

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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, December 11, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person in the Community Room at the Essex Police Department located at 145 Maple 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. **PUBLIC HEARING**
 - a. Stormwater Ordinance Public Hearing #2 [30 minutes]
6. **BUSINESS ITEMS**
 - a. Discussion and Consideration of Management of the Tree Farm [20 minutes]
 - b. *Police Community Advisory Board, Governance Committee and Recreation Advisory Committee Interviews and Consideration of Appointments [50 minutes]
 - c. Discussion and Consideration of Budget Engagement Schedule and Annual Meeting Schedule [10 minutes]
 - d. **Discussion and Consideration of an Executive Session to Discuss a Contract
 - e. ***Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Public Official
 - f. ****Discussion and Consideration of an Executive Session to discuss Personnel
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: November 13, 2024
 - b. Approve CVE 2025 Banner Applications
 - c. Approve Better Back Roads Grant Application
 - d. Re-Appoint City Representative to Chittenden County Communications Union District
 - e. Acting as Local Cannabis Control Commission: Approval of Cannabis Retail License – VT CCB: Application S-000010393 for The High Bar
 - f. Approve Dog License Fee Increase
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant #24061 11/15/24 and #24062 11/26/24
 - b. November Financial Reports
 - c. Candidate Petition Information
 - d. Planning Commission Letter Re. Lightshift 16MW/52MWh battery energy storage system at Global Foundries (Essex VT BESS)
 - e. Essex VT BESS Notice of Petition Application

- f. Bike Walk Advisory Committee Minutes 11/14/24
- g. Planning Commission Minutes 11/7/24
- h. Development Review Board Minutes 11/21/24
- i. Tree Advisory Committee Minutes 10/29/24 and 11/21/24
- j. Essex Community Justice Center Newsletter

10. **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
- c. *** An Executive Session may ne needed to discuss Attorney Client Communication and Public Official
- d. ****An Executive Session may be needed to discuss Personnel

11. **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.



City of Essex Junction

Stormwater Ordinances Public Hearing

December 13, 2024



Agenda

- 1. Stormwater Management**
- 2. What is a Stormwater Utility and how are user fees calculated?**
- 3. Credit Manual**
- 4. Proposed or Amended Stormwater Chapters for Municipal Code**

Why Manage Stormwater?

- Human development has disrupted the watershed balance causing water to runoff the landscape instead of infiltrating
- Stormwater runoff carries excess nutrients, sediment, and pollutants into our waterways
- In VT especially the Lake Champlain Basin, the excess nutrients (phosphorus) affect water quality and cause toxic algae blooms

Stormwater Management History

- Established through the Clean Water Act of 1972
 - Created permits requiring states to manage and reduce stormwater runoff to improve water quality
 - MS4 permits-Municipal Separate Storm Sewer System
- Lake Champlain Total Maximum Daily Load- daily limit in the amount of phosphorus that can go into the Lake without negative effects on water quality
 - Timeline for the State to meet the target daily limit by 2036

MS4 Permit Requirements

- Reduce the amount of stormwater runoff into stormwater-impaired streams
 - Indian Brook and Sunderland Brook
- Implement stormwater infiltration projects by 2036 to reduce the amount of phosphorus within municipal boundary by 25% per lake watershed
 - › Two lake watersheds in City- Mallet's Bay and Main Lake

Aging Infrastructure

- Many of the stormwater pipes in the City were installed over 30 years ago
- Often corrugated metal pipe was used which rusts and breaks down over time leading to collapsed pipes and sink holes
- Preserve the pipes we can through slip lining or replace them with larger plastic pipes that have a longer life expectancy

What is a Stormwater Utility?

- Stormwater utilities are funded by stormwater user fees
 - › Stormwater runoff isn't metered like water. Instead, the burden that each property places on the system is based on property characteristics and most importantly, its total **impervious area**.
- Seven communities have established stormwater utilities, and two more are in formation

Why form a stormwater utility?

