

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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, June 12, 2024  
**6:30 PM**

E-mail: [admin@essexjunction.org](mailto:admin@essexjunction.org)

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

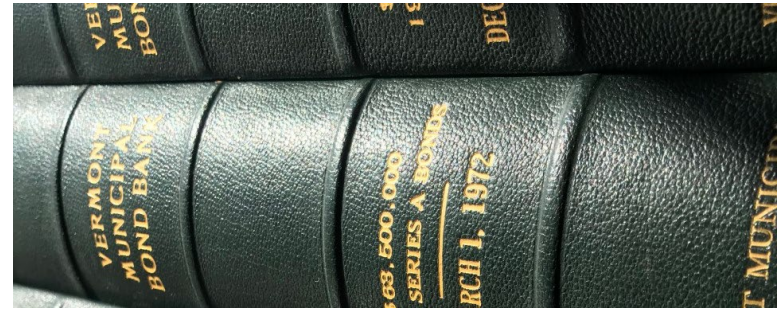
- **WATCH:** the meeting will be live streamed on [Town Meeting TV](#)
- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 944 6429 7825; Passcode: 635787

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. Vermont Bond Bank Presentation
  - b. Discussion and Consideration of the 2 Lincoln Renovation
  - c. Strategic Plan Report Presentation and Discussion
  - d. Discussion and Consideration of Direction Setting for the FY26 Budget Process
  - e. Discussion and Consideration of Next Steps for Main Street Park
  - f. Health Officer Appointment
  - g. \*Discussion and Consideration of an Executive Session to discuss a Contract
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: Amended May 8, 2024, and May 22, 2024
  - b. Tax Sale Policy and Delinquent Tax Policy
  - c. Approve Block Party Applications (Hiawatha Ave and Acorn Circle)
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant # 24046 05/31/2024
  - b. Champlain Water District 2024 Water Quality Report
  - c. May Financial Report
  - d. Tri Town Sewer Committee Minutes 05/15/2024
  - e. Bike Walk Advisory Committee Minutes 05/20/2024
  - f. Police Community Advisory Board Minutes 05/21/2024
9. **EXECUTIVE SESSION**
  - a. \*An Executive Session may be needed to discuss a contract
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.*



Vermont  
Bond Bank



FINANCIAL BENCHMARK ASSESSMENT  
ESSEX JUNCTION – JUNE 2024

# Bond Bank Programs

## Pooled Loan Program

- Provides access to financing for:
  - Towns, cities, counties, incorporated villages
  - Special Districts (water, fire, solid waste, etc.)
  - School Districts
  - Essentially any type of government institution
- For any type of physical infrastructure:
  - Roads, bridges, sidewalks, streetscapes
  - Water, sewer, stormwater
  - Buildings
  - Energy efficiency projects
  - Equipment
  - Refinance FEMA debt
  - Refinance USDA debt

## State Revolving Funds

- Conducts financial underwriting on all loans
- Manages billing, payments and disbursements, in conjunction with M&T Bank
- Owner of loan agreements

## Other Lending Programs

- Flexible Loan Fund
- Energy Projects
- Flood Recovery

## Support / Technical Assistance

- Capital Planning
- Debt Capacity

# Pooled Loan Program Highlights

## Advantages

- Bond Bank maintains AA+ rating with low interest rates passed along to borrowers
- Bond Bank provides technical expertise in organizing, structuring and pricing bonds
- Economies of scale in accessing the capital markets
- No upfront and/or on-going fees
- Streamlined process from application to receipt of funds
- Active market monitoring for refinancing opportunities with savings passed on to borrowers
- Term of financing and amortization will always match (i.e. no "put" or balloon maturity)
- No on-going risk of "catch-up" payments should tax rates change (investors not borrowers own tax risk)

## Considerations

- Must comply with rules for tax-exempt financed (like all tax-exempt loans)
- Availability of funding subject to Bond Bank schedule (typically winter and summer pools)
- Refinancing of redemption subject to Bond Bank approval
- Semi-annual payment of interest on May 1st and November 1st
- Annual payment of principal on November 1st
- Funds must be requisitioned from the Disbursement Agent (typically arrive in < 24 hours)

*Term of financing and useful life of asset financed must align*

# Green Energy and Energy Efficiency Lending

## How can Bond Bank support renewable energy and energy efficiency projects?

- New programs hopefully emerging in 2024 (W/ USDA RESP and EPA GGRF funding)
- Solar installations, storage, electrification, weatherization, and many other uses likely eligible
- Complementary with the Bond Bank's Pooled Loan Program - and with other subsidies
- 2023 Statutory change expanded the Bond Bank's flexibility
- Rates and terms TBD

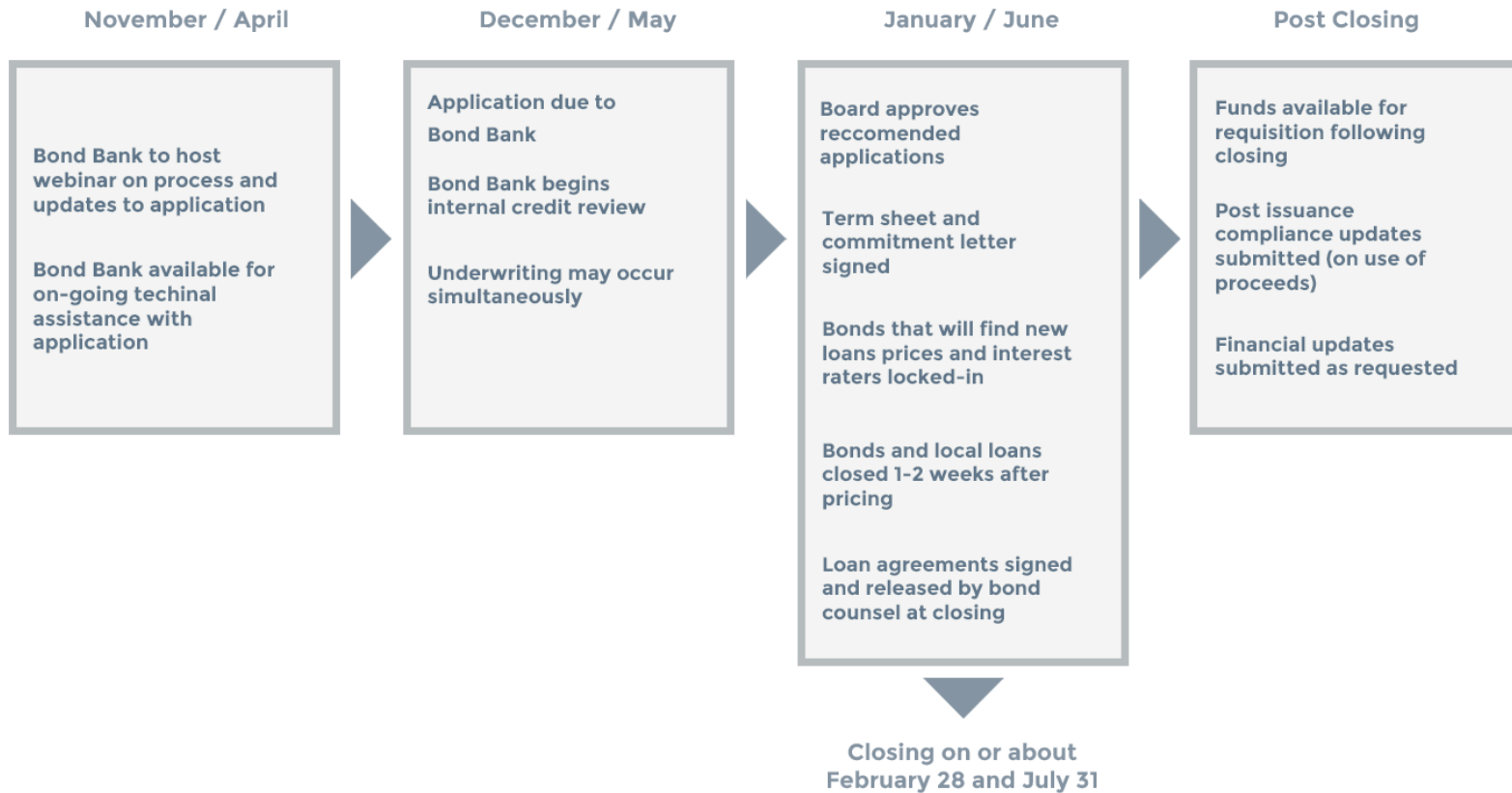


Photo Credit: Ian Albinston, *The Addison County Independent*

# Pooled Loan Program Terms

	Description	Notes
<b>Loan Amount</b>	Up to 100% financing of project costs	No loan limits but the overall debt capacity of the borrower will be evaluated during underwriting.
<b>Interest Rate</b>	Market rate based on the Bond Bank's "AA+" rating	The Bond Bank issues bonds to fund loans, which will establish the loan rate. Rates are "locked-in" on the date the bonds are priced.
<b>Loan Term / Amortization</b>	<ul style="list-style-type: none"><li>• Must match useful life of asset(s) financed up to 30 years</li><li>• Applicants may request up to 5 years interest only</li></ul>	Requested term will be reviewed by local bond counsel to ensure statutory compliance. Municipal and school district loans may have level or declining principal payments. Utilities and other qualifying local bonds may have level debt service payments.
<b>Payment Dates</b>	Payments are due semi-annually on May 1st (interest only) and November 1st (interest and principal)	Our bond trustee, US Bank, invoices 45 days prior to payment dates. Borrowers retain the responsibility to make payments with or without invoices.
<b>Underwriting / Credit Review</b>	We will review timing of supporting revenue vs debt service, financial statements, and local economic condition	
<b>Fees</b>	No fees are charged associated with applying receiving loans through the Bond Bank	

# Illustrative Timeline



# Operating Ratios – Governmental Activities

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
<b>Unassigned General Fund Balance as % of Revenue</b>	14.6%	16.5%	32.8%	Indicator of financial resources available to address investments and/or financial resiliency
<b>Cash as % of Revenue</b>	161.0%	61.2%	36.1%	Cash available for on-going operations; cash typically higher in VT communities due to consolidation of cash within GF
<b>Intergovernmental</b>	22.9%	10.5%	---	
<b>Capital Asset Depreciation</b>	40.5%	42.4%	49.7%**	Indicator of relative age of infrastructure from financial accounting perspective

\*Median is representative of Moody's rated municipalities in the A category w/ pop. 10k-20k

\*\*Median is representative of all of Moody's rated municipalities



# Debt Ratios – Governmental Activities

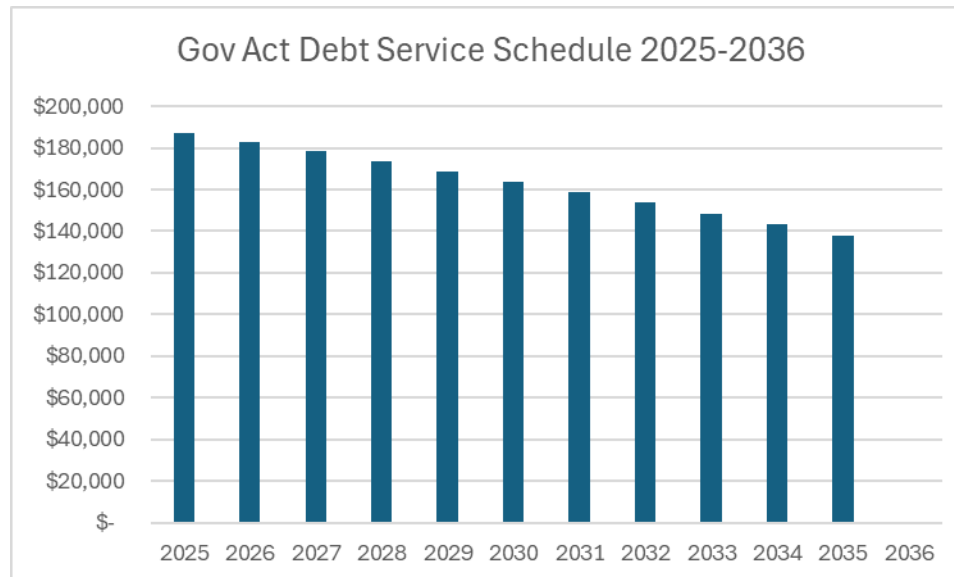
Sub-Category	Last Audit	+ \$5 million	+ \$10 million	+\$15 million	VBB Median	Moody's Median*
<b>Total Long-Term Debt (LTD)</b>	\$1,486,651	\$6,486,651	\$11,486,651	\$16,486,651	\$774,996	---
<b>Debt Service as % of Operating Expenses</b>	3.4%	10.2%	16.9%	23.7%	5.5%	7.4%
<b>Debt Service as % of Revenue</b>	2.6%	7.8%	13.0%	18.2%	5.4%	---
<b>Gov Act LTD as % of Revenue</b>	20.9%	91.4%	161.9%	232.3%	40.8%	80.0%
<b>Gov Act 10-year Debt Payoff (20 years @ 4% level DS)</b>	90.9%	56.9%	53.8%	52.6%	85.4%	---
<b>Gov Act LTD as % of Equalized Value</b>	0.09%	0.39%	0.69%	0.99%	0.21%	1.60%
<b>Gov Act LTD per Capita</b>	\$140	\$613	\$1,085	\$1,557	\$369	---

\*Median is representative of Moody's rated municipalities in the A category w/ pop. 10k-20k

# Debt Observations – Governmental Activities

## OBSERVATIONS

- Strong cash position implies liquidity should expenses and/or revenues differ significantly from projected
- Gov Act LTD to value and LTD per capita well below VT medians
- Annual debt service on Gov Act LTD as percentage of budget well below VT median
- All existing Gov Act LTD scheduled to be retired in 11 years
- Adding new debt (esp. > \$5 million) stresses ratios - though not Gov Act LTD to value compared to Moody's
- Local economics (next slide) appear quite healthy though municipal tax rate 86% above VT median
- Quality capital planning and reserve fund management suggests capacity for effectively scheduling projects and distributing the impact of new debt



# Local Economic & Social Indicators

	<b>Essex Junction</b>	<b>Avg VT town</b>
	(000s)	(000s)
Equalized Value - 2013	\$1,036,117	\$299,510
Equalized Value - 2023	\$1,671,180	\$483,257
<i>CAGR</i>	4.90%	4.90%
Equalized Valuation / Pop	\$157,807	\$195,384

			<b>Annual Average</b>	
			<b>#</b>	<b>%</b>
<b>Population</b>	<b>2010</b>	<b>2020</b>		
Vermont	625,741	643,077	1,734	0.27%
Municipality	9,271	10,590	132	1.34%
<b>Household Wage &amp; Salary</b>	<b>2013-2017</b>	<b>2018-2022</b>		
Vermont (000s) TTL	\$13,803,239	\$17,793,230	\$797,998	5.21%
Per HH	\$53,390	\$66,928		
Municipality TTL	\$285,702,000	\$399,012,400	\$22,662,080	6.91%
Per HH	\$66,211	\$86,666		

	<b>Tax Rates</b>		
	<b>Essex Junction</b>	<b>VT Median</b>	<b>variance</b>
Municipal	\$0.9299	\$0.5005	85.79%
Homestead	\$1.6646	\$1.4373	15.82%

# Operating Ratios – Water Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
Operating Ratio	92.1%	64.8%	---	Operations and maintenance spending in comparison to revenue; indicator of efficiency of operation as well as the amount of revenue available for capital and/or debt service
Unrestricted reserves to O&M expenses	23.0%	68.8%	---	Indicator demonstrating saving for unexpected expenses, and/or revenue shortfalls
Days of Cash on Hand	281	237	412	Liquidity available to pay operating expenses without use of credit
Remaining Useful Life (years)	45.1	19.2	25	Indicator of relative age of infrastructure from financial accounting perspective

\*Moody's medians are representative of water and sewer systems on a combined basis

# Debt Ratios – Water Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
<b>Debt Service Coverage Ratio (DSCR)</b>	1.32x	1.48x	1.80x	Amount of net operating revenue (cash) available for the payment of debt service; amounts above 1.00x demonstrate cushion for payments as well as capacity to contribute to reserves or PAYGO capital spending
<b>Debt Ratio</b>	30.1%	34.1%	---	Indicator demonstrating the amount of debt relative to the overall asset size of the system
<b>Debt Service to Expenses</b>	6.46%	31.8%	---	Indication as to amount of budget consumed by debt service; higher amounts may indicate crowding out of other spending priorities or alternative capital spending (ex. PAYGO)
<b>Debt Service to Revenues</b>	5.96%	29.4%	---	See above. In addition, indicates the potential for non operating expense spending
<b>Debt to Revenues</b>	76.27%	191.7%	250%	Indicator of debt relative to the size of annual spending of a system

\*Moody's medians are representative of water and wastewater systems on a combined basis

# Debt Capacity Analysis & Observations – Water Fund

		Debt Service Coverage Ratio		
		1.25x	1.50x	2.00x
Annual Debt Service Cushion		\$14,471	(\$30,844)	(\$87,488)
Add. Debt Capacity	20 years @ 2%	\$236,618	(\$504,344)	(\$1,430,546)
Add. Debt Capacity	30 years @ 4%	\$250,230	(\$533,355)	(\$1,512,837)
Notes	Debt capacity indicates the amount of income above a set level of debt service coverage that could be available to pay debt service while continuing to maintain a cushion			

## OBSERVATIONS

- Operating margin is tight and limited unrestricted reserves available – though days cash on hand > VT median
- Debt Service Coverage Ratio of > 1.25x indicates immediate additional debt capacity
- Debt service to budget and debt to revenues well below VT medians
- Quality capital planning and reserve fund management suggests capacity for effectively scheduling projects and distributing the impact of new debt

# Operating Ratios – Wastewater Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
Operating Ratio	60.1%	64.8%	---	Operations and maintenance spending in comparison to revenue; indicator of efficiency of operation as well as the amount of revenue available for capital and/or debt service
Unrestricted reserves to O&M expenses	168.1%	68.8%	---	Indicator demonstrating saving for unexpected expenses, and/or revenue shortfalls
Days of Cash on Hand	550	237	412	Liquidity available to pay operating expenses without use of credit
Remaining Useful Life (years)	13.0	19.2	25	Indicator of relative age of infrastructure from financial accounting perspective

\*Moody's medians are representative of water and sewer systems on a combined basis

# Debt Ratios – Wastewater Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
<b>Debt Service Coverage Ratio (DSCR)</b>	1.12x	1.48x	1.80x	Amount of net operating revenue (cash) available for the payment of debt service; amounts above 1.00x demonstrate cushion for payments as well as capacity to contribute to reserves or PAYGO capital spending
<b>Debt Ratio</b>	60.27%	34.1%	---	Indicator demonstrating the amount of debt relative to the overall asset size of the system
<b>Debt Service to Expenses</b>	59.3%	31.8%	---	Indication as to amount of budget consumed by debt service; higher amounts may indicate crowding out of other spending priorities or alternative capital spending (ex. PAYGO)
<b>Debt Service to Revenues</b>	35.6%	29.4%	---	See above. In addition, indicates the potential for non operating expense spending
<b>Debt to Revenues</b>	374.5%	191.7%	250%	Indicator of debt relative to the size of annual spending of a system

\*Moody's medians are representative of water and wastewater systems on a combined basis



# Debt Capacity Analysis & Observations – Wastewater Fund

		Debt Service Coverage Ratio		
		1.25x	1.50x	2.00x
Annual Debt Service Cushion		(\$91,316)	(\$223,645)	(\$389,056)
Add. Debt Capacity	20 years @ 2%	(\$1,493,147)	(\$3,656,911)	(\$6,361,615)
Add. Debt Capacity	30 years @ 4%	(\$1,579,039)	(\$3,867,271)	(\$6,727,561)
Notes	Debt capacity indicates the amount of income above a set level of debt service coverage that could be available to pay debt service while continuing to maintain a cushion			

## OBSERVATIONS

- Operating margin is in line with VT median
- Healthy reserves / O&M and cash (due to) on hand
- Debt Service Coverage Ratio of < 1.25x indicates no additional debt capacity w/o revenue / rate increase
- Debt to assets, debt to revenues, and debt service to budget are all well above medians
- Quality capital planning and reserve fund management suggests capacity for effectively scheduling projects and distributing the impact of new debt

# Operating Ratios – Sanitation Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
Operating Ratio	56.2%	64.8%	---	Operations and maintenance spending in comparison to revenue; indicator of efficiency of operation as well as the amount of revenue available for capital and/or debt service
Unrestricted reserves to O&M expenses	439.8%	68.8%	---	Indicator demonstrating saving for unexpected expenses, and/or revenue shortfalls
Days of Cash on Hand	1,417	237	412	Liquidity available to pay operating expenses without use of credit
Remaining Useful Life (years)	28.2	19.2	25	Indicator of relative age of infrastructure from financial accounting perspective

\*Moody's medians are representative of water and sewer systems on a combined basis

# Debt Ratios – Sanitation Fund

Sub-Category	Last Audit	VBB Median	Moody's Median*	Notes
<b>Debt Service Coverage Ratio (DSCR)</b>	3.82x	1.48x	1.80x	Amount of net operating revenue (cash) available for the payment of debt service; amounts above 1.00x demonstrate cushion for payments as well as capacity to contribute to reserves or PAYGO capital spending
<b>Debt Ratio</b>	10.5%	34.1%	---	Indicator demonstrating the amount of debt relative to the overall asset size of the system
<b>Debt Service to Expenses</b>	20.4%	31.8%	---	Indication as to amount of budget consumed by debt service; higher amounts may indicate crowding out of other spending priorities or alternative capital spending (ex. PAYGO)
<b>Debt Service to Revenues</b>	11.5%	29.4%	---	See above. In addition, indicates the potential for non operating expense spending
<b>Debt to Revenues</b>	97.7%	191.7%	250%	Indicator of debt relative to the size of annual spending of a system

\*Moody's medians are representative of water and wastewater systems on a combined basis

# Debt Capacity Analysis & Observations – Sanitation Fund

		Debt Service Coverage Ratio		
		1.25x	1.50x	2.00x
Annual Debt Service Cushion		\$168,572	\$126,805	\$74,597
Add. Debt Capacity	20 years @ 2%	\$2,756,391	\$2,073,444	\$1,219,760
Add. Debt Capacity	30 years @ 4%	\$2,914,949	\$2,192,716	\$1,289,925
Notes	Debt capacity indicates the amount of income above a set level of debt service coverage that could be available to pay debt service while continuing to maintain a cushion			

## OBSERVATIONS

- Operating margin is below VT median
- Very healthy reserves / O&M and cash (due to) on hand
- Debt Service Coverage Ratio of well above 1.25x indicates significant immediate additional debt capacity
- Debt to assets, debt to revenues, and debt service to budget are all well below medians suggesting significant additional debt capacity
- Quality capital planning and reserve fund management suggests capacity for effectively scheduling projects and distributing the impact of new debt

# Bond Bank Financial Benchmark Assessment Disclosure

## BOND BANK MEDIAN METHODOLOGY & LIMITATIONS

- Financial statement data is regularly entered into the VBB database while reviewing loan applications and conducting annual portfolio monitoring
- More entries occur during the loan review process, so medians are bias towards entities planning for new debt issuance and related capital spending
- Entries over last 18 months selected to be included in medians
- Medians change over time as more recent entries are included
- Only one entry per entity for governmental activities but multiple enterprises (e.g., water and sewer) may be used to calculate medians
- Not all borrowers within portfolio regularly have third party financial audit and comparable data is sometimes incomplete
- Database is evolving and categories of data change over time
- Assumptions about schedules and costs of debt service on hypothetical new debt not necessarily reflective of ultimate schedules and costs
- Ratios with hypothetical new debt not adjusted for additional revenue, value, population, etc.
- Medians may or may not represent an appropriate peer group
- Medians may reflect unique circumstances or characteristics of Bond Bank borrowers
- Medians provide starting point for affordability analysis but are silent on community values
- Medians do not help prioritize or inform the type of projects that are financed with debt

[www.vtbondbank.org](http://www.vtbondbank.org)



# Vermont Bond Bank

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**Memo**

**To:** City Council and City Manager Regina Mahony

**From:** Harlan Smith, Interim, City Building Coordinator

**Meeting Date:** June 12, 2024

**Re:** 2 Lincoln Remodel update and discussion.

**Issue:**

To decide whether to proceed with the 2 Lincoln renovation project or not.

**Discussion:**

As a reminder, the goals of the renovation are to house the municipal offices of the newly formed City of Essex Junction, establish a formal entry way, add an elevator, and accommodate the main room for the senior center and accommodate CHIPS on the second floor. The plans do reduce the available area for CHIPS; this was unavoidable.

Action to date on this project: At the April 26, 2023 meeting the architect and engineering contract was authorized for Scott + Partners. At the September 13, 2023 meeting, the City Council awarded the Construction Manager (CM) bid to the Bread Loaf Corporation, assigned \$43,729 funds for this project, and authorized the City Manager to move forward and execute a contract with the Bread Loaf Corporation for Construction Manager services for an amount not to exceed \$43,729 plus a 5% fee including legal review. Lastly, at the March 13, 2024 meeting the Council designated the FY24 surplus of \$2,824,513.71 to the 2 Lincoln renovation project.

Since that time the team has developed 100% design phase drawings, and the CM has provided the final estimate for construction costs and alternates and their associated costs. Staff has also developed out-of-pocket costs that are associated with the renovation project; and future building needs that are not included in the renovation but will be addressed in the future. You will find all this information in the attachments. At the meeting, Staff will discuss what the alternates are and the implications of including them or not in the project. Staff recommends that we include Alternate 2 (vestibule), and Alternate 3 (teen center) with the project scope. There are cost estimates in the proposal for the Alternates, but here is a more detailed break-down for Alternate 3 for the Teen Center:

- Kitchenette \$17,508
- Flooring \$6,592
- Mechanical Zone \$66,889

**Cost:**

Estimated scope without alternates: \$2,475,888

Estimated out of pocket costs: \$408,000

Alternate 2 (vestibule): \$203,700

Alternate 3 (teen center): \$90,990

Total Estimated scope WITH out of pocket and alternates 2 & 3: \$3,178,578  
 Available funds already assigned to the 2 Lincoln Renovation Project: \$2,638,336  
 Shortfall: \$540,242  
 Available LOT funds: \$325,000  
 Available Capital Reserve Funds: \$215,242

Staff will be consulting with the Architect team on Monday, June 10<sup>th</sup> to confirm; however at time of writing, we believe the project costs will be \$2,883,888 (guaranteed maximum price plus City out-of-pocket costs) plus \$294,690 (add alternates 2 & 3); and the available funds are currently \$2,638,336 (this figure already accounts for expenses to date and the remainder of the Architect & Engineering services contract, and a portion of the Construction Manager contract).

Staff finds that there are adequate funds in the LOT fund to accommodate a portion of the shortfall if the Council would like to re-assign the following funds that are no longer needed (\$40,158 for code enforcement/rental registry position assumed in FY24; \$28,000 for stormwater grant match) and additionally assign a projected conservative FY24 quarter four revenue of \$200,000, and the balance of \$84,765 to this project. Collectively that would assign \$325,000 to this project; while retaining the \$1,000,000 assigned to capital projects. It is also important to note that this does not include any projected FY25 LOT revenue. [See the second to last page in the May financials in the Reading File for more information on this fund.]

Further, staff finds, that the remaining funds to cover the add alternates could come from the capital fund reserve. If we assign \$215,242 from the capital fund reserve, here is what it looks like. The FY25 planned spending amount is in red font to show the addition of this \$215,242, a change from the current approved budget is; and the remaining fund balances for the next 5 years.

General Fund Capital Reserve Fund Balance							
	FY24	FY25	FY26	FY27	FY28	FY29	
Beginning Fund Balance	1,073,157	1,498,111	1,166,155	1,113,508	812,092	262,086	
Planned Spending	(201,976)	(1,932,618)	(1,512,101)	(1,825,517)	(2,145,192)	(1,048,026)	
Revenue Sources							
General Fund Transfer In	531,585	584,744	643,218	707,540	778,294	856,123	
CVE Annual Contribution	15,606	15,918	16,236	16,561	16,892		
LOT Transfer In	79,739	1,000,000	800,000	800,000	800,000	800,000	
Misc. Donations and Interest Earnings							
Summary Stormwater Grants							
Brickyard Culvert							
Vtrans Structures Grant-Main St. Ped Bridge							
Crescent Connector Grant							
Pearl St. Missing Link Grants							
FEMA - Densmore Drive (Oct 2019 event) and State 15%							
<b>Total Revenues</b>	<b>626,930</b>	<b>1,600,662</b>	<b>1,459,454</b>	<b>1,524,101</b>	<b>1,595,186</b>	<b>1,656,123</b>	
<b>Ending Fund Balance</b>	<b>1,498,111</b>	<b>1,166,155</b>	<b>1,113,508</b>	<b>812,092</b>	<b>262,086</b>	<b>870,184</b>	

**Recommendation:**

Staff would like input from the Council on the add alternates, funding for the project, and authorization to proceed.

Staff's recommendation is to re-assign \$68,158 and assign an additional \$284,766 from the LOT fund to this project; and assign \$215,242 from the capital fund reserve to the 2 Lincoln renovation project. This would cover the base project and alternates 2 and 3.



The construction schedule requires significant lead time on the elevator, therefore a final decision on this project is needed to move forward as planned.

**Recommended motion:**

“I move that the City Council re-assign \$68,158 in LOT funds for this project; assign an additional \$284,766 in LOT funds for this project; assign \$215,242 from the capital fund reserve for this project; and authorize the City Manager to move forward on the renovation of 2 Lincoln with the funds as identified by staff herein, to include but not be limited to execution of a Notice to Proceed.”

**Attachments:**

Bread Loaf Proposal – cost estimate & schedule  
Out of Pocket Costs  
Future Building Need not included in renovation

**PROPOSAL FOR CONSTRUCTION OF  
LINCOLN HALL RENOVATIONS**

Essex Junction, VT

June 5, 2024

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7. Project Schedule
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## 1. CONTRACT SUMMARY

Div. No.	Description	Item Sub-total
<b>01</b>	<b>General Requirements</b>	
1.1	General Conditions	\$ 367,939.00
<b>02</b>	<b>Site Work</b>	
2.1	Selective Demolition	\$ 64,300.00
2.2	Site Work (Contract Allowance)	\$ 69,308.00
<b>03</b>	<b>Concrete</b>	
3.1	Cast-In-Place Concrete (Contract Allowance)	\$ 65,872.00
<b>04</b>	<b>Masonry</b>	
4.1	Masonry	\$ 25,000.00
<b>05</b>	<b>Metals</b>	
5.1	Misc. Steel	\$ 111,852.00
<b>06</b>	<b>Wood &amp; Plastics</b>	
6.1	Rough Carpentry	\$ 96,185.00
6.2	Finish Carpentry + Install Casework (Contract Allowance)	\$ 46,770.00
6.3	Architectural Casework	\$ 10,653.00
<b>07</b>	<b>Thermal &amp; Moisture Protection</b>	
7.1	Thermal Insulation	W/Other Trades
7.2	Misc. Roofing Work (Contract Allowance)	\$ 10,332.00
<b>08</b>	<b>Openings</b>	
8.1	Doors/Frames/Hardware	\$ 62,539.00
8.2	Windows	\$ 1,781.00
8.3	Glazing (Contract Allowance)	\$ 8,200.00
<b>09</b>	<b>Finishes</b>	
9.1	Drywall	\$ 127,285.00
9.2	ACT Ceilings	\$ 29,500.00
9.3	Flooring	\$ 67,275.00
9.4	Painting	\$ 54,777.00
<b>10</b>	<b>Specialties</b>	
10.1	Specialties	\$ 23,308.00
<b>11</b>	<b>Equipment - not used</b>	
<b>12</b>	<b>Furnishings (not used)</b>	
<b>13</b>	<b>Special Construction (not used)</b>	
<b>14</b>	<b>Conveying Equipment (not used)</b>	
14.1	Hydraulic Elevator (Single Phase)	\$ 148,000.00
<b>15A</b>	<b>Mechanical</b>	
15.1	Mechanical & Plumbing	\$ 411,392.00
<b>15B</b>	<b>Fire Protection - not used</b>	
<b>16</b>	<b>Electrical</b>	
16.1	Electrical & Fire Alarm	\$ 373,433.00
<b>17</b>	<b>Contract Allowances</b>	
17.1	Repair or Replacement of Existing Interior Finishes	\$ 27,000.00
17.2	Specification 02 4000 General Architectural Provisions	\$ 15,000.00
17.3	Reinforce Type "C" Trusses	\$ 4,000.00
17.4	Trades that still need to be bid (Sitework, Cast-in-place Concrete, Underpinning, finish carpentry, roofing, glazing) These values are listed above & in Section 3 Allowances of "The Proposal for Construction", \$200,482	
	<b>Sub-total:</b>	<b>\$ 2,221,701.00</b>
	<b>Subcontractor Liability Insurance</b>	<b>\$ 5,074.00</b>
	<b>Sub-total:</b>	<b>\$ 2,226,775.00</b>
	<b>Overhead &amp; Profit</b>	<b>\$ 111,339.00</b>
	<b>Sub-total:</b>	<b>\$ 2,338,114.00</b>
	<b>Contingency</b>	<b>\$ 116,906.00</b>
	<b>Sub-total:</b>	<b>\$ 2,455,020.00</b>
	<b>Bond:</b>	<b>\$ 20,868.00</b>
	<b>TOTAL Contract Value:</b>	<b>\$ 2,475,888.00</b>

## 2. QUALIFICATIONS AND EXCLUSIONS

### Qualifications:

(NOT USED)

### Exclusions:

1. Sales Tax.
2. Permit Fees.
3. Independent Testing and Special Inspections.
4. Builders Risk Insurance.
5. Utility Company Charges and Fees.
6. Hazardous material assessment and/or abatement.
7. Mold remediation.
8. Leveling or jacking of existing structure to make level or plumb including shimming, sleepers or other work required to level the existing flooring.
9. Remediation of hidden conditions found to be non-compliant.
10. Davis Bacon Wages / Prevailing wages.
11. Owner Contingency.
12. Compliance with Build America, Buy America Act. Or other similar acts.
13. Temporary water and electrical consumptions fees during construction.
14. Moving expenses.
15. Progress photos by a Photographer, the project superintendent will take photographs and log them into ProCore.
16. Professional Land Surveyor, the project superintendent will perform layout.
17. Per specification 02 4000 General Architectural Provisions Bold typed paragraph “**Any discrepancies between what is shown in the bid documents versus what is found in the field must be brought to the attention of the CM and Architect PRIOR to bidding**”.
18. Moisture mitigation of existing slabs.
19. Radon mitigation systems.
20. Owner’s representative.
21. Coordination Drawings.
22. Paging System Equipment.
23. Security Camera Equipment.
24. Cable TV or Satellite TV wiring if not Cat 6 or wireless.
25. Incoming fiber and tele data lines.
26. Fiber optic cabling.
27. Card Access Equipment.
28. Audio / Visual Equipment.
29. Security system hardware and wire.
30. Telephone system handsets.
31. All data equipment (Racks, patch panels, hubs, servers, etc.).
32. Humidification Systems.

33. Third party commissioning.
34. Fire protection sprinkler systems.
35. ARC Flash Studies and Training.
36. Duct leak testing and duct cleaning.
37. DDC controls for Annex or upgrades to existing Control Tech DDC control system.
38. Duct Cleaning - Spec unclear as section 23 0130.51 is missing, all new duct, open ends will have plastic covers during construction.
39. Sound lining on ductwork – None indicated.
40. Guardrails or tie offs for equipment located within 10' of roof edge.
41. Relocating exhaust hoods from locations noted on plans.
42. Relocating existing plumbing vents through roof.
43. Submetering or energy metering of building systems.

**3. ALLOWANCES (all allowances below include labor, material, and equipment but exclude mark-ups)**

1. Repair or replacement of existing interior finishes to include cracks, dings, holes, etc. not related to demolition activities.....	\$27,000
2. Specification 02 4000 General Architectural Provisions.....	\$15,000
3. Reinforce Type "C" Trusses.....	\$4,000
4. Trades that still need to be bid (Sitework \$69,308, Cast-in-place Concrete/Underpinning \$65,872, Finish Carpentry \$46,770, Roofing \$10,332, Glazing \$8,200).....	\$200,482
5. Ornamental trim to match existing at Vestibule 100 (Alternate #2).....	\$2,000

#### 4. ALTERNATES

**ADD ALTERNATE #1:**

Add wood vault ceiling in Lobby 101. See Drawings and Specifications. \$38,900

**ADD ALTERNATE #2:**

Add the vestibule 100 and related sitework. \$203,700

**ADD ALTERNATE #3:**

Add – Room 219 Teen Center Kitchenette cabinets:  
Base and wall, and kitchen counter.

Plumbing fixtures, and electrical equipment; oven, refrigerator by tenant.

Add carpet to Teen Activity Center Room 217.

Add Mechanical Zone for air conditioning/heating to the Teen Center areas;

Kitchenette 219, Activity Room 217, Teen Center Computer/

Multi-Purpose Room 216, the existing radiation will remain in place. \$90,990



**5. UNIT PRICES**

(NOT USED)

**6. HOURLY RATES**

1. Hour Billing Rates - Effective through June 2025

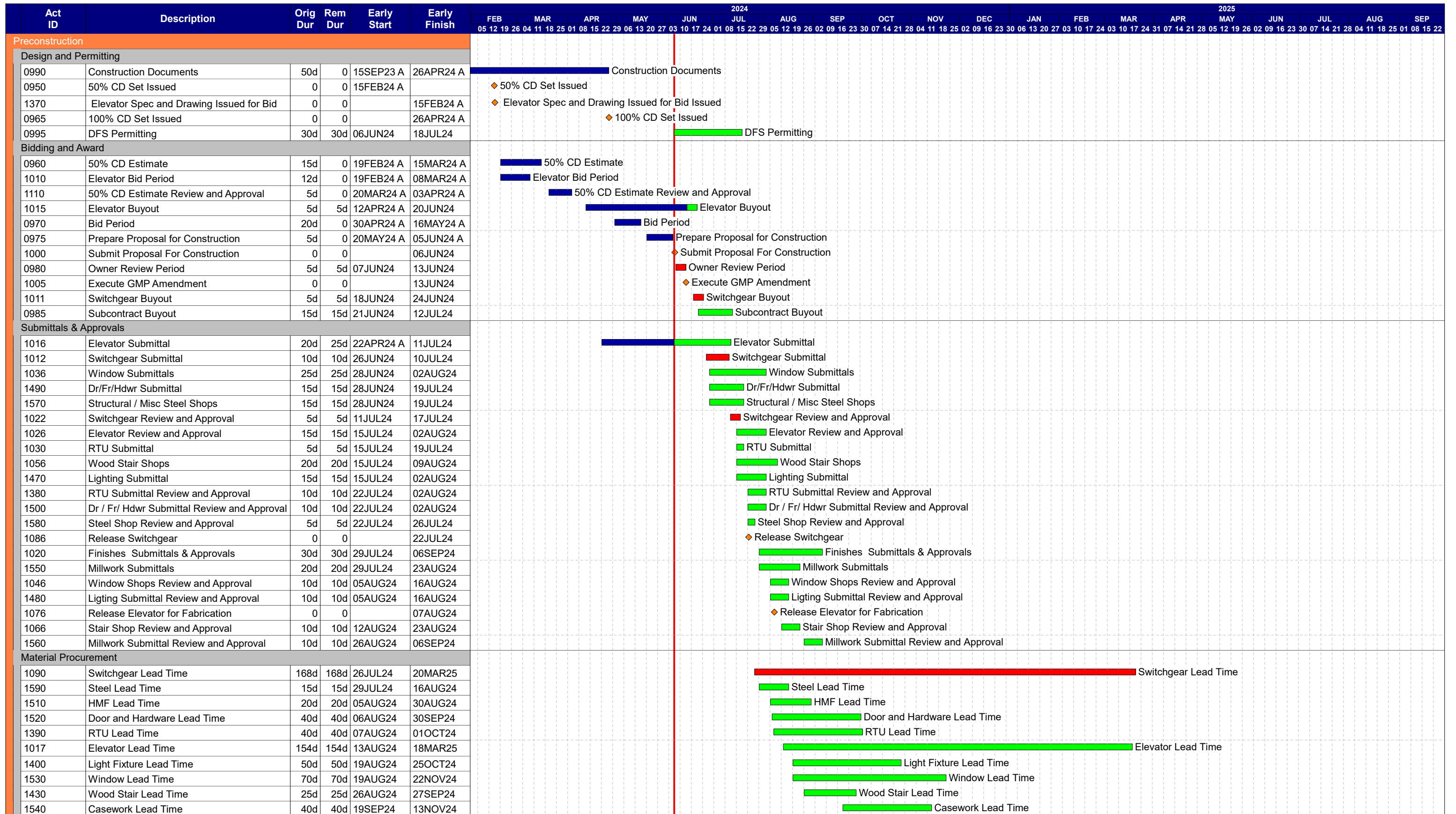
Vice-President .....	\$164.80/hour
Project Estimator .....	\$ 75.32/hour
Project Manager .....	\$101.79/hour
Assistant Project Manager .....	\$ 57.59/hour
Manager of M.E.P. Services .....	\$ 74.06/hour
Matterport Technician .....	\$ 79.83/hour
Coordinator .....	\$ 49.44/hour
Risk Management Administrator (RMA) .....	\$ 57.08/hour
Superintendent .....	\$ 80.61/hour
Carpenter.....	\$ 68.06/hour
Carpenter Helper .....	\$ 63.25/hour
Laborer .....	\$ 51.17/hour

Construction Manager's personnel to be included in the Cost of the Work for that portion of their time spent working on the project are identified in this Exhibit and shall be billed in accordance with respective rates.

