

2017  
ANNUAL REPORT  
of the  
VILLAGE OF ESSEX JUNCTION, VT



125th ANNIVERSARY  
1892 - 2017



*Brownell Library Exterior Rehabilitation*



*Pearl Street Link Project*

# 124th ANNUAL REPORT of the VILLAGE OF ESSEX JUNCTION VERMONT

Fiscal Year July 1, 2016 - June 30, 2017

## PUBLIC MEETINGS

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

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

## ANNUAL MEETING

The Annual Village Meeting will be held on Wednesday, April 4, 2018 at 7:00 PM in the auditorium of the Essex Community Educational Center. Voting by Australian ballot will be held on Tuesday, April 10, 2018 from 7 AM to 7 PM in the Essex Community Educational Center gymnasium.

## TABLE OF CONTENTS

Annual Meeting Explained.....	6-8
Annual Meeting Minutes.....	30-33
Annual Meeting Warning .....	5
Appointed Committees .....	12
Auditor's Report .....	34-36
Budgets: Administration Expenditures .....	55
Brownell Library Expenditures .....	56
Community Development Expenditures .....	57
Debt Service .....	60
Economic Development Expenditures .....	57
Enterprise Funds .....	64
Fire Department Expenditures .....	58
General Fund Capital Fund.....	62
General Fund Revenues .....	54
General Fund Expenditures.....	54
Grants and Other Non-Budgetary Expenditures .....	58
Lincoln Hall/Park Street School Expenditures .....	56
Recreation and Parks .....	59
Rolling Stock Fund.....	61
Seniors Support Expenditures.....	58
Street Department Expenditures .....	59
Transfers and Misc. Expenditures .....	55
Dedication .....	3
Elected and Appointed Officials.....	11
General Information .....	9
Glossary of Budget Terms .....	48-49
Graphs.....	50-53,63
Mission Statement, Goals and Values .....	4
Reports: Board of Trustees .....	13-16
Brownell Library.....	23-24
Clerk (Elections) .....	29
Community Development/Planning Commission .....	17-19
Fire Department .....	27
Management's Discussion and Analysis .....	37-47
Public Works Department .....	20
Recreation & Parks Department .....	25-26
Senior Center .....	28
Water Quality.....	21-22
State Information .....	10
Telephone Directory.....	68
Village Map.....	66-67
Village Streets.....	65
Warning, Annual Meeting .....	5

# DEDICATION



## Chief of Police Bradley LaRose

The Village of Essex Junction Board of Trustees is gratefully dedicating the 2017 Annual Report to Bradley LaRose, who began his career at the Essex Police Department on December 15, 1980 and retired on January 12, 2018.

Brad rose through the ranks to Sergeant in 1981, Lieutenant in 1990, Captain in 2008 and Chief in 2011. Brad has supervised and mentored many subordinates as a first line supervisor, commander and Chief of Police. He has been supervisor or lead investigator in several major criminal investigations.

Brad's tenure at the Essex Police has greatly impacted the safety and welfare of the community of Essex, including the Village of Essex Junction. The Village Trustees extend our gratitude to Brad for his many years of service to the citizens of Essex.



## **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, planning, zoning, economic development and fire protection.

## **GOAL STATEMENTS**

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.

**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 4 & 10, 2018**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 4, 2018 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 10, 2018 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

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

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

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

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

**BALLOT QUESTIONS**

**ARTICLE 5.** To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year term); three Library Trustees (1 one year term, 1 four year term, 1 five year term); one School director for the Essex Westford School District #51 (three year term)?

Dated this 27th day of February, 2018

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

By: Elaine H. Sopchak, Vice President  
Daniel S. Kerin, Trustee  
Lori A. Houghton, Trustee  
Andrew P. Brown, Trustee

ATTEST:  
Susan McNamara-Hill, Village Clerk

# Village Annual Meeting Explained

By Village Moderator Steve Eustis

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

## Pre-meeting dinner:

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

## Meeting beginning:

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

## Article 1 – Report of the auditor:

The report of the auditor is a bound report regarding the audit of FYE 17, which can be viewed on the website ([www.essexjunction.org](http://www.essexjunction.org)) before the meeting or at the meeting itself. This is the time in the meeting to ask questions about any of that information.

## Article 2 – General Fund Budget:

This topic is the most important part of the meeting – approving how much the Village can spend next year and levy in taxes. Next year’s budget (FYE 19) is included in the Annual Report. Some people just want to ask questions or comment about an item or two. Other people want to increase or decrease the budget itself. If someone wants to amend the budget we will all discuss the pros and cons and vote on the amendment proposal. Once we have voted on all amendments, we’ll vote on the total amount.

## Article 3 – 2019 meeting date:

This decision sets the date for next year’s Village meeting.

## Article 4 – Other business:

This article allows discussion on any item involving the Village. While we



can't make "laws" during this time since new ideas must be announced ahead of time or "warned," sometimes non-binding votes are taken. This is a great time to give the Trustees direction on a particular issue. Sometimes people discuss ways to pursue a common interest.

#### Article 5 – Ballot questions:

After Article 4, the meeting is adjourned until the day when citizens come back to elect candidates running for various Village positions. Polls are open from 7 AM to 7 PM at the high school on April 10.

### The Formalities of the Village Annual Meeting

#### Making a motion:

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

His job is to help the people transact their business in an official way.

#### Voting:

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

#### Staying on topic:

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

#### Who can speak at Annual Meeting:

Only legal Village voters can speak at the meeting. In order to allow non-voters to speak, a motion must

be made and passed by 2/3 of the voters to suspend the rules.

Ending debate:

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

Closing thoughts:

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

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

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

# GENERAL INFORMATION

Date of Incorporation.....	November 15, 1892
Total area .....	4.6 square miles
Elevation above mean sea level:	
Maximum (south of Main Street near the Village line) ...	440 feet
Minimum (Winooski River at the Village line) .....	195 feet
County.....	Chittenden
Number of registered voters (as of 4/11/17).....	7,828
Population (2010 Census) .....	9,271
Grand List (2017).....	\$10,960,423
Tax Rate (FYE 17).....	\$2.3815
Water, Sewer and Sanitation Rates Per Quarter (FYE 17):	
Water.....	\$22.66 per unit plus \$0.0157 per cubic foot
Sewer.....	\$24.53 per unit plus \$0.0092 per cubic foot
Sanitation .....	\$22.97 per unit plus \$0.0054 per cubic foot

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

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

# STATE INFORMATION

## U. S. CONGRESSIONAL DELEGATION

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

Washington Office: 437 RSOB, Washington, DC 20510-4502 .....(202) 224-4242

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

### U. S. Senator Bernard Sanders (I)

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

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

### Representative Peter Welch (D)

Washington Office: 2303 Rayburn House, Washington, DC 20510 .....(202) 225-4115

Burlington Office: 128 Lakeside Ave., #235, Burlington, VT 05401 .....(802) 652-2450

## VERMONT STATE GOVERNMENT

Governor Phil Scott (R).....(800) 649-6825

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

Lt. Governor David Zuckerman (P).....(802) 828-2226

115 State Street, Montpelier, Vermont 05633-5401

## SENATORS:

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

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

Philip Baruth (D), 120 Nottingham Lane, Burlington, VT 05408 .....(802) 503-5266

Michael Sirotkin (D), 80 Bartlett Bay Road, South Burlington, VT 05403... (802) 999-4360

Christopher Pearson (P/D), 12 Brookes Avenue, Burlington, VT 05401 .....(802) 860-3933

Debbie Ingram (D), 2120 South Road, Williston, VT 05495 .....(802) 879-0054

## REPRESENTATIVES:

### District 8-1 (Essex)

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

Elizabeth Dunn (D), 2 Cindy Lane, Essex Junction, VT 05452 .....(802) 878-6628

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

Lori Houghton (D), 40 School Street, Essex Junction, VT 05452 .....(802) 879-6701

Dylan Giambatista (D), 12 Arlington Street, Essex Junction, VT 05452 .....(802) 734-8841

# ELECTED VILLAGE OFFICIALS

## VILLAGE PRESIDENT

George Tyler.....Term expires April, 2020

## BOARD OF TRUSTEES

Elaine Sopchak, Vice President..... Term expires April, 2018  
Lori Houghton ..... Term expires April, 2019  
Daniel Kerin..... Term expires April, 2020  
Andrew Brown ..... Term expires April, 2018

## LIBRARY TRUSTEES

Nina Curtiss..... Term expires April, 2021  
Max Holzman ..... Term expires April, 2018  
Joe Knox ..... Term expires April, 2018  
Ann Wadsworth..... Term expires April, 2020

## MODERATOR

Steven Eustis..... Term expires April, 2018

# APPOINTED VILLAGE OFFICIALS

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

# APPOINTED COMMITTEES

## PERMANENT LIBRARY BOARD

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

## PLANNING COMMISSION

David Nistico, Chair .....	Term expires June 30, 2018
John Alden, Vice Chair.....	Term expires June 30, 2020
Andrew Boutin .....	Term expires June 30, 2020
Amber Thibeault .....	Term expires June 30, 2018
Diane Clemens.....	Term expires June 30, 2019
Joe Weith .....	Term expires June 30, 2020
Steven Shaw.....	Term expires June 30, 2019

## ZONING BOARD OF ADJUSTMENT

Thomas Weaver, Chair .....	Term expires June 30, 2018
James Moody .....	Term expires June 30, 2018
Bruce Murdough .....	Term expires June 30, 2019
Martin Hughes .....	Term expires June 30, 2019
Aaron Martin.....	Term expires June 30, 2020

## CAPITAL PROGRAM REVIEW COMMITTEE

Andrew Brown, Chair.....	Term expires Aug. 31, 2018
Amber Thibeault .....	Term expires Aug. 31, 2020
Kevin Collins .....	Term expires Aug. 31, 2020
Timothy Dall .....	Term expires Aug. 31, 2019

## BIKE/WALK ADVISORY COMMITTEE

Rajan Chawla, Chair .....	Term expires June 30, 2019
Jeff Frolik.....	Term expires June 30, 2020
Phoebe Spencer .....	Term expires June 30, 2020
Jud Lawrie.....	Term expires June 30, 2018
Eric Bowker .....	Term expires June 30, 2019
Micah Hagan.....	Term expires June 30, 2018

## TREE ADVISORY COMMITTEE

Nick Meyer, Chair.....	Term expires June 30, 2020
Rich Boyers, Vice Chair.....	Term expires June 30, 2019
Warren Spinner .....	Term expires June 30, 2018
Mary Jo Engel.....	Term expires June 30, 2018
Tim Kemerer.....	Term expires June 30, 2019

# Board of Trustees



*Photo by Colin Flanders of the Essex Reporter 4/5/17*

## VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

**George Tyler, Elaine Sopchak, Lori Houghton, Dan Kerin and Andrew Brown**  
(Moderator Steve Eustis in background)

**Village President George Tyler** is a science and health writer and former editor of the Essex Reporter and Colchester Sun. He has lived in Essex Junction for 28 years with his family. He has served on the Brownell Library Board of Trustees and several other Village committees. He is in his fourth term on the Essex Junction Board of Trustees. “My guiding philosophy as a Trustee is to help sustain the high quality of municipal services we receive from the Village government while helping the community position itself to meet the challenges of the new century.”

**Dan Kerin** has been a resident of the Village of Essex Junction for 22 years. He was elected to the Village Board of Trustees in 2011, and currently serves as Trustee representative on the Chittenden County Regional Planning Commission. Prior to becoming a Trustee, Dan served on the Planning Commission and as a Village resident member on the EJRP Advisory Council. Dan retired from the Vermont State Police after serving a 26-year career as a

trooper. He currently works as a full time Court Security Officer at the federal building in Burlington. He has a daughter attending the University of Vermont.

**Lori Houghton** is the mother of a 9-year-old, a partner in a local small business and a Sales Operations Specialist with LexisNexis. Lori serves as one of your State Representatives since 2017 and sits on the House Healthcare Committee. She has lived in the Village for 16 years and serves on the Five Corners Farmers' Market committee and is involved in many other community projects. Lori has a passion for bettering the community for all and building a collaborative vision for the Village of Essex Junction. "My focus is my family, which for me means to also focus on the community in which we live. The two go hand in hand."

**Andrew Brown** is the HV Connections Program Manager at Housing Vermont, married to the love of his life, and father to an amazing 8-year-old son. He was raised in Essex and attended Town public schools. Andrew is the Chair of the Capital Program Review Committee which prioritizes Village infrastructure projects in excess of \$10,000 and develops the recommended capital budget for the Municipal Manager. "As a trustee I strive to always do what is best for the majority and for the future of our community as I want my son, and future generations, to love our community as much as I do."

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



# SO LONG AND THANK YOU TO PAT SCHEIDEL

By George Tyler, President of Essex Junction

On behalf of the Essex Junction Trustees

With this annual report we mark the end of an era and bid farewell to a dedicated public servant.

In 2013 the Essex Junction Trustees made a bold proposal to the Essex Town Selectboard to consider allowing Essex Town Manager Pat Scheidel to jointly serve as manager for the Town and Village. The Selectboard made an equally forward-looking response and agreed. But, of course, all of this hinged on Pat's willingness to take on the responsibility of administering two separate governments which haven't always seen eye to eye.

Pat didn't hesitate. In fact, the challenge of bringing the Village and Town under one administrative umbrella delighted him.

Four hectic years later, the two governments and two governing boards, under Pat's thoughtful leadership, have grown closer together than at any other point in the Essex community's modern history. It hasn't been easy and it hasn't always gone smoothly. But the successes far outweigh the negatives, to the point where the elected leaders of both governments unanimously agreed to replace Pat, upon his previously-announced retirement this year, with another unified manager, Evan Teich.

Pat's biggest challenge has been embracing the gradual pace of consolidation we all agreed was necessary to avoid the political jolts that have derailed past consolidation efforts. He understood the need to move gradually, but he also wanted things 'squared away'

by his retirement, so that the new municipal manager would more quickly discover 'the paradise' (Pat's words) we've got going for us here in northwestern Vermont.

Pat often says his passion for local government and dedication to public service grew from his early years in municipal management in Illinois, Connecticut, and Rhode Island, and was fully formed when he was recruited to come to Essex 27 years ago by Selectboard Chair Marty Myers. But those who know Pat suspect his commitment to public service, or 'service above self' (the motto of the Rotary Club, of which Pat has been a member for many years) and his penchant for 'squaring things away' took root when he was a young sailor in the U.S. Navy serving on a battleship off the coast of North Vietnam. There, while doing his duty over weeks and months of long, difficult days, during a war that had by then become unpopular back home, Pat came to grasp the importance of steady, unheralded service.

The majority of Pat's tenure has been with the Town government, but his thoughtful leadership style of maintaining a low profile while encouraging and enabling others to succeed was immediately appreciated by Village staff. With the Essex Town manager about to become the chief administrator for the Village, no one was sure what would happen. Would people's jobs be lost or diminished for the sake of consolidation? Would Village services be cut or the collaborative climate of Village staff be disrupted? From the start, Pat

made it clear that in his view the quality of services delivered by Village departments – public works, fire, library, development, environmental, recreation – was a direct reflection of the upbeat, can-do attitude of Village department heads. He appreciated the intangible value of the professionalism they brought to their jobs and how it directly contributed to the quality of municipal services delivered to Village residents. His job as manager, he believed, was not to interfere, but to learn, encourage, support, and, when possible, improve.

The Trustees' experience was similar. Pat learned our way of doing things and gracefully inserted himself into our dialogue and process. He earned our trust with his humor, insight, and wisdom. Exactly as we had hoped, he helped the Trustees and Town Selectboard find common ground by helping each board understand the concerns and challenges the other was facing.

Village and Town consolidation hasn't been 'squared away' yet, and it may take several years more to achieve the reconfiguration of local governance which, we all hope, will continue to provide all Village and Town residents a safe, durable, predictable, and sustainable community in which to raise their families and live their lives in this new century. But Pat Scheidel's willingness to work for two boards and run two governments, at a time in his career when it would have been much easier and safer to say no, has moved both governments across an important threshold of understanding and collaboration. The consolidations we've already achieved under his leadership will provide an enduring foundation for building more.

We say goodbye to Pat Scheidel. We honor him, thank him, and hope that in the years to come, his many accomplishments here in 'paradise' will serve as a source of comfort and pride.



# COMMUNITY DEVELOPMENT DEPARTMENT AND PLANNING COMMISSION REPORT

By Robin Pierce, Community Development Director

Work continued on projects that were funded by the State of Vermont and the Federal government: Pearl Street was reworked from the Shopping Centers to the Five Corners. This included widening the street to include bike lanes where possible, and redoing the sidewalk to accommodate those with physical disabilities. New street lights were added to match those of the Village Center District. The Village is grateful to all of the property owners on Pearl Street who worked with the Village and signed temporary or permanent easements to enable the improvements to be accomplished.

