications	3,700	2,740	4,000	3,500	3,500
236	Rubbish Removal	7,000	7,482	8,000	8,000	8,500
237	Advertising and Interview Costs	500	196	500	500	500
238	Accident Claims	1,000	1,049	1,000	1,000	1,000
239	General Supplies	22,000	32,004	24,000	24,000	24,000
240	Uniforms	6,000	5,963	6,000	6,000	6,000
241	Electrical Service	4,000	3,350	4,000	4,000	4,200
242	Heating/Natural Gas	4,400	3,731	4,000	4,000	4,000
243	Vehicle Fuel	32,000	34,149	30,000	30,000	35,000
244	Capital Outlay	6,000	-	6,000	6,000	10,000
245	Street Lights Supplies/Maint.	7,500	5,543	12,000	12,000	12,000
246	Electricity - Street/Traffic Lights	129,900	128,085	128,200	128,200	128,200
247	Streetscape Maintenance	23,500	23,323	23,500	23,500	28,500
248	Summer Constr - Purchased Services	225,000	187,753	225,000	225,000	210,000
249	Summer Constr - Supplies	11,000	7,250	9,000	9,000	24,000
250	Traffic Control	11,500	24,106	13,000	13,000	13,500
251	Sidewalk and Curb Maintenance	5,000	4,498	5,000	5,000	5,000
252	Winter Maint - Purchased Services	20,000	15,370	20,000	20,000	20,000
253	Winter Maint - Supplies	115,000	141,289	118,000	118,000	121,000

GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2020

Account Name		FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
254	Storm Sewer Maintenance	30,000	14,173	30,000	30,000	15,000
255	Stormwater Salaries	41,616	41,884	44,011	44,011	45,487
256	Stormwater Health and Other Ins	10,254	8,986	10,305	10,305	12,298
257	Stormwater Social Security	3,184	3,215	3,390	3,390	3,480
258	Stormwater Workers Comp	2,164	2,942	2,220	2,220	3,228
259	Stormwater Retirement	4,162	2,674	4,401	4,401	4,549
260	Stormwater Unemployment	80	4	40	40	5
261	Total Highway	1,121,449	1,097,991	1,145,126	1,144,367	1,182,376
262						
263	Library					
264	Salaries - Regular	313,189	296,896	319,700	319,700	328,509
265	Salaries - Part Time	109,524	100,201	103,632	103,632	107,654
266	Health Insurance & Other Benefits	116,088	104,160	107,125	107,125	119,148
267	Social Security	32,500	30,451	32,458	32,458	33,336
268	Retirement	31,319	29,181	31,970	31,970	32,537
269	Computer Expenses	3,500	2,567	4,000	4,000	4,000
270	Training, Conferences, Dues	4,000	3,675	4,000	4,000	4,000
271	Technical Access	6,000	5,822	7,700	7,700	6,200
272	Postage/Delivery	3,500	2,839	3,500	3,500	3,500
273	Interview costs	500	774	500	500	500
274	Volunteer Expenses	700	662	800	800	800
275	Supplies	13,000	12,859	13,000	13,000	14,000
276	Adult Collection	36,500	36,845	38,500	38,500	40,000
277	Juvenile Collection	18,250	14,262	19,250	19,250	20,000
278	Computer Replacement	8,000	7,509	8,000	8,000	8,000
279	Adult Programs	1,000	904	1,000	1,000	1,000
280	Childrens Programs	4,000	2,169	4,500	4,500	4,500
281	Capital Outlay	4,000	3,810	4,000	4,000	4,000
282	Total Library	705,570	655,585	703,635	703,635	731,684
283						
284	Transfers and Misc.					
285	Capital Fund Contribution	295,582	391,582	317,751	317,751	365,414
286	Rolling Stock Fund Contribution	213,624	213,624	223,624	223,624	233,700
287	Transfer for Building Maintenance	50,000	50,000	50,000	50,000	50,000
288	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000
289	Transfer to Parks & Rec Capital Reserve	109,652	109,652	110,700	110,700	111,616
290	Total Transfers and Misc.	673,858	769,858	707,075	707,075	765,730
291						
292	Grants and Other Non-Budgetary					
293	Grants & Donation Expenses	-	17,029	-	3,736	-
294	Library Replacement Expenses	-	2,981	-	1,502	-
295	Total Grants and Other Non-Budgetary	-	20,010	-	5,238	-
296						
297	Total Expenditures	4,816,309	4,842,211	4,954,687	4,954,978	5,164,913