[REMAINDER OF PAGE IS INTENTIONALLY BLANK]

**7. PROJECT SCHEDULE**

Project Schedule Follows



Start date 05FEB24  
 Finish date 30MAY25  
 Data date 06JUN24  
 Run date 05JUN24  
 Page number 1A  
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**Bread Loaf  
 Lincoln Hall Renovations  
 June 5 , 2024 Update**

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point

Act ID	Description	Orig Dur	Rem Dur	Early Start	Early Finish	2024												2025											
						FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP				
<b>Construction</b>																													
<b>Demolition / Foundations / Sitework</b>																													
1050	Mobilize	0	0	01NOV24																									
1060	MEP Make Safe	4d	4d	04NOV24	07NOV24																								
1070	Demo Partitions/ Finishes all Floors	18d	18d	08NOV24	03DEC24																								
1080	Demo Basement Slabs for Foundations	3d	3d	04DEC24	06DEC24																								
1100	Excavate for Eleavtor Pit	3d	3d	09DEC24	11DEC24																								
1120	Excavate for new column footings	1d	1d	12DEC24	12DEC24																								
1140	Form / Place Elevator Pit	4d	4d	12DEC24	17DEC24																								
1150	Form Place New Column Ftgs	1d	1d	17DEC24	17DEC24																								
1160	Excavate for new vestibule	1d	1d	18DEC24	18DEC24																								
1170	Vestibule Foundations	4d	4d	19DEC24	24DEC24																								
1180	Damproof / Backfill Elevator pit	2d	2d	26DEC24	27DEC24																								
1190	Damproof / Backfill vestibule Foundations	1d	1d	30DEC24	30DEC24																								
1200	Prep form New SOGs	1d	1d	02JAN25	02JAN25																								
1210	Place SOG at Vestibule 100	1d	1d	03JAN25	03JAN25																								
1220	Place SOG Basement	1d	1d	03JAN25	03JAN25																								
1360	Demo Existing Steel Beam at New Hoistway	1d	1d	09JAN25	09JAN25																								
1420	Demo Fire Escape	2d	2d	10JAN25	13JAN25																								
1230	Prep / Place Sidewalk at Vestibule 100	5d	5d	11MAR25	17MAR25																								
<b>Structural Framing / Envelope</b>																													
1240	Floor Demo / Frame Stair 1	8d	8d	04DEC24	13DEC24																								
1250	Demo / Reframe / Sheath 1st Floor (EJC)	4d	4d	16DEC24	19DEC24																								
1600	Install Stair 1	2d	2d	16DEC24	17DEC24																								
1260	Demo 2nd floor Framing	4d	4d	20DEC24	26DEC24																								
1270	Install New Columns/ Steel	3d	3d	27DEC24	31DEC24																								
1280	New 2nd Floor Framing	5d	5d	02JAN25	08JAN25																								
1290	Roof Framing for New RTUs	6d	6d	09JAN25	16JAN25																								
1300	Floor Demo / Frame Hoistway	18d	18d	17JAN25	11FEB25																								
1330	Set Roof Equipment Curbs	1d	1d	24JAN25	24JAN25																								
1340	Flash-in equipment curbs	2d	2d	27JAN25	28JAN25																								
1460	Set Rooftop Equipment	0	0	29JAN25																									
1320	Install Hoist Beam	1d	1d	12FEB25	12FEB25																								
1710	Attic Stair Opening Framing	5d	5d	12FEB25	18FEB25																								
1310	Frame Vestibule 100	5d	5d	19FEB25	25FEB25																								
1350	Roofing at Vestibule 100	2d	2d	26FEB25	27FEB25																								
1720	Door/ Windows at Vestibule 100	1d	1d	28FEB25	28FEB25																								
1730	Siding/Trim at Vestibule 100	6d	6d	03MAR25	10MAR25																								
<b>Interior Construction</b>																													
1630	Frame Partitions Basement	5d	5d	24JAN25	30JAN25																								
1620	Frame Partitions 1st Floor	8d	8d	31JAN25	11FEB25																								
1670	Ceiling Rough 2nd Floor	18d	18d	05FEB25	28FEB25																								
1610	Frame Partitions 2nd Floor	8d	8d	12FEB25	21FEB25																								
1650	In-wall Rough 1st floor	10d	10d	12FEB25	25FEB25																								
1770	Frame Ceilings 2nd Floor	5d	5d	24FEB25	28FEB25																								
1640	In-wall Rough 2nd Floor	10d	10d	26FEB25	11MAR25																								
1690	Ceiling Rough 1st Floor	12d	12d	03MAR25	18MAR25																								
1780	Frame Ceilings 1st Floor	5d	5d	10MAR25	14MAR25																								
1660	Basement MEP ROUGH	25d	25d	12MAR25	15APR25																								
1760	Sheetrock Tape / 2nd Floor	10d	10d	12MAR25	25MAR25																								
1410	Install New Switchgear	10d	10d	21MAR25	03APR25																								
1750	Sheetrock/ Tape 1st Floor	10d	10d	26MAR25	08APR25																								

Start date	05FEB24
Finish date	30MAY25
Data date	06JUN24
Run date	05JUN24
Page number	2A
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**Bread Loaf  
Lincoln Hall Renovations  
June 5 , 2024 Update**

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



## 8. LIST OF CONTRACT DOCUMENTS

### Contract Drawings

<i>Drawing No.</i>	<i>Drawing Title</i>	<i>Date</i>
<b>Civil</b>		
C-1	Existing Conditions Plan	04/26/2024
C-2	Demolition Plan for Base Bid	04/26/2024
C-2A	Demolition Plan for Alternate Bid	04/26/2024
C-3	Site Plan for Base Bid	04/26/2024
C-3A	Site Plan for Alternate Bid	04/26/2024
C-4	Details	04/26/2024
C-5	Technical Specifications	04/26/2024
C-6	Technical Specifications	04/26/2024
C-7	Technical Specifications	04/26/2024
C-8	Technical Specifications	04/26/2024
C-9	Technical Specifications	04/26/2024
<b>Structural</b>		
S-1	Foundation Plan	04/26/2024
S-2	First Floor Framing Plan	04/26/2024
S-3	Second Level Framing Plan	04/26/2024
S-4	Attic and Low Roof Framing Plan	04/26/2024
S-5	Roof Framing Plan	04/26/2024
S-6	Sections	04/26/2024
S-7	Sections and Typical Details	04/26/2024
S-8	Structural Notes	04/26/2024
<b>Architectural</b>		
A0.0	Cover Sheet	04/26/2024
A0.1	General Notes	04/26/2024
LS1.0	Life Safety Basement Plan	04/26/2024
LS2.0	Life Safety First Floor Plan	04/26/2024
LS3.0	Life Safety Second Floor Plan	04/26/2024
A1.0	Basement + First Floor/Demo Plan	04/26/2024
A1.1	Second Floor + Attic Existing/Demo Plan	04/26/2024
A2.0	Basement Plan & Reflected Ceiling Plan	04/26/2024
A2.1	First Floor Plan & Reflected Ceiling Plan	04/26/2024
A2.2	Second Floor Plan & Reflected Ceiling Plan	04/26/2024
A2.3	Attic Plan	05/10/2024
A3.0	Building Elevations and Sections	05/10/2024
A4.0	Enlarged Elevator Plans and Sections	04/26/2024
A4.1	Enlarged Stair Plans and Sections	04/26/2024
A4.2	Enlarged Attic Stair Plans and Sections	05/10/2024
A4.3	Enlarged Lobby Plan and Interior Elevations	04/26/2024
A4.4	Enlarged Plans and Interior Elevations	04/26/2024
A4.5	Enlarged Plans and Interior Elevations	04/26/2024
A5.0	Wall Types	04/26/2024

A6.0	Interior Details	04/26/2024
A7.0	Finish Plans & Schedule	04/26/2024
A7.1	Door & Window Schedule & Details	04/26/2024
ALT1.0	Add/Alt #1 Vaulted Wood Ceiling @ Lobby	05/10/2024
ALT2.0	Add/Alt #2 New Vestibule Entry	04/26/2024
ALT2.1	Vestibule Elevations	05/10/2024
ALT2.2	Exterior Details Roof Plan	04/26/2024
ALT3.0	Add/Alt #3 Teen Center Work	04/26/2024

### **Plumbing**

P1.0	Plumbing Legend and General Notes	04/26/2024
P2.0	Basement Plumbing Plan – Demolition	04/26/2024
P2.1	First Floor Plumbing Plan – Demolition	04/26/2024
P2.2	Second Floor Plumbing Plan – Demolition	04/26/2024
P3.0	Basement Plumbing Plan	04/26/2024
P3.1	First Floor Plumbing Plan	04/26/2024
P3.2	Second Floor Plumbing Plan	04/26/2024
P4.0	Plumbing Schedules and Details	04/26/2024

### **Mechanical**

M1.0	Mechanical Legend and General Notes	04/26/2024
M2.0	Basement Mechanical Plan – Demolition	04/26/2024
M2.1	First Floor Mechanical Plan – Demolition	04/26/2024
M2.2	Second Floor Mechanical Plan – Demolition	04/26/2024
M3.0	Basement Air Distribution Plan	04/26/2024
M3.1	First Floor Air Distribution Plan	05/10/2024
M3.2	Second Floor Air Distribution Plan	05/10/2024
M3.2A	Second Floor Air Distribution Plan - Alternate #3	05/10/2024
M4.0	Basement Hydronics Plan	04/26/2024
M4.1	First Floor Hydronics Plan	04/26/2024
M4.2	Second Floor Hydronics Plan	04/26/2024
M5.0	Mechanical Details	04/26/2024
SKM1	E-4 Roof Curb Detail	05/08/2024
SKM2	Cabinet Unit Heater Detail	05/08/2024
M6.0	Mechanical Schedules	04/26/2024

### **Electrical**

E1.0	Electrical Legend, Schedules & Details	04/26/2024
E2.0	Electrical Demolition Plans	04/26/2024
E3.0	Electrical Power Plans	04/26/2024
E4.0	Electrical Lighting Plans	04/26/2024
E5.0	Basement and First Floor Fire Alarm Plans	04/26/2024
E5.1	Second Floor Fire Alarm Plan	04/26/2024
E6.0	Electrical One Line Diagram	04/26/2024
E7.0	Electrical Panel Schedules	04/26/2024
E7.1	Electrical Details	04/26/2024



## Specifications

<u>Section</u>	<u>Title</u>	<u>Date</u>
<b>Division 01 – General Requirements</b>		
011000	Summary	04/26/2024
013000	Administrative Requirements	04/26/2024
014533	Code-Required Special Inspections and Procedures	04/26/2024
016000	Product Requirements	04/26/2024
017000	Execution and Closeout Requirements	04/26/2024
017419	Construction Waste Management and Disposal	04/26/2024
<b>Division 02 – Existing Conditions and Demolition</b>		
024000	General Architectural Provisions	04/26/2024
024120	Demolition, Cutting and Patching	04/26/2024
<b>Division 03 - Concrete</b>		
033000	Cast-in-Place Concrete	04/26/2024
<b>Division 04 - Masonry</b>		
N/A (See drawings for limited patching/infill)		
<b>Division 05 - Metals</b>		
051200	Structural Steel Framing	04/26/2024
055100	Metal Stairs	04/26/2024
<b>Division 06 – Wood, Plastic and Composites</b>		
061000	Rough Carpentry	04/26/2024
062000	Finish Carpentry	04/26/2024
064100	Architectural Wood Casework	04/26/2024
<b>Division 07 – Thermal and Moisture Protection</b>		
(See drawings for limited insulation, air barriers and siding associated with Alternate No. 2, New Vestibule)		
078400	Firestopping	04/26/2024
079200	Joint Sealants	04/26/2024
<b>Division 08 - Openings</b>		
081113	Hollow Metal Doors and Frames	04/26/2024
081416	Flush Wood Doors	04/26/2024
085200	Wood Windows	04/26/2024
087100	Door Hardware	04/26/2024
<b>Division 09 – Finishes</b>		
092116	Gypsum Board Assemblies	04/26/2024
095100	Acoustical Ceilings	04/26/2024
096500	Resilient Flooring	04/26/2024
096813	Carpeting	04/26/2024
099123	Painting	04/26/2024

**Division 10 – Specialties**

101400	Signage	04/26/2024
102800	Toilet, Bath, and Laundry Facilities	04/26/2024
104400	Fire Protection Specialties	04/26/2024

**Division 11 – Equipment**

N/A

**Division 12 – Furnishings**

N/A

**Division 13 – Special Construction**

N/A

**Division 14 – Conveying Equipment**

142400	Hydraulic Elevators	04/26/2024
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**Division 22 – Plumbing**

220517	Sleeves and Sleeve Seals for Plumbing Piping	04/26/2024
220553	Identification for Plumbing Piping and Equipment	04/26/2024
220719	Plumbing Piping Insulation	04/26/2024
221005	Plumbing Piping	04/26/2024
221006	Plumbing Piping Specialties	04/26/2024
223000	Plumbing Equipment	04/26/2024
224000	Plumbing Fixtures	04/26/2024

**Division 23 – Heating, Ventilating and Air Conditioning**

230500	Basic Mechanical Requirements	04/26/2024
230505	Basic Mechanical Materials and Methods	04/26/2024
230513	Common Motor Requirements for HVAC Equipment	04/26/2024
230517	Sleeves and Sleeve Seals for HVAC Piping	04/26/2024
230548	Vibration and Seismic Controls for HVAC	04/26/2024
230553	Identification for HVAC Piping and Equipment	04/26/2024
230593	Testing, Adjusting, and Balancing for HVAC	04/26/2024
230713	Duct Insulation	04/26/2024
230719	HVAC Piping Insulation	04/26/2024
230913	Instrumentation and Control Devices for HVAC	04/26/2024
231123	Facility Natural-Gas Piping	04/26/2024
232113	Hydronic Piping	04/26/2024
232114	Hydronic Specialties	04/26/2024
232123	Hydronic Pumps	04/26/2024
232300	Refrigerant Piping	04/26/2024
233100	HVAC Ducts and Casings	04/26/2024
233300	Air Duct Accessories	04/26/2024
233423	HVAC Power Ventilators	04/26/2024
233700	Air Outlets and Inlets	04/26/2024
238126.13	Small Capacity Split-System Air Conditioners	04/26/2024
238200	Convection Heating and Cooling Units	04/26/2024

**Division 26 – Electrical**

260500	Electrical General Provisions	04/26/2024
260501	Electrical Demolition	04/26/2024
260519	Wires and Cables	04/26/2024
260526	Grounding	04/26/2024
260533	Conduits and Boxes	04/26/2024
262714	Panelboards & Circuit Breakers	04/26/2024
262726	Switches and Receptacles	04/26/2024
262800	Circuit and Motor Disconnects	04/26/2024
265000	Lighting	04/26/2024

**Division 27 – Communications**

271500	Telecommunications/Data System/Specialty Systems	04/26/2024
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**Division 28 – Electronic Safety and Security**

283000	Fire Alarm System	04/26/2024
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**Addenda**

Architect's Addendum No. 1	05/13/2024
Architect's Project Addendum #2	05/17/2024

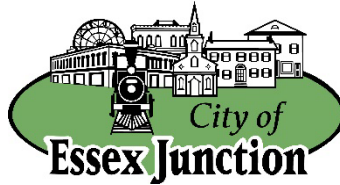
# Out of Pocket Cost

## 2 Lincoln Renovation

Construc/Conting.	\$250,000	\$281,000
Abatement.	\$50,000	\$50,000
Insurance.	\$10,000	\$10,000
Move office.	\$20,000 (high Estimate)	\$9,000
Furnishings	\$25,000	\$10,000
BLDG/ permits	\$23,000	\$23,000
Proj/Contig/Arch	\$25,000	\$25,000
Total	\$403,000.	\$408,000 (June 2024 update)

Buildings needs not included in renovation – will accommodate these in the future as funds are available.

Door access control.	\$30,000
Security Cameras.	\$12,000
Meeting room AV	\$50,000
Security system.	\$7,000
Sound Linking on duct work.	TBD if sound becomes an issue post renovation
Total.	\$99,000



## Memo

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: June 12, 2024  
Agenda Item: Community Vision and Strategic Action Plan

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**Issue:** The City is entering the final stage of the Community Vision and Strategic Action Plan project with Future iQ. David Beurle, CEO of Future iQ, will attend the June 12 City Council meeting to present the Draft Community Vision and Strategic Action Plan report and information on the project to date.

Please note that this was originally scheduled for May 22<sup>nd</sup> and needed to be postponed. The draft plan is updated since it was included in that packet.

**Discussion:** The Community Vision and Strategic Action Plan project has been exploring the future direction of the City of Essex Junction, looking out to 2030. This project, which started in September 2023, has included community-wide engagement and outreach, including Stakeholder Survey #1 (425 responses), individual stakeholder interviews (15 individuals), a two-day Think-Tank (40 attendees), six Focus Group sessions (84 attendees), and the Stakeholder Survey #2 (150 responses).

The Draft Community Vision and Strategic Action Plan report includes a culmination of the work from these efforts. With the guidance of Future iQ, we identified 20 key drivers that will shape the future of our City, developed four plausible scenarios, and outlined the expected and preferred futures for Essex Junction. Six strategic pillars, representing the major themes or topic areas that reflect Essex Junction's preferred future, were also developed based on community input and data gathered through the community survey and Think Tank Workshops. These strategic pillars include Housing and Density, Public Services and Facilities, Economic Development, Transportation and Connectivity, Environment, and Community Engagement. With these six pillars, 18 key actions were also identified during the Focus Groups. These action items represent the building blocks that help define the action for the strategic pillars. City committees and staff will prioritize the 18 key action items. This information will be included in the Final Community Vision and Strategic Action Plan report.

The final stage of this process is to develop the City's Strategic Action Work Plan. This work plan will outline the services, projects, or activities that align with the six strategic pillars and will help the City progress toward its desired future over the next five years.

**Cost:** None

**Recommendation:** This agenda item is for discussion and feedback; no formal action is needed.

**Recommended Motion:** None at this time.

**Attachments:** Draft Community Vision and Strategic Action Plan Report



# DRAFT

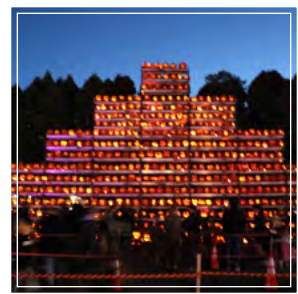
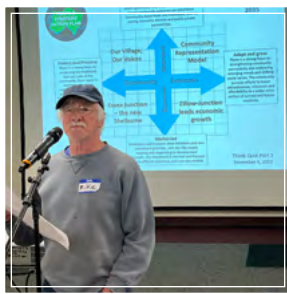
CITY OF ESSEX JUNCTION

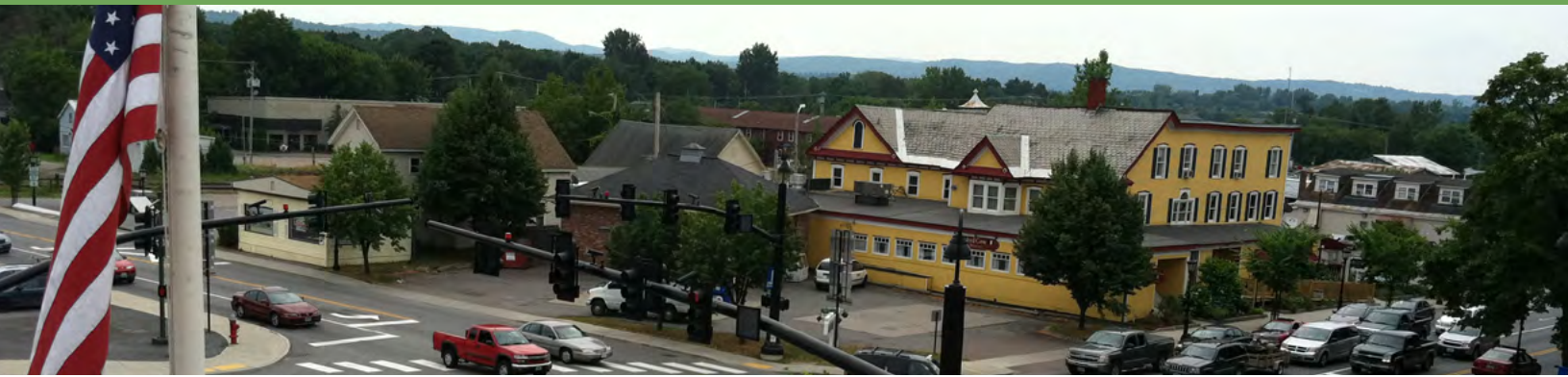
## VISION & STRATEGIC ACTION PLAN

# CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

MAY 2024





# CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

MAY 2024

This report presents the Community Vision and Strategic Action Plan that has been developed following extensive community engagement undertaken during the City of Essex Junction Community Visioning and Strategic Action Planning process. Beginning in August 2023 through May 2024, the engagement process included two Community Surveys, the City of Essex Junction Think-Tank workshop, and 6 Focus Group workshops. This engagement process was designed to provide an open, inclusive, and transparent platform for community members to help create a shared vision looking out to 2030.

The reports and associated data analysis are available on the project portal:  
[lab2.future-iq.com/essex-junction-visionstrategic-action-plan](http://lab2.future-iq.com/essex-junction-visionstrategic-action-plan)

REPORT PREPARED BY

**future→iQ**  
Create Future Intelligence®

This report represents Future iQ's analysis of the engagement outcomes, and how this data has informed the identification of a preferred future and strategic pillars. The recommended Key Strategic Pillars have been developed from the community input gathered during the visioning process.



June 5, 2024





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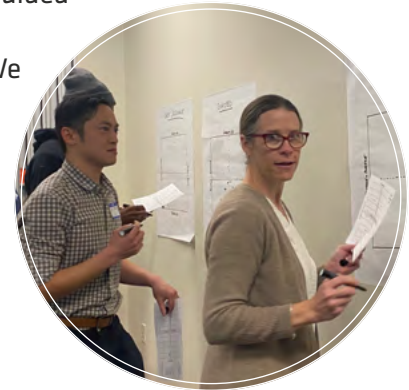
## »»»» ACKNOWLEDGEMENTS

The City of Essex Junction Community Vision and Strategic Action Plan process has been guided by the Steering Committee, established at the start of the project in August 2023. These committed individuals met in person on a monthly basis for the duration of the project. We would like to acknowledge their input and guidance throughout the process.



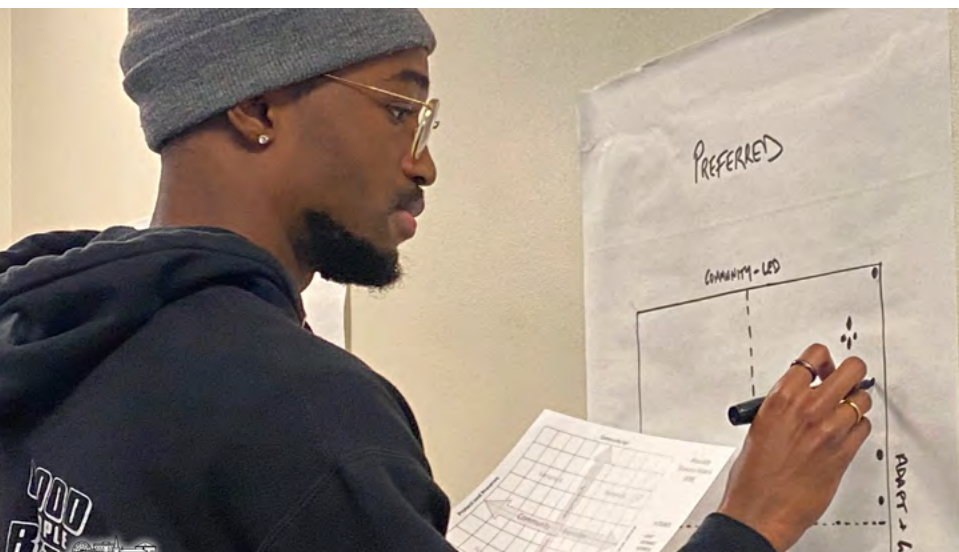
### STEERING COMMITTEE MEMBERS

<b>Andrew Brown</b>	<b>Emily Hagan-Howe</b>
<b>Marcus Certa</b>	<b>Brad Luck</b>
<b>Cristin Gildea</b>	<b>Chris Yuen</b>
<b>Tacy Lincoln</b>	<b>Regina Mahony</b>
<b>Scott McCormick</b>	



Community members from across the City of Essex Junction engaged in the community vision and strategic action planning process with great enthusiasm and commitment. Their passion and interest ensured discussions were open, thoughtful, and reflective of the myriad of perspectives that exist within the City of Essex Junction.

Additionally, appreciation is especially extended to Ashley Snellenberger, Communications & Strategic Initiatives Director at the City of Essex Junction, who managed this project and worked with Future iQ on a weekly basis on the organization, content, and direction of the project.



# »»»» SNAPSHOT – REPORT HIGHLIGHTS

This report lays out the findings from each step in the visioning process. The process identified key priorities for the future of the City of Essex Junction, looking out to 2030. Community members imagined and considered possible directions and the impacts and consequences of those directions. The process then drilled down deeper into what people saw as the preferred future for the City of Essex Junction. This understanding helps lay the groundwork for establishing the route to this preferred future and will inform the City of Essex Junction regarding future planning efforts.



## APPETITE FOR CHANGE

As a newly independent city, this is now a time for intentional and progressive planning for the future of the City of Essex Junction. There is an appetite for change amongst residents who feel that this is a point in time that the City of Essex Junction can develop and change in a sensitive manner.



## DESIRE TO SHAPE THE FUTURE VIA EXTENSIVE AND INCLUSIVE COMMUNITY ENGAGEMENT

Community members within the City of Essex Junction are committed to plan for the future in a manner which puts community engagement at the forefront. However, it was noted early on in the process that many residents are unaware that the City is newly independent and some are confused about what is happening within the City. The clear desire to shape the future of the City of Essex Junction has been apparent throughout the process, whilst retaining the qualities that currently exist and taking on the grand challenges looking out to the future in 2030. This includes an intentional focus on engaging with members of the community who may not have been willing to engage in the past.



## RETAINING THE 'NEIGHBORHOOD VILLAGE FEEL'

A repeated theme throughout the entire planning process was the desire of the community to retain the 'neighborhood village' feel that the City of Essex Junction is proud of. As a newly independent city, with the challenges to create its new and unique identity, it has been seen as critical to retain the charm and small town village feel that will attract new residents and retain current residents.



## ADDRESSING THE KEY ISSUE OF HOUSING AND DENSITY

Residents of the City of Essex Junction have been disparate regarding the needs to address the issue of housing and density. The options of building up or building out has been a key theme throughout the process. While this is ultimately a decision made by the City, residents are concerned about either buildings being too high or alternatively, the idea of 'sprawl' with the development of commercial/residential buildings.



## DESIRE FOR A SUSTAINABLE FUTURE

As the world faces climate change issues, the planning process has highlighted the need for the City of Essex Junction to take a lead on sustainability issues. This has been noted via sensitive and thoughtful design of the city with green spaces as well as increased measures to mitigate climate change.

# 1.0 | INTRODUCTION



## In August 2023, the City of Essex Junction embarked on the City of Essex Junction Community Vision and Strategic Action Plan process to deliver a 5-year Strategic Action Plan.

As a newly independent city, the City of Essex Junction’s intention was to provide an opportunity for the community to discuss the priorities and vision for the City of Essex Junction’s future looking out over the next 5 years via the Strategic Action Plan.

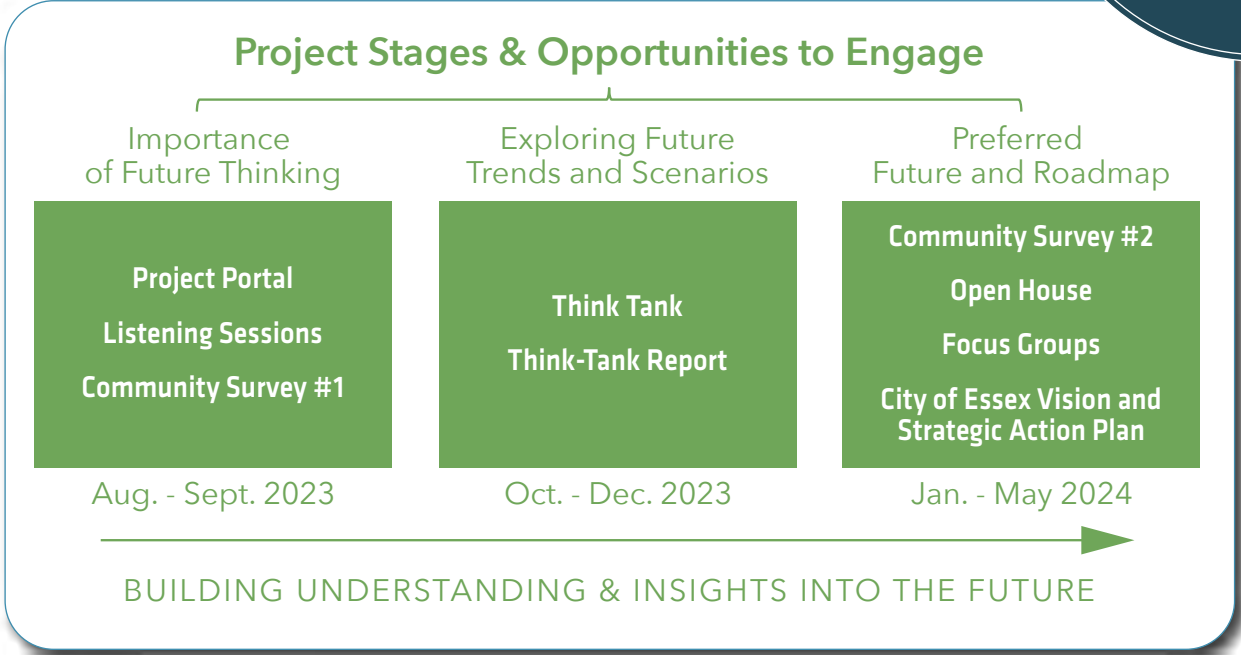
This City of Essex Junction Community Vision and Strategic Action Plan represents the final element of an extensive seven-month engagement process that started in August 2023. This report represents Future iQ’s analysis of the visioning and strategic planning process, the engagement outcomes and how this data has informed the identification of a preferred future, six Strategic Pillars and eighteen key focus action areas for the City of Essex Junction.

This Plan examines the identification of the preferred future for the City of Essex Junction while discussing the engagement stages of the overall visioning process. The key themes and aspirations that emerged from the engagement process are included within the “strategic pillars” and further explored in the “key action areas” of the report.

## 1.1 | PROJECT TIMELINE

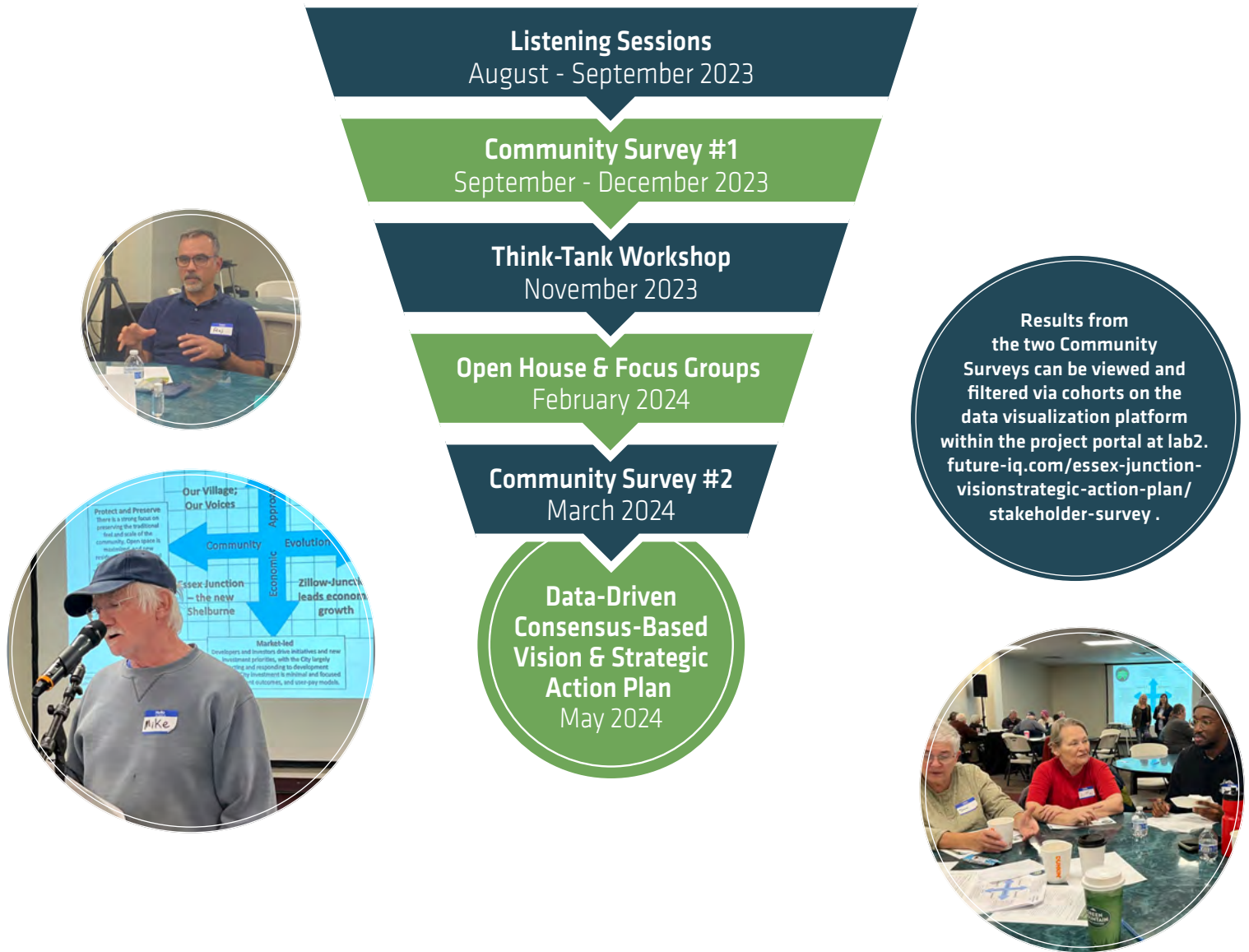
Community input and transparent, inclusive engagement was center to the community visioning and strategic action planning process. The comprehensive engagement and data-driven process progressively narrowed and focused the discussion on emerging key themes and community aspirations for the future. The purpose of the process was to arrive, as close as possible, at a “point of consensus” that represented the most widely shared vision for the future, and strategic pillars and action areas that will guide the community towards that future.

The City of Essex Junction process offers a model for similar recently independent cities that are looking ahead to the future and wrestling with the associated challenges of forming a new identity and macro trends relating to changing weather patterns, workforce, and associated housing issues.



## 2.1 | COMMUNITY ENGAGEMENT HIGHLIGHTS

The community of the City of Essex Junction embarked on a participatory engagement process involving **Community Surveys**, a **Think-Tank**, an **Open House** and **Focus Group** sessions. This engagement process was intended to create a unified community vision which will serve as the foundational support for future planning efforts within the City of Essex Junction.



DataInsight

- A repeated theme throughout the process was the desire of the community to retain the 'neighborhood village' feel that the City of Essex Junction is proud of.
- Community members are committed to plan for the future in a manner which puts community engagement at the forefront. However, it was noted in Community Survey #1 that most residents are unaware that the City is newly independent and confused about what is happening within the City.
- Community members are proud of where they live, however some respondents from Community Survey #1 felt that the reputation of the City was that it was lacking in amenities and was out dated, with too much traffic congestion.

## 2.2 | COMMUNITY ENGAGEMENT METRICS

Community engagement was the key feature of the City of Essex Junction Community Vision and Strategic Action Plan project. The engagement and data-driven methodology progressively focused the discussion on emerging key themes and community members aspirations for the future. The purpose of the process was to arrive at a 'point of consensus' that represented the shared vision for the future, and a comprehensive Strategic Plan with actions that will propel the City of Essex Junction towards that shared future. Efforts were made to ensure it was as easy as possible for residents to participate and provide meaningful input in a variety of formats. The engagement was offered via two online community surveys, a two-day Think-Tank, Open House session and 6 Focus Group workshops. Online, the project portal provided regular updated information and will continue to serve as a central location where community members can go to view reports and information on the process.

The participation rates were impressive, with over 800 people participating throughout the process. This reflects the deep commitment of the community to the future of the City of Essex Junction.

Monthly Steering Committee Meetings

425 Survey #1 Responses

150 Survey #2 Responses

3 WORDS THAT DESCRIBE THE FUTURE I WANT FOR THE CITY OF ESSEX JUNCTION

84 Participants in 6 Focus Groups

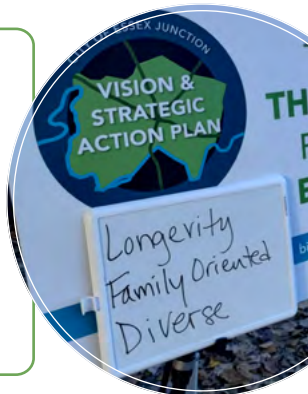
40 Think-Tank Participants

Community-Wide Open House

Walkable  
Thriving  
Affordable



Sustainable  
Improvable  
Hopeful



DataInsight

- Engagement numbers were impressive, however one of the concerns by community members is lack of engagement and participation by some residents.
- One of the key community engagement features for the City of Essex Junction process was the **project portal**. The portal served as a central location where community members could go to find updated project information, take surveys, view survey results via data visualization, reports, and register to participate in project events. To explore the project portal, please visit [future-iq.com/essex-junction-visionstrategic-action-plan](https://future-iq.com/essex-junction-visionstrategic-action-plan).

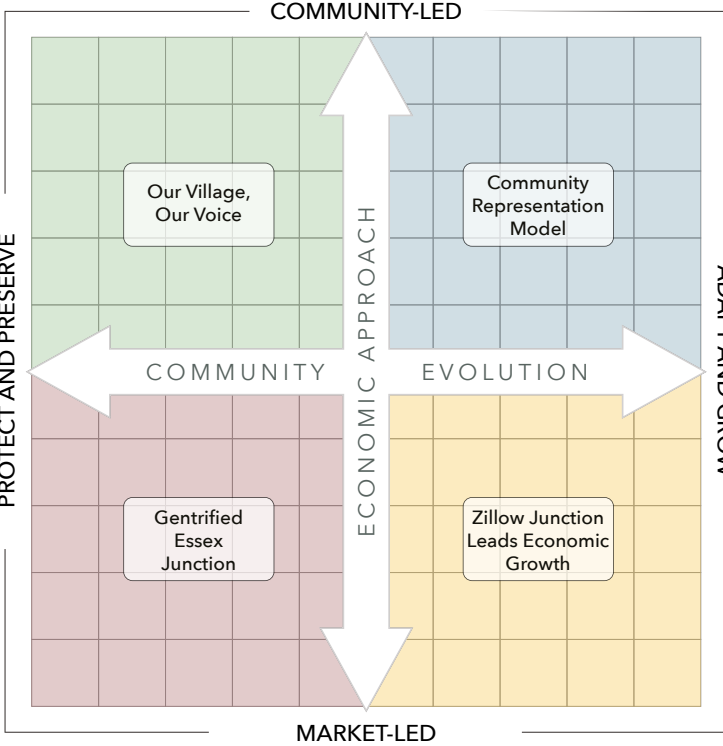
## 2.3 | STAKEHOLDER ENGAGEMENT STEPS

The City of Essex Junction visioning and strategic action planning was built on a **scenario-planning methodology**. The Think-Tank held over two sessions in November 2023, began with examining external and internal trends shaping the future of the City of Essex Junction. Key drivers were identified and four plausible scenarios were created by the Think-Tank participants. More details on the Think-Tank process is available in the City of Essex Junction Community Vision and Strategic Action Plan **Think-Tank report**. For more information, visit [lab2.future-iq.com/wp-content/uploads/2024/01/EssexJunction-thinktank-report07.pdf](http://lab2.future-iq.com/wp-content/uploads/2024/01/EssexJunction-thinktank-report07.pdf).

The community and City led economic initiatives, which specifically help shape outcomes to ensure broad community outcomes are prioritized. Community-based tools are maximized, such as zoning, economic districts and public private partnerships .

The scenario-based planning methodology is based on two key "Future-Splitting Themes" represented by the axes in the scenario matrix. Each axis represents a continuum with different future directions and outcomes at each end.

There is a strong focus on preserving the traditional feel and scale of the community. Open space is maximized, and new residential and commercial development are resisted. There is a deliberate focus on slowing growth and limiting density.



There is a strong focus on strengthening community connectivity and embracing emerging trends and shifting social values. The community pursues efforts to boost attractiveness, relevance and affordability to a wider cross section of current and future residents.

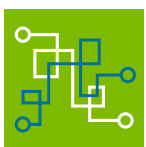
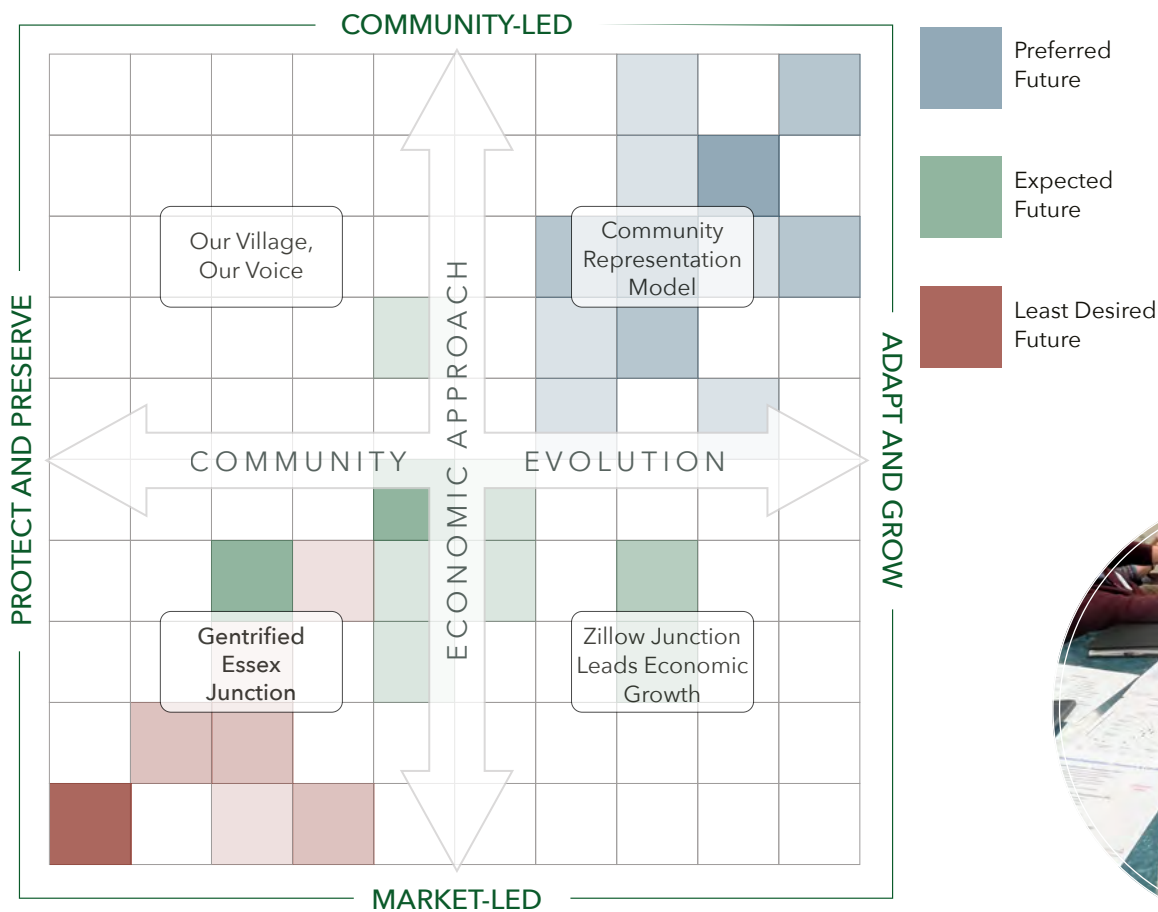
Developers and investors drive initiatives and new investment priorities, with the City largely reacting and responding to development proposals. City investment is minimal and focused on cost-efficient outcomes, and user-pay models.





## 2.4 | IDENTIFYING THE PREFERRED FUTURE

During the Think-Tank, participants were asked to consider what they thought was the preferred future for the City of Essex Junction looking out to 2030. This was derived by laying a 10x10 grid over the scenario matrix, creating the option for 100 slightly different versions of the future. The scenario matrix is defined by the main continuums (axes), the end point descriptions and the scenario narratives. The responses from the participants were grouped to create heatmaps, and the following diagram shows the main concentrations of responses.



FutureInsight

- The heatmaps showed significant groupings of responses to the different futures, and these are shown in the above diagram. These responses were also validated during the Focus Group discussions.
- The responses highlight a desire to create the 'Community Representation Model' scenario, which requires significant movement on the 'Community Evolution' axis, and the 'Economic Approach' axis. This data laid the foundation for the creation of the community vision and Strategic Pillars.