Two businesses that started as cart facilities in the Village, Berda's and Nomad Coffee, have moved to brick and mortar facilities. This is a sign that the Village Center is a good place to start a new business venture.

The design Five Corners initiative elicited resident desires for more; restaurants, events, and a bakery and coffee facilities in the Village Center. The opening of the Nest Bakery and coffee shop, along with Nomad's indoor facility, both on Main Street, and the first steAmfest art based Village Center wide event, show a movement towards achieving some of the desires that came from the Design Five Corners workshops. Four main proposals came before the Planning Commission. Two are in the Village Center District; one for sorely needed senior housing, one for a three story building with residential apartments on the upper two levels with retail commercial spaces below. The Park Street mixed use building replaces a car centric development with a wonderfully designed building that offers up

some private property to increase the width of the sidewalk which in turn creates spaces for outdoor seating. The senior building is an example of infill development that helps create a diverse core area while reducing the potential of sprawl development in agricultural areas. To date there has been success leasing the new residential accommodation in the Village Center. Once the population in the Village Center reaches a threshold point the commercial spaces will also be occupied. Two projects were on Pearl Street, one added 67 apartments and commercial space to the former 197 Toro building site and the second is a proposal for a hotel close to CVE. The latter proposal was tabled by applicant request. 2017 offered the opportunity to apply for grants to look at increasing pedestrian and bicycle safety and thus increase such usage. One of the grants is for the section of road between West Street extension and Susie Wilson Road. The other is for a Study of Rte. 15 from Athens Drive into the Town. A third grant is to study the potential of codifying the Design Five Corners goals into the Municipal Plan.

A proposal came in for the demolition of the existing Essex Grill that will be replaced with a new building that will provide four apartments and an enlarged restaurant area. This application will be reviewed in 2018.

Although not reviewed by the Planning Commission in 2017, we received a Master Plan for the east side of Park Street from the Lincoln Inn to the former Depot Home and Garden site. This proposal includes the, (to be built), Connector Road, open green spaces

to attract residents, and retail and commercial tenants. This Master Plan will be reviewed by the Planning Commission in early 2018.

The Crescent Connector Road project continues to move forward, very slowly. It was hoped to have the railroad crossing completed in 2017, unfortunately the engineers for the rail crossing, Patrick Engineering, did not meet the schedule. The project team for the road portion of the development lead by Village Staff are on schedule for the road to be built in 2018. We need both entities to be ready for construction before work can start.

The Department continues to represent the Village with VTrans, the CCRPC, Essex Town Economic Development Commission, CTE, and the Vermont Downtown Board.

Membership in the Planning Commission remained constant; David Nistico is Chair, John Alden is the Vice Chair, Andrew Boutin, Joe Weith, Diane Clemens, Amber Thibeault and Steve Shaw make up the seven member Commission.

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



New Park Street Mixed Use Building

## Essex Junction Zoning Permit Activity

Permit Type	2013	2014	2015	2016	2017
Accessory Apartments	2	1	1	2	3
Apartments	4 (78 units)	3 (90 units)	2 (129 units)	7 (138 units)	7 (97 units)
Change of Use	3	6	4	5	5
Commercial/Non-residential Additions or Alterations	7	4	7	8	6
Condominiums	0	0	0	0	0
Demolition	3	3	5	4	7
Duplexes	3 (6 units)	8 (16 units)	7 (14 units)	2 (4 units)	0
Triplexes	0	0	0	0	1 (3 units)
Elderly Housing Units	0	0	0	0	0
Home Occupations	2	2	4	6	0
Miscellaneous Permits	5	7	1	6	4
Mobile Homes	0	0	0	1	0
Residential Additions	26	20	22	26	21
Residential Garages	6	4	5	3	5
Residential Accessory Alterations ie decks, porches, driveways, storage sheds	59	41	55	43	47
Sign Permits	12	22	12	21	15
Single Family Dwellings	9	17	11	4	6
Swimming Pools	3	1	2	0	3
Temporary Use	1	3	2	4	3
CVE, Temporary Use	8	5	2	3	1
CVE, Additions/Alterations	0	0	0	0	0
Renewal of Permits	0	0	0	0	0
Revised Permits	0	3	1	0	0
Void Permit	0	0	0	0	0
<b>Total Permits</b>	<b>153</b>	<b>150</b>	<b>144</b>	<b>145</b>	<b>134</b>

# PUBLIC WORKS DEPARTMENT REPORT

By Rick Jones, Public Works Superintendent

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

Some examples of work during FYE 18:

- Paving Lincoln Street, Pearl Street and Park Street
- Hillcrest Road Sidewalk Project
- Prune trees
- Flushed approximately 50,000 feet of sewer lines
- Cleaned catch basins
- Water meter change out program

Our goals for FYE 19 include:

- Greenwood Avenue drainage project
- Main Street pedestrian bridge
- South Street drainage project
- Railroad Ave. waterline project

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

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



Cory Beaudoin, Jamie McMahon, Ron Bundy and Mike Fraser at the 2017 Block Party

# WATER QUALITY REPORT

by James L. Jutras, Water Quality Superintendent

Essex Junction continues on its path for water quality compliance through strategic and cost effective investment in stormwater and wastewater infrastructure. Substantial investment has been made for the benefit of water quality compliance through collaborative efforts with our Essex Town partners. The emphasis is in optimizing existing systems and leveraging construction projects and grant opportunities wherever possible.

## 2017 Water Quality highlights:

- The Town and Village continue to focus on gaining compliance towards the Lake Champlain Phosphorus TMDL (Total Maximum Daily Load) while making the smallest infrastructure investment with the greatest environmental benefit.
- The Town and Village continue work on 7 stormwater grant projects valued at around \$2.2 million. Implementation is in a consolidated effort for community wide stormwater permit compliance. Grant funded projects include the top 4 priority projects identified in our stormwater flow restoration plans.



- “Rethink Runoff” is a new stormwater public education and outreach program for Chittenden County. It was launched as a rebranding of the Smart Waterways program.
- The wastewater facility sponsored an open house in August with 130 visitors in attendance.
  - The Village of Essex Junction WWTF was awarded the 2017 Energy Management Achievement Award presented by the New England Water Environment Assn.
    - Staff continue to work on process optimization and enhanced Phosphorus removal options at the wastewater facility. We are also monitoring legal activity surrounding the first discharge permits released under the Lake Champlain TMDL in order to determine any potential impact on our Phosphorus removal work.
- 550 Dry Tons of anaerobically treated Biosolids, a wastewater treatment process byproduct, was recycled as fertilizer on the Whitcomb farm and in Upstate New York at the Casella Grasslands facility.
- We continue participation in Joint Village/Town engineering internship

program. Engineering and Environmental interns work throughout the community collecting important stormwater and other important community data.

- Stream Flow Monitoring sites were installed on both Indian and Sunderland Brooks. These installations are required by stormwater permits and are important in determining permit compliance.
- Focus on continued compliance with evolving stormwater rules and emerging Phosphorus reduction requirements.
- Staff remains engaged in legislative and state water quality rule development. We work to ensure that we can implement any rules that are developed.

The Village continues daily compliance efforts for the Lake Champlain TMDL requirements. Combined efforts with the Town will provide the planning and financial resources both communities need to gain successful and cost effective compliance with the strict environmental standards.

Simple changes you make help improve the environment we share while keeping our municipal compliance costs as low as we can. You can continue to do your part. It is up to you whether it's participating in Green Up Day, washing your car on the lawn, picking up pet waste or directing your gutter downspouts to your lawn. Please feel free to contact us with any questions or comments you may have by calling us at 878-6943 or emailing at [wwadmin@essexjunction.org](mailto:wwadmin@essexjunction.org).





# BROWNELL LIBRARY REPORT

By Wendy Hysko, Library Director

## Brownell Library continues to serve many in FYE 2017

- 110,915 visits and 123,061 items circulated.
- There were 346 programs offered with a total of 4,640 people attending.
- Our volunteers, aged 15 thru 90+, donated 2129 hours of their time helping with various tasks and programs.

## Programming

- Ongoing Adult programs include: Must Read Mondays book discussions; Friday Evening Sit & Knit; the Vermont Humanities Council First Wednesday lecture series; TEDx Talk discussions; AARP tax preparation; Tech Help with Clif; Italian Movies; Vermont Astronomical Society programs.
- Ongoing Youth programs include: Story Times for Babies, Toddlers and Preschoolers; Friday Night Movies for Families, LEGO play, Dorothy's List, GMBA and Red Clover Award Book Programs; Live-Action Role-Play (LARP); Dungeons and Dragons gaming; Magic the Gathering gaming; Crafternoons; Teen Advisory Board (TAB); Library Elementary Event Planners (LEEP); Spanish Musical Kids; Songs and Stories with Matthew; Chess for Kids; Knitting for Kids; Reading with Therapy Dogs Daisy and Archie.

## Technology

- A second iMac was added to the adult public computer area.
- All PCs throughout the Library were updated to Windows 10.
- Public wifi was upgraded and converted to a cloud controlled system for better system management and security.
- Joined Twitter and Instagram.

## Staffing

- In March 2017, Julia Rigsby was hired as Youth Services Librarian.
- Long-time Technical Services Assistant Nellie Zansler retired in 2017.

## Milestones

- Masonry and woodwork on the original 1926 section of the Brownell Library building and chimneys were stabilized, repaired, refinished or repointed.



- A new phone system was installed.

- Brownell Library collaborated with the following community organizations: Summit St. School and Natural Playground Committee; ADL School Library; EHS Library and Botany Dept.; Essex Free Library; EJRP; St Michael's College; Essex Rescue; EPD; Essex CHIPS & Teen Center; Essex Reporter; Essex Cemetery Commission; National Honor Society; RETN; Peace & Justice Center; Vermont Lake Monsters; Green Mountain Roller Derby; Essex Art League; VT Special Olympics; VT Astronomical Society; VT Humanities Council; Dogs Rock Vermont; Italian Club; Flynn Theater; Union Bank; Essex Junction Farm to School; Essex Area Senior Center; and area preschools.

### Summer Reading 2017

"Build a Better World" was the 2017's Summer Reading Theme. 287 Kids registered for our Summer Reading Club. 2133 books were read. Kids spent 12,746 minutes (over 212 hours) reading and 291 preschool activities were done! 68 Kids' events drew 993 attendees. Kids were rewarded with a free book and an afternoon with the Big Blue Trunk.

Teen Summer Reading attracted 46 teens, who read 399 books. 16 Teen events drew 103 participants. Teens assisted librarians with and summer events for a total of 137 hours. They were rewarded with an after-hours Teen Volunteer Party with a raffle of great prizes.

Highlights: Mystery Word Week got young people reading for an ice cream cone at Sam's Scoop Shop. Teens hosted the annual Marshmallow Roast and Lawn Games, performed drama with kids in Page to Stage, were buddies for our Young Athletes program, and hosted a Teddy Bear

Sleepover. We also implemented weekly STEM programming for children and teens whose popularity demanded that we host it year-round.

### Looking Ahead to FYE 2019

- First Wednesday Encore programs – First Wednesday programs recorded around the state will be offered monthly during afternoon hours.
- Weekly STEAM programs will be offered after school.
- The Youth area will be opened up with the young adult wall being removed to create a more welcoming environment, more space for shelving and better access to Library materials.

Thank you for your continued support of library services in the heart of the Village. For more information about the library, go to [www.brownelllibrary.org](http://www.brownelllibrary.org) or call us at 878-6955.



# RECREATION & PARKS DEPARTMENT

By Brad Luck, Director

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

Essex Junction Recreation & Parks (EJRP) returned as a Village department in fiscal year '18, after spending 45 years under the auspices of the Essex Junction School District. We hope that this transition has been seamless for community members and program users. Internally, there have been many necessary



changes. Recreation and Village staff have been patient, flexible, and open to change throughout this process and deserve recognition for their steadfastness.

In particular, the Village Finance Department has faithfully worked through the many challenges of bringing on our \$2.4 million department. The first year under the Village has been a successful one. And, our

relationships with our important community partner – the school district, have remained strong. Our school buildings continue to be our community cultural and recreational centers that support youth and adults alike.

We are fortunate to have 15 full-time people who are committed to our vision of creating community and 100% invested in all that they do. They lead, train, and mentor more than 250 part-time and seasonal people who are on the front lines in our program delivery and park maintenance. Our staff at Maple Street Recreation Center includes Caitlin Fay, Adam Sollace, Alyssa Callan, Maureen Gillard, Kirsten Santor, Harlan Smith, and Brad Luck. This summer we welcomed Pat Ivory as our Program Director- Sports and Fitness, who

replaced two people who were splitting his position previously. At the EJRP Preschool our teachers include



Christina McLaughlin, Amy McCaffrey, Katie Boller, and Crystal Hendry. And at Village kids, our site coordinators are Denise Malm, and new this year, Rosie Gallo and Lindsay Going-Swaim.

We continue to support 185 kids at four sites each afternoon in quality care through the Village Kids Afterschool Program. On more than 20 days when there is no school, we offer vacation camp opportunities for 50-80 kids, providing families with a safe, fun, and caring outlet for their kids. At the EJRP Preschool, there are over 30 children enrolled between the two classrooms, serving 3-5 year olds in a safe, wholesome environment to learn and grow. At the Maple Street Recreation Center young families can find free playgroup twice a week throughout the school year. Our Afterschool Enrichment Program continues to grow and evolve, supporting more than 275 participants in elementary and middle school in the afterschool hours for opportunities to learn, recreate, and socialize through educational programming. In the summer we have more than 225 kids each day in Camp Maple Street, Camp REACH, and Camp STAR. Additionally, hundreds participated in our summer sports, arts, and trades camps, including Cool Creative Cooking, Youth Woodworking, Essex Hornets Futures Softball, and more. At the Maple Street Pool last summer more than 875 kids took swim

lessons and more than 20,000 people visited. In collaboration with the Essex Westford School District, we provided over 25,000 free breakfasts and lunches to youth during the summer months at Maple Street Park and Fleming School.



We formally partnered with Swim With Annie this year to create robust swim instruction opportunities year round. In April we will travel with 40+ 8th grade students to Washington, DC. More than 225 kids from ages 3-18 play recreation basketball with us in the winter months.

We offered 50+ adult programs this year ranging from basketball leagues, to yoga classes, guitar lessons, CPR certification, retirement education, and more.

Some of our big community events included our annual July 4<sup>th</sup> Celebration, Winter Lights in the Park, the Halloween Celebration, Essex Has Talent, the Winter Carnival, and the Essex Egg Hunt. Now that we are a Village Department, we have assumed leadership of the Essex Junction Train Hop and the Block Party. And who could forget the popular dog swim at the end of the summer. New this fall we held Construction Junction, a touch-a-truck style event featuring construction equipment at Maple Street Park.

Our 5K's draw more than a thousand people combined, including the Halloween Hustle, Father's Day Fun Run, Maple Street Park 5K Running Series, Half Marathon, and Timberlane Dental Brite Night 5K. This year we are offering a March Mud-Season Mixer and have added a 10K option to the Half Marathon.

We continue to maintain our three parks - Stevens, Cascade, and Maple Street, as well as two community gardens sites, the Essex Dog Park, and Park Street School. In our FY19

capital budget, we are looking forward to replenishing playground surfacing at both Cascade and Maple Street Park. We will add a second bay to the batting cage at Maple Street and irrigate the outfield of the lighted field. We hope to get approval and start installation of an electronic sign to better inform the community of upcoming activities, repair some skate ramps, and add a bike fixit station at Maple Street. This year we will complete the additions and renovations to the old maintenance garage, which include adding bathrooms and a kitchen for a fully functional recreation space. The new maintenance garage will be completed, with finishes on the interior and exterior.



We look forward to continued community input about needs and wants for recreational programs. We appreciate feedback about improvements and additions needed for our parks and facilities. We are only as good as the feedback - positive and constructive - that we get, and as the community that supports us. We support continued dialogue about the best way that parks and recreation services can be provided in our community, and with our neighbors in the Town.



For more information about EJRP, go to [www.ejrp.org](http://www.ejrp.org) or call 878-1375.

# FIRE DEPARTMENT REPORT

By Chris Gaboriault, Fire Chief

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

We responded to 538 calls during the calendar year of 2017, an 18% increase over 2016. Our call volume includes fire calls in Essex Junction, EMS (First Response) calls in Essex Junction as well as mutual aid calls to our neighboring departments.

Thanks to all of our members for their dedication to training. The department logged over 2,900 hours of training in 2017.

