



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, July 17, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Department Head Brief to Council – Rick Jones, Public Works Superintendent
 - b. *Interview and consider appointments to the Tree Advisory Committee, Development Review Board and Planning Commission
 - c. Discussion and Consideration of the Community Vision & Strategic Action Plan
 - d. Discussion & Consideration of FY25 Tax Rate
 - e. 2024 Legislative Update
 - f. **Discussion and Consideration of an Executive Session to discuss a Contract
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: June 26, 2024, and July 8, 2024
 - b. Approve Tax Sale Policy and Delinquent Tax Policy
 - c. Acting as the Cannabis Control Commission: Approve Tier 1 Manufacturing Cannabis on West St
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24048 06/18/24
 - b. June Financial Report
 - c. VTrans feedback on Susie Wilson Rd Scoping Study and Rt 15 paving request
 - d. Police Community Advisory Board Minutes 6/18/24
 - e. Bike Walk Advisory Committee Staff Notes 6/24/24
 - f. Development Review Board Minutes 6/20/24
9. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed for the appointment of public officials
 - b. **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.

Memo

To: City Council

From: Ricky Jones

Meeting Date: 7/17/24

Agenda Item: Department Head Conversation

This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the three sections below before opening it up to a dialogue with the Trustees. The intention is for this conversation to be 10-15 minutes.

Six-Month Department Look Back (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

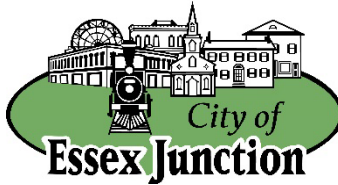
- Took delivery of new pick up! (this took about 1 year to get)
- Ordered new dump truck (will take about 2 years to get it)
- Staff shortage
- Main street water line
- Crescent connector
- New software for meter readings

Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- Order new dump truck (CDL or non CDL?)
- Hire someone
- Finish up Main street water line
- Finish up Crescent connector
- Lead Survey Line Inventory Complete by October '24

Anything you think the Council should know

- New shop



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: July 17, 2024
Agenda Item: Committee Appointment

Issue: The City still has 6 open positions on various committees/boards/commissions.

Discussion: Interviews were conducted at the last meeting on 6/26/24 and appointments were made to some of the committees/boards/commissions, however, not all applicants could be present.

- Development Review Board: 1 open position
 - Luke Brockmeier (interviewed on 6/26/24)
- Planning Commission: 1 open position
 - Kirstie Paschall (interviewed on 6/26/24)
- Police Community Advisory Board: 2 open positions
- Tree Advisory Committee: 2 open positions
 - Warren Spinner (interviewed on 6/26/24)
 - Leslie Goldring (interviewed on 6/26/24)
 - Andrea Shortsleeve (In-Person for interview on 7/17/24)

In addition to these specific appointments there is another committee related discussion for the Council to consider:

1. The BWAC currently has 8 members; it may be prudent to reduce the size of this committee to 6.

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider appointments to the various committees/boards/commissions.

Recommended Motion:

Motion #1 "I move that the City Council enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager."

Following Executive Session:

“I make a motion to appoint (Name) to the Development Review Board for a 3-year term ending in June 2027.”

“I make a motion to appoint (Name) to the Planning Commission to finish out a vacant seat with a term ending in June of 2026”

“I make a motion to appoint (Name) to the Tree Advisory Committee for a 3-year term ending in June of 2027 and appoint (Name) to finish out a vacant seat with a term ending in June of 2025.”

If the Council so chooses:

“I move that the Bike Walk Advisory Committee membership should be reduced from 8 to 6.”

Attachments: Application for the Tree Advisory Committee

View results

Respondent

3

Anonymous

10:54

Time to complete

1. Full name *

Andrea Shortsleeve

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Bike/Walk Advisory Committee
- Capital Program Review Committee
- Chittenden Solid Waste District (CSWD)
- Development Review Board
- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Tree Advisory Committee
- Tree Farm Management Group Committee

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

- Yes
- No

New Committee Members

7. Why are you interested in joining this committee? *

As a life long (and 3rd generation) Junction resident, I have a strong appreciation and respect for our community. I believe the our community is shaped by the trees that we have growing among our neighborhoods and streets, they provide character, wildlife habitat, temperature regulation, water absorption, and fresh air for our community. It would be a privilege to help our neighbors benefit and learn about the trees and other vegetation growing around us.

8. What about your education, experiences, and background will help you be a contributing member to this committee? *

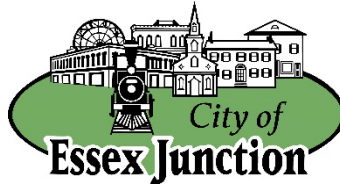
BS in Wildlife Biology, McGill University; MSc in Human Dimensions of Natural Resources. Twenty years working as a wildlife biologist for US Forest Service and VT Department of Fish and Wildlife. I am currently a Habitat Biologist for the VT Dept of Fish and Wildlife, specializing in providing landowners and communities technical assistance to improve their forests and fields for wildlife and forest health.

9. What do you hope to accomplish during your term on this committee? *

I'd like to promote the use of native tree species in our community properties and projects, educate our neighbors on the value of trees in our landscaping, and advocate for the incorporation of more greenery and trees in development projects.

10. Is there anything else you would like to say about your interest and application? *

No, but I'm happy to answer any questions that the hiring panel has.



Memo

To: Essex Junction City Council

From: Ashley Snellenberger, Communications & Strategic Initiatives Director

Meeting Date: July 17, 2024

Agenda Item: Community Vision and Strategic Action Plan Final Report and Next Steps

Issue: Future iQ has submitted the final Community Vision and Strategic Action Plan report for the Council's review and support. Staff will outline the next steps in the Strategic Plan process and seek support for the pillars and actions prioritized for the next Work Plan cycle.

Discussion: The final Community Vision and Strategic Action Plan report includes the results of the action item prioritization survey, highlighting the top three pillars as Housing and Urban Design, Economic and Business Development, and Public Service and Facilities. Additionally, the report identifies the top three action items: Action 6: Provide Responsible, Open, and Transparent Government; Action 7: Enhance Downtown and Corridors; and Action 4: Promote and Enhance Safety. With the inclusion of these details, the report is in its final stage, pending any changes requested by the Council.

Next Steps

The final Community Vision and Strategic Action Plan report represents a significant milestone in our strategic planning process. It sets the stage for the development of Department Work Plans and provides a roadmap for future Council decision-making. **It is recommended that the Council review the report and provide final feedback. Staff recommends that the Council approve the Plan and use it to guide priorities over the coming years.**

While the Community Vision and Strategic Action Plan provides helpful direction on priorities, it remains at a high level. Therefore, we will be working toward more specific annual work plans. This will be informed through two methods:

1. Development of Department Work Plans, which will align day-to-day activities with the Strategic Action Plan and budget. Department Heads are currently engaged in creating these plans, which will be presented alongside the FY 26 budget.
2. Council level policy and action prioritization. City Manager Mahony has been collecting a list of great ideas from Council and community members since she began in September 2022. This list also has larger committed projects on it to help bring some understanding of the current workload. *This is by no means a complete list of all the current, committed work the City is doing. This list has sometimes been referred to as the "wouldn't it be great list," and it requires prioritization for Staff to know which of these efforts to move forward. To facilitate prioritization, Staff has categorized these projects into pillars and action items and*

assigned fiscal years for implementation. We intend to do a brief overview of this list as an introduction.

Future Steps

Later in the fall (or spring), the Department Work Plans and the Council list will come together as one strategic action roadmap. Furthermore, the Department Work Plans will set the stage for a Council retreat in the spring of 2025, during which Department Heads will report on their progress from FY 25 and provide an opportunity for the Council to provide policy-level direction for the following fiscal year.

Cost: None

Recommendation: Staff recommends that the Council approve the Plan and use it to guide priorities over the coming years. Additionally, Staff is asking for feedback on the Strategic Plan List.

Recommended Motion:

If the Council agrees:

“I move that the City Council approve the Community Vision and Strategic Action Plan report to help guide work plan prioritization over the coming years.”

Attachments:

Community Vision & Strategic Action Plan Report (Final)

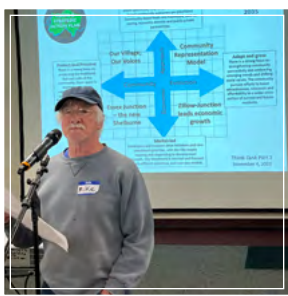
Strategic Plan List

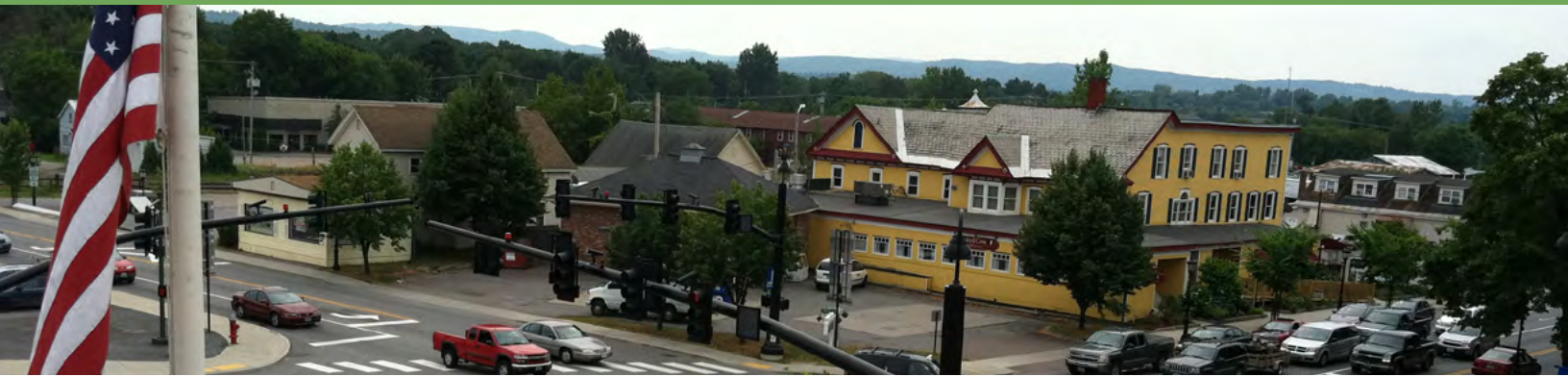


CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

JULY 2024





CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

JULY 2024

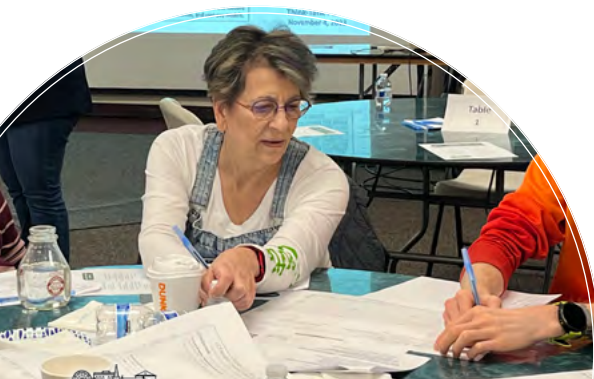
This report presents the Community Vision and Strategic Action Plan that has been developed following extensive community engagement undertaken during the City of Essex Junction Community Visioning and Strategic Action Planning process. Beginning in August 2023 through May 2024, the engagement process 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

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.

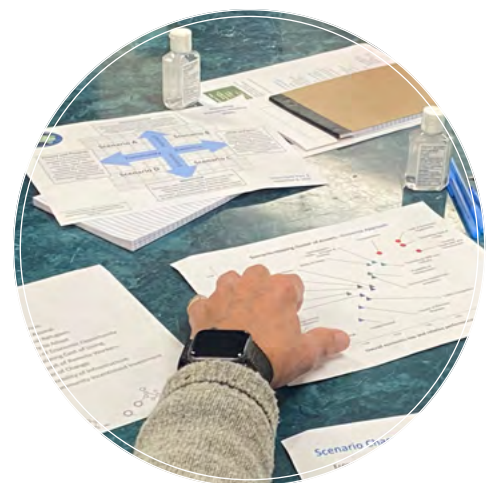


July 12, 2024



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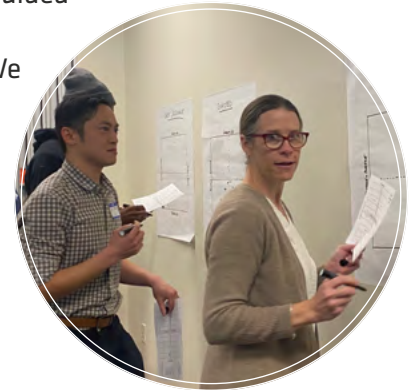
»»»» ACKNOWLEDGEMENTS

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.



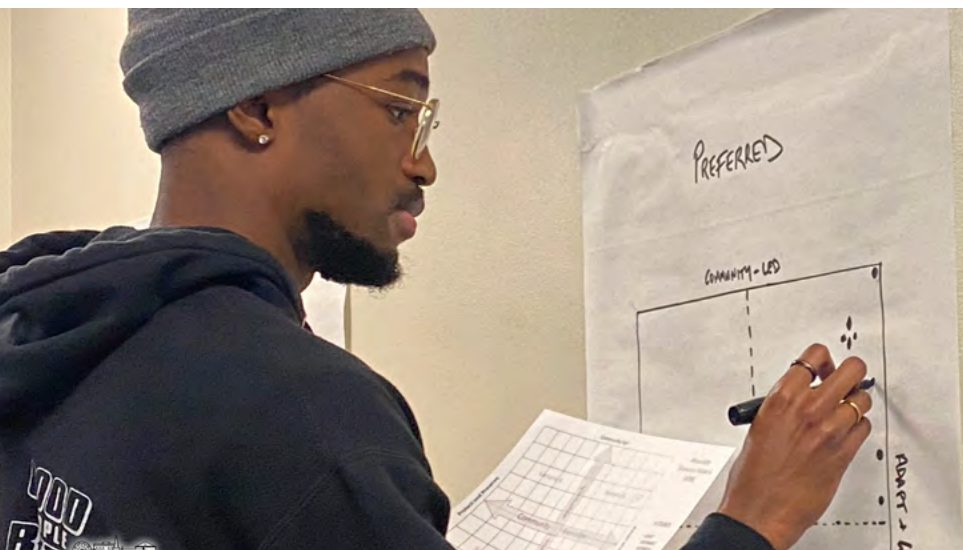
STEERING COMMITTEE MEMBERS

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



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.

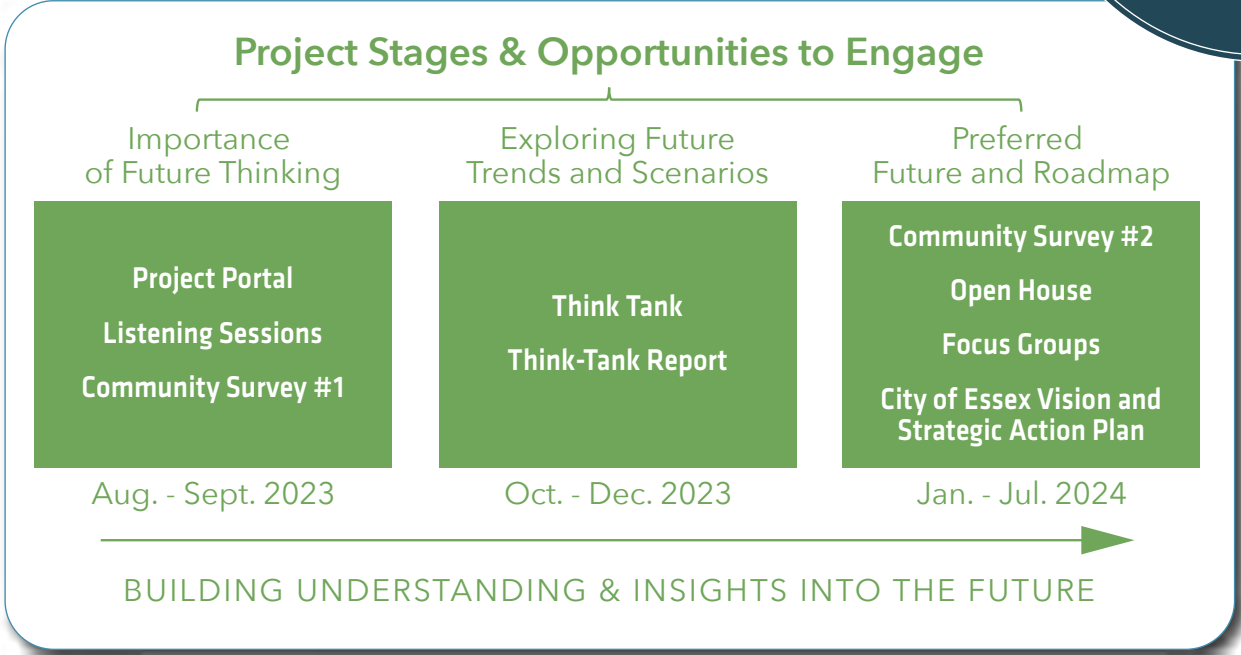
This City of Essex Junction Community Vision and Strategic Action Plan represents the final element of an extensive seven-month engagement process that started in August 2023. This report represents Future iQ’s analysis of the visioning and strategic planning process, the engagement outcomes and how 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

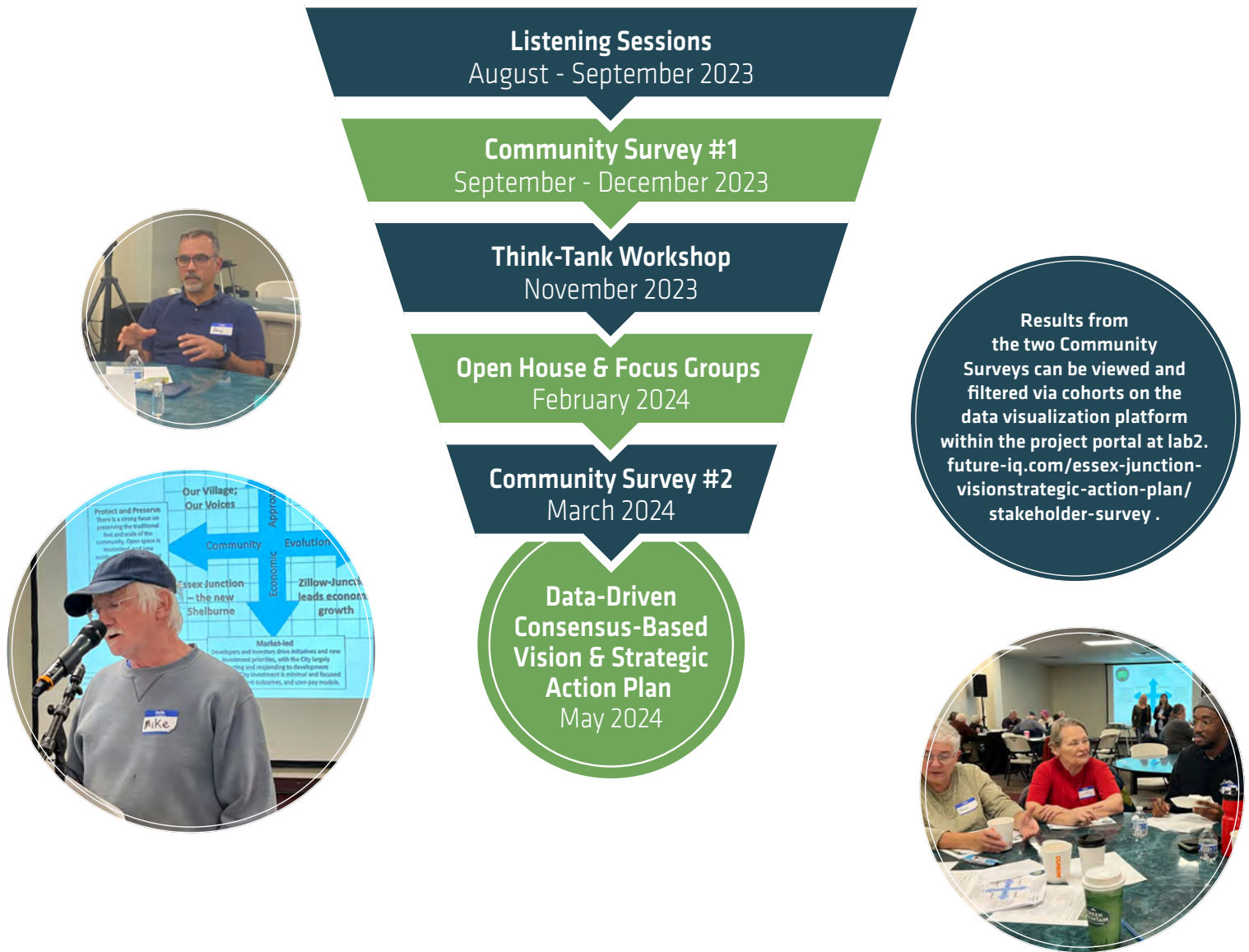
Community input and transparent, inclusive engagement was center to the community visioning and strategic action planning process. The comprehensive engagement and data-driven process progressively narrowed and focused the discussion on emerging key themes and community aspirations for the future. The 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

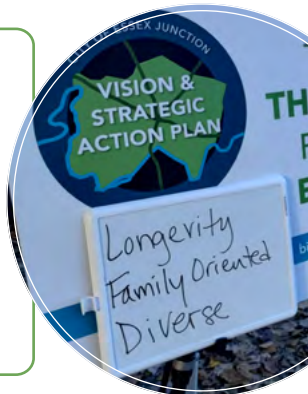
40 Think-Tank Participants

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.

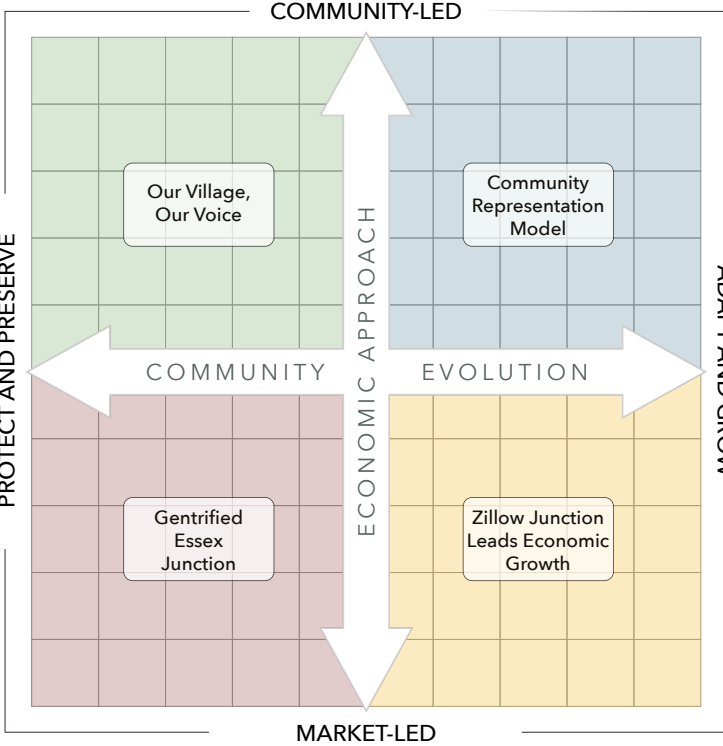
2.3 | STAKEHOLDER ENGAGEMENT STEPS

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.

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.

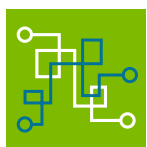
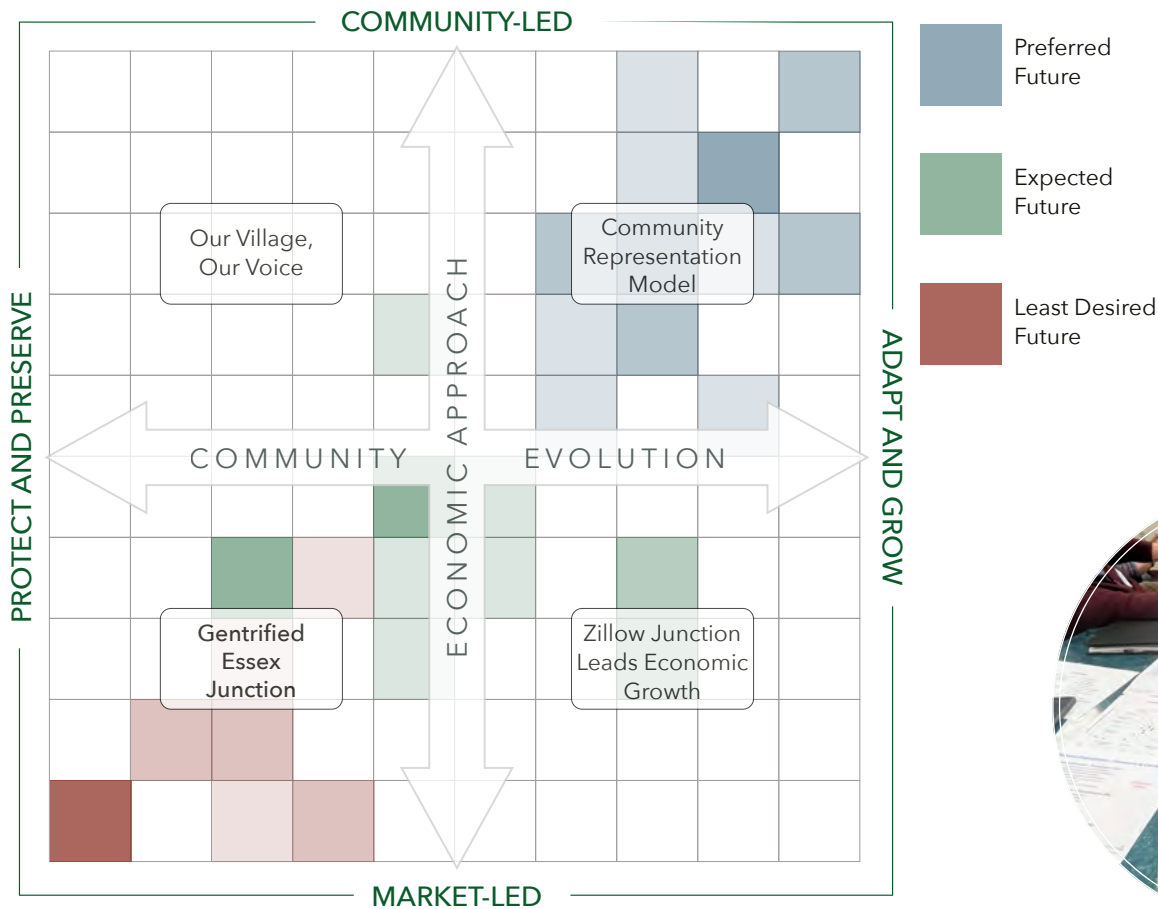
Developers and investors drive initiatives and new investment priorities, with the City largely reacting and responding to development proposals. City investment is minimal and focused on cost-efficient outcomes, and user-pay models.





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:

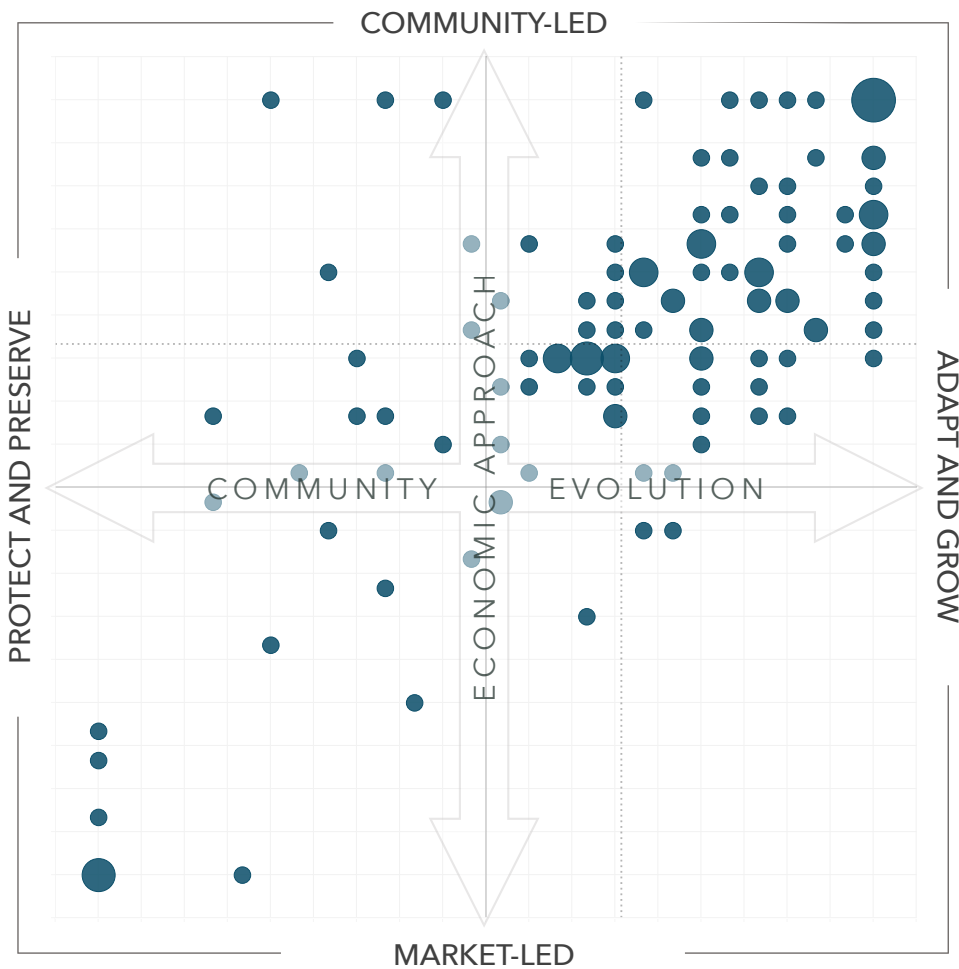
ECONOMIC DEVELOPMENT APPROACH

- 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.



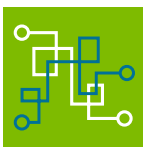
3.0 | COMMUNITY VISION

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

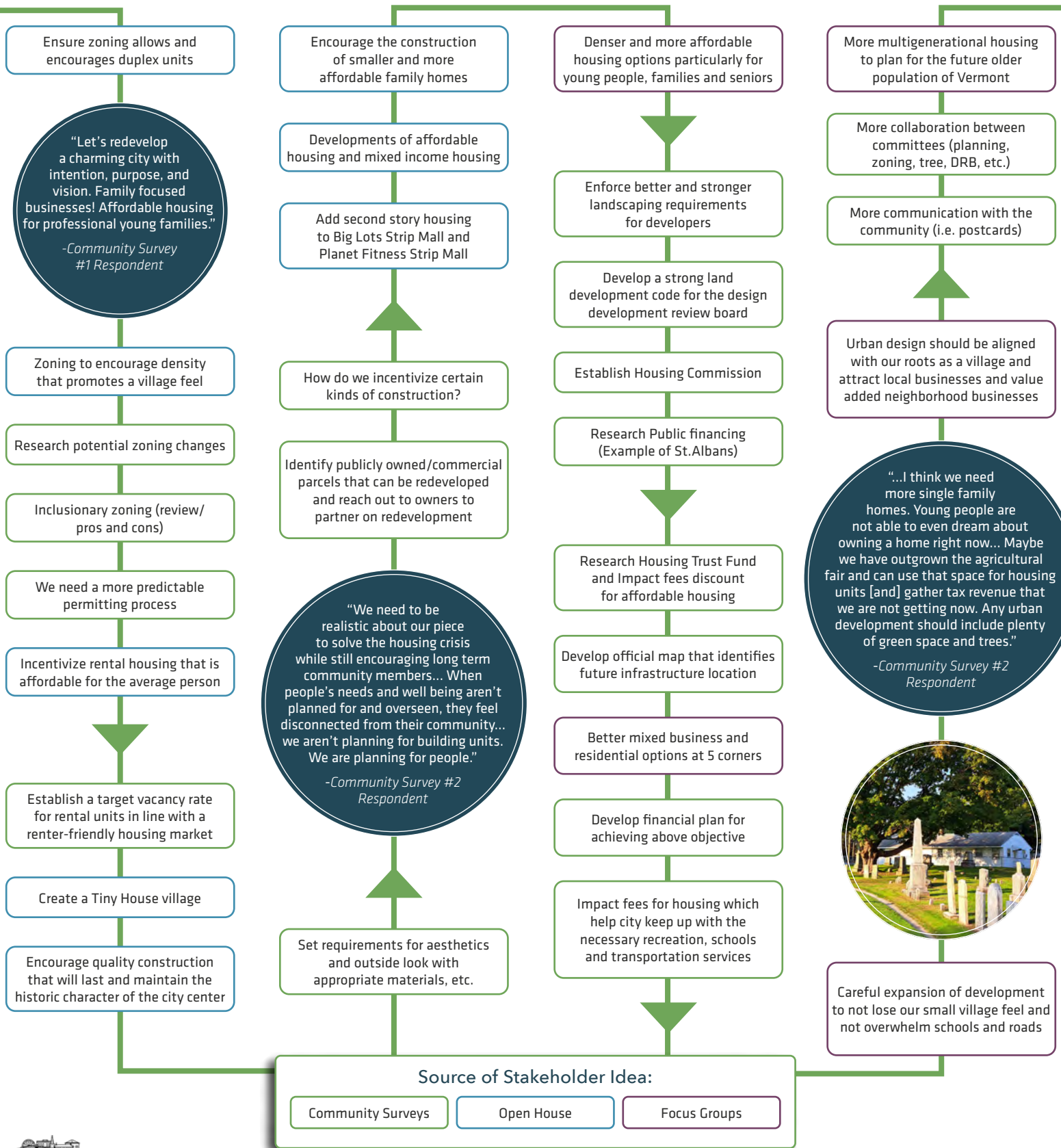
There was a desire for the City to guide the design of properties more intentionally in the community. Examples of where this could be applied included continuing the 5 Corners Project and Transit Design Process, which was seen as a promising process. Ideas included encouraging development from the city 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.