ROLLING STOCK FUND

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
STREET	4WD PICK UP	CHEVY SILVERADO	2016	33,148	15,000	18,148							29,548		
STREET	PICKUP	CHEVY SILVERADO	2013	31,000	1,000	30,000						39,448			
STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000							182,868		
STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000									194,735
STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000						177,192			
STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500	0								
STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500									148,230
STREET	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500				132,112					
STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000	59,973								
STREET	SIDEWALK PLOW	PRINOTH	2017	148,000	20,000	128,000								184,867	
STREET	ROLLER	ROSCOE	1979	15,000											
STREET	PICKUP 4WD 1 TON	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393								39,902
STREET	4WD PICKUP	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393								39,902
STREET	COMPRESSOR	SULLAIR	2017	14,880	2,500	12,380									
STREET	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701									
STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000								301,453	
STREET	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800	30,164								
FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100	56,827								
FIRE	XT1500 GMP PUMPER	PIERCE ARROW	2017	600,223	40,000	560,223									
FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000									
FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202									
TOTAL				3,574,054			205,750	0	0	0	132,112	216,640	212,416	486,319	422,769

Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance	43,336	66,710	266,734	477,658	699,482	800,094	857,078	928,286	735,591
Payment of Fire Truck Notes	(34,500)	(33,600)	(32,700)	(31,800)	(30,900)				
Planned Spending	(205,750)	0	0	0	(132,112)	(216,640)	(212,416)	(486,319)	(422,769)
Note for Fire Pumper 8E21 Replacement									
General Fund Contribution	223,624	233,624	243,624	253,624	263,624	273,624	283,624	293,624	303,624
Additional Half Penny on the tax rate to fund fire truck	0	0	0	0	0	0	0	0	0
Sale of Pumper	40,000								
Town Contribution for Ladder Truck	0								
Ending Balance	66,710	266,734	477,658	699,482	800,094	857,078	928,286	735,591	616,446

GENERAL FUND CAPITAL RESERVE PLAN

PROJECTS FUNDED BY VILLAGE \$ ONLY												
Rank	Ref. #	Project Total	Prior	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Future
	77 W	102,568	8,240	94,328								
	Done	55,743	46,413	9,330								
	88	628,517	5,012	10,000		628,517						
		10,000										
	70 W	583,185		541,025								
	72 W	1,728,634						111,976	1,616,658			
	62	1,672,265								127,897	1,544,367	
		1,903,505										1,903,505
	57	1,557,433										1,557,433
	55	2,401,126										2,401,126
	55	1,039,466										1,039,466
	54	128,790										128,790
	46	421,077										421,077
	46	719,754										719,754
	45	65,292										65,292
	41	786,716										786,716
	39	515,334										515,334
	63 W	1,407,672										1,407,672
	39	271,360										271,360
Totals Project Funded by Village \$ Only				113,658	42,160	541,025	628,517	111,976	1,616,658	127,897	1,544,367	11,217,525

PROJECTS FUNDED BY GRANTS												
	1	293,110	32,854	260,256								
		(293,110)										
		0										
	2	15,560		15,560								
		(12,448)										
		3,112										
	3	166,808	65,386	166,808								
		(150,127)										
		16,681										
	4	4,590,000	1,149,447	3,440,553								
		(4,500,000)										
		90,000										
	5	2,372,000	2,292,003	79,997								
		(2,342,000)										
		30,000										
Totals Project Funded by Grants Awarded				3,983,174	0	0	0	0	0	0	0	0
Total Cost of all Projects Funded by Village \$ Only and Grants				4,076,832	42,160	541,025	628,517	111,976	1,616,658	127,897	1,544,367	11,217,525

