



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, February 14, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

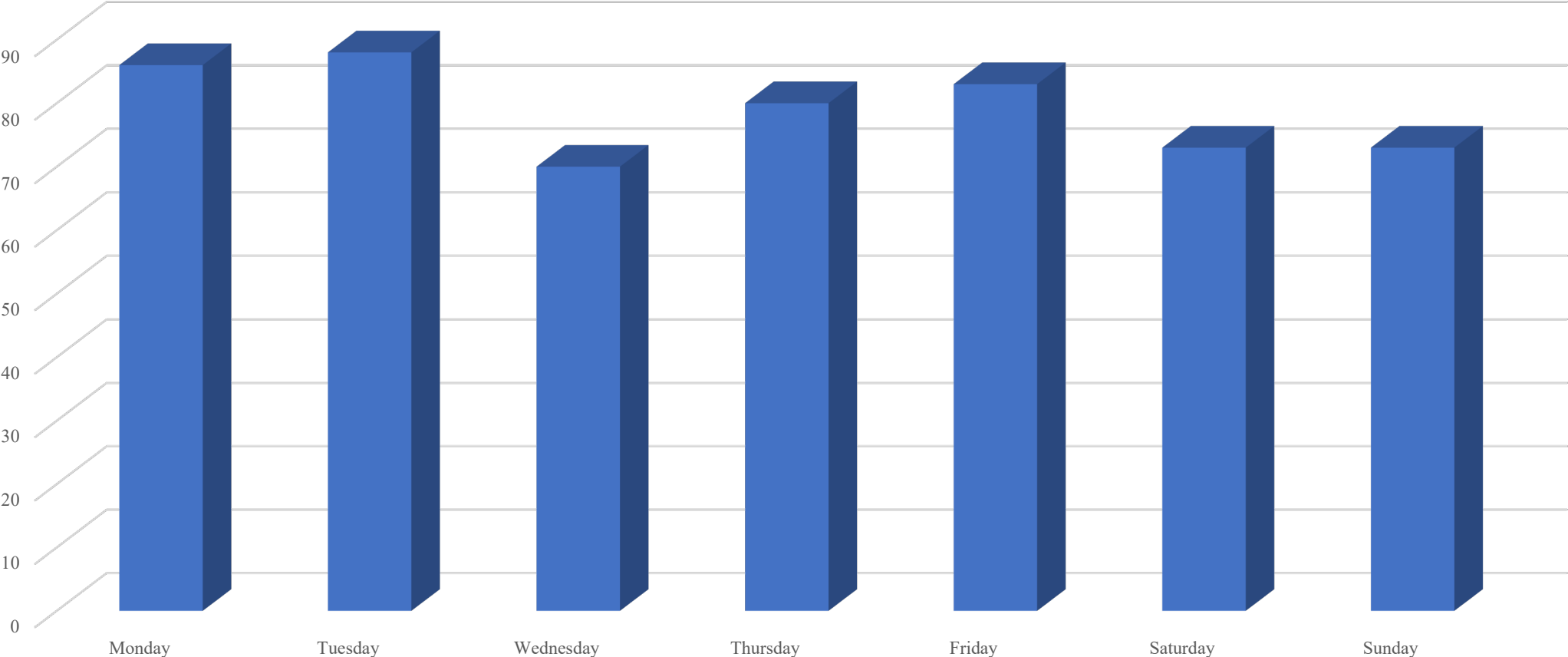
1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Fire Department Brief to Council
 - b. Review of Preliminary FY25 Enterprise & EJP Program Budgets
 - c. Discussion and Consideration of River St, Maple St, and West St Pump Station Improvement Projects
 - d. Working Session on FY25 Proposed General Fund & Capital Program Budgets
 - e. Discussion of Initial Draft of Annual Meeting Ballot Questions
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 1/17/24, 1/19/24, 1/24/24, 1/27/24
 - b. Approve Mailing of Ballots
 - c. Approve Little League Opening Day Parade Street Closure
 - d. Approve CVE Banner Requests
 - e. Approve Liquor License Renewals
 - f. Approve Document PVR-4155 "Certificate-No Appeal or Suit Pending" for the 2023 Grand List
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24031 1/26/24 & #24032 2/9/24
 - b. January Financial Report
 - c. Capital Review Committee Minutes 2/6/24
 - d. Planning Commission Minutes 2/1/24
 - e. Police Community Advisory Board Minutes 12/19/23 & 1/23/24
9. **EXECUTIVE SESSION**
10. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

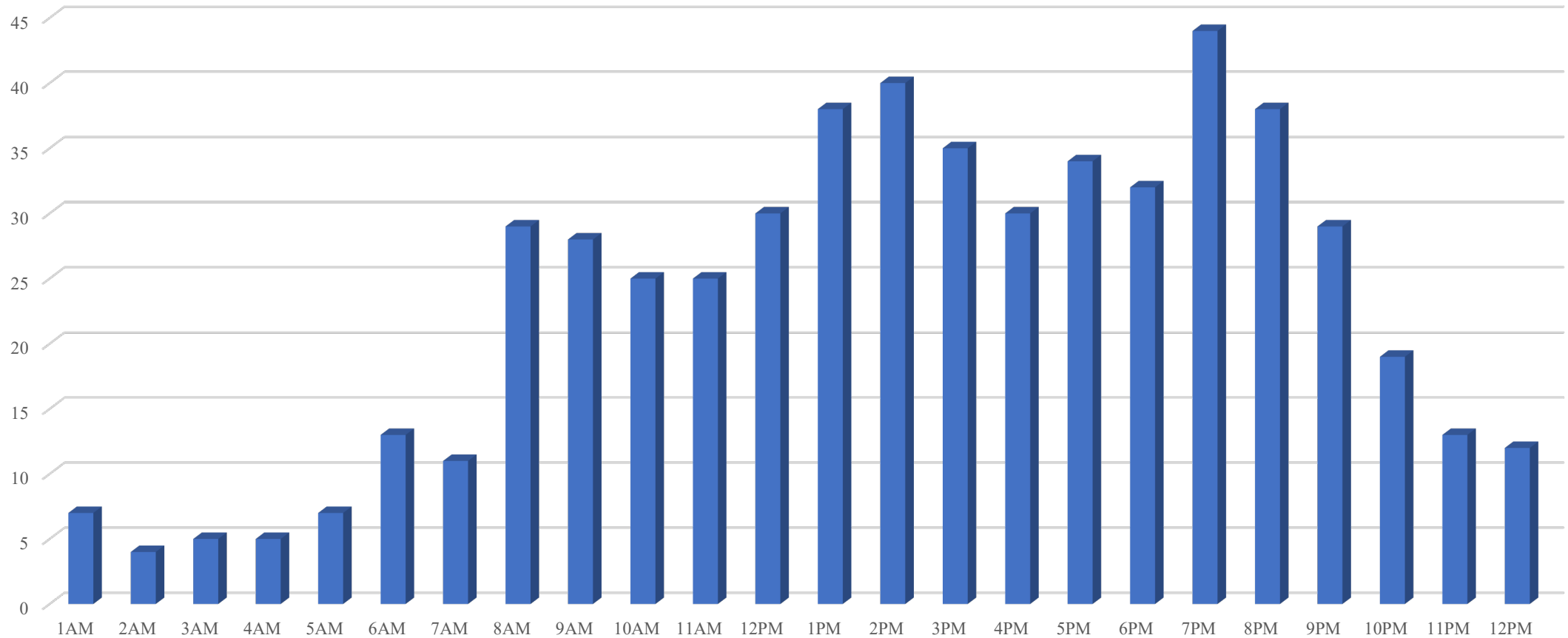
Essex Junction Fire Department

Chief Chris Gaboriault

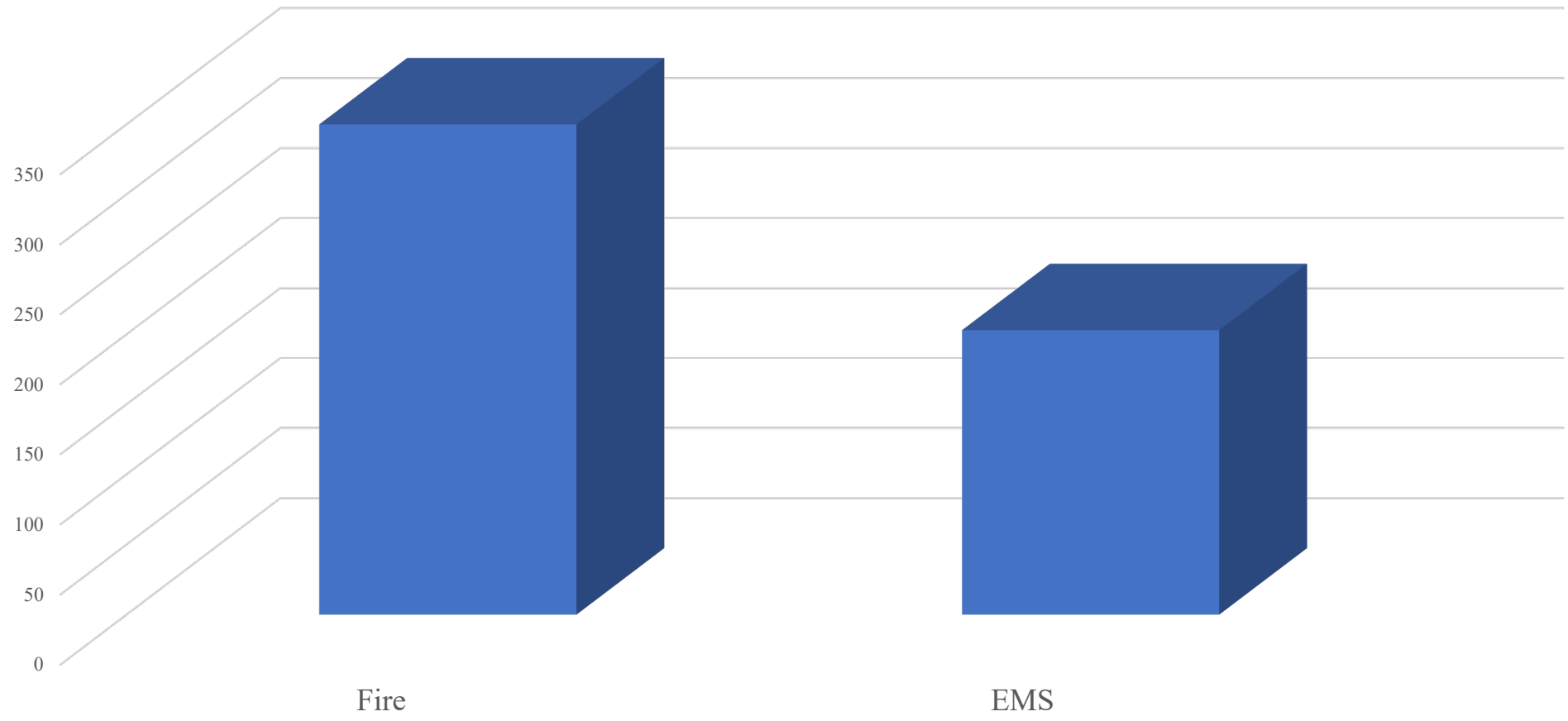
Daily Call Volume - 2023



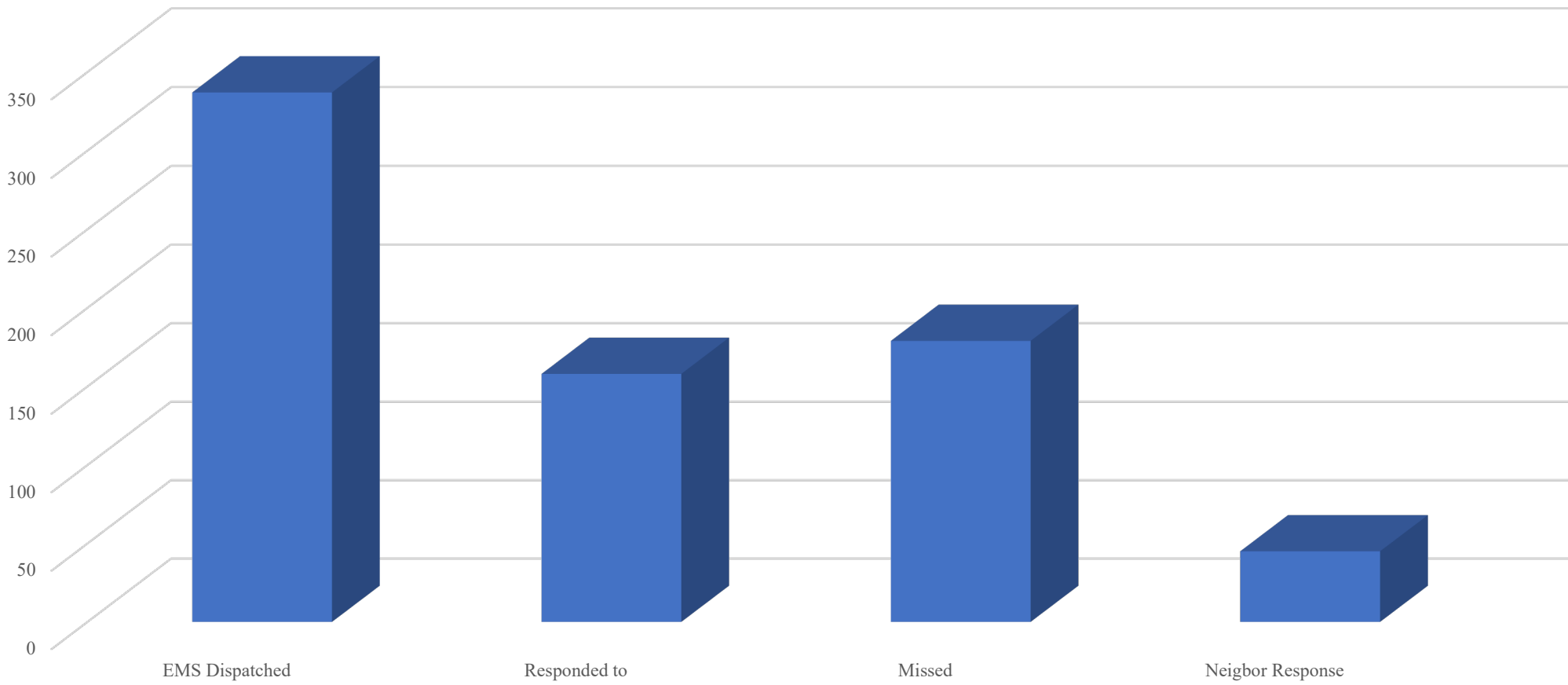
Call Volume by Time of Day - 2023



Call Breakout - 2023



EMS Call Volume – 2023



Note – Neighbor Response represents EMT's responding to assist without dispatch

Accomplishments

- Completed our transition to battery operated tools
 - Chain saws
 - Sawz-Alls
 - Hydraulic Rescue Tools
 - Positive Pressure Fans
 - Portable Lighting
- Installed Wide Screen TV in Training Room
- Converted all pagers to Motorola Minitor VI

Look Ahead

- Replace Fire Helmets
- Update iPads on Apparatus
- Update Mobile Radios to dual band on Apparatus
- Add one extra gas meter to each apparatus
- Add two portable dual band portables for line officers
- Execute the frame replacement to Ladder 3
- Implement new Accountability System

FY25 City of Essex Junction - Preliminary Enterprise and EJRP Programs Fund Budgets and Rates

Table of Contents and Notes

The Water, Wastewater and Sanitation fund budgets and rates are in the early stages of being compiled and calculated. With only 6 months of water purchase and wastewater flow data to work with, **these preliminary estimates will change**. This data is being provided now to give the Council and community an idea of the preliminary overall impact on residents/taxpayers in FY25.

The utility rates combined result in a 6.56% increase which calculates to an increase of \$43.08 per year on an average bill (based on 120 gallons/day usage).

Utility Charges Comparison					
<i>Residential Property using 120 gallons/Day</i>					
	FY21	FY22	FY23	FY24	FY25
Total All Utility Rates, annual	\$ 544.13	\$ 559.80	\$ 585.91	\$ 656.62	\$ 699.70
<i>\$ Change</i>	\$ 35.18	\$ 15.67	\$ 26.11	\$ 70.71	\$ 43.08
<i>% Change</i>	6.91%	2.88%	4.66%	12.07%	6.56%

Enterprise Funds Administrative Fees Calculation (for reference)

1

The Administrative Fees are estimated to increase 3.7% over the prior year. There are a few additional costs added to the calculation this year to include a share of Clerk and IT expenses at 25% of the cost. A portion of the Clerk's office payroll and benefits has been added as this office processes all cash receipts related to the enterprise funds and the City Clerk is also the delinquent collector for utilities. A portion of the managed services and subscriptions/licensing is also attributed to the enterprise funds from the IT budget. The enterprise funds budget for IT device replacement within each budget separately. The calculation has also reduced the Admin department expense attributable to the enterprise funds to 25%, down from 50% in prior years. The calculation still attributes 50% of the Finance, Legislative, and building costs as in prior years.

Water Fund

2

Preliminary Rate Change:

	FY24	FY25	Increase/ (Decrease)	% Change
Person using 120 gallons/Day				
Water				
Fixed Charge	152.52	146.19	(6.33)	-4.15%
Usage (120 Gal/day, 5840 c.f./yr)	150.09	174.03	23.94	15.95%
Total	302.61	320.22	17.61	5.82%

The Water operating increase is 6.0% or \$102,107 with a 5.8% increase in user fees. This is primarily a result of an increase in cost of water purchased \$55,657. A 5.1% increase in the cost of water purchased has been budgeted per CWD's proposed rate increase. The annual contribution to capital has increased by \$50,000 as planned.

Wastewater Fund

3

Preliminary Rate Change:

	FY24	FY25	Increase/ (Decrease)	% Change
Person using 120 gallons/Day				
WWTF				
Fixed Charge	127.66	131.13	3.47	2.72%
Usage (120 Gal/day, 5840 c.f./yr)	67.82	86.75	18.93	27.91%
Total	195.48	217.88	22.40	11.46%

The Wastewater Fund is proposed at a 1.1% or \$33,506 increase with an 11.5% increase in user fees. This is primarily a result of the flow through the wastewater treatment facility being attributed more to the City than to Essex and Williston compared to previous years. The annual transfer to capital has increased by \$20,000 as planned.

Sanitation Fund

6

Preliminary Rate Change:

Person using 120 gallons/Day	FY24	FY25	Increase/ (Decrease)	% Change
Sanitation				
Fixed Charge	118.82	114.30	(4.52)	-3.80%
Usage (120 Gal/day, 5840 c.f./yr)	39.71	47.30	7.59	19.12%
Total	158.53	161.60	3.07	1.94%

The Sanitation fund is proposed at a 6.8% increase or \$44,887 with a 1.9% increase in user fees. This is primarily a result of the planned increase in the transfer to capital of \$20,000, and an increase in technical services of \$5,800 to TV sewer lines.

Enterprise Funds Capital

8

Several of the capital projects identified in the enterprise funds are directly tied to larger General Fund capital projects that have been ranked by the Capital Committee. The Water and Wastewater Capital Funds both have sufficient funding and balances to complete all projects identified at this time. The Sanitation Capital Reserve incorporates much needed upgrades for River St, Maple St, and West St pump stations. The West St pump station cost will be covered 50% by the Town of Essex. The cost of debt service for these projects is ultimately what puts this reserve fund into the negative in FY28. Staff will be working to find other funding sources for the pump station upgrades in order to offset a significant future rate increase in the Sanitation fund.

EJRP Programs Fund Administrative Fees Calculation (for reference)

10

This is the first year that an Admin Fee has been proposed for the EJRP Programs Fund. Staff worked to gather data on resources from the City General Fund that are used by the EJRP Programs Fund. The attached calculation details the allocation method for certain Admin staff, and certain shared software and services. This results in a total fee to the EJRP Programs Fund of about \$45,000 which has been included in both the EJRP Programs budget, and as revenue in the City General Fund budget.

EJRP Programs Fund

11

The EJRP Program Fund budget represents the anticipated revenues and expenses associated with the programs and events EJRP is planning to operate in the coming year. There are 19 full-time employees in the Program Fund. More than 72% of all EJRP-related expenses are in the Program Fund (Admin, Parks, Pool, Programs, After School, Preschool, Summer Day Camps), with the other 28% in the General Fund (Admin, Parks, Park Street, Maple Street, Capital). The Program Fund is budgeted to net negative money in FY25. There is currently a healthy fund balance of \$634,827 and there are some nuances in the coming year, which should allow us to operate in this fashion for a budget cycle. Two major factors include: 1) this is the first year of the 2/3 room at preschool and revenue will not begin until September. That will change in subsequent years, as the program will operate year-round. 2) There is a significant shift in the thresholds and reimbursement rates for licensed childcare subsidy - both in positive directions; more families will qualify and the reimbursement to programs will be higher. We cannot predict how this will play out exactly, but know that it will be a positive net effect on our budget. Our original budget did not have \$82,000 worth of expenses that have since been added as a transfer to the General Fund for an admin allocation (\$45,000) and the shifting of \$37,000 in cleaning expenses and supplies for Park Street School. Now that these changes have been identified, we will be able to better plan for these expenses in subsequent budgets.

Senior Center Fund

n/a

In FY25, the City plans to run all senior programming through the General Fund. The balance of the Senior Center Fund will remain separated from all other City funds; that balance is currently \$16,791.69. The intention is to see what the future needs of the senior center and space are after the renovations of 2 Lincoln, and determine what these funds may be used for going forward.

Schedule of Next Steps

April 10, 2024	Finalize Enterprise Budgets, Approve Warning for Rate Setting Public Hearing
May 22, 2024	Public Hearing to set utility rates

Department Accomplishments, Goals, Metrics and Notable FY25 Budget Changes

Department: *Public Works - Water*

FY24 Look Back - list and generally describe 5 accomplishments from FY24

Worked on Crescent Connector

Worked on Main street water line

Worked on Brickyard culvert

New software for water meter readings

Paving of city streets and sidewalk

FY25 Look Ahead - list and generally describe 5 goals for FY25

Finish up Crescent Connector

Finish up Main street water line

Learn more about new water meter reading software

Work on paving for FY25 city streets

Work on water line on Iroquois Ave

How will you define success and what will be your metrics to measure success going forward?

Hire admin help and train new employees

Department: *Wastewater*

FY24 Look Back - list and generally describe 5 accomplishments from FY24

Added 2 full time people to staff, 1 summer intern-allowed more projects to be accomplished
Cogen system back-up and running- will reduce energy and heating costs
Conducted 10 year eval of facility-help build out capital plan
Improved use of maintenance program-extending longevity of equip.
Continued fine tuning of aeration controls with new valves=energy savings (Efficiency VT support)

FY25 Look Ahead - list and generally describe 5 goals for FY25

Renewal of Land Application program with Whitcomb Farm
Continue wastewater summer intern program
Chemical cost savings through continued process optimization
Cogeneration system continued operations-down time less than 1 month
Move some data recording on paper to computer to improve workflow

How will you define success and what will be your metrics to measure success going forward?

1) Maintain permit compliance with no more than 1 violation in a calendar year 2) Maintain annual load of phosphorus below 80% threshold (target 70% or less).

Department: *Sanitation*

FY24 Look Back - list and generally describe 5 accomplishments from FY24

Formation of Allocation and Sewer Connection fees based on gallon per day
South St PS internal retrofit-done with staff in house and assistance from contract operator
Completed planning study of 3 pump station retrofits
Establish schedule of pump station cleaning with vactruck to reduce call-ins
Reduced odor control complaints

FY25 Look Ahead - list and generally describe 5 goals for FY25

Successful bond vote for 3 pump station retrofit
Continued phasing of capacity study of collection system for development purposes
Continued cleaning of pump stations to reduce call-ins
Tri-town high strength ordinance and sampling program

How will you define success and what will be your metrics to measure success going forward?

1) Have less than five odor complaints. 2) Have capacity tracking database that can be used by multiple departments so that capacity request can be approved after first submittal. 3) Call-in after hours for pump station problem every 1.5 months

Department: *EJRP*

FY24 Look Back - list and generally describe 5 accomplishments from FY24

All full-time positions filled and summer staffing levels back to nearly full.

Successful first year of expansion of grounds & facilities role in supporting City buildings.

Continued growth and success in large scale community events - July 4th, Pumpkin Palooza, Train Hop, Pride Festival, etc.

Focus on recruitment and retention of licensed childcare staff (preschool & afterschool) - including exploration of roles, schedules, time off, collaboration opportunities, and professional development.

Updated parks ordinances. Extended pathways around Maple Street Park.

FY25 Look Ahead - list and generally describe 5 goals for FY25

Conduct a facilities needs and feasibility study.

Create a new recreation and parks master plan.

Add a 2/3 year old preschool classroom.

Expand and enhance senior spaces, programs, and events.

Exploration of registration/enrollment process, software, pricing, payments, and capacities of licensed childcare.

How will you define success and what will be your metrics to measure success going forward?

Facilities needs and facilities study completed.

Masterplan developed.

Preschool related licensed childcare spots increased by 10.

New adult program director hired, senior space renovated, and new, expanded older adult programming opportunities.

New licensed childcare processes, software, practices, and capacities.

Administrative Charges

Assume 25%
for Admin,
Clerk and IT;
50% for
Finance and
Legislative

<u>Personnel Costs</u>	<u>Payroll/Benefits</u>	<u>WC (0.50% * 16,100 * # FTE)</u>	<u>Total</u>	<u>Legislative</u>
Administration	537,501	322	537,823	134,456
Legislative	13,498	-	13,498	6,749
Clerk	217,006	161	217,167	54,292
Finance	397,943	322	398,265	199,133

Other Costs

Public Officials Liability		4,275	2,138
IT (managed services, tech subs/lic)		187,007	46,752
Lincoln Hall Exp (from buildings department)		67,420	33,710
General Property Insurance			-

Total 1,425,455 477,228

Allocation based on perceived time spent				FY23	FY24	FY25		
Assumptions	Water	40%		125,960	184,005	190,891.30	3.74%	6,886
	WWTF	20%		62,980	92,003	95,445.65	3.74%	3,443
	Sanitation	40%		125,960	184,005	190,891.30	3.74%	6,886
								17,216
Wastewater Pump Station Maint				33,000	36,000	36,000		

Contract Services			
	<u>Admin</u>	<u>Pump Stations</u>	<u>Total</u>
Water	190,891	-	190,891
WWTF	95,446	-	95,446
Sanitation	190,891	36,000	226,891

Costing Center	254-54-20 - Water Fund									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
021.000-Water User Fees	1,237,418	1,215,978	1,320,757	1,241,894	1,550,730	1,646,598	95,868	6.2%	preliminary estimate	
021.001-Water Large User Fees	114,093	111,276	110,000	125,230	139,263	145,302	6,039	4.3%	preliminary estimate	
024.000-Utility Connection Fee	7,000	9,450	7,000	2,560	7,000	7,000	-	0.0%		
060.000-Interest Income	1,000	1,190	800	5,858	800	1,000	200	25.0%		
085.000-Penalties	5,000	6,308	5,000	5,600	5,000	5,000	-	0.0%		
098.000-Miscellaneous Revenue	150	6,523	150	4,536	150	150	-	0.0%		
Total Revenues	1,364,661	1,350,725	1,443,707	1,385,677	1,702,943	1,805,050	102,107	6.0%		
Expenditure										
110.000-Regular Salaries	127,344	130,113	140,268	123,665	143,158	146,915	3,757	2.6%		
120.000-Part Time Salaries	9,906	3,342	1,382	104	-	-	-	n/a		
130.000-Overtime	14,408	9,409	15,082	8,379	19,970	13,669	(6,300)	-31.5%		
210.000-Group Insurance	77,998	77,286	82,964	75,965	84,631	94,158	9,527	11.3%		
220.000-Social Security	11,672	10,823	12,056	10,919	12,717	12,491	(226)	-1.8%		
NEW-Act 76 Childcare	-	-	-	-	-	539	539	n/a		
230.000-Retirement	12,734	12,377	13,902	9,410	14,778	14,879	101	0.7%		
250.000-Unemployment Insurance	175	239	190	353	135	184	49	36.3%	based on actual CY2024	
260.000-Workers Comp insurance	10,300	6,126	7,101	5,924	7,200	7,200	-	0.0%	estimate	
290.000-Other Employee Benefits	875	-	875	-	-	700	700	n/a		
330.000-Professional Services	1,000	621	1,000	1,239	1,000	1,000	-	0.0%		
335.000-Audit	4,500	5,581	4,750	3,850	4,806	5,477	671	14.0%		
410.000-Water and Sewer Charges	200	160	200	128	200	200	-	0.0%		
411.000-Water Purchase - CWD	540,613	582,557	559,534	636,128	631,689	687,346	55,657	8.8%	preliminary estimate	
430.000-R&M Vehicles and Equipment	2,500	27,901	4,000	15,831	4,000	5,000	1,000	25.0%		
433.000-R&M Infrastructure	16,000	25,103	16,000	34,333	20,000	25,000	5,000	25.0%		
441.000-Rental of Land or Buildings	150	100	150	100	150	150	-	0.0%		
491.000-Administrative Fees	123,556	120,808	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate	
500.000-Training, Conferences, Dues	3,000	693	3,000	573	3,000	4,500	1,500	50.0%		
505.000-Technology Subscription, Licenses	955	955	1,000	2,951	1,000	2,551	1,551	155.1%	Kofax \$224, Questica \$1653, ClickTime \$303, GoCo \$371	
520.000-Insurance	6,225	2,212	5,765	2,283	6,300	6,974	674	10.7%	estimate 10.7% increase per VLCT	
521.000-Insurance Deductibles	-	-	-	-	1,000	1,000	-	0.0%		
530.000-Communications	2,500	2,422	2,500	3,760	2,500	2,500	-	0.0%		
550.000-Printing and Binding	2,000	1,456	2,000	1,537	2,500	2,500	-	0.0%		
560.000-Postage	3,500	2,659	3,500	3,629	3,500	3,800	300	8.6%		
610.000-General Supplies	7,500	3,652	7,000	10,851	7,000	7,000	-	0.0%		
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%		
612.000-Uniforms	1,350	1,370	1,350	1,581	1,755	1,350	(405)	-23.1%		
614.000-Meters and Parts	8,000	-	6,000	824	6,000	6,000	-	0.0%		
621.000-Natural Gas/Heating	3,000	2,830	3,078	2,907	3,000	35,000	32,000	1066.7%		
622.000-Electricity	1,000	1,053	1,400	845	1,400	1,400	-	0.0%		
626.000-Gasoline	3,000	1,908	3,000	2,290	3,000	3,000	-	0.0%		
735.000-Technology: Hardware, Software, Equipment	2,700	1,416	2,700	460	2,700	1,676	(1,024)	-37.9%	Neptune 360	
750.000-Machinery and Equipment	6,000	-	6,000	-	7,000	7,000	-	0.0%		
920.000-Transfer between funds (capital)	360,000	360,000	410,000	410,000	460,000	510,000	50,000	10.9%		
955.000-Interest on Long Term Debt	-	-	-	-	59,850	-	(59,850)	-100.0%	this flows through capital reserve	
Total Expenditure	1,364,661	1,395,172	1,443,707	1,496,776	1,702,943	1,805,050	102,107	6.0%		
Net Water Fund	-	44,447	-	111,098	-	-	-	n/a		

Costing Center	255-55-30 - WWTF									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
022.000-Tri-Town: WWTF Charge - City Users	775,461	852,940	921,161	855,052	964,646	1,099,906	135,260	14.0%	preliminary estimate	
022.001-City: Septage Discharge	20,000	64,790	20,000	54,115	50,000	50,000	-	0.0%		
022.002-City: Leachate Revenues	500	1,031	500	1,568	500	1,000	500	100.0%		
025.001-Tri-Town: WWTF Charge - Essex	560,055	560,055	649,661	649,661	746,504	748,948	2,444	0.3%	preliminary estimate	
025.002-Tri-Town: WWTF Charge - Williston	818,542	818,542	853,286	853,401	1,095,511	990,813	(104,698)	-9.6%	preliminary estimate	
025.003-Tri-Town: Shared Septage	20,000	32,395	10,000	27,058	20,000	25,000	5,000	25.0%		
025.004-Tri-Town: Shared Leachate	100	516	100	784	100	100	-	0.0%		
025.005-Tri-Town: Village Pump Station Inspection Fees	34,300	34,300	36,000	36,000	36,000	36,000	-	0.0%		
060.000-Interest Income	-	5,320	-	26,433	-	-	-	n/a		
085.000-Penalties	3,500	4,537	3,500	3,985	3,500	3,500	-	0.0%		
098.000-Miscellaneous Revenue	-	4,338	-	4,375	-	-	-	n/a		
Total Revenues	2,232,458	2,378,764	2,494,208	2,512,432	2,916,761	2,955,267	38,506	1.3%		
Expenditure										
110.000-Regular Salaries	355,183	375,309	445,885	402,863	493,131	467,036	(26,095)	-5.3%		
120.000-Part Time Salaries	34,193	9,586	-	1,950	-	8,880	8,880	n/a		
130.000-Overtime	50,000	39,797	50,000	41,276	44,955	44,888	(66)	-0.1%		
210.000-Group Insurance	135,055	120,011	178,057	97,397	162,045	157,225	(4,820)	-3.0%		
220.000-Social Security	29,924	37,113	38,102	37,067	42,912	41,515	(1,397)	-3.3%		
NEW-Act 7 Childcare	-	-	-	-	-	1,791	1,791	n/a		
230.000-Retirement	35,519	39,951	44,364	41,735	46,817	45,999	(818)	-1.7%		
250.000-Unemployment Insurance	450	626	720	1,323	527	672	145	27.5%	based on actual CY2024	
260.000-Workers Comp insurance	27,800	17,449	22,462	17,049	25,400	25,400	-	0.0%	estimate	
290.000-Other Employee Benefits	1,809	-	2,159	-	-	3,150	3,150	n/a		
320.000-Legal Services	4,000	14,649	3,000	3,152	3,000	3,000	-	0.0%		
330.000-Professional Services	4,000	5,164	5,500	22,287	12,000	8,300	(3,700)	-30.8%	cleaning control building, add admin building \$400X12, engineering support \$2000, consulting for ordinance creation \$1500	
335.000-Audit	4,500	5,556	4,500	3,675	4,553	5,188	635	14.0%		
340.000-Technical Services	36,000	29,722	40,000	44,298	40,000	26,250	(13,750)	-34.4%	Open Approach PS comms \$1560 annual, Permit required water quality testing including lab certification \$14250, Previous budget charging consultants, electrician-moved to R&M for this budget, additional \$10,000 for Open Approach remote SCADA upgrades	
340.001-Lab Testing	-	-	-	-	-	-	-	n/a	Combined into Tech services since all that it was is lab testing and open approach	
410.000-Water and Sewer Charges	4,000	3,926	4,000	3,076	4,000	3,500	(500)	-12.5%		
421.000-Grit Disposal	16,000	15,970	16,000	17,513	16,500	17,600	1,100	6.7%		
430.000-R&M Vehicles and Equipment	4,000	1,121	4,000	2,734	4,000	3,000	(1,000)	-25.0%		

Costing Center	255-55-30 - WWTF									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
431.00-R&M Buildings	-	-	-	-	3,000	26,625	23,625	787.5%	miscellaneous building maintenance, wax touch up of control building floor (\$1500), monthly rodent control (\$87X12), alliance service boiler systems, air handling systems, related troubleshooting (\$10,000), Pratt & Smith electrical support \$8000, Laramie Water Resources (\$1,125 backflow preventor inspections,\$ 4,000 special project support)	
442.000-Rental of Vehicles or Equipment	-	1,301	-	1,370	1,500	3,384	1,884	125.6%	misc equipment rental \$1,500; copier lease based on estimate received from vendor	
491.000-Administrative Fees	61,778	60,404	62,980	62,980	106,003	95,446	(10,557)	-10.0%	preliminary estimate; FY24 included additional \$14,000 for IT which has been rolled into Admin Allocation calculation	
500.000-Training, Conferences, Dues	7,500	4,793	7,500	5,480	8,500	9,000	500	5.9%	5 new employees in 2023 need to take classes to get WW license, State requiring 50% be in person training again which has a higher cost, 3 other operators who need few classes to keep up with license requirements. WEF 1 Prof membership, 4 professional operator membership, 4 free for 1st year (\$725)	
505.000-Technology Subscription, Licenses	1,737	1,837	1,925	10,941	3,000	16,405	13,405	446.8%	WIN911 license, HIPPO Maintenance program, BioWinn (to model loading to facility), Kofax \$876, Questica \$2832, ClickTime \$1,211, CoCo \$1,486	
510.000-Permits, Licenses, Registrations	9,900	10,425	9,900	12,775	11,000	11,000	-	0.0%	NPDES permit fee ANR \$9,900, application fee for new operators to get licenses (5*\$110), test through grades \$110 each	
520.000-Insurance	36,610	41,765	38,605	41,794	39,800	44,059	4,259	10.7%	estimate 10.7% increase per VLCT	
530.000-Communications	6,000	11,225	6,400	10,634	12,675	12,620	(55)	-0.4%	cell phone stipends for 6 staff, internet, Verizon, annual fees pager and fire alarm comms	
540.000-Advertising	-	-	-	-	-	750	750	n/a	job ads (from Colleen)	
567.000-Biosolids Land Application	165,000	187,759	190,000	156,005	190,000	215,000	25,000	13.2%	increase 1cent/gal to Whitcomb Farm (12c)	
568.000-Biosolids Subcontractor	160,000	117,921	150,000	198,632	255,000	265,000	10,000	3.9%	New Casella contract	
570.000-Other Purchased Services	130,000	173,405	130,000	132,566	195,000	140,000	(55,000)	-28.2%	Prices of equipment replacement coming down, Cogen own budget so can reduce this, electrician and alliance pulled to separate acct	
NEW-Cogen	-	-	-	-	-	35,000	35,000	n/a	NEW account request	
610.000-General Supplies	9,000	20,204	10,000	9,464	12,000	9,000	(3,000)	-25.0%	with creation of small tools account we can reduce this account	

Costing Center	255-55-30 - WWTF									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%		
611.000-Small Tools & Equipment	-	-	-	-	-	5,000	5,000	n/a	small tools, hardware, pieces of piping etc.	
612.000-Uniforms	5,000	4,462	5,000	5,816	7,898	7,050	(848)	-10.7%	8*675 (including Chelsea), little extra in case polymer accident again and need new boots 2 pair @150	
618.000-Laboratory Supplies	18,000	20,373	20,000	19,889	22,000	28,000	6,000	27.3%	new sample fridge \$1500 (20 yrs old), centrifuge \$1500 (didn't pass calibration), new scale \$5,000 (30 yrs old), regular supplies \$20,000	
619.000-Chemicals	300,000	332,648	355,000	467,512	500,000	495,000	(5,000)	-1.0%		
621.000-Natural Gas/Heating	25,000	21,395	25,650	24,010	25,650	25,500	(150)	-0.6%	should be lower with Cogen back	
622.000-Electricity	150,000	149,299	175,000	204,567	170,000	170,000	-	0.0%	Cogen back up and running should be lower	
626.000-Gasoline	4,500	4,386	3,500	3,937	4,500	4,250	(250)	-5.6%		
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	6,396	4,284	(2,112)	-33.0%	laptop for employee, tablet- remote Scada access, Lab printer	
910.000-Transfer between funds (non-capital)	-	1,500	-	1,500	-	1,500	1,500	n/a	Mowing by Parks & Rec	
920.000-Transfer between funds (capital)	400,000	400,000	420,000	420,000	440,000	460,000	20,000	4.5%		
Total Expenditure	2,232,458	2,281,051	2,470,209	2,527,265	2,916,761	2,950,267	33,506	1.1%		
<i>Net Wastewater Fund</i>	-	97,712	23,999	(14,832)	(0)	5,000	5,000	-63720103.1%		

Costing Center	256-56-40 - Sanitation									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
023.000-Sanitation User Fees	685,061	680,777	700,325	657,506	778,137	830,899	52,762	6.8%	preliminary estimate	
023.001-Essex Pump Station Fees	30,123	27,591	35,625	26,825	33,125	33,500	375	1.1%	preliminary estimate	
023.002-Two Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	15,000	-	0.0%		
024.000-Utility Connection Fee	30,000	121,000	30,000	8,000	30,000	30,000	-	0.0%		
060.000-Interest Income	8,000	4,275	5,000	23,182	5,000	5,000	-	0.0%		
085.000-Penalties	2,500	3,597	2,500	3,160	3,000	3,000	-	0.0%		
098.000-Miscellaneous Revenue	3,000	393	3,000	-	500	-	(500)	-100.0%		
Total Revenues	773,684	852,633	791,450	733,673	864,762	917,399	52,637	6.1%		
Expenditure										
110.000-Regular Salaries	113,186	102,089	124,788	134,576	126,885	134,743	7,857	6.2%		
120.000-Part Time Salaries	9,906	3,342	1,382	104	-	-	-	n/a		
130.000-Overtime	16,977	11,362	13,574	12,066	19,369	20,392	1,024	5.3%		
210.000-Group Insurance	58,478	58,416	63,266	74,883	40,894	43,997	3,103	7.6%		
220.000-Social Security	10,482	9,667	10,755	11,294	11,792	12,497	706	6.0%		
NEW-Act 76 Childcare	-	-	-	-	-	539	539	n/a		
230.000-Retirement	11,318	9,928	12,356	10,561	13,798	14,934	1,136	8.2%		
250.000-Unemployment Insurance	175	247	190	353	135	143	8	5.9%	based on actual CY2024	
260.000-Workers Comp insurance	8,850	5,545	6,330	5,421	6,100	6,100	-	0.0%		
290.000-Other Employee Benefits	840	-	840	-	-	700	700	n/a		
330.000-Professional Services	1,000	3,030	1,000	2,236	4,000	6,000	2,000	50.0%	Hamlin Engineering support collection system questions \$2,500, electrical troubleshooting at stations \$2000, consulting for ordinance creation \$1500	
335.000-Audit	2,500	2,852	2,500	2,100	2,529	2,882	353	14.0%		
340.000-Technical Services	-	-	-	-	9,000	14,800	5,800	64.4%	Open Approach monthly fee for PS COMM IT support (\$560/month; 6720 yr.); TV sewer lines \$8,000	
410.000-Water and Sewer Charges	500	452	500	354	500	500	-	0.0%	from Ricky	
430.000-R&M Vehicles and Equipment	2,000	4,629	2,000	868	2,000	2,000	-	0.0%	from Ricky	
431.000-R&M Buildings & Grounds	14,000	6,437	14,000	14,677	6,000	6,000	-	0.0%	from Ricky	
433.000-R&M Infrastructure	6,000	2,828	6,000	16,658	16,000	5,000	(11,000)	-68.8%	Cleaning of drying beds at Winooski in FY24 (every other year paid by City)	
434.000-R&M Pump Stations	-	-	-	-	-	12,000	12,000	n/a	Maintenance of 6 pump stations, \$2000 electrical troubleshooting	
434.001-Susie Wilson PS Costs	12,480	10,037	15,000	9,015	14,000	11,500	(2,500)	-17.9%		
434.002-West Street PS Costs	13,520	12,010	17,000	12,883	15,000	13,500	(1,500)	-10.0%		
441.000-Rental of Land or Buildings	1,700	1,779	1,700	4,758	1,800	1,800	-	0.0%	railroad crossings	
491.000-Administrative Fees	157,856	155,108	161,960	161,960	220,005	226,891	6,886	3.1%	preliminary estimate	
500.000-Training, Conferences, Dues	200	410	200	92	4,500	2,000	(2,500)	-55.6%	from Ricky	
505.000-Technology Subscription, Licenses	616	616	750	1,757	750	1,668	918	122.4%	Kofax \$154, Questica \$840, ClickTime \$303, GoCo \$371	
520.000-Insurance	5,750	1,712	3,457	1,778	5,700	6,310	610	10.7%	estimate 10.7% increase per VLCT	
521.000-Insurance Deductibles	1,000	-	1,000	-	1,000	1,000	-	0.0%		
550.000-Printing and Binding	1,500	-	-	-	1,500	-	(1,500)	-100.0%		
560.000-Postage	5,500	4,847	5,750	7,336	5,750	6,000	250	4.3%		
610.000-General Supplies	1,000	31	1,000	2,430	1,000	1,000	-	0.0%	from Ricky	

Costing Center	256-56-40 - Sanitation								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	from Ricky
612.000-Uniforms	1,350	661	1,350	1,841	1,755	1,350	(405)	-23.1%	
621.000-Natural Gas/Heating	2,000	1,123	2,052	1,287	2,000	1,500	(500)	-25.0%	
622.000-Electricity	14,000	10,216	14,000	9,132	13,000	12,000	(1,000)	-7.7%	
626.000-Gasoline	4,000	3,603	4,000	5,276	4,500	6,000	1,500	33.3%	truck #14
735.000-Technology: Hardware, Software, Equipment	3,000	2,487	3,000	-	3,000	3,403	403	13.4%	Neptune 360
750.000-Machinery and Equipment	5,000	-	5,000	-	5,000	5,000	-	0.0%	from Ricky
920.000-Transfer between funds (capital)	95,000	95,000	95,000	95,000	95,000	115,000	20,000	21.1%	
Total Expenditure	581,684	520,464	591,700	600,692	657,262	702,149	44,887	6.8%	
<i>Net Sanitation Fund</i>	<i>192,000</i>	<i>332,169</i>	<i>199,750</i>	<i>132,981</i>	<i>207,500</i>	<i>215,250</i>	<i>7,750</i>	<i>3.7%</i>	

Water Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	811,787	1,014,327	700,716	997,681	1,349,344	1,662,694	1,970,050	1,538,315	2,028,453
Planned Spending	(23,363)	(566,193)	(10,584)	(10,883)	(18,222)	(79,270)	(873,434)	(6,657)	(34,852)
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(234,096)	(257,418)	(252,452)	(247,454)	(328,427)	(323,374)	(318,301)	(313,205)	(308,084)
Revenue Sources									
<i>Transfer In from Water Operating Budget</i>	460,000	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000
<i>Interest Earnings</i>									
<i>Vac Truck Rental</i>									
Total Revenues	460,000	510,000	560,000	610,000	660,000	710,000	760,000	810,000	860,000
Ending Fund Balance	1,014,327	700,716	997,681	1,349,344	1,662,694	1,970,050	1,538,315	2,028,453	2,545,517

Wastewater Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	1,756,786	1,925,829	1,884,791	2,313,653	2,755,515	3,272,377	3,809,239	4,366,102	4,942,964
Planned Spending	(268,500)	(497,900)	(48,000)	(55,000)	-	-	-	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(2,457)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)
Revenue Sources									
<i>Transfer In from Wastewater Operating Budget</i>	440,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000
<i>Interest Earnings</i>									
Total Revenues	440,000	460,000	480,000	500,000	520,000	540,000	560,000	580,000	600,000
Ending Fund Balance	1,925,829	1,884,791	2,313,653	2,755,515	3,272,377	3,809,239	4,366,102	4,942,964	5,542,964

Sanitation Fund Capital Reserve Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	200,277	109,380	40,807	38,562	16,600	(163,997)	(238,278)	(379,287)	(419,608)
Planned Spending	(103,897)	(115,130)	(3,292,584)	(27,322)	(82,218)	-	(90,829)	(14,240)	-
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(82,000)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	(67,119)
Estimated Debt Payment on Pump Station Upgrades (#3,250,000 for 20 yrs @ 3.66%)				(99,017)	(278,350)	(272,409)	(266,468)	(260,527)	(254,586)
Revenue Sources									
<i>Transfer In from Sanitation Operating Budget</i>	95,000	115,000	135,000	155,000	175,000	195,000	215,000	235,000	255,000
<i>Bond Funding ESTIMATE ONLY</i>		12,900	3,237,100						
<i>Town Share (50% of West St pump station) ESTIMATE ONLY</i>				30,695	86,289	84,447	82,605	80,763	78,922
<i>Interest Earnings</i>									
Total Revenues	95,000	127,900	3,372,100	185,695	261,289	279,447	297,605	315,763	333,922
Ending Fund Balance	109,380	40,807	38,562	16,600	(163,997)	(238,278)	(379,287)	(419,608)	(407,391)

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
WA	Water	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			127,745							
SAN	Sanitation	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639			13,050							
WA	Water	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639			418,164							
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase I	1/26/24	609,372				5,596						
SAN	Sanitation	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase II	1/26/24	806,803					5,226					
WA	Water	Sidewalk and road West St to Susie Wilson	5	UU	8/17/23	1,094,502						12,631				
SAN	Sanitation	Rosewood Lane Sidewalk/Roadway Reconstruction	6	III	8/17/23	1,762,306						70,866				
WA	Water	Algonquin Ave Waterline	7	C	8/17/23	281,576							79,270			
WA	Water	Waterline 235 Pearl St to Susie Wilson Rd	8	V	8/17/23	445,492								445,492		
SAN	Sanitation	Replace waterline, road and storm drainage North St	9	QQQ	8/17/23	1,989,157								12,829		
WA	Water	Replace waterline, road and storm drainage North St	9	QQQ	8/17/23	1,989,157								427,942		
SAN	Sanitation	Pleasant St. Road Reconstruction	10	NNN	8/17/23	1,283,234									14,240	
WA	Water	Pleasant St. Road Reconstruction	10	NNN	8/17/23	1,283,234									6,657	
WA	Water	West St. Sidewalk South St. to Clems Dr.	11	VV	8/17/23	812,140										24,928
WA	Water	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	12	TT	8/17/23	1,858,391										9,924
WA	Water	Main Street Indian Brook Bridge Replacement	14	VVV	8/17/23	1,818,036										
SAN	Sanitation	Old Colchester Rd new sanitary sewer	15	T	8/17/23	1,114,000										
SAN	Sanitation	Central St waterline	16	H	8/17/23	1,584,255										
WA	Water	Central St waterline	16	H	8/17/23	1,584,255										
WA	Water	West St waterline replacement So Summit St to Hayden Dr	18	HH	8/17/23	1,232,562										
SAN	Sanitation	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	8/17/23	693,410										
WA	Water	South St waterline replacement Park St to Doon Way	25	CC	8/17/23	1,112,268										
WA	Water	Church St waterline replacement Main St to East St	26	I	8/17/23	341,597										
WA	Water	Grant St waterline replacement Jackson St to Maple St	27	L	8/17/23	437,075										
SAN	Sanitation	Collection system capacity study			10/21/22	85,000		28,300	28,300	28,400						
SAN	Sanitation	HS Pump Station Gas Detection System						15,325								
SAN	Sanitation	Manhole Rehab/Sliplining					40,000	40,000	40,000							
SAN	Sanitation	Maple and River St pump station retrofit			7/31/23	1,236,260			5,160	1,231,100						
SAN	Sanitation	Pump Station Evaluation (River, Maple, West)-done in FY23, when do we need to schedule this out again?														
SAN	Sanitation	Trailer Pump										TBD				
SAN	Sanitation	Meter replacement program						20,272	20,880	21,488	22,096	11,352				
SAN	Sanitation	West St pump station retrofit (50% by Town)			7/31/23	2,013,740			7,740	2,006,000						
SAN	Sanitation	Susie Wilson Rd pump station (20 year)														
SAN	Sanitation	Pickup Truck												78,000		
WW	Wastewater	10 year engineer evaluation						50,000								
WW	Wastewater	Aeration header replacement Side A/Side B			11/29/22	20,000			10,000	10,000						
WW	Wastewater	Automatic Samplers			10/5/22	27,000		27,000								
WW	Wastewater	Capital Planning - 20 Year (FY28)														
WW	Wastewater	Catwalk addition to filter building							TBD							
WW	Wastewater	Control Building Pump Gallery Submersible Pumps						25,000								
WW	Wastewater	Digester Cleaning			12/2/22	85,000		42,500	52,500							
WW	Wastewater	Effluent Filter Cloths (recurring 5-7 years)			4/1/22						45,000					
WW	Wastewater	Energy Cons. Measures Design, install.							10,000	10,000	10,000					
WW	Wastewater	eX-mark Mower								12,000						
WW	Wastewater	Concrete Crack Sealing (annual amount for routine maintenance TBD)										TBD				
WW	Wastewater	Headworks Screen														
WW	Wastewater	Lab renovation			11/29/22					16,000						
WW	Wastewater	Oxygen reduction potential controller replacement			12/2/22			14,000								
WW	Wastewater	Digester Block Re-Face										TBD				
WW	Wastewater	Service truck with body and crane						60,000								
WW	Wastewater	Vt Phos Challenge PePhlo pilot					100,000	50,000	100,000							
WW	Wastewater	Generator for admin building							52,000							
WW	Wastewater	Digester flare & flame arrestor replacement			12/4/23	230,000			248,400							
WW	Wastewater	Waste Primary Sludge #2 upsize							25,000							
WA	Water	Iroquois Ave Road and Waterline rebuild REMOVE-DUPLICATE														
WA	Water	Meter replacement program						23,363	10,284	10,584	10,883	5,591				
WA	Water	Water Pickup Truck					41,527									
WA	Water	Backhoe														
WA	Water	Hydrant Replacement - Iriquois Ave							10,000							

EJRP Programs Admin Fee Calculation

EJRP GF	FY25 Budget
Admin (net GF)	\$786,516
Parks & Facilities	\$334,950
Capital	\$113,380
Maple Street	\$136,850
Park Street	\$68,050
Total:	\$1,439,746

	\$	%
EJRP GF:	\$1,439,746	27.84%
EJRP PF:	\$3,731,551	72.16%
Total:	\$5,171,297	100.00%

Cost	Allocation Calculation Method:	Total Expense	% EJRP Overall	% EJRP Programs	Admin Allocation Amount
City Manager	estimate 6 hours/month	\$180,476	3.46%	2.50%	\$4,508
HR Director	estimate average of 2-5 hours/month; use 3.5 hours/month	\$127,966	2.02%	1.46%	\$1,865
Communications Director	estimate 1 hour/month	\$125,638	0.58%	0.42%	\$523
City Clerk/Treasurer	estimate average of 15 mins/batch posting by Asst. Clerk, usually 1 batch/week	\$65,434	0.63%	0.45%	\$295
HRIS Software - GoCo	based on number of FT and permanent PT employees in program fund only (see expense allocation methods file for additional detail)	\$7,800	n/a	35.94%	\$2,803
NEMRC Finance Software	based on number of users - EJRP has 1	\$6,145	6.67%	4.81%	\$296
Annual Financial Audit	% of total prior year budget, do not include cost of single audit unless/until EJRP becomes major program on SEFA - this is currently the Crescent Connector grant (see expense allocation methods file for additional detail)	\$24,500	n/a	16.00%	\$3,920
Finance Director	estimate 3 hours/month for budgeting, reporting, payroll/AP review, reconciliation/grant reporting review and audit prep	\$136,200	n/a	1.73%	\$2,357
Accountant II	estimate 2.5 hrs/month for JE posting, bank reconciliations, misc grant tracking/reporting, audit work	\$88,603	n/a	1.44%	\$1,278
Accountant I	estimate .5 hr/payroll and 1 hr/AP check run	\$89,113	n/a	1.88%	\$1,671
IT	34 total devices for EJRP, estimate 10% of managed services contract	\$118,981.00	n/a	6.00%	\$7,139
		\$63,026.00	39.08%	28.20%	\$17,773

Total EJRP Programs Admin Fee:	\$44,427.68
---------------------------------------	--------------------

FY25 EJRP Program Summary

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
Admin	-	413,783	-	266,621	-	-	-	n/a	grants
Pool	128,273	134,538	167,664	153,001	158,339	172,327	13,988	9%	
Parks	12,549	36,393	12,549	30,644	18,379	32,489	14,110	77%	
Programs	321,197	351,789	359,368	482,165	435,210	543,955	108,745	25%	
After School	1,258,603	1,273,714	1,386,548	1,343,667	1,510,734	1,671,432	160,698	11%	
Preschool	390,475	358,082	397,508	396,284	438,868	624,996	186,128	42%	
Summer Day Camp	478,920	494,133	538,825	571,617	618,635	689,296	70,661	11%	
Total Revenues	2,590,017	3,062,432	2,862,462	3,243,998	3,180,165	3,734,495	554,330	17%	
Expenditures									
Admin	79,235	129,596	177,329	201,901	88,020	150,295	62,275	71%	
Pool	150,803	151,993	157,818	148,072	155,939	165,459	9,520	6%	
Parks	27,363	19,598	34,158	33,301	36,648	36,974	326	1%	
Programs	313,371	348,333	294,954	422,569	496,069	626,079	130,010	26%	
After School	1,266,141	1,096,527	1,285,454	1,204,802	1,382,302	1,551,595	169,293	12%	
Preschool	390,242	390,599	407,409	404,675	450,933	627,757	176,824	39%	
Summer Day Camp	462,126	519,903	504,712	458,265	586,935	674,779	87,844	15%	
Total Expenditures	2,689,281	2,656,549	2,861,834	2,873,585	3,196,846	3,832,937	636,091	20%	

Costing Center	259-30-10 - EJRP Programs Admin								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
040.000-Intergov: Federal Grant	-	183,458	-	21,750	-	-	-	-	n/a
040.832-Federal Grant ARPA	-	209,942	-	229,710	-	-	-	-	n/a
060.000-Interest Income	-	1,013	-	15,161	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	19,370	-	-	-	-	-	-	n/a
Total Revenues	-	413,783	-	266,621	-	-	-	-	n/a
Expenditure									
110.000-Regular Salaries	-	4,258	51,064	52,109	-	-	-	-	n/a
120.000-Part Time Salaries	4,840	453	-	448	-	-	-	-	n/a
210.000-Group Insurance	-	-	24,865	350	-	-	-	-	n/a
220.000-Social Security	370	258	3,906	4,221	-	-	-	-	n/a
230.000-Retirement	-	224	4,085	4,258	-	-	-	-	n/a
250.000-Unemployment Insurance	-	2,048	-	-	4,282	4,154	(128)	-3.0%	based on actual CY2024
260.000-Workers Comp insurance	40,552	35,570	40,552	29,838	50,000	50,000	-	0.0%	estimate
330.000-Professional Services	3,750	2,413	6,000	3,980	4,500	4,500	-	0.0%	
442.000-Rental of Vehicles or Equipment	2,135	3,973	2,135	7,300	2,135	1,968	(167)	-7.8%	add copier lease for 2nd Maple St copier
500.000-Training, Conferences, Dues	10,250	10,523	15,549	19,100	9,500	9,500	-	0.0%	
505.000-Technology Subscriptions, Licenses	-	-	-	-	-	17,570	17,570	n/a	Kofax \$1,978, Questica \$3,087
550.000-Printing and Binding	12,860	6,901	22,220	9,674	10,500	10,500	-	0.0%	
560.000-Postage	4,478	1,956	6,953	5,627	7,103	7,103	-	0.0%	
561.000-Credit Card Processing Fees	-	61,018	-	64,996	-	-	-	-	n/a
NEW-Transfer to General Fund Admin Allocation	-	-	-	-	-	45,000	45,000	n/a	
Total Expenditure	79,235	129,596	177,329	201,901	88,020	150,295	62,275	70.8%	
Net EJRP Program Fund	(79,235)	284,187	(177,329)	64,720	(88,020)	(150,295)			

Costing Center	259-30-11 - EJRP Pool								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.304-Pool Day Admissions	53,795	55,396	72,444	72,226	68,444	79,581	11,137	16.3%	
020.305-Pool Memberships	32,151	35,496	43,296	40,057	40,843	44,315	3,472	8.5%	
020.306-Swim Lessons	42,327	43,646	51,924	40,718	49,052	48,431	(621)	-1.3%	
Total Revenues	128,273	134,538	167,664	153,001	158,339	172,327	13,988	8.8%	
Expenditure									
120.000-Part Time Salaries	105,427	98,634	108,694	88,583	108,972	117,879	8,907	8.2%	
130.000-Overtime	-	6,729	-	6,762	-	-	-	n/a	
220.000-Social Security	8,065	8,086	8,316	7,294	8,336	9,018	682	8.2%	
NEW-Act 76 Childcare	-	-	-	-	-	389	389	n/a	
330.000-Professional Services	6,046	3,280	6,580	6,168	5,080	5,194	114	2.2%	
410.000-Water and Sewer Charges	3,428	-	2,701	1,877	-	-	-	n/a	
431.000-R&M Buildings and Grounds	21,887	22,738	25,887	32,737	29,189	28,847	(342)	-1.2%	
610.000-General Supplies	5,950	12,528	5,640	4,652	4,362	4,132	(230)	-5.3%	
Total Expenditure	150,803	151,993	157,818	148,072	155,939	165,459	9,520	6.1%	
Net EJRP Program Fund	(22,530)	(17,455)	9,846	4,929	2,400	6,868			