Pillar 2:
Public Services
and Facilities

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

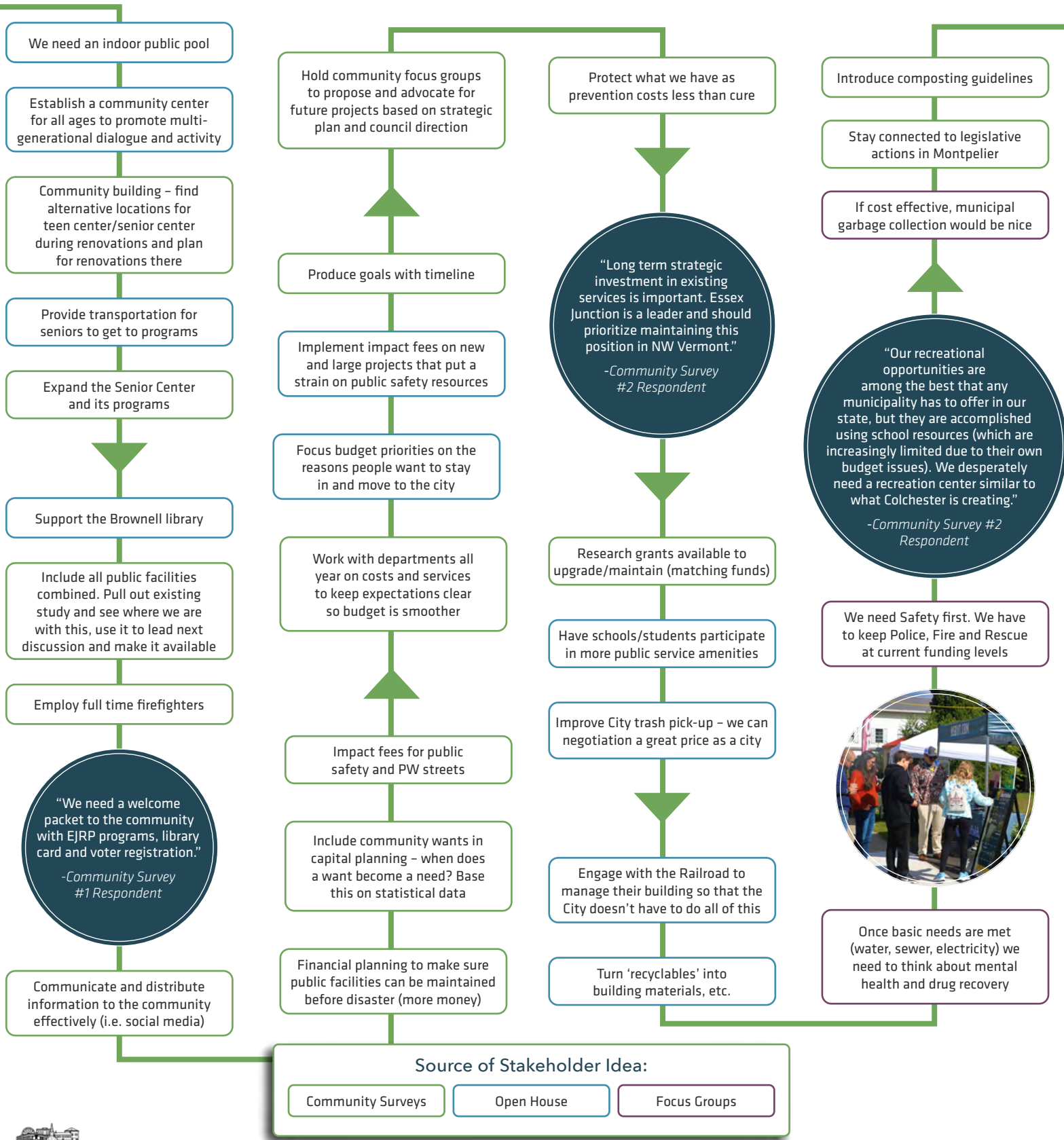
The topic of community wellness ran through the engagement work. Residents see that the City of Essex Junction has an important role to play in creating community wellness. This is through the provision of amenities that support healthy lifestyles, build community connections and allow people to engage 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.

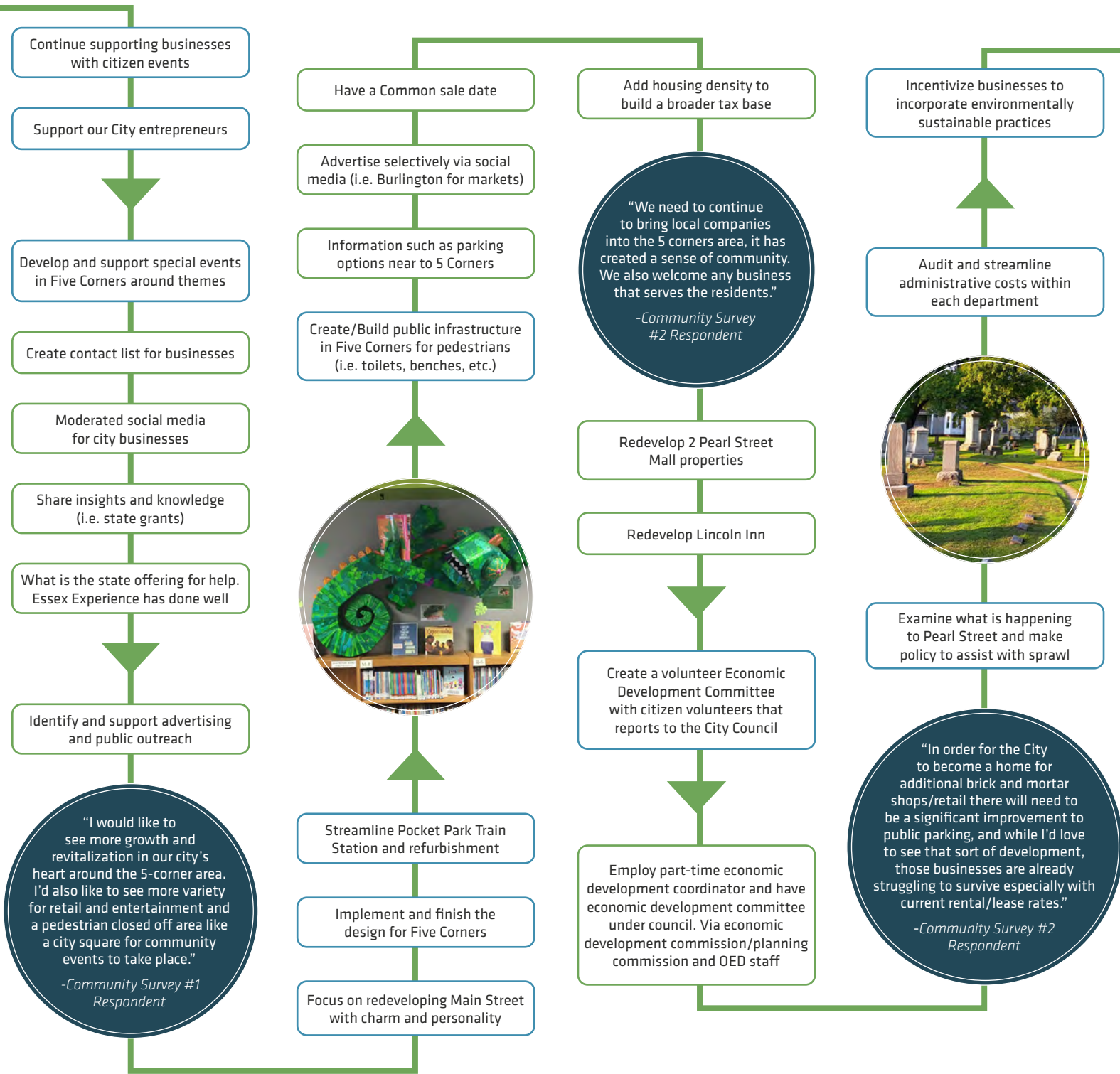


Action 9: Bring Businesses Together to Work Collaboratively

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

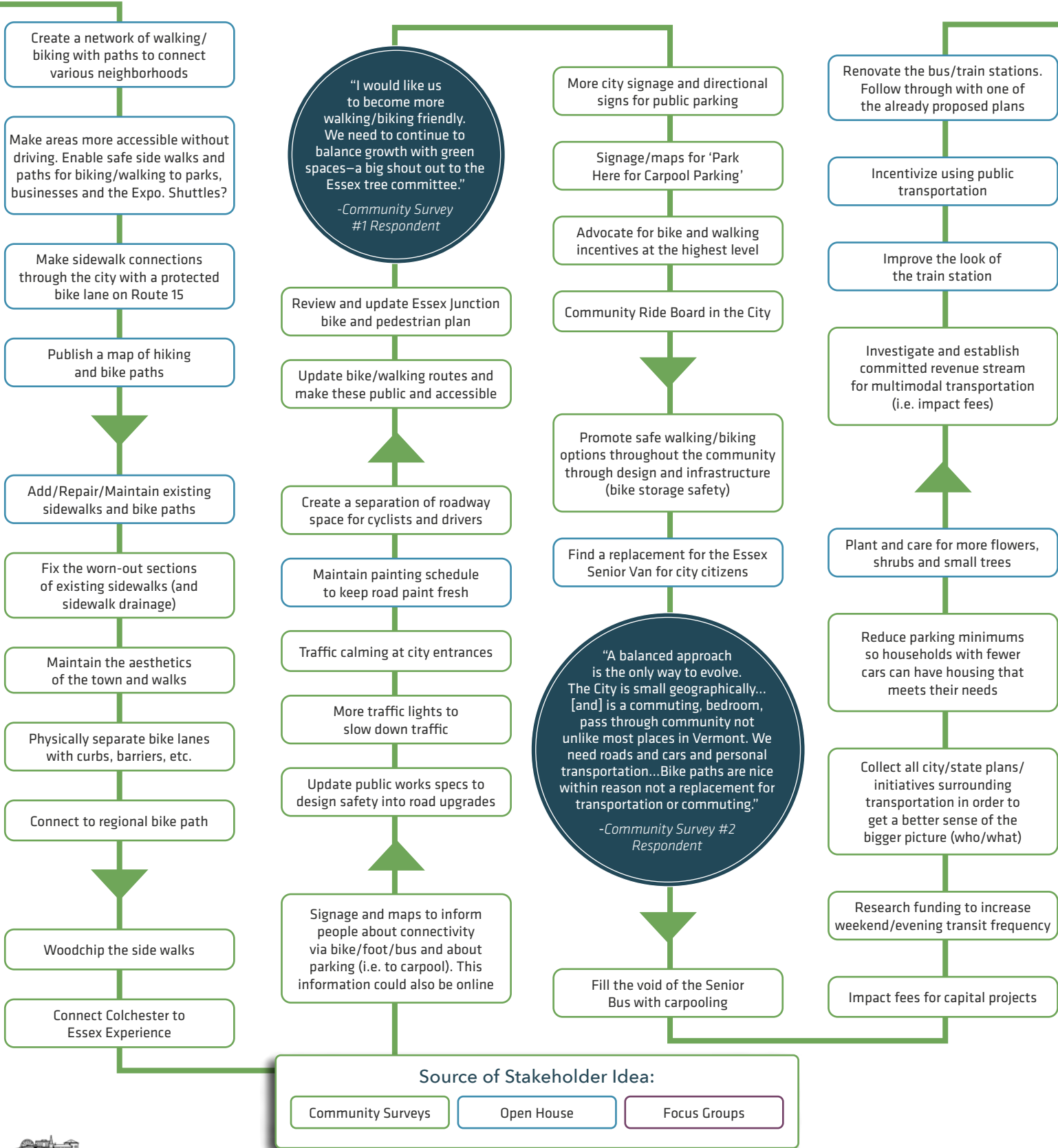
To create a more walkable and bikeable community will require a focus on safety. There are ideas and options such as traffic calming at city entrances, more traffic lights to slow down traffic, and more well located highly visible crosswalks. Many residents also expressed the desire for the physical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

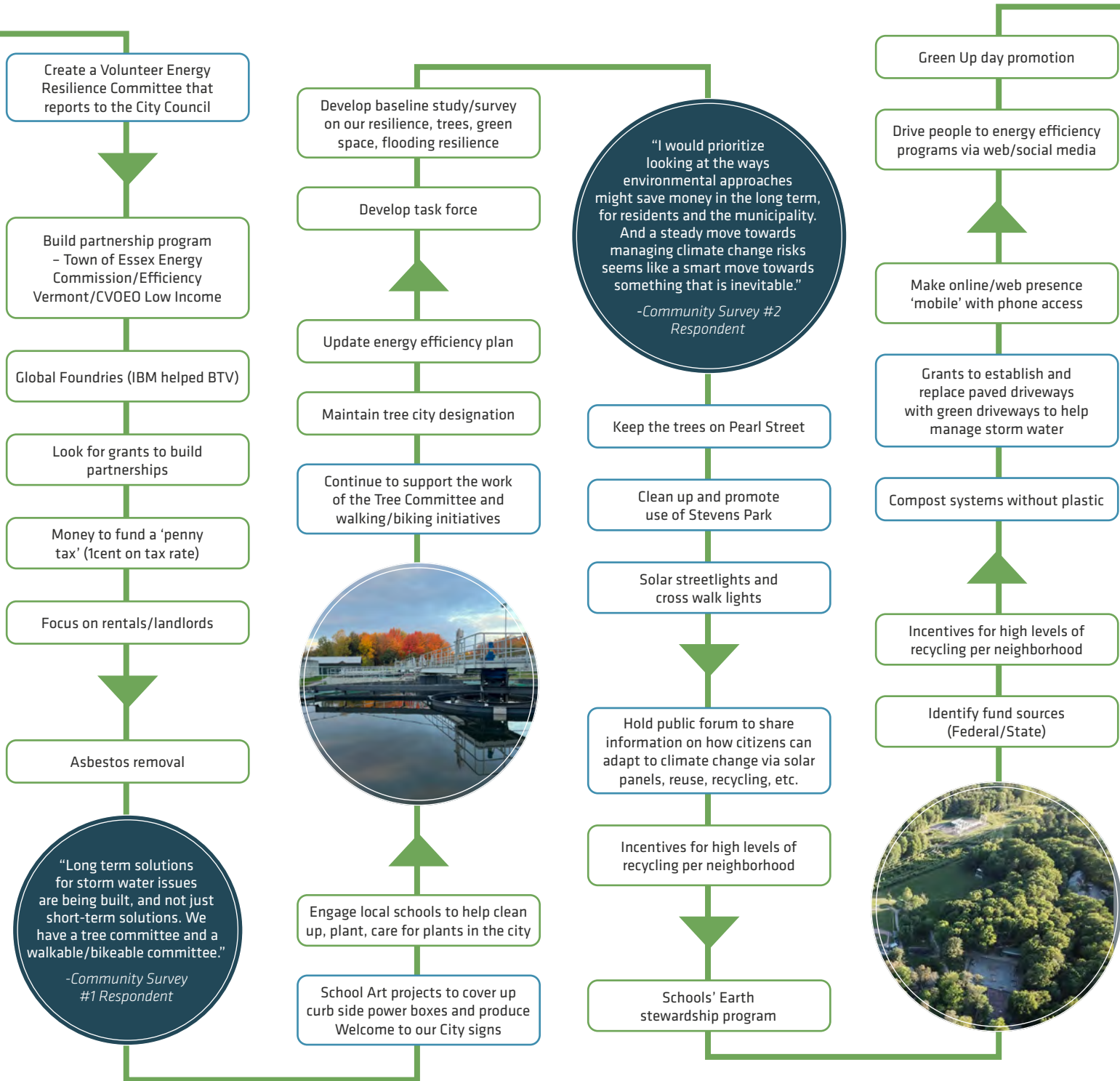
There is strong support for embracing clean energy / renewable energy options. This can also include energy efficient approaches, such as home weatherization. This can be undertaken at an individual home owner level, and at citywide level. This topic needs more information and support for homeowners 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.



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.

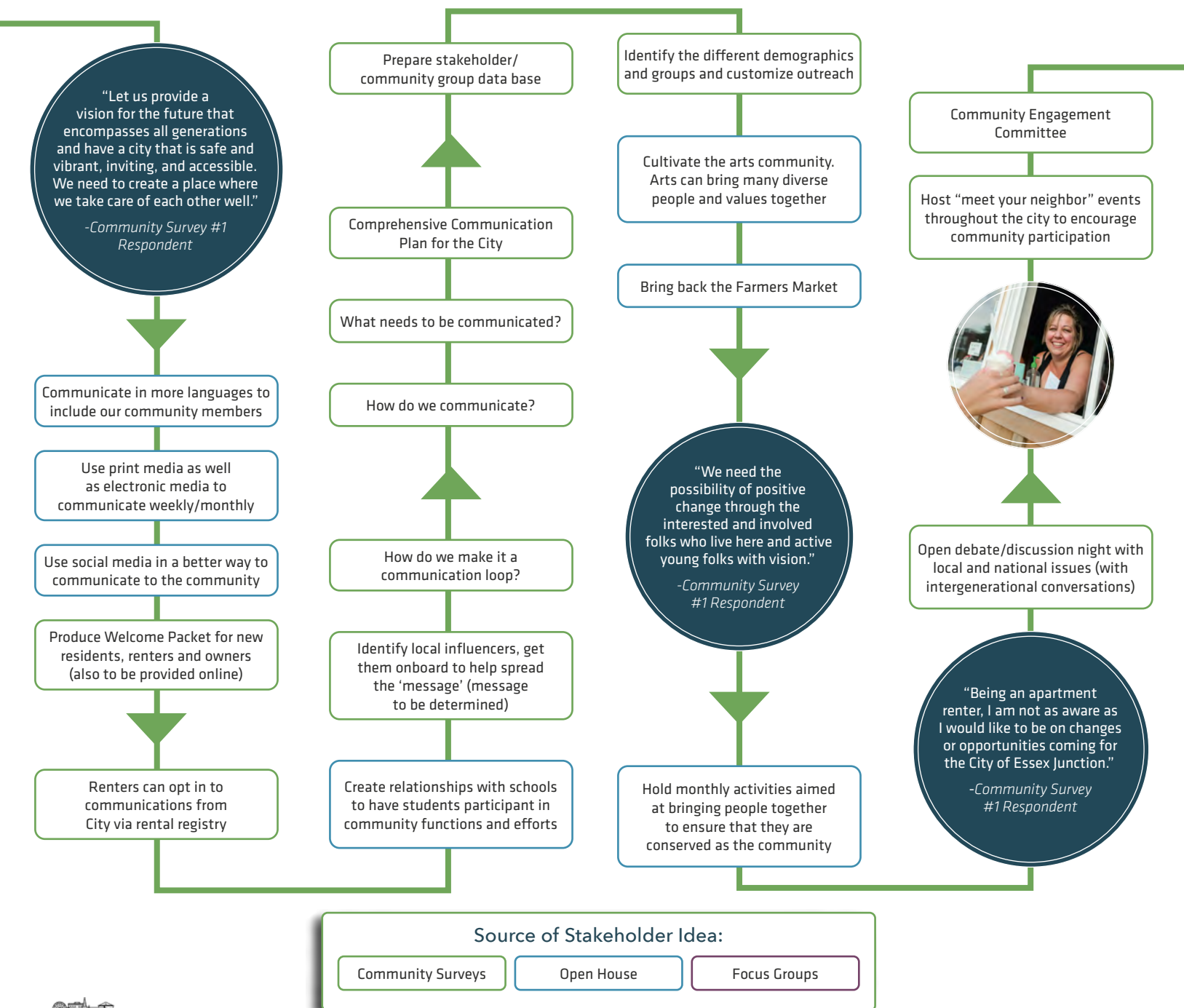
Action 18: Create a Comprehensive Community Engagement Plan

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

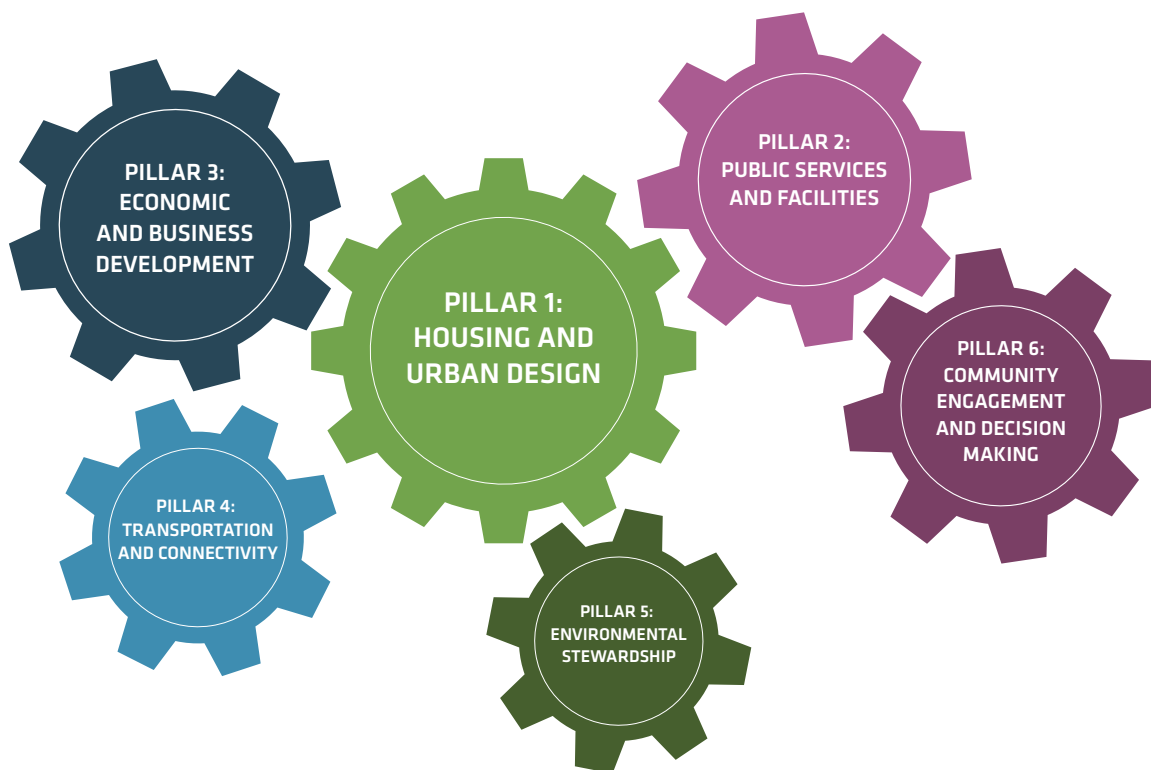
The framework for action developed through the community visioning and strategic action planning process has identified a set of key actions that will help the City of Essex Junction pivot its trajectory towards the 'Community Representation Model' future. This framework is the culmination of community 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.



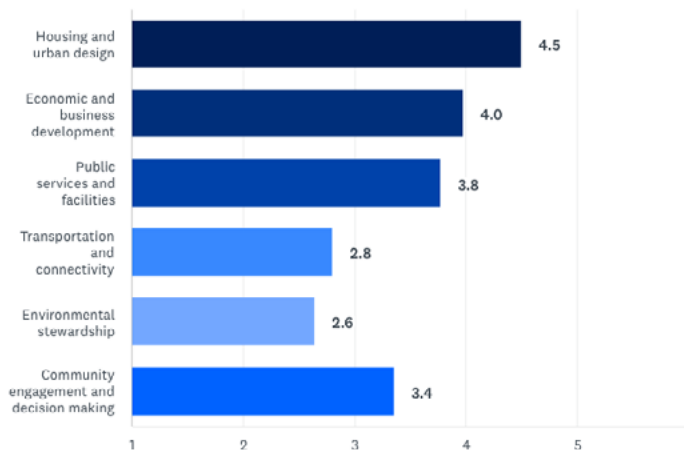


6.0 | DYNAMIC SYSTEMS-THINKING APPROACH

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



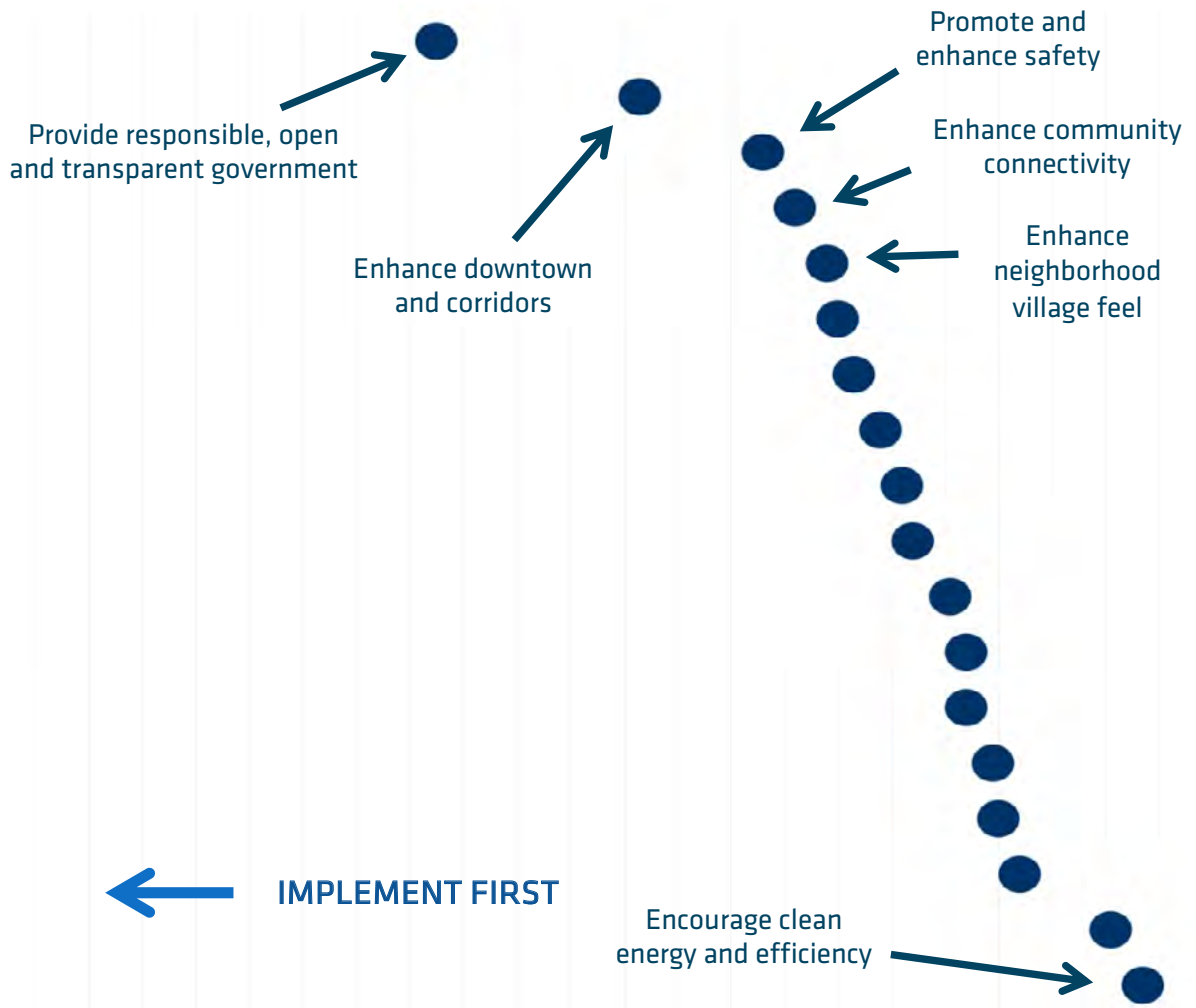


7.0 | INITIAL PRIORITIZATION

ORDER OF IMPLEMENTATION

As we think about implementation, please rank the order of implementation over the next 5 years.

- ACTION 6
- ACTION 7
- ACTION 4
- ACTION 17
- ACTION 1
- ACTION 5
- ACTION 18
- ACTION 3
- ACTION 2
- ACTION 11
- ACTION 10
- ACTION 12
- ACTION 8
- ACTION 16
- ACTION 9
- ACTION 15
- ACTION 13
- ACTION 14



Preliminary data





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:

ASHLEY SNELLENBERGER

Communications & Strategic Initiatives Director
City of Essex Junction
802.878.6944 EXT: 1601
ASnellenberger@essexjunction.org

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/



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 or email info@future-iq.com.

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

VERMONT, USA

JULY 2024

Project Ideas	Committed, Future or Remove (for now)	Fiscal Year	Who would lead effort (department or specific staff or committee – existing or new)	Strategic Plan Pillar - *priority (top 3)	Strategic Plan Action - *priority (top 3)
Crescent Connector	Committed - to be completed in 9/24	FY 25	PWs, City Engineer, Manager, Finance	*Pillar 1: Housing and Community Design	Action 2: Include Contemporary Design Principles into the City of Essex Junction
Main Street Waterline Replacement project	Committed - 75% of the project 100% complete in FY24, need to complete remaining 25% by June 2025	FY 25	PWs, City Engineer, Manager, Finance	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Iroquois Waterline Replacement project	Committed - in Capital Plan	FY 25	PWs, City Engineer, Finance	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Pump Stations (wastewater collection system)	Future	FY 25	WQ Superintendent, Finance Director, Manager	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
2 Lincoln Renovation	Committed - Construction complete by June 2025	FY 25	Buildings, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Strategic Planning	Committed - first strategic plan complete in FY 24, ongoing from here on out	FY 25	Communications, Manager, Steering Committee, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Association negotiation & contract	Committed - begin work on next one in FY26	FY 26	HR, Finance, Manager	*Pillar 2: Public Services and Facilities	
Personnel Policy Update	Committed - following FY24 contract negotiation	FY 25	HR, Manager	*Pillar 2: Public Services and Facilities	
Cannabis legislation	Committed - completed in FY24, though not perfect	FY 24	Community Development, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Amtrak Station Enhancement	Committed	FY 26	Community Development, City Engineer, PWs	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors
Main St Park	Committed - construction in 2025	FY 25	Community Development, City Engineer, PWs, Buildings, Committee	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors
Library Roof Replacement & Improved Entryway	Committed	FY 25	Library Director, Buildings, Manager, Trustees, Council	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Rebranding for the City	Committed	FY 25	Communications Director, Council	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality
Redesign the Five Corners Intersection	Future	FY 30	Community Development, PWs	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Pearl Street Road Diet - Bike & Pedestrian Improvements	Future	FY 29	Community Development, PWs	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Rental Registry & Inspection & Health Officer	Committed - working on details	FY 25	Planning Commission, Community Development, Fire Department, Manager	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness

Code Enforcement Improvements	Committed - working on details	Ongoing	Community Development Dept	*Pillar 1: Housing and Community Design	Action 3: Improve the City's Landscaping and Design
Stormwater Utility	Committed - working on details	FY 25	WQ Superintendent, Finance Director, Manager	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Public Works Building - Design & Financing Plan/Strategy	Committed - new design & funding strategy. Need consultant services?	FY 25	PWs Superintendent, Finance Director, Manager	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Build New Public Works Building	Future	FY 29	PWs Superintendent, Finance Director, Manager	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Recreation Facility and Master Plan	Future	FY 25	EJRP, Buildings/Facility/Capital Committee or Recreation Committee	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Fire Department Facility Needs and Improvements	Future - need consultant services for future needs and recommendations on facility and service	FY 27	Fire Dept, Buildings/Facility/Capital Committee	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Senior Center/Senior Programming Plan	Phase 1 is done (for January 2024); Phase 2 post 2 Lincoln Renovation	Ongoing	EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Transit Oriented Design project	Committed - start in 2024, 2 year project	FY 25	Community Development Dept, Communications, Manager	*Pillar 1: Housing and Community Design	Action 2: Include Contemporary Design Principles into the City of Essex Junction
Housing Commission	Remove - charter set; couldn't recruit enough members, especially with the continued need to fill the Planning Commission and the DRB. The Planning Commission is taking on much of this work now.		Community Development Dept	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Governance Committee	Committed - required by Charter to look at governance (Mayor, Wards, Neighborhood Assemblies, etc.), and/or ordinances more generally? Otherwise time limited and move on to Community Engagement or DEI next.	FY 25	New Committee, Manager or EJRP Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Policy/Ordinance Committee	Future or Remove - Meet intentionally for 18 months to do a full review. 1 or 2 Councilors and other community volunteers	FY 26	New Committee, Community Development, Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Community Engagement Committee	Remove - This group could help facilitate neighborhood and living room conversations. But likely more effective to have specific project Steering Committees in place temporarily; and events could be more in line with the Downtown Committee.		New Committee, Communications Director	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity

DEI Committee	Remove - while this is a high priority of the Strategic Plan, ensuring DEI work as fundamental to all the other work we do, may likely be more effective. Also other Committee work (like the Downtown Committee) could be the arm for community relationship building rather than setting up a DEI committee for the purpose of always asking for feedback rather than establishing a 2 way relationship.		New Committee, Manager or Communications Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Downtown or Economic Development Committee	Future - after TOD project, Amtrak and Main St Park project are complete or mostly underway; unless a volunteer effort wants to start sooner.	FY 27	New Committee, Communications Director or Community Development	*Pillar 3: Economic and Business Development	Action 9: Bring Businesses Together to Work Collaboratively
Recreation Advisory Committee	Committed	FY 25	New Committee, EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
City Energy Committee	Remove - May be more efficient to keep energy under the Planning Commission and/or the Bike Walk Advisory Committee, and the Tree Advisory Committee as the latter two are taking actions that will address climate change and reduce energy use; and the PC is working on policies to address all the Pillar 5 actions		New Committee	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy and Efficiency Options
Building Improvements Committee	Future or Remove - There are a lot of building needs coming up; currently the Capital Review Committee doesn't look at buildings because the building projects have traditionally been more about maintenance and need making the public input aspect of the Committee based work less necessary. Though the projects we have coming up are much larger. The Capital Review Committee could play a role, or other Committees could play a role, or we could create a Committee for this purpose. We could also wait to see what the various consultant reports and services say we need: Rec, Fire Dept, PWs before deciding how best to move forward.	FY 26	New Committee, Buildings	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Asset Inventories for the Capital Plan	Ongoing/Future	FY 26	Finance Director & DHs	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent
Purchasing Policy Update	Committed	FY 25	Finance Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent
Memorial Fountain Repair	Future	FY 27	Buildings, Capital Committee	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors
Replace and/or Improve Clock/bulletin board at Main St	Future	FY 26	PWs, Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors

State Designation Program	Future - big chnges were made in the 2024 Legislative session regarding the designation programs and Act 250. Once the new state system is set up will need to adjust based on new Designation Program, Downtown Enhancement/Improvement goals, housing goals and Act 250	FY 26	Community Development Dept, Planning Commission & Council	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Public Murals - bike path, Park St. location, etc.	Future	FY 28	Planning Commission, Community Development	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors
Health services (no homeless shelter, howard center services, etc)	Future	FY 30	Manager, Council, State Delegation	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Community Events	Ongoing - EJRP and the Library hold many community events, Admin will host a community meal around budget prep time; other events will need to be defined as we sort out the purpose	Ongoing	EJRP, Library, Admin, Communications/Community Development	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality
Economic Development Fund (to be reconsidered again in 2027)	Future - 2027 Annual Meeting	FY 27	Council	*Pillar 3: Economic and Business Development	*Action 7: Enhance Downtown and Corridors
Consider use of a VT Community Development Program for economic development and subsequent revolving loan fund	Future	FY 30	Community Development, Finance Director, Manager, Council	*Pillar 3: Economic and Business Development	Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy
Ordinance Updates	Committed - Need a Thorough Review and Specifically: Nuisance (odor, lighting, aggressive panhandling, etc); False Alarm Response; Plants in greenways and length of grass; Noise/Sound (trash collection, CVE); Dog Ordinance; Municipal Ticketing (9 and 18).	FY 26	Community Development, PD, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Sidewalk Policy	Future - need to review and amend for current practice including don't remove a sidewalk when we replace one; and replacing with like material	FY 27	PWs Superintendent, Bike Walk Advisory Committee, Capital Committee, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Traffic Calming Policy	Future - Need creative traffic calming solutions to speed and sound issues.	FY 26	PWs Superintendent, Police Department, City Engineer, Comm Development, Bike Walk Advisory Committee, Council	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Participatory Budgeting	Future	FY 28	Finance Director, Communications Director, Manager, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Establish a plan/program for incorporating youth members onto boards/committees	Future	FY 25	Communications Director	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality
Underground all Power Lines	Future or Remove due to lack of feasibility given all other tasks and cost	FY 30	PWs, Capital Committee	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Bike and Pedestrian Plan Update	Future - likely the best way to manage, assess and prioritize bike/ped issues that come up (many of which are on this list)	FY 28	Community Development, Planning Commission	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety

Improve HS and Main intersection and HS and Drury intersections	Future	FY 30	PWs, City Engineer, Capital Committee	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Pedestrian Crossing over Pearl Street at Tractor Supply	Future	FY 30	Community Development, City Engineer, CCRPC Scoping, Bike Walk Advisory, Council	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Lincoln Terrace Pedestrian Safety Issues and Improvements	Future	FY 28	Community Development, Bike Walk Advisory Committee, PWs Superintendent, City Engineer, Capital Committee	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Improved bike network data and sharing	Committed	FY 25	Community Development	Pillar 4: Transportation and Connectivity	Action 11: Enhance Transportation Safety
Post Reappraisal Assessor Services	Committed - Reappraisal process complete in August 2025. Can carry through that FY (26), but need a plan for FY27.	FY 26	Manager, Council, Finance Director, Clerk, Town	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Rewrite sign regulations in LDC for content neutrality	Committed	FY 25	Community Develop, Planning Commission, Council	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Cascade Pickleball and Tennis Courts Complete Replacement	Future - following Rec Facility and Master Plan	FY 28	EJRP, Recreation Advisory Committee	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Stevens Park Options/Alternatives	Future - following Rec Facility and Master Plan	FY 28	EJRP, Community Development, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Develop Data Portal	Future	FY 29	Community Develop, Communications	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Professional Imagery of the City	Future - with rebranding effort?	FY 26	Communications Director	Pillar 6: Community Engagement and Decision Making	Action 16: Promote Community Vitality
Historic Resources Scoping Study	Future - look to Montpeliers example RFP from 2023 including their Certified Local Government status and/or Historic Preservation Commission	FY 30	Community Develop	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Investigate Revenue Alternatives	Ongoing/Future - planning and zoning permitting fees, interest-earned income, impact fees, grants, ambulance billing services, etc.	FY 25	Finance Director, Manager, Department Heads	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Short Term Rental Regulations - Analyze	Future	FY 29	Community Development	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Emergency Management Plan: continuity of operations, VT Alert, response plans, etc.	Committed to VT Alert; others on future	FY 25	PD, FD, Manager, all Depts	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Housing Trust Fund	Future	FY 28	Community Develop Dept, Finance Director, Manager, Council	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
CVE Sound Agreement & Waivers Review and Amend	Committed to start in 11/2026; but happening now	FY 25	Manager, Comm. Dev.	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness

Lead Service Line Replacements (if future rules require it)	Future - Need to monitor for final rule changes. USEPA has published draft Lead and Copper Rule Improvements. Rules will be draft at least until October 2024, the exact date of when/if rules will be finalized is uncertain. These draft rules, if finalized, will require all public water systems to identify unknowns and replace galvanized requiring replacement and lead service lines within ten years.	FY 28	PWs, Capital Plan	*Pillar 2: Public Services and Facilities	*Action 4: Promote and Enhance Safety
Study to assess the collection rates of the LOT	Future	FY 28	Finance Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent
Houselessness Policies, Enforcement & Removal Policies and Procedures Relating to Unauthorized Campsites on City Properties	Future	FY 25	Police Chief, Community Outreach, Library Director, EJRP Director, Safety Committee (internal), Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
Tree Policy Update	Committed	FY 25	Tree Advisory Committee	Pillar 5: Environmental Stewardship	Action 13: Support Green Spaces and Tree Planting
Comprehensive Plan Update	Committed - expires August 2027; start in FY26. Will take 2 years.	FY 26	Community Development, Planning Commission, Council	Pillar 1, 2, 3, 4, 5, 6	
Performance (or Outcome) Based Budgeting	Committed; start to work in in FY26	FY 26	Finance Director, Communications Director, DHs, Manager, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent
Warner Ave/Pearl St Park	Future	FY 26	PD, Manager, Council	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
GMT Financial Challenges and Support	Ongoing or Future	FY 25	Manager, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent
Tree Farm Next Steps	Committed - current agreements are through Dec '25	FY 25	EJRP Director, Manager, Council	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent



MEMORANDUM

To: City Council; Regina Mahony, City Manager
From: Jess Morris, Finance Director
Meeting Date: July 17, 2024
Subject: Approve FY25 Tax Rate

Issue

To set the tax rate for FY25 (July 1, 2024 – June 30, 2025).