## 2.5 | VALIDATING THE PREFERRED FUTURE

The City of Essex Junction Vision and Strategic Action Plan Stakeholder Survey #2 asked ranking questions based on a 1 – 10 continuum to seek respondent input regarding their desire for change looking out to 2035 in the following areas:

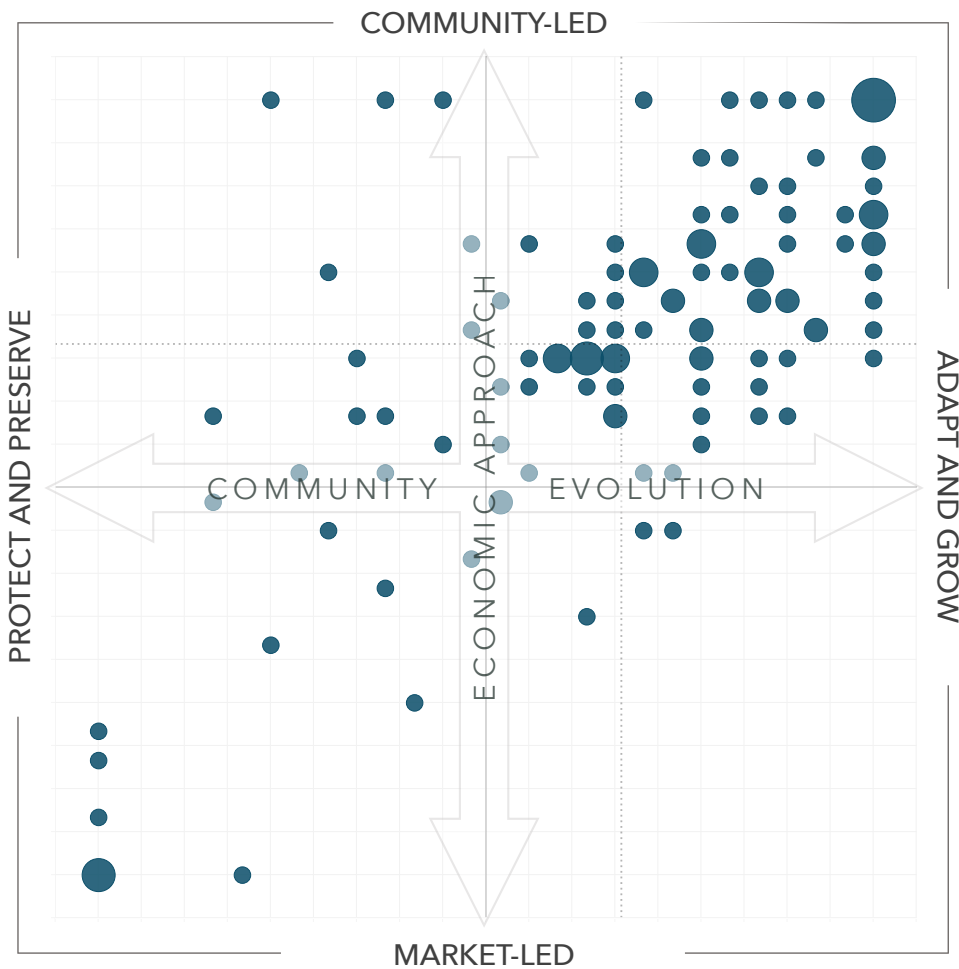
### ECONOMIC DEVELOPMENT APPROACH

- Housing and Urban Design/Development
- Economic and Business Development
- Public Services and Facilities

### COMMUNITY EVOLUTION

- Transportation and Connectivity
- Environmental Stewardship
- Community Engagement and Decision-Making

Individual responses for each of these questions were recombined and plotted over the scenario matrix. This provided a way to validate the type of future people are interested in based on a series of specific topics.



DataInsight

- The six questions in the survey were subsets of the themes that were laid out in the scenario matrix. Each question provided a scale, that allowed respondents to select where they thought the focus should be in the future.
- The recombined responses, based on a series of the six specific topics, help validate the heatmaps for the preferred future in the scenario matrix. This provides a strong validation that the 'Community Representation Model' is the desired future, from both an aspirational preferred future perspective, as well as from responses to a series of specific topics.



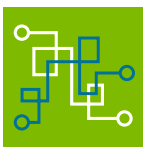
## 3.0 | COMMUNITY VISION

The community visioning and strategic action planning process allowed community members to explore the future evolution of the City of Essex Junction around the two main themes of 'Community Evolution' and 'Economic Approach' via the Think-Tank, surveys, and Focus Group workshops.

Through an in-depth scenario planning process via the Think-Tank, the preferred future identified for the City of Essex Junction in 2030 is called 'Community Representation Model'. The preferred future was described as:

The future scenario 'Community Representation Model' reflects the community's desire to plan for a future that is equitable and inclusive of all community members. This Strategic Action Plan lays out a series of actions and ideas that can be incorporated into the future planning efforts by the City of Essex Junction.

*This scenario forecasts a future where the City of Essex Junction becomes known for its inclusive and welcoming ethos. As a result, the population is both economically and ethnically diverse. The economic approach is community led while having a strong focus on adapting and growing as a community. Community connectivity is significant in relation to amenities, activities, and engagement as well as practicality via cycle lanes, trails, and public transportation. Walkability and cycling are encouraged and there are passive and active greenspaces within the city. Inclusivity and equity are demonstrated via affordable housing, vertical development and incentives and new businesses. There is investment in the public good and shared amenities and resources that create desirable living conditions. There is a focus on community vitality across the city with vibrant amenities and activities. The enviable location is attractive to people wishing to move to the city due to its amenities, character, sense of community and proximity to the airport, Burlington, and the landscape of Vermont.*



FutureInsight

- The newly independent City of Essex Junction is located south of Essex, Vermont and is bordered on the south by the Winooski River. The city is 6 miles east of downtown Burlington.
- Benefiting from an enviable Vermont location, the community of the newly independent City of Essex Junction wish to retain all that is unique about the place as well as being welcoming and inclusive to new residents and visitors.

# 4.0 | STRATEGIC ACTION PILLARS FRAMEWORK

The Strategic Pillars of the City of Essex Junction Community Vision and Strategic Action Plan process were developed from the community input and data which was gathered over the course of the entire engagement process.

Previous research has also been examined to help produce 'pillars' that represent the major themes or topic areas that underpin the preferred future for the City of Essex Junction. The key action areas listed under each pillar are the building blocks to achieve the preferred community future and were generated by each Focus Group session which was held for each pillar. The following community ideas are suggested steps by community members that could be taken to put the community on the path to this preferred future.

**Pillars are considered interdependent.**

The strategic pillars help to organize future thinking into six important elements for the City of Essex Junction. These are intended to be the foundational building blocks that support and guide the community towards its preferred future 'Community Representation Model'.



### 4.1.1 | IMPORTANCE OF HOUSING AND URBAN DESIGN

The City of Essex Junction is regarded as a destination community, where people are wanting to move to the community as a residential location. However, the community is geographically very constrained, with limited available space for future development. This constraint is driving development and planning to consider greater density and height of buildings. Overall, throughout the planning process, there has been a willingness to consider and incorporate greater density, but that it needs to be done in the 'right way'. This particularly focused on the desire to retain a strong neighborhood character, and to retain a scale that makes sense in the City of Essex Junction.

The City of Essex Junction offers a very desirable location with great transit links to Burlington and a strong small community feel.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the city should take regarding housing and urban design, and whether to leave it to market forces or guide and direct. Overwhelmingly, respondents thought the City should intentionally guide development and take a more active approach in tackling housing issues. The weighted average on the responses was 7.53 out of 10 (see Survey #2 results on portal).
- There seems to be considerable interest in exploring design standards and principles that help amplify and retain the aesthetics and visual appeal of the community.
- This pillar was ranked as the most important for action over the next 5 years.

## 4.1.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 1: Enhance the ‘Neighborhood Village Feel’

The notion of creating and sustaining a ‘village feel’ has been very important to people in the community. Ideas on how to achieve this have included adding a balance of smaller one-story single housing together with more multi-story mixed income and multi-generational housing as the population increases. There was also an emphasis on using the housing approach to help build ‘ownership’ pathways, by offering smaller home options. The overarching concern was that the rate of expansion does not overwhelm schools and roads.

### Action 2: Include contemporary design principles into the City of Essex Junction

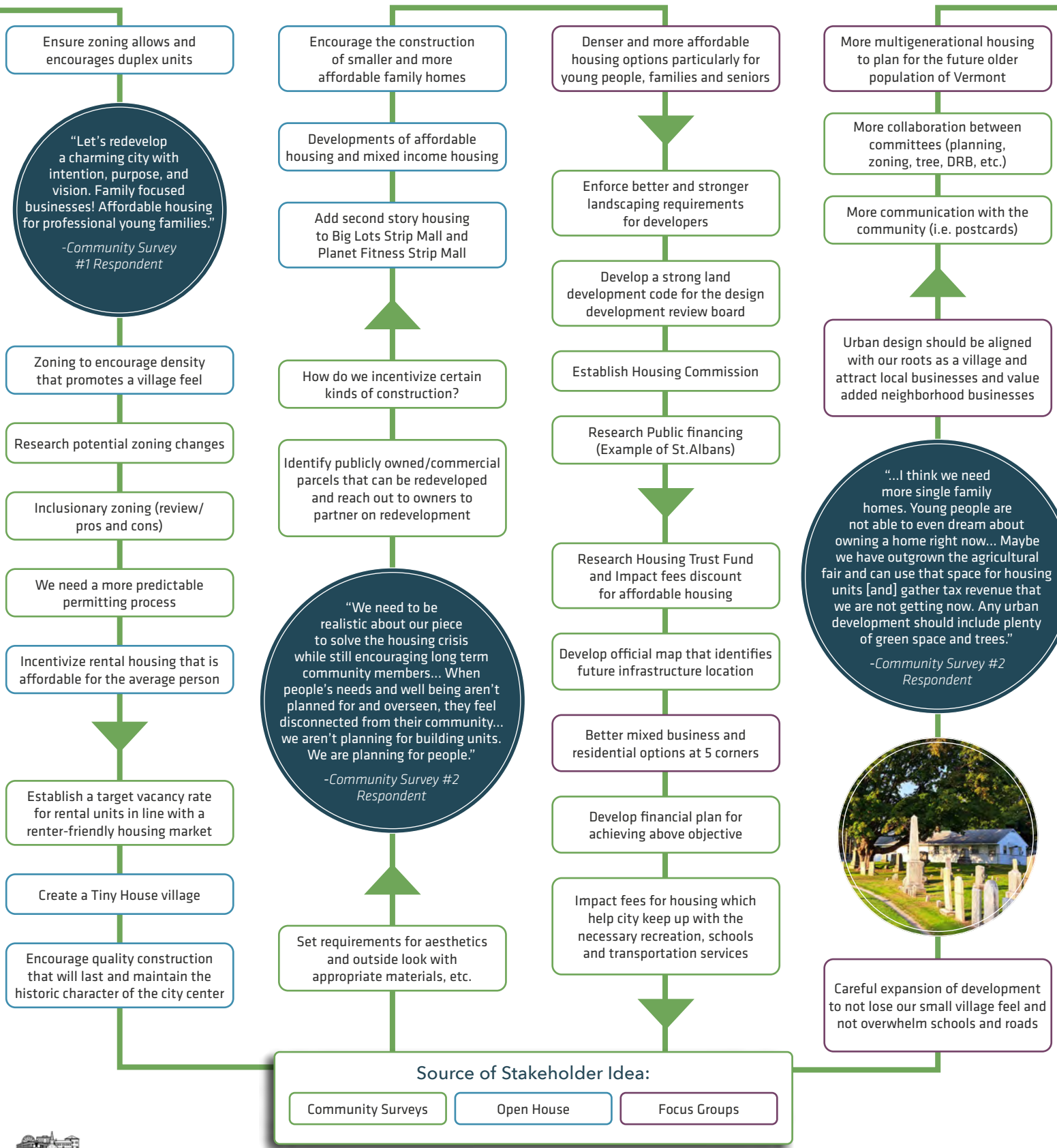
There was a desire for the City to guide the design of properties more intentionally in the community. Examples of where this could be applied included continuing the 5 Corners Project and Transit Design Process, which was seen as a promising process. Ideas included encouraging development from the city center outwards, sound barriers along busy streets, and multi-use bike/walking lanes and trails. Overall, the desire was for the urban design to be aligned with the community roots as a village.

### Action 3: Improve the City’s Landscaping and Design Standards

The participants in the process have identified landscaping and design standards in shared spaces as a key way to ‘soften’ the urban environment and create a more intimate village feel. This includes approaches to preserve and enhance green space, including tree planting and green infrastructure to offset harsh landscape. There is a desire to create improved walkability and bikability and help build interconnected neighborhoods via these pathways and lanes. There also needs to be a focus on the upkeep and maintenance of older buildings and structures, as these provide the authentic roots of the City of Essex Junction streetscapes.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



## 4.2 | PILLAR 2: PUBLIC SERVICES AND FACILITIES

### 4.2.1 | IMPORTANCE OF PUBLIC SERVICES AND FACILITIES

The City of Essex Junction has a key municipal responsibility to provide some essential services, such as water and sewer. It also has the flexibility to provide other important services to the community. The recreation and lifestyle amenities in the City of Essex Junction were consistently highlighted as key priority areas. This includes amenities such as the parks, library and senior center. In addition, there is a strong focus on the core services that help maintain safety in the community.

Like all communities, the City of Essex Junction has limitations in funding and resources. Focusing on high priority projects is an essential approach.



Resident Value

- In the second stakeholder survey, participants were asked about the approach the city should take about the provision of services and cost, and whether City investment should be the minimum necessary to maintain facilities and services at the current level; or if the city should creatively and carefully invest more in community priorities and outcomes. People leaned toward a creative investment approach, with the weighted average on the responses being 7.05 out of 10 (see Survey #2 results on portal).
- There are a wide range of public facilities and services that people identified as priorities, but they were grouped as issues of safety, community amenities, and basic infrastructure services such as water.
- This pillar was ranked as the third most important for action over the next 5 years.

## 4.2.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 4: Promote and Enhance Safety

Safety was a key issue in the community discussions. Residents appreciate that the City of Essex Junction is currently a safe and peaceful community and want to ensure that continues. There is broad support for Police, Fire and Rescue at current funding levels, and investment in new fire and rescue facilities. There is also a strong sentiment that public works should be supported at a level to maintain safe and walkable neighborhoods and improve the overall walkability and bike-ability of the city.

### Action 5: Address and Focus on Community Wellness

The topic of community wellness ran through the engagement work. Residents see that the City of Essex Junction has an important role to play in creating community wellness. This is through the provision of amenities that support healthy lifestyles, build community connections and allow people to engage in their community life together. There is a desire for expanded recreation options, especially the idea of trails and indoor recreation facilities.

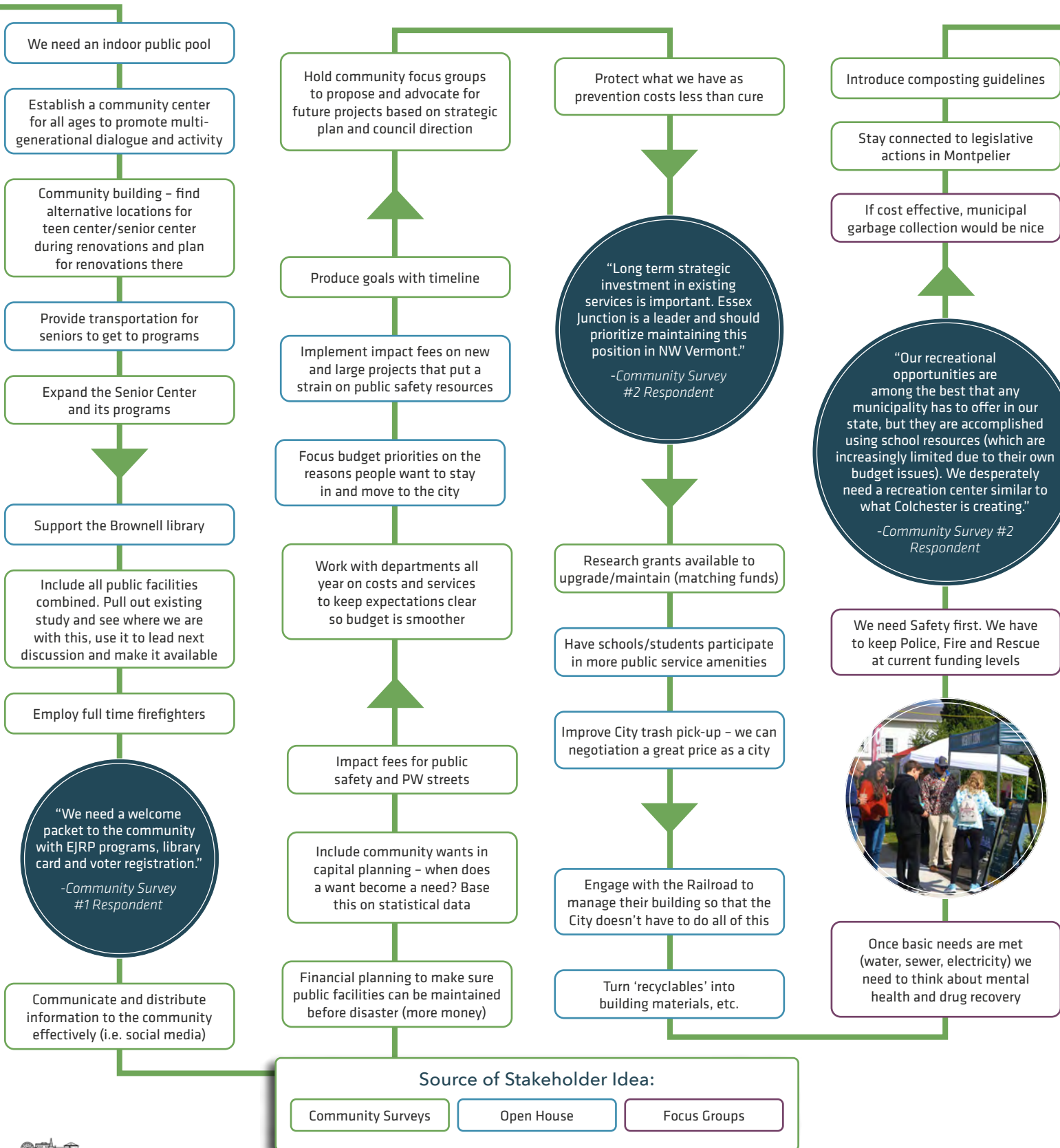
### Action 6: Provide Responsible, Open and Transparent Government

There is a desire for local government to be transparent, open and responsive to community needs. This includes issues such as better explaining the basic services the City must provide, outlining its role in water and sewerage, and sharing the budget implications. There is interest in better communication about the broader costs of services such as transportation, library, senior center and recreation areas. As society changes, there will be a need to incorporate new metrics such as diversity, equity and inclusion from both policy and practice perspectives.





The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



## 4.3.1 | IMPORTANCE OF ECONOMIC AND BUSINESS DEVELOPMENT

Local economic and business development has been a strong theme in the planning work. There is appetite for more community and City-led economic initiatives, which specifically help ensure broad community outcomes are prioritized. These outcomes include more businesses that serve the needs of locals, and create local destination experiences, such as dining and retail areas. A key focus is to enhance the downtown experience and find creative approaches to stimulate the local business sector.

There is a strong desire to see more businesses that serve local needs, and which will help build the local community identity.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the city should take regarding business and economic development, and whether to take a hands-off approach (let businesses work it out), or should the City actively use community-based tools to shape outcomes. Overwhelmingly, respondents thought the city should actively use community-based tools to shape outcomes. The weighted average on the responses was 6.73 out of 10 (see Survey #2 results on portal), and it was the second highest rated pillar in terms of importance over the next five years.
- The interest in local economic and business development seems to be primarily driven by a desire to see more local businesses that provide interesting food, retail and experiences, targeted to residents and visitors. There is a desire to see a more vibrant local business community.
- This pillar was ranked as the second most important for action over the next 5 years.

## 4.3.2 | KEY ACTION AREAS

The main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 7: Enhance Downtown and Corridors

The continued revitalization of the downtown area and the main retail corridors was the key focus of many comments. Overall residents see there is an upside potential to create more vibrant and interesting business areas, that will attract locals and visitors, and help enhance the experience of the City of Essex Junction. There is interest in these small walkable urban ‘nodes’ that could be full of life and energy. Residents especially liked the idea of promoting local and regional businesses, that sell Vermont produce and products.

### Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy

The planning work has identified the need for more community-based organizations and businesses that work to improve the city and help its population. It was viewed by some that the City should be actively funding these organizations and assisting them in finding space very close to Five Corners as this will increase the community’s ability to thrive.

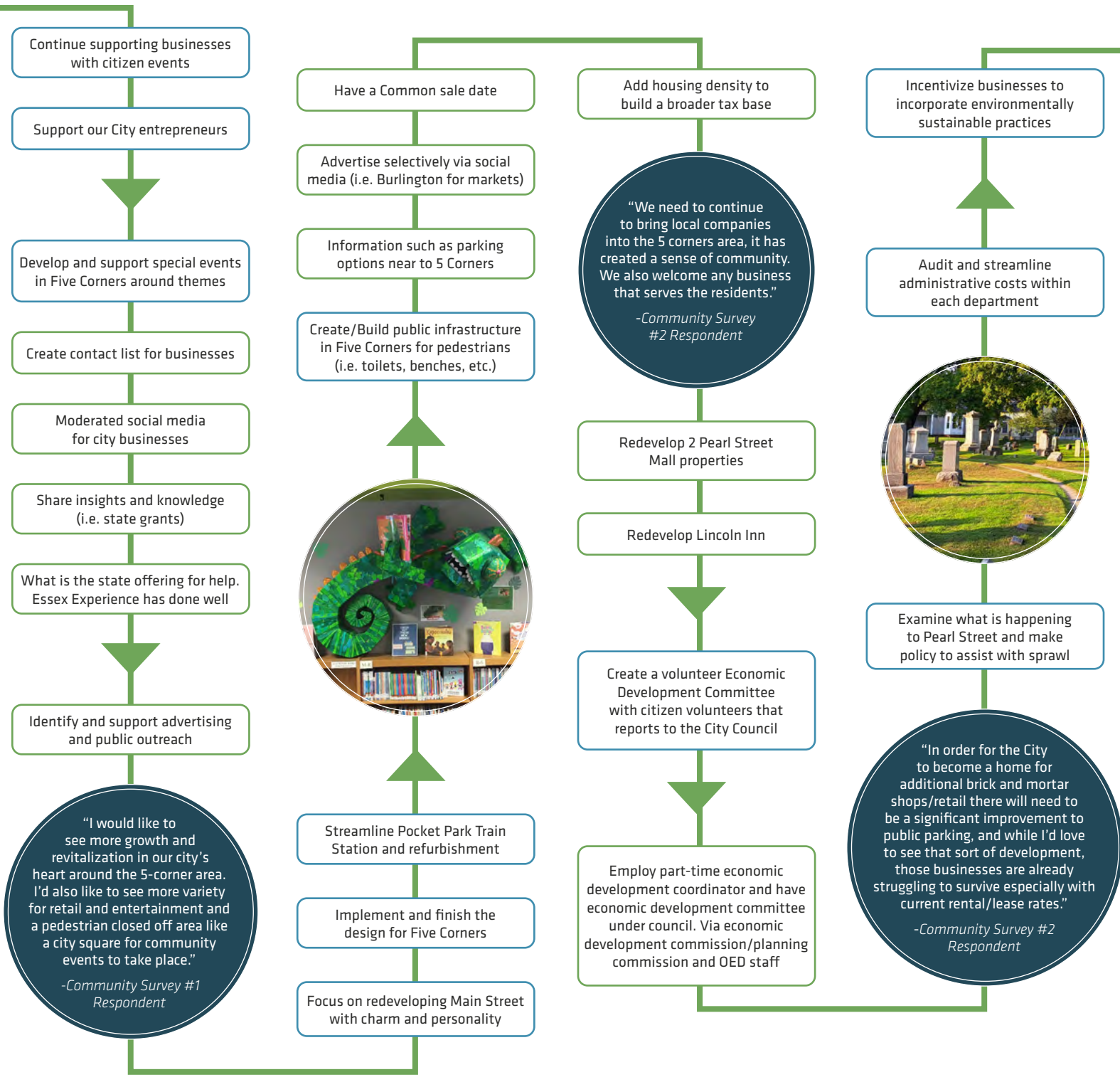


### Action 9: Bring Businesses Together to Work Collaboratively

There was a recognized need to build the business ecosystem. A dedicated economic development committee is needed which could creatively build partnerships (i.e.: with Global Foundries and CVExpo). Creativity is needed to grow the vibrant economic sector that the city needs. An important part of the economic and development approach will be promoting the City of Essex Junction. This could have important impacts on attracting new residents and businesses to the community, who are attracted by the values and the local approach.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



Source of Stakeholder Idea:

- Community Surveys
- Open House
- Focus Groups

## 4.4.1 | IMPORTANCE OF TRANSPORTATION AND CONNECTIVITY

The City of Essex Junction is well serviced with macro transportation options, including commuter options to Burlington, and good road connections. The focus of residents interest is primarily on internal transportation and connectivity. This topic surfaced in all the community engagement sessions, where people have expressed a desire for more safe walkways, bikeways and connections between neighborhoods and to the downtown. There is a strong desire to create a more walkable community.

Residents in the City of Essex Junction have expressed a great interest in being able to connect the community in off-road networks of trails and walkways.



ResidentValue

- Thinking about future transportation and connectivity, and what they thought should be the approach in the City of Essex Junction respondents were asked 'Should the approach be to stick to existing road networks, or aggressively pursue ways to fund and implement safe routes on and off road'. Overwhelmingly, respondents thought the city should aggressively pursue ways to fund and implement safe routes on and off road. The weighted average on the responses was 6.93 out of 10 (see Survey #2 results on portal).
- There seems to be considerable interest in multimodal connectivity and creating a network of trails. However, this pillar was one of the lowest ranked in terms of importance in the next five years.
- This pillar was ranked as the fifth most important for action over the next 5 years.

## 4.4.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 10: Improve Communication Methods

Resident input has highlighted the need for more signage and directional information. There are currently connection options that people might not be aware of or using. Part of the future communication and educational work will be to promote the existing safe walking and biking options throughout the city, but also to advocate for the expansion of this network.



### Action 11: Enhance Transportation Safety

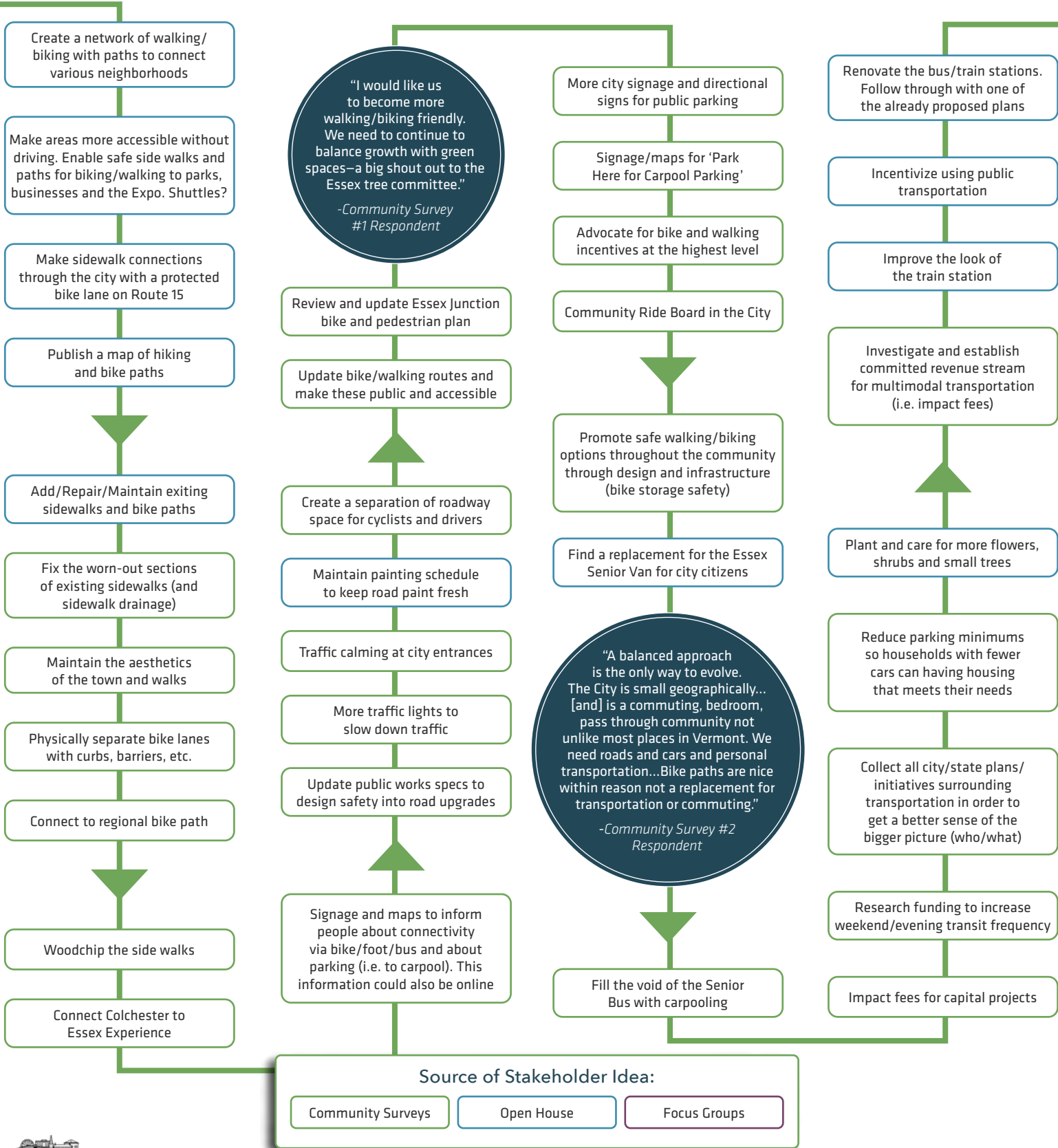
To create a more walkable and bikeable community will require a focus on safety. There are ideas and options such as traffic calming at city entrances, more traffic lights to slow down traffic, and more well located highly visible crosswalks. Many residents also expressed the desire for the physical separation of bike and walking lanes, from the road system.

### Action 12: Develop a Citywide Multimodal Transportation Plan

During the planning process, many people talked about the need to have an aggressive plan to build a full multimodal network across the city. This plan would look at the future connections, connection to regional trails, and internal transportation options and modes. This was seen as a potentially transformational approach, that could enhance the livability of the City of Essex Junction and create a very different level of community connection.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



## 4.5 | PILLAR 5: ENVIRONMENTAL STEWARDSHIP

### 4.5.1 | IMPORTANCE OF ENVIRONMENTAL STEWARDSHIP

The residents of the City of Essex Junction share a deep commitment to environmental sustainability and stewardship. This sentiment was repeated throughout the planning process, as people explored the many ways the City could embrace a long-term approach to environmental stewardship. There was significant interest in practical solutions like tree planting and reducing pesticide use, through to more systemic topics such as moving to renewable energy sources and managing for future climate related risks.

Residents in the City of Essex Junction have expressed a clear interest and desire in demonstrating and investing in environmental stewardship.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the City should take regarding environmental stewardship in the City of Essex Junction, and whether no action is needed, or if the City should develop a city-wide, comprehensive, and long-term approach to environmental stewardship. Overwhelmingly, respondents thought the City should develop a city-wide, comprehensive, and long-term approach to environmental stewardship. The weighted average on the responses was 7.10 out of 10 (see Survey #2 results on portal).
- There seems to be considerable community support for environmental stewardship, that builds green spaces and helps adjust to the impacts of climate change. However, this makes pillar the lowest ranked, by a small margin.
- This pillar was ranked as the sixth most important for action over the next 5 years.



## 4.5.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 13: Support Green Spaces and Tree Planting

The green spaces in the City of Essex Junction are highly regarded, and the tree planting work is strongly supported by residents. The participants in the planning process have identified strong support for managing the green spaces as important ecological zones. There is a desire for the use of more native species, and to increase the tree planting across the community. Tree planting is seen as helping climate resiliency, improving habitat and enhancing the aesthetics of the community.

### Action 14: Encourage Clean Energy and Efficiency Options

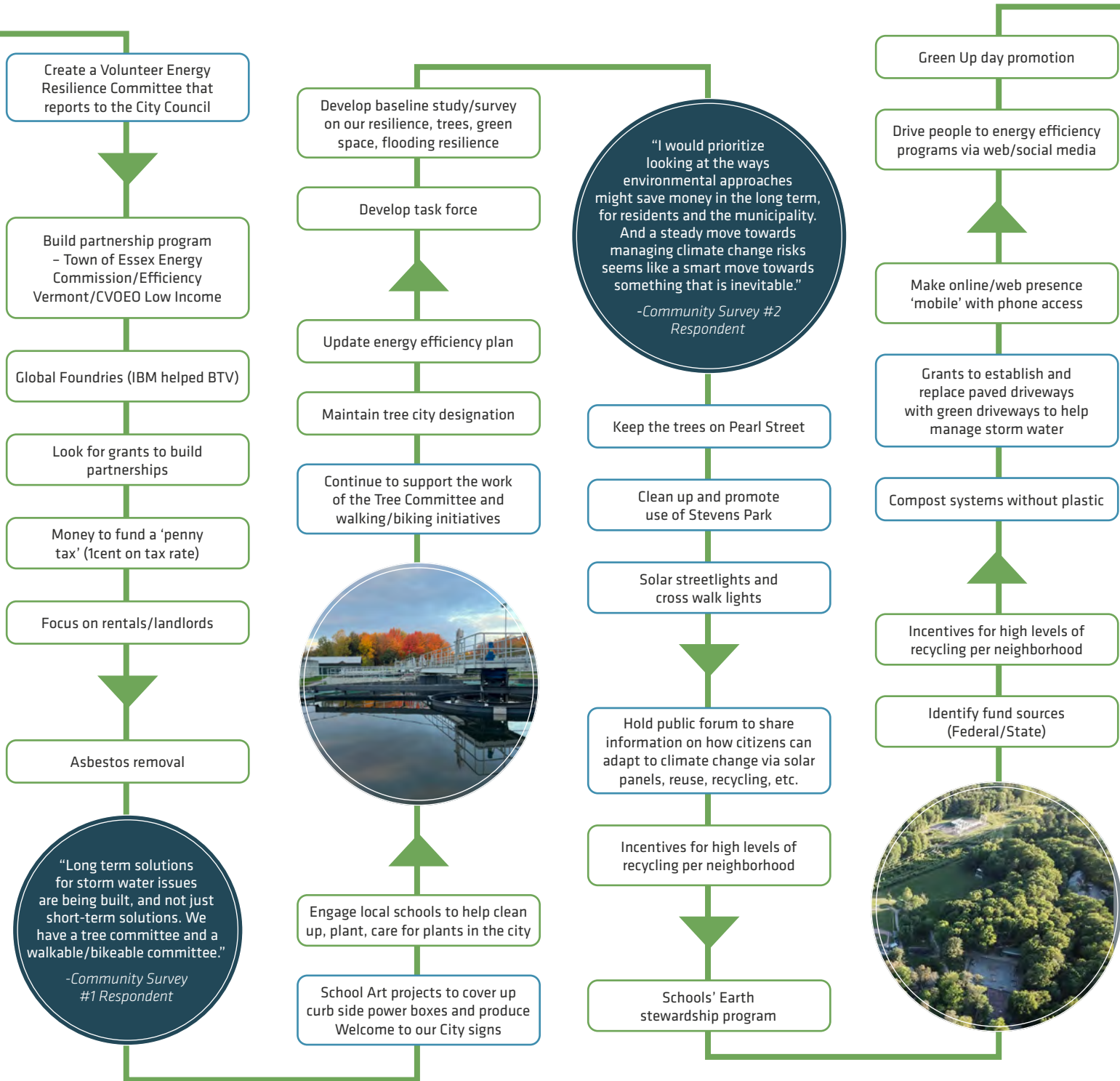
There is strong support for embracing clean energy / renewable energy options. This can also include energy efficient approaches, such as home weatherization. This can be undertaken at an individual home owner level, and at citywide level. This topic needs more information and support for homeowners to make the transition, and there is an important educational role the City can play in assisting with information and demonstration examples.

### Action 15: Create a City-wide Comprehensive Sustainability Plan

The City of Essex Junction needs a comprehensive long-term sustainability plan. There are many topics raised through the planning work that need to be picked up in such a plan, such as investment in renewable energy, emission reduction, waste management and recycling programs, climate mitigation efforts, and overall environmental stewardship. This plan would represent a shared community approach to this overall topic of environmental stewardship, and the role the community can play. This could be a very exciting initiative and is an ideal topic to continue the important community engagement work.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



Source of Stakeholder Idea:

- Community Surveys
- Open House
- Focus Groups

## 4.6.1 | IMPORTANCE OF COMMUNITY ENGAGEMENT AND DECISION MAKING

As a newly formed and independent municipality, the City of Essex Junction is working to build a sense of community and identity. The geographic scale of the community is small, which can naturally help in building connection and engagement. However, many residents are also new to the community and may work elsewhere. This can make connecting with people more challenging. A lot of the planning workshops have explored how to make these connections with people in the community, and many good ideas have been offered, which have focused on how to create an environment of connection and meaningful community dialogue.

The leadership of the City of Essex Junction views community engagement as a critical building block to create an inclusive and healthy community fabric.



ResidentValue

- In the second stakeholder survey, participants were asked what the focus of community engagement should be, and whether it is important for the City to create a plan that fosters a strong sense of community. Overwhelmingly, respondents thought the City should create a community engagement plan. The weighted average on the responses was 6.96 out of 10 (see Survey #2 results on portal).
- There is a strong underlying desire to create an inclusive and engaged community in the City of Essex Junction. This will require dedicated work, especially to reach the various segments of the population that traditionally do not participate.
- This pillar was ranked as the fourth most important for action over the next 5 years.

## 4.6.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big 'building blocks' that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

### Action 16: Promote Community Vitality

The subtext of a lot of the discussions about community engagement was about how to create a more vibrant and connected community. The issue of vibrancy is intriguing, as it gets to the heart of community character and vitality. Community based events are seen as central to the process of building vitality. Examples offered during the planning work included the Farmers Market, art and music events, multicultural events and other seasonal events. These are all seen as part of building the vitality of the community and bringing people together.

### Action 17: Enhance Community Connectivity

There is a strong desire to build community connectively, which is at the heart of an engaged community. Ideas offered have included multilingual communications, welcome packets / wagons, volunteer openings and regular community meetings. Residents have appreciated the town hall format of the City Council and are keen to see more City engagement opportunities. The challenge is to reach all of the residents, and ideas were suggested about boosting social media, using print media and having volunteer 'community connectors' and local influencers.

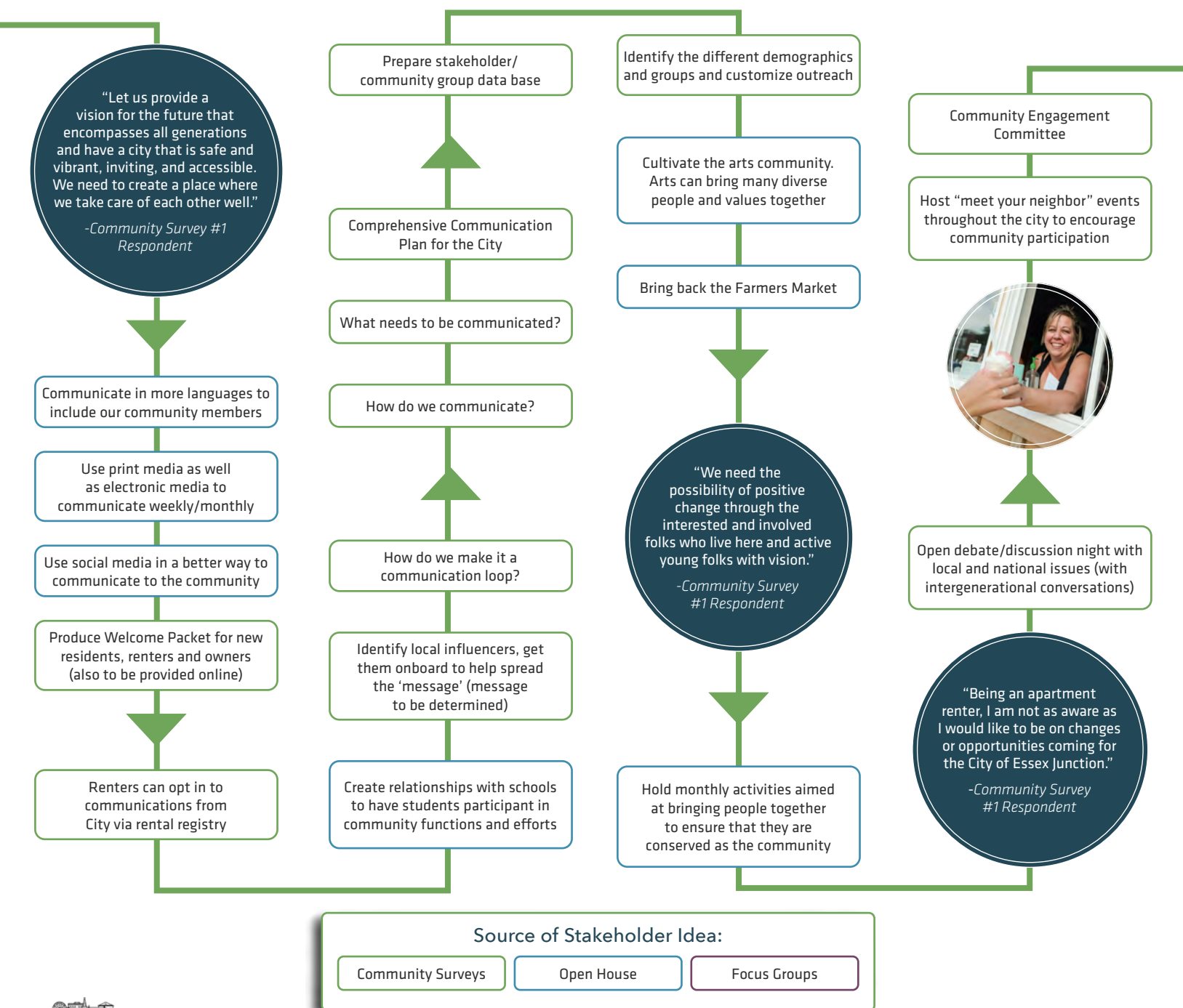
### Action 18: Create a Comprehensive Community Engagement Plan

Given the importance and complexity of engagement, it has been proposed that the City develop a comprehensive community engagement plan. This would identify what needs to be communicated, how it is done and how to create a communication loop. The plan may also explore the formation of a Community Engagement Committee or Taskforce, that works to bring in all the segments of the community and helps build the communications network. Such a Taskforce could include members from key stakeholder groups and representatives of key community segments.



## 4.6.3 | IDEAS FROM THE COMMUNITY

The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



# 5.0 | COMBINED STRATEGIC ACTION FRAMEWORK

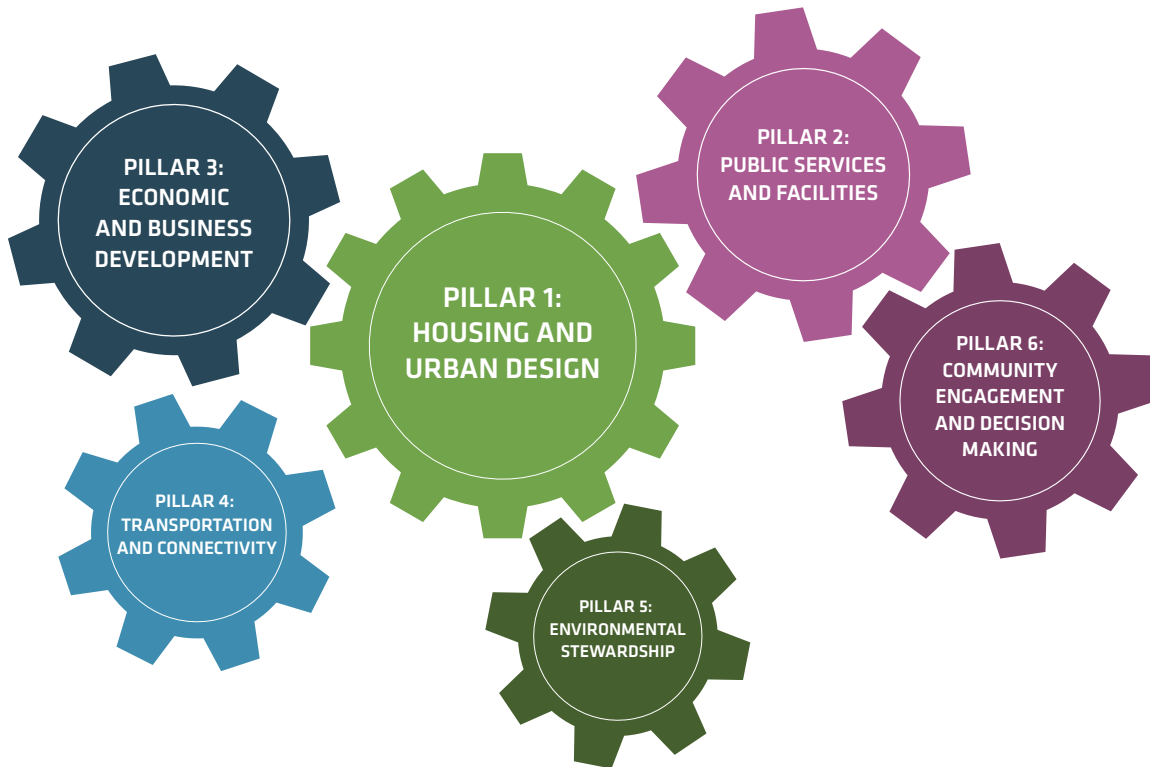
The framework for action developed through the community visioning and strategic action planning process has identified a set of key actions that will help the City of Essex Junction pivot its trajectory towards the 'Community Representation Model' future. This framework is the culmination of community input, surveys and deliberation by the focus groups. The resulting overall framework creates the basis of the roadmap to the future and the guiding vision that will inform future planning efforts by the City of Essex Junction.