Costing Center	259-30-12 - EJRP Programs Parks and Facilities									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
020.308-Facility & Field Rental	12,549	35,293	12,549	29,684	18,379	32,489	14,110	76.8%		
050.000-Donations	-	1,100	-	960	-	-	-	-		
Total Revenues	12,549	36,393	12,549	30,644	18,379	32,489	14,110	76.8%		
Expenditure										
120.000-Part Time Salaries	7,922	6,139	7,922	4,016	7,922	9,422	1,500	18.9%		
220.000-Social Security	606	470	606	307	606	721	115	18.9%		
NEW-Act 76 Childcare	-	-	-	-	-	31	31	n/a		
330.000-Professional Services	2,500	7,181	13,110	11,698	9,000	9,000	-	0.0%		
442.000-Rental of Vehicles or Equipment	7,200	1,089	7,200	7,892	13,800	13,800	-	0.0%		
500.000-Training, Conferences, Dues	3,500	3,925	4,000	7,207	4,000	4,000	-	0.0%		
530.000-Communications	1,320	636	1,320	1,320	1,320	-	(1,320)	-100.0%		
610.000-General Supplies	4,315	157	-	239	-	-	-	n/a		
830.000-Regular Supplies	-	-	-	621	-	-	-	n/a		
Total Expenditure	27,363	19,598	34,158	33,301	36,648	36,974	326	0.9%		
Net EJRP Program Fund	(14,814)	16,796	(21,609)	(2,657)	(18,269)	(4,485)				

Costing Center	259-30-14 - EJRP Recreation Programs								
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.311-Youth Programs	226,662	213,643	203,155	330,287	250,040	361,480	111,440	44.6%	
020.312-Adult Programs	87,585	124,096	129,663	136,134	146,320	147,575	1,255	0.9%	
050.000-Donation Revenue	6,950	950	26,550	1,594	38,850	34,900	(3,950)	-10.2%	
050.150-Donations - Memorial Day Parade	-	13,100	-	14,150	-	-	-	n/a	
Total Revenues	321,197	351,789	359,368	482,165	435,210	543,955	108,745	25.0%	
Expenditure									
110.000-Regular Salaries	13,820	14,203	-	4,626	53,745	56,163	2,418	4.5%	
120.000-Part Time Salaries	4,369	6,974	14,400	13,215	30,968	52,922	21,954	70.9%	
210.000-Group Insurance	7,877	-	-	-	25,158	27,393	2,235	8.9%	
220.000-Social Security	1,398	1,611	1,102	1,361	6,507	8,391	1,884	29.0%	
NEW-Act 76 Childcare	-	-	-	-	-	362	362	n/a	
230.000-Retirement	1,382	-	-	-	4,434	4,945	511	11.5%	
290.000-Other Employee Benefits	88	-	-	-	350	350	-	0.0%	
330.000-Professional Services	256,513	275,899	241,880	336,591	329,262	433,805	104,543	31.8%	
410.000-Water and Sewer Charges	800	-	800	649	800	1,500	700	87.5%	
431.000-R&M Buildings and Grounds	200	-	800	504	1,300	1,300	-	0.0%	
441.000-Rental of Land or Buildings	600	-	600	-	-	-	-	n/a	
442.000-Rental of Vehicles or Equipment	1,400	-	900	2,818	2,000	2,000	-	0.0%	
500.000-Training, Conferences, Dues	700	2,401	750	1,180	6,784	8,077	1,293	19.1%	
530.000-Communications	-	-	-	-	-	1,098	1,098	n/a	cell phone stipend
540.000-Advertising	200	-	200	150	-	-	-	n/a	
560.000-Postage	-	-	-	-	-	-	-	n/a	
580.000-Travel	-	-	-	-	-	-	-	n/a	
610.000-General Supplies	24,024	37,929	30,610	52,955	34,761	27,773	(6,988)	-20.1%	
831.000-Special or New Programs	-	-	2,912	-	-	-	-	n/a	
850.150-Memorial Day Parade	-	9,318	-	8,521	-	-	-	n/a	
Total Expenditure	313,371	348,333	294,954	422,569	496,069	626,079	130,010	26.2%	
Net EJRP Program Fund	7,826	3,455	64,414	59,596	(60,859)	(82,124)			

Costing Center		259-30-15 - EJRP After School Care									
		2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues											
	020.311-Youth Programs	66,500	10,547	-	-	-	-	-	n/a		
	020.313-Childcare	1,087,910	1,141,154	1,247,624	1,232,847	1,369,027	1,500,072	131,045	9.6%		
	020.315-Shared Staffing Contract	104,193	122,012	138,924	110,820	141,707	171,360	29,653	20.9%		
	Total Revenues	1,258,603	1,273,714	1,386,548	1,343,667	1,510,734	1,671,432	160,698	10.6%		
Expenditure											
	110.000-Regular Salaries	462,544	412,007	483,791	456,161	561,969	576,341	14,372	2.6%		
	120.000-Part Time Salaries	354,015	274,151	390,955	363,635	379,133	491,920	112,787	29.7%		
	130.000-Overtime	6,115	4,646	-	7,383	-	-	-	n/a		
	150.000-Shared Employee Expense	-	-	-	-	-	-	-	n/a		
	210.000-Group Insurance	128,041	76,741	95,989	108,884	135,435	122,197	(13,238)	-9.8%		
	220.000-Social Security	64,003	52,866	64,612	62,163	72,289	83,264	10,975	15.2%		
	NEW-Act 76 Childcare	-	-	-	-	-	3,592	3,592	n/a		
	230.000-Retirement	46,289	41,025	44,165	47,297	43,846	58,286	14,440	32.9%		
	290.000-Other Employee Benefits	3,620	-	4,200	-	3,850	3,850	-	0.0%		
	330.000-Professional Services	32,524	25,888	31,480	36,178	51,917	96,400	44,483	85.7%		
	500.000-Training, Conferences, Dues	21,146	9,186	36,940	13,502	25,045	33,241	8,196	32.7%		
	530.000-Communications	7,260	8,331	5,700	12,860	7,920	7,920	-	0.0%	includes cell phone stipends	
	580.000-Travel	67,412	8,029	54,380	20,421	20,100	-	(20,100)	-100.0%		
	610.000-General Supplies	58,634	82,024	53,286	74,482	57,792	69,084	11,292	19.5%		
	626.000-Gasoline	1,900	2,951	2,650	1,836	5,500	5,500	-	0.0%		
	750.000-Machinery & Equipment	-	14,151	-	-	-	-	-	n/a		
	751.000-Vehicle Purchase	-	84,530	-	-	17,506	-	(17,506)	-100.0%		
	975.000-Interest Expense - Leases	12,638	-	17,306	-	-	-	-	n/a		
	995.000-Interest on Cash	-	-	-	-	-	-	-	n/a		
	Total Expenditure	1,266,141	1,096,527	1,285,454	1,204,802	1,382,302	1,551,595	169,293	12.2%		
	Net EJRP Program Fund	(7,538)	177,187	101,094	138,865	128,432	119,837				

Costing Center	259-30-16 - EJRP Preschool									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
020.313-Childcare	390,475	358,082	397,508	396,284	438,868	624,996	186,128	42.4%		
Total Revenues	390,475	358,082	397,508	396,284	438,868	624,996	186,128	42.4%		
Expenditure										
110.000-Regular Salaries	193,272	206,516	203,065	223,650	249,948	351,704	101,756	40.7%		
120.000-Part Time Salaries	41,109	41,520	37,480	22,690	12,186	14,024	1,838	15.1%		
130.000-Overtime	-	311	-	276	-	-	-	n/a		
210.000-Group Insurance	98,852	87,030	112,206	85,888	126,922	131,414	4,492	3.5%		
220.000-Social Security	18,038	18,920	18,509	18,547	20,187	28,504	8,317	41.2%		
NEW-Act 76 Childcare	-	-	-	-	-	1,230	1,230	n/a		
230.000-Retirement	19,327	20,535	20,307	13,484	23,098	32,564	9,466	41.0%		
290.000-Other Employee Benefits	1,400	-	1,400	-	1,750	2,450	700	40.0%		
330.000-Professional Services	3,114	2,376	3,114	7,862	3,114	6,665	3,551	114.0%		
420.000-Cleaning Services	-	-	-	-	-	32,500	32,500	n/a	add \$32,500 from GF for cleaning	
431.000-R&M Buildings and Grounds	-	-	-	-	-	-	-	n/a		
442.000-Rental of Vehicles or Equipment	-	-	-	-	-	1,860	1,860	n/a	copier lease for Park St	
500.000-Training, Conferences, Dues	8,902	2,768	5,100	8,296	7,500	11,750	4,250	56.7%		
530.000-Communications	-	-	-	-	-	-	-	n/a		
580.000-Travel	1,728	-	1,728	-	1,728	2,592	864	50.0%		
610.000-General Supplies	4,500	10,623	4,500	23,982	4,500	10,500	6,000	133.3%	add \$4500 from GF for cleaning supplies	
Total Expenditure	390,242	390,599	407,409	404,675	450,933	627,757	176,824	39.2%		
Net EJRP Program Fund	233	(32,517)	(9,901)	(8,391)	(12,065)	(2,761)				

Costing Center	259-30-17 - EJRP Summer Day Camps									
	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										
020.313-Childcare	478,920	494,133	538,825	571,617	618,635	689,296	70,661	11.4%		
Total Revenues	478,920	494,133	538,825	571,617	618,635	689,296	70,661	11.4%		
Expenditure										
110.000-Regular Salaries	50,310	24,023	60,195	18,266	73,501	72,644	(857)	-1.2%		
120.000-Part Time Salaries	293,123	317,369	308,642	283,585	355,071	420,770	65,699	18.5%		
130.000-Overtime	-	22,518	-	13,310	-	-	-	n/a		
220.000-Social Security	26,273	27,706	28,215	24,192	32,786	37,746	4,960	15.1%		
NEW-Act 76 Childcare	-	-	-	-	-	1,628	1,628	n/a		
330.000-Professional Services	9,290	21,898	8,905	25,881	64,585	111,981	47,396	73.4%		
580.000-Travel	51,399	78,163	72,240	62,967	34,300	-	(34,300)	-100.0%		
610.000-General Supplies	31,631	28,228	26,515	30,064	26,692	30,009	3,317	12.4%		
626.000-Gasoline	100	-	-	-	-	-	-	n/a		
Total Expenditure	462,126	519,903	504,712	458,265	586,935	674,779	87,844	15.0%		
Net EJRP Program Fund	16,794	(25,770)	34,113	113,351	31,700	14,517				



MEMORANDUM

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE : February 14, 2024

SUBJECT: Pump Station Improvements - River St, Maple St and West St

Issue: To hold a bond vote in November 2024 for three pump station improvement projects.

Discussion: The City's pump stations are aging with four of the eight in need of retrofits within the next couple years to decade. Some have not received major upgrades since installation ranging from 1970's to 2000's.

Three of the stations that are at the top of the list are River St (1973), Maple St (1972) and West St (installed 1964, retrofit 1983). River St and Maple St are ejector style stations which is outdated technology and tricky to troubleshoot. West St is the station with the greatest amount of flow City-wide and in need for more capacity to service the City and Town of Essex. The Town of Essex cost shares West St pump station expenses at 50% with the City per the Two-Party Agreement.

In 2022, Aldrich and Elliott Water Resource Engineers (A&E) conducted a pump station improvement study for the three stations to evaluate available refurbishment/upgrade options for these stations. The study identified a proposed project to refurbish all three stations with a total construction cost estimate of \$3,250,000.

With the sanitation capital fund severely underfunded to meet future needs, it was suggested that a priority list application be submitted to the State of Vermont Clean Water State Revolving Fund (CWSRF) Loan Program. This is done to give the State a heads up of the upcoming project needs in the State but requires no set timeline for project competition.

The Water Quality Superintendent shared the pump station improvement study with the Town of Essex staff who are in support of the West St retrofit project.

It is important to note with the retrofit of these three stations there would be one major retrofit remaining which is the Susie Wilson Rd Pump Station (retrofitted 2002). However, as part of the Two-Part Agreement this station is paid by the Town of Essex at 100% but managed by the City. The other four stations: Cascade St (installed 2002), Roscoe Ct (installed 2009), South St (retrofit 2023) and High School (rebuilt 2013) would need more smaller scale retrofit work that could likely be handled by the Sanitation Capital Plan.

The current thinking of timeline for these projects is as follows:

- 1) Submit funding application to the CWSRF Feb/March 2024 for the three-pump station improvement projects.
- 2) Sign agreement for professional services with A&E February 2024 allowing preliminary engineering to begin.
- 3) Hold a bond vote in City and Town November 2024 for the improvement projects.
- 4) Install River St and Maple St improvement projects in 2025.
- 5) Install West St improvement projects in 2026 (50% cost share with Town of Essex)

Costs: Estimated costs for the three improvement projects is \$3.25 Million which would be funded through the CWSRF program and supported with a bond. CWSRF program offers 50% subsidy for Step I and Step II engineering services which includes the \$12,900 Step I agreement for this project and a future step II agreement estimated to be approximately \$99,000. These services are included in the \$3.25 M total project cost.

The West St Pump Station portion of the project represents the greatest cost of the three, but this cost shared with the Town of Essex.

Recommendation: It is recommended that the City Council authorize the City Manager to sign the agreement with Aldrich and Elliott for engineering services, submit the funding application to the Clean Water State Revolving Loan Program for three pump station improvement. It is also recommended City Council indicate support of the current proposed timeline including bond vote.

Attachments:

Engineer Services Agreement with Aldrich + Elliot for the Essex Junction Pump Station Improvements. River Street, Maple Street, and West Street
State Revolving Loan Programs Funding Application – Draft

**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

Prepared by



Issued and Published Jointly by



Copyright © 2014:

National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

The copyright for this EJCDC document is owned jointly by the three sponsoring organizations listed above. The National Society of Professional Engineers is the Copyright Administrator for the EJCDC documents; please direct all inquiries regarding EJCDC copyrights to NSPE.

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 – SERVICES OF ENGINEER.....	1
1.01 Scope	1
ARTICLE 2 – OWNER’S RESPONSIBILITIES.....	1
2.01 General	1
ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES.....	2
3.01 Commencement.....	2
3.02 Time for Completion	2
ARTICLE 4 – INVOICES AND PAYMENTS	2
4.01 Invoices	2
4.02 Payments	2
ARTICLE 5 – OPINIONS OF COST	3
5.01 Opinions of Probable Construction Cost	3
5.02 Designing to Construction Cost Limit	3
5.03 Opinions of Total Project Costs.....	3
ARTICLE 6 – GENERAL CONSIDERATIONS.....	4
6.01 Standards of Performance	4
6.02 Design Without Construction Phase Services	5
6.03 Use of Documents	6
6.04 Electronic Transmittals.....	6
6.05 Insurance	7
6.06 Suspension and Termination	8
6.07 Controlling Law.....	9
6.08 Successors, Assigns, and Beneficiaries	9
6.09 Dispute Resolution	10
6.10 Environmental Condition of Site.....	10
6.11 Indemnification and Mutual Waiver	11
6.12 Records Retention.....	12
6.13 Miscellaneous Provisions.....	12
ARTICLE 7 – DEFINITIONS.....	12
7.01 Defined Terms	12
ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS	16
8.01 Exhibits Included:	16
8.02 Total Agreement:	17
8.03 Designated Representatives:	17
8.04 Engineer's Certifications:	17

**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of February 14, 2024 ("Effective Date") between
City of Essex Junction ("Owner") and
Aldrich + Elliott PC ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Essex Junction Pump Station Improvements. River Street, Maple Street, and West Street. "Project").
Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows:
Step I Amendment for CWSRF Eligibility

Owner and Engineer further agree as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 *Scope*

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 – OWNER'S RESPONSIBILITIES

2.01 *General*

- A. Owner shall have the responsibilities set forth herein and in Exhibit B.
- B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.
- C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.
- D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:
 - 1. any development that affects the scope or time of performance of Engineer's services;
 - 2. the presence at the Site of any Constituent of Concern; or

3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES

3.01 *Commencement*

- A. Engineer is authorized to begin rendering services as of the Effective Date.

3.02 *Time for Completion*

- A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.
- E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 *Invoices*

- A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. **Invoices must include a breakdown of services provided.** Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

4.02 *Payments*

- A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:
 1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and

2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.
- D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

ARTICLE 5 – OPINIONS OF COST

5.01 *Opinions of Probable Construction Cost*

Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate. Opinions of Probable Cost and any revisions thereof should reflect compliance with American Iron & Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.

5.02 *Designing to Construction Cost Limit*

- A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

5.03 *Opinions of Total Project Costs*

- A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.
- B. Opinions of Total Project Costs and any revisions thereof should reflect compliance with American Iron & Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 *Standards of Performance*

- A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.
- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. *Compliance with Laws and Regulations, and Policies and Procedures:*
 - 1. Engineer and Owner shall comply with applicable Laws and Regulations.
 - 2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
 - 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:
 - a. changes after the Effective Date to Laws and Regulations;
 - b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;
 - c. changes after the Effective Date to Owner-provided written policies or procedures.
- F. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make

resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.

- G. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 "Standard General Conditions of the Construction Contract" (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.
- H. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- I. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's, failure to furnish and perform the Work in accordance with the Construction Contract Documents.
- J. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.
- K. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- L. Engineer's services do not include providing legal advice or representation.
- M. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
- N. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

6.02 *Design Without Construction Phase Services*

- A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to

Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor's payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

6.03 *Use of Documents*

- A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.
- B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.
- C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

6.04 *Electronic Transmittals*

- A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

- B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer **may** jointly develop such protocols.
- C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

6.05 *Insurance*

- A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.
- B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.
- C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.
- E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.
- F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.

- G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

6.06 *Suspension and Termination*

A. *Suspension:*

- 1. *By Owner:* Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.
- 2. *By Engineer:* Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.

B. *Termination:* The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
 - a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - b. by Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.
 - 3) Engineer shall have no liability to Owner on account of such termination.
 - c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same,

then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.
- C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. *Payments Upon Termination:*
1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.
 2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

6.07 *Controlling Law*

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

6.08 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- C. Unless expressly provided otherwise in this Agreement:
 - 1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.
 - 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
 - 3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

6.09 *Dispute Resolution*

- A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the other provisions of this Agreement, or exercising their rights at law.
- B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

6.10 *Environmental Condition of Site*

- A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.
- B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.
- C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.
- D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.
- E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.

- F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

6.11 *Indemnification and Mutual Waiver*

- A. *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants.
- B. *Indemnification by Owner:* Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants as required by Laws and Regulations.
- C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages, actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.
- F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement

to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

6.12 *Records Retention*

- A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under this Agreement. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

6.13 *Miscellaneous Provisions*

- A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.
- B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- E. *Accrual of Claims:* To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

ARTICLE 7 – DEFINITIONS

7.01 *Defined Terms*

- A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:
 - 1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.
 - 2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.

3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.
4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.
5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.
6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.
7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.
8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.
10. *Construction Contract Documents*—Those items designated as “Contract Documents” in the Construction Contract, and which together comprise the Construction Contract.
11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.
12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.

13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner's costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.
14. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner's work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer's independent professional associates and consultants; subcontractors; or vendors.
16. *Contractor*—The entity or individual with which Owner enters into a Construction Contract.
17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables, whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.
18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.
19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.
20. *Engineer*—The individual or entity named as such in this Agreement.
21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.
22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.

24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.
25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.
26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.
27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.
28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.
30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.
31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Work refer to Substantial Completion thereof.

34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner’s costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.
36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.
37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.
38. *Agency*—The Rural Utilities Service or any designated representative of Rural Utilities Service, Including USDA, Rural Development and/or State of Vermont Watershed Investment Division.
39. *Day* – A calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

8.01 *Exhibits Included:*

- A. Exhibit A, Engineer’s Services.
- B. Exhibit B, Owner’s Responsibilities.
- C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.
- D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.
- E. Exhibit E, Notice of Acceptability of Work.
- F. Exhibit F, Construction Cost Limit. [Not Used]
- G. Exhibit G, Insurance.

- H. Exhibit H, Dispute Resolution. [Not Used]
- I. Exhibit I, Limitations of Liability. [Not Used]
- J. Exhibit J, Special Provisions.
- K. Exhibit K, Amendment to Owner-Engineer Agreement.

8.02 *Total Agreement*

- A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

8.03 *Designated Representatives*

- A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

8.04 *Engineer's Certifications*

- A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;
 - 3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

8.05 *Federal Requirements*

- A. Agency Concurrence. Signature of a duly authorized representative of the Agency in the space provided on the signature page of EJCDC form E-500 hereof does not constitute a commitment to provide financial assistance or payments hereunder but does signify that this Agreement conforms to Agency's applicable requirements. This Agreement shall not be effective unless the Funding Agency's designated representative concurs. No

amendment to this Agreement shall be effective unless the Funding Agency's designated representative.

- B. Audit and Access to Records. Owner, Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Engineer which are pertinent to the Agreement, for the purpose of making audits, examinations, excerpts, and transcriptions. Engineer shall maintain all required records for three years after final payment is made and all other pending matters are closed.
- C. Restrictions on Lobbying. Engineer and each Consultant shall comply with "Byrd anti-lobbying amendment (31 U.S.C 1352)" if they are recipients of engineering services contracts and subcontracts that exceed \$100,000 at any tier. If applicable, Engineer must complete a certification form on lobbying activities related to a specific Federal loan or grant that is a funding source for this Agreement. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other applicable award. Each tier shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Certifications and disclosures are forwarded from tier to tier up to the Owner. Necessary certification and disclosure forms shall be provided by Owner.
- D. Suspension and Debarment. Engineer certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. Engineer will not contract with any Consultant for this project if it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Necessary certification forms shall be provided by the Owner. The Engineer will complete and submit a form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - lower tier transactions," to the Owner who will forward it to the USDA, Rural Development processing office.
- E. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: These conditions will be added to the Instruction for Bidders for Construction Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: City of Essex Junction

Engineer: Aldrich +Elliott, PC

By: _____
Print name: Regina Mahony
Title: City Manager
Date Signed: _____

By: Wayne G. Elliott
Print name: Wayne Elliott, PE
Title: Senior Vice-President
Date Signed: 1-29-24

Address for Owner's receipt of notices:
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Address for Engineer's receipt of notices:
Aldrich + Elliott, PC
6 Market Place, Suite 2
Essex Junction, VT 05452

Designated Representative (Paragraph 8.03.A):
Regina Mahony
Title: City Manager
Phone Number: 802-878-6944
E-Mail Address: Rmahony@essexjunction.org

Designated Representative (Paragraph 8.03.A):
Wayne Elliott, PE
Title: Senior Vice-President
Phone Number: (802) 879-7733
E-Mail Address: WElliott@aeengineers.com

This is **EXHIBIT A**, consisting of 18 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Engineer's Services

Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A1.01 Study and Report Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
 - a. Engineer must identify study, and evaluate multiple potential alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree with Agency concurrence that only one feasible solution exists. The number of alternative solutions should be appropriate to the specific project as concurred in by the Agency.
2. Identify potential solution(s) to meet Owner's Project requirements, as needed.
3. Study and evaluate the potential solution(s) to meet Owner's Project requirements.
4. Visit the Site, or potential Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.
5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project-related data and information, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Project requirements, and preparation of a related report.
6. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.
7. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.

8. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution Engineer will provide the following, which will be separately itemized: opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional, and related services to be provided by Engineer and its Consultants; and, on the basis of information furnished by Owner, a tabulation of other items and services included within the definition of Total Project Costs. The report mentioned in paragraph 1.01.A.8 of Exhibit A to the Agreement is the Preliminary Engineering Report as defined in RUS Bulletin 1780-2 or the State of Vermont Department of Environmental Conservation. This document must meet customary professional standards as required by 7 CFR 1780.55 and/or those standards set forth by the Vermont Department of Environmental Conservation. The Report must be concurred by the appropriate funding Agency.
9. Advise Owner of any need for Owner to provide data or services of the types described in Exhibit B, for use in Project design, or in preparation for Contractor selection and construction.
10. When mutually agreed and approved by the Agency, assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface site conditions; innovative design, contracting, or procurement strategies; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph shall be referred to in Exhibit A and B as "Project Strategies, Technologies, and Techniques."
11. If requested to do so by Owner, assist Owner in identifying opportunities for enhancing the sustainability of the Project, and pursuant to Owner's instructions plan for the inclusion of sustainable features in the design.
12. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner on a recommended scope of work and procedure for the identification and mapping of existing utilities.
13. Develop a scope of work and survey limits for any topographic and other surveys necessary for design.
14. Perform or provide the following other Study and Report Phase tasks or deliverables: Provide an Environmental Report as defined at 7 CFR 1790 or other Agency approved format. The Environmental Report must be concurred in by the Agency.
15. Furnish **2** review copies of the Report and any other Study and Report Phase deliverables to Owner within 60 days of the Effective Date and review it with Owner. Within **30** days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
16. Revise the Report and any other Study and Report Phase deliverables in response to Owner's and Agency's comments, as appropriate, and furnish three (3) written copies

and one (1) electronic copy of the revised Report and any other Study and Report Phase deliverables to the Owner within 30 days of receipt of Owner's and Agency's comments.

17. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Report and any other Study and Report Phase deliverables.

A1.02 *Preliminary Design Phase*

- A. After acceptance by Owner and concurrence by Agency of the Report and any other Study and Report Phase deliverables; selection by Owner of a recommended solution; issuance by Owner of any instructions of for use of Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design; and indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Project desired by Owner, (1) Engineer and Owner shall discuss and resolve any necessary revisions to Engineer's compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from the selected solution, related Project Strategies, Technologies, or Techniques, sustainable design instructions, or specific modifications to the Project, and (2) upon written authorization from Owner, Engineer shall:
 1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
 2. In preparing the Preliminary Design Phase documents, use any specific applicable Project Strategies, Technologies, and Techniques authorized by Owner and Agency during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions.
 3. Provide necessary field surveys and topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as set forth in Paragraph A1.01.A.12 above. If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.
 4. Visit the Site as needed to prepare the Preliminary Design Phase documents.
 5. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.
 6. Continue to assist Owner with Project Strategies, Technologies, and Techniques that Owner has chosen to implement.
 7. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.

8. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Also obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable. Engineer must also incorporate all Agency regulations, forms, and design and construction standards applicable to the project in development of the documents indicated in this Article.
 9. Perform or provide the following other Preliminary Design Phase tasks or deliverables: The Engineer shall identify the building codes and accessibility standards used in the design and indicate them on the drawings and specifications and certify that the final drawings and specifications comply with those standards.
 10. Furnish 3 review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner within 60 days of authorization to proceed with this phase, and review them with Owner. Within 14 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
 11. Revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner 3 copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables within 14 days after receipt of Owner's comments.
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

A1.03 *Final Design Phase [To be incorporated via addendum]*

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other Preliminary Design Phase deliverables, subject to any Owner-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from Owner, Engineer shall:
 1. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
 2. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

3. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.
4. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
5. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
6. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
7. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
8. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.
9. Perform or provide the following other Final Design Phase tasks or deliverables:
[none]
10. Furnish for review by Owner, its legal counsel and Agency, and other advisors, 3 copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, within 150 days of authorization to proceed with the Final Design Phase, and review them with Owner. Within 14 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
11. Revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit 3 final copies of such documents to Owner within 14 days after receipt of Owner's comments and instructions.

12. Provide the Owner and Agency with a written certification that the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables comply with all requirements of Agency. Use the Engineer's Certification of Final Plans and Specifications (Attachment GC-B) for this purpose.

13. **Services required to determine compliance with Build America, Buy America (BABA) provisions of P.L. 117-58, and all subsequent revisions and/or amendments.**

- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables and all final design phase deliverables have been accepted by Owner.
- C. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime contract, or if Engineer's services are to be separately sequenced with the work of one or more prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding or Negotiating, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable to the work under such separate prime contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such contracts is to proceed concurrently.
- D. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is 1. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

A1.04 *Bidding or Negotiating Phase [to be added by amendment]*

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
1. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
 2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. Obtain Agency concurrence on any addenda that modify the bidding documents. Obtain prior concurrence where possible.

3. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
 4. Consult with Owner as to the qualifications of prospective contractors.
 5. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
 6. The Engineer shall evaluate and determine the acceptability of “or equals” and substitute materials and equipment proposed by prospective contractors prior to award of contracts for the Work. Engineer shall issue a bid addendum for any and all approved “or equals” and substitutes. Review of substitutes and “or equals” shall be in accordance with the General Conditions of the Construction Contract and applicable Agency regulations. Services under this paragraph are subject to the provisions of Paragraph A2.02.A2 of this Exhibit A.
 7. Attend the bid opening, prepare bid tabulation sheets to meet Owner’s schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts.
 8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
 9. Perform or provide the following other Bidding or Negotiating Phase tasks or deliverables:
 - a. **Contact the list of Disadvantaged Business Enterprises (DBE) provided by the Agency, to determine their interest in participating in the Bid. Provide the list of interested DBE firms to the Bidders by addendum. Conform to the schedule and procedures as defined by the Agency for notices. [Delete if only an RD funded project]**
 - b. Upon award of the Construction Contract, the Engineer shall furnish to Owner five executed copies of the Contract Documents and one electronic copy of the signed documents, including Drawings and Specifications.
 10. Provide copies of Manufacturers’ Certification letters to the Bidders on any brand name iron and steel products along with the Plans, Specifications and Bidding Documents. Manufacturers’ Certification Letters are to be included in the Bidding Documents and must be kept in the engineer’s project file and on site during construction.
 11. Provide copies of Manufacturers’ Certification letters to the Contractor on any brand name iron and steel products along with the Plans, Specifications, Bidding Documents including any Bid Addenda and Change Orders. Manufacturers’ Certification Letters must be kept in the engineer’s project file and on site during construction.
- B. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors (except as may be required if Exhibit F is a part of this Agreement).

A1.05 *Construction Phase [to be added by amendment]*

- A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:
1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
 2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.
 3. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in Exhibit B, Paragraph B2.01.
 4. *Pre-Construction Conference:* Participate in and chair a pre-construction conference prior to commencement of Work at the Site.
 5. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.
 6. *Original Documents:* Maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

7. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
8. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
9. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
 - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.
 - b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

- c. The visits described in Article A1.05.A.9.a shall be at least monthly and the Engineer shall document all visits to the project with copies furnished to the Owner and Agency.
10. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
11. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
12. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
13. *Non-reviewable Matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
14. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
15. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
16. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.
17. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals to ensure compliance with the **Build America, Buy America (BABA) provision P.L. 117-58, and all subsequent revision and/or amendments** and subsequent statutes mandating domestic preference. Any iron and steel products

included in any submittal by the General Contractor, must include a Manufacturers' Certification letter to verify the products were produced in the United States. Copies of Manufacturers' Certification letters must be kept in the engineer's project file and on site during construction. Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.

18. *Substitutes and "Or-equal"*: Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A. Review of substitutes and "or equals" shall be in accordance with the General Conditions of the Construction Contract and applicable Agency regulations. Prior to approval of any substitute "or equal" obtain a Manufacturers' Certification letter to verify the products were produced in the United States. Manufacturers' Certification letters must be kept in the engineer's project file and on site during construction to ensure compliance with **Build America, Buy America (BABA) provision P.L. 117-58, and all subsequent revision and/or amendments** and subsequent statutes mandating domestic preference, if applicable.
19. *Inspections and Tests*:
 - a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
 - b. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
 - c. Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
 - d. Receive and review all Manufacturers' Certification Letters for materials required to comply with **Build America, Buy America (BABA) provision P.L. 117-58, and all subsequent revision and/or amendments** and subsequent statutes mandating domestic preference to verify the products were produced in the United States. Manufacturers' Certification letters must be kept in the engineer's project file and on site during construction.
20. *Change Proposals and Claims*: (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt

Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims. (c) Review Change Proposals to ensure compliance with **Build America, Buy America (BABA) provision P.L. 117-58, and all subsequent revision and/or amendments** and subsequent statutes mandating domestic preference.

21. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or

encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

22. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor and review the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The Engineer shall prepare Record Drawings, and furnish such Record Drawings to Owner.
23. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.
24. *Other Tasks:* Perform or provide the following other Construction Phase tasks or deliverables:
 - a. Monitor the Contractor's compliance with Federal Wage Requirements as determined under the Davis-Bacon Act. [Delete if RD funded only]
 - b. Upon Substantial Completion, the Engineer shall provide a copy of the Certificate of Substantial Completion to the Agency.
25. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the Work is acceptable (subject to the provisions of the Notice and Paragraph A1.05.A.21.b) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
 - a. Obtain the Contractor's Certification letter and copies of Manufacturers' Certification letters for all American Iron and Steel products used in the project. Upon Substantial Completion, provide copies of Engineers', Contractors', and Manufacturers' Certification letters to the Owner and a copy of Contractor's Certification letter to the Agency. Provide a list of manufacturers of American Iron and Steel products used in the project and include manufacturer's name and location, and product(s) to the Agency.
26. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the

acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the Project involves more than one prime contract as indicated in Paragraph A1.03.D, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

A1.06 *Post-Construction Phase [to be added by amendment]*

- A. Upon written authorization from Owner during the Post-Construction Phase, Engineer shall:
1. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.
 2. Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.
 3. Perform or provide the following other Post-Construction Phase tasks or deliverables:
[] **[List any such tasks or deliverables here.]**
- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate twelve months after the commencement of the Construction Contract's correction period.

PART 2 – ADDITIONAL SERVICES

A2.01 *Additional Services Requiring Owner's Written Authorization*

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.
1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and

impact statements not including preparation of the Environmental Report defined under Basic Services; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2, but only if the Owner's request is made after completion of the Study and Report Phase.
5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
7. Undertaking investigations and studies including, but not limited to:
 - a. detailed consideration of operations, maintenance, and overhead expenses;
 - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
 - c. preparation of appraisals;
 - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
 - e. detailed quantity surveys of materials, equipment, and labor; and
 - f. audits or inventories required in connection with construction performed or furnished by Owner.

Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

**Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies,
and American Society of Civil Engineers. All rights reserved.**

8. Furnishing services of Consultants for other than Basic Services.
9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
10. Providing the following services:
 - a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.
 - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).
12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.
15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
17. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
18. Preparation of operation, maintenance, and staffing manuals.
19. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).
20. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.

Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

**Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies,
and American Society of Civil Engineers. All rights reserved.**

21. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
22. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
23. Overtime work requiring higher than regular rates.
24. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
25. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
26. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
27. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

- A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.
 1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.
 2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
 3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
 4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

This is **EXHIBIT B**, consisting of 4 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Owner's Responsibilities

Article 2 of the Agreement is supplemented to include the following agreement of the parties.

- B2.01 In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:
- A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
 - B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
 - C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
 - D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:
 - 1. Property descriptions.
 - 2. Zoning, deed, and other land use restrictions.
 - 3. Utility and topographic mapping and surveys.

4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
 6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
 7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.
- F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:
1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
 2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.
 3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.
- G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.
- I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.

- J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.
 - K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.
 - L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.
 - M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
 - N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.
 - O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.
 - P. Place and pay for advertisement for Bids in appropriate publications.
 - Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.
 - R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
 - S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.
- B2.02 Owners are ultimately responsible for compliance with **Build America, Buy America (BABA) provision P.L. 117-58, and all subsequent revision and/or amendments** and subsequent statutes mandating domestic preference and will be responsible for the following:
- (a) **Signing** loan resolutions, grant agreements and letters of intent to meet conditions which include American Iron and Steel language, accepting American Iron and Steel requirements in those documents and in the letter of conditions.

- (b) **Signing** change orders (i.e. C-941 of EJCDC) and partial payment estimates (i.e. C-620 of EJCDC) and thereby **acknowledging** responsibility for compliance with American Iron and Steel requirements.
- (c) **Obtaining** the certification letters from the consulting engineer upon substantial completion of the project and **maintaining** this documentation for the life of the loan.
- (d) Where the owner provides their own engineering and/or construction services, **providing** copies of engineers', contractors', and manufacturers' certification letters (*as applicable*) to the Agency. All certification letters must be kept in the engineer's project file and on site during construction. For Owner Construction (Force Account), all clauses from Section 17 of RUS Bulletin 1780-35 must be included in the Agreement for Engineering Services.
- (e) Where the owner directly procures American Iron and Steel products, **including** American Iron and Steel clauses in the procurement contracts and **obtaining** manufacturers' certification letters and **providing** copies to consulting engineers and contractors.

RUS CERTIFICATION PAGE (MODIFIED from RUS BULLETIN 1780-26, EXHIBIT C)

DEC CERTIFICATION PAGE

PROJECT NAME: Essex Jct Pump Stations Improvements

PROJECT LOCATION: River St, Maple St, and West St, Essex Junction VT.

APPLICANT & LOAN/GRANT NUMBER: RF1-

The Engineer and Owner hereby concur in the Funding Agency required revision to E-500 (2014). In addition, the Engineer certifies to the following:

All modifications required by DEC and RUS Bulletin 1780-26 have been made in accordance with the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJCDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values listed on this table. Fees shown will not be exceeded without the concurrence of the Agency.

Description of Steps and Services	Fee Amount	Basis of Payment (Lump Sum or NTE)
1. Step 0 – Feasibility Study		LS/NTE
2. Step I – Preliminary Engineering		
a. Preliminary Engineering Report Services Addendum	\$8,200	LS
b. Environmental Information Document Services	\$4,700	NTE
3. Step II – Final Design		
a. Basis of Final Design and Final Design Plans and Contract Documents		LS
b. Subsurface Investigation		NTE
c. Special Services (Permitting / Bond Vote)		NTE
4. Step III		
a. Bid Phase Services		LS
b. Construction Phase Services		LS
c. Resident Project Representative Services		NTE
d. Post Construction Phase Services		LS
5. Total Engineering Costs	\$12,900	
6. Construction Costs		
a. Ejector Stations (Contract 1)	\$862,500	
b. West Street (Contract 2)	\$1,725,000	
c. Small Purchase		
7. Total Project Cost	\$3,240,000	
8. Total Bond Amount		

SCOPE OF SERVICES

The scope of services can be found in the following pages of the contract under Exhibit J – Special Provisions.

PROGRESS MEETING AND DELIVERABLES

DEC places funding holds on projects at the 30%, 60%, and 90% of engineering Step I & II (planning and final design) services pending a project meeting and deliverables. Holds may be negotiated to add or delete holds based on the needs of the project. This contract involves the following Step I and II deliverables and meetings:

Percent Complete	Approximate Meeting Schedule	Deliverables
60%	Feb 2024	PER Amendment Submitted
90%	Mar 2024	PER Amendment Accepted
Final	April 2024	Initial Environmental Report and B.O.F.D. Submitted.

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and are after the change, and the resulting total fee.

Aldrich + Elliott PC



1-29-24

Engineer

Date

Wayne Elliott, PE

Senior Vice-President

Name and Title

City of Essex Junction

Owner

Date

Regina Mahony

City Manager

Name and Title

This is **EXHIBIT C**, consisting of 9 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated February 14th, 2024.

Payments to Engineer for Services and Reimbursable Expenses
Basic Services – Lump Sum

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER’S RESPONSIBILITIES

C2.01 Compensation for Basic Services (other than Resident Project Representative) – Lump Sum Method of Payment

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. A Lump Sum amount of \$8,200 based on the following estimated distribution of compensation:

a. Study and Report Phase	\$ 8,200
b. Preliminary Design Phase	\$([])
c. Final Design Phase	\$([])
d. Bidding and Negotiating Phase	\$([])
e. Construction Phase	\$([])
f. Post-Construction Phase	\$([])

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner and Agency.

3. The Lump Sum includes compensation for Engineer’s services and services of Engineer’s Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.

4. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses (see Appendix 1 for rates or charges): none.

5. The portion of the Lump Sum amount billed for Engineer’s services will be based upon Engineer’s estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.

- B. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-1 is conditioned on a period of service not exceeding 12 months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted with concurrence of the Owner and Agency.

Payments to Engineer for Services and Reimbursable Expenses
COMPENSATION PACKET BC-2: Basic Services – Standard Hourly Rates

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER’S RESPONSIBILITIES

C2.01 Compensation For Basic Services (other than Resident Project Representative) – Standard Hourly Rates Method of Payment

- A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer’s personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer’s Consultants' charges, if any.
 2. The Standard Hourly Rates charged by Engineer constitute full and complete compensation for Engineer’s services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Engineer’s Consultants’ charges.
 3. Engineer’s Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit C as Appendices 1 and 2.
 4. The total compensation for services under Paragraph C2.01 is estimated to be \$4,700 based on the following estimated distribution of compensation:

a. Study and Report Phase	\$ 4,700
b. Preliminary Design Phase	\$
c. Final Design Phase	\$
d. Bidding or Negotiating Phase	\$
e. Construction Phase	\$
f. Post-Construction Phase	\$
 5. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner. See also C2.03.C.2 below.

6. The total estimated compensation for Engineer's services included in the breakdown by phases as noted in Paragraph C2.01.A.3 incorporates all labor, overhead, profit, Reimbursable Expenses, and Engineer's Consultants' charges.
7. The amounts billed for Engineer's services under Paragraph C2.01 will be based on the cumulative hours charged to the Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultants' charges.
8. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of January 1) to reflect equitable changes in the compensation payable to Engineer.

C2.02 *Compensation For Reimbursable Expenses*

- B. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 1 to this Exhibit C.
- C. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
- D. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of 1.0.

C2.03 *Other Provisions Concerning Payment*

- E. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.0.
- F. *Factors:* The external Reimbursable Expenses and Engineer's Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
- G. *Estimated Compensation Amounts:*
 1. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will

3. be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
- H. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**COMPENSATION PACKET RPR-2:
Resident Project Representative – Standard Hourly Rates**

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

C2.04 Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment

A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:

1. **Resident Project Representative Services:** For services of Engineer's Resident Project Representative under Paragraph A1.05.A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. **The total compensation under this paragraph is estimated to be \$[] based upon estimated full and part time hours as required by the contractor's schedule over an [] day construction schedule.**
2. If rate(s) for RPR services is not indicated in Appendix Two to Exhibit C, "Standard Hourly Rates Schedule," the Standard Hourly Rate for RPR services is \$_____ per hour.

B. Compensation for Reimbursable Expenses:

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01, and are directly related to the provision of Resident Project Representative or Post-Construction Basic Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representative and assistants; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be those internal expenses related to the Resident Project Representative Basic Services that are actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such services, the latter multiplied by a factor of [].
4. The Reimbursable Expenses Schedule will be adjusted annually (as of []) to reflect equitable changes in the compensation payable to Engineer. Changes will not be effective unless and until concurred in by the Owner and Agency.

C. *Other Provisions Concerning Payment Under this Paragraph C2.04:*

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of [].
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. *Estimated Compensation Amounts:*
 - a. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
 - b. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner **and Agency** written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend Engineer's services during negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
4. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner.

**COMPENSATION PACKET AS-1:
Additional Services – Standard Hourly Rates**

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment

- A. Owner shall pay Engineer for Additional Services, if any, as follows:
1. *General:* For services of Engineer's personnel engaged directly on the Project pursuant to Paragraph A2.01 or A2.02 of Exhibit A, except for services as a consultant or witness under Paragraph A2.01.A.20, (which if needed shall be separately negotiated based on the nature of the required consultation or testimony) an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Additional Services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any.
- B. *Compensation For Reimbursable Expenses:*
1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01 and are directly related to the provision of Additional Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
 2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following categories: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
 3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be the Additional Services-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such Additional Services, the latter multiplied by a factor of [].
 4. The Reimbursable Expenses Schedule will be adjusted annually (as of January 1st) to reflect equitable changes in the compensation payable to Engineer. Changes will not be effective unless and until concurred in by the Owner and Agency.
- C. *Other Provisions Concerning Payment for Additional Services:*

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of [].
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's Factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at no cost.

This is **Appendix 1 to EXHIBIT C**, consisting of **1** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Reimbursable Expenses Schedule

Reimbursable Expenses are subject to review and adjustment per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

8"x11" Copies/Impressions	\$ 0.08/page
Copies of Drawings	\$ 4.00 / each
Mileage (auto)	\$ GSA Mileage Rate
Air Transportation	N/A
Laboratory Testing	at cost
Health and Safety Level D	N/A
Health and Safety Level C	N/A
Meals and Lodging	at cost

This is **Appendix 2 to EXHIBIT C**, consisting of **1** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 2 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Project Principal	\$170.00-\$210.00/hour
Project Manager	\$150.00-\$190.00/hour
Project Engineer	\$130.00-\$160.00/hour
Staff Engineer	\$80.00-\$110.00/hour
Staff Technician	\$70.00-\$120.00/hour
Field Technician	\$65.00-\$100.00/hour
CAD Operator	\$75.00-\$110.00/hour
Administrative	\$65.00-\$80.00/hour

This is **EXHIBIT D**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 1 - SERVICES OF ENGINEER

D1.01 *Resident Project Representative*

- A. Engineer shall furnish a Resident Project Representative (“RPR”) to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer’s representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR’s actions. Full time Resident Project Representative is required unless requested in writing by the Owner and waived in writing by the Agency.
- B. Through RPR’s observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor’s work in progress, for the coordination of the Constructors’ work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor’s failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
 - 1. *General:* RPR’s dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR’s dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
 - 3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings

(but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*
 - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract

Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.

- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.
- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
- g. Maintain all Manufacturers' Certification letters in the project file and on site during construction to ensure compliance with American and Iron Steel requirements mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference, as applicable.

12. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- c. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

D. Resident Project Representative shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.

This is **EXHIBIT E**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.



NOTICE OF ACCEPTABILITY OF WORK

PROJECT:

OWNER:

CONTRACTOR:

OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:

EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:

ENGINEER:

NOTICE DATE:

To:

Owner

And To:

Contractor

From:

Engineer

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated _____, and the following terms and conditions of this Notice:

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work (“Notice”) is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer’s professional opinion.
3. This Notice is given as to the best of Engineer’s knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor’s work) under Engineer’s Agreement with Owner, and applies only to facts that are within Engineer’s knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor’s performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner’s reservations of rights with respect to completion and final payment.

By: _____

Title: _____

Dated: _____

This is **EXHIBIT G**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Insurance

Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

G6.05 Insurance

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

- | | |
|--|-------------|
| a. Workers' Compensation: | Statutory |
| b. Employer's Liability -- | |
| 1) Bodily injury, each accident: | \$1,000,000 |
| 2) Bodily injury by disease, each employee: | \$10,000 |
| 3) Bodily injury/disease, aggregate: | \$1,000,000 |
| c. General Liability -- | |
| 1) Each Occurrence: | \$1,000,000 |
| 2) General Aggregate: | \$2,000,000 |
| d. Excess or Umbrella Liability -- | |
| 1) Per Occurrence: | \$3,000,000 |
| 2) General Aggregate: | \$3,000,000 |
| e. Automobile Liability:
Combined Single Limit
(Bodily Injury and Property Damage) | \$1,000,000 |
| f. Professional Liability -- | |
| 1) Each Claim Made | \$1,000,000 |
| 2) Annual Aggregate | \$2,000,000 |

2. By Owner:

- a. Workers' Compensation: Statutory
- b. Employer's Liability --
 - 1) Bodily injury, Each Accident \$1,000,000
 - 2) Bodily injury by Disease, Each Employee \$10,000
 - 3) Bodily injury/Disease, Aggregate \$1,000,000
- c. General Liability --
 - 1) General Aggregate: \$2,000,000
 - 2) Each Occurrence: \$1,000,000
- d. Excess Umbrella Liability
 - 1) Per Occurrence: \$3,000,000
 - 2) General Aggregate: \$3,000,000
- e. Automobile Liability: \$1,000,000
Combined Single Limit
(Bodily Injury and Property Damage)

B. *Additional Insureds:*

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:

- a. Aldrich + Elliott, PC
Engineer
- b. _____
Engineer's Consultant

2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.

3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

Exhibit G – Insurance.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

This is **EXHIBIT J**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

Special Provisions

Paragraph(s) A1.01 and A1.02. of the Agreement is/are amended to include the following agreement(s) of the parties:

INTRODUCTION

A preliminary engineering study, dated July 2023, was prepared to evaluate upgrade/refurbishment of the River Street Ejector Station, Maple Street Ejector Station, and West Street Pump Station. A proposed project was identified which includes the following project elements:

Maple and River Street Pump Stations

The existing ejector stations to be replaced by submersible pump stations. Each site to include the following components:

- New, six (6) ft diameter precast concrete wet-wells.
- New precast concrete valve vaults.
- Two (2) submersible pumps installed along stainless steel rails, operated in an alternating lead/lag configuration.
- New duplex control panel, telemetry system, and associated appurtenances.
- New 4" and 8" connections to the existing force mains and influent sewers.
- Decommissioning of the existing ejector stations.

West Street Pump Station

The existing dry-pit submersible pump station to be replaced with an above grade package pump station situated over a new wet-well. This pump station improvement shall include the following components:

- New, 30-foot deep, eight (8) ft diameter precast concrete wet-well.
- Duplex, 30-horsepower recessed package pump station. Pump station will be slightly recessed and be provided with a small ladder for access. Pumps to be driven by variable frequency drives and be operated in an alternating lead-lag configuration.
- New 5-horsepower grinder unit installed in the existing wet well on the existing influent pipe with an immersible motor.
- New grinder control panel, level control system, and associated telemetry and appurtenances.
- New 8" connections to the existing forcemain and influent sewer.
- Continued usage of the onsite emergency generator and automatic transfer switch.
- Continued usage of the existing odor control system.
- Decommissioning of the existing dry well.

The City had originally funded the preliminary study through capital funds, but would like to perform final design and permitting (step II) services using State Clean Water planning funds. Therefore, an amendment

to the original pump station study will be prepared in the approved WID SRF format to maintain project eligibility.

SCOPE OF SERVICES

The ENGINEER will provide the following professional engineering consultant services under the scope of this agreement:

PRELIMINARY ENGINEERING (STEP I)

Preliminary Engineering Report Amendment

A self-funded preliminary study was prepared to evaluate the existing conditions, evaluate alternatives, and develop the proposed project. The information gathered during this preliminary phase will be supplemented to produce a Preliminary Engineering Report which complies with the WID template to maintain eligibility for the project to receive State Clean Water revolving loan funding.

Environmental Report

The ENGINEER will prepare an environmental information document and report in the current State of VT WID format. Because this project may increase the capacity of the West Pump Station, the project is likely to be processed by the State under a Finding of No Significant Impact (FONSI) which requires a public hearing and a 30-day public comment period before a final determination is made. This scope of services includes preparation for and attendance at one (1) public hearing.

Additional Services

In addition to the foregoing being performed, the following services shall be provided only when mutually agreed upon in writing by and between the OWNER and the ENGINEER's compensation and time duration of the Agreement. Additional services will commence when incorporated into this scope of services by written Amendment signed by both parties. Examples of Additional services available are:

1. Final Design Services
2. Permitting
3. Permit filing fees
4. Splitting the pump stations into multiple construction contracts
5. Bid phase services
6. Redesigns ordered by the OWNER or REGULATORY AGENCIES after final design plans have been reviewed and accepted.
7. Assistance to the OWNER on matters of land acquisition, litigation, or arbitration in regard to this project.

This is **EXHIBIT K**, consisting of [] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated February 14th, 2024.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. _____

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner:

Engineer:

Project:

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ___ Additional Services to be performed by Engineer
- ___ Modifications to services of Engineer
- ___ Modifications to responsibilities of Owner
- ___ Modifications of payment to Engineer
- ___ Modifications to time(s) for rendering services
- ___ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Agreement Summary:

Original agreement amount:	\$ _____
Net change for prior amendments:	\$ _____
This amendment amount:	\$ _____
Adjusted Agreement amount:	\$ _____

Change in time for services (days or date, as applicable): _____

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print
name: _____

By: _____
Print
name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. **This form MUST be completed electronically, handwritten applications will not be accepted.**

Select the Type of Entity this application is for:

- Municipality, Fire District, or other similar entity
 Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

A draft [Engineering Services Agreement \(ESA\)](#) must be submitted via [ANR Online](#). Do not submit a draft ESA with this loan application.

This loan will be used for (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input checked="" type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> CWSRF Interim Financing |
| | <input type="checkbox"/> Pollution Control or ARPA Grant |

ANR Online Submission ID from the "Engineering Services Agreement Review and Approval" form:

HQ031JMYGCCH

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
<input type="text" value="City of Essex Junction"/>		<input type="text" value="Feb 14, 2024"/>	
SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER	
<input type="text" value="Essex Junction WWTF"/>	<input type="text"/>	<input type="text" value="3-1254"/>	
MAILING ADDRESS	TOWN	STATE	ZIP+4
<input type="text" value="2 Lincoln Street"/>	<input type="text" value="Essex Junction"/>	<input type="text" value="VT"/>	<input type="text" value="05452 - 3154"/>
PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
<input type="text" value="802-878-6943 ext. 1705"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

All authorized representatives and any alternate authorized representatives must be members of the owner's governing body or direct employees of the owner and may not be independent contractors working for the owner.

CONTACT NAME

Regina Mahony

TITLE

City Manager

MAILING ADDRESS

2 Lincoln Street

TOWN

Essex Junction

STATE

VT

ZIP

05452

PHONE

802-878-6944

CELL PHONE

EMAIL ADDRESS

rmahony@essexjunction.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S) (At least one Alternate Authorized Representative is Required)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME

Chelsea Mandigo

TITLE

Water Quality Superintendent

MAILING ADDRESS

2 Lincoln Street

TOWN

Essex Junction

STATE

VT

ZIP

05452

PHONE

802-878-6943 ext. 1705

CELL PHONE

EMAIL ADDRESS

chelsea@essexjunction.org

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME

Aldrich + Elliott, PC

CONTACT NAME

Jeffrey Lewis, PE

MAILING ADDRESS

6 Market Place, Suite 2

TOWN

Essex

STATE

VT

ZIP

05452

PHONE

802-879-7733 ext. 117

CELL PHONE

802-881-4417

EMAIL ADDRESS

JLewis@aeengineers.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Essex Junction Pump Station Improvements. River St, Maple St, and West Street.

Total amount requested for this loan: \$ 12,900

Total projected project cost: \$ 3,240,000

Please enter details of costs not included in the Engineering Services Agreement that the requested loan amount will cover:

The ESA includes all costs associated with preparation of a preliminary engineering report.

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

Additional funding will be required for Step II and Step III engineering services and project construction in later stages of the project. This funding need will be met by a combination of SRF funding and local funding.

Please describe the history of the project:

A scoping study was completed to evaluate rehabilitation/refurbishment options for three (3) aged pump stations. Two (2) existing ejector station designs, and one (1) dry-vault submersible station. The City would like to complete a WID-compliant PER to utilize SRF funds

Please describe who will benefit from the proposed project:

The sewer customers located within the pump station collection areas will benefit from the proposed project. This includes residents of the City of Essex Junction and the Town of Essex.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

The proposed project is the best and most cost-effective alternative. This will be further documented in the complete PER.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

Please see attached preliminary Study completed.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

Yes No

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

Yes No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
January - March	2024	\$10,000
April - June	2024	\$2,900
<input type="button" value="Add Another Quarter"/>		
TOTAL -->		\$12,900

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Collected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Uncollected/Outstanding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Amount of Commercial Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

Will taxes or fees need to be adjusted based on the proposed project?

Yes No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total As of -->		<input type="text"/>	<input type="text"/>

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

Yes No

Does the Applicant have any future borrowing plans over the next 5 years?

Yes No

Are there other capital projects in the near term (5 years)?

Yes No

Does the Applicant have an annual or cumulative deficit?

Yes No

Does the Applicant intend to increase user's fees/charges to pay for this debt service:

Yes No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

Yes No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

Yes No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

Yes No

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

Yes No

What does the Applicant do with surpluses, if any?

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

Yes No

Did the Applicant have more than one budget defeat in the last two years?

Yes No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

Yes No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

Yes No

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

Yes No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Are all account records currently maintained for:

Checkbook Yes No Don't Know

By Whom:

Comments:

Receipts Yes No Don't Know

By Whom:

Comments:

Disbursements Yes No Don't Know

By Whom:

Comments:

Deposit Slips Yes No Don't Know

By Whom:

Comments:

Are bank statements reconciled on a regular basis?

Yes No Don't Know By Whom:

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

Yes No Don't Know By Whom:

Comments:

Are financial records maintained in a computerized system?

Yes No Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

Yes No Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

Yes No Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

Yes No Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

Yes No Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom:

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

Yes No Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom:

Comments:

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

Yes No Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

Yes No Don't Know By Whom:

Comments:

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

Yes No Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application being considered incomplete.

NAME

POSITION (select from the list or enter another value)

QUALIFICATIONS:

[Empty text box]

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

[Empty text box]

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via the ANR Online website at:

<https://anronline.vermont.gov/?formtag=SRFLoanIntake>

FY25 City of Essex Junction

Proposed Budget v.4 Transmittal – General Fund

The v.4 Budget

Following the Council’s budget discussion on January 24th staff adjusted the budget in accordance with that discussion and prepared that version for the January 27th Community Meal and Budget Public Hearing. The budget in this transmittal is the same as the one presented on January 27th.

This transmittal includes the following:

1. Budget Changes: Changes made to the budget as requested by the Council on January 24th
2. Outstanding Items
3. Next Steps

Budget Changes

The General Fund changes are as follows and result in a net decrease to the overall budget in the amount of \$82,000 from the January 24th proposal we presented. There is an increase in revenue of \$45,000 and a decrease in expenditures of \$37,000. This results in a 6% budget increase; and a 6.6% increase in the tax rate or \$170 per year on a \$280,000 property.

GENERAL FUND BUDGET FILE CHANGES – these are already incorporated based on Jan. 24th Council input:

EJRP Programs Fund Admin Fees	\$45,000
Bldgs Park St School cleaning services to EJRP Programs Fund	\$32,500
Bldgs Park St School general supplies to EJRP Programs Fund	\$4,500

Outstanding Items:

Rental Registry & Inspection Program - **NOTE the purpose of this meeting is NOT to discuss the rental registry program, however, any General Fund budget impacts need to be decided at this meeting.** The current version of the draft FY25 Budget anticipates the addition of one staff member under the Community Development Department, who would serve a combined Rental Housing Inspector, Health Officer, and general code enforcement role. This role was anticipated to be fully funded through a per-unit rental housing registration fee, and therefore has no impact on the General Fund budget.

Based on the feedback received at the January 24, 2024 public hearing, it is possible that the City Council may wish to make changes to the proposed Rental Registry and Inspection program and staffing plan. If so, the Council should consider how to cover the Health Officer role and how to address the Council’s previously stated goal of enhanced code enforcement under the most likely scenarios. **Staff has put some thought into this and recommends that no General Fund increases are needed in FY25 for the following reasons:**

Health Officer Role:

If the Rental Registry and Inspection program is ultimately staffed under the Fire Department, it is a reasonable assumption that the Health Officer role can be integrated within the new position in the Fire Department.

If the program is completely redesigned or the Rental Registry and Inspection ordinance is not enacted at all, the Health Officer role will have to continue to be funded in a part-time capacity. The City's part-time Health Officer is currently paid a stipend of \$900 per month. However, the Fire Chief believes that this role can be accommodated within the existing Fire Department proposed budget; especially considering the FY25 increase in hours for volunteer trainings and calls.