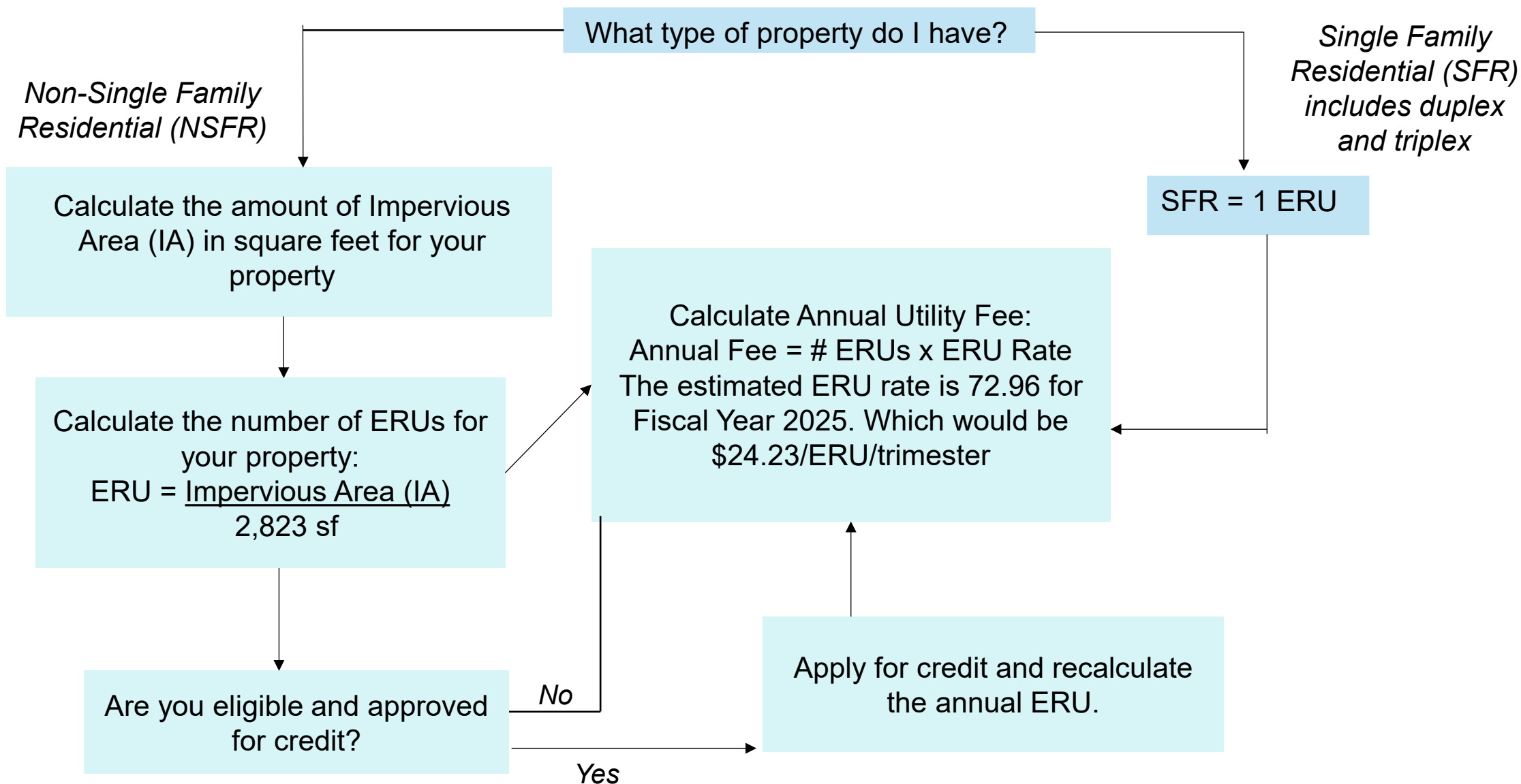
- Provides a fair, equitable, and stable source of funding
- Currently stormwater management is funded through the General Fund based on property taxes
- Before separation from the Town of Essex, stormwater capital projects were funded through the Town's Stormwater Capital Fund. Since the separation, these stormwater projects no longer have a dedicated source of capital. Instead, they are ranked alongside General Fund Capital projects, which do not have specific deadlines for implementation.

How to Bill Based on Impervious Area?

- **Impervious area (IA)** is defined as developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil.
- The standard unit of charge is the **Equivalent Residential Unit (ERU)**.
- The ERU is defined as the typical amount of impervious area on a single-family residential parcel. Calculated based on a median amount of IA in the City (2823 sq ft).
- The ERU is then calculated for all non-single family residential parcels based on the amount of measured impervious area.



