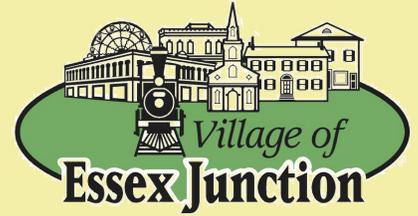


# ANNUAL REPORT



VILLAGE OF ESSEX JUNCTION  
2020



*Photo courtesy: Annie Cooper*



**FISCAL YEAR  
JULY 1, 2019 TO JUNE 30, 2020**

**INFORMATIONAL HEARING - online only**

Due to the Covid-19 pandemic, this hearing will be held remotely on Wednesday, April 7, 2021 at 7:00 PM.

When: Wednesday, April 7, 2021  
Time: 7:00 PM  
Where: Online

**ANNUAL MEETING - Australian Ballot**

Voting by Australian ballot is on Tuesday, April 13, 2021 at **Essex High School**, 2 Educational Dr. between 7:00 AM and 7:00 PM. Ballots will be mailed to all active, registered voters.

**TOWN SPECIAL MEETING - Australian Ballot**

Voting by Australian ballot is on Tuesday, April 13, 2021 on the same ballot as the Village Annual Meeting for Village voters.

**PUBLIC MEETINGS**

Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility, please call the Unified Manager's office at 878-6951.

- Board of Trustees..... 2nd and 4th Tuesday (and as required) - 6:30 PM  
**CCTV records all Trustees meetings, which can be viewed online or on Comcast channel 1087**
- Planning Commission..... 1st and 3rd Thursday - 6:30 PM
- Zoning Board of Adjustment..... 3rd Tuesday - 6:00 PM
- Capital Program Review Committee..... 1st Tuesday - 6:00 PM
- Bike/Walk Advisory Committee..... 3rd Monday - 6:00 PM
- Library Board of Trustees..... 3rd Tuesday - 7:00 PM at Brownell Library
- Tree Advisory Committee..... 3rd Tuesday - 5:30 PM

ANNUAL MEETING

INFORMATIONAL HEARING: APRIL 7, 2021 AND ANNUAL MEETING: APRIL 13, 2021

INFORMATIONAL HEARING - online only

Wednesday, April 7

[7:00 PM]

Due to the Covid-19 pandemic, this hearing will be held remotely. Available options to watch or join the meeting:

- WATCH: the meeting will be live-streamed on Town Meeting TV.
• JOIN ONLINE: https://zoom.us/j/95576633602?pwd=VFN4YWhYSUhvb3dNQ0NXT3lNeU5tZz09
• JOIN CALLING: Join via conference call (audio only): (646) 558-8656, 95576633602#, 538553# US (New York)
• MODERATOR: All instructions for conduct of the meeting will be guided by the Moderator.
• If you have difficulty accessing the hearing, please call (802) 878-6951 or email manager@essex.org.

The 2021 Village Annual Meeting will be held entirely by Australian ballot. A public informational hearing on the Articles to be voted on at Village Annual Meeting will be held according to 17 V.S.A. § 2680. No voting will take place during this hearing. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the Unified Manager at manager@essex.org by 4:30 p.m. on Tuesday, April 6. Agenda will include discussion of articles and public to be heard.

ANNUAL MEETING - Australian Ballot

Tuesday, April 13 7:00 AM to 7:00 PM

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 Tuesday, April 13, 2021 to transact the following business by Australian ballot. Said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters approve an annual General Fund Budget in the amount of \$5,641,278 for fiscal year July 1, 2021 to June 30, 2022, \$3,745,866 of which is to be levied in taxes against the Village Grand List?

ARTICLE 2. Shall the Village authorize the transfer of the remaining balance in the Land Acquisition Fund, estimated balance to be approximately \$82,700, to the Economic Development Fund to be used for downtown development.

ARTICLE 3. Shall the voters approve extending the one cent Capital Improvement tax (also known as Economic Development tax), as established in 2016, to be reconsidered at annual meeting in 2024.

ARTICLE 4. Shall the annual stipend for the position of a Trustee of the Village Board of Trustees be raised from \$500 to \$1,000?

ARTICLE 5. Shall the voters approve holding the 2022 Annual Meeting on Wednesday, April 6, 2022 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 12, 2022 to vote for the Village officers and transact any business involving voting by Australian ballot?

ARTICLE 6. By a non-binding resolution, shall the Essex Junction Board of Trustees be advised to draft a charter to create the independent City of Essex Junction, for consideration by the Village of Essex Junction voters no later than November 2021, should efforts seeking a vote for reconsideration on the issue of merger fail. We advise that the charter shall not include any union municipal districts, interlocal contracts, special tax districts or other relationships within the Town of Essex for the provision of Village Government services. The only exception may be for the consideration of police services.

ARTICLE 7. To elect Village officers required by law including: Moderator (one-year term); two Village Trustees (2 three-year terms); one Library Trustee (five-year term)?

Dated at Essex Junction, Vermont, this 9th day of March, 2021 by the Village Board of Trustees

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES
By: Andrew P. Brown, President
George A. Tyler, Vice President
Raj D. Chawla, Trustee
Daniel S. Kerin, Trustee
Amber L. Thibeault, Trustee

ATTEST: Susan McNamara-Hill, Village Clerk

## 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

As we close out 2020 and enter the new year, the world continues to battle the spread of the coronavirus. Communities across the nation struggle from the separation of families, the impact to businesses, and the hardships of loss. For Essex, the connections continue to hold strong through shared grief and struggles. The demand has been great. The loss has been difficult.

The Town Selectboard and the Village Trustees wish to honor the people of Essex who have stepped up in their roles as frontline workers, heeded the call to sew masks, and donated food and emergency supplies to their neighbors. We recognize those who have set up fundraisers and support systems for those in need. We honor the teachers and childcare providers for taking on initiatives to maintain access to child care and education. We applaud local businesses for thinking outside of the box to keep their staff employed. We empathize with those who have had to change their path and move in a different direction. We recognize the swiftness with which those who work in food and agriculture, the military, delivery, manufacturing, and local, state and national government have revamped policies, and increased their services. We admire each and every person who has taken the time to buy groceries for a neighbor, helped with technology for those who can't leave home, and for those who simply do what they can to lift the spirits of others.

We remember those who have lost the fight against COVID-19. We celebrate with those who have survived.

For all who are feeling the fatigue of staying home and staying distant, we thank you for your patience and your willingness to continue making that sacrifice for others.

Thank you for being kind neighbors, for working extra hard, and for respecting others. This is much more than a dedication. It is a heartfelt note of thanks to the entire Essex community for being who you are and doing what you do.

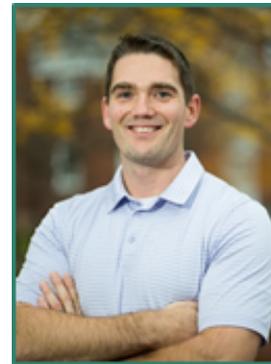


Thank You

# TRUSTEES PRESIDENT

FOR VILLAGE OF ESSEX JUNCTION, VERMONT

## VILLAGE BOARD OF TRUSTEES PRESIDENT, ANDREW BROWN



2020 tested each and every one of us in ways we individually may not have been ready to handle. Those of us with school-aged children had to determine the logistics of remote learning, we all had to rethink our annual traditions/celebrations and holidays, the reality of changes in the way we carry out our professional lives, and many more. While we were faced with these individual challenges, it was the way I saw our friends, neighbors, family members and community come together which I will be forever grateful. I cannot thank you enough for rising to the occasion and further proving why there is no other place I would want to call my home.

### **Merger**

In November, nearly 74% (3,453) of Village of Essex Junction voters who cast ballots approved of the plan of merger. This was a strong signal that the Village sees the value in being one community with the Town of Essex. As of the writing of this, there will be a reconsideration vote on the same merger plan which will happen at the same time as the Village's annual voting and election. According to state law, a reconsideration vote can only happen once in a calendar year so it is very important that you vote on this matter.

Also on the ballot is a non-binding resolution which asks you whether the Village should separate from the Town of Essex should this merger reconsideration vote fail. As a non-binding resolution this is not a formal vote for separation but rather is more akin to a formal survey of the community. This came about from a citizen-led petition which received over 400 Village signatures.

With whatever happens from the merger reconsideration vote and separation non-binding resolution it is clear that our community is passionate about the future of the Village. As such, should the merger reconsideration vote fail I ask for your patience and your input into where we go from here. The most common input I have received from the community is that the status quo is no longer acceptable so it is important that, as a community, we make an informed decision as to what path we take next.

### **Budget**

You are being asked whether or not to approve of a \$5,641,278 general fund budget which will raise the tax rate 0.97%. The only initiative we are proposing is to compensate the volunteers on all of our boards at a rate of \$50 per meeting which individual

volunteers can choose to opt-out of receiving. There are many motivations for this which include trying to diversify the demographics of those who volunteer such as by ensuring those who need child care to be able to attend a meeting can afford to do so. We also recognize the stipend for Village Trustees, Planning Commission and Zoning Board of Adjustment have not increased in more than 15 years. Within this budget we are also proposing to double the stipend. Members of the Planning Commission and Zoning Board of Adjustment would receive \$600 per year, up from \$300. Village Trustees would receive \$1,000 up from \$500. For comparison, Town Selectboard members receive \$1,500 per year.

Due to the language within the Village's charter we are asking voters whether or not to approve of this stipend increase for Village Trustees. This is why you see this question on the ballot for Village Trustees and not for the rest of the volunteer boards.

### **COVID and Village Services**

Staff in all Village departments swiftly rose to the challenge of figuring out how to continue providing the services we cherish during a pandemic. Brownell Library has continued to be the agile and innovative library we love with not only curbside service but their kits, virtual offerings and more. EJP was able to provide a safe learning environment by partnering with local businesses during remote learning days which provided working parents with the time and peace of mind that their child/children would be able to learn while they themselves were working. Community Development partnered with other departments in the Village and Town to provide opportunities for residents to get outside for entertainment and shopping at local businesses with vouchers. The Village's Fire Department, Public Works, Wastewater Treatment Facility and Administration were all able to continue providing the essential services for the well-being of our community.

### **Coming Soon**

In the next year I anticipate many opportunities for our community to come together, for example:

- o Hopeful recovery from the pandemic and shaping what "normal" will become
- o Results of the April vote on merger
- o Whether to allow for the retail sale of cannabis
- o Updating the Village's Land Development Code
- o Implementation of recommendations from the Racial Equity Task Force

As I look toward 2021 and beyond I again thank each and every Village of Essex Junction resident who has helped to instill the sense of community we love while we continue to live with the impacts of the pandemic. Please contact the Board of Trustees with your questions, thoughts and concerns. Thank you all, take care and be well.



TRUSTEES PRESIDENT  
FOR THE VILLAGE OF ESSEX JUNCTION, VERMONT

## EVAN TEICH, UNIFIED MANAGER

### 2020 What A Year!

We were barely into 2020 and Covid-19 became something for us to address. The Emergency Management Team quickly got together and started to plan for our response and institute portions of our emergency plan. We prepared our emergency response center and fortunately to-date, we have not had to activate it. We immediately ordered more laptops so people could work remotely as we planned for the incremental closings of our facilities and reduction of in-person services based on the Governor's state of emergency orders and those state agencies that regulate our activities. We eventually closed our buildings to a majority of in-person activity but staff continued to work either in-person or remotely. Government must go on.

While Covid-19 issues do continue to be a part of our weekly work load, we have had to perform all manner of other activities like getting ready for a presidential election, creating a safe daytime child care option for working families, plowing streets and paths, repairing roads and sidewalks, planning and adopting a new budget, and continuing our work on merging the Village and the Town. On a more positive note, we also applied for and received hundreds of thousands of state and federal funds to help alleviate the cost of Covid-19 on Town and Village operations.

One bright spot in all of this was the "standing up" of supportive learning spaces, namely a school day program whereby kids from grades K-6 could go during the school day if the school was not in-person. This program was a collaborative effort of EJRP and EPR to secure spaces, hire temporary people, and work with EWSD to provide meals at no cost to our residents. This allowed parents to not worry about their kids if they had to go to work and not have to pay extra when money was likely going to be tight.

Then there has been the continued effort to merge the Town with the Village including: conducting surveys; public meetings and hearings; public outreach; and a collaborative effort by the Selectboard and Board of Trustees to author a thoughtful Plan of Merger. In November, the Village residents voted to merge and then in March the entire Town, including the Village, voted. This is required by state law as part of their merger statutes. If the Town Merger re-vote is approved this April, then the Plan of Merger/New Charter for the new Community will go to the state legislature for their review and approval.

As I conclude this note, I would like to thank the entire staff of the Village and the Town, for whom I am proud to manage, for their dedication and efforts during this very trying year. They have had to think on the fly as to how to work in this "new" environment, stay safe, and keep others safe: our Police and Fire departments still go on calls; our Public Works departments including waste water and storm water are still plugging away; our Clerk's office has dealt with hundreds of properties refinancing and a Presidential and local elections; Recreation provided safe child care, our senior center staff has kept in contact with our seniors and helped get them vaccines; our libraries created curb-side pick-up services; Finance produced a well balanced budget, Human Resources has helped us hire exceptional new employees, as well as our other departments who kept all the balls in the air.

And, we even found the ability to get "Out and About". The Village and the Town combined forces (and state grant monies) to put on a two day out door event that involved local businesses and entertainment. We look for this to be an annual event.

And, I also thank our elected officials and volunteers who adapted to virtual meetings, supported staff, and were open to finding ways to help our citizens and businesses through this very difficult year.



## ELECTED VILLAGE OFFICIALS

### MODERATOR

Steve Eustis..... Expires 2021

### BOARD OF TRUSTEES - (3-Year Terms)

Andrew Brown, President..... Expires 2021

George Tyler, Vice President..... Expires 2023

Daniel Kerin..... Expires 2023

Raj Chawla..... Expires 2022

Amber Thibeault..... Expires 2021

### LIBRARY TRUSTEES

Joe Knox..... Expires 2022

Beth Custer..... Expires 2024

Ann Wadsworth..... Expires 2025

Jeanne Grant..... Expires 2021

Helen Donahey..... Expires 2023

## APPOINTED VILLAGE OFFICIALS

Clerk/Treasurer/Tax Collector..... Susan McNamara-Hill

Attorney..... Claudine Safar

Engineering Consultant ..... Donald L. Hamlin Consulting Engineers

Fire Chief ..... Chris Gaboriault

CCTV/Town Meeting Television Representative.....RaMona Sheppard

CCTV/Town Meeting Television Alternate Representative.....VACANT

Chittenden County Regional Planning Commission.....Daniel Kerin

CCRPC Alternate..... Andrew Brown

CCRPC Technical Advisory Committee..... Robin Pierce

CCPRC Technical Advisory Committee Alternate..... VACANT

CCRPC Planning Advisory Committee..... Robin Pierce

CCPRC Planning Advisory Committee.....John Alden

Chittenden Clean Water Advisory Committee.....Chelsea Mandigo

CWAC Alternate Representative.....James Jutras

Chittenden Solid Waste District Representative.....Alan Nye

CSWD Alternate Representative.....Amber Thibeault

### APPOINTED VILLAGE OFFICIALS

#### 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 2023
Diane Clemens.....	Expires 2022
Andrew Boutin.....	Expires 2023
Steven Shaw.....	Expires 2022
Philip Batalion.....	Expires 2021
Patrick Scheld.....	Expires 2023

#### ZONING BOARD OF ADJUSTMENT - (3-Year Terms)

Thomas Weaver, Chair.....	Expires 2021
Bruce Murdough.....	Expires 2022
Robert Mount.....	Expires 2022
Martin Hughes.....	Expires 2022
Aaron Martin.....	Expires 2023

#### CAPITAL PROGRAM REVIEW COMMITTEE - (3-Year Terms)

Amber Thibeault, Chair.....	Expires 2023
Timothy Dall, Vice Chair.....	Expires 2022
Steven Shaw.....	Expires 2022
Karen Dolan.....	Expires 2021
VACANT.....	

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

Nick Meyer, Chair.....	Expires 2023
Rich Boyers, Vice Chair.....	Expires 2022
Tim Kemerer.....	Expires 2022
Warren Spinner.....	Expires 2021
VACANT.....	

## APPOINTED VILLAGE OFFICIALS

### BIKE WALK ADVISORY COMMITTEE- (3-Year Terms)

Micah Hagan, Chair.....	Expires 2021
Elijah Massey.....	Expires 2021
Ramon Matanzo.....	Expires 2023
Annie Cooper.....	Expires 2023
Eric Bowker.....	Expires 2022
Seth Cronin.....	Expires 2022
VACANT.....	
VACANT.....	

### TOWN AND VILLAGE ESSEX HOUSING COMMISSION - (3-Year Terms)

Mark Redmond.....	Expires 2023
Katie Ballard.....	Expires 2023
Mia Watson.....	Expires 2023
Michelle Teegarden.....	Expires 2022
Gabrielle Smith.....	Expires 2022
Evan Einhorn.....	Expires 2021
Debbie McAdoo.....	Expires 2021

## YOUR COMMUNITY NEEDS YOU!

**BOARDS AND COMMITTEES:** The Village of Essex Junction has a variety of opportunities for people who wish to volunteer their time to help enhance the quality of life in Essex. Join one of the Village's boards, commissions or committees composed of volunteers appointed by the Board of Trustees and provide valuable insight to the operations of the Village and the Trustees' decision-making process!