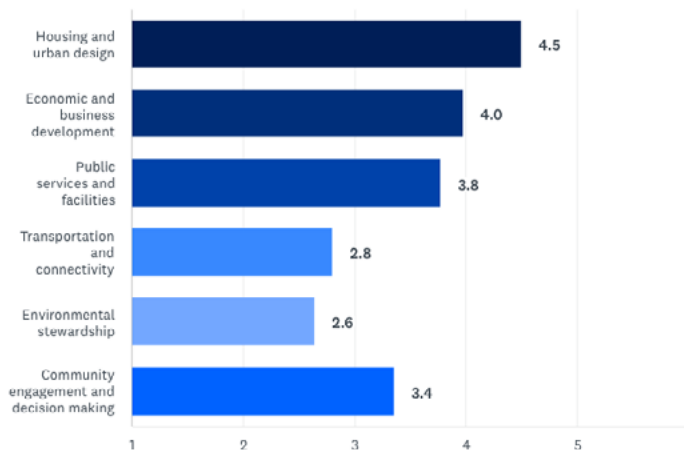


## 6.0 | DYNAMIC SYSTEMS-THINKING APPROACH

Communities function as ecosystems, where actions in one area can impact other areas. The recommended strategic pillars and actions for the City of Essex Junction will be most effective if they operate in concert.



**PILLARS RANKED IN TERMS OF IMPORTANCE FOR ACTION, OVER THE NEXT FIVE YEARS**





## 7.0 | INITIAL PRIORITIZATION

TO BE INSERTED







## 8.0 | NEXT STEPS – ROADMAP TO THE FUTURE

The City of Essex Junction has undertaken an extensive community visioning and strategic planning process that has produced the following outcomes:

- Documented a detailed understanding of the community’s views across a range of important topics and future shaping factors.
- Allowed detailed examination of plausible future scenarios, explored expected, least desired, and preferred futures, and built an understanding of the implications of these future options.
- Identified a vision for the future, acknowledging that there are a variety of viewpoints, with the majority in a central range.
- Identified key strategic pillars, action areas, and community ideas.

The community of Essex Junction has shown a healthy appetite for change going forward. This is the first step toward the preferred future ‘Community Representation Model’, that will guide the City’s future planning efforts.

This work has been built on public participation and open and transparent dialogue. The vision looks out to 2030. Now, the next phase of work needs to begin. The following immediate next steps are recommended:

- Consideration and acceptance of the *City of Essex Junction Community Vision and Strategic Action Plan* by the City Council.
- Incorporation of the key elements of the community vision into the City’s future planning efforts



## 9.0 | FOR MORE INFORMATION

For more information about the City of Essex Junction Community Vision and Strategic Action Plan Project and next steps, please contact:

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City of Essex Junction  
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To read all reports and to explore the City of Essex Junction Community Vision and Strategic Action plan process, please visit the project portal :

[lab2.future-iq.com/essex-junction-visionstrategic-action-plan/](http://lab2.future-iq.com/essex-junction-visionstrategic-action-plan/)



### THINK-TANK REPORT

November 2023



### BENCHMARK REPORT

January 2024



### STRATEGIC ACTION PLAN

April 2024

### ABOUT FUTURE IQ

Future IQ specializes in applying innovative tools and approaches to assist municipalities, organizations, regions, and industries shape their economic and community futures. With over two decades of experience, the company's global clientele spans three continents.

To learn more about Future IQ, and our recent projects visit [www.future-iq.com](http://www.future-iq.com) or email [info@future-iq.com](mailto:info@future-iq.com).

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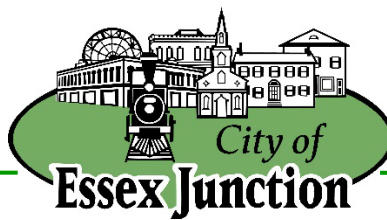
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CITY OF ESSEX JUNCTION  
**COMMUNITY VISION &  
STRATEGIC ACTION PLAN**

VERMONT, USA

MAY 2024



## MEMORANDUM

**To:** Essex Junction City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** June 12, 2024

**Subject:** Discussion of Budget Process & Strategic Planning

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**Issue:** The FY25 budget was approved by the voters on 4/9/24; this is an opportunity for the City Council to discuss possible improvements to the process for development of the FY26 budget.

**Discussion:** At the April 24<sup>th</sup> Council meeting, the Council discussed possible improvements to the process for development of the FY26 budget. Staff has reflected on the ideas brought forward and have the following recommendations. Process improvements will include:

1. We will have more actual budget history when developing the third city budget. We will have the benefit of 1.5 years of actual city expenditure information. While certainly not an extensive history, it's an improvement.
2. The Strategic Plan will be in place. It lays out a series of actions and ideas that can be incorporated into future planning efforts. Further work will be done to help the Council prioritize these actions. At the same time the Departments will be preparing annual workplans to identify ongoing work, upcoming needs, metrics of success, and connections to the Strategic Plan. Collectively, this work will help identify:
  - a. Where we are resource constrained – and some things will need to come off the plate to take on new work, or resources need to be added to take on new work; or
  - b. Where capacity exists to take on new things.
3. The process will begin earlier with more direction:
  - a. Council direction provided to Staff in June 2024 – With early direction, the Finance Director and City Manager can work with Departments to meet the Council's goals. While this won't eliminate the reality that unavoidable budget increases in some departments (i.e. new state regulations that need to be followed) may put increased pressure on other departments for reductions, it will eliminate many of the struggles that occurred last year. We anticipate this direction setting will be a big improvement over last year's process.
  - b. Instructions to Department Heads will be sent in June 2024, once we have direction from this meeting and work through the annual work plan instructions.
  - c. The Association contract is likely to be set soon for FY25, 26, & 27.
  - d. The Finance Department will not be working on budget development while separating from the Town, while understaffed.
  - e. Staff will endeavor to get the enterprise budgets prepared earlier, because we understand the challenge of not having the full picture impact of both the general fund on tax payers and the enterprise funds on utility rate payers at the same time. However, it is important to note a few challenges with this:
    - i. Developing preliminary enterprise budgets and rates in this time period is a challenge as audit prep is also a huge time commitment at this time of the year.

- ii. The earlier the enterprise fund rates are presented the more preliminary and subject to change they are.
  - iii. Adding these to the December budget presentation timeframe further challenges the amount of time needed to get through the content.
- 4. Budget Day alternatives: As the Council described, a full day is hard to take off work; nor are 6 night meetings a good alternative. Staff finds that one full day may have been sufficient for review of the Village budget, but the City budget is more complex. Alternatives:
  - a. The Council discussed the potential of a Council member liaison to each Department. With the exception of a Council member liaison to the Library Trustees, the liaison work should be through the City Manager. With clear expectations set by the Council, it is the City Manager's role to ensure the budget prepared and brought forward meets those goals. Therefore, staff is not recommending this approach.
  - b. In thinking through the above suggestion, we thought about the potential of a Finance Committee, which would mimic the process that some regional municipal organizations use. After thinking it through we did not feel like it would help solve the problem we are trying to solve. Therefore, staff is not recommending this approach.
  - c. Staff is recommending this approach: Two 3- or 4-hour meetings on December 11<sup>th</sup> (regular meeting) and December 18<sup>th</sup>. Preceding these meetings, Staff would develop 5-to-10-minute Department videos covering both their FY26 proposed budgets and their annual workplans. This would allow the Council to get up to speed on each budget on their own time (as well as the public as we could publish these on the website); and then provide for a shorter window of Q&A at the meetings. The full budget would be provided to the Council prior to Thanksgiving; and then the videos would be done in batches based on a schedule for each meeting. We could also do an "intro to the budget" video to lay a good foundation for basics.
  - d. In scheduling the meetings, we will work toward Breaking the Law of Triviality as described in this article: <https://icma.org/articles/pm-magazine/breaking-law-triviality>
- 5. Bring the budget to the community:
  - a. In January we will host the open house and community meal again
  - b. Staff can help organize other options as well: coffee chats, neighborhood conversations, etc.
  - c. Improved infographic style budget information to relay the proposed budget to the community.

Future Improvements:

- 6. The Strategic Plan, Annual Workplans and Retreat process will greatly improve the process. That process will look something like this in the Spring:
  - a. Staff reviews their annual work plans and reports on success or needed adjustment. Staff come together for a half day meeting to bring needs/ideas forward.
  - b. This information is brought to the Council for their retreat. The Council then sets direction both on % increase/decrease and service delivery specifics (prioritization).
  - c. Departments develop budgets to meet the Council goals.
- 7. Questica – While this won't be a budget development tool for FY26, it will be put in place for reporting in FY25. This will help staff keep better track of real time expense v. budget.

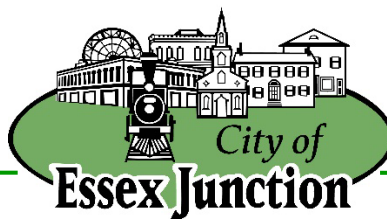
8. Staff will also be investigating performance or outcome-based budgeting. If we can pilot this in the coming year we will, but the focus will be on the annual workplan and strategic plan first. Here are some resources:
  - a. Short article: <https://john-mercer.com/local-government>
  - b. ICMA article: <https://icma.org/articles/pm-magazine/outcome-based-budgeting>
  - c. [Budget from Winder, GA](#) as described in the article above

**Cost:** N/A at this time

**Recommendation:**

Staff recommends that the Council provide direction on the following:

1. Staff is asking for overall Council direction on % increase/decrease for the FY26 budget.
  - a. Please note if a level funded budget is desired, the budget is beholden to contractual obligations. Therefore, to achieve a level funded budget, services will need to be eliminated.
  - b. The US Inflation Rate is a helpful point of information:  
<https://www.usinflationcalculator.com/inflation/current-inflation-rates/#:~:text=The%20last%20column%2C%20%E2%80%9CAve%2C,year's%20actual%20rate%20of%20inflation.&text=Avail.,Nov>
2. Staff is asking for direction from the Council on budget day alternatives – see #4 above.



## MEMORANDUM

**To:** City Council  
**From:** Christopher Yuen, Community Development Director  
**Meeting Date:** 6/12/2024  
**Subject:** 1 Main Street Park Options for Next Steps

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### Issue

The Council will need to decide whether to continue work on the 1 Main Street Park project or return the Downtown Transportation Fund grant.

### Discussion

The current budget for the 1 Main Street Park project includes \$200,000 from the Vermont Downtown Transportation Fund and \$278,002.46 from the City of Essex Junction Economic Development Fund. This reflects a park design discussed during the December 14, 2022 City Council meeting, which includes the following design features:

- Replacement of existing asphalt pavement with brick and granite ground surfaces
- New brick pillars and fencing to delineate the space from the surrounding roadway
- Trees
- Lighting
- Updated park amenities (tables, benches trash receptacles etc.)

While comprehensive, this design requires a City contribution of \$278,002.46, which far exceeds the grant's 20% match requirement for the \$200,000 Downtown Transportation Grant award. During the May 8, 2024 City Council meeting, the Council directed Staff to explore a design option that reduces the municipal contribution while still accessing the grant funds. Such lower-cost design could be geared towards the following objectives:

- Providing shade, possibly using shade sails, which are removed for the winter months.
- Adding some delineation from the surrounding areas, potentially with features such as upgraded planter boxes, paint and signage.
- Avoiding costly and permanent features – the design of this area should be made to evolve easily if Main St is pedestrianized in the future, as envisioned in the Design Five Corners plan.

The design and engineering costs for an updated park design in accordance with the above objectives is expected to be between \$4,000 and \$5,000. Brownfield remediation costs are expected to be minimal.

Vermont Downtown Program Staff have confirmed that the City would likely still be able to access the existing \$200,000 grant with a reduced-scope project. However, the City would need to submit revised grant documentation for review and approval by the Downtown Board.

The following options are available:

- Option 1- Continue with Existing Plans: Resume work on the 1 Main Street Park project, with the existing December 14, 2022 design approved through the Downtown Transportation Fund Grant program.
- Option 2- Pursue a Lower-Cost Design: Resume work on the 1 Main Street Park project, with a reduced scope as described above.
- Option 3- Stop Work and Return Grant: Stop work on the 1 Main Street Park project and return the Downtown Transportation Fund Grant.

### **Cost**

- Option 1- Continue with Existing Plans: \$200,000 Downtown Transportation Fund grant + \$278,002.46 municipal contribution. This contribution can be met within the existing Economic Development Fund budget.
- Option 2- Continue with a Lower-Cost Design: \$200,000 Downtown Transportation Fund grant + \$40,000 municipal contribution. This contribution is the minimum match requirement can be met within the existing Economic Development Fund budget.
- Option 3- Stop Work and Return Grant: There would be no new costs to the City. However, some design and engineering costs have already been incurred prior to the project being paused.

### **Recommendation**

Staff recommends that the Council authorize City Staff on whether to move forward with the Main Street Park project using the existing plan, to pursue a lower-cost design, or to cancel the Downtown Transportation Fund grant for this project at this time.

### **Recommended Motion**

The following are the suggested motions for each option:

- Option 1- Continue with Existing Plans  
"I move that Council authorize City Staff to resume work on the Main Street Park, with the Existing Plans"
- Option 2- Continue with a Lower-Cost Design  
"I move that Council authorize City Staff to resume work on the Main Street Park, with a lower-cost design, as discussed."
- Option 3- Stop Work and Return Grant:  
"I move that Council authorize City Manager to cancel the Downtown Transportation Fund grant for the Main Street Park."

### **Attachments:**

1. Current design plans and budget approved for the Vermont Downtown Transportation Fund Grant
2. Examples of lower-cost "temporary" pocket parks, and examples of lower-cost shade structures



**Attachment 1: Current design plans and budget**



1 Podiat Park Plan View  
Scale: 1/8" = 1'-0"



4 Main St Perspective View  
Scale: 1/8" = 1'-0"



5 Main St Perspective View  
Scale: 1/8" = 1'-0"



2 Main St Perspective  
Scale: 1/8" = 1'-0"



3 Main St Perspective - Mature Trees  
Scale: 1/8" = 1'-0"



6 Firetrail Cafe Perspective view  
Scale: 1/8" = 1'-0"

Current project budget approved for Vermont Downtown Transportation Fund Grant

**Project Budget:**

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
General Conditions/Mobilizations	LS	\$45,000.00	\$45,000.00
Soil Remediation Assessment	LS	\$14,000.00	\$14,000.00
1750 SF Pine Hall Pavers (on aggregate)	1750 SF	\$31.43.00	\$55,002.50
520 SF WB Granite Pavers (on aggregate)	520 SF	\$100.00	\$52,000.00
Granite Curb and Steps	LS	\$8,500.00	\$8,500.00
Brick Pillars	12 EA	\$7,633.33	\$91,599.96
Fencing Allowance	175 LF	\$300.00	\$52,500.00
Bike Rack Allowance	1 EA	\$3,000.00	\$3,000.00
Tree Grate Allowance	2 EA	\$3,000.00	\$6,000.00
Lighting	LS	\$20,000.00	\$20,000.00
Planting and Soils (including Silva Cells)	LS	\$39,000.00	\$39,000.00
Plant Maintenance and Establishment	LS	\$6,000.00	\$6,000.00
Park Amenities (tables, benches, trash receptacles, etc.)	LS	\$25,000.00	\$25,000.00
Miscellaneous Expenses	LS	\$6,400.00	\$6,400.00
Project Design/Management Fees	LS	\$54,000.00	\$54,000.00
<b>Total</b>			<b>\$478,002.46</b>

**Funding Sources:**

<b>Source</b>	<b>Amount</b>
Downtown Transportation Fund	\$200,000.00
City of EJ Economic Development Fund	\$278,002.46
<b>Total</b>	<b>\$478,002.46</b>

**Attachment 2: Examples of lower-cost “temporary” pocket parks, and examples of lower-cost shade structures**



Figure 1: Example of temporary pocket park in Montreal QC- Espace Boyer. Asphalt surface was retained and enhanced with painted patterns.

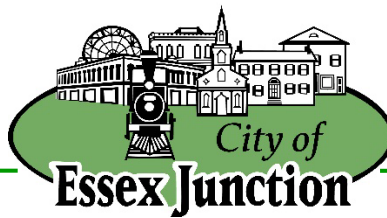
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Model 2  
Side View

Two 3 point sails with  
5 poles

New England  
**Shade Sails**

Figure 2: Renderings of the shade sails which could likely be included within lower-cost design



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** October 25, 2023  
**Subject:** Health Officer Appointment

---

**Issue:** To appoint a Health Officer for the City.

### Discussion:

Matt Smith is currently serving as the Health Officer for the City. He will continue to do so through June 30, 2024.

Through development of the FY25 budget this position was moved to the Essex Junction Fire Department (EJFD). There is no longer a separate line item and stipend for this position. The cost associated with the position is within the part time salary line in the EJFD FY25 budget. While this line item was increased in FY25 to cover training hours and increased call volumes; it was not increased specifically for this position. This was a cost effective solution; and an alternative to a full-time code enforcement/rental registry/health officer position in the FY25 budget. The proposed rental registry is still under consideration by the Council, and the topic will be discussed at a future meeting.

John Rowell, Asst. Fire Chief, is recommended for the position of Health Officer for the City.

The City Council must make a recommendation for appointment. The Commissioner of the Department of Health makes these appointments. The Department of Health needs the paperwork by the end of June to appoint John for 7/1.

As a reminder the Deputy Health Officer for the City is Sharon Kelley, who is the main Health Officer for the Town. The City and Town Health Officers support each other in this way.

For your information this presentation helps describe what the Health Officer does:

[https://www.healthvermont.gov/sites/default/files/documents/pdf/Env\\_THOPresentationDuties\\_100112.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/Env_THOPresentationDuties_100112.pdf)

**Cost:** Incorporated within EJFD FY25 budget.

### Recommendation:

Staff recommends that the City Council make a recommendation to the Department of Health to appoint John Rowell to the position of Health Officer for the City.

### Recommended Motion:

If the Council chooses to move forward with the recommendation, here is a suggested motion:

“I move that the City Council make a recommendation to the Department of Health to appoint John Rowell to the position of Health Officer for the City.”

**Attachments:**

VT Department of Health Recommendation Form



FOR OFFICE USE ONLY  
Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Town Health Officer Recommendation Form

This is a:  New Appointment  Re-appointment

Is a resignation letter needed from previous Health Officer?  Yes  No

Start Date: \_\_\_\_\_ Town/Municipality: \_\_\_\_\_

County: \_\_\_\_\_ Full Name: \_\_\_\_\_

Home Delivery Address: \_\_\_\_\_  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone(s): W: \_\_\_\_\_ H: \_\_\_\_\_ Cell: \_\_\_\_\_

Education: High School \_\_\_\_ College \_\_\_\_ Other (list) \_\_\_\_\_

Professional Degree: \_\_\_\_ (e.g. MD, RN, DVM, DDS) Occupation: \_\_\_\_\_

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: \_\_\_\_\_  
Chair of the Select Board Date

Print Name: \_\_\_\_\_

**Return completed recommendation form to:**  
VT Department of Health  
Environmental Health, Town Health Officer Program  
280 State Drive  
Waterbury, VT 05671-8300  
AHS.VDHTHO@vermont.gov



## MEMORANDUM

**To:** Essex Junction City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** June 12, 2024  
**Subject:** Executive session for a contract

---

**Issue:** The issue is whether the City Council will enter executive session to discuss a contract.

**Discussion:** To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Contracts can be a protected discussion.

**Cost:** N/A at this time

### **Recommendation:**

If the City Council wishes to enter executive session, the following motions are recommended:

#### Motion #1

"I move that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage."

#### Motion #2

"I move that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager."

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING - AMENDED  
May 8, 2024**

8 **COUNCILORS PRESENT:** Raj Chawla, President; Amber Thibeault; Vice President; Tim Miller, Clerk;  
9 Marcus Certa, Elaine Haney.

10 **ADMINISTRATION:** Regina Mahony, City Manager; Chris Yuen, Community Development Director.

12 **OTHERS PRESENT:** Joe Cornacchia, Brett Grabowski, Bridget Meyer, Nick Meyer, Dennis Thibeault,  
13 Resa.

15 1. **CALL TO ORDER**

16 City Manager Mahony called the meeting to order at 6:30 P.M.

18 2. **REORGANIZATION**

19 a. Election of President, Vice President, and Clerk

20 **Councilor Thibeault made a motion, seconded by Councilor Haney, to nominate Raj Chawla as City  
21 Council President. The motion passed 5-0.**

23 **Councilor Chawla made a motion, seconded by Councilor Certa, to nominate Amber Thibeault as City  
24 Council Vice President. The motion passed 5-0.**

26 **Councilor Certa made a motion, seconded by Councilor Chawla, to nominate Tim Miller to be City  
27 Council Clerk. The motion passed 5-0.**

28  
29 City Council President Chawla said that in previous meetings, members of the public have made racist, anti-  
30 Semitic comments, noting that comments have disrupted presentations during the public comment portion  
31 of the meeting. He said that the City Council does not condone such language and opposes it. He said that  
32 such language is harmful and is entirely inconsistent with the community's values. He said that while it is not  
33 possible to prevent harmful speech during public comments, the Council will continue to condemn such  
34 comments publicly.

36 3. **AGENDA ADDITIONS/CHANGES**

37 City Manager Mahony noted that that agenda item #6g is no longer necessary. Councilor Thibeault also  
38 requested moving the minutes from April 18<sup>th</sup> from the consent agenda to be business item #6e. City Council  
39 President Chawla requested moving consent item #6c to be business item #6a.

41 4. **APPROVE AGENDA**

43 **Councilor Certa made a motion, seconded by Councilor Haney to approve the agenda as amended.  
44 The motion passed 5-0.**

46 5. **PUBLIC TO BE HEARD**

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

48 Joe Cornacchia spoke about forming neighborhood watches in the City. He noted that he and his neighbors  
49 are interested in obtaining Neighborhood Watch signs, but that the City is responsible for the cost of  
50 purchasing these signs for the City. City Manager Mahony said that she will inquire with the Essex Police  
51 Department and Public Works Department on this.

53 Bridget Meyer spoke about obtaining speed cone signs for neighborhoods with children in them and asked  
54 whether the City also needs to purchase these for its constituents to access them. She asked City Manager  
55 Mahony to also inquire about these.



56  
57 Councillor Haney left the meeting at 6:43 P.M.  
58

59 **6. BUSINESS ITEMS**

60 a. Grabowski Parking Request \*\*was consent item #7c\*\*

61 City Manager Mahony said that this is a request to temporarily remove the overnight parking ban signs from  
62 12 spaces in front of Park Street School for the duration of the new development project occurring there. City  
63 Council President Chawla asked about the timeframe for the project and its construction. Mr. Grabowski  
64 replied that they anticipate beginning construction between July 1 and August 1 and that it would last  
65 approximately 15 months. City Council President Chawla asked if this is for the entire lot or just a portion of  
66 it. Community Development Director Yuen replied that there are more than 12 spaces in the lot, and it is just  
67 a portion of them that they are seeking a waiver for. Mr. Grabowski said that in the longer term, he would like  
68 to explore with the City whether its parking policy can be modified. City Council President Chawla said that  
69 he would like the Council to have an intentional and thoughtful conversation about parking with the developer  
70 community and public in the coming months.

71  
72 **Councillor Certa made a motion, seconded by City Council President Chawla, to authorize the**  
73 **temporary removal of the overnight parking ban for 12 parking spaces at the Park Street School**  
74 **property, for the duration of demolition and construction activities at 17 Park Street as discussed.**  
75 **The motion passed 4-0.**  
76

77 b. Council Orientation Presentation

78 City Manager Mahony said that this presentation provides a basic overview of many aspects of the City and  
79 City Council. She said that the presentation will cover the City's demographics, its Comprehensive Plan, the  
80 City's form of government, the Council's authority, the Council's Conflict of Interest Policy and Ethical Code,  
81 the Manager's authority, the City's organization and staffing, budget and fiduciary responsibility, priority  
82 projects, hiring, and events, and information about resources available to the Council.

83  
84 She began by speaking about the Comprehensive Plan, noting that it was last completed in 2019 (prior to  
85 separation), that it needs to be revised every 8 years, and that its current content is largely still relevant. She  
86 noted that the plan is important because the City's zoning bylaws must reflect the priorities articulated within  
87 the plan. She said that key areas within the plan include focus on the local economy, health and recreation,  
88 education, and community connections.

89  
90 She then spoke about the Council-Manager form of government that the City has. She noted that Councillors  
91 make up the legislative body of the City and set its policies, and that the City Manager is the Chief  
92 Administrative Officer of the City and runs its day-to-day operations and implements and administers the  
93 policies and priorities as set forth by the Council. She outlined the Council's authority and activities. She also  
94 outlined the Manager's authority and activities.

95  
96 City Manager Mahony then spoke about the Council Rules of Procedure and how the City Council runs its  
97 meetings. She noted the basic outline of the Council's agendas and that meetings are held on the second  
98 and fourth Wednesdays at 6:30. She noted that she and the City Council President set the agenda and that  
99 Councillors can request items by the Wednesday prior to the meeting.

100  
101 She then walked through the City's various Boards and Committees, noting which are specified in charter,  
102 which are regional organizations with City representation, which are policy committees of the Council, and  
103 which are possible future policy committees of the Council (which are pending further discussion in the  
104 Strategic Planning process). She noted that over the next several meetings, they will be bringing both annual  
105 appointments to all boards and commissions and representation of the Council and community members on  
106 regional boards. Councillor Certa asked about timing for restarting the Housing Commission (which is  
107 currently inactive). City Manager Mahony replied that she would recommend that interested participants sit  
108 on the steering committee for the Transit-Oriented Development project or that they participate in Planning  
109 Commission meetings, as that is where much of the policy work around housing is occurring.  
110

111 City Manager Mahony then spoke about transparency, ethics, and conflict of interest. She noted that all  
112 communication (except for executive session) is considered public, that meetings must be warned, and  
113 minutes produced, that inadvertent quorum should be avoided, that debate must take place in public settings,  
114 and that executive session material is considered confidential. She also provided an overview of the City's  
115 Conflict of Interest and Ethics Policy and what Councilors should do if they believe they have a conflict of  
116 interest for a specific topic.

117  
118 She spoke briefly about City staff and organization. She noted that there are staff that have specific authority  
119 as directed by State statute. She noted that the Zoning Administrator, Police Chief, Fire Department, and  
120 City Clerk all have requirements and authority enshrined in statute. She also provided an overview of the  
121 City's organizational chart and its department heads.

122  
123 She then provided an overview of the City's budget for Fiscal Year, including its major sources of revenue  
124 and expenditures, an overview of the City's purchasing policy, and a list of the City's priority projects. Some  
125 of the projects include the 2 Lincoln Street building renovation, the City's strategic planning initiative,  
126 construction projects including the Crescent Connector and Main Street waterline, better ordinance  
127 enforcement, work on the Amtrak Station, setting up a stormwater utility, and a number of other projects. She  
128 also provided an overview of vacant positions and hiring updates. She then provided a summary of upcoming  
129 events.

130  
131 c. Discussion and Consideration of City Council Meeting Schedule

132 City Manager Mahony said that meetings are generally the second and fourth Wednesday of each month,  
133 but that various cultural and religious holidays occur that may warrant rescheduling or shifting meetings  
134 around and flagged several notable meeting dates in 2024 that would need to change (July 10, July 24,  
135 October 23, November 27, December 25). She recommended canceling the July meetings and holding one  
136 meeting on July 17<sup>th</sup>, rescheduling the October 23 meeting to October 30, and canceling the November 27  
137 and December 25 meetings.

138  
139 She also noted that the City will not have its regular meeting space once the 2 Lincoln Street renovations  
140 begin, and asked whether the Council would be interested in having one business meeting a month rather  
141 than two and freeing up Councilors to participate in community events. Councilor Certa expressed concern  
142 about consolidating the Council's business into one monthly meeting. Councilor Miller expressed the same  
143 concern. Both Councilors were supportive of community engagement and getting out into the community.  
144 Councilor Thibeault echoed these concerns, saying that two meetings a month are already quite lengthy.  
145 City Council President Chawla agreed, also suggesting that Councilors commit to public events ahead of  
146 time (in pairs, to avoid inadvertent quorum), so that there is awareness about engagement at community  
147 events. He said that remaining flexible is going to be key as the Council loses its current meeting space for  
148 a span of time. The Council will discuss this topic at its following meeting.

149  
150 d. Discussion and Consideration of Main Street Park Next Steps

151 City Manager Mahony noted that the City received a Downtown Transportation Fund grant from the State for  
152 its 1 Main Street Park project, and the City must decide whether to continue to work on the park or to return  
153 the grant. She said that the City has inquired about transferring the grant from the Main Street Park project  
154 to the Amtrak project but learned that the grant cannot be transferred from one project to another. She noted  
155 that it is a reimbursement grant, so the City would not have to return any funds (as it has not yet incurred  
156 funds for this project). She said that one option is to return the current grant and reapply for the same grant  
157 for the Amtrak project. City Council President Chawla asked if the City could modify the design to cost less  
158 than what was originally submitted for the Main Street Park project, and City Manager Mahony replied that  
159 they can ask whether that modification is acceptable. Director Yuen noted that the project is already  
160 significantly scaled back from its original plan. Councilor Miller said that the Amtrak project is much higher  
161 on the priority list than the park, given that the park is in an area that will be under redevelopment for a  
162 number of years. Councilor Thibeault asked about the corrective action plan and soil remediation for the Main  
163 Street park space. City Manager Mahony replied that soil remediation would be conducted by the State only  
164 for the areas where there would be trees and posts. She also noted that a portion of the corrective action  
165 work was also covered by brownfield planning funds. She said that they do not know whether there is funding

to help finalize the corrective action plan. Councilor Thibeault said that she would support pursuing a grant for the Amtrak project, and table the Main Street Park project for now. Councilor Certa said that he would like to look at potential parks in the Main Street area once the Crescent Connector project and other development projects are completed. City Council President Chawla agreed, saying that future priorities should include creating and protecting public green space. Director Yuen said that it may be in the City’s interest to explore doing something small now at 1 Main Street that doesn’t tap into much of the City’s funding but uses the grant, while not disturbing the soil. Councilors said they would be supportive of exploring this with the State.

The following public comments were received:

- Bridget and Nick Meyer said that they have been involved in volunteering at 1 Main Street Park since the City began working on the project. Ms. Meyer noted that she investigated the cost of shade sails several years ago, which were significantly less than the \$600,000 cost of the proposed project. She said that if the City pursues renovation of this park in future, it would be good to set parameters when developing landscape architecture plans. Mr. Meyer said that they could pursue shade sails and better planters, which would greatly help improve the space.

e. Meeting minutes: April 18, 2024 \*\*was consent item #7a\*\*

Councilor Thibeault asked that the April 18<sup>th</sup> minutes note that it was a Special Meeting (rather than a Regular Meeting).

**Councilor Thibeault made a motion, seconded by Marcus Certa, to approve the minutes of April 18, 2024 as amended to reflect that it was a Special Meeting. The motion passed 4-0.**

f. \*Discussion and Consideration or an Executive Session to discuss a contract  
See item #10a below.

g. \*\*Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation  
No longer needed.

**7. CONSENT ITEMS**

- Approve Meeting Minutes: April 24, 2024
- Acting as the Liquor Control Commission: Liquor License Approvals
- Grabowski Parking Request \*\*moved to business item #6a\*\*
- Approve Change Orders from Main St. Waterline Project and Wrap Up
- Award Contract for Consultant for Stormwater Utility Formation

**Councilor Certa made a motion, seconded by City Council President Chawla, to approve the consent agenda as presented. The motion passed 4-0.**

**8. COUNCILOR COMMENTS & CITY MANAGER REPORT**

City Manager Mahony noted that two wastewater staff passed their wastewater exams, allowing them to become licensed wastewater operators. She also noted that May 13 the City will start its biosolids application at Whitcomb Farms. She noted that this week is Professional Municipal Clerks week and thanked the City’s clerk department for their work. She noted that there are 15 open committee positions, which the City is currently advertising for volunteer applicants. She noted that there is a Reappraisal Coffee Chat occurring on Wednesday May 15 at the Town Offices at 81 Main Street. Councilor Thibeault asked whether a synopsis of City Council meetings posted on Front Porch Forum would be helpful to engage with the community, and other Councilors agreed. Councilor Miller said he would begin drafting summaries of meetings and send to Director Snellenberger, City Manager Mahony, and City Council President Chawla for their review prior to posting on FPF.

**9. READING FILE**

- Check Warrant #24044 5/2/2024
- April Financial Report

- c. Essex Community Justice Center Newsletter
- d. DRB Minutes 4/18/2024
- e. PCAB Minutes 4/16/2024
- f. BWAC Minutes 4/25/2024
- g. TAC Minutes 4/16/2024

10. **EXECUTIVE SESSION**

- a. \*An Executive Session may be needed to discuss a contract

**Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage and that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager. The motion passed 4-0 at 8:33 PM.**

**Councilor Haney re-joined the meeting at 9:10 P.M.**

**Councilor Certa made a motion, seconded by City Council President Chawla, to exit executive session. The motion passed 5-0 at 9:32 PM.**

- b. \*\*An Executive Session may be needed to discuss pending or probable civil litigation  
None needed. Item removed from agenda.

11. **ADJOURN**

**Councilor Certa made a motion, seconded by City Council President Chawla, to adjourn the meeting. The motion passed 5-0 at 9:32 P.M.**

Respectfully Submitted,  
Amy Coonradt

**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
May 22, 2024**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Brad Luck, EJRP Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Harlan Smith, Interim Buildings Coordinator, Chris Yuen, Community Development Director.

**OTHERS PRESENT:** Alexis Brown, Shawn Handy, Mike Sullivan, Resa.

1. **CALL TO ORDER**

City Manager Mahony called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony suggested moving agenda item #6e and #6f to follow the public hearing (to be #6a and #6b). She noted that #6g must be tabled until June 12, 2024. She said that #6h is not needed.

3. **APPROVE AGENDA**

**City Council President Chawla made a motion, seconded by Councilor Certa, to approve the agenda as amended. The motion passed 5-0.**

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Mike Sullivan asked about the materials that are being stored behind Big Lots. City Council President Chawla replied that these materials are related to work conducted by Burlington Telecom, but that this is an assumption and hasn't been confirmed.

5. **PUBLIC HEARING**

a. Public Hearing on the Large Water User Rate

**Councilor Certa made a motion, seconded by Councilor Haney, to open the public hearing. The motion passed 5-0.**

Finance Director Morris began by noting that this is the public hearing for the Fiscal Year 2025 Water, Wastewater, and Sanitation rates. She said that the proposed FY25 combined rates for all enterprise funds (water, sanitation, and sewer) is an increase over the current year of 3.31%, and the cost to an average user would be just over \$678 per year, or \$56 per month. She spoke briefly about the history of rates over the last five years by enterprise fund.

Director Morris summarized the City water user rates, noting that the proposed increase over FY24 is 0.04% or \$0.12 annually for the average user, with the cost to the average user being approximately \$303. She noted that the reasons for the increase are a 5.1% increase in the Champlain Water District (CWD) wholesale rate, and a \$50,000 planned increase to the City's capital fund. She then summarized the City wastewater treatment user rates, noting that the proposed increase over FY24 is 5.75% or \$11.24 for the average user, with the cost to the average user being approximately \$207. She said that the reasons for the increase are an increase in the cost of biosolids management, and a \$30,000 planned increase to the City's capital fund. She further summarized the City sanitation user rates, noting that the proposed increase over FY24 is 6.53% or \$10.36 per year, with the cost to the average user being approximately \$169 per year. She noted that the increases are driven by an increase of \$77,000 to the City's capital fund, and a \$5,800 increase to TV sewer

56 lines. Director Morris then summarized the large water user rate, which applies to GlobalFoundries. She said  
57 that the proposed increase for FY25 is 15.33%. She also summarized the wastewater treatment wholesale  
58 rate. She noted that this is the rate that is paid by the Towns of Essex and Williston for the treatment of  
59 wastewater from those communities. She noted an increase over FY24 of 0.59%, which was driven by a  
60 2.2% increase in the WWT budget, an increase in the cost of biosolids management, and a planned \$20,000  
61 increase to the capital transfer.

62  
63 The following public comments were received:

- 64 • Harlan Smith noted that increases to capital in all three funds, and asked how those numbers were  
65 developed. Director Morris said that the increases in all three funds were all planned increases, and  
66 were based on the capital plans for each of these funds. She said that the increase in the sanitation  
67 fund is so much greater this year because it was underfunded in past years, and that there is pump  
68 station upgrade work that will require additional funding.

69  
70 **Councilor Haney made a motion, seconded by Councilor Certa, to close the public hearing. The**  
71 **motion passed 5-0.**

72  
73 **6. BUSINESS ITEMS**

74 a. Discussion and Consideration of Setting All Utility Rates

75  
76 **Councilor Miller made a motion, seconded by Councilor Certa, that the City Council adopt the FY25**  
77 **utility rates as presented. The motion passed 5-0.**

78  
79 b. Discussion and Consideration of West St. Pump Station Replacement

80 Water Quality Superintendent Mandigo said that this item relates to amending the Fiscal Year 2025  
81 Sanitation Capital Plan for an emergency repair to the West Street Pump Station. She noted that this station  
82 has been at the top of the list for retrofits and upgrades, given that it is the station with the greatest amount  
83 of flow City-wide and that it hasn't been retrofitted since 1983. She noted that one of the pumps at this station  
84 is close to catastrophic failure, and must be replaced as soon as possible. She said that the Town of Essex  
85 shoulders about half the cost of this pump station, and that though they had offered the use of a replacement  
86 pump, it was determined that this pump would not work at this station. She noted that the maximum cost to  
87 replace the pump is \$40,000 (which would be split with the Town of Essex), that it would come out of the  
88 FY25 Sanitation Capital Fund, and that there would be a lead time of 12 to 14 weeks for ordering parts. She  
89 noted that the Town of Essex is on board with this approach, and their Selectboard is in the process of  
90 approving this spending. She noted that within the Sanitation Capital Fund, they accommodated this funding  
91 by postponing a capacity collection system evaluation to afford this emergency repair.

92  
93 City Council President Chawla asked whether there are redundant pumps in this station, and Water Quality  
94 Superintendent Mandigo replied that there are only two pumps in this station and that they alternate, and  
95 that if one pump fails then there is only one pump left (which is not permitted by State law).

96  
97 Councilor Certa asked about the anticipated project for the West Street Pump Station, which included both  
98 replacement of the pump and some storage and retrofitting. Water Quality Superintendent Mandigo replied  
99 that the project would still include retrofitting to provide additional capacity and emergency storage.

100  
101 **Councilor Haney made a motion, seconded by Councilor Certa, that the City Council approve the**  
102 **amended Fiscal Year 2025 Station Capital Plan to include the West Street pump station emergency**  
103 **pump replacement. The motion passed 5-0.**

104  
105 c. Department Head Brief to Council – Brad Luck, EJRP

106 Director Luck began by providing a six-month department look back of activities conducted through the EJRP  
107 department, which included various events, programs, sports, an 8<sup>th</sup> grade trip to Washington, spring running  
108 series, the Senior Center, an after-school program for kids, EJRP preschool, Park Street School renovations,

an update on Maple Street Park, and facilities work at Park Street, the pool house, Library, and 2 Lincoln Street. He then also spoke about a six-month departmental look-ahead of anticipated activities. These include summer programming, City events, community gardens, the Senior program, a Master Plan and facility feasibility study, conversations around a Recreation Advisory Council, getting new playground equipment at Maple Street, new equipment for the Maple Street Pool, having people counters at the Maple Street Park to determine usage, replacing benches outside of Maple Street Park, updating signage related to dogs in the park and dog-free areas, the EJRP preschool expansion (adding a 2/3 classroom), looking forward to at least 435 registered kids for fall Rec Center programming, and the 2 Lincoln Street renovation. He flagged for the Council that the Maple Street courts for tennis, basketball, and the skatepark are all in need of replacement, as are the tennis/pickleball courts at Cascade Park. He spoke about how a Master Plan and assessment could help inform how many tennis courts are truly needed for a community of this size. Councilor Haney noted that the demand for pickleball in the community is high. Councilor Certa said that he hopes that a feasibility study could also help show indicators of economic impact of enhancing or increasing certain services to be a bigger draw for the community. He said he would also like to explore whether the Maple Street Pool could be made a year-round pool. Director Luck also flagged that the department is at its limits in terms of physical space and needs more in order to continue to provide services and programming.

Councilor Miller asked about tree trimming and chipping activities at Stevens and asked if there are other maintenance activities planned for that park or others. Director Luck replied that they have been expanding the pathways at Maple Street Park and that they are much more connected now. He also said that a feasibility study can also help inform activities and priorities for Stevens Park. Interim Buildings Coordinator Smith said that the maintenance has been on hold at Stevens Park somewhat, and that the work that Councilor Miller witnessed was work to clean up trees that had blown over during a storm. He said that they will continue to engage with the Career and Technical Education (CTE) program and students, who help with forestry and roadwork as part of their education and training, to do tree work and path work.

The following public comments were received:

- Mike Sullivan commented on the large workload of EJRP.

d. Update from the Bike Walk Advisory Committee

Micah Hagan, Chair of the Bike Walk Advisory Committee, provided an update on the Committee's activities. He said that they completed the list of blinking lights at crosswalks throughout the City. He spoke about public engagement at the Pride Event last year. He spoke about working with Director Yuen to fix inaccuracies in Google maps data on paths in the City. He spoke about engaging with the Library on installing a bicycle repair stand and pump in front of the Library. He said that they are picking up a stock of bicycle racks to install on public property, as well as developing a bicycle rack inventory to ensure that they are maintained. He spoke about working with UVM students on a capstone project examining a specific intersection downtown and increasing safety around it. He said that they are also due for renewal of the City's Bicycle Friendly certification in 2025.

City Council President Chawla asked if there is an update on the grand opening for the bicycle store that will be opening in the Village Center. Mr. Hagan replied that he doesn't have information on this. City Council President Chawla noted the change in designation around Pearl Street and development along those arteries, saying that transportation patterns may change and more crosswalks may be needed. Director Yuen agreed, saying that it would be great to get feedback from the Bike Walk Advisory Committee, as well as solicit feedback and a possible scoping study from the Chittenden County Regional Planning Commission (CCRPC), given the large scope of this change and area.