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

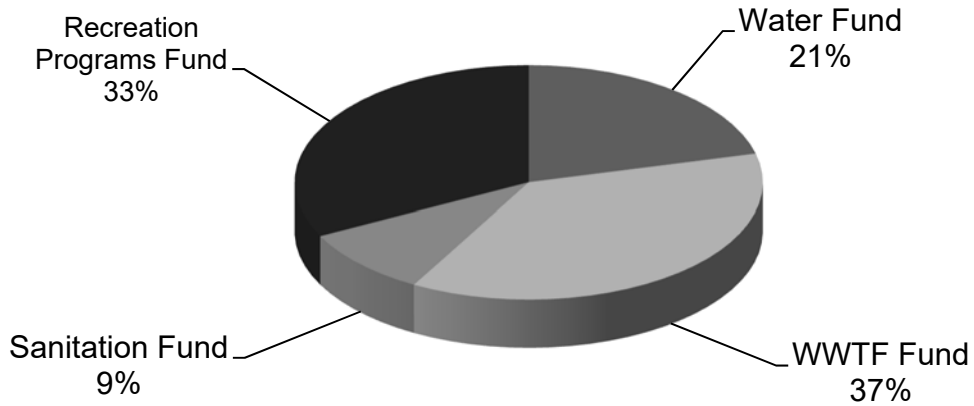
GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE											
	Prior	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	
Beginning Fund Balance		439,622	555,226	893,480	787,681	657,423	1,116,195	153,648	775,728	91,584	
Planned Spending		(4,076,832)	(42,160)	(541,025)	(628,517)	(111,976)	(1,616,658)	(127,897)	(1,544,367)	(11,217,525)	
Funding Sources											
Summary Stormwater Grants		265,132									
Municipal Water Quality Asst.-FY19 UPWP Grant		12,448									
Vitrans Structures Grant-Main St. Ped Bridge		150,127									
Crescent Connector Grant		1,132,139	3,367,861								
Pearl St. Missing Link Grants		2,277,883	64,117	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
CVE Annual Contribution		105,000									
Transfer in of Fund Balance			317,751	420,226	483,260	555,748	639,111	734,977	845,224	972,008	
General Fund Transfer In											
Total Revenues		4,192,436	380,414	435,226	498,260	570,748	654,111	749,977	860,224	987,008	
Ending Fund Balance		555,226	893,480	787,681	687,423	1,116,195	153,648	775,728	91,584	(10,138,933)	

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.

7.5% 15.0% 15.0% 15.0% 15.0% 15.0% 15.0% 15.0% 15.0%

FY 2020 Enterprise Funds Expenses

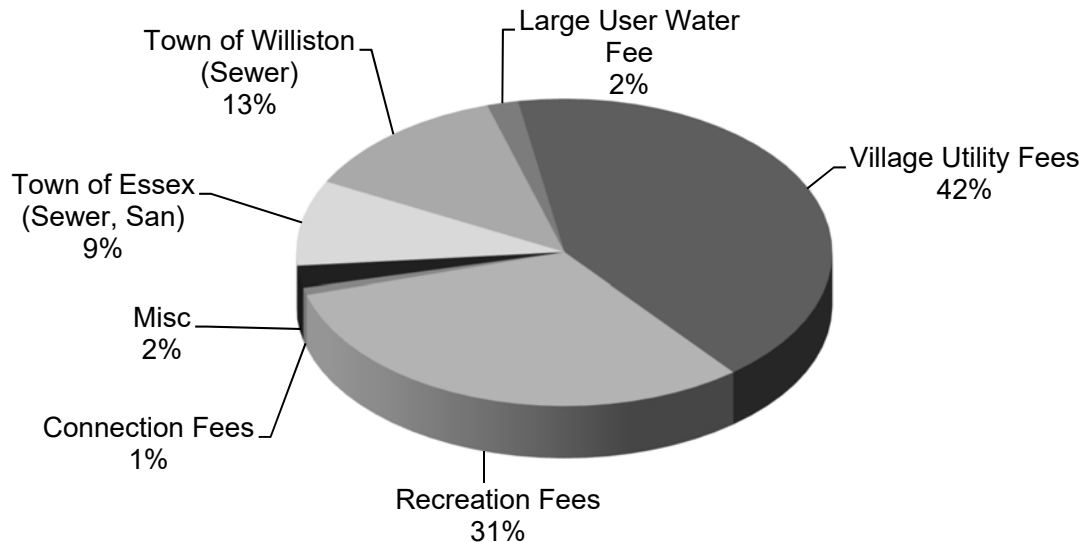
\$5,728,351*



*Does not include GlobalFoundries Water Purchases passed through to Champlain Water District