Appointments are effective July 1, although vacancies sometimes occur during the year. **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 878-6951 or e-mail [admin@essexjunction.org](mailto:admin@essexjunction.org).** For more information, please visit the Village website at [www.essexjunction.org](http://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 Unified Manager, who is appointed by the Village Board of Trustees and the Town Selectboard and is responsible for the day-to-day operations of the Village and Town. The Town and Village have shared a manager since 2013, with the current Unified Manager since 2018. All residents, whether they live inside or outside the Village of Essex Junction, are residents of the Town of Essex and have the right to participate in Town activities, including the election of Town officials.

Population (2019 American Community Survey Estimate).....	10,603
Registered Voters.....	7,591
Total Area.....	4.6 square miles
Date of Charter.....	November 15, 1892
2020 Grand List.....	\$ 11,167,367
County.....	Chittenden

#### Village Tax Rates for 2020 (Fiscal Year End June 30, 2021)

Entity	Tax Rate
Essex Junction Economic Development	0.0100
Essex Junction Village	0.3302
Essex Town Capital	0.0200
Essex Town General Fund	0.5067
Local Agreement Rate	0.0022
<b>Total Municipal Rate</b>	<b>0.8691</b>
Non-Residential Education Rate	1.7723
Residential Education Rate	1.6179
<b>Total - Homestead</b>	<b>2.4870</b>
<b>Total - Non-Residential</b>	<b>2.6414</b>

## GENERAL SERVICES

# Where do I go to...

### 81 Main Street office

7:30am to 4:30 pm M-F  
ph. 878-1341



- **Voting:** registration, absentee ballots, and election questions
- **Tax bill** questions, copies of your bill, receipts for payment, to pay in cash, check or credit card
- **Water bill** questions, copies of your bill, receipts for payment, to pay in cash, check or credit card
- **Property assessment** information, land records, title searches
- **Other:** dog licenses, marriage licenses, birth and death certificates, Green Mountain Passports, hunting licenses
- **Notary Services**
- **Cemetery records**

### 2 Lincoln Street office

8:00am to 4:30 pm M-F  
ph. 878-6944



- **Community Development** information on upcoming projects
- **Planning and Zoning** questions and permits (building, garage sale, street vending, temporary use, water/sewer service)
- **Manager's Office**
- **Essex Area Senior Center**
- **Public Works**
- **Drop-off location** for water/tax bill payments (checks only/no receipts). *For receipts, to pay with cash/credit card, to ask questions or receive a copy of your latest bill please stop by the 81 Main St. Office.*



**STATE INFORMATION**

**U.S. CONGRESSIONAL DELEGATION**

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

Washington Office: 437 Russell Senate Building, Washington, DC 20510- 502..... (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 Molly Gray (D)**

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**

Thomas Chittenden(D), 115 State St., Montpelier, VT 05644-5401..... (802) 828-2228  
 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  
 Keshia Ram (D), 115 State St., Montpelier, VT 05644-5401..... (802) 881-4433  
 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  
 Karen Dolan (D) (District 8-2),115 State St., Montpelier, VT 05644-5401..... (802)-828-2228

## CLERK/TREASURER

Susan McNamara-Hill, Clerk and Treasurer



Shortly after the 2020 Annual Village meeting was warned for April 1st and 14th 2020, COVID-19 arrived in Vermont and the Governor issued executive orders prohibiting large group gatherings. Under the Governor's orders the Village was not able to hold the traditional annual meeting and election. The Trustees canceled the meeting and announced that it would re-warned for a later date.

In order to keep voters safe during the pandemic, the state legislature enacted special legislation enabling municipalities to hold their elections safely. The special legislation allowed municipalities to 1) Conduct all annual meeting business through Australian ballot; 2) mail ballots to all voters; and 3) waive the requirement for candidates for local office to obtain signatures to have their names placed on the ballot.

With the emergency procedures in place, the Trustees warned the Annual meeting to be held by Australian ballot on June 2, 2020. The articles and results are shown below:

**Annual Village Meeting:** June 2, 2020 (postponed from April 1 & 14, 2020 and held entirely by Australian ballot).

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

Yes: 1662 No: 142

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$5,367,655 for fiscal year July 1, 2020 to June 30, 2021, \$3,670,039 of which is to be levied in taxes against the Village Grand list?

Yes: 1412 No: 455

**ARTICLE 3.** Shall the voters approve holding the 2021 Annual Meeting on Wednesday, April 7, 2021 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 13, 2021 to vote for the Village officers and transact any business involving voting by Australian ballot?

Yes: 1683 No: 150

**ARTICLE 5.** To elect Village officers required by law including: Moderator (one year term); three Village Trustees (2 three year terms, 1 one year term); and one Library Trustees (5-year term)?

Moderator:	Steven Eustis	1725 *
Vote for one	Write-ins	14

# 2020 ANNUAL REPORT

CLERK/TREASURER

# 2020 ANNUAL REPORT

## CLERK/TREASURER



Trustee (3 yr) Dan Kerin	1563 *
Vote for two George Tyler	1561 *
Write-in	30

Trustee (1 yr) Amber Thibeault	1594 *
Vote for one Write-in	11

Library Trustee Ann Wadsworth	1715 *
Vote for one Write-in	13

\*Elected

Total number of voters: 1,930 out of 7,824. 1,867 of which voted by early/absentee ballot. A Special Village meeting was held on November 3, 2020 with the following Articles and results:

**Special Village Meeting:** November 3, 2020.

**ARTICLE 1.** Shall the Village adopt the Plan for Merger of the Town of Essex, Vermont and Village of Essex Junction, Vermont dated September 24, 2020 and the proposed Charter for the merged communities?

Yes: 3,453 No: 1,205

**ARTICLE 2.** Shall the Village of Essex Junction adopt its annual budget by Australian ballot?

Yes: 3,548 No: 1,000

Total number of voters: 4,678 out of 7,931. 3,409 of which voted by early/absentee ballot.

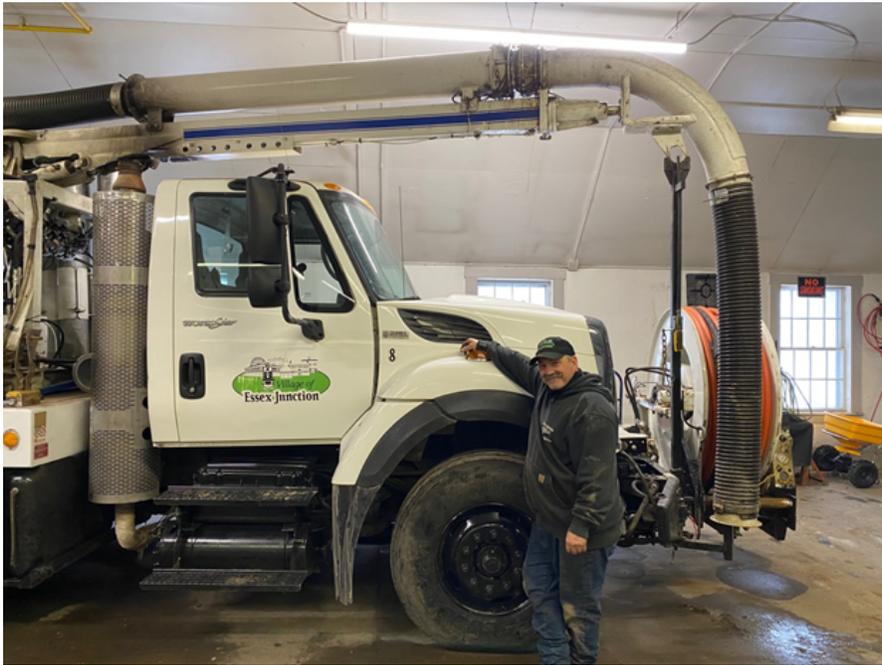
# PUBLIC WORKS DEPARTMENT

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](mailto:pw@essexjunction.org).



*Ron Bundy stands in front of the Super Sucker 5000*

## Some examples of work during Fiscal Year 2020-21

- Street sweeping
- Pruning trees
- Hydrant flushing
- Flushed all Village sewer lines
- Cleaned catch basins
- Water meter change-out program

## Our goals for Fiscal Year 2021-22

- Densmore Drive culvert replacement
- Class 3 street paving
- Finish water meter change-out program. Call 876-5033 or email [ejwatermeter@essexjunction.org](mailto:ejwatermeter@essexjunction.org) to schedule a time for your water meter replacement.

# 2020 ANNUAL REPORT

PUBLIC WORKS DEPARTMENT



## COMMUNITY DEVELOPMENT & PLANNING COMMISSION



Robin Pierce, Community Development Director  
Terry Hass, Assistant Zoning Administrator

2020 was the year of the Pandemic. In response to this the Community Development Department and the Trustees worked to develop events that would celebrate our community. The first was called Open and Outside. The Trustees approved a voucher for \$10 that was available to every household in the Village. The voucher could be used to purchase goods and services at Village Center establishments. The event included musical entertainment. The Trustees reimbursed vendors for the value of the vouchers they received. This event was so popular that the State of Vermont instituted a grant that mirrored the Village activity. This enabled the Town and Village to collaborate on a similar, geographically wider, event that took place at all the commercial areas in the community called Out & About. Building on what was learnt from the first event the second one was larger and involved more vendors and residents. Each event was considered a success. We are working on creating new events for 2021.

Continuing to work to bring the Village back to Essex Junction the department worked with the Trustees to purchase a piece of the former Road Res Q gas station for public open space. As part of the purchase we worked with the Chittenden County Regional Planning Commission to enter a State and Federal program that would protect the Village from any pollution clean-up costs and provide funding for consultants and contractors to remediate the site in advance of creating a new public park.

Using Design Five Corners as a template a charrette was undertaken for the design of the new public park. The design will guide the remediation plan. The proposed design includes elements that hark back to the Villages past, and present. Bricks will be used to commemorate the Drury Brick Company. Old rail lines will connect us to how the Village ended up with the name Essex Junction and underline the prominence that the New England Central Railway (NECR) has in our community. This is an important, and productive, working relationship that is integral to our ability to construct the Connector Road over the NECR main line.

Work continued on the Connector Road project. We are close to finalizing all the needed paperwork. If everything goes as planned we hope to have movement on construction 2021.

Construction began on a new four story building at 11 Park Street and another four story building at 3 Maple Street. The Park Street building will include a parking garage which may have public parking on the entry level with private parking on other levels. The 3 Maple Street approval was part of a Master Plan that includes additional buildings on the east side of Park Street and several that will be accessed from the Connector Road. Work on the Park Street and Maple Street buildings started quickly after approval.

A building approved in 2019 by the Planning Commission to the north of the Park Street School started renting and quickly became occupied. This is the first building constructed specifically for seniors in the Village Center district.

# 2020 ANNUAL REPORT COMMUNITY DEVELOPMENT & PLANNING COMMISSION

Café Mediterano moved from Park Street to the Post Office Square on Pearl Street in anticipation of their current building being demolished and a new structure built in its place.

The Vermont Brand is compact settlements surrounded by productive open farmland. The Village, through development of the underutilized sites in our designated Village Center, is doing its part to make the State and regional goals a reality. This is also an important component for a community that is concerned about depleting natural resources and reducing pollution. As we develop a community that can rest, recreate and shop close to home we are reducing pollution while increasing the potential for social interaction.

The department worked with the Town to create the first Housing Commission in the community. This adds to the other committees that are community wide such as the Economic Development Commission and the Energy Commission. Village Commissions include the Tree Advisory Committee and the Bike Walk Advisory Committee. Each of these Committees is populated by resident volunteers and they often need new volunteers.

Those interested in volunteering or keeping in touch with new ideas and proposals can find a link on the Village website that will enable them to stay abreast of what is happening at the Commission level here:

<https://www.essexjunction.org/news/subscribe>

Membership of the Planning Commission remained constant; David Nistico is Chair, John Alden is the Vice Chair, Andrew Boutin, Diane Clemens, Steve Shaw Philip Batalion and Patrick Scheld make up the seven member Commission. Philip Batalion and Patrick Scheld bring Commissioner numbers to seven. The Commission will be starting an update to the Village Land Development Code in 2021.

Departmental staff attends Chittenden County Regional Planning Commission Transport Advisory Committee and Planning Advisory Committee meetings, Economic Development Commission and Housing Commission meetings, Planning Commission, Zoning Board meetings, Trustee meetings. Most of these meetings this year were undertaken remotely. The Community Development Department can be reached at 878-6950.



# 2020 ANNUAL REPORT

## COMMUNITY DEVELOPMENT & PLANNING COMMISSION



3 Maple Street



11 Park Street



# 2020 ANNUAL REPORT

## COMMUNITY DEVELOPMENT & PLANNING COMMISSION

### Essex Junction Zoning Permit Activity

Permit Type	2016	2017	2018	2019	2020
Accessory Apartments	2	3	3	3	0
Apartments	7(138 units)	7 (97 units)	1 (4 units)	3 (7 units)	3 (122)
Change of Use	5	5	4	7	1
Commercial/Non-residential Additions or Alterations	8	6	2	2	4
Condominiums	0	0	0	0	0
Demolition	4	7	3	4	5
Duplexes	2 (4 units)	0	0	0	1
Triplexes	0	1 (3 units)	0	0	1
Elderly Housing Units	0	0	1 (43 units)	0	0
Home Occupations	6	0	0	2	0
Miscellaneous Permits	6	4	1	0	1
Mobile Homes	1	0	0	0	0
Residential Additions	26	21	25	15	24
Residential Garages	3	5	3	4	3
Residential Accessory Alterations ie decks, porches, driveways, storage sheds	43	47	49	48	56
Sign Permits	21	15	17	20	15
Single Family Dwellings	4	6	4	5	3
Swimming Pools	0	3	1	5	6
Temporary Use	4	3	5	3	5
CVE, Temporary Use	3	1	2	2	1
CVE, Additions/Alterations	0	0	0	0	0
Renewal of Permits	0	0	0	0	0
Revised Permits	0	0	0	3	1
Void Permit	0	0	0	0	0
<b>Total Permits</b>	<b>145</b>	<b>134</b>	<b>121</b>	<b>126</b>	<b>130</b>



**OUT & ABOUT EVENT OCTOBER 2020**

# BROWNELL LIBRARY

Wendy Hysko, Library Director



## Brownell Library continued to serve many in FYE 2020

In FYE2020, Brownell continued to provide excellent library services and achieve new goals to better serve the community. Looking back, it's hard to believe it was just over the last quarter of the year that all of our lives would change so abruptly by COVID-19 with our Governor's Stay Home/Stay Safe order. When March began, Library staff continued services while there was a growing concern about the virus that had landed in our country, and staff took on new responsibilities cleaning to keep our building safe for each other and the many visitors we have at Brownell. By the end of the month, our book drop was locked and library services went online. We had to make rapid transitions in service models and resources, and we appreciate the feedback we have received from the community and what people most connected with.

In FYE2020:

Brownell had 65,711 in person visits and 99,505 items circulated.

- There were 511 programs offered with a total of 6,914 people attending in person or live virtual programs. 534 social media views or engagements for interactive Facebook/video programs and 111 activity kits were distributed.
- Our volunteers, aged 15 thru 90+, donated 1,119 hours of their time helping with various tasks and programs in different departments.
- Our public computers were used 5,212 times, and our public WiFi logged 3,108 sessions.

### Staffing

- Sarah Ellis started as the new Teen/Tween Librarian in August 2019.
- Susan Pierce retired in early April 2020 and Wendy Johnson started as the new ILL Librarian in March 2020.
- Tina Kalkus and Sara Boudreaux started as shelvers in March 2020.

### Highlights of the year

The Library completed our new 5 year Strategic Plan that will inform the next 5 years of planning and library services.

We collaborated with dozens of local businesses and organizations to bring programming and resources to the community.

A self checkout station was installed to promote privacy for those interested, and contactless checkouts for public health.

New graphic novel shelves and board game shelves were added to the Adult area.

We launched a digital photo database to archive community pandemic moments.

We began a youth wonderbook collection to support multisensory learning for grade school kids.

# 2020 ANNUAL REPORT

BROWNELL LIBRARY



# 2020 ANNUAL REPORT

## BROWNELL LIBRARY

Over the course of the pandemic, Brownell:

- Offered Curbside Services and increased Reader's Advisory Services.
- Transitioned in-person programs to virtual, video, kit, and outside the library options.
- Found new ways to promote and engage families and teens in the summer reading program without centering this program in the library.
- Increased our Facebook Engagement including interactive Facebook posts with 257 YouTube Views, 218 FB Engagements.
- Increased Digital Purchasing.
- Started planning in person Appointments for local residents.

### Summer Reading 2020

"Imagine Your Story" was 2020's Summer Reading Theme. 120 kids and teens registered for our Summer Reading Club. 2016 books were read, and kids spent 112 hours and 10 minutes reading!