Discussion

The FY25 tax rate has been calculated based on the 2024 grand list, after assessor appeals. The grand list figures as compared to last year are as follows:

<u>2024 Grand List</u>	<u>2023 Grand List</u>	<u>\$ Change</u>	<u>% Change</u>
\$ 11,410,292	\$ 11,337,964	\$ 72,328	0.64%

The City voted to raise \$11,110,346 in property taxes for FY25.

The Grand List increased by 0.64% from 2023 to 2024. The Grand List value has been adjusted for the tax stabilization agreement for the Whitcomb Farm property at 315 South Street, resulting in an adjusted Grand List value of \$11,404,974. The City property taxes are set using the adjusted grand list; tax stabilization does not impact Education taxes.

In order to raise the taxes necessary for the General Fund budget including bond payments, the tax rate needs to be set at \$0.9742 per \$100 of assessed value. This amount is an increase of \$0.0543 or 5.9% for the FY25 tax rate over FY24. However, this FY25 tax rate is lower than the rate (\$0.9807) estimated when the FY25 budget was approved due to an unanticipated increase in the grand list.

Also, there are tax agreements associated with Veteran’s exemptions as authorized by the voters. The city covers the education tax that goes to the state for these agreements. There are four additional properties receiving the Veteran’s exemption than in the previous year, resulting in a \$0.0004 or 26.7% increase in the Tax Agreement rate.

As a reminder, the City will also be assessing a \$0.0100 tax per \$100 of assessed value for Economic Development Capital Improvement Projects. This tax was approved by the voters at the 2016, 2021 and 2024 Annual Meetings. In FY25 the \$0.0100 tax will raise about \$114,050.

The following table shows a more detailed comparison of this year’s tax rate to last year’s tax rates.

Comparison of FY24 rates to FY25 rates						
			<u>FY24</u>	<u>FY25</u>	<u>% Change</u>	<u>\$ Increase/ (Decrease)</u>
General Fund Tax Rate:			\$ 0.9199	\$ 0.9742	5.9%	\$ 0.0543
Tax Agreement Rate:			\$ 0.0015	\$ 0.0019	26.7%	\$ 0.0004
Economic Development Rate:			\$ 0.0100	\$ 0.0100	0.0%	\$ -
Taxes on \$280,000 assessed value home			\$ 2,608	\$ 2,761	5.9%	\$ 153
Grand List Values, unadjusted			\$ 11,337,964	\$ 11,410,292	0.6%	\$ 72,328
Grand List Values, after stabilization			\$ 11,332,522	\$ 11,404,974	0.6%	\$ 72,452

Cost

The cost to a tax payer with a \$280,000 assessed property for the City general tax will be \$2,761 per year which is an increase of \$153 from the FY24 amount. The cost of the \$0.0100 tax is unchanged at \$28 per year.

Recommendation

Staff recommends that the City Council adopt the FY25 tax rate as presented.

Recommended Motion

I move that the City Council approve the FY25 tax rate as presented.

2024 Legislative Changes

July 17, 2024





Acts of Relevance to Essex Junction

- [S.55](#) – Act 133: Open Meeting Law Permanent Changes; signed by Governor 5/30/24; effective 7/1/24 and training 1/1/25.
- [H.875](#) – Act 171: Code of Ethics – state, county, and municipal officers/boards; became law without Governor’s signature 6/10/24; main municipal sections become effective on 1/1/25.
- [H.612](#) – Act 166: Cannabis includes local setback minimums; became law without Governor’s signature 6/10/24
- [S.220](#) – Act 150: VT Public Libraries; signed by the Governor 6/3/24; effective dates are variable
- [H.687](#) – Act 181: Housing Permit Reform and Funding; Legislature overridden Governor veto
- [H.629](#) - Act 106: Changes to property tax abatement and tax sales; signed by the Governor 5/13/24; most provisions went into effect upon signing.
- [H.516](#) – Act M-18: City of Essex Junction Charter Amendments; signed by the Governor on 3/13/24; take effect on passage



More Detailed Reports

VLCT Legislative Reports: <https://www.vlct.org/legislative-reports>

Lake Champlain Chamber: <https://lccvermont.org/chamber-news/advocacy-update-legislative-session-summary-2024/>

VT Dept of Housing & Community Development 2024 Legislative Summary:

https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Resources-and-Rules/CPR-DHCD-LegislativeSummary_2024.pdf

S.55 – Open Meeting Law



See the [Act Summary](#) for additional amendments:

Amendments of note:

- Sec. 3 amends 1 V.S.A. § 312 (right to attend meetings of public agencies) to distinguish types of public bodies and what their duties are under the Open Meeting Law. *In effect July 1, 2024.*
 - Local nonadvisory public bodies may hold all regular and special meetings entirely in person or in a hybrid fashion. These bodies shall record their meetings in audio or video form and post the recording in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes for a meeting, unless recording the meeting so would impose an undue hardship on the municipality.
 - These bodies have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters
 - My take on who these bodies are include: City Council, Development Review Board and the Board of Civil Authority & Abatement and the Library Trustees (as listed in VLCT's FAQs). VLCT is advising to air on the side of caution.
 - These bodies *cannot hold virtual only meetings except for a limited number of emergency reasons.*
 - Local advisory bodies may hold all regular and special meetings entirely in person, in a hybrid fashion, or entirely by electronic or other means without being physically present at or staffing a designated meeting location.
 - *New Definition* - "Advisory body" means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters
 - My take on this is that these bodies include all other City Committees

S.55 – Open Meeting Law (cont.)



See the [Act Summary](#) for additional amendments:

Amendments of note:

- Sec. 5 adds 1 V.S.A. § 312(k) to require annual training for certain officers on the Open Meetings Law, specifically the town manager, mayor, and the chair of the legislative body of a political subdivision. The Secretary of State shall develop and make available this training. This section shall take effect on January 1, 2025, six months after the rest of the bill.
- Sec. 7 amends 1 V.S.A. § 314 (penalty and enforcement) to require municipalities to post on their website—if a website exists—an explanation of the procedures for submitting a complaint regarding an Open Meeting Law violation to the public body or the Attorney General. *We have included this information on our website:* <https://www.essexjunction.org/boards/open-meeting-law>.
- Sec. 9 amends 17 V.S.A. § 2680 (Australian ballot system; general) to require that a municipality’s informational hearing for a public question be held within the 30 days preceding an election using an Australian ballot system, and that such a hearing be video recorded and posted in a designated electronic location until the results of the election have been certified. *This is helpful; it used to be 10 days.*
- Sec. 10 creates the Working Group on Participation and Accessibility of Municipal Public Meetings and Elections to study and make recommendations to improve the accessibility of and participation in meetings of local public bodies, annual municipal meetings, and local elections, and to increase transparency, accountability, and trust in government.

VLCT, the VT Secretary of State’s Office and the VT School Boards Association created a set of FAQs:
https://www.vlct.org/resource/2024-open-meeting-law-changes-act-133-faqs?check_logged_in=1

H.875 - Code of Ethics



As of writing there is no Act Summary on the state website. This summary is from VLCT:

The bill:

- Creates a uniform code of municipal ethics, including *required* recusal procedures and prohibited activities, that municipal officers must follow. Takes effect on January 1, 2025. *See Section 22 of the bill to see the Code of Municipal Ethics (starts on pg. 34 of the Act).*
- Requires municipalities to post the code of ethics and enforcement mechanism of the code on their website and provide it to all municipal officers.
- Requires municipalities to designate an ethics liaison, to communicate with the State Ethics Commission.
- Requires municipalities to designate someone to receive complaints.
- Requires municipalities to maintain records of complaints and the disposition of those complaints.
- Requires municipalities to establish an investigation and enforcement ordinance, policy, or rule.
- Requires municipalities to report the number and outcome of any complaints to the Ethics Commission.
- Requires all members of legislative bodies, quasi-judicial bodies and managers to take ethics training within 120 days after election or appointment and every three years thereafter (24 V.S.A. § 1995). *This includes the City Council, Development Review Board and the Board of Civil Authority/Abatement. In-Office public officers need to take this training on or before September 20, 2025.*
- Creates a new whistleblower protection for municipal employees that is nearly identical to that which protects state employees. *Likely need to get this into the Personnel Policy.*

H.875 - Code of Ethics (cont.)



The bill also includes:

§ 1999. MUNICIPAL CHARTERS; SUPPLEMENTAL ETHICS POLICIES

- (a) To the extent any provisions of this chapter conflict with the provisions of any municipal charter listed in Title 24 Appendix, the provisions of this chapter shall prevail.
- (b) A municipality may adopt additional ordinances, rules, and personnel policies regarding ethics, provided that these are not in conflict with the provisions of this chapter.

The City Charter includes § 206. CONFLICT OF INTEREST; PROHIBITIONS; and we have a City of Essex Junction Conflict of Interest and Ethics Policy. This policy will need to be amended to mimic the Municipal Ethics Code in state statute.

Of note: The City's current policy covers all staff; while the Municipal Ethics Code does not appear to.

H.875 - Code of Ethics (cont.)



As of writing there is no Act Summary on the state website. This summary is from VLCT:

The bill:

- Enables the State Ethics Commission to receive ethics complaints about municipal officials and refer them to municipal ethics liaisons for investigation and enforcement.
- Enables the State Ethics Commission to provide advisory opinions and guidance to municipal officials.
- Requires training records to be maintained by the municipality or the municipal officers themselves.
- Directs the Ethics Commission to be the creator of ethics training (though they can approve other training vendors).
- Places two former municipal officials on the State Ethics Commission – one appointed by the Speaker and one by the Senate Committee on Committees.

VLCT's advice – "The State Ethics Commission is given the authority to provide guidance and advice to municipalities, so we encourage municipal officials to contact the Ethics Commission and ask any ethics questions they may have, as the commission is best suited to interpret the state code at this time."

H.612 – Cannabis



Starting January 1, 2025, municipalities may set minimum setback and other requirements for outdoor grow operations. See the [Act Summary](#) for additional amendments:

Amendments of note:

- Sec. 16 - The act permits a municipality, after consultation with the municipal cannabis control commission, if one exists, to adopt a bylaw identifying cannabis cultivation districts where the outdoor cultivation of cannabis is preferred within the municipality. Setbacks for cultivation are established for licensees within a cannabis cultivation district, outside of a cannabis cultivation district, and in municipalities that do not have zoning. Takes effect January 1, 2025.
- Sec. 18 - On or before December 15, 2024, the Cannabis Control Board is required to submit to the Senate Committees on Government Operations and on Economic Development, Housing and General Affairs and the House Committees on Government Operations and Military Affairs and on Commerce and Economic Development a report regarding the siting and licensing of outdoor cannabis cultivation.

H.612 – Cannabis (cont.)



Outdoor cannabis cultivation will be subject to setbacks (effective Jan 1, 2025). “...there shall be the following minimum setback distance between the cannabis plant canopy and a property boundary or edge of a highway:

- (i) if the cultivation occurs in a cannabis cultivation district adopted by a municipality pursuant to 24 V.S.A. § 4414a, the setback shall be not larger than 25 feet as established by the municipality;
- (ii) if the cultivation occurs outside of a cannabis cultivation district adopted by a municipality pursuant to 24 V.S.A. § 4414a or no cannabis cultivation district has been adopted by the municipality, the setback shall be not larger than 50 feet as established by the municipality;...”



H.612 – Cannabis (cont.)

Cannabis cultivation districts are new (effective Jan 1, 2025):

24 V.S.A § 4414a. CANNABIS CULTIVATION DISTRICT A municipality, after consultation with the municipal cannabis control commission, if one exists, may adopt a bylaw identifying cannabis cultivation districts where the outdoor cultivation of cannabis is preferred within the municipality. Cultivation of cannabis within a cannabis cultivation district shall be presumed not to result in an undue effect on the character of the area affected. The adoption of a cannabis cultivation district shall not have the effect of prohibiting cultivation of outdoor cannabis in the municipality.

Essex Junction will need to evaluate and decide whether to establish Cannabis Cultivation Districts or not.

S.220 – Libraries



See the [Act Summary](#) for additional amendments:

Amendments of note:

- Sec. 3 of this act amends the age up to which custodial parents or guardians have access to their child's library records from age 16 to 12. Under this amendment, parents will have access to their child's library records if the child is under 12 years of age.
- Sec. 4 of this act amends 13 V.S.A. § 1702, the criminal threatening statute in Title 13. It adds public libraries to the list of places where, if conduct that constitutes criminal threatening occurs, the criminal penalty for such conduct is augmented.
- Sec. 6 of this act specifies that a municipal library director shall be under the supervision and control of the library board of trustees unless another relationship is otherwise specified in the municipality's charter or other written agreement between the trustees and municipality. This section also amends the powers of the trustees for a municipal library by specifically enumerating some of the powers of the trustees.

H.687 – Housing Permit Reform



The following are excerpts from the [VT Dept of Housing & Community Development 2024 Legislative Summary](#):

Overview. The law makes major changes to Vermont’s land use planning and regulatory framework to strengthen place-based regulatory recognition and investments guided by regional planning and municipal action. It creates a policy platform to better support areas planned for growth, areas for rural and working lands, and areas for conservation. In cooperation with their member municipalities, the regional planning commission’s plans will take on new significance in both Act 250 and State Designation. Unless otherwise specified, the bulk of the act became law on June 17, 2024.

Revised Regional Plan Adoption Process (§48). Updates process for adopting the regional plan, including additional public participation, revised timelines and requirements for hearings, notices/reports, and allowing for objections of interested parties. **Plans will be approved by the reformed and professionalized Natural Resources Board (to be renamed the Land Use Review Board - LURB)**, which is given rulemaking authority to implement this process (see Act 250 below).

H.687 – Housing Permit Reform



The following are excerpts from the [VT Dept of Housing & Community Development 2024 Legislative Summary](#):

The Plan for a Municipality (§30, §51). Amends the Planning Act (24 V.S.A 4382) to require that municipalities identify areas for community investment designation and Act 250 Tier 1A and 1B status and adds a requirement to the plan’s housing element to require the use of regionally produced housing targets and data on year-round and seasonal dwellings.

Municipal Bylaws Required Provisions & Prohibited Effects (§52). Makes several clarifying corrections to §4412 of the Planning Act needed from Act 47 of 2023 (the HOME Act) and adds new requirements for municipal bylaws and permitting. Including density and parking changes as well as:

Limitations on Municipal Bylaws for Hotel/Motel Housing Conversions (§53). Amends §4413 of the Planning Act, which limits how certain uses (i.e. civic, religious, and public interest uses) may be regulated to prevent the effect of interfering with the intended functional use. Adds to that list ‘hotels and motels converted to permanently affordable housing developments.’

Appropriate Municipal Panel Hearings Warned Within 120 Days of Application (§58). Amends 24 V.S.A. 4464 to require appropriate municipal panels (AMP) to notice and warn a hearing on an application within 120 days of an application being deemed complete, establishing a timeline to begin the review.

H.687 – Housing Permit Reform



The following are excerpts from the [VT Dept of Housing & Community Development 2024 Legislative Summary](#):

Priority Housing Project (PHP) Expansion in & around Designations (§23 & 24). Repeals the HOME Act's (Act 47 of 2023) pilot exemptions for housing with 25+ units in certain designated areas and instead **extends the exemption, with no unit cap, for priority housing projects (qualifying mixed-income housing) until January 1, 2027 within a** designated downtown (DC), **neighborhood development area (NDA)** or a designated growth (GC) center OR within one-half mile around these centers with permanent zoning and subdivisions and served by public sewer or water services or soils adequate for wastewater disposal are available.

75 Dwelling Units in New Town Center, Growth Center and Neighborhood Development Area (§ 31 & 32). **Until January 1, 2027, exempts housing projects with 75 or fewer units within these designations** served by public sewer or water or soils that are adequate for wastewater disposal.

Long-term: a Tiered based jurisdictional system will be established and put into play; as well as a different state designation program. The City will need to evaluate and decide what Tier to apply for to achieve Act 250 exemptions; and what Step in the state designation program the City wants to aim for to achieve additional state benefits.

H.687 – Housing Permit Reform



The following are excerpts from the [VT Dept of Housing & Community Development 2024 Legislative Summary](#):

Other Provisions of Interest:

Statewide Housing Needs Assessment Targets (§93). The Housing Needs Assessment Report is published by DHCD every five years to satisfy U.S. Housing & Urban Development funding requirements. The legislation directs DHCD to work with RPCs to develop metrics that measure progress toward statewide and regional housing targets, including a detailed breakdown of measurements. Targets due within 6 months of 2024 report issuance; annual progress reports due through 2030.

Land Bank Study (§111). Directs DHCD to work with the Vermont League of Cities and Towns (VLCT) to analyze the feasibility of a land bank program to identify, acquire and restore vacant, abandoned, contaminated and distressed properties. Land banks are most often used by states, municipalities and governmental authorities throughout the U.S. to revitalize harder-to-re/develop properties for certain public interests. Due December 15, 2024.

Application Notification for Act 250 (§7). Shifts the responsibility to provide notice from applicants to the district commissions, **adding a new public posting requirement for Town and City Clerks in municipal offices**, and for the LURB on its website. Applicants must post a notice sign at the property 14 days prior to the hearing to remain until the permit is decided.

Rental Data Collection and Privacy (§98-99). Increases reporting requirements to make more data on Vermont's rental housing stock available to policymakers. Requires reporting on the Landlord Certificate to be submitted by the Department of Taxes to Senate Committee on Economic Development and House Committee on General & Housing. Effective July 1, 2025. Due annually, December 15. Further adds disclosure requirements to named organizations for the purposes of emergency management and the state Housing Needs Assessment.

H.629 - Changes to property tax abatement and tax sales



See the [Act Summary](#) for additional amendments. Summary from VLCT Legislative Wrap-up:

Tax Sale Process Significant Changes

- Requires a taxpayer be delinquent for a period longer than one year before extending a warrant.
- Requires the municipality to offer a written reasonable repayment plan to delinquent taxpayers.
- Requires written notice, by certified mail, 30 days prior to delinquency and, if returned unclaimed, notice shall be provided to the last known address by first class mail *or by personal service* pursuant to Rule 4 of the Vermont Rules of Civil Procedure. The notice shall also be provided by email if the tax collector can acquire the email address of the delinquent taxpayer using reasonable effort *and* affixed to the front door of the property subject to tax sale if it has a structure.
- The mortgagee or lien holder of record must also receive notice 30 days prior to delinquency.
- A new standard statement warning of unpaid taxes and notice that a property will be sold at auction must include directions to a resource provided by the Tax Department for translation into the five most common non-English languages in Vermont.
- During the redemption period, the tax collector shall provide written notice to the taxpayer and public posting of notice between 90 and 120 days prior to the end of the redemption period using certified mail requiring a return receipt, directed to the last known address of the delinquent taxpayer. If the notice by certified mail is returned unclaimed, notice shall be provided by resending the notice by first-class mail *or by personal service* pursuant to Rule 4 of the Vermont Rules of Civil Procedure.

H.629 - Changes to property tax abatement and tax sales



See the [Act Summary](#) for additional amendments. Summary from VLCT Legislative Wrap-up:

Tax Abatement Process Clarifications and Changes

- Allows any other municipal charges or fees for utilities or services to be eligible for abatement and allows abatement in which there are “clear or obvious” errors or mistakes.
- Requires the board of abatement to issue a written abatement decision with sufficient explanation of what was considered and what was decided.
- Allows the board of abatement to hear a group of similar abatement requests as a class and allows the taxpayer to decline status as a member of a class.
- Requires municipality to provide a new uniform notice of taxpayers’ ability to request tax abatement.
- Allows municipalities to abate de minimis amounts of taxes for reconciling municipal accounts.
- Requires the Tax Department to provide a simplified notice regarding the homestead property tax credit for inclusion in property tax bill, including directing taxpayers to a resource for translation into the five most common non-English languages in Vermont.



[H.516](#) – Act M-18: City of Essex Junction Charter Amendments

Here is the [Act Summary](#).

This act amends the charter of the City of Essex Junction to remove employment restrictions for City Council members, to have the Moderator for City Informational Meetings be appointed by the City Council rather than elected, and to have the annual meeting set by the City Council annually on or before January 1 rather than by the voters at each annual meeting.

City of Essex Junction voters approved these changes on 4/11/2023. These are the first amendments to the City of Essex Junction Charter.

Other Acts of Relevance/Interest



County and Regional Governance Study. S.159 (Act 118) - An act relating to the County and Regional Governance Study Committee Related to the Regional Planning Commission Study (H.687, §50) above, the legislation **establishes a committee to study how to improve the structure and organization of county and regional government.** Due September 1, 2024.

S.309 (Act 165) – An act relating to miscellaneous changes to laws related to the Department of Motor Vehicles, motor vehicles, and vessels. Changes and Studies to Increase Safety of Walkers, Bikers, and Others

- Amends the definition of pedestrian to include individuals operating a wheelchair or other personal mobility device
- Requires that drivers give at least four feet of clearance when passing people walking, biking, and rolling
- Directs VTrans, in collaboration with the Department of Public Safety and in consultation with bicycle safety organizations and others, to study allowing individuals operating bicycles to treat stop signs as yield signs and red lights at traffic signals as stop signs, also known as an “Idaho Stop,” and explore allowing cyclists to cross intersections when pedestrians are signaled to cross
- Directs VTrans to engage with stakeholders to develop an Active Transportation report that provides a comprehensive review of Vermont statutes to inform best practices and policies to improve the safety of cyclists and other vulnerable transportation network users

Federal rulemaking regarding website accessibility - The U.S. Department of Justice published its final rule updating regulations for Title II of the Americans with Disabilities Act (ADA). Title II requires state and local governments to make sure that their services, programs, and activities are accessible to people with disabilities. The technical standard for state and local governments’ web content and mobile apps is [Web Content Accessibility Guidelines \(WCAG\) 2.1](#), Level AA. Municipalities with a population under 50,000 need to come into compliance by April 24, 2027.

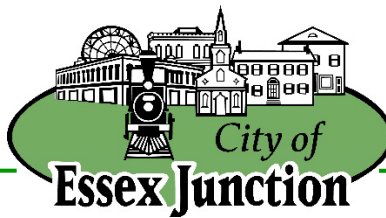
Other Acts of Relevance/Interest



[Act 160](#) (H.877) of the 2024 legislative session brings Vermont laws that govern domestic animals running at large into the 21st century by significantly increasing many of the statutory fines and providing explicit authority to municipal officials to enforce them, effective July 1, 2024.

A section of [Act 167 \(2024\)](#) affecting the authority of Animal Control Officers (ACO) took effect on July 1, 2024. This separates ACOs into two distinct categories. For Essex - **Animal Control Officers who are employed by a local law enforcement agency and who attend the training** developed by the Animal Cruelty Investigation Advisory Board (ACIAB) will be classified as Humane Officers and retain full investigative authority.

- The required training has not been released by the ACIAB.
- It is recommended that these ACOs partner with a law enforcement officer until the training is available and completed by the ACO. It is not yet known when this training will become available.



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: July 17, 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
June 26, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Director of Communications and Strategic Initiatives; Chris Yuen, Community Development Director.

OTHERS PRESENT: David Achee, Kyle Bostwick, Luke Brockmeier, Colin Camisa, Alise Certa, Chris Chiquoins, Diane Clemens, Annie Cooper, Anne Coren, Jess Coren, Karen Dolan, Colleen Dwyer, Steven Eustis, Cristin Gildea, Leslie Goldring, Elena Juodisius, Maggie Massey, Scott McCormick, Paul Moreno, John O'Brien, Kirstie Paschall, Lauren Philbrook, Jacob Porter, Andy Rowe, Tim Shea, Andrea Shortsleeve, Dennis Thibeault, Warren Spinner, George Tyler, David Wechsler, Beth, Bob, Jeanne, Resa, iPhone 15.

1. CALL TO ORDER

City Council President Chawla called the meeting to order at 6:30 P.M. He said that in previous City Council meetings members of the public have made racist and anti-Semitic comments and that these comments have disrupted presentations that were made during the public comment period. He said that the City Council does not condone such language and opposes it. He said that such comments are deeply harmful and are entirely inconsistent with the community's values. He said that while it is not possible to prevent harmful speech during public comments, the Council will continue to condemn such comments publicly.

2. AGENDA ADDITIONS/CHANGES

No changes.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

None.

5. BUSINESS ITEMS

a. Communications and Strategic Initiatives Director Department Head Brief to Council

Director Snellenberger spoke briefly about activities occurring in the Communications Department over the last six months. She spoke about the Community and Strategic Initiatives Action Plan, which began in September and has been a significant community engagement project, entailing surveys, community focus groups, an open house, and a community think-tank workshop. She said that the final draft of the report related to this work was presented to the City Council at its last meeting. She said that the project identified six strategic pillars and 18 action items that are currently being prioritized. She thanked the Steering Committee for its work through this process. She also spoke about the employee newsletter that she and the Human Resources Director began in January as a means of internal communication with employees. She spoke about other Communications Department activities, including the Junction City News, a monthly video series on bigger projects and topics pertaining to the City, as well as the annual report, hosting the annual community meal, the committee appointment renewal process, providing support for the Tree Advisory Committee, throwing the Green-up Day event, and updating policies.

55 Director Snellenberger then spoke about future activities for the Communications Department over the next
56 six months. These include developing departmental work plans, beginning a community newsletter, and City
57 rebranding efforts.

58
59 Councilor Certa asked whether the City needs to invest more into Front Porch Forum (FPF) as part of its
60 engagement efforts. Director Snellenberger replied that FPF is under-utilized, and that staff could increase
61 their postings, and that she does not think the budget needs to be increased at this point.

62
63 City Council President Chawla noted it would be great to have opportunities for community members to
64 submit content for the community newsletter.

65
66 The following public comments were received:

- 67 • Diane Clemens noted that the online ordinances still reference the Village of Essex Junction rather
68 than the City, and Director Snellenberger replied that any ordinance changes, including technical
69 changes, need to be approved by the Council. She noted that the Governance Committee will be
70 reviewing ordinances and bringing proposed changes to the Council.

71
72 b. *Interviews and Consider Appointments to the Bike Walk Advisory Committee, Capital Review
73 Committee, Development Review Board, Planning Commission, and Tree Advisory Committee

74 The Council interviewed David Achee, Elena Juodisius, and Lauren Philbrook for positions on the Bike/Walk
75 Advisory Council. Each spoke about their involvement in the community, their qualifications, and their
76 interest in participating on the BWAC. They were asked by Councilors about ideas for improvements for the
77 Committee, changes to policy, best practices for transportation, and improving pedestrian and cyclist safety.

78
79 The Council interviewed Karen Dolan for a position on the Capital Program Review Committee. Ms. Dolan
80 spoke about her past involvement on the Committee and her interest in continuing to serve on the Committee.

81
82 The Council interviewed Cristin Gildea and Elena Juodisius for positions on the Development Review Board.
83 Each spoke about their involvement in the community, their qualifications, and their interest in participating
84 on the DRB. Ms. Gildea spoke about her past involvement and experience on the Board.

85
86 The Council interviewed Scott McCormick, Luke Brockmeier, and Elena Juodisius for positions on the
87 Planning Commission. Each spoke about their involvement in the community, their qualifications, and their
88 interest in participating on the Commission. They were asked by Councilors about their past work and ideas
89 for improvement in engagement with the Commission, and their vision for the future of Essex Junction. Mr.
90 McCormick also spoke about his past experience and activities serving on the Commission.

91
92 The Council interviewed Leslie Goldring, Kirstie Paschall, and Warren Spinner for positions on the Tree
93 Advisory Committee. Each spoke about their involvement in the community, their qualifications, and their
94 interest in participating on the TAC. Mr. Spinner spoke about his past involvement and experience serving
95 on the Committee, including coping with the Emerald Ash Borer issue and securing funding to support
96 remediation efforts.

97
98 Councilor Haney noted that the Essex Historical Society is also looking for new membership, and though it
99 is not a City committee, this is a good opportunity to participate on a volunteer committee.

100
101 For appointments, see item #9a below.

102
103 c. Discussion and Consideration of Champlain Valley Expo Sound Waivers and Concerts
104 Councilor Haney recused herself from the discussion, due to a conflict of interest.

105
106 Tim Shea, Executive Director of the Champlain Valley Expo, began by providing background and context on
107 the current grandstand. He noted that it is structurally sound, but that the seating is poor quality, the track

108 surface is difficult to work with in certain types of weather, and the restrooms are dated. He said that they
109 are seeking Council approval for 15 additional sound waivers to make improvements to the historic
110 grandstand, and he further noted that though this would cost around \$1 million, they are not seeking any
111 additional funding from the City. He said that replacing the grandstand seating and dirt track would greatly
112 enhance the guest experience at the Expo. He noted that the grandstand is currently only used for the 10
113 days of the Champlain Valley Fair, but that they would like to expand programming. He spoke about the
114 various uses of the Expo, in addition to the Fair. He said that the Expo anchors the Pearl Street economic
115 zone and could further serve in this capacity with an enhanced grandstand with expanded programming. He
116 spoke about the importance of these enhancements to increase revenues in order to address deferred
117 maintenance and reinvestment in the facility. He spoke about how enhancements could bring a significantly
118 larger amount of local option tax revenue for the City.
119

120 City Council President Chawla said he is cautiously supportive of this proposal but would like a better
121 understanding of how some of the details will work out. He asked how many small/medium/large shows CVE
122 is anticipating and over what period of time. Mr. Shea said that they anticipate outdoor concerts between the
123 end of May and middle of October. He said that if they move forward with this, all shows will take place in the
124 grandstand. He said that they are asking for up to 15 shows, but does not know the exact number. He said
125 that they anticipate show size to be an average of 5,000-6,000 attendees. City Council President Chawla
126 asked if CVE would be willing to implement a limit on the number of shows per week or per month, and said
127 that he would follow up in writing on this question. Mr. Shea replied that a lot of the dates depend on the
128 artist, and that CVE does not have much control over which artists select CVE as their venue, but he
129 appreciates concerns about having a concentrated number of concerts in a given period of time. City Council
130 President Chawla asked if this would be an annual request, or whether this new number of waivers would be
131 baked into the agreement, and Mr. Shea replied that he would prefer the latter, given the capital investment
132 they are proposing. He said that he would appreciate a decision on this sooner rather than later, to allow for
133 more time for planning and construction. Councilor Certa asked how quickly this improvement would allow
134 for CVE to add shows to its lineup. Mr. Shea replied that they could potentially have this expansion in 2025,
135 but that would also be a stretch. City Council President Chawla asked if CVE would be willing to collaborate
136 with the City in increasing compliance of collecting local option taxes from vendors. Mr. Shea replied that
137 they will do everything they can to ensure compliance in payment of local option taxes.
138

139 Councilor Thibeault asked if CVE is anticipating more concerts during the week or on the weekends,
140 particularly when school is in session. Mr. Shea replied that it would be whenever the venue is booked by an
141 artist. Councilor Thibeault asked whether limitations on using the waivers on school nights while school is in
142 session would hamper the ability to offer programming. Mr. Shea replied that the artists select the venue,
143 and that artists are likely to select larger venues than CVE on the weekends because they can get larger
144 crowds. He said that limiting this to weekends would limit CVE's ability to gain additional revenue.
145

146 Councilor Certa asked whether there could be anything in CVE's proposed improvements that could help
147 further mitigate sound travel, given that sound from the venue has been an issue for the community in the
148 past. Mr. Shea replied that they are open to any elements that would make this work. Councilor Thibeault
149 asked if there has ever been a study on how to dampen the sound going into the neighborhoods from the
150 Expo. Mr. Shea replied that there have been formal conversations but no formal study around sound
151 dampening and mitigation.
152

153 Councilor Miller said he is reluctant to make this a blanket approval beyond the current sound agreement
154 between CVE and the City (which expires at the end of 2027). He spoke about support but also apprehension
155 on the part of constituents who reside around the Expo, but thinks they can structure an agreement in a way
156 that would be amenable to both parties.
157

158 City Council President Chawla noted that for events with over 5,000 attendees, he would like CVE to use the
159 rear gates for entering and exiting, to take traffic pressure off of Pearl Street. He asked what the impact would
160 be of doing that, in terms of staffing costs. Mr. Shea replied that they utilize those gates on a regular basis

161 and encourage attendees to utilize those gates. City Council President Chawla noted some concern around
162 an increased number of shows and increases in EMS demand that would negatively impact EMS coverage
163 in the community. Mr. Shea replied that CVE has its own first response team that staffs all of its shows, and
164 that Essex Rescue is not called upon for first response, except for certain circumstances. City Council
165 President Chawla asked about CVE's openness to revisiting the sound agreement it has with the City and
166 decreasing the allowable decibel threshold during the week on school nights. Mr. Shea replied that he would
167 be open to the conversation but would like to obtain more feedback internally. City Council President Chawla
168 noted that because they are increasing housing density and development on that part of Pearl Street, they
169 are trying to balance residents' needs with CVE's business needs. Dave Wechsler, CVE's contracted sound
170 engineer, spoke about the impacts of sound from grandstand events versus midway stage events. He noted
171 that anecdotally, grandstand events tend to be quieter on the east and west property lines than midway stage
172 shows, but that the southern property lines may be more impacted.