FY 2020 Enterprise Funds Revenues

\$5,905,511



* Does not include GF Water usage revenues passed through to Champlain Water District

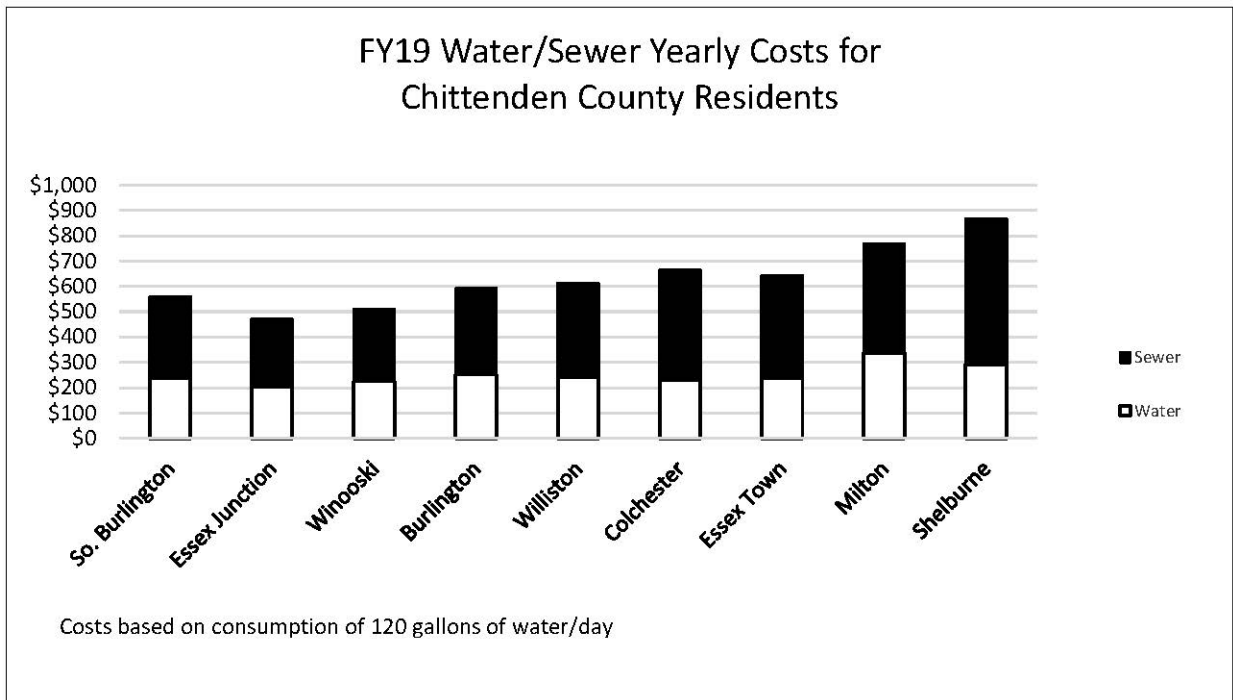
* Revenues unequal to expenses because revenues include \$176,500 for WWTF bond payment, and Recreation Program revenues are budgeted to exceed expenses by \$660.