With the pandemic, this summer had to be reimaged! We sought new avenues for promoting the summer reading program and with the help of the schools we were able to distribute our program materials to all families enrolled in the Essex Westford School District. We transitioned programs that are typically held in person to virtual meetings, kit based programs with video and paper tutorials, video storytimes, and activities that got our community outside without gathering. We also continued to provide summer volunteer opportunities for local teens who helped us prepare programs for younger children. In many cases, new program formats and ways of working with teens stretched the time commitment for programs from a few hours to multiple weeks. We also found new ways to get kids excited about participating, including end of summer raffles for all ages. Some popular programs included a Community Rock Hunt, Story Walks, easier grab and go Imagine-It Kits, Teen Writers Club and a Teen Maker Program. We were so thankful for the families that participated, and so happy to see pictures of community members enjoying the programs!

### Looking Ahead to FYE 2021

Our library catalog will have a new look and better access to information in 2021! We look forward to resuming regular service at some point in 2021.

Thank you for your continued support of library services in the heart of the Village - our amazing community has fueled and inspired so much of the energy needed to take on the transitions that 2020 brought to us.

For more information about the library, go to [www.brownelllibrary.org](http://www.brownelllibrary.org) or call us at 878-6955.

***Our library catalog will have a new look and better access to information in 2021!***

# WATER QUALITY DEPARTMENT

James L. Jutras, Water Quality Superintendent

The wastewater treatment industry has a primary purpose of protecting public health from water borne disease. This function has been reinforced by the Novel Coronavirus 19 pandemic and the regional pandemic response. The water quality industry has changed to include many facets of water, wastewater treatment, stormwater treatment and the address of emerging contaminants of concern in the environment such as prescription drugs in the waste stream and PFAS (Poly and Per Fluoroalkyl Substances). We live in a society of modern conveniences that we are now finding have unintended environmental consequences. The ability to test for compounds to the part per trillion level (1 ppt = 1 second in 31,700 years) has society searching for compounds we could not previously measure. With Covid 19, scientists are finding that samples from sewers are an early indicator of viruses and societal waste contamination. That said, medical professional still point to clean water as the reason for the extended life expectancy that we enjoy in this country and elsewhere in the developed world.

Modern conveniences have unintended consequences when it comes to the transport of sewage from your home. Flushable products are NOT truly flushable. These products do not break down in the sewers nor in the environment. Improperly disposed of “flushable” products lead to sewage line blockages and untreated sewage overflows. Emerging contaminants such as pharmaceuticals, micro plastics from our litter, micro rubber particles from tire wear. Wastewater treatment facilities are not designed to remove any of these wastes. They must be controlled at the source, your home, not flushed down the toilet or down the drain. With your help, we continue to protect the public health and environment.

- Participation in Covid research of the virus effectiveness in sewage
- VT Phosphorus Innovation Challenge Grant Phase 2 pilot work at wastewater with UVM. The project will reduce operating costs and avoid costly construction.
- PFAS testing and evaluation of our land application program.
- FEMA coordination for stabilization and replacement of the failed Densmore Drive Culvert. We also initiated design of essential upstream culverts.
- Completed Mansfield Brickyard constructed stormwater wetland using grant funds.



[https://agriculture.vermont.gov/Vermont\\_Phosphorus\\_Innovation\\_Challenge](https://agriculture.vermont.gov/Vermont_Phosphorus_Innovation_Challenge)



2020 ANNUAL REPORT  
WATER QUALITY DEPARTMENT



# 2020 ANNUAL REPORT

## WATER QUALITY DEPARTMENT

- Stormwater Phosphorus control plan development.
- Wastewater facility Phosphorus control optimization, odor control work and more.
- Refaced the digester and concrete repairs on Flow Equalization tanks.
- Participation in Efficiency VT Energy Cohort, Flexible Load Management pilot and other energy management programs. Grant money modified our system for energy conservation and to provide long term benefits to our system users.
- Continued with in house project management and construction of an improved wastewater process alkalinity control system.
- Completed grant funded stormwater outfall stabilization on Corduroy Road.
- In final design stage for stormwater improvements on Cul de Sac improvements on Acorn Circle with Oakwood Lane and Sage Circle in a joint effort with the Town.

Many thanks to the Public Works and Wastewater facility staff. These essential workers perform daily work to keep the water flowing to the tap in your home. These essential workers ensure the roads are plowed, sewage continues to flow to the wastewater facility without incident. They also do the daily work to protect our local environment. This is especially important during the COVID-19 Pandemic. Much of our work is hidden from the general public's daily view but essential to the community. Those buried pipes, ditches and other utility infrastructure are a significant investment within each community. The monitoring and work of this dedicated staff maintains the high level of performance and compliance work, all aimed at keeping reliability of our systems high while maintaining the operating rates low.



*The new, completed stormwater constructed gravel wetland located at the corner of Mansfield Avenue and Brickyard Road*

# RECREATION & PARKS DEPARTMENT

Brad Luck, MPA, CPRE Director



It has been a wild ride over the last year in parks and rec. We know it has been everywhere, but the pandemic has pushed and prodded us (in a good way) to rethink everything that we do.

In the first few weeks of the pandemic, we faced our first major community event cancellation - the annual Easter Egg Hunt at Maple Street Park. While we could have easily hunkered down and called it off, instead we rallied as a team to offer a drive-through opportunity to pick up a bag of eggs and candy. This was at a time when everything was shut down and it wasn't clear if it was even safe to go to the grocery store. We gave away more than 10,000 eggs in 2 hours! This event is emblematic of how we would frame, re-frame, and pursue options for our community to have opportunities to recreate, educate, socialize, and build community during a global pandemic.

## *We Create Community Through People, Parks, and Programs*

We would go on to grocery shop for seniors that were shut in, create a list of restaurants that were open to help support local businesses (which had over 21,000 views on Facebook), host a drive-through ice cream give away, and have a community picnic day in the park. We figured out ways to open the Maple Street Pool, offer swim lessons, and run our summer specialty camps. We hosted Construction Junction, held a Pickleball Tournament at Cascade Park, ran our annual Dog Day swim at the Maple Street Pool, and held late summer/early fall movie nights in the park.

In October we were back at the planning table to figure out how to create a fun and safe Halloween experience. We partnered with Champlain Valley Exposition to offer the Essex Trick or Treat Trail for more than 2,000 community members.

Our winter lights in the park and epic light tunnel became a regional attraction as people sought safe outdoor recreation opportunities this winter when everything was shut down. More than 300 letters were sent to the North Pole in the mailbox at Maple Street Park. And, our community demonstrated its kindness and caring for others by donating more than \$6,000 for the Giving Tree, providing presents for those in need around the holidays.



For the first few months of the pandemic, Maple Street Park was the home for Essex Westford School District free meals distribution each morning. Our partnership with the school district on so many levels continues to remain strong and an important relationship in our overall delivery of recreation programming and services.

# 2020 ANNUAL REPORT

RECREATION & PARKS DEPARTMENT



# 2020 ANNUAL REPORT

## RECREATION & PARKS DEPARTMENT

At the park, we installed a second flashing beacon crosswalk on Maple Street to create a safer crossing opportunity for pedestrians. The basketball court and skatepark at Maple Street were resurfaced, along with the courts at Cascade and installation of new hoops.

What may well be our most impressive accomplishments over the past year come in our childcare division. On Sunday, March 14, 2020, the Governor announced that Tuesday would be the last day of school. On Wednesday, EJRP began offering childcare to essential workers. Between March 18 and September 4 (the start of the school year), there were 121 weekdays. EJRP provided childcare or summer camp on 119 of them. The only 2 we did not were federal holidays.

As the school year began, EWSD announced that due to health and safety precautions, elementary students would be in a hybrid style of learning to start the year, going to school in-person just two days a week. We partnered with EWSD to launch Supported Learning Spaces - a free program each school day for students in grades K-8 who needed a place to go that was supervised, safe, provided breakfast & lunch, and supported them to complete their work. Nearly 800 kids signed up. Community partners from churches, to the Teen Center, Senior Center, and Essex Cinemas became host sites until students returned to 5 days a week in late October.



Our childcare team has secured more than \$800K in grant funding over the last year to support efforts to safely meet the needs for quality care in our community. Additionally, EJRP expanded our after-school childcare program throughout the EWSD K-5 schools this year. Rec Kids provides onsite, quality after-school programming for kids each school day from dismissal until 6p.m. More than 300 families utilize these critical services.

The EJRP Preschool created an amazing virtual experience for preschoolers early in the pandemic and re-opened for in-person learning and fun on June 1 at Park Street School.

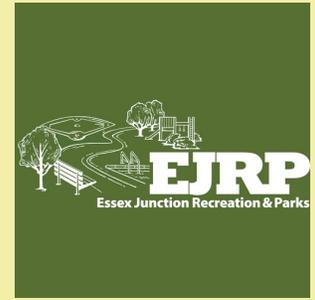


Let us not forget that this was our second year of being co-located with Essex Parks and Recreation (EPR) at 75 Maple Street. We have continued to make major progress on simplifying parks and recreation services and programming for our entire Essex community. We have drastically reduced the amount of duplication and saved thousands of dollars. Programmers from both departments work together to create a coordinated menu of offerings for the community. While our budgets and governance continue to be separate, we do our best to be efficient and organized in our planning and delivery of services. In July, Betsy Hoffmeister became a shared employee between the two departments, coordinating after-school enrichment programs in both the Village and Town – resulting in the reduction of one FTE due to attrition. In October, we combined our Facebook and Instagram accounts to make it easier for our community to follow recreation happenings in Essex and to have one source of information. In January, Wendy Johnson became our new shared Customer Service Specialist. In the office, we have an Operations Team that is a mixture of people from both departments and each strand of services to help guide the overall direction of recreation.



We still budget and do capital planning separately since we are not under the same governance structure and are funded differently. So, we have not fully achieved a holistic approach to managing parks and recreation in Essex, but we have gotten so much closer.

We look forward to continuing to create community in the Village of Essex Junction through people, parks, and programs.



# 2020 ANNUAL REPORT

## RECREATION & PARKS DEPARTMENT



# 2020 ANNUAL REPORT

## FIRE DEPARTMENT

### 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-two individuals. The Essex Junction Fire Department has no full time paid staff. Staff are paid a stipend for fire call attendance and administrative time. Our staff volunteer their time to maintain mandatory quarterly fire training requirements.

We responded to 415 calls for service during the calendar year of 2019. 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.

COVID contributed to a reduction in call volume for calendar year 2020. This pandemic presented many challenges for our service. Our staff remained committed to providing fire/EMS service to our community with no COVID cases reported within our organization.

We closed out 2020 preparing to move our records database over to cloud based software platform. This upgrade improves data input as well as providing access to property records on scene. Increase efficiency will reduce data management following a call and provide us with critical information on scene.

We would like to extend our sincere gratitude to the Essex Fire Department, Essex Rescue, Essex Police, Village residents, Village Manger 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:

*Thank you for your years of service*

<b>Bruce Trudo</b>	<b>46 years</b>	<b>Steven Harnois</b>	<b>31years</b>
<b>Raymond Weed</b>	<b>45 years</b>	<b>Jim Kellogg</b>	<b>28 years</b>
<b>Chris Gaboriault</b>	<b>39 years</b>	<b>Keith Rivers</b>	<b>25 years</b>
<b>Thomas Mayer</b>	<b>39 years</b>	<b>Robert O'Neill</b>	<b>24 years</b>
<b>John Rowell</b>	<b>39 years</b>	<b>Timothy Miller</b>	<b>23 years</b>
<b>Michael Giroux</b>	<b>36 years</b>	<b>Sarah Trudo</b>	<b>15 years</b>
		<b>Richard Smith</b>	<b>12 years</b>

# ESSEX POLICE DEPARTMENT

Ron Hoague, Chief of Police



The year 2020 will be a year that is spoken about for generations. Society was forced to cope with unprecedented isolation, fear and uncertainty due to COVID. In addition, civil unrest and calls for police reform surrounding racial justice were also a great part of the narrative for 2020. The Essex Police Department was not exempted from these crises and worked diligently throughout the year to accomplish our mission: public safety for all.

As we are a 24/7, 365 agency we are expected to continue to respond to calls for service in spite of the pandemic. In March, when the COVID crisis began to come into focus, we needed to make changes in our response model with the outcome of keeping our personnel safe while still accomplishing this goal. We were forced to make changes to our response procedures such as using the telephone for certain calls instead of an in person response, cutting back on enforcement of lesser traffic violations, and providing more days off for staff. We took further measures to disinfect buildings and vehicles and limit the use of our facility by the public. All of this was done to protect our staff from contracting the virus and keeping them healthy should we need them for a serious incident. The police department further served as the Town and Village's main resource for the procurement of emergency personal protective equipment, emergency management, and the investigation of complaints related to the governor's executive orders. In this respect, we investigated 56 complaints, most of which did not involve referral to the Attorney General, instead being resolved by education of proper procedures.

With the civil unrest surrounding racial justice in June, the police department responded by stepping up or continuing many measures such as annual training in de-escalation, use of force and implicit bias for staff, updating policies, tracking and reporting of bias policing statistics to the State, and seeking the implementation of body cameras. We also began new initiatives such as a renewal of efforts in community policing and participation in community events, the inclusion of a citizen in a promotion process for the first time, expanding our recruiting efforts to other geographic areas, publishing our policies on our website, and working with EWSD to transition the school resource officer at EHS to the district liaison officer assigned to work with all schools at a strategic level. In 2020, EPD officers used force in only 27 instances out of the more than 10,000 documented citizen contacts (6994 calls for service plus 3057 traffic stops) for a rate of .002%. Finally, the Town and the police department employed the services of consultants with Creative Discourse to assist us in creating and implementing a process with the goals of increasing public safety for all citizens of Essex and building relationships with marginalized communities. We held listening sessions, conducted two surveys and have started a process to form a coalition of citizens and town/village officials to work on lasting measures related to this goal.

As an agency, one of the greatest changes was in leadership at the top when I was selected to become Chief of this agency after having served for over ten years. The past few years change of personnel left the department in flux of supervision and short-handed. Over the last two years, we saw the retirement of four officers with over 30 years' experience each in addition to former Chief Rick Garey in July with 31 years. We currently are authorized for thirty two officers and stand at twenty six (including two who have just graduated the police academy). The authorized number is still well

# 2020 ANNUAL REPORT

ESSEX POLICE DEPARTMENT



# 2020 ANNUAL REPORT

## ESSEX POLICE DEPARTMENT

below the average for officers per capita in Chittenden County. Recruiting continues to be a priority to fill these positions so we may concentrate on proactive, community based policing. The department leadership was restructured when I was promoted to increase the number of Sergeants in patrol to four plus a Sergeant to oversee the detective division. This provides more consistent and effective supervision. As noted, we promoted two Corporals to Sergeant in August and wish to continue to invest in leadership as a key to success as a department.

The Community Justice Center in 2020 served a key part in the criminal justice system by providing needed alternatives to traditional prosecution and a way to resolve crimes by using a process that respects victims and their needs while holding offenders accountable. They continue to be primarily funded by a grant from the Vermont Department of Corrections with smaller amounts from the Police budget and the Town of Colchester. In 2020, their workload became even greater and more crucial as courts were closed due to COVID and criminal cases were diverted by the State’s Attorney to the CJC for resolution. Their work has also included the re-entry of offenders into society and their excellent work led to this role taking on a larger aspect when they were asked to take cases from the City of Winooski. This was, of course, accompanied by a corresponding increase in their grant from the Dept. of Corrections.

We send our gratitude to the citizens who continue to support us as our partners in providing effective public safety for all using contemporary law enforcement principles. The Essex Police Department has always enjoyed tremendous support from the community and this year has been no different. The many cards, emails, phone calls and other communications of support have been greatly appreciated by all.

### FY2020 Statistics REPORTED CRIME ACTIVITY - PERIOD 7/1/19 - 6/30/20

	2016	2017	2018	2019	2020
<b>HOMICIDE</b>	0	1	0	0	0
<b>ROBBERIES</b>	3	3	4	3	0
<b>BURGLARIES</b>	54	60	51	40	36
<b>ASSAULTS</b>	66	55	66	91	79
<b>SEX OFFENSES</b>	24	18	13	16	17
<b>DRUG OFFENSES</b>	75	120	125	103	112
<b>LARCENIES</b>	304	269	244	214	300
<b>VANDALISM</b>	95	62	96	83	83
<b>STOLEN VEHICLES</b>	8	7	14	11	5
<b>SUICIDES/ATTEMPTS</b>	7	11	10	18	9
<b>MISSING PERSONS</b>	20	35	15	29	27
<b>BAD CHECKS / FRAUD</b>	93	84	64	63	92
<b>D.U.I</b>	57	42	58	74	56
<b>COURT CASES</b>	270	210	258	368	268
<b>CRASHES</b>	582	521	582	524	462

There were 4,520 tickets written for traffic and parking violations, of these, 1,242 were Vermont Traffic Citations.

In Vermont, officers are required to complete a minimum of 30 hours of training per year. In 2020, EPD officers completed a total of 3424 hours, averaging 107 hours per officer.