173
174 Councilor Certa said that any efforts toward sound mitigation should be looked into. He said he is supportive
175 of this expansion, saying that CVE is a great addition to the community, but that sound mitigation needs to
176 be addressed. He requested keeping the lines of dialogue open as this work continues.

177
178 City Council President Chawla reiterated that many members of the public do not want events on consecutive
179 nights and do not want loud events on school nights. He said that next steps involve internal discussions and
180 rendering a decision, and that the Council will try to move on this as quickly as possible. City Manager
181 Mahony said that they will summarize the Council's questions and send them to CVE leadership in writing.

182
183 The following public comments were received:

- 184 • Steven Eustis said that a noise policy was implemented for CVE originally because residents wanted
185 to have some control over loud events, and expressed concern about the utility of a noise policy if
186 CVE can easily obtain waivers from the Council for it. He also asked about the feasibility of having
187 quieter concerts, especially given that the noise levels for attendees can be deafening. He advocated
188 for creative thinking on CVE's part for sound mitigation and developing a communications plan, and
189 advocated for really weighing the benefits and risks of this proposal.
- 190 • Resa Mehren spoke about how loud the concerts from CVE are for her household, even though she
191 does not live close to the fairgrounds. She expressed concern around traffic and sound impacts, as
192 well as what this means for both schoolchildren and adults who are negatively impacted by the noise
193 late at night. She said that any agreement needs to be centered on the community and its well-being.
- 194 • Annie Cooper said that the sound agreement needs to be revised as part of this proposal. She said
195 that 35 days of loud events is less than 10% of the year. She said that the City should think about
196 what residents want to get out of CVE and this agreement, to make this more palatable to the
197 community (e.g., discounted ticket prices for Essex Junction residents).
- 198 • Chis Chiquoins spoke about why the City has a noise ordinance in the first place, and said that when
199 waivers are granted to this, they are granted to the detriment of general public health.
- 200 • Diane Clemens spoke about the noise impacts of large CVE events for residents throughout the City.
201 She noted that the Land Development Code has requirements about ground disturbance that CVE
202 should be mindful of. She also said that the Council should require traffic monitoring and control from
203 CVE on Pearl Street and Route 2A, given the potential for negative traffic impacts of larger events.
- 204 • George Tyler urged the Council to work with CVE to make this work, given CVE's limited ability to
205 evolve its business model and its importance as an economic engine in the City.
- 206 • Cristin Gildea spoke about the noise impact of CVE events on her household, and suggested that the
207 Council request CVE put together a list of mitigations and other ways to help the community,
208 especially those residents near the venue.
- 209 • Alise Certa expressed concern about the impacts to traffic on West Street when there are backups
210 on Pearl Street due to CVE events and recommended both requiring more than one entrance/exit to
211 alleviate the concentration of traffic, and being able to control and manage traffic better. She also said
212 that providing benefits or free tickets to neighbors of CVE would go a long way with residents.

213
214 City Council President Chawla suggested that the Council use the decision-making rubric introduced last fall
215 to try and arrive at a decision regarding CVE’s proposal. Councilor Certa agreed, saying that encouraging
216 more public engagement and comment has been beneficial to the decision-making process, as well.
217

218 d. ****Discussion and Consideration of an Executive Session to discuss a contract**
219 See item #9b below.
220

221 6. **CONSENT ITEMS**

222 a. Approve Meeting Minutes: June 12, 2024
223

224 **Councilor Thibeault made a motion, seconded by City Council President Chawla, to approve the**
225 **consent agenda as presented. The motion passed 5-0.**
226

227 7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that early
228 absentee ballots for the August 13 primary election are available, and residents may come into the Clerk’s
229 Office to obtain one or request that one be mailed to them. She said that municipal offices on 2 Lincoln
230 will be closed on July 8 and 9 and will be relocated to the part of the building nearest the Fire Station.
231 She spoke about traffic impacts these past weeks related to the Crescent Connector project. Councilor
232 Certa spoke about the block party on Hiawatha this Saturday from 6:00 to 9:00 PM, weather dependent.
233 Councilor Miller noted that the Police’s national night out is Tuesday, August 6 in the parking lot of the
234 high school from 5:00 to 7:00 PM.
235

236 8. **READING FILE**

- 237 a. Check Warrant #24047 6/14/2024
238 b. Board of Civil Authority Minutes 6/4/2024
239 c. Planning Commission Minutes 6/6/2024
240 d. Tree Advisory Committee Minutes 5/21/2024
241 e. Notice to Taxpayers – Filing the 2024 Preliminary Grand List
242

243 9. **EXECUTIVE SESSION**

244 a. ***An Executive Session may be needed for the appointment of public officials**
245

246 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
247 **enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. §**
248 **313(a)(3) to include the City Manager. The motion passed 5-0.**
249

250 **City Council President Chawla made a motion, seconded by Councilor Haney, to exit executive**
251 **session. The motion passed 5-0 at 10:10 P.M.**
252

253 **City Council President Chawla made a motion, seconded by Councilor Haney, to appoint Elena**
254 **Juodisius and Scott McCormick to the Planning Commission, to appoint Karen Dolan to the Capital**
255 **Review Advisory Committee, to appoint Cristin Gildea to the Development Review Board, and to**
256 **appoint David Achee and Lauren Philbrook to the Bike/Walk Advisory Committee. The motion passed**
257 **5-0.**
258

259 b. ****An Executive Session may be needed to discuss a contract**
260

261 **City Council President Chawla, made a motion, seconded by Councilor Certa, that the City Council**
262 **make the specific finding that premature disclosure of the contractual matters would place the city**
263 **at a substantial disadvantage. The motion passed 5-0.**
264

265 City Council President Chawla made a motion, seconded by Councilor Certa, that the City Council
266 enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the
267 City Council and City Manager. The motion passed 5-0.
268

269 10. ADJOURN
270

271 Councilor Certa, made a motion, seconded by Councilor Thibeault, to adjourn the meeting. The
272 motion passed 5-0 at 10:14 P.M.
273

274 Respectfully Submitted,
275 Amy Coonradt

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
July 8, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager

OTHERS PRESENT: Essex Junction Fire Department Members

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 7:40 P.M.

2. **RECOGNITION**

a. Essex Junction Fire Department Life Saving Awards

Fire Chief Chris Gaboriault commended the following people for their CPR efforts displayed at a call. On March 3, 2024, at approximately 1142 hours, Essex Junction Fire Department was dispatched to an unresponsive person at 7 Sienna Lane in Essex Junction. Upon arrival, these individuals worked together to re-gain a pulse for EMS to transport the individual to the hospital for further treatment. Their quick response and actions were instrumental in allowing the individual to survive. Engineer, Tim Miller; Lt., AJ Leclair; Engineer, Bob O'Neill; FT/EMT, Alex Siego; Lt., Stephen Gragg.

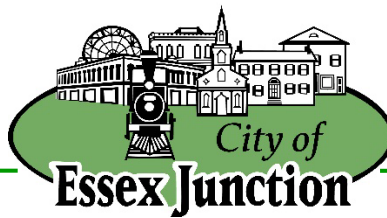
Fire Chief Chris Gaboriault commended the following people for their CPR efforts displayed at a call. On March 25, 2024, at approximately 2321 hours, Essex Junction Fire Department was dispatched to an unresponsive person at 388 Autumn Pond Way, Unit #304, in Essex Junction. Upon arrival, these individuals worked together to re-gain a pulse for EMS to transport the individual to the hospital for further treatment. Their quick response and actions were instrumental in allowing the individual to survive. EMT, Grace Lapointe; Captain, Vincent Westphal; EMT, Cassie Rivers; Lt., AJ Leclair; FF Scot Bushey; FF/EMT Alexis Lyman; FF/EMT Alex Siego.

The Council observed the presentation of the awards and President Chawla expressed gratitude for the hard work and dedication of the awardees.

3. **ADJOURN**

AMBER THIBEAULT made a motion, seconded by TIM MILLER to adjourn the meeting. The motion passed 4-0 at 7:48 P.M.

Respectfully Submitted,
Joanne Pfaff



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director
Meeting Date: July 17, 2024
Subject: Revised Tax Policies

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
- Removed language that is no longer in accordance with Title 32 V.S.A. and updated with appropriate language regarding timeframe of delinquencies (see attached "Act 106 As Enacted" – tax sale information begins on page 7)
- The tax sale policy has also been reviewed by legal.

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 15th and March 15th 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 and the Essex Junction Prudential Committee do hereby adopt the following procedure for tax collection. The purpose of this policy is to ensure a fair and equitable tax collection process in accordance with Title 32 of the Vermont Statutes Annotated.~~

City of Essex Junction property taxes become delinquent after March 15th.

~~On an annual basis, the Tax Collector shall~~may extend a warrant and conduct a tax sale for all real property when the combined City of Essex Junction and Essex Westford School District real property taxes are delinquent for ~~more~~longer than one year ~~as of July 1st.~~

~~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 of Essex Junction and Essex Junction 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~~considered for tax sale unless there is a breach of ~~the~~ contract Tax Payment Agreement. ~~It shall be considered a breach if a payment is missed. As of September 1,~~

~~policy/taxsale~~

~~_____~~
~~_____~~
~~_____~~
~~_____~~
8-22-00

~~2000, t~~The Tax Collector will only enter into "Tax Payment Agreements" which ~~that~~
~~bring the outstanding principal under \$5,000 as of the following July 1st and eliminates~~
all delinquencies which ~~that~~ are more than two years' outstanding.

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

policy/taxsale

8-22-00

No. 106. An act relating to changes to property tax abatement and tax sales.

(H.629)

It is hereby enacted by the General Assembly of the State of Vermont:

* * * Municipal Tax Abatement * * *

Sec. 1. 24 V.S.A. § 1535 is amended to read:

§ 1535. ABATEMENT

(a) The board may abate in whole or part taxes, water charges, sewer charges, interest, ~~or~~ collection fees, or any other municipal charges or fees for utilities or services, or any combination of those, other than those arising out of a corrected classification of homestead or nonhomestead property, accruing to the town in the following cases:

- (1) taxes or charges of persons who have died insolvent;
- (2) taxes or charges of persons who have moved from the State;
- (3) taxes or charges of persons who are unable to pay their taxes or charges, interest, and collection fees;
- (4) taxes in which there is ~~manifest~~ a clear or obvious error or a mistake of the listers;
- (5) taxes or charges upon real or personal property lost or destroyed during the tax year;
- (6) the exemption amount available under 32 V.S.A. § 3802(11) to persons otherwise eligible for exemption who file a claim on or after May 1 but before October 1 due to the claimant's sickness or disability or other good

cause as determined by the board of abatement; but that exemption amount shall be reduced by 20 percent of the total exemption for each month or portion of a month the claim is late filed;

(7) [Repealed.]

(8) [Repealed.]

(9) taxes or charges upon a mobile home moved from the town during the tax year as a result of a change in use of the mobile home park land or parts thereof or closure of the mobile home park in which the mobile home was sited, pursuant to 10 V.S.A. § 6237; or

(10) sewer, water, utility, or service charges caused by circumstances that were difficult to foresee or outside of the person's control.

(b) The board's abatement of an amount of tax or charge shall automatically abate any uncollected interest and fees relating to that amount.

(c) The board shall, in any case in which it abates taxes or charges, interest, or collection fees accruing to the town or denies an application for abatement, state in detail in writing the reasons for its decision. The written decision shall provide sufficient explanation to indicate to the parties what was considered and what was decided. The decision shall address the arguments raised by the applicant. Prior to issuing a written decision, the board may request additional relevant information or documentation related to the case.

(d)(1) The board may order that any abatement as to an amount or amounts already paid be in the form of a refund or in the form of a credit against the tax

or charge for the next ensuing tax year or charge billing cycle and for succeeding tax years or billing cycles if required to use up the amount of the credit.

(2) Whenever a municipality votes to collect interest on overdue taxes pursuant to 32 V.S.A. § 5136, interest in a like amount shall be paid by the municipality to any person for whom an abatement has been ordered.

(3) Interest on taxes or charges paid and subsequently abated shall accrue from the date payment was due or made, whichever is later. However, abatements issued pursuant to subdivision (a)(5) of this section need not include the payment of interest.

(4) When a refund has been ordered, the board shall draw an order on the town treasurer for payment of the refund.

(e)(1) The board may hear a group of similar requests for abatement as a class, provided that:

(A) the board has first met and established a class in accordance with this subsection (e);

(B) the requests shall arise from the same cause or event;

(C) the requests relate to the bases for abatement in subdivision (a)(4), (5), or (9) of this section;

(D) the board shall group requests based on property classification;

(E) the board shall provide notice to each taxpayer of the taxpayer's status as a member of the class; and

(F) a taxpayer shall have the right to decline the taxpayer's status as a member of the class and pursue the taxpayer's request as a separate action before the board.

(2) The board shall provide notice to each taxpayer at minimum 21 days before the scheduled hearing for the class. The notice shall include a description of the class and the board's reasons for grouping the requests, an explanation of the taxpayer's status as a member of the class, the procedure for appealing a board decision, the taxpayer's right to decline class membership and pursue a separate action, and any deadlines that the taxpayer must meet in order to participate as a member of the class or pursue a separate action.

(3) A taxpayer shall notify the board of the taxpayer's intent to pursue a separate action, pursuant to subdivision (1)(F) of this subsection, a minimum of seven days before the board's hearing to consider a class request.

(4) A board may preserve and take notice of any evidence supporting the basis for abatement for a class and use that evidence for purposes of a later, separate action pursued by an individual taxpayer.

(5) In instances where a board abates in part taxes, charges, interest, or collection fees for a class, the board shall not render a decision that results in disproportionate rates of abatement for taxpayers within the class.

(f) A municipality shall provide clear notice to a taxpayer of the ability to request tax abatement, and how to request abatement, at the same time as a

municipality attempts to collect a municipal fee or interest for delinquent taxes, water charges, sewer charges, or tax collection.

(g) The legislative body of a municipality by a majority vote may abate de minimis amounts of taxes for purposes of reconciling municipal accounts according to generally accepted accounting principles.

Sec. 2. 24 V.S.A. § 5144 is amended to read:

§ 5144. UNIFORM NOTICE FORM

The notice form required under section 5143 of this chapter, and defined in section 5142 of this chapter, shall be clearly printed on a pink colored sheet of paper; and shall be according to the following form:

* * *

ABATEMENT AND POSSIBLE REDUCTION IN CHARGES—You may be able to receive a reduction of charges, penalties, or interest through municipal abatement. To seek this reduction in charges from the Board of Abatement, contact the municipal clerk by mail, phone, or e-mail:

(Name of Clerk of Board of Abatement)

(Name of Town, City, or Village)

(Address of Office)

(Mailing Address)

or by calling:

(Telephone Number)

or by e-mailing:

(E-mail Address)

* * * Property Tax Credit * * *

Sec. 3. 32 V.S.A. § 6065 is amended to read:

§ 6065. FORMS; TABLES; NOTICES

(a) In administering this chapter, the Commissioner shall provide suitable claim forms with tables of allowable claims, instructions, and worksheets for claiming a homestead property tax credit.

(b) Prior to June 1, the Commissioner shall also prepare and supply to each town in the State notices describing the homestead property tax credit, for inclusion in property tax bills. The notice shall be in simple, plain language and shall explain how to file for a property tax credit, where to find assistance filing for a credit, and any other related information as determined by the Commissioner. The notice shall direct taxpayers to a resource where they can find versions of the notice translated into the five most common non-English languages in the State. A town shall include such notice in each tax bill and notice of delinquent taxes that it mails to taxpayers who own in that town a ~~homestead as defined in subdivision 5401(7) of this title~~ residential property, without regard for whether the property was declared a homestead pursuant to subdivision 5401(7) of this title.

(c) Notwithstanding the provisions of subsection (b) of this section, towns that use envelopes or mailers not able to accommodate notices describing the homestead tax credit may distribute such notices in an alternative manner.

* * * Tax Sale of Real Property * * *

Sec. 4. 32 V.S.A. § 5252 is amended to read:

§ 5252. LEVY AND NOTICE OF SALE; SECURING PROPERTY

(a) When the collector of taxes of a town or of a municipality within it has for collection a tax assessed against real estate in the town and the taxpayer is delinquent for a period longer than one year, the collector may extend a warrant on such land. However, no warrant shall be extended until a delinquent taxpayer is given an opportunity to enter a written reasonable repayment plan pursuant to subsection (c) of this section. If a collector receives notice from a mobile home park owner pursuant to 10 V.S.A. § 6248(b), the collector shall, within 15 days after the notice, commence tax sale proceedings to hold a tax sale within 60 days after the notice. If the collector fails to initiate such proceedings, the town may initiate tax sale proceedings only after complying with 10 V.S.A. § 6249(f). If the tax collector extends the warrant, the collector shall:

(1) File in the office of the town clerk for record a true and attested copy of the warrant and so much of the tax bill committed to the collector for collection as relates to the tax against the delinquent taxpayer, a sufficient description of the land so levied upon, and a statement in writing that by virtue of the original tax warrant and tax bill committed to the collector for collection, the collector has levied upon the described land.

(2) Advertise forthwith such land for sale at public auction in the town where it lies three weeks successively in a newspaper circulating in the vicinity, the last publication to be at least 10 days before such sale.

(3) Give the delinquent taxpayer written notice by certified mail requiring a return receipt directed to the last known address of the delinquent of the date and place of such sale at least ~~40~~ 30 days prior thereto if the delinquent is a resident of the town and ~~20~~ 30 days prior thereto if the delinquent is a nonresident of the town. If the notice by certified mail is returned unclaimed;

(A) notice shall be provided to the taxpayer by resending the notice by first-class mail or by personal service pursuant to Rule 4 of the Vermont Rules of Civil Procedure; and

(B) notice shall be provided by e-mail, provided the tax collector can acquire the e-mail address of the delinquent taxpayer using reasonable effort; and

(C) notice shall be affixed to the front door of the property subject to tax sale, provided it has a structure.

(4) Give to the mortgagee or lien holder of record written notice of such sale at least ~~40~~ 30 days prior thereto if a resident of the town and, if a nonresident, ~~20~~ 30 days' notice to the mortgagee or lien holder of record or ~~his or her~~ the mortgagee's or lien holder's agent or attorney by certified mail requiring a return receipt directed to the last known address of such person. If

the notice by certified mail is returned unclaimed, notice shall be provided by resending the notice by first-class mail or by personal service pursuant to Rule 4 of the Vermont Rules of Civil Procedure.

(5) Post a notice of such sale in some public place in the town.

(6) Enclose the following statement, with directions to a resource translating the notice into the five most common non-English languages used in this State, with the notices required under subdivisions (3) and (4) of this subsection and with every delinquent tax notice:

Warning: There are unpaid property taxes at (address of property), which you may own, have a legal interest, or may be contiguous to your property. The property will be sold at public auction on (date set for sale) unless the overdue taxes, fees, and interest in the amount of (dollar amount due) is paid. To make payment or receive further information, contact (name of tax collector) immediately at (office address), (mailing address), (e-mail address), or (telephone number).

(7) The resource for translation of the notice required under subdivision (6) of this subsection shall be made available to all municipalities by the Vermont Department of Taxes.

(b)(1) If the warrant and levy for delinquent taxes has been recorded pursuant to subsection (a) of this section, the municipality in which the real estate lies may secure the property against illegal activity and potential fire

hazards after giving the mortgagee or lien holder of record written notice at least 10 days prior to such action.

(2) Notwithstanding any provision of this section to the contrary, when a warrant and levy for delinquent taxes has been recorded pursuant to subsection (a) of this section, it shall be for all delinquent taxes due at the time the warrant and levy is filed.

(c)(1) A municipality shall not initiate a tax sale proceeding until it has, after attempting to consult with the taxpayer, offered a delinquent taxpayer a written reasonable repayment plan and the taxpayer has either denied the offer, failed to respond within 30 days, or failed to make a payment under the plan within the time frame established by the collector. When establishing a plan under this subsection, the municipality may request related information and shall consider the following:

(A) the income and income schedule of the taxpayer, if offered by the taxpayer;

(B) the taxpayer's tax payment history with the municipality;

(C) the amount of tax debt owed to the municipality;

(D) the amount of time tax has been delinquent; and

(E) the taxpayer's reason for the delinquency, if offered by the taxpayer.

(2) A collector is only required to offer one payment plan per delinquency, without regard for whether it is agreed to by the delinquent taxpayer.

(3) A collector may void a payment plan and proceed to tax sale if a delinquent taxpayer agrees to a payment plan under this subsection and fails to make a timely payment.

Sec. 5. 32 V.S.A. § 5253 is amended to read:

§ 5253. FORM OF ADVERTISEMENT AND NOTICE OF SALE

The form of advertisement and notice of sale provided for in section 5252 of this title shall be substantially in the following form:

The resident and nonresident owners, lien holders, and mortgagees of lands in the town of _____ in the county of _____ are hereby notified that the taxes assessed by such town for the years _____ (insert years the taxes are unpaid) _____ remain, either in whole or in part, unpaid on the following described lands in such town, to wit,

(insert description of lands)

and so much of such lands will be sold at public auction at _____ a public place in such town, on the _____ day of _____ (month), _____ (year) at _____ o'clock _____ (am/pm), as shall be requisite to discharge such taxes with costs and fees, unless previously paid.

Be advised that the owner or mortgagee, or the owner's or mortgagee's representatives or assigns, of lands sold for taxes shall have a right to redemption for a period of one year from the date of sale pursuant to 32 V.S.A. § 5260.

Dated at _____, Vermont, this _____ day of _____ (month), _____ (year).

Collector of Town Taxes

Sec. 6. 32 V.S.A. § 5260 is amended to read:

§ 5260. REDEMPTION

(a) When the owner, lien holder, or mortgagee of lands sold for taxes, ~~his or her~~ the owner's, lien holder's, or mortgagee's representatives or assigns, within one year from the day of sale, pays or tenders to the collector who made the sale or in the case of ~~his or her~~ the collector's death or removal from the town where the land lies, to the town clerk of such town, the sum for which the land was sold with interest thereon calculated at a rate of one percent per month or fraction thereof from the day of sale to the day of payment, a deed of the land shall not be made to the purchaser, but the money paid or tendered by the owner, lien holder, or mortgagee or ~~his or her~~ the owner's, lien holder's, or mortgagee's representatives or assigns to the collector or town clerk shall be paid over to such purchaser on demand. In the event that a municipality purchases contaminated land pursuant to section 5259 of this title, the cost to

redeem shall include all costs expended for assessment and remediation, including expenses incurred or authorized by any local, State, or federal government authority.

(b) During the redemption period, the tax collector shall:

(1) Serve the delinquent taxpayer with the written notice required under subsection (c) of this section between 90 and 120 days prior to the end of the redemption period using certified mail requiring a return receipt, directed to the last known address of the delinquent taxpayer. If the notice by certified mail is returned unclaimed, notice shall be provided by resending the notice by first-class mail or by personal service pursuant to Rule 4 of the Vermont Rules of Civil Procedure.

(2) Post the notice in some public place in the municipality between 90 and 120 days prior to the end of redemption period.

(c) The tax collector shall enclose the following statement, with directions to a resource translating the notice into the five most common non-English languages used in this State, with every notice required under this section:

Warning: There are unpaid property taxes at (address of property), which you may own, have a legal interest in, or may be contiguous to your property. The property was sold at public auction on (date). Unless the overdue taxes, fees, and interest are paid by (last day of redemption period), the deed to the property will transfer to purchaser. To redeem the property and avoid losing your legal interest, you must pay (dollar amount due for redemption). The

amount you must pay to redeem the property increases every month due to interest, mailing costs, and other costs. To make payment or receive further information, contact (name of tax collector) immediately at (office address), (mailing address), (e-mail address), and (telephone number).

(d) The resource for translation of the notice required under subsection (c) of this section shall be made available to all municipalities by the Vermont Department of Taxes.

Sec. 7. WORKING GROUP ON VERMONT'S ABATEMENT AND TAX SALE PROCESSES

(a) Creation. There is created the Working Group on Vermont's Abatement and Tax Sale Processes to assess how Vermont may balance fairness for delinquent taxpayers with the needs of municipalities.

(b) Membership. The Working Group shall be composed of the following members:

(1) a representative, appointed by Vermont Legal Aid;

(2) a representative, appointed by the Vermont League of Cities and Towns;

(3) a representative, appointed by the Vermont Banker's Association;

(4) a representative, appointed by the Vermont Housing Finance Agency;

(5) a representative, appointed by the Vermont Municipal Clerk's and Treasurer's Associations;

(6) a representative, appointed by the Neighborworks Alliance of Vermont;

(7) a representative, appointed by the Champlain Valley Office of Economic Opportunity Mobile Home Project;

(8) a representative, appointed by the Vermont Assessors and Listers Association; and

(9) a representative, appointed by the Vermont Bar Association, with experience practicing real estate law.

(c) Powers and duties. The Working Group shall offer recommendations relating to the following:

(1) whether the State should change the law to allow a delinquent taxpayer whose property is transferred by a tax collector's deed, or a tax-lien foreclosure sale, to recoup all or part of the equity in the taxpayer's property in excess of the tax debt, fees, and interest for which the taxpayer's property is sold;

(2) whether further changes are needed to standardize the abatement process across Vermont municipalities;

(3) whether the State should require a minimum amount of tax debt before a tax sale can be initiated;

(4) whether the State should allow a tax sale to be initiated for blighted or dilapidated real estate that has been abandoned when taxes are delinquent for less than one year;

(5) a reasonable percent rate of monthly interest paid by delinquent taxpayers during the redemption period;

(6) whether the purchaser of a property at a tax sale should be allowed to secure the property against illegal activity, damage from exposure to the elements, deterioration, and potential fire prior to acquiring title to the property; and

(7) a process for statewide collection of data relating to tax sales, including to whom the data could be reported, the values of properties sold at tax sales, the amounts and types of debts underlying tax sales, and descriptive data for properties subject to tax sales.

(d) Report. On or before December 15, 2024, the Working Group shall submit a written report to the House Committee on Ways and Means, House Committee on Government Operations and Military Affairs, Senate Committee on Finance, and Senate Committee on Government Operations with its findings and any recommendations for legislative action, including proposed legislative language.

(e) Compensation. Members shall not be compensated for participation in the Working Group.

(f) Meetings.

(1) The representative appointed by Vermont Legal Aid shall call the first meeting of the Working Group to occur on or before August 1, 2024.

(2) The Working Group shall elect a chair from among its members at the first meeting.

(3) A majority of the membership shall constitute a quorum.

(4) The Working Group shall cease to exist on June 30, 2025.

Sec. 8. APPLICATION OF CHANGES MADE BY THIS ACT

(a) The amendments to 32 V.S.A. § 5252 made by Sec. 4 of this act (notice of sale) shall not apply to a property that was subject to a notice of sale prior to the effective date of this act.

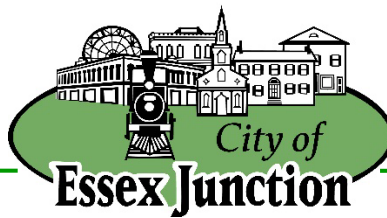
(b) The amendments to 32 V.S.A. § 5260 made by Sec. 6 of this act (redemption) shall not apply to a property that has been sold at tax sale prior to the effective date of this act, except that, notwithstanding any provision of 1 V.S.A. § 214 to the contrary, the provisions of 32 V.S.A. § 5260(b) and (c) shall apply if, on the effective date of this act, 90 days or more remain until the end of the redemption period.

* * * Effective Date * * *

Sec. 9. EFFECTIVE DATE

This act shall take effect on passage.

Date Governor signed bill: May 13, 2024



MEMORANDUM

To: City Council, acting as the Local Cannabis Control Commission

From: Christopher Yuen, Community Development Director

Meeting Date: July 17th, 2024

Subject: Tier 1 Manufacturer cannabis license application – 802 Extracts, 802 Exotics

Issue

The issue is whether the City Council, acting as the Local Cannabis Control Commission (LCCC), will approve the Tier 1 Manufacturer, VT S-000008660 license application, for 802 Extracts, 802 Exotics on 195 West Street.

Discussion

On June 11th, 2024, the City received notice of a pending license application for a Tier 1 Manufacturer license at 195 West Street from the Vermont Cannabis Control Board (VCCB). The LCCC has 45 days from the date of the City receiving this notice to render a decision on the renewal.

The authority of the Local Cannabis Control Commission is limited to zoning.

Tier 1 cannabis manufacturing is a permitted use in the Residential 2 (R2) Zoning District, where the 195 West Street property is located. Based on local precedent from 2023, Cannabis establishments may also be permitted as “Home Occupations”, a land-use category for miscellaneous small home-businesses allowed in any residential district.

The application has been circulated through the relevant city departments.

- Water Quality Superintendent Chelsea Mandigo notes that no significant impact on water quality is expected from the business.
- Chief of Police Ron Hoague notes that odor may be a concern as this is in a residential neighborhood. He also notes that if approved, the owners will need to comply with all security requirements of the State Cannabis Control Board.

Generally, Cannabis manufacturing is less odorous than cultivation, and indoor operations have less odor impact than outdoor operations. The applicant proposes an indoor manufacturing operation, at the lowest tier, so odor impacts should be limited. However, the applicant has been informed that they must comply with Section 718.C of the Land Development Code, which stipulates that *“No use shall be located or operated which involves the emission of odorous matter which is detectable beyond the property line of the lot on which the odor is generated”*.

The applicant holds a valid Zoning Permit #64 for a Home Occupation at the address, and therefore, this land use complies with the Land Development Code.

Recommendation

Staff recommends that the Essex Junction Local Cannabis Control Commission APPROVE this license application.

Recommended Motion

"I move that the Essex Junction Local Cannabis Control Commission APPROVE the Tier 1 Cannabis Manufacturing license for Zak Hayer, 802 Extracts, 802 Exotics"

Attachments

Redacted Local Cannabis License application and Zoning Permit



**Application for Local Cannabis License
City of Essex Junction**

*****Return complete applications to the City for processing*****

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Zachary Hayer & Daris Hayer

Doing Business

As: 802 extracts, 802 exotics

Mailing Address: 195 West Street, Essex Jct, VT 05452

**Telephone
Number:** [REDACTED]

2. Owner/Agent Contact Information

Name: Zachary Hayer & Daris Hayer

Mailing Address: 195 West Street, Essex Jct, VT 05452

**Telephone
Number:** [REDACTED]

Email: [REDACTED]

3. Address where use will occur in the City

195 West Street, Essex Jct, VT 05452

4. Licensing Information

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input type="checkbox"/> Outdoor Cultivation*			
<input type="checkbox"/> Indoor Cultivation*			
<input type="checkbox"/> Mixed Cultivation*			
<input type="checkbox"/> Retail			
<input checked="" type="checkbox"/> Manufacturing*	1	Municipality notified by VCCB June 11, 2024	S-000008660
<input type="checkbox"/> Testing			
<input type="checkbox"/> Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	yes
Is the use permitted by local zoning bylaws in the location you have identified?	yes
If yes, is a zoning permit required?	yes
If a zoning permit is required, what is the date the complete application was submitted for review?	July 5, 2024
Has the zoning permit been issued? Is yes, please attach to application.	Yes (Zoning Permit #67)
Utility	
Is an allocation for water being requested?	No
If yes, how many gallons per day have been requested?	N/a

Has an allocation for water been granted?	No
Is an allocation for wastewater being requested?	No
If yes, how many gallons per day have been requested?	
Has an allocation for wastewater been granted?	No
Has a biological oxygen demand test been conducted on the wastewater?	No
What is the Biological Oxygen Demand of the wastewater?	No
Have fees for allocations been paid or is a payment plan in place with the City?	No

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature



Date 07/10/24

Printed Name Zachary Hayer

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

Official Use Only - Do Not Write Below This Line

DATE STAMP

Parcel Code: 1040031000

Received By: Christopher Yuen

Department Sign Offs

Fire: *Chris Gaboriault*
Chris Gaboriault (Jul 12, 2024 11:42 EDT)

Police: *Ron Hoague*

Planning & Zoning: *[Signature]*

Wastewater: *Chelsea H. Mandigo*

Recommended
Action: Approve

Cannabis Control Commission Review

License/Application #: S-000008660

Date of CCC Meeting: July 17

Action by CCC: _____

Date Follow-up sent: _____











LCCC S-000008660 Application 195 West Street

Final Audit Report

2024-07-12

Created:	2024-07-11
By:	Chris Yuen (cyuen@essexjunction.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-E-Sjr4bQ6yc76zs8Pnp4IC_ZE1AQeY-

"LCCC S-000008660 Application 195 West Street" History

-  Document created by Chris Yuen (cyuen@essexjunction.org)
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Signature Date: 2024-07-11 - 4:00:01 PM GMT - Time Source: server
-  Email viewed by Ron Hoague (rhoague@essex.org)
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 Document e-signed by Ron Hoague (rhoague@essex.org)

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 Document e-signed by Chris Gaboriault (cgaboriault@essexjunction.org)

Signature Date: 2024-07-12 - 3:42:42 PM GMT - Time Source: server

 Agreement completed.

2024-07-12 - 3:42:42 PM GMT

City of Essex Junction, Vermont

ZONING PERMIT

No. 64 Date Issued: 7/9/24

Parcel Number: 1040031000

Location: 195 West Street

Issued to: Zak Hayer

FOR USE/CONSTRUCTION OF: Home Occupation-

Tier 1 Cannabis Manufacturer
'802 Extracts, LLC'

(Subject to approval required
by Local Cannabis Control Commission)

Teresa Hass STAFF APPROVAL

APPLICANT TO POST PERMIT IMMEDIATELY ON THE PROPERTY IN A LOCATION
VISIBLE FROM THE STREET UNTIL THE DEVELOPMENT IS COMPLETE.