Stormwater Utility Fee Flowchart



Example Properties

Single Family Residential Property:



2,823 sq ft IA

1 ERU

\$72.69 annual fee

Commercial Property:



57,785 sq ft IA

20 ERUs

\$1,453.80 annual fee

Tax Exempt Property:



44,857 sq ft IA

16 ERUs

\$1163.04 annual fee

Credit Manual

- **Credit** towards the stormwater fee assessed for a property
- Application available online or through mail
- Only NSFR properties are eligible
- Credit cannot exceed 50% of the stormwater fee assessed for a property. Minimum charge of 1 ERU

Credit Manual Categories

- Stormwater Treatment Practice (STP)
 - › Parcels that have practices on their site can apply
 - › Must be operational and maintained
 - › % credit received based on treatment standards met as specified in the Vermont Stormwater Management Manual
 - › The better the practice is at infiltration or improving water quality the more credit can be received
- MS4/TS4 permit holders
 - › % credit capped at 35%
- Education Credit
 - › Demonstrate teaching stormwater or water quality curriculum
 - › Schools can receive on top of STP credit

Credit Recertification

- Every 2 years property owners need to recertify compliance with credit category requirements to continue to receive credit

Chapter 19: Establishing Stormwater Permit Transfer Authority for Expired and Unpermitted Discharges to Impaired Waterways

- This chapter was originally adopted in July 2014 as a mechanism to comply with new state MS4 permit requirements.
- Proposed Amendments:
 - › Change references to reflect City of Essex Junction
 - › Update permit status for properties

Chapter 20: Regulation of Stormwater Management

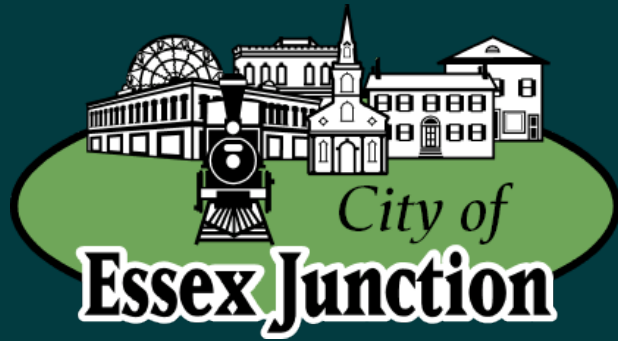
- New proposed chapter to regulate stormwater discharges to the Municipal Separate Storm Sewer System (MS4)
- Majority of the sections existed in the Land Development Code but did not relate to parcel development
- Examples of sections:
 - › Prohibitions
 - › Notification of spills
 - › Inspection and Enforcement
 - › Operation and Maintenance

Chapter 21: Regulation of Stormwater Utility

- New proposed chapter that establishes the City's stormwater utility
- Outlines the following:
 - › Administration, development, and procedures of utility
 - › Assignment of ERU's
 - › Credits
 - › Billing and Collections
 - › Formation of Enterprise fund for stormwater

What's next

- Still receiving and gathering feedback from Non-Single Family Residential parcels; which may result in recommended amendments to the proposed ordinance
- Considering reexamining credit manual categories
- Another round of public hearings likely in January/February at City Council meetings if the proposed ordinance is amended
- City Council to approve the ERU rate, along with ordinance adoption, in early 2025 for FY25
- The plan is to start collecting the stormwater user fee in the June 2025 utility bill and be 1/3 of the annual fee
- Set the next ERU rate as part of the Fiscal Year 2026 City Enterprise Fund budget process



Thank you!

Any questions or concerns can be directed to:

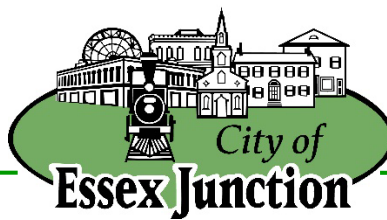
Chelsea Mandigo, Water Quality Superintendent

Chelsea@essexjunction.org

802-878-6943 X1705

City's stormwater utility page contains most up to date info!

<https://www.essexjunction.org/departments/stormwater/stormwater-utility>



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

CC: Brad Luck, Recreation Director; Mark Brislin; and Greg Duggan, Essex Town Manager

Meeting Date: December 11, 2024

Subject: Future Management of the Tree Farm

Issue: To discuss the future management of the Tree Farm facility.

Discussion:

The City of Essex Junction and the Town of Essex are co-owners of the Tree Farm as tenants in common. The two municipalities lease the property and assign management to the Tree Farm Management Group (TFMG). The current lease with the TFMG runs from January 1, 2023 through December 31, 2025.