## BIKE-WALK ADVISORY COMMITTEE

The Bike/Walk Advisory Committee (BWAC) exists to drive the development and enhancement of the Village infrastructure to improve the usability and safety for pedestrians and cyclists. Operations were impeded by COVID related shutdowns for much of 2020. However, later in the year, the committee was able to resume operations and begin pursuing projects once again. The top priority is currently acquiring funding to drive the installation of crosswalk beacons at key crossings that have been identified as high risk or raised by the community as a concern. Between State grants and the enthusiastic support of the Trustees, this could be expanded to cover the addition of three sets of crosswalk beacons, if the grant is successfully obtained.

More information on the BWAC (including its members and meetings) can be found here: <https://www.essexjunction.org/boards/bike-walk-advisory-committee>.

The committee currently has 2 vacancies, if any wish to apply. If interested, please visit the link to send a letter of interest:

<https://essexvt.bamboohr.com/jobs/view.php?id=35&source=essexvt>



# 2020 ANNUAL REPORT

BIKE-WALK ADVISORY COMMITTEE



# 2020 ANNUAL REPORT

## TREE ADVISORY COMMITTEE

## TREE ADVISORY COMMITTEE

The Village of Essex Junction Tree Advisory Committee, (TAC), serves in an advisory capacity to the Village of Essex Junction Board of Trustees, Planning Commission, Village Manager and the Superintendent of the Department of Public Works. TAC was established in 2014 to provide a mechanism for the planting, maintenance, protection and removal of trees and shrubs on public streets, parks and Village owned properties within the Village of Essex Junction. The committee works in cooperation with the Village Tree Warden.

Street trees, the trees in your yard, and trees in our parks make up the Village's urban forest. Trees contribute to our village's livability and beauty. The benefits of trees are numerous. Trees control erosion, lessen storm water runoff, dampen wind and sound, help cool our homes and buildings, provide food and shelter for wildlife, convert carbon dioxide into oxygen, and add immeasurable beauty to our environment.

Despite the COVID-19 pandemic, 2020 was a busy year for TAC! We planted a total of 22 trees throughout the Village from West Street, to Brickyard Road, to Old Colchester Road. In keeping with The Village Tree Policy to increase the diversity of tree species within the village right of way, we have planted birch, maple, oak, honey locust, crabapple, ginkgo, disease resistant elm and sycamores. This past year street tree maintenance included the pruning of 47 trees and the removal of 19 hazard trees.

In 2020 TAC fully implemented the Village partnership with Branch Out Burlington in the growing of street trees at their nursery in South Burlington. This past spring TAC volunteers planted 60 saplings at the nursery and cared for them during the growing season. Now, after 2 years we will begin to dig them, providing the Village with high quality trees destined for Village streets at a significant savings to the municipality. This partnership is a win for both organizations. The Village gets high quality trees at significant savings and BOB gets a pool of volunteers to assist in the nursery.



### **BOB Nursery**

The Emerald Ash Borer has now been detected in many parts of Vermont. The insect attacks ash, and infected ash trees usually die within 3 years creating a public hazard. This destructive insect is on our doorstep with Richmond and South Hero seeing infestations. In preparation for the arrival of this insect, TAC has developed an EAB Management Plan. The Village has over 170 Ash trees, primarily located in the Southwest quadrant. This year we began our removal and replanting program, with 6 removals and 4 replacements. In 2020 the Town of Essex and the Village partnered and were awarded a 2-year grant to assist in replanting trees due to EAB. Many thanks to Darren Schibler for taking the lead and securing the grant.

The Village of Essex Junction has been designated A Tree City USA by the National Arbor Day Association. This marks the fifth year that the Village is honored for their commitment to caring for and expanding the urban forest.

### **Arbor Day**

In closing, the Committee would like to thank the residents of Essex Junction, the Village Trustees and the Public Works Department for their continued support.

# TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION 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

2020 ANNUAL REPORT  
SHARED SERVICES SUMMARY

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

### **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 mail servers and migration to the Microsoft Office 365 cloud. The email addresses remain independent ([@essex.org](mailto:@essex.org) and [@essexjunction.org](mailto:@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.

# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

- 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**

- Colocation at 75 Maple Street
- Shared brochures
- Part-time Communications position for both departments
- Job title changes for employees so that staff with similar functions in each department have the same title
- Shared oversight of Program Director—Senior Activities Coordinator by directors of each department

### **2020**

## **Administration**

- Shared positions: Administrative Assistant, Assistant Manager (new)

## **Finance**

- Eliminates the Town Highway tax and incorporates the Village's Rolling Stock budget into the Town Budget

## **Parks and Recreation/Recreation and Parks**

- Extends after school child care services to the Town outside the Village (instead of the YMCA of Burlington)

## **Initiatives**

- Racial Equity and Inclusion - Town wide



**GREATER ESSEX**

Visit [www.greateressex2020.org](http://www.greateressex2020.org) for more information.



# 2020 ANNUAL REPORT

## SHARED SERVICES SUMMARY

VILLAGE TRUSTEES

VILLAGE OF ESSEX JUNCTION TRUSTEES  
INFORMATIONAL MEETING FOR ANNUAL MEETING MINUTES  
Tuesday June 1, 2020

**ESSEX JUNCTION BOARD OF TRUSTEES:** Andrew Brown, President; Raj Chawla; Dan Kerin; Amber Thibeault; George Tyler.

**STAFF PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Wendy Hysko, Brownell Library Director; Rick Jones, Public Works Director; Jim Jutras, Wastewater Superintendent; Susan McNamara-Hill, Clerk/ Treasurer; Robin Pierce, Community Development Director.

**OTHERS PRESENT:** Annie Cooper; Helen Diplock; Brian Shelden; Erna Deutsch; Ken Signorello; Margaret Smith; Irene Wrenner.

**MODERATOR:** Steve Eustis.

**1. CALL TO ORDER**

Mr. Eustis called the Informational Meeting for the Village of Essex Junction Annual Meeting to order at 7:00 PM and welcomed all in attendance. A rendition of the National Anthem was played virtually. Mr. Brown introduced Village of Essex Junction Trustees and staff who were present. He also acknowledged local representatives and took a moment to honor and thank essential workers who have been working through the pandemic. He extended congratulations to the Essex High School 2020 graduates and invited the public to view the graduate signs posted near Five Corners.

**2. ANNOUNCEMENT regarding different format for 2020 Village Annual Meeting**

Mr. Eustis explained how to participate in the meeting remotely through Microsoft Teams using conference call-in information.

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

Mr. Eustis introduced Article 1 and invited public comment. There were no comments from the public at this time.

**4. PRESENTATION AND DISCUSSION ABOUT ARTICLE 2: Shall the voters approve an annual General Fund Budget in the amount of \$5,367,655 for fiscal year July 1, 2020 to June 30, 2021, \$3,670,039 of which is to be levied in taxes against the Village Grand List?**

Mr. Eustis introduced Article 2 and invited Mr. Brown to present information on the General Fund Budget for FY2021. Mr. Brown talked about the FY2021 General Fund highlights: level staffing; rising health insurance cost mitigation; the continuation of combined highway budgets and the specific building budget; Village and Town Recreation department co-location; the retirement of pool debt and costs associated with filling Fire Department oxygen tanks. He illustrated changes to the budget, according to each fund, clarifying that the General Fund is the only one paid for by tax dollars: General fund 3.93%; EJRP Program Fund 1.84%; Water Fund 2.66%; WWTF fund 5.45% and Sanitation Fund 4.68%. He summarized proposed spending from Capital Funds and infrastructure projects planned for the upcoming year. He discussed contributing factors for the \$202,742 increase in the budget from FY20 to FY21

48 including salaries and benefits; paving; professional and purchased services; maintenance;  
 49 capital transfers; debt reduction; legal; and equipment. Mr. Brown summarized the estimated  
 50 tax impact on a \$280,000 assessed Village home would be \$20.28, after considering grants,  
 51 enterprise funding and fund balance, and the growth in the grand list. He explained that the  
 52 total taxes paid by Village taxpayers would be used in the following amounts: 22% for the  
 53 Town of Essex; 14% for the Village of Essex Junction and 64% to the Essex Westford School  
 54 District.  
 55

56 Mr. Eustis invited discussion on Article 2 and the public made no comments at this time.  
 57

58 **5. DISCUSS ARTICLE 3: Shall the voters approve holding the 2021 Annual Meeting on**  
 59 **Wednesday, April 7, 2021 to act upon any articles not involving voting by Australian**  
 60 **Ballot and to reconvene on Tuesday, April 13, 2021 to vote for the Village officers and**  
 61 **transact any business involving voting by Australian ballot.**

62 Mr. Eustis read Article 3, invited discussion and the public made no comments at this time.  
 63

64 **6. DISCUSS ARTICLE 4: To transact any other business that may lawfully come before the**  
 65 **meeting?**

66 Mr. Eustis introduced Article 4 and explained this year’s mail-in voting process, as well as the  
 67 ballot drop off and regular voting available at the high school on Tuesday, June 2, 2020. He  
 68 talked about the ballot election of Village officers required by law including: Moderator (one  
 69 year term); three Village Trustees (2 three-year terms, 1 one-year term); and one Library  
 70 Trustee (five-year term). Mr. Eustis then invited Mr. Chawla to present about the Village of  
 71 Essex Junction and Town of Essex merger plans.  
 72

73 Mr. Chawla discussed major efforts during the past 7 years related to consolidation of the  
 74 Village of Essex Junction and the Town of Essex. He described early and ongoing work to  
 75 share and merge programs between the two municipalities: hire a Unified Manager; align  
 76 policies and procedures; and hold regular meetings of the Selectboard and Trustees together.  
 77

78 Mr. Chawla talked about the formation of the Governance Subcommittee in 2018, its  
 79 configuration and work to research, rank and recommend governance models and tax  
 80 unification strategies for a unified charter. He talked about key challenges, a public survey  
 81 process and the Governance Subcommittee’s original recommendations. The board’s selected  
 82 governance structure would have consisted of two people elected from the Village, two elected  
 83 from the Town outside the Village and 3 elected at-large (2-2-3). He pointed out that, shortly  
 84 after this structure was discussed by the boards, a petition to put a charter change on the Town  
 85 of Essex ballot resulted in a vote, which passed. This change would have established a six-  
 86 member board, with three to be elected from the Village and three elected from the Town  
 87 outside the Village. The voter-approved charter was sent to Montpelier for final approval or  
 88 rejection. The Legislature’s Gov Ops Committee did not approve the charter change, raising  
 89 concerns about a lack of a transition plan and its even-numbered governance structure. He  
 90 explained that the Governance Subcommittee will, considering this, work to determine a  
 91 governance structure to be voted on in November.  
 92

93 Mr. Chawla explained two transitional periods being proposed by the Trustees and Selectboard  
 94 if a unified charter is passed. The First 5 Years transitional phase would focus on reorganizing  
 95 Town and Village departments, building codes, municipal plans, ordinances, policies, etc. In

96 addition, he said, the First 12 Years transitional phase would focus on a gradual merger of the  
97 Village and Town tax rates and provide time for the Village to solely pay down its debt. He said  
98 further strategies to ease the tax rate increase on the Town outside the Village could include  
99 reorganization efficiencies; growth in the grand list and options to designate the Village as a  
100 Sidewalk District, a Capital Improvement district and/or a Downtown Revitalization District.

101  
102 Mr. Chawla talked about other elements of the merger proposal, including plans to vote by  
103 Australian ballot in April and to name the merged municipality “Essex”. No water and sewer  
104 rates would change but the Wastewater treatment plant would be owned by Essex. Mr. Chawla  
105 said the Trustees and Selectboard will meet again on June 8 to discuss a path forward, for the  
106 first time since the COVID pandemic began. Mr. Brown explained how people can access this  
107 meeting online to participate.

108  
109 Mr. Eustis invited discussion of the merger or any other item that could lawfully come before the  
110 meeting. The public made no comments at this time.

111  
112 Mr. Brown thanked the community for their support during the COVID pandemic, as everyone  
113 has transitioned to a new normal, and Mr. Eustis thanked those in the public who voted by mail  
114 as an additional safety precaution. Mr. Tyler thanked Mr. Brown for his leadership this year.

115  
116 To close, Mr. Duggan shared a rendition of the Star Spangled Banner sung by Emma Blatt, a  
117 Senior of Essex High School. The Trustees commended the singer for her rendition and talent.

118  
119 **7. DISCUSS ARTICLE 5: To elect Village officers required by law including: Moderator (one**  
120 **year term); three Village Trustees (2 three year terms, 1 one year term); one Library**  
121 **Trustee (five year term)?**

122 This item was addressed at the beginning of Item 6.  
123

124 **8. ADJOURN to the following day, June 2, 2020, for the consideration of all articles to be**  
125 **voted on by Australian ballot**

126 **RAJ CHAWLA made a motion, seconded by ANDREW BROWN, to adjourn the meeting at**  
127 **7:48 PM. The motion passed 5-0.**



**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, 2020, 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, 2020, 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 35 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*

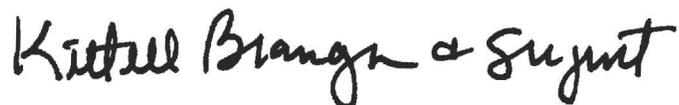
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Essex Junction, Vermont's basic financial statements. The combining nonmajor fund financial statements and budgetary comparison schedules of the enterprise funds are presented 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 December 29, 2020, 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 that reads "Kirtell Brangan & Sujit". The signature is written in a cursive, flowing style.

St. Albans, Vermont  
December 29, 2020

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020

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, 2020.

## FINANCIAL HIGHLIGHTS

- Assets exceeded liabilities and deferred inflows of resources on June 30, 2020 by \$34,807,698 (*net position*). Of this amount, \$6,602,777 (*unrestricted net position*) may be used by the various funds of the Village to meet the Village's ongoing obligations. The balance of net position is made up of \$28,180,006 invested in capital assets net of related debt and \$24,915 restricted for specific purposes.
- The Village's total net position increased by \$2,326,864. Of this amount, net position attributable to governmental activities increased by \$1,940,546. Net position attributable to business-type activities increased by \$407,869.
- Fund balances of total governmental funds increased by \$891,473 in FY20. The General Fund had \$536,766 of unassigned fund balance at June 30, 2020 which is equal to 10% of the approved FY21 General Fund Budget. As of June 30, 2019, the General Fund had \$446,256 of unassigned fund balance.

## 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).

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.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020

**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**

	Governmental Activities		Business-type Activities		Total Government	
	2020	2019	2020	2019	2020	2019
<b>Assets:</b>						
Cash	\$ 1,954	\$ 1,953	\$ -	\$ -	\$ 1,954	\$ 1,953
Other Assets	6,926,983	6,049,510	5,278,163	4,754,260	12,205,146	10,803,770
Capital Assets	23,005,674	21,919,373	20,600,971	21,451,171	43,606,645	43,370,544
<b>Total Assets</b>	<b><u>\$ 29,934,611</u></b>	<b><u>\$ 27,970,836</u></b>	<b><u>\$ 25,879,134</u></b>	<b><u>\$ 26,205,431</u></b>	<b><u>\$ 55,813,745</u></b>	<b><u>\$ 54,176,267</u></b>
<b>Liabilities:</b>						
Other Liabilities	\$ 4,456,499	\$ 4,247,974	\$ 1,635,887	\$ 1,301,271	\$ 6,092,386	\$ 5,549,245
Non-Current Liabilities	2,160,171	2,333,312	12,753,490	13,468,853	14,913,661	15,802,165
<b>Total Liabilities</b>	<b><u>\$ 6,616,670</u></b>	<b><u>\$ 6,581,286</u></b>	<b><u>\$ 14,389,377</u></b>	<b><u>\$ 14,770,124</u></b>	<b><u>\$ 21,006,047</u></b>	<b><u>\$ 21,351,410</u></b>
<b>Net Position:</b>						
Net Investment in						
Capital Assets	\$ 20,918,483	\$ 19,562,047	\$ 7,261,523	\$ 7,371,294	\$ 28,180,006	\$ 26,933,341
Restricted	24,915	28,969	-	-	24,915	28,969
Unrestricted	2,374,543	1,798,534	4,228,234	4,064,013	6,602,777	5,862,547
<b>Total Net Position</b>	<b><u>\$ 23,317,941</u></b>	<b><u>\$ 21,389,550</u></b>	<b><u>\$ 11,489,757</u></b>	<b><u>\$ 11,435,307</u></b>	<b><u>\$ 34,807,698</u></b>	<b><u>\$ 32,824,857</u></b>

As stated in the chart titled Summary Statement of Net Position, assets exceeded liabilities by \$34,807,698 at the end of fiscal year 2020. Assets at the end of fiscal year 2019 exceeded liabilities by \$32,824,857.

The largest portion of the Village's net position is in its net investment in capital assets (81%). 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 \$24,915 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 of \$6,602,777 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).