THIS PERMIT EXPIRES 12 MONTHS FROM DATE OF ISSUANCE.

An ENERGY CODE CERTIFICATE is required prior to a CERTIFICATE OF OCCUPANCY for
new dwellings, residential additions, accessory apartments, commercial buildings and
additions. Residential building energy standards webpage.

http://publicservice.vermont.gov/energy_efficiency/rbes. Commercial building energy
webpage. http://publicservice.vermont.gov/energy_efficiency/cbes.

*PERMIT IS NOT VALID UNTIL 15 DAYS AFTER DATE OF ISSUE, FOR APPEALS.

PERMIT VALID: 7/24/24



City of Essex Junction, VT
Home Occupation Application

For Office Use:

Permit # 64

Applicant Zachary Hayer

Address of home occupation
195 West St

Mailing Address if different than above

Day Phone Number 802 233 7394

Email Address Hayerzak@gmail.com

Description of home occupation (attach plan or supplemental)

Tier 1 cannabis manufacturer

Trade Name (if any):

802 extracts llc

Describe Proposed Activity:

extracting cannabis according to tier 1 rules

Home occupation 114 sq ft. divided by 1673 total s.f. dwelling space = 7 %

Standards for Home Occupations

The Land/Development Code requires that all home occupations meet the following specific standards:

1. * The use shall be conducted entirely within the dwelling by residents of the dwelling and no outside employees may be hired.
2. * No more than 20% of the total area of the dwelling, including areas used for storage or equipment may be used by the home occupation.
3. Merchandise offered for sale shall be samples only. Orders may be taken for delivery off the premises.
4. Delivery of any product to the home for business purposes shall not occur more frequently than once a day by trucks or vehicles ordinarily utilized for residential deliveries.
5. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted material shall be stored on site.
6. No mechanical equipment other than the normally utilized within a dwelling for household or hobby purposes shall be allowed.
7. No activity shall be conducted which would interfere with radio or television reception, nor shall there be any offensive noise, smoke, dust, or heat noticeable at the property line.
8. No home occupation shall require external alteration of the residence or show other evidence of the conduct of such home occupation.
9. The home occupation shall not cause or encourage vehicular traffic not ordinarily associated with the residential area in which the home occupation is conducted except as specified below.



- a. Public access to the home occupation shall be by invitation. No more than one vehicle not owned by the occupants shall be located on or adjacent to the premises at any time, provided, however, that appointments may overlap for a time period not exceeding (30) minutes.
 - b. Occasional parties, meetings or classes associated with the home occupations are permitted no more than four (4) times monthly. Vehicles shall not impede the safety and flow of traffic within the neighborhood. If possible, arrangements shall be made to provide parking within designated residential parking areas or in permitted locations off-site.
10. Advertising for a home occupation shall be by telephone number and name only. On-premise advertising is restricted to one non-illuminated sign, neutral in color, not to exceed one square foot, which shows only the name of the occupant and occupation.
 11. If the home occupation includes classes or instructions, there shall be no more than four (4) students on the premises at any one time. Parking restrictions as indicated in (9) above shall apply.
 12. * Home occupations shall be open only between 8 a.m. and 9 p.m.
 13. The parking or storage of commercial vehicles shall not exceed one commercial automobile, pick-up or van.
 14. State of Vermont permits shall be obtained prior to operation of the Home Occupation, if applicable.

***Home Occupations for child care are exempt from provisions 1, 2 and 12 listed above.**

I hereby make an application for a home occupation as described herein. I understand the rules and standards which must be met for a home occupation. I certify that I have read and agree to all the conditions described herein and further certify that I will conform to these conditions if my application is approved. I understand that violation of these rules or standards is a violation of the Land Development Code and will void any permit.

[Signature]
 Applicant

 7/5/24
 Date

 Land Owner (if different)

 Date

Staff Action

Date received _____ Meeting date: _____

Approved Denied _____ Date: _____

Conditions, if any Subject to approval required by Local Cannabis Control Commission. Permit valid 7/24/24

Teresa Hass
 Staff Signature

 7/9/24
 Date

RECEIVED
 JUL 05 2024
 City of Essex Junction

Fee Amount:
\$65.00

Fee Verified:

PAID
 JUL 05 2024
 City of Essex Junction



Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
28555	06/11/24	ALLEGIANCE TRUCKS LIGHT,TECNIQ,E10 X20113035901	210-5-25-10-430.000 R&M Vehicles & Equipment	109.91	52754	06/28/24
19815	06/16/24	AMAZON CAPITAL SERVICES BL Supplies JUN24 1D14RDQNQ9QM	210-5-35-10-610.000 General Supplies	377.39	52756	06/28/24
19815	06/13/24	AMAZON CAPITAL SERVICES BL Supplies JUN24 1H99GPKMPYXQ	210-5-35-10-610.000 General Supplies	17.40	52756	06/28/24
19815	06/24/24	AMAZON CAPITAL SERVICES BL LibroThings JUN24 1LFTKTYF119J	210-5-35-10-640.201 Adult Collection	171.14	52756	06/28/24
19815	06/16/24	AMAZON CAPITAL SERVICES BL AProgCrafts JUN24 1RQ1KHFFKTPH	210-5-35-10-840.201 Adult Programs	467.59	52756	06/28/24
19815	06/21/24	AMAZON CAPITAL SERVICES BL AThings JUN24 1Y344FPC6FTL	210-5-35-10-640.201 Adult Collection	239.95	52756	06/28/24
27975	05/18/24	ASSOCIATION FOR RURAL & S BL Dues MAY24-6/2025 72130	210-5-35-10-500.000 Training, Conf, Dues	50.00	52763	06/28/24
80061	06/08/24	BASSICK, LINDA BL FNDTN JProg JUN24 007	210-5-90-00-991.000 Library Donation Expense	100.00	52765	06/28/24
07465	06/12/24	BIBENS ACE HARDWARE INC BATTERY ALKALINE AA 20PK 51336	210-5-40-12-610.000 General Supplies	21.99	52766	06/28/24
02235	06/05/24	BOUND TREE MEDICAL LLC EMS Supplies 85372601	210-5-25-10-613.000 Program Supplies	250.67	52767	06/28/24
00530	06/10/24	BRODART CO BL JBooks JUN24 B6801952	210-5-35-10-640.202 Juvenile Collection	30.78	52768	06/28/24
00530	06/10/24	BRODART CO BL JBooks JUN24 B6801952	210-5-35-10-610.000 General Supplies	2.02	52768	06/28/24
00530	06/10/24	BRODART CO BL JBooks JUN24 B6801953	210-5-35-10-640.202 Juvenile Collection	16.16	52768	06/28/24
00530	06/10/24	BRODART CO BL JBooks JUN24 B6801953	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/11/24	BRODART CO BL APlay(book) JUN24 B6802595	210-5-35-10-640.201 Adult Collection	71.99	52768	06/28/24
00530	06/12/24	BRODART CO BL JBooks JUN24 B6803122	210-5-35-10-640.202 Juvenile Collection	66.24	52768	06/28/24
00530	06/12/24	BRODART CO BL JBooks JUN24 B6803122	210-5-35-10-610.000 General Supplies	6.06	52768	06/28/24
00530	06/12/24	BRODART CO BL JBooks JUN24 B6803132	210-5-35-10-640.202 Juvenile Collection	255.58	52768	06/28/24
00530	06/12/24	BRODART CO BL JBooks JUN24 B6803132	210-5-35-10-610.000 General Supplies	25.25	52768	06/28/24
00530	06/17/24	BRODART CO BL JBooks JUN24 B6805445	210-5-35-10-640.202 Juvenile Collection	30.81	52768	06/28/24
00530	06/17/24	BRODART CO BL JBooks JUN24 B6805445	210-5-35-10-610.000 General Supplies	2.02	52768	06/28/24
00530	06/17/24	BRODART CO BL JBooks JUN24 B6805447	210-5-35-10-640.202 Juvenile Collection	25.16	52768	06/28/24
00530	06/17/24	BRODART CO BL JBooks JUN24 B6805447	210-5-35-10-610.000 General Supplies	4.04	52768	06/28/24
00530	06/18/24	BRODART CO BL ABooks JUN24 B6805832	210-5-35-10-640.201 Adult Collection	15.65	52768	06/28/24
00530	06/18/24	BRODART CO BL ABooks JUN24 B6805832	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	06/18/24	BL ABooks JUN24 B6805969	210-5-35-10-640.201 Adult Collection	92.87	52768	06/28/24
00530	06/18/24	BL ABooks JUN24 B6805969	210-5-35-10-610.000 General Supplies	6.06	52768	06/28/24
00530	06/19/24	BL FNDN Books JUN24 B6806599	210-5-90-00-991.000 Library Donation Expense	15.66	52768	06/28/24
00530	06/19/24	BL FNDN Books JUN24 B6806599	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/19/24	BL ABooks JUN24 B6807036	210-5-35-10-640.201 Adult Collection	10.80	52768	06/28/24
00530	06/20/24	BL ABooks JUN24 B6807454	210-5-35-10-640.201 Adult Collection	27.58	52768	06/28/24
00530	06/20/24	BL ABooks JUN24 B6807454	210-5-35-10-610.000 General Supplies	2.02	52768	06/28/24
00530	06/20/24	BL ABooks JUN24 B6807508	210-5-35-10-640.201 Adult Collection	480.49	52768	06/28/24
00530	06/20/24	BL ABooks JUN24 B6807508	210-5-35-10-610.000 General Supplies	30.30	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809367	210-5-35-10-640.201 Adult Collection	15.12	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809367	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809371	210-5-35-10-640.201 Adult Collection	14.58	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809371	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809449	210-5-35-10-640.201 Adult Collection	262.13	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809449	210-5-35-10-610.000 General Supplies	17.17	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809451	210-5-35-10-640.201 Adult Collection	18.90	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809451	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809453	210-5-35-10-640.201 Adult Collection	15.66	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809453	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809454	210-5-35-10-640.201 Adult Collection	16.19	52768	06/28/24
00530	06/24/24	BL ABooks JUN24 B6809454	210-5-35-10-610.000 General Supplies	1.01	52768	06/28/24
00530	06/24/24	BL JBooks JUN24 B6809496	210-5-35-10-640.202 Juvenile Collection	24.62	52768	06/28/24
00530	06/24/24	BL JBooks JUN24 B6809496	210-5-35-10-610.000 General Supplies	2.02	52768	06/28/24
00530	06/24/24	BL FNDTNBooks JUN24 B6809631	210-5-90-00-991.000 Library Donation Expense	30.77	52768	06/28/24
00530	06/24/24	BL FNDTNBooks JUN24 B6809631	210-5-35-10-610.000 General Supplies	2.02	52768	06/28/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
16030	06/13/24	BROWN ELECTRIC	SL Pearl Street Fairgroun 38830	210-5-40-12-610.200 Streetlight Supplies	2827.74	52770	06/28/24
20840	06/11/24	BULLDOG FIRE APPARATUS OF	810 SCENE LIGHT P0201204	210-5-25-10-430.000 R&M Vehicles & Equipment	296.89	52771	06/28/24
20765	06/11/24	BURLINGTON GLASS CENTER	MSP Window Screen Repair K0051388	210-5-41-26-431.000 R&M Buildings & Grounds	1349.55	52772	06/28/24
22670	06/15/24	CAPITAL ONE CREDIT CARD -	EJRP CC June 65080624	210-5-30-10-850.000 Community Events & Celebr	1577.72	52773	06/28/24
22670	06/15/24	CAPITAL ONE CREDIT CARD -	EJRP CC June 65080624	210-5-30-10-500.000 Training, Conf, Dues	300.00	52773	06/28/24
22670	06/15/24	CAPITAL ONE CREDIT CARD -	EJRP CC June 65080624	210-5-17-10-850.000 Community Events and Cele	4.99	52773	06/28/24
22670	06/15/24	CAPITAL ONE CREDIT CARD -	EJRP CC June 65080624	210-5-41-20-755.000 Furniture and Fixtures	-12.50	52773	06/28/24
07710	06/21/24	CCR SALES AND SERVICE LLC	Repair Parts Service 78288	210-5-30-12-330.000 Professional Services	169.49	52774	06/28/24
12435	06/16/24	CHITTENDEN COUNTY FIRE MU	Tuition 06182402	210-5-25-10-500.000 Training, Conf, Dues	200.00	52776	06/28/24
17895	06/03/24	CLEAN NEST	Brownell/City Cleaning Ma 15235	210-5-41-21-420.000 Cleaning Services	2934.78	52777	06/28/24
17895	06/03/24	CLEAN NEST	Brownell/City Cleaning Ma 15235	210-5-41-20-420.000 Cleaning Services	856.06	52777	06/28/24
17895	06/03/24	CLEAN NEST	MSP Cleaning 15236	210-5-41-23-420.000 Cleaning Services	2312.37	52777	06/28/24
17895	06/03/24	CLEAN NEST	MSP Cleaning 15236	210-5-41-26-420.000 Cleaning Services	2312.37	52777	06/28/24
30100	06/14/24	COBRAHELP	COBRA Admin Jun/jul 315167	210-5-10-10-210.000 Group Insurance	40.00	52778	06/28/24
80025	06/27/24	COLLINS JAMES	1028184000 2023 Tax Ref 184000 REF23	210-2-00-00-200.002 Overpayments Payable	192.41	52779	06/28/24
80025	06/27/24	COLLINS JAMES	1028184000 2023 Tax Ref 184000 REF23	210-4-00-00-010.000 Property Taxes	3.85	52779	06/28/24
04940	06/03/24	COMCAST	Cable TV June 02077220624	210-5-25-10-530.000 Communications	21.43	52781	06/28/24
17025	06/11/24	COONRADT AMY	PC Minutes June 6 0179	210-5-16-10-330.000 Professional Services	114.40	52782	06/28/24
17025	06/17/24	COONRADT AMY	Rec Secretary CC 20240612 0180	210-5-11-10-330.000 Professtional Services	171.60	52782	06/28/24
19065	06/11/24	CPL ELECTRICAL CONSTRUCTI	2 Linc Work Space Power 1954	210-5-41-20-400.000 Contracted Services	2375.00	52783	06/28/24
38280	06/21/24	CRYSTAL ROCK BOTTLED WATE	2 Lincoln Bottled Water J 177222770624	210-5-41-20-610.000 General Supplies	66.95	52784	06/28/24
19615	05/28/24	DERO	Bike racks and kits BWC SO-00075724	210-5-16-10-810.111 BWAC	4052.13	52785	06/28/24
19410	06/10/24	EAST COAST SIGNALS	FYA UPGRADE - PARK @ SOUT 02242019531	210-5-40-12-572.000 Traffic Control	10500.00	52787	06/28/24
19410	06/10/24	EAST COAST SIGNALS	FYA UPGRADE - PARK @ SOUT 02242019532	210-5-40-12-572.000 Traffic Control	4200.00	52787	06/28/24
19430	06/21/24	ELEGANT FLOORS LLC	BL NewFloor1 JUN24 CG400391	210-5-41-21-400.000 Contracted Services	4067.60	52789	06/28/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03280	ENGINEERS CONSTRUCTION IN	06/10/24	5YDS TOPSOIL PICKED UP ON 7550	210-5-40-12-451.000 Summer Construction Servi	200.00	52792	06/28/24
V9669	ESSEX FREE LIBRARY	04/16/24	BL AReplBooks JUN24 001Part	210-5-90-00-640.201 Adult Collection replacem	18.00	52793	06/28/24
V0795	ESSEX TOWN OF	06/27/24	Due to Town 062724 062724	210-2-00-00-215.000 Due to Town	542.79	52794	06/28/24
V0795	ESSEX TOWN OF	06/20/24	Q4 police 1320	210-5-18-10-800.108 Essex Police Dept	690778.16	52794	06/28/24
V0795	ESSEX TOWN OF	06/20/24	Q4 assess/debt 1321	210-5-15-10-900.000 Transfer between Town/Cit	19452.45	52794	06/28/24
V0795	ESSEX TOWN OF	06/20/24	Q4 assess/debt 1321	210-5-95-00-900.000 Transfer Between Town/Cit	50800.74	52794	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/14/24	Amtrak ticket to DC CYuen 05142024	210-1-00-00-120.000 Prepaid Expenses	62.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/14/24	Railway Wrkshp Yuen 05142024 hot	210-1-00-00-120.000 Prepaid Expenses	267.82	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/17/24	Downtown Preservation CYu 05172024 CYu	210-5-16-10-500.000 Training, Conf, Dues	100.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/20/24	Pizza EJFD 052020241	210-5-25-10-500.000 Training, Conf, Dues	19.34	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/20/24	Pizza EJFD 052020242	210-5-25-10-500.000 Training, Conf, Dues	76.46	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	06/04/24	Snacks for Negotiation mt 06042024	210-5-10-10-610.000 General Supplies	12.94	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	06/01/24	June 24 HRIS 138364	210-5-10-10-340.000 Technical Services	733.92	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/14/24	Walk Bike Summit M Giger 24 UE 99MJ	210-5-16-10-500.000 Training, Conf, Dues	57.50	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/29/24	Batteries Fire Dept May 2 3741805	210-5-25-10-611.000 Small Tools and Equipment	1758.24	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	03/01/24	Admin time tracking Feb 2 423274	210-5-10-10-340.000 Technical Services	140.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	04/04/24	Admin time tracking Mar 2 425411	210-5-10-10-340.000 Technical Services	280.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/02/24	Admin time tracking Apr 2 427543	210-5-10-10-340.000 Technical Services	280.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	06/06/24	Admin time tracking May 2 429654	210-5-10-10-340.000 Technical Services	280.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	06/06/24	Brownell time tracking Ma 430094	210-5-10-10-340.000 Technical Services	180.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/23/24	Wheel Cleaner 455241445891	210-5-25-10-430.000 R&M Vehicles & Equipment	67.60	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/20/24	EJFD Supplies May 2024 6848253	210-5-41-22-610.000 General Supplies	56.21	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/28/24	EJRD Supplies May 2024 7905055	210-5-41-22-610.000 General Supplies	41.43	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/28/24	EMS Conference 83352024	210-5-25-10-500.000 Training, Conf, Dues	222.00	52797	06/28/24
80021	FIRST NATIONAL BANK OF OM	05/15/24	ID Card Stock 905857564	210-5-25-10-610.000 General Supplies	102.00	52797	06/28/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	06/12/24	BL DUES JUN24	ALAAP061224	210-5-35-10-500.000 Training, Conf, Dues	88.00	52797	06/28/24
80021	06/12/24	BL DUES JUN24	ALAHT061224	210-5-35-10-500.000 Training, Conf, Dues	232.00	52797	06/28/24
80021	05/14/24	CYuen Airfare to DC for R	N6H0F8	210-1-00-00-120.000 Prepaid Expenses	124.48	52797	06/28/24
21845	06/18/24	BL Sup-Trn-Fdn-GoogMAY24	0017 0624	210-5-35-10-610.000 General Supplies	156.32	52799	06/28/24
21845	06/18/24	BL Sup-Trn-Fdn-GoogMAY24	0017 0624	210-5-35-10-500.000 Training, Conf, Dues	167.07	52799	06/28/24
21845	06/18/24	BL Sup-Trn-Fdn-GoogMAY24	0017 0624	210-5-90-00-991.000 Library Donation Expense	243.08	52799	06/28/24
21845	06/18/24	BL Sup-Trn-Fdn-GoogMAY24	0017 0624	210-5-35-10-505.000 Tech. Subs, Licenses	131.86	52799	06/28/24
21835	06/05/24	Large Axe	2024-4438	210-5-25-10-750.000 Machinery & Equipment	726.00	52800	06/28/24
21835	05/20/24	Wax Sprayway SW050 EJFD	455241415878	210-5-25-10-610.000 General Supplies	67.51	52800	06/28/24
25410	06/18/24	Forever stamps	285323	210-5-12-10-560.000 Postage	68.00	52801	06/28/24
34895	06/11/24	39 CASCADE ST recycle woo	1799538	210-5-40-12-425.000 Trash Removal	345.00	52803	06/28/24
V10186	06/05/24	Hose Dryer	\$2,412	210-5-25-10-611.000 Small Tools and Equipment	2412.00	52804	06/28/24
04035	06/20/24	Skid Steer Rental	128437	210-5-30-12-442.000 Rental Vehicles/Equip	346.25	52806	06/28/24
80042	06/11/24	June land records	1NV6306	210-5-12-10-505.000 Tech. Subs Licenses	350.00	52807	06/28/24
24785	06/14/24	Freezer Pop	9151822211	210-5-25-10-610.000 General Supplies	78.10	52808	06/28/24
24785	06/14/24	Freezer Pop	9152171774	210-5-25-10-610.000 General Supplies	78.10	52808	06/28/24
37700	06/06/24	2 Linc Proj Cable	9337553730	210-5-41-20-431.000 R&M Buildings & Grounds	787.55	52809	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-41-20-622.000 Electricity	133.63	52810	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-41-22-622.000 Electricity	133.62	52810	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-40-12-622.000 Electricity	39.53	52810	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-41-21-622.000 Electricity	314.64	52810	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-40-12-622.000 Electricity	230.06	52810	06/28/24
07010	06/10/24	solar accts 5/8 to 6/7/24	061024D	210-5-41-23-622.000 Electricity	57.86	52810	06/28/24
07010	06/13/24	Non Solar 5/13 to 6/12/2	061324NS	210-5-40-12-622.000 Electricity	10563.45	52811	06/28/24
07010	06/13/24	Non Solar 5/13 to 6/12/2	061324NS	210-5-40-12-622.200 Streetlight Electricity	696.71	52811	06/28/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	06/10/24	GREEN MOUNTAIN POWER CORP MSP Power July 0724 75MAPLA	210-5-41-26-622.000 Electricity	43.53	52813	06/28/24
07010	06/10/24	GREEN MOUNTAIN POWER CORP MSP Power July 0724 75MAPLE	210-5-41-26-622.000 Electricity	534.54	52814	06/28/24
30370	06/05/24	HERTZ FURNITURE SYSTEMS L BL Furniture JUNE24 707206	210-5-35-10-750.000 Machinery & Equipment	2789.52	52815	06/28/24
21240	06/30/24	HICKOK & BOARDMAN HRI HB Services Broker Q-2 31930	210-5-10-10-210.000 Group Insurance	1112.85	52816	06/28/24
37715	06/21/24	INTEGRITY COMMUNICATIONS Programming June 2024 43688	210-5-14-10-330.000 Professional Services	120.00	52819	06/28/24
27670	10/30/23	IROQUOIS MANUFACTURING, I CRedit for salter chains 167757	210-5-40-12-430.000 R&M Vehicles & Equipment	-529.34	52820	06/28/24
27670	02/20/24	IROQUOIS MANUFACTURING, I Motor Kit, Elect conveyor 169247	210-5-40-12-430.000 R&M Vehicles & Equipment	501.66	52820	06/28/24
27670	02/20/24	IROQUOIS MANUFACTURING, I FE86792 GEARBOX COVER KIT 169254	210-5-40-12-430.000 R&M Vehicles & Equipment	27.68	52820	06/28/24
45410	06/11/24	J B SIMONS INC Uniforms 135678	210-5-25-10-612.000 Uniforms	86.00	52821	06/28/24
45410	06/22/24	J B SIMONS INC Uniforms 135884	210-5-25-10-612.000 Uniforms	124.00	52821	06/28/24
15145	06/10/24	JOBTARGET LLC JOB AD PW/WQ 29941737	210-5-10-10-540.000 Advertising	455.00	52822	06/28/24
26430	06/14/24	K5 CORPORATION Line Striping 10006380	210-5-40-12-572.000 Traffic Control	7495.35	52823	06/28/24
V12618	06/06/24	KNOX COMPANY Lock KA-299870	210-5-25-10-750.000 Machinery & Equipment	162.00	52825	06/28/24
29060	06/14/24	KOFILE TECHNOLOGIES INC Land Record books INV-KT-01609	210-5-12-10-570.023 Records Preservation	1989.43	52826	06/28/24
29060	06/20/24	KOFILE TECHNOLOGIES INC Marriage book INV-KT-01618	210-5-12-10-610.000 General Supplies	503.55	52826	06/28/24
80087	06/10/24	KONICA MINOLTA PREMIER FI Copier Lease June 2024 531228666	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	52827	06/28/24
80087	06/10/24	KONICA MINOLTA PREMIER FI Copier Lease June 2024 531228666	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	52827	06/28/24
80087	06/10/24	KONICA MINOLTA PREMIER FI Copier Lease June 2024 531228666	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	52827	06/28/24
80087	06/10/24	KONICA MINOLTA PREMIER FI Copier Lease June 2024 531228666	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	52827	06/28/24
V9454	06/17/24	LENNY'S SHOE & APP uniform boots Ray Weed 4007385	210-5-40-12-612.000 Uniforms	119.00	52828	06/28/24
25625	06/02/24	LOWE'S - 1080 EJRP Lowes June 41910800624	210-5-30-12-610.000 General Supplies	514.05	52830	06/28/24
25625	06/02/24	LOWE'S - 1080 EJRP Lowes June 41910800624	210-5-41-20-431.000 R&M Buildings & Grounds	96.09	52830	06/28/24
27840	06/25/24	MADISON NATIONAL LIFE INS Life Ins Jul 2024 1630319	210-1-00-00-120.001 Prepaid Insurance	1066.02	52831	06/28/24
13000	06/20/24	MARSHALL TIRE GROUP INC SKIDSTEER #12 75369	210-5-40-12-430.000 R&M Vehicles & Equipment	136.66	52832	06/28/24
26920	06/21/24	MAYVILLE DARBY DRB Minutes June 20 2024 20	210-5-16-10-330.000 Professional Services	45.68	52833	06/28/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V9970	06/03/24	BL JDvd JUN24 505566759	210-5-35-10-640.202 Juvenile Collection	17.24	52834	06/28/24
V9970	06/03/24	BL ADvd JUN24 505566950	210-5-35-10-640.201 Adult Collection	22.99	52834	06/28/24
V9970	06/11/24	BL ADvdsCds JUN24 505598608	210-5-35-10-640.201 Adult Collection	86.44	52834	06/28/24
V9970	06/17/24	BL JDVD JUN24 505630303	210-5-35-10-640.202 Juvenile Collection	30.74	52834	06/28/24
24960	06/17/24	Dental Jul 2024 061724 6197	210-1-00-00-120.001 Prepaid Insurance	2589.76	52838	06/28/24
27240	06/17/24	Brownell Service July/Aug 100401603563	210-5-41-21-400.000 Contracted Services	351.86	52839	06/28/24
23420	06/24/24	MSP Portolets July T624204	210-5-30-12-330.000 Professional Services	330.00	52841	06/28/24
24100	06/24/24	FINISHED TRAFFIC SIGNS-TY 204846	210-5-40-12-605.000 Summer Construction Suppl	752.30	52843	06/28/24
25140	06/11/24	Asphalt 1279857	210-5-40-12-451.000 Summer Construction Servi	768.00	52845	06/28/24
18010	06/20/24	BLACK DIAMOND 3441471	210-5-25-10-612.000 Uniforms	398.23	52847	06/28/24
24775	06/20/24	12.5 hrs. @ \$150.00 319778	210-5-30-12-442.000 Rental Vehicles/Equip	1875.00	52848	06/28/24
02050	06/04/24	Truck Towing 11685	210-5-30-12-330.000 Professional Services	200.00	52849	06/28/24
37965	06/12/24	Cust Job: 6 E;M ST. 110244	210-5-40-12-451.000 Summer Construction Servi	658.00	52850	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-41-26-622.000 Electricity	3128.79	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-41-23-622.000 Electricity	399.37	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-41-21-622.000 Electricity	1282.34	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-41-22-622.000 Electricity	607.90	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-41-20-622.000 Electricity	607.91	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-40-12-622.000 Electricity	257.55	52851	06/28/24
17505	06/12/24	Service period 5/8 to 6/7 266SH	210-5-40-12-622.000 Electricity	189.15	52851	06/28/24
09105	06/18/24	EJRP Shred Service June 459981	210-5-30-10-330.000 Professional Services	24.00	52853	06/28/24
V10399	06/24/24	BL WaterRestor JUN24 4665971	210-5-41-21-400.000 Contracted Services	1395.24	52854	06/28/24
42565	06/05/24	DRB ad for June 20th 238786	210-5-16-10-550.000 Printing and Binding	64.48	52855	06/28/24
V10695	06/13/24	MSP Tree Removal 061324D	210-5-30-12-330.000 Professional Services	700.00	52857	06/28/24
V10695	06/21/24	Service of trees 0624D	210-5-40-12-571.000 Streetscape Maintenance	1500.00	52857	06/28/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80123	06/12/24	FY24 CSWD Stipend FY24Sullivan	210-5-11-10-190.000 Board Member Payments	450.00	52860	06/28/24
29090	05/29/24	Rent Solar Traffic board 154338206	210-5-35-10-442.000 Rental Vehicles/Equip	932.00	52861	06/28/24
09040	06/24/24	PC July 2023 - June 2024 CCTV FY24 89	210-5-16-10-330.000 Professional Services	5709.38	52863	06/28/24
43260	06/14/24	BL Supplies JUN24 179413031	210-5-35-10-610.000 General Supplies	2215.41	52865	06/28/24
14900	06/30/24	PCORI 720 FY24 FY24PCORI720	210-5-30-10-210.000 Group Insurance	159.69	52866	06/28/24
36130	01/23/24	WW 842069264 PS 9964967425A	210-5-25-10-530.000 Communications	222.81	52868	06/28/24
36130	01/23/24	WW 842069264 PS 9964967425A	210-5-40-12-530.000 Communications	31.83	52868	06/28/24
36130	06/17/24	Wireless Service June 202 9966855037	210-5-10-10-530.000 Communications	50.50	52869	06/28/24
36130	06/17/24	Wireless Service June 202 9966855037	210-5-25-10-530.000 Communications	160.04	52869	06/28/24
36130	06/17/24	Wireless Service June 202 9966855037	210-5-40-12-530.000 Communications	210.54	52869	06/28/24
11935	06/12/24	Tailgate Latch Repair 4534553	210-5-40-12-430.000 R&M Vehicles & Equipment	363.03	52871	06/28/24
23395	06/24/24	5-3/4" Zinc Door Pull 518531	210-5-40-12-610.000 General Supplies	21.82	52872	06/28/24
21230	06/19/24	Vision Jul 2024 820721033	210-1-00-00-120.001 Prepaid Insurance	486.42	52873	06/28/24
30210	06/18/24	FY25 dues 8453	210-1-00-00-120.000 Prepaid Expenses	15522.00	52874	06/28/24
28470	06/07/24	Payroll Transfer PR-06/07/24	210-2-00-00-210.004 Retirement Payable	22483.41	52875	06/28/24
28470	06/21/24	Payroll Transfer PR-06/21/24	210-2-00-00-210.004 Retirement Payable	22812.34	52875	06/28/24
24570	06/11/24	Plaques 89512	210-5-25-10-613.000 Program Supplies	450.72	52876	06/28/24
24570	06/24/24	Certificate Holders 90148	210-5-25-10-613.000 Program Supplies	329.40	52876	06/28/24
07565	05/29/24	Brownell Toilet Tissue 246845278	210-5-41-21-431.000 R&M Buildings & Grounds	69.99	52877	06/28/24
07565	06/04/24	Brownell Cleaning Supplie 246969184	210-5-41-21-431.000 R&M Buildings & Grounds	60.99	52877	06/28/24
07565	06/11/24	MSP Cleaning Supplies 247113651	210-5-30-12-610.000 General Supplies	127.96	52877	06/28/24
07565	06/13/24	Pool/Camp/Office Supplies 247191618	210-5-30-10-610.000 General Supplies	438.16	52877	06/28/24
05375	06/07/24	Payroll Transfer PR-06/07/24	210-2-00-00-210.005 Misc Deductions Payable	190.00 E	621241	06/21/24
05375	06/21/24	Payroll Transfer PR-06/21/24	210-2-00-00-210.005 Misc Deductions Payable	190.00 E	621242	06/21/24
17140	06/21/24	Payroll Transfer PR-06/21/24	210-2-00-00-210.005 Misc Deductions Payable	299.25 E	621243	06/21/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
17425	06/21/24	ICMA ROTH PLAN 706287 Payroll Transfer PR-06/21/24	210-2-00-00-210.004 Retirement Payable	100.00 E	621244	06/21/24
V1160	06/21/24	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-06/21/24	210-2-00-00-210.004 Retirement Payable	3115.23 E	621246	06/21/24
V1161	06/21/24	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-06/21/24	210-2-00-00-210.004 Retirement Payable	5909.20 E	621247	06/21/24
V1165	06/21/24	INTERNAL REVENUE SERVICE Payroll Transfer PR-06/21/24	210-2-00-00-210.002 Federal Inc Tax W/H	47322.01 E	626248	06/26/24
V2413	06/21/24	VT DEPT OF TAXES Payroll Transfer PR-06/21/24	210-2-00-00-210.003 State Inc Tax W/H	5990.83 E	626249	06/26/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-10-10-210.000 Group Insurance	9099.10 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-13-10-210.000 Group Insurance	812.42 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-40-12-210.000 Group Insurance	8286.72 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-40-13-210.000 Group Insurance	563.00 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-35-10-210.000 Group Insurance	9830.25 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-16-10-210.000 Group Insurance	812.42 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-30-10-210.000 Group Insurance	11292.66 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-5-30-12-210.000 Group Insurance	2518.49 E	628245	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	210-2-00-00-210.006 Health Ins. Copay	1960.00 E	628245	06/28/24
17765	06/05/24	WAITE-HEINDEL ENVIRONMENT Pocket Park 1 Main Street 6427	220-5-00-00-720.002 1 Main; Road Res-Q	332.50	52878	06/28/24
19090	06/10/24	CEDAR CREEK HOME IMPROVEM Brownell Roof Replacement 061024D	232-5-41-21-730.001 Roof	34560.00	52775	06/28/24
39425	06/07/24	SCOTT & PARTNERS INC 2 Linc Reno June 2024 21-1 5240	232-5-41-20-890.832 2 Lincoln Street Renovati	5602.23	52852	06/28/24
42565	06/19/24	SEVEN DAYS 2 Lincoln Renovation June 239095	232-5-41-20-890.832 2 Lincoln Street Renovati	140.40	52855	06/28/24
80121	06/10/24	TURF ROBOTICS LLC Line Painter Base Station 1049	233-5-00-00-750.001 Maintenance Equipment	4450.00	52864	06/28/24
16000	06/10/24	FISHER AUTO PARTS Backhoe Line Grease supp 293466361	254-5-54-20-430.000 R&M Vehicles & Equipment	383.86	52802	06/28/24
07010	06/13/24	GREEN MOUNTAIN POWER CORP Non Solar 5/13 to 6/12/2 061324NS	254-5-54-20-622.000 Electricity	72.54	52811	06/28/24
21240	06/30/24	HICKOK & BOARDMAN HRI HB Services Broker Q-2 31930	254-5-54-20-210.000 Group Insurance	108.00	52816	06/28/24
27840	06/25/24	MADISON NATIONAL LIFE INS Life Ins Jul 2024 1630319	254-1-00-00-120.001 Prepaid Insurance	51.24	52831	06/28/24
03070	06/26/24	MINUTEMAN PRESS UB Postage Jun 2024 062624	254-5-54-20-560.000 Postage	566.13	52835	06/28/24
24960	06/17/24	NORTHEAST DELTA DENTAL Dental Jul 2024 061724 6197	254-1-00-00-120.001 Prepaid Insurance	226.72	52838	06/28/24