We will be working with Pierce Manufacturing for the replacement of our 22-year-old pumper. Our contract has been signed and manufacturing should begin in February 2018. Delivery is anticipated mid-summer.

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



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

Robert Trudo	48 years
Bruce Trudo	44 years
Raymond Weed	43 years
Chris Gaboriault	36 years
Thomas Mayer	36 years
Dennis O'Brien	36 years
John Rowell	36 years
Michael Giroux	33 years
Chuck Barry	32 years
Michael Wolfstich	32 years
Steven Harnois	28 years
Jim Kellogg	25 years
Keith Rivers	22 years
Robert O'Neill	21 years
Tim Wear	21 years
Timothy Miller	20 years
Tammy Kellogg	16 years
Carol Weed	16 years
Eric Fenton	16 years
Godwin Nyaho	12 years
Sarah Trudo	12 years

# ESSEX AREA SENIOR CENTER

By Lou Ann Pioli, Coordinator

2017 proved to be yet another busy and very successful year for Essex Area Senior Center.

July 1 marked one year of being a department of the Village of Essex Junction. The Village continues its longtime support of area seniors with use of Lincoln Hall as our home base for most of our activities and events. The Center continues to sustain its ongoing programs via annual membership dues, donations, and several fundraisers throughout the year, including the Five Corners Craft Fest, a Silent Auction, and Rada cutlery sales among others. We are very grateful to the Village, the Town of Essex which provides the Senior Coordinator position and other services, and everyone who continues to support our efforts.

At the Center, Seated Yoga, Book Club, Penny Bingo, Mah Jongg, Knitting, Cribbage, Card games, Wii Bowling, and our monthly meal continue to draw ongoing participation and new members. For 2017's annual "party", the Center was transformed for a Fall Fling enjoyed by many. New additions to our growing list of activities are "Thursday Topics" whereby area agencies or individuals are invited to share information of special interest with our seniors, and a very successful Mah Jongg Tournament. We also partnered with Age Well to offer Tai Chi, now an ongoing program with Billie Hall.

Trips continue to be the most requested special event. In 2017, with the help of Brenda Rathe, volunteer assistant trip coordinator, members and friends enjoyed a Mystery Trip which began at our own Brownell Library and moved on to the Vermont State House in Montpelier and the Special Services Library in Berlin. We attended musicals and plays at Middlebury Town Hall Theater, Winnepesaukee Playhouse in NH, and the Lake Theater in Lake George, NY. A lively group participated in our annual return to Burton Island State Park, always a favorite way to spend a summer day. New this year was a day trip to Middlebury's Danforth Pewter, Maple Landmark Woodcraft, and A&W Root Beer, and a visit to Waterbury/Stowe where we watched a glass-blower in action at Ziemke Glass Blowing, saw cider being pressed and had lunch at Cold

Hollow Cider Mill, toured the Trapp Family Lodge, and still had time to stroll and shop downtown.

Our Wednesday Luncheons are held predominantly at our Meal Site at Maple Street Park, where we are grateful for the help and support of the staff of Essex Junction Recreation and Parks. Delicious, nutritious soups are purchased through the CTE Culinary program, and area churches provide sandwiches and desserts, as well as volunteers to serve the meals. Entertainment included visits from Hiawatha School's third grade music students, Brad Luck's (EJRP) ADL basketball players (calling Bingo and waiting tables), and music by the Mansfield Rat Pack. Our monthly luncheons at Essex Middle School continue to bring much joy to both our seniors and the students and staff there.

Other inter-generational events included our annual summer "gourmet luncheon" prepared jointly by our seniors and youth from Brownell Library under the tutelage of Mary K. Dennison, and a mixer with Professor Julia Walberg's UVM business graduate students to share ideas and fun communication. As a Train Hop stop, we welcomed more than 400 multi-aged patrons enjoying our train display and refreshments.

The Center and Meal Site could never accomplish all that it does without the help of Randy Forguites, our volunteer "jack of all trades", and our many other senior volunteers who so willingly share of their time, talents, and energy. They keep our Center alive!

The Center's Coordinator also oversees the Essex Senior Van schedule and phone volunteers. The Senior Van services Essex residents 60 years of age or older, and operates weekdays from 9 AM to 4 PM. To request a rider application, please call 878-6940 weekdays between 9 and Noon, or the Center during normal business hours.

For more information about Essex Area Senior Center please call 876-5087, or visit us at 2 Lincoln Street or on our website at [www.essexvtseiors.org](http://www.essexvtseiors.org).

# VILLAGE CLERK'S REPORT

by Susan McNamara-Hill, Clerk

ANNUAL ELECTION  
APRIL 11, 2017

Number of Voters on Checklist	7,828
Number of Voted Ballots	504
Annual Meeting 4/5/17	117

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## Under Article 7 of the Warning:

To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms each); three Library Trustees (one 1-year term, one 3-year term and one 5-year term)?

Office	Name	Number of Votes
Moderator	Steven M. Eustis	444
Trustee (2) (3-yr. term)	Dan Kerin George Tyler	402 417
Library Trustee (1 yr. term)	Max Holzman	405
Library Trustee (3 yr. term)	Ann Wadsworth (write-in)	101
Library Trustee (5 yr. term)	No candidate	

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## VILLAGE OF ESSEX JUNCTION

### ANNUAL MEETING MINUTES

April 5, 2017

Moderator Steve Eustis welcomed the assemblage to the 123rd Annual Meeting of the Village of Essex Junction. The meeting was broadcast live on Channel 17. The assemblage was led in the Pledge of Allegiance. The high school chorus quartet of Shanti Boyle, Hannah Baker, Tommy Bergeron, and Keegan Fitzgerald sang "The Star Spangled Banner" and "Our Green Mountains". Attendees included:

- Village Board of Trustees - Village President, George Tyler, Village Vice President, Elaine Sopchak, Trustees, Andrew Brown, Dan Kerin, Lori Houghton.
- Village Administration - Municipal Manager, Pat Scheidel; Village Assistant Manager and Finance Director, Lauren Morrisseau, Village Clerk/Treasurer, Susan McNamara-Hill; Village Development Director, Robin Pierce; Administrative Assistant to the Village Manager, Patty Benoit; Assistant Zoning Administrator, Terry Hass; Public Works Superintendent, Rick Jones; Water Quality Superintendent, Jim Jutras; Village Engineer, Rick Hamlin; Village Attorney, Dave Barra; Essex Junction Fire Chief, Chris Gaboriault; Brownell Library Director, Wendy Hysko.
- State Representatives - Lori Houghton and Dylan Giambatista.
- Essex Selectboard - Max Levy, Irene Wrenner, Andy Watts, Mike Plagman, Sue Cook.
- Recording Secretary, Marianne Riordan.

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

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

MOTION by Carl Houghton, SECOND by Bob O'Neill, to approve Article 1 as read.

DISCUSSION: None.

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

ARTICLE 2: Shall the voters approve the annual General Fund budget in the amount of \$4,816,309 for fiscal year July 1, 2017 to June 30, 2018 of which \$3,285,170 is to be levied in taxes against the Village Grand List?

MOTION by Mary Jo Engel, SECOND by Marla Durham, to approve Article 2 as read.

DISCUSSION: Village President George Tyler highlighted the following:

- The budget is up by \$800,000 over last year due to the transfer of the Recreation Department (EJRP) to the General Fund budget. Total budget with the General Fund and enterprise funds (Wastewater Treatment Plant, Water, Sanitation) is \$12,550,070. Total capital fund spending including the reserve, rolling stock, water, wastewater treatment plant, sanitation, and recreation is \$5,049,866 of which \$2.8 million will come from grants.
- Tax appropriation for the village will decrease 1.05%.



- Challenges to the budget include incorporating the recreation budget, holding the budget to the rate of inflation, further combining of services with the town, increasing the capital reserve by 7.5%, adding 10% to the rolling stock and adding recreation capital expenditures to the budget.
- Cost savings have been realized by combining the following with the town: Public Works, Finance, sharing IT services, and grant procurements.
- Capital projects in the village include the Main Street pedestrian bridge, crescent connector road, Hillcrest sidewalk improvement, Greenwood Avenue drainage, and rolling stock replacement per the schedule.
- FY2017 taxes are made up of school tax (67%), town tax (20%), village tax (10%), and parks & rec tax (3%). The average tax increase for FY17 taxes on an average house in the village is \$8.

#### *PUBLIC COMMENTS*

- Diane Clemens asked about the Greenwood Avenue project. Village Engineer, Rick Hamlin, explained the project is the best cost effective solution. The true solution is to tear up the entire street and resize the pipes.
- Saramichelle Stultz spoke in support of the non-resident fee charged by EJRP.

There were no further comments.

VOTING ON ARTICLE 2: unanimous; motion carried. Article 2 is adopted.

ARTICLE 3: Shall the voters approve the transfer of \$96,000 from the General Fund balance to the Capital Reserve Fund for future capital projects?

MOTION by Bob O'Neill, SECOND by Richard Smith, to approve Article 3 as read.

DISCUSSION: Village President George Tyler explained the transfer of fund balance is from the present budget.

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

ARTICLE 4: Shall the voters approve the purchase of the Park Street School property from the Essex Junction School District for \$1?

MOTION by Carl Houghton, SECOND by Marla Durham, to approve Article 4 as read.

DISCUSSION: The following comments were made:

- Village President George Tyler explained through the school consolidation the school properties will go into the new school district, but Park Street School is used heavily by the village recreation department so the village will buy the school at a cost of \$1.
- Darryl Stultz asked about estimated expenses and revenues from the school. Marla Durham explained expenses average \$14,800 per year. The village rec department pays the school district \$5,000 per year for use of the school. The ACE Program will remain at the school for the next couple of years until a new location for the program is found.
- Steve Gragg asked if the money is in the recreation budget. Brad Luck, EJRP, confirmed \$5,000 was included in the budget so net expense for

the building is \$9,000. Also, the rec program will take over the space occupied by the ACE Program once that program leaves so there will be more space to potentially generate additional revenue.

- Lori Houghton mentioned the preschool at the school is funded by the parents.

There were no further comments.

VOTING ON ARTICLE 4: unanimous; motion carried. Article 4 is adopted.

ARTICLE 5: Shall the voters approve holding the 2018 Annual Meeting on Wednesday, April 4, 2018 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 10, 2018 to vote for the village officers and transact any business involving voting by Australian ballot?

MOTION by Bob O'Neill, SECOND by Mike Plageman, to approve Article 5 as read.

DISCUSSION: The following comments were made:

- Marla Durham said people have been asking to have all community votes on the same day. Elaine Sopchak said the Essex Governance Group is looking at voting in the village and town to streamline the voting.
- A woman asked about changing the voting date. Elaine Sopchak said to change the voting day involves changing the charter which must be approved by the state legislature. The process to change the voting date at a minimum would take two years.

There were no further comments.

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

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

#### *Status of Consolidation of Village and Town Services*

Consolidated services to date include the Administration (Manager, Administrative Director, Finance Director, Treasurer/Village Clerk, and support staff), Storm Water Committee, and Public Works. Remaining services to consider for consolidation include governance, planning and development, library, fire department, and rec department.

#### *Village Survey*

Results of the village survey show:

- Overall people are satisfied with village services, but are concerned with costs.
- There is support of mixed uses (residential and business) in the downtown and support for following the Design Five Corners plan.
- There is support for bonding to rehab the train station if the opportunity becomes available.
- The village character should be maintained. Maximum building height should be four stories in the village.
- Consolidation of services to maintain and achieve efficiencies and tax equity should continue.
- Costs should be managed at every opportunity.

- Traffic and parking should be improved.
- Communicate better and often.

*Road and Sidewalk Work in the Village*

Route 2A (Park St. and Lincoln St.) and Route 15 (Pearl St. and Main St.) going into Five Corners will be repaved by the state beginning April 17, 2017. There will be information boards set up on the roads with project information.

*Prudential Committee*

Prudential Committee will continue until the end of 2017. All are urged to attend the Prudential Committee annual meeting and support the sale of Park Street School.

*Recreation Governance Study Committee*

The work done by volunteers on committees, especially the work done by the recreation governance study committee, was applauded.

*Elections*

- Two Village Trustees (three year terms)
- Three Library Trustees (one one-year term, one three-year term, and one five-year term)

Adjournment

MOTION by Bob O'Neill, SECOND by Richard Smith, to adjourn the 123rd Annual Meeting of the Village of Essex Junction. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:41 PM. Voting by Australian ballot will take place on April 11, 2017 from 7 AM to 7 PM at Essex Community Educational Center.

ATTEST:

George A. Tyler  
Village President

Daniel S. Kerin  
Village Trustee

Susan McNamara-Hill  
Village Clerk



**Kittell Branagan & Sargent**

*Certified Public Accountants*

Vermont License # 167

## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Village of Essex Junction, Vermont, as of and for the year ended June 30, 2017, 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, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

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

### *Other Information*

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

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

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

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 11, 2018, 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 cursive script that reads "Kittell Brangan" followed by a small symbol and the word "Supt".

St. Albans, Vermont  
January 11, 2018

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

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, 2017.

**Financial Highlights**

- Assets exceeded liabilities and deferred inflows of resources on June 30, 2017 by \$28,006,789 (*net position*). Of this amount, \$1,672,734 (*unrestricted net position*) may be used by the various funds of the Village to meet the Village's ongoing obligations.
- The Village's total net position increased by \$2,282,628. Of this amount, net position attributable to governmental activities increased by \$2,308,827. Net position attributable to business-type activities decreased by \$26,199.
- Fund balances of governmental funds decreased by \$31,174 in FYE17. The General Fund had \$458,492 of unassigned fund balance at 6/30/17 which is equal 9.5% of the approved FYE18 General Fund Budget. As of 6/30/16, the General Fund had \$491,445 of unassigned fund balance.

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

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

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

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

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

Both of the government-wide financial statements combine information from governmental funds (which are supported primarily by tax dollars) with information from enterprise funds which are supported by user fees and charges (*business-type activities*). The governmental activities of the Village of Essex Junction include general government, public works, community development, public safety, and culture and recreation. The business-type activities of the Village include water operations, wastewater treatment, and sanitation lines maintenance. The government-wide financial statements can be found 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, 2017

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

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

**Government-wide Financial Analysis**

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

	Governmental Activities		Business-type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
Current & other asset	\$ 5,343,831	\$ 4,341,053	\$ 3,974,948	\$ 3,493,237	\$ 9,318,779	\$ 7,834,290
Capital assets	<u>17,680,729</u>	<u>15,738,402</u>	<u>23,119,316</u>	<u>23,821,335</u>	<u>40,800,045</u>	<u>39,559,737</u>
<b>Total Assets</b>	<b><u>\$ 23,024,560</u></b>	<b><u>\$ 20,079,455</u></b>	<b><u>\$ 27,094,264</u></b>	<b><u>\$ 27,314,572</u></b>	<b><u>\$ 50,118,824</u></b>	<b><u>\$ 47,394,027</u></b>
Current liabilities	\$ 3,577,716	\$ 2,633,821	\$ 1,104,720	\$ 748,126	\$ 4,682,436	\$ 3,381,947
Non-Current liabilities	<u>2,540,628</u>	<u>2,844,339</u>	<u>14,888,971</u>	<u>15,439,674</u>	<u>17,429,599</u>	<u>18,284,013</u>
<b>Total Liabilities</b>	<b><u>\$ 6,118,344</u></b>	<b><u>\$ 5,478,160</u></b>	<b><u>\$ 15,993,691</u></b>	<b><u>\$ 16,187,800</u></b>	<b><u>\$ 22,112,035</u></b>	<b><u>\$ 21,665,960</u></b>
<b>Net Position</b>						
Net investment in capital assets	\$ 15,198,133	\$ 12,942,302	\$ 7,674,726	\$ 7,823,421	\$ 22,872,859	\$ 20,765,723
Restricted	35,349	755,983	-	147,213	35,349	903,196
Unrestricted	<u>1,672,734</u>	<u>899,104</u>	<u>3,425,847</u>	<u>3,156,138</u>	<u>5,098,581</u>	<u>4,055,242</u>
<b>Total Net Position</b>	<b><u>\$ 16,906,216</u></b>	<b><u>\$ 14,597,389</u></b>	<b><u>\$ 11,100,573</u></b>	<b><u>\$ 11,126,772</u></b>	<b><u>\$ 28,006,789</u></b>	<b><u>\$ 25,724,161</u></b>

As stated above, assets exceeded liabilities and deferred inflows of resources by \$28,006,789 at the end of fiscal year 2017. Assets at the end of fiscal year 2016 exceeded liabilities by \$25,724,161.

The largest portion of the Village's net position is in its investment in capital assets (82%). 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.



Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

An amount of \$35,349 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 (\$5,098,581) 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).