Councilor Certa noted that the public provided feedback during strategic planning activities about how the City needs to be more multi-modal and pedestrian and cyclist-friendly. He said he looks forward to receiving recommendations and feedback from the Bike Walk Advisory Committee on this input and what is feasible

161 for the City to implement to make the roadways more multi-modal. Director Yuen spoke about the  
162 collaborative work on correcting the Google mapping inaccuracies. He said that the product will end up  
163 showing where there are gaps and where future efforts could be focused.  
164

165 The following public comments were received:

- 166 • Harlan Smith spoke about the great work the Committee has accomplished. He spoke about some  
167 of the work that Colchester has done on its pedestrian walkways, saying that they seem wide enough  
168 to plow, and also asked whether they are this wide to accommodate both bicycle or pedestrian traffic.  
169 He also asked how this has been funded. He said it would be great to have wide walkways or a river-  
170 walk in the City. Mr. Hagan replied that connecting pathways such as this are slow-moving projects.  
171 Director Yuen noted that the requirements for bicycle/walking paths is 8 feet of width, and that typically  
172 only a portion of them are plowed in winter.  
173

174 Mr. Hagan noted that there will be turnover on the committee coming up and that 4 seats will be opening up  
175 this summer.  
176

177 e. Discussion and Consideration of Regional Committee Appointments

178 The City Council interviewed Mike Sullivan for potential reappointment to the Chittenden Solid Waste District  
179 (CSWD) Board. Mr. Sullivan spoke about his time on the Board, saying that he has enjoyed it. Councilor  
180 Certa asked for an update on CSWD's MRF project, and asked for more information on whether there are  
181 more composting programs that the City can be taking advantage of. Mr. Sullivan replied that in terms of  
182 composting, most of the pickup is done by commercial vendors, but that the City could benefit from more  
183 education on how to use their organic waste. He said that the MRF is due to come online in 2025.  
184

185 City Manager Mahony then spoke about the other regional boards the City has representation on, some of  
186 which have seats that need re-appointment, as terms expire in May/June. These include CCRPC, CSWD,  
187 Green Mountain Transit, Town Meeting TV, and the Tree Farm Management Group. She noted that staff  
188 have recommended candidates for a majority of the boards.  
189

190 Councilor Haney noted that she is stepping down from her position as a representative on the CCRPC, and  
191 this position will need to be filled.  
192

193 **Councilor Certa made a motion, seconded by Councilor Haney, that the Council appoint the following**  
194 **positions:**

- 195 • **CCRPC (PAC): Appoint Chris Yuen as Representative and Michael Giguere as Alternate to**  
196 **the Planning Advisory Committee for CCRPC;**
- 197 • **Chittenden Solid Waste District: Appoint Mike Sullivan as Representative and Amber**  
198 **Thibeault as Alternate;**
- 199 • **Green Mountain Transit: Appoint Raj Chawla as Representative;**
- 200 • **Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as**  
201 **Alternate;**
- 202 • **Tree Farm Management Group – Appoint Marcus Certa as Representative.**  
203

204 **The motion passed 5-0.**  
205

206 f. Discussion and Consideration of Road Extension Request from Gabe Handy

207 City Manager Mahony said that Gabe Handy is requesting that Cherry Street be extended as a public road  
208 to provide frontage necessary to subdivide a lot for housing, and that Cherry Street is already a public road  
209 on the west side of South Summit Street. She noted that this request would be to simply extend the length  
210 of that public road to accommodate the public road frontage necessary for a subdivision in this zoning district.  
211 She said that if this is a possibility, it would ultimately go through the Development Review Board (DRB)  
212 standard processes, but that this is a preliminary step. She noted that if this extension goes through, they  
213 will also need to put in a sidewalk.



214 Alexis Brown spoke on behalf of Mr. Handy, noting that they are thinking about doing senior housing in this  
215 location, and appreciate the consideration of extending the public road to make this a possibility. She said  
216 that they anticipate doing the parking across from the proposed lot.  
217

218  
219 Councilor Certa said that this request seems reasonable. Other Councilors concurred.  
220

221 **City Council President Chawla made a motion, seconded by Councilor Certa, that the Council**  
222 **authorize the City Manager to continue discussions with Mr. Handy on this conceptual public road**  
223 **extension for Cherry Street, under the conditions herein, including but not limited to an official public**  
224 **road acceptance process that will come back before the Council at a future date. The motion passed**  
225 **5-0.**  
226

227 g. Strategic Planning Report and Presentation  
228 Agenda item removed.  
229

230 h. \*Discussion and Consideration of an Executive Session to discuss a contract  
231 Not needed.  
232

233 **7. CONSENT ITEMS**

- 234 a. Approve Meeting Minutes: May 8, 2024  
235 b. Appointments of the City Clerk and Audit Firm  
236 c. Finalize Council Meeting Schedule Adjustments  
237 d. VLCT Letter of Appreciation for Furniture Donation  
238 e. Liquor License Approvals  
239

240 **City Council President Chawla made a motion, seconded by Councilor Certa, to approve the consent**  
241 **agenda as presented. The motion passed 5-0.**  
242

243 **8. COUNCILOR COMMENTS & CITY MANAGER REPORT**

244 City Manager Mahony noted the upcoming retirement of Police Lieutenant Robert Kissinger, after 24 years  
245 of service.  
246

247 City Council President Chawla noted the upcoming Memorial Day parade on Saturday.  
248

249 Councilor Miller noted that it is Public Works Week, and expressed thanks for the City's amazing Public  
250 Works Department. Other Councilors concurred.  
251

252 **9. READING FILE**

- 253 a. Check Warrant #24045 5/17/2024  
254 b. Appraisal Update  
255 c. All Hazard Mitigation Plan CY2023 Progress Report  
256

257 **10. EXECUTIVE SESSION**

- 258 a. \*An Executive Session may be needed to discuss a contract  
259 None needed.  
260

261 **11. ADJOURN**

262  
263 **City Council President Chawla made a motion, seconded by Councilor Haney, to adjourn the meeting.**  
264 **The motion passed 5-0 at 8:45 P.M.**  
265

266 Respectfully Submitted,

267 Amy Coonradt



## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council  
**From:** Jess Morris, Finance Director  
**Meeting Date:** June 12, 2024  
**Subject:** Revised Tax Policies

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### Issue

To revise the Delinquent Tax Bill and Tax Sale policies.

### Discussion

One of the major post-separation projects is to review and revise all Finance related policies now that the City finance team is working independently from the Town's.

It is my plan to review and propose policy revisions to the Council as we complete tasks that are directly related to each policy throughout the remainder of this fiscal year and into the beginning of the next fiscal year. In this round of revisions for review by Council we have the following, which have also been reviewed by the Delinquent Collector and other Finance staff for input:

#### ***Delinquent Tax Bill Policy***

- Updated all Village/Trustee references to City/Council
- Removed "Electronic transfers must be received..." as this does not apply to any of our existing payment types.
- Removed the postmark as an acceptable on time payment to align with the delinquent utility bill policy.
- Updated Section 4 to reflect current practice in regard to the timing of assessing interest, and by whom.
- Updated Section 5 to reflect how payments are applied based on existing NEMRC (financial software) setup.

#### ***Tax Sale Policy***

- Updated all Village/Trustee references to City/Council
- Updated Essex Westford School District

### Cost

None

### Recommendation

It is recommended that the Council approve the Delinquent Tax Bill and Tax Sale policies as revised.

"I move the Council approve the Delinquent Tax Bill and Tax Sale policies as revised."

**VILLAGE CITY OF ESSEX JUNCTION**  
**TRUSTEES' CITY COUNCIL POLICY REGARDING**  
**PENALTY AND INTEREST ON DELINQUENT TAX BILLS POLICY**

**Purpose:** To ensure that penalty and interest are assessed uniformly and to encourage the timely payment of bills.

**Section 1. Definitions**

"Received" shall mean delivered to the ~~Village City~~ Treasurer ~~or Town~~ ~~Treasurer~~ by 4:30 PM on the due date or in the drop box at the ~~Town or~~ ~~Village City~~ offices by midnight on the due date. ~~Electronic transfers must be~~ ~~received in the Village bank account by midnight of the due date.~~

~~"Postmarked" shall mean a postmark from a country's post office or express mail delivery carrier. It shall not include electronic transfer initiations.~~

"Installment" shall mean amount due on a specific due date.

**Section 2. Penalty**

An 8% penalty shall be assessed ~~by the Village Tax Collector~~ on all tax installments not received ~~or postmarked~~ on the due date. The penalty will be deposited into the General Fund.

**Section 3. Due Dates**

Property tax installments shall be due on September 15<sup>th</sup> and March 15<sup>th</sup> of each year, or as set by the ~~Trustees~~ City Council. If the due date falls on a weekend or holiday, the installment shall be due the following business day.

**Section 4. Interest**

~~1/21%~~ interest shall be assessed monthly ~~by the Village Tax Collector~~ on all tax installments not received ~~or postmarked~~ on the due date, beginning the month following the payment due date. ~~Also, 1% interest shall be charged on the first of every month thereafter.~~ All interest shall be deposited into the General Fund.

**Section 5. Application of Payments of Delinquent Tax Installments**

Payments (partial or full) made on delinquent tax installments will be ~~prorated among the~~ applied to oldest balances first to -principal, then interest and penalties. -This is the only way payments will be applied to

delinquent tax installments.

~~Unless directed otherwise by the taxpayer, payments will be applied to the oldest outstanding tax installment.~~

**Section 6. Property Transfer**

Property transfer means that a new owner of a property is responsible for all amounts owed by the previous owners.

**Section 7. Abatement**

Penalty and interest on taxes may only be abated by the Board of Abatement in accordance with 24 VSA '1533-1536.

Adopted by the City Council on X/X/XX.

**CITY OF ESSEX JUNCTION**  
**VILLAGE TRUSTEES**  
**AND**  
**ESSEX JUNCTION PRUDENTIAL COMMITTEE**

**CITY COUNCIL TAX SALE POLICY**~~POLICY REGARDING TAX SALES~~

The Essex Junction ~~Village Trustees~~City Council and the ~~Essex Junction Prudential Committee~~does hereby adopt the following procedure for tax collection.

1. Starting in year 2000 and thereafter on an annual basis, the Tax Collector shall conduct a tax sale for all real property that meets the following criteria:
  - a. The combined ~~Village-City~~ of Essex Junction and Essex ~~Junction-Westford~~ School District real property taxes are delinquent for one year and the outstanding principal is over \$5,000 as of July 1st, or
  - b. More than two years of taxes are delinquent as of July 1st.
2. The tax sale procedure shall be in accordance with Vermont State Law.
3. Existing "Tax Payment Agreements" will be honored and the property will not be put up for tax sale unless there is a breach of -the contract. It shall be considered a breach if a payment is missed. As of September 1, 2000, the Tax Collector will only enter into "Tax Payment Agreements" that bring the outstanding principal under \$5,000 as of the following July 1<sup>st</sup> and eliminates all delinquencies which are more than two years' outstanding.

~~policy/taxsale~~

~~8-22-00~~

Adopted on June 8, 1998; revised August 22, 2000; revised X/X/2024.

policy/taxsale

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**8-22-00**

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

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

CONDITIONS:

1. On the attached form, provide unanimous consent signatures of the households and businesses that abut the section of street to be closed or obstructed. Return the signature form with your completed application to the City Office, 2 Lincoln Street, Essex Junction, VT 05452.
2. Work with the Public Works Director (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve-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: #1 Howard Ave - #7 Howard Ave

Purpose: Block Party

Date: June 29, 2024 Hours: 6pm to 9pm

Name (please print): Lindsay Wein Address: [REDACTED]

Email Address: [REDACTED] Phone #: [REDACTED]

Signature: Lindsay Wein [REDACTED]

FOR COMPLETION BY STAFF

The following have been contacted by City Staff and advised of this event:

Police Yes  Date: 6/6/24 Fire Yes  Date: 6/6/24 Public Works Yes  Date: 6/6/24

Comments: \_\_\_\_\_

Application approved by the City Council on (date): \_\_\_\_\_

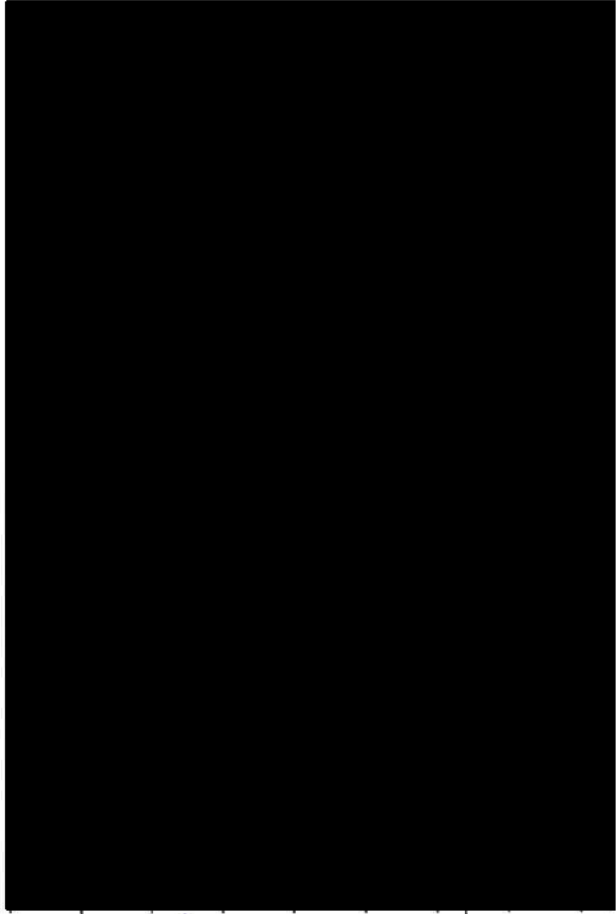




# APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Hawthorn Ave will be closed to traffic on (date) June 29, 2024 between the hours of 6pm and 9pm for the purpose of a block party.

**NAME (Please print)**                      **SIGNATURE**                      **STREET ADDRESS**                      **PHONE #**



Lindsay Wein	<i>Lindsay Wein</i>		
Patricia Ryan	<i>Patricia Ryan</i>		
Jessica Byers	<i>Jessica Byers</i>		
Aime Smith	<i>Aime Smith</i>		
Janet Astore	<i>Janet Astore</i>		
Bill Perry	<i>Bill Perry</i>		
Marie Baker	<i>Marie Baker</i>		
Alise Certo	<i>Alise Certo</i>		

**City of Essex Junction, VT**  
**Application to Close or Obstruct a Street**

---

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

**CONDITIONS:**

1. On the attached form, provide unanimous consent signatures of the households and businesses that abut the section of street to be closed or obstructed. Return the signature form with your completed application to the City Office, 2 Lincoln Street, Essex Junction, VT 05452.
2. Work with the Public Works Director (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve 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: cul-de-sac at end of Acorn Cir

Purpose: neighborhood block party

Date: Sat June 29 Hours: 2pm to 7pm  
(w/ Sat July 6 as reminder)

Ashley Spillman [Redacted]  
Name (please print) Address

[Signature] [Redacted] Phone #: [Redacted] daytime same evening

[Redacted]

**FOR COMPLETION BY STAFF**


The following have been contacted by City Staff and advised of this event.

Police Dept. Yes  Date: 6/13/24 Fire Dept. Yes  Date: 6/16/24  
Public Works  Date: 6/13/24  
Comments: \_\_\_\_\_ Comments: \_\_\_\_\_



# APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) the cul-de-sac at the will be closed to traffic on (date) Sat 6/29 between the hours of end of A.M. Car and 7pm for the purpose of a block party. (w/ Sat 7/6 25 a.m date)

NAME (Please print)	SIGNATURE	STREET ADDRESS	PHONE #
Rebecca Jager		[Redacted]	[Redacted]
Gabriel Mora-Klepac		[Redacted]	[Redacted]
Ashley Spillman		[Redacted]	[Redacted]
Roberta O'Brien		[Redacted]	[Redacted]



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/16/23	PENETRATING oil grease 2022350	210-5-40-12-610.000 General Supplies	79.74	52528	05/31/24
05290	11/20/23	Gloves 2454043	210-5-40-12-610.000 General Supplies	57.18	52528	05/31/24
05290	05/28/24	CRedit OA On Account 453591640	210-5-40-12-610.000 General Supplies	-50.52	52528	05/31/24
05290	05/30/23	MINI wire brush 508279	210-5-40-12-610.000 General Supplies	6.43	52528	05/31/24
05290	10/05/23	Payments on account 5988162	210-5-40-12-610.000 General Supplies	-7.20	52528	05/31/24
05290	12/29/23	14.1 oz MAP//Pro Cy 6354953	210-5-40-12-610.000 General Supplies	-8.39	52528	05/31/24
05290	12/29/23	Bernz-o-matic 6354954	210-5-40-12-610.000 General Supplies	14.55	52528	05/31/24
05290	06/13/23	GP cut off whl 6450562	210-5-40-12-610.000 General Supplies	6.39	52528	05/31/24
05290	03/09/23	Hi-Viz Fastfit 6830987	210-5-40-12-610.000 General Supplies	17.41	52528	05/31/24
05290	03/12/24	CLNR interior detailer 7256618	210-5-40-12-610.000 General Supplies	24.81	52528	05/31/24
05290	03/27/23	EPOXY primer 8631469	210-5-40-12-610.000 General Supplies	261.54	52528	05/31/24
05290	03/27/23	SOLVENT 8631472	210-5-40-12-610.000 General Supplies	36.79	52528	05/31/24
05290	03/30/23	SECONDSOURCE hi-Suds 8958088	210-5-40-12-610.000 General Supplies	81.11	52528	05/31/24
05290	10/26/23	INV Flare plug 9941345	210-5-40-12-610.000 General Supplies	1.53	52528	05/31/24
19815	05/18/24	Senior Bingo Supplies 11TY7PHK7GXX	210-5-30-13-610.000 General Supplies	65.53	52532	05/31/24
19815	05/23/24	BL AReplBooks MAY24 14HVVKVMJVM	210-5-90-00-640.201 Adult Collection replacem	99.48	52532	05/31/24
19815	05/26/24	BL Supplies MAY24 1DMDXM6MHTHJ	210-5-35-10-610.000 General Supplies	310.65	52532	05/31/24
19815	05/26/24	Office Supplies 1FP9RDH1KPV1	210-5-30-10-610.000 General Supplies	7.96	52532	05/31/24
19815	05/14/24	BL Supply MAY24 1HCCD4YPGVH6	210-5-35-10-610.000 General Supplies	97.08	52532	05/31/24
19815	05/26/24	Hand Truck/Moving Equip. 1J3JF4TFJY91	210-5-30-12-610.000 General Supplies	664.20	52532	05/31/24
19815	05/26/24	BL Fndtn (CProgrm) MAY24 1J3KVYPYMF	210-5-90-00-991.000 Library Donation Expense	86.30	52532	05/31/24
19815	05/24/24	Sprinkler Valve 1JJLNC67KDF	210-5-30-12-610.000 General Supplies	33.54	52532	05/31/24
19815	05/08/24	BL OffSupply MAY24 1JRGKRKY3MHF	210-5-35-10-610.000 General Supplies	138.77	52532	05/31/24
19815	05/24/24	BL LibDonProg MAY24 1LD4PQTD7MRF	210-5-90-00-991.000 Library Donation Expense	864.32	52532	05/31/24
19815	05/22/24	BL PrgCraftsSupply MAY24 1MPKNQCNDXJ1	210-5-35-10-840.201 Adult Programs	49.13	52532	05/31/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	05/23/24	Office Supplies 1VHFJYKYKH1P	210-5-30-10-610.000 General Supplies	18.99	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/23/24	BL Supplies MAY24 1VJM71G1L79W	210-5-35-10-610.000 General Supplies	29.95	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/14/24	BL OfficeChair MAY24 1WL94KQFKVQ1	210-5-35-10-610.000 General Supplies	419.00	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/16/24	Maintenance Supplies 1WM6Y1XNX1MC	210-5-30-12-610.000 General Supplies	22.99	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/23/24	BL ACollThngs MAY24 1YLMQH1411CW	210-5-35-10-640.201 Adult Collection	104.98	52532	05/31/24
25055	AQUARIUS LANDSCAPE SPRINK	05/07/24	2 Lincoln Sprinkler May 2 5579084	210-5-40-12-571.000 Streetscape Maintenance	47.50	52536	05/31/24
27975	ASSOCIATION FOR RURAL & S	05/18/24	BL DuesMem Exp061625 72121	210-5-35-10-500.000 Training, Conf, Dues	50.00	52537	05/31/24
02420	AUTOZONE	05/28/24	TERM QCK SPLICE 1 Dorman 3236485264	210-5-40-12-610.000 General Supplies	32.17	52538	05/31/24
30125	BIEBER PHILLIP	05/29/24	BWAC 5/20/24 052024Bieber	210-5-16-10-190.000 Board member Payments	50.00	52539	05/31/24
80017	BOWKER ERIC	05/20/24	BWAC 5/20/24 052024Bowker	210-5-16-10-190.000 Board member Payments	50.00	52541	05/31/24
19630	BP WASTEWATER SERVICES LL	05/17/24	Shop Jackson St rebuild 24862	210-5-40-12-431.000 R&M Buildings & Grounds	680.00	52542	05/31/24
00530	BRODART CO	05/16/24	BL JColl-Supply MAY24 B6791162	210-5-35-10-640.202 Juvenile Collection	309.49	52543	05/31/24
00530	BRODART CO	05/16/24	BL JColl-Supply MAY24 B6791162	210-5-35-10-610.000 General Supplies	29.29	52543	05/31/24
00530	BRODART CO	05/21/24	BL JColl-Supply MAY24 B6793677	210-5-35-10-640.202 Juvenile Collection	26.43	52543	05/31/24
00530	BRODART CO	05/21/24	BL JColl-Supply MAY24 B6793677	210-5-35-10-610.000 General Supplies	3.03	52543	05/31/24
00530	BRODART CO	05/22/24	BL ACollBksCRED MAY24 B6794020	210-5-35-10-640.201 Adult Collection	-7.56	52543	05/31/24
00530	BRODART CO	05/23/24	BL AColl-Supply MAY24 B6794878	210-5-35-10-640.201 Adult Collection	156.02	52543	05/31/24
00530	BRODART CO	05/23/24	BL AColl-Supply MAY24 B6794878	210-5-35-10-610.000 General Supplies	10.10	52543	05/31/24
00530	BRODART CO	05/23/24	BL AColl-Supply MAY24 B6794900	210-5-35-10-610.000 General Supplies	6.06	52543	05/31/24
00530	BRODART CO	05/23/24	BL AColl-Supply MAY24 B6794900	210-5-35-10-640.201 Adult Collection	124.28	52543	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	210-5-17-10-850.000 Community Events and Cele	718.79	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	210-5-30-10-500.000 Training, Conf, Dues	760.00	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	210-5-41-20-755.000 Furniture and Fixtures	225.00	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	210-5-30-10-540.000 Advertising	70.00	52544	05/31/24
07710	CCR SALES AND SERVICE LLC	05/15/24	Mower Service 76906	210-5-30-12-330.000 Professional Services	29.75	52545	05/31/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21120	05/17/24	CHAMPLAIN MEDICAL URGENT	Physicals EJ Fire	210-5-25-10-330.000	318.00	52546	05/31/24
			00067402-00	Professional Services			
39475	05/20/24	CLAUSSEN'S INC	annual flowers Lincoln Ha	210-5-40-12-571.000	114.96	52549	05/31/24
			33591	Streetscape Maintenance			
30100	05/15/24	COBRAHELP	COBRA Administration 6-24	210-5-10-10-210.000	50.20	52550	05/31/24
			312870	Group Insurance			
04940	05/19/24	COMCAST	2 Lincoln Internet	210-5-41-20-530.000	198.39	52551	05/31/24
			01363430524	Communications			
04940	05/03/24	COMCAST	Cable TV	210-5-25-10-530.000	21.43	52552	05/31/24
			02077220524	Communications			
31545	05/13/24	COSTCO #314	Drinks EJFD	210-5-25-10-610.000	318.72	52554	05/31/24
			05132024	General Supplies			
38280	05/24/24	CRYSTAL ROCK BOTTLED WATE	2 Lincoln Bottled Water M	210-5-41-20-610.000	53.96	52555	05/31/24
			177222770524	General Supplies			
80025	05/30/24	DIAMOND, DEBRA	Refund App Diamond	210-4-16-10-030.008	100.00	52556	05/31/24
			053024 D	License and Zoning Fees			
25715	05/15/24	DONALD L. HAMLIN CONSULT	36 Cascade Eng Asst	210-5-40-13-330.000	2485.05	52557	05/31/24
			23807051524	Professional Services			
25715	05/15/24	DONALD L. HAMLIN CONSULT	April Brookside Outfall e	210-5-13-10-330.000	265.34	52557	05/31/24
			23817051524	Professional Services			
25715	05/10/24	DONALD L. HAMLIN CONSULT	Susie Wilson configuratio	210-5-16-10-330.000	195.00	52557	05/31/24
			24803051024	Professional Services			
40025	05/08/24	E J PRESCOTT INC	MSP Field Fabric Roll	210-5-30-12-431.000	252.00	52558	05/31/24
			6323048	R&M Buildings & Grounds			
40025	05/10/24	E J PRESCOTT INC	MSP Field Fabric	210-5-30-12-610.000	252.00	52558	05/31/24
			6324498	General Supplies			
19410	05/21/24	EAST COAST SIGNALS	January 2024 Service Work	210-5-40-12-572.000	1670.00	52560	05/31/24
			0124201953	Traffic Control			
19410	05/21/24	EAST COAST SIGNALS	March 2024 Service Work	210-5-40-12-572.000	400.00	52560	05/31/24
			0324201953	Traffic Control			
19410	05/21/24	EAST COAST SIGNALS	June 2023 Service work	210-5-40-12-572.000	240.00	52560	05/31/24
			0623201953	Traffic Control			
19410	05/21/24	EAST COAST SIGNALS	September 2023 Service wo	210-5-40-12-572.000	320.00	52560	05/31/24
			0923201953	Traffic Control			
19410	05/21/24	EAST COAST SIGNALS	October 2023 Service Work	210-5-40-12-572.000	1385.00	52560	05/31/24
			1023201953	Traffic Control			
V0795	05/29/24	ESSEX TOWN OF	Due to Town 052924	210-2-00-00-215.000	673.36	52564	05/31/24
			052924	Due to Town			
23000	05/17/24	F W WHITCOMB	MSP Shur Pac	210-5-30-12-431.000	382.50	52566	05/31/24
			00021038	R&M Buildings & Grounds			
29280	05/17/24	FIRST NATIONAL BANK OMAH	4/2/24-5/6/24 WW VISA cc	210-5-40-13-451.000	791.96	52568	05/31/24
			0481051724	Summer Construction Servi			
244635	04/25/24	FIRST NATIONAL BANK OMAHA	CC A. Brown Reception Apr	210-5-11-10-610.000	225.30	52569	05/31/24
			04252024	General Supplies			
21845	05/17/24	FIRST NATIONAL BANK OMAHA	BL Prg-TAc-Pst-Sup May24	210-5-35-10-560.000	52.93	52570	05/31/24
			0017 0524	Postage			
21845	05/17/24	FIRST NATIONAL BANK OMAHA	BL Prg-TAc-Pst-Sup May24	210-5-35-10-610.000	39.96	52570	05/31/24
			0017 0524	General Supplies			
21845	05/17/24	FIRST NATIONAL BANK OMAHA	BL Prg-TAc-Pst-Sup May24	210-5-35-10-840.202	38.15	52570	05/31/24
			0017 0524	Childrens Programs			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21845	05/17/24	BL Prg-TAc-Pst-Sup May24	0017 0524	210-5-90-00-991.000 Library Donation Expense	50.97	52570	05/31/24
21845	05/17/24	BL Prg-TAc-Pst-Sup May24	0017 0524	210-5-35-10-505.000 Tech. Subs, Licenses	131.86	52570	05/31/24
21835	05/06/24	Concrete Cleaner	45010278788	210-5-25-10-610.000 General Supplies	46.82	52571	05/31/24
21835	05/11/24	Hardware for Air Reel	98130	210-5-25-10-610.000 General Supplies	25.52	52571	05/31/24
21835	05/11/24	Tax Credit	98730	210-5-25-10-610.000 General Supplies	-1.44	52571	05/31/24
21835	05/11/24	Hardware for Air Reel	99939	210-5-25-10-610.000 General Supplies	18.20	52571	05/31/24
25410	05/17/24	Election costs	20240517	210-5-12-10-560.000 Postage	31.20	52572	05/31/24
25410	05/17/24	Election costs	20240517	210-5-12-10-820.000 Elections	281.51	52572	05/31/24
04035	05/14/24	Chipper Rental	126450	210-5-30-12-442.000 Rental Vehicles/Equip	722.00	52573	05/31/24
04035	05/23/24	Skid Steer Rental	127044	210-5-30-12-442.000 Rental Vehicles/Equip	372.50	52573	05/31/24
04035	05/28/24	box of safety Glasses	127235	210-5-40-12-609.000 Safety Supplies	179.88	52573	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-41-23-622.000 Electricity	47.23	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-40-12-622.000 Electricity	99.51	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-41-22-622.000 Electricity	123.69	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-41-20-622.000 Electricity	123.69	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-40-12-622.000 Electricity	250.63	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	210-5-41-21-622.000 Electricity	263.18	52574	05/31/24
07010	05/14/24	GMP Multi 4/12 to 5/13/24	051424D	210-5-40-12-622.200 Streetlight Electricity	753.79	52575	05/31/24
07010	05/14/24	GMP Multi 4/12 to 5/13/24	051424D	210-5-40-12-622.200 Streetlight Electricity	11670.83	52575	05/31/24
45410	05/24/24	Uniforms	135224	210-5-25-10-612.000 Uniforms	191.00	52578	05/31/24
80087	05/11/24	Copier Lease May 2024	529075855	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	52580	05/31/24
80087	05/11/24	Copier Lease May 2024	529075855	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	52580	05/31/24
80087	05/11/24	Copier Lease May 2024	529075855	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	52580	05/31/24
80087	05/11/24	Copier Lease May 2024	529075855	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	52580	05/31/24
V9454	05/24/24	uniforms street	4004423	210-5-40-12-612.000 Uniforms	135.00	52581	05/31/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80012	05/24/24	MECHLER THOMAS	BL LibDonProg APRMAY24	210-5-90-00-991.000	200.00	52582	05/31/24
			APRMAY2024	Library Donation Expense			
V9970	05/14/24	MIDWEST TAPE	BL JColl-dvd MAY24	210-5-35-10-640.202	170.92	52583	05/31/24
			505469067	Juvenile Collection			
V9970	05/17/24	MIDWEST TAPE	BL JColl-dvd MAY24	210-5-35-10-640.202	38.98	52583	05/31/24
			505490003	Juvenile Collection			
03070	05/29/24	MINUTEMAN PRESS	2 Lincoln Stationary May	210-5-10-10-550.000	426.85	52584	05/31/24
			58406	Printing and Binding			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-30-12-210.000	104.53	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-30-10-210.000	647.20	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-40-12-210.000	440.10	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-13-10-210.000	233.97	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-10-10-210.000	431.96	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-40-13-210.000	22.62	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-16-10-210.000	104.53	52587	05/31/24
			051524 6197	Group Insurance			
24960	05/15/24	NORTHEAST DELTA DENTAL	Dental Jun 2024	210-5-35-10-210.000	443.03	52587	05/31/24
			051524 6197	Group Insurance			
23420	05/28/24	P & P SEPTIC SERVICE INC.	MSP Portolets June	210-5-30-12-330.000	330.00	52588	05/31/24
			T622229	Professional Services			
V9862	05/28/24	PERCY RENTALS, SALES & SE	SPK, blade notched 20.5/	210-5-40-12-430.000	289.65	52589	05/31/24
			40727	R&M Vehicles & Equipment			
24100	05/09/24	PERMA-LINE CORP OF NEW EN	WETLANDS Protection area-	210-5-40-13-570.000	65.95	52591	05/31/24
			204149	Other Purchased Services			
V10554	05/24/24	PHOENIX BOOKS BURLINGTON	BL JColl Bks MAY24	210-5-35-10-640.202	36.78	52593	05/31/24
			1164996	Juvenile Collection			
V10554	05/24/24	PHOENIX BOOKS BURLINGTON	BL LibDonBKs MAY24	210-5-90-00-991.000	45.00	52593	05/31/24
			1165000	Library Donation Expense			
23465	05/22/24	PITNEY BOWES, INC.	2 Lincoln Postage Lease M	210-5-10-10-442.000	209.97	52594	05/31/24
			3319157514	Rental Vehicles/Equip			
V9587	05/09/24	RANGER ASPHALT & CONCRETE	Topsoil per yard	210-5-40-12-605.000	150.00	52596	05/31/24
			162831	Summer Construction Suppl			
43275	05/28/24	RYCANDON MECHANICAL, INC.	Brownell HVAC Repair	210-5-41-21-400.000	561.50	52598	05/31/24
			15408	Contracted Services			
80101	05/30/24	RYDER TRUCK RENTAL INC	Furniture Moving Truck	210-5-41-20-755.000	163.72	52599	05/31/24
			F23918	Furniture and Fixtures			
37965	05/22/24	S D IRELAND CONCRETE	Total : Cust Job: CASCADE	210-5-40-12-451.000	351.00	52600	05/31/24
			109607	Summer Construction Servi			
00275	05/20/24	SB SIGNS INC	Veteran's Park Flags	210-5-40-12-571.000	1020.10	52601	05/31/24
			30680	Streetscape Maintenance			
09105	05/21/24	SECURE SHRED	EJRP Shred Service May	210-5-30-10-330.000	24.00	52604	05/31/24
			457455	Professional Services			
42565	05/01/24	SEVEN DAYS	Legal Notice - May DRB Me	210-5-16-10-540.000	62.40	52605	05/31/24
			237952	Advertising			