Also there might be a slight decrease in Health Officer calls, because the first point of contact for rental housing issues now goes to the Vermont Division of Fire Safety.

Code Enforcement:

Over the past few years, the City Council has expressed strong interest in strengthening the enforcement of the City's Land Development Code and Municipal Code. If the Rental Registry and Inspection program is staffed under the Fire Department, it would not be effective to include general code enforcement duties within the new position, since such work requires close coordination with the Community Development Department. If the Rental Registry program is completely redesigned or if the ordinance is not enacted, the partial code-enforcement role would remain unfunded under the current version of the draft FY25 budget.

Considering that the Community Development Department team has grown from two to three staff members over the past year, and considering the current pressures on the general fund, a prudent path forward within this scenario may be to play out another year with a staff of three. Over the next year, the department would develop additional code enforcement strategies, and implement what's possible within available resources. As an example, staff will be bringing the Council a review and update of municipal ordinances to enable additional use of Municipal Violations complaints ticketing process through the Judicial Bureau. This option can be much less costly than litigation through the Environmental Court for managing certain violations, such as those related to parking, or garbage.

Brownell Scenarios -

The Council previously asked:

- What would it look like if the Brownell budget was level funded?
- What would it look like if the Brownell budget was increased by 2% over the FY24 budget?

This information was not available in time for discussion at the Jan. 24th meeting. Library Director, Wendy Hysko's memo is now attached to this memo.

Also, as a reminder, the draft FY25 budget includes corrections to the library payroll as described in the January 24th budget narrative.

Capital and Rolling Stock - The Capital Committee worked with Staff and the City Engineer to revise and update various capital projects and cost estimates. The Capital and Rolling Stock budget file has been

updated to reflect these changes. The scheduling of projects has also been updated to more effectively spread the cost of all capital projects over several years, also taking into consideration a realistic timeline for staff to manage the multiple projects identified. The Committee will be meeting quarterly going forward (beginning in April) and will continue to refine the prioritization of projects, as well as incorporating any new projects identified by staff/Council/the public. The capital plan and fund projections will be updated accordingly as this work by the Committee happens. It is also worth noting that the majority of these capital projects are at today’s cost; we will also be working to determine an appropriate inflation factor to apply to these figures in order to provide a more accurate projection of the finances.

January 27th Community Meal & Budget Discussion – While there were a number of questions asked and answered at the forum, there were not any budget change recommendations for staff to review and analyze.

Next Steps

February 14, 2023	Working Session on Budget – final Council direction on budget
February 28, 2023	Public Hearing, Finalize Budget and Approve Articles for Annual Meeting

Recommendation:

Staff recommends the Council provide final direction on the budget so it can be prepared for the Feb. 28th public hearing, and approval of the budget that will go to the voters.

Attachments:

Brownell Library Director Memo 1/19/2024 regarding Impact of potential proposed budget impacts Proposed FY25 General Fund and Capital Program Fund Budget

MEMORANDUM

TO: Essex Junction City Councilors and Regina Mahony, City Manager
FROM: Wendy Hysko, Brownell Library Director
DATE: 1/19/2024
SUBJECT: impact of potential proposed budget impacts for Brownell Library

Issue

Providing the potential impact on the Brownell Library if the Library were to be level funded, or receive a 2% budget increase from the current FY24 budget.

Discussion

At the budget work session of the City Council meeting on January 10, 2024, the Essex Junction City Councilors voted to single out the Brownell Library among all City departments, requiring the Library to provide potential impacts if its budget were to be level funded or receive a 2% increase. This request has had the effect of heightening feelings in the community towards Brownell and has made it difficult to have a positive environment for a productive conversation on how to more universally address the priorities of City Council, which is expected to be informed by the City Strategic Plan process. If the strategic planning process prioritizes reducing library services in the new City of Essex Junction, the Board of Brownell Library Trustees and staff of Brownell will engage in a more informed conversation on how to manage hours at Brownell, which ultimately is the bottom line for the Brownell budget.

Brownell does not have a lot of fat to cut in our budget. We stretch every dollar we spend, finding the best deals to provide expected 2024 library services. Vermont is not the cutting edge of the library landscape. More than half of Brownell's staff has graduate degrees in Library and Information Science or Public Librarianship certification through the Vermont Department of Libraries, which the state offers because no graduate Library and Information Science programs exist within Vermont. According to the Vermont Department of Libraries statistics, Vermont has 185 public libraries, the most libraries per capita in the country. Communities rely on their local library to create community across the state.

The original mission of libraries is resource sharing. In early times of libraries, the resources provided by a public library were under the physical roof of the library building. Libraries have always been a resource for lifelong learning and access to materials to ensure an educated population for a town, regardless of economic standing. Libraries have since grown to provide a range of materials to engage people's minds, a safe space for anyone to spend time, regardless of socioeconomic status, computers and printers for those who don't have access, programs for a full spectrum of people ranging from newborns to the most elderly, and a social connection at no additional cost for a growing number of people who live in increased isolation from their neighbors, and from families and friends who are far more geographically spread out.

The impacts of social isolation are now being researched for medical impacts and documented: <https://www.cdc.gov/aging/publications/features/lonely-older-adults.html>. Libraries are recommended as a place for people to connect with their community to reduce social isolation. Our door count doesn't reflect the time people spend in the Brownell building, relaxing, reading and engaging. Library programs, and passive activities and take home kits enrich peoples' lives beyond what is possible to capture in dollar value. Brownell meets people where they are at, whether it is services they don't need to leave home for, or a place they can come and have interactions with staff and community, and bring that feeling of community home.

Resources are now far more universally shared among libraries through consortia, reciprocal borrowing agreements and interlibrary loan services. There is truly no greater value than a public library sharing their collection with shared rules; that is how our small Vermont city has access to millions of physical materials. Vermont has a statewide delivery system that was developed to address the increasing interlibrary loan mailing costs of each loan. Brownell has been at the table to make sure Vermont libraries can share and save funds to expand resource sharing. Our staff is educated, experienced and talented and has an important voice because we are a "big" library in Vermont. And so small and resourceful when compared to libraries and systems outside of Vermont. Our statewide library landscape is to try to keep up with national trends, and that adds to the attraction of Brownell. Our library pales in comparison to southern New England libraries because of state funding where it is provided. New Hampshire and Maine public libraries don't receive direct state funding either, but do have state library agencies that have more continuous and reliable services.

Brownell Library is part of the Homecard reciprocal borrowing agreement with 27 other libraries in and around Chittenden County, giving all patrons granted Homecard privileges access to the physical collections of participating libraries, with the agreement making the home libraries of each patron responsible for any damaged or unreturned materials so the owning library is not responsible for the loss of materials from non-resident cardholders from other Homecard libraries. The Homecard agreement only includes physical items because of digital licensing requirements libraries must adhere to - digital materials cannot be shared as resources unless in a developed shared service like the LUV Overdrive digital book service with over 150 member libraries across Vermont. Interlibrary loan (ILL) is also available to City residents with a Brownell card, which includes a time delay for shipping, so many Brownell cardholders with the means to travel to area libraries use the Homecard lending cooperative to retrieve their desired physical library material promptly. Brownell was a leader to establish Homecard, the first reciprocal borrowing agreement to encourage more free lending of library materials, to the first shared statewide library software and catalog that makes Vermont Library holdings more visible as a shared resource. It's a much more powerful way to serve our patrons with these impressive shared resources. The shared library software provides more advanced ability for cardholders to manage their patron records and this gives them more personal power to browse, and request or place on hold materials from other Homecard libraries and libraries across Vermont with the Clover ILL system, with a general request form for materials outside of Vermont. ILL is a required library service per Vermont library standards statute. What can be accessed by libraries is endless. Brownell also was part of the group of libraries to spearhead a statewide delivery

system, with Library Director Wendy Hysko working with the Green Mountain Library Consortium to develop the first statewide library courier service to end the stress of individually packaging and mailing every ILL request through the post office. This courier service has saved Brownell and over 100 other Vermont libraries thousands of dollars annually reducing postage costs, as well as staff time. Vermont is lagging behind in many library services, and Brownell has been at the table to continue to push forward with fulfilling the minimal expectations of a modern public library, with libraries across Vermont grateful for the leadership and additional services that provide modern library services and sharing the cost across membership in the shared service. Brownell has countless new visitors who are new transplants either expecting, or feeling relieved at, the level of service our central public library provides. We have forever heard what an anchor Brownell Library was for them to get settled and feel connected to the community as new transplants.

Brownell was recently compared to the Boston Public Library, with incorrect information that Brownell was open more hours than the Boston Public Library. Brownell is open 60 hours each week, 30 more each year than libraries with similarly sized populations in Vermont, but less staffed, and a staff committed to excellent service, and the expected level of service that has supported Brownell and its growth as a community resource. The Boston Public Library main branch is open 66 hours/week, and has 25 branches throughout the city, with a general fund per capita cost from the State of Massachusetts in 2022 of \$5062 https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=ScheduleA.GF_LibraryExpedituresV2, compared to Brownell's household City of Essex Junction budget share, for a \$280k home (vs BPL per state funded per capita) of \$217. Boston Public Library is not a luxury service. Brownell Library is not a luxury service. We consider every tax dollar with investments in our collections, or commitments to library services to keep our library on par with the most standard expected library services with a more urban population for Vermont. Brownell maintains a physical library collection that keeps so many in our community engaging their minds, whether it is a factual nonfiction book, or expanding their minds with a fiction story. Or enjoying a movie from our extensive DVD collection, or streaming online with our BiblioPlus unlimited streaming service. The State of Vermont does not provide funding for libraries directly, which leaves local costs to the municipality. The Brownell Library was founded on universal support in the community to fund their own public library. Brownell is a reason some people decide to move to Essex Junction, because a good library is something their values and lifestyle are built on supporting. Brownell is regularly under pressure from new residents, and residents that have come back from travels out of state, to provide amazing services they have experienced at other libraries outside of Vermont. We do our best to provide expected modern library services with our much more limited funding.

Staffing at every library is different due to building layouts, as well as location. The City of Essex Junction is a walkable community, with the Library centrally located as a destination for many, with current hours of operation allowing residents flexibility in when they can access the Library during the day, or after work by foot, bicycle, car or bus. The founder of Brownell offered the gift of building the first public library building for the Village of Essex Junction because it was too far to travel to the Town library, and Villages didn't qualify for state assistance. The Essex Library

is still a drive away, while Brownell is connected to Essex Junction residents by sidewalks, streets and the public bus.

We have professional staff managing Library operations and collections to ensure we can provide the best resources and services, and maintain the standard of Brownell being an excellent resource for the community to have a place to connect, and pursue lifelong learning. Resources sharing is a central component to enhance stretching dollars in communities, long before sustainability concepts of reduce, reuse, recycle became buzz words. Brownell staff and Library Trustees have ongoing considerations on how to provide inclusive services to a community that is growing in diversity and ensure services are equitable. Vermont Library Standards haven't been updated since 1986, before computers become a backbone of library operations, with online databases changing life for many, and public libraries are charged with understanding how to tap into this new revolution of shared resources as the Vermont Department develops updated standards that need to be discussed and adopted by the State Legislature and turn into law.

<https://libraries.vermont.gov/sites/libraries/files/LawLibrary/VTLegalDecision/LibraryLaw/REVIS ED%201986%20standards.pdf>. The question of what is the status of public libraries in Vermont prompted Addison County Senator Ruth Hardy to sponsor a bill and ultimately convened a working group to look at what is the landscape of Vermont public libraries today, in this ever-changing climate and consider how Vermont as a state can improve supporting the 185 public libraries in the state.

<https://www.sevendaysvt.com/arts-culture/public-libraries-adapt-to-the-21st-century-and-uphold-democracy-29690688>.

The Working Groups recently published a report of their findings after years of hearings and written testimony about how Vermont libraries are managing, because being at the front lines of reduced social services are impacting libraries statewide, on top of the pressures of adopting new formats and digital content on generally static materials budgets. This full report, executive summary, and more primary information collected can be found at

<https://libraries.vermont.gov/services/initiatives-and-projects/working-group-status-libraries-vermont>. Senator Ruth Hardy's request to study libraries recognizes how Vermont public libraries are struggling to keep up with modern demands without the state funding that libraries in many other states receive. Vermont values libraries, with the most libraries per capita in the country, but the lack of state funding causes library services to lag in Vermont. Public libraries are governed by Vermont state statutes - standards set by the Vermont Legislation. We report annual statistics to the State so we don't lose the few services the Vermont Department of Libraries provides with their federal funding. Libraries are managed differently than other municipal services to ensure state and federal statutes are followed, along with meeting the service missions. Brownell's mission statement is "Brownell Library: expanding horizons since 1926. A place to connect, learn, and discover". It still rings true post Covid.

Other municipal departments managing public infrastructure and zoning have different regulations and statutes to adhere to, and provide the parameters and expectations for other departments following more nuanced environmental regulations. Vermont does not have a

state agency overseeing recreation and parks, and just a fraction of municipalities have recreation departments, unlike public libraries. There are very limited state statutes overseeing the management of recreation areas that are publicly owned <https://legislature.vermont.gov/statutes/fullchapter/31/005>, Childcare is managed differently, and Essex Junction is unique to have a recreation department providing such robust childcare services year round versus primarily summer camps and fee based programming. Both Brownell and EJRP attract visitors from outside City limits because of the quality of our public facilities, which also draws business and an economic boost to the City, especially with the new adopted local option tax (LOT). Both Brownell and Maple Street Park bring revenue to businesses in the City, and now the LOT brings revenue directly to our local government beyond the Grand List.

Brownell was a gift from businessman Samuel Brownell who wanted to see a permanent location for a library in the Village of Essex Junction that had been bounced from room to room in the 5 Corners area. Our building was built as a library, unlike many libraries in Vermont that began in donated houses and properties, because he wanted the Village of Essex Junction to have a library to call its own. The Library had a significant expansion in 1970 to respond to the rapidly growing population with the arrival of IBM, and again in 2000 to add an expanded youth area, community meeting room, air conditioning and ADA compliance with an addition of an ADA compliant door to the parking lot, in a time when people with disabilities had a private ride to the library, and an elevator to access the 3 floors of the library.

We see many community residents who seek social interactions that they don't have to pay for, which is expected when visiting a business. For some library visitors it is transactional and resource sharing only, checking out materials. For others, it is a quiet place to read and watch their community and feel more connected. For stay at home parents and grandparents of young children, Brownell is a sanctuary to get out of the house yearround and be able to access fresh reading material and interact with others at storytimes, in the Picture Book Room, or with staff at public desks. For working residents, flexible hours allow them to feel like a part of their community, despite not having hours to spend in the building, they can stop in any night, currently rotating to closing hours at 6:30pm, 8pm, and 5pm on Saturdays outside of July and August. Working parents and guardians drive their kids to the library after work, especially Friday nights when it's not a school night to browse books, enjoy library programs, and be in a different place that doesn't have an admission price. Other adults interact with Brownell picking up their 9+yo kids, who can handle being independent and walk to Brownell after school. Seniors visit the Library throughout the day and evenings and engage in their interests, or just feel like a part of their community by spending time and engaging with, or watching staff and other library visitors. The GMT bus provides access to residents who can't walk or drive to 5 Corners. Many residents are strong readers and Brownell keeps their minds engaged without impacting their wallets. Other visitors use public computers and resources at all open hours. Our public wifi is now boosted outside the building to reach the library pavilion, built in late 2020 with CARES Covid grant funding, and the Lincoln St bus stop. Examples of actual Brownell user physical checkouts value can be found in Attachment A.

Digital resources have allowed libraries to provide 24/7 access to materials for those who have the means to have the devices to access them. Brownell circulates devices for residents who don't have devices to access them to access Brownell resources with Brownell wifi, or wifi of their choosing. As government services have evolved, closed offices and gone paperless, libraries have seen a sharp increase of people in need of help to access these government services online. Public libraries are also the universal resource for anyone traveling to connect with the local community, whether its references to local services, access to our space or computers or finding out where they can find available in the area, whether it is a cafe, or the Fairgrounds. Essex Junction is proud of its transportation roots, originally including passenger train service, for transportation. Brownell continues to interact with coming and going train patrons. The train station doesn't accept cash and isn't open for advanced reservations, and Brownell sees ongoing train passengers using our computers to reserve and print train tickets. The City always has well deserved pride in the public bus transportation system that connects Essex Junction to Williston, South Burlington, Burlington and Winooski. Brownell is in proximity to the only public bus stop by a public library outside of Burlington in the whole state of Vermont. Public libraries can't discriminate about who comes in our doors, as long as they follow behavior guidelines. Essex Junction has roots as a past and current roots as a transportation hub.

Libraries were among the first services to be called back to provide resources after the spring 2020 lockdown, and Brownell staff quickly reimagined what contactless library services could look like. The use of digital resources exploded, and continues to be heavily used as life has changed so much, and some have embraced the 24/7 model of accessing digital resources. The original set of Brownell lockers were purchased with grant funding from the Vermont Department of Libraries that fit parameters of how to provide resources safely and limiting contact for those who were uncomfortable, or had health conditions they needed to consider with in person interactions, and also to promote ease of use for busy individuals. Materials on hold are now available to pick up in lockers in our main vestibule providing access to people without waiting at our service desks to enable quick visits (nothing prevents people from extending their library visits before or after the locker pickup), experiencing illness, and anyone out for a walk who prefers not to wait in line to retrieve their materials on hold at our circulation desks.

What would a level funded or 2% budget increase look like for Brownell? We can cut databases to reduce our collection funds marginally as we are in shared resource statewide agreements. Our shared integrated library system includes, as part of our membership agreement, the statement that "Recognizing that consortium resources cannot substitute for the building of strong local collections, libraries will maintain a commitment to local collection development as evidenced by maintenance of the library's acquisitions budget at or above the most recent three-year acquisition budget average".

Brownell is a member of the LUV Overdrive statewide digital book service, which promotes a best practice of purchasing a local license/copy through our Overdrive Advantage account, for ebook and downloadable audiobooks, when we reach 4 or more holds for our branch. Placing

holds through LUV as a service is limited to Brownell cardholders that are City residents. Following the best practice of purchasing a local digital title license protects the shared collection from overwhelming hold lists from high demand libraries. Users are authenticated through our Integrated Library Software so there is no opportunity for ghost accounts.

The question from the City Council was what the impacts of level funding or a 2% increase would look like. Because of the information being thrown around by different people, it seemed essential to provide a snapshot of the Vermont library landscape to understand the services Brownell provides before providing the anticipated impacts. The following would be general impacts:

- We have a graphic novel database Comics Plus, with unlimited checkouts for graphic novel and comics material for a range of ages from kids to adults. Graphic novels have connected more than a generation of reluctant readers to stories and are often a transition to full text materials. The cost of this is \$1,175.
- After the Essex Reporter ended printing in 2020, we confirmed with them they had no plans to publish in paper again, because we have bound copies of the Essex Reporter, and before that the Suburban List, back to 1938. Access to a digital copy of their stories was a natural step, which also included indexing/keyword search, a powerful tool unlike manually browsing our bound printed copies of the Reporter by year. We subscribed to the Essex Reporter database, with a small upgrade in price to include 3,650 U.S. news sources, a newspaper genealogy database and the Black Life in America database that provides comprehensive coverage of the African American experience from the early 18th century to the present day. Sourced from more than 19,000 American and global news sources, including over 400 current and historical Black publications, this collection “promotes learning about social justice and racial equality.” This collection of databases of primary news sources is an invaluable library reference tool that will be cut to save \$2005.
- The general collection funds will be reduced, which is limited by resource sharing library agreements, but to achieve the requested reduction forecast, will include reductions in requests for high demand titles. How Brownell responds to acquisition requests that will considerably limit hot new title availability, and increase hold times with limited additional copies, resulting in a service impact to library users accessing physical materials.
- A reduction in furniture and fixtures, which is intended to work towards upgrading library furniture to provide more wipeable surfaces that have water resistance to limit the impact of spills and leaks from library users, reducing the budget by \$3000.
- Our current computer replacement schedule will be stretched from 4 to 5 years. Brownell’s computers are used heavily by the public and staff to navigate and locate information for patron information requests, which requires well functioning machines.

Extending the replacement schedule may result in more out-of-order public and staff computer stations, impacting patron use and staff customer service.

- Staffing is Brownell's greatest expense. We have a talented and resourceful frontline staff, with professional staff nearby for more in depth reference questions. Forging ahead with time tested favorite programs, and building on what efforts get positive feedback, Brownell offers a range of live, online, hybrid and passive programming. We benefit from community volunteers who offer their talents when they match library initiatives, both in public programs and behind the scenes. Reducing our budget will impact staffing, which will impact hours, which will impact the range of programs we offer the community, and the hours of volunteer time Brownell and the Essex Junction community benefits from after the traditional work day ends. The impacts on hours would be the following in the different scenarios:

A level funded budget would result in the following change of hours and loss of popular evening programs:

Open Hours: M-F: 10am-6pm

Closed on Saturdays year round

- Regular Part-time and PT subs unable to attend Team Building or City/Staff trainings
- Lose long running evening programs: Must Read Mondays, Vermont Astronomical Society, Vermont Humanities evening Snapshots programs, Dungeons and Dragons Friday evening groups, loss of Brownell as a central location for the Annual Train Hop
- Reduction in evening volunteer hours: 6 hrs per week to support library services and programs

A 2% increase from FY24 Brownell budget would result in the following:

Open Hours: M-F; 10am-6pm

Sat: 10am-2pm

- Regular Part-time and PT subs unable to attend Team Building or City/Staff trainings
- Lose long running evening programs: Must Read Mondays, Vermont Astronomical Society, Vermont Humanities evening Snapshots programs, Dungeons and Dragons Friday evening groups, lost of Brownell as a central location for the Annual Train Hop
- Reduction in evening volunteer hours: 6 hrs per week to support library services and programs

A 3% increase from the FY24 Brownell budget would reduce:

No reduction in service hours. Reductions would include elimination of public and reference databases, computer replacement schedule change, and furniture upgrades.

Attached are the 2 requested budget snapshots with Brownell receiving level FY24 equivalent funding (Attachment B) and a 2% increase to the Brownell Library budget (Attachment C). An additional proposed 3% increase budget (Attachment D), which would reduce some tools, databases and operational expenses, but not impact hours, is included as well. Our current goal is to stretch our budget as far as possible to serve the community, which will result in a reduction in evening and Saturday hours because of contracted staff pay differentials for non-exempt staff getting a 10% pay differential increase for hours worked after 5pm, and a 20% differential increase for Saturday hours. Library staff do not receive overtime like in Public Works and Wastewater as these are planned work schedules during off hours to serve the community, not emergency working hours for water breaks, plowing and wastewater plant emergencies and breakdowns. The reduction in hours reflects retaining full time professional staff to continue to provide expected library services including adult and youth collection development and circulation, interlibrary loan, public computer access and assistance, programming and building supervision.

Cost

This memo is for informational purposes only.

Attachment A

For 2023, using <https://ilovelibraries.org/what-libraries-do/calculator/>, these are examples of savings by City residents checking out physical items at the Brownell Library (this excludes ebooks, audio books, programs, computer use etc.):

Tax payer A:
Female in 30s
\$3355 saved

Tax payer B:
Female retiree
\$3899 saved

Tax payer C:
Male middle aged
\$1258 saved

Tax payer D:
Male middle aged
Father of 2
\$4056 saved

Tax payer E:
Male retiree
\$1088.00 saved

**Attachment B
LEVEL FUNDING**

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 Level	\$ Change	% Change	Notes
Revenues										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
Total Revenues	15,500	15,446	15,500	15,888	500	650	650	150	30.0%	
Expenditure										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	114,732	(10,437)	-8.3%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	44,170	(1,381)	-3.0%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,905	1,905	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	4,000	(1,500)	-27.3%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	11,400	(2,600)	-18.6%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	47,250	(2,750)	-5.5%	Reduce digital (remove Newsbank & ComicsPlus),periodicals and other materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	23,630	(1,370)	-5.5%	Reduce digital (remove ComicsPlus) and reduce physical materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	-	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	5,000	5,000	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,390	(110)	-7.3%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	950	(550)	-36.7%	
Total Expenditure	778,306	743,380	866,455	836,571	964,134	1,016,569	964,134	(0)	0.0%	
Net General Fund	(762,806)	(727,934)	(850,955)	(820,682)	(963,634)	(1,015,919)	(963,484)	150	0.0%	

**Attachment C
2% Increase**

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 2%	\$ Change	% Change	Notes
Revenues										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
Total Revenues	15,500	15,446	15,500	15,888	500	650	650	150	30.0%	
Expenditure										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	127,379	2,210	1.8%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	45,138	(413)	-0.9%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,947	1,947	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	5,500	-	0.0%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	12,200	(1,800)	-12.9%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	48,000	(2,000)	-4.0%	Reduce digital (cut Newsbank & ComicsPlus), periodicals and other materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	24,000	(1,000)	-4.0%	Reduce digital (remove ComicsPlus) and reduce physical materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	6,550	6,550	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,500	-	0.0%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	1,500	-	0.0%	
Total Expenditure	778,306	743,380	871,455	836,571	964,134	1,016,569	983,420	19,286	2.0%	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,015,919)	(982,770)	(19,136)	2.0%	

2% Target: 983,417

**Attachment D
3 % Increase**

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	FY 2024 Budget	2025 v3 01.24.24	2025 3%	\$ Change	% Change	Notes
Revenues										
050.000-Donation Revenue	-	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	650	150	30.0%	
Total Revenues	15,500	15,446	15,500	15,888	500	650	650	150	30.0%	
Expenditure										
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	134,714	9,544	7.6%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	5,500	n/a	10 trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	45,699	148	0.3%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	1,971	1,971	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	48,190	(66)	-0.1%	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,686	3,000	3,901	3,901	901	30.0%	
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	5,500	-	0.0%	
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	13,500	1,000	8.0%	
530.000-Communications	-	-	600	-	2,640	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	12,200	(1,800)	-12.9%	1800 to Buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	49,000	(1,000)	-2.0%	Reduce digital materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	24,500	(500)	-2.0%	Reduce digital materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	5,500	(3,160)	-36.5%	Stretch computer replacement schedule
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	6,550	6,550	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	1,500	-	0.0%	
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	1,300	(200)	-13.3%	
Total Expenditure	778,306	743,380	871,455	836,571	964,134	1,016,569	992,640	28,506	3.0%	
Net General Fund	(762,806)	(727,934)	(855,955)	(820,682)	(963,634)	(1,015,919)	(991,990)	(28,356)	2.9%	

**City of Essex Junction
Financial Fact Sheet**

Summary of Fund Balances

Governmental Funds:	FY23 Ending Balance	
General Fund 210	1,471,610	
<i>Nonspendable</i>	435,951	
<i>Assigned</i>	148,853	
<i>Unassigned</i>	886,806	
Economic Development Fund 220	737,083	
ARPA Funds 223	2,599,782	*current balance as of 12/7/23
Local Option Tax Funds 224	559,342	
Capital Reserve Fund 230	1,073,157	
Rolling Stock Fund 231	701,305	
Building Maintenance Fund 232	280,786	
EJRP Capital Reserve Fund 233	(88,342)	
Senior Center Fund 258	18,439	

Enterprise Funds:

Water 254	2,923,389
<i>Nonspendable</i>	2,170,233
<i>Assigned</i>	-
<i>Capital</i>	811,787
<i>Unassigned</i>	(58,631)
Wastewater 255	5,332,581
<i>Nonspendable</i>	2,911,555
<i>Assigned</i>	623,096
<i>Capital</i>	1,756,786
<i>Unassigned</i>	41,145
Sanitation 256	4,200,313
<i>Nonspendable</i>	2,321,101
<i>Assigned</i>	1,070,975
<i>Capital</i>	200,277
<i>Unassigned</i>	607,959

Unassigned Fund Balance %

7.8% *the City has a fund balance policy limiting unassigned fund balance to 15% of current budget, GOFA best practice is to "maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures"

Debt Summary

Debt Obligation	Purpose	Terms	FY23 Ending Balance
General Fund Debt:			
VMBB Bond 2014-3&4	infrastructure projects	3.403%, final payment December 2035	1,621,786
Enterprise Fund Debt:			
State Revolving Loan Fund AR1-004	sanitation and wastewater improvements	2% admin fee, final payment October 2030	126,995
State Revolving Loan Fund RF1-157	HS pump station upgrade	2% admin fee, final payment May 2034	656,888
VMBB Bond 2014-3&4	water improvements	3.403% interest, final payment November 2034	358,214
State Revolving Loan Fund RF1-148	wastewater improvements	2% admin fee, final payment July 2035	8,970,329
VMBB Bond 2010-5	Bradford RZEDB wastewater improvements	3.345% interest, final payment December 2040	990,000
VMBB Bond 2022-2	Main St waterline replacement	3.899% interest, final payment November 2052	3,070,000

City of Essex Junction

FY25 Tax Rate Calculation

Amount to be raised in Taxes for Budget (excluding Debt Service)	\$10,715,889
Amount to be raised in Taxes for Debt Service	\$392,053
	\$11,107,942

Grand List before tax stabilization adjustment \$11,334,287

Tax Stabilization calculation

Property	Actual Grand List Value	Taxable %	Taxable Value	Reduction to Grand List
8 Pearl St. #1028023000	\$ 2,790	100%	\$ 2,790.00	\$ -
15 Park St. #1028035001	\$ 32,136	100%	\$ 32,136.00	\$ -
Whitcomb Farm #1005001000	\$ 5,442	0%	-	\$ (5,442.00)

Total Reduction in grand list due to tax stabilization \$ (5,442.00)

Grand List after tax stabilization adjustment	\$ 11,328,845
Tax Rate for Budget	\$ 0.9459
Tax Rate for Debt Service	\$ 0.0346
Total Tax Rate	\$ 0.98050
Tax Rate Rounded to 4 digits	\$ 0.9805

Whitcomb Farm Calculation: 7/2/23 update	
1,151,400	Farm
(367,700)	current use
783,700	subtotal
(207,400)	309 South
(14,600)	314 South
(17,500)	15.3 acres land Solar Farm
544,200	reduction to grand list
5,442	

Comparison of FY24 rates to FY25 rates - General Only				
	FY24	FY25	% Change	\$ Increase/ (Decrease)
General Fund Tax Rate	\$ 0.9199	\$ 0.9805	6.6%	\$ 0.0606
Tax Agreement Rate	\$ 0.0015	\$ 0.0015	0.0%	\$ -
Taxes on \$280,000 assessed value property	\$ 2,580	\$ 2,750	6.6%	\$ 170
Grand List Values, unadjusted	\$ 11,334,287	\$ 11,334,287	0.0%	\$ -
Grand List Values, after stabilization	\$ 11,328,845	\$ 11,328,845	0.0%	\$ -

FY25 General Fund Summary

	2022		2023		2024		2025 Budget	\$ Change	% Change	Notes
	Budget	Actual	Budget	Actual	Budget	Budget				
Revenues										
Property Taxes	3,745,866	3,745,838	3,890,397	3,838,114	10,420,986	11,107,942	686,957	7%		
General	302,012	331,797	753,961	719,495	631,530	632,664	1,134	0%		
Administration	50,000	147,004	50,000	50,000	-	-	-	n/a		
Clerk	-	-	-	78,159	105,008	71,464	(33,544)	-32%		
Information Technology	-	-	-	-	14,000	-	(14,000)	-100%		
Community Development	28,000	38,332	39,000	43,529	79,158	200,017	120,859	153%		
Economic Development	-	12,000	-	3,750	4,000	-	(4,000)	-100%		
Fire	20	10	20	-	10	-	(10)	-100%		
Streets	1,396,627	1,395,993	1,469,044	1,467,739	153,500	132,500	(21,000)	-14%		
Stormwater	76,253	76,553	78,018	78,018	-	-	-	n/a		
Brownell Library	15,500	15,446	15,500	39,101	500	650	150	30%		
Recreation	27,000	20,560	12,000	11,074	12,479	9,500	(2,979)	-24%		
Buildings	-	1,993	2,075	1,822	-	-	-	n/a		
Total Revenues	5,641,278	5,785,526	6,310,015	6,330,802	11,421,171	12,154,737	733,566	6%		
Expenditures										
Administration	514,791	616,435	722,102	650,577	611,570	688,830	77,260	13%		
Legislative	-	-	-	-	83,333	102,244	18,911	23%		
Clerk	-	-	-	-	306,750	256,470	(50,280)	-16%		
Finance	187,481	246,434	334,415	397,127	504,300	589,118	84,818	17%		
Information Technology	-	-	-	-	153,650	228,611	74,961	49%		
Assessing	-	-	-	-	77,810	89,568	11,758	15%		
Community Development	279,840	245,022	267,977	266,785	482,813	549,095	66,282	14%		
Economic Development	49,250	46,360	49,250	23,363	40,000	-	(40,000)	-100%		
Fire	500,623	493,366	482,738	480,139	545,484	530,292	(15,192)	-3%		
Health and Human Services	-	-	-	-	2,977,293	3,057,361	80,068	3%		
County/Regional Functions	-	-	-	-	346,883	351,972	5,089	1%		
Streets	1,392,627	1,396,426	1,465,044	1,553,853	1,566,556	1,552,923	(13,633)	-1%		
Stormwater	76,253	72,848	90,018	26,691	167,484	230,850	63,366	38%		
Brownell Library	778,306	743,380	871,455	837,311	964,134	1,016,569	52,435	5%		
Recreation	725,654	781,797	847,138	935,806	1,100,479	1,131,553	31,074	3%		
Buildings	281,300	313,583	285,200	304,962	390,749	350,655	(40,094)	-10%		
Debt	199,325	199,363	195,550	195,624	402,528	392,053	(10,475)	-3%		
Transfers and Misc.	655,828	682,620	699,128	724,079	699,356	1,036,574	337,218	48%		
Total Expenditures	5,641,278	5,837,633	6,310,015	6,396,316	11,421,171	12,154,737	733,566	6%		

Costing Center

210-00-00 - General Revenue

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
010.000-Property Taxes	3,745,866	3,745,838	3,890,397	3,838,114	10,420,986	11,107,942	686,957	6.6%	
020.001-PILOT - Tax Agreements	6,700	6,773	6,700	6,746	17,600	8,800	(8,800)	-50.0%	Whitcomb solar
020.022-Rents and Royalties	2,400	1	2,400	-	1	-	(1)	-100.0%	
020.054-Admin Fee - Water	112,565	112,565	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate
020.055-Admin Fee - WWTF	56,282	56,282	62,980	62,980	92,003	95,446	3,443	3.7%	preliminary estimate
020.056-Admin Fee - Sanitation	112,565	112,565	125,960	125,960	184,005	190,891	6,886	3.7%	preliminary estimate
NEW-Admin Fee EJRP Programs	-	-	-	-	-	45,000	45,000	n/a	new in FY25 all State PILOT, current use and hold
042.001-PILOT Revenue	4,500	4,903	4,500	7,387	17,000	8,000	(9,000)	-52.9%	harmless payments
042.002-Railroad Taxes	-	-	-	-	4,700	4,700	-	0.0%	in spring
042.004-State Act 60 Revenue	-	-	-	-	3,436	3,436	0	0.0%	equalization/reappraisal in spring
042.005-State Act 68 Revenue	-	-	-	-	38,988	39,000	12	0.0%	from final cash flow report in spring
060.000-Interest Income	3,000	2,211	3,000	2,608	2,500	2,500	-	0.0%	
080.001-State District Court Fines	2,000	3,769	2,000	5,479	2,000	4,500	2,500	125.0%	average of last 2 years actuals
NEW Cannabis Control	-	-	-	-	-	-	-	n/a	
085.000-Penalties	-	-	-	(4,157)	70,367	30,000	(40,367)	-57.4%	FY24 actual is \$31,462 FY24 actual is \$3,719-this will continue to accrue but at a much lower rate as delinquent tax balances are paid only if revenue replacement isn't recognized
086.000-Interest	-	-	-	(2,668)	13,426	8,000	(5,426)	-40.4%	
ARPA Revenue	-	-	375,000	382,335	-	-	-	n/a	in FY23
098.000-Miscellaneous Revenue	2,000	1,433	2,000	6,865	1,500	1,500	-	0.0%	
099.000-Use of Fund Balance/Reserves	-	-	43,461	-	-	-	-	n/a	
Total Revenues	4,047,878	4,046,339	4,644,358	4,557,609	11,052,516	11,740,606	688,090	6.2%	
Net General Fund	4,047,878	4,046,339	4,644,358	4,557,609	11,052,516	11,740,606	688,090	6.2%	

Notes:

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	50,000	147,004	50,000	50,000	-	-	-	-	n/a
Total Revenues	50,000	147,004	50,000	50,000	-	-	-	-	n/a
Expenditure									
110.000-Regular Salaries	199,124	233,984	388,554	371,151	338,567	356,253	17,686	5.2%	
120.000-Part Time Salaries	5,200	3,649	-	1,302	-	-	-	-	n/a
130.000-Overtime	-	487	-	-	-	-	-	-	n/a
150.000-Shared Employee Expense	92,687	92,687	-	-	-	-	-	-	n/a
190.000-Board member payments	23,800	9,500	25,000	7,700	-	-	-	-	n/a
210.000-Group Insurance	61,951	61,739	112,564	79,825	98,127	115,354	17,227	17.6%	
220.000-Social Security	15,896	18,390	30,211	35,779	26,085	27,438	1,353	5.2%	
NEW-Act 76 Childcare	-	-	-	-	-	1,184	1,184		n/a
230.000-Retirement	19,911	21,151	35,060	31,741	28,897	31,295	2,397	8.3%	
290.000-Other Employee Benefits	980	-	1,350	-	-	5,978	5,978		n/a
320.000-Legal Services	22,000	44,866	40,000	25,002	40,000	45,000	5,000	12.5%	
330.000-Professional Services	1,000	23,217	6,000	5,826	6,025	8,031	2,006	33.3%	Checkr 60 background checks \$25/check x 60 \$1500, 2-all staff trainings \$6000; \$75.00 NIC DMV checks; \$456 COBRA Helps moved GoCo to tech subscription as it is not a service rather a software
340.000-Technical Services	-	8,411	4,100	7,696	9,552	-	(9,552)	-100.0%	postage machine \$198.60/mo for 12 months, plus ink \$152.99/ea x4, and labels \$24/ea x2 for a total of \$3,043.16. Copier leases based on estimate received from vendor for a total of \$306.16/mo (2 Lincoln copiers only).
442.000-Rental of Vehicles or Equipment	4,250	2,992	4,250	3,273	4,250	6,717	2,467	58.0%	
500.000-Training, Conferences, Dues	1,750	1,375	1,750	4,977	4,247	10,982	6,735	158.6%	\$8,890 (VTHRA \$75, SHRM \$275, Women leading government \$40, training for all staff \$4,000, training for professional development for all staff \$3,000, HR professional development \$750); PRSA \$267 and Women Leading Government \$40; ICMA dues \$850, VLCT Town Fair \$200, VT CMA dues \$85, VT CMA conferences \$500, ICMA conference \$800, Women Leading Government \$40, VLCT trainings \$60

Costing Center

210-10-10 - Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
505.000-Technology Subscription, Licenses	10,370	2,839	9,520	3,477	10,875	15,851	4,976	45.8%	\$7800 for GOCO-\$5571 GF (checking on benefits platform costs so could rise); Adobe Creative Cloud \$600; Zoom \$2740 (current plan \$2,000/year + webinar \$690/year + translation \$50/year); Mail Chimp \$720 (\$60/year 2500 ppl); Canva \$125/year; Ecopixel \$6,095/year (includes domain) Front Porch Forum, City Manager cell phone
530.000-Communications	21,972	25,503	23,123	38,460	3,300	3,408	108	3.3%	\$50/mo
540.000-Advertising	-	5,239	500	224	15,075	29,530	14,455	95.9%	\$18,700 HR; RFPs \$625 (\$125x5); Essex Reporter \$9,120 (full pg ad & web \$760x12); SevenDays \$1,085 (1/2 pg ad x1) annual report \$1,600; newsletters \$3,400; signs/banners \$1,000; outreach mailing
550.000-Printing and Binding	3,000	6,348	3,000	1,997	5,570	8,000	2,430	43.6%	\$2,000 Annual permit \$310; estimate postage based on FY24 to date annualized
560.000-Postage	500	1,719	1,200	2,730	2,000	9,310	7,310	365.5%	on FY24 to date annualized
570.000-Other Purchased Services	15,000	-	7,500	-	1,000	-	(1,000)	-100.0%	
580.000-Travel	300	53	300	312	6,000	2,000	(4,000)	-66.7%	\$2000 City Manager
610.000-General Supplies	5,000	2,031	5,000	7,384	5,000	5,000	-	0.0%	
735.000-Tech: Equip/Hardware	-	1,575	-	1,984	-	-	-	n/a	
755.000-Furniture and Fixtures	-	-	-	-	1,000	1,000	-	0.0%	
810.113-Council Expenditures	5,500	442	5,500	2,961	-	-	-	n/a	moved to Legislative
820.000-Election Expenses	2,000	32,804	15,020	8,544	-	-	-	n/a	moved to Clerk
845.000-Employee/Volunteer Recognition	2,600	4,004	2,600	897	6,000	6,000	-	0.0%	3 staff gatherings and volunteer recognition
850.000 Community Events and Celebrations	-	-	-	7,335	-	500	500	n/a	Green Up Day formerly run by the Town
900.000-Transfer between Town/Village	-	11,430	-	-	-	-	-	n/a	
Total Expenditure	514,791	616,435	722,102	650,577	611,570	688,830	77,260	12.6%	
Net General Fund	(464,791)	(469,431)	(672,102)	(600,577)	(464,791)	(688,830)	(224,039)	48.2%	

Notes:

1. Added \$4,578 for CATMA membership and employee benefit program.
2. Increases for copier and postage machine leases; these were previously shared with the Town.
3. Increase training for all staff training not previously budgeted.

Costing Center

210-10-10 - Administration

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

- 4. Increase advertising for position vacancies across all depts in general fund.
- 5. Increase postage as this was mostly processed through the Town postage meter previously and we are starting to collect accurate actual data this fiscal year.
- 6. Increases for outreach efforts - mailings, Essex Reporter ads.

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
190.000-Board member payments	-	-	-	-	16,500	13,800	(2,700)	-16.4%	community advisory board; 3 additional committees to be determined through strategic planning process; governance committee (must start no later than Feb. 22, 2025) - 5 members monthly
190.001-City Council payments	-	-	-	-	12,500	12,500	-	0.0%	
220.000-Social Security	-	-	-	-	956	956	-	0.0%	
NEW-Act 76 Childcare	-	-	-	-	-	41	41	n/a	
320.000-Legal Services	-	-	-	-	-	-	-	n/a	
330.000-Professional Services	-	-	-	-	32,114	33,608	1,495	4.7%	recording secretary (\$24/hr, 4 hrs/mtg, 32 mtgs/yr), recording secretary Gov Comm (\$24/hr, 2 hrs/mtg, 12 mtgs/yr; Town Meeting TV \$13,891 and \$665/ea for 24 council mtgs
500.000-Training, Conferences, Dues	-	-	-	-	17,563	17,563	-	0.0%	training \$2,500, VLCT annual dues \$15,063
540.000-Advertising	-	-	-	-	1,200	1,200	-	0.0%	public hearings \$150/ea for approx 8
580.000-Travel	-	-	-	-	500	500	-	0.0%	
610.000-General Supplies	-	-	-	-	2,000	2,075	75	3.8%	meeting refreshments, strategic planning session supplies, budget day, meeting minute supplies
831.000-Special or New Programs	-	-	-	-	-	20,000	20,000	n/a	strategic plan implementation, community meal/event
Total Expenditure	-	-	-	-	83,333	102,244	18,911	22.7%	
Net General Fund	-	-	-	-	(83,333)	(102,244)	(18,911)	22.7%	

Notes:

1. Added \$50,000 for strategic plan implementation.
2. If we want to add Town Meeting TV for Capital Committee, Tree Advisory Committee, and Bike Walk Committee the additional cost would be roughly \$25,000.

Costing Center

210-12-10 - Clerk

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.003-Use of Vault	-	-	-	12	-	50	50	n/a	Most lengthy title searches will take place at
020.004-Recording Fees	-	-	-	53,320	86,000	55,000	(31,000)	-36.0%	\$11/page of recorded documents
020.010-Printing and Duplication Services	-	-	-	17	5,590	4,000	(1,590)	-28.4%	Copies from Land records
020.013-Sales of Certified Copy	-	-	-	10	7,200	6,000	(1,200)	-16.7%	Marriage licenses, birth & death certificates
020.023-Records Preservation	-	-	-	19,754	-	-	-	n/a	
030.001-Liquor Licenses	-	-	-	2,355	2,875	2,875	-	0.0%	City keeps \$115 for 1st class licenses (alcohol
030.002-Hunting and Fishing	-	-	-	-	-	10	10	n/a	
030.003-Marriage Licenses	-	-	-	10	624	630	6	1.0%	City keeps \$15 from each license issued.
030.004-Animal Licenses	-	-	-	2,671	2,500	2,700	200	8.0%	City keeps \$4 (neutered) or \$8 (instact) for
030.005-Green Mountain Passport	-	-	-	10	120	100	(20)	-16.7%	Lifetime pass for seniors & retired military
030.006-DMV Registrations	-	-	-	-	99	99	-	0.0%	City charges \$3 for vehicle renewals
Total Revenues	-	-	-	78,159	105,008	71,464	(33,544)	-31.9%	
Expenditure									
110.000-Regular Salaries	-	-	-	-	162,764	157,132	(5,632)	-3.5%	
120.000-Part Time Salaries	-	-	-	-	2,785	7,426	4,641	166.6%	per diem staff
130.000-Overtime	-	-	-	-	434	453	20	4.5%	
210.000-Group Insurance	-	-	-	-	51,149	30,302	(20,847)	-40.8%	
220.000-Social Security	-	-	-	-	12,790	12,919	129	1.0%	
NEW-Act 76 Childcare	-	-	-	-	-	557	557	n/a	
230.000-Retirement	-	-	-	-	15,627	15,396	(230)	-1.5%	
290.000-Other Employee Benefits	-	-	-	-	-	700	700	n/a	
330.000-Professional Services	-	-	-	-	-	192	192	n/a	recording secretary (\$24/hr, 2hr/mtgs, 4 mtgs/yr)
430.000-R&M Vehicles and Equipment	-	-	-	-	50	50	-	0.0%	typewriter
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,664	-	(2,664)	-100.0%	Copier use by clerk's office - this is shared machine and budgeted under Admin Scholarships are available from clerk's organizations to attend conferences and trainings - we'll apply for these, but budgeting the full amount here
500.000-Training, Conferences, Dues	-	-	-	-	3,000	3,000	-	0.0%	Land Records system \$350/month, contract ends Dec 2024
505.000-Technology Subscriptions, Licenses	-	-	-	-	15,000	4,200	(10,800)	-72.0%	Bind Grand lists and annual reports, resident only parking permits
550.000-Printing and Binding	-	-	-	-	1,000	1,500	500	50.0%	
560.000-Postage	-	-	-	-	500	500	-	0.0%	Voter Registration cards, voter challenge letters (must include return postage)

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
570.023-Records Preservation	-	-	-	-	-	-	-	-	vault shelving; Susan to get estimate for FY26 n/a budget as this will not be needed in FY25
580.000-Travel	-	-	-	-	1,738	500	(1,238)	-71.2%	Mileage for trainings and conferences
610.000-General Supplies	-	-	-	-	5,250	3,776	(1,474)	-28.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	-	2,000	2,000		server for land records per estimate from n/a Open Approach
820.000-Election Expenses	-	-	-	-	32,000	15,867	(16,134)	-50.4%	August primary (no ballot cost, some postage cost)/November election (no ballot cost, some postage cost)/Annual Meeting (ballot cost, postage, election worker cost shared by EWSD) - this assumes the City and EWSD move to Town Meeting Day
Total Expenditure	-	-	-	-	306,750	256,470	(50,280)	-16.4%	
<i>Net General Fund</i>	-	-	-	78,159	(201,742)	(185,006)	16,736	-8.3%	

Notes:

1. Reduced revenue to be more in line with what we are actually seeing in current fiscal year.
2. Reduced election expenses for fewer elections in FY25.

Costing Center

210-13-10 - Finance

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
110.000-Regular Salaries	59,668	103,426	147,910	193,470	225,124	287,174	62,050	27.6%	
130.000-Overtime	-	413	2,667	-	-	-	-	n/a	
190.000-Board Member Payments	-	-	-	-	750	1,400	650	86.7%	Capital Committee increased to 7 members \$50/mtg
210.000-Group Insurance	5,699	9,369	30,146	49,773	53,585	57,813	4,228	7.9%	
220.000-Social Security	4,901	5,581	11,921	9,053	17,730	23,190	5,460	30.8%	
NEW-Act 76 Childcare	-	-	-	-	-	1,000	1,000	n/a	
230.000-Retirement	5,967	8,781	14,791	16,915	20,688	27,366	6,678	32.3%	
250.000-Unemployment Insurance	1,720	3,827	3,300	5,686	3,209	3,834	625	19.5%	based on actual CY2024 including annual management fee \$100
260.000-Workers Comp insurance	18,500	15,060	18,500	10,108	21,182	21,182	-	0.0%	estimate
290.000-Other Employee Benefits	350	-	700	-	-	1,400	1,400	n/a	
330.000-Professional Services	-	-	5,000	2,408	15,250	14,310	(940)	-6.2%	bank fees \$1,000, NEMRC assistance with tax bills \$1,500, custom programming \$5,000, NEMRC annual fee for Questica automation \$100, NEMRC support agreement \$5,425, NEMRC disaster recovery \$1,085, recording secretary \$50/mtg for 4 mtgs
335.000-Audit	7,500	9,511	9,500	7,875	12,612	14,453	1,841	14.6%	annual audit \$10,953 (\$24,500 total allocated to enterprise funds as well); single audit \$3,500
442.000-Rental of Vehicles or Equipment	-	-	-	-	2,000	-	(2,000)	-100.0%	budgeted for copier in FY23, purchased check printer instead as it was more cost effective
500.000-Training, Conferences, Dues	250	250	500	687	1,500	1,758	258	17.2%	VLCT \$89 Town Fair, \$10/workshop-8/yr; VTGFOA \$35/yr x 2, \$60/workshop-2 staff-3/yr; NESGFOA fall conference \$300; GFOA \$159/yr, annual GAAP update \$185, \$85/training x 4/yr; NEMRC year end seminar \$175
505.000-Technology Subscription, Licenses	6,901	5,920	12,500	16,036	28,640	21,999	(6,641)	-23.2%	NEMRC \$10/user/month, Questica \$ 11,088 (\$19,500 total), Kofax \$4,568 (\$7,800 total), ClickTime \$4543 (\$530/mo or \$6,360 total)
520.000-Insurance	75,725	79,291	76,680	84,101	93,600	103,615	10,015	10.7%	estimate 10.7% increase per VLCT tax bill forms/envelopes with insert, AP checks/envelopes, annual AP/payroll tax forms
550.000-Printing and Binding	-	-	-	-	2,780	3,883	1,103	39.7%	

Costing Center

210-13-10 - Finance

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
560.000-Postage	-	-	-	-	3,400	2,800	(600)	-17.6%	tax bills
570.000-Other Purchased Services	-	1,989	-	275	-	-	-	-	n/a
580.000-Travel	100	-	100	83	1,100	1,140	40	3.6%	travel; VLCT workshops \$125 travel
610.000-General Supplies	200	932	200	657	1,150	800	(350)	-30.4%	printer toner
735.000-Tech: Equip/Hardware	-	2,083	-	-	-	-	-	-	n/a
Total Expenditure	187,481	246,434	334,415	397,127	504,300	589,118	84,818	16.8%	
Net General Fund	(187,481)	(246,434)	(334,415)	(397,127)	(504,300)	(589,118)	(84,818)	16.8%	

Notes:

1. Billing Coordinator previously under PW/WW, moved to Finance as a FT position. This position will also take over tax billing, eventual stormwater billing, rental registry billing, and all misc receivables and collections. This will allow Finance Director and Accountant II to coordinate on larger tasks such as audit and budget, provide more ability to cross train within the department to provide coverage for planned and unplanned absences, and allow capacity to focus on long term priorities and goals such as policy and procedure documentation and updates. Also see comparison chart of finance structure compared to similar neighboring communities.
2. Increase property/casualty insurance costs estimated at 10.7% over prior year.

Costing Center

210-14-10 - Information Technology

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
Contribution from WWTF	-	-	-	-	14,000	-	(14,000)	-100.0%	allocate this budget as part of the Admin Allocation; FY24 was an estimate from the mock budget
Total Revenues	-	-	-	-	14,000	-	(14,000)	-100.0%	
Expenditure									
330.000-Professional Services	-	-	-	-	100,000	118,981	18,981	19.0%	FY24 w/4% increase per OA; Integrity Communications \$140/hr phone system maintenance
432.000-R&M Technology	-	-	-	-	5,000	5,000	-	0.0%	unanticipated repairs of existing equipment Veeam license/backup \$123.21, enhanced security bundle \$2,040/mo, Office365 \$2,573.96/mo, Adobe Acrobat Pro \$288/user/yr for 12 users, Keeper est \$60/yr for 5 users
505.000-Technology Subscription, Licenses	-	-	-	-	25,000	63,026	38,026	152.1%	
735.000-Technology: Hardware, Software, Equipment	-	-	-	-	23,650	41,604	17,954	75.9%	use FY24 pricing with 4% increase (\$1800 including imaging fee) replacement of 20 devices; tablet for Enforcement Officer; OWL for 2 Lincoln meeting room \$2,500
Total Expenditure	-	-	-	-	153,650	228,611	74,961	48.8%	
<i>Net General Fund</i>	-	-	-	-	<i>(139,650)</i>	<i>(228,611)</i>	<i>(88,961)</i>	<i>63.7%</i>	

Notes:

1. FY24 underbudgeted for IT services and costs; this reflects accurate figures based on the current contract with Open Approach.

Costing Center

210-15-10 - Assessing

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
330.000-Professional Services	-	-	-	-	-	89,068	89,068		n/a warned budget amount from Town
505.000-Technology Subscription, Licenses	-	-	-	-	-	500	500		n/a online property record cards
900.000-Transfer between Town/City	-	-	-	-	77,810	-	(77,810)	-100.0%	move to OPS
Total Expenditure	-	-	-	-	77,810	89,568	11,758	15.1%	
<i>Net General Fund</i>	-	-	-	-	<i>(77,810)</i>	<i>(89,568)</i>	<i>(11,758)</i>	<i>15.1%</i>	

Notes:

1. Town has increased their budget to reflect 10% of GIS Coordinator position which was not previously accounted for in the amount of \$5,327.

Costing Center Summary

110-15-10 - Assessing

Previous Costing Center	110-15-10 - Assessing	Budget Year	2025
Entity	Town	Accounting Reference	110-15-10
Department	15 - Assessing - Town	Approved	No
Stage	Warned Budget	Manager	Karen Lemnah (klemnah)

Narrative

TECHNOLOGY, SUBSCRIPTION, LICENSING

CAMA software (Computer Assisted Mass Appraisal - valuation software) - Due to the reappraisal and the transition from our current software vendor to a new one, the annual maintenance fee will change. PATRIOT, the new vendor, informed me the annual fee of \$3,500 invoice, as of 7/1/25 would be due on 8/1/25, therefore, paid via the 2026 fiscal year budget. I prefer to keep the \$3,500 for CAMA software in the 2025 budget due to unforeseen residual charges from the current CAMA system vendor (soon to be former vendor), which we currently pay a similar annual fee to. I have also included an additional \$3,000 in anticipation of a new GIS Mapping system from CAI Technologies. This system would provide the Assessing Department with a more efficient parcel data/documentation service. It will also assist the public and Community Development with a more streamlined process for obtaining abutters lists for permitting (currently the process is arduous and manually done). Shannon Lunderville, our in-house GIS Coordinator would be working closely with the mapping vendor. This would shift her task of creating the PDF online maps to the vendor who would be responsible for updating the virtual mapping system. The new system would create a better experience for the public when researching parcel data/documentation.

Description

New Initiatives

Fiscal year 2025 will be about completing the reappraisal. A time for the Assessing Department to become acclimated to the new valuation system and the continued questions from the public due to the new assessments. We will be working with and assisting the reappraisal firm in any manner needed/required.

Goals and Priorities

The main goals for 2025 are as follows:

1. Assist in the reappraisal process.
2. Continued work on changes in the Grand List via, permits, data adjustments, and updating ownership data due to latest sales, etc.
3. Plan for training and utilizing the new CAMA (valuation) system prior to completion of the reappraisal.
4. Prepare to educate the public with the new assessments and market data for the reappraisal.

Costing Center Summary

110-15-10 - Assessing

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	14.47 %	77,810	89,068
Total Revenues		14.47 %	77,810	89,068
Expenditure				
110.000-Regular Salaries	Increased	14.46 %	88,972	101,836
120.000-Part Time Salaries	Increased	5.27 %	39,067	41,125
210.000-Group Insurance	Increased	19.32 %	26,449	31,559
220.000-Social Security	Increased	18.00 %	9,909	11,693
230.000-Retirement	Increased	14.29 %	11,011	12,584
290.000-Other Employee Benefits	Increased	10.00 %	300	330
500.000-Training, Conferences, Dues	Increased	3.30 %	1,030	1,064
505.000-Technology Subscription, Licenses	Increased	70.38 %	3,815	6,500
580.000-Travel	Unchanged	0.00 %	300	300
610.000-General Supplies	Increased	50.00 %	100	150
Total Expenditure		14.47 %	180,953	207,141

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
030.008-License and Zoning Fees	28,000	38,332	39,000	38,685	39,000	47,000	8,000	20.5%	Fee increases are roughly projected to generate a 33% increase, if permit volumes remain the same. I've put in 20.5% to be conservative
NEW-Rental Registry	-	-	-	-	-	153,017			See separate analysis for revenue estimates; assuming 70% collection in 1st year
090.000-Transfer between Town/Village	-	-	-	4,844	-	-	-	n/a	
091.000-Transfer btwn Funds	-	-	-	-	40,158	-	(40,158)	-100.0%	LOT funds in FY24 for code enforcement
Total Revenues	28,000	38,332	39,000	43,529	79,158	200,017	(32,158)	-40.6%	
Expenditure									
110.000-Regular Salaries	165,243	170,618	169,546	183,856	256,708	285,539	28,831	11.2%	
130.000-Overtime	-	135	-	1,053	-	-	-	n/a	
190.000-Board member payments	6,000	6,000	7,200	6,000	15,600	14,400	(1,200)	-7.7%	PC, DRB, Bike/Walk, Housing Commission- but this may be higher if the Housing Commission gets more members.
210.000-Group Insurance	24,260	21,166	24,518	14,945	89,186	61,018	(28,168)	-31.6%	
220.000-Social Security	13,153	13,687	13,758	14,790	20,281	22,914	2,632	13.0%	
NEW-Act 76 Childcare	-	-	-	-	-	988	988	n/a	
230.000-Retirement	16,524	17,056	16,955	14,623	23,328	26,888	3,560	15.3%	
290.000-Other Employee Benefits	700	-	700	-	-	1,400	1,400	n/a	
320.000-Legal Services	6,000	3,361	6,000	6,576	6,000	15,000	9,000	150.0%	increased legal budget necessary for additional enforcement
330.000-Professional Services	27,000	7,877	7,000	13,198	40,760	25,780	(14,980)	-36.8%	General Engineering services \$8,000, Potential GIS services \$5,000, add funds for recording secretaries for PC and DRB: \$200/mtg; reduced \$7,980 for Town Meeting TV costs that were added in FY24
340.000-Technical Services	-	-	-	30	-	-	-	n/a	

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
									\$550 x3 for professional org dues \$180 x3 for Professional org exams \$450 x 4 for national and regional conference fees \$300 x 3 for local conferences and training \$500 for VLCT in person committee training \$300 x 2 committees for miscellaneous Committee Training
500.000-Training, Conferences, Dues	3,000	421	3,000	1,521	4,700	6,890	2,190	46.6%	\$1000 of the above costs are attributable to rental registry adobe creative suite \$600- assuming following: 30000 for rental registry software annual subscription
505.000-Technology Subscription, Licenses	-	-	-	-	360	15,600	15,240	4233.3%	
530.000-Communications	1,260	1,528	1,300	74	5,660	1,320	(4,340)	-76.7%	for mobile internet for phone or tablet for enforcement officer and health officer
540.000-Advertising	-	213	-	63	1,350	3,970	2,620	194.1%	advertising for PC and DRB hearings; approx. \$65 @ 18 DRB hearings; and \$160 @ 3 PC hearings. ; includes expected cost escalation and increased DRB hearings also includes 2000 for general public engagement advertising and 320 for Rental Registry specific advertising 1000 baseline + 2779 attributable to Rental Registry
550.000-Printing and Binding	3,000	280	3,000	82	1,000	3,779	2,779	277.9%	350 Baseline + 3659 attributable to Rental Registry
560.000-Postage	100	-	100	1	280	4,009	3,729	1331.8%	Registry
580.000-Travel	2,600	2,501	3,900	1,336	6,600	9,600	3,000	45.5%	Conference travel: \$2,000 travel to conference or training x 3 employees, vehicle stipends \$100/mo x 2 Employees - second employee is partially attributable to Rental Registry (vehicle stipends may be removed with the lease/purchase of a City vehicle)

Costing Center

210-16-10 - Community Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
610.000-General Supplies	1,000	180	1,000	206	1,000	4,000	3,000	300.0%	1000 for general supplies 2000 for general public engagement supplies 1000 for supplies for Rental Registry vehicle purchase covered by rental registry
750.000-Machinery and Equipment	-	-	-	-	-	30,000	30,000	n/a	revenue
810.111-Bike/Walk Committee	10,000	-	10,000	8,431	10,000	10,000	-	0.0%	
899.000-Matching Grant Funds	-	-	-	-	-	6,000	6,000	n/a	UPWP Route 15 bike/ped improvements
Total Expenditure	279,840	245,022	267,977	266,785	482,813	549,095	66,282	13.7%	
Net General Fund	(251,840)	(206,690)	(228,977)	(223,256)	(403,655)	(349,078)	54,577	-13.5%	

Notes:

1. Rental Registry - Enforcement Officer
2. Purchase of vehicle covered by rental registry revenue for primary use by Comm Dev staff, but will be available to City staff as well.