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V2227	06/03/24	TI-SALES, INC. Extend Maint - Belt clip	254-5-54-20-750.000	1675.46	52862	06/28/24
		0171347 Machinery & Equipment				
14900	06/30/24	UNITED STATES TREASURY PCORI 720 FY24	254-5-54-20-210.000	11.63	52866	06/28/24
		FY24PCORI720 Group Insurance				
36130	06/17/24	VERIZON WIRELESS VSAT Wireless Service June 202	254-5-54-20-530.000	181.02	52869	06/28/24
		9966855037 Communications				
21230	06/19/24	VISION SERVICE PLAN (CT) Vision Jul 2024	254-1-00-00-120.001	54.52	52873	06/28/24
		820721033 Prepaid Insurance				
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024	254-5-54-20-210.000	4224.60	628245	06/28/24
		061824 7728 Group Insurance				
14685	06/17/24	ALLIANCE GROUP SERV LLC Trouble shoot ext light f	255-5-55-30-431.000	3906.71	52755	06/28/24
		070569 R&M Buildings				
14685	05/31/24	ALLIANCE GROUP SERV LLC Heat Exchanger gaskets	255-5-55-30-570.000	11009.85	52755	06/28/24
		071549 Other Purchased Services				
17895	06/03/24	CLEAN NEST Waste Water Cleaning May	255-5-55-30-330.000	215.44	52777	06/28/24
		15234 Professional Services				
V10347	06/18/24	EHRlich PEST CONTROL MAINTENANCE	255-5-55-30-330.000	94.95	52788	06/28/24
		61835175 Professional Services				
V10734	05/21/24	ENCORE ESSEX JUNCTION SOL 4/19-5/21/24Fixed Monthly	255-5-55-30-622.000	2969.11	52790	06/28/24
		2405 Electricity				
06870	06/18/24	ENDYNE INC Essex Jct. WWTF Metals /T	255-5-55-30-340.001	85.00	52791	06/28/24
		491851 Lab Testing				
06870	06/25/24	ENDYNE INC SHT NY Bi-Monthly	255-5-55-30-568.000	220.00	52791	06/28/24
		492605 Biosolids Subcontractor				
06870	06/25/24	ENDYNE INC Essex Jct. WWTF TKN	255-5-55-30-340.001	35.00	52791	06/28/24
		492623 Lab Testing				
38955	06/10/24	F W WEBB COMPANY SVF20SSTH-1	255-5-55-30-570.000	155.22	52795	06/28/24
		86020964 Other Purchased Services				
29280	06/18/24	FIRST NATIONAL BANK OMAH WW Visa Charges 5/20 to 6	255-5-55-30-505.000	898.79	52796	06/28/24
		04810624 Tech. Subs, Licenses				
29280	06/18/24	FIRST NATIONAL BANK OMAH WW Visa Charges 5/20 to 6	255-5-55-30-618.000	6.08	52796	06/28/24
		04810624 Laboratory Supplies				
07010	06/21/24	GREEN MOUNTAIN POWER CORP 39 Cascade 5/21 to 6/20/2	255-5-55-30-622.000	8257.11	52812	06/28/24
		0624Cascade Electricity				
21240	06/30/24	HICKOK & BOARDMAN HRI HB Services Broker Q-2	255-5-55-30-210.000	165.15	52816	06/28/24
		31930 Group Insurance				
V1093	06/24/24	HOLLAND CO., INC. Sodium Aluminate	255-5-55-30-619.000	20701.36	52817	06/28/24
		PI27968 Chemicals				
V9769	06/18/24	KEMIRA WATER SOLUTIONS N.O.S. (Ferrous chloride)	255-5-55-30-619.000	10646.88	52824	06/28/24
		9017841790 Chemicals				
80087	06/10/24	KONICA MINOLTA PREMIER FI Copier Lease June 2024	255-5-55-30-442.000	158.45	52827	06/28/24
		531228666 Rental Vehicles/Equip				
V9454	06/17/24	LENNY'S SHOE & APP Senkerib uniform	255-5-55-30-612.000	190.99	52828	06/28/24
		4007352 Uniforms				
V9454	06/17/24	LENNY'S SHOE & APP T Wolpert-saftey boots	255-5-55-30-612.000	220.98	52828	06/28/24
		4007355 Uniforms				
27840	06/25/24	MADISON NATIONAL LIFE INS Life Ins Jul 2024	255-1-00-00-120.001	244.12	52831	06/28/24
		1630319 Prepaid Insurance				
24960	06/17/24	NORTHEAST DELTA DENTAL Dental Jul 2024	255-1-00-00-120.001	370.34	52838	06/28/24
		061724 6197 Prepaid Insurance				

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03160	06/12/24	P & H SENESAC INC POLYMER FOR DEWATERING 20501	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	52840	06/28/24
V2093	06/17/24	SLACK CHEMICAL COMPANY IN sodium hydroxide 472112	255-5-55-30-619.000 Chemicals	16225.50	52856	06/28/24
14900	06/30/24	UNITED STATES TREASURY PCORI 720 FY24 FY24PCORI720	255-5-55-30-210.000 Group Insurance	26.67	52866	06/28/24
36130	05/28/24	VERIZON WIRELESS VSAT PW285543456 9964529467	255-5-55-30-530.000 Communications	95.46	52867	06/28/24
36130	06/17/24	VERIZON WIRELESS VSAT Wireless Service June 202 9966855037	255-5-55-30-530.000 Communications	141.01	52869	06/28/24
23395	06/24/24	VILLAGE HARDWARE - WILLIS 1/8x500' Galv Cable 518532	255-5-55-30-610.000 General Supplies	14.40	52872	06/28/24
21230	06/19/24	VISION SERVICE PLAN (CT) Vision Jul 2024 820721033	255-1-00-00-120.001 Prepaid Insurance	87.22	52873	06/28/24
07565	06/13/24	W B MASON CO INC DISTILLED WATER,PURE LIFE 247196787	255-5-55-30-618.000 Laboratory Supplies	89.97	52877	06/28/24
17765	06/14/24	WAITE-HEINDEL ENVIRONMENT Land App CAP 6423	255-5-55-30-568.000 Biosolids Subcontractor	4908.25	52878	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	255-5-55-30-210.000 Group Insurance	6911.25	E 628245	06/28/24
07010	06/10/24	GREEN MOUNTAIN POWER CORP solar accts 5/8 to 6/7/24 061024D	256-5-56-40-622.000 Electricity	115.48	52810	06/28/24
07010	06/10/24	GREEN MOUNTAIN POWER CORP solar accts 5/8 to 6/7/24 061024D	256-5-56-40-434.001 Susie Wilson PS Costs	381.45	52810	06/28/24
07010	06/10/24	GREEN MOUNTAIN POWER CORP solar accts 5/8 to 6/7/24 061024D	256-5-56-40-434.002 West Street PS Costs	86.70	52810	06/28/24
07010	06/13/24	GREEN MOUNTAIN POWER CORP Non Solar 5/13 to 6/12/2 061324NS	256-5-56-40-622.000 Electricity	461.04	52811	06/28/24
21240	06/30/24	HICKOK & BOARDMAN HRI HB Services Broker Q-2 31930	256-5-56-40-210.000 Group Insurance	99.00	52816	06/28/24
27840	06/25/24	MADISON NATIONAL LIFE INS Life Ins Jul 2024 1630319	256-1-00-00-120.001 Prepaid Insurance	80.52	52831	06/28/24
03070	06/26/24	MINUTEMAN PRESS UB Postage Jun 2024 062624	256-5-56-40-560.000 Postage	1149.42	52835	06/28/24
24960	06/17/24	NORTHEAST DELTA DENTAL Dental Jul 2024 061724 6197	256-1-00-00-120.001 Prepaid Insurance	171.55	52838	06/28/24
17505	06/12/24	SAND HILL SOLAR LLC KSI I Service period 5/8 to 6/7 266SH	256-5-56-40-434.002 West Street PS Costs	723.45	52851	06/28/24
17505	06/12/24	SAND HILL SOLAR LLC KSI I Service period 5/8 to 6/7 266SH	256-5-56-40-434.001 Susie Wilson PS Costs	567.64	52851	06/28/24
17505	06/12/24	SAND HILL SOLAR LLC KSI I Service period 5/8 to 6/7 266SH	256-5-56-40-622.000 Electricity	805.82	52851	06/28/24
14900	06/30/24	UNITED STATES TREASURY PCORI 720 FY24 FY24PCORI720	256-5-56-40-210.000 Group Insurance	17.90	52866	06/28/24
21230	06/19/24	VISION SERVICE PLAN (CT) Vision Jul 2024 820721033	256-1-00-00-120.001 Prepaid Insurance	33.07	52873	06/28/24
40855	06/18/24	CIGNA HEALTH AND LIFE INS Health Jun 2024 061824 7728	256-5-56-40-210.000 Group Insurance	2193.52	E 628245	06/28/24
07305	06/20/24	AIRGAS USA LLC Pool Chemicals 9151058560	259-5-30-11-431.000 R&M Buildings & Grounds	929.57	52752	06/28/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
80117	06/18/24	ALBEE, AARON (STICKS & ST 061824D	259-1-00-00-120.000 Prepaid Expenses	2000.00	52753	06/28/24
19815	06/20/24	AMAZON CAPITAL SERVICES Reach Fleming Supplies 111DF7771FDJ	259-5-30-17-610.000 General Supplies	152.88	52756	06/28/24
19815	06/21/24	AMAZON CAPITAL SERVICES Pool Supplies 113HFT494WYF	259-5-30-11-610.000 General Supplies	48.71	52756	06/28/24
19815	06/16/24	AMAZON CAPITAL SERVICES CMS Supplies 11PYNVXL4LDV	259-5-30-17-610.000 General Supplies	39.96	52756	06/28/24
19815	06/12/24	AMAZON CAPITAL SERVICES CMS Supplies 11WVCCPMJXDC	259-5-30-17-610.000 General Supplies	60.98	52756	06/28/24
19815	06/17/24	AMAZON CAPITAL SERVICES Discovery Supplies 14FVY7JV9P76	259-5-30-17-610.000 General Supplies	1113.01	52756	06/28/24
19815	06/19/24	AMAZON CAPITAL SERVICES Discovery Supplies 14RK9GD36YQT	259-5-30-17-610.000 General Supplies	332.53	52756	06/28/24
19815	06/19/24	AMAZON CAPITAL SERVICES CMS Art 14T6F1FTL3W4	259-5-30-17-610.000 General Supplies	182.69	52756	06/28/24
19815	06/20/24	AMAZON CAPITAL SERVICES CMS Supplies 14TCCTH63CDW	259-5-30-17-610.000 General Supplies	160.82	52756	06/28/24
19815	06/21/24	AMAZON CAPITAL SERVICES Discovery Supplies 14X3Q7JD91QD	259-5-30-17-610.000 General Supplies	24.24	52756	06/28/24
19815	06/12/24	AMAZON CAPITAL SERVICES CMS Supplies 16149JV7K6JY	259-5-30-17-610.000 General Supplies	159.00	52756	06/28/24
19815	06/13/24	AMAZON CAPITAL SERVICES REACH Fleming Supplies 176T33XN9J1D	259-5-30-17-610.000 General Supplies	500.79	52756	06/28/24
19815	06/19/24	AMAZON CAPITAL SERVICES Discovery Supplies 19TTYP6F1DW4	259-5-30-17-610.000 General Supplies	14.99	52756	06/28/24
19815	06/11/24	AMAZON CAPITAL SERVICES Discovery Supplies 1CTWW3X4D4KR	259-5-30-17-610.000 General Supplies	275.95	52756	06/28/24
19815	06/15/24	AMAZON CAPITAL SERVICES Preschool Supplies 1D14RDQNL9RV	259-5-30-16-610.000 General Supplies	58.62	52756	06/28/24
19815	06/11/24	AMAZON CAPITAL SERVICES Discovery Supplies 1DKD3NH9D6V9	259-5-30-17-610.000 General Supplies	7377.74	52756	06/28/24
19815	06/11/24	AMAZON CAPITAL SERVICES Discovery Supplies 1DKD3NH9GJYJ	259-5-30-17-610.000 General Supplies	769.24	52756	06/28/24
19815	06/12/24	AMAZON CAPITAL SERVICES Landyards 1FQRWH9PJ37W	259-5-30-17-610.000 General Supplies	34.80	52756	06/28/24
19815	06/17/24	AMAZON CAPITAL SERVICES Discovery Supplies 1HFPG4J7G36D	259-5-30-17-610.000 General Supplies	77.60	52756	06/28/24
19815	06/16/24	AMAZON CAPITAL SERVICES Program First Aid 1HRF9PYW7WQ6	259-5-30-14-610.000 General Supplies	7.99	52756	06/28/24
19815	06/17/24	AMAZON CAPITAL SERVICES Discovery Supplies 1HTMJ1JHQ3LK	259-5-30-17-610.000 General Supplies	81.67	52756	06/28/24
19815	06/22/24	AMAZON CAPITAL SERVICES STAR Supplies 1I63YCDLCD1M	259-5-30-17-610.000 General Supplies	42.11	52756	06/28/24
19815	06/19/24	AMAZON CAPITAL SERVICES Discovery Supplies 1IRDD0J313YX	259-5-30-17-610.000 General Supplies	71.76	52756	06/28/24
19815	06/17/24	AMAZON CAPITAL SERVICES STAR Supplies 1JGH36F6T6YP	259-5-30-17-610.000 General Supplies	315.92	52756	06/28/24
19815	06/14/24	AMAZON CAPITAL SERVICES CMS Supplies 1JJ9P61W114W	259-5-30-17-610.000 General Supplies	60.93	52756	06/28/24

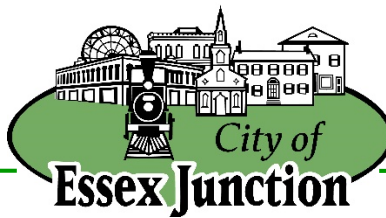
Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	06/20/24 CMS Art Supplies	259-5-30-17-610.000	34.79	52756	06/28/24
		1JMGFDYH6D14	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/16/24 Basketballs First Aid Su	259-5-30-14-610.000	572.08	52756	06/28/24
		1JMQ9TW14MJY	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/13/24 Reach EES Supplies	259-5-30-17-610.000	875.39	52756	06/28/24
		1K4CJP9TQ9PC	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/13/24 RK Hiawatha Supplies	259-5-30-15-610.000	165.80	52756	06/28/24
		1KPGFCYTF33D	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/15/24 REACH EES Supplies	259-5-30-17-610.000	80.95	52756	06/28/24
		1LV47Q4Y47K6	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/20/24 Pool Supplies	259-5-30-11-610.000	19.67	52756	06/28/24
		1MWNGCCF3J7D	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/22/24 Reach Fleming Supplies	259-5-30-17-610.000	82.02	52756	06/28/24
		1MWNGCCFCNLX	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/22/24 CMS Supplies	259-5-30-17-610.000	5.99	52756	06/28/24
		1NFC44X1CTTH	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/20/24 CMS Supplies	259-5-30-17-610.000	39.85	52756	06/28/24
		1NGTND9H3K7K	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/19/24 CMS Service	259-5-30-17-610.000	16.98	52756	06/28/24
		1NR7Q9JC1F77	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/13/24 Discovery Supplies	259-5-30-17-610.000	701.34	52756	06/28/24
		1PQCQ4WFQR11	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/14/24 Wristbands	259-5-30-17-610.000	416.90	52756	06/28/24
		1QP9N9RHY7L1	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/14/24 CMS Supplies	259-5-30-17-610.000	77.96	52756	06/28/24
		1RXX7FH4FWXJ	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/11/24 CMS Supplies	259-5-30-17-610.000	9.13	52756	06/28/24
		1TRP1DMYDMKF	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/22/24 Summer Camp Walkies	259-5-30-17-610.000	6605.00	52756	06/28/24
		1TTVVMN1CKWG	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/15/24 CMS Enrichment Supplies	259-5-30-17-610.000	71.86	52756	06/28/24
		1V6TQH7W3PYF	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/15/24 CMS Sports Supplies	259-5-30-17-610.000	252.52	52756	06/28/24
		1XC63QJLXTTX	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/11/24 Discovery Walkie CREDIT	259-5-30-17-330.000	-1992.00	52756	06/28/24
		1YHFFH7MPHCM	Professional Services			
25595	AMERICAN RED CROSS	06/12/24 First Aid CPR	259-5-30-17-330.000	570.00	52761	06/28/24
		22696674	Professional Services			
80112	APEX CARPET & UPHOLSTRY	05/24/24 Bath House/Main Bldg Clea	259-5-30-11-431.000	1600.00	52762	06/28/24
		4040	R&M Buildings & Grounds			
25955	AT&T MOBILITY	05/27/24 RK Cell June (Less Disput	259-5-30-15-530.000	497.39	52764	06/28/24
		287301812520	Communications			
22670	CAPITAL ONE CREDIT CARD -	06/15/24 EJRP CC June	259-5-30-15-330.000	353.81	52773	06/28/24
		65080624	Professional Services			
22670	CAPITAL ONE CREDIT CARD -	06/15/24 EJRP CC June	259-5-30-15-610.000	1802.36	52773	06/28/24
		65080624	General Supplies			
22670	CAPITAL ONE CREDIT CARD -	06/15/24 EJRP CC June	259-5-30-15-500.000	575.00	52773	06/28/24
		65080624	Training, Conf, Dues			
22670	CAPITAL ONE CREDIT CARD -	06/15/24 EJRP CC June	259-5-30-11-610.000	883.59	52773	06/28/24
		65080624	General Supplies			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-17-610.000 General Supplies	5778.11	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-14-500.000 Training, Conf, Dues	695.00	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-16-500.000 Training, Conf, Dues	695.00	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-12-500.000 Training, Conf, Dues	695.00	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-14-610.000 General Supplies	183.40	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-10-505.000 Tech. Subs, Licenses	545.69	52773	06/28/24
22670	CAPITAL ONE CREDIT CARD -	06/15/24	EJRP CC June 65080624	259-5-30-16-610.000 General Supplies	122.63	52773	06/28/24
80124	COMBUSTOMATICS	06/24/24	MSP Performance 7/9 062424D	259-5-30-14-330.000 Professional Services	500.00	52780	06/28/24
29970	EAST COAST ICE	06/20/24	RecKids Last Day 6/14 109	259-5-30-15-610.000 General Supplies	1056.00	52786	06/28/24
80025	GLOGOWSKI, MINYELE	06/20/24	Program Refund-Glogowski 187797	259-4-30-14-020.311 Youth Programs	295.00	52805	06/28/24
21240	HICKOK & BOARDMAN HRI	06/30/24	HB Services Broker Q-2 31930	259-5-30-15-210.000 Group Insurance	450.00	52816	06/28/24
80025	HUFF, LINDSAY	06/17/24	Summer Camp Refund-Huff \$ 187674	259-4-30-17-020.313 Childcare - DC	198.00	52818	06/28/24
80087	KONICA MINOLTA PREMIER FI	06/10/24	Copier Lease June 2024 531228666	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	52827	06/28/24
80087	KONICA MINOLTA PREMIER FI	06/10/24	Copier Lease June 2024 531228666	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	52827	06/28/24
80120	LINCO PICKLEBALL	06/17/24	Pickleball Clinic 6/15 061724D	259-5-30-14-330.000 Professional Services	200.00	52829	06/28/24
25625	LOWE'S - 1080	06/02/24	EJRP Lowes June 41910800624	259-5-30-11-431.000 R&M Buildings & Grounds	201.67	52830	06/28/24
25625	LOWE'S - 1080	06/02/24	EJRP Lowes June 41910800624	259-5-30-14-610.000 General Supplies	122.99	52830	06/28/24
27840	MADISON NATIONAL LIFE INS	06/25/24	Life Ins Jul 2024 1630319	259-1-00-00-120.001 Prepaid Insurance	509.85	52831	06/28/24
80025	MORNEAULT, MONIQUE	06/14/24	Drivers Ed Refund - Morne 187597	259-4-30-14-020.312 Adult Programs	168.00	52836	06/28/24
80025	MORRISON, KATE	06/19/24	Summer Camp Refund-Morris 187774	259-4-30-17-020.313 Childcare - DC	499.50	52837	06/28/24
24960	NORTHEAST DELTA DENTAL	06/17/24	Dental Jul 2024 061724 6197	259-1-00-00-120.001 Prepaid Insurance	681.86	52838	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/11/24	RK FMS Snack 188131	259-5-30-15-610.000 General Supplies	169.49	52842	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/11/24	RK EES Snack 188277	259-5-30-15-610.000 General Supplies	74.52	52842	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/13/24	RK Last Day Snack 190202	259-5-30-15-610.000 General Supplies	108.79	52842	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/20/24	Star Snack 193459	259-5-30-17-610.000 General Supplies	205.57	52842	06/28/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	06/24/24	Discovery Snack 194121	259-5-30-17-610.000 General Supplies	596.34	52842	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/24/24	Reach EES Snack 194606	259-5-30-17-610.000 General Supplies	226.62	52842	06/28/24
29425	PERFORMANCE FOOD SERVICE	06/24/24	CMS Snack 195232	259-5-30-17-610.000 General Supplies	525.37	52842	06/28/24
80025	PIETTE, HANNAH	06/20/24	Swim Lesson Refund - Piet 187804	259-4-30-11-020.306 Swim Lessons	75.00	52844	06/28/24
20620	RASCO LAURA	06/15/24	Playgroup May 061524	259-5-30-14-330.000 Professional Services	270.00	52846	06/28/24
80025	STERN, DEBBIE	06/11/24	ProgRefund - Stern \$90 186969	259-4-30-14-020.312 Adult Programs	90.00	52858	06/28/24
80025	STEVENS, DIANE	06/11/24	Program Refund - Stevens 186973	259-4-30-14-020.312 Adult Programs	90.00	52859	06/28/24
14900	UNITED STATES TREASURY	06/30/24	PCORI 720 FY24 FY24PCORI720	259-5-30-16-210.000 Group Insurance	83.57	52866	06/28/24
36130	VERIZON WIRELESS VSAT	05/28/24	PW285543456 9964529467	259-5-30-16-530.000 Communications	3.50	52867	06/28/24
36130	VERIZON WIRELESS VSAT	01/23/24	WW 842069264 PS 9964967425A	259-5-30-16-530.000 Communications	28.33	52868	06/28/24
36130	VERIZON WIRELESS VSAT	06/17/24	Wireless Service June 202 9966855037	259-5-30-16-530.000 Communications	50.50	52869	06/28/24
25315	VESPA'S PIZZA PASTA & DEL	06/14/24	RK Last Day Pizza 061424D	259-5-30-15-610.000 General Supplies	340.00	52870	06/28/24
25315	VESPA'S PIZZA PASTA & DEL	06/17/24	Staff Training 6/17 061724D	259-5-30-17-610.000 General Supplies	433.00	52870	06/28/24
21230	VISION SERVICE PLAN (CT)	06/19/24	Vision Jul 2024 820721033	259-1-00-00-120.001 Prepaid Insurance	145.99	52873	06/28/24
07565	W B MASON CO INC	06/12/24	Behavior Support Supplies 247162718	259-5-30-17-610.000 General Supplies	109.91	52877	06/28/24
07565	W B MASON CO INC	06/13/24	Pool/Camp/Office Supplies 247191618	259-5-30-11-610.000 General Supplies	59.18	52877	06/28/24
07565	W B MASON CO INC	06/13/24	Pool/Camp/Office Supplies 247191618	259-5-30-17-610.000 General Supplies	59.18	52877	06/28/24
80025	WHITAKER, AMANDA	06/11/24	Prog Refund - Whitaker \$3 186958	259-4-30-14-020.311 Youth Programs	330.00	52879	06/28/24
40855	CIGNA HEALTH AND LIFE INS	06/18/24	Health Jun 2024 061824 7728	259-5-30-15-210.000 Group Insurance	6580.59 E	628245	06/28/24
40855	CIGNA HEALTH AND LIFE INS	06/18/24	Health Jun 2024 061824 7728	259-5-30-16-210.000 Group Insurance	5686.96 E	628245	06/28/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1264584.57		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,264,584.57
Let this be your order for the payments of these amounts.



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: July 17, 2024

Subject: Preliminary June Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 6/30/24 therefore the year to date actuals are for the period 7/1/23-6/30/24, and the month actuals are for the month of June.

These are very preliminary numbers for FY24. While we will continue to receive June invoices over the coming weeks and will be recording year end adjustments and accruals in preparation for our financial audit, we are 100% of the way through the fiscal year. The General Fund revenue is just over 101% of budget or \$14,410,178 and expenditures are just under 97% of budget or \$13,770,476.

The Water Fund operating revenue is just over 104% of budget or \$1,772,224 and operating expenditures are just over 94% of budget or \$1,610,338. The Wastewater Fund operating revenue is just over 109% of budget or \$3,181,350 and operating expenditures are just over 97% of budget or \$2,845,970. The Sanitation Fund operating revenue is just over 124% of budget or \$1,078,013 and operating expenditures are just over 94% of budget or \$619,097.

There are currently 166 utility accounts with delinquent balances for a total of \$28,931, with \$15,465 outstanding from the February billing cycle. In May, there were 178 delinquent utility accounts with a balance of \$25,451, with \$20,615 of that balance from the February billing cycle. There is one remaining property with water shut off; the account has been paid in full but we are waiting for the owner to schedule a time to turn the water back on when someone can be at the property. Normal practice is to have someone present at the property to ensure that there are no leaks or other issues when the water is turned back on, and allows us to immediately turn the water back off if there are issues.

The EJRP Program Fund revenue is just over 119% of budget or \$3,806,078 and expenditures are just under 102% of budget or \$3,353,087.

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
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,471,199.74	-50,213.74	100.48%	-197.97
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%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	92,003.00	0.00	100.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	184,005.00	0.00	100.00%	0.00
210-4-00-00-042.001 PILOT Revenue	17,000.00	14,309.37	2,690.63	84.17%	0.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	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	27,883.41	-25,383.41	1,115.34%	-2,772.36
210-4-00-00-080.001 State District Court Fine	2,000.00	7,504.36	-5,504.36	375.22%	613.50
210-4-00-00-085.000 Penalties	70,367.00	58,032.50	12,334.50	82.47%	-3.16
210-4-00-00-086.000 Interest	13,426.00	13,381.63	44.37	99.67%	1,533.66
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	10,987.35	-9,487.35	732.49%	258.25
Total General Revenues	13,877,029.71	13,938,285.57	-61,255.86	100.44%	-568.08
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	0.00	27.00	-27.00	100.00%	0.00
210-4-12-10-020.004 Recording Fees	86,000.00	47,589.00	38,411.00	55.34%	5,506.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	288.10	5,301.90	5.15%	23.00
210-4-12-10-020.011 Online Land Records	0.00	70.00	-70.00	100.00%	0.00
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	720.00	6,480.00	10.00%	70.00
210-4-12-10-020.023 Records Preservation	0.00	17,248.00	-17,248.00	100.00%	2,004.00
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	240.00	384.00	38.46%	45.00
210-4-12-10-030.004 Animal Licenses	2,500.00	3,150.00	-650.00	126.00%	58.00
210-4-12-10-030.005 Green Mountain Passport	120.00	116.00	4.00	96.67%	34.00
210-4-12-10-030.006 DMV Registrations	99.00	6.00	93.00	6.06%	3.00
210-4-12-10-098.000 Misc Revenue	0.00	4,700.18	-4,700.18	100.00%	0.00
Total Clerk Revenue	105,008.00	76,404.28	28,603.72	72.76%	7,743.00
210-4-14-10 Information Technology					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	114,000.00	-100,000.00	814.29%	0.00
Total Information Technology	14,000.00	114,000.00	-100,000.00	814.29%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	76,720.08	-37,720.08	196.72%	1,335.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
Total ComDev Revenues	79,158.00	76,720.08	2,437.92	96.92%	1,335.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17 EconDev Revenues					
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
Total EconDev Revenues	4,000.00	0.00	4,000.00	0.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	10.00	10.00	0.00	100.00%	0.00
Total Fire Revenues	10.00	10.00	0.00	100.00%	0.00
210-4-30 EJP Revenues					
210-4-30-10-020.000 Charges for Services	12,479.00	8,551.00	3,928.00	68.52%	680.00
210-4-30-10-050.001 Donation - Memoris Day Pa	0.00	0.00	0.00	0.00%	-6,650.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	1,500.00	-1,500.00	100.00%	0.00
Total EJP Revenues	12,479.00	10,051.00	2,428.00	80.54%	-5,970.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	636.48	-636.48	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	800.00	-800.00	100.00%	0.00
210-4-35-10-098.000 Misc Revenue	500.00	937.24	-437.24	187.45%	157.48
Total Library Revenues	500.00	2,373.72	-1,873.72	474.74%	157.48
210-4-40 PW Revenues					
210-4-40-12-042.006 State Aid to Highways	130,000.00	125,136.30	4,863.70	96.26%	0.00
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	40,000.00	-20,000.00	200.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	3,592.60	-92.60	102.65%	1,380.00
210-4-40-13-041.000 State and Other Grant Rev	0.00	11,468.00	-11,468.00	100.00%	0.00
Total PW Revenues	153,500.00	180,196.90	-26,696.90	117.39%	1,380.00
210-4-41 Building Revenues					
Total Building Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	9,919.55	-9,919.55	100.00%	3,300.00
210-4-90-00-640.201 Adult Collection replacem	0.00	1,472.40	-1,472.40	100.00%	43.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	744.00	-744.00	100.00%	179.00
Total Other Sources and Uses	0.00	12,135.95	-12,135.95	100.00%	3,522.00
Total Revenue	14,245,684.71	14,410,177.50	-164,492.79	101.15%	7,599.40
Total Revenues	14,245,684.71	14,410,177.50	-164,492.79	101.15%	7,599.40

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	338,567.00	335,235.14	3,331.86	99.02%	26,162.76
210-5-10-10-210.000 Group Insurance	98,127.00	111,115.92	-12,988.92	113.24%	12,994.11
210-5-10-10-220.000 Social Security	26,085.00	25,930.41	154.59	99.41%	2,113.47
210-5-10-10-230.000 Retirement	28,897.00	28,398.15	498.85	98.27%	2,253.59
210-5-10-10-320.000 Legal Services	40,000.00	28,832.50	11,167.50	72.08%	6,889.00
210-5-10-10-330.000 Professional Services	6,025.00	29,829.99	-23,804.99	495.10%	17,459.99
210-5-10-10-340.000 Technical Services	9,552.00	12,591.10	-3,039.10	131.82%	1,893.92
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	5,387.60	-1,137.60	126.77%	165.54
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	3,101.72	1,145.28	73.03%	0.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	9,280.62	1,594.38	85.34%	0.00
210-5-10-10-530.000 Communications	3,300.00	3,636.72	-336.72	110.20%	101.00
210-5-10-10-540.000 Advertising	15,075.00	7,058.25	8,016.75	46.82%	455.00
210-5-10-10-550.000 Printing and Binding	5,570.00	5,364.34	205.66	96.31%	369.81
210-5-10-10-560.000 Postage	2,000.00	8,324.60	-6,324.60	416.23%	1,009.75
210-5-10-10-570.000 Other Purchased Services	1,000.00	0.00	1,000.00	0.00%	-17,280.00
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	2,174.70	2,825.30	43.49%	12.94
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
Total Administration	611,570.00	620,575.30	-9,005.30	101.47%	54,600.88
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	16,500.00	950.00	15,550.00	5.76%	450.00
210-5-11-10-190.001 City Council Payments	12,500.00	12,500.00	0.00	100.00%	3,125.00
210-5-11-10-220.000 Social Security	956.00	956.21	-0.21	100.02%	239.06
210-5-11-10-330.000 Professtional Services	32,114.00	16,794.34	15,319.66	52.30%	543.31
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%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	1,463.01	536.99	73.15%	0.00
Total Legislative	83,333.00	48,595.92	34,737.08	58.32%	4,357.37
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	162,763.00	158,345.02	4,417.98	97.29%	12,680.58
210-5-12-10-120.000 Part Time Salaries	2,785.00	3,150.75	-365.75	113.13%	0.00
210-5-12-10-130.000 Overtime	434.00	234.88	199.12	54.12%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	21,912.01	29,236.99	42.84%	2,260.92
210-5-12-10-220.000 Social Security	12,790.00	12,308.11	481.89	96.23%	1,009.44
210-5-12-10-230.000 Retirement	15,627.00	15,067.88	559.12	96.42%	1,257.75
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	2,198.46	801.54	73.28%	60.00
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	3,153.50	11,846.50	21.02%	350.00
210-5-12-10-550.000 Printing and Binding	1,000.00	816.86	183.14	81.69%	0.00
210-5-12-10-560.000 Postage	500.00	377.30	122.70	75.46%	68.00
210-5-12-10-570.023 Records Preservation	0.00	16,431.62	-16,431.62	100.00%	1,989.43
210-5-12-10-580.000 Travel	1,738.00	1,366.56	371.44	78.63%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-12-10-610.000 General Supplies	5,250.00	1,804.97	3,445.03	34.38%	503.55
210-5-12-10-820.000 Elections	32,000.00	17,863.34	14,136.66	55.82%	0.00
Total Clerk	306,750.00	255,031.26	51,718.74	83.14%	20,179.67
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	225,124.00	227,626.15	-2,502.15	101.11%	17,594.72
210-5-13-10-190.000 Board Member Payments	750.00	400.00	350.00	53.33%	0.00
210-5-13-10-210.000 Group Insurance	53,585.00	36,243.64	17,341.36	67.64%	2,577.76
210-5-13-10-220.000 Social Security	17,730.00	18,432.64	-702.64	103.96%	1,484.40
210-5-13-10-230.000 Retirement	20,688.00	20,624.06	63.94	99.69%	1,683.93
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%	0.00
210-5-13-10-330.000 Professional Services	15,250.00	15,326.68	-76.68	100.50%	0.00
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%	0.00
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%	0.00
210-5-13-10-550.000 Printing and Binding	2,780.00	2,996.86	-216.86	107.80%	0.00
210-5-13-10-560.000 Postage	3,400.00	1,720.76	1,679.24	50.61%	0.00
210-5-13-10-580.000 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
Total Finance	504,300.00	492,946.29	11,353.71	97.75%	23,340.81
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	100,000.00	169,300.58	-69,300.58	169.30%	8,875.00
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	56,656.91	-31,656.91	226.63%	5,147.42
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	33,247.93	-9,597.93	140.58%	225.00
Total Information Technology	153,650.00	259,205.42	-105,555.42	168.70%	14,247.42
210-5-15-10 Assessing					
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	77,809.80	0.20	100.00%	19,452.45
Total Assessing	77,810.00	79,309.80	-1,499.80	101.93%	19,452.45
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	256,708.00	199,322.46	57,385.54	77.65%	14,925.10
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	7,150.00	8,450.00	45.83%	1,500.00
210-5-16-10-210.000 Group Insurance	89,186.00	23,411.77	65,774.23	26.25%	1,601.09
210-5-16-10-220.000 Social Security	20,281.00	16,227.52	4,053.48	80.01%	1,323.98
210-5-16-10-230.000 Retirement	23,328.00	17,518.20	5,809.80	75.10%	1,315.07
210-5-16-10-320.000 Legal Services	6,000.00	22,450.79	-16,450.79	374.18%	876.00
210-5-16-10-330.000 Professional Services	40,760.00	15,268.20	25,491.80	37.46%	7,804.46