ENTERPRISE FUNDS - SUMMARY BUDGETS FOR FISCAL YEAR 2020

Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
WATER FUND					
Revenues					
Sale of Water - Residential	930,063	934,325	993,251	993,251	1,068,385
Large User Water Sales	2,836,955	2,736,976	2,854,109	2,817,912	2,948,709
Miscellaneous	19,000	15,006	19,000	15,000	19,500
Total Water Revenues	3,786,018	3,686,307	3,866,360	3,826,163	4,036,594
Expenses					
Salaries & Benefits	203,814	179,490	201,566	196,656	237,699
Liability & Property Insurance	3,011	2,594	2,271	2,632	2,500
Utilities	4,950	3,735	3,950	4,000	4,200
System Maintenance & Operation	162,296	259,309	161,388	191,000	177,459
Capital Reserve Fund Contribution	160,000	160,000	210,000	210,000	260,000
Purchase of Water	3,251,947	3,133,952	3,287,185	3,221,523	3,354,706
Total Water Expenses	3,786,018	3,739,080	3,866,360	3,825,811	4,036,564
WASTEWATER TREATMENT FUND					
Revenues					
Village User Charge	668,063	673,037	715,916	715,916	793,356
Wastewater Charge - Essex	476,928	476,928	477,278	477,278	488,219
Wastewater Charge - Williston	675,345	675,345	715,917	715,917	752,671
Miscellaneous	39,811	42,986	40,725	40,725	40,000
Total WWTF Revenues	1,860,147	1,868,296	1,949,836	1,949,836	2,074,246
Expenses					
Salaries & Benefits	602,714	545,785	627,762	610,040	634,699
Liability & Property Insurance	38,015	27,702	32,275	29,930	27,979
Utilities	173,000	144,285	173,000	173,000	168,000
System Maintenance & Operation	726,419	804,230	776,799	795,000	883,568
Capital Reserve Fund Contribution	320,000	320,000	340,000	340,000	360,000
Total WWTF Expenses	1,860,148	1,842,002	1,949,836	1,947,970	2,074,246
SANITATION FUND					
Revenues					
Annual Customer Charge	567,372	568,857	586,985	586,985	636,064
Town of Essex Shared Costs	43,878	43,275	40,940	40,940	43,750
Miscellaneous	32,500	13,053	33,000	33,000	39,740
Total Sanitation Revenues	643,750	625,185	660,925	660,925	719,554
Expenses					
Salaries & Benefits	170,647	162,256	174,937	172,027	205,017
Liability & Property Insurance	5,812	4,425	6,225	5,930	4,469
Utilities	13,800	13,967	14,400	14,400	16,300
Town of Essex Shared Costs	20,000	24,659	22,000	22,000	25,000
System Maintenance & Operation	172,491	183,461	177,363	177,363	197,268
Capital Reserve Fund Contribution	95,000	95,000	95,000	95,000	95,000
Total Sanitation Expenses	477,750	483,768	489,925	486,720	543,054

ENTERPRISE FUNDS - SUMMARY BUDGETS FOR FISCAL YEAR 2020

Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY19 Estimated	FY20 Budget Proposal
RECREATION PROGRAMS FUND					
Revenues					
Pool Revenues	173,785	171,497	182,067	182,067	159,551
Program Revenues	1,407,230	1,583,441	1,460,251	1,460,251	1,692,285
Miscellaneous	28,832	168,858	69,443	56,000	60,858
Total Recreation Revenues	1,609,847	1,923,796	1,711,761	1,698,318	1,912,694
Expenses					
Salaries & Benefits	1,213,646	1,240,265	1,294,880	1,294,880	1,326,649
Operatng Expenses	396,201	587,290	416,868	460,000	585,385
Total Recreation Expenses	1,609,847	1,827,555	1,711,748	1,754,880	1,912,034