	Governmental Activities		Business-type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
<b>Revenues</b>						
<b>Program Revenues</b>						
Charges for services	\$ 381,507	\$ 351,433	\$ 6,124,861	\$ 6,191,394	\$ 6,506,368	\$ 6,542,827
Operating grants & contributions	1,155,216	884,064	-	-	1,155,216	884,064
Capital grants & contr.	2,025,428	245,095	682,377	174,752	2,707,805	419,847
<b>General Revenues</b>						
Property taxes/PILOT Unrestricted	2,598,816	2,564,285	-	-	2,598,816	2,564,285
investment earnings	4,219	6,957	8,914	4,452	13,133	11,409
Other revenues	4,394	4,147	-	-	4,394	4,147
<b>Total Revenues</b>	<u>6,169,580</u>	<u>4,055,981</u>	<u>6,816,152</u>	<u>6,370,598</u>	<u>12,985,732</u>	<u>10,426,579</u>
<b>Expenses</b>						
<b>Governmental activities</b>						
General Government	932,246	1,692,141	-	-	932,246	1,692,141
Public Safety	404,523	299,463	-	-	404,523	299,463
Highways and Streets	1,600,344	930,120	-	-	1,600,344	930,120
Culture and Recreation	824,722	669,831	-	-	824,722	669,831
Interest on long-term debt	70,968	86,665	-	-	70,968	86,665
Other Expenses	27,950	-	35,463	-	63,413	-
<b>Business-type activities</b>						
Water	-	-	3,477,042	3,531,566	3,477,042	3,531,566
Sanitation	-	-	567,948	593,362	567,948	593,362
Wastewater	-	-	2,761,898	2,448,772	2,761,898	2,448,772
<b>Total Expenses</b>	<u>3,860,753</u>	<u>3,678,220</u>	<u>6,842,351</u>	<u>6,573,700</u>	<u>10,703,104</u>	<u>10,251,920</u>
Changes in net position	2,308,827	377,761	(26,199)	(203,102)	2,282,628	174,659
Net position - July 1,	<u>14,597,389</u>	<u>14,219,628</u>	<u>11,126,772</u>	<u>11,329,874</u>	<u>25,724,161</u>	<u>25,549,502</u>
Net position - June 30,	<u>\$ 16,906,216</u>	<u>\$ 14,597,389</u>	<u>\$ 11,100,573</u>	<u>\$ 11,126,772</u>	<u>\$ 28,006,789</u>	<u>\$ 25,724,161</u>

At the end of FYE17, the Village of Essex Junction has positive balances in all three categories of net position for governmental activities. Unrestricted net position is also positive for all three enterprise funds at fiscal year-end 2017.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

**Governmental activities.** Governmental activities increased the Village's net position by \$2,308,827 in FYE17. Expenditures in governmental funds exceeded revenues by \$31,174. The Village increased its investment in capital assets by \$2,255,831 and unrestricted net position increased by \$773,630. Restricted net position decreased by \$720,634.

**Business-type activities.** Business-type activities decreased the Village's net position by \$26,199.

#### **Water Fund**

The Water Fund had a budgetary net income of \$84,693 in FYE17. Disregarding GlobalFoundries pass through revenues and expenses, Water Fund revenues were \$25,131 more than budget while expenditures were \$59,562 less than budgeted. Revenue items that were overbudget were Residential Water Sales, Penalties, and Miscellaneous Unclassified Revenue. Residential Water Sales were higher than budgeted due to more than anticipated water use. Miscellaneous Unclassified Revenue consisted of income for replacement meters and water shut offs for maintenance.. Line items in the Water Fund that were substantially underspent were Salaries and Benefits. The Water Technician position remained unfilled for most of the year. Purchases of water from the Champlain Water District were less than budgeted due to the major work done in FYE16 to replace aging water lines. Capital projects completed in the Water Fund funded by a \$3.3 million bond shared with the General Fund were: Briar Lane Waterline replacement (\$161,475) and Rosewood Lane Water line replacement (\$316,502). Capital Outlay consisted of the purchase of a mobile data collector (\$2,567). Other projects carried out with Water Fund Capital Reserve funds were: Billing Software Conversion (\$2,750) and Water meter replacements (\$8,017).

#### **Sanitation Fund**

The Sanitation Fund had a budgetary net income of \$167,873. Sanitation revenues were \$144,143 more than budgeted while expenditures were \$127,270 more than budgeted. Hook-on fees were \$124,000 more than budgeted, and this surplus was transferred to the Sanitation Capital Reserve per the "Trustees Policy Regarding Water/Sewer Fees Collected in Excess of Budgeted Amounts." Village customer charges included \$151,000 for the WWTF Refurbishment Bond payment. If the excess tap-on fees had not been transferred to the Sanitation Capital Reserve, the Sanitation expense budget would have been over-spent by \$3,270. Maintenance Other was overspent by \$13,057 due to maintenance on the vactor truck. Other accounts including personnel costs were underspent. 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 \$16,034 in FYE17. Capital Outlay in the Sanitation Fund participated in the purchase of the mobile data collector with the Water Fund at a cost of \$5,133.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

### **Wastewater Treatment Fund**

The Wastewater Treatment Facility had a budgetary net loss of \$18,321 in FYE16. Revenues were over budget by \$18,259 while expenditures were more than budget by \$36,580. 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. Another reconciliation was performed at the end of fiscal 2015, at the end of fiscal 2016, and again at the end of fiscal 2017. The amounts designated to each community at 6/30/17 are: Essex Junction, \$317,887; Town of Essex, \$94,182; and Town of Williston, \$16,965. Each community determines how much it wants to leave in this "rate stabilization fund." The net loss can be attributed to an over-expenditure of chemicals. Some of the over-expenditure of this line item can be attributed to moving the costs for Polymer from Sludge Dewatering to Chemicals and the rest to additional costs for Sodium Hydroxide for process PH control. Capital projects begun in FYE17 consisted of Automatic Samplers (\$22,220), Headworks Screen (\$3,070 and Alkalinity Control Installation (\$1,330). Capital projects completed in FYE17 were the purchase of a Gas Compressor (\$11,239) and a Return Activated Sludge Pump (\$11,767).

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

#### **The General Fund**

The General Fund had a surplus of \$78,034 in FYE17. It was budgeted to have a deficit of \$35,000 but instead added to fund balance. The fund balance of the General Fund increased from \$777,771 at the end of fiscal year 2016 to \$855,805 at the end of fiscal year 2017. Of the \$855,805 fund balance, \$137,249 is nonspendable (inventories and prepaid expenses), \$164,064 is committed or assigned (see page 27 of notes for breakdown) and \$96,000 is committed. Thus, there exists \$458,492 of unassigned fund balance in the General Fund. The unassigned fund balance is equal to 9.5% of the FYE18 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. The Village General Fund has no restricted fund balance. In addition the Village has a policy limiting unassigned fund balance to 10% of the current budget.

- Excluding grants and donations received and expended in FYE17, revenues were higher than budgeted by \$12,719. Revenues that were significantly higher than anticipated were License and Zoning Fees (+\$10,184) due to higher than anticipated zoning permit activity, Payment in Lieu of Taxes from the State (+\$2,401), State District Court Fines (+\$1,090), Block Party Contributions (+\$1,000), and Miscellaneous Street Receipts (+\$1,091).
- Expenditures excluding those for grants and donations received in FYE17 were \$100,315 less than budgeted. The following analysis will identify amounts varying substantially from budget and give an explanation of what transpired during the year. Please see page 34 of the notes for the General Fund Budget to Actual comparison. Please note Health Insurances expenses in all budgets were lower than budget due a less than anticipated increase and because of unfilled positions during the year. The unfilled positions affect all budgets due to the averaging of insurance costs across all departments.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

- A) General Government expenses were over budget by \$14,546. General Governmental Departments include Administration and Lincoln Hall. Line items overspent were salaries due to internal promotions during the year. Also, the Finance Director accumulated benefits were transferred to the Town of Essex as this shared position was moved to the Town of Essex from the Village. Lincoln Hall budget was underspent due to a mild winter in FYE17.
- B) Public Safety (Fire Department) was over spent by less than 1%. Over-expenditures in Vehicle Maintenance, Building Maintenance and Maintenance Buildings/Grounds were balanced by under-expenditures in Training, Conferences and Dues, Maintenance Other, New Equipment-Radios, Natural Gas and Gas, Grease and Oil.
- C) Public Works as a function was less than 1 percent under-budget. With Public Works presented as a function, a substantial under-expenditure in Pavement Maintenance due to a very wet spring was balanced by expenditures to convert all the street lights to LED bulbs. The LED conversion project was funded entirely by Efficiency Vermont. If the Street Department is viewed without the LED Conversion project, the budget was underspent by \$46,455. Other line items that were overspent were vehicle maintenance due to repairs to the sidewalk plow, Equipment Rentals due to higher than anticipated costs for sidewalk plow rental, Rubbish Removal, Maintenance Other, Engineering Services (due to the Class 1 paving that occurred), Supplies and Winter Maintenance.
- D) Community Development (Community Development and Economic Development Departments) were under-spent by \$40,407. Line items substantially underspent include Legal Services, Other Professional Services, Training and Communications. In Economic Development the Matching Grant Funds line item was underspent
- E) Culture and Recreation which includes the Brownell Library was underspent by \$27,008. The under-expenditure can be attributed to the salaries and benefits line items due to a long time employee being replaced by a new hire.
- F) Grants received and expended were received for the Library, and the Street Department. The Library received from the State of Vermont a grant for the First Wednesdays program (\$650), a Summer Performer Grant of \$200, and a grant for courier service of \$322. The Street Department received a Caring for Canopy grant from the State of Vermont of \$1,500. The Street Department also received \$39,139 from Efficiency Vermont for replacing all the street light bulbs in the Village with LED bulbs. The Library received donations from the Brownell Library Foundation for books, performances and equipment totaling \$9,824. The Fire Department received a donation of \$7,400 for a Fit Tester from the Fire Fighters Association.

### **Capital Reserve Fund**

The Capital Reserve Fund had a fund balance of \$268,202 as of June 30, 2017 and a fund balance of \$182,922 as of June 30, 2016. During the year the following projects were completed: The Multiuse Path for \$422,246, Brownell Library Carpet Replacement for \$12,019, South Summit Paving for \$74,833 (funded with a Class 2 paving grant from the State), Hillcrest Sidewalk for \$27,893. The Crescent Connector Project progressed for a cost of 192,257 with reimbursement in the year of \$137,469. This project is funded by a grant from the US Department of Transportation through the State of Vermont Agency of Transportation and does not require matching funds. The Pearl St. Linking Sidewalk project was continued at a cost of \$630,599. The Pearl St. Linking Sidewalk is a "Circ-Alternative" project and will be fully funded by Federal grant funds.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

### **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 FYE05 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 \$318,574 at the beginning of FYE17 and \$509,225 as of the end of FYE17. Expenditures in the Rolling Stock Fund in FYE16 totaled \$64,146. The Village purchased a 4WD Pickup for \$12,583 plus trade in. The Rolling Stock Fund also made a payment of \$50,000 plus interest on a note with the Merchants Bank for the 2012 Pierce Arrow Ladder Truck reducing the principal balance on the loan to \$50,000 at year end.

### **Capital Assets**

The Village of Essex Junction's investment in capital assets for its governmental and business-type activities as of June 30, 2017 totaled \$40,800,045 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems.

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

- Paving Woods End Dr., South Summit St., Mansfield Ave., and Drury Dr.
- Multiuse Path along railroad tracks was completed
- Briar Lane Roadway reconstruction
- Work progressed on Crescent Connector Rd.
- Work continued on the Pearl St. Linking Project
- A Pickup truck was purchased
- A Pickup truck was traded in
- The Village received the Park St. School for \$1.00 from the Essex Junction School District

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

- Briar Lane water line was replaced\*
- Rosewood Lane water line was replaced\*
- Gas Compressor was purchased
- Return Activated Sludge Pump was purchased
- 6 commercial and 72 residential radio frequency water meters were installed

\*These assets were purchased with money from a bond from the Vermont Bond Bank

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.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

	Governmental Activities		Business-type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
Land	\$ 55,742	\$ 55,742	\$ 118,077	\$ 118,077	\$ 173,819	\$ 173,819
Construction in Progress	1,987,090	1,786,526	34,808	105,244	2,021,898	1,891,770
Antiques and Works of Art	7,550	7,550	-	-	7,550	7,550
Buildings and Bldg Improvements	3,166,980	2,375,161	15,171,806	15,171,806	18,338,786	17,546,967
Vehicles, Machinery, Equip, Furniture & Traffic Signals	6,369,394	6,191,800	5,057,788	5,057,991	11,427,182	11,249,791
Library Books	812,735	824,895	-	-	812,735	824,895
Parks	210,984	210,984	-	-	210,984	210,984
Roads, Curbs, Sidewalks & Storm Sewers	11,758,599	10,267,501	164,182	164,182	11,922,781	10,431,683
Distribution and Collection Systems	-	-	21,866,737	21,361,292	21,866,737	21,361,292
<b>Total Assets</b>	<b>24,369,074</b>	<b>21,720,159</b>	<b>42,413,398</b>	<b>41,978,592</b>	<b>66,782,472</b>	<b>63,698,751</b>
Less: Accum. Depr.	<u>(6,688,345)</u>	<u>(5,981,757)</u>	<u>(19,294,082)</u>	<u>(18,157,257)</u>	<u>(25,982,427)</u>	<u>(24,139,014)</u>
<b>Total</b>	<b>\$ 17,680,729</b>	<b>\$ 15,738,402</b>	<b>\$ 23,119,316</b>	<b>\$ 23,821,335</b>	<b>\$ 40,800,045</b>	<b>\$ 39,559,737</b>

**Long Term Debt**

In FYE12 the Village received a loan of \$250,000 from the Merchants Bank for the purchase of the Fire Ladder Truck. The Village renews the note each July. The interest rate is 1.52% and the note is due July 30, 2017. The Village paid \$50,000 in principal in FYE17 and the balance on the note is \$50,000 at 6/30/17.

In FYE10 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 at 6/30/17 is 209,874.

In FYE11 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 6/30/16, 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 6/30/17 is \$959,263. As of 6/30/15 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 \$531,951 was made in FYE17. The principal due on the loan as of 6/30/17 is \$12,393,049. 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 FYE12. As of June 30, 2017, the principal outstanding on this bond was \$1,345,000. The Wastewater Treatment Facility, while owned by the Village of Essex Junction serves 3 towns, the Village of Essex Junction, the Town of Essex and the Town of Williston. The debt payments for the Wastewater Treatment Facility are distributed to the Tri-town members according to capacity owned in the Facility.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

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 received \$3,300,000 from the Vermont Municipal Bond Bank for the purpose of performing 5 infrastructure projects. In FYE15 the School St. south Roadway/Water/Sewer line project was completed. In FYE16 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 FYE17. At 6/30/17 the outstanding principal on this bond is \$2,970,000.

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

#### ***Economic Factors***

- As of January 2018 the economy continues to improve. The national unemployment rate was at 4.1% in January, 2018, down from 4.9% in January 2017 according to the US Dept. of Labor Bureau of Labor Statics. According to the same source, Vermont unemployment was at 2.8% in December 2017, down from 3.1% in December 2016.
- The CPI index for Northeast urban communities was 1.7 % from December 2016 to December 2017. The National City average CPI index was also 1.7% from December 2016 to December 2017.
- Unrest in the Middle East is on-going and terrorist activity continues. The housing market is good. Gasoline prices in New England and the Nation have increased since a year ago. According to the AAA the US average price is \$2.579 gallon on 2/29/18 and the Vermont average price is \$2.637/gallon for regular gasoline. The National average was \$2.28 a year ago. The national debt is closing in on \$21 Trillion.
- Donald Trump has been President for a year and the State of the Union address is coming up. A tax reform bill was passed but no change has been made to the Affordable Care Act. The country remains extremely divided.
- As of July 1, 2017 the Essex Westford School District was formed. This District is a combination of the Essex Junction School District, the Essex Town School District, the Union 46 High School District and the Town of Westford School District.
- As of July 1, 2017 Essex Junction Parks and Recreation (EJRP) became a department in the Village of Essex Junction. Prior to this time EJRP was under the Essex Junction School District.
- Planning applications in the Village remain strong with a preference for one and two bedroom apartments to meet market demand.
  - Applications for 2 buildings, 1 for senior housing and another for commercial and apartments on Park St. have been approved.
  - Work on the Connector Road continued and the new road itself is scheduled to begin construction in 2018.
  - The Pearl St. Link project is now complete.
  - The State of Vermont paved all the Class 1 highways in the Village in the summer of 2017 except Maple St. which was paved in the summer of 2016.
  - Roads paved in the summer of 2017 were Brickyard from Mansfield to Corduroy, Brookside Ave., Crestview Rd., Kiln Rd., Mason Dr., Meadow Terrace and Upland Rd.
  - A Tree Advisory Board has met on a regular basis. They received funding from the Village and have been working with Public Works Staff to ensure existing trees in the public ROW are maintained through a comprehensive pruning plan. The Tree Advisory Board also continues to work with residents to ensure trees on private property close to the Village ROW are safe and healthy.
  - The Bike/Walk Committee has been hard at work.
  - The Capital Committee has been prioritizing projects.