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80111 SMIOTA INC	05/17/24	BL TchSupLckrs 1023-1024 12250	210-1-00-00-120.000 Prepaid Expenses	448.00	52608	05/31/24
80111 SMIOTA INC	05/17/24	BL TchSupLckrs 1023-1024 12250	210-5-35-10-340.000 Technical Services	896.00	52608	05/31/24
80111 SMIOTA INC	04/04/24	BL TechSupLic 0424-0425 TR-1834	210-1-00-00-120.000 Prepaid Expenses	612.00	52608	05/31/24
80111 SMIOTA INC	04/04/24	BL TechSupLic 0424-0425 TR-1834	210-1-00-00-120.000 Prepaid Expenses	612.00	52608	05/31/24
80111 SMIOTA INC	04/04/24	BL TechSupLic 0424-0425 TR-1834	210-5-35-10-505.000 Tech. Subs, Licenses	204.00	52608	05/31/24
80111 SMIOTA INC	04/04/24	BL TechSupLic 0424-0425 TR-1834	210-5-35-10-340.000 Technical Services	204.00	52608	05/31/24
V10695 SS TREE CARE LLC	03/22/24	23 new trees planted comp 05/02/24	210-5-40-12-810.112 Tree Advisory Committee	2200.00	52610	05/31/24
V10695 SS TREE CARE LLC	05/17/24	EJRP Tree Removal 051724D	210-5-30-12-330.000 Professional Services	2200.00	52610	05/31/24
V2124 STAPLES ADVANTAGE	05/25/24	BL Supplies(Paper) MAY24 6003125003	210-5-35-10-610.000 General Supplies	102.40	52611	05/31/24
05590 STONE ENVIRONMENTAL INC	05/13/24	Project 20221052 Indian B 16507	210-5-40-13-510.000 Permit, License, Registra	866.28	52612	05/31/24
29090 SUNBELT RENTALS	05/15/24	TAPECAUTION/ Stakesgrade 154199709	210-5-40-12-610.000 General Supplies	71.34	52613	05/31/24
11935 VIKING-CIVES USA	04/29/24	states truck has hydraulics 4533822	210-5-40-12-430.000 R&M Vehicles & Equipment	120.00	52618	05/31/24
22070 VILLAGE COPY & PRINT INC.	05/29/24	Return env for voter veri 9630	210-5-12-10-550.000 Printing and Binding	203.85	52619	05/31/24
23395 VILLAGE HARDWARE - WILLIS	05/09/24	SEED-SOIL CONSERVATION 518274	210-5-40-12-605.000 Summer Construction Suppl	161.49	52620	05/31/24
23395 VILLAGE HARDWARE - WILLIS	05/17/24	15PK 55GAL BLK Liner 518338	210-5-40-12-610.000 General Supplies	39.88	52620	05/31/24
23395 VILLAGE HARDWARE - WILLIS	05/17/24	BLK Nail-On #5 518343	210-5-40-12-610.000 General Supplies	16.67	52620	05/31/24
23395 VILLAGE HARDWARE - WILLIS	05/20/24	2PK Filter Cartridge 518354	210-5-40-12-610.000 General Supplies	24.68	52620	05/31/24
23395 VILLAGE HARDWARE - WILLIS	05/29/24	RAISED BED MIX 518411	210-5-40-12-571.000 Streetscape Maintenance	89.99	52620	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-30-12-210.000 Group Insurance	23.69	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-30-10-210.000 Group Insurance	125.65	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-13-10-210.000 Group Insurance	48.82	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-10-10-210.000 Group Insurance	87.97	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-40-12-210.000 Group Insurance	85.44	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-16-10-210.000 Group Insurance	23.69	52621	05/31/24
21230 VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-35-10-210.000 Group Insurance	96.20	52621	05/31/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	210-5-40-13-210.000 Group Insurance	4.63	52621	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-13-10-520.000 PACIF Insurance	2500.01	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-40-12-520.000 PACIF Insurance	3923.84	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-40-13-260.000 Workers Comp Insurance	717.60	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-13-10-520.000 PACIF Insurance	18333.21	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-40-12-260.000 Workers Comp Insurance	3478.40	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-25-10-260.000 Workers Comp Insurance	3537.25	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-13-10-260.000 Workers Comp Insurance	1834.77	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	210-5-13-10-260.000 Workers Comp Insurance	3054.16	52622	05/31/24
28470	VMERS DB 110800	05/10/24	Payroll Transfer PR-05/10/24	210-2-00-00-210.004 Retirement Payable	20434.69	52623	05/31/24
29825	VT GAS SYSTEMS	05/21/24	MSP VT Gas June 15787560524	210-5-41-26-621.000 Natural Gas/Heating	128.04	52624	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	210-5-41-23-621.000 Natural Gas/Heating	430.35	52624	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	210-5-40-12-621.000 Natural Gas/Heating	533.42	52624	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	210-5-41-21-621.000 Natural Gas/Heating	950.49	52624	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	210-5-41-22-621.000 Natural Gas/Heating	476.91	52624	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	210-5-41-20-621.000 Natural Gas/Heating	725.83	52624	05/31/24
29825	VT GAS SYSTEMS	05/21/24	MSP VT Gas June 8100440524	210-5-41-26-621.000 Natural Gas/Heating	130.43	52624	05/31/24
07565	W B MASON CO INC	05/10/24	Office Chair 246480462	210-5-30-10-610.000 General Supplies	278.73	52625	05/31/24
07565	W B MASON CO INC	05/23/24	2 Lincoln paper May 2024 246766136	210-5-10-10-610.000 General Supplies	37.99	52625	05/31/24
07565	W B MASON CO INC	05/24/24	PS Cleaning Supplies 246794617	210-5-30-12-610.000 General Supplies	136.07	52625	05/31/24
07565	W B MASON CO INC	05/24/24	Brownell Cleaning Supplie 246795022	210-5-41-21-431.000 R&M Buildings & Grounds	109.33	52625	05/31/24
05375	ESSEX JUNCTION EMPLOYEES	05/10/24	Payroll Transfer PR-05/10/24	210-2-00-00-210.005 Misc Deductions Payable	190.00 E	531241	05/24/24
05375	ESSEX JUNCTION EMPLOYEES	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.005 Misc Deductions Payable	190.00 E	531242	05/24/24
17140	THE EDGE (VILLAGE)	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.005 Misc Deductions Payable	365.75 E	531243	05/24/24
17425	ICMA ROTH PLAN 706287	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.004 Retirement Payable	100.00 E	531244	05/24/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V1160	ICMA RETIREMENT TRUST-457	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.004 Retirement Payable	2971.22 E	531245	05/24/24
V1161	ICMA RETIREMENT TRUST-401	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.004 Retirement Payable	5781.62 E	531246	05/24/24
V1165	INTERNAL REVENUE SERVICE	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.002 Federal Inc Tax W/H	41607.62 E	531247	05/29/24
V2413	VT DEPT OF TAXES	05/24/24	Payroll Transfer PR-05/24/24	210-2-00-00-210.003 State Inc Tax W/H	5208.60 E	531248	05/29/24
25715	DONALD L. HAMLIN CONSULT	05/10/24	EJ-Crescent Connector Pha 22822051024	230-5-16-10-890.824 Cres. Connector	20746.94	52557	05/31/24
03280	ENGINEERS CONSTRUCTION IN	03/20/24	crescent connector Projec 7448	230-5-16-10-890.824 Cres. Connector	296379.30	52562	05/31/24
05290	ADVANCE AUTO PARTS	04/12/24	newtruck4 window vent 0325730	231-5-40-12-751.007 4Wd Pickup Trk #4	62.55	52528	05/31/24
05290	ADVANCE AUTO PARTS	04/12/24	newtruck4 auto vent shade 0325732	231-5-40-12-751.007 4Wd Pickup Trk #4	-62.55	52528	05/31/24
25715	DONALD L. HAMLIN CONSULT	05/15/24	Lincoln Hall Reno April 23803 0524	232-5-41-20-890.832 2 Lincoln Street Renovati	5326.01	52557	05/31/24
25715	DONALD L. HAMLIN CONSULT	05/10/24	Brownell Entrance March 23809 0524	232-5-41-21-730.001 Roof	1653.00	52557	05/31/24
39425	SCOTT & PARTNERS INC	05/08/24	2 Lincoln Renovation May 5229	232-5-41-20-890.832 2 Lincoln Street Renovati	43897.50	52602	05/31/24
21120	CHAMPLAIN MEDICAL URGENT	05/17/24	PW DOT Physical 00067386-00	254-5-54-20-330.000 Professional Services	187.00	52546	05/31/24
04035	GOT THAT RENTAL & SALES I	05/15/24	HEARING/ear muffs 3M 126669	254-5-54-20-612.000 Uniforms	129.99	52573	05/31/24
07010	GREEN MOUNTAIN POWER CORP	05/14/24	GMP Multi 4/12 to 5/13/24 051424D	254-5-54-20-622.000 Electricity	69.66	52575	05/31/24
03070	MINUTEMAN PRESS	05/29/24	2 Lincoln Stationary May 58406	254-5-54-20-550.000 Printing and Binding	46.95	52584	05/31/24
24960	NORTHEAST DELTA DENTAL	05/15/24	Dental Jun 2024 051524 6197	254-5-54-20-210.000 Group Insurance	181.22	52587	05/31/24
21230	VISION SERVICE PLAN (CT)	05/19/24	Vision Jun 2024 820522543	254-5-54-20-210.000 Group Insurance	35.18	52621	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	254-5-54-20-260.000 Workers Comp Insurance	2208.94	52622	05/31/24
V2380	VLCT PACIF	05/20/24	Q3 2024 PACIF REN240195Q3	254-5-54-20-520.000 PACIF Insurance	576.70	52622	05/31/24
29825	VT GAS SYSTEMS	05/17/24	service period 4/18 to 5 24279	254-5-54-20-621.000 Natural Gas/Heating	423.74	52624	05/31/24
07565	W B MASON CO INC	05/08/24	Labels for Utility Door H 246428331	254-5-54-20-610.000 General Supplies	23.25	52625	05/31/24
05290	ADVANCE AUTO PARTS	05/31/24	UBOLT 11 04 22 0820649	255-5-55-30-610.000 General Supplies	33.56	52528	05/31/24
14685	ALLIANCE GROUP SERV LLC	05/17/24	VFD troubleshooting 073059	255-5-55-30-431.000 R&M Buildings	287.50	52531	05/31/24
26290	CHAMPLIN ASSOC. INC.	05/20/24	ReplacVFD ABB WAS Surge 4639	255-5-55-30-570.000 Other Purchased Services	6582.90	52547	05/31/24
23455	CHITTENDEN SOLID WASTE DI	03/31/24	MAR24 Biosolids 19437	255-5-55-30-568.000 Biosolids Subcontractor	13239.85	52548	05/31/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23455	04/30/24	APR24 biosolids	19569	255-5-55-30-568.000 Biosolids Subcontractor	18279.91	52548	05/31/24
04940	05/23/24	Internet 5-30 6-29-24 com	03160280524	255-5-55-30-530.000 Communications	288.34	52553	05/31/24
06870	05/23/24	Essex Jct. WWTF Eff metal	488572	255-5-55-30-340.001 Lab Testing	85.00	52561	05/31/24
V10134	05/20/24	ERA recert tests for 2024	076198	255-5-55-30-618.000 Laboratory Supplies	1870.05	52563	05/31/24
38955	05/03/24	plug for digester	85542934	255-5-55-30-570.000 Other Purchased Services	2.90	52565	05/31/24
04640	03/19/24	safety Supplies	325760C	255-5-55-30-609.000 Safety Supplies	-1099.98	52567	05/31/24
04640	03/26/24	40' extension ladder and	327467	255-5-55-30-610.000 General Supplies	817.45	52567	05/31/24
04640	04/23/24	RoofHooksForExtLaddr	328136	255-5-55-30-570.000 Other Purchased Services	59.32	52567	05/31/24
04640	04/04/24	Return Clamp Heyco Nylon	VTB327721	255-5-55-30-610.000 General Supplies	-36.45	52567	05/31/24
04640	03/26/24	Oxygen Gas Sensor	VTb327469	255-5-55-30-570.000 Other Purchased Services	1098.65	52567	05/31/24
29280	05/17/24	4/2/24-5/6/24 WW VISA cc	0481051724	255-5-55-30-570.000 Other Purchased Services	36.07	52568	05/31/24
29280	05/17/24	4/2/24-5/6/24 WW VISA cc	0481051724	255-5-55-30-612.000 Uniforms	89.97	52568	05/31/24
07010	05/21/24	39 Cascade 4/19 to 5/21/2	0524Cascade	255-5-55-30-622.000 Electricity	7679.26	52576	05/31/24
24250	01/12/24	2 1/2 lb fire ext/ annual	25027157	255-5-55-30-431.000 R&M Buildings	89.50	52577	05/31/24
80087	05/11/24	Copier Lease May 2024	529075855	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	52580	05/31/24
V9454	05/20/24	uniforms-Art Garrison	4003803	255-5-55-30-612.000 Uniforms	202.94	52581	05/31/24
19455	05/14/24	SAMPLING for Siloxane Bag	31778	255-5-55-30-570.000 Other Purchased Services	1100.00	52585	05/31/24
V1661	05/06/24	Digital Themom	503491	255-5-55-30-618.000 Laboratory Supplies	48.82	52586	05/31/24
V1661	05/17/24	H-25570-00. Total Chlorin	503979	255-5-55-30-618.000 Laboratory Supplies	1353.66	52586	05/31/24
24960	05/15/24	Dental Jun 2024	051524 6197	255-5-55-30-210.000 Group Insurance	387.84	52587	05/31/24
V2093	05/09/24	3,500 G Caustic 50% 6/30/	470037	255-5-55-30-619.000 Chemicals	16225.50	52607	05/31/24
21230	05/19/24	Vision Jun 2024	820522543	255-5-55-30-210.000 Group Insurance	87.22	52621	05/31/24
V2380	05/20/24	Q3 2024 PACIF	REN240195Q3	255-5-55-30-520.000 PACIF Insurance	9941.59	52622	05/31/24
V2380	05/20/24	Q3 2024 PACIF	REN240195Q3	255-5-55-30-260.000 Workers Comp Insurance	6357.37	52622	05/31/24
29825	05/17/24	service period 4/18 to 5	24279	255-5-55-30-621.000 Natural Gas/Heating	3113.44	52624	05/31/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	05/15/24	collection system capaci	23808051524	256-5-56-70-722.006 Collection Sys Capacity S	8823.20	52557	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	256-5-56-40-434.002 West Street PS Costs	208.44	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	256-5-56-40-434.001 Susie Wilson PS Costs	82.97	52574	05/31/24
07010	05/09/24	GMP solar acts usage peri	050924D	256-5-56-40-622.000 Electricity	308.78	52574	05/31/24
07010	05/14/24	GMP Multi 4/12 to 5/13/24	051424D	256-5-56-40-622.000 Electricity	552.54	52575	05/31/24
03070	05/29/24	2 Lincoln Stationary May	58406	256-5-56-40-550.000 Printing and Binding	95.33	52584	05/31/24
24960	05/15/24	Dental Jun 2024	051524 6197	256-5-56-40-210.000 Group Insurance	162.99	52587	05/31/24
36130	05/23/24	Verizon PS service 4/23 t	9964967425	256-5-56-40-434.002 West Street PS Costs	156.13	52616	05/31/24
36130	05/23/24	Verizon PS service 4/23 t	9964967425	256-5-56-40-433.000 R&M Infrastructure	606.20	52616	05/31/24
36130	05/23/24	Verizon PS service 4/23 t	9964967425	256-5-56-40-434.001 Susie Wilson PS Costs	156.13	52616	05/31/24
21230	05/19/24	Vision Jun 2024	820522543	256-5-56-40-210.000 Group Insurance	33.07	52621	05/31/24
V2380	05/20/24	Q3 2024 PACIF	REN240195Q3	256-5-56-40-520.000 PACIF Insurance	453.91	52622	05/31/24
V2380	05/20/24	Q3 2024 PACIF	REN240195Q3	256-5-56-40-260.000 Workers Comp Insurance	2021.36	52622	05/31/24
29825	05/17/24	service period 4/18 to 5	24279	256-5-56-40-621.000 Natural Gas/Heating	248.80	52624	05/31/24
29825	05/17/24	service period 4/18 to 5	24279	256-5-56-40-434.001 Susie Wilson PS Costs	95.26	52624	05/31/24
29825	05/17/24	service period 4/18 to 5	24279	256-5-56-40-434.002 West Street PS Costs	97.21	52624	05/31/24
05290	03/07/23	Bus Battery	2306630922	259-5-30-15-610.000 General Supplies	147.39	52528	05/31/24
07305	05/20/24	Pool Chemicals	9150044914	259-5-30-11-431.000 R&M Buildings & Grounds	930.22	52530	05/31/24
19815	05/14/24	First Aid Class Supplies	11JJ194JGP9Y	259-5-30-15-610.000 General Supplies	46.24	52532	05/31/24
19815	05/16/24	RK MSP Supplies	11PK9JJWYLW7	259-5-30-15-610.000 General Supplies	89.98	52532	05/31/24
19815	05/28/24	PS Supplies	13RTJMD9T99	259-5-30-16-610.000 General Supplies	288.04	52532	05/31/24
19815	05/16/24	RK EES Supplies	17N7GFR6R76P	259-5-30-15-610.000 General Supplies	91.17	52532	05/31/24
19815	05/26/24	RK Hiawatha Supplies	19GDHKGTJC16	259-5-30-15-610.000 General Supplies	252.61	52532	05/31/24
19815	05/15/24	RK Fleming Supplies	1DM3611JM9KD	259-5-30-15-610.000 General Supplies	69.00	52532	05/31/24
19815	05/26/24	RK EES Supplies	1FXVKMGTJRY7	259-5-30-15-610.000 General Supplies	39.98	52532	05/31/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	05/18/24	RK Hiawatha Supplies 1H37LV1YD49F	259-5-30-15-610.000 General Supplies	65.75	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/17/24	Pool Supplies 1HL9FYRM1YJN	259-5-30-11-610.000 General Supplies	221.59	52532	05/31/24
19815	AMAZON CAPITAL SERVICES	05/22/24	Pool Supplies 1QHGI43D9VFQ	259-5-30-11-610.000 General Supplies	285.78	52532	05/31/24
80112	APEX CARPET & UPHOLSTRY	05/24/24	Bath House/Main Bldg Clea 4040	259-5-30-11-431.000 R&M Buildings & Grounds	1600.00	52535	05/31/24
80025	BIEBER, PHILIP	05/23/24	RK/Camp Refund-Bieber \$1, 186069	259-4-30-17-020.313 Childcare - DC	740.00	52540	05/31/24
80025	BIEBER, PHILIP	05/23/24	RK/Camp Refund-Bieber \$1, 186069	259-4-30-15-020.313 Childcare - AS	362.00	52540	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-14-850.150 Memorial Day Parade	795.74	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-14-610.000 General Supplies	1199.20	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-15-530.000 Communications	451.38	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-10-505.000 Tech. Subs, Licenses	395.79	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-14-330.000 Professional Services	95.00	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-16-610.000 General Supplies	356.94	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-15-610.000 General Supplies	740.17	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-12-500.000 Training, Conf, Dues	575.00	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-10-500.000 Training, Conf, Dues	2780.00	52544	05/31/24
22670	CAPITAL ONE CREDIT CARD -	05/16/24	EJRP CC May/June 65080521	259-5-30-15-330.000 Professional Services	424.18	52544	05/31/24
29970	EAST COAST ICE	05/17/24	RK MSP 5/17 1091	259-5-30-15-330.000 Professional Services	300.00	52559	05/31/24
23000	F W WHITCOMB	05/16/24	MSP Shur Pac pathways 00021000	259-5-30-12-610.000 General Supplies	1428.00	52566	05/31/24
23000	F W WHITCOMB	05/16/24	MSP Pathways Shur Pac 00021001	259-5-30-12-610.000 General Supplies	721.14	52566	05/31/24
23000	F W WHITCOMB	05/23/24	MSP Pathways Shur Pac 00021184	259-5-30-12-610.000 General Supplies	350.88	52566	05/31/24
04640	FASTENAL INDUSTRIAL & CON	04/10/24	Preschool First Aid VTBUR327831	259-5-30-16-610.000 General Supplies	10.39	52567	05/31/24
04640	FASTENAL INDUSTRIAL & CON	04/16/24	Preschool First Aid VTBUR327969	259-5-30-16-610.000 General Supplies	13.59	52567	05/31/24
V1248	KITCHEN WORLD, INC	05/15/24	Pool House Project 76069	259-5-30-11-431.000 R&M Buildings & Grounds	625.00	52579	05/31/24
80087	KONICA MINOLTA PREMIER FI	05/11/24	Copier Lease May 2024 529075855	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	52580	05/31/24
80087	KONICA MINOLTA PREMIER FI	05/11/24	Copier Lease May 2024 529075855	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	52580	05/31/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	05/15/24	NORTHEAST DELTA DENTAL Dental Jun 2024 051524 6197	259-5-30-15-210.000 Group Insurance	248.45	52587	05/31/24
24960	05/15/24	NORTHEAST DELTA DENTAL Dental Jun 2024 051524 6197	259-5-30-16-210.000 Group Insurance	395.97	52587	05/31/24
29425	05/14/24	PERFORMANCE FOOD SERVICE RK FMS Snack 170497	259-5-30-15-610.000 General Supplies	214.22	52590	05/31/24
29425	05/16/24	PERFORMANCE FOOD SERVICE RK EES Snack 172223	259-5-30-15-610.000 General Supplies	229.81	52590	05/31/24
29425	05/16/24	PERFORMANCE FOOD SERVICE RK Fleming Snack 172289	259-5-30-15-610.000 General Supplies	141.45	52590	05/31/24
29425	05/20/24	PERFORMANCE FOOD SERVICE RK FMS Snack 174878	259-5-30-15-610.000 General Supplies	213.81	52590	05/31/24
29425	05/22/24	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 175572	259-5-30-15-610.000 General Supplies	117.66	52590	05/31/24
29425	05/22/24	PERFORMANCE FOOD SERVICE RK MSP Snack 176608	259-5-30-15-610.000 General Supplies	163.85	52590	05/31/24
29425	05/23/24	PERFORMANCE FOOD SERVICE RK Summit Snack 176657	259-5-30-15-610.000 General Supplies	291.31	52590	05/31/24
01590	04/19/24	PETTINELLI & ASSOC INC Preschool Playground 1389	259-5-30-16-330.000 Professional Services	36950.05	52592	05/31/24
25395	05/21/24	POOL WORLD INC Pool Chemicals 264495	259-5-30-11-431.000 R&M Buildings & Grounds	251.82	52595	05/31/24
20620	05/16/24	RASCO LAURA Playgroup April 051624D	259-5-30-14-330.000 Professional Services	210.00	52597	05/31/24
43275	05/22/24	RYCANDON MECHANICAL, INC. Bath House Project Sink 15397	259-5-30-11-431.000 R&M Buildings & Grounds	773.00	52598	05/31/24
10435	05/16/24	SCREENMYLOGO.COM Running Series Shirts 20753	259-5-30-14-610.000 General Supplies	778.40	52603	05/31/24
29835	05/24/24	SHERWIN-WILLIAMS Parade Supplies 65292	259-5-30-14-850.150 Memorial Day Parade	58.90	52606	05/31/24
29835	05/24/24	SHERWIN-WILLIAMS Parade Supplies 85141	259-5-30-14-850.150 Memorial Day Parade	68.72	52606	05/31/24
19295	05/21/24	SOLO WFA 5/18-24 0521248	259-5-30-14-330.000 Professional Services	1533.15	52609	05/31/24
80025	05/17/24	TROUT, DANIELLE Day Camp Refund-Trout \$58 185580	259-4-30-17-020.313 Childcare - DC	586.80	52614	05/31/24
26445	05/23/24	TUDOR CHRISTOPHER L Pickleball Clinics May 347	259-5-30-14-330.000 Professional Services	712.50	52615	05/31/24
25315	05/23/24	VESPA'S PIZZA PASTA & DEL Camp Disc Staff Mtg 5/23 052324D	259-5-30-17-610.000 General Supplies	29.15	52617	05/31/24
23395	05/11/24	VILLAGE HARDWARE - WILLIS Community Garden Supplies 518283	259-5-30-14-610.000 General Supplies	37.98	52620	05/31/24
21230	05/19/24	VISION SERVICE PLAN (CT) Vision Jun 2024 820522543	259-5-30-15-210.000 Group Insurance	62.37	52621	05/31/24
21230	05/19/24	VISION SERVICE PLAN (CT) Vision Jun 2024 820522543	259-5-30-16-210.000 Group Insurance	83.62	52621	05/31/24
V2380	05/20/24	VLCT PACIF Q3 2024 PACIF REN240195Q3	259-5-30-10-260.000 Workers Comp Insurance	7062.89	52622	05/31/24

For Check Acct 01 (GENERAL FUND) All check #s 05/24/24 To 05/31/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				710680.73		

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 \$ \*\*\*710,680.73  
Let this be your order for the payments of these amounts.

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# Champlain Water District

Water Quality 2024

Safe Drinking Water  
All the Way to Your Tap



PWS ID#: VT0005092



First in the Nation

24th Year Anniversary - Excellence in Water Treatment Award!

In 2023, Champlain Water District's Peter L. Jacob Water Treatment Facility continued to maintain the highest degree of treatment process optimization and has maintained the elite "Excellence in Water Treatment" status for 24 years from 1999 to 2023. CWD was the first water utility in the country to receive USEPA's Excellence in Water Treatment Award from the Partnership for Safe Water. To date, a total of 19 water suppliers in the U.S. have attained this pinnacle of public health protection. We invite school and community groups to visit our treatment facility, view this prestigious award, and learn about their drinking water "from source to tap." Water Quality 2024 reports data from calendar year 2023.

The Champlain Water District (CWD) works very hard to assure safe, high quality drinking water is delivered to its customers. We accomplish this by:

- protecting Shelburne Bay as the deep water source that supplies the water,
- treating the water with state-of-the-art filtration, disinfection and corrosion control at the Peter L. Jacob water treatment plant,
- assuring corrosion control and disinfection by-product control throughout the county-wide service area.

This year's Water Quality Report features CWD's Best Tasting Water in New England Award.

Please turn to the report cover to view this award

The water that CWD provides throughout Chittenden County - as far North as Milton, as far East as the Village of Jericho, and as far South as Shelburne - is of the highest quality and serves many uses for CWD's 83,500 customers and many of the area's major employers such as Global Foundries and Husky.

## Regulatory Corner

### Maximum Residual Disinfectant Level (MRDL)

### Maximum Contaminant Level (MCL)

### Treatment Technique

### Regulation of Contaminants



#### WHAT ARE THE USEPA REGULATIONS?

CWD's philosophy has always been to go beyond Federal and State requirements to protect public health as we continue to meet all present Federal and State water quality standards. In order for our customers to understand these standards, there are some important USEPA definitions to learn:

- ▶ **Maximum Residual Disinfectant Level Goal (MRDLG)** - The level of drinking water disinfectant below which there is no known or expected risk to health. The MRDLG for Monochloramine is 4 mg/L.
- ▶ **Maximum Residual Disinfectant Level (MRDL)** - The highest level of a disinfectant allowed in drinking water. Addition of a disinfectant maintains sanitary quality. The MRDL for Monochloramine = annual average of 4.0 mg/L.
- ▶ **Maximum Contaminant Level (MCL)** - the highest level of a contaminant that is allowed in drinking water.
- ▶ **Maximum Contaminant Level Goal (MCLG)** - level of a contaminant in drinking water below which there is no known or expected risk to health.
- ▶ **MCLs and MCLGs** are set by USEPA after extensive research and public comment. MCLs define a safe water supply by setting levels a trace contaminant may not exceed, MCLs are set as close to the MCLG as feasible using the Best Available Technology.
- ▶ **Action level**- the concentration of a contaminant which triggers treatment or other requirements that a water system must follow.
- ▶ **90th Percentile** - Ninety percent of the samples are below the action level. (Nine of ten sites sampled were at or below this level).
- ▶ **Nephelometric Turbidity Unit (NTU)** - NTU is a measure of the clarity of water. Turbidity in excess of 5 NTU is just visually noticeable to the average person.
- ▶ **Parts per million (ppm) or Milligrams per Liter (mg/l)** - one penny in ten thousand dollars or 1 second in 11.6 days.
- ▶ **Parts per billion (ppb) or Micrograms per Liter (ug/l)** - one penny in ten million dollars or 1 second in 32 years.
- ▶ **Picocuries per liter (pCi/l)**- a measure of radioactivity in water.
- ▶ **Treatment Technique**- a USEPA requirement for water suppliers to install and optimize water treatment processes that are intended to reliably remove a required percentage for a specific possible contaminant.
- ▶ **Treatment techniques** are set by USEPA when monitoring technology cannot precisely detect certain contaminants. In these cases, a surrogate measurement is used to determine compliance in a reliably operated treatment facility. An example is the use of turbidity to indicate microbial protozoan removal in a treatment plant. (Turbidity is a good indicator of the effectiveness of the disinfectant, the filtration, and the general quality of the water.)
- ▶ **Level 1 & 2 assessments:** Are studies of the water system triggered by monitoring results. The studies look to identify potential problems and determine why total coliform bacteria have been found in the water system (Level 1) or why an E.coli violation has occurred and/or why total coliform bacteria have been found in the water system on multiple occasions (Level 2). Level 2 is a very detailed study.
- ▶ **USEPA** wants you to know that the presence of certain contaminants in drinking water does not necessarily indicate that the drinking water poses a health risk. USEPA and the State of Vermont prescribe regulations which limit the amount of certain contaminants in water provided by the public water system. CWD monitors for all regulated trace contaminants (including naturally occurring radioactivity) on specific schedules as required by USEPA. USEPA never expresses results of water monitoring as "zero". Scientifically, it is impossible to measure "zero". Therefore, USEPA requires every trace substance to be analyzed using an approved method with a required detection limit.
- ▶ When no trace substance is found, then it is expressed as "none detected = ND."
- ▶ **Per- and polyfluoroalkyl substances (PFAS):** a group of over 4,000 human-made chemicals (they do not occur naturally) that have been used in industry and consumer products worldwide and includes:
  - (PFNA): Perfluorononanoic Acid
  - (PFOA): Perfluorooctanoic Acid
  - (PFOS): Perfluorooctane Sulfonic Acid
  - (PFHpA): Perfluoroheptanoic Acid
  - (PFHxS): Perfluorohexane Sulfonic Acid
  - (11Cl-PF3OUdS): 11-Chloroicosafuoro-3-oxaundecane-1-sulfonic Acid
  - (9Cl-PF3ONS): 9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic Acid
  - (DONA): 4,8-Dioxa-3H-perfluorononanoic Acid
  - (HFPO-DA): Hexafluoropropylene Oxide Dimer Acid
  - (NEtFOSAA): N-ethyl perfluorooctanesulfonamidoacetic Acid
  - (NMeFOSAA): N-methyl perfluorooctanesulfonamidoacetic Acid
  - (PFBS): Perfluorobutane Sulfonic Acid
  - (PFDA): Perfluorodecanoic Acid
  - (PFDoA): Perfluorododecanoic Acid
  - (PFHxA): Perfluorohexanoic Acid
  - (PFTA): Perfluorotetradecanoic Acid
  - (PFTrDA): Perfluorotridecanoic Acid
  - (PFUnA): Perfluoroundecanoic Acid
- ▶ CWD monitors for these trace chemicals even though they are extremely unlikely to be present in CWD's source because of the characteristics of CWD's 33.3 billion gallon deep water Shelburne Bay source. CWD has monitored trace substances for many years according to the schedules established by the USEPA and has received all non-detect test results for 2023.
- ▶ CWD has also sampled for a series of contaminants including 29 PFAS chemicals under EPA's fifth Unregulated Contaminants Monitoring Rule (UCMR5). All samples taken in 2023 were non-detects.
- ▶ **To receive a listing of these specific undetected contaminants - contact CWD and ask for the latest specific non-detect report.**

## Water Characteristics

### Immuno-compromised persons read this!



USEPA requires all water systems, regardless of the type of source and treatment, to provide this information:

### SANITARY QUALITY

### SOURCE QUALITY

### DISINFECTANT BY-PRODUCT QUALITY

### AESTHETIC QUALITY



## IN PROVIDING A SAFE, HIGH QUALITY WATER THERE ARE SEVERAL CHARACTERISTICS THAT A WATER SUPPLIER SHOULD MEET:

1. Sanitary quality - bacteriological, viral and protozoan quality that is assured by consistent and efficient filtration, and, by primary free chlorine disinfection and secondary monochloramine disinfection. This is the primary goal of any water supplier as consumers cannot reliably achieve this protection with home treatment devices.

CWD wants immunocompromised persons (ICP's) to know that they may be particularly at risk from infections and should seek advice from their health care providers. ICP's include:

1. Those undergoing chemotherapy or organ transplants.
2. Those with AIDS / HIV or other immune system disorders.
3. Some elderly.
4. Infants.

2. Source quality - the cleaner a water supplier's source, the more effective a water supplier's treatment process is at producing high quality water. Common sense tells us that if you have high quality untreated water going into a facility, then you will have the highest quality finished water leaving that facility. This is important for sanitary and trace chemical considerations. Home owners cannot reliably treat poor quality source waters on their own.

In general, USEPA wants you to know that, depending on the condition of any water source and its watershed area, some untreated source water may be impacted by the following contaminants:

1. Biological (Viruses & Bacteria).
2. Inorganic (Metals & Salts).
3. Synthetic organic chemicals (Pesticides, Herbicides, Volatile Organic Chemicals).
4. Naturally occurring radioactivity.

3. Disinfectant-by-product quality - primary disinfection with free chlorine is essential to assure sanitary water. This disinfection process does create by-products (DBPs) that impact the finished water. All water suppliers must deal with the balancing of sanitary benefits and DBP risks from primary free chlorine disinfection. DBPs may be reduced by the consumer using treatment devices approved by NSF International for TTHM reduction, and only if these devices are installed, used and continually maintained according to manufacturer's instructions.

4. Aesthetic quality - aesthetic considerations also determine the acceptability of a water supply. Distribution system management may impact water taste and odor. Taste/odor is relatively easy to reduce by the consumer using properly installed and maintained NSF approved treatment devices.

**VIOLATIONS THAT OCCURRED DURING THE YEAR:** Champlain Water District had no regulatory violations during the year 2023.

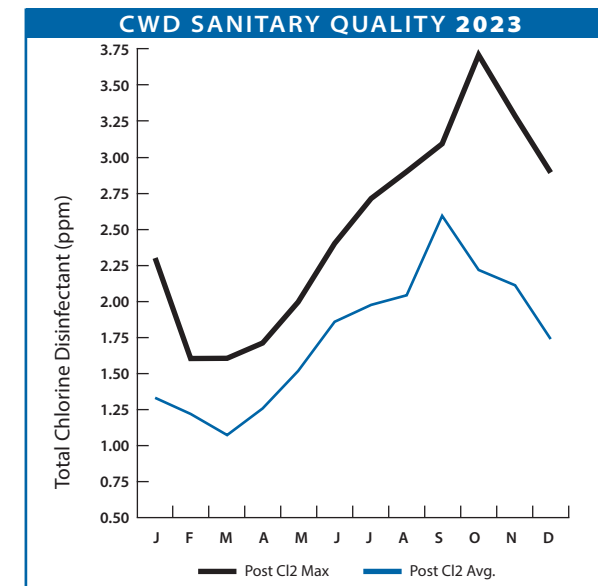
USEPA believes that drinking water, including bottled water, may reasonably be expected to contain at least trace

amounts of contaminants. More information about contaminants and associated health risks can be obtained by calling CWD or the Safe Drinking Water Hotline.

#### CWD's SANITARY QUALITY

When evaluating a high quality water you should look for:

- a) a monochloramine residual of at least 0.1 mg/L but not more than 4.0 mg/L (MRDL),
- b) median heterotrophic plate count (HPC) of less than 500 cfu/ml, and
- c) total coliform absent 95% of the time.
- d) less than 0.10 ntu turbidity from each filter.



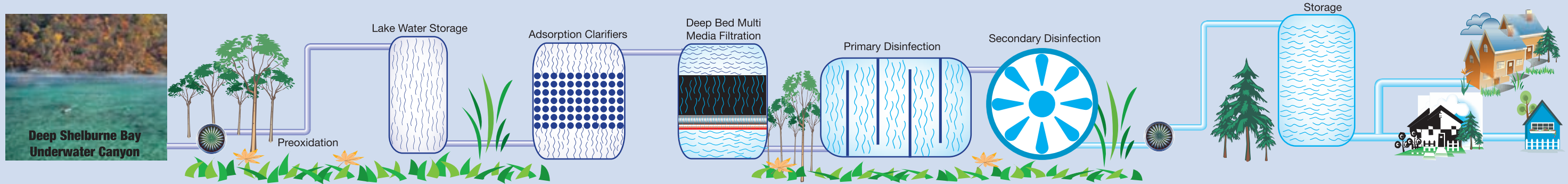
This graph shows that CWD's monochloramine disinfectant residual stays consistent throughout the year and is well below the USEPA allowable level for monochloramine residual of 4.0 mg/L.

The data from the table below shows that, even during warm water conditions experienced during June through October, the sanitary quality of CWD water is excellent with very low HPC levels and total coliforms absent 99.8% of the time.

2023 Month	AVG / WATER TEMP / DEG-F	MEDIAN HPC COUNT (STD=<500)	TOTAL COLIFORM (STD ABSENT 95% OF THE MONTH)
January	47	4	Absent 100%
February	44	4	Absent 100%
March	44	6	Absent 100%
April	45	6	Absent 100%
May	51	4	Absent 100%
June	57	3	Absent 100%
July	62	6	Absent 99%
August	64	4	Absent 99%
September	65	5	Absent 100%
October	63	7	Absent 100%
November	57	5	Absent 100%
December	51	3	Absent 100%

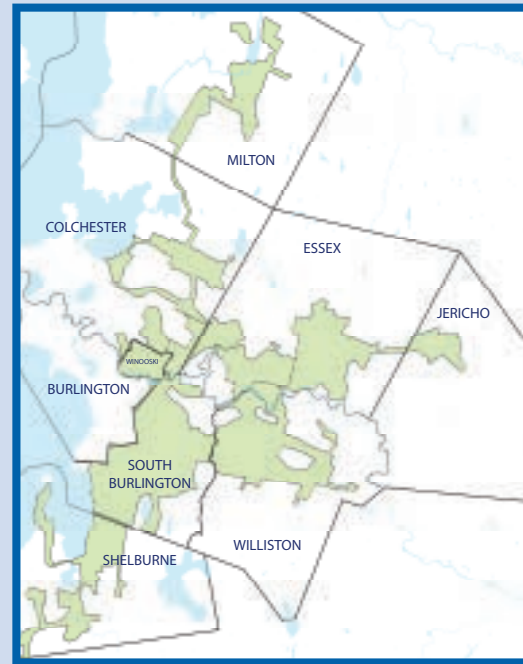
Date of Positive: 7/5/2023 & 8/1/2023 in South Burlington. Detected Level/year: Present 2 out of 1362 samples. Absent 99.8 % of year.

# CHAMPLAIN WATER DISTRICT WATER PROCESS



## Service areas include:

- Shelburne
- South Burlington
- Williston
- Essex
- City of Essex Junction
- Jericho Village
- Milton
- Winooski
- Mallets Bay Water Company
- Colchester Town
- Colchester Fire District #1
- Colchester Fire District #3












## Did you know?

- ▶ Your water, in 2014, 2022, and again in 2023 was selected as “Best in New England” in a regional taste competition. In 2022, your water won best surface water at the Vermont Rural Water Association Taste Competition.
- ▶ In 2021, CWD’s Mat Cunninham received the Andrew D. Fish Laboratory Excellence Award.
- ▶ Your water supplier received the 2020 “Utility of the Year Award” from New England Water Works Association.
- ▶ Your water supplier in 2019 was the first in the nation to receive the Twenty Year Anniversary Excellence in Treatment Award from the Partnership for Safe Water for demonstrating superior water quality each year in complying with the Safe Drinking Water Act.
- ▶ Your water, was selected as “The Peoples Choice - Best of the Best in North America” in a taste test competition among 40 regional taste winners in North America.
- ▶ Your water supplier received the 2012 “Utility Service Award” from New England Water Works Association.
- ▶ Your water supplier received the Grand Award for Engineering Excellence from the American Council of Engineering Companies for the design and implementation of the secondary disinfection project and for its 2012 Energy Savings Scoping Study.

**Public Involvement:** CWD is governed by a Board of Commissioners publicly elected from each member community. Public Board meetings are held at 12 noon the third Tuesday of each month.



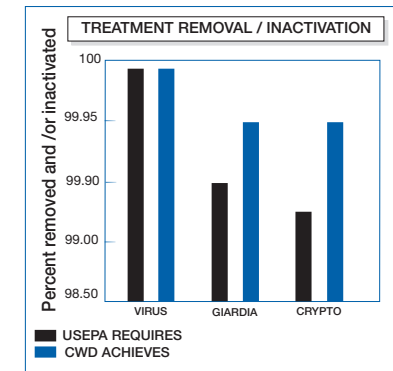
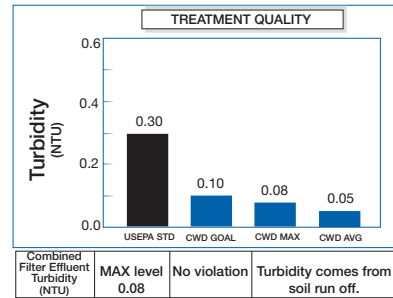
## CWD TIMELINE

<p><b>1966</b> Initial organizational meetings to discuss a regional approach to drinking water supply in Chittenden County</p> 	<p><b>1971</b> Chartered by the State of Vermont as a Municipal Consolidated Water District</p> 	<p><b>1972</b> Construction of multiple water transmission main projects completed to link all members of the newly created Water District</p>	<p><b>1973</b> Water Treatment Facility online supplying South Burlington, Shelburne, Williston, Essex Junction, Essex Town, Winooski &amp; Colchester</p> 	<p><b>1980</b> CWD 20 Year Master Plan completed by Hamlin Consulting Engineers</p> 	<p><b>1989</b> Water Treatment Facility Expansion (2 additional Deep Bed Filtration Units, Retrofit of (2) Adsorption Clarifiers, and a 1MG Disinfection Contact Tank)</p>	<p><b>1991</b> Milton &amp; Village of Jericho join CWD</p>	<p><b>1992</b> Construction of a second 24" diameter High Service Transmission Main from Treatment Plant to the intersection of Route 15 &amp; Woodside Drive</p>	<p><b>1993</b> CWD Treatment Facility dedicated to Peter L. Jacob, who was instrumental in the formation of CWD, and also served as the long-term Chair of the publicly elected CWD Board of Water Commissioners</p> 	<p><b>1995</b> Initiated zebra mussel treatment for source lake water supply</p>	<p><b>1999</b> CWD receives First in the Nation “Excellence in Water Treatment Award” from the Partnership for Safe Water Program</p> 	<p><b>1999</b> Water Treatment Facility expansion, an additional (third) Adsorption Clarifier is constructed and two additional Deep Bed Filtration Units are added</p>	<p><b>2002</b> Water Treatment Facility expansion, and additional (eighth) Deep Bed Filtration Unit is constructed</p>	<p><b>2002</b> CWD 20 Year Master Plan completed by Dufresne &amp; Associates, PC</p> 	<p><b>2003</b> Completed (14) projects recommended in CWD’s 20 Year Master Plan related to improved pumping, treatment, electrical and Facility HVAC/Dehumidification</p>	<p><b>2004</b> 5 Year Anniversary Award for maintaining Partnership for Safe Water “Excellence in Water Treatment” criteria for public health protection</p>	<p><b>2005</b> Completed construction of primary and secondary electrical supply reliability upgrades for treatment facility and lake water source pumping station</p>	<p><b>2008</b> Construction completed on a second lake intake pipe for overall reliability and redundancy</p> 	<p><b>2011</b> Began phased installation of two (2) miles of High Service “Cross-tie” transmission piping for overall reliability purposes</p> 	<p><b>2013</b> CWD celebrates 40th anniversary of providing safe drinking water and fire protection to (12) served municipal water systems in Chittenden County</p>	<p><b>2016</b> 2016 Construction Completed on upgrade to high service pump discharge piping</p>	<p><b>2017</b> 2017 Construction completed on new finished water storage tank at the Plant</p>	<p><b>2017</b> Completed construction of High Service “Close-In” Cross tie for increased reliability</p>	<p><b>2019</b> 20 Year Anniversary Award for maintaining Partnership for Safe Water Treatment “Excellence in Water Treatment” criteria for Public Health protection</p>	<p><b>2021</b> CWD acquired ownership of Colchester Fire District 1 distribution system</p>	<p><b>2022</b> CWD acquired ownership of Colchester Fire District 3 distribution system</p>	<p><b>2023</b> Completed construction of Essex West Pump Station to improve turnover in the Essex West Tank and add redundancy and reliability in the transmission system</p>
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## CWD's SANITARY QUALITY (continued)

Protozoan and virus protection is provided through optimized filtration and primary disinfection. When evaluating a water supplier for proper protozoan and virus treatment, the combined filtration and post-disinfection processes should remove and destroy 99.5% of *Cryptosporidium* oocysts, 99.9% of *Giardia* cysts and 99.99% of viruses. The treatment removal/inactivation graph below shows that CWD surpasses these treatment requirements.

USEPA believes some people may be more vulnerable to contaminants in drinking water than the general population. *Cryptosporidium* and *Giardia* are microbial parasites that can be found in surface water throughout the U.S. Although filtration removes *Cryptosporidium*, the most commonly used filtration methods cannot guarantee 100 percent removal. This is why CWD continues to upgrade and optimize its water treatment processes. USEPA's turbidity standard is for all the filters combined. CWD's turbidity goal is much stricter and is for each individual filter. CWD's continued use of state of the art laser particle counting technology continues to allow each process filter to be optimized at removing particles larger than 2 microns (about 1/13,000th of an inch) in size.



## CWD's GIARDIA AND CRYPTOSPORIDIUM TESTING

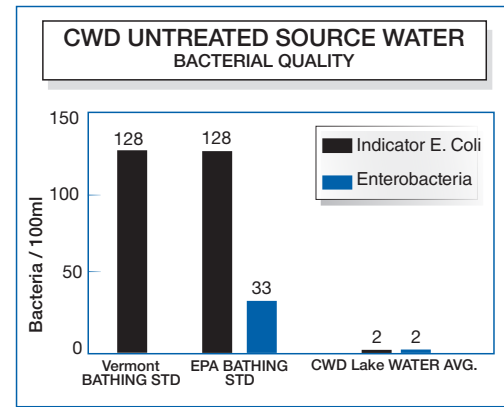
CWD completed the required Giardia and Cryptosporidium monitoring from April 2008 to December 2010 as required under USEPA's Rules. CWD has also conducted round 2 monitoring as specified by USEPA. This follow up monitoring was completed in September 2018. All CWD inactivation is performed using free chlorine as primary disinfectant.

CWD conducted several studies with Dr. Tom Manley of Middlebury College to determine the best strategic locations for our additional source water intake pipe. Results of these studies showed that CWD's 75 feet deep intake location to the northeast of White's Ridge along the Shelburne Bay Deep underwater canyon was the best location for a redundant intake pipe to assure adequate quantity and high quality of water into the future. This new 'south intake' was constructed in 2007 and placed into service in July 2008.

## CWD's SOURCE QUALITY

Many of the people who live along Shelburne Bay, and the streams flowing into Shelburne Bay, do not realize that their homes, yards, and parks are within an area called the "Shelburne Bay Watershed." By protecting the Shelburne Bay watershed, residents help protect the quality of CWD's deep Shelburne Bay source. The streams that make up this watershed include the Laplatte River, Potash Brook, North Brook, Munroe Brook, McCabes Brook, and Bartlett Brook. CWD's water source is far off shore in Shelburne Bay. CWD invested in this intake source area because it is well away from potential sources of contamination. Shelburne Bay holds 33 billion gallons of water. CWD's Watershed Management Program for Source Protection has the following objectives:

- Characterize watersheds (all the rain and snow melt that enter a specific stream or river come from an area that is called that stream's "watershed") and the Shelburne Bay Source.
- Build partnerships toward improving lake water quality.
- Educate people about Shelburne Bay's role in providing drinking water.
- Limit degradation of the CWD source water.



This graph shows how CWD untreated source water contains very low numbers of sanitary bacterial indicators even when comparing with levels USEPA says are allowable in bathing beach water. Of course, CWD finished water is free of any bacteriological indicator organisms. Finished water nitrate result for 2023 was <0.50 mg/L. The MCL is 10.0 mg/L. Typical source of nitrate is runoff from fertilizer use and disinfection practices.

## CWD's RADIONUCLIDES MONITORING

CWD monitors for naturally occurring radionuclides according to USEPA requirements. This table shows those monitored and the background levels detected. Radionuclides are at background levels due to erosion of natural deposits.

RADIONUCLIDE	COLLECTION DATE	DETECTED	UNIT	MCL	TYPICAL SOURCE
Combined Radium	4/30/15	1.1	pCi/L	5	Erosion of Natural Deposits
Gross Alpha	6/6/11	0.73	pCi/L	15	Erosion of Natural Deposits
Radium-226	4/30/15	0.4	pCi/L	5	Erosion of Natural Deposits
Radium-228	4/30/15	0.65	pCi/L	5	Erosion of Natural Deposits

## CWD's 2023 PFAS MONITORING

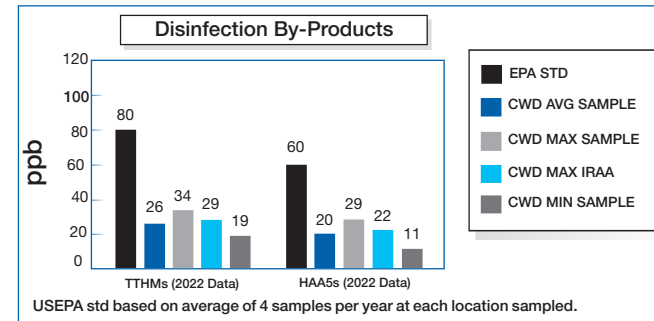
CONTAMINANT	DWG	DETECTED IN LAB FROM SAMPLE	DETECTION LIMIT OF TEST PROCEDURE	SOURCE OF OCCURRENCE
PFOA	20 ppt*	2.6 ppt	1.7 - 2.0 ppt	human made/industrial
PFOS	20 ppt*	ND	1.7 - 2.0 ppt	human made/industrial
PFNA	20 ppt*	ND	1.7 - 2.0 ppt	human made/industrial
PFHpA	20 ppt*	ND	1.7 - 2.0 ppt	human made/industrial
PFHxS	20 ppt*	ND	1.9 ppt	human made/industrial

ND = none detected in CWD water. \*Combined concentration of any of these 5 PFAS should not exceed 20 ppt. <http://www.healthvermont.gov/health-environment/drinking-water/perfluorooctanoic-acid-pfoa>

Followup sampling of both source and finished water was performed and sample results were non-detect for PFOA and all other PFAS tested. Contact CWD if you are interested in more results, including PFAS not regulated by the Vermont Water Supply Rule.

## CWD's DISINFECTANT BY-PRODUCT QUALITY

CWD maintains high quality drinking water, free from pathogenic (dangerous) bacteria, viruses, and protozoa while, at the same time, keeping disinfectant by-products (DBPs) to a minimum. USEPA continues to implement a stringent standard for two groups of compounds – known as total trihalo-methanes (TTHMs) and total haloacetic acids (HAA5s). CWD is fortunate to have extremely low natural levels of bromide in its source water as the brominated DBPs have been implicated as contributing the most risk. In 2018, USEPA required monitoring of 6 brominated HAAs which showed very low average levels of 2.2 ug/L with a range from 1.8 to 3 ug/L.



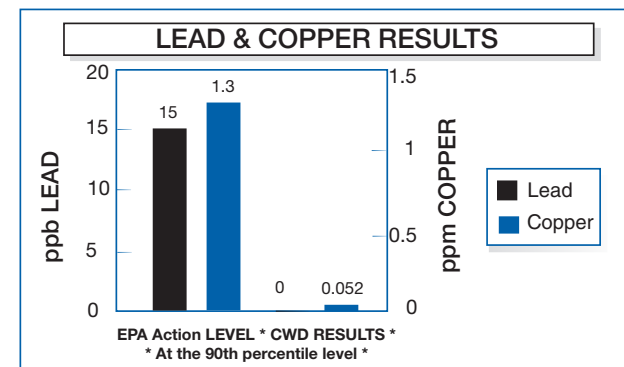
	MCL	Violation Yes or No	Average Detected	Range Detected	Maximum LRAA	Source
TTHMs	80 ppb	No	30 ppb	23-38 ppb	34 ppb	By-Product of Disinfection
HAA5s	60 ppb	No	22 ppb	17-26 ppb	24 ppb	By-Product of Disinfection

CWD uses monochloramine to significantly reduce TTHMs and HAA5s and continues to produce high quality, sanitary water. Locational running annual average (LRAA) - The average of sample analytical results for samples taken at a particular monitoring location during 4 consecutive calendar quarters.

## CWD's LEAD & COPPER TREATMENT

CWD adds 0.08 to 0.18 mg/L of zinc and from 0.8 to 1.8 mg/L of phosphate to reduce lead and copper leaching from individual home plumbing. This program has been very effective and allowed CWD to become one of the first systems in Vermont to meet the USEPA action level for lead and copper leaching from home plumbing. CWD is required to extensively monitor 56 high risk sample sites for lead.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. CWD is responsible for providing high quality drinking water, but cannot control the variety of materials used in home plumbing components. Lead in drinking water is from materials associated with home plumbing installed prior to 1987. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using your water for drinking or cooking.



In 2022 (monitoring period 2020 to 2022), None (zero) of 56 first draw sample sites exceeded the USEPA action level for lead. The results of first draw sampling ranged from 0 to 1.5 ppb for lead. If your house contains leaded solder, flush your tap for 30 seconds to 2 minutes before using the tap water. None of the samples exceeded the action level for Copper and ranged from 0 to .082 ppm for Copper.

If you are concerned about lead in your drinking water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the [Safe Drinking Water Hotline](http://www.epa.gov/safewater/lead) or at <http://www.epa.gov/safewater/lead>.

## CWD's AESTHETIC QUALITY

All of the different types of water quality presented - sanitary, source and DBP – interact and influence one another as well as affecting the aesthetic quality of the water, CWD's challenge - as for all water suppliers – is to manage all these aspects to produce high quality water. After CWD produces the water, it is distributed to 12 municipal water systems within nine served communities, the water systems then deliver the water to you, the consumer. The following table lists CWD aesthetic water conditions. These are parameters that are not based upon human health concerns, but affect how a consumer views their water supply.