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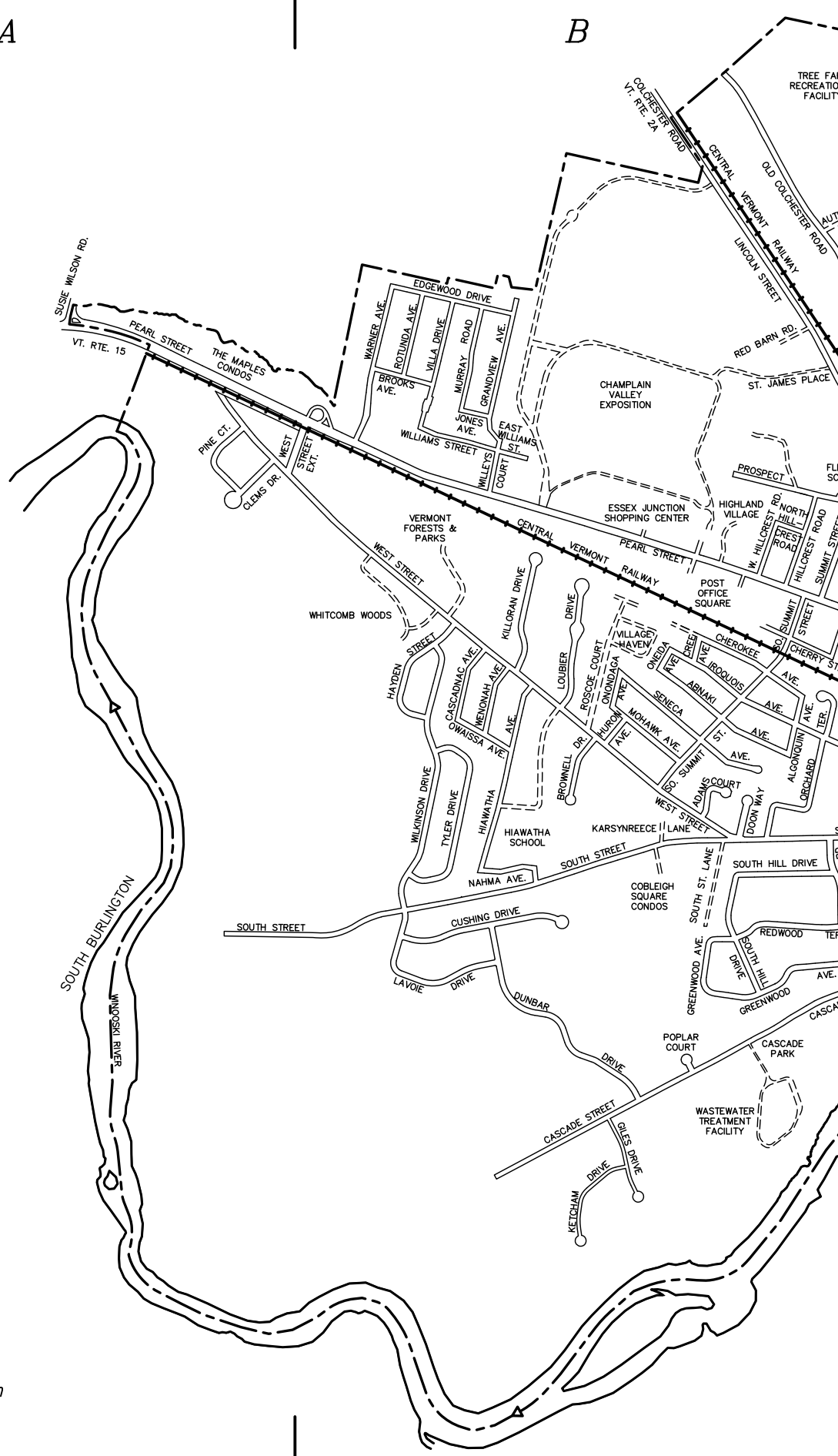
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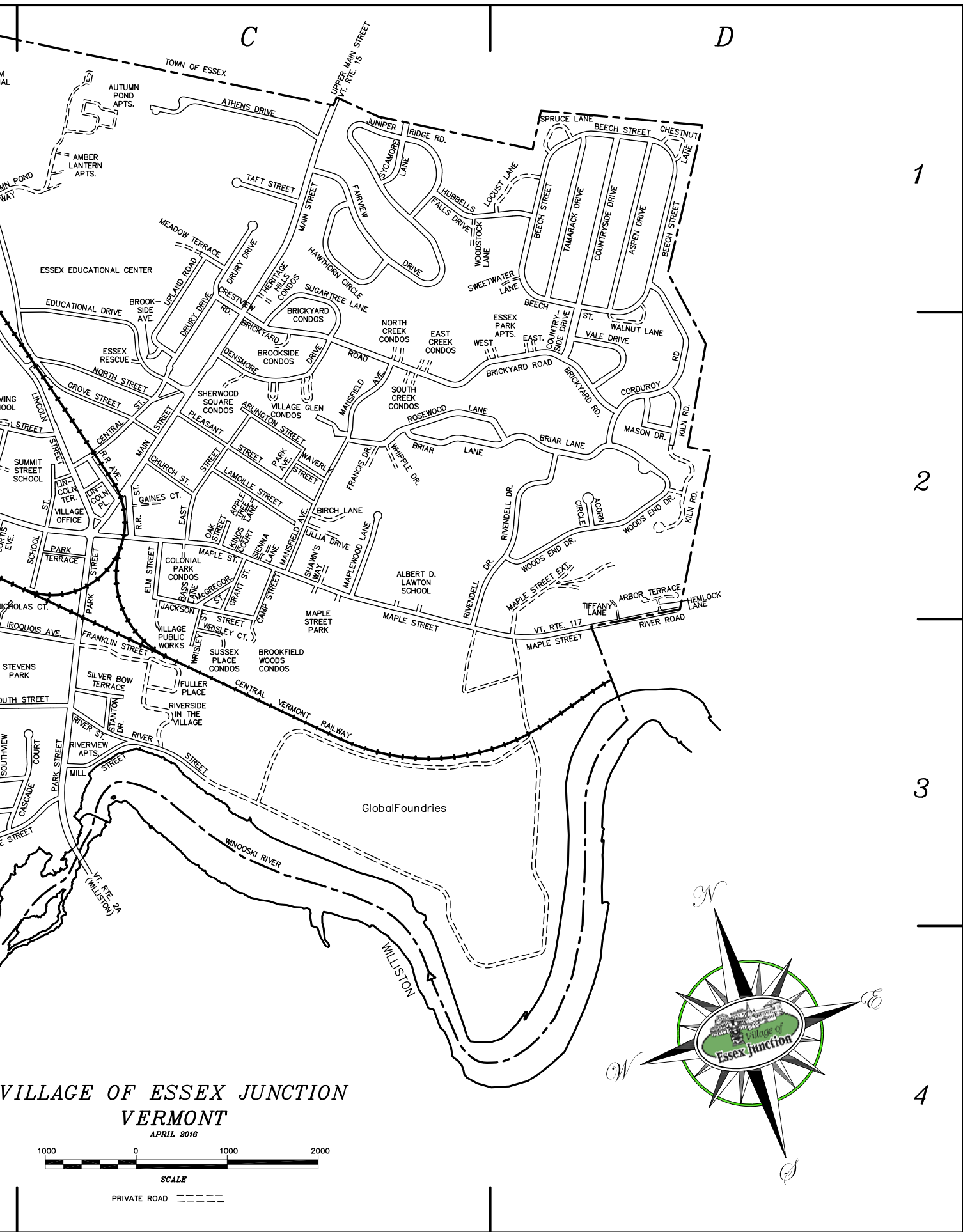
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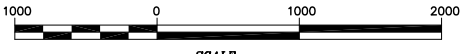
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Donald L. Hamlin
 Consulting
 Engineers, Inc.