Village of Essex Junction, Vermont  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2017

- The Village continues to seek grant money to supplement tax revenues. The Crescent Connector Road project is progressing with the State of Vermont committing \$4,500,000 with no match to this project. In conjunction with the Town of Essex the Village and Town have been seeking grants for stormwater projects.

### ***Consolidation of Service Delivery Systems***

- Starting in FYE2015 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 FYE2014 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 FYE2015 it was determined that this cost sharing was beneficial and efforts should continue to find more areas to cooperate in the delivery of services to be more efficient. This arrangement has resulted in total savings through FYE2018 of \$363,000 for the Town and \$507,400 for the Village. In FYE18 the current Unified Municipal Manager, Pat Scheidel, who has been Town Manager for 27 years is retiring. A new Unified Municipal Manager, Evan Teich, has been hired and will begin 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.
- FYE16 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 FYE16 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 FYE17 the Village Clerk/Treasurer became the combined Town and Village Clerk/Treasurer when the Town Clerk/Treasurer position became vacant through retirement.
- Services that have been combined to this point are: Tax Billing, shared Manager, Finance Departments, Highways & Streets, Stormwater, and Clerk/Treasurer offices. In the FYE19 budgets it is proposed to share an HR Director position and an IT position.



Village of Essex Junction, Vermont  
 MANAGEMENT'S DISCUSSION AND ANALYSIS  
 June 30, 2017

**Budgets and Rates**

- The FYE18 General Fund budget increased by 21.8 % from the FYE17 budget. The reason for the large increase was the addition of the EJRP department to the municipality. The tax rate increased by .74% from \$0.2974 to \$0.2996 when comparing the FYE17 Village and EJRP rates to the FYE18 Village rate that includes the EJRP. In addition to the General Fund rate there is a 1 cent tax for Economic Development that was added in FYE17. At this time in January 2018 the Trustees have not yet adopted the proposed FYE19 budgets.
- Capital projects being undertaken or continued in FYE18 and their budgeted or actual amounts, if available, include:
  - Greenwood Ave. drainage improvements – \$55,743
  - South St. drainage - \$113,688
  - Mansfield/Brickyard Stormwater Gravel Wetland Project - \$138,862 funded by Vt. Dept. of Transportation grant
  - Main St. Pedestrian Bridge - \$263,875 – funded by Vt. Dept. of Transportation grant
  - Crescent Connector Road – budget \$4,500,000 to be funded by Vt. Dept. of Transportation
  - Pearl St. Missing Link project - \$1,618,581 – funded by Vt. Dept. of Transportation
  - Hillcrest Sidewalk Project – 215,374
  - Sidewalk Plow replacement - \$142,745
  - Gas Compressor - \$12,380
  - Fire Pumper Truck - \$572,347

The FYE18 water/sewer/sanitation rates are as follows:

	Quarterly Fixed Charges	Usage Charges
Water	\$23.56/unit	\$0.0166/cubic foot water usage
Wastewater Treatment	\$22.08/unit	\$0.0084/cubic foot water usage
Sanitation	<u>\$22.41/unit</u>	<u>\$0.0053/cubic foot water usage</u>
Total	\$68.05/unit	\$0.0303/cubic foot water usage

**Contacting the Village's Management**

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

## Glossary of Budget Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Unrestricted Fund Balance:** Unrestricted fund balance represents amounts that are not legally restricted for a specific purpose by a grant, contract or other binding agreement. Within the unrestricted fund balance amounts can be

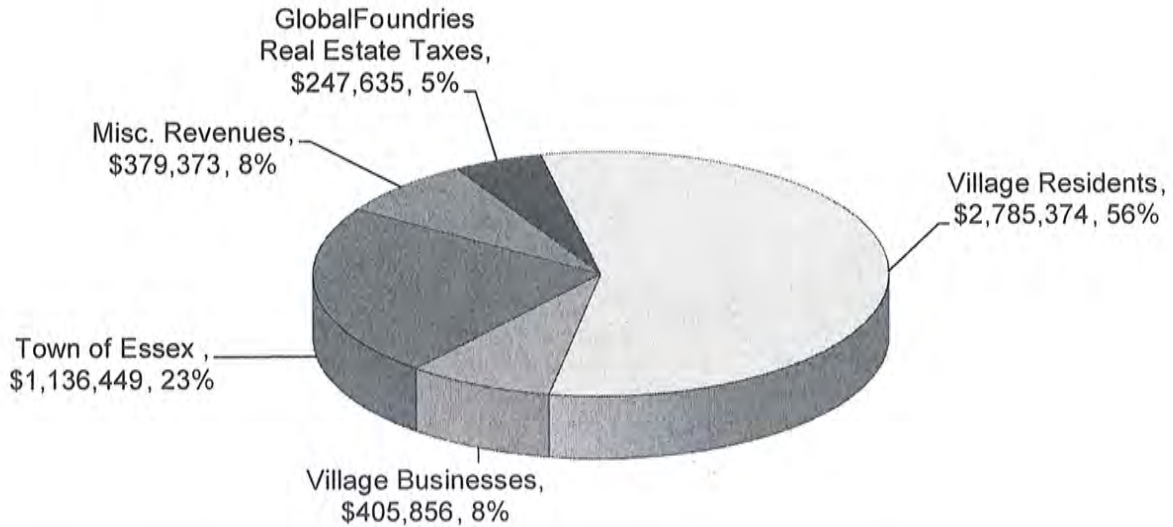
committed by the voters, assigned by management or unassigned. These assets can also be “non-spendable” as in the case of inventories and prepaid expenses.

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

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

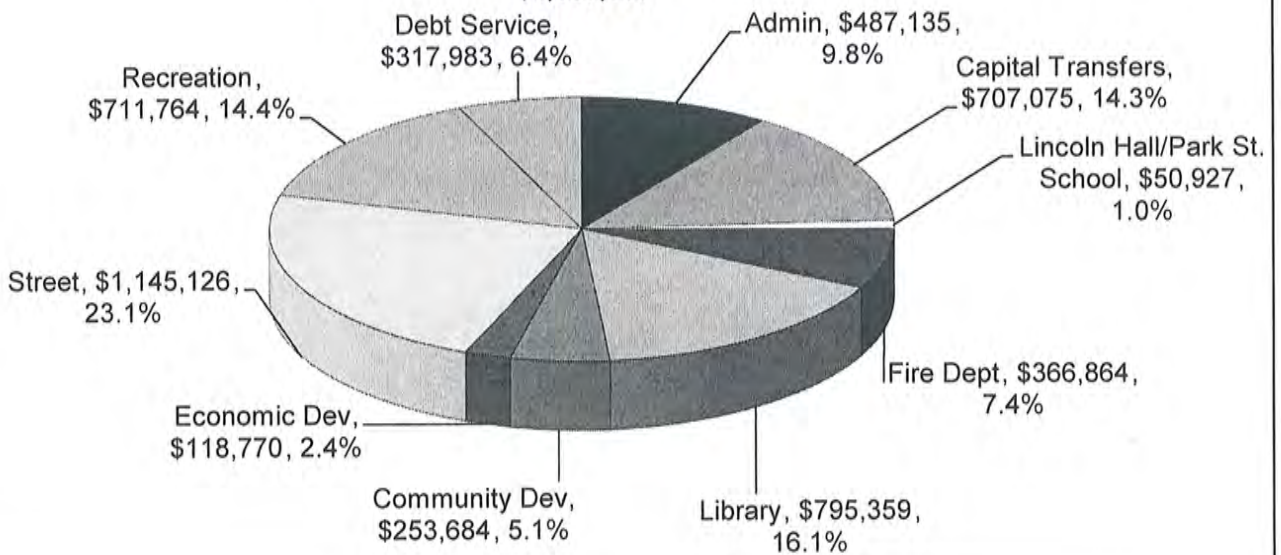
## FYE2019 Proposed General Fund Revenues

**\$4,954,687**

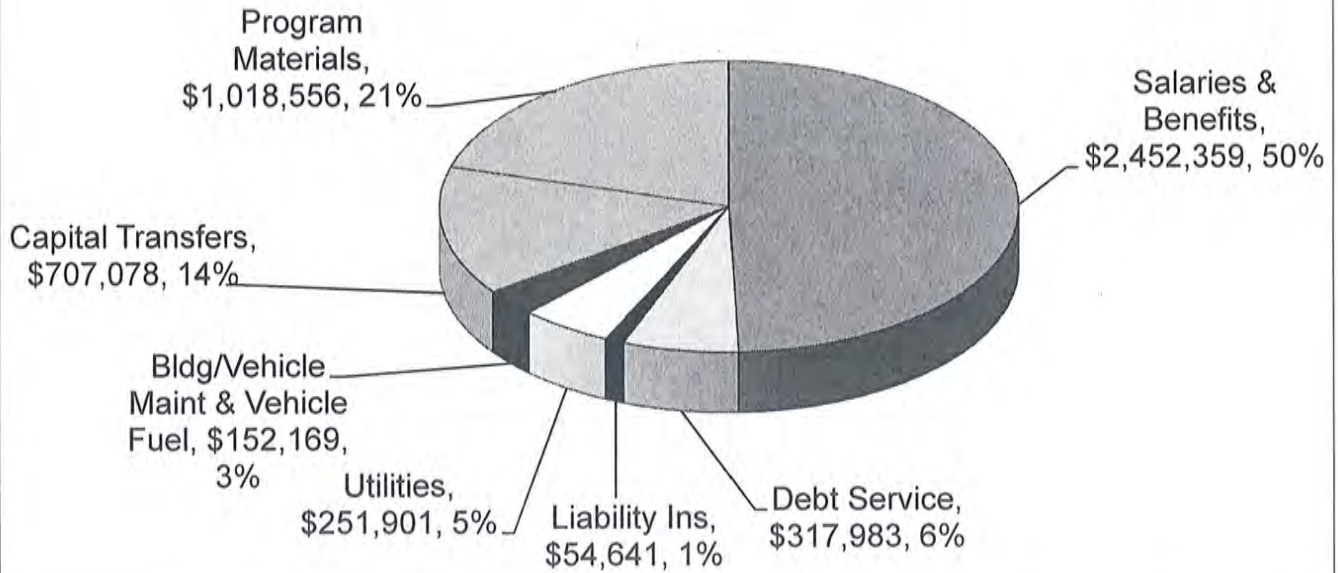


## FYE2019 Proposed General Fund Expenditures

**\$4,957,687**

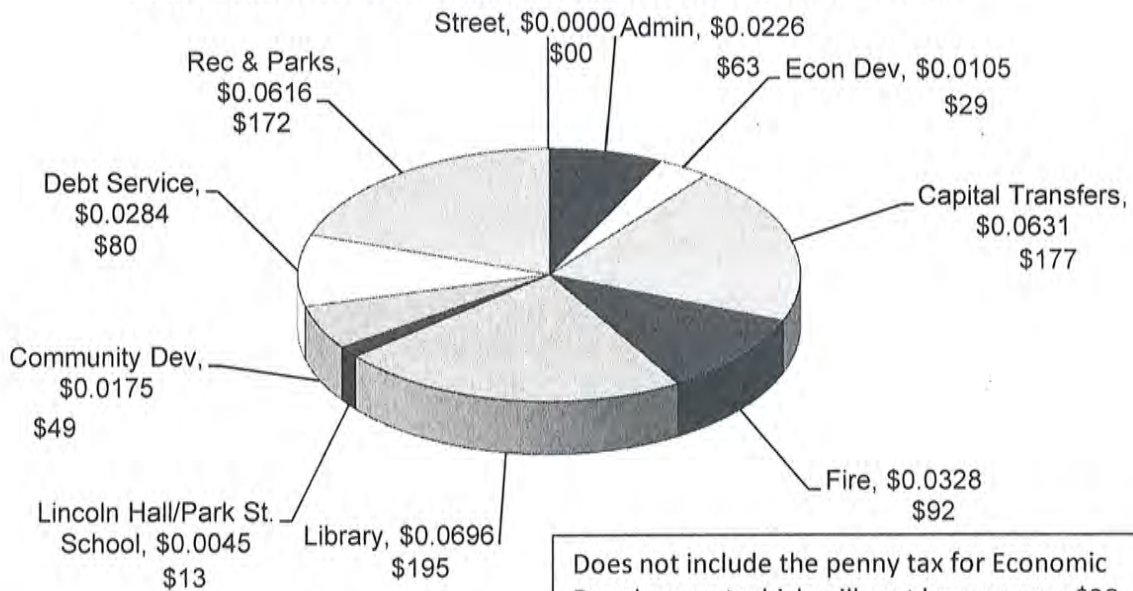


## FYE19 Village General Fund Proposed Budget Costs



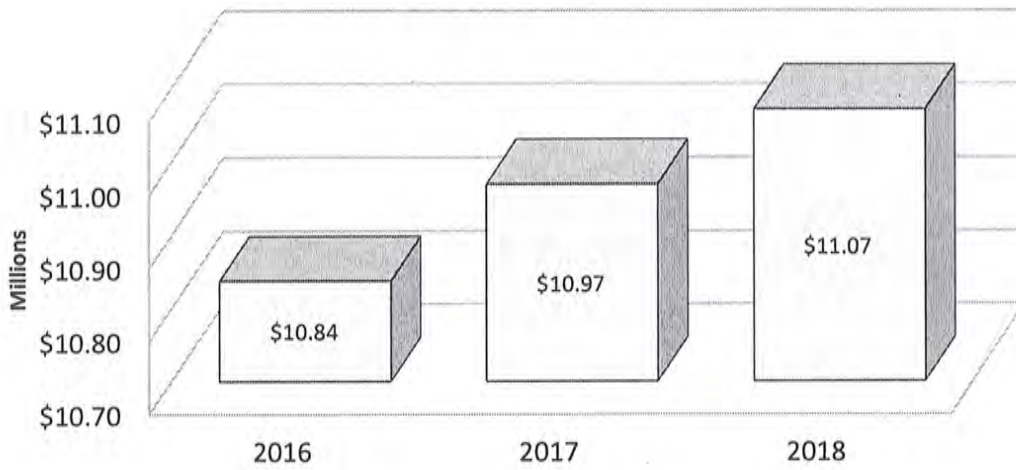
## FYE2019 Estimated Village Tax Rates and Taxes on \$280,000 Assessed Value Home

Estimated Tax Rate = \$0.3106, Estimated Taxes = \$870



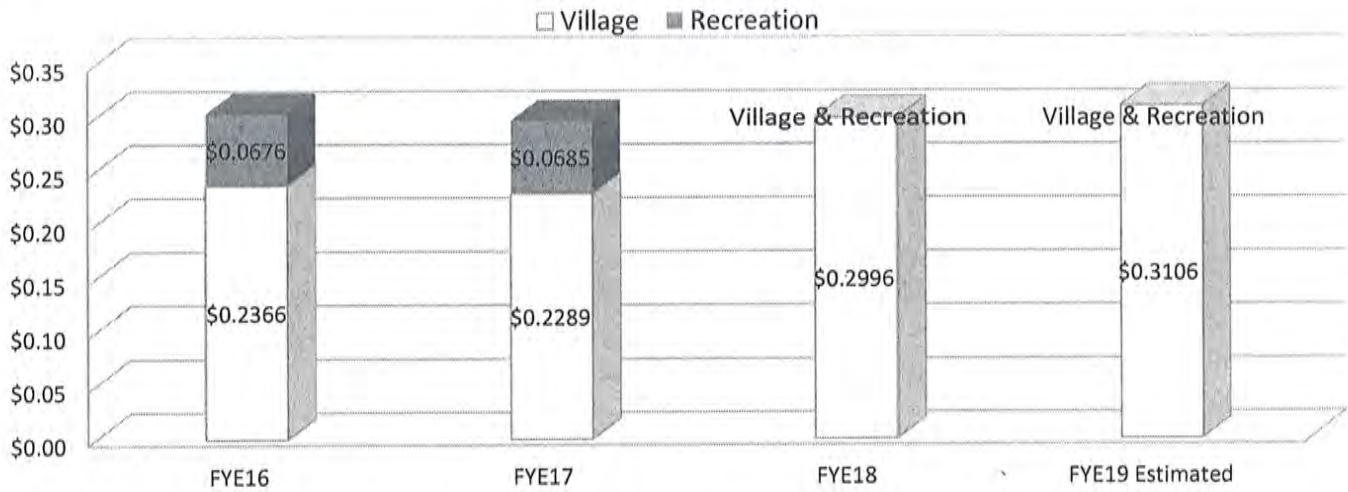
Does not include the penny tax for Economic Development which will cost homeowner \$28