Costing Center

210-17-10 - Economic Development

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Event Donations	-	12,000	-	3,750	4,000	-	(4,000)	-100.0%	sponsorship for community event
Total Revenues	-	12,000	-	3,750	4,000	-	(4,000)	-100.0%	
Expenditure									
800.000-Appropriations to other agencies	9,250	7,988	9,250	7,804	-	-	-	n/a	
831.000-Special or New Programs	2,500	16,939	2,500	-	5,000	-	(5,000)	-100.0%	
850.000-Community Events and Celebrations	17,500	21,434	17,500	15,559	15,000	-	(15,000)	-100.0%	1 community event
									FY24 note: if needed, unused funds to be assigned fund balance at year end for train station grant match in future years. Same?
899.000-Matching Grant Funds	20,000	-	20,000	-	20,000	-	(20,000)	-100.0%	
Total Expenditure	49,250	46,360	49,250	23,363	40,000	-	(40,000)	-100.0%	
Net General Fund	(49,250)	(34,360)	(49,250)	(19,613)	(36,000)	-	36,000	-100.0%	

Notes:

1. remove all for FY25 and reevaluate for FY26

Costing Center

210-25-10 - Fire

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
098.000-Miscellaneous Revenue	20	10	20	-	10	-	(10)	-100.0%	
Total Revenues	20	10	20	-	10	-	(10)	-100.0%	
Expenditure									
120.000-Part Time Salaries	194,250	197,052	212,256	197,472	216,000	302,400	86,400	40.0%	increased volunteer time by 300 hrs per month over prior year for training and higher call volume, increased hourly volunteer average rate from \$20/hr to \$21/hr
210.000-Group Insurance	3,600	2,883	3,600	3,327	3,600	3,400	(200)	-5.6%	
220.000-Social Security	14,859	15,061	17,768	15,209	16,524	23,134	6,610	40.0%	
NEW-Act 76 Childcare	-	-	-	-	-	998	998	n/a	
260.000-Workers Comp insurance	26,000	17,547	20,000	17,281	20,000	20,000	-	0.0%	
290.000-Other Employee Benefits	864	864	2,064	1,083	1,000	1,000	-	0.0%	
330.000-Professional Services	9,000	3,960	7,000	4,919	7,000	7,000	-	0.0%	
430.000-R&M Vehicles and Equipment	32,250	26,392	32,250	19,609	26,000	26,000	-	0.0%	
431.000-R&M Buildings and Grounds	15,000	13,241	-	785	-	-	-	n/a	no longer used as this would be expended under the building budget
500.000-Training, Conferences, Dues	4,000	2,375	4,000	4,251	5,500	7,000	1,500	27.3%	unanticipated cost increases in previous years
505.000-Technology Subscription, licenses	-	5,125	4,000	7,542	7,000	8,000	1,000	14.3%	unanticipated cost increases in previous years
530.000-Communications	2,600	4,224	2,600	7,194	2,600	3,361	761	29.3%	Verizon for iPad data \$280/mo
570.000-Other Purchased Services	-	-	11,000	7,573	11,000	11,000	-	0.0%	
610.000-General Supplies	1,000	4,065	2,000	3,344	4,000	4,000	-	0.0%	
611.000-Small Tools and Equipment	1,500	820	1,500	6,910	45,000	45,000	-	0.0%	
612.000-Uniforms	26,000	30,527	27,000	24,528	30,000	32,000	2,000	6.7%	unanticipated cost increases in previous years
613.000-Program Supplies	3,600	3,569	4,500	10,067	6,000	7,500	1,500	25.0%	unanticipated cost increases in previous years
626.000-Gasoline	-	-	-	-	6,000	6,500	500	8.3%	Adding an extra vehicle
750.000-Machinery and Equipment	57,500	57,063	18,000	35,845	20,000	22,000	2,000	10.0%	unanticipated cost increases in previous years
920.000-Transfer between funds (capital)	108,600	108,600	113,200	113,200	118,260	-	(118,260)	-100.0%	moved to Transfers/Misc
Total Expenditure	500,623	493,366	482,738	480,139	545,484	530,292	(15,192)	-2.8%	
Net General Fund	(500,603)	(493,356)	(482,718)	(480,139)	(545,474)	(530,292)	15,182	-2.8%	

Notes:

Costing Center

210-25-10 - Fire

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

1. Budget increase will be driven by an increase in salaries to offer paid training to members. The high cost of living in Chittenden County can be offset by additional income generated serving the City of Essex Junction in a Fire/EMS capacity. This increase will prevent this department from moving to per diem shifts to provide paid coverage for the City. Salary increases and maintaining a paid call service prevents the move to full time members. This pay incentive would incentivize individuals to stay in the City. Call volume increases, assisting with EMS issues are driving a rising call volume.

2. Increase transfer to rolling stock to align with future needs and increased costs.

Costing Center

210-18-10 - Health and Human Services

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
120.000-Part Time Salaries	-	-	-	-	-	-	-	-	n/a
220.000-Social Security	-	-	-	-	-	-	-	-	n/a
NEW-Act 76 Childcare	-	-	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	
530.000-Communications	-	-	-	-	1,560	-	(1,560)	-100.0%	
800.106-Essex Rescue	-	-	-	-	190,620	196,338	5,718	3.0%	
800.107-Essex Jct. Cemetery Association	-	-	-	-	20,000	20,000	-	0.0%	
800.10X-Essex Police Dept.	-	-	-	-	2,763,113	2,841,023	77,910	2.8%	warned budget amount from Town
Total Expenditure	-	-	-	-	2,977,293	3,057,361	80,068	2.7%	
<i>Net General Fund</i>	-	-	-	-	<i>(2,977,293)</i>	<i>(3,057,361)</i>	<i>(80,068)</i>	<i>2.7%</i>	

Notes:

1. Increase to police contract as the Town is no longer budgeting for vacancies (this was done previously and resulted in reduced expense).
2. The Town will also be adding expense to the police contract for gasoline beginning in FY25 in the amount of \$47,000, of which the City will be responsible for 48% or \$22,560.

Costing Center Summary

110-20-10 - Police, Operating

Previous Costing Center	110-20-10 - Police, Operating	Budget Year	2025
Entity	Town	Accounting Reference	110-20-10
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Increases cover:

- * Increase in legal fees line item to reflect actual costs
- * funding for training in use of force, investigations, leadership (police training)
- * Contracted increase in yearly contribution to Community Outreach (professional services)
- * Replacement of two marked vehicles with hybrids of the same make and style and upfit with equipment (cost estimated to be \$56k per vehicle this year, plus \$8k per vehicle to upfit). Upfit will be transfer of equipment from replaced vehicles instead of new. Replacement of one unmarked detective vehicle (CUSI) with a suitable used vehicle.
- * Increase in uniforms/equipment line to reflect actual costs
- * Increase for travel costs
- * Increase to Vehicle Maintenance as costs for tires, oil changes (hybrid vehicles), continue to rise.
- * Increase contribution to CJC to cover COLA increases for staff.

Description

Operational costs

New Initiatives

None

Goals and Priorities

Support Salary and Benefit Increase to reflect FY2025 union contract
Support Community Engagement Initiatives
Increase funding for training
Maintain support for the Community Justice Center
Maintain support for Community Outreach
Provide funding to Capital Improvement for the purpose of future major communications replacements (repeaters, consoles, base stations)

Costing Center Summary

110-20-10 - Police, Operating

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
020.018-Special Police Services	Unchanged	0.00 %	40,000	40,000
020.019-VIN Verifications	Unchanged	0.00 %	200	200
090.000-Transfer between Town/City	Increased	6.13 %	402,992	427,710
098.000-Miscellaneous Revenue	New this year		-	8,186
Total Revenues		7.42 %	443,192	476,096
Expenditure				
320.000-Legal Services	Increased	90.48 %	10,500	20,000
330.000-Professional Services	Increased	6.36 %	68,912	73,293
430.000-R&M Vehicles and Equipment	Increased	21.43 %	28,000	34,000
432.000-R&M Technology	Decreased	0.20 %	25,050	25,000
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	5,000	5,000
500.000-Training, Conferences, Dues	Increased	6.67 %	30,000	32,000
505.000-Technology Subscription, Licenses	Unchanged	0.00 %	46,680	46,680
520.000-Insurance	Decreased	19.45 %	318,932	256,907
530.000-Communications	Increased	0.47 %	31,850	32,000
540.000-Advertising	Decreased	20.00 %	750	600
550.000-Printing and Binding	Unchanged	0.00 %	1,000	1,000
580.000-Travel	Increased	15.38 %	6,500	7,500
610.000-General Supplies	Unchanged	0.00 %	10,000	10,000
611.000-Small Tools and Equipment	Unchanged	0.00 %	7,000	7,000
612.000-Uniforms	Increased	19.88 %	40,000	47,950
613.000-Program Supplies	Unchanged	0.00 %	3,500	3,500
626.000-Gasoline	New this year		-	47,000
735.000-Technology: Hardware, Software, Equipment	Unchanged	0.00 %	20,000	20,000
751.000-Vehicle Purchases	Increased	17.91 %	134,000	158,000
830.000-Regular Programs	Unchanged	0.00 %	5,000	5,000
910.000-Transfer between funds (non-capital)	Increased	38.17 %	26,200	36,200
920.000-Transfer between funds (capital)	Unchanged	0.00 %	15,000	15,000
970.901-Police Lease Principal	Unchanged	0.00 %	17,500	17,500
Total Expenditure		5.84 %	851,374	901,130

Costing Center Summary

110-20-11 - Police, Administration

Previous Costing Center	110-20-11 - Police, Administration	Budget Year	2025
Entity	Town	Accounting Reference	110-20-11
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Administration of policies, and management of budgets and personnel

New Initiatives

Goals and Priorities

Maintain effectiveness of the admin department

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	20.18 %	353,818	425,223
Total Revenues		20.18 %	353,818	425,223
Expenditure				
110.000-Regular Salaries	Increased	3.32 %	484,817	500,893
120.000-Part Time Salaries	Increased	212.44 %	33,076	103,344
130.000-Overtime	Increased	178.77 %	1,121	3,125
210.000-Group Insurance	Increased	34.69 %	105,412	141,980
220.000-Social Security	Increased	23.76 %	40,079	49,600
230.000-Retirement	Increased	20.11 %	46,192	55,479
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
Total Expenditure		20.18 %	712,197	855,921

Costing Center Summary

110-20-12 - Police, Dispatch

Previous Costing Center	110-20-12 - Police, Dispatch	Budget Year	2025
Entity	Town	Accounting Reference	110-20-12
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Dispatching for Police, Fire and Essex Rescue

New Initiatives

None

Goals and Priorities

Maintain Dispatch services for public safety agencies

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Decreased	13.05 %	297,914	259,028
Total Revenues		13.05 %	297,914	259,028
Expenditure				
110.000-Regular Salaries	Decreased	19.29 %	385,852	311,426
120.000-Part Time Salaries	Decreased	19.81 %	25,907	20,776
130.000-Overtime	Decreased	31.68 %	56,606	38,671
199.000-Allowance for Vacancies	Not used this year		(66,634)	-
210.000-Group Insurance	Decreased	26.73 %	122,194	89,528
220.000-Social Security	Decreased	18.23 %	36,246	29,638
230.000-Retirement	Decreased	20.64 %	37,995	30,154
290.000-Other Employee Benefits	Decreased	20.00 %	1,500	1,200
Total Expenditure		13.05 %	599,666	521,393

Costing Center Summary

110-20-13 - Police, Investigations Div

Previous Costing Center	110-20-13 - Police, Investigations Div	Budget Year	2025
Entity	Town	Accounting Reference	110-20-13
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

Description

Investigators (General, CUSI, DEA)

New Initiatives

Through re-organization, created new Sergeant to supervise investigations in 2020. This came from an existing position within the unit with no intention to backfill.

Goals and Priorities

Maintain Services for crime investigations

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	1.93 %	322,135	328,365
Total Revenues		1.93 %	322,135	328,365
Expenditure				
110.000-Regular Salaries	Increased	7.54 %	430,911	463,400
130.000-Overtime	Decreased	19.67 %	31,831	25,569
210.000-Group Insurance	Decreased	21.57 %	98,769	77,463
220.000-Social Security	Increased	10.99 %	35,816	39,751
230.000-Retirement	Increased	7.43 %	49,591	53,275
290.000-Other Employee Benefits	Unchanged	0.00 %	1,500	1,500
Total Expenditure		1.93 %	648,418	660,958

Costing Center Summary

110-20-14 - Police, Patrol

Previous Costing Center 110-20-14 - Police, Patrol
Entity Town
Department 20 - Police - Town
Stage Warned Budget

Budget Year 2025
Accounting Reference 110-20-14
Approved No
Manager Ron Hoague (rhoague)

Narrative

Description

Patrol services

New Initiatives

None

Goals and Priorities

Maintain current levels of patrol services

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	3.90 %	1,326,667	1,378,391
Total Revenues		3.90 %	1,326,667	1,378,391
Expenditure				
110.000-Regular Salaries	Increased	7.86 %	1,806,014	1,947,881
120.000-Part Time Salaries	Increased	5.14 %	64,081	67,374
130.000-Overtime	Increased	11.71 %	202,795	226,539
199.000-Allowance for Vacancies	Increased	3.90 %	(296,717)	(308,282)
210.000-Group Insurance	Decreased	19.81 %	511,195	409,938
220.000-Social Security	Increased	14.87 %	160,706	184,603
230.000-Retirement	Increased	11.20 %	215,450	239,583
290.000-Other Employee Benefits	Unchanged	0.00 %	6,900	6,900
Total Expenditure		3.90 %	2,670,424	2,774,536

Costing Center Summary

110-20-15 - Police, Animal Control

Previous Costing Center	110-20-15 - Police, Animal Control	Budget Year	2025
Entity	Town	Accounting Reference	110-20-15
Department	20 - Police - Town	Approved	No
Stage	Warned Budget	Manager	Ron Hoague (rhoague)

Narrative

We contract with Heart Animal Control for patrol and animal handling and the Chittenden Humane Society for housing animals as needed.

Description

Contracted Animal Control Services

New Initiatives

Goals and Priorities

Maintain animal control services.

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
090.000-Transfer between Town/City	Increased	11.14 %	20,071	22,306
Total Revenues		11.14 %	20,071	22,306
Expenditure				
330.000-Professional Services	Increased	12.00 %	37,500	42,000
570.000-Other Purchased Services	Unchanged	0.00 %	2,900	2,900
Total Expenditure		11.14 %	40,400	44,900

Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

Previous Costing Center	122-23-10 - Community Justice Center, Unrestricted	Budget Year	2025
Entity	Town	Accounting Reference	122-23-10
Department	22 - Community Justice Center - Town	Approved	No
Stage	Budget Entry	Manager	Jill Evans (jevans)

Narrative

Description

New Initiatives

To provide support for victims in situations where receiving restitution from the offender is not available, whether the offender is not identified or other limitations, we are seeking to establish a new victim fund to help recoup the loss suffered.

Goals and Priorities

Costing Center Summary

122-23-10 - Community Justice Center, Unrestricted

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
020.025-Panel Fees	Unchanged	0.00 %	1,300	1,300
040.000-Intergov: Federal Grant	Not used this year		6,500	-
041.000-Intergov: State and Other Grant	New this year		-	6,000
042.000-Intergov: Other Non-Grant	Increased	18.95 %	15,300	18,200
050.000-Donation Revenue	New this year		-	1,000
060.000-Interest Income	Unchanged	0.00 %	250	250
091.000-Transfer between funds	Increased	38.17 %	26,200	36,200
Total Revenues		27.04 %	49,550	62,950
Expenditure				
120.000-Part Time Salaries	Increased	59.50 %	16,006	25,530
220.000-Social Security	Increased	68.57 %	1,225	2,065
410.000-Water and Sewer Charges	New this year		-	2,000
441.000-Rental of Land or Buildings	Increased	5.82 %	17,700	18,730
505.000-Technology Subscription, Licenses	New this year		-	2,000
580.000-Travel	Unchanged	0.00 %	2,000	2,000
610.000-General Supplies	New this year		-	2,513
830.000-Regular Programs	New this year		-	2,500
831.000-Special or New Programs	New this year		-	5,724
Total Expenditure		70.76 %	36,931	63,062

Costing Center Summary

122-22-10 - Community Justice Center, Restricted

Previous Costing Center	122-22-10 - Community Justice Center, Restricted	Budget Year	2025
Entity	Town	Accounting Reference	122-22-10
Department	22 - Community Justice Center - Town	Approved	No
Stage	Budget Entry	Manager	Jill Evans (jevans)

Narrative

Description

Community Justice Center Grant

New Initiatives

Additional \$10,000 in funding by EPD in FY23 has allowed us to create a Victim Outreach Program for the EPD, where the CJC provides outreach to victims of serious crimes within days of the offense. We received a 7% increase in our funding from VTDOC in FY23 (from \$274,000 to \$293,180) which allowed us the opportunity to make one of our part time positions full time with benefits and to make a temporary part time position into a permanent part time position..

Goals and Priorities

'The Community Justice Center is primarily (86%) funded by a grant through the Department of Corrections and a new grant cycle will begin for fiscal year 2024. Grant funds must be fully spent during the grant term with any expenditures exceeding the grant revenues will be rolled forward each year in the grant term until the end of the term. Any unused funds at the end of a grant term need to be returned and the CJC would then face a potential allocation cut in the amount returned.

Costing Center Summary

122-22-10 - Community Justice Center, Restricted

Budget Prior Year Comparison

Object	Changes	Percent Change	2024 Amount	2025 Amount
Revenues				
041.000-Intergov: State and Other Grant	Unchanged	0.00 %	319,150	319,150
Total Revenues		0.00 %	319,150	319,150
Expenditure				
110.000-Regular Salaries	Increased	4.07 %	121,442	126,388
120.000-Part Time Salaries	Decreased	3.16 %	103,198	99,936
210.000-Group Insurance	Increased	2.93 %	28,500	29,336
220.000-Social Security	Increased	6.51 %	17,322	18,450
230.000-Retirement	Increased	7.47 %	16,029	17,227
260.000-Workers Comp insurance	New this year		-	1,000
290.000-Other Employee Benefits	Unchanged	0.00 %	600	600
330.000-Professional Services	Decreased	1.00 %	10,000	9,900
442.000-Rental of Vehicles or Equipment	Unchanged	0.00 %	1,800	1,800
500.000-Training, Conferences, Dues	Decreased	0.87 %	5,044	5,000
530.000-Communications	Decreased	28.11 %	4,215	3,030
580.000-Travel	Unchanged	0.00 %	3,000	3,000
610.000-General Supplies	Decreased	37.83 %	4,000	2,487
622.000-Electricity	Unchanged	0.00 %	2,000	2,000
750.000-Machinery and Equipment	Not used this year		2,000	-
Total Expenditure		0.31 %	319,150	320,154

Costing Center

210-19-10 - County and Regional Functions

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
800.101-Chittenden County Regional Planning Commission	-	-	-	-	13,225	13,720	495	3.7%	
800.102-Green Mountain Transit	-	-	-	-	244,355	249,615	5,260	2.2%	preliminary figure from GMT 11/2/23
800.103-County Tax	-	-	-	-	54,553	56,200	1,647	3.0%	estimate
800.104-Chamber of Commerce	-	-	-	-	950	965	15	1.6%	actual provided by LCC 11/27/23
800.105-GBIC	-	-	-	-	3,500	-	(3,500)	-100.0%	
800.109-Winooski Valley Park District	-	-	-	-	30,300	31,472	1,172	3.9%	
Total Expenditure	-	-	-	-	346,883	351,972	5,089	1.5%	
<i>Net General Fund</i>	-	-	-	-	<i>(346,883)</i>	<i>(351,972)</i>	<i>(5,089)</i>	<i>1.5%</i>	

Notes:

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
042.006-State Aid to Highways	-	-	-	-	130,000	130,000	-	0.0%	
090.000-Transfer between Town/Village	1,392,627	1,392,627	1,465,044	1,465,044	20,000	-	(20,000)	-100.0%	
098.000-Miscellaneous Revenue	4,000	3,366	4,000	2,695	3,500	2,500	(1,000)	-28.6%	
Total Revenues	1,396,627	1,395,993	1,469,044	1,467,739	153,500	132,500	(21,000)	-13.7%	
Expenditure									
110.000-Regular Salaries	196,303	179,751	218,436	223,074	232,292	247,092	14,800	6.4%	
120.000-Part Time Salaries	29,614	9,903	14,363	14,035	21,973	28,323	6,350	28.9%	
130.000-Overtime	17,418	12,502	18,198	10,047	26,974	28,237	1,264	4.7%	
190.000-Board Member Payments	-	-	-	-	3,000	3,000	-	0.0%	Tree Advisory Committee
210.000-Group Insurance	87,740	70,524	96,660	79,238	121,401	135,833	14,433	11.9%	
220.000-Social Security	18,705	15,424	19,293	18,937	21,962	23,615	1,653	7.5%	
NEW-Act 76 Childcare	-	-	-	-	-	1,019	1,019	n/a	
230.000-Retirement	19,632	17,718	21,604	27,458	22,855	24,809	1,954	8.5%	
250.000-Unemployment Insurance	375	645	500	991	250	432	182	72.8%	based on actual CY2024
260.000-Workers Comp insurance	18,350	9,035	11,146	8,501	12,600	12,600	-	0.0%	estimate
290.000-Other Employee Benefits	1,190	-	1,190	-	-	1,400	1,400	n/a	
330.000-Professional Services	17,000	24,991	17,000	38,225	18,000	20,000	2,000	11.1%	
410.000-Water and Sewer Charges	2,500	3,216	2,500	2,629	3,500	3,500	-	0.0%	
422.000-Snow Removal	20,000	20,943	15,000	11,440	21,000	21,000	-	0.0%	
425.000-Trash Removal	9,000	8,794	9,000	8,973	9,100	9,500	400	4.4%	
430.000-R&M Vehicles and Equipment	32,000	96,744	36,000	121,522	38,000	100,000	62,000	163.2%	aging vehicles, increased pricing in parts and labor
431.000-R&M Buildings and Grounds	10,000	5,794	10,000	2,153	10,000	10,000	-	0.0%	
441.000-Rental of Land or Buildings	13,000	9,592	13,000	7,650	13,000	13,000	-	0.0%	
442.000-Rental of Vehicles or Equipment	3,000	2,524	3,000	3,906	3,000	3,864	864	28.8%	add copier lease
451.000-Summer Construction Services	270,000	238,200	280,000	275,415	300,000	300,000	-	0.0%	FY24 budget was actually \$320,000 but \$20,000 was paid from LOT funds
500.000-Training, Conferences, Dues	1,000	1,048	1,000	4,615	2,000	3,500	1,500	75.0%	new staff training
520.000-Insurance	14,000	15,376	14,650	15,733	17,800	17,800	-	0.0%	
521.000-Insurance Deductibles	1,000	2,000	1,000	1,000	1,000	1,000	-	0.0%	
530.000-Communications	4,000	4,541	4,000	4,475	4,500	4,500	-	0.0%	
540.000-Advertising	500	195	500	1,359	-	500	500	n/a	misc bid advertisements (paving, etc)
571.000-Streetscape Maintenance	18,500	26,096	18,500	15,980	20,000	20,000	-	0.0%	
572.000-Traffic Control	17,000	13,610	33,000	18,579	33,000	33,000	-	0.0%	
573.000-Sidewalk and Curb Maintenance	6,000	1,298	6,000	-	6,000	6,000	-	0.0%	
575.000-Storm Sewer Maintenance	20,000	13,433	25,000	5,263	-	-	-	n/a	in stormwater budget

Costing Center

210-40-12 - PW, Streets

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
600.000-Salt, Sand and Gravel	135,000	166,944	135,000	207,150	145,000	165,000	20,000	13.8%	
605.000-Summer Construction Supplies	24,000	27,007	45,000	44,942	45,000	45,000	-	0.0%	
610.000-General Supplies	30,000	43,974	30,000	22,258	35,000	35,000	-	0.0%	
NEW-Safety Supplies	-	-	-	-	3,000	3,000	-	0.0%	
610.200-Streetlight Supplies	12,000	6,771	15,000	8,376	15,000	15,000	-	0.0%	
612.000-Uniforms	6,500	6,585	6,500	5,352	3,510	2,700	(810)	-23.1%	
621.000-Natural Gas/Heating	4,000	3,928	4,104	3,673	4,200	4,200	-	0.0%	
622.000-Electricity	4,200	14,968	4,200	35,641	4,200	4,500	300	7.1%	
622.200-Streetlight Electricity	134,000	137,928	134,000	102,737	138,000	138,000	-	0.0%	
626.000-Gasoline/Fuel	38,000	39,999	38,000	47,454	42,000	50,000	8,000	19.0%	
750.000-Machinery and Equipment	7,000	-	7,000	-	7,000	7,000	-	0.0%	
810.112-Tree Advisory Committee	10,000	4,327	10,000	9,373	10,000	10,000	-	0.0%	
920.000-Transfer between funds (capital)	140,100	140,100	145,700	145,700	151,440	-	(151,440)	-100.0%	moved to Transfers/Misc
Total Expenditure	1,392,627	1,396,426	1,465,044	1,553,853	1,566,556	1,552,923	(13,633)	-0.9%	
Net General Fund	4,000	(433)	4,000	(86,114)	(1,413,056)	(1,420,423)	(7,367)	0.5%	

Notes:

1. Increased vehicle/equipment repairs and maintenance for aging vehicles.
2. Paving budget in FY24 was actually \$320,000 with \$20,000 paid by LOT funds. Increased for market rates.
3. Increase salt/sand and gasoline due to cost increases.
4. Increase transfer to rolling stock to align with future needs and increased costs.

Costing Center

210-40-13 - PW, Stormwater

	v	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes	
Revenues										If we form a utility
090.000-Transfer between Town/Village		76,253	76,553	78,018	78,018	-	-	-	n/a no agreements with Town after FY23	there will be revenue, but the amount is unknown at this time
Total Revenues		76,253	76,553	78,018	78,018	-	-	-	n/a	
Expenditure										
110.000-Regular Salaries		48,979	54,383	51,159	17,610	30,247	32,814	2,568	8.5% 33% of Water Quality Superintendent	95,969 Water Quality Superintendent 33% and Stormwater coordinator 1.0 FTE @ Grade 8
120.000-Part Time Salaries		-	-	-	-	17,760	17,760	-	0.0% 2 summer interns	8,880 1 summer intern
210.000-Group Insurance		15,144	8,948	15,319	4,129	8,302	9,040	738	8.9%	18,690
220.000-Social Security		3,761	2,594	3,929	1,339	3,679	3,875	196	5.3%	8,125
NEW-Act 76 Childcare		-	-	-	-	-	167	167	n/a	117
230.000-Retirement		4,898	4,848	5,116	1,484	2,571	2,871	300	11.7%	8,428
250.000-Unemployment Insurance		35	61	35	88	25	7	(18)	-73.7% based on actual CY2024	7
260.000-Workers Comp insurance		3,250	2,015	2,274	2,040	2,200	2,200	-	0.0% estimate	2,200
290.000-Other Employee Benefits		186	-	186	-	-	-	-	n/a	350
									\$5,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates	\$25,000 unplanned engineering needs; \$37,000 Raftelis contract enhancements for setting up and implementing billing process and rates
330.000-Professional Services		-	-	-	-	20,000	42,000	22,000	110.0%	62,000
									used for small projects not associated with grants including rental of special equip/materials or outside contractors to meet permit requirements, two dry well projects, unplanned drainage issues	add ArcGIS/CCRPC costs here when we have better estimates
451.000-Summer Construction Services		-	-	-	-	16,000	25,000	9,000	56.3%	35,000
500.000-Training, Conferences, Dues		-	-	-	-	2,000	2,000	-	0.0% Stormwater training opportunities	5,000 due to added person
									City MS4 fee of \$6466, split the Indian Brook monitoring in half (\$4900), \$6,400 dues for MM1 and MM2 compliance CCRPC,	19,000
510.000-Permit/License/Registration		-	-	-	-	19,000	18,166	(834)	-4.4% add \$400 for Crescent Connector State fee utility outreach?	
540.000-Advertising		-	-	-	-	-	2,000	2,000	dog waste bags \$3,000, inspection materials/equipment, water quality monitoring supplies	5,000
570.000-Other Purchased Services		-	-	-	-	5,000	5,000	-	0.0%	
									moved from Streets, repair of Brookside outlet (15,000), Brickyard outlet (35K project, if not full grant received \$10,000), potential slip lining of pipe	could allow slip lining of more pipes based on UPWP TV prioritization replacement matrix
575.000-Storm Sewer Maintenance		-	-	-	-	25,000	30,000	5,000	20.0%	45,000
									Summer interns vehicle costs for inspections \$1,000); storm water conferences and training events for staff \$1,500	3,000
580.000-Travel		-	-	-	-	2,500	1,500	(1,000)	-40.0%	
612.000-Uniforms		-	-	-	-	-	-	-	n/a	
									Adopt-a-Drain program for the City \$780 annual fee, 25 people-welcome packet printing & signs	1,200
830.000-Regular Programs		-	-	-	-	1,200	1,200	-	0.0%	
									UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)	UPWP (TV stormwater drains for problems) \$10,000, Better Roads-Brickyard outlet \$7,000; Grants in Aid \$3,000; MS4 Formula grant (\$15,250/year for 3 years, doesn't include leverage)
899.000-Matching Grant Funds		-	-	12,000	-	12,000	35,250	23,250	193.8%	35,250
Total Expenditure		76,253	72,848	90,018	26,691	167,484	230,850	63,366	37.8%	353,216
Net General Fund		-	3,705	(12,000)	51,327	(167,484)	(230,850)	-	0.0%	122,366

Costing Center

210-40-13 - PW, Stormwater

v 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

Notes:

1. need to add contribution to capital when utility is formed
2. revenue is unknown at this time, we will need to work through the rate calculation process with the consultant
3. Increase professional services for cost of consultant to work through stormwater utility creation and fee structure with staff.
4. Increases in summer construction, storm sewer maintenance and matching grant funds for projects required by MS4 permit.

Costing Center

210-35-10 - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Donation Revenue	-	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	15,000	15,000	15,000	15,000	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	446	500	888	500	650	150	30.0%	
Total Revenues	15,500	15,446	15,500	15,888	500	650	150	30.0%	
Expenditure									
110.000-Regular Salaries	335,587	343,409	395,708	407,069	463,761	458,449	(5,312)	-1.1%	
120.000-Part Time Salaries	113,490	103,944	108,328	106,398	125,170	146,548	21,378	17.1%	
190.000-Board Member Payments	-	-	-	350	-	5,500	5,500	n/a	5 elected trustees, 5 permanent trustees, 11 meetings
210.000-Group Insurance	134,722	111,778	160,273	111,679	138,896	158,376	19,480	14.0%	
220.000-Social Security	34,622	34,314	38,720	39,511	45,552	46,605	1,053	2.3%	
NEW-Act 76 Childcare	-	-	-	-	-	2,010	2,010	n/a	
230.000-Retirement	33,385	36,243	38,526	42,427	48,256	48,190	(66)	-0.1%	
250.000-Unemployment Insurance	-	-	-	537	-	-	-	n/a	
290.000-Other Employee Benefits	2,100	-	2,100	-	-	2,450	2,450	n/a	
340.000-Technical Services	4,000	1,079	4,000	5,961	2,000	3,000	1,000	50.0%	Lockers maintenance + computers & network service
442.000-Rental of Vehicles or Equipment	1,900	2,604	2,500	2,890	3,000	3,901	901	30.0%	estimate based on vendor quote received for 2 copiers (staff and public)
500.000-Training, Conferences, Dues	4,000	1,960	4,000	4,441	5,500	6,500	1,000	18.2%	Increased staff participation in regional conferences
505.000-Technology Subscription, Licenses	10,000	7,825	10,500	9,034	12,500	13,500	1,000	8.0%	Increased costs
530.000-Communications	-	-	600	-	2,640	2,640	-	0.0%	cell phone stipends
540.000-Advertising	700	-	700	-	700	700	-	0.0%	
560.000-Postage	2,500	1,466	3,000	2,923	3,000	3,000	-	0.0%	
610.000-General Supplies	13,500	12,965	13,500	13,280	14,000	12,200	(1,800)	-12.9%	moved \$1800 to buildings budget for cleaning supplies
640.201-Adult Collection	44,000	44,053	47,200	48,423	50,000	52,000	2,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
640.202-Juvenile Collection	22,000	21,662	22,500	22,621	25,000	26,000	1,000	4.0%	Maintaining physical collection, Library of Things, increased demand for digital materials
735.000-Technology: Hardware, Software, Equipment	8,000	7,464	8,000	8,337	8,660	9,000	340	3.9%	4 year replacement cycle
750.000-Machinery and Equipment	7,500	6,258	5,000	4,993	8,000	-	(8,000)	-100.0%	Moving to 755.000 Furniture & Fixtures
755.000-Furniture and Fixtures	-	-	-	-	-	8,000	8,000	n/a	Moved from 750.000 Machinery & Equip.
840.201-Adult Programs	1,000	995	1,000	991	1,500	2,000	500	33.3%	Increasing adult program offerings
840.202-Childrens Programs	4,500	4,561	4,500	4,499	4,500	4,500	-	0.0%	
845.000-Employee/Volunteer Recognition	800	800	800	950	1,500	1,500	-	0.0%	
Total Expenditure	778,306	743,380	871,455	837,311	964,134	1,016,569	52,435	5.4%	
Net General Fund	(762,806)	(727,934)	(855,955)	(821,423)	(963,634)	(1,015,919)	(52,285)	5.4%	

Costing Center

210-35-10 - Brownell Library

2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Budget \$ Change % Change Notes

Notes:

1. Adding trustee stipends not previously budgeted.
2. PT salary increase for additional sub hours.

Costing Center

210-30-10 - EJRP, Administration

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
020.000-Charges for Services	15,000	14,060	12,000	9,574	12,479	9,500	(2,979)	-23.9%	
090.000-Transfer between Town/Village	12,000	5,000	-	-	-	-	-	n/a	
091.000-Transfer between funds	-	1,500	-	1,500	-	-	-	n/a	moved to Parks budget
Total Revenues	27,000	20,560	12,000	11,074	12,479	9,500	(2,979)	-23.9%	
Expenditure									
110.000-Regular Salaries	264,146	302,076	343,451	371,365	395,062	461,786	66,725	16.9%	moved FT Adult Programming Coordinator to this budget
120.000-Part Time Salaries	-	3,647	-	4,076	-	-	-	n/a	
130.000-Overtime	-	-	-	21	-	-	-	n/a	
210.000-Group Insurance	118,163	117,797	151,475	156,314	162,427	189,293	26,866	16.5%	
220.000-Social Security	20,308	23,819	26,409	28,844	30,453	35,603	5,151	16.9%	
NEW-Act 76 Childcare	-	-	-	-	-	1,536	1,536	n/a	
230.000-Retirement	26,415	26,285	33,508	34,205	33,729	40,590	6,861	20.3%	
290.000-Other Employee Benefits	1,312	-	1,750	-	-	2,100	2,100	n/a	
330.000-Professional Services	18,622	18,116	5,820	12,759	1,764	21,424	19,660	1114.5%	Clicktime (\$805/mo), Secure Shred (\$22/mo), Misc (attorney, contractors, etc. \$1500), senior programming \$10K
442.000-Rental of Vehicles or Equipment	-	-	-	-	-	1,776	1,776	n/a	2 copier leases for Maple St Avg last 2 yrs actuals (NRPA, VRPA memberships, etc.); removed budget for tuition reimbursement
500.000-Training, Conferences, Dues	8,147	3,355	6,098	2,955	6,068	3,155	(2,913)	-48.0%	Previously for RecTrac; moved to Program Fund
505.000-Technology Subscription, Licenses	4,440	13,536	4,440	12,251	10,825	-	(10,825)	-100.0%	
530.000-Communications	9,831	7,924	9,485	12,590	1,980	2,640	660	33.3%	cell phone stipends Advertising for open positions - this will be included in the Admin budget
540.000-Advertising	3,000	-	3,000	-	3,000	-	(3,000)	-100.0%	
550.000-Printing and Binding	-	2,331	-	6,931	-	-	-	n/a	
561.000-Credit Card Processing Fees	-	235	-	173	-	200	200	n/a	2 year avg
610.000-General Supplies	5,000	9,030	5,000	6,898	7,200	15,000	7,800	108.3%	\$5000 plus \$10K for senior supplies
735.000-Technology: Hardware, Software, Equipment	6,000	-	6,000	-	-	-	-	n/a	
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%	
850.000-Community Events & Celebrations	-	-	-	-	17,500	17,500	-	0.0%	July 4th (\$10K) & Memorial Day Parade (\$7.5K)
Total Expenditure	489,384	532,152	600,436	653,382	674,007	796,603	122,596	18.2%	
Net General Fund	(462,384)	(511,591)	(588,436)	(642,308)	(661,528)	(787,103)	(125,575)	19.0%	

Notes:

1. Increases in personnel, professional services and general supplies for adult programming. This had been budgeted as a separate department in FY24 but has been moved into the EJRP Admin budget where all other similar positions/activities exist.

Costing Center

210-30-12 - EJRP, Parks and Facilities

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
091.000-Transfer between funds	-	-	-	-	-	1,500	1,500	n/a	mowing at WWTF
Total Revenues	-	-	-	-	-	1,500	1,500	n/a	
Expenditure									
110.000-Regular Salaries	109,856	115,583	116,177	124,774	139,627	143,767	4,140	3.0%	this includes buildings coordination costs for entire City
120.000-Part Time Salaries	25,240	29,283	25,240	42,465	46,574	56,341	9,767	21.0%	Reflect pay increase and increase in hours based on average of past 12 months, buildings related
130.000-Overtime	-	2,761	-	2,692	-	-	-	n/a	
210.000-Group Insurance	35,851	28,719	36,266	32,030	38,170	40,769	2,599	6.8%	
220.000-Social Security	10,389	12,109	10,871	13,438	14,337	15,400	1,064	7.4%	
NEW-Act 76 Childcare	-	-	-	-	-	664	664	n/a	
230.000-Retirement	10,985	11,423	11,618	11,854	14,033	14,447	414	3.0%	
290.000-Other Employee Benefits	700	-	700	-	-	700	700	n/a	
330.000-Professional Services	5,300	14,099	6,000	11,106	12,573	12,603	30	0.2%	2 yr avg
431.000-R&M Buildings and Grounds	12,559	5,570	12,559	18,455	4,532	12,013	7,481	165.1%	2 yr avg (playgrounds, pavilions)
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-	0.0%	Annual Global Foundries lease
442.000-Rental of Vehicles or Equipment	2,160	3,791	2,178	2,058	4,743	2,925	(1,818)	-38.3%	2 yr avg
500.000-Training, Conferences, Dues	4,098	1,837	4,098	2,194	3,902	2,000	(1,902)	-48.7%	Recertifications (pool, playground, etc.)
530.000-Communications	-	-	-	-	1,320	1,320	-	0.0%	cell phone stipends
610.000-General Supplies	18,632	23,970	20,495	20,858	28,759	30,000	1,241	4.3%	2 yr avg, includes maintenance of Memorial Park and fountain; additional tools and supplies for buildings coordinator role
626.000-Gasoline	-	-	-	-	1,500	1,500	-	0.0%	
Total Expenditure	236,270	249,645	246,702	282,423	310,569	334,950	24,380	7.9%	
Net General Fund	(236,270)	(249,645)	(246,702)	(282,423)	(310,569)	(334,950)	(24,380)	7.9%	

Notes:

1. This budget includes personal costs of buildings coordination for entire City.
2. Increase R&M for playgrounds and pavilions based on historical actuals.
3. Increase general supplies for additional tools and supplies related to buildings coordinator needs. This line also includes supplies for the maintenance of Memorial Park and fountain.

Costing Center

210-30-13 - EJRP, Adult

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
110.000-Regular Salaries	-	-	-	-	26,167	-	(26,167)	-100.0%	moved to EJRP Admin budget
210.000-Group Insurance	-	-	-	-	13,055	-	(13,055)	-100.0%	
220.000-Social Security	-	-	-	-	2,048	-	(2,048)	-100.0%	
NEW-Act 76 Childcare	-	-	-	-	-	-	-	n/a	
230.000-Retirement	-	-	-	-	2,254	-	(2,254)	-100.0%	
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a	
									FY24 this was for SSTA paratransit services after 1/1/24; moved to EJRP Admin budget
330.000-Professional Services	-	-	-	-	20,000	-	(20,000)	-100.0%	Prof Svcs and Gen Supp
500.000-Training, Conferences, Dues	-	-	-	-	2,000	-	(2,000)	-100.0%	moved to EJRP Program fund
900.000-Transfer between Town/City	-	-	-	-	50,379	-	(50,379)	-100.0%	
Total Expenditure	-	-	-	-	115,902	-	(115,902)	-100.0%	
Net General Fund	-	-	-	-	(115,902)	-	115,902	-100.0%	

Notes:

- possibly add GF transfer to senior center fund to support programs
- This budget has been moved to EJRP Admin.

EJRP Capital Plan

Based on 1% of City grand list with 0.35% annual growth

Category	FY25	FY26	FY27	FY28	FY29
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ -	\$ 46,068	\$ 4,700	\$ 1,800	\$ 1,800
Playground Equipment	\$ 47,198	\$ -	\$ 30,000	\$ -	\$ -
Lighting & Technology	\$ -	\$ 37,709	\$ -	\$ 30,000	\$ 35,633
Maintenance Equipment	\$ 32,056	\$ 18,000	\$ 33,000	\$ 19,500	\$ 19,500
Buildings & Facilities	\$ -	\$ -	\$ 24,475	\$ 51,275	\$ 46,043
Pedestrian Paths	\$ 15,626	\$ -	\$ -	\$ -	\$ -
Pool	\$ 6,500	\$ -	\$ 10,000	\$ -	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$113,380	\$113,777	\$114,175	\$114,575	\$114,976

FY25 Detail

Category	Items	Amount
Playground Equipment	Maple Street playground (year 5 of 5).	\$ 47,198
Maintenance Equipment	Maintenance truck (year 1 of 5). Zero Turn mower. Line painter (year 1 of 7).	\$ 32,056
Pedestrian Paths	Drainage in between pool house and office building.	\$ 15,626
Pool	Diving board.	\$ 6,500
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000

TOTAL \$113,380

Costing Center

210-95-00 - Debt

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
900.000-Transfer between Town/City	-	-	-	-	203,203	200,574	(2,629)	-1.3%	police facility debt, final payment FY34
950.902-EJRP Principal	-	-	-	-	-	-	-	-	n/a
950.903-Capital Imp Principal	135,135	135,135	135,135	135,135	135,135	135,135	-	0.0%	final payment FY35
955.902-EJRP Interest	-	-	-	-	-	-	-	-	n/a
955.903-Capital Imp Interest	64,190	64,228	60,415	60,489	64,190	56,344	(7,846)	-12.2%	final payment FY35
Total Expenditure	199,325	199,363	195,550	195,624	402,528	392,053	(10,475)	-2.6%	
Net General Fund	(199,325)	(199,363)	(195,550)	(195,624)	(402,528)	(392,053)	10,475	-2.6%	

Notes:

Costing Center Summary

110-95-00 - Debt, Town

Previous Costing Center	110-95-00 - Debt, Town	Budget Year	2025
Entity	Town	Accounting Reference	110-95-00
Department	13 - Finance - Town	Approved	No
Stage	Warned Budget	Manager	Daniel Roy (droy)

Narrative

Description

The debt segment accounts for all general fund debt of the Town. The only debt item in the Town General Fund is the Police Facility bond that was also used to renovate 81 Main Street. This debt is \$345,000 principal per year and a decreasing annual interest amount until it is retired in November 2033 (FY34).

Per Police Agreement section 10, City will continue to make payments based on grand list value. FY23 Form 411 reflects 41.23% City and 58.77% Town. For budgeting purposes, the split used is 41/59 with the actual tax rate for this purposes established as part of tax rate setting.

New Initiatives

The FY24 debt costing center does not include any new debt for the Town. In the Police Operating costing center, a lease purchase is proposed to replace an unmarked car. This lease is contained in the Police Operating costing center.

Goals and Priorities

Budget Prior Year Comparison

Object	Changes	<u>Percent Change</u>	<u>2024 Amount</u>	<u>2025 Amount</u>
Revenues				
090.000-Transfer between Town/City	Decreased	1.29 %	203,203	200,574
Total Revenues		1.29 %	203,203	200,574
Expenditure				
950.901-Police Facility Debt Principal	Unchanged	0.00 %	345,000	345,000
955.901-Police Facility Debt Interest	Decreased	15.54 %	150,617	127,216
970.901-Police Lease Principal	New this year		-	14,341
975.901-Police Lease Interest	New this year		-	2,647
Total Expenditure		1.29 %	495,617	489,204

Costing Center

210-90-00 - Transfers and Misc

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
050.000-Donation Revenue	-	10,653	-	10,061	-	-	-	-	n/a
Grant Revenue	-	20,643	-	13,152	-	-	-	-	n/a
098.000-Miscellaneous Revenue	-	-	-	-	-	-	-	-	n/a
Total Revenues	-	31,296	-	23,213	-	-	-	-	n/a
Expenditure									
Grant Expenses	-	17,075	-	16,012	-	-	-	-	n/a
Donation Expenses	-	9,717	-	13,939	-	-	-	-	n/a
Capital Transfer	462,248	462,248	531,585	531,585	531,585	584,744	53,159	10.0%	planned increase of 10% over previous year
Rolling Stock Transfer	-	-	-	-	-	283,450	283,450	n/a	previously in Street and Fire budgets
Buildings Transfer	75,000	75,000	50,000	50,000	50,000	50,000	-	0.0%	
EJRP Capital Transfer	113,580	113,580	112,543	112,543	112,771	113,380	609	0.5%	from Brad 1% of grand list value
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	-	5,000	5,000	-	0.0%	current FY24 projected termination reserve balance is \$86,809 (assuming no use in FY24)
Total Expenditure	655,828	682,620	699,128	724,079	699,356	1,036,574	337,218	48.2%	
Net General Fund	(655,828)	(651,323)	(699,128)	(700,866)	(699,356)	(1,036,574)	(337,218)	48.2%	

Notes:

1. Decrease transfer to capital as a result of LOT funding being used instead. See Capital Budget for detail and fund projections.
2. \$100,000 transfer to GF reserve would increase the tax rate by an additional 1% which would be an additional \$25/year on a \$280,000 property.

Costing Center

210-41-20 - Buildings - 2 Lincoln St

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Revenues									
090.000-Transfer between Town/Village	-	1,993	2,075	1,822	-	-	-	-	n/a
Total Revenues	-	1,993	2,075	1,822	-	-	-	-	n/a
Expenditure									
400.000-Contracted Services	9,000	11,401	11,000	17,970	3,000	3,000	-	0.0%	fy24 is on track, to slightly low
410.000-Water and Sewer Charges	500	760	600	702	1,500	750	(750)	-50.0%	No history to guage
420.000-Cleaning Services	-	-	-	1,574	22,000	15,000	(7,000)	-31.8%	Based on current monthly cost plus a buffer due to uncertenty of construction time line I expect we need to hoe out basement before conctruction which will be a couple of
425.000-Trash Removal	600	-	-	-	3,600	4,000	400	11.1%	roll off dumpsters
431.000-R&M Buildings and Grounds	20,000	7,789	20,000	16,931	20,000	5,000	(15,000)	-75.0%	3yr avg, figuring fy24 montly avg to date. Reverting to 23 budget as fy24 is tracking
530.000-Communications	4,500	6,619	5,000	10,600	8,968	10,600	1,632	18.2%	high
610.000-General Supplies	1,700	616	1,500	788	5,000	2,150	(2,850)	-57.0%	fy 24 tracking very low, used 3yr avg including 5k for fy24.
621.000-Natural Gas/Heating	4,800	5,533	5,000	5,230	6,500	5,800	(700)	-10.8%	3yr avg, figuring fy24 montly avg to date.
622.000-Electricity	7,500	6,997	11,000	7,148	11,000	8,500	(2,500)	-22.7%	3yr avg rounded to nearest 500
755.000-Furniture and Fixtures	500	-	2,000	3,054	7,000	7,000	-	0.0%	Will need after renovation
Total Expenditure	49,100	39,715	56,100	63,997	88,568	61,800	(26,768)	-30.2%	
Net General Fund	(49,100)	(37,722)	(54,025)	(62,175)	(88,568)	(61,800)	26,768	-30.2%	

Notes:

1. Overall changes based on actual data available for FY24 with increased use of building by staff and public.

Costing Center

210-41-21 - Buildings - Brownell Library

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	30,000	34,574	30,000	31,402	4,750	6,350	1,600	33.7%	3% over non-cleaning FY2023 Actual (\$5847) + Door Monitoring contract
410.000-Water and Sewer Charges	600	427	600	492	700	540	(160)	-22.9%	3yr avg
420.000-Cleaning Services	-	-	-	-	30,000	30,000	-	0.0%	Current monthly cost of 21-2200 or less with holidays and closings. An increase is expected and budget is for \$2,300 per month for yr25; window cleaning and additional floor cleaning
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	20,000	22,768	20,000	19,924	25,175	23,300	(1,875)	-7.4%	3yr avg + 3% increase 3yr avg no 3% increase as budget is tracking
530.000-Communications	1,500	4,626	1,500	4,695	4,090	4,470	380	9.3%	on target for fy24 add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies), this is currently under R&M buildings and
610.000-General Supplies	-	-	-	-	-	1,800	1,800	n/a	grounds
621.000-Natural Gas/Heating	6,000	6,991	6,000	7,316	7,200	7,200	-	0.0%	price regulated commodity 3yr avg
622.000-Electricity	13,700	14,016	13,700	15,115	14,750	14,650	(100)	-0.7%	3yr avg
755.000-Furniture and Fixtures	-	-	-	-	-	2,155	2,155	n/a	Shelving repairs
Total Expenditure	71,800	83,402	71,800	78,944	86,665	90,465	3,800	4.4%	
Net General Fund	(71,800)	(83,402)	(71,800)	(78,944)	(86,665)	(90,465)	(3,800)	4.4%	

Notes:

1. include annual funds for repair/replacement of shelving
2. FY26 Repair/painting of soffits at Brownell library \$5,000 estimate

Costing Center

210-41-22 - Buildings - Fire Station

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	500	560	500	-	600	600	-	0.0%	
410.000-Water and Sewer Charges	500	372	500	507	500	500	-	0.0%	from Chief
420.000-Cleaning Services	-	-	-	-	500	250	(250)	-50.0%	
425.000-Trash Removal	-	-	-	-	-	-	-		n/a
431.000-R&M Buildings and Grounds	15,000	3,922	9,500	6,478	8,000	8,500	500	6.3%	from Chief, need to look at electrical in future
530.000-Communications	2,200	2,378	2,200	518	2,400	4,140	1,740	72.5%	Firstlight \$345/mo, Comcast removed as service at station is now connected to 2 Lincoln
610.000-General Supplies	1,700	391	1,500	197	1,100	1,500	400	36.4%	from Chief
621.000-Natural Gas/Heating	3,500	4,377	3,500	4,416	4,000	5,000	1,000	25.0%	from Chief
622.000-Electricity	7,500	6,997	4,000	7,148	7,000	8,000	1,000	14.3%	from Chief
626.000-Gasoline	5,000	5,066	5,000	5,512	-	-	-		n/a this was moved to dept budget as it is fuel for trucks/equipment, not buiding related
755.000-Furniture and Fixtures	-	-	-	-	-	2,000	2,000		n/a replace tables
Total Expenditure	35,900	24,063	26,700	24,776	24,100	30,490	6,390	26.5%	
Net General Fund	(35,900)	(24,063)	(26,700)	(24,776)	(24,100)	(30,490)	(6,390)	26.5%	

Notes:

1. Increase communications to account for building related expenses for phone and internet. A portion of this was previously in the operating budget for the fire dept.

Costing Center

210-41-23 - Buildings - Park Street School

Expenditure	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
400.000-Contracted Services	600	410	1,000	-	1,000	2,000	1,000	100.0%	added sprinkler inspection, furnace service, alarm service and security camera service
410.000-Water and Sewer Charges	700	889	700	1,089	1,500	1,150	(350)	-23.3%	3yr avg
420.000-Cleaning Services	-	-	-	-	32,500	-	(32,500)	-100.0%	move \$32,500 to EJRP Program Fund
425.000-Trash Removal	-	-	-	-	-	-	-	n/a	
431.000-R&M Buildings and Grounds	25,000	22,392	-	1,813	15,000	15,000	-	0.0%	fy 24 tracking over, slate roof repair needed, window care needed, additional painting needed, etc.
530.000-Communications	2,300	2,600	3,000	2,793	3,100	3,100	-	0.0%	fy24 tracking slightly high
610.000-General Supplies	-	-	-	-	-	-	-	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies) - move \$4500 to EJRP Program Fund
621.000-Natural Gas/Heating	3,000	4,142	3,000	3,952	3,500	3,900	400	11.4%	3yr avg
622.000-Electricity	4,400	4,931	4,400	5,860	5,900	5,900	-	0.0%	fy24 tracking on target to slightly low
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	36,000	35,364	12,100	15,507	62,500	31,050	(31,450)	-50.3%	
Net General Fund	(36,000)	(35,364)	(12,100)	(15,507)	(62,500)	(31,050)	31,450	-50.3%	

Notes:

1. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change	Notes
Expenditure									
400.000-Contracted Services	30,000	71,799	30,000	33,780	1,000	3,000	2,000	200.0%	Spinkler,alarms, heating systems, 4 building complex
410.000-Water and Sewer Charges	5,500	7,030	7,000	6,913	7,800	7,800	-	0.0%	
420.000-Cleaning Services	-	-	-	2,838	32,500	32,500	-	0.0%	certain expenses shared with EJRP programs
425.000-Trash Removal	-	-	-	-	4,716	4,900	184	3.9%	
431.000-R&M Buildings and Grounds	4,000	171	30,000	24,196	30,000	30,000	-	0.0%	Still in a 5 year roof replacement project.
530.000-Communications	6,000	9,589	6,500	8,883	8,900	9,150	250	2.8%	3yr avg
610.000-General Supplies	-	-	-	-	-	6,500	6,500	n/a	add for cleaning supplies (hand soap, paper towels, toilet paper, cleaning supplies)
621.000-Natural Gas/Heating	4,500	5,212	6,500	7,520	6,500	6,500	-	0.0%	
622.000-Electricity	37,000	34,748	37,000	34,890	37,500	36,500	(1,000)	-2.7%	3yr avg
626.000-Gasoline	1,500	2,490	1,500	2,717	-	-	-	n/a	moved to operating budget as this was gas for vehicles/equipment
755.000-Furniture and Fixtures	-	-	-	-	-	-	-	n/a	
Total Expenditure	88,500	131,039	118,500	121,738	128,916	136,850	7,934	6.2%	
Net General Fund	(88,500)	(131,039)	(118,500)	(121,738)	(128,916)	(136,850)	(7,934)	6.2%	

Notes:

1. Increase contracted services for life safety inspections for 4 buildings within Maple St complex.
2. Add general supplies for cleaning supplies that were previously in other budgets within EJRP.