VILLAGE OF ESSEX JUNCTION
VERMONT
APRIL 2016



SCALE
PRIVATE ROAD - - - - -

LIST OF PUBLIC AND PRIVATE STREETS

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

TELEPHONE DIRECTORY OF VILLAGE SERVICES



FOR INFORMATION REGARDING	CALL	NUMBER
Bicycle Registration	Police	878-1333
Birth & Death Certificates	Town Clerk	879-0413
Building & Zoning Permits	Community Development	878-6950
Burning Permits	Police Department	878-1333
Community Development	Director	878-6950
Detectives	Police Department	879-4923
Dog Complaints	Police Department	879-1333
Dog Licenses	Town Clerk	879-0413
Elections (Village, Town & General)	Town Clerk	879-0413
Health Complaints	Health Officer	598-0801
Email Address	admin@essexjunction.org	
Library	Brownell Library	878-6955
Licenses (Hunting, Fishing, Marriage)	Town Clerk	879-0413
Motor Vehicle Registration (renewals only)	Town Clerk	879-0413
Police (non-emergency)	Police	878-8331
Public Works/Streets	Public Works	878-6944
Recreation and Parks	Essex Jct Recreation & Parks	878-1375
Recycling/Drop-off Center	Drop off Center	878-3152
Schools	Essex High	879-7121
	Fleming	878-1381
	Hiawatha	878-1384
	Lawton	878-1388
	Summit Street	878-1377
Senior Center	Essex Area Senior Center	876-5087
Senior Center Bus	Senior Center	878-6940
Skating	Ice Skating Rink	878-1394
Swimming	Maple Street Park	872-3370
Tax Maps/Assessments	Assessor/Real Estate Appraisal	878-1345
Tax Collections	Village Office	878-6944
Town of Essex	Unified Manager	878-1341
Village of Essex Junction	Unified Manager	878-6944
Village Recreation & Parks	Recreation & Parks	878-1375
Voting Registration	Town Clerk	879-0413
Wastewater Treatment Facility	Office	878-6943
Water/Sewer Services	Village Office	878-6944

Tear this page from book and keep for handy reference.