AESTHETIC CONDITION	USEPA SECONDARY MCL	CWD TREATED WATER
ALUMINUM	0.20 ppm	0.061 ppm (0.000-0.090)
COLOR	15 UNITS	2 UNITS
ALKALINITY	N/A	61 ppm (48-73) AS CaCO3
CALCIUM HARDNESS	N/A	53 ppm (45-64) AS CaCO3
TOTAL HARDNESS	N/A	65 ppm as CaCo3 (3.6 GRAINS/GAL.)
CHLORIDE	250 ppm	22 ppm (20-24)
FOAMING AGENTS	0.5 ppm	LESS THAN 0.1 ppm
CONDUCTIVITY	N/A	204 uS (152-226)
pH	6.5-8.5 pH UNITS	7.63 units(7.38-7.84)
TOTAL DISSOLVED SOLIDS	500 ppm	113 ppm
IRON	0.3 ppm	LESS THAN 0.10 ppm
MANGANESE**	.05 ppm	0.002 ppm (0.000-0.005)
SODIUM	N/A	14 ppm
POTASSIUM	N/A	1.31 ppm
SULFATE	250 ppm	13 ppm (11-15)
SILVER	0.1 ppm	LESS THAN 0.005 ppm
SILICA	N/A	1.4 ppm
SILICON	N/A	0.67 ppm
BROMIDE	N/A	LESS THAN 0.010 ppm
IODIDE	N/A	LESS THAN 1.00 ppm
FLUORIDE ***	2 ppm	0.70 ppm (0.68-0.80)
AMMONIUM ION	N/A	0.09 ppm (0.01-0.89)

\*\*Manganese has a Vermont Health Advisory level of 0.300 ppm  
 NOTE: Except for bacterial testing and process control testing, all CWD test analyses are conducted by independent certified laboratories. Bacteriological testing is conducted by CWD's on-site State and NELAC Certified Laboratory. CWD adds 0.6 ppm to the 0.1ppm within the lake water to end up with the CDC recommended 0.7 ppm of fluoride in the finished water. Fluoride is added for dental health under the Vermont Department of Health Fluoridation Program.

## ADDITIONAL INFORMATION

CWD contacts: 802-864-7454 • [www.champlainwater.org](http://www.champlainwater.org)

Joe Duncan – General Manager

Travis Sheldon – Director of Water Quality Operations

[travis.sheldon@champlainwater.org](mailto:travis.sheldon@champlainwater.org)

USEPA Safe Drinking Water Hotline

(provides information on potential health effects and how to lessen infection risk from *Cryptosporidium* and other biological contaminants)

1-800-426-4791

Vermont DEC Drinking Water & Groundwater Protection Division 1-802-828-1535

Vermont Dept of Health, Division of Environmental Health 1-802-652-0357

## Municipal water systems served by CWD:

VT 0005087	Town of Shelburne	985-5122
VT 0005091	City of South Burlington	864-4361
VT 0005098	Town of Williston	878-1239
VT 0005065	Town of Essex	878-1344
VT 0005066	City of Essex Junction	878-6944
VT 0005058	Colchester Fire District #1	864-7454
VT 0005060	Colchester Fire District #3	864-7454
VT 0005077	Village of Jericho	899-2938
VT 0020333	Mallets Bay Water Co.	864-7454
VT 0005079	Town of Milton	893-6030
VT 0005102	City of Winooski	655-6419
VT 0005552	Colchester Town	864-7454

## Champlain Water District

403 Queen City Park Road

South Burlington, VT 05403

## AVAILABLE CWD PUBLICATIONS

### Watershed Management Program for Source Protection.

Cryptosporidium- The Filtration Challenge, New England Water Works Association (NEWWA) Journal, December 1999.

Applying Self assessment to Filter Optimization, American Water Works Association Opflow, February 1997.

Evaluation of Particle Counters Using Microscopic Counts, Journal of American Water Works Association, December 1997.

Count Matching In-Situ Particle Counts to Scanning Electron Microscopic Counts for Treatment Facility Control, AWWA, 1998 Water Quality Technology Conference.

Why a Water Utility Should Join the National Initiative Entitled Partnership for Safe Water, NEWWA Annual Conference, September 1998 and Reseau Environnement, St. Hyacinthe, Quebec, March 2000, NEWWA Journal, June 2000. AWWA Annual Conference 2004.

Surface Water Source Characterization to Overcome Operational Complacency and Aid Source Delineation, 1999 Water Quality Technology Conference, November 1999.

Investigating and Controlling HAA5s Within a Complex Transmission System, 2000

Water Quality Technology Conference, October 2000.

Exploring the Interrelationship of Water Quality Standards, Source Protection, and Wastewater Treatment in Northwestern Vermont, AWWA Source Protection Conference, January 2001.

Modeling Storage and the Inlet Reconfiguration, AWWA International Retention Time Management Symposium 2002.

Investigating a Stand Pipe Mixing System as a Tool for Managing Retention Time and DBP Formation, 2003 Water Quality Technology Conference, November 2003.

CWD Lead Public Information Flyer.

Partnering to Advance Source Protection within the Storm Water Arena, 2005 AWWA Source Protection Conference, January 2005.

Parent and Consecutive System Considerations in a Regional Municipal Water District in Northwestern Vermont, 2006 NEWWA Water Quality Symposium, May 2006.

Secondary Disinfection, 2008 Green Mountain Water Environment Association Spring Meeting, March 2008.

Long Term Experience with Conventional Filtration, 2008 NEWWA Water Quality Symposium, May 2008.

The Role of Water Quality and Operational Decision Making in Implementing a Load-shed Program, 2009 NEWWA Water Quality Symposium, May 2009.

Complying with the Upcoming Stage 2 Disinfection By-product Regulations, Green Mountain Water Environment Association Spring Meeting, May 2012.

Planning and Maintaining Compliance with the Lead and Copper Rule when Making a Disinfectant Change, 2012 NEWWA Water Quality Symposium, May 2012.

Success Stories from Phase III Self-assessments, 2013 AWWA Annual Conference, June 2013.

Improving Power Efficiency While Meeting the Water Quality Operational Goals of a Complex Transmission and Storage System, 2013 AWWA Water Quality Technology Conference, November 2013.

A Partnership for Success: Partnership for Safe Water Program Improves Water Quality & Operations. 2015 AWWA Annual Conference, June 2015.

Partnership for Safe Water, Water Systems Optimization Programs, 2018 AWWA Annual Conference, June 2017 and NEWWA Spring Joint Operations Conference, 2019.

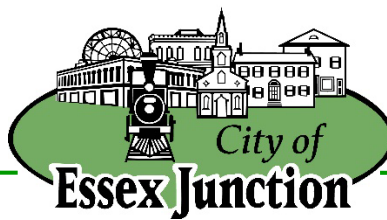
Keep Your Systems Sustainable, Vermont Rural Water Association, March 2019, February, June 2020 & January 2022.

UVM Student presentation, UVM Water & Wastewater program. March 2022.

Champlain Water District here and now, South Burlington Rotary Club. March 2023.

**Please open to find Champlain Water District's latest water quality report.**  
Employers should provide enclosed information to their employees and landlords to their tenants.

*Extra copies are available at no charge by contacting CWD or CWD served systems.*



## MEMORANDUM

**To:** Regina Mahony, City Manager; City Council; Department Managers  
**CC:** Tri-Town Members (Essex Town and Williston)  
**From:** Jess Morris, Finance Director  
**Meeting Date:** June 12, 2024  
**Subject:** May Financial Report

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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 5/31/24 therefore the year to date actuals are for the period 7/1/23-5/31/24, and the month actuals are for the month of May.

While we will continue to receive May invoices over the coming weeks, we are about 92% of the way through the fiscal year. The General Fund revenue is just over 101% of budget or \$14,402,578 and expenditures are just under 88% of budget or \$12,471,565.

The Water Fund operating revenue is just under 73% of budget or \$1,236,699 and operating expenditures are about 86% of budget or \$1,470,956. The Wastewater Fund operating revenue is just under 96% of budget or \$2,794,250 and operating expenditures are just under 87% of budget or \$2,524,083. The Sanitation Fund operating revenue is about 92% of budget or \$794,982 and operating expenditures are just under 91% of budget or \$596,021. There will be one more billing for this fiscal year which will happen at the end of June and will be reflected in the June financial reports.

There are currently 178 utility accounts with delinquent balances for a total of \$25,451, with \$20,615 outstanding from the most recent February billing cycle. In April, there were 296 delinquent utility accounts with a balance of \$52,610, with \$29,815 of that balance from the February billing cycle.

The EJRP Program Fund revenue is about 110% of budget or \$3,510,547 and expenditures are just under 97% of budget or \$3,085,275.

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 reports of the 2 Lincoln renovation project tracking, LOT Fund activity, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4 Revenue</b>					
<b>210-4-00 General Revenues</b>					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,471,397.71	-50,411.71	100.48%	167,816.41
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	17,600.00	0.00	100.00%	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	184,005.00	0.00	100.00%	46,001.25
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	92,003.00	0.00	100.00%	23,000.75
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	184,005.00	0.00	100.00%	46,001.25
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	32,860.50	-29,424.50	956.36%	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	30,655.77	-28,155.77	1,226.23%	646.88
210-4-00-00-080.001 State District Court Fine	2,000.00	6,890.86	-4,890.86	344.54%	411.50
210-4-00-00-085.000 Penalties	70,367.00	58,035.66	12,331.34	82.48%	-538.79
210-4-00-00-086.000 Interest	13,426.00	11,847.97	1,578.03	88.25%	1,698.84
210-4-00-00-091.832 ARPA Revenue	2,824,513.71	2,824,513.71	0.00	100.00%	0.00
210-4-00-00-098.000 Misc Revenue	1,500.00	10,729.10	-9,229.10	715.27%	-7,496.70
<b>Total General Revenues</b>	<b>13,877,029.71</b>	<b>13,938,853.65</b>	<b>-61,823.94</b>	<b>100.45%</b>	<b>277,541.39</b>
<b>210-4-10 Admin Revenues</b>					
<b>Total Admin Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-12-10 Clerk Revenue</b>					
210-4-12-10-020.003 Use of Vault	0.00	27.00	-27.00	100.00%	6.00
210-4-12-10-020.004 Recording Fees	86,000.00	42,083.00	43,917.00	48.93%	5,192.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	265.10	5,324.90	4.74%	26.00
210-4-12-10-020.011 Online Land Records	0.00	70.00	-70.00	100.00%	8.75
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	650.00	6,550.00	9.03%	50.00
210-4-12-10-020.023 Records Preservation	0.00	15,244.00	-15,244.00	100.00%	1,868.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	2,250.00	625.00	78.26%	0.00
210-4-12-10-030.003 Marriage Licenses	624.00	195.00	429.00	31.25%	0.00
210-4-12-10-030.004 Animal Licenses	2,500.00	3,092.00	-592.00	123.68%	176.00
210-4-12-10-030.005 Green Mountain Passport	120.00	82.00	38.00	68.33%	22.00
210-4-12-10-030.006 DMV Registrations	99.00	3.00	96.00	3.03%	0.00
210-4-12-10-098.000 Misc Revenue	0.00	4,700.18	-4,700.18	100.00%	4,700.18
<b>Total Clerk Revenue</b>	<b>105,008.00</b>	<b>68,661.28</b>	<b>36,346.72</b>	<b>65.39%</b>	<b>12,048.93</b>
<b>210-4-14-10 Information Technology</b>					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	114,000.00	-100,000.00	814.29%	3,500.00
<b>Total Information Technology</b>	<b>14,000.00</b>	<b>114,000.00</b>	<b>-100,000.00</b>	<b>814.29%</b>	<b>3,500.00</b>
<b>210-4-16 ComDev Revenues</b>					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	75,385.08	-36,385.08	193.30%	7,830.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
<b>Total ComDev Revenues</b>	<b>79,158.00</b>	<b>75,385.08</b>	<b>3,772.92</b>	<b>95.23%</b>	<b>7,830.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-4-17 EconDev Revenues</b>					
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
<b>Total EconDev Revenues</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-25 Fire Revenues</b>					
210-4-25-10-098.000 Misc Revenue	10.00	10.00	0.00	100.00%	0.00
<b>Total Fire Revenues</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>210-4-30 EJP Revenues</b>					
210-4-30-10-020.000 Charges for Services	12,479.00	7,871.00	4,608.00	63.07%	750.00
210-4-30-10-050.001 Donation - Memoris Day Pa	0.00	6,650.00	-6,650.00	100.00%	6,650.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	1,500.00	-1,500.00	100.00%	750.00
<b>Total EJP Revenues</b>	<b>12,479.00</b>	<b>16,021.00</b>	<b>-3,542.00</b>	<b>128.38%</b>	<b>8,150.00</b>
<b>210-4-35 Library Revenues</b>					
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%	-2,500.00
210-4-35-10-098.000 Misc Revenue	500.00	779.76	-279.76	155.95%	198.60
<b>Total Library Revenues</b>	<b>500.00</b>	<b>2,216.24</b>	<b>-1,716.24</b>	<b>443.25%</b>	<b>-2,301.40</b>
<b>210-4-40 PW Revenues</b>					
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	40,000.00	-20,000.00	200.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	2,212.60	1,287.40	63.22%	554.20
210-4-40-13-041.000 State and Other Grant Rev	0.00	11,468.00	-11,468.00	100.00%	0.00
<b>Total PW Revenues</b>	<b>153,500.00</b>	<b>178,816.90</b>	<b>-25,316.90</b>	<b>116.49%</b>	<b>554.20</b>
<b>210-4-41 Building Revenues</b>					
<b>Total Building Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4-90-00 Other Sources and Uses</b>					
210-4-90-00-050.000 Library Donation Revenue	0.00	6,619.55	-6,619.55	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	1,429.40	-1,429.40	100.00%	412.41
210-4-90-00-640.202 Juvenile Collection repl	0.00	565.00	-565.00	100.00%	207.00
<b>Total Other Sources and Uses</b>	<b>0.00</b>	<b>8,613.95</b>	<b>-8,613.95</b>	<b>100.00%</b>	<b>619.41</b>
<b>Total Revenue</b>	<b>14,245,684.71</b>	<b>14,402,578.10</b>	<b>-156,893.39</b>	<b>101.10%</b>	<b>307,942.53</b>
<b>Total Revenues</b>	<b>14,245,684.71</b>	<b>14,402,578.10</b>	<b>-156,893.39</b>	<b>101.10%</b>	<b>307,942.53</b>



Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>210-5-10-10 Administration</b>					
210-5-10-10-110.000 Regular Salaries	338,567.00	309,072.38	29,494.62	91.29%	26,097.46
210-5-10-10-210.000 Group Insurance	98,127.00	98,121.81	5.19	99.99%	11,540.22
210-5-10-10-220.000 Social Security	26,085.00	23,816.94	2,268.06	91.31%	2,014.05
210-5-10-10-230.000 Retirement	28,897.00	26,144.56	2,752.44	90.47%	2,248.04
210-5-10-10-320.000 Legal Services	40,000.00	21,943.50	18,056.50	54.86%	7,828.00
210-5-10-10-330.000 Professional Services	6,025.00	12,370.00	-6,345.00	205.31%	0.00
210-5-10-10-340.000 Technical Services	9,552.00	10,697.18	-1,145.18	111.99%	1,120.30
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	5,222.06	-972.06	122.87%	375.51
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	3,101.72	1,145.28	73.03%	99.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	9,280.62	1,594.38	85.34%	75.00
210-5-10-10-530.000 Communications	3,300.00	3,535.72	-235.72	107.14%	50.50
210-5-10-10-540.000 Advertising	15,075.00	6,603.25	8,471.75	43.80%	0.00
210-5-10-10-550.000 Printing and Binding	5,570.00	4,994.53	575.47	89.67%	3,559.64
210-5-10-10-560.000 Postage	2,000.00	7,314.85	-5,314.85	365.74%	169.69
210-5-10-10-570.000 Other Purchased Services	1,000.00	17,280.00	-16,280.00	1,728.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	1,205.49	4,794.51	20.09%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	2,161.76	2,838.24	43.24%	144.94
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	3,108.05	2,891.95	51.80%	0.00
<b>Total Administration</b>	<b>611,570.00</b>	<b>565,974.42</b>	<b>45,595.58</b>	<b>92.54%</b>	<b>55,322.35</b>
<b>210-5-11-10 Legislative</b>					
210-5-11-10-190.000 Board Member Payments	16,500.00	500.00	16,000.00	3.03%	50.00
210-5-11-10-190.001 City Council Payments	12,500.00	9,375.00	3,125.00	75.00%	0.00
210-5-11-10-220.000 Social Security	956.00	717.15	238.85	75.02%	0.00
210-5-11-10-330.000 Professtional Services	32,114.00	16,251.03	15,862.97	50.60%	251.68
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,648.00	1,915.00	89.10%	0.00
210-5-11-10-540.000 Advertising	1,200.00	284.36	915.64	23.70%	86.84
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	1,463.01	536.99	73.15%	285.29
<b>Total Legislative</b>	<b>83,333.00</b>	<b>44,238.55</b>	<b>39,094.45</b>	<b>53.09%</b>	<b>673.81</b>
<b>210-5-12-10 Clerk</b>					
210-5-12-10-110.000 Regular Salaries	162,763.00	145,664.44	17,098.56	89.49%	12,680.57
210-5-12-10-120.000 Part Time Salaries	2,785.00	3,150.75	-365.75	113.13%	1,024.00
210-5-12-10-130.000 Overtime	434.00	234.88	199.12	54.12%	108.41
210-5-12-10-210.000 Group Insurance	51,149.00	19,651.09	31,497.91	38.42%	2,260.92
210-5-12-10-220.000 Social Security	12,790.00	11,298.67	1,491.33	88.34%	1,017.73
210-5-12-10-230.000 Retirement	15,627.00	13,810.13	1,816.87	88.37%	1,237.21
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	2,138.46	861.54	71.28%	0.00
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	2,803.50	12,196.50	18.69%	350.00
210-5-12-10-550.000 Printing and Binding	1,000.00	816.86	183.14	81.69%	203.85
210-5-12-10-560.000 Postage	500.00	309.30	190.70	61.86%	31.20
210-5-12-10-570.023 Records Preservation	0.00	14,442.19	-14,442.19	100.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	1,366.56	371.44	78.63%	587.27

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-12-10-610.000 General Supplies	5,250.00	1,301.42	3,948.58	24.79%	46.74
210-5-12-10-820.000 Elections	32,000.00	17,863.34	14,136.66	55.82%	55.97
<b>Total Clerk</b>	<b>306,750.00</b>	<b>234,851.59</b>	<b>71,898.41</b>	<b>76.56%</b>	<b>19,603.87</b>
<b>210-5-13-10 Finance</b>					
210-5-13-10-110.000 Regular Salaries	225,124.00	210,031.43	15,092.57	93.30%	17,594.72
210-5-13-10-190.000 Board Member Payments	750.00	400.00	350.00	53.33%	50.00
210-5-13-10-210.000 Group Insurance	53,585.00	33,665.88	19,919.12	62.83%	2,319.17
210-5-13-10-220.000 Social Security	17,730.00	16,948.24	781.76	95.59%	1,430.86
210-5-13-10-230.000 Retirement	20,688.00	18,940.13	1,747.87	91.55%	1,624.43
210-5-13-10-250.000 Unemployment Insurance	3,209.00	2,204.69	1,004.31	68.70%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	20,376.76	805.24	96.20%	4,888.93
210-5-13-10-330.000 Professional Services	15,250.00	15,326.68	-76.68	100.50%	604.34
210-5-13-10-335.000 Audit	12,612.00	11,400.03	1,211.97	90.39%	0.00
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	380.00	1,120.00	25.33%	60.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	26,475.55	2,164.45	92.44%	0.00
210-5-13-10-520.000 PACIF Insurance	93,600.00	107,516.90	-13,916.90	114.87%	20,833.22
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
210-5-13-10-580.000 Travel	1,100.00	99.56	1,000.44	9.05%	0.00
210-5-13-10-610.000 General Supplies	1,150.00	403.01	746.99	35.04%	0.00
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	-719.00	100.00%	0.00
210-5-13-10-990.000 Default AP	0.00	0.00	0.00	0.00%	-185.00
<b>Total Finance</b>	<b>504,300.00</b>	<b>469,605.48</b>	<b>34,694.52</b>	<b>93.12%</b>	<b>49,220.67</b>
<b>210-5-14-10 Information Technology</b>					
210-5-14-10-330.000 Professional Services	100,000.00	160,425.58	-60,425.58	160.43%	10,239.00
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	51,509.49	-26,509.49	206.04%	5,172.02
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	33,022.93	-9,372.93	139.63%	0.00
<b>Total Information Technology</b>	<b>153,650.00</b>	<b>244,958.00</b>	<b>-91,308.00</b>	<b>159.43%</b>	<b>15,411.02</b>
<b>210-5-15-10 Assessing</b>					
210-5-15-10-505.000 Tech. Subs, Licenses	0.00	1,500.00	-1,500.00	100.00%	0.00
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	58,357.35	19,452.65	75.00%	0.00
<b>Total Assessing</b>	<b>77,810.00</b>	<b>59,857.35</b>	<b>17,952.65</b>	<b>76.93%</b>	<b>0.00</b>
<b>210-5-16-10 Community Development</b>					
210-5-16-10-110.000 Regular Salaries	256,708.00	184,397.36	72,310.64	71.83%	12,402.22
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	5,650.00	9,950.00	36.22%	250.00
210-5-16-10-210.000 Group Insurance	89,186.00	21,810.68	67,375.32	24.46%	1,810.58
210-5-16-10-220.000 Social Security	20,281.00	14,903.54	5,377.46	73.49%	1,016.04
210-5-16-10-230.000 Retirement	23,328.00	16,203.13	7,124.87	69.46%	1,126.14
210-5-16-10-320.000 Legal Services	6,000.00	21,574.79	-15,574.79	359.58%	3,315.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-330.000 Professional Services	40,760.00	7,463.74	33,296.26	18.31%	1,077.20
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	1,663.86	3,036.14	35.40%	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%	0.00
210-5-16-10-540.000 Advertising	1,350.00	687.44	662.56	50.92%	167.96
210-5-16-10-550.000 Printing and Binding	1,000.00	2,620.69	-1,620.69	262.07%	0.00
210-5-16-10-560.000 Postage	280.00	164.72	115.28	58.83%	0.00
210-5-16-10-580.000 Travel	6,600.00	2,476.33	4,123.67	37.52%	424.74
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
<b>Total Community Development</b>	<b>482,813.00</b>	<b>280,191.94</b>	<b>202,621.06</b>	<b>58.03%</b>	<b>21,589.88</b>
<b>210-5-17-10 Economic Development</b>					
210-5-17-10-831.000 Special or New Programs	5,000.00	4,328.44	671.56	86.57%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	1,666.46	13,333.54	11.11%	718.79
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Economic Development</b>	<b>40,000.00</b>	<b>5,994.90</b>	<b>34,005.10</b>	<b>14.99%</b>	<b>718.79</b>
<b>210-5-18-10 Health &amp; Human Services</b>					
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	2,072,334.48	690,778.52	75.00%	0.00
<b>Total Health &amp; Human Services</b>	<b>2,977,293.00</b>	<b>2,282,954.48</b>	<b>694,338.52</b>	<b>76.68%</b>	<b>0.00</b>
<b>210-5-19-10 County &amp; Regional Functio</b>					
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%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	30,300.00	0.00	100.00%	0.00
<b>Total County &amp; Regional Functio</b>	<b>346,883.00</b>	<b>292,315.01</b>	<b>54,567.99</b>	<b>84.27%</b>	<b>0.00</b>
<b>210-5-25-10 Fire</b>					
210-5-25-10-120.000 Part Time Salaries	216,000.00	201,281.22	14,718.78	93.19%	18,644.50
210-5-25-10-210.000 Group Insurance	3,600.00	2,688.00	912.00	74.67%	224.00
210-5-25-10-220.000 Social Security	16,524.00	15,426.18	1,097.82	93.36%	1,435.54
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	16,453.75	3,546.25	82.27%	3,537.25
210-5-25-10-290.000 Other Employee Benefits	1,000.00	864.00	136.00	86.40%	0.00
210-5-25-10-330.000 Professional Services	7,000.00	2,917.00	4,083.00	41.67%	475.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	19,780.85	6,219.15	76.08%	50.07
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	2,612.50	2,887.50	47.50%	300.00
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	220.09	6,779.91	3.14%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-25-10-530.000 Communications	2,600.00	2,379.90	220.10	91.53%	58.94
210-5-25-10-570.000 Other Purchased Services	11,000.00	13,747.87	-2,747.87	124.98%	2,593.10
210-5-25-10-610.000 General Supplies	4,000.00	4,132.11	-132.11	103.30%	444.81
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	34,070.15	10,929.85	75.71%	35.88
210-5-25-10-612.000 Uniforms	30,000.00	13,830.52	16,169.48	46.10%	191.00
210-5-25-10-613.000 Program Supplies	6,000.00	1,869.37	4,130.63	31.16%	0.00
210-5-25-10-626.000 Gasoline	6,000.00	3,380.56	2,619.44	56.34%	284.41
210-5-25-10-750.000 Machinery & Equipment	20,000.00	22,623.01	-2,623.01	113.12%	759.96
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	118,260.00	0.00	100.00%	29,565.00

**Total Fire 545,484.00 476,817.23 68,666.77 87.41% 58,599.46**

**210-5-30-10 EJP Administration**

210-5-30-10-110.000 Regular Salaries	395,061.00	360,969.91	34,091.09	91.37%	29,961.73
210-5-30-10-120.000 Part Time Salaries	0.00	3,275.79	-3,275.79	100.00%	0.00
210-5-30-10-210.000 Group Insurance	162,427.00	131,875.24	30,551.76	81.19%	13,245.17
210-5-30-10-220.000 Social Security	30,453.00	27,886.18	2,566.82	91.57%	2,272.20
210-5-30-10-230.000 Retirement	33,729.00	31,053.04	2,675.96	92.07%	2,547.20
210-5-30-10-330.000 Professional Services	1,764.00	472.00	1,292.00	26.76%	48.00
210-5-30-10-442.000 Rental Vehicles/Equip	0.00	563.40	-563.40	100.00%	149.40
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	2,491.20	3,576.80	41.05%	760.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	12,072.31	-1,247.31	111.52%	0.00
210-5-30-10-530.000 Communications	1,980.00	2,441.55	-461.55	123.31%	773.02
210-5-30-10-540.000 Advertising	3,000.00	3,000.44	-0.44	100.01%	3,000.44
210-5-30-10-561.000 CC Processing Fees	0.00	177.83	-177.83	100.00%	27.27
210-5-30-10-610.000 General Supplies	7,200.00	4,455.65	2,744.35	61.88%	643.75
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	13,660.53	3,839.47	78.06%	3,660.53

**Total EJP Administration 674,007.00 594,395.07 79,611.93 88.19% 57,088.71**

**210-5-30-12 EJP Parks and Facilities**

210-5-30-12-110.000 Regular Salaries	139,626.00	130,134.12	9,491.88	93.20%	10,582.78
210-5-30-12-120.000 Part Time Salaries	46,574.00	55,797.72	-9,223.72	119.80%	6,934.76
210-5-30-12-130.000 Overtime	0.00	1,486.76	-1,486.76	100.00%	0.00
210-5-30-12-210.000 Group Insurance	38,170.00	28,849.36	9,320.64	75.58%	3,093.60
210-5-30-12-220.000 Social Security	14,337.00	14,718.62	-381.62	102.66%	1,364.53
210-5-30-12-230.000 Retirement	14,033.00	12,838.28	1,194.72	91.49%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	17,982.75	-5,409.75	143.03%	5,090.60
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	6,425.85	-1,893.85	141.79%	634.50
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	2,009.50	2,733.50	42.37%	1,409.50
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	3,239.00	663.00	83.01%	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	21,062.47	7,696.53	73.24%	4,036.95
210-5-30-12-626.000 Gasoline	1,500.00	2,831.18	-1,331.18	188.75%	151.74

**Total EJP Parks and Facilities 310,569.00 297,875.61 12,693.39 95.91% 34,367.28**

**210-5-30-13 Adult Programs**

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-13-110.000 Regular Salaries	26,166.00	4,457.50	21,708.50	17.04%	665.00
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	341.02	1,706.98	16.65%	50.88
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	3,195.77	16,804.23	15.98%	0.00
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-13-530.000 Communications	0.00	547.34	-547.34	100.00%	547.34
210-5-30-13-610.000 General Supplies	0.00	843.01	-843.01	100.00%	267.87
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	50,382.24	-3.24	100.01%	0.00
<b>Total Adult Programs</b>	<b>115,902.00</b>	<b>59,766.88</b>	<b>56,135.12</b>	<b>51.57%</b>	<b>1,531.09</b>
<b>210-5-35-10 Brownell Library</b>					
210-5-35-10-110.000 Regular Salaries	463,760.00	396,717.53	67,042.47	85.54%	33,261.65
210-5-35-10-120.000 Part Time Salaries	125,170.00	110,788.64	14,381.36	88.51%	9,546.42
210-5-35-10-190.000 Board Member Payments	0.00	900.00	-900.00	100.00%	0.00
210-5-35-10-210.000 Group Insurance	138,896.00	123,274.93	15,621.07	88.75%	12,384.08
210-5-35-10-220.000 Social Security	45,552.00	39,335.48	6,216.52	86.35%	3,286.27
210-5-35-10-230.000 Retirement	48,256.00	41,953.75	6,302.25	86.94%	3,630.30
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	1,100.00	900.00	55.00%	1,100.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	3,434.05	-434.05	114.47%	328.00
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	2,108.92	3,391.08	38.34%	651.82
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	10,096.68	2,403.32	80.77%	467.72
210-5-35-10-530.000 Communications	2,640.00	2,365.00	275.00	89.58%	220.00
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	3,000.00	1,495.01	1,504.99	49.83%	66.06
210-5-35-10-610.000 General Supplies	14,000.00	9,103.43	4,896.57	65.02%	3,037.75
210-5-35-10-640.201 Adult Collection	50,000.00	38,355.33	11,644.67	76.71%	4,025.64
210-5-35-10-640.202 Juvenile Collection	25,000.00	22,263.79	2,736.21	89.06%	2,831.31
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	7,987.77	672.23	92.24%	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	713.02	786.98	47.53%	240.53
210-5-35-10-840.202 Childrens Programs	4,500.00	4,337.66	162.34	96.39%	337.41
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	530.83	969.17	35.39%	0.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	636.48	-636.48	100.00%	225.73
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	0.00
<b>Total Brownell Library</b>	<b>964,134.00</b>	<b>821,420.56</b>	<b>142,713.44</b>	<b>85.20%</b>	<b>75,640.69</b>
<b>210-5-40-12 Highways</b>					
210-5-40-12-110.000 Regular Salaries	232,291.00	189,661.06	42,629.94	81.65%	17,779.15
210-5-40-12-120.000 Part Time Salaries	21,973.00	10,334.86	11,638.14	47.03%	833.99
210-5-40-12-130.000 Overtime	26,974.00	12,249.25	14,724.75	45.41%	600.00
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	99,228.66	22,172.34	81.74%	10,783.23
210-5-40-12-220.000 Social Security	21,962.00	16,802.15	5,159.85	76.51%	1,452.85
210-5-40-12-230.000 Retirement	22,855.00	17,030.94	5,824.06	74.52%	1,556.85
210-5-40-12-250.000 Unemployment Insurance	250.00	226.35	23.65	90.54%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	15,658.84	-3,058.84	124.28%	3,478.40

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-12-330.000 Professional Services	18,000.00	16,116.69	1,883.31	89.54%	3,422.75
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	2,311.32	1,188.68	66.04%	0.00
210-5-40-12-422.000 Snow Removal	21,000.00	17,575.72	3,424.28	83.69%	2,030.00
210-5-40-12-425.000 Trash Removal	9,100.00	11,938.21	-2,838.21	131.19%	-37.25
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	117,043.92	-79,043.92	308.01%	2,526.76
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	10,644.37	-644.37	106.44%	8,798.22
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	9,926.26	3,073.74	76.36%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	3,441.34	-441.34	114.71%	70.40
210-5-40-12-451.000 Summer Construction Servi	300,000.00	367,280.93	-67,280.93	122.43%	1,998.01
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 PACIF Insurance	17,800.00	19,175.12	-1,375.12	107.73%	3,465.84
210-5-40-12-521.000 Insurance Deductibles	1,000.00	2,110.00	-1,110.00	211.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	4,158.67	341.33	92.41%	462.30
210-5-40-12-540.000 Advertising	0.00	92.04	-92.04	100.00%	0.00
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	26,171.83	-6,171.83	130.86%	15,908.71
210-5-40-12-572.000 Traffic Control	33,000.00	16,992.77	16,007.23	51.49%	7,254.50
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	132,245.05	12,754.95	91.20%	7,714.08
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	6,982.92	38,017.08	15.52%	2,242.68
210-5-40-12-609.000 Safety Supplies	3,000.00	1,201.34	1,798.66	40.04%	179.88
210-5-40-12-610.000 General Supplies	35,000.00	34,506.51	493.49	98.59%	3,443.44
210-5-40-12-610.200 Streetlight Supplies	15,000.00	18,611.62	-3,611.62	124.08%	0.00
210-5-40-12-612.000 Uniforms	3,510.00	3,635.61	-125.61	103.58%	389.98
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	3,811.16	388.84	90.74%	922.17
210-5-40-12-622.000 Electricity	4,200.00	8,123.17	-3,923.17	193.41%	991.13
210-5-40-12-622.200 Streetlight Electricity	138,000.00	129,969.80	8,030.20	94.18%	24,148.59
210-5-40-12-626.000 Gasoline	42,000.00	35,510.17	6,489.83	84.55%	3,346.91
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	3,856.25	6,143.75	38.56%	3,610.32
210-5-40-12-890.834 Emerald Ash Borer	0.00	1,240.00	-1,240.00	100.00%	345.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	151,440.00	0.00	100.00%	37,860.00
<b>Total Highways</b>	<b>1,566,556.00</b>	<b>1,517,484.90</b>	<b>49,071.10</b>	<b>96.87%</b>	<b>167,578.89</b>

**210-5-40-13 Stormwater**

210-5-40-13-110.000 Regular Salaries	30,247.00	28,557.34	1,689.66	94.41%	2,415.48
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	6,384.77	1,917.23	76.91%	606.96
210-5-40-13-220.000 Social Security	3,679.00	2,240.85	1,438.15	60.91%	183.56
210-5-40-13-230.000 Retirement	2,571.00	2,495.74	75.26	97.07%	205.31
210-5-40-13-250.000 Unemployment Insurance	25.00	19.69	5.31	78.76%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	3,230.46	-1,030.46	146.84%	717.60
210-5-40-13-330.000 Professional Services	20,000.00	19,607.16	392.84	98.04%	3,748.49
210-5-40-13-451.000 Summer Construction Servi	16,000.00	10,986.68	5,013.32	68.67%	10,986.68
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	40.00	1,960.00	2.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	21,833.79	-2,833.79	114.91%	3,266.28
210-5-40-13-570.000 Other Purchased Services	5,000.00	3,977.95	1,022.05	79.56%	65.95
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	25,037.26	-37.26	100.15%	242.89
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

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-13-899.000 Matching Grant Funds	12,000.00	14,040.00	-2,040.00	117.00%	0.00
<b>Total Stormwater</b>	<b>167,484.00</b>	<b>139,166.52</b>	<b>28,317.48</b>	<b>83.09%</b>	<b>22,439.20</b>
<b>210-5-41 Buildings</b>					
<b>210-5-41-20 2 Lincoln Street</b>					
210-5-41-20-400.000 Contracted Services	3,000.00	1,486.36	1,513.64	49.55%	0.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	554.86	945.14	36.99%	0.00
210-5-41-20-420.000 Cleaning Services	22,000.00	14,128.65	7,871.35	64.22%	1,579.52
210-5-41-20-425.000 Trash Removal	3,600.00	3,024.12	575.88	84.00%	316.49
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	7,778.10	12,221.90	38.89%	4,912.95
210-5-41-20-450.000 Construction Services	2,824,513.71	0.00	2,824,513.71	0.00%	0.00
210-5-41-20-530.000 Communications	8,968.00	11,478.48	-2,510.48	127.99%	1,259.79
210-5-41-20-610.000 General Supplies	5,000.00	485.30	4,514.70	9.71%	94.93
210-5-41-20-621.000 Natural Gas/Heating	6,500.00	5,734.07	765.93	88.22%	1,218.85
210-5-41-20-622.000 Electricity	11,000.00	6,736.66	4,263.34	61.24%	995.82
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	1,084.15	5,915.85	15.49%	1,064.15
<b>Total 2 Lincoln Street</b>	<b>2,913,081.71</b>	<b>52,490.75</b>	<b>2,860,590.96</b>	<b>1.80%</b>	<b>11,442.50</b>
<b>210-5-41-21 Brownell Library</b>					
210-5-41-21-400.000 Contracted Services	4,750.00	8,758.58	-4,008.58	184.39%	2,552.36
210-5-41-21-410.000 Water and Sewer Charges	700.00	407.12	292.88	58.16%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	21,085.43	8,914.57	70.28%	2,369.29
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	14,419.03	10,755.97	57.28%	235.10
210-5-41-21-530.000 Communications	4,090.00	3,337.50	752.50	81.60%	333.74
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	7,157.07	42.93	99.40%	1,618.55
210-5-41-21-622.000 Electricity	14,750.00	13,311.54	1,438.46	90.25%	2,102.93
<b>Total Brownell Library</b>	<b>86,665.00</b>	<b>68,476.27</b>	<b>18,188.73</b>	<b>79.01%</b>	<b>9,211.97</b>
<b>210-5-41-22 Fire Station</b>					
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	354.20	145.80	70.84%	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	7,783.43	216.57	97.29%	1,027.32
210-5-41-22-530.000 Communications	2,400.00	4,880.29	-2,480.29	203.35%	0.00
210-5-41-22-610.000 General Supplies	1,100.00	1,464.62	-364.62	133.15%	0.00
210-5-41-22-621.000 Natural Gas/Heating	4,000.00	3,843.33	156.67	96.08%	859.29
210-5-41-22-622.000 Electricity	7,000.00	6,736.62	263.38	96.24%	995.81
<b>Total Fire Station</b>	<b>24,100.00</b>	<b>25,798.76</b>	<b>-1,698.76</b>	<b>107.05%</b>	<b>2,882.42</b>
<b>210-5-41-23 Park Street School</b>					
210-5-41-23-400.000 Contracted Services	1,000.00	1,083.00	-83.00	108.30%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	814.80	685.20	54.32%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	16,973.80	15,526.20	52.23%	2,355.95
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	14,778.17	221.83	98.52%	0.00
210-5-41-23-530.000 Communications	3,100.00	3,029.54	70.46	97.73%	307.27
210-5-41-23-621.000 Natural Gas/Heating	3,500.00	1,961.73	1,538.27	56.05%	706.66

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-41-23-622.000 Electricity	5,900.00	3,576.08	2,323.92	60.61%	620.17
<b>Total Park Street School</b>	<b>62,500.00</b>	<b>42,217.12</b>	<b>20,282.88</b>	<b>67.55%</b>	<b>3,990.05</b>
<b>210-5-41-26 Maple St. Park and Pool</b>					
210-5-41-26-400.000 Contracted Services	1,000.00	3,036.04	-2,036.04	303.60%	532.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	5,886.62	1,913.38	75.47%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	22,100.31	10,399.69	68.00%	2,355.95
210-5-41-26-425.000 Trash Removal	4,716.00	3,398.92	1,317.08	72.07%	440.15
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	20,026.25	9,973.75	66.75%	19,686.08
210-5-41-26-530.000 Communications	8,900.00	9,000.44	-100.44	101.13%	843.33
210-5-41-26-621.000 Natural Gas/Heating	6,500.00	5,651.98	848.02	86.95%	838.15
210-5-41-26-622.000 Electricity	37,500.00	29,531.96	7,968.04	78.75%	4,856.98
<b>Total Maple St. Park and Pool</b>	<b>128,916.00</b>	<b>98,632.52</b>	<b>30,283.48</b>	<b>76.51%</b>	<b>29,552.64</b>
<b>Total Buildings</b>	<b>3,215,262.71</b>	<b>287,615.42</b>	<b>2,927,647.29</b>	<b>8.95%</b>	<b>57,079.58</b>
<b>210-5-90-00 Transfers and Misc.</b>					
210-5-90-00-640.201 Adult Collection replacem	0.00	637.77	-637.77	100.00%	174.42
210-5-90-00-640.202 Juvenile Collection repl	0.00	258.33	-258.33	100.00%	0.00
210-5-90-00-910.000 Transfer btwn Funds	0.00	2,824,513.71	-2,824,513.71	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	614,617.00	79,739.00	88.52%	153,654.25
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	5,000.00	0.00	100.00%	1,250.00
210-5-90-00-991.000 Library Donation Expense	0.00	6,939.78	-6,939.78	100.00%	2,587.64
<b>Total Transfers and Misc.</b>	<b>699,356.00</b>	<b>3,451,966.59</b>	<b>-2,752,610.59</b>	<b>493.59%</b>	<b>157,666.31</b>
<b>210-5-95-00 Debt Service</b>					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	152,402.22	50,800.78	75.00%	0.00
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	56,412.56	7,777.44	87.88%	0.00
<b>Total Debt Service</b>	<b>402,528.00</b>	<b>344,114.78</b>	<b>58,413.22</b>	<b>85.49%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>14,245,684.71</b>	<b>12,471,565.28</b>	<b>1,774,119.43</b>	<b>87.55%</b>	<b>794,531.60</b>
<b>Total GENERAL FUND</b>	<b>0.00</b>	<b>1,931,012.82</b>	<b>-1,931,012.82</b>	<b>-100.00%</b>	<b>-486,589.07</b>



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
220-4-00-00-060.000 Interest Income	0.00	20,986.04	-20,986.04	100.00%	2,486.63
<b>Total Revenues</b>	<b>112,000.00</b>	<b>134,328.90</b>	<b>-22,328.90</b>	<b>119.94%</b>	<b>2,486.63</b>
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	4,522.50	-4,522.50	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>4,522.50</b>	<b>-4,522.50</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total ECONOMIC DEVELOPMENT FUND</b>	<b>112,000.00</b>	<b>129,806.40</b>	<b>-241,806.40</b>	<b>115.90%</b>	<b>2,486.63</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
----- 221-4-00-00-060.000 Interest Income	0.00	95.46	-95.46	100.00%	10.89
<b>Total Revenues</b>	<b>0.00</b>	<b>95.46</b>	<b>-95.46</b>	<b>100.00%</b>	<b>10.89</b>
<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>95.46</b>	<b>-95.46</b>	<b>-100.00%</b>	<b>10.89</b>
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
223-4-00-00-060.000 Interest Income	0.00	50,077.81	-50,077.81	100.00%	0.00
223-4-90-00-040.000 Federal Grant: ARPA	0.00	2,807,831.12	-2,807,831.12	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>2,857,908.93</b>	<b>-2,857,908.93</b>	<b>100.00%</b>	<b>0.00</b>
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	2,897,866.43	-2,897,866.43	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>2,897,866.43</b>	<b>-2,897,866.43</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total ARPA FUNDS</b>	<b>0.00</b>	<b>-39,957.50</b>	<b>39,957.50</b>	<b>-100.00%</b>	<b>0.00</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
224-4-00-00-015.000 LOT Revenue	745,000.00	728,132.78	16,867.22	97.74%	219,797.53
224-4-00-00-060.000 Interest Income	0.00	22,135.78	-22,135.78	100.00%	3,206.92
<b>Total Revenues</b>	<b>745,000.00</b>	<b>750,268.56</b>	<b>-5,268.56</b>	<b>100.71%</b>	<b>223,004.45</b>
224-5-00-00-330.000 Professional Services	70,000.00	31,875.00	38,125.00	45.54%	10,625.00
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	140,000.00	-79,842.00	232.72%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	79,739.00	0.00	100.00%	19,934.75
<b>Total Expenditures</b>	<b>252,272.00</b>	<b>251,614.00</b>	<b>658.00</b>	<b>99.74%</b>	<b>30,559.75</b>
<b>Total LOCAL OPTION TAX</b>	<b>492,728.00</b>	<b>498,654.56</b>	<b>-991,382.56</b>	<b>101.20%</b>	<b>192,444.70</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>230-4-00-00 Revenue</b>					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	15,606.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	20,699.24	-20,699.24	100.00%	5,470.60
230-4-00-00-091.000 Transfer btwn Funds	0.00	2,824,513.71	-2,824,513.71	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	531,585.00	79,739.00	86.96%	132,896.25
<b>Total Revenue</b>	<b>626,930.00</b>	<b>3,376,797.95</b>	<b>-2,749,867.95</b>	<b>538.62%</b>	<b>138,366.85</b>
<b>230-4-16-10-040.824 Cres. Connector</b>					
230-4-16-10-040.824 Cres. Connector	0.00	1,919,615.07	-1,919,615.07	100.00%	0.00
230-4-16-10-040.825 Pearl St Missing Link	0.00	23,677.41	-23,677.41	100.00%	0.00
230-4-40-13-041.830 BC2058 Brickyard Culvert	0.00	110,430.00	-110,430.00	100.00%	0.00
<b>Total Revenues</b>	<b>626,930.00</b>	<b>5,430,520.43</b>	<b>-4,803,590.43</b>	<b>866.21%</b>	<b>138,366.85</b>
<b>230-5-16-10-890.824 Cres. Connector</b>					
230-5-16-10-890.824 Cres. Connector	0.00	3,061,652.86	-3,061,652.86	100.00%	336,825.82
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	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	851,900.15	-851,900.15	100.00%	0.00
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	20,000.00	0.00	20,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>201,976.00</b>	<b>3,913,553.01</b>	<b>-3,711,577.01</b>	<b>1,937.63%</b>	<b>336,825.82</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>424,954.00</b>	<b>1,516,967.42</b>	<b>-1,941,921.42</b>	<b>356.97%</b>	<b>-198,458.97</b>