Building Maintenance Fund

	FY24	FY25	Notes
	Projection	Projection	
Beginning Balance	280,786	30,786	
Add	50,000	50,000	
			FY24 Brownell roof and entrance, FY25 Brownell carpet
Spend	300,000	75,000	replacement
Ending Balance	30,786	5,786	

Future Projects:

nothing identified at this time

Economic Development Fund

	FY24	FY25	FY26	FY27	Notes
	Projection	Projection	Projection	Projection	
Beginning Balance	737,083	571,081	324,081	(13,919)	
Add	112,000	112,000	112,000	112,000	tax revenue
	278,002	359,000	450,000	50,000	FY24 Main St Park; FY25 \$109,000 Crescent Connector and \$250,000 Amtrak; FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak
Spend					
Ending Balance	571,081	324,081	(13,919)	48,081	

Notes:

1. Crescent Connector project requires an additional \$109,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean up costs)
2. Amtrak grant match is estimated at \$750,000
3. Main St Park was originally estimated at \$478,002 with a match of \$278,002; \$24,934 was spent prior to the grant approval which does not count towards match; we have \$278,002 left to spend of the grant match amount

Local Option Tax Fund

	FY23	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	FY29 Projection	Notes
Beginning Balance	-	559,342	1,032,070	687,894	544,144	400,394	256,644	
Add	659,342	745,000	874,432	875,000	875,000	875,000	875,000	annualized average of FY23 quarterly receipts

FY23 IT migration (will transfer funds in FY24 as this is when expenses were actually incurred); FY24 Rebranding \$40,000; Strategic Planning \$30,000; Banners/Signs \$14,375 (50 banners for streetlights \$110/ea, 5 entrance signs \$1,775/ea); planned increase to capital transfer from general fund \$79,739; paving increase of \$20,000 (projected for pricing increases), additional \$20,000 assigned by Council; stormwater grant matching funds \$28,000; 50% of Code Enforcement Officer salary/benefits; FY25 25% of revenue for sidewalks in FY25, remaining for other capital projects; FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to other capital

Spend	100,000	272,272	1,218,608	1,018,750	1,018,750	1,018,750	1,018,750
Ending Balance	559,342	1,032,070	687,894	544,144	400,394	256,644	112,894

FY23 Actual LOT Revenue:

Q1	-
Q2	240,799.90
Q3	195,435.64
Q4	219,588.49
Interest	3,517.96
FY23 Total	<u>659,341.99</u>

To calculate LOT revenue: 1% of total receipts as reported to State, 30% of that is retained by State for PILOT fund-70% comes to City, \$5.96/return fee assessed as well

General Fund Capital Reserve Fund Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	1,073,157	1,498,111	1,381,397	1,328,750	1,027,334	477,328	1,085,426	1,218,774	1,792,346
Planned Spending	(201,976)	(1,717,376)	(1,512,101)	(1,825,517)	(2,145,192)	(1,048,026)	(1,608,387)	(1,262,337)	(2,993,115)
Revenue Sources									
<i>General Fund Transfer In</i>	531,585	584,744	643,218	707,540	778,294	856,123	941,735	1,035,909	1,139,500
<i>CVE Annual Contribution</i>	15,606	15,918	16,236	16,561	16,892				
<i>LOT Transfer In</i>	79,739	1,000,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
<i>Misc. Donations and Interest Earnings</i>									
<i>Summary Stormwater Grants</i>									
<i>Brickyard Culvert</i>									
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>									
<i>Crescent Connector Grant</i>									
<i>Pearl St. Missing Link Grants</i>									
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>									
Total Revenues	626,930	1,600,662	1,459,454	1,524,101	1,595,186	1,656,123	1,741,735	1,835,909	1,939,500
Ending Fund Balance	1,498,111	1,381,397	1,328,750	1,027,334	477,328	1,085,426	1,218,774	1,792,346	738,731

annual planned increase GF transfer in: 10%

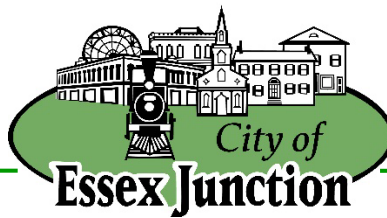
Rolling Stock Fund Balance

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Beginning Fund Balance	701,305	655,585	319,942	275,580	(1,448)	244,329	1,978,722	138,492	(68,298)
Planned Spending									
<i>Streets</i>	(315,420)	(325,500)	(275,000)	(599,150)	(103,200)	(170,000)	(274,300)	(303,750)	(455,000)
<i>Fire</i>	-	(293,593)	(70,000)	-	-	-	(1,600,438)	-	(97,571)
Total Spending	(315,420)	(619,093)	(345,000)	(599,150)	(103,200)	(170,000)	(1,874,738)	(303,750)	(552,571)
Debt Payments (fire truck)						1,521,846	(390,000)	(380,000)	(370,000)
Revenue Sources									
<i>Highway General Fund Transfer In</i>	151,440	158,865	168,146	179,748	194,250	212,377	235,037	263,361	298,766
<i>Fire General Fund Transfer In</i>	118,260	124,585	132,491	142,374	154,728	170,169	189,472	213,600	243,760
<i>Vac Truck Rental</i>									
<i>Sale of Assets</i>									
<i>Interest Earnings</i>									
Total Revenues	269,700	283,450	300,638	322,122	348,977	382,547	424,508	476,960	542,526
Ending Fund Balance	655,585	319,942	275,580	(1,448)	244,329	1,978,722	138,492	(68,298)	(448,343)

annual planned increase Highway GF transfer in: 25% 5,940 7,425 9,281 11,602 14,502 18,127 22,659 28,324 35,405

annual planned increase Fire GF transfer in: 25% 5,060 6,325 7,906 9,883 12,354 15,442 19,302 24,128 30,160

Fund	Dept	Project	Rank	Project #	Date of Est.	Est. \$	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
GFC	Streets	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	1	Y	8/17/23	244,672			116,927							
GFC	Streets	Iroquois Ave Road and Waterline rebuild	2	OOO/PPP	8/17/23	2,063,639		111,976	1,520,449							
GFC	Streets	Multi use path through ANR from West St to Pearl St	3	FFF	8/17/23	828,325				828,325						
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase I	1/26/24	609,372				603,776						
GFC	Streets	Main Street Pedestrian Bridge and Sidewalk	4	UUU-Phase II	1/26/24	806,803					801,577					
GFC	Streets	Sidewalk and road West St to Susie Wilson	5	UU	8/17/23	1,094,502						1,081,872				
GFC	Streets	Rosewood Lane Sidewalk/Roadway Reconstruction	6	III	8/17/23	1,762,306						845,720	845,720			
GFC	Streets	Algonquin Ave Waterline	7	C	8/17/23	281,576							202,306			
GFC	Streets	Replace waterline, road and storm drainage North St	9	QQQ	8/17/23	1,989,157								1,548,387		
GFC	Streets	Pleasant St. Road Reconstruction	10	NNN	8/17/23	1,283,234									1,262,337	
GFC	Streets	West St. Sidewalk South St. to Clems Dr.	11	VV	8/17/23	812,140										787,212
GFC	Streets	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	12	TT	8/17/23	1,858,391										1,848,467
GFC	Streets	West St. & West St. Ext. Intersection Improvements	13	BBB	8/17/23	107,436										107,436
GFC	Streets	Main Street Indian Brook Bridge Replacement	14	VVV	8/17/23	1,818,036										
GFC	Streets	Old Colchester Rd new sanitary sewer	15	T	8/17/23	1,114,000										
GFC	Streets	Central St waterline	16	H	8/17/23	1,584,255										
GFC	Streets	Main St. Sidewalk & Lighting Bridge to Crestview	17	YYA	8/17/23	314,677										
GFC	Streets	West St waterline replacement So Summit St to Hayden Dr	18	HH	8/17/23	1,232,562										
GFC	Buildings	Lincoln Hall Parking Lot	19	HHH	8/17/23	46,695										
GFC	Streets	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	20	KK	8/17/23	693,410										
GFC	Streets	River St section A new curb and sidewalk Park St to Stanton Dr	21	Z	8/17/23	246,625										
GFC	Streets	River St section B new curb and sidewalk Stanton Dr to Riverside in the Village	22	AA	8/17/23	358,536										
GFC	Streets	Abnaki Road Reconstruction	23	A	8/17/23	405,862										
GFC	Streets	Orchard Terrace Sidewalk Replacement	24	U	8/17/23	217,894										
GFC	Streets	South St waterline replacement Park St to Doon Way	25	CC	8/17/23	1,112,268										
GFC	Streets	Church St waterline replacement Main St to East St	26	I	8/17/23	341,597										
GFC	Streets	Grant St waterline replacement Jackson St to Maple St	27	L	8/17/23	437,075										
GFC	Fire	Air Packs (placed in service 2020)														250,000
GFC	Fire	Radio Replacement Program-antennas, dispatch modules, Bridgham Hill tower (every 5 years)									50,000					
GFC	Fire	SCBA Compressor (placed in service 2020)														
GFC	Fire	Thermal Cameras (placed in service 2022)												60,000		
RS	Fire	Command Vehicle (addition to fleet - existing command vehicle will become first response vehicle)								70,000						
RS	Fire	Ladder - 2012 Pierce 8L3														
RS	Fire	Pickup - 2019 Ford 8C9														97,571
RS	Fire	Pumper - 2008 8E5												1,600,438		
RS	Fire	Pumper - 2018 Pierce 8E7														
RS	Fire	Ladder - 2012 Pierce 8L3 Frame Replacement							293,593							
GFC	General	Facilities Assessment (Public Works, Fire Station)						20,000								
GFC	Stormwater	Hiawatha infiltration system for phosphorus-move to SW capital when formed			10/1/22			50,000			973,940					
GFC	Stormwater	Sliplining of pipes (3)-move to SW capital when formed				60,000			30,000	30,000						
GFC	Stormwater	Old Colchester Box Culvert rehab			9/1/23	100,000			50,000	50,000						
GFC	Stormwater	Phosphous Control project South St			3/1/21	170,000						217,600				
GFC	Streets	Crescent Connector Park St. to Main St.														
GFC	Streets	Public Works facility (FY24 study, FY25, final design/construction)						20,000								
RS	Streets	Compressor - 2017 Sullair #13										31,200				
RS	Streets	Dumptruck - 2012 International #7						248,399								
RS	Streets	Dumptruck - 2013 Freightliner #5							262,500							
RS	Streets	Dumptruck - 2014 Freightliner #6								287,500						
RS	Streets	Dumptruck - 2016 Freightliner #34									275,000					
RS	Streets	Loader - 2014 Cat #9													303,750	
RS	Streets	Pickup - 2013 Silverado #4						52,021								
RS	Streets	Pickup - 2016 Silverado #3							63,000							
RS	Streets	Pickup - 2019 Silverado #1										72,000				
RS	Streets	Pickup 1 Ton - 2019 Silverado #15									69,000					
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10									242,650					
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11												274,300		
RS	Streets	Trailer Mounted Boom Lift - 2019 #35											45,000			
RS	Streets	Vacuum Sweeper - 2013 Johnston #16														455,000
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38											125,000			



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: February 14, 2024
Subject: Review Annual Meeting DRAFT Warning

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

Discussion:

The attached DRAFT warning includes the ballot questions for the 2024 Annual Meeting.

The items for discussion include:

1. **The date and location (virtual only or hybrid) of the informational meeting.** The informational meeting has to take place within any of the 10 days preceding the Annual Meeting. The Annual Meeting will take place on Tuesday, April 9th. **Staff suggests that the Informational Meeting take place on Monday, April 1st;** however, Wednesday, April 3rd is also an option if that works better for Councilors schedules. **Staff also suggests that this is done as a virtual only event as it worked well last year, and can be a good format for the presentation and Q&A.**
 - a. These dates DO NOT work:
 - i. Tuesday, April 2nd because of the Capital Plan Review Committee meeting
 - ii. Thursday, April 4th because of the Planning Commission meeting
 - iii. Monday, April 8th because of the solar eclipse.
 - b. As a FYI – Staff reviewed the holiday and cultural days of significance calendar and there are no days that conflict with these dates (Easter Sunday is 3/31; Passover is 4/22; Eid al-Fitr (end of Ramadan) is 4/9-4/10).
2. **Re-authorization of the Capital Improvement/Economic Development Fund Tax.** Staff recommends asking the voters for re-authorization of this tax to continue capital improvements in the city to help further economic development and placemaking in the city center. The money in this fund is currently slated for the city's costs associated with the Crescent Connector project and the match for the train station improvement project. It has also been discussed as the match for the Main St. Park project, but that has been put on hold by the Council in the FY25 budget preparation process. In the past these funds have been used for things such as public parking improvements including signage, utilities, and bike racks. **The language in the attached draft warning mimics the ballot item in 2021 and sets the timeframe for another 3 years. We have a question for legal counsel on whether this needs to be put forward to the voters every single year, or if we can continue to set it for a 3-year time frame. Staff will run this by legal counsel if it is amenable to the Council as written.**

Cost:

No cost.

Recommendation:

This agenda item is just for discussion. This will need to be approved on 2/28.

Attachments:

DRAFT Annual Meeting Warning

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

Informational Hearing – Online Only

Monday, _____, at 6:00 PM

Available options to watch or join the meeting:

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

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

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

AGENDA will include:

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

Annual Meeting - Australian Ballot

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

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

ARTICLE 1. Shall the voters approve an annual General Fund Budget in the amount of \$ 12,154,737 for fiscal year July 1, 2024, to July 30, 2025, \$11,107,942 of which is to be levied in taxes against the City Grand List?

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

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

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

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

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

Raj Chawla, President

Amber Thibeault, Vice President

Marcus Certa, Clerk

Andrew Brown

Elaine Haney

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

Susan McNamara-Hill, Clerk

DRAFT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
January 17, 2024**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk.

ADMINISTRATION: Regina Mahony, City Manager; Ron Hoague, Chief of Police; Robert Kissinger, Essex Police Lieutenant; Joanne Nichols, Animal Control Officer. Harlan Smith, Director of Grounds & Facilities; Matthew Smith, Health Officer;

OTHERS PRESENT: Jody Benoit, Alise Certa, Manu Chopra, Jennifer Claremont, John Dunn, Jessica Gamelin, Chris LeCoz, Resa, Amanda Sayles, Josh Sayles, Dan Tucker, Sharon Tucker.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

5. **VICIOUS DOG HEARING**

Amanda Sayles, the complainant, spoke about the events of Tuesday, January 9, 2024. She said that she was walking her labradoodle, Daisy, from 11 Lincoln Street to the end of the recreation path on Old Colchester Road in the afternoon. She said that she was leaving the recreational fields when she encountered an off-leash grey pitbull crossing her path. She said that the pitbull pinned Daisy to the ground and sunk its teeth into her left armpit. She said that the pitbull would not let go of Daisy for 30-45 seconds. She said that she and three other adults pulled the pitbull off of Daisy, at which point the pitbull bit her left index finger. She said that she believes that if she had not intervened, Daisy's injurious would have been more serious. She presented pictures of her dog bite and her dog's dog bite for evidence. She said that 911 was called and that even after emergency responders arrived, the pitbull was still off leash without an owner. She said that the dog's owner, Ms. Ploof, showed up about five minutes after the police did, and called to her dog when she saw three adults restraining the pitbull (Dozer). Ms. Sayles noted that Ms. Ploof did not have a leash in hand and was requested by the police to remove the dog with a leash. Ms. Sayles noted that she then brought her dog Daisy to the veterinarian to receive treatment (stitches and antibiotics), which resulted in a \$1,500 bill. She said that she herself went to an urgent care clinic to receive care (antibiotics) and that her provider advised that Dozer be watched for any signs of rabies, as Ms. Sayles would then need to also receive rabies treatment at the hospital.

Ms. Sayles then spoke about her concerns. These included the fact that Dozer is unvaccinated against rabies and was brought to Vermont without a health certificate, both of which are in violation of state statute. She asked what measures will be taken to ensure that Ms. Ploof either vaccinates or

54 relinquishes her dog. She said that she also expressed concern that the police officer released Dozer
55 back to his owner while knowing the dog is not vaccinated. She said that a dog that is knowingly not
56 vaccinated should not be returned back to its owner if it has bitten someone. She said that she raises
57 this concern because neither the health officer nor the animal control officer have been able to get into
58 contact with Ms. Ploof, and she has no way of knowing whether Dozer is exhibiting symptoms of rabies
59 and no way of enforcing proper quarantine protocols. She also expressed concern that there is an
60 unvaccinated, unleashed, and enraged dog that lives in close proximity to the recreation fields. She
61 asked the Council to find a solution that will make people in the neighborhood feel safe to bring their
62 dogs and families to the recreation fields. She noted that if the Council decides to remove Dozer from
63 its owner, she has a contact who will rehome the dog and train it. She emphasized that she does not
64 want any harm to come to Dozer, but wants to keep the public safe.

65
66 Councilor Certa asked how Ms. Sayles intervened to extricate the two dogs from each other. Ms. Sayles
67 replied that the dogs were on the ground and she was pushing the pitbull to get it away from Daisy.
68 Councilor Certa asked whether this dog clamped down and stayed lockjawed or whether the dog was
69 moving. Ms. Sayles replied that to her knowledge, the pitbull clamped down and would not release her
70 dog.

71
72 Chris Le Coz, a resident, spoke about his experience as one of the witnesses who restrained Dozer
73 after Dozer attacked Daisy. He noted that he was running on the recreation path and heard a commotion
74 and noticed Dozer on Daisy and Amanda trying to separate the two of them. He said that during this
75 encounter, Dozer was ferocious and that there was no way that one person could restrain the dog. He
76 said that he and Amanda worked to grab Dozer's collar and restrain the dog, and a third person joined
77 in to help restrain the dog as well. He said that they pinned the dog to the ground but that the dog was
78 strong and struggled to break free frequently. He said that they restrained the dog for 35-40 minutes
79 and the police came on the scene after about 20 minutes. He expressed concern about public safety
80 with a dog like this and what could have happened if the dog had interacted with a small child.

81
82 Lieutenant Kissinger with the Essex Police Department spoke about the complaint. He said that they
83 were able to track down who is responsible for the dog. He said that on the complaint it is Jessica Ploof,
84 but that the true owner is Jamie Plate. He said that Jamie is going to be the owner of the dog and take
85 responsibility for the dog. He said that the person who is representing Ms. Plate is her mother. He said
86 that during the course of the conversation, they were able to determine that the dog is registered in New
87 York City and that the dog received rabies vaccinations in New York as well. He confirmed that Dozer
88 is considered vaccinated for this year. He noted that the previously-noted owner (Ms. Ploof) did not have
89 housing but that Ms. Plate does and that this is one reason why she has agreed to take ownership of
90 the dog. He noted that the ordinance allows the Police Department to seize the dog because he does
91 not have a registration certificate, and that the dog has been impounded and will need to be registered
92 before Ms. Plate can get the dog back (and she is aware of this).

93
94 Councilor Certa noted that while Ms. Plate is taking responsibility for the dog going forward, he said that
95 Ms. Ploof was the owner of the dog when the incident happened, and asked who will take ownership
96 and responsibility for what transpired during the incident. Ms. Plate's mother noted that Ms. Plate was
97 planning on compensating Ms. Sayles for expenses, and Councilor Chawla said he would like to hear
98 from the defendant (but noted that the defendant is not present at the hearing tonight).

99
100 Animal Control Officer Nichols reiterated that the dog was impounded today and he is up-to-date on his
101 rabies vaccine at this point. She said that he will continue to be impounded for his hold, which is ten
102 days, unless the owner comes forward to claim the dog and provide current registration information. She
103 noted that the rabies vaccine was given in August 2023 but the documentation did not provide an

104 expiration date (either 1 year or 3 years), but that it is currently valid. Councilor Certa asked whether the
105 City can set a mandatory hold date until the Council's next hearing (at which it will hear from the potential
106 new owner). Councilor Thibeault said that the language around a dog hold release is that it is dependent
107 upon payment or the outcome of a vicious dog hearing, so it would appear that the ordinance allows the
108 City to continue holding the dog until the outcome of the continued potentially vicious dog hearing.

109
110 Health Officer Smith noted that during a dog's rabies hold, the owner is not allowed to give or sell or kill
111 the dog without written permission from the health officer or the State Health Department.

112
113 Mr. Le Coz asked if the City and the owner can guarantee that other people or animals won't get attacked
114 by this dog. Councilor Chawla said that they have not determined how they will proceed, given that they
115 still need to hear testimony from the defendant. He said that there are certain requirements that can be
116 placed on the owner and the dog to prevent vicious behavior and protect the public going forward.

117
118 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA, to enter into a deliberative session**
119 **with plans on returning with a decision on a continued hold and continuance of the hearing, to**
120 **include City Manager Mahony and Lieutenant Kissinger. The motion passed 3-0.**

121
122 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA, that the City Council continue this**
123 **hearing until 5:00 PM on January 19, 2024, that the dog be impounded until the final disposition**
124 **of that hearing has been made pursuant to Chapter 5, Section 514 of the City of Essex Junction**
125 **ordinance. The motion passed 3-0.**

126
127 **6. ADJOURN**

128
129 **MARCUS CERTA made a motion, seconded by RAJ CHAWLA to adjourn the meeting. The motion**
130 **passed 3-0 at 7:38 P.M.**

131
132 Respectfully Submitted,
133 Amy Coonradt

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
January 19, 2024**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault; Vice President; Marcus Certa, Clerk;

ADMINISTRATION: Regina Mahony, City Manager; Robert Kissinger, Essex Police Lieutenant; Joanne Nichols, Animal Control Officer.

OTHERS PRESENT: Jamie Blake, Alise Certa, Jessica Gamelin, Chris LeCoz, David Macomber, Dan Maxon, Amanda Sayles, Joshua Sayles, Marcus Wilson, Bob, Dan Maxon

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 5:00 P.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

5. **VICIOUS DOG HEARING - CONTINUED**

Jamie Blake, the new owner of the dog Dozer, explained how she came into ownership of the dog. She said that Dozer had previously been owned by a family that recently had a newborn and decided they couldn't keep the dog, so the dog was given to Jessica Ploof. She noted that Ms. Ploof was staying with her for several days, but is currently unhoused and cannot provide for herself, so Ms. Ploof has given ownership of Dozer to Ms. Blake. Ms. Blake emphasized that Dozer is a good dog and is good with people and children, though he does have issues with other dogs sometimes. She said it is unfortunate that someone was bitten by Dozer and that another dog was also hurt by Dozer. She said apologized that Ms. Ploof let the dog get out without supervision. She said that she is going to give Dozer stability and a home and ensure that he is in a fenced-in area when he is outside and on a leash when he is not. She said that she registered Dozer today and ensured that he is up-to-date on his vaccines.

Councilor Thibeault asked whether Ms. Blake received a copy of the complaint and pictures of the dog bites. Ms. Blake confirmed that she did. Councilor Thibeault asked whether Ms. Blake was present for the dog attack, and Ms. Blake replied that she arrived home after the attack occurred and the police were on the scene, which was when she and Ms. Ploof (who was staying with her at the time) realized that Dozer had gotten outside. Councilor Thibeault asked whether Ms. Blake would be open to training Dozer, and Ms. Blake replied that she would be amenable to training him.

Councilor Certa asked when the fenced-in area on Ms. Blake's property was installed, and Ms. Blake replied that it was installed 2-3 years prior. Councilor Certa asked whether Ms. Blake has had experience with bully breeds of dog, and Ms. Blake replied that she has owned four pit bulls prior to Dozer, yes. Councilor Certa asked for more detail about why the previous owner (with the newborn) gave up Dozer, and Ms. Blake replied that they did not have the time for taking care of Dozer in an adequate way.

54
55 Councilor Chawla asked if there are others living at the property who would also help to look after Dozer,
56 and Ms. Blake confirmed that her family members are all willing and able to help care for the dog.

57
58 Ms. Blake provided a copy of the dog registration for Dozer, and City Manager Mahony confirmed that
59 the dog is registered in Essex Junction.

60
61 Ms. Thibeault asked for more detail on the dog's history. Ms. Blake replied that Dozer has been with two
62 families, Ms. Ploof, and now her, and that it is unfortunately that he hasn't had a stable family. She spoke
63 about his interactions with other dogs, saying that they are generally positive but that sometimes he
64 clashes with some other dogs.

65
66 City Manager Mahony noted that Dozer is good with people but not with certain other dogs, and asked
67 if there have been issues with other dogs. Ms. Blake replied that there have not been major issues with
68 other dogs to date and to her knowledge.

69
70 Amanda Sayles, the complainant, noted that in her original statement she had said that the dog's owner,
71 Ms. Ploof, arrived at the scene during the attack, but now realizes that it was Ms. Blake who arrived on
72 the scene and was present at the end of the incident.

73
74 Lieutenant Kissinger noted that the fence at 48 Old Colchester Road (where Ms. Blake resides) is not
75 closed in and would need to be closed in to contain the dog. Ms. Blake noted that the fence by the door
76 is closed in and that her mother's dogs use that closed-in area every day.

77
78 **RAJ CHAWLA made a motion, seconded by MARCUS CERTA, to close the dog hearing. The**
79 **motion passed 3-0.**

80
81 City Manager Mahony noted that once the Council enters into a deliberative session, it has 30 days to
82 issue a written decision regarding this matter. Councilor Chawla noted that Dozer is impounded until the
83 Council issues its decision, which it will try to do as soon as possible.

84
85 **AMBER THIBEAULT made a motion, seconded by RAJ CHAWLA, to enter into deliberative**
86 **session. The motion passed 3-0 at 5:20 P.M.**

87
88 6. **ADJOURN**

89
90 **MARCUS CERTA made a motion, seconded by AMBER THIBEAULT, to adjourn the meeting. The**
91 **motion passed 3-0 at 7:42 P.M.**

92
93 Respectfully Submitted,
94 Amy Coonradt

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
JANUARY 24, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Chris Gaboriault, Fire Chief; Wendy Hysko, Library Director; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Harlan Smith, Interim Building Coordinator; Chris Yuen, Community Development Director.

OTHERS PRESENT: Beth Abustan, Jean Allard, Meg Armstrong, Lee Barnett, Michelle Barnett, Leslie Bashaw, Greg Bates, Dorothy Bergdahl, Deb Billado, Viktorija Blanchard, Jeff Bourdeau, Sharon Bourdeau, Alexis Brown, Heidi Clark, C. Collins, Kevin Collins, Norbert Collins, Annie Cooper, Christina Corodimas, Cora Delucia, Jackie Dibartolomeo, Howard Druckerman, Elton Ernest, Steve Eustis, Anne Flanke, Kathy Flynn, Buddy Gammal, John Giroux, Jeff Goodrich, Brett Grabowski, Jeanne Grant, Sean Handy, Karen Hergesheimer, Michael Hopwood, Tamara Jaques, Jacob Jones, Lydia Kenney, Rick Knapp, Ron Lafountain, Roland Lamore, Andy Lawrence, Madison Lebrun, Jean MacBride, Kristofer McEwing, Michael Meehan, Tim Miller, Darryl Montague, Bridget Myer, Alfred Parrella, Cecilia Polansky, John Provoncher, Cindy Provost, Brad Rubman, Jeff Rubman, Sara Shaw, Richard Smith, Diane Stevens, Jason Struthers, Willem Trowbridge, Ann Wadsworth, James Waite, Alex Weaver, Taylor Wessels, Joan Williamson, Marcus Wilson, Bruce Wisinski, Jessica Wisloski, Kahlil Zaloom, Beauregard, Leslie, Michelle, Resa, Scott, Sheila.

1. CALL TO ORDER

Councilor Chawla called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Councilor Certa requested that consent agenda item #6a (January 10, 2024 City Council Draft Meeting Minutes) become agenda item #5f.

3. APPROVE AGENDA

MARCUS CERTA made a motion, seconded by ELAINE HANEY, to make consent agenda item #6a business item #5f. The motion passed 4-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Dorothy "Dottie" Bergdahl spoke as a Library Trustee to note that the Brownell Library budget that was worked on two weeks ago was inaccurate in its calculation of salaries. She said that the supposed 8.7% increase is really 5%. She noted that the FY25 budget did not get to the Library Trustees in time for its review at its November meeting and that they did not have enough time to review the budget closely to notice this error. She said that they will endeavor to do better in future, and hopes that information comes to the Trustees more quickly in future.

Annie Cooper said that she hopes the City Council and staff will offer the Brownell Library an apology about the errors in its budget and for the attack and confusion this incurred toward the Library unnecessarily. She said she wants to maintain public trust in the good work that staff conducts on a daily

53 basis, and advocated for the equitable treatment of each department in the City during the budget
54 season.

55
56 b. Rental Registry Public Hearing

57 Director Yuen began by describing what a rental registry and inspection program is, noting that they
58 have registration requirements and regular inspections toward a set standard. He said that municipal
59 registry programs are active in Barre, Brattleboro, Burlington, St. Albans, St. Johnsbury, and Winooski.
60 He noted that South Burlington is also currently working on a rental registry program. He spoke about
61 rental property's prominence in Essex Junction's housing supply, saying that about 40% of housing units
62 in the City are rentals and the new housing stock is predominantly rentals (which is not surprising, given
63 the low vacancy rate). He showed where the rental units are generally located in Essex Junction. He
64 spoke about the history of the proposed program, noting that one of the objectives of the 2019
65 Comprehensive Plan for Essex called out the need to identify funding to compile a rental registry and
66 rental inspection program, as well as ensuring thoughtful growth in the Junction. He spoke about the
67 formation of the Joint Housing Commission (City and Town) in 2020, which created a task force to
68 explore the creation of a rental registry and inspection program. He noted that at the state level, the
69 legislature translated primary responsibility for the Rental Housing Code to the Division of Fire Safety,
70 which added several State Fire Marshalls to provide a limited complaints-based inspection program. He
71 spoke about the City Planning Commission's work in 2023 to examine other municipal rental registry
72 and inspection programs and draft an ordinance for the City Council's consideration.

73
74 Director Yuen then spoke in more detail about the proposed ordinance. He said that it would protect the
75 life and safety of all residential renters, develop an inventory of residential rental properties in the City,
76 and improve opportunities to connect landlords to adequate resources for improving their properties. He
77 provided a definition of the rental housing that would be regulated under this ordinance, which would
78 include long-term and short-term rentals. He noted that owner-occupied dwelling units containing one
79 or two rooms rented out would be exempt from registration and inspection requirements. He spoke about
80 inspection procedures, noting that every unit would be inspected every five years, but that inspection
81 frequency would be determined based on risk factors, such as past violations, age of the building, and
82 complaint history. He said that if deficiencies are found, the landlord is notified and given time to address
83 the issue, and re-inspections within 90 days are free. He noted that this program is intended to be self-
84 funded, and would entail a \$120 fee per year to landlords. He spoke about public engagement activities
85 with landlords, which included informational postcards mailed out and communications through the
86 City's website, social media, and print media.

87
88 City Manager Mahony said that this has been contemplated since the FY24 budget development, which
89 has been to address the Council's desire to increase capacity to do code enforcement more broadly for
90 the Land Development Code (LDC). She also noted the potential for the Fire Department to host this
91 responsibility, and that there are pros and cons of this. She said that a pro of having the Fire Department
92 host this is that they could devote a staff member to it immediately, and that the program would have a
93 vehicle available to conduct this work already if housed in the Fire Department.

94
95 Councilor Chawla opened the public hearing.

96
97 The following public comments were made:

- 98 • Bridget Myer spoke in support of a rental registry, noting that she owns a rental registry in
99 Winooski. She said that they have established a rental registry in Winooski and that the quality
100 of rental housing in Winooski has improved tenfold since then. She said that there is substandard
101 housing in Essex Junction and that a rental registry would improve housing quality for everyone.

102 She said that the Fire Department seems the best-equipped to handle inspections, which is how
103 it occurs in Winooski. She said that she hopes this program is self-supporting.

- 104 • Andy Lawrence said that one of the City’s biggest problems is the cost of living for renters and
105 non-renters and said that this would be an extra cost and that he is a landlord of one unit attached
106 to his house. He said that there could be value for larger landlords with more units, but said that
107 he does not support it.
- 108 • Jess Wislowski said that small-time landlords will be the most impacted financially and that many
109 of them are near retirement age and that income from a unit is potentially what is allowing them
110 to be able to retire. She said that these units are also some of the most affordable units on the
111 market. She asked what types of code changes will trigger an inspection, since State code
112 requirements change often.
- 113 • Taylor Wessels said that all people deserve safe housing and that people don’t rely on complaint-
114 driven enforcement for cars or licenses and shouldn’t rely on it for something as important as
115 housing. He said that proactive enforcement is the most equitable way to ensure safe housing.
- 116 • Jeff Rubman spoke as the owner of the Autumn Pond development. He spoke about the various
117 inspections that the development must go through every year already, including a sprinkler
118 system inspection, fire alarm inspection, fire extinguisher inspections, boiler room inspections,
119 and elevator inspections. He said that this addition inspection would add \$50,000 to their cost
120 per year, which they would pass on to their tenants. He spoke about the difficulty of implementing
121 this inspection system for a development with 400 units. Brad Rubman also noted that the
122 revenues from this are estimated to be more than what it would cost to implement, so that should
123 be looked at.
- 124 • Lydia Kenney expressed concern that this fee would be passed on to renters, and said that it
125 should be prevented from being passed on to renters.
- 126 • Lee Barnett spoke against this proposal, citing the massive gentrification that has occurred in
127 Winooski, and said that this is a power grab by the government. He expressed concerns about
128 the hidden costs of this, saying that they will likely be passed on to renters.
- 129 • Buddy Gammal agreed with Lee, saying that there are mechanisms in place to ensure safety
130 already. He said that landlords who agree with this will register but those who don’t agree with
131 this won’t, therefore making the inventory inaccurate, and noted that this seems like an extra
132 level of bureaucracy with no added benefit. He noted that he did not receive a postcard or notice
133 of this, despite being a landlord in the Junction.
- 134 • Meg Armstrong spoke as the owner of two units at Whitcomb Farm and spoke against this
135 proposal, given that there are regulations in place at the state level. She said there is no reason
136 to implement additional regulations at the Village level, and that the costs will ultimately be
137 passed on to the tenants and will lead to higher rental costs. She said that there could be a
138 situation where property is bought and rental units within it won’t be available to rent for the first
139 three months after the sale, given the time that would be needed for the inspection and
140 processing.
- 141 • Michael Meehan spoke in opposition to this proposed ordinance. He said that while he agrees
142 with improving rental quality, this is already in place at the state level. He said he has issues with
143 a complaint-based system, given that he has had neighbors who make false claims about what
144 he has done to his home. He said that renters have all sorts of mechanisms of protections from
145 the state. He expressed concern about implementing a system with opportunities for corruption
146 and that wouldn’t solve the City’s housing problems and would ultimately be a waste of taxpayer
147 resources.
- 148 • Cindy Provost said that she owns two properties in Essex and used to own property in Burlington
149 (where they have had a rental registry for some time). She said that she is opposed to this and
150 that it will only increase costs for tenants and for landlords. She said that landlords have a difficult

151 time as it is, both ensuring that buildings are up to code and dealing with all of the tenant issues
152 that they have. She said that landlords have no recourse because tenants have all of the rights.

- 153 • Mike Hopwood spoke as a landlord in Essex Junction. He said that there is a lot of data around
154 how many rental units exist in Essex Junction but that there is no data on how many complaints
155 have been made to the City by renters. He said that this will be a serious cost to landlords that
156 will be passed on.
- 157 • Cecilia Polansky and John Herman spoke against this proposed new regulation, as landlords in
158 Essex Junction. Mr. Herman urged the Council not to add this regulation and expressed concern
159 that it could also open the door for corruption.
- 160 • Richard Smith expressed concern about how this would be staffed and spoke as a resident and
161 landlord. He noted that there is already a state-based complaint system up and running, but that
162 this would create an additional system at the local level at an additional cost, which will be felt by
163 landlords and passed on to tenants. He also said that if this is housed in the Fire Department, it
164 would create a safer community for all residents (not just renters), because it would allow for a
165 position that is there 24/7 instead of there on an on-call basis.
- 166 • Diane Stevens said she is not in favor of this proposed program. She said that the ordinance has
167 too many grey areas and that it doesn't make sense to put so much pressure on the landlords,
168 as they can only absorb so much.
- 169 • Skip Lamore spoke as the owner of a small duplex in Essex Junction, saying that they have a
170 young family of tenants and that they keep costs down in order to try and help them out. He said
171 that this regulation will only push costs on to tenants. He said that increasing these costs will only
172 decrease the supply of housing. He also asked for more information on the criteria for inspection.
173 He said he opposes this proposal.
- 174 • Al Parrella spoke in opposition to this proposal, saying that it is purely financial. He said that
175 many Section 8 tenants have an extensive inspection program already. He said that he previously
176 owned units in Burlington but sold them to avoid their rental registry regulation. He said that this
177 is in direct opposition to affordable housing.
- 178 • Brett Grabowski spoke as a property-owner in Essex Junction. He spoke in opposition to this
179 proposal, saying that it will increase costs for landlords that will be passed on to tenants. He said
180 that this proposal also duplicates what is occurring at the state level. He said that many units are
181 already subject to extensive inspections. He asked why the City would develop a rental inventory
182 and for what purpose.
- 183 • Elton Ernest spoke as a resident and in opposition to this proposal. He said that this feels like an
184 attack on homeowners by the government, and that they are being accused of having poor-
185 quality properties. He also spoke about stigma around short-term rentals. He noted that this
186 proposal would be inflationary.
- 187 • Kris McEwing spoke as a property manager in Essex Junction, and spoke in opposition to this.
188 He said it is attempting to solve an issue that doesn't exist, and would duplicate activities already
189 performed at the state level. He said that this will increase the cost of housing.
- 190 • Sean Handy spoke about a situation in which he had a tenant with hoarding tendencies who
191 couldn't close their windows and ended up with frozen pipes, which ultimately led to him being
192 fined as the landlord. He said that this proposal could ultimately lead to more evictions and
193 increased cost of housing, since landlords will be penalized for tenant-driven unsafe situations
194 and that is their only recourse. He said that tenants already have a number of mechanisms to
195 lodge complaints about the condition of their housing.
- 196 • John Provoncher spoke as a former landlord, current renter, and resident, as well as a plumber.
197 He said that Essex Junction seems like it has high-quality rentals already, and that it doesn't
198 seem like there is a good reason for this proposal other than for financial reasons.
- 199 • Darryl Montague spoke as a property-manager in Essex Junction and said that this is a solution
200 looking for a problem. He asked how many actual issues there have been related to rentals in

Essex Junction. He said that this inspection activity is already covered by the state and asked why duplicate it at the local level.

- Joan Williamson spoke against this proposal, as the owner of an accessory apartment. She said that she will pass the costs associated with this on to renters if this is passed. She also expressed concern about being fined for non-compliance if contractor work is needed, given that there is a lack of contractors and long wait times for contractor work as it is.
- Rick Knapp spoke as a landlord in Essex Junction, and spoke in opposition to this proposal. He said that the costs will be passed down to the tenants. He said that he would not buy rentals in Burlington or Winooski due to the regulations.
- Deb Billado spoke as a landlord in Essex Junction. She said that she had previously owned property in Burlington but spoke against their rental registry, saying that it felt like it was just another way for the City to make money, and that this proposed ordinance feels similar to her. She said that this would only pass on costs to the people who can least afford it, especially given the housing shortage and affordability issues throughout the state.
- Steve Eustis spoke against the proposed ordinance, advising the Council not to create a bureaucracy if it is not needed. He asked how many complaints about rentals have been lodged with the City that haven't been resolved in a timely manner through the state process. He said that if the data doesn't show that there is a problem, it's difficult to support.
- Jeff Goodrich agreed with those who have spoken prior to him, in opposition to this proposal. He said he does not agree with those who have spoken who hold a monopoly of rentals in the area. He asked whether potentially increasing impact fees has been a consideration, if the City is looking for more revenue. He also said that this does not seem like good timing, given potentially significant increases in property taxes coming from Montpelier. He said that this proposal is trying to fix something that isn't broken.
- Kevin Collins said that any proposal that makes things more complicated for the landlord ultimately makes them more complicated for the tenant. He said that he does not think many tenants would support this, given that these costs would be passed on to them.
- John Giroux spoke against this proposal, saying that it will lead to more regulation, higher cost, and duplicated effort. He said that often, tenants are the ones who cause the problems and destroy the property, and that landlords have no recourse other than to evict. He said that this proposal is wrong.
- Bruce Wisinski said he owns units in Burlington and spoke about his experience with inspections in that City. He said that the inspections are not consistent and are a hassle, which is frustrating for landlords, and seems like a waste of time. He said that there are already avenues for tenants to lodge complaints. He said that Vermont is a renter state rather than a landlord state in terms of rights, and that many small-time landlords are one mortgage payment away from losing their properties.
- Harlan Smith spoke as a renter in Essex Junction. He said that he is not for or against this proposal, but expressed concern about costs being passed on to him as a renter. He asked how many complaints have been made in the City of Essex Junction. He noted that many renters do not know how to fix issues in their apartments, and that this added cost could almost be like insurance, in that they know that their apartments are safe and have been inspected. He said that the rental registry may be good from a safety standpoint, but that he has questions about the fees and the process around inspection.

Councilor Chawla closed the public hearing.

5. **BUSINESS ITEMS**

- a. Discussion and Consideration of Rental Registry and Inspection Ordinance

250 Councilor Haney asked for more clarity on whether this program should be included in the Community
251 Development Department versus the Fire Department. City Manager Mahony replied that this came from
252 the concept that the City Council wanted to enhance the services around code enforcement more
253 generally for the LDC. She noted that a position was included in the FY24 budget for code enforcement,
254 the rental registry, and health officer duties, which is being paid for through local option tax revenue. He
255 said that staff researched how these programs are operationalized for other municipalities. Director
256 Yuen noted that while some municipalities include this program in their Fire Department, others have
257 separate departments or include them in their Code Enforcement Departments. Councilor Chawla noted
258 that some of this has come about because Essex Junction's long-time volunteer health officer retired,
259 coupled with a desire for stronger ordinance enforcement in the City. He noted that municipalities are
260 required to have health officers, and that it has been difficult to recruit one. He said that they had pursued
261 this under the Community Development Department for these reasons, as they had also not begun to
262 explore what it would look like to add full-time staff to the Fire Department. He said that it could make
263 sense to house this program under either department.
264

265 Councilor Chawla asked whether the Fire Department would be able to look into the steps needed and
266 possible timeline to house a program like this within the Fire Department, and asked whether the Fire
267 Department is interested in doing so. Fire Chief Gaboriault replied that the Fire Department would be
268 interested in looking into housing this program. He said that if this position were to come to fruition, the
269 data that is gathered would benefit the Fire Department. He said that the Department has a database
270 within its software platform and could incorporate this data. He said that it would make sense to have
271 this position within the Fire Department.
272

273 Councilor Certa recalled that during this ordinance development process they received information on
274 examples of the types of complaints that the health officer fielded (in response to some of the public
275 comment asking about complaints). He said he is sensitive to any potential costs being passed on to
276 renters. He acknowledged that the majority of landlords in the community are good landlords. He
277 recalled an example of an elevator being broken in one of the City's apartment buildings for an extended
278 period of time, and wondered whether the state-based system is adequate to deal with complaints, given
279 that this occurred. He said that a proactive process to get ahead of some of these issues may be what
280 is needed. He said he would like to continue this conversation and gather more information prior to
281 making a decision on the proposed ordinance.
282

283 Councilor Chawla suggested asking the Fire Department to review what's been proposed and determine
284 how it could envision that scope of the program within its own department, and any similarities or
285 differences between the proposed current structure and what would be feasible if implemented under
286 the Fire Department. He noted that the budget needs to be warned by February 14th, and asked whether
287 this is feasible. City Manager Mahony said that as proposed in the FY25 budget, this program is cost-
288 neutral to the General Fund regardless of whether it sits in the Community Development Department or
289 the Fire Department. She said it makes sense to internalize the feedback and seek answers to the
290 questions heard tonight and to allow the Fire Department to think through what this would look like if it's
291 under their department.
292

293 Councilor Thibeault asked about the budget implications of not pursuing this program at all, given that
294 the City would still like more rigorous code enforcement and health officer activities to be covered. She
295 also noted questions about what kinds of additional inspections this program would entail, and said that
296 this would pertain to inspections related to rental housing code. She suggested that this information be
297 presented to the public for their awareness as well. City Manager Mahony said that if the Council chose
298 not to pursue this program, staff would need some direction about what to do in the budget around code
299 enforcement and a health officer, so they would need to have this clarity by February 14th. Councilor

300 Thibeault asked staff for cost scenarios related to status quo (part time health officer) versus the impact
301 on the budget of having a full-time health officer or a full-time code enforcement position.
302

303 City staff will research the feasibility of housing this program within the Fire Department, and City
304 Councilors and staff will work to obtain answers to the questions posed tonight during public forum. This
305 item will be tabled until these two processes have been conducted.
306

307 b. Discussion of FY25 General Fund Budget

308 City Manager Mahony said that this is the third version of the General Fund budget being presented for
309 FY25. She noted that with the incorporated changes discussed at the Council's prior meetings, the
310 budget represents a 7.0% budget increase and a 7.4% tax rate increase from FY24. She pointed out
311 that there were some errors identified in the budget, which has resulted in a reduction in the overall
312 budget of \$53,000, and which largely impacted the Library's budget. She apologized for this. She also
313 noted the inclusion of an analysis showing the impact of level-funding the Library versus a 2% increase
314 to its budget. She further noted a Council request for an administrative allocation from EJRP to the
315 General Fund, and that this is feasible if the Council would like to make this change. She also noted
316 initial enterprise budgets in the reading file.
317

318 Councilor Certa asked about the proposed changes to the Clerk's Office to reduce hours to 32 hours
319 per week and the impact to residents that that may have. City Manager Mahony noted that as proposed,
320 the City Clerk's hours would decrease to 32 hours per week while the Assistant Clerk would remain at
321 40 hours per week and the Clerk's Office itself would be open 40 hours per week.
322

323 Councilor Haney expressed concern about the cost of the community meal, and asked whether some
324 of that cost could be reduced or eliminated. Councilor Chawla said that he finds the community event to
325 be valuable and that the community does, too. He noted that CVE is donating some of their space to
326 Essex Junction for polling, strategic planning, and the community dinner. Councilor Haney said that she
327 does not want to eliminate an opportunity for community engagement, but said that she thinks they need
328 to do more to address their budget gap. Councilor Certa said that he thinks the community meal and
329 engagement are important and that they should keep it in the budget.
330

331 Councilor Certa said that given that there is a projected budget increase from last year of over \$700,000,
332 nickel-and-diming may not be the right approach to building the FY25 budget and that they may be
333 cutting the wrong items or pursuing the wrong strategy. He said that he can clearly defend increases for
334 only a handful of departments, such as the Fire Department. He said that he would like to see more
335 information on how funding is being spent at EJRP, for example, since it is larger than other comparable
336 municipalities' recreation departments. He asked for feedback from each department head on what it
337 would look like to level-fund their budgets for FY25. Councilor Chawla noted that this is only the second
338 City budget and that the City is still trying to figure out the right level of funding for each department. City
339 Manager Mahony noted that a portion of EJRP is funded through their enterprise fund, and that cutting
340 certain components of their budget would not affect the General Fund tax rate or increase. Councilor
341 Certa said it would be helpful to have all budgets (General Fund and enterprise) available for review
342 when talking about strategic budgetary conversations, since then they will have the full picture of each
343 department's activities and funding in order to make informed decisions.
344

345 Councilor Chawla suggested presenting the budget on Saturday at the community meal without the
346 scenarios incorporated, given that they just received this information and have not had time to review
347 and discuss it. He asked whether the Council is comfortable moving forward with the current iteration of
348 the budget. Councilor Certa said that he is comfortable moving forward with the current budget, knowing

349 that Saturday's discussion is an opportunity to incorporate further feedback and that changes can still
350 be made to the budget based on that feedback.

351
352 Dorothy Bergdahl, Library Trustee, thanked City Manager Mahony for her apology for the error regarding
353 the Library's budget. She then spoke about the impact of level-funding the Library budget, which would
354 reduce hours to 10:00 AM to 6:00 PM, 5 days per week, and would not include evening programming.
355 She said that a 2% increase would allow for an addition 4 hours (10:00 AM to 2:00 PM) on Saturdays.
356 She noted that a 3% increase would allow for maintaining the Library's current hours. She asked for
357 community feedback on each of these three scenarios during Saturday's community meal and budget
358 meeting. She also clarified what services are offered to patrons based on their affiliation with the library
359 (Essex Junction patrons, patrons with a HOME card, and patrons without a library card). Library Director
360 emphasized the importance of library services for the community and said that the Library is currently
361 at minimum staffing levels. She also noted increased demand for services provided by the library, as
362 well as noted that the library is a large building that requires a certain level of staffing to address safety
363 issues. She spoke about staffing for certain programming and how the hybrid offering of this
364 programming has changed the dynamic of it, given that staff need to stay later to be on hand while Media
365 Factory personnel pack up their equipment.

366
367 Councilor Certa asked about year-over-year increases on Library salaries. He also asked for more clarity
368 on safety issues at the library. Director Hysko replied that full-time staff are being pulled into patron
369 interactions more, as well as having to deal more with certain personalities at the library. She said that
370 in terms of safety issues, ideally they like to have two staff on hand to both enforce and back up any
371 enforcement of rules or policies in case there are escalated issues, another staff on hand to call for
372 services if needed, as well as another staff to manage the library desk. She said that as staff are being
373 pulled into more interactions with patrons, they have less time to do desk work and standard library
374 operations such as interlibrary loans and other day-to-day tasks. Councilor Certa said he looks forward
375 to continuing this conversation, saying that it would be nice to show an increase in services that
376 corresponds to an increase in costs. Director Hysko noted that this budget does not include hours of
377 operation on Saturdays during the summer, which would require a budget increase.

378
379 The following public comments were received:

- 380 • Steve Eustis expressed hope that feedback from Saturday's meeting is taken into consideration
381 when informing the budget development for FY25. He pointed out that one feedback mechanism
382 is the budget vote itself, and that the budget does not need to be fine-tuned to address everyone's
383 concern prior to the vote, and that if people do not agree with the budget they'll vote it down. He
384 spoke about the valuable services provided by the library.
- 385 • Annie Cooper spoke about how valuable the library is to the community, especially as a safe
386 place for kids to go after school.
- 387 • Karen Hergesheimer spoke about the importance of the library to her and her family as a
388 community center in Essex Junction. She said that it is a binding part of the community and is
389 integral to the City.

390
391 Councilors agreed to incorporate the changes presented in the memo on page 1 into the budget for
392 Saturday's budget discussion. They agreed to the administrative allocation changes presented on page
393 2 of the memo into the budget as well.

394
395 The following public comments were received:

- 396 • Richard Smith said he would be interested to see whether the City has gotten rid of duplicate
397 systems, or whether staff are still using duplicate systems because that is what they are most

398 comfortable with. Councilor Chawla replied that subscription services are one area that this
399 Council is deeply interested in realizing efficiencies and that they are looking at this intensely.

400
401 **MARCUS CERTA made a motion, seconded by ELAINE HANEY, that the City Council approve**
402 **the Preliminary Budget with any amendments discussed. The motion passed 4-0.**
403

404 c. Discussion and Consideration of Neighborhood Development Area Expansion
405 Director Yuen noted that the Planning Commission has been examining this expansion for a while, and
406 that they have put together an application to the state for this designation. He said that this designation
407 would have some benefits for homeowners and landowners that want to develop, as well as some
408 benefits to the City. Councilor Chawla said that this would extend the downtown core further up certain
409 streets (Park Street, Main Street, Pearl Street, Route 2A, and Maple Street). Director Yuen noted that
410 these boundaries were designed to mimic the boundaries of the design overlay district, and that the
411 state allows up to a 0.250-mile radius extension from the Village Center designation.

412
413 **MARCUS CERTA made a motion, seconded by ELAINE HANEY, that the City Council authorize**
414 **the application for the expansion of the Neighborhood Development Area boundaries through**
415 **the Vermont Department of Housing and Community Development designation program. The**
416 **motion passed 4-0.**
417

418 d. Discussion of 2 Lincoln Renovation Plan Update
419 Building Coordinator Smith began by speaking about the beginning of this process, which started in
420 March 2022 with bringing on an architect to develop initial floor plans and solicit input from staff on
421 design. He said that this work continued through 2022 and that they brought on an engineering team in
422 early 2023. He said that they developed RFPs and draft contracts through July 2023 and conducted
423 exploratory demolition on the 2 Lincoln Street building. He said that since July of 2023, they have been
424 working on securing a construction manager, developing a first draft budget, continuing exploratory work
425 on building, changing the initial designs to lower the projected cost of the project, and working on
426 scheduling and planning. He said that in terms of budgeting, they are currently estimated at around \$2.4
427 million with out-of-pocket costs in the \$500,000-\$800,000 range. He said that because the budget for
428 this project is approximately \$2.5 million (including out-of-pocket costs) they are working to try and
429 reduce the project costs further so that they can have a comfortable contingency amount for any
430 unanticipated costs. He spoke about next steps, which include bringing construction drawings to a 50%
431 level, obtaining a second cost estimate of the project from the construction manager (around late
432 February), developing a proposed construction schedule, identifying all out-of-pocket costs, and
433 developing a transition plan to run municipal services smoothly during construction. He said that they
434 are hoping to have most staff work from home during this time, with essential in-person staff working out
435 of the senior center area and the large open space to be used for storage. He said that they would also
436 propose to make certain fire parking spaces to be temporary municipal service parking for visitors
437 needing municipal services. He spoke about alternative parking for staff during construction to minimize
438 impact for the Fire Department and Brownell Library. He said that they are anticipating beginning
439 construction in August of 2024, and would anticipate completion in February or March of 2025. He said
440 that the senior center and teen center would pause their programming at the 2 Lincoln Street location in
441 June to adhere to this timeline, and that the senior center will be relocated through EJRP to maintain
442 programming.

443
444 Councilor Haney asked staff to ensure that they are connecting with the Clerk's Office to make sure that
445 the August primary and November general election are not negatively impacted by this renovation.
446 Building Coordinator Smith spoke about the arrangements being made for the Clerk's Office to ensure
447 that they have what they need throughout the renovation period.

448
449 Councilor Certa asked whether the construction would occur at once or in a phased way. Building
450 Coordinator Smith replied that the construction will occur at once, as a phased approach would add 30-
451 40% to the cost of the project. Councilor Certa asked what was removed from the project plan to get the
452 budget to decrease. Building Coordinator Smith said that they had originally planned to run the building
453 through three-phase power and upgrade and move the generator, but that they have decided to keep
454 the generator where it is and run on single-phase power to get the cost estimate down. He said that they
455 also modified certain design elements to decrease costs.

456
457 Christina Corodimas, Director of Essex CHIPS, noted that the program's two main spaces are not being
458 touched or improved by this project, which is a shame. She asked if there is any consideration for the
459 City's office to be moved to the Library rather than the CHIPS space. Councilor Chawla said that the
460 offices were intended to go into the senior center space, not the CHIPS space, and that the large room
461 will be used for storage. Building Coordinator Smith said that there are improvements that will be made
462 to other sections of the Teen Center offices, and some security upgrades. Ms. Corodimas also
463 expressed concern about lack of storage for food for the Little Free Pantry out front, meaning that the
464 pantry will not be able to operate during construction. Building Coordinator Smith said he will stay
465 connected with Ms. Corodimas to try and determine whether they can accommodate this during
466 construction.

467
468 e. Approve Adding VMERS Defined Contribution Option-Revised

469
470 **RAJ CHAWLA made a motion, seconded by ELAINE HANEY, that City Council approve adding**
471 **the addition of the VMERS DC plan to the City retirement benefit package effective 7/1/24. Current**
472 **VMERS eligible employees will be given a one-time irrevocable option to switch to the VMERS**
473 **DC plan on 7/1/2024; all VMERS eligible employees hired after the date of this vote will be enrolled**
474 **in the respective DB group, and a Notice of employment will be sent to VMERS. The motion**
475 **passed 4-0.**

476
477 f. Approve Meeting Minutes: January 10, 2024 **was Consent Agenda item #6a**

478
479 The following amendments were made to the January 10, 2024 minutes:

- 480 • Add Chris Gaboriault, Fire Chief, to the list of attendees;
- 481 • Line 71: strike "and John O'Brien" from the first motion;
- 482 • Line 83: Note that Fire Chief Gaboriault will have access to the program.

483
484 **MARCUS CERTA made a motion, seconded by RAJ CHAWLA, to approve the minutes with the**
485 **proposed amendments. The motion passed 4-0.**

486
487 **6. CONSENT AGENDA**

- 488 a. Approve Meeting Minutes: January 10, 2024 **now Business Item #5f**
- 489 b. Acting as Local Cannabis Control Commission: Approve Passion Fruit Farms License Renewal
- 490 c. Acting as Local Cannabis Control Commission: Approve Sweetspot Cannabis Retail License
- 491 d. Approve Liquor License Renewals
- 492 e. Approve Submittal of Certificate of Highway Mileage

493
494 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, to approve the consent agenda**
495 **as presented. The motion passed 4-0.**

496
497 **7. READING FILE**

- 498 a. Council Member & Manager Comments: Councilor Haney pointed out that Chelsea Mandigo was an
499 author of the article from NEWEA Journal, and congratulated the Water Department for its innovative
500 work. Councilor Certa said that next Monday and Tuesday there will be a number of conversations
501 related to six pillars for Essex Junction, as well as conversations this weekend at the community
502 meal this Saturday. He encouraged residents to review the strategic plan and the six pillars, and to
503 participate in this community engagement process. He said that the six pillars are housing and
504 density, public services and facilities, economic development, transportation and connectivity,
505 environment, and community engagement. City Manager Mahony added that there is a Coffee Chat
506 on February 6th to discuss the budget.
- 507 b. Approve Check Warrant #24030 (01/12/24)
- 508 c. Pephlo Article from NEWEA Journal
- 509 d. CVE Annual Permit Application
- 510 e. December Financial Reports
- 511 f. Planning Commission Minutes January 4, 2024
- 512 g. Bike/Walk Advisory Committee Minutes January 11, 2024
- 513 h. Tree Advisory Committee Minutes January 16, 2024
- 514 i. FY25 Initial Draft of the Enterprise Budgets
- 515

516 8. **ADJOURN**

517

518 **ELAINE HANEY made a motion, seconded by MARCUS CERTA, to adjourn the meeting. The**
519 **motion passed 4-0 at 10:36 P.M.**

520

521 Respectfully Submitted,
522 Amy Coonradt

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
January 27, 2024**

8 **COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault, Vice President; Andrew Brown.

9 **ADMINISTRATION:** Regina Mahony, City Manager; Steve Eustis, Moderator; Ron Hoague, Chief
10 of Police; Susan McNamara-Hill, Clerk; Jennifer Marbl, City Planner; Jess
11 Morris, Finance Director; Harlan Smith, Interim Building Coordinator; Ashley
12 Snellenberger, Communications & Strategic Initiatives Director.

14 **OTHERS PRESENT:** Dotti Bergendahl, Eve Bernen, Jay Blanchard, Rachel Boyers, Casey
15 Carmolli, Diane Clemens, Karen Dolan, Nell Dosker, George Dunbar, MJ
16 Engel, Hilary Fannon, Michael Giguere, Cristin Gildea, Jeanne Grant, James
17 Grimsley, Maureen Hoague, Lori Houghton, Tim Kemerer, Jeanne Kent,
18 Samuel Kernan, David Knox, Tami Krester, Tacy Lincoln, Deb McAdoo, Sue
19 McCormack, Scott McCormick, Tim Miller, Nick Meyer, Arlene Scanlon,
20 Carolyn Smiles, Richard Smiles, Gibson Smith, Diane Strackbein, Stefan
21 Strackbein, Andy Suntup, Linda Suntup, Kristina Sweet, John Terborgh,
22 Alison Wermer, Carl Wermer, Lexi, Micah, Resa.

24 1. **CALL TO ORDER**

25 Councilor Chawla called the meeting to order at 11:35 A.M.

27 2. **AGENDA ADDITIONS/CHANGES**

29 3. **APPROVE AGENDA**

31 4. **PUBLIC TO BE HEARD**

32 a. Comments from public on items not on the agenda

33 None.

35 5. **PUBLIC HEARING**

36 a. Public Hearing on the Proposed FY25 General Fund and Capital Budgets

37 Councilor Chawla began by noting that the Council wanted to solicit input on the budget now so that it
38 has time to incorporate feedback from today's public hearing into its budget working session on February
39 14th, after which it will warn the budget on February 28th for a ballot vote on April 9th. He said that the
40 public has opportunities today, February 14th, and February 28th to provide input on the budget.

41
42 Councilor Chawla provided an overview of the FY25 budget as it currently stands. He said that the
43 budget as proposed today is \$12.1 million, a 6.6% increase over the FY24 budget, the impact of which
44 on a home assessed at \$280,000 is around \$170. He noted that this does not include the penny on the
45 tax rate economic development item that is expiring this year and which will likely appear on the ballot
46 for voter approval. He said that the impact of this penny is \$28 on a \$280,000 home. He noted that
47 property taxes make up around 91% of the revenues for this budget, with the remaining revenue coming
48 from fees from community development and other sources. He noted that 6% of the property tax revenue
49 come from Global Foundries and that City business contribute another 11% of that. He provided a
50 breakdown of the FY25 General Fund expenditures, noting that the largest departments are related to
51 health and human services and include Essex Rescue and the City's contract with Essex Police. He
52 said that the next largest department is Public Works, which includes salting, plowing, and street
53 maintenance, followed by EJRP and the Library.