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	1,821.36	2,878.64	38.75%	157.50
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%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	2,685.17	-1,685.17	268.52%	64.48
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	2,743.83	3,856.17	41.57%	267.50
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	4,052.13	5,947.87	40.52%	4,052.13
Total Community Development	482,813.00	314,079.25	168,733.75	65.05%	33,887.31
210-5-17-10 Economic Development					
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	1,671.45	13,328.55	11.14%	4.99
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	40,000.00	5,999.89	34,000.11	15.00%	4.99
210-5-18-10 Health & Human Services					
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	1,560.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	190,620.00	0.00	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	2,763,112.64	0.36	100.00%	690,778.16
Total Health & Human Services	2,977,293.00	2,973,732.64	3,560.36	99.88%	690,778.16
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	0.00	100.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	24,418.33	30,134.67	44.76%	24,418.33
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
Total County & Regional Functio	346,883.00	316,733.34	30,149.66	91.31%	24,418.33
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	216,000.00	219,489.10	-3,489.10	101.62%	18,207.88
210-5-25-10-210.000 Group Insurance	3,600.00	2,688.00	912.00	74.67%	0.00
210-5-25-10-220.000 Social Security	16,524.00	16,828.26	-304.26	101.84%	1,402.08
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	16,453.75	3,546.25	82.27%	0.00
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	3,037.00	3,963.00	43.39%	120.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	20,270.43	5,729.57	77.96%	489.58
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	6,840.30	-1,340.30	124.37%	4,227.80
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	220.09	6,779.91	3.14%	0.00
210-5-25-10-530.000 Communications	2,600.00	2,721.41	-121.41	104.67%	341.51

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-25-10-570.000 Other Purchased Services	11,000.00	13,888.67	-2,888.67	126.26%	140.80
210-5-25-10-610.000 General Supplies	4,000.00	5,305.05	-1,305.05	132.63%	1,172.94
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	41,332.47	3,667.53	91.85%	7,262.32
210-5-25-10-612.000 Uniforms	30,000.00	14,438.75	15,561.25	48.13%	608.23
210-5-25-10-613.000 Program Supplies	6,000.00	2,900.16	3,099.84	48.34%	1,030.79
210-5-25-10-626.000 Gasoline	6,000.00	3,696.85	2,303.15	61.61%	316.29
210-5-25-10-750.000 Machinery & Equipment	20,000.00	23,511.01	-3,511.01	117.56%	888.00
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	118,260.00	0.00	100.00%	0.00
Total Fire	545,484.00	513,025.45	32,458.55	94.05%	36,208.22
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	395,061.00	392,129.23	2,931.77	99.26%	31,159.32
210-5-30-10-120.000 Part Time Salaries	0.00	3,903.92	-3,903.92	100.00%	628.13
210-5-30-10-210.000 Group Insurance	162,427.00	149,421.18	13,005.82	91.99%	17,545.94
210-5-30-10-220.000 Social Security	30,453.00	30,324.82	128.18	99.58%	2,438.64
210-5-30-10-230.000 Retirement	33,729.00	33,702.03	26.97	99.92%	2,648.99
210-5-30-10-330.000 Professional Services	1,764.00	496.00	1,268.00	28.12%	24.00
210-5-30-10-442.000 Rental Vehicles/Equip	0.00	712.80	-712.80	100.00%	149.40
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	2,791.20	3,276.80	46.00%	300.00
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	2,606.55	-626.55	131.64%	165.00
210-5-30-10-540.000 Advertising	3,000.00	3,000.44	-0.44	100.01%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	220.45	-220.45	100.00%	42.62
210-5-30-10-610.000 General Supplies	7,200.00	5,106.78	2,093.22	70.93%	651.13
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	17,500.00	0.00	100.00%	3,839.47
Total EJP Administration	674,007.00	653,987.71	20,019.29	97.03%	59,592.64
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	139,626.00	140,716.90	-1,090.90	100.78%	10,582.78
210-5-30-12-120.000 Part Time Salaries	46,574.00	62,215.40	-15,641.40	133.58%	6,417.68
210-5-30-12-130.000 Overtime	0.00	1,671.12	-1,671.12	100.00%	184.36
210-5-30-12-210.000 Group Insurance	38,170.00	31,688.97	6,481.03	83.02%	2,839.61
210-5-30-12-220.000 Social Security	14,337.00	16,030.91	-1,693.91	111.81%	1,312.29
210-5-30-12-230.000 Retirement	14,033.00	13,906.60	126.40	99.10%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	21,282.24	-8,709.24	169.27%	3,299.49
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	6,425.85	-1,893.85	141.79%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	4,230.75	512.25	89.20%	2,221.25
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	22,739.10	6,019.90	79.07%	1,676.63
210-5-30-12-626.000 Gasoline	1,500.00	3,078.01	-1,578.01	205.20%	246.83
Total EJP Parks and Facilities	310,569.00	327,724.85	-17,155.85	105.52%	29,849.24
210-5-30-13 Adult Programs					
210-5-30-13-110.000 Regular Salaries	26,166.00	5,147.50	21,018.50	19.67%	690.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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	393.81	1,654.19	19.23%	52.79
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	18,195.77	1,804.23	90.98%	15,000.00
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	661.78	-661.78	100.00%	114.44
210-5-30-13-610.000 General Supplies	0.00	859.24	-859.24	100.00%	16.23
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	50,382.24	-3.24	100.01%	0.00
Total Adult Programs	115,902.00	75,640.34	40,261.66	65.26%	15,873.46
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	463,760.00	430,599.29	33,160.71	92.85%	33,881.76
210-5-35-10-120.000 Part Time Salaries	125,170.00	120,629.84	4,540.16	96.37%	9,841.20
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	135,423.32	3,472.68	97.50%	12,148.39
210-5-35-10-220.000 Social Security	45,552.00	42,718.50	2,833.50	93.78%	3,383.02
210-5-35-10-230.000 Retirement	48,256.00	45,698.91	2,557.09	94.70%	3,745.16
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%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	4,694.05	-1,694.05	156.47%	1,260.00
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	3,105.99	2,394.01	56.47%	997.07
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	10,228.54	2,271.46	81.83%	131.86
210-5-35-10-530.000 Communications	2,640.00	2,585.00	55.00	97.92%	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	1,733.87	1,266.13	57.80%	238.86
210-5-35-10-610.000 General Supplies	14,000.00	14,011.28	-11.28	100.08%	4,907.85
210-5-35-10-640.201 Adult Collection	50,000.00	44,021.88	5,978.12	88.04%	5,666.55
210-5-35-10-640.202 Juvenile Collection	25,000.00	24,220.36	779.64	96.88%	1,956.57
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	9,227.77	-567.77	106.56%	1,240.00
210-5-35-10-750.000 Machinery & Equipment	8,000.00	5,739.52	2,260.48	71.74%	2,789.52
210-5-35-10-840.201 Adult Programs	1,500.00	1,180.61	319.39	78.71%	467.59
210-5-35-10-840.202 Childrens Programs	4,500.00	4,337.66	162.34	96.39%	0.00
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%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	0.00
Total Brownell Library	964,134.00	904,295.96	59,838.04	93.79%	82,875.40
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	232,291.00	209,129.13	23,161.87	90.03%	19,468.07
210-5-40-12-120.000 Part Time Salaries	21,973.00	11,345.52	10,627.48	51.63%	1,010.66
210-5-40-12-130.000 Overtime	26,974.00	12,849.25	14,124.75	47.64%	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	111,148.94	10,252.06	91.56%	11,920.28
210-5-40-12-220.000 Social Security	21,962.00	18,549.35	3,412.65	84.46%	1,747.20
210-5-40-12-230.000 Retirement	22,855.00	19,046.90	3,808.10	83.34%	2,015.96
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%	0.00
210-5-40-12-330.000 Professional Services	18,000.00	27,786.59	-9,786.59	154.37%	11,669.90

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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%	0.00
210-5-40-12-425.000 Trash Removal	9,100.00	13,340.96	-4,240.96	146.60%	1,402.75
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	118,836.97	-80,836.97	312.73%	1,793.05
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	10,644.37	-644.37	106.44%	0.00
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	3,663.34	-663.34	122.11%	222.00
210-5-40-12-451.000 Summer Construction Servi	300,000.00	370,128.22	-70,128.22	123.38%	2,847.29
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%	0.00
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	4,825.40	-325.40	107.23%	666.73
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	28,279.33	-8,279.33	141.40%	2,107.50
210-5-40-12-572.000 Traffic Control	33,000.00	29,738.12	3,261.88	90.12%	12,745.35
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%	0.00
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	9,309.17	35,690.83	20.69%	2,326.25
210-5-40-12-609.000 Safety Supplies	3,000.00	1,201.34	1,798.66	40.04%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	35,944.12	-944.12	102.70%	1,437.61
210-5-40-12-610.200 Streetlight Supplies	15,000.00	26,175.01	-11,175.01	174.50%	7,563.39
210-5-40-12-612.000 Uniforms	3,510.00	4,403.00	-893.00	125.44%	767.39
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	3,811.16	388.84	90.74%	0.00
210-5-40-12-622.000 Electricity	4,200.00	19,402.91	-15,202.91	461.97%	11,279.74
210-5-40-12-622.200 Streetlight Electricity	138,000.00	130,666.51	7,333.49	94.69%	696.71
210-5-40-12-626.000 Gasoline	42,000.00	37,894.47	4,105.53	90.22%	2,384.30
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	4,271.54	5,728.46	42.72%	415.29
210-5-40-12-890.834 Emerald Ash Borer	0.00	1,585.00	-1,585.00	100.00%	345.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	151,440.00	0.00	100.00%	0.00
Total Highways	1,566,556.00	1,614,917.32	-48,361.32	103.09%	97,432.42

210-5-40-13 Stormwater

210-5-40-13-110.000 Regular Salaries	30,247.00	30,972.82	-725.82	102.40%	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	7,547.44	754.56	90.91%	1,162.67
210-5-40-13-220.000 Social Security	3,679.00	2,424.44	1,254.56	65.90%	183.59
210-5-40-13-230.000 Retirement	2,571.00	2,495.74	75.26	97.07%	0.00
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%	0.00
210-5-40-13-330.000 Professional Services	20,000.00	19,607.16	392.84	98.04%	0.00
210-5-40-13-451.000 Summer Construction Servi	16,000.00	14,532.22	1,467.78	90.83%	3,545.54
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%	0.00
210-5-40-13-570.000 Other Purchased Services	5,000.00	3,977.95	1,022.05	79.56%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	25,037.26	-37.26	100.15%	0.00
210-5-40-13-580.000 Travel	2,500.00	131.67	2,368.33	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	616.84	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	14,040.00	-2,040.00	117.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
Total Stormwater	167,484.00	146,473.80	21,010.20	87.46%	7,307.28
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	4,518.84	-1,518.84	150.63%	3,032.48
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	14,984.71	7,015.29	68.11%	856.06
210-5-41-20-425.000 Trash Removal	3,600.00	3,340.61	259.39	92.79%	316.49
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	9,053.17	10,946.83	45.27%	1,275.07
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	12,867.48	-3,899.48	143.48%	1,389.00
210-5-41-20-610.000 General Supplies	5,000.00	552.25	4,447.75	11.05%	66.95
210-5-41-20-621.000 Natural Gas/Heating	6,500.00	5,734.07	765.93	88.22%	0.00
210-5-41-20-622.000 Electricity	11,000.00	7,478.20	3,521.80	67.98%	741.54
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	1,071.65	5,928.35	15.31%	-12.50
Total 2 Lincoln Street	2,913,081.71	60,155.84	2,852,925.87	2.07%	7,665.09
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	4,750.00	15,798.28	-11,048.28	332.60%	7,039.70
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	24,020.21	5,979.79	80.07%	2,934.78
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	14,550.01	10,624.99	57.80%	130.98
210-5-41-21-530.000 Communications	4,090.00	4,004.98	85.02	97.92%	667.48
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	7,157.07	42.93	99.40%	0.00
210-5-41-21-622.000 Electricity	14,750.00	14,908.52	-158.52	101.07%	1,596.98
Total Brownell Library	86,665.00	80,846.19	5,818.81	93.29%	12,369.92
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	600.00	736.27	-136.27	122.71%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	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%	0.00
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	1,562.26	-462.26	142.02%	97.64
210-5-41-22-621.000 Natural Gas/Heating	4,000.00	3,843.33	156.67	96.08%	0.00
210-5-41-22-622.000 Electricity	7,000.00	7,478.14	-478.14	106.83%	741.52
Total Fire Station	24,100.00	26,637.92	-2,537.92	110.53%	839.16
210-5-41-23 Park Street School					
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	19,286.17	13,213.83	59.34%	2,312.37
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	3,336.81	-236.81	107.64%	307.27
210-5-41-23-621.000 Natural Gas/Heating	3,500.00	1,961.73	1,538.27	56.05%	0.00
210-5-41-23-622.000 Electricity	5,900.00	4,033.31	1,866.69	68.36%	457.23

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Park Street School	62,500.00	45,293.99	17,206.01	72.47%	3,076.87
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	1,000.00	3,336.04	-2,336.04	333.60%	300.00
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	24,412.68	8,087.32	75.12%	2,312.37
210-5-41-26-425.000 Trash Removal	4,716.00	3,839.07	876.93	81.41%	440.15
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	21,375.80	8,624.20	71.25%	1,349.55
210-5-41-26-530.000 Communications	8,900.00	9,843.77	-943.77	110.60%	843.33
210-5-41-26-621.000 Natural Gas/Heating	6,500.00	5,651.98	848.02	86.95%	0.00
210-5-41-26-622.000 Electricity	37,500.00	33,238.82	4,261.18	88.64%	3,706.86
Total Maple St. Park and Pool	128,916.00	107,584.78	21,331.22	83.45%	8,952.26
Total Buildings	3,215,262.71	320,518.72	2,894,743.99	9.97%	32,903.30
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	609.98	-609.98	100.00%	-27.79
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%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	5,000.00	0.00	100.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	7,768.49	-7,768.49	100.00%	828.71
Total Transfers and Misc.	699,356.00	3,452,767.51	-2,753,411.51	493.71%	800.92
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	203,202.96	0.04	100.00%	50,800.74
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	56,412.56	7,777.44	87.88%	0.00
Total Debt Service	402,528.00	394,915.52	7,612.48	98.11%	50,800.74
Total Expenditures	14,245,684.71	13,770,476.29	475,208.42	96.66%	1,298,911.01
Total GENERAL FUND	0.00	639,701.21	-639,701.21	-100.00%	-1,291,311.61

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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	23,489.74	-23,489.74	100.00%	2,503.70
Total Revenues	112,000.00	136,832.60	-24,832.60	122.17%	2,503.70
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	4,855.00	-4,855.00	100.00%	332.50
Total Expenditures	0.00	4,855.00	-4,855.00	100.00%	332.50
Total ECONOMIC DEVELOPMENT FUND	112,000.00	131,977.60	-243,977.60	117.84%	2,171.20

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
----- 221-4-00-00-060.000 Interest Income	0.00	106.43	-106.43	100.00%	10.97
Total Revenues	0.00	106.43	-106.43	100.00%	10.97
Total MEMORIAL PARK FUND	0.00	106.43	-106.43	-100.00%	10.97
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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
Total Revenues	0.00	2,857,908.93	-2,857,908.93	100.00%	0.00
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	2,897,866.43	-2,897,866.43	100.00%	0.00
Total Expenditures	0.00	2,897,866.43	-2,897,866.43	100.00%	0.00
Total ARPA FUNDS	0.00	-39,957.50	39,957.50	-100.00%	0.00

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%	0.00
224-4-00-00-060.000 Interest Income	0.00	25,481.52	-25,481.52	100.00%	3,345.74
Total Revenues	745,000.00	753,614.30	-8,614.30	101.16%	3,345.74
224-5-00-00-330.000 Professional Services	70,000.00	31,875.00	38,125.00	45.54%	0.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	14,375.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	28,000.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	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%	0.00
Total Expenditures	252,272.00	251,614.00	658.00	99.74%	0.00
Total LOCAL OPTION TAX	492,728.00	502,000.30	-994,728.30	101.88%	3,345.74

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	16,236.00	-630.00	104.04%	16,236.00
230-4-00-00-060.000 Interest Income	0.00	30,922.39	-30,922.39	100.00%	10,223.15
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%	0.00
Total Revenue	626,930.00	3,403,257.10	-2,776,327.10	542.84%	26,459.15
230-4-16-10-040.824 Cres. Connector					
230-4-16-10-040.824 Cres. Connector	0.00	3,576,353.80	-3,576,353.80	100.00%	1,656,738.73
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
Total Revenues	626,930.00	7,113,718.31	-6,486,788.31	1,134.69%	1,683,197.88
230-5-16-10-890.824 Cres. Connector					
230-5-16-10-890.824 Cres. Connector	0.00	3,960,924.58	-3,960,924.58	100.00%	899,271.72
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
Total Expenditures	201,976.00	4,812,824.73	-4,610,848.73	2,382.87%	899,271.72
Total GEN FUND CAP RESERVE	424,954.00	2,300,893.58	-2,725,847.58	541.45%	783,926.16

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	37,446.80	-37,446.80	100.00%	4,140.71
231-4-00-00-092.000 Transfer to Capital	269,700.00	269,700.00	0.00	100.00%	0.00
Total Revenues	269,700.00	307,842.32	-38,142.32	114.14%	4,140.71
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%	0.00
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
Total Expenditures	315,420.00	60,723.15	254,696.85	19.25%	0.00
Total ROLLING STOCK FUND	-45,720.00	247,119.17	-201,399.17	-540.51%	4,140.71

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	8,708.21	-8,708.21	100.00%	724.57
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%	0.00
232-4-00-00-098.000 Misc Revenue	0.00	27,619.31	-27,619.31	100.00%	0.00
Total Revenues	50,000.00	159,680.24	-109,680.24	319.36%	724.57
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	162,859.39	-162,859.39	100.00%	5,874.63
232-5-41-21-730.001 Roof	300,000.00	39,730.08	260,269.92	13.24%	34,560.00
Total Expenditures	300,000.00	202,589.47	97,410.53	67.53%	40,434.63
Total BUILDING MAINT FUND	-250,000.00	-42,909.23	292,909.23	17.16%	-39,710.06

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%	0.00
233-4-00-00-060.000 Interest Income	0.00	-967.87	967.87	100.00%	173.23
233-4-00-00-092.000 Transfer to Capital	112,771.00	112,771.00	0.00	100.00%	0.00
Total Revenues	112,771.00	119,303.13	-6,532.13	105.79%	173.23
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	2,950.00	7,550.00	28.10%	4,450.00
Total Expenditures	112,771.00	-29,170.04	141,941.04	-25.87%	4,450.00
Total EJRP CAP RESERVE	0.00	148,473.17	-148,473.17	-100.00%	-4,276.77

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

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,550,730.00	1,601,259.38	-50,529.38	103.26%	517,496.46
254-4-54-20-021.001 Water Large User Fees	139,263.00	153,999.72	-14,736.72	110.58%	14,949.48
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	3,346.57	-2,546.57	418.32%	3,079.28
254-4-54-20-085.000 Penalties	5,000.00	8,040.58	-3,040.58	160.81%	0.00
254-4-54-20-098.000 Misc Revenue	150.00	278.06	-128.06	185.37%	0.00
Total Water Revenues	1,702,943.00	1,772,224.31	-69,281.31	104.07%	535,525.22
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	3,098,309.53	-3,098,309.53	100.00%	296,960.74
254-4-54-70-092.000 Transfer to Capital	460,000.00	460,000.00	0.00	100.00%	0.00
Total Nonoperating Revenues	460,000.00	3,558,309.53	-3,098,309.53	773.55%	296,960.74
Total Revenues	2,162,943.00	5,330,533.84	-3,167,590.84	246.45%	832,485.96

254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	143,158.00	128,048.56	15,109.44	89.45%	7,498.64
254-5-54-20-120.000 Part Time Salaries	0.00	2,843.96	-2,843.96	100.00%	0.00
254-5-54-20-130.000 Overtime	19,970.00	7,318.78	12,651.22	36.65%	300.00
254-5-54-20-210.000 Group Insurance	84,631.00	69,844.60	14,786.40	82.53%	5,713.56
254-5-54-20-220.000 Social Security	12,717.00	10,478.74	2,238.26	82.40%	628.72
254-5-54-20-230.000 Retirement	14,778.00	11,514.63	3,263.37	77.92%	512.99
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%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	803.00	197.00	80.30%	0.00
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	655,203.62	-23,514.62	103.72%	119,666.43
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	5,703.13	-1,703.13	142.58%	383.86
254-5-54-20-433.000 R&M Infrastructure	20,000.00	1,900.00	18,100.00	9.50%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	100.00	50.00	66.67%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	184,005.00	0.00	100.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	560.00	2,440.00	18.67%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	3,512.13	-2,512.13	351.21%	0.00
254-5-54-20-520.000 PACIF Insurance	6,300.00	2,924.99	3,375.01	46.43%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	2,321.84	178.16	92.87%	362.04
254-5-54-20-550.000 Printing and Binding	2,500.00	1,766.21	733.79	70.65%	1,719.26
254-5-54-20-560.000 Postage	3,500.00	2,539.31	960.69	72.55%	566.13
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	5,688.71	1,311.29	81.27%	87.48
254-5-54-20-612.000 Uniforms	1,755.00	1,738.95	16.05	99.09%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	28,268.68	-22,268.68	471.14%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	3,053.76	-53.76	101.79%	0.00
254-5-54-20-622.000 Electricity	1,400.00	945.19	454.81	67.51%	72.54
254-5-54-20-626.000 Gasoline	3,000.00	1,919.89	1,080.11	64.00%	194.96

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	1,675.46	5,324.54	23.94%	1,675.46
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	460,000.00	0.00	100.00%	0.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
Total Operating Expenses	1,702,944.00	1,610,338.34	92,605.66	94.56%	139,382.07
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	3,081,322.96	-3,081,322.96	100.00%	557,921.44
254-5-54-70-723.004 Main St Water Line	0.00	2,029,920.97	-2,029,920.97	100.00%	11,951.66
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	169,420.38	-169,420.38	100.00%	24,892.51
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
Total NonOperating Expenses	412,398.00	5,438,231.03	-5,025,853.03	1,318.69%	594,765.61
Total Expenditures	2,115,342.00	7,048,569.37	-4,933,247.37	333.21%	734,147.68
Total WATER FUND	47,601.00	-1,718,055.53	1,670,454.53	-3,609.28%	98,338.28

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	964,646.00	1,018,898.48	-54,252.48	105.62%	334,067.17
255-4-55-30-022.001 City: Septage Discharg	50,000.00	183,938.38	-133,938.38	367.88%	43,494.00
255-4-55-30-022.002 City: Leachate Revenue	500.00	3,567.10	-3,067.10	713.42%	566.06
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%	0.00
255-4-55-30-060.000 Interest Income	0.00	65,192.99	-65,192.99	100.00%	6,521.88
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	26,411.00	-26,411.00	100.00%	2,450.00
Total Operating Revenue	2,916,761.00	3,181,349.54	-264,588.54	109.07%	387,099.11
255-4-55-70 Nonoperating Revenues					
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%	0.00
Total Nonoperating Revenues	440,000.00	1,027,395.48	-587,395.48	233.50%	0.00
Total Revenues	3,356,761.00	4,208,745.02	-851,984.02	125.38%	387,099.11
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	493,131.00	428,724.49	64,406.51	86.94%	32,353.63
255-5-55-30-120.000 Part Time Salaries	0.00	17,247.91	-17,247.91	100.00%	1,165.45
255-5-55-30-130.000 Overtime	44,955.00	47,470.26	-2,515.26	105.60%	3,361.69
255-5-55-30-210.000 Group Insurance	162,045.00	93,635.25	68,409.75	57.78%	9,703.14
255-5-55-30-220.000 Social Security	42,912.00	38,940.67	3,971.33	90.75%	3,085.50
255-5-55-30-230.000 Retirement	46,817.00	40,970.04	5,846.96	87.51%	3,396.77
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%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	607.50	2,392.50	20.25%	90.00
255-5-55-30-330.000 Professional Services	12,000.00	23,943.68	-11,943.68	199.53%	753.89
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	4,056.09	35,943.91	10.14%	130.00
255-5-55-30-340.001 Lab Testing	0.00	10,546.05	-10,546.05	100.00%	225.00
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	13,512.11	2,987.89	81.89%	1,260.81
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	904.35	3,095.65	22.61%	154.99
255-5-55-30-431.000 R&M Buildings	3,000.00	17,490.14	-14,490.14	583.00%	7,256.26
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	2,212.07	-712.07	147.47%	158.45
255-5-55-30-491.000 Administrative Fees	106,003.00	106,003.00	0.00	100.00%	0.00
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	8,056.65	-5,056.65	268.56%	898.79
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	10,610.00	390.00	96.45%	9,900.00
255-5-55-30-520.000 PACIF Insurance	39,800.00	51,731.16	-11,931.16	129.98%	0.00
255-5-55-30-530.000 Communications	12,675.00	16,113.41	-3,438.41	127.13%	1,154.72

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	217,538.00	-27,538.00	114.49%	114,258.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	269,216.34	-14,216.34	105.58%	45,282.31
255-5-55-30-570.000 Other Purchased Services	195,000.00	189,570.00	5,430.00	97.22%	14,754.54
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	8,306.15	3,693.85	69.22%	59.25
255-5-55-30-612.000 Uniforms	7,898.00	4,864.67	3,033.33	61.59%	2,264.24
255-5-55-30-618.000 Laboratory Supplies	22,000.00	20,363.11	1,636.89	92.56%	96.05
255-5-55-30-619.000 Chemicals	500,000.00	523,219.14	-23,219.14	104.64%	58,785.60
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	19,133.97	6,516.03	74.60%	0.00
255-5-55-30-622.000 Electricity	170,000.00	169,424.43	575.57	99.66%	11,226.22
255-5-55-30-626.000 Gasoline	4,500.00	2,523.89	1,976.11	56.09%	111.88
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%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	440,000.00	0.00	100.00%	0.00
Total Operating Expenses	2,916,762.00	2,845,970.29	70,791.71	97.57%	321,887.18
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	-54,153.45	100.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	42,500.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	26,467.22	532.78	98.03%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	26,993.63	-1,993.63	107.97%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	0.00	100.00%	0.00
255-5-55-70-730.001 Energy Conservation	0.00	435.00	-435.00	100.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	23,900.00	26,100.00	47.80%	1,912.00
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
Total Nonoperating Expenses	268,500.00	361,458.22	-92,958.22	134.62%	1,912.00
Total Expenditures	3,185,262.00	3,207,428.51	-22,166.51	100.70%	323,799.18
Total WASTEWATER FUND	171,499.00	1,001,316.51	-1,172,815.51	583.86%	63,299.93

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	837,029.52	-58,892.52	107.57%	275,693.47
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%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	131,549.50	-101,549.50	438.50%	1,509.90
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	54,432.93	-49,432.93	1,088.66%	5,827.44
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%	0.00
Total Operating Revenues	864,762.00	1,078,013.11	-213,251.11	124.66%	283,030.81
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	95,000.00	0.00	100.00%	0.00
Total Nonoperating Revenues	95,000.00	236,300.00	-141,300.00	248.74%	0.00
Total Revenues	959,762.00	1,314,313.11	-354,551.11	136.94%	283,030.81

256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	126,885.00	120,685.00	6,200.00	95.11%	8,843.89
256-5-56-40-120.000 Part Time Salaries	0.00	2,843.96	-2,843.96	100.00%	0.00
256-5-56-40-130.000 Overtime	19,369.00	14,552.81	4,816.19	75.13%	1,659.95
256-5-56-40-210.000 Group Insurance	40,894.00	35,572.97	5,321.03	86.99%	3,097.52
256-5-56-40-220.000 Social Security	11,792.00	10,692.46	1,099.54	90.68%	867.88
256-5-56-40-230.000 Retirement	13,798.00	11,744.58	2,053.42	85.12%	897.38
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%	0.00
256-5-56-40-330.000 Professional Services	4,000.00	5,336.50	-1,336.50	133.41%	558.00
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	6,720.00	2,280.00	74.67%	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%	0.00
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	11,899.04	2,100.96	84.99%	949.09
256-5-56-40-434.002 West Street PS Costs	15,000.00	17,092.37	-2,092.37	113.95%	2,425.15
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,987.65	-187.65	110.43%	50.00
256-5-56-40-491.000 Administrative Fees	220,005.00	220,005.00	0.00	100.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	4,500.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	4,314.10	-3,564.10	575.21%	0.00
256-5-56-40-520.000 PACIF Insurance	5,700.00	2,462.11	3,237.89	43.19%	0.00
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%	0.00
256-5-56-40-560.000 Postage	5,750.00	5,155.56	594.44	89.66%	1,149.42
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%	0.00
256-5-56-40-612.000 Uniforms	1,755.00	630.59	1,124.41	35.93%	120.59

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%	0.00
256-5-56-40-622.000 Electricity	13,000.00	14,465.80	-1,465.80	111.28%	1,382.34
256-5-56-40-626.000 Gasoline	4,500.00	4,803.55	-303.55	106.75%	514.40
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%	0.00
Total Operating Expenses	657,262.00	619,096.73	38,165.27	94.19%	23,075.61
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	23,205.42	5,094.58	82.00%	1,872.01
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%	0.00
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
Total Nonoperating Expenses	83,625.00	120,310.38	-36,685.38	143.87%	1,872.01
Total Expenditures	740,887.00	739,407.11	1,479.89	99.80%	24,947.62
Total SANITATION FUND	218,875.00	574,906.00	-793,781.00	262.66%	258,083.19

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
257-4-57-50-060.000 Interest Income	0.00	354.85	-354.85	100.00%	10.42
Total Revenues	0.00	354.85	-354.85	100.00%	10.42
257-5-57-50-330.000 Professional Services	0.00	14,215.00	-14,215.00	100.00%	0.00
Total Expenditures	0.00	14,215.00	-14,215.00	100.00%	0.00
Total STORMWATER FUND	0.00	-13,860.15	13,860.15	-100.00%	10.42

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%	0.00
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	494.14	-494.14	100.00%	48.23
Total Revenues	5,300.00	2,343.46	2,956.54	44.22%	48.23
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
Total Expenditures	5,100.00	4,258.26	841.74	83.50%	0.00
Total SENIOR CENTER FUND	200.00	-1,914.80	1,714.80	-957.40%	48.23

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	40,302.23	-40,302.23	100.00%	5,501.79
259-4-30-11-020.304 Pool Day Admissions	68,444.00	65,108.90	3,335.10	95.13%	4,731.00
259-4-30-11-020.305 Pool Memberships	40,843.00	45,297.00	-4,454.00	110.91%	16,410.00
259-4-30-11-020.306 Swim Lessons	49,052.00	30,470.50	18,581.50	62.12%	3,813.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	21,907.50	-3,528.50	119.20%	2,225.00
259-4-30-14-020.311 Youth Programs	250,040.00	307,202.07	-57,162.07	122.86%	18,625.50
259-4-30-14-020.312 Adult Programs	146,320.00	163,899.25	-17,579.25	112.01%	3,345.00
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	1,578,446.11	-209,419.11	115.30%	109,927.60
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	441,545.75	-2,677.75	100.61%	33,225.67
259-4-30-17-020.313 Childcare - DC	618,635.00	665,942.40	-47,307.40	107.65%	97,726.70
Total Revenues	3,180,165.00	3,806,078.36	-625,913.36	119.68%	295,531.26

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%	0.00
259-5-30-10-330.000 Professional Services	4,500.00	1,815.00	2,685.00	40.33%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	6,952.68	-4,817.68	325.65%	165.50
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	8,446.75	1,053.25	88.91%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	0.00	18,336.21	-18,336.21	100.00%	1,553.69
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	66,358.32	-66,358.32	100.00%	6,045.24
259-5-30-10-610.000 General Supplies	0.00	4,482.58	-4,482.58	100.00%	0.00
Total Administration	88,020.00	160,882.37	-72,862.37	182.78%	7,764.43

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	108,972.00	98,761.87	10,210.13	90.63%	5,160.77
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	7,791.85	544.15	93.47%	394.79
259-5-30-11-330.000 Professional Services	5,080.00	135.00	4,945.00	2.66%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	38,148.69	-8,959.69	130.70%	2,462.61
259-5-30-11-610.000 General Supplies	4,362.00	3,955.44	406.56	90.68%	1,377.95
Total Pool	155,939.00	151,885.43	4,053.57	97.40%	9,396.12

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%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	4,647.38	-647.38	116.18%	695.00
259-5-30-12-530.000 Communications	1,320.00	1,320.00	0.00	100.00%	110.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-610.000 General Supplies	0.00	22,082.61	-22,082.61	100.00%	17,567.50
Total Parks and Facilities	36,648.00	48,960.31	-12,312.31	133.60%	18,372.50
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	53,745.00	54,357.75	-612.75	101.14%	4,134.22
259-5-30-14-120.000 Part Time Salaries	30,968.00	17,372.66	13,595.34	56.10%	890.35
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	5,462.75	1,044.25	83.95%	380.95
259-5-30-14-230.000 Retirement	4,434.00	4,645.15	-211.15	104.76%	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	349,001.80	-19,739.80	106.00%	27,953.00
259-5-30-14-410.000 Water and Sewer Charges	800.00	654.67	145.33	81.83%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	-2,365.32	4,365.32	-118.27%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	4,989.49	1,794.51	73.55%	695.00
259-5-30-14-530.000 Communications	0.00	660.00	-660.00	100.00%	55.00
259-5-30-14-610.000 General Supplies	34,761.00	37,047.80	-2,286.80	106.58%	2,023.66
259-5-30-14-850.150 Memorial Day Parade	0.00	3,219.25	-3,219.25	100.00%	3,219.25
Total Recreation Programs	496,069.00	475,396.00	20,673.00	95.83%	39,702.83
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	561,969.00	405,181.17	156,787.83	72.10%	35,613.72
259-5-30-15-120.000 Part Time Salaries	379,133.00	516,221.68	-137,088.68	136.16%	53,309.16
259-5-30-15-130.000 Overtime	0.00	2,602.57	-2,602.57	100.00%	31.44
259-5-30-15-210.000 Group Insurance	135,435.00	101,410.29	34,024.71	74.88%	9,071.78
259-5-30-15-220.000 Social Security	72,289.00	71,711.29	577.71	99.20%	6,827.44
259-5-30-15-230.000 Retirement	43,846.00	42,582.83	1,263.17	97.12%	3,351.68
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	50,379.23	1,537.77	97.04%	4,070.97
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	25,935.86	-890.86	103.56%	575.00
259-5-30-15-530.000 Communications	7,920.00	11,083.09	-3,163.09	139.94%	662.39
259-5-30-15-580.000 Travel	20,100.00	8,817.20	11,282.80	43.87%	0.00
259-5-30-15-610.000 General Supplies	57,792.00	81,701.64	-23,909.64	141.37%	6,009.50
259-5-30-15-626.000 Gasoline	5,500.00	1,075.63	4,424.37	19.56%	88.62
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
Total After School Care	1,382,302.00	1,318,702.48	63,599.52	95.40%	119,611.70
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	249,948.00	255,810.36	-5,862.36	102.35%	19,141.52
259-5-30-16-120.000 Part Time Salaries	12,186.00	12,369.14	-183.14	101.50%	0.00
259-5-30-16-130.000 Overtime	0.00	758.67	-758.67	100.00%	0.00
259-5-30-16-210.000 Group Insurance	126,922.00	82,913.76	44,008.24	65.33%	7,767.01
259-5-30-16-220.000 Social Security	20,187.00	20,936.36	-749.36	103.71%	1,554.73
259-5-30-16-230.000 Retirement	23,098.00	23,516.83	-418.83	101.81%	1,811.85
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%	0.00
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	712.81	-712.81	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	5,931.96	1,568.04	79.09%	695.00
259-5-30-16-530.000 Communications	0.00	334.86	-334.86	100.00%	132.83
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	37,601.69	-33,101.69	835.59%	186.37
Total Preschool	450,933.00	600,321.18	-149,388.18	133.13%	31,438.71
259-5-30-17 Summer Day Camps					
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	344,797.17	10,273.83	97.11%	1,389.91
259-5-30-17-130.000 Overtime	0.00	18,011.29	-18,011.29	100.00%	0.00
259-5-30-17-220.000 Social Security	32,786.00	30,627.20	2,158.80	93.42%	107.01
259-5-30-17-330.000 Professional Services	64,585.00	46,075.63	18,509.37	71.34%	-1,122.00
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	79,271.84	-52,579.84	296.99%	41,151.19
Total Summer Day Camps	586,935.00	596,939.30	-10,004.30	101.70%	41,526.11
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,196,846.00	3,353,087.07	-156,241.07	104.89%	267,812.40
Total EJRP PPROGRAMS FUND	-16,681.00	452,991.29	-436,310.29	-2,715.61%	27,718.86
Total All Funds	1,155,456.00	4,182,788.05	-5,338,244.05	362.00%	-94,204.75

2 Lincoln Renovation Project

Prior Fiscal Years	128,295.89	
FY24 Budget Surplus Transfer	2,824,513.71	
<i>Add:</i>		
LOT Funds	325,000.00	approved at 6/12/24 meeting
Capital Reserve Funds	215,242.00	approved at 6/12/24 meeting
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(52,153.13)	\$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	(221,364.31)	see Spending Detail worksheet
Balance of Funds Available	3,178,305.16	

updated 7/10/24

LOT Fund Balance Detail

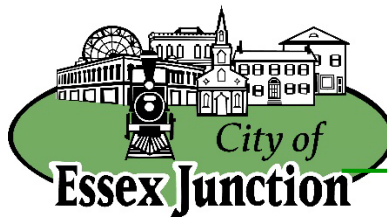
LOT Funds Received FY23		659,341.99	
	11/21/22 Disbursement - Q1	1,178.64	
	2/9/23 Disbursement - Q2	239,621.26	
	5/12/23 Disbursement - Q3	195,435.64	
			funds received in August, but recorded back to June to properly recognize revenue
	6/30/23 Disbursement - Q4	219,588.49	
	Interest Accrued	3,517.96	
LOT Funds Received FY24		753,614.30	
	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	25,481.52	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
2 Lincoln Renovation	(256,842.00)		assigned by Council 6/12/24
			Council authorized to reassign to 2 Lincoln Renovation project
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)		6/12/24
			Council authorized to reassign to 2 Lincoln Renovation project
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)		6/12/24
	Balance of LOT Funds Available	<u>814,402.04</u>	
			\$745,000 projected, less actual funds received to date;
Projected Remaining FY24 LOT Revenue	<u>200,000.22</u>		updated projection for additional Q4 revenue \$183,133
			\$1,000,000 of this has been assigned to the FY25 Capital
	Projected FY24 LOT Fund Balance	<u>1,014,402.26</u>	budget

updated 7/10/24

Economic Development Fund Balance Detail

FY23 Economic Development Fund Balance	737,083.46	
Economic Development Funds Received FY24	136,832.60	
	<i>Property Taxes</i>	113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	23,489.74 allocated quarterly
Less:		
		\$200,000 estimated, less \$24,933.60 actual spend in FY23, less
Main St Park	<u>(170,211.40)</u>	\$4,522.50 actual spend to date in FY24
Balance of Economic Development Funds Available	<u>703,704.66</u>	
Projected FY24 Economic Development Fund Revenue	<u>-</u>	
		Crescent Connector project may require an additional
		\$255,780, remaining balance after Crescent Connector
Projected FY24 Economic Development Fund Balance	<u>703,704.66</u>	expense should cover Amtrak match

updated 7/10/24



July 17, 2024

Ken Robie
Consultant Project Manager
VTrans Traffic Design Unit
sent via email: Ken.Robie@partner.vermont.gov

Dear Mr. Robie,

I am writing in response to VTrans' request for the City's preferred alternative design concept for the Susie Wilson Road and VT 15 intersection as discussed during our meeting on March 22, 2024. This letter will outline our preferred alternative in several components. Please note this is a revision to a letter presented in the City Council packet dated April 10, 2024 where we incorrectly stated a position of the Town.