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	Governmental Activities		Business-type Activities		Total Primary Government	
	2020	2019	2020	2019	2020	2019
<b>Revenues:</b>						
<b>Program Revenues:</b>						
Charges for Services	\$ 406,541	\$ 305,218	\$ 8,813,395	\$ 8,717,596	\$ 9,219,936	\$ 9,022,814
Operating Grants & Revenues	1,415,690	1,184,722	-	-	1,415,690	1,184,722
Capital Grants & Revenues	1,411,772	1,140,653	690,916	689,000	2,102,688	1,829,653
<b>General Revenues:</b>						
Property Taxes	3,678,242	3,545,358	-	-	3,678,242	3,545,358
Unrestricted investment earnings	13,137	8,601	17,602	13,462	30,739	22,063
Loss on disposal of equipment	(26,414)	(11,409)	-	(67,268)	(26,414)	(78,677)
Other	50,269	12,159	-	-	50,269	12,159
<b>Total Revenues</b>	<u>6,949,237</u>	<u>6,185,302</u>	<u>9,521,913</u>	<u>9,352,790</u>	<u>16,471,150</u>	<u>15,538,092</u>
<b>Expenses:</b>						
<b>Governmental activities</b>						
General Government	1,133,807	913,214	-	-	1,133,807	913,214
Public Safety	444,950	452,993	-	-	444,950	452,993
Highways and Streets	1,790,360	1,871,499	-	-	1,790,360	1,871,499
Culture and Recreation	1,591,759	1,756,225	-	-	1,591,759	1,756,225
Interest on Long-Term Debt	74,815	81,137	-	-	74,815	81,137
Water	-	-	3,838,683	3,774,636	3,838,683	3,774,636
Sanitation	-	-	601,454	583,037	601,454	583,037
Wastewater	-	-	2,856,668	2,916,553	2,856,668	2,916,553
Recreation	-	-	1,790,239	2,093,260	1,790,239	2,093,260
<b>Total Expenses</b>	<u>5,035,691</u>	<u>5,075,068</u>	<u>9,087,044</u>	<u>9,367,486</u>	<u>14,122,735</u>	<u>14,442,554</u>
Changes in net position before Transfers	<u>1,913,546</u>	<u>1,110,234</u>	<u>434,869</u>	<u>(14,696)</u>	<u>2,348,415</u>	<u>1,095,538</u>
Transfers	<u>27,000</u>	<u>-</u>	<u>(27,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Increase (Decrease) in Net Position</b>	<u>1,940,546</u>	<u>1,110,234</u>	<u>407,869</u>	<u>(14,696)</u>	<u>2,348,415</u>	<u>1,095,538</u>
Net position - July 1, as reported	<u>21,389,550</u>	<u>20,279,316</u>	<u>11,435,307</u>	<u>11,450,003</u>	<u>32,824,857</u>	<u>31,729,319</u>
<b>Correct Overstatement of Revenue</b>	<u>(12,155)</u>	<u>-</u>	<u>(353,419)</u>	<u>-</u>	<u>(365,574)</u>	<u>-</u>
Net position - July 1, as restated	<u>21,377,395</u>	<u>20,279,316</u>	<u>11,081,888</u>	<u>11,450,003</u>	<u>32,459,283</u>	<u>31,729,319</u>
<b>Ending Net Position</b>	<u>\$ 23,317,941</u>	<u>\$ 21,389,550</u>	<u>\$ 11,489,757</u>	<u>\$ 11,435,307</u>	<u>\$ 34,807,698</u>	<u>\$ 32,824,857</u>

**Governmental activities.** Governmental activities increased the Village's net position by \$1,940,546 in FY20. The Village increased its investment in capital assets by \$1,356,436 and unrestricted net position increased by \$576,009. Restricted net position decreased by \$22,016. Net position in the general fund had a prior period adjustment of \$12,155 to correct an overstatement of revenue at June 30, 2019 for program fees received for programs held in the next fiscal year.

**Business-type activities.** Business-type activities increased the Village's net position by \$407,869.

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### **Water Fund**

The Water Fund had a budgetary net surplus of \$42,731 in FY20. Disregarding GlobalFoundries pass through revenues and expenses, Water Fund revenues were \$31,802 more than budget while expenses were \$9,006 under budget. Revenue items that were over budget were Residential Water Sales, Penalties, Interest Earnings and Miscellaneous Unclassified Revenue. The Water Fund continued work on the Water Meter Replacement Program (\$23,135) and continued preliminary work on the Railroad Ave. Waterline project, Lamoille St. Waterline replacement and Fairview Drive pressure valve connection projects.

### **Sanitation Fund**

The Sanitation Fund had a budgetary net income of \$280,875 against a budget of \$176,500 in net income. Sanitation revenues were \$75,879 more than budgeted while expenses were \$28,496 less than budgeted. Hook-on fees were \$54,000 more than budgeted and miscellaneous, penalty and interest revenues exceeding anticipated revenues. Village customer charges included \$176,500 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 \$46,631 in FY20. Work on the Pump station control cabinet project began in FY20 totaling \$4,122.

### **Wastewater Treatment Fund**

The Wastewater Treatment Fund had budgetary net income of \$211,031 in FY20. Revenues were over budget by \$135,784 while expenses were under budget by \$75,247. At year-end 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, 2020 include Essex Junction \$300,041; Town of Essex \$141,801; and Town of Williston \$174,155. Each community determines how much it wants to leave in this rate stabilization fund. Work continued in FY20 on the Alkalinity Control Installation and work began on the Flow EQ Digester Reseal and Primary Digester Block projects.

### **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 a deficit net position of \$173,059. As an enterprise fund it is expected that program revenues generated will cover the costs of programming. Net position in the recreation fund had a prior period adjustment of \$353,419 to correct an overstatement of revenue at June 30, 2019 for program fees received for programs held in the next fiscal year. Program revenues came in under budget by \$101,073. Program expenses were under budget by \$138,045. The main reason for this was the result of the Youth Programs - Aquatic Programs having budgeted revenues of \$161,029 and \$145,882, however the program was discontinued after fiscal year 2019, and therefore, both revenues and expenses were under budget, respectively. Impacts of the COVID pandemic also resulted in some program revenues coming in under budget, as well as corresponding expenses for such programs. While some programs such as pool memberships and programming were adversely effected by the COVID pandemic, EJRP was able to provide additional summer child care to support essential workers during these trying times.

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## 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 increase in fund balance of \$210,892 for the year ended June 30, 2020. The fund balance of the General Fund increased from \$711,939 at the end of FY19, as restated, to \$922,831 at the end of FY20. Of the \$922,831 fund balance, \$150,128 is nonspendable (inventories and prepaid expenses), \$235,937 is assigned (see Note 13 for additional detail) and \$536,766 is unassigned. The unassigned fund balance is equal to 10% of the FY21 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, 2020 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, 2020 passed on the first vote at Village Meeting in April of 2019 and there were no amendments made to the budget during the year.

On the revenue side, the Village recorded revenues greater than budget by \$225,184. This was primarily driven by large unbudgeted revenues (grants and donations) over budget by \$152,261 and intergovernmental revenues coming in over budget by \$43,548. Intergovernmental revenues are mostly revenues from the Town of Essex. The Town's FY20 budget was amended from the floor to include additional funding for paving which was then shared with the Village by direction of the Town Selectboard resulting in higher than budgeted intergovernmental revenues. Other income was over budget by \$18,053 with the majority of that overage related to use of the forfeiture funds in the 401(a) pension plan in the amount of \$17,466. The forfeiture funds are the employer contributions for terminated employees that are not fully vested (at least five years). See Note 14.

- General government expenditures were slightly over budget by \$2,540. General government departments include Administration and Buildings.
- Public safety expenditures were over budget by \$133,528, due to unbudgeted grant expenditures for the SCBA air packs for the fire department, offset by the unbudgeted grant revenue.
- Public works expenditures were under budget by \$45,208, predominantly as a result of paving being underspent by \$68,303 while other line items such as vehicle maintenance and vehicle repairs were over budget. Paving that was underspent has been assigned in fund balance and is slated to be spent in FY21.
- Community and economic development expenditures were under budget by \$59,227. This was driven by legal services being underspent by \$12,490, economic development being underspent by \$30,257.
- Culture and recreation expenditures were under budget by \$17,266 as shifts in salaries and benefits and inability to attend trainings and conferences due to COVID were the main factors.

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### **Capital Reserve Fund**

The Capital Reserve Fund had a fund balance of \$788,307 as of June 30, 2020 and a fund balance of \$394,157 as of June 30, 2019. The Crescent Connector Project progressed for a cost of \$1,155,048 with federal grant reimbursement in the year of \$1,442,572, the difference is a result of timing between expenditure recognition and when the Village receives grant revenues. 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. Additional projects during the year included: the Lamoille St Water line replacement (\$270,224), Densmore Drive Culvert project (\$91,311), and Fairview/Main stormwater retention pond (\$177,929).

### **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 \$295,683 as of June 30, 20120 and \$140,668 as of June 30, 2019. The Village purchased a pickup truck during the fiscal year. Debt payments on the fire note were made for \$32,445. This fund received an appropriation from the general fund of \$233,624, \$4,000 from the sale of assets, and just under \$5,000 in other revenues.

## **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, 2020 totaled \$43,606,645 (net of accumulated depreciation). This is a net increase of \$236,101 from June 30, 2019 when the total was \$43,370,544. These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems. Asset additions totaled \$2,445,987 and were concentrated in machinery and equipment and infrastructure categories. These additions were offset by accumulated depreciation which increased by \$2,209,886, to cause the increase in capital assets net of accumulated depreciation.

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

- Paving on Cascade Court, Silver Bow Terrace, Stanton Drive, Mill Street, and River Street
- Stormwater improvements on Fairview and Main Streets
- Resurfacing of Cascade Street and Maple Street tennis courts
- Replacement of twenty (20) SCBA Fire Air-paks
- Purchase of a pickup truck
- Purchase and installation of (3) pedestrian lights on Main Street, Pearl Street and West Street

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

- SCADA system upgrade at the Wastewater Treatment Plant
- Installation of pump station control cabinet
- Water meter purchase and installation is ongoing

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.

	Governmental Activities		Business-type Activities		Total Government	
	2020	2019	2020	2019	2020	2019
<b>Capital Assets:</b>						
Land	\$ 127,876	\$ 55,742	\$ 118,077	\$ 118,077	\$ 245,953	\$ 173,819
Construction in Progress	3,668,304	2,203,503	323,945	28,678	3,992,249	2,232,181
Antiques and Works of Art	7,550	7,550	-	-	7,550	7,550
Buildings and Improvements	4,629,181	4,620,014	15,171,807	15,171,807	19,800,988	19,791,821
Machinery, equipment and vehicles	8,375,488	8,302,204	5,403,572	5,309,392	13,779,060	13,611,596
Library Books	798,033	787,722	-	-	798,033	787,722
Parks	1,740,013	1,669,114	-	-	1,740,013	1,669,114
Roads, Curbs, Sidewalks & Storm Sewers	14,211,668	13,855,724	164,182	164,182	14,375,850	14,019,906
Water and sewer infrastructure	-	-	22,255,965	22,255,965	22,255,965	22,255,965
<b>Total Assets</b>	<b>33,558,113</b>	<b>31,501,573</b>	<b>43,437,548</b>	<b>43,048,101</b>	<b>76,995,661</b>	<b>74,549,674</b>
<b>Less: Accum. Depr.</b>	<b>(10,552,439)</b>	<b>(9,582,200)</b>	<b>(22,836,577)</b>	<b>(21,596,930)</b>	<b>(33,389,016)</b>	<b>(31,179,130)</b>
<b>Total Assets, Net</b>	<b><u>\$23,005,674</u></b>	<b><u>\$21,919,373</u></b>	<b><u>\$20,600,971</u></b>	<b><u>\$21,451,171</u></b>	<b><u>\$43,606,645</u></b>	<b><u>\$43,370,544</u></b>

**Long Term Debt**

	<u>June 30, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2020</u>
<b>Governmental Activities</b>				
General Obligation Bonds	\$ 2,267,326	\$ -	\$ 240,135	\$ 2,027,191
Notes Payable	90,000	60,000	90,000	60,000
<b>Business Type Activities</b>				
Water and Sewer Bonds	1,702,374	-	89,565	1,612,809
Notes Payable	12,342,788	-	628,050	11,714,738
Capital Lease	34,415	-	22,514	11,901
<b>Total Government</b>	<b><u>\$16,436,903</u></b>	<b><u>\$ 60,000</u></b>	<b><u>\$ 1,070,264</u></b>	<b><u>\$15,426,639</u></b>

In FY18 the Village received a 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. In FY20 the interest rate was 2.75% and the Village paid \$30,000 in principal plus interest. The balance on the loan is \$60,000.

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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, 2020 the outstanding principal on this bond is \$2,475,000; with \$2,027,191 in governmental activities and \$477,809 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 bond interest was 5.415% and the final principal payment of \$105,000 was 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, 2020 is \$169,666.

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, 2019 is \$862,436. 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, 2020 is \$10,732,508. 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, 2020, the principal outstanding on this bond was \$1,165,000. 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.
- 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 substantial savings for both the Village and Town. 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.

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- 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 were aligned. A combined Assistant to the Manager position was established which is funded by both entities.
- In FY20, EJRP and the Essex Parks and Recreation Department co-located at 75 Maple Street and began streamlining services at the front desk by co-supervising the Customer Service Specialist, the Program Director – Senior Services, and by contracting for joint Communications Services. The two departments have hosted joint events and have moved to producing one brochure.
- The Village Trustees and Town Selectboard have been meeting jointly and working to put together a merger plan for the two entities. The Village voted during the November 2020 on the plan of merger and it passed 3,453 to 1,205. The Town will vote on this initiative in March 2021.

## **FY21 Budgets**

The FY21 General Fund budget increased by \$202,743 or 3.93% from the FY20 budget, bringing total budgeted General Fund expenditures to \$5,367,655 from \$5,164,193. The tax rate increased by 3% from \$0.3206 to \$0.3302. In addition to the General Fund rate, there is a 1 cent tax for Economic Development that was added in FY17.

The Village Water, Wastewater and Sanitation Funds saw a budget increase in total of \$422,249 or 6.5% from an aggregate of \$6,477,121 for the three funds to \$6,899,370. This caused an overall rate increase for FY21 of 6.9% for the average user using 120 gallons per day.

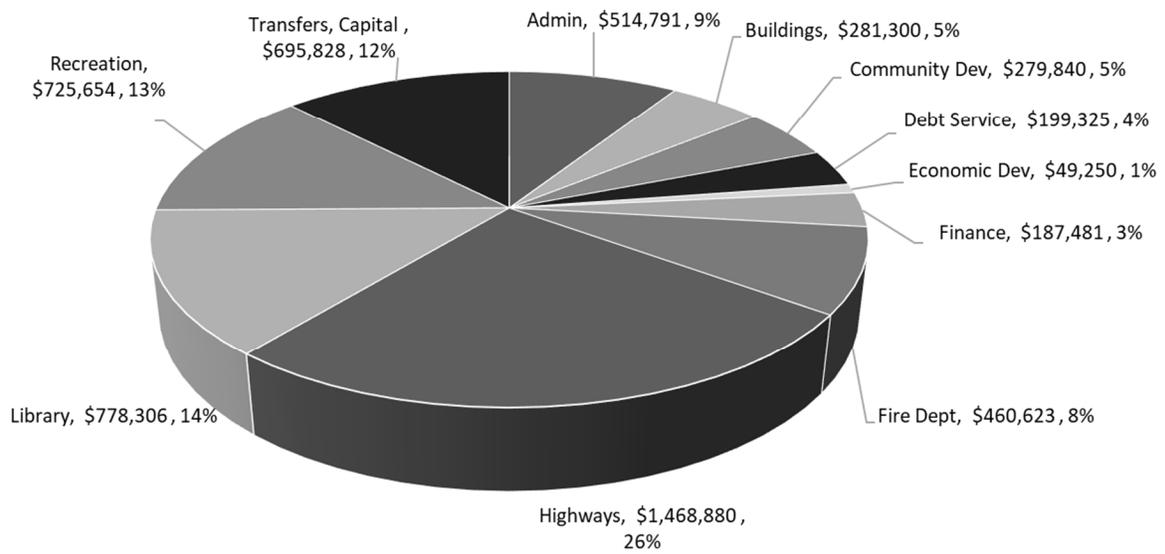
## **REQUESTS FOR INFORMATION**

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](http://www.essexjunction.org).