54
55 Councilor Chawla said that the General Fund is broken out into 18 expenditure lines, and said that the
56 goal of today is to highlight any large changes in these line items from last year's budget. He began by
57 noting that the single biggest driver of expenditures is a 15.5% increase in health insurance premiums,
58 which is a common theme in recent years across the public sector, nonprofit sector, and private sector.
59 He said that salary increases are also driving increases. He said that another driver is the proposed
60 addition of a Finance Billing Coordinator in the Water/Wastewater Department, which was previously a
61 part-time position, but noted that at least 50% of this position will be covered by enterprise funds (not
62 the General Fund and property taxes). He noted a \$10,205 increase in the Administration budget for
63 more community outreach, and a \$20,000 increase in the Legislative budget (\$10,000 for strategic plan
64 implementation and \$10,000 for a community event and meal). He noted reduced revenues in the Clerk's
65 Office of \$31,000, driven by reductions in recording fees in FY24, and decreased expenses in technology
66 subscriptions and election expenses. He noted that the City Clerk will go down to 32 hours per week on
67 January 1 (though office will continue to be staffed full-time). He noted an increase in general
68 liability/property and casualty insurance over FY24 of 10.7% in the Finance Department, and an increase
69 of \$74,961 in the IT Department, driven by the managed service agreement and scheduled device
70 replacement based on consultant estimates. He noted that increases in the Community Development
71 Department are for a full-time code enforcement/rental inspector/health officer position, which would be
72 offset by anticipated rental registry revenue. He spoke about a reduction in the Economic Development
73 Department of \$36,000 based on a pause in economic development work for FY25. He spoke about
74 increases in the Stormwater Department for professional services expenses to assist with
75 implementation of a stormwater utility, as well as matching grant funding needs. He spoke about an
76 increase in the Assessment Department, which is shared with the Town. He noted a reduction in the
77 Buildings Department based on reallocating the cleaning and supply costs for Park Street School to the
78 EJRP Program Fund. He spoke about planned increases in the transfer to capital funds. He noted an
79 increase in the Fire Department driven by an increase in paid training hours and higher call volume.

80
81 Councilor Chawla then spoke about the summary of projects currently scheduled for the City's capital
82 plan over the next five years (unranked). He said that they are subject to change based on updated cost
83 estimates and financing.

84
85 Councilor Chawla spoke about the implementation of a Local Option Tax in Essex Junction. He noted
86 that the Council passed a policy to use all tax revenues from this tax for capital projects, with 25% of
87 annual revenue to be applied directly to sidewalk improvement and repairs. He noted that this policy
88 allows the Council to direct funds outside of those parameters based on full Council approval, as well.
89 He noted that the estimated revenue from the LOT is over \$800,000 per year.

90
91 Moderator Eustis opened the discussion up to the public.

92
93 The following public comments were received:

- 94 • Nick Meyer said that one of the drivers of the increase of this budget is the development of a
95 City, as the Junction builds out its staff capacity. Other than the position of code enforcement
96 officer, he asked what the City envisions as future needs in terms of personnel. City Manager
97 Mahony replied that several positions were added in the FY24 budget (in contrast to the one
98 position being added for FY25) and that this budget reflects the array of services that the City
99 feels is necessary to cover after separation from the Town. She said that there will continue to
100 be evolution over time, but that they feel adequately staffed with this budget.
- 101 • John Terborgh asked about the City's outlook on capital expenses over the next five years in the
102 context of becoming a City. City Manager Mahony replied that the City has done an excellent job
103 with capital planning for a number of years, noting a healthy number of capital planning projects

104 over the next five years. She said that the plan itself looks much further into the future than five
105 years. She said that what is being presented in the FY25 budget is a transfer that represents
106 supporting that capital plan, coupled with the increased revenue from the local option tax. She
107 noted that there will continue to be capital needs as the City faces aging infrastructure, and the
108 City will anticipate those needs as best as it can.

- 109 • Sue McCormack thanked staff and the City Council for their work on the budget. She said that
110 one of the common expectations from separation with the Town was that taxes would go down,
111 but expressed concern that a tax rate increase, as presented here, will lead to an erosion of
112 public trust in local officials and will set the stage for negative consequences over time. She
113 asked about the implications of this tax increase and the City's thinking about presenting a budget
114 with this type of increase at this time. Councilor Chawla replied that the City had not expected or
115 anticipated some of these increases when contemplating separating from the Town, noting
116 sustained high inflation at the national level, cost-of-living increases, and health insurance
117 premium increases. He said that moving forward, the City needs to work on gauging the right
118 service level for every department, which is an ongoing conversation. He said that he anticipates
119 continued conversation by the City Council for all departments over the next several years. City
120 Manager Mahony noted that the largest driver of cost in the City is its human resources and the
121 value of staff. She said that a flat budget would have primarily affected wages and benefits and
122 would have been difficult, in that it would likely have entailed service cuts.
- 123 • Karen Dolan asked about City's plan for supporting Essex CHIPS. City Manager Mahony replied
124 that the City is planning to renovate the 2 Lincoln Street offices, which will impact Essex CHIPS
125 programming. She said that they are looking to begin construction in August for about 9 months,
126 and that the CHIPS space will be used for storage during construction and will not be safe for
127 public access. She said that after construction, CHIPS will have its space again, though it will
128 have a smaller footprint than it does currently. Councilor Chawla acknowledged that it is
129 unfortunate that they will not be able to offer space for Essex CHIPS during the construction
130 period.
- 131 • Christin Gildea asked whether there has been discussion about relocating the Essex CHIPS
132 program temporarily either with the library or with one of the schools, given that the program
133 provides valuable services to the children in the community. Councilor Chawla said he isn't aware
134 of the conversations occurring between Essex CHIPS and the schools or the library. City
135 Manager Mahony noted that the Library is reaching out to CHIPS to see if they can help with their
136 space needs during that construction period.
- 137 • George Dunbar said that most communities of comparable sizes run their local option tax policies
138 through the budget process, and asked why the City chose to form its policies off-budget, saying
139 that this seems less transparent. He asked about the benefits of forming a stormwater utility. He
140 also suggested pulling out approximately \$500,000 from the General Fund transfer to the capital
141 plan as a way to decrease this year's tax increase. Councilor Chawla said that from its inception,
142 the local option tax was formed to address capital needs in the Junction. He said that the Council
143 debated whether to propose the current dollar amount for a capital fund transfer, but that it
144 determined that a disciplined approach to planning for its capital projects will be the most cost-
145 effective in the long run, given the extensive list of capital projects the City is facing. Finance
146 Director Morris said that the City's Capital Committee polled a number of other municipalities
147 about their policies regarding local option tax revenue, and felt that it was most prudent not to
148 include LOT revenue in the operating budget, given that it is not a guaranteed revenue source.
149 She said that there is a \$20 million capital need for the City over the next 15 years, and that
150 funding it through the LOT would decrease the need to substantially increase taxes to fund these
151 needs. She noted that the City's policy allows for the redirection of funds based on needs, if other
152 needs arise. City Manager Mahony spoke about the needs for forming a stormwater utility, which
153 are the result of bearing the collective cost of environmental permitting related to phosphorus

154 reduction. She noted that the City is working on developing that utility, but does not yet have a
155 concrete proposal.

- 156 • Lexi asked about the fee related to the rental registry, saying that it is proposed at \$120 per year,
157 which is more expensive than Burlington’s rental registry program. She also asked why it is an
158 annual fee and not a fee per inspection, given that inspections would occur every five years. City
159 Manager Mahony replied that they developed the budget of what the rental registry program
160 would cost and arrived at \$120 per year to fund the program. She said that the frequency at
161 which rentals are inspected would depend on past violations. She said that staff are working to
162 develop responses to this and other frequently asked questions about the proposed rental
163 registry, and that they are still taking public comment on it.
- 164 • George Dunbar asked whether waterline projects are part of the General Fund, and Finance
165 Director Morris replied in the affirmative. Mr. Dunbar asked about matching revenues in the
166 capital plan, and Finance Director Morris replied that they don’t have expected matching
167 revenues associated with these projects yet.

168
169 City Manager Mahony reiterated that this budget is not the final proposed budget that will appear on the
170 ballot. She said that there are still opportunities to provide public input and give feedback on February
171 14 and February 28.

172
173 6. **ADJOURN**

174
175 The meeting adjourned at 12:36 PM.

176
177 Respectfully Submitted,
178 Amy Coonradt

MEMORANDUM

TO: City Council and Regina Mahony, Manager
FROM: Susan McNamara-Hill, City Clerk
DATE: February 14, 2024
SUBJECT: 2024 Annual City Meeting

Issue

The issue is whether or not the City Council will approve mailing ballots to all active voters for the 2024 Annual City meeting.

Discussion

New election laws allow the legislative body to vote to mail a ballot to all active registered voters for local elections.

The city mailed ballots to all active voters for the previous three annual meetings.

The board can opt to include postage paid return envelopes or may opt to include return envelopes without pre-paid postage. Voters have the option of returning ballots in the city's payment drop box after hours.

In addition, on February 7, 2024, the Essex Westford School Board requested approval from all three municipalities to mail ballots to all active voters. All three municipalities in the district will have to grant approval in order for EWSD to mail ballots to all active voters. (See email from EWSD attached)

Cost

The cost to mail ballots to all active voters is approximately \$6,700. The additional cost to add postage to the return envelopes is approximately \$4,700. In addition, the cost of printing ballots, printing envelopes, collating, and stuffing envelopes is approximately \$8,000. We have included return postage every year that we have mailed ballots to all active voters.

Potential cost is approximately \$19,400 if including postage on return envelopes; \$14,700 if not including return postage. The cost is expected to be shared with the School District as the school ballot will be one side of the two-sided ballot we will be printing.

I have already purchased the envelopes required at a cost of \$5,000, we will split that cost with EWSD.

Recommendation

Staff recommends that the City Council vote to mail ballots to all active voters and to include return postage in the mailings.

Staff further recommends that the City Council approve that the EWSD mail ballots to all active voters.

Susan McNamara-Hill

From: Natasha Wheel <nwheel@ewsd.org>
Sent: Wednesday, February 7, 2024 1:05 PM
To: SMcnamahill@essex.org; Regina Mahony; nrogers@essex.org;
townclerk@westfordvt.us; townadmin@westfordvt.us; awatts@essex.org;
selectboard@westfordvt.us
Cc: sonnicks@gmail.com; Brian Donahue; board-elected@board.ewsd.org; Beth Cobb
Subject: Request to Mail Ballots for Upcoming School District Election & Budget Vote in April

[EXTERNAL]

Dear Selectboard Chairs, City Council, and Town Clerks of Essex Town, Westford, and the City of Essex Junction:

I am writing on behalf of the Essex Westford School Board. As you know, state statute requires school districts to seek approval from municipal selectboards to mail ballots to all active, registered voters. Once again, the EWSD School Board wishes to mail ballots for the upcoming annual election and budget vote in April. For ballots to be mailed, all three municipal boards must approve this action.

The pandemic presented unique challenges for citizens and voters to participate in elections and governmental proceedings. One of the silver linings we discovered is that mailing ballots can dramatically increase voter access and participation.

We request that the respective Selectboards and City Council of our three communities take up this question at an upcoming meeting. A representative of the EWSD School Board can attend along with an administrator from the district if you would like, to answer any questions that may be needed to consider this question. While the costs of the mailing would be covered by the district, we respect the significant effort that mailing ballots presents for our Town Clerks and City staff.

Please confirm if you would like a member of the EWSD School Board and administration to attend an upcoming meeting.

Jemima Talbot

Essex Westford School District

jtalbot@board.ewsd.org

CONFIDENTIAL COMMUNICATION. THIS MESSAGE MAY NOT BE FORWARDED.

The information contained in this communication, including any attachments, is confidential, constitutes privileged communication, and is intended only for the use of the addressee. This message may not be forwarded without prior consent from the sender. The information in this e-mail is also protected by the rights afforded under Family Educational Rights and Privacy Act (FERPA) and school district policies. Any unauthorized use, forwarding, distribution, disclosure, printing or copying is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately at 802-857-7777 or return e-mail, and delete any copies of this message immediately. Any inadvertent disclosure of this communication shall not compromise the confidential nature of the communication.

City of Essex Junction, VT
Application to Close or Obstruct a Street for a Community Event

I/we do hereby make application, as required by the City of Essex Junction, VT, to close or obstruct a City street.

CONDITIONS:

1. Provide a detailed site plan and/or aerial view of the street(s) to be closed or obstructed. Return the site plan with your completed application sixty (60) days in advance of the event to the City Office, 2 Lincoln Street, Essex Junction, VT 05452 or admin@essexjunction.org. It requires final approval from the City Trustees.
2. Obtain pre-approval from the Essex Police Department (878-8331) and Essex Junction Fire Department (878-6958) regarding the plans which must include provision for emergency access. Work with the Essex Junction Public Works Department (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing.
3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: Maple Street from Mansfield Ave. to Rivendell Ave.

Purpose: To hold the annual Essex Junction Little League Opening Day parade.

Date: May 1, 2024 Hours: 9:30am to 10:00am
(including set up and tear down)

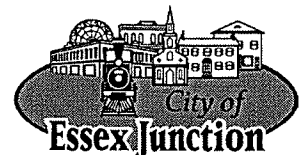
Michael Ewan (EJLL Secretary)
Essex Junction Little League (EJLL)
Name of Organizer (please print) Organization/Event Name

Phone: Home _____ Work _____ Cell 843-568-8901 (required on site)

17 Williams St, Essex Junction
Address


Applicant

1/31/2024
Date



FOR COMPLETION BY STAFF

Public Works Date approved 02/01/2024

Approved by: Rick Jones
Rick Jones (Feb 1, 2024 08:50 EST)

Comment: _____

Police Dept. Date approved 02/01/2024

Approved by: Ron Hoague

Comment: _____

Fire Dept. Date approved 02/04/2024

Approved by: Chris Gaboriault
Chris Gaboriault (Feb 4, 2024 11:04 EST)

Comment: _____

Municipal Manager: Regina Mahony

Date approved 2/6/24



**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: ~~Anna~~ Brenna Deavitt

Organization: Champlain Valley Exposition

Tax Exempt #: SUT-10007637 Non-Profit: Yes No

Address: 105 Pearl St., Essex Jct., VT 05452


Phone: 802-878-5545 Email: bdeavitt@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: "Vermont Gathering Summer
Renaissance Faire" w/dates 30ft x 3ft

Locations you would like the event flags displayed: over 2A

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 1/15/2024

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No

Liability Waiver received: Yes No

\$250 fee received: Yes No

Application complete: Yes No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Summer Renaissance Faire

The banner(s)/event flags will be hung from 7/7/24 to 7/23/24
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature] Date: 1/15/2024

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: [Signature] Date: 2/5/24

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Brenna Deavitt

Organization: Champlain Valley Exposition

Tax Exempt #: SUT-10007637 Non-Profit: Yes No

Address: 105 Pearl St., Essex Jct, VT 05452

Phone: 802-878-5545 Email: bdeavitt@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: "Champlain Valley Fair"
w/dates 30ft x 3ft

Locations you would like the event flags displayed: Over 2A

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: ~~11/15~~ 1/15/2024

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No
\$250 fee received: Yes No
Application complete: Yes No
Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Champlain Valley Fair

The banner(s)/event flags will be hung from 8/16/24 to 9/1/24
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature] Date: 1/15/2024

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: Ashley Snellumbeign Date: 2/5/24

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant's Name: Brenna Deavitt

Organization: Champlain Valley Exposition

Tax Exempt #: SUT-10007637 Non-Profit: Yes No

Address: 105 Pearl St., Essex Jct., VT 05452

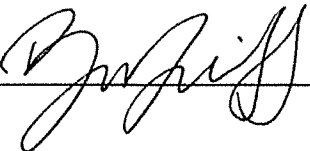
Phone: 802-878-5545 Email: bdeavitt@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: "National Street Rod Association"
w/dates 30ft x 3ft

Locations you would like the event flags displayed: Over 2A, dates
to hang: 9/20/24 - 9/29/24

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 1/15/24

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$250 fee received: Yes No
Application complete: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: NSRA

The banner(s)/event flags will be hung from 9/20/24 to 9/29/24
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature] Date: 1/15/2024

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: [Signature] Date: 2/5/24

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Champlain Valley Exposition

Organization: Brenna Deavitt

Tax Exempt #: SUT-10007637 Non-Profit: Yes No

Address: 105 Pearl St., Essex Jct, VT 05452

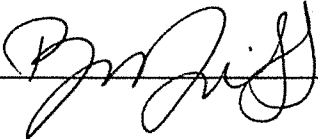
Phone: 802-878-5545 Email: bdeavitt@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: "Champlain Valley Craft &
Antique Expo" w/dates 30ft x 3ft

Locations you would like the event flags displayed: Over 2A

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 1/15/2024

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$250 fee received: Yes No
Application complete: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Champlain Valley Craft & Antique Expo

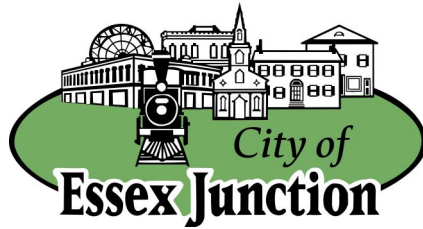
The banner(s)/event flags will be hung from 10/4/24 to 10/20/24
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature] Date: 1/15/2024

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: [Signature] Date: 2/5/24



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Liquor and Tobacco license applications
Date: February 14, 2024

Issue

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the February 8, 2024 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

The following applications have been reviewed by the police department and are recommended for approval.

1st class:

- Essex Junction Grand Buffet
- The Sausage Shack

2nd class (includes tobacco and tobacco substitute):

- Third Burlington Corporation (Central Beverage)

Recommendation

Staff recommends that the Council approve the Liquor License applications for businesses listed in the February 8, 2024 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: February 8, 2024

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

The police department conducted records review of the following first class liquor license applicants. There was nothing of concern found:

Essex Junction Grand Buffet

DBA: Essex Junction Grand Buffet
66 Pearl Street
Essex Junction, VT 05452

The Sausage Shack LLC

DBA: The Sausage Shack
105 Pearl Street
Essex Junction, VT 05452

The police department conducted records review of the following second class liquor license applicants. There was nothing of concern found:

Third Burlington Corporation

DBA: Central Beverage
4 Central Street
Essex Junction, VT 05452

MEMORANDUM

TO: City Manager/City Council
FROM: Karen K. Lemnah, Assessor
DATE: February 6, 2024
RE: Form PVR-4155 – Certificate – No Appeal or Suit Pending

=====

Issue

The issue is whether the City Council will approve Document PVR-4155, “Certificate – No Appeal or Suit Pending” for the 2023 Grand List.

Discussion

Document PVR-4155, “ Certificate – No Appeal or Suit Pending” assures that there are no appeals pending from the action of the Assessor nor suits pending to recover taxes paid under protest relating to the grand list. The document requires the signatures of the City Council and the Assessor.

Document PVR-4155 is required by Vermont Statute. Per 32 VSA 4155, “When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.”

Cost

N/A

Recommendation

Staff recommends that the City Council approve Document PVR-4155, “Certificate - No Appeal or Suit Pending” for the 2023 Grand List.

Form PVR-4155
CERTIFICATE - NO APPEAL OR SUIT PENDING

I Assessor
~~We~~ hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2023 grand list of City of Essex Junction, Vermont.

Given under our hands at City of Essex Junction in the County of Chittenden, State of Vermont, this 6th day of February, 2024.

Assessor
~~Listers~~

Karen K. Lemnah

City Council
~~Selectboard~~

Attested this _____ day of _____, _____.

City Clerk
_____, ~~Town Clerk~~

Attach to final grand list lodged with the City
~~town~~ clerk.

32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

32 V.S.A. § 4156. After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

32 V.S.A. § 4157. Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	01/09/24	ADVANCE AUTO PARTS 2-CYCLE 50:1 OIL 6.4 6.4 0923413	210-5-40-12-610.000 General Supplies	8.42	51546	01/26/24
05290	01/11/24	ADVANCE AUTO PARTS TIEDOWN 14' 1,666# 2 PA 1142936	210-5-40-12-610.000 General Supplies	25.75	51546	01/26/24
05290	01/12/24	ADVANCE AUTO PARTS RAIN-X -30F DE-ICER 1 EA 1242953	210-5-40-12-610.000 General Supplies	46.20	51546	01/26/24
05290	01/17/24	ADVANCE AUTO PARTS SYLVANIA 9007 LED 1 EA S 1755430	210-5-40-12-610.000 General Supplies	69.99	51546	01/26/24
05290	01/22/24	ADVANCE AUTO PARTS RAIN-X -30F DE-ICER 1 EA 2255547	210-5-40-12-610.000 General Supplies	73.07	51546	01/26/24
07305	01/09/24	AIRGAS USA LLC Oxygen INDUSTRIAL 300 CGA 9145736193	210-5-40-12-610.000 General Supplies	67.65	51547	01/26/24
25345	01/17/24	ALA MEMBERSHIP BL DUES JAN24 ALA JAN24	210-5-35-10-500.000 Training, Conf, Dues	183.00	51548	01/26/24
28555	01/11/24	ALLEGIANCE TRUCKS DEF2.5,FLEETRITE DEF, 2.5 X12202639101	210-5-40-12-626.000 Gasoline	89.94	51550	01/26/24
28555	01/19/24	ALLEGIANCE TRUCKS DEF2.5,FLEETRITE DEF, 2.5 X12202678501	210-5-40-12-626.000 Gasoline	89.94	51550	01/26/24
19815	12/12/23	AMAZON CAPITAL SERVICES Office Supplies Refund 19PHWY43644L	210-5-30-10-610.000 General Supplies	-20.99	51551	01/26/24
19815	12/26/23	AMAZON CAPITAL SERVICES BL JColl DEC23 1CMPNQTFQ3XL	210-5-35-10-640.202 Juvenile Collection	21.52	51551	01/26/24
19815	12/28/23	AMAZON CAPITAL SERVICES BL SUPPLY DEC23 1HND6JGQG9DD	210-5-35-10-610.000 General Supplies	38.11	51551	01/26/24
19815	01/07/24	AMAZON CAPITAL SERVICES BL AProgrm JAN24 1HNJFNDHKKDH	210-5-35-10-840.201 Adult Programs	20.67	51551	01/26/24
19815	01/08/24	AMAZON CAPITAL SERVICES BL SUPPLY JAN24 1JW6NKVK1MPP	210-5-35-10-610.000 General Supplies	113.08	51551	01/26/24
19815	01/21/24	AMAZON CAPITAL SERVICES BL JProg JAN24 1NFVH3XRJTQ9	210-5-35-10-840.202 Childrens Programs	168.96	51551	01/26/24
19815	01/05/24	AMAZON CAPITAL SERVICES Senior Bingo Supplies 1RLH7N4QCD6V	210-5-30-13-610.000 General Supplies	119.68	51551	01/26/24
19815	01/04/24	AMAZON CAPITAL SERVICES BL SUPPLY JAN24 1WKG34HD3P3M	210-5-35-10-610.000 General Supplies	199.47	51551	01/26/24
19815	12/26/23	AMAZON CAPITAL SERVICES BL JProg DEC23 1X6WKRJGPGHD	210-5-35-10-840.202 Childrens Programs	212.65	51551	01/26/24
19815	12/12/23	AMAZON CAPITAL SERVICES Office Supplies Return 1XNK1CR44633	210-5-30-10-610.000 General Supplies	-20.99	51551	01/26/24
04310	01/09/24	APALACHEE MARINE Road Salt per ton 70971	210-5-40-12-600.000 Salt, Sand and Gravel	3325.52	51554	01/26/24
00530	12/07/23	BRODART CO BL JColl-Supply DEC23 B6708511	210-5-35-10-640.202 Juvenile Collection	61.16	51557	01/26/24
00530	12/07/23	BRODART CO BL JColl-Supply DEC23 B6708511	210-5-35-10-610.000 General Supplies	4.04	51557	01/26/24
00530	12/07/23	BRODART CO BL JColl-Supply DEC23 B6708846	210-5-35-10-640.202 Juvenile Collection	46.78	51557	01/26/24
00530	12/07/23	BRODART CO BL JColl-Supply DEC23 B6708846	210-5-35-10-610.000 General Supplies	2.02	51557	01/26/24
00530	12/07/23	BRODART CO BL JColl-Supply DEC23 B6708847	210-5-35-10-640.202 Juvenile Collection	53.96	51557	01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	12/07/23	BL JColl-Supply DEC23 B6708847	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	12/20/23	BL JColl-Supply DEC23 B6716177	210-5-35-10-640.202 Juvenile Collection	114.55	51557	01/26/24
00530	12/20/23	BL JColl-Supply DEC23 B6716177	210-5-35-10-610.000 General Supplies	12.12	51557	01/26/24
00530	12/20/23	BL JColl-Supply DEC23 B6716204	210-5-35-10-640.202 Juvenile Collection	13.49	51557	01/26/24
00530	12/20/23	BL JColl-Supply DEC23 B6716204	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	12/21/23	BL AColl-Supply DEC23 B6717210	210-5-35-10-640.201 Adult Collection	341.36	51557	01/26/24
00530	12/21/23	BL AColl-Supply DEC23 B6717210	210-5-35-10-610.000 General Supplies	21.21	51557	01/26/24
00530	12/21/23	BL JColl-Supply DEC23 B6717242	210-5-35-10-640.202 Juvenile Collection	65.91	51557	01/26/24
00530	12/21/23	BL JColl-Supply DEC23 B6717242	210-5-35-10-610.000 General Supplies	4.04	51557	01/26/24
00530	12/21/23	BL JColl-Supply DEC23 B6717255	210-5-35-10-640.202 Juvenile Collection	29.14	51557	01/26/24
00530	12/21/23	BL JColl-Supply DEC23 B6717255	210-5-35-10-610.000 General Supplies	2.02	51557	01/26/24
00530	01/02/24	BL LibDon-Supply JAN24 B6721475	210-5-90-00-991.000 Library Donation Expense	16.20	51557	01/26/24
00530	01/02/24	BL LibDon-Supply JAN24 B6721475	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	01/02/24	BL LibDon-Supply Jan24 B6721486	210-5-90-00-991.000 Library Donation Expense	15.66	51557	01/26/24
00530	01/02/24	BL LibDon-Supply Jan24 B6721486	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721679	210-5-35-10-640.201 Adult Collection	31.50	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721679	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721695	210-5-35-10-640.201 Adult Collection	10.80	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721695	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721774	210-5-35-10-640.201 Adult Collection	159.86	51557	01/26/24
00530	01/02/24	BL AColl-Supply JAN24 B6721774	210-5-35-10-610.000 General Supplies	6.06	51557	01/26/24
00530	01/02/24	BL LibDon-Supply JAN24 B6721783	210-5-90-00-991.000 Library Donation Expense	26.40	51557	01/26/24
00530	01/02/24	BL LibDon-Supply JAN24 B6721783	210-5-35-10-610.000 General Supplies	2.02	51557	01/26/24
00530	01/03/24	BL AColl-Supply JAN24 B6722811	210-5-35-10-640.201 Adult Collection	111.69	51557	01/26/24
00530	01/03/24	BL AColl-Supply JAN24 B6722811	210-5-35-10-610.000 General Supplies	5.05	51557	01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	01/04/24	BL JColl-Supply JAN24 B6723619	210-5-35-10-640.202 Juvenile Collection	47.67	51557	01/26/24
00530	01/04/24	BL JColl-Supply JAN24 B6723619	210-5-35-10-610.000 General Supplies	3.03	51557	01/26/24
00530	01/04/24	BL JColl-Supply JAN24 B6723723	210-5-35-10-640.202 Juvenile Collection	167.13	51557	01/26/24
00530	01/04/24	BL JColl-Supply JAN24 B6723723	210-5-35-10-610.000 General Supplies	7.07	51557	01/26/24
00530	01/05/24	BL AColl-Supply JAN24 B6724237	210-5-35-10-640.201 Adult Collection	143.99	51557	01/26/24
00530	01/05/24	BL AColl-Supply JAN24 B6724237	210-5-35-10-610.000 General Supplies	8.08	51557	01/26/24
00530	01/16/24	BL AColl-Supply JAN24 B6729660	210-5-35-10-640.201 Adult Collection	26.10	51557	01/26/24
00530	01/16/24	BL AColl-Supply JAN24 B6729660	210-5-35-10-610.000 General Supplies	1.01	51557	01/26/24
00530	01/16/24	BL AColl-Supply JAN24 B6729709	210-5-35-10-640.201 Adult Collection	120.92	51557	01/26/24
00530	01/16/24	BL AColl-Supply JAN24 B6729709	210-5-35-10-610.000 General Supplies	8.08	51557	01/26/24
00530	01/17/24	BL AColl JAN24 B6730574	210-5-35-10-640.201 Adult Collection	70.19	51557	01/26/24
22670	01/16/24	EJRP Credit Card Dec/Jan 6508 0124	210-5-30-10-610.000 General Supplies	373.91	51559	01/26/24
22670	01/16/24	EJRP Credit Card Dec/Jan 6508 0124	210-5-17-10-850.000 Community Events and Cele	4.99	51559	01/26/24
22670	01/16/24	EJRP Credit Card Dec/Jan 6508 0124	210-5-30-10-505.000 Tech. Subs, Licenses	347.31	51559	01/26/24
22670	01/16/24	EJRP Credit Card Dec/Jan 6508 0124	210-5-30-13-610.000 General Supplies	33.42	51559	01/26/24
03000	01/09/24	DEICER SALT ICE CNTRL BLK 2908998284	210-5-40-12-600.000 Salt, Sand and Gravel	11225.28	51560	01/26/24
03000	01/16/24	DEICER SALT ICE CNTRL BLK 2909022937	210-5-40-12-600.000 Salt, Sand and Gravel	5595.92	51560	01/26/24
19090	01/17/24	BL Roof Damage JAN24 temp 011724D	210-5-41-21-431.000 R&M Buildings & Grounds	1200.00	51562	01/26/24
V10617	12/21/23	LAMP-LH.FLASH. no Sales t C86030	210-5-40-12-430.000 R&M Vehicles & Equipment	88.35	51563	01/26/24
21210	01/18/24	SM SHOP TWL-RED- 4180588593	210-5-40-12-610.000 General Supplies	133.92	51566	01/26/24
21210	01/16/24	WATERBREAK CARBON/ SENDIM 5193017542	210-5-40-12-610.000 General Supplies	93.23	51566	01/26/24
30100	01/15/24	COBRA Admin Jan24 303591	210-5-10-10-210.000 Group Insurance	36.00	51567	01/26/24
27330	12/22/23	BL LibDon DEC23 W00294870	210-5-90-00-991.000 Library Donation Expense	894.73	51568	01/26/24
04940	01/12/24	PW TV Internet 1/19 to 2 00918110124	210-5-40-12-600.000 Salt, Sand and Gravel	86.00	51569	01/26/24
04940	01/12/24	PW TV Internet 1/19 to 2 00918110124	210-5-40-12-610.000 General Supplies	199.01	51569	01/26/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	01/19/24	2 Lincoln Internet Januar	206 0136343	210-5-41-20-530.000 Communications	198.39	51570	01/26/24
04940	01/03/24	Cable TV 1/1	0207722	210-5-41-22-530.000 Communications	21.43	51571	01/26/24
17025	01/16/24	CC Mtg 01102024	0160	210-5-11-10-330.000 Professtional Services	228.40	51572	01/26/24
24305	01/02/24	BL SUPPLY JAN24	7416806	210-5-35-10-610.000 General Supplies	163.82	51574	01/26/24
31275	01/22/24	Snow removal for 5 corner	10918	210-5-40-12-422.000 Snow Removal	3475.00	51576	01/26/24
25715	01/19/24	Dec 2023 36 Cascade wetla	23807 0124	210-5-40-13-330.000 Professional Services	2979.31	51577	01/26/24
25715	01/19/24	Engineering assistance S	23817 0124	210-5-40-13-330.000 Professional Services	712.00	51577	01/26/24
25715	01/19/24	EJ-Utillity Map Update	23818 0124	210-5-40-12-330.000 Professional Services	990.00	51577	01/26/24
25715	01/19/24	EJ-Capital Estimates	23823 0124	210-5-40-12-330.000 Professional Services	4361.00	51577	01/26/24
V10686	11/28/23	IAR Annual Subscrip 1/202	23-11787	210-5-25-10-570.000 Other Purchased Services	735.00	51578	01/26/24
V0795	01/25/24	Due to Town 012524	012524	210-2-00-00-215.000 Due to Town	3613.73	51581	01/26/24
V0795	12/28/23	Q2 shared services	122823	210-5-30-13-900.000 Transfer between Town/Cit	25191.12	51581	01/26/24
V0795	12/28/23	Q2 shared services	122823	210-5-18-10-800.108 Essex Police Dept	690778.16	51581	01/26/24
V0795	12/28/23	Q2 shared services	122823	210-5-15-10-900.000 Transfer between Town/Cit	19452.45	51581	01/26/24
V0795	12/28/23	Q2 shared services	122823	210-5-95-00-900.000 Transfer Between Town/Cit	50800.74	51581	01/26/24
23000	12/14/23	SHUR-PAC	2300018936	210-5-40-12-451.000 Summer Construction Servi	1200.16	51583	01/26/24
80021	01/09/24	Postage Rental Registry P	010924D	210-5-16-10-560.000 Postage	163.20	51585	01/26/24
80021	01/10/24	2 Lincoln general supplie	01102024JP	210-5-10-10-610.000 General Supplies	16.27	51585	01/26/24
80021	01/11/24	2 Lincoln Supplies Jan 23	11022024JP	210-5-10-10-610.000 General Supplies	15.40	51585	01/26/24
80021	01/07/24	Amazon Supplies Fire Dept	114-2286794-	210-5-25-10-610.000 General Supplies	36.96	51585	01/26/24
80021	01/08/24	Amazon Supplies Fire Dept	114-2296275-	210-5-25-10-610.000 General Supplies	198.92	51585	01/26/24
80021	01/01/24	JAN 24 HRIS	134532	210-5-10-10-340.000 Technical Services	611.34	51585	01/26/24
80021	01/04/24	VT HR Assoc Dues	19352251	210-5-10-10-500.000 Training, Conf, Dues	75.00	51585	01/26/24
80021	12/07/23	ClickAdmin11/2023	416652	210-5-10-10-340.000 Technical Services	350.00	51585	01/26/24
80021	12/07/23	ClickBrownell 11/2023	417120	210-5-10-10-340.000 Technical Services	180.00	51585	01/26/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	01/04/24	Admin time tracking Dec 2	418876	210-5-10-10-340.000 Technical Services	350.00	51585	01/26/24
80021	01/04/24	Brownell time tracking De	419336	210-5-30-10-330.000 Professional Services	180.00	51585	01/26/24
80021	01/11/24	staples CAT 5 Cable	43724	210-5-41-22-431.000 R&M Buildings & Grounds	49.99	51585	01/26/24
80021	01/08/24	0.2 ULTRA 2500 Plow Blade	45776	210-5-40-12-610.000 General Supplies	417.00	51585	01/26/24
80021	12/14/23	excel training for HR	5168	210-5-10-10-500.000 Training, Conf, Dues	129.00	51585	01/26/24
80021	01/03/24	R M Legis Brkfast 1 3/24	56819	210-5-10-10-500.000 Training, Conf, Dues	49.00	51585	01/26/24
80021	01/04/24	EH Legis Brkfast Jan/Mar	56829	210-5-11-10-500.000 Training, Conferences, Du	49.00	51585	01/26/24
80021	01/04/24	AT LegisBrkfast Jan/March	56830	210-5-11-10-500.000 Training, Conferences, Du	49.00	51585	01/26/24
80021	01/04/24	RC Legis Brkfast Jan 24	56833	210-5-11-10-500.000 Training, Conferences, Du	29.00	51585	01/26/24
80021	12/26/23	Amazon Fire Supplies	Fire12202023	210-5-25-10-610.000 General Supplies	41.98	51585	01/26/24
80021	12/26/23	Amazon 2 Lincoln Supplies	JP12202023	210-5-10-10-610.000 General Supplies	71.86	51585	01/26/24
80021	12/26/23	Amazon 2 Lincoln Supplies	JP12202023	210-5-11-10-610.000 General Supplies	23.36	51585	01/26/24
21845	01/18/24	BL Trng-TchS-APro-JCol-JP	0017 012024	210-5-35-10-505.000 Tech. Subs, Licenses	635.86	51587	01/26/24
21845	01/18/24	BL Trng-TchS-APro-JCol-JP	0017 012024	210-5-35-10-500.000 Training, Conf, Dues	219.60	51587	01/26/24
21845	01/18/24	BL Trng-TchS-APro-JCol-JP	0017 012024	210-5-35-10-840.201 Adult Programs	14.99	51587	01/26/24
21845	01/18/24	BL Trng-TchS-APro-JCol-JP	0017 012024	210-5-35-10-640.202 Juvenile Collection	173.80	51587	01/26/24
21845	01/18/24	BL Trng-TchS-APro-JCol-JP	0017 012024	210-5-35-10-840.202 Childrens Programs	143.92	51587	01/26/24
21835	01/18/24	Interest	01182024	210-5-25-10-610.000 General Supplies	6.19	51588	01/26/24
34895	01/18/24	11 JACKSON ST dumping fee	1768781	210-5-40-12-425.000 Trash Removal	1214.43	51589	01/26/24
34895	01/18/24	39 Cascade St recycle woo	1768818	210-5-40-12-425.000 Trash Removal	345.00	51589	01/26/24
07010	01/10/24	GMP Multi Solar Accts 12/	0102024 D	210-5-41-20-622.000 Electricity	581.46	51591	01/26/24
07010	01/10/24	GMP Multi Solar Accts 12/	0102024 D	210-5-41-22-622.000 Electricity	581.45	51591	01/26/24
07010	01/10/24	GMP Multi Solar Accts 12/	0102024 D	210-5-40-12-622.000 Electricity	70.27	51591	01/26/24
07010	01/10/24	GMP Multi Solar Accts 12/	0102024 D	210-5-41-21-622.000 Electricity	1022.03	51591	01/26/24
07010	01/10/24	GMP Multi Solar Accts 12/	0102024 D	210-5-40-12-622.000 Electricity	595.32	51591	01/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	01/10/24	GMP Multi Solar Accts 12/0102024 D	210-5-41-23-622.000 Electricity	332.49	51591	01/26/24
07010	GREEN MOUNTAIN POWER CORP	01/10/24	MSP Power Jan 0124 75MAPLA	210-5-41-26-622.000 Electricity	1259.69	51592	01/26/24
07010	GREEN MOUNTAIN POWER CORP	01/10/24	MSP Power Jan 0124 75MAPLE	210-5-41-26-622.000 Electricity	200.82	51593	01/26/24
07010	GREEN MOUNTAIN POWER CORP	10/10/23	MSP GMP Oct 102023 75 MA	210-5-41-26-622.000 Electricity	60.36	51594	01/26/24
80046	HAGESTAD CHRISTINA	12/19/23	Stipend PCAB Dec 23 121923CHages	210-5-11-10-190.000 Board Member Payments	50.00	51595	01/26/24
24250	IMPACT FIRE LLC	01/12/24	Annual Extinguisher Inspe 25027175	210-5-41-22-431.000 R&M Buildings & Grounds	1462.75	51597	01/26/24
26390	INT'L INST. OF MUN. CLERK	01/10/24	Annual Membership fee SMH 38385 - 2024	210-5-12-10-500.000 Training Conf Dues	185.00	51598	01/26/24
37715	INTEGRITY COMMUNICATIONS	01/11/24	Sr. Ctr Phone Line Redire 43272	210-5-14-10-330.000 Professional Services	60.00	51599	01/26/24
03525	KITTELL BRANAGAN & SARGEN	12/28/23	FY23 audit 91318	210-5-13-10-335.000 Audit	2458.89	51605	01/26/24
25625	LOWE'S - 1080	01/02/24	EJRP Lowes Jan 41910800124	210-5-30-12-610.000 General Supplies	6.16	51608	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-10-10-210.000 Group Insurance	204.47	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-13-10-210.000 Group Insurance	109.80	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-40-12-210.000 Group Insurance	86.82	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-40-13-210.000 Group Insurance	12.08	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-35-10-210.000 Group Insurance	256.20	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-16-10-210.000 Group Insurance	103.85	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-30-10-210.000 Group Insurance	183.00	51609	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	210-5-30-12-210.000 Group Insurance	73.20	51609	01/26/24
V9970	MIDWEST TAPE	10/13/23	BL JColl OCT23 504482021	210-5-35-10-640.202 Juvenile Collection	297.89	51610	01/26/24
03070	MINUTEMAN PRESS	01/12/24	City Stationary Jan 2024 57792	210-5-10-10-550.000 Printing and Binding	240.08	51611	01/26/24
V10462	MONAGHAN SAFAR DUCHAM PL	12/31/23	Dec 2023 legal Dec 2023	210-5-10-10-320.000 Legal Services	1237.50	51612	01/26/24
V10462	MONAGHAN SAFAR DUCHAM PL	12/31/23	Dec 2023 legal Dec 2023	210-5-16-10-320.000 Legal Services	1102.50	51612	01/26/24
12235	NEW ENGLAND CENTRAL RAILR	12/04/23	ROW Main and Maple 205664	210-5-40-12-441.000 Rental Land/Buildings	3850.59	51614	01/26/24
12235	NEW ENGLAND CENTRAL RAILR	12/04/23	ROW Grove St 205665	210-5-40-12-441.000 Rental Land/Buildings	345.67	51614	01/26/24
12235	NEW ENGLAND CENTRAL RAILR	12/04/23	ROW pedestrian crossing 206084	210-5-40-12-441.000 Rental Land/Buildings	3500.00	51614	01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37605	12/08/23	annual support FY24 54201	210-5-13-10-330.000 Professional Services	5425.00	51615	01/26/24
37605	12/30/23	annual license/support/di 54209	210-5-13-10-505.000 Tech. Subs, Licenses	1440.00	51615	01/26/24
37605	12/30/23	annual license/support/di 54209	210-5-13-10-330.000 Professional Services	1500.00	51615	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-10-10-210.000 Group Insurance	431.96	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-13-10-210.000 Group Insurance	233.97	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-40-12-210.000 Group Insurance	310.66	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-40-13-210.000 Group Insurance	22.62	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-35-10-210.000 Group Insurance	443.03	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-16-10-210.000 Group Insurance	140.51	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-30-10-210.000 Group Insurance	647.20	51616	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	210-5-30-12-210.000 Group Insurance	104.53	51616	01/26/24
19325	12/22/23	device replacement 21577	210-5-25-10-750.000 Machinery & Equipment	847.00	51617	01/26/24
24410	12/31/23	BL Courier-Grnt 9 DEC23 80272353	210-5-35-10-890.000 Federal Grant Expenditure	206.37	51622	01/26/24
24325	01/10/24	EJFD Radio Repair 24145852	210-5-25-10-611.000 Small Tools and Equipment	730.00	51623	01/26/24
24325	01/08/24	NMO Mount Kit 24145855	210-5-40-12-520.000 Workers Comp Insurance	81.00	51623	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-41-26-622.000 Electricity	654.81	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-41-23-622.000 Electricity	83.58	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-41-21-622.000 Electricity	268.43	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-41-22-622.000 Electricity	127.22	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-41-20-622.000 Electricity	127.23	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-40-12-622.000 Electricity	53.92	51626	01/26/24
17505	01/11/24	Service period 12/8 to 1/ 261SH	210-5-40-12-622.000 Electricity	39.60	51626	01/26/24
00275	11/27/23	PW USA Flag 30128	210-5-40-12-571.000 Streetscape Maintenance	114.90	51627	01/26/24
09105	01/02/24	EJRP Shred Service Jan 446649	210-5-30-10-330.000 Professional Services	24.00	51629	01/26/24
80067	12/11/24	Replace Snap EJFD 84158	210-5-25-10-612.000 Uniforms	18.00	51630	01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29835	01/12/24	SHERWIN-WILLIAMS Brownell Paint JAN24 32549	210-5-41-21-431.000 R&M Buildings & Grounds	50.02	51631	01/26/24
29835	01/23/24	SHERWIN-WILLIAMS Paint brush 35799	210-5-40-12-610.000 General Supplies	40.92	51631	01/26/24
23855	01/23/24	SOUTHWORTH-MILTON, INC. Element As-P INV3139185	210-5-40-12-430.000 R&M Vehicles & Equipment	99.75	51633	01/26/24
05590	01/10/24	STONE ENVIRONMENTAL INC Indian Brook Flow Monitor 16248	210-5-40-13-510.000 Permit, License, Registra	586.67	51634	01/26/24
21000	12/20/23	UNIFIRST CORPORATION BL Mats-Cntrct DEC23 1080186079	210-5-41-21-400.000 Contracted Services	65.78	51635	01/26/24
21000	01/03/24	UNIFIRST CORPORATION BL Mats-Cntrct JAN24 1080188616	210-5-41-21-400.000 Contracted Services	50.63	51635	01/26/24
21000	01/17/24	UNIFIRST CORPORATION BL Mats-Cntrct JAN24 1080191275	210-5-41-21-400.000 Contracted Services	65.78	51635	01/26/24
36130	01/17/24	VERIZON WIRELESS VSAT Cell Phone January 2024 9954463333	210-5-10-10-530.000 Communications	50.67	51636	01/26/24
36130	01/17/24	VERIZON WIRELESS VSAT Cell Phone January 2024 9954463333	210-5-25-10-530.000 Communications	280.07	51636	01/26/24
36130	01/17/24	VERIZON WIRELESS VSAT Cell Phone January 2024 9954463333	210-5-40-12-530.000 Communications	210.55	51636	01/26/24
11935	01/15/24	VIKING-CIVES USA BACK UP ALARM 97 DB Truck 4530312	210-5-40-12-430.000 R&M Vehicles & Equipment	59.60	51638	01/26/24
23395	01/10/24	VILLAGE HARDWARE - WILLIS GT3/4" Male Hose Mender 517682	210-5-40-12-610.000 General Supplies	8.54	51639	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-10-10-210.000 Group Insurance	87.97	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-13-10-210.000 Group Insurance	48.82	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-40-12-210.000 Group Insurance	60.31	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-40-13-210.000 Group Insurance	4.63	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-35-10-210.000 Group Insurance	96.20	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-16-10-210.000 Group Insurance	33.36	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-30-10-210.000 Group Insurance	125.65	51640	01/26/24
21230	01/19/24	VISION SERVICE PLAN (CT) Vision Feb 2024 819691459	210-5-30-12-210.000 Group Insurance	23.69	51640	01/26/24
07565	01/03/24	W B MASON CO INC Senior Center Supplies 243600801	210-5-30-13-610.000 General Supplies	37.92	51641	01/26/24
07565	01/05/24	W B MASON CO INC Senior Ctr Supplies 243673951	210-5-30-13-610.000 General Supplies	8.23	51641	01/26/24
07565	01/11/24	W B MASON CO INC Office Supplies 243814398	210-5-30-10-610.000 General Supplies	66.53	51641	01/26/24
07565	01/12/24	W B MASON CO INC Senior Ctr Supplies 243846997	210-5-30-13-610.000 General Supplies	66.08	51641	01/26/24
07565	01/15/24	W B MASON CO INC 2 Lincoln Cleaning Suppli 243863548	210-5-41-20-431.000 R&M Buildings & Grounds	198.96	51641	01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	01/15/24	Maintenance Supplies 243863588	210-5-30-12-610.000 General Supplies	337.45	51641	01/26/24
07565	01/15/24	BL Clnng Supplies JAN24 243863816	210-5-41-21-431.000 R&M Buildings & Grounds	161.97	51641	01/26/24
07565	01/23/24	Fire Dept. Supplies Jan 2 244059038	210-5-25-10-610.000 General Supplies	172.48	51641	01/26/24
07565	01/08/24	Sr Center CREDIT CM2426597	210-5-30-13-610.000 General Supplies	-8.23	51641	01/26/24
05375	01/05/24	Payroll Transfer PR-01/05/24	210-2-00-00-210.005 Misc Deductions Payable	76.00 E	11924	01/19/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-10-10-210.000 Group Insurance	9099.10 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-13-10-210.000 Group Insurance	812.42 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-40-12-210.000 Group Insurance	5849.45 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-40-13-210.000 Group Insurance	563.00 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-35-10-210.000 Group Insurance	9830.25 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-16-10-210.000 Group Insurance	1624.84 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-30-10-210.000 Group Insurance	11292.66 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-5-30-12-210.000 Group Insurance	2518.49 E	12624	01/26/24
40855	01/18/24	Health Jan 2024 011824 7728	210-2-00-00-210.006 Health Ins. Copay	2006.28 E	12624	01/26/24
80068	11/01/23	Tree removal for Crescent 23899	230-5-16-10-890.824 Cres. Connector	3150.00	51573	01/26/24
25715	01/19/24	Brickyard culvert enginee 22820 0124	230-5-40-13-895.830 BC2058 Brickyard Culvert	360.75	51577	01/26/24
25715	01/18/24	December Cres Conn Eng se 22822 0124	230-5-16-10-890.824 Cres. Connector	6102.74	51577	01/26/24
V10462	12/31/23	Dec 2023 legal Dec 2023	230-5-16-10-890.824 Cres. Connector	358.00	51612	01/26/24
39425	01/18/24	21-1457 2 Lincoln Renovat 5001	232-5-41-20-890.832 2 Lincoln Street Renovati	560.00	51628	01/26/24
25715	01/19/24	waterline Main St north o 21806 0124	254-5-54-70-723.004 Main St Water Line	13747.17	51577	01/26/24
03280	12/01/23	EJ Main Street Waterline 7006	254-5-54-70-723.004 Main St Water Line	221648.03	51580	01/26/24
03525	12/28/23	FY23 audit 91318	254-5-54-20-335.000 Audit	1229.44	51605	01/26/24
27840	01/16/24	Life Ins Feb 2024 1602405	254-5-54-20-210.000 Group Insurance	87.84	51609	01/26/24
24960	01/17/24	Dental Feb 2024 011724 6197	254-5-54-20-210.000 Group Insurance	310.66	51616	01/26/24
36130	01/17/24	Cell Phone January 2024 9954463333	254-5-54-20-530.000 Communications	181.04	51636	01/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	01/19/24	Vision Feb 2024 819691459	254-5-54-20-210.000 Group Insurance	60.31	51640	01/26/24
40855	CIGNA HEALTH AND LIFE INS	01/18/24	Health Jan 2024 011824 7728	254-5-54-20-210.000 Group Insurance	5849.45 E	12624	01/26/24
V10609	2G ENERGY INC.	01/16/24	2G not starting in auto t 415082400027	255-5-55-30-330.000 Professional Services	3399.05	51545	01/26/24
42625	ALDRICH & ELLIOTT PC	01/01/24	Professional Services 11/ 81839	255-5-55-70-730.003 10 Year Engineer Evaluati	3824.00	51549	01/26/24
07465	BIBENS ACE HARDWARE INC	01/08/24	P free dishsoap lab dishw 49999	255-5-55-30-618.000 Laboratory Supplies	13.98	51555	01/26/24
11375	CASELLA WASTE MANAGEMENT	01/01/24	2YD FL SERVICE MSW Dec 20 3522198	255-5-55-30-421.000 Grit Disposal	1260.81	51561	01/26/24
23455	CHITTENDEN SOLID WASTE DI	12/31/23	Biosolids Dec 23 Grasslan INV18653	255-5-55-30-568.000 Biosolids Subcontractor	8707.10	51565	01/26/24
06870	ENDYNE INC	11/16/23	Essex Jct. WWTF TKN Only 470297	255-5-55-30-340.001 Lab Testing	35.00	51579	01/26/24
06870	ENDYNE INC	01/11/24	Essex Jct. WWTF TKN Only 475597	255-5-55-30-340.001 Lab Testing	35.00	51579	01/26/24
06870	ENDYNE INC	01/24/24	Jan 24 eff metals sample 476507	255-5-55-30-340.001 Lab Testing	100.00	51579	01/26/24
38955	F W WEBB COMPANY	01/08/24	CMPRN TEE 3/8x3/8x3/8 BRS 83935540	255-5-55-30-570.000 Other Purchased Services	6.91	51582	01/26/24
29280	FIRST NATIONAL BANK OMAH	01/18/24	Visa Charges 12/20/23 to 04810124	255-5-55-30-612.000 Uniforms	989.82	51584	01/26/24
29280	FIRST NATIONAL BANK OMAH	01/18/24	Visa Charges 12/20/23 to 04810124	255-5-55-30-570.000 Other Purchased Services	77.96	51584	01/26/24
24785	GRAINGER	01/12/24	REPLACEMENT SHOWER TESTER 9960809490	255-5-55-30-609.000 Safety Supplies	107.46	51590	01/26/24
V1093	HOLLAND CO., INC.	01/22/24	Sodium Bisulfite Jan 2024 PI25541	255-5-55-30-619.000 Chemicals	5903.67	51596	01/26/24
24250	IMPACT FIRE LLC	01/23/24	Fire Extinguishers test 0485697R	255-5-55-30-431.000 R&M Buildings	695.00	51597	01/26/24
80070	JDV EQUIPMENT CORP	01/15/24	Dewatering parts for conv 5420 SP	255-5-55-30-570.000 Other Purchased Services	1219.00	51600	01/26/24
V10407	KIMBALL MIDWEST	01/18/24	CLAMP 101826811	255-5-55-30-570.000 Other Purchased Services	17.00	51604	01/26/24
03525	KITTELL BRANAGAN & SARGEN	12/28/23	FY23 audit 91318	255-5-55-30-335.000 Audit	1164.72	51605	01/26/24
V9454	LENNY'S SHOE & APP	01/19/24	uniform allowance Jay Klu 3532574	255-5-55-30-612.000 Uniforms	428.51	51607	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	255-5-55-30-210.000 Group Insurance	244.12	51609	01/26/24
V97100	NEBRA	01/16/24	2024 Membership Dues Annu 3345	255-5-55-30-500.000 Training, Conf, Dues	975.00	51613	01/26/24
24960	NORTHEAST DELTA DENTAL	01/17/24	Dental Feb 2024 011724 6197	255-5-55-30-210.000 Group Insurance	387.84	51616	01/26/24
V2093	SLACK CHEMICAL COMPANY IN	01/02/24	3,498 G Caustic 50% 6/30/ 465120	255-5-55-30-619.000 Chemicals	16218.30	51632	01/26/24
36130	VERIZON WIRELESS VSAT	01/17/24	Cell Phone January 2024 9954463333	255-5-55-30-530.000 Communications	141.03	51636	01/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	01/19/24	Vision Feb 2024 819691459	255-5-55-30-210.000 Group Insurance	87.22	51640	01/26/24
07565	W B MASON CO INC	01/15/24	BOUNTY SELECT-A-SIZE PAPER 243857549	255-5-55-30-610.000 General Supplies	159.92	51641	01/26/24
40855	CIGNA HEALTH AND LIFE INS	01/18/24	Health Jan 2024 011824 7728	255-5-55-30-210.000 Group Insurance	6911.25	12624	01/26/24
19630	BP WASTEWATER SERVICES LL	01/04/24	Milling services 22614	256-5-56-40-433.000 R&M Infrastructure	800.00	51556	01/26/24
26290	CHAMPLIN ASSOC. INC.	01/18/24	West st Transducer 4367	256-5-56-40-434.002 West Street PS Costs	831.19	51564	01/26/24
25715	DONALD L. HAMLIN CONSULT	01/19/24	12/1/23-12/31/23 collection 23808 0124	256-5-56-70-722.006 Collection Sys Capacity S	4605.43	51577	01/26/24
07010	GREEN MOUNTAIN POWER CORP	01/10/24	GMP Multi Solar Accts 12/ 0102024 D	256-5-56-40-622.000 Electricity	953.51	51591	01/26/24
07010	GREEN MOUNTAIN POWER CORP	01/10/24	GMP Multi Solar Accts 12/ 0102024 D	256-5-56-40-434.001 Susie Wilson PS Costs	642.91	51591	01/26/24
07010	GREEN MOUNTAIN POWER CORP	01/10/24	GMP Multi Solar Accts 12/ 0102024 D	256-5-56-40-434.002 West Street PS Costs	904.57	51591	01/26/24
03525	KITTELL BRANAGAN & SARGEN	12/28/23	FY23 audit 91318	256-5-56-40-335.000 Audit	646.95	51605	01/26/24
27840	MADISON NATIONAL LIFE INS	01/16/24	Life Ins Feb 2024 1602405	256-5-56-40-210.000 Group Insurance	117.12	51609	01/26/24
24960	NORTHEAST DELTA DENTAL	01/17/24	Dental Feb 2024 011724 6197	256-5-56-40-210.000 Group Insurance	292.43	51616	01/26/24
17505	SAND HILL SOLAR LLC KSI I	01/11/24	Service period 12/8 to 1/ 261SH	256-5-56-40-434.002 West Street PS Costs	151.49	51626	01/26/24
17505	SAND HILL SOLAR LLC KSI I	01/11/24	Service period 12/8 to 1/ 261SH	256-5-56-40-434.001 Susie Wilson PS Costs	118.80	51626	01/26/24
17505	SAND HILL SOLAR LLC KSI I	01/11/24	Service period 12/8 to 1/ 261SH	256-5-56-40-622.000 Electricity	168.66	51626	01/26/24
21230	VISION SERVICE PLAN (CT)	01/19/24	Vision Feb 2024 819691459	256-5-56-40-210.000 Group Insurance	58.20	51640	01/26/24
40855	CIGNA HEALTH AND LIFE INS	01/18/24	Health Jan 2024 011824 7728	256-5-56-40-210.000 Group Insurance	4630.79	12624	01/26/24
80069	RAFTELLIS FINANCIAL CONSU	01/12/24	Formation of SW utility 31852	257-5-57-50-330.000 Professional Services	1292.50	51624	01/26/24
19815	AMAZON CAPITAL SERVICES	01/21/24	RK MSP Supplies 1DDGKCP7HQXX	259-5-30-15-610.000 General Supplies	107.37	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/19/24	Vac Camp Supplies 1F41NNR66Q7N	259-5-30-15-610.000 General Supplies	8.12	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/11/24	RK MSP Supplies 1GMK9Y6WP17Q	259-5-30-15-610.000 General Supplies	42.50	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/10/24	RK Westford Supplies 1IDNDKL3H9MD	259-5-30-15-610.000 General Supplies	98.00	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/10/24	RK Westford CREDIT 1KRT6XF61R1J	259-5-30-15-610.000 General Supplies	-98.00	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/20/24	RK Westford Supplies 1M4K33L7F1WW	259-5-30-15-610.000 General Supplies	11.99	51551	01/26/24
19815	AMAZON CAPITAL SERVICES	01/12/24	Behavior Support Supplies 103WYKHYWJ9H	259-5-30-15-610.000 General Supplies	31.78	51551	01/26/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19815	01/20/24	AMAZON CAPITAL SERVICES RK FMS Supplies 1QR6LWJXFNH7	259-5-30-15-610.000 General Supplies	169.00	51551	01/26/24
19815	01/18/24	AMAZON CAPITAL SERVICES RK Westford Supplies 1X4HFTP9YL7N	259-5-30-15-610.000 General Supplies	42.46	51551	01/26/24
19815	01/22/24	AMAZON CAPITAL SERVICES Preschool Supplies 1XM3K9NMPQQ7	259-5-30-16-610.000 General Supplies	189.91	51551	01/26/24
80025	01/22/24	ANDERSON ERIN Dog Class Refund-Anderson 177835	259-4-30-14-020.312 Adult Programs	150.00	51553	01/26/24
07465	01/22/24	BIBENS ACE HARDWARE INC PS/Park St Supplies 50098	259-5-30-16-330.000 Professional Services	103.96	51555	01/26/24
22670	01/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card Dec/Jan 6508 0124	259-5-30-16-610.000 General Supplies	227.52	51559	01/26/24
22670	01/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card Dec/Jan 6508 0124	259-5-30-15-610.000 General Supplies	186.28	51559	01/26/24
22670	01/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card Dec/Jan 6508 0124	259-5-30-14-610.000 General Supplies	178.10	51559	01/26/24
27810	01/24/24	DOCNETWORK INC CampDoc Overage Jan 2412365	259-5-30-15-330.000 Professional Services	32.00	51575	01/26/24
80025	01/22/24	JOHNSON COURTNEY VacCamp Refund-Johnson \$3 177831	259-4-30-15-020.313 Childcare - AS	360.00	51601	01/26/24
80031	01/17/24	JOLY SARAH RK FMS Yoga 02	259-5-30-15-330.000 Professional Services	50.00	51602	01/26/24
V10545	01/10/24	KD ASSOCIATES, INC Preschool Lead Assessment 00023283	259-5-30-16-330.000 Professional Services	250.00	51603	01/26/24
80025	01/19/24	LAWRENCE SUZANNE Yoga Refund-Lawrence \$75 177792	259-4-30-14-020.312 Adult Programs	75.00	51606	01/26/24
27840	01/16/24	MADISON NATIONAL LIFE INS Life Ins Feb 2024 1602405	259-5-30-15-210.000 Group Insurance	255.69	51609	01/26/24
27840	01/16/24	MADISON NATIONAL LIFE INS Life Ins Feb 2024 1602405	259-5-30-16-210.000 Group Insurance	180.96	51609	01/26/24
24960	01/17/24	NORTHEAST DELTA DENTAL Dental Feb 2024 011724 6197	259-5-30-15-210.000 Group Insurance	248.45	51616	01/26/24
24960	01/17/24	NORTHEAST DELTA DENTAL Dental Feb 2024 011724 6197	259-5-30-16-210.000 Group Insurance	395.97	51616	01/26/24
17565	01/14/24	PARVANOV DRAGOMIR Soccer Sparks Sept-Dec 011424D	259-5-30-14-330.000 Professional Services	4884.00	51618	01/26/24
29425	01/10/24	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 100309	259-5-30-15-610.000 General Supplies	220.92	51619	01/26/24
29425	01/10/24	PERFORMANCE FOOD SERVICE RK FMS Snack 100316	259-5-30-15-610.000 General Supplies	223.33	51619	01/26/24
29425	01/10/24	PERFORMANCE FOOD SERVICE RK Summit Snack 100658	259-5-30-15-610.000 General Supplies	182.38	51619	01/26/24
29425	01/11/24	PERFORMANCE FOOD SERVICE RK Fleming Snack 101246	259-5-30-15-610.000 General Supplies	181.56	51619	01/26/24
29425	01/16/24	PERFORMANCE FOOD SERVICE RK Westford Snack 104016	259-5-30-15-610.000 General Supplies	229.47	51619	01/26/24
29425	01/17/24	PERFORMANCE FOOD SERVICE RK FMS Snack 104364	259-5-30-15-610.000 General Supplies	169.45	51619	01/26/24
29425	01/17/24	PERFORMANCE FOOD SERVICE RK MSP Snack 105120	259-5-30-15-610.000 General Supplies	190.44	51619	01/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	01/17/24	RK Westford Snack CREDIT 105197	259-5-30-15-610.000 General Supplies	-229.47	51619	01/26/24
29425	PERFORMANCE FOOD SERVICE	01/18/24	RK EES Snack 106017	259-5-30-15-610.000 General Supplies	334.77	51619	01/26/24
29425	PERFORMANCE FOOD SERVICE	01/23/24	RK Summit Snack 107833	259-5-30-15-610.000 General Supplies	183.02	51619	01/26/24
29425	PERFORMANCE FOOD SERVICE	01/24/24	RK Hiawatha Snack 108328	259-5-30-15-610.000 General Supplies	308.83	51619	01/26/24
29425	PERFORMANCE FOOD SERVICE	01/23/24	RK Fleming Snack 108329	259-5-30-15-610.000 General Supplies	144.06	51619	01/26/24
29425	PERFORMANCE FOOD SERVICE	01/24/24	RK MSP Snack 109129	259-5-30-15-610.000 General Supplies	129.41	51619	01/26/24
80071	PLUM THERAPY LLC KATRINA	01/24/24	Clinical Supervision Jan 012424D	259-5-30-15-330.000 Professional Services	150.00	51621	01/26/24
17420	RECREONICS INC	01/12/24	Diving Board 001350234600	259-5-30-11-431.000 R&M Buildings & Grounds	6441.50	51625	01/26/24
29835	SHERWIN-WILLIAMS	01/12/24	PS/Park Street Paint 32556	259-5-30-16-330.000 Professional Services	96.34	51631	01/26/24
36130	VERIZON WIRELESS VSAT	01/17/24	Cell Phone January 2024 9954463333	259-5-30-16-530.000 Communications	50.51	51636	01/26/24
25315	VESPA'S PIZZA PASTA & DEL	01/22/24	RK Training Food 1/22 012224D	259-5-30-15-610.000 General Supplies	142.00	51637	01/26/24
21230	VISION SERVICE PLAN (CT)	01/19/24	Vision Feb 2024 819691459	259-5-30-15-210.000 Group Insurance	62.37	51640	01/26/24
21230	VISION SERVICE PLAN (CT)	01/19/24	Vision Feb 2024 819691459	259-5-30-16-210.000 Group Insurance	83.62	51640	01/26/24
07565	W B MASON CO INC	01/17/24	RK Recruitment Supplies 243933258	259-5-30-15-610.000 General Supplies	10.99	51641	01/26/24
40855	CIGNA HEALTH AND LIFE INS	01/18/24	Health Jan 2024 011824 7728	259-5-30-15-210.000 Group Insurance	5768.17 E	12624	01/26/24
40855	CIGNA HEALTH AND LIFE INS	01/18/24	Health Jan 2024 011824 7728	259-5-30-16-210.000 Group Insurance	5686.96 E	12624	01/26/24