Account	Budget	Actual	Budget 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
231-4-00-00-060.000 Interest Income	0.00	33,306.09	-33,306.09	100.00%	4,110.90
231-4-00-00-092.000 Transfer to Capital	269,700.00	269,700.00	0.00	100.00%	67,425.00
<b>Total Revenues</b>	<b>269,700.00</b>	<b>303,701.61</b>	<b>-34,001.61</b>	<b>112.61%</b>	<b>71,535.90</b>
231-5-40-12-750.005 Landscape Trailer	15,000.00	12,152.75	2,847.25	81.02%	0.00
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	48,570.40	3,450.60	93.37%	4,472.56
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
<b>Total Expenditures</b>	<b>315,420.00</b>	<b>60,723.15</b>	<b>254,696.85</b>	<b>19.25%</b>	<b>4,472.56</b>
<b>Total ROLLING STOCK FUND</b>	<b>-45,720.00</b>	<b>242,978.46</b>	<b>-197,258.46</b>	<b>-531.45%</b>	<b>67,063.34</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	7,983.64	-7,983.64	100.00%	834.96
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	73,352.72	-73,352.72	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	50,000.00	0.00	100.00%	12,500.00
232-4-00-00-098.000 Misc Revenue	0.00	27,619.31	-27,619.31	100.00%	0.00
<b>Total Revenues</b>	<b>50,000.00</b>	<b>158,955.67</b>	<b>-108,955.67</b>	<b>317.91%</b>	<b>13,334.96</b>
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	156,984.76	-156,984.76	100.00%	60,843.51
232-5-41-21-730.001 Roof	300,000.00	5,170.08	294,829.92	1.72%	2,253.00
<b>Total Expenditures</b>	<b>300,000.00</b>	<b>162,154.84</b>	<b>137,845.16</b>	<b>54.05%</b>	<b>63,096.51</b>
<b>Total BUILDING MAINT FUND</b>	<b>-250,000.00</b>	<b>-3,199.17</b>	<b>253,199.17</b>	<b>1.28%</b>	<b>-49,761.55</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
233-4-00-00-041.000 State and Other Grant Rev	0.00	7,500.00	-7,500.00	100.00%	7,500.00
233-4-00-00-060.000 Interest Income	0.00	-1,141.10	1,141.10	100.00%	184.75
233-4-00-00-092.000 Transfer to Capital	112,771.00	112,771.00	0.00	100.00%	28,192.75
<b>Total Revenues</b>	<b>112,771.00</b>	<b>119,129.90</b>	<b>-6,358.90</b>	<b>105.64%</b>	<b>35,877.50</b>
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	-72,258.97	111,632.97	-183.52%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	16,355.88	5,765.12	73.94%	0.00
233-5-00-00-750.001 Maintenance Equipment	10,500.00	-1,500.00	12,000.00	-14.29%	0.00
<b>Total Expenditures</b>	<b>112,771.00</b>	<b>-33,620.04</b>	<b>146,391.04</b>	<b>-29.81%</b>	<b>0.00</b>
<b>Total EJRP CAP RESERVE</b>	<b>0.00</b>	<b>152,749.94</b>	<b>-152,749.94</b>	<b>-100.00%</b>	<b>35,877.50</b>



Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
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WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>254-4-54-20 Water Revenues</b>					
254-4-54-20-021.000 Water User Fees	1,550,730.00	1,083,762.92	466,967.08	69.89%	593.87
254-4-54-20-021.001 Water Large User Fees	139,263.00	139,050.24	212.76	99.85%	11,720.52
254-4-54-20-024.000 Utility Connection Fees	7,000.00	5,300.00	1,700.00	75.71%	0.00
254-4-54-20-060.000 Interest Income	800.00	267.29	532.71	33.41%	2,899.80
254-4-54-20-085.000 Penalties	5,000.00	8,040.58	-3,040.58	160.81%	35.00
254-4-54-20-098.000 Misc Revenue	150.00	278.06	-128.06	185.37%	0.00
<b>Total Water Revenues</b>	<b>1,702,943.00</b>	<b>1,236,699.09</b>	<b>466,243.91</b>	<b>72.62%</b>	<b>15,249.19</b>
<b>254-4-54-70 Nonoperating Revenues</b>					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	2,801,348.79	-2,801,348.79	100.00%	232,819.76
254-4-54-70-092.000 Transfer to Capital	460,000.00	460,000.00	0.00	100.00%	115,000.00
<b>Total Nonoperating Revenues</b>	<b>460,000.00</b>	<b>3,261,348.79</b>	<b>-2,801,348.79</b>	<b>708.99%</b>	<b>347,819.76</b>
<b>Total Revenues</b>	<b>2,162,943.00</b>	<b>4,498,047.88</b>	<b>-2,335,104.88</b>	<b>207.96%</b>	<b>363,068.95</b>

<b>254-5-54-20 Operating Expenses</b>					
254-5-54-20-110.000 Regular Salaries	143,158.00	120,549.92	22,608.08	84.21%	7,306.09
254-5-54-20-120.000 Part Time Salaries	0.00	2,843.96	-2,843.96	100.00%	254.87
254-5-54-20-130.000 Overtime	19,970.00	7,018.78	12,951.22	35.15%	300.00
254-5-54-20-210.000 Group Insurance	84,631.00	64,131.04	20,499.96	75.78%	4,353.28
254-5-54-20-220.000 Social Security	12,717.00	9,850.02	2,866.98	77.46%	595.48
254-5-54-20-230.000 Retirement	14,778.00	11,001.64	3,776.36	74.45%	646.52
254-5-54-20-250.000 Unemployment Insurance	135.00	103.69	31.31	76.81%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	9,755.70	-2,555.70	135.50%	2,208.94
254-5-54-20-330.000 Professional Services	1,000.00	803.00	197.00	80.30%	363.00
254-5-54-20-335.000 Audit	4,806.00	5,698.13	-892.13	118.56%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	101.68	98.32	50.84%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	535,537.19	96,151.81	84.78%	45,886.50
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	5,319.27	-1,319.27	132.98%	0.00
254-5-54-20-433.000 R&M Infrastructure	20,000.00	1,900.00	18,100.00	9.50%	1,900.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	100.00	50.00	66.67%	100.00
254-5-54-20-491.000 Administrative Fees	184,005.00	184,005.00	0.00	100.00%	46,001.25
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 PACIF Insurance	6,300.00	2,924.99	3,375.01	46.43%	576.70
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	1,959.80	540.20	78.39%	181.02
254-5-54-20-550.000 Printing and Binding	2,500.00	46.95	2,453.05	1.88%	46.95
254-5-54-20-560.000 Postage	3,500.00	1,973.18	1,526.82	56.38%	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	5,601.23	1,398.77	80.02%	420.75
254-5-54-20-612.000 Uniforms	1,755.00	1,738.95	16.05	99.09%	129.99
254-5-54-20-614.000 Meters and Parts	6,000.00	28,268.68	-22,268.68	471.14%	26,345.49
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	3,053.76	-53.76	101.79%	726.62
254-5-54-20-622.000 Electricity	1,400.00	872.65	527.35	62.33%	163.33
254-5-54-20-626.000 Gasoline	3,000.00	1,724.93	1,275.07	57.50%	123.03

WATER FUND

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	460,000.00	0.00	100.00%	115,000.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
<b>Total Operating Expenses</b>	<b>1,702,944.00</b>	<b>1,470,956.27</b>	<b>231,987.73</b>	<b>86.38%</b>	<b>253,629.81</b>
<b>254-5-54-70 NonOperating Expenses</b>					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	2,523,401.52	-2,523,401.52	100.00%	232,819.76
254-5-54-70-723.004 Main St Water Line	0.00	2,017,969.31	-2,017,969.31	100.00%	6,328.37
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	144,527.87	-144,527.87	100.00%	36,848.46
254-5-54-70-750.001 Meter Replacement Program	0.00	27,499.35	-27,499.35	100.00%	0.00
254-5-54-70-955.000 Bond Interest Expense	0.00	130,087.37	-130,087.37	100.00%	0.00
<b>Total NonOperating Expenses</b>	<b>412,398.00</b>	<b>4,843,485.42</b>	<b>-4,431,087.42</b>	<b>1,174.47%</b>	<b>275,996.59</b>
<b>Total Expenditures</b>	<b>2,115,342.00</b>	<b>6,314,441.69</b>	<b>-4,199,099.69</b>	<b>298.51%</b>	<b>529,626.40</b>
<b>Total WATER FUND</b>	<b>47,601.00</b>	<b>-1,816,393.81</b>	<b>1,768,792.81</b>	<b>-3,815.87%</b>	<b>-166,557.45</b>

## WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>255-4-55-30 Operating Revenue</b>					
255-4-55-30-022.000 Sewer User Fees	964,646.00	684,831.31	279,814.69	70.99%	0.00
255-4-55-30-022.001 City: Septage Discharg	50,000.00	140,444.38	-90,444.38	280.89%	19,766.38
255-4-55-30-022.002 City: Leachate Revenue	500.00	3,001.04	-2,501.04	600.21%	33.81
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	746,504.00	0.00	100.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	1,095,511.00	0.00	100.00%	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	36,000.00	0.00	100.00%	9,000.00
255-4-55-30-060.000 Interest Income	0.00	58,671.11	-58,671.11	100.00%	7,245.20
255-4-55-30-085.000 Penalties	3,500.00	5,326.59	-1,826.59	152.19%	0.00
255-4-55-30-098.000 Misc Revenue	0.00	23,961.00	-23,961.00	100.00%	0.00
<b>Total Operating Revenue</b>	<b>2,916,761.00</b>	<b>2,794,250.43</b>	<b>122,510.57</b>	<b>95.80%</b>	<b>36,045.39</b>
<b>255-4-55-70 Nonoperating Revenues</b>					
255-4-55-70-042.008 Essex Debt Payment	0.00	293,697.74	-293,697.74	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	293,697.74	-293,697.74	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	440,000.00	440,000.00	0.00	100.00%	110,000.00
<b>Total Nonoperating Revenues</b>	<b>440,000.00</b>	<b>1,027,395.48</b>	<b>-587,395.48</b>	<b>233.50%</b>	<b>110,000.00</b>
<b>Total Revenues</b>	<b>3,356,761.00</b>	<b>3,821,645.91</b>	<b>-464,884.91</b>	<b>113.85%</b>	<b>146,045.39</b>
<b>255-5-55-30 Operating Expenses</b>					
255-5-55-30-110.000 Regular Salaries	493,131.00	396,370.86	96,760.14	80.38%	31,256.85
255-5-55-30-120.000 Part Time Salaries	0.00	16,082.46	-16,082.46	100.00%	1,094.75
255-5-55-30-130.000 Overtime	44,955.00	44,108.57	846.43	98.12%	3,526.27
255-5-55-30-210.000 Group Insurance	162,045.00	83,932.11	78,112.89	51.80%	8,071.71
255-5-55-30-220.000 Social Security	42,912.00	35,855.17	7,056.83	83.56%	2,734.65
255-5-55-30-230.000 Retirement	46,817.00	37,573.27	9,243.73	80.26%	2,958.40
255-5-55-30-250.000 Unemployment Insurance	527.00	385.87	141.13	73.22%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	28,077.11	-2,677.11	110.54%	6,357.37
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	23,189.79	-11,189.79	193.25%	327.44
255-5-55-30-335.000 Audit	4,553.00	5,400.94	-847.94	118.62%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	3,926.09	36,073.91	9.82%	130.00
255-5-55-30-340.001 Lab Testing	0.00	10,321.05	-10,321.05	100.00%	255.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	2,244.27	1,755.73	56.11%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	12,251.30	4,248.70	74.25%	1,260.81
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	749.36	3,250.64	18.73%	-965.76
255-5-55-30-431.000 R&M Buildings	3,000.00	10,233.88	-7,233.88	341.13%	7,016.95
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	2,053.62	-553.62	136.91%	158.45
255-5-55-30-491.000 Administrative Fees	106,003.00	106,003.00	0.00	100.00%	26,500.75
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	8,775.29	-275.29	103.24%	0.00
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	7,157.86	-4,157.86	238.60%	1,511.26
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 PACIF Insurance	39,800.00	51,731.16	-11,931.16	129.98%	9,941.59
255-5-55-30-530.000 Communications	12,675.00	14,958.69	-2,283.69	118.02%	1,590.39

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	103,280.00	86,720.00	54.36%	0.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	223,934.03	31,065.97	87.82%	52,437.95
255-5-55-30-570.000 Other Purchased Services	195,000.00	174,815.46	20,184.54	89.65%	23,788.39
255-5-55-30-609.000 Safety Supplies	3,000.00	2,652.28	347.72	88.41%	0.00
255-5-55-30-610.000 General Supplies	12,000.00	8,246.90	3,753.10	68.72%	284.32
255-5-55-30-612.000 Uniforms	7,898.00	2,600.43	5,297.57	32.93%	361.32
255-5-55-30-618.000 Laboratory Supplies	22,000.00	20,267.06	1,732.94	92.12%	4,025.17
255-5-55-30-619.000 Chemicals	500,000.00	464,433.54	35,566.46	92.89%	54,717.91
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	19,133.97	6,516.03	74.60%	5,051.68
255-5-55-30-622.000 Electricity	170,000.00	158,198.21	11,801.79	93.06%	21,086.68
255-5-55-30-626.000 Gasoline	4,500.00	2,412.01	2,087.99	53.60%	420.20
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	1,500.00	-1,500.00	100.00%	750.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	440,000.00	0.00	100.00%	110,000.00
<b>Total Operating Expenses</b>	<b>2,916,762.00</b>	<b>2,524,083.11</b>	<b>392,678.89</b>	<b>86.54%</b>	<b>376,650.50</b>
<b>255-5-55-70 Nonoperating Expenses</b>					
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	21,988.00	28,012.00	43.98%	5,258.00
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	35,642.63	-35,642.63	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
<b>Total Nonoperating Expenses</b>	<b>268,500.00</b>	<b>359,546.22</b>	<b>-91,046.22</b>	<b>133.91%</b>	<b>5,258.00</b>
<b>Total Expenditures</b>	<b>3,185,262.00</b>	<b>2,883,629.33</b>	<b>301,632.67</b>	<b>90.53%</b>	<b>381,908.50</b>
<b>Total WASTEWATER FUND</b>	<b>171,499.00</b>	<b>938,016.58</b>	<b>-1,109,515.58</b>	<b>546.95%</b>	<b>-235,863.11</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>256-4-56-40 Operating Revenues</b>					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	561,336.05	216,800.95	72.14%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	25,829.48	7,295.52	77.98%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	15,000.00	0.00	100.00%	15,000.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	130,039.60	-100,039.60	433.47%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	8,960.00	-8,960.00	100.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	48,605.49	-43,605.49	972.11%	5,791.94
256-4-56-40-085.000 Penalties	3,000.00	4,305.14	-1,305.14	143.50%	0.00
256-4-56-40-098.000 Misc Revenue	500.00	906.54	-406.54	181.31%	30.00
<b>Total Operating Revenues</b>	<b>864,762.00</b>	<b>794,982.30</b>	<b>69,779.70</b>	<b>91.93%</b>	<b>20,821.94</b>
<b>256-4-56-70 Nonoperating Revenues</b>					
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	95,000.00	0.00	100.00%	23,750.00
<b>Total Nonoperating Revenues</b>	<b>95,000.00</b>	<b>236,300.00</b>	<b>-141,300.00</b>	<b>248.74%</b>	<b>23,750.00</b>
<b>Total Revenues</b>	<b>959,762.00</b>	<b>1,031,282.30</b>	<b>-71,520.30</b>	<b>107.45%</b>	<b>44,571.94</b>

<b>256-5-56-40 Operating Expenses</b>					
256-5-56-40-110.000 Regular Salaries	126,885.00	111,841.11	15,043.89	88.14%	9,526.19
256-5-56-40-120.000 Part Time Salaries	0.00	2,843.96	-2,843.96	100.00%	254.87
256-5-56-40-130.000 Overtime	19,369.00	12,892.86	6,476.14	66.56%	1,108.17
256-5-56-40-210.000 Group Insurance	40,894.00	32,475.45	8,418.55	79.41%	3,165.64
256-5-56-40-220.000 Social Security	11,792.00	9,824.58	1,967.42	83.32%	865.59
256-5-56-40-230.000 Retirement	13,798.00	10,847.20	2,950.80	78.61%	948.35
256-5-56-40-250.000 Unemployment Insurance	135.00	86.88	48.12	64.36%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	8,927.26	-2,827.26	146.35%	2,021.36
256-5-56-40-330.000 Professional Services	4,000.00	4,778.50	-778.50	119.46%	663.00
256-5-56-40-335.000 Audit	2,529.00	3,000.90	-471.90	118.66%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	6,160.00	2,840.00	68.44%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	266.00	234.00	53.20%	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	2,579.19	3,420.81	42.99%	0.00
256-5-56-40-433.000 R&M Infrastructure	16,000.00	15,156.65	843.35	94.73%	-29,063.82
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	10,949.95	3,050.05	78.21%	1,210.94
256-5-56-40-434.002 West Street PS Costs	15,000.00	14,667.22	332.78	97.78%	1,550.21
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,937.65	-137.65	107.65%	0.00
256-5-56-40-491.000 Administrative Fees	220,005.00	220,005.00	0.00	100.00%	55,001.25
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 PACIF Insurance	5,700.00	2,462.11	3,237.89	43.19%	453.91
256-5-56-40-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	95.33	1,404.67	6.36%	95.33
256-5-56-40-560.000 Postage	5,750.00	4,006.14	1,743.86	69.67%	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	545.94	454.06	54.59%	8.25
256-5-56-40-612.000 Uniforms	1,755.00	510.00	1,245.00	29.06%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	1,474.53	525.47	73.73%	447.35
256-5-56-40-622.000 Electricity	13,000.00	13,083.46	-83.46	100.64%	2,594.06
256-5-56-40-626.000 Gasoline	4,500.00	4,289.15	210.85	95.31%	217.41
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	95,000.00	0.00	100.00%	23,750.00
<b>Total Operating Expenses</b>	<b>657,262.00</b>	<b>596,021.12</b>	<b>61,240.88</b>	<b>90.68%</b>	<b>75,378.06</b>
<b>256-5-56-70 Nonoperating Expenses</b>					
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	21,333.41	6,966.59	75.38%	11,628.20
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	7,080.00	8,245.00	46.20%	0.00
256-5-56-70-722.008 Lincoln St Sewer Repair	0.00	51,594.56	-51,594.56	100.00%	51,594.56
256-5-56-70-750.001 Meter Replacement Program	0.00	23,212.45	-23,212.45	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
256-5-56-70-955.002 RF1-157 PS upgrade	0.00	13,137.77	-13,137.77	100.00%	0.00
<b>Total Nonoperating Expenses</b>	<b>83,625.00</b>	<b>118,438.37</b>	<b>-34,813.37</b>	<b>141.63%</b>	<b>63,222.76</b>
<b>Total Expenditures</b>	<b>740,887.00</b>	<b>714,459.49</b>	<b>26,427.51</b>	<b>96.43%</b>	<b>138,600.82</b>
<b>Total SANITATION FUND</b>	<b>218,875.00</b>	<b>316,822.81</b>	<b>-535,697.81</b>	<b>144.75%</b>	<b>-94,028.88</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
257-4-57-50-060.000 Interest Income	0.00	344.43	-344.43	100.00%	10.35
<b>Total Revenues</b>	<b>0.00</b>	<b>344.43</b>	<b>-344.43</b>	<b>100.00%</b>	<b>10.35</b>
257-5-57-50-330.000 Professional Services	0.00	14,215.00	-14,215.00	100.00%	0.00
<b>Total Expenditures</b>	<b>0.00</b>	<b>14,215.00</b>	<b>-14,215.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total STORMWATER FUND</b>	<b>0.00</b>	<b>-13,870.57</b>	<b>13,870.57</b>	<b>-100.00%</b>	<b>10.35</b>



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%	0.00
258-4-33-13-050.000 Donation Revenue	2,000.00	435.00	1,565.00	21.75%	50.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	300.00	0.00%	0.00
258-4-33-13-060.000 Interest Income	0.00	445.91	-445.91	100.00%	47.88
<b>Total Revenues</b>	<b>5,300.00</b>	<b>2,295.23</b>	<b>3,004.77</b>	<b>43.31%</b>	<b>97.88</b>
258-5-33-13-330.000 Professional Services	1,500.00	1,728.62	-228.62	115.24%	0.00
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	1,061.41	-461.41	176.90%	0.00
258-5-33-13-610.000 General Supplies	500.00	574.61	-74.61	114.92%	0.00
258-5-33-13-830.000 Regular Programs	2,000.00	893.62	1,106.38	44.68%	0.00
<b>Total Expenditures</b>	<b>5,100.00</b>	<b>4,258.26</b>	<b>841.74</b>	<b>83.50%</b>	<b>0.00</b>
<b>Total SENIOR CENTER FUND</b>	<b>200.00</b>	<b>-1,963.03</b>	<b>1,763.03</b>	<b>-981.52%</b>	<b>97.88</b>

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	329,785.31	-329,785.31	100.00%	0.00
259-4-30-10-060.000 Interest Income	0.00	34,800.44	-34,800.44	100.00%	5,410.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	60,377.90	8,066.10	88.22%	150.00
259-4-30-11-020.305 Pool Memberships	40,843.00	28,887.00	11,956.00	70.73%	5,695.50
259-4-30-11-020.306 Swim Lessons	49,052.00	26,657.50	22,394.50	54.35%	3,848.50
259-4-30-12-020.308 Facility & Field Rental	18,379.00	19,682.50	-1,303.50	107.09%	5,882.50
259-4-30-14-020.311 Youth Programs	250,040.00	288,576.57	-38,536.57	115.41%	20,180.75
259-4-30-14-020.312 Adult Programs	146,320.00	160,554.25	-14,234.25	109.73%	16,221.00
259-4-30-14-050.000 Donation Revenue	38,850.00	3,100.00	35,750.00	7.98%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	1,468,518.51	-99,491.51	107.27%	136,376.80
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	408,320.08	30,547.92	93.04%	25,880.71
259-4-30-17-020.313 Childcare - DC	618,635.00	568,215.70	50,419.30	91.85%	78,909.20
<b>Total Revenues</b>	<b>3,180,165.00</b>	<b>3,510,547.10</b>	<b>-330,382.10</b>	<b>110.39%</b>	<b>298,554.96</b>

**259-5-30-10 Administration**

259-5-30-10-220.000 Social Security	0.00	3.76	-3.76	100.00%	0.00
259-5-30-10-250.000 Unemployment Insurance	4,282.00	2,598.57	1,683.43	60.69%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	38,990.34	11,009.66	77.98%	7,062.89
259-5-30-10-330.000 Professional Services	4,500.00	1,815.00	2,685.00	40.33%	-2,823.32
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	6,787.18	-4,652.18	317.90%	165.50
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	8,446.75	1,053.25	88.91%	2,780.00
259-5-30-10-505.000 Tech. Subs, Licenses	0.00	16,782.52	-16,782.52	100.00%	1,451.79
259-5-30-10-550.000 Printing and Binding	10,500.00	8,866.00	1,634.00	84.44%	0.00
259-5-30-10-560.000 Postage	7,103.00	4,032.16	3,070.84	56.77%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	60,313.08	-60,313.08	100.00%	6,791.84
259-5-30-10-610.000 General Supplies	0.00	4,482.58	-4,482.58	100.00%	0.00
<b>Total Administration</b>	<b>88,020.00</b>	<b>153,117.94</b>	<b>-65,097.94</b>	<b>173.96%</b>	<b>15,428.70</b>

**259-5-30-11 Pool**

259-5-30-11-120.000 Part Time Salaries	108,972.00	93,601.10	15,370.90	85.89%	252.84
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	7,397.06	938.94	88.74%	19.35
259-5-30-11-330.000 Professional Services	5,080.00	135.00	4,945.00	2.66%	135.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	35,686.08	-6,497.08	122.26%	15,015.06
259-5-30-11-610.000 General Supplies	4,362.00	2,577.49	1,784.51	59.09%	1,595.37
<b>Total Pool</b>	<b>155,939.00</b>	<b>142,489.31</b>	<b>13,449.69</b>	<b>91.38%</b>	<b>17,017.62</b>

**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	10,829.88	2,970.12	78.48%	2,826.88
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	3,952.38	47.62	98.81%	575.00
259-5-30-12-530.000 Communications	1,320.00	1,210.00	110.00	91.67%	110.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-610.000 General Supplies	0.00	4,515.11	-4,515.11	100.00%	2,500.02
<b>Total Parks and Facilities</b>	<b>36,648.00</b>	<b>30,587.81</b>	<b>6,060.19</b>	<b>83.46%</b>	<b>6,011.90</b>
<b>259-5-30-14 Recreation Programs</b>					
259-5-30-14-110.000 Regular Salaries	53,745.00	50,223.53	3,521.47	93.45%	4,134.22
259-5-30-14-120.000 Part Time Salaries	30,968.00	16,482.31	14,485.69	53.22%	740.20
259-5-30-14-210.000 Group Insurance	25,158.00	350.00	24,808.00	1.39%	0.00
259-5-30-14-220.000 Social Security	6,507.00	5,081.80	1,425.20	78.10%	369.47
259-5-30-14-230.000 Retirement	4,434.00	4,293.75	140.25	96.84%	351.40
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	321,048.80	8,213.20	97.51%	8,514.25
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	4,294.49	2,489.51	63.30%	0.00
259-5-30-14-530.000 Communications	0.00	605.00	-605.00	100.00%	55.00
259-5-30-14-610.000 General Supplies	34,761.00	35,024.14	-263.14	100.76%	3,086.10
259-5-30-14-850.150 Memorial Day Parade	0.00	0.00	0.00	0.00%	-2,264.17
<b>Total Recreation Programs</b>	<b>496,069.00</b>	<b>435,693.17</b>	<b>60,375.83</b>	<b>87.83%</b>	<b>14,986.47</b>
<b>259-5-30-15 After School Care</b>					
259-5-30-15-110.000 Regular Salaries	561,969.00	369,567.45	192,401.55	65.76%	29,396.12
259-5-30-15-120.000 Part Time Salaries	379,133.00	462,912.52	-83,779.52	122.10%	49,405.48
259-5-30-15-130.000 Overtime	0.00	2,571.13	-2,571.13	100.00%	95.56
259-5-30-15-210.000 Group Insurance	135,435.00	92,338.51	43,096.49	68.18%	11,769.65
259-5-30-15-220.000 Social Security	72,289.00	64,883.85	7,405.15	89.76%	6,055.68
259-5-30-15-230.000 Retirement	43,846.00	39,231.15	4,614.85	89.47%	2,775.05
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	46,308.26	5,608.74	89.20%	1,998.18
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	25,360.86	-315.86	101.26%	90.08
259-5-30-15-530.000 Communications	7,920.00	10,420.70	-2,500.70	131.57%	1,482.12
259-5-30-15-580.000 Travel	20,100.00	8,817.20	11,282.80	43.87%	3,221.45
259-5-30-15-610.000 General Supplies	57,792.00	75,692.14	-17,900.14	130.97%	10,957.15
259-5-30-15-626.000 Gasoline	5,500.00	987.01	4,512.99	17.95%	158.15
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
<b>Total After School Care</b>	<b>1,382,302.00</b>	<b>1,199,090.78</b>	<b>183,211.22</b>	<b>86.75%</b>	<b>117,404.67</b>
<b>259-5-30-16 Preschool</b>					
259-5-30-16-110.000 Regular Salaries	249,948.00	236,668.84	13,279.16	94.69%	19,141.52
259-5-30-16-120.000 Part Time Salaries	12,186.00	12,369.14	-183.14	101.50%	13.60
259-5-30-16-130.000 Overtime	0.00	758.67	-758.67	100.00%	57.57
259-5-30-16-210.000 Group Insurance	126,922.00	75,146.75	51,775.25	59.21%	10,368.25
259-5-30-16-220.000 Social Security	20,187.00	19,381.63	805.37	96.01%	1,517.42
259-5-30-16-230.000 Retirement	23,098.00	21,704.98	1,393.02	93.97%	1,816.74
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	121,016.46	-117,902.46	3,886.21%	36,950.05
259-5-30-16-431.000 R&M Buildings & Grounds	0.00	38,418.28	-38,418.28	100.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	563.41	-563.41	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	5,236.96	2,263.04	69.83%	0.00
259-5-30-16-530.000 Communications	0.00	202.03	-202.03	100.00%	50.50
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	37,415.32	-32,915.32	831.45%	6,751.22
<b>Total Preschool</b>	<b>450,933.00</b>	<b>568,882.47</b>	<b>-117,949.47</b>	<b>126.16%</b>	<b>76,816.27</b>
<b>259-5-30-17 Summer Day Camps</b>					
259-5-30-17-110.000 Regular Salaries	73,501.00	47,507.38	25,993.62	64.64%	0.00
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	18,011.29	-18,011.29	100.00%	66.30
259-5-30-17-220.000 Social Security	32,786.00	30,520.19	2,265.81	93.09%	8.02
259-5-30-17-330.000 Professional Services	64,585.00	47,197.63	17,387.37	73.08%	200.00
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	38,120.65	-11,428.65	142.82%	29.15
<b>Total Summer Day Camps</b>	<b>586,935.00</b>	<b>555,413.19</b>	<b>31,521.81</b>	<b>94.63%</b>	<b>303.47</b>
<b>259-5-30-19 Rec Kids</b>					
<b>Total Rec Kids</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>3,196,846.00</b>	<b>3,085,274.67</b>	<b>111,571.33</b>	<b>96.51%</b>	<b>247,969.10</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>-16,681.00</b>	<b>425,272.43</b>	<b>-408,591.43</b>	<b>-2,549.44%</b>	<b>50,585.86</b>
<b>Total All Funds</b>	<b>1,155,456.00</b>	<b>4,276,992.80</b>	<b>-5,432,448.80</b>	<b>370.16%</b>	<b>-882,681.88</b>

## 2 Lincoln Renovation Project

Prior Fiscal Years	128,295.89	
FY24 Budget Surplus Transfer	2,824,513.71	
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(57,755.36)	\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract
Balance of assigned amount by Council for construction manager services	(41,229.00)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
Total Expenses to Date	(215,489.68)	see Spending Detail worksheet
<b>Balance of Funds Available</b>	<b><u>2,638,335.56</u></b>	

*updated 6/6/24*

**LOT Fund Balance Detail**

<b>LOT Funds Received FY23</b>		<b>659,341.99</b>	
	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 recognize revenue
	6/30/23 Disbursement - Q4	219,588.49	
	Interest Accrued	3,517.96	
<b>LOT Funds Received FY24</b>		<b>750,268.56</b>	
	11/21/23 Disbursement - Q1	284,780.40	
	Q2	223,554.85	
	Q3	219,797.53	
	Q4		will be received in August 2024
	Interest Accrued	22,135.78	allocated quarterly
Less:			
FY23 IT Migration Balance of Funds Avail.		-	
			rebranding, capital transfer, IT migration and paving actual
FY24 Expenses to Date	(221,054.25)		spent to date
			\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding Balance of Funds Avail.	(27,500.00)		Strategic Planning by Council
			\$30,000 assigned during budget, \$12,500 added from
Strategic Planning Balance of Funds Avail.	(10,625.00)		Rebranding by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
Capital Transfer Balance of Funds Avail.	-		recurring quarterly entry
			\$20,000 assigned during budget, additional \$20,000 assigned
Paving Balance of Funds Avail.	-		by Council
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)		no expenses to date
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)		no expenses to date
		<b><u>1,067,898.30</u></b>	
	<b>Balance of LOT Funds Available</b>		
Projected Remaining FY24 LOT Revenue	<u>16,867.22</u>		\$745,000 projected, less actual funds received to date
			\$1,000,000 of this has been assigned to the FY25 Capital
	<b>Projected FY24 LOT Fund Balance</b>	<b><u>1,084,765.52</u></b>	<i>budget</i>

updated 6/6/24

**Economic Development Fund Balance Detail**

<b>FY23 Economic Development Fund Balance</b>	<b>737,083.46</b>	
<b>Economic Development Funds Received FY24</b>	<b>134,328.90</b>	
	<i>Property Taxes</i>	113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	20,986.04 allocated quarterly
Less:		
		\$200,000 estimated, less \$24,933.60 actual spend in FY23, less
Main St Park	<u>(170,543.90)</u>	\$4,522.50 actual spend to date in FY24
<b>Balance of Economic Development Funds Available</b>	<b><u>700,868.46</u></b>	
Projected FY24 Economic Development Fund Revenue	<u>-</u>	
		Crescent Connector project may require an additional
		\$255,780, remaining balance after Crescent Connector
<b>Projected FY24 Economic Development Fund Balance</b>	<b><u>700,868.46</u></b>	expense should cover Amtrak match

updated 6/6/24

**TRI-TOWN JOINT REVIEW COMMITTEE**  
**MEETING MINUTES**  
**May 15, 2024**  
**10:00 AM-11:00 AM**  
**MS Teams**

In attendance: Bruce Hoar, Chelsea Mandigo, Jess Morris, Annie Costandi, Regina Mahony, Kendall Chamberlin, Randy Bean (consultant)

- 1. Draft meeting minutes from February 15, 2024 approval**
  - a. Bruce made a motion to accept the minutes as drafted, Annie second. Approved.
- 2. High Strength waste surcharge policy**
  - a. Discussion occurred around the BOD allocation/community.
    - i. Allocate the pounds of BOD and not the concentration (mg/L)
    - ii. Group decided to wait until we updated numbers from Aldrich & Eliott modeling program.
  - b. Discussion occurred around how to hold high strength waste producers responsible for sampling and not haulers show up to dump at WWTF without notice. Sentence added to policy.
  - c. General comments to continue to finalize the policy were discussed
- 3. Tri-town Allocation policy**
  - a. Discussion occurred around forming a policy for allocation of flow so that each community uses same gpd
    - i. All communities use the State of Vermont Environmental Protection rules
  - b. Annie and Chelsea will research surrounding communities and put together a summary of how the policies differ and draft for the August meeting
- 4. Digester update**
  - a. The digester has recovered temperature. It was below certifiable temperature for 33 days with the lowest being 31 C (87.8 F)
  - b. Continue to have volatile acid to alkalinity ratio and higher pH
  - c. Changed how feeding to run the thickener 3 days/week to see if overfeeding, even though time ratio not indicating. Issue with mixer tied to GBT so sending lots of dead sludge to digester which may not be helping.
  - d. Digester cleaning to occur in June
    - i. This should help drop our zinc levels in our biosolids which are still 2000 mg/L
- 5. 10 year evaluation progress report**
  - a. Chelsea summarized the meeting with A&E to review progress on 10-year evaluation
  - b. Over influent BOD design loading but not signs of issues when looking at effluent BOD, meaning can handle load. Phosphorus loading is around 50%, trending downward
  - c. Need to do more sampling of side stream for centrate to help create management strategy
  - d. Aeration tank-reviewed draft drawing of proposed alternative to move anoxic and anaerobic zones to side of tanks and gain back area loss from adding them to the front
    - i. Suggested trying an inhouse experiment to improve denitrification to help recover more alkalinity and cut on caustic use



- e. Dewatering-hard to fit another technology like screw press in building due to size. Going to focus on improving what we have and get it tied to SCADA
- f. Disinfection- reviewed initial cost comparison from switching to UV, showing cost savings on O&M, group was in support of this project
- g. Septage and receiving-create a better receiving station, may be grants for this work in future
  - i. Kendall asked if consideration was given taking septage directly into dewatering, it will increase solids output and put less strain on the process. Chelsea responded it has not been investigated. It likely makes our biosolids ineligible for land application certification

**6. Flexible Load Management Pilot #3**

- a. Chelsea explained to the group the purpose of this program.
- b. Phase 3 of this program could result in estimated \$20,000-\$25,000 cost savings/year on electrical use. Could be higher as based on when cogen was not running fully

**7. Next meeting is 5/15/24.**

- a. Agenda items
  - i. Allocation Policy
  - ii. High-Strength Waste Policy

**Adjourned:** 10:51 AM

Respectfully submitted.

Chelsea Mandigo, Water Quality Superintendent

**City of Essex Junction**  
**Bike/Walk Advisory Committee**  
**Meeting Minutes**  
**May 20, 2024**  
**DRAFT**

**Member Present:** Chris Yuen, Staff Representative; Micah Hagan (Chair), Chris Kline; Philip Bieber; Russ Miller-Johnson; Michael Giguere; Erik Bowker

**Meeting Called to Order:** 7:05pm.

**Meeting Minutes:** Russ Miller-Johnson to take minutes for the meeting.

**Changes to Agenda/Review/Approval of Minutes:** Minutes from the April 25, 2024 meeting were unanimously approved. Member turnover and Chair pending changes added to Agenda.

**Public to be Heard:** Susan Grasso (Local Motion); Chris Ramos (UVM Capstone project); Erna Deutsch (Brownell Library) [see below]

**Business Items:**

- a. **Staffing Changes:** Michael Giguere has been hired as the City Planner and will have to step down as a committee member.
- b. **UVM Capstone:** Presentation of North/Grove Street and Ivey Lane Concept Study by Chris Ramos, followed by discussion and questioning on options, maintenance, perception, effectiveness, safety. Study to be linked and available on-line. To be deliberated with City Engineer on timing and priority for planning. Grants to be pursued. Susan Grasso offered Local Motion's existing materials for use to test as pilot study for Grove Street portion.
- c. **Bike Repair Station and Bike Racks:** Purchased. Erna Deutsch participated in discussion on location and utility of Bike Repair Station at the Brownell Library. The location at the pavilion was concurred. 10 Bike Racks will be available for this summer and BWAC to work with community owners on installations, locations.
- d. **Collaboration with Brownell Library for Summer Program:** BWAC, led by Phillip, and Erna Deutsch outlined event in conjunction with Bike Repair Station use showing. BWAC (Phillip, Russ and John) to staff with Library. Date set for Monday, July 29, 2024 from 600p-700p.
- e. **Essex Pride festival:** Local Motion will have BWAC pamphlets at station.
- f. **VT Walk/Bike Summit:** To be 6/20/24 in St. Johnsbury. Phillip may attend.
- g. **Bike Rack Inventory:** Not discussed at this meeting.
- h. **Walk to Shop program:** Ongoing. Local Motion still supports.
- i. **Next Meeting:** ~~Monday, June 10, 2024 at 700p.~~ [UPDATE: Due to meeting room availability, and to avoid Eid al-Adha- a cultural and religious day of significance, the June meeting has been re-scheduled to Monday June 24, 2024, at 7:00 pm]
- j. **Member and Chair turnover:** Micah terms out and Chair and member; Chris and Tacy term out. These will occur next month; they do not plan to reapply at this time. A Chair will be required to be seated at next meeting. Micheal is going work for the City and loses eligibility for BWAC. New member solicitations to be undertaken. City and local Motion to advertise. BWAC member number to be evaluated, and may request change with City Council to support quorum requirements.

Meeting Adjournment: 905p

**POLICE COMMUNITY ADVISORY BOARD**  
**REGULAR MEETING**  
**MINUTES OF MEETING - DRAFT**  
**May 21, 2024**

**POLICE COMMUNITY ADVISORY BOARD:** Chair, Leo Duque, Gwendolyn Evans, Dan Maguire, Vince Cuciti and Jody Kamon (Advisor)

**Absent:** Co-chair Christina Hagestad, Ron Hoague (Chief); Ta-Tanisha Redditta (Advisor), Anthony Jackson-Miller (Community Affairs Liaison-Essex Police Department)

**STAFF:** Lt. Rob Kissinger, (EPD)

**ADMINISTRATION:** Det. Sgt. Paul Courtois, (EPD)

**OTHERS PRESENT:** Essex Community Justice Center

**1. CALL TO ORDER**

Chair Leo Duque called the meeting to order at 6:00pm.

**2. AGENDA ADDITIONS/CHANGES**

No additions or changes to the Agenda.

**3. AGENDA APPROVAL**

Agenda Approved. Minutes from April 16, 2024 were approved.

**4. PUBLIC TO BE HEARD**

No members of the public were heard.

**5. CONSENT ITEMS**

a. Agenda Approved. Minutes from April 16, 2024 were approved.

**6. BUSINESS ITEMS**

a. Essex Community Justice Center

The Board heard from Jill Evans, Director as well as coordinators Susanna Weller, Essex Restorative Justice Panel Coordinator and Stacy Jones, Community Connections Coordinator. The Board learned that the ECJC, which serves Essex, Colchester, Milton, Jericho, Underhill and Westford, is a Vermont forerunner of restorative justice. The ECJC envisions safe, expansive and resilient communities in which response to conflict and crime is restorative and healing, enhances community and reduces further harms. A video presentation explained in plain terms what restorative justice is all about. Director Evans and the coordinators explained the referral process and detailed the various services and programs offered to both crime victims and offenders. The ECJC is funded by the Department of Corrections and a significant majority of their cases are via law enforcement referral. Some concern was expressed that referral numbers have recently dropped. In 2022, 50 referrals were made to the ECJC. In 2023 that number had dropped to 40 referrals. So far in 2024 there have been 24 referrals. The Board was concerned that should a declining trend continue how might that be reversed.

It was made clear, the success of ECJC can be attributed to its volunteers who make it all go. The Board was encouraged to visit their website: <https://essexjc.org/>

*b. Statewide Domestic Violence Policy for LEO's – Discussion*

*The Board revisited the proffered DV policy and anticipates that EPD will adopt the new policy.*

*c. Essex Public Safety and Racial Justice Data Summary – Discussion*

*The Board tabled this important discussion as meeting time was running out. It will be taken up at the next meeting.*

**6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA**

*Essex Public Safety and Racial Justice Data Summary – Discussion*

*Jody Kamon (Advisor) discussed the Board's "work plan" and the utility of a new survey to build upon the Essex Best survey several years ago. The Board was receptive, and the discussion will be continued.*

**7. ADJOURN**

*A motion to adjourn was made and unanimously seconded by the Board. The meeting adjourned at 7:30pm.*

Respectfully submitted,

Dan Maguire  
CAB Secretary