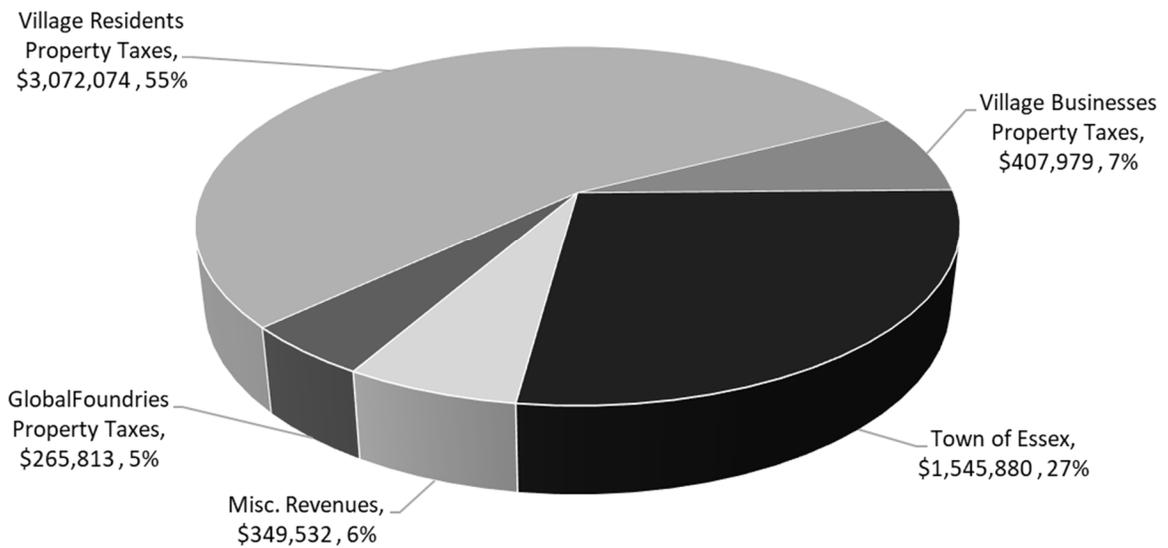
Village of Essex Junction - General Fund Budget Summary

Department Name:	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	FY22 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
<b>Revenues</b>								
Property Taxes	3,423,606	3,423,627	3,556,422	3,556,878	3,670,039	3,745,866	75,827	2.1%
PILOT Payments	7,000	11,220	11,200	10,419	11,200	11,200	-	0.0%
Licenses and Permits	58,000	16,318	35,000	40,795	25,000	28,000	3,000	12.0%
Funding from Town of Essex	1,160,126	1,160,126	1,259,376	1,296,855	1,341,811	1,545,880	204,069	15.2%
Intergovernmental Revenues	1,500	17,268	1,000	151,852	1,000	2,000	1,000	100.0%
Funding from Enterprise Funds	235,035	235,035	269,995	269,995	286,685	281,412	(5,273)	-1.8%
Miscellaneous	43,520	59,624	9,020	38,809	9,020	9,520	500	5.5%
Fees for Service	25,900	24,430	22,900	18,849	22,900	17,400	(5,500)	-24.0%
<b>Total General Fund</b>	<b>4,954,687</b>	<b>4,947,648</b>	<b>5,164,913</b>	<b>5,384,452</b>	<b>5,367,655</b>	<b>5,641,278</b>	<b>273,623</b>	<b>5.1%</b>
<b>Expenditures</b>								
Administration	467,906	530,688	465,314	439,097	486,997	514,791	27,794	5.7%
Buildings	205,196	196,413	240,375	244,117	253,191	281,300	28,109	11.1%
Community Development	243,310	217,065	245,294	216,323	251,288	279,840	28,552	11.4%
Debt Service	317,983	317,983	313,560	313,561	202,734	199,325	(3,409)	-1.7%
Economic Development	118,429	70,001	50,350	20,093	49,500	49,250	(250)	-0.5%
Finance	79,835	88,892	160,503	169,766	181,414	187,481	6,067	3.3%
Fire	331,369	332,297	351,860	345,430	346,880	460,623	113,743	32.8%
Highways	1,145,126	1,214,370	1,182,376	1,137,166	1,264,811	1,468,880	204,069	16.1%
Library	703,635	684,070	731,684	727,540	751,850	778,306	26,456	3.5%
Recreation	634,823	640,424	657,867	634,304	690,879	725,654	34,775	5.0%
Transfers and Misc.	707,075	725,863	765,730	926,882	888,110	695,828	(192,282)	-21.7%
<b>Total General Fund</b>	<b>4,954,687</b>	<b>5,018,065</b>	<b>5,164,913</b>	<b>5,174,279</b>	<b>5,367,654</b>	<b>5,641,278</b>	<b>273,624</b>	<b>5.1%</b>

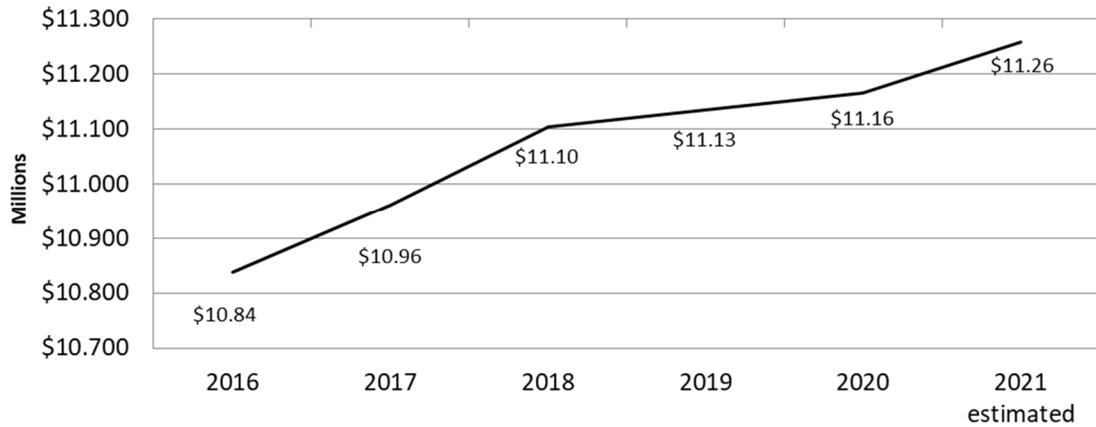
### FY22 Proposed General Fund Expenditures



### FY22 Proposed General Fund Revenues

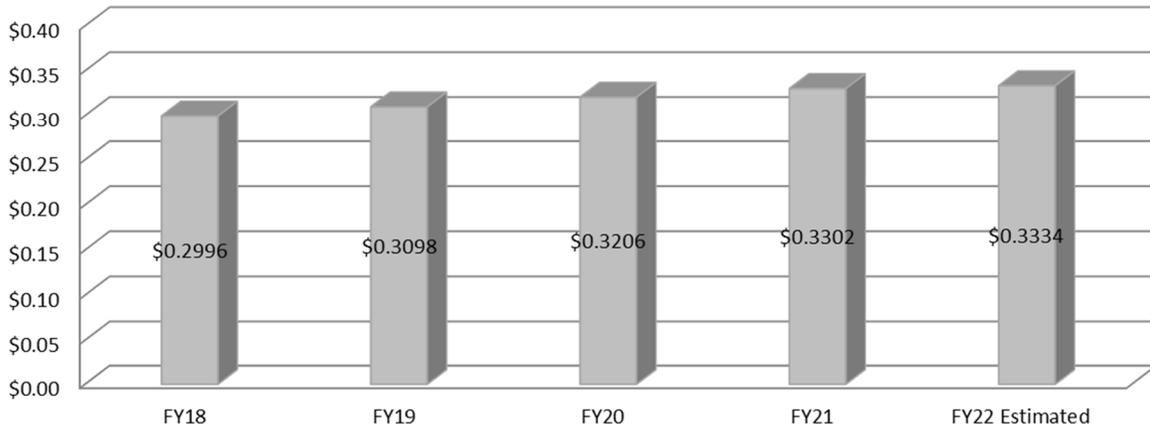


### Projected Grand List Through 2021



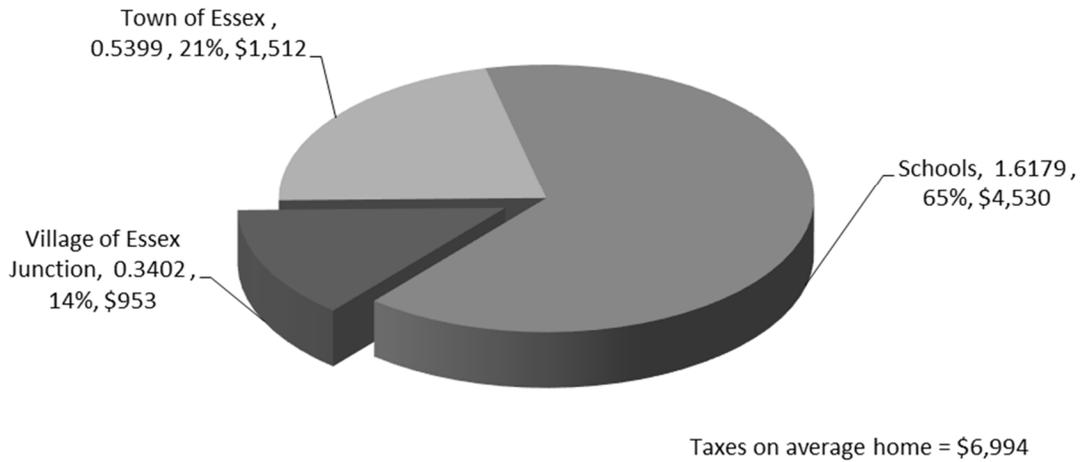
The non-GlobalFoundries Real Estate Grand List is projected to increase by 0.84% from 2020 to 2021 based on the actual average annual increase over the past 7 years.

### VILLAGE TAX RATES

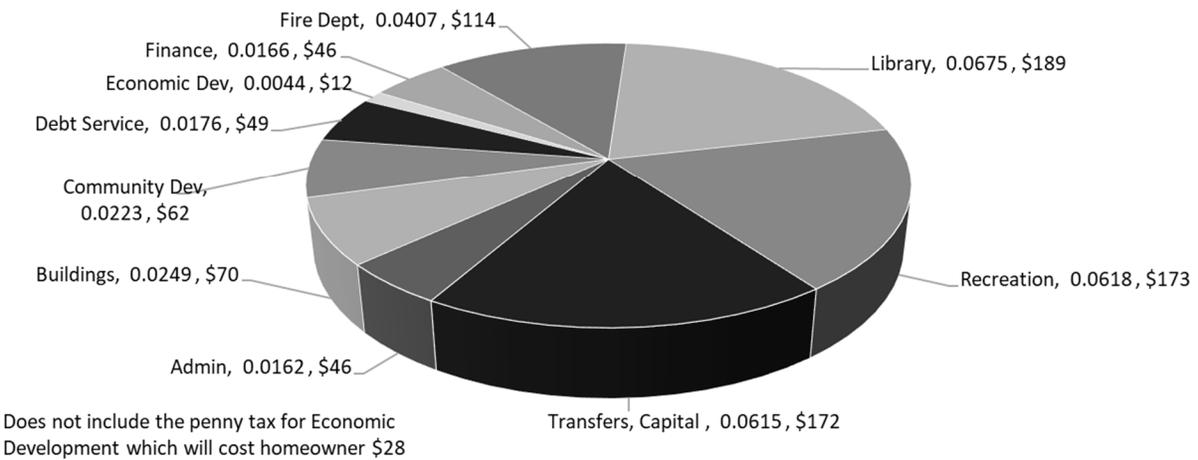


Taxes for \$280,000 assessed value home are estimated to be \$934 in FY22, an increase of \$8.96  
 The Village municipal tax rate is estimated to increase by \$.0032 from the FY21 rate.  
 This rate does not include the penny for Economic Development.

**FY21 Village of Essex Junction Homestead Tax Rates Totaling \$2.4980 and Tax Amount on \$280,000 assessed value Home**



**FY22 Est. Village Tax Rates and Taxes on \$280,000 Assessed Value Home**  
 Estimated Tax Rate = \$0.3334, Estimated Taxes = \$933



**GENERAL FUND BUDGET DETAIL FOR FISCAL YEAR 2022**

<b>210-00-00 - General Revenue - Village</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
010.000-Property Taxes	3,556,422	3,556,878	3,670,039	3,745,866
020.001-PILOT - Tax Agreements	6,700	6,772	6,700	6,700
020.022-Rents and Royalties	2,400	2,850	2,400	2,400
020.054-Admin Fee - Water	107,998	107,998	114,674	112,565
020.055-Admin Fee - WWTF	53,999	53,999	57,337	56,282
020.056-Admin Fee - Sanitation	107,998	107,998	114,674	112,565
042.001-PILOT Revenue	4,500	3,647	4,500	4,500
060.000-Interest Income	2,500	5,073	2,500	3,000
080.001-State District Court Fines	1,000	2,703	1,000	2,000
098.000-Miscellaneous Revenue	2,000	18,963	2,000	2,000
<b>Total Revenues</b>	<b>3,845,517</b>	<b>3,866,881</b>	<b>3,975,824</b>	<b>4,047,878</b>

<b>210-10-10 - Administration, Village</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
090.000-Transfer between Town/Village	50,000	50,000	50,000	50,000
<b>Total Revenues</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

<b>Expenditure</b>				
110.000-Regular Salaries	164,294	157,864	180,929	199,124
120.000-Part Time Salaries	4,798	899	4,798	5,200
150.000-Shared Employee Expense	90,386	90,386	92,133	92,687
190.000-Board member payments	2,500	2,500	2,500	23,800
210.000-Group Insurance	90,186	72,274	94,089	61,951
220.000-Social Security	14,382	14,910	14,399	15,896
230.000-Retirement	18,321	16,887	20,022	19,911
290.000-Other Employee Benefits	1,600	-	-	980
320.000-Legal Services	17,000	11,628	22,000	22,000
330.000-Professional Services	1,000	4,100	1,000	1,000
340.000-Technical Services	2,220	808	3,824	-
442.000-Rental of Vehicles or Equipment	4,000	3,620	4,203	4,250
500.000-Training, Conferences, Dues	6,000	1,934	6,000	1,750
505.000-Technology Subscription, Licenses	-	-	-	10,370
530.000-Communications	22,492	26,438	22,500	21,972
550.000-Printing and Binding	3,000	916	3,000	3,000
560.000-Postage	500	1,070	500	500
570.000-Other Purchased Services	11,000	10,000	200	15,000
580.000-Travel	300	112	300	300
610.000-General Supplies	5,000	1,708	5,000	5,000
810.113-Trustee Expenditures	4,000	8,623	5,500	5,500
820.000-Election Expenses	1,500	12,213	1,500	2,000
845.000-Employee/Volunteer Recognition	835	207	2,600	2,600
<b>Total Expenditure</b>	<b>465,314</b>	<b>439,097</b>	<b>486,997</b>	<b>514,791</b>

<b>210-16-10 - Community Development, Village</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
030.008-License and Zoning Fees	35,000	40,795	25,000	28,000
<b>Total Revenues</b>	<b>35,000</b>	<b>40,795</b>	<b>25,000</b>	<b>28,000</b>

**Expenditure**

110.000-Regular Salaries	151,846	153,596	157,800	165,243
190.000-Board member payments	3,600	3,450	3,600	6,000
210.000-Group Insurance	23,680	20,560	24,636	24,260
220.000-Social Security	11,616	12,311	12,072	13,153
230.000-Retirement	15,185	15,262	15,780	16,524
290.000-Other Employee Benefits	-	-	-	700
320.000-Legal Services	12,000	(490)	6,000	6,000
330.000-Professional Services	8,000	1,008	12,000	27,000
500.000-Training, Conferences, Dues	2,000	492	4,000	3,000
530.000-Communications	567	1,158	600	1,260
550.000-Printing and Binding	3,000	2,884	2,500	3,000
560.000-Postage	700	40	700	100
580.000-Travel	2,600	2,527	2,600	2,600
610.000-General Supplies	2,000	548	2,000	1,000
750.000-Machinery and Equipment	1,500	-	-	-
810.111-Bike/Walk Committee	7,000	2,977	7,000	10,000
<b>Total Expenditure</b>	<b>245,294</b>	<b>216,323</b>	<b>251,288</b>	<b>279,840</b>

**210-95-00 - Debt, Village**

	2020 Budget	2020 Actual	2021 Budget	2022 Budget
<b>Expenditure</b>				
950.902-EJRP Principal	105,000	105,000	-	-
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135
955.902-EJRP Interest	2,843	2,843	-	-
955.903-Capital Imp Interest	70,582	70,583	67,599	64,190
<b>Total Expenditure</b>	<b>313,560</b>	<b>313,561</b>	<b>202,734</b>	<b>199,325</b>

**210-17-10 - Economic Development, Village**

	2020 Budget	2020 Actual	2021 Budget	2022 Budget
<b>Revenues</b>				
050.151-Donations: Block Party	500	1,300	500	-
<b>Total Revenues</b>	<b>500</b>	<b>1,300</b>	<b>500</b>	<b>-</b>
<b>Expenditure</b>				
800.000-Appropriations to other agencies	9,500	7,681	9,500	9,250
831.000-Special or New Programs	2,500	1,500	2,500	2,500
850.000-Community Events and Celebrations	18,350	10,912	17,500	17,500
899.000-Matching Grant Funds	20,000	-	20,000	20,000
<b>Total Expenditure</b>	<b>50,350</b>	<b>20,093</b>	<b>49,500</b>	<b>49,250</b>

**210-13-10 - Finance, Village**

	2020 Budget	2020 Actual	2021 Budget	2022 Budget
<b>Expenditure</b>				
110.000-Regular Salaries	52,327	56,625	56,246	59,668
130.000-Overtime	2,500	877	2,750	-
210.000-Group Insurance	6,334	5,989	6,365	5,699
220.000-Social Security	4,221	4,758	4,513	4,901
230.000-Retirement	5,283	5,557	5,625	5,967
250.000-Unemployment Insurance	1,520	3,757	1,520	1,720
260.000-Workers Comp insurance	6,154	14,618	16,500	18,500
290.000-Other Employee Benefits	-	-	-	350
335.000-Audit	6,256	7,505	7,500	7,500
500.000-Training, Conferences, Dues	170	56	250	250
505.000-Technology Subscription, Licenses	-	-	-	6,901