01/26/24

City of Essex Junction Accounts Payable

Page 14 of 14

04:35 pm

Check Warrant Report # 24031 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 01/19/24 To 01/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1270931.57		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,270,931.57
Let this be your order for the payments of these amounts.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/23/24	LEVER GREASE GUN 1 EA F 2355590	210-5-40-12-610.000 General Supplies	18.39	51642	02/09/24
05290	ADVANCE AUTO PARTS	01/23/24	8G-8FJX 1 EA GATES 1 EA 2355591	210-5-40-12-430.000 R&M Vehicles & Equipment	38.93	51642	02/09/24
05290	ADVANCE AUTO PARTS	01/26/24	9007 zXe GOLD TWIN 1 EA 2634879	210-5-40-12-610.000 General Supplies	55.29	51642	02/09/24
05290	ADVANCE AUTO PARTS	01/26/24	SYNPOWER FS GO 75W90 1 2655632	210-5-40-12-610.000 General Supplies	56.11	51642	02/09/24
05290	ADVANCE AUTO PARTS	01/31/24	12000 GVW RAMP 1 PR RHII, 3143327	210-5-40-12-610.000 General Supplies	153.97	51642	02/09/24
05290	ADVANCE AUTO PARTS	01/31/24	PENETRATING OIL 11OZ 11 1 3155749	210-5-40-12-610.000 General Supplies	188.89	51642	02/09/24
05290	ADVANCE AUTO PARTS	02/02/24	Lucas Oil Products 3323905	210-5-40-12-610.000 General Supplies	51.24	51642	02/09/24
19815	AMAZON CAPITAL SERVICES	01/25/24	BL JColl JAN24 13GNXPCWHMTN	210-5-35-10-640.202 Juvenile Collection	46.65	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/31/24	Office Supplies 16QQGTQ9GNXC	210-5-30-10-610.000 General Supplies	38.55	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/26/24	Senior Ctr Supplies 16Y7XGGLVK3X	210-5-30-13-610.000 General Supplies	69.75	51644	02/09/24
29085	BARRETT'S TREE SERVICE, I	01/24/24	Storm Damage Remediation 14288129	210-5-40-12-571.000 Streetscape Maintenance	3675.00	51649	02/09/24
30125	BIEBER PHILLIP	01/11/24	Stipend BWAC January 24 011124PBiebe	210-5-16-10-190.000 Board member Payments	50.00	51651	02/09/24
80025	BRAYTON, JIM	01/17/24	J.Brayton mailbox 70063 Lowes	210-5-40-12-600.000 Salt, Sand and Gravel	63.58	51653	02/09/24
00530	BRODART CO	01/29/24	BL LibDon-SUPPLY JAN24 B6736375	210-5-90-00-991.000 Library Donation Expense	78.28	51656	02/09/24
00530	BRODART CO	01/29/24	BL LibDon-SUPPLY JAN24 B6736375	210-5-35-10-610.000 General Supplies	5.05	51656	02/09/24
00530	BRODART CO	01/29/24	BL LibDon-SUPPLY JAN24 B6736504	210-5-35-10-610.000 General Supplies	1.01	51656	02/09/24
00530	BRODART CO	01/29/24	BL LibDon-SUPPLY JAN24 B6736504	210-5-90-00-991.000 Library Donation Expense	15.26	51656	02/09/24
16030	BROWN ELECTRIC	01/03/24	Street Lights and library 38436	210-5-40-12-610.200 Streetlight Supplies	992.75	51657	02/09/24
30360	BURLINGTON TELECOM	02/01/24	BL COMM JAN24 BT 022024	210-5-41-21-530.000 Communications	335.02	51658	02/09/24
03000	CARGILL SALT EASTERN INC	01/25/24	DEICER SALT ICE CNTRL BLK 20909071514	210-5-40-12-600.000 Salt, Sand and Gravel	5764.88	51659	02/09/24
03000	CARGILL SALT EASTERN INC	01/24/24	DEICER SALT ICE CNTRL BLK 219064782	210-5-40-12-600.000 Salt, Sand and Gravel	2750.88	51659	02/09/24
03000	CARGILL SALT EASTERN INC	01/18/24	DEICER SALT ICE CNTRL BLK 2909034972	210-5-40-12-600.000 Salt, Sand and Gravel	2868.80	51659	02/09/24
03000	CARGILL SALT EASTERN INC	01/19/24	DEICER SALT ICE CNTRL BLK 2909040558	210-5-40-12-600.000 Salt, Sand and Gravel	3857.92	51659	02/09/24
03000	CARGILL SALT EASTERN INC	01/22/24	DEICER SALT ICE CNTRL BLK 2909051298	210-5-40-12-600.000 Salt, Sand and Gravel	5826.48	51659	02/09/24
03000	CARGILL SALT EASTERN INC	01/28/24	DEICER SALT ICE CNTRL BLK 2909083297	210-5-40-12-600.000 Salt, Sand and Gravel	1950.96	51659	02/09/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03000	CARGILL SALT EASTERN INC	01/30/24	DEICER SALT ICE CNTRL BLK 2909098117	210-5-40-12-600.000 Salt, Sand and Gravel	5729.68	51659	02/09/24
07710	CCR SALES AND SERVICE LLC	01/18/24	Truck # 7 parts 74571	210-5-40-12-430.000 R&M Vehicles & Equipment	81.21	51661	02/09/24
26395	CCRPC	12/31/23	Oct-Dec 2023 GIS Service 2022-939	210-5-16-10-330.000 Professional Services	990.00	51662	02/09/24
26395	CCRPC	12/31/23	Oct-Dec 2023 GIS Service 2022-939	210-5-40-13-330.000 Professional Services	120.00	51662	02/09/24
V04609	CENTER POINT LARGE PRINT	02/01/24	BL AColl FEB24 2070293	210-5-35-10-640.201 Adult Collection	98.28	51663	02/09/24
33850	CENTRAL VERMONT PROPERTIE	01/31/24	ROW rent 9500259597	210-5-40-12-441.000 Rental Land/Buildings	50.00	51664	02/09/24
33850	CENTRAL VERMONT PROPERTIE	01/31/24	ROW rent 9500259612	210-5-40-12-441.000 Rental Land/Buildings	50.00	51664	02/09/24
80076	CENVEO WORLDWIDE LIMITED	02/02/24	Local election envelopes 111-580366	210-5-12-10-820.000 Elections	5008.24	51665	02/09/24
21120	CHAMPLAIN MEDICAL URGENT	02/04/24	Physicals Fire 00065358-00	210-5-25-10-330.000 Professional Services	710.00	51666	02/09/24
23455	CHITTENDEN SOLID WASTE DI	02/02/24	waste (old paint) 11003695	210-5-40-12-425.000 Trash Removal	166.32	51667	02/09/24
04940	COMCAST	01/23/24	MSP Internet Feb 0176315 0124	210-5-41-26-530.000 Communications	483.88	51669	02/09/24
04940	COMCAST	01/23/24	Park St Internet Feb 0210908 0124	210-5-41-23-530.000 Communications	307.60	51670	02/09/24
04940	COMCAST	01/27/24	Internet 026 0179210	210-5-41-22-530.000 Communications	180.90	51671	02/09/24
17025	COONRADT AMY	12/29/23	Recording Secretary CC 12 0159	210-5-11-10-330.000 Professtional Services	114.20	51673	02/09/24
17025	COONRADT AMY	01/24/24	Recording Secretary CC 01 0161	210-5-11-10-330.000 Professtional Services	68.52	51673	02/09/24
17025	COONRADT AMY	01/30/24	Recording Secretary CC 20 0162	210-5-11-10-330.000 Professtional Services	228.40	51673	02/09/24
17025	COONRADT AMY	02/02/24	Recording Secretary CC Mt 0163	210-5-11-10-330.000 Professtional Services	45.68	51673	02/09/24
31545	COSTCO #314	01/31/24	Water 314123536	210-5-25-10-610.000 General Supplies	155.69	51674	02/09/24
38280	CRYSTAL ROCK BOTTLED WATE	02/02/24	2 Lincoln Bottled Water 722277020224	210-5-41-20-610.000 General Supplies	53.96	51676	02/09/24
09325	DJ'S TREE SERVICE & LOGGI	01/30/24	tree in brook Brickyard R 27273	210-5-40-12-571.000 Streetscape Maintenance	1250.00	51677	02/09/24
35260	EAST COAST PRINTERS INC	01/25/24	ASSORTED CAPS- Century 21 01122412	210-5-40-12-612.000 Uniforms	360.00	51680	02/09/24
80021	FIRST NATIONAL BANK OF OM	01/12/24	2 Lincoln Gen Supplies 01092024JP	210-5-10-10-610.000 General Supplies	79.25	51685	02/09/24
80021	FIRST NATIONAL BANK OF OM	01/12/24	2 Lincoln Gen Supplies 01092024JP	210-5-25-10-610.000 General Supplies	9.98	51685	02/09/24
19005	FIRSTLIGHT FIBER	02/01/24	communications 16399672	210-5-40-12-530.000 Communications	215.85	51687	02/09/24
19005	FIRSTLIGHT FIBER	02/01/24	Tele FD 16399674	210-5-41-22-530.000 Communications	343.65	51688	02/09/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19005	02/01/24	FIRSTLIGHT FIBER MSP Internet February 16400144	210-5-41-26-530.000 Communications	360.00	51689	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. rubbish Jackson St 1771700	210-5-40-12-425.000 Trash Removal	143.94	51691	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. 2 Lincoln Garbage Jan 24 1771701	210-5-41-20-425.000 Trash Removal	316.49	51691	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. rubbish Railroad Ave 1771702	210-5-40-12-425.000 Trash Removal	585.53	51691	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. XMAS TREES removal 1771706	210-5-40-12-425.000 Trash Removal	850.00	51691	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. rubbish Beech St 1771867	210-5-40-12-425.000 Trash Removal	83.28	51691	02/09/24
34895	02/01/24	GAUTHIER TRUCKING, INC. MSP Trash Removal January 1772571	210-5-41-26-425.000 Trash Removal	440.15	51691	02/09/24
80042	01/23/24	GOV OS INC January land records 1NV4470	210-5-12-10-505.000 Tech. Subs Licenses	350.00	51694	02/09/24
80072	01/26/24	GOVHR MGT HOLDINGS Salary Study installment GR-03-00035	210-5-10-10-570.000 Other Purchased Services	5760.00	51695	02/09/24
80075	01/26/24	GREEN MTN GRILL CATERING Community Meal Jan 2024 1001	210-5-17-10-831.000 Special or New Programs	1635.00	51697	02/09/24
80046	01/23/24	HAGESTAD CHRISTINA Stipend PCAB Jan 24 012324CHages	210-5-11-10-190.000 Board Member Payments	50.00	51699	02/09/24
33495	01/10/24	INGRAM LIBRARY SERVICES I BL AColl JAN24 79858736	210-5-35-10-640.201 Adult Collection	13.56	51702	02/09/24
23980	02/05/24	INTERSTATE BATTERY OF VT 31-MHD CO IBL IB truck #3 18751	210-5-40-12-430.000 R&M Vehicles & Equipment	351.50	51704	02/09/24
15350	01/11/24	LINCOLN V TACY Stipend for BWAC January 011124TLinco	210-5-16-10-190.000 Board member Payments	50.00	51711	02/09/24
V10130	01/07/24	LOWE'S BUSINESS ACCOUNT EJF Hand Tools 01080	210-5-25-10-611.000 Small Tools and Equipment	253.62	51712	02/09/24
V10130	01/07/24	LOWE'S BUSINESS ACCOUNT EJFD Hand Tools 70961	210-5-25-10-611.000 Small Tools and Equipment	21.83	51712	02/09/24
V10130	01/07/24	LOWE'S BUSINESS ACCOUNT EJFD Hand Tools 71105	210-5-25-10-611.000 Small Tools and Equipment	485.39	51712	02/09/24
V10130	01/30/24	LOWE'S BUSINESS ACCOUNT Titanium drill 98494	210-5-40-12-610.000 General Supplies	37.96	51712	02/09/24
22885	01/15/24	MAPLE LEAF CARPET & TILE BL RM-CARPETTILE JAN24 12605	210-5-41-21-431.000 R&M Buildings & Grounds	2919.00	51713	02/09/24
13000	12/29/23	MARSHALL TIRE GROUP INC Vehicle: 2016 FRIEGHTLINE 73595	210-5-40-12-430.000 R&M Vehicles & Equipment	2319.28	51714	02/09/24
24620	01/25/24	MILTON RENTAL AND SALES Item ID: WACKER 1648499	210-5-40-12-430.000 R&M Vehicles & Equipment	101.89	51716	02/09/24
V10462	01/31/24	MONAGHAN SAFAR DUCHAM PL January legal Jan 2024	210-5-16-10-320.000 Legal Services	8909.40	51717	02/09/24
V10462	01/31/24	MONAGHAN SAFAR DUCHAM PL January legal Jan 2024	210-5-10-10-320.000 Legal Services	1710.00	51717	02/09/24
80058	01/22/24	MSR SOUND AV for Community Meal 012 1122-880672	210-5-17-10-831.000 Special or New Programs	1000.00	51718	02/09/24
14585	01/31/24	MUNICIPAL EMERGENCY SERVI SCBA Flow Testing IN2000452	210-5-25-10-570.000 Other Purchased Services	1036.18	51719	02/09/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
12235	NEW ENGLAND CENTRAL RAILR	02/01/24	land lease 208420	210-5-40-12-441.000 Rental Land/Buildings	2130.00	51720	02/09/24
37605	NEW ENGLAND MUNICIPAL RES	02/02/24	CAMA/prop rec card hostin 54474	210-5-15-10-505.000 Tech. Subs, Licenses	1000.00	51721	02/09/24
19325	OPEN APPROACH INC	01/26/24	laptop 21853	210-5-14-10-735.000 Tech Hardware, Software,	1430.16	51722	02/09/24
19325	OPEN APPROACH INC	01/26/24	laptop 21855	210-5-14-10-735.000 Tech Hardware, Software,	1430.00	51722	02/09/24
19325	OPEN APPROACH INC	01/31/24	IT migration installment 21871	210-5-14-10-330.000 Professional Services	2376.00	51722	02/09/24
19325	OPEN APPROACH INC	02/01/24	February 2024 IT services 21882	210-5-14-10-505.000 Tech. Subs, Licenses	5162.42	51722	02/09/24
19325	OPEN APPROACH INC	02/01/24	February 2024 IT services 21882	210-5-14-10-330.000 Professional Services	8970.00	51722	02/09/24
19325	OPEN APPROACH INC	02/06/24	PW docking station 22100	210-5-14-10-735.000 Tech Hardware, Software,	263.00	51722	02/09/24
19325	OPEN APPROACH INC	02/01/24	EJRP adult prog new lapto 22120	210-5-14-10-735.000 Tech Hardware, Software,	135.00	51722	02/09/24
19325	OPEN APPROACH INC	02/01/24	PW laptop imaging 22122	210-5-14-10-735.000 Tech Hardware, Software,	135.00	51722	02/09/24
V10729	OVERDRIVE INC	01/22/24	BL JColl JAN24 01459DA24019	210-5-35-10-640.202 Juvenile Collection	51.80	51723	02/09/24
V10554	PHOENIX BOOKS BURLINGTON	02/06/24	BL AColl-JColl FEB24 1074000	210-5-35-10-640.202 Juvenile Collection	149.53	51727	02/09/24
V10554	PHOENIX BOOKS BURLINGTON	02/06/24	BL AColl-JColl FEB24 1074000	210-5-35-10-640.201 Adult Collection	66.74	51727	02/09/24
80054	PLAYAWAY PRODUCTS LLC	01/05/24	BL JColl JAN24 450012	210-5-35-10-640.202 Juvenile Collection	108.73	51728	02/09/24
80054	PLAYAWAY PRODUCTS LLC	01/24/24	BL JColl JAN24 451332	210-5-35-10-640.202 Juvenile Collection	241.96	51728	02/09/24
80054	PLAYAWAY PRODUCTS LLC	01/30/24	BL JColl JAN24 452071	210-5-35-10-640.202 Juvenile Collection	63.73	51728	02/09/24
24410	PRIORITY EXPRESS INC	01/31/24	BL FedGrant-CRR JAN24 8027245	210-5-35-10-890.000 Federal Grant Expenditure	204.38	51730	02/09/24
05380	PURCHASE POWER	02/05/20	2 Lincoln Postage Jan 24 020520244061	210-5-10-10-560.000 Postage	705.50	51731	02/09/24
24325	RADIO NORTH GROUP INC	01/17/24	Pagers 24145870	210-5-25-10-611.000 Small Tools and Equipment	1467.00	51732	02/09/24
43275	RYCANDON MECHANICAL, INC.	01/24/24	HVAC Repair 2 Lincoln 15210	210-5-41-20-431.000 R&M Buildings & Grounds	453.00	51736	02/09/24
03180	SAFETY SYSTEMS OF VT LLC	02/01/24	MSP Alarm Contract 24654	210-5-30-12-330.000 Professional Services	410.00	51737	02/09/24
00275	SB SIGNS INC	11/27/23	EJFD banner per Keith 30145	210-5-25-10-613.000 Program Supplies	65.00	51738	02/09/24
00275	SB SIGNS INC	01/25/24	Signs for Open House Stra 30314	210-5-10-10-550.000 Printing and Binding	400.00	51738	02/09/24
09105	SECURE SHRED	01/30/24	Shred Service January 447403	210-5-30-10-330.000 Professional Services	24.00	51739	02/09/24
29470	SIKORA SERVICE CENTER	01/18/24	LOWER STEERING SHAFT 2019 37488	210-5-40-12-430.000 R&M Vehicles & Equipment	212.99	51740	02/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23855	01/12/24	Bottle Gp-Wa replaces 3131139	210-5-40-12-430.000 R&M Vehicles & Equipment	134.08	51741	02/09/24
23855	02/02/24	FOR LEAKS - Hydraulic sy 784472	210-5-40-12-430.000 R&M Vehicles & Equipment	1607.75	51741	02/09/24
29090	01/23/24	UTKMARK 3G14 SB FLR NEON 14959167701	210-5-40-12-610.000 General Supplies	36.45	51743	02/09/24
21000	01/31/24	BL ContrctMats JAN24 1080193758	210-5-41-21-400.000 Contracted Services	65.78	51745	02/09/24
00710	01/24/24	ShipBack Pressure Gauge 012424D	210-5-40-12-430.000 R&M Vehicles & Equipment	12.67	51747	02/09/24
36130	01/18/24	Credit due to combining a 9954500899	210-5-40-12-530.000 Communications	-31.83	51748	02/09/24
36130	01/18/24	Credit due to combining a 9954500899	210-5-25-10-530.000 Communications	-222.81	51748	02/09/24
36130	01/19/24	Past Due Balance 9954591709	210-5-40-12-530.000 Communications	49.48	51748	02/09/24
25315	02/02/24	City Pizza Fri 2/2 020224D	210-5-30-10-610.000 General Supplies	130.00	51749	02/09/24
11935	12/06/23	PROLINE SPINNER MOTOR FRO 4529192	210-5-40-12-430.000 R&M Vehicles & Equipment	232.36	51750	02/09/24
11935	12/08/23	hose Vehic maint 4529375	210-5-40-12-430.000 R&M Vehicles & Equipment	299.97	51750	02/09/24
11935	12/19/23	Sweeper Performed diag to 4529783	210-5-40-12-430.000 R&M Vehicles & Equipment	145.00	51750	02/09/24
11935	01/18/24	sweeper, DUCT INLET WELDE 4530527	210-5-40-12-430.000 R&M Vehicles & Equipment	630.00	51750	02/09/24
11935	01/18/24	LUG SAFETY CHAIN 3/8 CHA 4530574	210-5-40-12-430.000 R&M Vehicles & Equipment	16.66	51750	02/09/24
11935	01/24/24	Sweeper hydraulics 4530879	210-5-40-12-430.000 R&M Vehicles & Equipment	3911.30	51750	02/09/24
11935	01/24/24	JOHNSTON 1- 1/2 x 90 BARB 4530882	210-5-40-12-430.000 R&M Vehicles & Equipment	39.63	51750	02/09/24
11935	01/25/24	Description: LIFT YOKE PT 4530968	210-5-40-12-430.000 R&M Vehicles & Equipment	283.40	51750	02/09/24
22070	12/29/23	Postcard for Community Me 9441	210-5-17-10-831.000 Special or New Programs	1693.44	51751	02/09/24
23395	01/25/24	NUTS-BOLTS-SCREWS 517734	210-5-40-12-610.000 General Supplies	13.76	51752	02/09/24
23395	01/26/24	Angle Broom Dust Pan 517741	210-5-40-12-610.000 General Supplies	18.04	51752	02/09/24
23395	01/31/24	MAX 2PK AAAA Battery 517761	210-5-40-12-610.000 General Supplies	5.22	51752	02/09/24
23395	01/31/24	NUTS-BOLTS-SCREWS 517765	210-5-40-12-610.000 General Supplies	4.74	51752	02/09/24
23395	02/01/24	ENER2PK 3V Lith Battery 517772	210-5-40-12-610.000 General Supplies	8.07	51752	02/09/24
28470	01/05/24	Payroll Transfer PR-01/05/24	210-2-00-00-210.004 Retirement Payable	21992.67	51753	02/09/24
28470	01/19/24	Payroll Transfer PR-01/19/24	210-2-00-00-210.004 Retirement Payable	21969.98	51753	02/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.004 Retirement Payable	21139.77	51753	02/09/24
29825	01/23/24	MSP VT Gas Feb 157875601232	210-5-41-26-621.000 Natural Gas/Heating	440.21	51755	02/09/24
29825	01/23/24	service period 12/18/23 t 23962	210-5-41-23-621.000 Natural Gas/Heating	495.63	51756	02/09/24
29825	01/23/24	service period 12/18/23 t 23962	210-5-41-22-621.000 Natural Gas/Heating	792.42	51756	02/09/24
29825	01/23/24	service period 12/18/23 t 23962	210-5-41-21-621.000 Natural Gas/Heating	1153.68	51756	02/09/24
29825	01/23/24	service period 12/18/23 t 23962	210-5-40-12-621.000 Natural Gas/Heating	614.60	51756	02/09/24
29825	01/23/24	service period 12/18/23 t 23962	210-5-41-20-621.000 Natural Gas/Heating	828.96	51756	02/09/24
29825	01/23/24	MSP VT Gas Feb 810044012320	210-5-41-26-621.000 Natural Gas/Heating	653.16	51757	02/09/24
V2258	02/02/24	Morris winter workshop Feb24-05	210-5-13-10-500.000 Training, Conf, Dues	20.00	51758	02/09/24
07565	01/23/24	Think Tank Supplies Jan 2 244062872	210-5-11-10-610.000 General Supplies	114.07	51759	02/09/24
07565	01/24/24	Think Tank Supplies Jan 2 244086457	210-5-11-10-610.000 General Supplies	3.78	51759	02/09/24
07565	01/25/24	Cleaning Supplies 244131778	210-5-30-12-610.000 General Supplies	2.86	51759	02/09/24
07565	01/25/24	Office Supplies 244131998	210-5-30-10-610.000 General Supplies	113.17	51759	02/09/24
07565	01/26/24	2 Lincoln Supplies 244165502	210-5-10-10-610.000 General Supplies	77.98	51759	02/09/24
07565	01/26/24	2 Lincoln Supplies 244165502	210-5-12-10-610.000 General Supplies	40.99	51759	02/09/24
07565	01/30/24	Paper Supplies 244215579	210-5-30-12-610.000 General Supplies	210.22	51759	02/09/24
07565	01/31/24	BL SUPPLY JAN24 244256218	210-5-35-10-610.000 General Supplies	231.96	51759	02/09/24
17425	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.004 Retirement Payable	100.00	E 202241	02/02/24
V1160	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.004 Retirement Payable	2735.79	E 202242	02/02/24
V1161	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.004 Retirement Payable	5873.17	E 202243	02/02/24
V1165	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.002 Federal Inc Tax W/H	35916.41	E 207241	02/07/24
V2413	02/02/24	Payroll Transfer PR-02/02/24	210-2-00-00-210.003 State Inc Tax W/H	4503.48	E 207242	02/07/24
25715	01/18/24	Eng Main St Pocket Park 22815 0124	220-5-00-00-720.002 1 Main; Road Res-Q	2362.50	51678	02/09/24
25715	01/23/24	Phase 2Crescent Connector 228220124	230-5-16-10-890.824 Cres. Connector	8440.16	51678	02/09/24
V10462	01/31/24	January legal Jan 2024	230-5-16-10-890.824 Cres. Connector	595.50	51717	02/09/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
80077	BREADLOAF CONSTRUCTION CO	12/14/23	2 Lincoln Renovation Nov 23608 1123	232-5-41-20-890.832 2 Lincoln Street Renovati	2000.00	51654	02/09/24
80077	BREADLOAF CONSTRUCTION CO	01/24/24	2 Lincoln Renovation Dec 23608 1223	232-5-41-20-890.832 2 Lincoln Street Renovati	500.00	51654	02/09/24
36240	DUBOIS & KING INC	01/30/24	BL Gutter Review January 124218	232-5-41-21-730.001 Roof	463.18	51679	02/09/24
03280	ENGINEERS CONSTRUCTION IN	12/08/23	EJ Main Street Waterline 7083	254-5-54-70-723.004 Main St Water Line	119347.92	51682	02/09/24
03280	ENGINEERS CONSTRUCTION IN	12/22/23	EJ Main Street Waterline 7096	254-5-54-70-723.004 Main St Water Line	72265.07	51682	02/09/24
V2227	TI-SALES, INC.	01/03/24	Neptune MRX920 Mobile Dat 0165733	254-5-54-70-750.001 Meter Replacement Program	13378.88	51744	02/09/24
36130	VERIZON WIRELESS VSAT	01/19/24	Past Due Balance 9954591709	254-5-54-20-530.000 Communications	49.48	51748	02/09/24
29825	VT GAS SYSTEMS	01/23/24	service period 12/18/23 t 23962	254-5-54-20-621.000 Natural Gas/Heating	515.00	51756	02/09/24
14685	ALLIANCE MECHANICAL	01/31/24	Garage one heater Maint. 070200	255-5-55-30-570.000 Other Purchased Services	225.00	51643	02/09/24
14685	ALLIANCE MECHANICAL	01/31/24	Motor voltage check and w 070386	255-5-55-30-570.000 Other Purchased Services	192.50	51643	02/09/24
80074	AUTOMATECH INC	01/31/24	Win911 support 1369490	255-5-55-30-505.000 Tech. Subs, Licenses	900.00	51647	02/09/24
20660	BRENNTAG LUBRICANTS LLC	12/21/23	MOBIL DELVAC XTREME GREAS 462941	255-5-55-30-570.000 Other Purchased Services	119.56	51655	02/09/24
20660	BRENNTAG LUBRICANTS LLC	12/29/23	MOBILGEAR 600 XP 220 38# 467082	255-5-55-30-570.000 Other Purchased Services	312.64	51655	02/09/24
04940	COMCAST	01/23/24	internet only 1/30 to 2/ 03160280124	255-5-55-30-530.000 Communications	288.34	51672	02/09/24
V10616	EVOQUA WATER TECH LLC	01/31/24	BIOXIDE 3613 gal Jan 2024 906300879	255-5-55-30-619.000 Chemicals	11742.25	51683	02/09/24
04640	FASTENAL INDUSTRIAL & CON	01/17/24	respirators for all staff 325760	255-5-55-30-609.000 Safety Supplies	1099.98	51684	02/09/24
19005	FIRSTLIGHT FIBER	02/01/24	communication/telephone F 16399649	255-5-55-30-530.000 Communications	542.70	51686	02/09/24
07010	GREEN MOUNTAIN POWER CORP	01/18/24	39 Cascade service 12/19 0124Cascade	255-5-55-30-622.000 Electricity	12134.69	51696	02/09/24
09050	HACH COMPANY	01/24/24	TUBING KIT, CL17sc 13893984	255-5-55-30-570.000 Other Purchased Services	454.00	51698	02/09/24
V1093	HOLLAND CO., INC.	12/18/23	Sodium Bisulfite Solution PI25017	255-5-55-30-619.000 Chemicals	5925.00	51700	02/09/24
24250	IMPACT FIRE LLC	01/25/24	20 LB CO2 FIRE EXT no tax 25027576 WO	255-5-55-30-431.000 R&M Buildings	805.00	51701	02/09/24
19325	OPEN APPROACH INC	02/01/24	February 2024 PS Support 21974	255-5-55-30-340.000 Technical Services	130.00	51722	02/09/24
03160	P & H SENESAC INC	01/31/24	POLYMER FOR DEWATERING 20904	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	51724	02/09/24
V2124	STAPLES ADVANTAGE	12/30/23	LIFELINE AUTO AED PACKAGE 3555676901	255-5-55-30-609.000 Safety Supplies	1617.48	51742	02/09/24
V2124	STAPLES ADVANTAGE	12/30/23	CPR FIRST AID/ AED A/C/I 3555676905	255-5-55-30-500.000 Training, Conf, Dues	1080.99	51742	02/09/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	12/30/23	FULL AED PROGRAM MANGMENT	3555676908	255-5-55-30-610.000 General Supplies	267.99	51742	02/09/24
V2124	02/03/24	FRIXION GEL BLU MED REF 3	3558690553	255-5-55-30-610.000 General Supplies	38.90	51742	02/09/24
36130	01/18/24	Credit due to combining a	9954500899	255-5-55-30-530.000 Communications	-95.46	51748	02/09/24
29825	01/23/24	service period 12/18/23 t	23962	255-5-55-30-621.000 Natural Gas/Heating	2321.64	51756	02/09/24
07565	01/22/24	DISTILLED WATER,PURE LIFE	244031361	255-5-55-30-618.000 Laboratory Supplies	119.92	51759	02/09/24
19630	01/31/24	Pole Camera services HSPS	23029	256-5-56-40-433.000 R&M Infrastructure	1000.00	51652	02/09/24
19325	02/01/24	February 2024 PS Support	21974	256-5-56-40-340.000 Technical Services	560.00	51722	02/09/24
29090	01/23/24	5 QUIKMARK 3614 SB FLR NE	149591677	256-5-56-40-610.000 General Supplies	36.45	51743	02/09/24
36130	01/23/24	PS Communication 12/24/2	9955023059	256-5-56-40-434.001 Susie Wilson PS Costs	78.31	51748	02/09/24
36130	01/23/24	PS Communication 12/24/2	9955023059	256-5-56-40-434.002 West Street PS Costs	78.31	51748	02/09/24
36130	01/23/24	PS Communication 12/24/2	9955023059	256-5-56-40-433.000 R&M Infrastructure	304.03	51748	02/09/24
29825	01/23/24	service period 12/18/23 t	23962	256-5-56-40-621.000 Natural Gas/Heating	137.25	51756	02/09/24
29825	01/23/24	service period 12/18/23 t	23962	256-5-56-40-434.002 West Street PS Costs	49.95	51756	02/09/24
29825	01/23/24	service period 12/18/23 t	23962	256-5-56-40-434.001 Susie Wilson PS Costs	47.96	51756	02/09/24
19815	02/05/24	Preschool Supplies	116Q9L7G6G9F	259-5-30-16-610.000 General Supplies	185.70	51644	02/09/24
19815	02/05/24	Preschool Supplies	11RQ1R446JJ6	259-5-30-16-610.000 General Supplies	74.76	51644	02/09/24
19815	01/28/24	RK Supplies	13H1F7JL7XC4	259-5-30-15-610.000 General Supplies	33.99	51644	02/09/24
19815	01/23/24	RK Summit Supplies	14K33YK716LF	259-5-30-15-610.000 General Supplies	232.91	51644	02/09/24
19815	02/03/24	Preschool Supplies	17G4CFWXQRVL	259-5-30-16-610.000 General Supplies	50.43	51644	02/09/24
19815	02/03/24	Egg Hunt Supplies	1C1VML14R766	259-5-30-14-610.000 General Supplies	220.74	51644	02/09/24
19815	01/31/24	RK Office Supplies	1D3TGPYNFG3Q	259-5-30-15-610.000 General Supplies	18.43	51644	02/09/24
19815	01/25/24	PS Supplies	1DT3X6CCGNYY	259-5-30-16-610.000 General Supplies	60.88	51644	02/09/24
19815	01/28/24	RK FMS Supplies	1F47N9W96QW4	259-5-30-15-610.000 General Supplies	5.38	51644	02/09/24
19815	01/31/24	RK Summit Supplies	1FFLNFNGHGPM	259-5-30-15-610.000 General Supplies	19.99	51644	02/09/24
19815	02/02/24	RK MSP Supplies	1FQCW9C3MWGM	259-5-30-15-610.000 General Supplies	48.44	51644	02/09/24

12:15 pm

Check Warrant Report # 24032 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 02/02/24 To 02/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	01/23/24 RK Westford Supplies 1G7RDXNM1WRR	259-5-30-15-610.000 General Supplies	9.99	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/26/24 RK FMS Supplies 1G7RDXNMRPKX	259-5-30-15-610.000 General Supplies	103.34	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/05/24 RK Hiawatha Supplies 1GCJ16RN6FW1	259-5-30-15-610.000 General Supplies	131.03	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/03/24 RK Summit Supplies 1GF9TM33R4JW	259-5-30-15-610.000 General Supplies	17.98	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/27/24 Behavior Support Supplies 1HTMW6HNXT47	259-5-30-15-610.000 General Supplies	125.92	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/25/24 PS Supplies 1INVQ7XTHLRG	259-5-30-16-610.000 General Supplies	7.29	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/29/24 RK Summit Supplies 1JFT1TRFDY6	259-5-30-15-610.000 General Supplies	194.69	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/01/24 RK Summit Supplies 1JPY1KHFGWW6	259-5-30-15-610.000 General Supplies	29.77	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/24/24 Program Supplies 1KPN91QH9NGH	259-5-30-14-610.000 General Supplies	122.86	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/25/24 RK Fleming Supplies 1LFDHP71LWMJ	259-5-30-15-610.000 General Supplies	76.59	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/25/24 RK Westford Supplies 1MCXWDPDHTQ7	259-5-30-15-610.000 General Supplies	39.99	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	01/31/24 RK EES Supplies 1QFX6RY319GR	259-5-30-15-610.000 General Supplies	376.35	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/06/24 RK EES Supplies 1QMX7QHNGGKK	259-5-30-15-610.000 General Supplies	64.91	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/01/24 RK MSP Supplies 1TYFRKDDGRP6	259-5-30-15-610.000 General Supplies	112.48	51644	02/09/24
19815	AMAZON CAPITAL SERVICES	02/03/24 RK Westford Supplies 1YFY3G4YRDCK	259-5-30-15-610.000 General Supplies	61.78	51644	02/09/24
80025	BAILEY, ART	01/29/24 Yoga Refund-Bailey \$75 177957	259-4-30-14-020.312 Adult Programs	75.00	51648	02/09/24
07465	BIBENS ACE HARDWARE INC	01/24/24 Preschool/Park St Project 50115	259-5-30-16-431.000 R&M Buildings & Grounds	116.96	51650	02/09/24
27590	CATAMOUNT COLOR (OFFSET H	01/25/24 Childcare Camp Brochure 32111	259-5-30-17-330.000 Professional Services	1577.00	51660	02/09/24
25120	CLICKTIME.COM	02/01/24 EJRP Timesheets January 421148	259-5-30-10-505.000 Tech. Subs, Licenses	1072.00	51668	02/09/24
80078	CRYSTAL CITY SPORTS PUB	01/08/24 DC Meal 4/22 207227	259-5-30-14-330.000 Professional Services	1449.00	51675	02/09/24
19430	ELEGANT FLOORS LLC	01/31/24 Preschool/Park St Project CG400054	259-5-30-16-431.000 R&M Buildings & Grounds	10622.89	51681	02/09/24
37875	FLEETPRIDE	12/01/23 EJRP Bus Inspection 12/1 8502	259-5-30-15-330.000 Professional Services	151.20	51690	02/09/24
37875	FLEETPRIDE	01/31/24 Bus Maintenance 8802	259-5-30-15-330.000 Professional Services	113.40	51690	02/09/24
34895	GAUTHIER TRUCKING, INC.	02/06/24 Preschool/Park St Project 1774241	259-5-30-16-431.000 R&M Buildings & Grounds	618.38	51691	02/09/24
19215	GENGRAS CASSANDRA	02/05/24 Robot Art Program Jan/Feb 1	259-5-30-14-330.000 Professional Services	1120.00	51692	02/09/24

12:15 pm

Check Warrant Report # 24032 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 02/02/24 To 02/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04035	01/08/24	Preschool/Park St Project 122335	259-5-30-16-431.000 R&M Buildings & Grounds	99.20	51693	02/09/24
19480	02/06/24	Spy Museum 4/24 020624D	259-5-30-14-330.000 Professional Services	1094.00	51703	02/09/24
15145	02/01/24	AFTERSCHOOL HIRING INV92120	259-5-30-15-330.000 Professional Services	1000.00	51705	02/09/24
V10568	01/22/24	Preschool/Park St Project S1594778	259-5-30-16-431.000 R&M Buildings & Grounds	682.00	51706	02/09/24
19385	01/04/24	Shear Madness 4/24 40869068	259-5-30-14-330.000 Professional Services	2620.32	51707	02/09/24
28895	01/29/24	Kindermusik January 1023	259-5-30-14-330.000 Professional Services	462.00	51708	02/09/24
80063	01/24/20	Preschool/Park St Project 012424D	259-5-30-16-431.000 R&M Buildings & Grounds	3800.00	51709	02/09/24
07070	01/23/24	Fusion Club Volleyball 012324D	259-5-30-14-330.000 Professional Services	9586.00	51710	02/09/24
14570	02/07/24	RK Fleming Field Trip 1/1 843926	259-5-30-15-330.000 Professional Services	900.00	51715	02/09/24
29425	01/15/24	RK Westford Snack 101422	259-5-30-15-610.000 General Supplies	229.47	51725	02/09/24
29425	01/29/24	RK FMS Snack 110923	259-5-30-15-610.000 General Supplies	254.75	51725	02/09/24
29425	01/29/24	RK Westford Snack 111055	259-5-30-15-610.000 General Supplies	196.95	51725	02/09/24
29425	01/30/24	RK MSP Snack 112275	259-5-30-15-610.000 General Supplies	204.77	51725	02/09/24
29425	01/31/24	RK EES Snack 112413	259-5-30-15-610.000 General Supplies	310.13	51725	02/09/24
29425	02/01/24	RK Summit Snack 113639	259-5-30-15-610.000 General Supplies	333.92	51725	02/09/24
29425	02/05/24	RK Westford Supplies 115145	259-5-30-15-610.000 General Supplies	20.98	51725	02/09/24
29425	02/05/24	RK FMS Snack 115275	259-5-30-15-610.000 General Supplies	206.03	51725	02/09/24
29425	02/07/24	RK Hiawatha Snack 116283	259-5-30-15-610.000 General Supplies	131.11	51725	02/09/24
29425	02/06/24	RK MSP Snack 116528	259-5-30-15-610.000 General Supplies	313.62	51725	02/09/24
29425	02/07/24	RK EES Snack 116706	259-5-30-15-610.000 General Supplies	208.43	51725	02/09/24
29425	02/07/24	RK Fleming Snack 117374	259-5-30-15-610.000 General Supplies	188.35	51725	02/09/24
14230	02/06/24	DC Busses P75379	259-5-30-14-330.000 Professional Services	22730.00	51729	02/09/24
20620	02/06/24	Playgroup January 020624D	259-5-30-14-330.000 Professional Services	270.00	51733	02/09/24
80073	01/29/24	RecTrac Summer Camp Servi 012924D	259-5-30-17-330.000 Professional Services	400.00	51734	02/09/24
22730	01/24/24	KC Cafe 4/24 012424D	259-5-30-14-330.000 Professional Services	2564.28	51735	02/09/24

For Check Acct 01 (GENERAL FUND) All check #s 02/02/24 To 02/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
43275	01/31/24	RYCANDON MECHANICAL, INC. Preschool/Park St Project 15220	259-5-30-16-431.000 R&M Buildings & Grounds	510.00	51736	02/09/24
04205	02/06/24	UNO PIZZERIA & GRILL DC Meal 4/21 020624D	259-5-30-14-330.000 Professional Services	1725.00	51746	02/09/24
36130	01/18/24	VERIZON WIRELESS VSAT Credit due to combining a 9954500899	259-5-30-16-610.000 General Supplies	-31.83	51748	02/09/24
25945	01/30/24	VT AFTERSCHOOL RK Training 1/22 6474	259-5-30-15-330.000 Professional Services	120.00	51754	02/09/24
07565	01/29/24	W B MASON CO INC PS Supplies 244192838	259-5-30-16-610.000 General Supplies	28.99	51759	02/09/24
07565	01/31/24	W B MASON CO INC RK Fleming Supplies 244258383	259-5-30-15-610.000 General Supplies	167.46	51759	02/09/24
Report Total				574612.44		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***574,612.44
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
From: Jess Morris, Finance Director
Date: February 7, 2024
Subject: January Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 1/31/24 therefore the year to date actuals are for the period 7/1/23-1/31/24, and the month actuals are for the month of January.

While we will continue to receive January invoices over the coming weeks, we are about 58% of the way through the fiscal year. The General Fund revenue is about 97% of budget or \$10,703,921 and expenditures are about 55% of budget or \$6,239,450.

The Water Fund operating revenue is about 39% of budget or \$671,793 and operating expenditures are about 49% of budget or \$826,941. The Wastewater Fund operating revenue is about 48% of budget or \$1,399,098 and operating expenditures are about 52% of budget or \$1,518,686. The Sanitation Fund operating revenue is about 36% of budget or \$308,916 and operating expenditures are about 52% of budget or \$342,057. Utility bills will be mailed at the end of the month so there will be a significant increase in revenue in February across all three enterprise funds.

There are currently 180 utility accounts with delinquent balances for a total of \$49,590, with \$25,304 outstanding from the October billing cycle. In December, there were 188 delinquent utility accounts with a balance of \$52,302, with \$27,453 of that balance from the October billing cycle.

The EJRP Program Fund revenue is about 57% of budget or \$1,813,375 and expenditures are about 62% of budget or \$1,977,280. The expenditures in this fund are higher at this point in the year due to seasonal activity in summer programming and the pool.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments and annual dues/memberships to various organizations.

Also included with the financial report are summaries of the ARPA Fund activity, LOT Fund activity, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,303,581.30	117,404.70	98.87%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	8,800.00	8,800.00	50.00%	0.00
210-4-00-00-020.022 Rents and Royalties	1.00	0.00	1.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	184,005.00	92,002.50	92,002.50	50.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	46,001.50	46,001.50	50.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	92,002.50	92,002.50	50.00%	0.00
210-4-00-00-042.001 PILOT Revenue	17,000.00	14,309.37	2,690.63	84.17%	0.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	0.00	3,436.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,987.00	0.00	38,987.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	95,587.84	-93,087.84	3,823.51%	126.67
210-4-00-00-080.001 State District Court Fine	2,000.00	4,031.86	-2,031.86	201.59%	105.00
210-4-00-00-085.000 Penalties	70,367.00	30,999.32	39,367.68	44.05%	0.00
210-4-00-00-086.000 Interest	13,426.00	6,561.10	6,864.90	48.87%	692.37
210-4-00-00-098.000 Misc Revenue	1,500.00	10,043.45	-8,543.45	669.56%	16.00
Total General Revenues	11,052,516.00	10,703,920.74	348,595.26	96.85%	940.04
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	0.00	18.00	-18.00	100.00%	5.00
210-4-12-10-020.004 Recording Fees	86,000.00	26,213.00	59,787.00	30.48%	3,597.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	183.50	5,406.50	3.28%	49.00
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	440.00	6,760.00	6.11%	120.00
210-4-12-10-020.023 Records Preservation	0.00	9,504.00	-9,504.00	100.00%	1,300.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	695.00	2,180.00	24.17%	415.00
210-4-12-10-030.003 Marriage Licenses	624.00	150.00	474.00	24.04%	0.00
210-4-12-10-030.004 Animal Licenses	2,500.00	1,020.00	1,480.00	40.80%	588.00
210-4-12-10-030.005 Green Mountain Passport	120.00	54.00	66.00	45.00%	8.00
210-4-12-10-030.006 DMV Registrations	99.00	0.00	99.00	0.00%	0.00
Total Clerk Revenue	105,008.00	38,277.50	66,730.50	36.45%	6,082.00
210-4-14-10 Information Technology					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	7,000.00	7,000.00	50.00%	0.00
Total Information Technology	14,000.00	7,000.00	7,000.00	50.00%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	17,805.08	21,194.92	45.65%	1,650.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
Total ComDev Revenues	79,158.00	17,805.08	61,352.92	22.49%	1,650.00
210-4-17 EconDev Revenues					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
Total EconDev Revenues	4,000.00	0.00	4,000.00	0.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	10.00	10.00	0.00	100.00%	0.00
Total Fire Revenues	10.00	10.00	0.00	100.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	12,479.00	590.00	11,889.00	4.73%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
Total EJPJ Revenues	12,479.00	1,340.00	11,139.00	10.74%	0.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	636.48	-636.48	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	800.00	-800.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	500.00	494.21	5.79	98.84%	127.30
Total Library Revenues	500.00	1,930.69	-1,430.69	386.14%	127.30
210-4-40 PW Revenues					
210-4-40-12-042.006 State Aid to Highways	130,000.00	125,136.30	4,863.70	96.26%	0.00
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	0.00	20,000.00	0.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	1,190.20	2,309.80	34.01%	100.00
210-4-40-13-041.000 State and Other Grant Rev	0.00	11,468.00	-11,468.00	100.00%	0.00
Total PW Revenues	153,500.00	137,794.50	15,705.50	89.77%	100.00
210-4-41 Building Revenues					
Total Building Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	3,101.00	-3,101.00	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	953.99	-953.99	100.00%	80.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	358.00	-358.00	100.00%	63.00
Total Other Sources and Uses	0.00	4,412.99	-4,412.99	100.00%	143.00
Total Revenue	11,421,171.00	10,912,491.50	508,679.50	95.55%	9,042.34
Total Revenues	11,421,171.00	10,912,491.50	508,679.50	95.55%	9,042.34
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	338,567.00	179,580.50	158,986.50	53.04%	12,870.08
210-5-10-10-210.000 Group Insurance	98,127.00	62,398.65	35,728.35	63.59%	10,392.24

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10-220.000 Social Security	26,085.00	17,960.35	8,124.65	68.85%	1,268.30
210-5-10-10-230.000 Retirement	28,897.00	15,107.99	13,789.01	52.28%	1,093.96
210-5-10-10-320.000 Legal Services	40,000.00	5,856.50	34,143.50	14.64%	1,237.50
210-5-10-10-330.000 Professional Services	6,025.00	12,345.00	-6,320.00	204.90%	-91.36
210-5-10-10-340.000 Technical Services	9,552.00	6,746.60	2,805.40	70.63%	1,491.34
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	3,392.68	857.32	79.83%	331.33
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	2,028.00	2,219.00	47.75%	124.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	8,942.77	1,932.23	82.23%	0.00
210-5-10-10-530.000 Communications	3,300.00	3,384.20	-84.20	102.55%	-29.27
210-5-10-10-540.000 Advertising	15,075.00	2,735.00	12,340.00	18.14%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	1,647.90	3,922.10	29.59%	240.08
210-5-10-10-560.000 Postage	2,000.00	4,401.64	-2,401.64	220.08%	755.79
210-5-10-10-570.000 Other Purchased Services	1,000.00	11,520.00	-10,520.00	1,152.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	1,163.95	4,836.05	19.40%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	1,881.92	3,118.08	37.64%	221.77
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	1,311.63	4,688.37	21.86%	0.00
Total Administration	611,570.00	342,405.28	269,164.72	55.99%	29,905.76
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	16,500.00	300.00	16,200.00	1.82%	50.00
210-5-11-10-190.001 City Council Payments	12,500.00	6,250.00	6,250.00	50.00%	0.00
210-5-11-10-220.000 Social Security	956.00	478.10	477.90	50.01%	0.00
210-5-11-10-330.000 Professtional Services	32,114.00	14,868.77	17,245.23	46.30%	102.78
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,599.00	1,964.00	88.82%	127.00
210-5-11-10-540.000 Advertising	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	809.66	1,190.34	40.48%	23.36
Total Legislative	83,333.00	38,305.53	45,027.47	45.97%	303.14
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	162,763.00	80,890.46	81,872.54	49.70%	6,211.74
210-5-12-10-120.000 Part Time Salaries	2,785.00	0.00	2,785.00	0.00%	0.00
210-5-12-10-130.000 Overtime	434.00	0.00	434.00	0.00%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	8,842.14	42,306.86	17.29%	0.00
210-5-12-10-220.000 Social Security	12,790.00	6,167.32	6,622.68	48.22%	473.36
210-5-12-10-230.000 Retirement	15,627.00	7,727.27	7,899.73	49.45%	592.27
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-442.000 Rental Vehicles/Equip	2,664.00	0.00	2,664.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	1,343.76	1,656.24	44.79%	492.77
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	7,593.29	7,406.71	50.62%	0.00
210-5-12-10-550.000 Printing and Binding	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-12-10-560.000 Postage	500.00	278.10	221.90	55.62%	0.00
210-5-12-10-570.023 Records Preservation	0.00	7,898.90	-7,898.90	100.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	779.29	958.71	44.84%	0.00
210-5-12-10-610.000 General Supplies	5,250.00	928.44	4,321.56	17.68%	0.00
210-5-12-10-820.000 Elections	32,000.00	0.00	32,000.00	0.00%	0.00
Total Clerk	306,750.00	122,448.97	184,301.03	39.92%	7,770.14