## Projected Grand List Through 2018



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

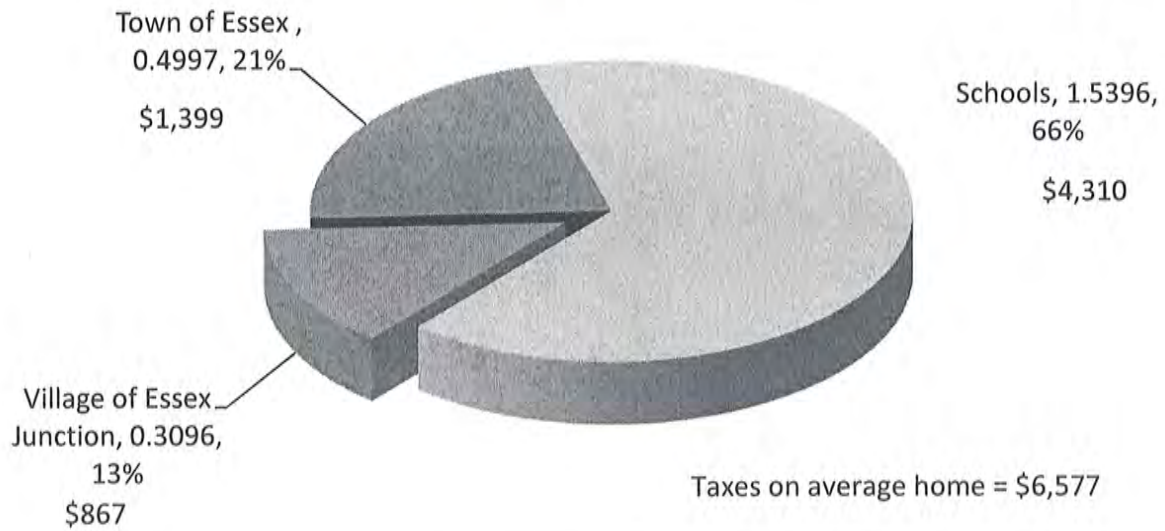
## VILLAGE TAX RATES



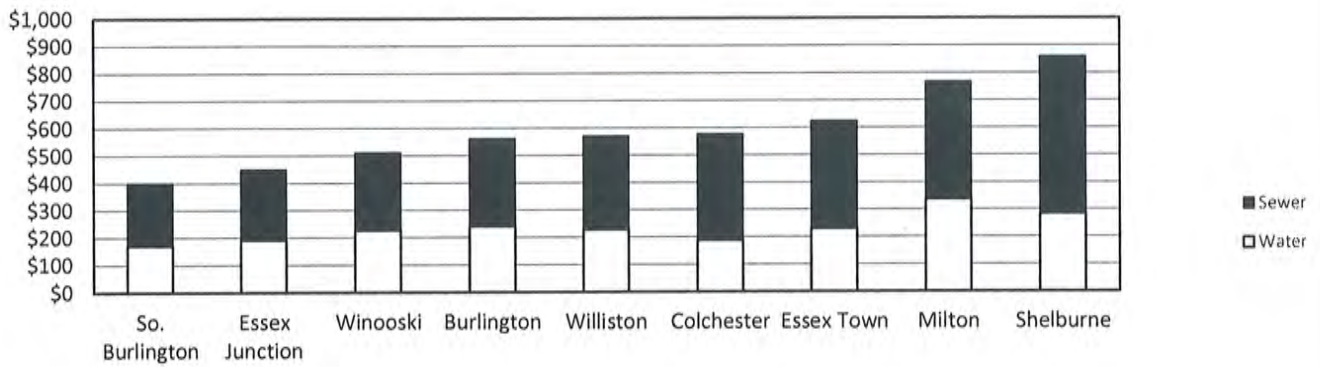
Taxes for 280,000 assessed value home are estimated to be \$870 in FYE2019

The Village municipal tax rate is estimated to increase by \$.011 from the FYE18 rate which incorporates EJP into the Village budget. This rate does not include the penny for Economic Development.

**FYE2018 Village of Essex Junction Homestead Tax Rates Totaling \$2.3489 and Tax Amount on \$280,000 assessed value Home**



**FYE18 Water/Sewer Yearly Costs for Chittenden County Residents**



Costs based on consumption of 120 gallons of water/day

## VILLAGE OF ESSEX JUNCTION GENERAL FUND REVENUES

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Revenues	FYE19 Proposed Budget
1 Unrestricted Fund Balance	0	35,000	0	60,000	60,000	35,000
2 Property Taxes	2,564,285	2,482,765	2,480,854	3,285,170	3,285,170	3,423,606
3 State for Pilot & Current Use	2,173	1,900	4,301	2,000	2,000	2,000
4 Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	15,000
5 Town Payment for Stormwater	59,500	59,352	59,352	61,460	61,460	64,367
6 Town Payment for Street Dept.	780,070	1,000,642	1,000,642	1,059,989	1,059,989	1,080,759
7 License & Zoning Fees	58,153	50,000	60,184	58,000	58,000	58,000
8 Whitcomb Farm Solar Pilot	5,405	5,400	5,280	5,000	5,000	5,000
9 Miscellaneous Fire Receipts	25	20	0	20	0	20
10 State District Court Fines	1,741	500	1,589	1,000	1,000	1,500
11 Interest Earnings	2,657	1,500	2,225	1,500	2,000	2,000
12 Parking Space Fees	4,800	4,800	4,400	4,800	2,400	2,400
13 Lincoln Hall Rentals	30	1	0	0	0	0
14 Block Party Donations	1,150	1,500	2,500	1,500	1,500	1,500
15 Misc. Receipts	1,630	2,000	2,804	2,000	2,500	2,000
16 Miscellaneous Street Receipts	9,312	3,000	4,091	4,000	4,000	4,000
17 Miscellaneous Library Receipts	683	400	712	500	600	500
18 Parks & Rec Non-resident Fees	0	0	0	22,000	22,000	22,000
19 Service Fee - Water	108,760	113,888	113,888	92,948	92,948	94,014
20 Service Fee - WWTP	54,380	56,944	56,944	46,474	46,474	47,007
21 Service Fee - Sanitation	108,760	113,888	113,888	92,948	92,948	94,014
22 Miscellaneous Grants/Donations	17,725	0	59,562	0	13,917	0
23 Lost Book Revenue	2,381	0	3,046	0	2,000	0
24 Farmers Market Reimbursement	3,479	4,575	0	0	0	0
<b>TOTALS</b>	<b>3,802,099</b>	<b>3,953,074</b>	<b>3,991,262</b>	<b>4,816,309</b>	<b>4,830,906</b>	<b>4,954,687</b>

## GENERAL FUND BUDGET SUMMARY

	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
<b>GENERAL GOVERNMENT:</b>						
25 Administration	562,235	603,131	626,113	503,502	492,478	487,135
26 Transfers & Misc Expenditures	765,448	583,585	616,585	673,858	673,858	707,075
27 Grant & Non-Budgetary Expenditures	20,763	0	53,068	0	15,917	0
28 Seniors Support	12,347	0	0	0	0	0
29 Fire Department	299,463	315,342	319,214	332,165	355,159	366,864
30 Library	696,980	776,396	736,958	798,291	792,565	795,359
31 Lincoln Hall/Park St. School	44,675	49,150	45,714	50,874	58,435	50,927
32 Community Development	233,331	251,212	221,635	253,271	241,727	253,684
33 Economic Develop./Comm. Events	70,408	92,021	81,101	92,905	96,633	118,770
34 Street Department	832,516	1,059,993	1,011,390	1,121,449	1,086,221	1,145,126
35 Recreation & Parks	0	0	0	674,728	702,188	711,764
<b>Subtotal General Fund</b>	<b>3,538,166</b>	<b>3,730,830</b>	<b>3,711,778</b>	<b>4,501,043</b>	<b>4,515,181</b>	<b>4,636,704</b>
36 Debt Service	223,426	222,244	199,464	315,266	315,266	317,983
<b>GENERAL FUND TOTAL</b>	<b>3,761,592</b>	<b>3,953,074</b>	<b>3,911,242</b>	<b>4,816,309</b>	<b>4,830,447</b>	<b>4,954,687</b>



## ADMINISTRATION BUDGET

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
37 Salaries - Regular	274,682	280,713	289,771	195,666	201,927	208,400
38 Salaries - Overtime	3,288	2,500	6,484	3,500	7,492	6,500
39 Salaries - Part-time	14,861	13,751	18,732	19,234	7,800	5,025
40 Manager Contract	61,500	64,575	64,575	66,835	66,835	65,000
41 Shared Employee Expense	0	0	0	0	0	25,763
42 Health Insurance & Other Benefits	64,484	70,751	64,017	58,044	52,111	45,869
43 Social Security	22,919	23,333	25,674	17,096	17,096	17,096
44 Workers Compensation Insurance	1,121	896	963	774	774	684
45 Retirement	26,854	28,071	27,835	19,567	20,192	20,840
46 Unemployment Insurance	317	607	291	317	317	300
47 Health Improvement Programs	580	1,600	1,083	1,600	1,600	1,600
48 Boardmember fees	2,500	2,500	2,500	2,500	2,500	2,500
49 Legal Services	8,415	15,000	17,127	15,000	15,000	15,000
50 Other Professional Services	121	1,000	0	16,000	13,229	1,000
51 Audit Services	6,853	7,059	5,746	6,063	7,026	6,160
52 Computer Expenses	11,679	13,000	11,722	4,000	5,500	2,220
53 Leased Services	3,505	4,800	4,248	4,000	4,000	4,525
54 Training, Conferences, Dues	7,700	13,734	4,566	9,300	6,000	9,300
55 Liability & Property Ins.	6,955	8,619	9,192	7,140	5,822	4,239
56 Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,956	5,727
57 Communications	11,554	16,806	17,111	19,167	18,000	18,387
58 Telephone Services	1,906	1,980	1,694	1,980	1,980	1,700
59 Postage	2,256	4,000	1,329	3,500	2,000	2,000
60 Printing and Advertising	4,200	5,500	4,273	5,500	5,500	5,000
61 Trustees Expenditures	2,319	4,000	3,373	4,000	4,000	4,000
62 Pay & Classification Study	5,700	200	0	6,047	10,821	200
63 Travel	1,398	0	222	2,000	500	300
64 Supplies	5,062	6,000	4,293	6,000	6,000	5,000
65 Elections	1,363	1,500	2,052	1,500	1,500	1,500
66 Holiday Expense	965	1,250	1,290	1,000	1,000	1,300
67 Capital Outlay	1,139	3,000	1,735	0	0	0
68 Trans to Town for Benefits	0	0	27,950	0	0	0
<b>TOTALS</b>	<b>562,235</b>	<b>603,131</b>	<b>626,113</b>	<b>503,502</b>	<b>492,478</b>	<b>487,135</b>

## TRANSFERS & MISC EXPENDITURES

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
69 Capital Fund Contribution	516,824	274,961	274,961	295,582	295,582	317,751
70 Rolling Stock Fund Contribution	193,624	203,624	203,624	213,624	213,624	223,624
71 Transfer for Building Maintenance	0	50,000	83,000	50,000	50,000	50,000
72 Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	5,000
73 Trans to Parks & Rec Capital Res	0	0	0	109,652	109,652	110,700
74 Half Penny for Ladder Truck Note	50,000	50,000	50,000	0	0	0
<b>TOTALS</b>	<b>765,448</b>	<b>583,585</b>	<b>616,585</b>	<b>673,858</b>	<b>673,858</b>	<b>707,075</b>

## BROWNELL LIBRARY BUDGET

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
75 Salaries - Regular	289,742	314,229	306,743	313,189	311,789	319,700
76 Salaries - Part-time	94,186	106,800	101,249	109,524	109,524	103,632
77 Health Insurance & Other Benefits	92,376	106,126	87,266	116,088	113,686	107,125
78 Social Security	29,043	32,695	31,279	32,500	32,500	32,458
79 Workers Compensation Insurance	1,472	1,274	1,295	1,514	1,514	1,207
80 Retirement	28,459	31,423	27,910	31,319	31,179	31,970
81 Unemployment Insurance	1,098	1,324	508	1,364	1,364	600
82 Computer Expenses	2,398	3,500	3,866	3,500	3,500	4,000
83 Water and Sewer Charges	778	900	837	900	900	900
84 Contractual Services	25,251	28,425	29,213	33,183	33,183	34,000
85 Maintenance - Buildings/Grounds	17,230	19,000	24,571	20,000	20,000	22,000
86 Alarm System Maintenance	465	525	1,385	525	525	625
87 Training, Conferences, Dues	2,478	3,000	1,585	4,000	3,800	4,000
88 Liability & Property Ins.	11,096	12,375	13,163	11,385	9,601	8,542
89 Technology Access	4,831	5,500	5,192	6,000	6,000	7,700
90 Telephone Services	1,143	1,200	1,213	1,200	1,200	1,200
91 Postage	3,030	3,500	2,151	3,500	3,500	3,500
92 Interview Costs	409	500	575	500	700	500
93 Volunteer Expenses	410	600	645	700	700	800
94 Supplies	12,362	13,000	11,528	13,000	13,000	13,000
95 Electrical Service	14,988	15,250	14,990	15,250	15,250	15,250
96 Heating	6,094	7,400	6,144	7,400	7,400	7,400
97 Adult Collection-Print & Electronic	31,618	34,500	32,964	36,500	36,500	38,500
98 Juvenile Collection-Print & Electronic	16,197	17,250	13,552	18,250	18,250	19,250
99 Computer Replacement	6,815	8,000	7,179	8,000	8,000	8,000
100 Adult Programs	193	500	351	1,000	1,000	1,000
101 Childrens' Programs	2,819	3,200	3,071	4,000	4,000	4,500
102 Capital Outlay	0	4,400	6,534	4,000	4,000	4,000
<b>TOTALS</b>	<b>696,980</b>	<b>776,396</b>	<b>736,958</b>	<b>798,291</b>	<b>792,565</b>	<b>795,359</b>

## LINCOLN HALL BUDGET/PARK ST. SCHOOL BUDGET

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
103 Water and Sewer Charges	950	1,000	992	1,000	1,000	1,000
104 Park St. School Water/Sewer	0	0	0	0	575	575
105 Contractual Services	7,944	9,565	8,857	9,000	9,000	9,000
106 Maintenance - Building/Grounds	13,689	9,000	9,268	10,000	12,131	9,500
107 Liability & Property Ins.	5,795	7,125	6,233	6,294	4,312	5,372
108 Telephone Services	0	460	473	480	480	480
109 Printing	0	300	0	0	0	0
110 Rubbish Removal	2,107	2,000	1,557	2,200	2,200	2,000
111 Park St. School Rubbish Removal	0	0	0	0	600	600
112 Supplies	1,928	2,500	2,992	2,500	2,500	2,000
113 Electrical Service	6,809	7,500	7,067	7,500	7,500	7,500
114 Heating	4,329	6,400	5,217	6,400	6,400	6,400
115 Park St. School Electricity	0	0	0	0	4,000	4,000
116 Park St. School Natural Gas	0	0	0	0	2,500	2,500
117 Capital Outlay	1,125	3,300	3,058	5,500	5,237	0
<b>TOTALS</b>	<b>44,675</b>	<b>49,150</b>	<b>45,714</b>	<b>50,874</b>	<b>58,435</b>	<b>50,927</b>