520.000-Insurance	74,720	68,548	75,000	75,725
570.000-Other Purchased Services	768	1,265	4,895	-
580.000-Travel	100	-	100	100
610.000-General Supplies	150	211	150	200
<b>Total Expenditure</b>	<b>160,503</b>	<b>169,766</b>	<b>181,414</b>	<b>187,481</b>

**210-25-10 - Fire, Village** **2020 Budget 2020 Actual 2021 Budget 2022 Budget**

<b>Revenues</b>				
098.000-Miscellaneous Revenue	20	-	20	20
<b>Total Revenues</b>	<b>20</b>	<b>-</b>	<b>20</b>	<b>20</b>

<b>Expenditure</b>				
120.000-Part Time Salaries	206,000	179,540	186,000	194,250
210.000-Group Insurance	3,600	3,527	3,600	3,600
220.000-Social Security	15,392	11,866	14,436	14,859
260.000-Workers Comp insurance	28,624	24,076	30,050	26,000
290.000-Other Employee Benefits	864	864	864	864
330.000-Professional Services	6,800	7,291	9,500	9,000
430.000-R&M Vehicles and Equipment	24,000	52,707	32,250	32,250
431.000-R&M Buildings and Grounds	15,480	9,209	15,480	15,000
500.000-Training, Conferences, Dues	4,000	989	4,000	4,000
530.000-Communications	2,600	2,522	2,600	2,600
610.000-General Supplies	1,000	1,985	1,000	1,000
611.000-Small Tools and Equipment	1,500	2,602	1,500	1,500
612.000-Uniforms	24,000	22,759	25,000	26,000
613.000-Program Supplies	3,000	963	3,100	3,600
750.000-Machinery and Equipment	15,000	24,530	17,500	17,500
920.000-Transfer between funds (capital)	-	-	-	108,600
<b>Total Expenditure</b>	<b>351,860</b>	<b>345,430</b>	<b>346,880</b>	<b>460,623</b>

**210-40-12 - PW, Highways Village** **2020 Budget 2020 Actual 2021 Budget 2022 Budget**

<b>Revenues</b>				
090.000-Transfer between Town/Village	1,113,329	1,149,130	1,192,960	1,392,627
098.000-Miscellaneous Revenue	4,000	2,670	4,000	4,000
<b>Total Revenues</b>	<b>1,117,329</b>	<b>1,151,800</b>	<b>1,196,960</b>	<b>1,396,627</b>

<b>Expenditure</b>				
110.000-Regular Salaries	182,235	185,390	190,202	196,303
120.000-Part Time Salaries	26,981	15,229	27,388	29,614
130.000-Overtime	17,300	16,994	18,300	17,418
210.000-Group Insurance	75,918	69,855	78,989	87,740
220.000-Social Security	17,328	16,729	18,046	18,705
230.000-Retirement	18,235	11,958	19,020	19,632
250.000-Unemployment Insurance	100	136	300	375
260.000-Workers Comp insurance	20,275	19,255	20,275	18,350
290.000-Other Employee Benefits	-	-	-	1,190
330.000-Professional Services	15,000	8,301	16,000	17,000
410.000-Water and Sewer Charges	2,000	2,319	2,500	2,500
422.000-Snow Removal	20,000	6,113	20,000	20,000
425.000-Trash Removal	8,500	8,339	9,000	9,000
430.000-R&M Vehicles and Equipment	26,500	37,537	28,000	32,000
431.000-R&M Buildings and Grounds	10,000	14,024	10,000	10,000
441.000-Rental of Land or Buildings	12,890	11,785	12,890	13,000

442.000-Rental of Vehicles or Equipment	2,500	4,323	3,000	3,000
451.000-Summer Construction Services	210,000	141,697	255,800	270,000
500.000-Training, Conferences, Dues	500	872	500	1,000
520.000-Insurance	11,667	13,023	13,750	14,000
521.000-Insurance Deductibles	1,000	2,189	1,000	1,000
530.000-Communications	3,500	3,714	3,800	4,000
540.000-Advertising	500	200	500	500
571.000-Streetscape Maintenance	18,500	22,713	11,500	18,500
572.000-Traffic Control	13,500	27,038	16,000	17,000
573.000-Sidewalk and Curb Maintenance	5,000	5,604	5,500	6,000
575.000-Storm Sewer Maintenance	15,000	14,301	15,000	20,000
600.000-Salt, Sand and Gravel	121,000	140,754	125,000	135,000
605.000-Summer Construction Supplies	24,000	42,468	24,000	24,000
610.000-General Supplies	24,000	25,744	26,000	30,000
610.200-Streetlight Supplies	12,000	9,463	12,000	12,000
612.000-Uniforms	6,000	5,461	6,500	6,500
621.000-Natural Gas/Heating	4,000	2,999	4,000	4,000
622.000-Electricity	4,200	3,648	4,200	4,200
622.200-Streetlight Electricity	128,200	137,087	132,000	134,000
626.000-Gasoline	35,000	30,972	38,000	38,000
750.000-Machinery and Equipment	10,000	2,934	14,000	7,000
810.112-Tree Advisory Committee	10,000	7,635	10,000	10,000
920.000-Transfer between funds (capital)	-	-	-	140,100
<b>Total Expenditure</b>	<b>1,113,329</b>	<b>1,068,803</b>	<b>1,192,960</b>	<b>1,392,627</b>

#### 210-40-13 - PW, Stormwater Village

	2020 Budget	2020 Actual	2021 Budget	2022 Budget
<b>Revenues</b>				
090.000-Transfer between Town/Village	69,047	69,047	71,851	76,253
<b>Total Revenues</b>	<b>69,047</b>	<b>69,047</b>	<b>71,851</b>	<b>76,253</b>
<b>Expenditure</b>				
110.000-Regular Salaries	45,487	45,325	47,232	48,979
120.000-Part Time Salaries	-	565	-	-
210.000-Group Insurance	12,298	12,304	12,815	15,144
220.000-Social Security	3,480	3,513	3,613	3,761
230.000-Retirement	4,549	4,104	4,723	4,898
250.000-Unemployment Insurance	5	22	30	35
260.000-Workers Comp insurance	3,228	2,530	3,438	3,250
290.000-Other Employee Benefits	-	-	-	186
<b>Total Expenditure</b>	<b>69,047</b>	<b>68,363</b>	<b>71,851</b>	<b>76,253</b>

#### 210-35-10 - Brownell Library

	2020 Budget	2020 Actual	2021 Budget	2022 Budget
<b>Revenues</b>				
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000
098.000-Miscellaneous Revenue	500	856	500	500
<b>Total Revenues</b>	<b>15,500</b>	<b>15,856</b>	<b>15,500</b>	<b>15,500</b>
<b>Expenditure</b>				
110.000-Regular Salaries	328,509	356,167	328,850	335,788
120.000-Part Time Salaries	107,654	94,135	108,415	113,490
210.000-Group Insurance	119,148	110,384	134,104	134,740
220.000-Social Security	33,336	34,519	33,451	34,532
230.000-Retirement	32,537	32,980	32,580	33,256

290.000-Other Employee Benefits	-	-	-	2,100
340.000-Technical Services	4,000	3,917	4,000	4,000
442.000-Rental of Vehicles or Equipment	-	1,871	1,500	1,900
500.000-Training, Conferences, Dues	4,000	3,156	4,000	4,000
505.000-Technology Subscription, Licenses	6,200	7,034	7,700	10,000
540.000-Advertising	500	-	700	700
560.000-Postage	3,500	1,633	2,500	2,500
610.000-General Supplies	14,000	9,178	13,500	13,500
640.201-Adult Collection	40,000	37,742	41,500	44,000
640.202-Juvenile Collection	20,000	17,503	20,750	22,000
735.000-Technology: Hardware, Software, Equipment	8,000	7,653	8,000	8,000
750.000-Machinery and Equipment	4,000	4,307	4,000	7,500
840.201-Adult Programs	1,000	200	1,000	1,000
840.202-Childrens Programs	4,500	4,419	4,500	4,500
845.000-Employee/Volunteer Recognition	800	742	800	800
<b>Total Expenditure</b>	<b>731,684</b>	<b>727,540</b>	<b>751,850</b>	<b>778,306</b>

**210-30-10 - EJRP, Administration**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
020.000-Charges for Services	20,000	14,699	20,000	15,000
090.000-Transfer between Town/Village	12,000	12,000	12,000	12,000
<b>Total Revenues</b>	<b>32,000</b>	<b>26,699</b>	<b>32,000</b>	<b>27,000</b>

**Expenditure**

110.000-Regular Salaries	234,240	234,243	244,792	264,146
120.000-Part Time Salaries	8,800	3,726	-	-
210.000-Group Insurance	112,676	98,264	125,468	118,163
220.000-Social Security	18,593	18,511	18,727	20,308
230.000-Retirement	26,003	26,341	27,182	26,415
290.000-Other Employee Benefits	-	-	-	1,312
330.000-Professional Services	8,220	12,406	21,742	18,622
500.000-Training, Conferences, Dues	10,288	2,838	8,453	8,147
505.000-Technology Subscription, Licenses	9,540	11,901	6,000	4,440
530.000-Communications	11,960	5,728	9,831	9,831
540.000-Advertising	-	-	-	3,000
550.000-Printing and Binding	3,500	1,702	3,000	-
561.000-Credit Card Processing Fees	-	324	-	-
610.000-General Supplies	5,000	4,890	5,000	5,000
735.000-Technology: Hardware, Software, Equipment	-	-	-	6,000
832.000-Scholarships	4,000	4,000	4,000	4,000
<b>Total Expenditure</b>	<b>452,820</b>	<b>424,874</b>	<b>474,195</b>	<b>489,384</b>

**210-30-12 - EJRP, Parks and Facilities**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
110.000-Regular Salaries	101,109	105,211	105,360	109,856
120.000-Part Time Salaries	20,500	20,021	22,798	25,240
210.000-Group Insurance	26,097	21,418	27,076	35,851
220.000-Social Security	9,303	9,934	9,804	10,389
230.000-Retirement	10,111	10,210	10,536	10,985
290.000-Other Employee Benefits	-	-	-	700
330.000-Professional Services	5,725	5,313	6,100	5,300
431.000-R&M Buildings and Grounds	11,073	14,037	11,739	12,559

441.000-Rental of Land or Buildings	500	500	500	500
442.000-Rental of Vehicles or Equipment	1,800	1,946	1,980	2,160
500.000-Training, Conferences, Dues	4,144	253	4,302	4,098
610.000-General Supplies	14,685	20,587	16,489	18,632
<b>Total Expenditure</b>	<b>205,047</b>	<b>209,430</b>	<b>216,684</b>	<b>236,270</b>

<b>210-41-20 - Buildings - 2 Lincoln St</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
400.000-Contracted Services	9,000	9,236	9,000	9,000
410.000-Water and Sewer Charges	1,000	517	1,000	500
425.000-Trash Removal	-	-	-	600
431.000-R&M Buildings and Grounds	11,800	11,682	11,800	20,000
530.000-Communications	3,676	5,248	3,700	4,500
610.000-General Supplies	2,000	1,057	2,000	1,700
621.000-Natural Gas/Heating	6,400	4,763	6,400	4,800
622.000-Electricity	7,500	7,681	7,500	7,500
755.000-Furniture and Fixtures	2,000	554	2,000	500
<b>Total Expenditure</b>	<b>43,376</b>	<b>40,738</b>	<b>43,400</b>	<b>49,100</b>

<b>210-41-21 - Buildings - Brownell Library</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
400.000-Contracted Services	34,000	30,277	34,000	30,000
410.000-Water and Sewer Charges	900	616	900	600
431.000-R&M Buildings and Grounds	24,625	18,501	28,625	20,000
530.000-Communications	1,400	1,475	1,500	1,500
621.000-Natural Gas/Heating	7,400	5,841	7,400	6,000
622.000-Electricity	15,000	13,604	15,000	13,700
<b>Total Expenditure</b>	<b>83,325</b>	<b>70,314</b>	<b>87,425</b>	<b>71,800</b>

<b>210-41-22 - Buildings - Village Fire Station</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
400.000-Contracted Services	-	-	-	500
410.000-Water and Sewer Charges	500	576	500	500
431.000-R&M Buildings and Grounds	6,000	10,955	12,000	15,000
530.000-Communications	2,115	2,366	2,115	2,200
610.000-General Supplies	2,000	2,432	2,000	1,700
621.000-Natural Gas/Heating	4,800	3,384	4,800	3,500
622.000-Electricity	7,300	7,681	7,300	7,500
626.000-Gasoline	6,000	4,201	6,000	5,000
<b>Total Expenditure</b>	<b>28,715</b>	<b>31,595</b>	<b>34,715</b>	<b>35,900</b>

<b>210-41-23 - Buildings - Park Street School</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
400.000-Contracted Services	-	681	-	600
410.000-Water and Sewer Charges	650	783	650	700
431.000-R&M Buildings and Grounds	600	3,464	600	25,000
530.000-Communications	2,520	2,359	2,550	2,300
621.000-Natural Gas/Heating	3,300	2,807	3,300	3,000
622.000-Electricity	4,000	4,385	4,000	4,400
<b>Total Expenditure</b>	<b>11,070</b>	<b>14,479</b>	<b>11,100</b>	<b>36,000</b>

<b>210-41-26 - Buildings - Maple Street Park and Pool</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Expenditure</b>				
400.000-Contracted Services	19,200	31,692	21,840	30,000
410.000-Water and Sewer Charges	5,199	6,487	5,200	5,500
431.000-R&M Buildings and Grounds	3,600	225	3,600	4,000
530.000-Communications	5,340	6,108	5,350	6,000
621.000-Natural Gas/Heating	6,960	4,457	6,960	4,500
622.000-Electricity	30,489	36,782	30,500	37,000
626.000-Gasoline	3,101	1,240	3,101	1,500
<b>Total Expenditure</b>	<b>73,889</b>	<b>86,991</b>	<b>76,551</b>	<b>88,500</b>

<b>210-90-00 - Transfers and Misc</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
050.000-Donation Revenue	-	11,247	-	-
Grant Revenue	-	149,149	-	-
<b>Total Revenues</b>	<b>-</b>	<b>160,396</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>				
750.000-Machinery and Equipment	-	-	80,000	40,000
Grant Expenses	-	161,301	-	-
Donation Expenses	-	9,851	-	-
920.000-Transfer between funds (capital)				
Capital Transfer	365,414	365,414	401,955	462,248
Rolling Stock Transfer	233,700	223,700	238,700	-
Buildings Transfer	50,000	50,000	50,000	75,000
EJRP Capital Transfer	111,616	111,616	112,455	113,580
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000
<b>Total Expenditure</b>	<b>765,730</b>	<b>926,882</b>	<b>888,110</b>	<b>695,828</b>

**GENERAL FUND CAPITAL RESERVE PLAN**

Rev.

PROJECTS FUNDED BY VILLAGE \$ ONLY											
Rank	Ref. #	Project Total	Prior to FY20	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Future
77	W	109,300	8,294				100,000				
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.											
Facilities Assessment											
70	W	541,025		270,224	270,801						
Lamolle Water Line Replacement											
112		900,000		91,311		800,000					
Densmore Dr. Culvert & partial Road Reconstruction											
72	W	1,728,634					111,976	1,616,658			
Iroquois Ave Road and Waterline rebuild											
62		1,672,265							127,897	1,544,367	
Rosewood Lane Sidewalk/Roadway Reconstruction											
60		1,903,505									1,903,505
North St. Roadway and Waterline											
57		1,557,433									1,557,433
Pleasant St. Road Reconstruction											
55		2,401,126									2,401,126
Pearl St. Lighting & Sidewalk Wiley's Ct. to West st.											
55		1,039,466									1,039,466
West St. Sidewalk South St. to Clerms Dr.											
54		128,790									128,790
West St. & West St. Ext. Intersection Improvements											
46		421,077									421,077
Main St. Sidewalk & Lighting Bridge to Crestview											
45		65,292									65,292
Lincoln Hall Parking Lot											
41		786,716									786,716
Main St. Drainage Curb & Sidewalk Pleasant to Bridge											
39		515,334									515,334
Abnaki Road Reconstruction											
63	W	1,407,672									1,407,672
Pearl Sidewalk West St. to Susie Wilson											
39		271,360									271,360
Orchard Terrace Sidewalk Replacement											
<b>Totals Project Funded by Village \$ Only</b>			82,374	361,536	280,801	800,000	211,976	1,616,658	127,897	1,544,367	10,497,770
<b>PROJECTS FUNDED BY GRANTS</b>											
	1	293,110	119,777	182,796							
Stormwater Grants Summary											
		(293,110)									
Various Vitrans Grants											
	2	15,560	228	2,100	13,232						
<b>Cost to Village (match paid by Town)</b>											
Densmore Dr. Culvert Replacement Study											
		(12,448)									
Municipal Water Quality Asst.-FY19 UPWP Grant											
		<b>3,112</b>									
<b>Densmore Dr. Culvert Study Net Cost to Village</b>											
		4,590,000	1,983,817	1,155,048	2,257,108						
Crescent Connector Park St. to Main St.											
	4	(4,500,000)									
Fed & State Grants											
		<b>90,000</b>									
<b>Crescent Connector Net Cost to Village</b>											
	5	2,491,102	2,447,183	18,917							
Pearl St. Missing Link Project											
		(2,500,000)									
Federal & State Grants through CCRPC & Vitrans											
		<b>(8,898)</b>									
<b>Pearl St. Missing Link Net Cost to Village</b>											
<b>Totals Project Funded by Grants Awarded</b>			1,358,861	2,270,340	0	0	0	0	0	0	0
<b>Total Cost of all P Projects Funded by Village \$ Only and Grants</b>			<b>1,720,396</b>	<b>2,551,141</b>	<b>800,000</b>	<b>127,897</b>	<b>1,616,658</b>	<b>127,897</b>	<b>1,544,367</b>	<b>10,497,770</b>	<b>0</b>

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

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE										
	Prior	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	
<b>Beginning Fund Balance</b>		403,011	797,159	1,203,187	880,436	1,215,046	224,712	814,837	93,946	
<b>Planned Spending</b>		(1,720,396)	(2,551,141)	(800,000)	(211,976)	(1,616,658)	(127,897)	(1,544,367)	(10,497,770)	
<b>Funding Sources</b>										
Summary Stormwater Grants	1	494,217	187,105							
Municipal Water Quality Asst.-FY19 UPWP Grant	2	12,448	12,448							
Vitrans Structures Grant-Main St. Ped Bridge	3	89,639								
Crescent Connector Grant	4	4,500,000	2,138,539							
Pearl St. Missing Link Grants	5	2,500,000	202,123							
CVE Annual Contribution			15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Misc. Donations and Interest Earnings			23,191							
General Fund Transfer In			365,414	401,955	531,586	611,324	703,023	808,476	929,747	
<b>Total Revenues</b>			2,957,170	477,249	546,586	626,324	718,023	823,476	944,747	
<b>Ending Fund Balance</b>			<b>797,159</b>	<b>1,203,187</b>	<b>880,436</b>	<b>1,215,046</b>	<b>224,712</b>	<b>814,837</b>	<b>(9,459,078)</b>	

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.