Single Southbound Left-Turn Lane

The City prefers a design that maintains a single southbound lane for the Southbound Susie Wilson Road to Pearl Street movement. This would be more compatible with the City's vision and plans for Pearl Street in several ways:

1. It would avoid the need to increase pedestrian crossing times and distances,
2. It would leave more space within Pearl Street's cross section for the potential addition of an eastbound bus stop,
3. It would eliminate the need for an additional lane merge on Pearl Street when the future VT-15 Bike and Pedestrian improvements are implemented.

The design of the Susie Wilson Road intersection represents a challenging tradeoff. A widened intersection with dual left turn lanes would offer additional vehicular capacity and would reduce wait times for drivers, particularly during the peak hour in the peak direction. On the other hand, a widened intersection would likely have detrimental impacts on walkability at all hours of the day and would require a sub-optimal eastbound transition to the City's future redesigned Pearl Street.

Given that VTrans' updated analysis suggests the intersection can "perform adequately with or without the dual left turn lane" and given the City's plans for Transit-Oriented Development along Pearl Street, which requires the needs of public transit, pedestrians, and cyclists to be prioritized, we prefer that the existing single southbound left turn lane configuration be maintained.

Jughandle Turn

Currently, a median along Pearl Street between Susie Wilson Road and West Street Extension prevents access to the adjacent properties from the eastbound direction. Vehicular turn-around is accommodated through a loop at West Street Extension, and a "jughandle" turn-lane at Susie Wilson Road. The 2018 VT-15 Bike and Pedestrian Improvements envisions the removal of the median to establish two-way access to these properties and to eliminate the need for turnarounds at both ends of the road segment. This is shown in Figure 2 of Appendix A.

We now understand that VTrans is not interested in funding the removal of the median as a part of the Susie Wilson Road intersection project, as requested in our original comment letter dated May 26, 2023, but is still

interested in replacing the jughandle lane with a U-turn. While we appreciate that the removal of the jughandle turn would represent a partial implementation of the City's long-term plans for Pearl Street, we continue to have concerns about the feasibility of the U-turn maneuver that would then be necessary. We believe that such maneuver should only be done from a dedicated U-turn safe harbor lane with a separate signal where there is sufficient space for most vehicles to complete the U-turn in a single maneuver. Given that the intersection does not have the width to accommodate these features, the City does not support the removal of jughandle turn as a part of VTran's Susie Wilson Road intersection project.

Pedestrian Crossing and Sidewalk for Eastbound Bus Stop

Green Mountain Transit's Route 2, running every 20 minutes all day, is among Vermont's most frequent lines but it currently has no eastbound stops between Ethan Allen Blvd and West Street Extension. This gap, about 0.75 miles in length (Appendix A Figure 3), puts many residents and businesses beyond a reasonable walk to service.

While the issue of transit access appears to have been largely absent from previous discussions around both the Susie Wilson Intersection project and the adjacent 2018 VT-15 Bicycle and Pedestrian study, public transit is a City priority and is aligned with State policy objectives. Accordingly, the City requests that VTrans consider the addition of a crosswalk, sidewalk and eastbound bus stop (at a safe distance from the intersection) on the south side of Pearl Street as a part of the Susie Wilson Road Intersection project. Green Mountain Transit should be involved in the ultimate design of this feature.

Notably, if VTrans maintains a single left turn lane on Susie Wilson Road, Pearl Street can be re-stripped for a single receiving lane, creating space to add a crosswalk and sidewalk with an eastbound bus stop within the existing paved area. This would avoid the topographical and right-of-way challenges associated with the adjacent rail corridor.

In summary, the City would prefer that the Susie Wilson / VT-15 Intersection project:

1. Maintain a single southbound left turn lane on Susie Wilson Road, paired with a single receiving lane on Pearl Street.
2. Maintain the existing jughandle turnaround
3. Add a crosswalk, sidewalk and eastbound bus stop on the south side of Pearl Street to improve transit access for businesses in the area.

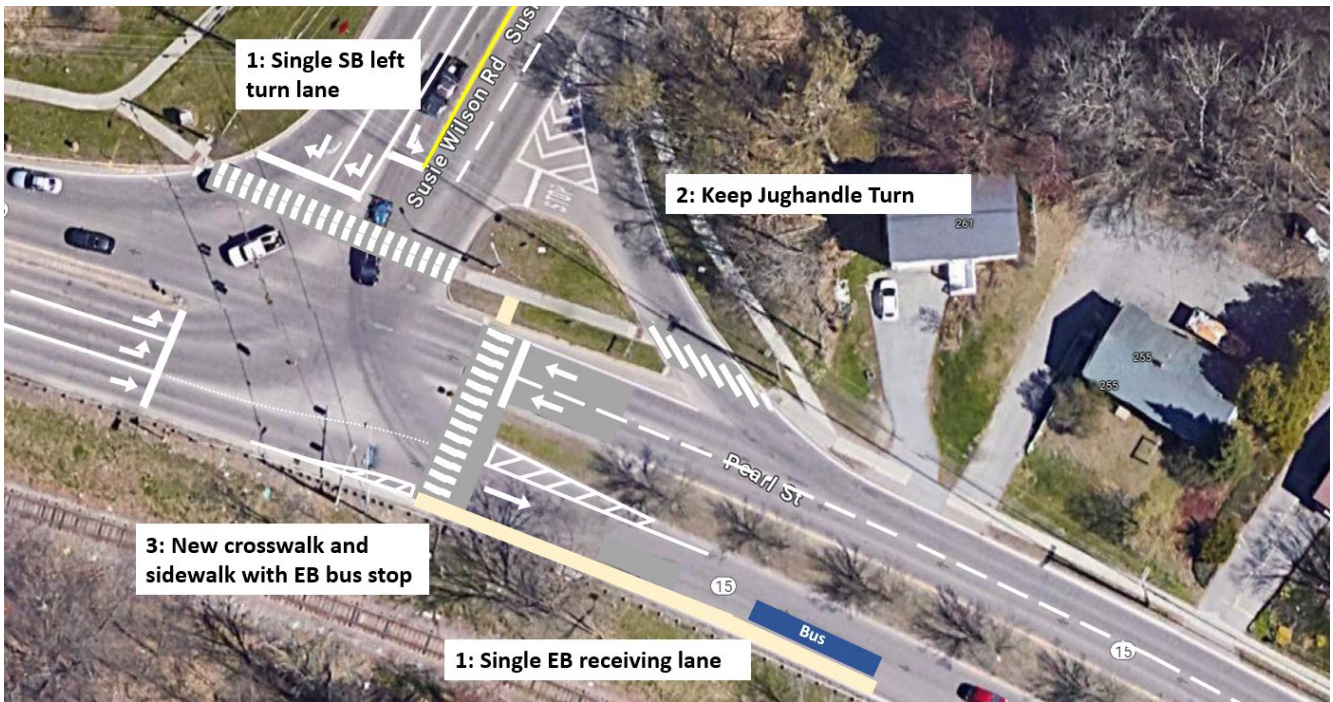


Figure 1: Illustration of City Preferred Alternative

In addition, we'd also like to take this opportunity to identify a paving need in this same location. While we realize this is unrelated to the Susie Wilson Road project we would be remiss to not identify this issue. Within Essex Junction, Pearl Street (VT-15) is a Class 1 highway, and was last resurfaced by VTrans in 2019, under project "Essex Jct. NH 2956(2)". At that time, the City agreed to have the section between Susie Wilson Road, and West Street extension removed from the scope, with the intention that the cost savings could be used to defray the project costs of the future VT-15 Bicycle and Pedestrian improvements. This was noted in the Page 56 of the Scoping Study:

"Funding for the Route 15 Bicycle/Pedestrian Improvements project would utilize the unused Class 1 paving funds to help defray the project costs (promised Class 1 paving was delayed until this scoping study was completed)"

Recent communications with Jesse Devlin from VTrans suggest that this may have been a misunderstanding, and that it is not actually possible to coordinate Class 1 resurfacing funding to defray the capital costs of the VT15 Bicycle and Pedestrian project. Given that repaving was skipped in 2019, and the City has been unable to identify a sufficient funding source for the full redesign of the road, Pearl Street (VT-15), between Susie Wilson Road, and West Street Extension, continues to deteriorate, with no scheduled repaving on the horizon.

The Colchester-Essex NH PS24(11) project, programmed for Year 2024, is currently scoped to include repaving VT-15 from St-Michael's College to Susie Wilson Road. With equipment already mobilized for this area, we believe this may be a cost-effective opportunity to address the deteriorating pavement conditions on VT-15, within Essex Junction. As such, we request that VTrans explore the potential of adding the repaving of the Pearl Street, between Susie Wilson Road and West Street Extension to the scope of Colchester-Essex NH PS24(11) Repaving Project.

Please let me know if you have any questions or require any further information.

Thank you,



Regina Mahony
Essex Junction City Manager

Cc (via email):

Jesse Devlin, Jesse.Devlin@vermont.gov

Patti Coburn, Patti.Coburn@vermont.gov

Greg Duggan, gduggan@ESSEX.ORG

Kent Johnson, KJohnson@essex.org

Aaron Martin, amartin@ESSEX.ORG

Chris Yuen, cyuen@essexjunction.org

Ricky Jones, rick@essexjunction.org

Richard Hamlin, rhamlin@dlhce.com

Appendix A:

Figure 2: The following diagram shows the preferred alternative (Alternative 3) from the 2018 VT15 Bicycle / Pedestrian Study. This alternative would remove the median and re-allocate the space towards an eastbound bike lane.

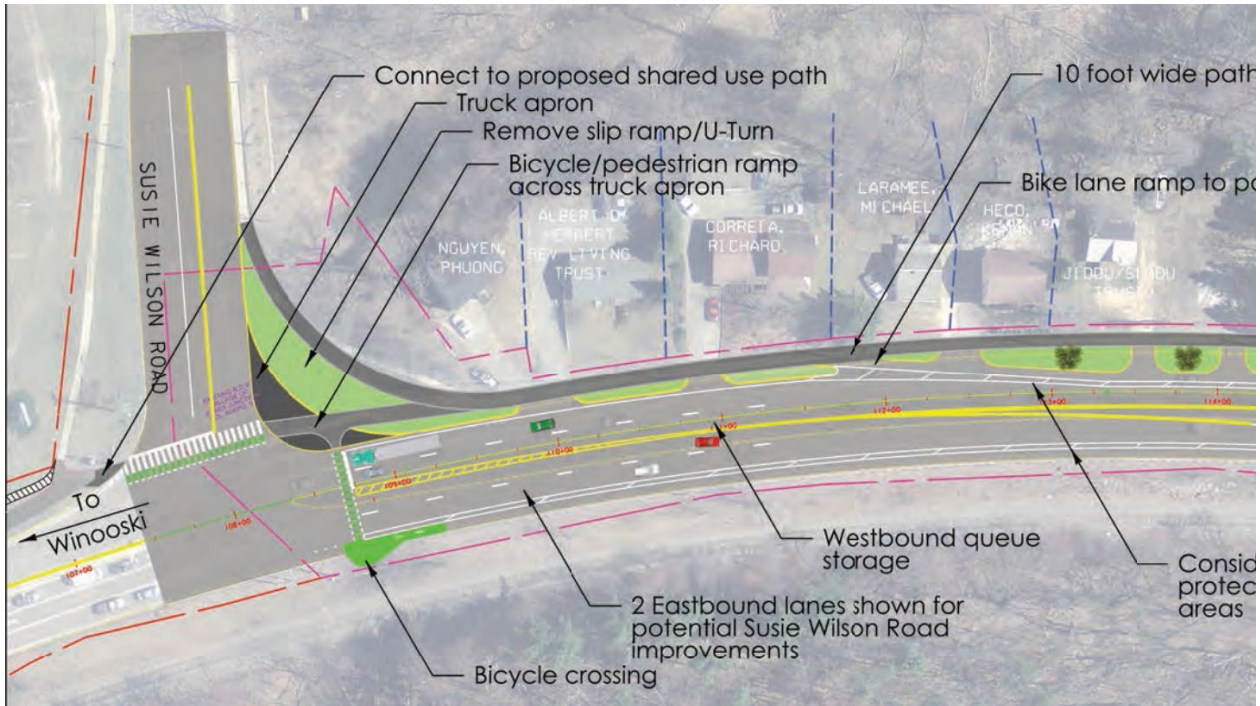
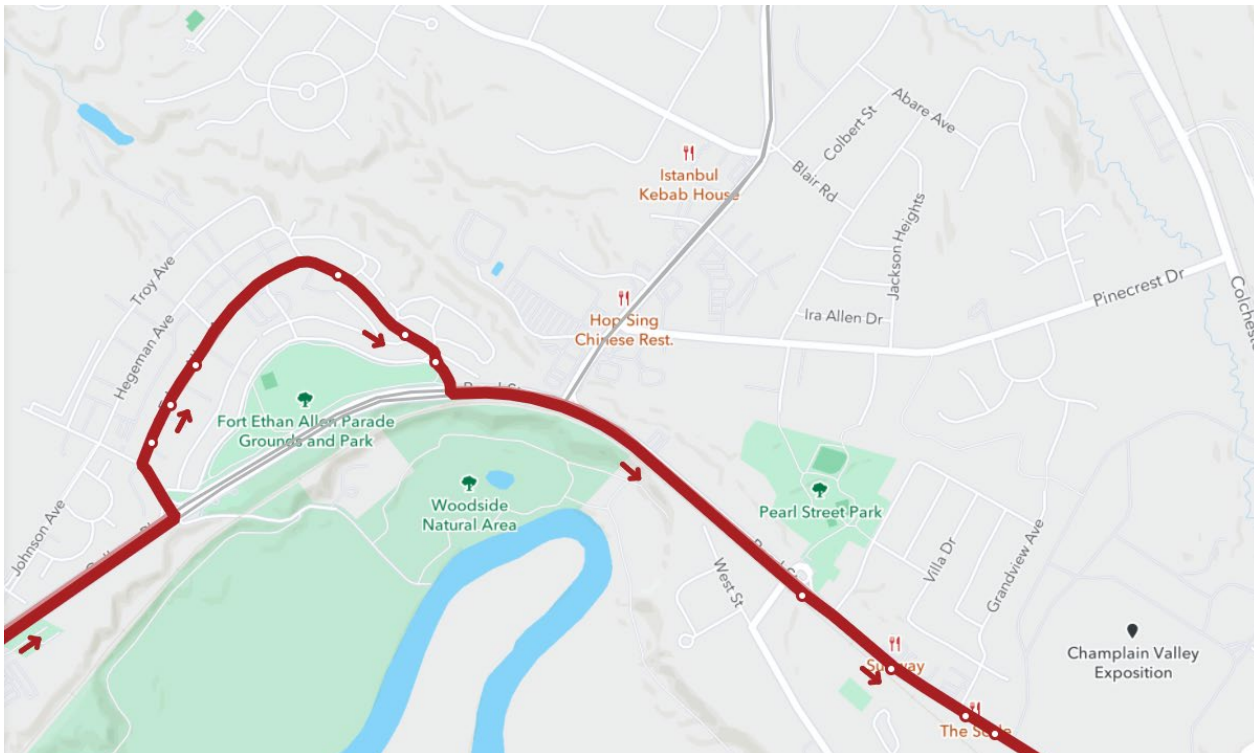


Figure 3: The following map shows the existing eastbound bus stops on Green Mountain Transit's Route 2 and how there are no eastbound stops for about 3/4 of a mile due to the lack of sidewalks and safe crossings.



POLICE COMMUNITY ADVISORY BOARD
REGULAR MEETING
MINUTES OF MEETING - DRAFT
June 18, 2024

POLICE COMMUNITY ADVISORY BOARD: *Co-chair Christina Hagestad, Gwendolyn Evans, Dan Maguire and Jody Kamon (Advisor)*

ABSENT: *Leo Duque, Vince Cuciti; Ta-Tanisha Redditta (Advisor)*

STAFF: *Anthony Jackson-Miller (Community Affairs Liaison-Essex Police Department)*

ADMINISTRATION: *Ron Hoague (EPD Chief)*

OTHERS PRESENT: *None*

1. CALL TO ORDER

Co-chair Christina Hagestad called the meeting to order at 6:10pm.

2. AGENDA ADDITIONS/CHANGES

Gwendolyn proposed that the board conduct a “work plan check-in” each meeting going forward. She advised the board of a couple of events the PCAB might consider having a presence. Specifically, National Night Out (August) and the Explore Essex Fall Festival 9/21/24 - 10/5/24 at the Essex Experience.

3. AGENDA APPROVAL

Agenda Approved.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. CONSENT ITEMS

a. Minutes from May 21, 2024 were approved.

6. BUSINESS ITEMS

a. Essex Public Safety and Racial Data Summary

Jody noted the summary was essentially derived from two parts – listening sessions and surveys. Listening sessions:

The board discussed whether future listening sessions would be helpful. The Chief was supportive but noted that facilitators would be needed. Gwendolyn offered that perhaps the PCAB members could act as facilitators. The board will discuss this further.

Survey: The last survey was conducted in 2020. In terms of conducting another survey the board was in favor and explored how to structure and implement the survey to broaden its reach.

Christina wants to hear from “all voices”. Although the prior survey could be used as guide the Chief offered to reach to other Chiefs regarding other potential survey vendors.

Gwendolyn, in the context of community outreach, reminded the board that senior residents of our community need to be heard. Specifically, she referenced some senior neighbors who have

been reluctant to report crime for fear of retaliation. The Chief offered to set up a meeting these residents where perhaps Gwendolyn might facilitate.

b. State/EPD Fair and Impartial Policing Policy

The Chief advised the EPD would sign onto the new proposed statewide policy. After some continued discussion the board was supportive.

c. Fy25 Expectations for Police Community Advisory Board

- The board noted the Chair Leo Duque's term was up and succession planning would be discussed at the next meeting.*
- The 3rd City seat on the board continues to remain unfilled.*
- The board appreciatively thanked advisor Jody Kamon for her just completed one-year term of service.*
- The board determined it will continue to focus on community outreach. Christina proposed the board get business cards to hand out at events. The board was supportive and the Chief, once a design was created, offered to "make it happen".*
- Gwendolyn thanked the Chief for her invited participation in the Sargent's hiring\promotion process. It was also noted the Gwendolyn was a recent graduate of the EPD Citizen's Academy. There are plans for another class in the Fall.*

7. ADJOURN

A motion to adjourn was made and unanimously seconded by the Board. The meeting adjourned at 7:20pm.

Respectfully submitted,
Dan Maguire
CAB Secretary

City of Essex Junction
Bike/Walk Advisory Committee
June 24, 2024
Staff Notes

Members Present: Philip Bieber; Eric Bowker, John O'Brien
Staff Representative: Michael Giguere - City Planner
Guests Present: Bruce DeBree - Community Member

A Quorum of members was not present for this meeting. The staff notes here summarize the topics of informal discussion among present members; however, they do not represent the position of the Bike Walk Advisory Committee as a whole.

The Open Meeting Law defines a meeting as "a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action." 1 V.S.A. § 310(3)(A). Accordingly, in the absence of a quorum, the gathering does not constitute a "meeting" and the Open Meeting Law does not apply.

1. Call to order – could not be held due to lack of quorum
2. John O'Brien to take notes for the informal discussions.
3. Minutes from the May 20, 2024 meeting- It was noted that Eric Bowker's name was misspelled. Minutes unable to be approved at this time due to lack of quorum, will be approved at the next meeting.
4. Comments from Bruce DeBree:

Bruce DeBree commented on the need for bike racks to be accessible and available. DeBree also commented on a need for bike connectivity to neighboring communities via bike paths rather than along major vehicle routes. DeBree also commented on noise levels across the city and wonders if there are means for the city to address that. Phil Bieber recommended adding this and another point for business items.

5. Business Items:
 - a. Chair appointment

Will not be possible due to lack of quorum but Michael Giguere recommended current members consider stepping up to chair role, also mentioned that the council is considering reducing the total number of members to aid with having quorum. Phil Bieber recommended John O'Brien as chair, spoke to reasons why. Appointment will be considered at the next meeting.

- b. Current bike rack inventory

Update from PB on current bike rack inventory project: Google form has been created for this project, EB gave additional details as to how the project was to be allocated between members, recommended that when new membership is established, committee members can split up the city into zones based on total number. Will revisit during the next meeting as a priority project with new members.

c. Location ideas for new bike racks

MG is looking for ideas as to where racks that are in storage to be placed in new areas: possibly Mac's Market, JO recommends expanding exposition bike parking as the city already owns that land. Public guest to meeting suggested a spot near Boxcar Bakery, MG gave insight into new development next to Boxcar that currently has bike racks in the plan. PB also recommended Maple Street Park as location for additional racks, possibly for seasonal installation and usage. MG also gave insight as a resident of neighboring city commuting to Essex Junction. EB suggested that this matter be considered during inventory of current racks, which JO seconded.

A brief conversation followed after guest Bruce DeBree asked about "traffic taming" in certain neighborhoods as another project for the committee, EB explained our recent UVM capstone project regarding the Grove Street Intersection. MG also brought up attachments to the meeting packet, specifically the Traffic Safety Toolbox.

PB brought conversation back to new bike rack placement, which will be considered during next meeting, possibly as a part of the ongoing inventory.

d. Brownell Library Bike Repair Station Update

Big thanks to Erna from Brownell for coordinating with MG and the committee for the successful and fast installation. JO suggested that the committee check in with the library about usage over time, possibly at our event. PB brought up that there is a density of repair locations in the Five Corners area, so that in the future the possibility of moving stations to spread a wider net might be beneficial. EB reminded the committee that local business also owns a stake in the station located on Rt 15 so that will need to be considered if moves are to be proposed.

e. Collaboration with Brownell Library for summer programming

PB brought up the Monday, July 29th event at the library. MG mentioned including the ABC Quick Check sheet (attached in meeting packet). General details of the event were discussed as well as what kind of info to cover. PB and

JO spoke to capacity as presenters at the event, but neither are authorities in bike maintenance so the event may be more tailored towards safety rather than bike repair. EB suggested obtaining the local motion packets for safety as a guiding point and handout. PB recommended that a formalized plan be created to ensure that the event is ready to go.

f. Connectivity to neighboring towns

Bruce DeBree spoke further on the need for a bikeable connection to other towns, especially for commerce. Mentioned how essential paths avoiding main roads are ideal for most riders. EB gave background into other projects that had been researched and planned but not implemented. MG spoke to the possibility of a countywide meeting of BWAC committees meeting for planning collaborative projects such as these. Lots of consensus between members of the committee and guest as to goals of the future, but timelines on many of these are long term.

g. Noise Level in community for walkers and bikers

Bruce DeBree asks are there any ways to bring the noise down? JO asked MG if new construction considers sound mitigation, but it is generally not considered when planning or designing new construction. Noise mitigation measures of the new downtown park were noted as possible guidance for other future features. Trees, vehicle count, other factors in noise discussed. Laws and lack of enforcement for car volume in certain neighborhoods were also discussed.

h. Library Event Planning

PB considered planning for 40 min to an hour of content, JO suggested a shorter block of time that can be run through a few times across the hour, possibly limited to 15 minutes so that guests can come and go across the session.

Points to include:

- Introduction to repair station
- ABCs rundown (possibly with handout included with meeting packet)
- Hand signal demonstration
- Helmet check
- Questions from the public

PB wants to have items on hand for giveaways for this kind of event in the future, the committee will consider purchasing supplies to have on hand.

EB brought up the potential for other collaborative events with the library (movie night) to both bring attention to the committee, mutually benefit organizations.

6. MEMBERS UPDATES - nothing to discuss

7. STAFF UPDATES

a. VT Walk/Bike Summit Recap

MG gave rundown of the statewide summit attended last weekend; Highlights included:

- Planning and designing capacities, which are generally not done for biking paths utilized for bike trails. Essex Junction can possibly benefit by analyzing areas that are underutilized for biking and walking.
- A demo project in Rutland for slowing traffic at a specific point that could be used for slowing Pearl Street traffic.
- Utilizing traffic measurement tools for vehicle and bike counts to see where the need already exists for projects.

8. READING FILE

VTrans Speed Countermeasure Toolbox

10. ADJOURN – could not be held due to lack of quorum. Discussion ended at 8:38pm

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
JUNE 20, 2024
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Robert Mount, Vice-Chair; Cristin Gildea; Dylan Zwicky
MEMBERS ABSENT: Maggie Massey
ADMINISTRATION: Michael Giguere, City Planner; Chris Yuen, Community Development Director
OTHERS PRESENT: Greg Dixon, Gabe Handy

Mr. Yuen noted that this is a hybrid meeting, and that staff are present at the City offices to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed later. A roll call of Planning Commissioners present remotely and in-person was taken.

1. CALL TO ORDER

Mr. Alden called the meeting to order at 6:34 PM.

2. ADDITIONS OR AMENDMENTS TO AGENDA

None.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

a. Regular Meeting – April 18, 2024

MOTION by DYLAN ZWICKY, SECOND by ROBERT MOUNT, to approve the minutes of April 18, with changes. The motion passed 4-0.

-On the third paragraph of page two, a quote attributed to Mr. Rabideau was changed to be attributed to Mr. Goltzman.

5. PUBLIC HEARING

Mr. Alden swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth under the pains and penalties of perjury”

a. Final site plan to construct a 4-story residential building with 39 units and parking at 227-229 Pearl Street in the MF/MU1 District, by Handy Hotels & Rentals LLC, owner.

Mr. Dixon said that this project was presented to the DRB under a previous owner and said that since that time it has been reconfigured to be closer to the neighboring building. Five more units have been added, there is no change to impervious surface. An updated landscaping plan and updates to the architectural plan are included in the final plan. Mr. Yuen said that the biggest changes to the project since conceptual design include the specification of colors and materials. There is now an awning over the entrance and two material types and colors on the side, both based on the DRB’s previous comments. The Tree

Advisory Committee has asked that the Land Development Code (LDC) requirements for tree protection be followed, and an arborist consulted if necessary. Mr. Mount said that the DRB received a request from an abutting property owner to maintain a tree straddling the property line. Mr. Dixon said that the tree would remain, and that most of the crown could stay intact. The contractors will do their best to avoid disturbing the roots. Mr. Alden encouraged the developer to follow the LDC language regarding tree protection and engaging an arborist. He said that moving the building was the largest thing that could be done to ensure the tree's survival. Ms. Gildea asked for more details about the neighbor's request, and Mr. Alden said that a fence will be run down the property line which he believes will address all her concerns. The project will provide as large of a fence as allowable under the LDC.

Mr. Alden reviewed the staff report, requesting that language on the property being in the Village Center District be removed. Mr. Yuen said that the principles of the district are being extended by the overlay district, but not the district itself. Mr. Alden said that the design is more modern than would be typically seen in the Village Center District but is in character with the area. Mr. Alden said that the applicant did well listening to DRB comments, and that the architectural façade is interesting. He asked for clarification on the building signage, which Mr. Dixon said would be a small plaque. Mr. Alden said that the elevator shaft is the plainest thing in the drawing and suggested including the plaque in this location. He said that this area is board and batten siding, while the rest of the siding materials are horizontal. He said that minor changes to the board and batten could result in a more attractive appearance. Ms. Gildea asked if the plaque would need a permit, Mr. Alden said no. Mr. Yuen said that if the plaque is on the architectural designs, it is considered a project element. Ms. Gildea agreed that the plaque would look good on the elevator shaft. Mr. Alden said that staff recommend approval of the 22-foot parking travel isle, all agreed.

Mr. Alden asked for more information on the waiver for a 16-foot light mounting height; Mr. Yuen said that this one foot higher than typically allowable. Mr. Dixon said that the pole heights make it difficult to stay under this height and create sufficient lighting. Mr. Alden said that the concrete bases are around two feet high and said that he is amenable to this waiver. Mr. Zwicky suggested that the Planning Commission review this figure. Mr. Alden said that the fifteen-foot buffer is robust, and he has no comments. Mr. Yuen said that the long-term bike parking is in the basement, which is not ideal but not against the LDC requirements. He said that he has asked the applicant to prove that a bike could fit in the elevator, and Mr. Alden said that the life safety code requires that a stretcher can fit inside. Mr. Alden said that e-bike batteries are a fire hazard, and that storage and charging spaces have additional requirements. He asked that the applicant check to ensure that the space is sufficient for these requirements. Mr. Alden said that the basement storage is acceptable for bikes. Mr. Handy asked if the bike rack could be moved if e-bike storage turns out to be an issue, Mr. Yuen said that a minor site plan amendment could be filed if the change was under a certain size. Mr. Alden said that the DRB would not need to approve it if it is in the existing footprint. Mr. Zwicky said that he would support reducing parking spots for e-bike storage.

ROBERT MOUNT made a motion, seconded by DYLAN ZWICKY, to close the public hearing. Motion passed 4-0.

Mr. Alden said that all DRB members agreed that the design review standards were met. All were amenable to the waiver for the parking access isle and the parking lot lighting height. The proposed bike parking and storage is acceptable as shown or in lieu of this under the building in the currently designated parking area. Mr. Alden said that he is amenable to staff approving this change administratively. Should

the building architecture change, compatible architecture must be used in the bay and it will need to be weather-resistant. All proposed conditions from staff are met. Mr. Alden suggested making a notation about the energy code applying and a certificate of design and construction compliance being provided to the City. Mr. Yuen said that this will be included but is a requirement of the state statute. Mr. Alden said that the LDC tree protection requirements should be followed, and that a detail sheet should include information on how to protect the tree.

JOHN ALDEN made a motion, seconded by DYLAN ZWICKY, to approve the project with the proposed and additional conditions. Motion passed 4-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

Mr. Alden introduced Mr. Giguere, the new City Planner. Mr. Yuen detailed updates for recently approved projects. He said that the City Council will be proceeding with re-appointments or new appointments for two DRB seats next week. Mr. Mount said that he would not be seeking re-appointment. Mr. Yuen said that the Crescent Connector is almost complete and will be finished at the end of the construction season. Ms. Gildea asked about the property next to KFC, noting that it was for sale. Mr. Yuen provided an update on the property, noting that the current owner does not want to develop it as previously presented to the DRB. Mr. Zwicky asked about the pocket park in front of Firebird, with Mr. Yuen stating that the department will move forward at a reduced scope of work. A flexible design will be included in case of future pedestrianization of Main Street.

7. ADJOURNMENT

ROBERT MOUNT made a motion, seconded by DYLAN ZWICKY, to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,
Darby Mayville