## COMMUNITY DEVELOPMENT

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
118 Salaries - Regular	133,555	138,199	137,901	142,264	142,264	145,419
119 Health Insurance & Other Benefits	29,598	35,375	29,306	38,696	37,000	32,128
120 Social Security	10,618	10,894	10,934	11,212	11,212	11,454
121 Workers Compensation Insurance	504	418	440	510	510	415
122 Retirement	13,361	13,820	13,642	14,226	14,226	14,542
123 Unemployment Insurance	103	252	113	125	125	113
124 Board Member Fees	3,300	3,600	3,350	3,600	3,600	3,600
125 Legal Services	5,862	12,000	1,914	12,000	10,000	12,000
126 Other Professional Services	10,174	6,000	0	6,000	0	6,000
127 Computer Expenses	2,941	4,000	2,875	0	2,500	0
128 Training, Conferences, Dues	1,510	3,500	1,833	3,500	2,000	3,000
129 Liability & Property Ins.	2,592	3,124	3,500	2,822	2,540	3,042
130 Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,956	5,727
131 Communications	1,907	2,500	817	2,500	2,000	1,500
132 Telephone Services	1,758	1,644	1,556	1,644	1,644	1,644
133 Postage	459	600	623	600	400	700
134 Printing and Advertising	3,099	3,000	2,227	3,000	1,500	3,000
135 Recording Fees	150	0	0	0	0	0
136 Travel	2,400	2,400	2,879	2,400	3,000	2,400
137 Supplies	1,952	2,000	1,460	2,000	1,250	2,000
138 Bike Walk Committee	0	0	0	0	0	5,000
139 Capital Outlay	1,451	1,500	0	0	0	0
<b>TOTAL</b>	<b>233,331</b>	<b>251,212</b>	<b>221,635</b>	<b>253,271</b>	<b>241,727</b>	<b>253,684</b>

## ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
140 Salaries - Regular	28,269	29,532	29,342	31,060	31,209	32,135
141 Salaries - Part-time	5,850	5,850	5,400	4,950	4,950	4,950
142 Health Insurance & Other Benefits	14,959	17,688	15,003	19,348	18,500	28,513
143 Social Security	2,404	2,733	2,272	2,782	2,782	2,837
144 Workers Comp	136	107	110	129	129	106
145 Retirement	2,843	2,953	2,934	3,106	3,106	3,214
146 Unemployment	115	170	63	126	126	65
147 Liability & Property Ins.	219	188	361	204	299	170
148 Community Events & Programs	3,311	4,000	4,074	4,000	3,582	8,280
149 Annual Support of Organizations	7,585	9,300	7,590	7,700	7,700	9,000
150 New Programs	0	2,500	2,500	2,500	1,500	2,500
151 Matching Grant Funds	555	10,000	1,500	10,000	15,750	20,000
152 Block Party Expense	3,002	7,000	7,734	7,000	7,000	7,000
153 Capital Outlay	1,160	0	2,218	0	0	0
<b>TOTALS</b>	<b>70,408</b>	<b>92,021</b>	<b>81,101</b>	<b>92,905</b>	<b>96,633</b>	<b>118,770</b>

## FIRE DEPARTMENT BUDGET

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
154 Salaries - Firefighters	133,620	150,000	150,636	162,000	173,114	189,000
155 Employee Assistance Program	864	864	864	864	864	864
156 Accident & Disability Ins.	3,600	3,600	3,619	3,600	3,600	3,600
157 Social Security	10,190	11,511	11,289	12,393	13,243	14,510
158 Workers Compensation Insurance	22,962	27,000	25,801	28,000	28,000	32,130
159 Water and Sewer Charges	610	600	603	610	610	610
160 Vehicle Maintenance	23,007	14,000	20,825	17,000	36,000	18,000
161 Maintenance - Building/Grounds	6,496	6,000	11,250	6,000	5,000	6,000
162 Radio Maintenance	1,425	2,000	2,760	1,800	1,800	1,800
163 Training, Conferences, Dues	2,657	5,000	3,915	4,000	3,000	4,000
164 Liability & Property Ins.	7,446	8,767	8,502	7,968	7,968	6,670
165 Telephone Services	3,520	3,400	3,607	3,500	4,000	4,000
166 Physical Exams	7,112	6,000	6,456	6,600	7,000	6,600
167 Maintenance - Other	18,285	14,500	11,322	15,500	14,000	15,000
168 Emergency Generator Maintenance	480	500	739	480	1,288	480
169 Supplies	4,721	2,400	2,395	3,000	3,500	3,000
170 New Equipment - Radios	2,195	2,000	0	1,500	0	1,500
171 Uniforms, Boots, Etc.	18,564	21,000	21,912	21,250	27,000	23,000
172 EMS Supplies	684	1,000	860	1,000	800	1,000
173 Electrical Service	7,233	7,000	7,067	7,300	7,300	7,300
174 Heating	3,701	5,200	3,917	4,800	4,800	4,800
175 Gas, Grease and Oil	3,271	6,500	3,656	6,000	3,500	6,000
176 Fire Prevention	2,018	2,000	1,931	2,000	1,772	2,000
177 Routine Equipment Purchases	14,802	14,500	15,288	15,000	7,000	15,000
<b>TOTALS</b>	<b>299,463</b>	<b>315,342</b>	<b>319,214</b>	<b>332,165</b>	<b>355,159</b>	<b>366,864</b>

## SENIORS SUPPORT

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
178 Part time Director Contract	11,125	0	0	0	0	0
179 Telephone/Copying	469	0	0	0	0	0
180 Printing	754	0	0	0	0	0
<b>TOTALS</b>	<b>12,347</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
181 Grants & Donations Expenses	18,776	0	51,636	0	13,917	0
182 Library Replacement Expenses	1,986	0	1,432	0	2,000	0
<b>TOTALS</b>	<b>20,763</b>	<b>0</b>	<b>53,068</b>	<b>0</b>	<b>15,917</b>	<b>0</b>

## STREET DEPARTMENT BUDGET

Account	FYE16	FYE17	FYE17	FYE18	FYE18	FYE19
	Actual	Budget	Actual	Budget	Estimated Expenditures	Proposed Budget
183 Salaries - Regular	151,216	156,245	153,903	162,824	167,696	173,146
184 Salaries - Overtime	11,919	16,300	16,398	16,300	16,300	17,278
185 Salaries - Part-time	20,058	17,000	22,973	23,304	20,304	23,573
186 Health Insurance & Other Benefits	51,946	65,445	51,752	71,587	65,000	72,154
187 Social Security	13,846	14,956	14,967	15,577	16,000	16,448
188 Workers Compensation Insurance	13,464	12,654	12,451	14,677	14,677	13,985
189 Retirement	15,453	15,625	15,891	16,282	16,769	17,315
190 Unemployment Insurance	494	631	240	631	631	300
191 Water and Sewer Charges	1,647	1,517	2,325	1,700	1,700	2,100
192 Vehicle Maintenance	17,704	22,000	37,213	22,000	22,000	25,000
193 Maintenance - Buildings/Grounds	4,698	2,500	4,650	3,500	3,500	5,000
194 ROW Leases	10,325	11,343	10,163	11,764	11,764	12,472
195 Equipment Rentals	5,081	8,000	12,046	9,000	2,500	8,000
196 Radio Maintenance	0	200	747	200	0	500
197 Training, Conferences, Dues	499	500	211	500	33	500
198 Liability & Property Ins.	14,448	16,878	15,818	15,343	11,551	12,288
199 Telephone Services	3,230	3,000	3,244	3,500	3,500	3,500
200 Rubbish Removal	6,694	6,500	8,131	7,000	7,000	8,000
201 Maintenance - Other	1,161	1,200	2,206	2,000	1,379	2,000
202 Interview Costs	435	500	189	500	196	500
203 Accident Claims	1,149	500	1,000	1,000	3,049	1,000
204 Engineering Services	33,402	10,000	18,841	10,000	10,000	10,000
205 Traffic Calming	0	500	150	500	0	500
206 Supplies	28,448	17,500	28,866	20,000	20,000	22,000
207 Uniforms, Boots, Etc.	5,481	6,000	5,290	6,000	6,000	6,000
208 Gravel & Topsoil	8,279	5,000	3,027	7,000	3,500	6,000
209 Signs and Posts	10,542	3,500	1,107	4,000	3,000	3,000
210 Electrical Service	3,167	4,200	3,478	4,000	4,000	4,000
211 Heating	2,830	4,000	3,185	4,400	4,400	4,000
212 Gas, Grease and Oil	18,707	30,000	26,243	32,000	29,000	30,000
213 Capital Outlay	7,747	9,000	0	6,000	6,000	6,000
214 Street Marking	8,177	7,000	6,852	8,000	5,000	9,000
215 Sidewalk and Curb Maintenance	4,661	5,000	1,296	5,000	5,000	5,000
216 Pavement Maintenance	31,275	218,000	166,758	225,000	210,000	225,000
217 Traffic Light Maintenance	3,786	2,000	2,100	3,000	6,000	3,500
218 Traffic Lights (electrical)	7,553	6,000	5,313	7,900	6,900	6,200
219 Contractual Services	6,838	17,000	21,077	20,000	20,000	20,000
220 Winter Maintenance	78,688	110,000	113,674	115,000	115,000	118,000
221 Stormwater Salaries	41,201	40,766	40,901	41,616	44,307	44,011
222 Stormwater Health and Other Ins	7,829	9,374	7,766	10,254	9,500	10,305
223 Stormwater Social Security	3,151	3,119	3,132	3,184	3,390	3,390
224 Stormwater Workers Comp	2,017	1,940	2,023	2,164	2,164	2,220
225 Stormwater Retirement	4,002	4,077	3,916	4,162	4,431	4,401
226 Stormwater Unemployment	36	76	32	80	80	40
227 Storm Sewer Maintenance	18,427	15,000	8,500	30,000	30,000	30,000
228 Street Lights Supplies/Maint.	7,590	3,500	15,164	7,500	7,500	12,000
229 Street Lights (rental/electrical)	121,095	131,948	119,627	122,000	122,000	122,000
230 Streetscape Maint./Imp.	13,596	16,000	11,049	16,000	16,000	16,000
231 Village Garden Spots	5,173	3,000	2,725	4,000	4,000	4,000
232 Memorial Park Maintenance	3,349	3,000	2,780	3,500	3,500	3,500
TOTALS	832,516	1,059,993	1,011,390	1,121,449	1,086,221	1,145,126

## ESSEX JUNCTION RECREATION AND PARKS

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
233 ADMINISTRATION						
234 Salaries - Regular		0	0	204,759	204,759	217,566
235 Salaries - Part-time		0	0	7,385	7,385	7,076
236 Health Insurance & Other Benefits		0	0	74,554	83,526	107,123
237 Social Security		0	0	16,229	20,612	17,185
238 Workers Compensation Insurance		0	0	7,685	7,685	9,538
239 Retirement		0	0	20,477	22,582	24,234
240 Unemployment Insurance		0	0	5,652	5,652	2,594
241 Health Improvement Programs		0	0	1,400	1,400	0
242 Other Professional Services		0	0	14,500	14,500	8,220
243 Computer Expenses		0	0	9,350	9,350	9,120
244 Training, Conferences, Dues		0	0	9,784	9,784	9,988
245 Liability & Property Ins.		0	0	21,580	33,580	18,564
246 Communications		0	0	17,500	17,500	12,500
247 Telephone Services		0	0	6,000	6,000	3,600
248 Printing and Advertising		0	0	3,460	3,460	3,639
249 Supplies		0	0	6,004	6,004	5,000
250 Scholarships		0	0	5,000	5,000	4,000
Subtotal Administration		0	0	431,319	458,779	459,947
PARKS & FACILITIES						
251 Salaries - Regular		0	0	60,250	60,250	93,636
252 Salaries - Part-time		0	0	44,697	62,337	24,977
253 Health Insurance & Other Benefits		0	0	18,624	18,624	21,775
254 Social Security		0	0	8,028	8,028	9,074
255 Retirement		0	0	6,025	6,025	9,364
256 Health Improvement Programs		0	0	350	350	0
257 Other Professional Services		0	0	33,190	15,550	18,310
258 Water and Sewer Charges		0	0	3,975	3,975	4,296
259 Maintenance - Buildings/Grounds		0	0	10,694	10,694	9,996
260 Land Lease		0	0	500	500	500
261 Equipment Rental		0	0	7,500	7,500	7,300
262 Training, Conferences, Dues		0	0	1,887	1,887	1,990
263 Supplies		0	0	12,162	12,162	12,250
264 Electrical Service		0	0	28,009	28,009	29,852
265 Heating/Natural Gas		0	0	5,409	5,409	5,574
266 Gas, Grease and Oil		0	0	2,109	2,109	2,923
267 Subtotal Parks & Facilities		0	0	243,409	243,409	251,817
TOTALS	0	0	0	674,728	702,188	711,764

## DEBT SERVICE

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Estimated Expenditures	FYE19 Proposed Budget
268 Capital Improvements Principal	141,900	141,900	128,535	135,300	135,300	135,135
269 Capital Improvements Interest	81,526	80,344	70,929	75,122	75,122	73,060
270 Parks & Rec Principal	0	0	0	105,000	105,000	105,000
271 Parks & Rec Interest	0	0	0	(156)	(156)	4,788
TOTALS	223,426	222,244	199,464	315,266	315,266	317,983

**ROLLING STOCK FUND**

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
	4WD PICK UP	CHEVY SILVERADO	2016	33,148	15,000	18,148									
	PICKUP	CHEVY SILVERADO	2013	31,000	1,000	30,000							39,448	29,548	
	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000								182,868	
	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000									
	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000							177,192		
	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500		33,000							
	LOADER	JOHN DEERE	2001	121,500	25,000	96,500									
	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500					132,112				
	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000		52,401							
	SIDEWALK PLOW	PRINOTH	2017	148,000	20,000	128,000	142,745								184,867
	ROLLER	ROSCOE	1979	15,000											
	PICKUP 4WD 1 TON	CHEVY SILVERADO	2011	35,000	10,000	25,000		29,393							
	4WD PICKUP	CHEVY SILVERADO	2011	35,000	10,000	25,000		29,393							
	COMPRESSOR	SULLAIR	2017	14,880	2,500	12,380	12,380								
	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701									
	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000									301,453
	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800									
	PICKUP 8U61	GMC	2004	53,600	3,500	50,100		30,164							
	XT1500 GMP PUMPER	PIERCE ARROW	2017	600,223	40,000	560,223	572,347								
	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000									
	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202									
	<b>TOTAL</b>			<b>3,574,054</b>			<b>727,472</b>	<b>231,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132,112</b>	<b>216,640</b>	<b>212,416</b>	<b>486,319</b>

**Rolling Stock Fund Funding and Fund Balance**

Beginning Cash Balance	509,225	134,722	92,669	292,693	503,617	725,441	826,052	883,036	954,244
Payment of Fire Truck Notes	(50,655)	(34,500)	(33,600)	(32,700)	(31,800)	(30,900)			
Planned Spending	(727,472)	(231,177)	0	0	0	(132,112)	(216,640)	(212,416)	(486,319)
Note for Fire Pumper 8E21 Replacement	150,000								
General Fund Contribution	213,624	223,624	233,624	243,624	253,624	263,624	273,624	283,624	293,624
Additional Half Penny on the tax rate to fund fire truck	0	0	0	0	0	0	0	0	0
Sale of Pumper	40,000								
Town Contribution for Ladder Truck	134,722	92,669	292,693	503,617	725,441	826,052	883,036	954,244	761,549
Ending Balance									

**GENERAL FUND CAPITAL RESERVE PLAN**

Rev.