**ROLLING STOCK FUND**

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	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	Jeffer Vac Truck	Vac-On	2010	84,500	15,000	69,500			137,500					
Street	Loader	John Deere	2001	121,500	25,000	96,500								148,230
Street	Sidewalk Plow	Trackless	2015	118,500	18,000	100,500		123,495						
Street	Skid Steer Sidewalk Plow	Cat	2001	51,000	5,000	46,000								
Street	Sidewalk Plow	Prinoth	2017	148,000	20,000	128,000							184,867	
Street	Pickup 4Wd 1 Ton	Chevy Silverado	2019	42,848	15,000	27,848								39,278.56
Street	4Wd Pickup	Chevy Silverado	2019	42,848	15,000	27,848								
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	Wheel Loader	Neuson Wacker	2019	60,020	5,000	55,020								
Street	Trailer Mounted Boom Lift		2019	31,800	5,000	26,800								
Fire	Pickup 8U61	GMC	2004	53,600	3,500	50,100	55,069							
Fire	X11500 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								
<b>TOTAL</b>				<b>3,649,770</b>			<b>55,069</b>	<b>123,495</b>	<b>137,500</b>	<b>-</b>	<b>216,640</b>	<b>212,416</b>	<b>486,319</b>	<b>382,244</b>

**Rolling Stock Fund Funding and Fund Balance**

Beginning Cash Balance															
Payment of Fire Truck Notes															
Planned Spending															
Note for Fire Pumper 8E21 Replacement															
General Fund Contribution - Highway															
General Fund Contribution - Fire															
Vac Truck Rental															
Sale of Assets															
Interest Income															
Ending Balance															
							<b>295,683</b>	<b>378,187</b>	<b>457,587</b>	<b>576,787</b>	<b>520,247</b>	<b>477,931</b>	<b>171,712</b>	<b>(20,432)</b>	
							<b>140,668</b>	<b>295,683</b>	<b>378,187</b>	<b>457,587</b>	<b>576,787</b>	<b>520,247</b>	<b>477,931</b>	<b>171,712</b>	
							<b>(32,445)</b>	<b>(32,700)</b>	<b>(31,800)</b>	<b>(30,900)</b>					
							<b>(55,069)</b>	<b>(123,495)</b>	<b>(137,500)</b>	<b>0</b>	<b>(216,640)</b>	<b>(212,416)</b>	<b>(486,319)</b>	<b>(382,244)</b>	
							<b>233,624</b>	<b>238,700</b>	<b>140,100</b>	<b>150,100</b>	<b>160,100</b>	<b>170,100</b>	<b>180,100</b>	<b>190,100</b>	
							<b>3,600</b>		<b>108,600</b>						
							<b>4,000</b>								
							<b>1,304</b>								
							<b>295,683</b>	<b>378,187</b>	<b>457,587</b>	<b>576,787</b>	<b>520,247</b>	<b>477,931</b>	<b>171,712</b>	<b>(20,432)</b>	

**30 - EJRP Program Fund - Village**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
020.304-Pool Day Admissions	68,136	70,434	71,727	53,795
020.305-Pool Memberships	38,897	14,028	42,868	32,151
020.306-Swim Lessons	50,018	26,455	52,235	42,327
020.307-Concession Sales	2,500	-	2,500	-
020.308-Facility & Field Rental	10,712	11,500	13,074	12,549
020.311-Youth Programs	169,480	135,999	225,951	293,162
020.312-Adult Programs	51,236	76,105	74,070	87,585
020.313-Childcare	1,310,540	1,291,168	1,387,730	1,957,305
020.315-Shared Staffing Contract	41,646	50,046	50,046	104,193
050.000-Donation Revenue	8,500	2,025	7,550	6,950
050.150-Donations - Memorial Day Parade	-	-	20,000	-
060.000-Interest Income	-	(169)	-	-
<b>Total Revenues</b>	<b>1,751,665</b>	<b>1,677,591</b>	<b>1,947,751</b>	<b>2,590,017</b>
<b>Expenditure</b>				
110.000-Regular Salaries	508,166	500,482	537,667	719,946
120.000-Part Time Salaries	490,470	491,050	519,845	810,805
130.000-Overtime	-	-	-	6,115
150.000-Shared Employee Expense	-	11,512	-	-
210.000-Group Insurance	169,161	125,820	182,688	234,770
220.000-Social Security	76,447	75,249	80,150	118,753
230.000-Retirement	48,794	46,708	51,063	66,998
260.000-Workers Comp insurance	29,736	27,776	35,376	40,552
290.000-Other Employee Benefits	-	-	-	5,108
330.000-Professional Services	161,693	221,432	242,708	313,737
410.000-Water and Sewer Charges	2,837	-	3,549	4,228
431.000-R&M Buildings and Grounds	21,496	49,518	21,380	22,087
441.000-Rental of Land or Buildings	600	1,350	600	600
442.000-Rental of Vehicles or Equipment	8,100	8,536	8,335	10,735
500.000-Training, Conferences, Dues	40,104	23,941	42,507	44,498
530.000-Communications	3,300	4,420	5,940	8,580
540.000-Advertising	450	90	200	200
550.000-Printing and Binding	22,123	7,832	12,860	12,860
560.000-Postage	6,816	3,144	4,478	4,478
561.000-Credit Card Processing Fees	-	32,389	-	-
580.000-Travel	69,192	53,692	72,491	120,539
610.000-General Supplies	76,647	113,947	91,187	129,054
626.000-Gasoline	2,000	1,523	2,000	2,000
850.150-Memorial Day Parade	-	-	19,500	-
975.000-Interest Expense - Leases	24,145	517	12,638	12,638
<b>Total Expenditure</b>	<b>1,762,277</b>	<b>1,800,928</b>	<b>1,947,162</b>	<b>2,689,281</b>

**254-54-20 - Water Fund, Village**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
021.000-Water User Fees	1,086,788	1,125,059	1,171,588	1,256,511
021.001-Water Large User Fees	92,729	91,377	95,000	95,000
021.400-Water Passthrough - Global	2,837,547	2,776,574	2,865,922	2,865,970
024.000-Utility Connection Fee	15,000	6,550	7,000	7,000
060.000-Interest Income	-	1,115	-	1,000
085.000-Penalties	4,500	6,236	4,500	5,000
098.000-Miscellaneous Revenue	-	227	-	150
<b>Total Revenues</b>	<b>4,036,564</b>	<b>4,007,138</b>	<b>4,144,010</b>	<b>4,230,631</b>
<b>Expenditure</b>				
110.000-Regular Salaries	118,220	117,551	123,321	127,344
120.000-Part Time Salaries	9,193	3,329	9,507	9,906
130.000-Overtime	14,000	14,365	15,000	14,408
210.000-Group Insurance	65,713	66,102	68,513	77,998
220.000-Social Security	10,699	10,220	11,309	11,672
230.000-Retirement	11,822	11,406	12,332	12,734
250.000-Unemployment Insurance	60	102	75	175
260.000-Workers Comp insurance	7,992	6,679	10,500	10,300
290.000-Other Employee Benefits	-	-	-	875
330.000-Professional Services	1,000	275	1,000	1,000
335.000-Audit	3,738	4,543	4,200	4,500
410.000-Water and Sewer Charges	200	82	200	200
411.000-Water Purchase - CWD	517,159	515,439	522,331	540,613
411.400-CWD Water Purchase - Global	2,837,547	2,774,651	2,865,922	2,865,970
430.000-R&M Vehicles and Equipment	2,500	8,693	2,500	2,500
433.000-R&M Infrastructure	16,000	23,948	16,000	16,000
441.000-Rental of Land or Buildings	142	100	150	150
491.000-Administrative Fees	118,559	118,559	122,860	123,556
500.000-Training, Conferences, Dues	2,500	727	2,000	3,000
505.000-Technology Subscription, Licenses	-	-	-	955
520.000-Insurance	2,620	1,784	6,540	6,225
530.000-Communications	1,500	2,167	2,500	2,500
550.000-Printing and Binding	2,000	1,278	2,000	2,000
560.000-Postage	2,600	2,893	3,100	3,500
610.000-General Supplies	7,000	4,099	7,000	7,500
612.000-Uniforms	1,500	739	1,500	1,350
614.000-Meters and Parts	8,000	1,471	8,000	8,000
621.000-Natural Gas/Heating	3,000	2,194	3,000	3,000
622.000-Electricity	1,000	862	1,000	1,000
626.000-Gasoline	3,000	1,189	3,000	3,000
735.000-Technology: Hardware, Software, Equipment	1,000	1,374	2,650	2,700
750.000-Machinery and Equipment	6,000	-	6,000	6,000
920.000-Transfer between funds (capital)	260,000	260,000	310,000	360,000
955.000-Interest on Long Term Debt	300	-	-	-
<b>Total Expenditure</b>	<b>4,036,564</b>	<b>3,956,821</b>	<b>4,144,010</b>	<b>4,230,631</b>

**255-55-30 - WWTF, Village**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
022.000-Tri-Town: WWTF Charge - Village Users	773,856	807,887	860,898	775,461
022.001-Village: Septage Discharge	16,000	33,308	16,000	20,000
022.002-Village: Leachate Revenues	-	875	-	500
025.001-Tri-Town: WWTF Charge - Essex	488,219	488,219	536,828	560,055
025.002-Tri-Town: WWTF Charge - Williston	752,671	752,671	730,086	818,542
025.003-Tri-Town: Shared Septage	8,000	16,406	8,000	20,000
025.004-Tri-Town: Shared Leachate	-	431	-	100
025.005-Tri-Town: Village Pump Station Inspection Fees	32,000	32,000	32,000	34,300
060.000-Interest Income	-	9,675	-	-
085.000-Penalties	3,500	4,093	3,500	3,500
098.000-Miscellaneous Revenue	-	69,859	-	-
<b>Total Revenues</b>	<b>2,074,246</b>	<b>2,215,425</b>	<b>2,187,312</b>	<b>2,232,458</b>
<b>Expenditure</b>				
110.000-Regular Salaries	339,164	342,352	338,203	355,183
120.000-Part Time Salaries	15,394	8,567	33,158	34,193
130.000-Overtime	48,000	44,678	48,000	50,000
210.000-Group Insurance	134,490	110,888	128,644	135,055
220.000-Social Security	33,916	29,254	32,081	29,924
230.000-Retirement	33,916	33,718	33,620	35,519
250.000-Unemployment Insurance	150	436	175	450
260.000-Workers Comp insurance	29,669	18,778	30,000	27,800
290.000-Other Employee Benefits	-	-	-	1,809
320.000-Legal Services	4,000	3,990	4,000	4,000
330.000-Professional Services	4,000	18,151	4,000	4,000
335.000-Audit	4,388	5,333	4,400	4,500
340.000-Technical Services	12,000	11,400	22,000	36,000
410.000-Water and Sewer Charges	3,000	6,279	3,500	4,000
421.000-Grit Disposal	14,000	13,793	14,980	16,000
422.000-Snow Removal	-	1,469	-	-
430.000-R&M Vehicles and Equipment	4,000	891	4,000	4,000
491.000-Administrative Fees	59,280	59,280	61,430	61,778
500.000-Training, Conferences, Dues	7,000	5,769	7,500	7,500
505.000-Technology Subscription, Licenses	-	-	-	1,737
510.000-Permits, Licenses, Registrations	9,900	9,900	9,900	9,900
520.000-Insurance	27,979	27,830	30,221	36,610
530.000-Communications	6,000	5,820	6,000	6,000
567.000-Biosolids Land Application	150,000	167,400	150,000	165,000
568.000-Biosolids Subcontractor	150,000	77,555	170,000	160,000
570.000-Other Purchased Services	120,000	97,984	130,000	130,000
610.000-General Supplies	8,500	5,475	8,500	9,000
612.000-Uniforms	5,500	5,513	5,500	5,000
618.000-Laboratory Supplies	19,000	16,933	18,000	18,000
619.000-Chemicals	300,000	320,275	330,000	300,000
621.000-Natural Gas/Heating	25,000	22,468	25,000	25,000
622.000-Electricity	140,000	162,627	150,000	150,000
626.000-Gasoline	6,000	4,193	4,500	4,500
920.000-Transfer between funds (capital)	360,000	360,000	380,000	400,000
<b>Total Expenditure</b>	<b>2,074,246</b>	<b>1,998,999</b>	<b>2,187,312</b>	<b>2,232,458</b>

**256-56-40 - Sanitation, Village**

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>				
023.000-Sanitation User Fees	635,664	649,135	672,048	685,061
023.001-Essex Pump Station Fees	28,750	27,517	28,750	30,123
023.002-Two Party Agreement Revenue	15,000	15,000	15,000	15,000
024.000-Utility Connection Fee	30,000	84,000	30,000	30,000
060.000-Interest Income	1,000	10,493	1,000	8,000
085.000-Penalties	2,500	3,330	2,500	2,500
098.000-Miscellaneous Revenue	6,240	1,183	3,000	3,000
<b>Total Revenues</b>	<b>719,154</b>	<b>790,658</b>	<b>752,298</b>	<b>773,684</b>
<b>Expenditure</b>				
110.000-Regular Salaries	101,835	105,921	108,563	113,186
120.000-Part Time Salaries	9,232	4,025	9,564	9,906
130.000-Overtime	14,000	9,966	15,000	16,977
210.000-Group Insurance	53,162	47,382	55,470	58,478
220.000-Social Security	9,568	9,003	10,184	10,482
230.000-Retirement	10,183	10,136	10,858	11,318
250.000-Unemployment Insurance	70	108	85	175
260.000-Workers Comp insurance	6,967	5,542	9,400	8,850
290.000-Other Employee Benefits	-	-	-	840
330.000-Professional Services	1,000	420	1,000	1,000
335.000-Audit	1,869	2,370	2,000	2,500
410.000-Water and Sewer Charges	500	235	500	500
430.000-R&M Vehicles and Equipment	2,500	1,143	2,000	2,000
433.000-R&M Infrastructure	6,000	1,400	6,000	6,000
434.000-R&M Pump Stations	14,000	4,616	14,000	14,000
434.001-Susie Wilson PS Costs	12,000	8,344	12,000	12,480
434.002-West Street PS Costs	13,000	12,308	13,000	13,520
441.000-Rental of Land or Buildings	1,640	548	1,700	1,700
491.000-Administrative Fees	150,159	150,559	154,860	157,856
500.000-Training, Conferences, Dues	200	-	200	200
505.000-Technology Subscription, Licenses	-	-	-	616
520.000-Insurance	4,469	11,640	6,014	5,750
521.000-Insurance Deductibles	1,000	1,575	1,000	1,000
550.000-Printing and Binding	1,500	-	1,500	1,500
560.000-Postage	5,000	5,786	5,500	5,500
610.000-General Supplies	1,000	2,355	1,000	1,000
612.000-Uniforms	1,500	1,803	1,500	1,350
621.000-Natural Gas/Heating	1,800	959	1,800	2,000
622.000-Electricity	14,000	11,169	14,000	14,000
626.000-Gasoline	3,500	3,385	4,000	4,000
735.000-Technology: Hardware, Software, Equipment	1,000	2,758	5,350	3,000
750.000-Machinery and Equipment	5,000	-	5,000	5,000
920.000-Transfer between funds (capital)	95,000	95,000	95,000	95,000
<b>Total Expenditure</b>	<b>542,654</b>	<b>510,456</b>	<b>568,048</b>	<b>581,684</b>



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