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	225,124.00	122,473.77	102,650.23	54.40%	8,710.56
210-5-13-10-190.000 Board Member Payments	750.00	300.00	450.00	40.00%	0.00
210-5-13-10-210.000 Group Insurance	53,585.00	38,578.90	15,006.10	72.00%	1,295.01
210-5-13-10-220.000 Social Security	17,730.00	6,697.50	11,032.50	37.77%	378.56
210-5-13-10-230.000 Retirement	20,688.00	10,853.34	9,834.66	52.46%	775.85
210-5-13-10-250.000 Unemployment Insurance	3,209.00	1,361.52	1,847.48	42.43%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	10,449.61	10,732.39	49.33%	0.00
210-5-13-10-330.000 Professional Services	15,250.00	13,506.43	1,743.57	88.57%	6,925.00
210-5-13-10-335.000 Audit	12,612.00	11,400.03	1,211.97	90.39%	2,458.89
210-5-13-10-442.000 Rental of Vehicles or Equ	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,500.00	80.00	1,420.00	5.33%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	26,975.55	1,664.45	94.19%	1,440.00
210-5-13-10-520.000 Workers Comp Insurance	93,600.00	65,392.46	28,207.54	69.86%	0.00
210-5-13-10-550.000 Printing and Binding	2,780.00	2,996.86	-216.86	107.80%	0.00
210-5-13-10-560.000 Postage	3,400.00	1,720.76	1,679.24	50.61%	0.00
210-5-13-10-570.000 Other Purchased Services	0.00	297.00	-297.00	100.00%	297.00
210-5-13-10-580.000 Travel	1,100.00	99.56	1,000.44	9.05%	0.00
210-5-13-10-610.000 General Supplies	1,150.00	298.47	851.53	25.95%	0.00
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	-719.00	100.00%	0.00
Total Finance	504,300.00	314,200.76	190,099.24	62.30%	22,280.87
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	100,000.00	120,840.58	-20,840.58	120.84%	8,310.00
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	25,000.00	30,819.36	-5,819.36	123.28%	5,627.52
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	30,936.27	-7,286.27	130.81%	235.00
Total Information Technology	153,650.00	182,596.21	-28,946.21	118.84%	14,172.52
210-5-15-10 Assessing					
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	38,904.90	38,905.10	50.00%	19,452.45
Total Assessing	77,810.00	38,904.90	38,905.10	50.00%	19,452.45
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	256,708.00	108,207.00	148,501.00	42.15%	8,910.29
210-5-16-10-130.000 Overtime	0.00	38.16	-38.16	100.00%	0.00
210-5-16-10-190.000 Board member Payments	15,600.00	3,600.00	12,000.00	23.08%	100.00
210-5-16-10-210.000 Group Insurance	89,186.00	11,139.75	78,046.25	12.49%	2,165.26
210-5-16-10-220.000 Social Security	20,281.00	8,560.06	11,720.94	42.21%	680.06
210-5-16-10-230.000 Retirement	23,328.00	3,795.68	19,532.32	16.27%	271.36
210-5-16-10-320.000 Legal Services	6,000.00	7,595.39	-1,595.39	126.59%	1,102.50
210-5-16-10-330.000 Professional Services	40,760.00	4,062.47	36,697.53	9.97%	346.27
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	581.86	4,118.14	12.38%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	360.00	0.00	360.00	0.00%	0.00
210-5-16-10-530.000 Communications	5,660.00	502.48	5,157.52	8.88%	502.48
210-5-16-10-540.000 Advertising	1,350.00	0.00	1,350.00	0.00%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-16-10-550.000 Printing and Binding	1,000.00	2,934.25	-1,934.25	293.43%	1,717.69
210-5-16-10-560.000 Postage	280.00	163.94	116.06	58.55%	163.20
210-5-16-10-580.000 Travel	6,600.00	600.00	6,000.00	9.09%	0.00
210-5-16-10-610.000 General Supplies	1,000.00	35.02	964.98	3.50%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
Total Community Development	482,813.00	151,816.06	330,996.94	31.44%	15,959.11
210-5-17-10 Economic Development					
210-5-17-10-831.000 Special or New Programs	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	932.70	14,067.30	6.22%	4.99
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	40,000.00	932.70	39,067.30	2.33%	4.99
210-5-18-10 Health & Human Services					
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	1,560.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	190,620.00	0.00	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	1,381,556.32	1,381,556.68	50.00%	690,778.16
Total Health & Human Services	2,977,293.00	1,592,176.32	1,385,116.68	53.48%	690,778.16
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	0.00	100.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	0.00	54,553.00	0.00%	0.00
210-5-19-10-800.104 Chamber of Commerce	950.00	935.00	15.00	98.42%	0.00
210-5-19-10-800.105 GBIC	3,500.00	3,500.00	0.00	100.00%	3,500.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	30,300.00	0.00	100.00%	0.00
Total County & Regional Functio	346,883.00	292,315.01	54,567.99	84.27%	3,500.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	216,000.00	119,220.34	96,779.66	55.19%	3,674.48
210-5-25-10-210.000 Group Insurance	3,600.00	2,464.00	1,136.00	68.44%	0.00
210-5-25-10-220.000 Social Security	16,524.00	9,139.11	7,384.89	55.31%	281.12
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	11,440.25	8,559.75	57.20%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	648.00	352.00	64.80%	216.00
210-5-25-10-330.000 Professional Services	7,000.00	985.00	6,015.00	14.07%	0.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	13,636.61	12,363.39	52.45%	1,250.00
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	280.15	-280.15	100.00%	0.00
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	1,843.46	3,656.54	33.52%	491.42
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	7.00	6,993.00	0.10%	0.00
210-5-25-10-530.000 Communications	2,600.00	2,038.63	561.37	78.41%	460.97
210-5-25-10-570.000 Other Purchased Services	11,000.00	9,593.59	1,406.41	87.21%	735.00
210-5-25-10-610.000 General Supplies	4,000.00	3,171.45	828.55	79.29%	644.88
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	31,806.43	13,193.57	70.68%	23,916.43
210-5-25-10-612.000 Uniforms	30,000.00	9,070.25	20,929.75	30.23%	18.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-25-10-613.000 Program Supplies	6,000.00	1,804.37	4,195.63	30.07%	0.00
210-5-25-10-626.000 Gasoline	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-25-10-750.000 Machinery & Equipment	20,000.00	21,733.75	-1,733.75	108.67%	883.75
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	59,130.00	59,130.00	50.00%	0.00
Total Fire	545,484.00	298,012.39	247,471.61	54.63%	32,572.05
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	395,061.00	211,148.65	183,912.35	53.45%	15,245.81
210-5-30-10-120.000 Part Time Salaries	0.00	2,206.29	-2,206.29	100.00%	0.00
210-5-30-10-210.000 Group Insurance	162,427.00	81,876.33	80,550.67	50.41%	13,012.79
210-5-30-10-220.000 Social Security	30,453.00	16,445.83	14,007.17	54.00%	1,152.45
210-5-30-10-230.000 Retirement	33,729.00	24,122.65	9,606.35	71.52%	1,719.64
210-5-30-10-330.000 Professional Services	1,764.00	6,970.00	-5,206.00	395.12%	1,220.00
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	831.20	5,236.80	13.70%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	5,316.21	5,508.79	49.11%	347.31
210-5-30-10-530.000 Communications	1,980.00	12,083.53	-10,103.53	610.28%	0.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-550.000 Printing and Binding	0.00	50.00	-50.00	100.00%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	28.98	-28.98	100.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	7,854.68	-654.68	109.09%	398.46
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	10,000.00	7,500.00	57.14%	0.00
Total EJP Administration	674,007.00	378,934.35	295,072.65	56.22%	33,096.46
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	139,626.00	76,237.02	63,388.98	54.60%	5,291.39
210-5-30-12-120.000 Part Time Salaries	46,574.00	38,316.88	8,257.12	82.27%	0.00
210-5-30-12-130.000 Overtime	0.00	1,173.36	-1,173.36	100.00%	0.00
210-5-30-12-210.000 Group Insurance	38,170.00	17,305.59	20,864.41	45.34%	2,809.91
210-5-30-12-220.000 Social Security	14,337.00	9,276.53	5,060.47	64.70%	403.91
210-5-30-12-230.000 Retirement	14,033.00	7,398.36	6,634.64	52.72%	534.16
210-5-30-12-330.000 Professional Services	12,573.00	11,290.15	1,282.85	89.80%	330.00
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	5,791.35	-1,259.35	127.79%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	600.00	4,143.00	12.65%	0.00
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	0.00	3,902.00	0.00%	0.00
210-5-30-12-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-30-12-610.000 General Supplies	28,759.00	16,416.42	12,342.58	57.08%	715.64
210-5-30-12-626.000 Gasoline	1,500.00	0.00	1,500.00	0.00%	0.00
Total EJP Parks and Facilities	310,569.00	184,305.66	126,263.34	59.34%	10,085.01
210-5-30-13 Adult Programs					
210-5-30-13-110.000 Regular Salaries	26,166.00	0.00	26,166.00	0.00%	0.00
210-5-30-13-210.000 Group Insurance	13,055.00	0.00	13,055.00	0.00%	0.00
210-5-30-13-220.000 Social Security	2,048.00	0.00	2,048.00	0.00%	0.00
210-5-30-13-230.000 Retirement	2,254.00	0.00	2,254.00	0.00%	0.00
210-5-30-13-330.000 Professional Services	20,000.00	132.00	19,868.00	0.66%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-13-610.000 General Supplies	0.00	257.10	-257.10	100.00%	257.10
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	50,382.24	-3.24	100.01%	25,191.12
Total Adult Programs	115,902.00	50,771.34	65,130.66	43.81%	25,448.22
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	463,760.00	230,867.11	232,892.89	49.78%	16,396.21
210-5-35-10-120.000 Part Time Salaries	125,170.00	64,002.24	61,167.76	51.13%	5,138.48
210-5-35-10-190.000 Board Member Payments	0.00	250.00	-250.00	100.00%	0.00
210-5-35-10-210.000 Group Insurance	138,896.00	76,716.03	62,179.97	55.23%	13,692.90
210-5-35-10-220.000 Social Security	45,552.00	22,982.12	22,569.88	50.45%	1,853.93
210-5-35-10-230.000 Retirement	48,256.00	24,319.98	23,936.02	50.40%	1,719.11
210-5-35-10-250.000 Unemployment Insurance	0.00	172.26	-172.26	100.00%	0.00
210-5-35-10-340.000 Technical Services	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	1,397.48	1,602.52	46.58%	228.23
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	1,247.10	4,252.90	22.67%	402.60
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	7,529.53	4,970.47	60.24%	635.86
210-5-35-10-530.000 Communications	2,640.00	880.00	1,760.00	33.33%	0.00
210-5-35-10-540.000 Advertising	700.00	250.00	450.00	35.71%	0.00
210-5-35-10-560.000 Postage	3,000.00	1,038.98	1,961.02	34.63%	0.00
210-5-35-10-610.000 General Supplies	14,000.00	4,599.95	9,400.05	32.86%	640.39
210-5-35-10-640.201 Adult Collection	50,000.00	24,811.50	25,188.50	49.62%	1,504.31
210-5-35-10-640.202 Juvenile Collection	25,000.00	14,448.24	10,551.76	57.79%	1,812.07
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	1,559.79	7,100.21	18.01%	0.00
210-5-35-10-750.000 Machinery & Equipment	8,000.00	2,950.00	5,050.00	36.88%	0.00
210-5-35-10-840.201 Adult Programs	1,500.00	323.68	1,176.32	21.58%	35.66
210-5-35-10-840.202 Childrens Programs	4,500.00	2,612.63	1,887.37	58.06%	525.53
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	98.83	1,401.17	6.59%	0.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	206.37	-206.37	100.00%	206.37
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	0.00
Total Brownell Library	964,134.00	484,063.82	480,070.18	50.21%	44,791.65
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	232,291.00	105,664.50	126,626.50	45.49%	9,992.64
210-5-40-12-120.000 Part Time Salaries	21,973.00	6,021.42	15,951.58	27.40%	0.00
210-5-40-12-130.000 Overtime	26,974.00	6,958.35	20,015.65	25.80%	300.00
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	121,401.00	45,118.95	76,282.05	37.17%	6,415.24
210-5-40-12-220.000 Social Security	21,962.00	9,723.09	12,238.91	44.27%	940.69
210-5-40-12-230.000 Retirement	22,855.00	22,020.12	834.88	96.35%	1,856.37
210-5-40-12-250.000 Unemployment Insurance	250.00	146.73	103.27	58.69%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	8,702.04	3,897.96	69.06%	0.00
210-5-40-12-330.000 Professional Services	18,000.00	8,782.48	9,217.52	48.79%	6,618.17
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	1,277.09	2,222.91	36.49%	0.00
210-5-40-12-422.000 Snow Removal	21,000.00	8,725.72	12,274.28	41.55%	3,475.00
210-5-40-12-425.000 Trash Removal	9,100.00	8,019.40	1,080.60	88.13%	2,325.37
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	83,053.16	-45,053.16	218.56%	14,524.85
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	1,846.15	8,153.85	18.46%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	7,696.26	5,303.74	59.20%	7,696.26
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	2,313.47	686.53	77.12%	228.46
210-5-40-12-451.000 Summer Construction Servi	300,000.00	353,772.05	-53,772.05	117.92%	2,994.83
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	180.00	1,820.00	9.00%	0.00
210-5-40-12-520.000 Workers Comp Insurance	17,800.00	11,785.44	6,014.56	66.21%	81.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	2,641.50	1,858.50	58.70%	210.55
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	4,736.92	15,263.08	23.68%	114.90
210-5-40-12-572.000 Traffic Control	33,000.00	9,738.27	23,261.73	29.51%	0.00
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	42,905.70	102,094.30	29.59%	20,306.31
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	3,818.74	41,181.26	8.49%	0.00
210-5-40-12-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	11,848.68	23,151.32	33.85%	2,699.80
210-5-40-12-610.200 Streetlight Supplies	15,000.00	16,010.40	-1,010.40	106.74%	5,199.00
210-5-40-12-612.000 Uniforms	3,510.00	3,666.17	-156.17	104.45%	0.00
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	1,089.27	3,110.73	25.94%	442.58
210-5-40-12-622.000 Electricity	4,200.00	5,021.77	-821.77	119.57%	759.11
210-5-40-12-622.200 Streetlight Electricity	138,000.00	69,655.82	68,344.18	50.48%	11,439.14
210-5-40-12-626.000 Gasoline	42,000.00	16,795.87	25,204.13	39.99%	4,301.98
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	-535.25	10,535.25	-5.35%	0.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	75,720.00	75,720.00	50.00%	0.00
Total Highways	1,566,556.00	955,920.28	610,635.72	61.02%	102,922.25
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	30,247.00	10,080.93	20,166.07	33.33%	703.81
210-5-40-13-120.000 Part Time Salaries	17,760.00	0.00	17,760.00	0.00%	0.00
210-5-40-13-210.000 Group Insurance	8,302.00	3,536.59	4,765.41	42.60%	617.18
210-5-40-13-220.000 Social Security	3,679.00	748.80	2,930.20	20.35%	53.46
210-5-40-13-230.000 Retirement	2,571.00	1,369.29	1,201.71	53.26%	0.00
210-5-40-13-250.000 Unemployment Insurance	25.00	12.76	12.24	51.04%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	1,795.26	404.74	81.60%	0.00
210-5-40-13-330.000 Professional Services	20,000.00	7,910.41	12,089.59	39.55%	6,675.44
210-5-40-13-451.000 Summer Construction Servi	16,000.00	0.00	16,000.00	0.00%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	17,467.53	1,532.47	91.93%	586.67
210-5-40-13-570.000 Other Purchased Services	5,000.00	3,021.00	1,979.00	60.42%	3,021.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	4,186.66	20,813.34	16.75%	0.00
210-5-40-13-580.000 Travel	2,500.00	131.67	2,368.33	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	616.84	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	14,040.00	-2,040.00	117.00%	0.00
Total Stormwater	167,484.00	64,884.06	102,599.94	38.74%	11,657.56
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	1,366.36	1,633.64	45.55%	0.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	277.43	1,222.57	18.50%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-41-20-420.000 Cleaning Services	22,000.00	8,012.42	13,987.58	36.42%	1,275.20
210-5-41-20-425.000 Trash Removal	3,600.00	1,510.05	2,089.95	41.95%	297.01
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	1,787.74	18,212.26	8.94%	703.08
210-5-41-20-530.000 Communications	8,968.00	7,395.33	1,572.67	82.46%	1,398.43
210-5-41-20-610.000 General Supplies	5,000.00	241.48	4,758.52	4.83%	27.98
210-5-41-20-621.000 Natrual Gas/Heating	6,500.00	1,717.08	4,782.92	26.42%	689.34
210-5-41-20-622.000 Electricity	11,000.00	3,955.38	7,044.62	35.96%	708.69
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	0.00	7,000.00	0.00%	0.00
Total 2 Lincoln Street	88,568.00	26,263.27	62,304.73	29.65%	5,099.73
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	4,750.00	4,735.75	14.25	99.70%	734.05
210-5-41-21-410.000 Water and Sewer Charges	700.00	207.97	492.03	29.71%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	11,911.08	18,088.92	39.70%	2,237.80
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	10,035.02	15,139.98	39.86%	1,661.99
210-5-41-21-530.000 Communications	4,090.00	2,108.37	1,981.63	51.55%	335.03
210-5-41-21-621.000 Natrual Gas/Heating	7,200.00	2,338.02	4,861.98	32.47%	958.28
210-5-41-21-622.000 Electricity	14,750.00	8,133.59	6,616.41	55.14%	1,290.46
Total Brownell Library	86,665.00	39,469.80	47,195.20	45.54%	7,217.61
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	600.00	736.27	-136.27	122.71%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	177.10	322.90	35.42%	0.00
210-5-41-22-420.000 Cleaning Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,000.00	3,922.34	4,077.66	49.03%	1,687.74
210-5-41-22-530.000 Communications	2,400.00	4,012.02	-1,612.02	167.17%	387.07
210-5-41-22-610.000 General Supplies	1,100.00	1,123.56	-23.56	102.14%	0.00
210-5-41-22-621.000 Natrual Gas/Heating	4,000.00	1,251.93	2,748.07	31.30%	652.79
210-5-41-22-622.000 Electricity	7,000.00	3,955.33	3,044.67	56.50%	708.67
210-5-41-22-626.000 Gasoline	0.00	2,220.49	-2,220.49	100.00%	333.49
Total Fire Station	24,100.00	17,399.04	6,700.96	72.20%	3,769.76
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	1,000.00	4,583.00	-3,583.00	458.30%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	407.40	1,092.60	27.16%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	7,517.30	24,982.70	23.13%	1,890.38
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	16,588.70	-1,588.70	110.59%	304.00
210-5-41-23-530.000 Communications	3,100.00	1,799.47	1,300.53	58.05%	289.99
210-5-41-23-621.000 Natrual Gas/Heating	3,500.00	-44.94	3,544.94	-1.28%	-1,060.58
210-5-41-23-622.000 Electricity	5,900.00	2,243.67	3,656.33	38.03%	416.07
Total Park Street School	62,500.00	33,094.60	29,405.40	52.95%	1,839.86
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	1,000.00	2,504.04	-1,504.04	250.40%	0.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	1,872.05	5,927.95	24.00%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	12,643.76	19,856.24	38.90%	1,890.38

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-41-26-425.000 Trash Removal	4,716.00	1,638.32	3,077.68	34.74%	409.58
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	340.17	29,659.83	1.13%	0.00
210-5-41-26-530.000 Communications	8,900.00	5,625.47	3,274.53	63.21%	1,034.33
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	2,082.17	4,417.83	32.03%	884.37
210-5-41-26-622.000 Electricity	37,500.00	20,415.04	17,084.96	54.44%	2,115.32
210-5-41-26-626.000 Gasoline	0.00	2,531.39	-2,531.39	100.00%	65.40
Total Maple St. Park and Pool	128,916.00	49,652.41	79,263.59	38.52%	6,399.38
Total Buildings	390,749.00	165,879.12	224,869.88	42.45%	24,326.34
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	331.47	-331.47	100.00%	22.49
210-5-90-00-640.202 Juvenile Collection repl	0.00	258.33	-258.33	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	307,308.50	387,047.50	44.26%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	2,500.00	2,500.00	50.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	3,721.17	-3,721.17	100.00%	952.99
Total Transfers and Misc.	699,356.00	314,119.47	385,236.53	44.92%	975.48
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	101,601.48	101,601.52	50.00%	50,800.74
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	29,255.87	34,934.13	45.58%	0.00
Total Debt Service	402,528.00	266,157.35	136,370.65	66.12%	50,800.74
Total Expenditures	11,421,171.00	6,239,149.58	5,182,021.42	54.63%	1,140,802.90
Total GENERAL FUND	0.00	4,673,341.92	-4,673,341.92	-100.00%	-1,131,760.56

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	113,342.86	-1,342.86	101.20%	0.00
Total Revenues	112,000.00	113,342.86	-1,342.86	101.20%	0.00
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	2,160.00	-2,160.00	100.00%	472.50
Total Expenditures	0.00	2,160.00	-2,160.00	100.00%	472.50
Total ECONOMIC DEVELOPMENT FUND	112,000.00	111,182.86	-223,182.86	99.27%	-472.50

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	0.00	0.00	0.00%	0.00

ARPA FUNDS

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
223-4-90-00-040.000 Federal Grant: ARPA	0.00	27,848.25	-27,848.25	100.00%	5,544.71
Total Revenues	0.00	27,848.25	-27,848.25	100.00%	5,544.71
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	27,848.25	-27,848.25	100.00%	5,544.71
Total Expenditures	0.00	27,848.25	-27,848.25	100.00%	5,544.71
Total ARPA FUNDS	0.00	0.00	0.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	745,000.00	284,780.40	460,219.60	38.23%	0.00
Total Revenues	745,000.00	284,780.40	460,219.60	38.23%	0.00
224-5-00-00-330.000 Professional Services	70,000.00	21,250.00	48,750.00	30.36%	0.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	14,375.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	28,000.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	0.00	60,158.00	0.00%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	39,869.50	39,869.50	50.00%	0.00
Total Expenditures	252,272.00	61,119.50	191,152.50	24.23%	0.00
Total LOCAL OPTION TAX	492,728.00	223,660.90	-716,388.90	45.39%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	15,606.00	0.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	265,792.50	345,531.50	43.48%	0.00
Total Revenue	626,930.00	265,792.50	361,137.50	42.40%	0.00
230-4-16-10-040.824 Cres. Connector					
230-4-16-10-040.824 Cres. Connector	0.00	1,760,163.61	-1,760,163.61	100.00%	0.00
230-4-40-13-041.830 BC2058 Brickyard Culvert					
230-4-40-13-041.830 BC2058 Brickyard Culvert	0.00	110,430.00	-110,430.00	100.00%	0.00
Total Revenues	626,930.00	2,136,386.11	-1,509,456.11	340.77%	0.00
230-5-16-10-890.824 Cres. Connector					
230-5-16-10-890.824 Cres. Connector	0.00	1,384,956.67	-1,384,956.67	100.00%	30,994.63
230-5-40-10-720.002 Iroquois Ave Road and Wat					
230-5-40-10-720.002 Iroquois Ave Road and Wat	111,976.00	0.00	111,976.00	0.00%	0.00
230-5-40-13-722.001 Hiawatha Infiltration Sys					
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert					
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	847,613.15	-847,613.15	100.00%	360.75
230-5-41-10-730.000 Facilities Assessment					
230-5-41-10-730.000 Facilities Assessment	20,000.00	0.00	20,000.00	0.00%	0.00
230-5-41-25-730.000 Public Works Facility					
230-5-41-25-730.000 Public Works Facility	20,000.00	0.00	20,000.00	0.00%	0.00
Total Expenditures	201,976.00	2,232,569.82	-2,030,593.82	1,105.36%	31,355.38
Total GEN FUND CAP RESERVE	424,954.00	-96,183.71	-328,770.29	-22.63%	-31,355.38

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	-695.52	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	269,700.00	134,850.00	134,850.00	50.00%	0.00
Total Revenues	269,700.00	135,545.52	134,154.48	50.26%	0.00
231-5-40-12-750.005 Landscape Trailer	15,000.00	12,149.73	2,850.27	81.00%	0.00
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	1,000.00	51,021.00	1.92%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
Total Expenditures	315,420.00	13,149.73	302,270.27	4.17%	0.00
Total ROLLING STOCK FUND	-45,720.00	122,395.79	-76,675.79	-267.71%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	27,848.25	-27,848.25	100.00%	5,544.71
232-4-00-00-092.000 Transfer to Capital	50,000.00	25,000.00	25,000.00	50.00%	0.00
Total Revenues	50,000.00	52,848.25	-2,848.25	105.70%	5,544.71
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	25,200.47	-25,200.47	100.00%	913.97
232-5-41-21-730.001 Roof	300,000.00	629.90	299,370.10	0.21%	0.00
Total Expenditures	300,000.00	25,830.37	274,169.63	8.61%	913.97
Total BUILDING MAINT FUND	-250,000.00	27,017.88	222,982.12	-10.81%	4,630.74

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-092.000 Transfer to Capital	112,771.00	56,385.50	56,385.50	50.00%	0.00
Total Revenues	112,771.00	56,385.50	56,385.50	50.00%	0.00
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.001 Lighting and Technology	10,800.00	18,278.19	-7,478.19	169.24%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	5,504.86	6,495.14	45.87%	0.00
233-5-00-00-740.002 Resurfacing	2,350.00	0.00	2,350.00	0.00%	0.00
233-5-00-00-740.005 Park Amenities	39,374.00	0.00	39,374.00	0.00%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	9,914.38	12,206.62	44.82%	0.00
233-5-00-00-750.001 Maintenance Equipment	10,500.00	-1,500.00	12,000.00	-14.29%	0.00
Total Expenditures	112,771.00	32,197.43	80,573.57	28.55%	0.00
Total EJRP CAP RESERVE	0.00	24,188.07	-24,188.07	-100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
-----	-----	-----	-----	-----	-----
Total Revenues	0.00	0.00	0.00	0.00%	0.00
-----	-----	-----	-----	-----	-----
Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00
=====	=====	=====	=====	=====	=====

WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,550,730.00	575,453.48	975,276.52	37.11%	175.00
254-4-54-20-021.001 Water Large User Fees	139,263.00	89,949.02	49,313.98	64.59%	14,225.26
254-4-54-20-024.000 Utility Connection Fees	7,000.00	1,100.00	5,900.00	15.71%	550.00
254-4-54-20-060.000 Interest Income	800.00	0.00	800.00	0.00%	0.00
254-4-54-20-085.000 Penalties	5,000.00	5,012.33	-12.33	100.25%	-3.69
254-4-54-20-098.000 Misc Revenue	150.00	278.06	-128.06	185.37%	0.00
Total Water Revenues	1,702,943.00	671,792.89	1,031,150.11	39.45%	14,946.57
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	1,825,988.13	-1,825,988.13	100.00%	282,574.63
254-4-54-70-092.000 Transfer to Capital	460,000.00	230,000.00	230,000.00	50.00%	0.00
Total Nonoperating Revenues	460,000.00	2,055,988.13	-1,595,988.13	446.95%	282,574.63
Total Revenues	2,162,943.00	2,727,781.02	-564,838.02	126.11%	297,521.20

254-5-54-20 Operating Expenses

254-5-54-20-110.000 Regular Salaries	143,158.00	77,800.98	65,357.02	54.35%	5,466.98
254-5-54-20-120.000 Part Time Salaries	0.00	1,552.30	-1,552.30	100.00%	0.00
254-5-54-20-130.000 Overtime	19,970.00	3,230.97	16,739.03	16.18%	150.00
254-5-54-20-210.000 Group Insurance	84,631.00	40,926.72	43,704.28	48.36%	6,416.26
254-5-54-20-220.000 Social Security	12,717.00	6,239.70	6,477.30	49.07%	423.94
254-5-54-20-230.000 Retirement	14,778.00	1,800.01	12,977.99	12.18%	0.00
254-5-54-20-250.000 Unemployment Insurance	135.00	66.84	68.16	49.51%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	5,337.82	1,862.18	74.14%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-335.000 Audit	4,806.00	5,698.13	-892.13	118.56%	1,229.44
254-5-54-20-410.000 Water and Sewer Charges	200.00	50.84	149.16	25.42%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	339,181.90	292,507.10	53.69%	60,158.59
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	4,467.88	-467.88	111.70%	0.00
254-5-54-20-433.000 R&M Infrastructure	20,000.00	0.00	20,000.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	92,002.50	92,002.50	50.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	560.00	2,440.00	18.67%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	3,512.13	-2,512.13	351.21%	0.00
254-5-54-20-520.000 Workers Comp Insurance	6,300.00	1,771.59	4,528.41	28.12%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	1,367.22	1,132.78	54.69%	181.04
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	732.68	2,767.32	20.93%	0.00
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	4,681.75	2,318.25	66.88%	3.37
254-5-54-20-612.000 Uniforms	1,755.00	1,503.90	251.10	85.69%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	1,909.95	4,090.05	31.83%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	879.48	2,120.52	29.32%	428.80
254-5-54-20-622.000 Electricity	1,400.00	435.35	964.65	31.10%	81.79
254-5-54-20-626.000 Gasoline	3,000.00	1,230.74	1,769.26	41.02%	123.36

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	0.00	2,700.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	230,000.00	230,000.00	50.00%	0.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
Total Operating Expenses	1,702,944.00	826,941.38	876,002.62	48.56%	74,663.57
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	1,548,040.86	-1,548,040.86	100.00%	282,574.63
254-5-54-70-723.004 Main St Water Line	0.00	2,268,954.65	-2,268,954.65	100.00%	345,699.26
254-5-54-70-723.005 Iriquois Ave Water Line	412,398.00	0.00	412,398.00	0.00%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	36,714.03	-36,714.03	100.00%	0.00
254-5-54-70-750.001 Meter Replacement Program	0.00	12,382.55	-12,382.55	100.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	66,271.67	-66,271.67	100.00%	0.00
Total NonOperating Expenses	412,398.00	3,932,363.76	-3,519,965.76	953.54%	628,273.89
Total Expenditures	2,115,342.00	4,759,305.14	-2,643,963.14	224.99%	702,937.46
Total WATER FUND	47,601.00	-2,031,524.12	1,983,923.12	-4,267.82%	-405,416.26

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	964,646.00	353,425.42	611,220.58	36.64%	0.00
255-4-55-30-022.001 City: Septage Discharg	50,000.00	87,407.50	-37,407.50	174.82%	12,025.50
255-4-55-30-022.002 City: Leachate Revenue	500.00	1,217.94	-717.94	243.59%	308.85
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	373,252.00	373,252.00	50.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	547,755.50	547,755.50	50.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	20,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	18,000.00	18,000.00	50.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	3,354.08	145.92	95.83%	-2.65
255-4-55-30-098.000 Misc Revenue	0.00	14,686.00	-14,686.00	100.00%	2,275.00
Total Operating Revenue	2,916,761.00	1,399,098.44	1,517,662.56	47.97%	14,606.70
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,904.69	-287,904.69	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	551,388.22	-551,388.22	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	440,000.00	220,000.00	220,000.00	50.00%	0.00
Total Nonoperating Revenues	440,000.00	1,059,292.91	-619,292.91	240.75%	0.00
Total Revenues	3,356,761.00	2,458,391.35	898,369.65	73.24%	14,606.70
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	493,131.00	252,637.76	240,493.24	51.23%	19,327.62
255-5-55-30-120.000 Part Time Salaries	0.00	13,063.35	-13,063.35	100.00%	571.41
255-5-55-30-130.000 Overtime	44,955.00	27,671.02	17,283.98	61.55%	2,592.74
255-5-55-30-210.000 Group Insurance	162,045.00	36,643.41	125,401.59	22.61%	7,795.58
255-5-55-30-220.000 Social Security	42,912.00	22,519.13	20,392.87	52.48%	1,715.10
255-5-55-30-230.000 Retirement	46,817.00	24,315.88	22,501.12	51.94%	2,012.79
255-5-55-30-250.000 Unemployment Insurance	527.00	251.25	275.75	47.68%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	15,362.37	10,037.63	60.48%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	517.50	2,482.50	17.25%	0.00
255-5-55-30-330.000 Professional Services	12,000.00	15,037.27	-3,037.27	125.31%	4,358.66
255-5-55-30-335.000 Audit	4,553.00	5,400.94	-847.94	118.62%	1,164.72
255-5-55-30-340.000 Technical Services	40,000.00	3,406.09	36,593.91	8.52%	130.00
255-5-55-30-340.001 Lab Testing	0.00	6,011.05	-6,011.05	100.00%	170.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	956.76	3,043.24	23.92%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	7,208.06	9,291.94	43.69%	1,260.81
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	79.08	3,920.92	1.98%	0.00
255-5-55-30-431.000 R&M Buildings	3,000.00	1,202.20	1,797.80	40.07%	695.00
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	1,164.62	335.38	77.64%	100.34
255-5-55-30-491.000 Administrative Fees	106,003.00	53,001.50	53,001.50	50.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	6,411.41	2,088.59	75.43%	975.00
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	4,204.60	-1,204.60	140.15%	0.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	710.00	10,290.00	6.45%	0.00
255-5-55-30-520.000 Workers Comp Insurance	39,800.00	31,847.98	7,952.02	80.02%	0.00
255-5-55-30-530.000 Communications	12,675.00	9,129.73	3,545.27	72.03%	972.07

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	102,600.00	87,400.00	54.00%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	126,218.21	128,781.79	49.50%	23,401.95
255-5-55-30-570.000 Other Purchased Services	195,000.00	118,811.28	76,188.72	60.93%	13,260.67
255-5-55-30-609.000 Safety Supplies	3,000.00	726.63	2,273.37	24.22%	107.46
255-5-55-30-610.000 General Supplies	12,000.00	6,323.51	5,676.49	52.70%	575.73
255-5-55-30-612.000 Uniforms	7,898.00	2,164.21	5,733.79	27.40%	1,418.33
255-5-55-30-618.000 Laboratory Supplies	22,000.00	13,600.40	8,399.60	61.82%	45.06
255-5-55-30-619.000 Chemicals	500,000.00	292,454.36	207,545.64	58.49%	33,388.52
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	7,066.80	18,583.20	27.55%	1,971.11
255-5-55-30-622.000 Electricity	170,000.00	87,634.66	82,365.34	51.55%	18,343.02
255-5-55-30-626.000 Gasoline	4,500.00	1,582.84	2,917.16	35.17%	159.74
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	6,396.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	220,000.00	220,000.00	50.00%	0.00
Total Operating Expenses	2,916,762.00	1,518,685.86	1,398,076.14	52.07%	136,513.43
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	-54,153.45	100.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	42,500.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	26,467.22	532.78	98.03%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	26,993.63	-1,993.63	107.97%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	0.00	100.00%	0.00
255-5-55-70-730.001 Energy Conservation	0.00	435.00	-435.00	100.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	9,560.00	40,440.00	19.12%	3,824.00
255-5-55-70-751.003 Service Truck w/Crane	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	459.72	-459.72	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	18,263.48	-18,263.48	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	179,406.57	-179,406.57	100.00%	0.00
Total Nonoperating Expenses	268,500.00	329,739.07	-61,239.07	122.81%	3,824.00
Total Expenditures	3,185,262.00	1,848,424.93	1,336,837.07	58.03%	140,337.43
Total WASTEWATER FUND	171,499.00	609,966.42	-781,465.42	355.67%	-125,730.73

SANITATION FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	287,129.30	491,007.70	36.90%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	7,039.75	26,085.25	21.25%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	4,019.80	25,980.20	13.40%	1,000.00
256-4-56-40-026.000 Allocation Fees	0.00	7,168.00	-7,168.00	100.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	0.00	5,000.00	0.00%	0.00
256-4-56-40-085.000 Penalties	3,000.00	2,682.12	317.88	89.40%	-2.29
256-4-56-40-098.000 Misc Revenue	500.00	876.54	-376.54	175.31%	0.00
Total Operating Revenues	864,762.00	308,915.51	555,846.49	35.72%	997.71
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	47,500.00	47,500.00	50.00%	0.00
Total Nonoperating Revenues	95,000.00	188,800.00	-93,800.00	198.74%	0.00
Total Revenues	959,762.00	497,715.51	462,046.49	51.86%	997.71

256-5-56-40 Operating Expenses

256-5-56-40-110.000 Regular Salaries	126,885.00	75,429.02	51,455.98	59.45%	5,496.67
256-5-56-40-120.000 Part Time Salaries	0.00	1,552.30	-1,552.30	100.00%	0.00
256-5-56-40-130.000 Overtime	19,369.00	4,402.96	14,966.04	22.73%	444.60
256-5-56-40-210.000 Group Insurance	40,894.00	35,194.79	5,699.21	86.06%	5,270.30
256-5-56-40-220.000 Social Security	11,792.00	6,212.79	5,579.21	52.69%	453.75
256-5-56-40-230.000 Retirement	13,798.00	3,767.99	10,030.01	27.31%	199.36
256-5-56-40-250.000 Unemployment Insurance	135.00	58.23	76.77	43.13%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	4,884.54	1,215.46	80.07%	0.00
256-5-56-40-330.000 Professional Services	4,000.00	0.00	4,000.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,529.00	3,000.90	-471.90	118.66%	646.95
256-5-56-40-340.000 Technical Services	9,000.00	3,920.00	5,080.00	43.56%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	133.00	367.00	26.60%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	6,710.70	-710.70	111.85%	303.66
256-5-56-40-433.000 R&M Infrastructure	16,000.00	1,690.95	14,309.05	10.57%	1,203.84
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	7,537.46	6,462.54	53.84%	889.88
256-5-56-40-434.002 West Street PS Costs	15,000.00	10,522.79	4,477.21	70.15%	2,015.42
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,937.65	-137.65	107.65%	50.00
256-5-56-40-491.000 Administrative Fees	220,005.00	110,002.50	110,002.50	50.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	4,500.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	4,314.10	-3,564.10	575.21%	0.00
256-5-56-40-520.000 Workers Comp Insurance	5,700.00	1,554.29	4,145.71	27.27%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	1,500.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	1,487.53	4,262.47	25.87%	0.00
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	251.61	748.39	25.16%	40.38

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-612.000 Uniforms	1,755.00	375.00	1,380.00	21.37%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	527.41	1,472.59	26.37%	154.43
256-5-56-40-622.000 Electricity	13,000.00	6,163.94	6,836.06	47.41%	1,593.18
256-5-56-40-626.000 Gasoline	4,500.00	2,924.05	1,575.95	64.98%	238.45
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	47,500.00	47,500.00	50.00%	0.00
Total Operating Expenses	657,262.00	342,056.50	315,205.50	52.04%	19,560.87
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	7,659.21	20,640.79	27.06%	7,659.21
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	7,080.00	8,245.00	46.20%	0.00
256-5-56-70-750.001 Meter Replacement Program	0.00	20,261.61	-20,261.61	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	2,080.18	-2,080.18	100.00%	0.00
Total Nonoperating Expenses	83,625.00	37,081.00	46,544.00	44.34%	7,659.21
Total Expenditures	740,887.00	379,137.50	361,749.50	51.17%	27,220.08
Total SANITATION FUND	218,875.00	118,578.01	-337,453.01	54.18%	-26,222.37

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Revenues	0.00	0.00	0.00	0.00%	0.00
257-5-57-50-330.000 Professional Services	0.00	1,292.50	-1,292.50	100.00%	1,292.50
Total Expenditures	0.00	1,292.50	-1,292.50	100.00%	1,292.50
Total STORMWATER FUND	0.00	-1,292.50	1,292.50	-100.00%	-1,292.50

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
258-4-33-13-020.310 Senior Center Payments	3,000.00	1,414.32	1,585.68	47.14%	12.00
258-4-33-13-050.000 Donation Revenue	2,000.00	285.00	1,715.00	14.25%	50.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	300.00	0.00%	0.00
Total Revenues	5,300.00	1,699.32	3,600.68	32.06%	62.00
258-5-33-13-330.000 Professional Services	1,500.00	1,598.08	-98.08	106.54%	347.20
258-5-33-13-431.000 R&M Buildings & Grounds	500.00	0.00	500.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	600.00	808.46	-208.46	134.74%	130.95
258-5-33-13-610.000 General Supplies	500.00	447.70	52.30	89.54%	0.00
258-5-33-13-830.000 Regular Programs	2,000.00	708.85	1,291.15	35.44%	0.00
Total Expenditures	5,100.00	3,563.09	1,536.91	69.86%	478.15
Total SENIOR CENTER FUND	200.00	-1,863.77	1,663.77	-931.89%	-416.15

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-4-30-10-040.000 Federal Grant Revenue	0.00	113,071.34	-113,071.34	100.00%	0.00
259-4-30-10-041.000 State and Other Grant Rev	0.00	229,345.00	-229,345.00	100.00%	43,569.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	60,227.90	8,216.10	88.00%	0.00
259-4-30-11-020.305 Pool Memberships	40,843.00	13,421.50	27,421.50	32.86%	0.00
259-4-30-11-020.306 Swim Lessons	49,052.00	2,828.00	46,224.00	5.77%	0.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	9,952.50	8,426.50	54.15%	0.00
259-4-30-14-020.311 Youth Programs	250,040.00	113,116.87	136,923.13	45.24%	-150.00
259-4-30-14-020.312 Adult Programs	146,320.00	76,562.50	69,757.50	52.33%	485.00
259-4-30-14-050.000 Donation Revenue	38,850.00	1,000.00	37,850.00	2.57%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	769,412.99	599,614.01	56.20%	73,041.50
259-4-30-15-020.315 Shared Staffing Contract	141,707.00	0.00	141,707.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	438,868.00	240,441.88	198,426.12	54.79%	5,614.67
259-4-30-17-020.313 Childcare - DC	618,635.00	183,994.38	434,640.62	29.74%	550.00
Total Revenues	3,180,165.00	1,813,374.86	1,366,790.14	57.02%	123,110.17

259-5-30-10 Administration

259-5-30-10-110.000 Regular Salaries	0.00	29,032.83	-29,032.83	100.00%	2,067.11
259-5-30-10-210.000 Group Insurance	0.00	350.00	-350.00	100.00%	0.00
259-5-30-10-220.000 Social Security	0.00	2,315.35	-2,315.35	100.00%	183.67
259-5-30-10-230.000 Retirement	0.00	2,536.75	-2,536.75	100.00%	175.70
259-5-30-10-250.000 Unemployment Insurance	4,282.00	1,766.41	2,515.59	41.25%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	24,289.85	25,710.15	48.58%	0.00
259-5-30-10-330.000 Professional Services	4,500.00	2,823.32	1,676.68	62.74%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	3,173.01	-1,038.01	148.62%	525.95
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	5,596.75	3,903.25	58.91%	0.00
259-5-30-10-550.000 Printing and Binding	10,500.00	0.00	10,500.00	0.00%	0.00
259-5-30-10-560.000 Postage	7,103.00	2,046.66	5,056.34	28.81%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	27,795.73	-27,795.73	100.00%	0.00
Total Administration	88,020.00	101,726.66	-13,706.66	115.57%	2,952.43

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	108,972.00	93,348.26	15,623.74	85.66%	0.00
259-5-30-11-130.000 Overtime	0.00	3,092.58	-3,092.58	100.00%	0.00
259-5-30-11-220.000 Social Security	8,336.00	7,377.71	958.29	88.50%	0.00
259-5-30-11-330.000 Professional Services	5,080.00	0.00	5,080.00	0.00%	0.00
259-5-30-11-410.000 Water and Sewer Charges	0.00	2,117.94	-2,117.94	100.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	14,017.08	15,171.92	48.02%	6,441.50
259-5-30-11-610.000 General Supplies	4,362.00	982.12	3,379.88	22.52%	0.00
Total Pool	155,939.00	120,935.69	35,003.31	77.55%	6,441.50

259-5-30-12 Parks and Facilities

259-5-30-12-120.000 Part Time Salaries	7,922.00	2,187.98	5,734.02	27.62%	0.00
259-5-30-12-220.000 Social Security	606.00	167.40	438.60	27.62%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	1,274.94	85.83%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	8,003.00	5,797.00	57.99%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	5,709.20	-1,709.20	142.73%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-530.000 Communications	1,320.00	660.00	660.00	50.00%	0.00
Total Parks and Facilities	36,648.00	24,452.64	12,195.36	66.72%	0.00
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	53,745.00	0.00	53,745.00	0.00%	0.00
259-5-30-14-120.000 Part Time Salaries	30,968.00	13,240.48	17,727.52	42.76%	292.63
259-5-30-14-210.000 Group Insurance	25,158.00	0.00	25,158.00	0.00%	0.00
259-5-30-14-220.000 Social Security	6,507.00	1,012.92	5,494.08	15.57%	22.38
259-5-30-14-230.000 Retirement	4,434.00	0.00	4,434.00	0.00%	0.00
259-5-30-14-290.000 Other Employee Benefits	350.00	0.00	350.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	329,262.00	177,397.36	151,864.64	53.88%	5,564.00
259-5-30-14-410.000 Water and Sewer Charges	800.00	654.67	145.33	81.83%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	-2,365.32	4,365.32	-118.27%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	4,024.49	2,759.51	59.32%	0.00
259-5-30-14-540.000 Advertising	0.00	3,585.00	-3,585.00	100.00%	0.00
259-5-30-14-610.000 General Supplies	34,761.00	27,772.74	6,988.26	79.90%	1,625.88
259-5-30-14-850.150 Memorial Day Parade	0.00	450.00	-450.00	100.00%	0.00
Total Recreation Programs	496,069.00	225,772.34	270,296.66	45.51%	7,504.89
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	561,969.00	215,207.10	346,761.90	38.30%	15,326.37
259-5-30-15-120.000 Part Time Salaries	379,133.00	218,497.04	160,635.96	57.63%	21,671.15
259-5-30-15-130.000 Overtime	0.00	2,045.85	-2,045.85	100.00%	148.40
259-5-30-15-210.000 Group Insurance	135,435.00	57,539.74	77,895.26	42.49%	7,139.50
259-5-30-15-220.000 Social Security	72,289.00	33,594.46	38,694.54	46.47%	2,836.63
259-5-30-15-230.000 Retirement	43,846.00	26,286.45	17,559.55	59.95%	1,460.14
259-5-30-15-290.000 Other Employee Benefits	3,850.00	0.00	3,850.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	51,917.00	26,284.90	25,632.10	50.63%	6,901.00
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	3,851.64	21,193.36	15.38%	0.00
259-5-30-15-530.000 Communications	7,920.00	6,181.72	1,738.28	78.05%	811.56
259-5-30-15-580.000 Travel	20,100.00	2,048.57	18,051.43	10.19%	992.69
259-5-30-15-610.000 General Supplies	57,792.00	41,238.93	16,553.07	71.36%	8,246.51
259-5-30-15-626.000 Gasoline	5,500.00	476.84	5,023.16	8.67%	0.00
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
Total After School Care	1,382,302.00	633,253.24	749,048.76	45.81%	65,533.95
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	249,948.00	140,468.12	109,479.88	56.20%	9,796.81
259-5-30-16-120.000 Part Time Salaries	12,186.00	8,649.54	3,536.46	70.98%	212.50
259-5-30-16-130.000 Overtime	0.00	368.58	-368.58	100.00%	0.00
259-5-30-16-210.000 Group Insurance	126,922.00	42,219.81	84,702.19	33.26%	6,494.26
259-5-30-16-220.000 Social Security	20,187.00	11,328.28	8,858.72	56.12%	736.69
259-5-30-16-230.000 Retirement	23,098.00	5,285.20	17,812.80	22.88%	378.88
259-5-30-16-290.000 Other Employee Benefits	1,750.00	0.00	1,750.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	84,021.41	-80,907.41	2,698.18%	450.30
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	3,164.88	4,335.12	42.20%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-16-530.000 Communications	0.00	50.51	-50.51	100.00%	50.51
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	4,500.00	21,578.13	-17,078.13	479.51%	417.43
Total Preschool	450,933.00	317,134.46	133,798.54	70.33%	18,537.38
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	73,501.00	48,388.17	25,112.83	65.83%	36.54
259-5-30-17-120.000 Part Time Salaries	355,071.00	343,407.26	11,663.74	96.72%	0.00
259-5-30-17-130.000 Overtime	0.00	17,926.72	-17,926.72	100.00%	0.00
259-5-30-17-220.000 Social Security	32,786.00	31,221.43	1,564.57	95.23%	4.17
259-5-30-17-330.000 Professional Services	64,585.00	44,320.63	20,264.37	68.62%	0.00
259-5-30-17-580.000 Travel	34,300.00	30,648.79	3,651.21	89.36%	0.00
259-5-30-17-610.000 General Supplies	26,692.00	38,091.50	-11,399.50	142.71%	0.00
Total Summer Day Camps	586,935.00	554,004.50	32,930.50	94.39%	40.71
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,196,846.00	1,977,279.53	1,219,566.47	61.85%	101,010.86
Total EJRP PPROGRAMS FUND	-16,681.00	-163,904.67	180,585.67	982.58%	22,099.31
Total All Funds	1,155,456.00	3,615,563.08	-4,771,019.08	312.91%	-1,695,936.40

ARPA Funds Balance Detail

ARPA Funds Received 2021	1,622,172.19	
ARPA Funds Received 2022	1,622,936.98	\$764.81 additional funds received December 2022
Interest Accrued	39,957.50	
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(176,045.86)	\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract
Balance of assigned amount by Council for construction manager services	(43,729.00)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
FY24 Budget Transfer Remaining	-	
ARPA Funds Spent to Date	<u>(466,040.27)</u>	see Spending Detail worksheet
Balance of ARPA Funds Available	2,599,251.54	

updated 2/7/24

LOT Fund Balance Detail

LOT Funds Received FY23	659,341.99	
11/21/22 Disbursement - Q1	1,178.64	
2/9/23 Disbursement - Q2	239,621.26	
5/12/23 Disbursement - Q3	195,435.64	
		funds received in August, but recorded back to June to properly
6/30/23 Disbursement - Q4	219,588.49	recognize revenue
Interest Accrued	3,517.96	
LOT Funds Received FY24	508,335.25	
11/21/23 Disbursement - Q1	284,780.40	
Q2	223,554.85	
Q3		will be received in May 2024
Q4		will be received in August 2024
Interest Accrued		allocated quarterly
Less:		
FY23 IT Migration	(100,000.00)	
FY24 Expenses	(61,119.50)	
		\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding	(27,500.00)	Strategic Planning by Council
		\$30,000 assigned during budget, \$12,500 added from
Strategic Planning Balance of Funds Avail.	(21,250.00)	Rebranding by Council
Banners/Signs	(14,375.00)	
Capital Transfer Balance of Funds Avail.	(39,869.50)	
		\$20,000 assigned during budget, additonal \$20,000 assigned by
Paving	(40,000.00)	Council
Stormwater Grant Match	(28,000.00)	
Code Enforcement Salary/Benefits	(40,158.00)	
Balance of LOT Funds Available	795,405.24	
Projected FY24 LOT Revenue	236,664.75	\$745,000 projected, less actual funds received to date
Projected FY24 LOT Fund Balance	1,032,069.99	

updated 2/7/24

Economic Development Fund Balance Detail

FY23 Economic Development Fund Balance	737,083.46	
Economic Development Funds Received FY24	113,342.86	
	<i>Property Taxes</i>	113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	allocated quarterly
Less:		
		\$200,000 estimated, less \$24,933.60 actual spend in FY23, less
Main St Park	<u>(172,906.40)</u>	\$2,160 actual spend to date in FY24
Balance of Economic Development Funds Available	<u>677,519.92</u>	
Projected FY24 Economic Development Fund Revenue	<u>-</u>	
		Crescent Connector project may require and additional
Projected FY24 Economic Development Fund Balance	<u>677,519.92</u>	\$255,780, remaining balance after Crescent Connector expense should cover Amtrak match

updated 2/7/24

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
FEBRUARY 6, 2024**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Mike Plageman; Justin Rabidoux

ADMINISTRATION: Rick Hamlin, City Engineer; Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: Marcus Certa

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Updated Capital Project Ranking File

Ms. Morris said that she has worked to replace old, partially finished projects with updated information on the remaining work required. All cost estimates have also been updated. Mr. Jones suggested that some older projects be re-ranked. The Committee discussed the Old Colchester Road project, noting that cost sharing could occur if development occurred. Ms. Thibeault suggested that projects not be reranked unless there is a change in circumstances, and Mr. Hamlin suggested that this be done if the rubric is changed. Regarding the River Street sidewalk, Mr. Hamlin said that an easement would be required on private property for the developer to construct this. He suggested that staff reach out to the developer to coordinate construction. Mr. Plageman said that several water line projects have been pushed down the list, and asked why they are lessened in priority. Mr. Jones said that these are six-inch lines and there are no problems with flow in the area. He said that he would rather see four-inch lines replaced first. Mr. Rabidoux suggested that these projects not be re-ranked live, and that staff do such and bring forth recommendations. Ms. Thibeault said that the Committee had typically done the ranking in the past, with the input of staff. Projects are reranked when situations change, not on a certain timed basis. All decided to leave the rankings as is.

Ms. Morris discussed the Main Street/Indian Brook bridge replacement, noting that the remaining work involves replacing the existing car and pedestrian bridges. Engineering staff have suggested replacing it with one wider shared-use bridge. Mr. Hamlin said that another phase of this project is intended to expand sidewalk access on Main Street. Potential state grant assistance for this project was discussed. The Committee decided to add another line to their table noting the projected fiscal year that each project intends to be completed. The committee discussed external funding, noting that they would only increase the score for an already secured grant, not a potential one. Including further information on what specific rankings meant would be discussed, as this would make it easier for members of the public to understand the process. Further information on the specific safety features would also be included, and Ms. Morris suggested including notes in the Excel spreadsheet, or using capital planning software. Mr. Rabidoux said that he would like further conversation to occur regarding the City's grant funding processes.

b. Capital Committee Meeting Schedule

Ms. Thibeault suggested that the Committee move to quarterly meetings. This can be changed if necessary. All agreed.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: November 7, 2023

JUSTIN RABIDOUX made a motion, seconded MIKE PLAGEMAN by to approve the minutes of November 7, 2023. Motion passed 4-0.

6. ADJOURN

KEVIN COLLINS made a motion, seconded by MIKE PLAGEMAN, to adjourn the meeting. The motion passed 4-0; the meeting adjourned at 6:45 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
PUBLIC HEARING
MINUTES OF MEETING
February 1, 2024
DRAFT**

MEMBERS PRESENT: Phil Batalion, Chair; Diane Clemens; Scott McCormick; Elijah Massey.

ADMINISTRATION: Chris Yuen, Community Development Director; Jennifer Marbl, City Planner.

OTHERS PRESENT: Cora Delucia.

1. CALL TO ORDER

Phil Batalion called the meeting to order at 6:35 PM.

2. AGENDA ADDITIONS/CHANGES

Director Yuen requested adding a discussion item pertaining to the rental registry as Business Item #5a.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. January 4, 2024

MOTION by SCOTT McCORMICK, SECOND by ELIJAH MASSEY, to approve the minutes of January 4, 2024 as presented. VOTING: unanimous (4-0); motion carries.

5. BUSINESS ITEMS

a. Rental Registry updates

Director Yuen noted that the City Council held a public hearing on the proposed rental registry ordinance last Wednesday, January 24, which was attended by many members of the public. He said that in terms of public engagement, the City had conducted the usual website and social media posts, as well as a mass-mailing to every household in the City. He said that they received feedback from individuals as well as organizations such as Whitcomb Woods (Cathedral Square), stating that they think they should be exempt from the fees and from inspections, given that they are already under heavy regulation and inspection programs. He noted one point they made, which was that their tenants feel that they have inspection fatigue. He noted several messages of support, but that there were many negative comments about the proposal. He said that the negative feedback centered around the cost of the fees and the cost of labor for coordinating inspections. He said that City Council ultimately decided not to move ahead at this juncture, and asked staff to do more work to determine whether this program would fit better within the Fire Department. He said that there is no date warned for the next public hearing, though he anticipates the City Council to discuss this item on February 14, to the extent that the program is included in the proposed FY25 budget.

Commissioner Batalion said that he thinks there may be a communication issues between the Planning Commission and City Council, and said it would be beneficial to schedule joint meetings between the

Planning Commission and City Council to allow space for discussion of these large proposals in advance of warned public hearings, which could help to preempt some of the questions and issues that come up during public hearings. He said that for example, the discussion about how the fees from this could set up a housing trust fund to help landlords and residents may not have been brought to the Council during its public hearing on this, though it was discussed at length by the Planning Commission in its own meetings. He noted that the primary goals of this program were to address health and safety issues in rental units and to establish a rental registry so that the City understands its rental stock. He said that there may be room to address this without the redundancy of inspections and that the City could help facilitate complaints from tenants rather than having the tenants complain at the state level, and potentially have a lower-cost registry program without inspections. Commissioner McCormick suggested a phased approach where the City begins by implementing a rental registry program and database and decide to pursue inspections in later years of the program.

Commissioner McCormick said that he had discussed this with Councilor Certa, who said that he is aware of the desire for joint meetings between the Council and its various boards and committees. He noted that he agrees with Commissioner Batalion on his points, and added that there seems to be confusion about the level of effort for various types of inspections, as fire marshal inspections are different than code enforcement, health, and environmental inspections. He said that clearer articulation of the differences in the types of inspections that would occur at the state and municipal levels would be beneficial to this discussion. He also suggested looking into a staggered or split fee structure, especially for the larger developments with hundreds of units. He further noted that the cost of renovation (raised as a concern) could be offset by a housing trust fund.

Commissioner Clemens noted that though the Planning Commission has had extensive discussions about this proposal over the past year, the City Council and general public may not have that contextual background and likely were hearing about this program for the first time on January 24th. She suggested that future presentations begin with more background and context in order to bring people up to speed and effectively set the stage for the proposal.

Director Yuen agreed that a joint meeting between the City Council and Planning Commission would be beneficial prior to public hearings related to larger proposals. He noted that staff worked closely with the City Council so that they had the background and context of the issue, and said he believes that they understood the recommendations and their rationale, though members of the public may not have had the same understanding. He agreed that there was some confusion about the division of labor between the State and potential City programs, given that some of the changes were implemented by the State very recently. He acknowledged some level of duplication between what the Division of Fire Safety provides and what the City would do in terms of inspection. He said that in terms of a mixed-fee structure, they had played around with fees that would be lower for larger landlords (recognizing efficiencies for inspection buildings with a large number of units), but that in order to make the budgeting work, smaller landlords would have had to have significant fee increases, which did not seem feasible. He said that if this program ultimately ends up in the Fire Department, it could look different than this current proposal of an FTE split between inspection/code enforcement/health officer. He said that the suggestion of phasing this with a registry in the near-term and inspection a few years down the road could be counterproductive.

b. Land Development Code amendments to Chapter 714: Sign regulations

City Planner Marbl noted that changes discussed during the January Planning Commission meeting on sign regulation amendments have been incorporated into the draft amendments for the Commission's further consideration and discussion.

Commissioner Batalion asked about the time limit for string lights and whether 9:00 PM was selected for a reason. City Planner Marbl replied that 9:00 PM seemed like a reasonable limit, given that this is when restaurant establishments begin closing, but welcomed other proposals from Commissioners. Commissioners discussed this and decided that 10:00 PM would be a reasonable limit for string lights.

Commissioner McCormick said that sign requirements are complicated and asked how this (and other components of the LDC) would be enforced. He asked whether all signs would need to be approved by the City. Director Yuen replied that most permanent signs would need to receive a zoning permit and approval. City Planner Marbl noted sign types that are considered temporary and do not need explicit approval from the City, such as sandwich boards, election period signs, and real estate signs. Commissioner McCormick asked how compliance is enforced. Director Yuen replied that proactive enforcement would be more of a possibility if there was a staff member dedicated to code enforcement. He said that even before proactive enforcement, enforcement activities should center on complaints and nuisances.

c. Review examples of E.V. charging regulations for Land Development Code amendments

Director Yuen said that he has sought guidance from the Chittenden County Regional Planning Commission (CCRPC) on recommendations for best practices and current state. He said that the State's Residential Building Efficiency Standards (RBES) and the Commercial Building Efficiency Standards (CBES) are good guidance documents for E.V. regulations. He noted that these standards require one parking space per unit to be Level 2 E.V. charging capable, but that they do not go as far as requiring installation of a charging conduit. He said that the only enforcement mechanism is through private litigation, given that requirements for meeting the standards are self-attestation. He noted that these requirements apply to new buildings, not previously built buildings. He said that though there is not much uptake now of actually installing chargers in spaces, that may go up as the use of EVs increases and the demand for chargers also increases, and developers may be more willing to accommodate more chargers. Commissioner Massey suggested exploring ways to make electric vehicles more attractive, such as the feasibility of installing Level 3 chargers (which are faster chargers). Commissioner McCormick said that Level 3 chargers seem best suited for public charging stations, and that Level 2 charging capabilities should be the minimum requirement for new housing. Commissioner Batalion noted that not every EV has Level 3 charging capabilities. He also noted that renters won't be incentivized to buy electric vehicles if they do not have access to chargers, given that the City does not currently have minimums for the number of actual chargers installed per building. He suggested installing Level 1 outlets at every parking space in addition to having Level 2 capability for every unit. Director Yuen said that developers may feel that this is limiting for their layouts and could increase costs. Commissioner Clemens said that the City should be proactive about aligning their requirements for EV charging with the RBES and CBES at the state level. Commissioner Massey and Commissioner Clemens discussed exploring public (commercial) charging options in addition to the residential access provisions discussed above. City Planner Marbl suggested having unassigned EV charging parking spaces proportional to the number of units in a building, so that residents have the option of charging in those spaces or parking in their normal, assigned parking spaces.

Director Yuen asked several questions regarding moving forward with LDC-level requirements for EV charging in the City. He asked whether the City should align with current best practices and requirements, or whether it should have stricter requirements. Commissioner Clemens suggested at least aligning with the RBES and CBES regulations, and Commissioner McCormick suggested requiring a certain number of charging stations per development based on number of units. Commissioner Batalion said that with the goal of encouraging access to chargers, having EV charger requirements for commercial parking makes sense, and exploring grants for landlords to install chargers may be worth exploring. He said that retrofitting for residential rental unit charging may be trickier, given that common space electrical costs tend to be covered by landlords. Commissioner Clemens pointed out that Green Mountain Power must have some incentives for EV chargers. Director Yuen noted that there are currently grants at the state level to cover 50% of installation costs of EV chargers. Planning Commissioners confirmed that they would like to see a draft proposal of regulations that meet the minimum RBES and CBES requirements and also contain charger requirements that are stricter than those in surrounding municipalities. Commissioner McCormick pointed out that public EV chargers can also make Essex Junction more attractive to visitors.

Director Yuen asked for input on when it would be most beneficial and appropriate to solicit feedback from landlords and developers about this set of LDC amendments. Commissioner McCormick said that the more stakeholders can be engaged proactively and early, the better. Commissioner Batalion said that he would like feedback from landlords and developers about how residential chargers would work for their developments, and whether it would significantly impact their costs. City Planner Marbl replied that she will conduct some research into this. Commissioner Clemens suggested inviting developers to attend a future Planning Commission meeting to discuss these regulations. Director Yuen suggested also engaging nonprofits that advocate for EV uptake in this discussion, as they have a good sense of implementation costs. Commissioner McCormick noted that the Vermont Energy & Climate Action Network, a nonprofit organization that has EV vehicle fairs around Vermont, may be worth engaging.

6. COMMISSIONER UPDATES

Commissioner McCormick spoke about recent activities related to the City's strategic planning and visioning process. He said that there was an open house on Saturday at the community meal and budget discussion event, which had a good turnout. He noted that six pillars for the community were identified, and include housing and density, transportation, economic development, services and facilities, environment, and community engagement. He said that there were additional focus group discussions on Monday and Tuesday around these topics. He said that there is another steering committee meeting on February 9th to discuss the results of the open house and focus group discussions. He noted that there will be a second online community survey fielded in the next several months. Commissioner Massey asked whether those who are working on this have explored how to obtain higher survey response rates and more attendance at community events. Commissioner McCormick noted that postcards were mailed out to residents informing them of these conversations and this initiative. Commissioner Clemens added that one focus of the strategic planning process is around how to engage certain segments of the community and population that have traditionally be underrepresented. She also noted that future focus groups may benefit from a hybrid option in addition to an in-person attendance option.

7. STAFF UPDATES

None.

8. ADJOURNMENT

MOTION by ELIJAH MASSEY, SECOND by SCOTT McCORMICK, to adjourn the meeting.

VOTING: unanimous (4-0); motion carries.

The meeting was adjourned at 8:24 P.M.

RScty: AACoonradt

POLICE COMMUNITY ADVISORY BOARD
December 19, 2023

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

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

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

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

ADMINISTRATION: *Ron Hoague (Police Chief)*

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

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

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

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. BUSINESS ITEMS

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

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

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

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

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

c. Attendance Expectations

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

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

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

7. ADJOURN

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

Respectfully submitted,

Dan Maguire
CAB Secretary

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

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

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

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

ADMINISTRATION: Ron Hoague (Police Chief)

OTHERS PRESENT: Dawn Hill-Fleury (remote)

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

3. AGENDA APPROVAL

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

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. BUSINESS ITEMS

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

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

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

Re: reading file – crime statistics.

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

b. Public Meeting Law – Minutes.

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

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

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

7. ADJOURN

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

Respectfully submitted,
Dan Maguire
CAB Secretary