PROJECTS FUNDED BY VILLAGE \$ ONLY														
	Rank	Ref. #	Project Total	Prior	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	Future
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	59	W	102,718	7,288		95,430								
Facilities Assessment			10,000			10,000								
Hillcrest Sidewalk Imp from Pearl to Fleming School	Done		243,267	27,893	215,374									
Greenwood Ave. Drainage Course Improvements	56		55,743		55,743									
South St. Drainage	54		113,688		113,688									
West St. & West St. Ext. Intersection Improvements	54		100,616		100,616									
Lamolle Water Line Replacement	52	W	583,185			42,160	541,025							
Pearl Sidewalk West St. to Susie Wilson	51	W	1,155,958					84,356	1,071,602					
Central St. Waterline Lincoln St. to Main St.	50	W,S	1,203,774						1,203,774					
West St. Waterline - So. Summit to Hayden	48	W	618,273											618,273
River St. Sidewalks Park to Riverside	47		753,961											753,961
Algonquin Ave. Waterline Installation/Roadway Reconst.	46	W	219,721											219,721
Main St. Sidewalk & Lighting Bridge to Crestview	46		421,077											421,077
Lincoln Hall Parking Lot	45		65,291											65,291
<b>Totals Project Funded by Village \$ Only</b>				384,805	206,046	42,160	541,025	84,356	1,071,602	0	1,203,774	0	0	2,078,322

**PROJECTS FUNDED BY GRANTS**

Mansfield/Brickyard Stormwater Gravel Wetland Project	1		142,456	3,594										
Vtrams Grant CA0462			(142,456)											
<i>Cost to Village (match paid by Town)</i>			0											
Main St. Pedestrian Bridge	2		263,875		263,875									
Vtrams Structures Grant			(175,000)											
<i>Main St. Pedestrian Bridge Net Cost to Village</i>			88,875											
Crescent Connector Park St. to Main St.	3		4,590,000	998,230	1,795,885									
Fed & State Grants			(4,500,000)											
<i>Crescent Connector Net Cost to Village</i>			90,000											
Pearl St. Missing Link Project	4		2,372,000	753,419	1,618,581									
Federal & State Grants through CCRPC & Vtrams			(2,342,000)											
<i>Pearl St. Missing Link Net Cost to Village</i>			30,000											
<b>Totals Project Funded by Grants Awarded</b>				3,817,203	1,795,885	0	0	0	0	0	0	0	0	0
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>				4,202,008	2,001,931	42,160	541,025	84,356	1,071,602	0	1,203,774	0	0	2,078,322

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

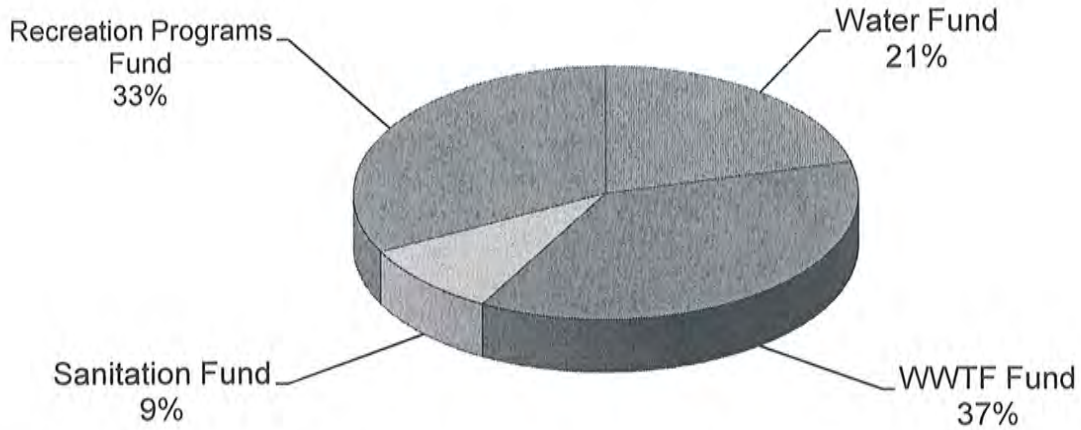
GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE														
		Prior	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27		
Beginning Fund Balance				268,201	159,641	279,021	593,444	434,619	760,004	127,748	598,920	442,695		
Planned Spending				(4,202,008)	(2,001,931)	(42,160)	(541,025)	(84,356)	(1,071,602)	0	(1,203,774)	0		
<b>Funding Sources</b>														
Vtrams Grant CA0462 Mansfield/Brickyard Gravel Wetlands	1			142,456										
Vtrams Structures Grant-Main St. Ped Bridge	2			175,000										
Crescent Connector Grant	3			1,788,560	1,788,561									
Pearl St. Missing Link Grants	4			1,580,850	1,580,850									
CVE Annual Contribution				15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000		
Transfer in of Fund Balance				96,000										
General Fund Transfer In				295,582	317,751	341,582	367,201	394,741	424,346	456,172	490,385	527,164		
<b>Total Revenues</b>				4,093,448	2,121,312	356,582	382,201	409,741	439,346	471,172	505,385	542,164		
<b>Ending Fund Balance</b>				159,641	279,021	593,444	434,619	760,004	127,748	598,920	99,469	442,695		
														(1,053,926)

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



### FYE 2019 Enterprise Funds Expenses

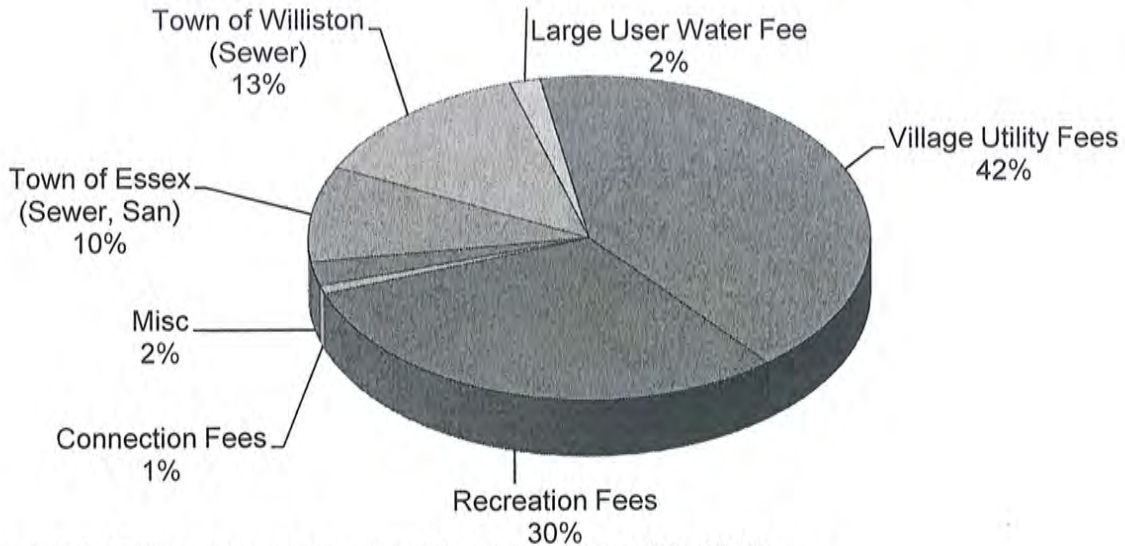
\$5,260,120\*



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

### FYE 2019 Enterprise Funds Revenues

\$5,431,133



\* Does not include GF Water usage revenues passed through to Champlain Water District  
 \* Revenues unequal to expenses because revenues include \$171,000 for WWTF bond payment.

## ENTERPRISE FUNDS SUMMARIES

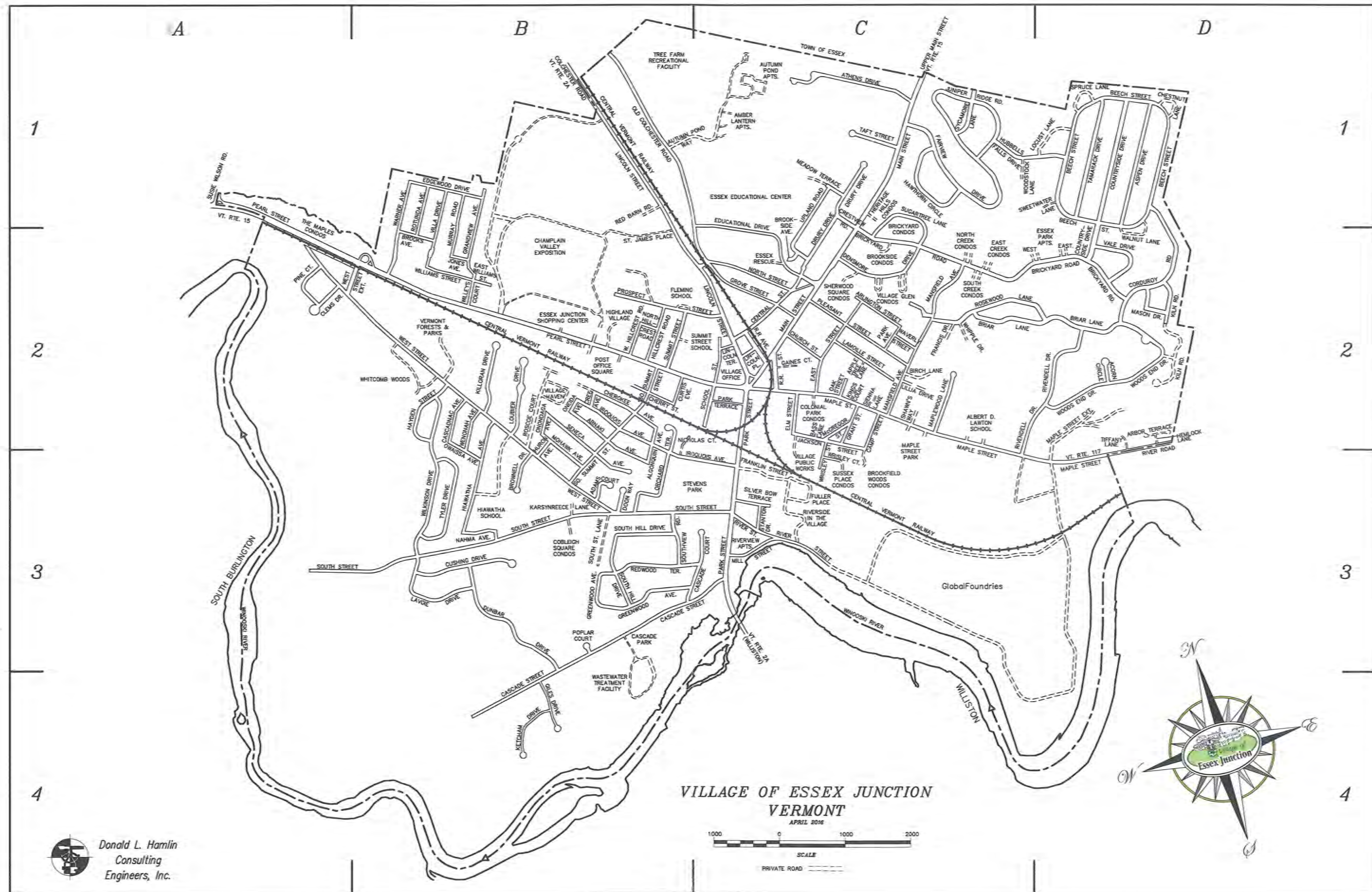
		FYE16	FYE17	FYE17	FYE18	FYE18	FYE19
		Actual	Budget	Actual	Budget	Estimated	Proposed
		-----	-----	-----	-----	Rev/Exp	Budget
		-----	-----	-----	-----	-----	-----
<b>WATER FUND</b>							
Revenues	Sale of Water Residential	857,978	846,258	901,046	930,063	930,063	993,251
	Large User Water Sales	2,691,264	2,943,350	2,643,345	2,836,955	2,762,606	2,854,109
	Miscellaneous	29,611	19,000	20,595	19,000	19,350	19,000
	<b>Total Water Revenues</b>	<b>3,578,853</b>	<b>3,808,608</b>	<b>3,564,986</b>	<b>3,786,018</b>	<b>3,712,019</b>	<b>3,866,360</b>
Expenses	Salaries & Benefits	174,438	191,304	135,310	203,814	178,874	201,566
	Liability & Property Ins.	3,035	3,347	3,619	3,011	2,594	2,271
	Utilities	2,363	4,100	3,205	4,950	4,822	3,950
	System Maintenance & Operation	169,941	162,347	190,503	162,296	206,713	161,388
	Capital Reserve Fund Contribution	130,000	140,000	140,000	160,000	160,000	210,000
	Purchase of Water	3,064,323	3,307,510	3,085,575	3,251,947	3,141,816	3,287,185
	<b>Total Water Expenses</b>	<b>3,544,101</b>	<b>3,808,608</b>	<b>3,558,212</b>	<b>3,786,018</b>	<b>3,694,819</b>	<b>3,866,360</b>
<b>WASTEWATER TREATMENT FUND</b>							
Revenues	Village User Charge	761,379	699,161	712,188	665,168	665,168	715,917
	Wastewater Charge - Essex	462,284	436,976	436,976	474,861	474,861	477,278
	Wastewater Charge - Williston	599,293	611,766	611,766	672,417	672,417	715,917
	Miscellaneous	44,634	35,300	40,533	39,811	39,811	40,725
	<b>Total WWTF Revenues</b>	<b>1,867,590</b>	<b>1,783,203</b>	<b>1,801,463</b>	<b>1,852,257</b>	<b>1,852,257</b>	<b>1,949,836</b>
Expenses	Salaries & Benefits	520,228	580,002	557,925	602,714	547,174	627,762
	Liability & Property Ins.	22,334	23,808	22,989	38,015	27,702	32,276
	Utilities	152,567	174,000	168,777	173,000	161,000	173,000
	System Maintenance & Operation	768,535	705,394	775,684	726,419	745,594	776,799
	Contribution to WWTF Cap Reserve	280,000	300,000	300,000	320,000	320,000	340,000
	<b>Total WWTF Expenses</b>	<b>1,743,664</b>	<b>1,783,204</b>	<b>1,825,375</b>	<b>1,860,148</b>	<b>1,802,470</b>	<b>1,949,836</b>
<b>SANITATION FUND</b>							
Revenues	Annual Customer Charge	540,524	552,556	565,633	552,556	552,556	586,985
	Town of Essex Shared Cost Reimbursement	39,826	38,128	38,911	38,128	38,128	40,940
	Miscellaneous	164,600	32,500	158,415	32,500	33,500	33,000
	<b>Total Sanitation Revenues</b>	<b>744,950</b>	<b>623,184</b>	<b>762,959</b>	<b>623,184</b>	<b>624,184</b>	<b>660,925</b>
Expenses	Salaries & Benefits	137,444	161,297	170,379	170,647	151,407	174,937
	Liability & Property Ins.	6,332	8,183	7,713	5,812	4,425	6,225
	Utilities	10,833	13,200	12,133	13,800	13,800	14,400
	Town of Essex Shared Costs	20,652	19,000	19,911	20,000	20,000	22,000
	System Maintenance & Operation	195,351	175,504	188,465	172,491	171,691	177,363
	Contribution to Sanitation Cap Reserve	95,000	95,000	215,167	95,000	95,000	95,000
	<b>Total Sanitation Expenses</b>	<b>465,611</b>	<b>472,184</b>	<b>613,768</b>	<b>477,750</b>	<b>456,323</b>	<b>489,925</b>
<b>RECREATION PROGRAMS FUND</b>							
Revenues	Pool Revenues	0	0	0	173,785	173,785	182,067
	Program Revenues	0	0	0	1,407,230	1,521,231	1,460,251
	Miscellaneous	0	0	0	28,832	28,832	69,443
	<b>Total Recreation Programs Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,609,847</b>	<b>1,723,848</b>	<b>1,711,761</b>
Expenses	Salaries & Benefits	0	0	0	1,213,646	1,213,646	1,294,880
	Operating Expenses	0	0	0	396,201	498,801	416,868
	<b>Total Recreation Program Fund Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,609,847</b>	<b>1,712,447</b>	<b>1,711,748</b>

# VILLAGE OF ESSEX JUNCTION

## LIST OF PUBLIC AND PRIVATE STREETS

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

\* Private Street



VILLAGE OF ESSEX JUNCTION  
VERMONT

APRIL 2016



Donald L. Hamlin  
Consulting  
Engineers, Inc.



# VILLAGE OF ESSEX JUNCTION

2 Lincoln Street  
Essex Junction, Vermont 05452

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

## FOR INFORMATION REGARDING ..... CALL ..... NUMBER

Bicycle registration.....	Police.....	878-1333
Birth/death certificates.....	Town Clerk.....	879-0413
Building/zoning .....	Community Development Department.....	878-6950
Community Development.....	Director.....	878-6950
Dog complaints.....	Police.....	878-1333
Dog licenses .....	Town Clerk.....	879-0413
Elections - Town, Village and General .....	Town/Village Clerk.....	879-0413
Library .....	Brownell Library.....	878-6955
Licenses (hunting, fishing, marriage, etc.).....	Town Clerk.....	879-0413
Motor Vehicle Registration (renewals only).....	Town Clerk.....	879-0413
Police (non-emergency) .....	Police.....	878-8331
Property Assessments .....	Property Assessor.....	878-1345
Property Tax Collections .....	Tax Collector.....	878-1359
Public Works .....	Public Works Department.....	878-6944
(Water, Sewer, Streets, Sidewalks)		
Emergencies: evenings and weekends.....		878-8331
Recreation and Parks .....	Essex Jct Recreation & Parks.....	878-1375
	Essex Parks & Recreation.....	878-1342
Recycle/waste disposal.....	Drop off Center.....	878-3152
Schools .....	Essex High .....	879-7121
	Fleming.....	878-1381
	Hiawatha.....	878-1384
	Lawton.....	878-1388
	Summit Street.....	878-1377
Senior Center .....	Essex Area Senior Center.....	876-5087
Senior Citizens Bus.....	Bus Reservations.....	878-6940
Skating .....	Ice Skating Rink.....	878-1394
Swimming Pool .....	Maple Street Park.....	872-3370
Village of Essex Junction .....	Municipal Manager.....	878-6944
Wastewater Treatment Facility .....		878-6943
Water/sewer billing & collection .....	Village Office.....	878-6944



*Memorial Day Parade 5/27/17*



*Block Party & Street Dance 7/15/17*



*steAmfest 9/29-9/30/17*



*Tree Lighting and Train Hop 12/8/17*