Per the Management Agreement that is incorporated into the lease, "The Agreement shall be reopened within the first 24 months of the current lease for the purpose of discussing another extension, amendment, termination, or other management agreement." Within the first 24 months has a deadline of December 31, 2024.

At their November 4, 2024 meeting, the Town of Essex Selectboard took action to "offer a new lease to the Tree Farm Management Group and authorize staff to negotiate a lease between the Tree Farm Management Group, the City of Essex Junction, and the Town of Essex."

The City Council has discussed the future of the Tree Farm in Executive Session to discuss options as this date approaches. The options have included extension of a lease with the TFMG, and options for municipal management. The City Council is tentatively open to discussing an extension of the agreement with the TFMG and would like to seek public input on this direction.

Cost: N/A

Recommendation:

Setting an intention for the future direction of the Tree Farm is needed.

Recommended Motion:

Staff recommends that City Council provide staff with an intention for the future direction of the Tree Farm.

Attachments:

Tree Farm Management Group Lease

Tree Farm Management Group Management Agreement

TREE FARM RECREATION FACILITY LEASE

This Tree Farm Recreation Facility Lease (hereinafter "Lease") is made by and between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452, and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 (herein also referred to jointly as "Lessor") and the Tree Farm Management Group Corporation ("TFMG" or "Lessee") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452

1. PROPERTY

- a. Lessor does hereby lease and rent to Lessee, TFMG, property known as the Tree Farm Recreation Facility ("Property" or "Tree Farm"), which consists of approximately 99 acres of field and wooded areas in both the Town and City from the date of execution of this Lease through December 31, 2025.
- b. The Property includes the overflow parking lot off Old Colchester Road, next to the footbridge on the western side of the Property.
- c. The Property does not include the three buildings at the front of the complex, adjacent to the main access road.

2. TFMG'S RESPONSIBILITIES

- a. This Lease incorporates herein and is made in connection with the Management Agreement executed by the City, Town and TFMG dated January 17, 2023 ("Management Agreement").
- b. TFMG shall obtain and maintain, at its own expense, all permits, or licenses required for permitted activities on the Property and shall comply with the terms and conditions of any of those permits or licenses including, but not limited to, any Town, City or Act 250 permits.
- c. TFMG shall develop, operate, and maintain the Property in a safe and sanitary condition, consistent with the intended use, as a facility dedicated to field-based and non-motorized sports, as defined in the Management Agreement and paragraph 3d below. All costs of such development, operation, and maintenance of the Property shall be the responsibility of TFMG. TFMG shall be entitled to use the pole barn (so-called) building on the Property.
- d. TFMG shall comply with all laws and regulations of the United States of America and the State of Vermont, and all applicable local ordinances, codes, and regulations.
- e. TFMG shall pay any and all taxes or assessments that may be lawfully levied against TFMG by reason of its operations on the Property.
- f. TFMG shall maintain commercial general liability and premises liability insurance for the Property and shall ensure that any renters or group users also maintain insurance for any events hosted at the Property consistent with the following limits:

- i. Workers Compensation Insurance in accordance with the laws of the State of Vermont covering all employees of TFMG or any sub-lessee.
- ii. Commercial General Liability for Bodily Injury and Property Damage – combined single limits of no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- iii. Insurance policies shall be endorsed to show the Town and City are named as additional insureds.
- iv. TFMG shall provide a certificate of insurance to the municipal managers of the Town and City on an annual basis demonstrating that such policies have been issued and are in force, and that said insurance companies agree to notify the Municipalities/Lessor at least thirty (30) days prior to the date of termination or change in said policies.
- v. TFMG shall obtain a certificate of insurance that contains the same liability limits from any sub-tenant or sub-lessee using the Property for an event.

3. OTHER CONDITIONS

- a. Open Meeting Law: The TFMG shall comply with Vermont's Open Meeting Laws (1 V.S.A. §§ 310–314) for all management group meetings. Vermont's open meeting law requires all meetings of public bodies to be open to the public at all times unless a specific exception applies (i.e., Executive Session). The purpose of the law is to promote transparency, accountability, and better decision-making in government. The TFMG meeting schedule, agenda, and minutes will be posted on their regular media platforms and physically in the Town and City municipal buildings in addition to any other locations in order to comply with Open Meeting Law.
- b. TFMG will present to both legislative bodies (together or separately) a summary of the year's financials and overall operations between the months of September-December every year through the entirety of the Lease.
- c. By April 15, 2023 the composition of the 11 member TFMG Board of Directors shall be updated to meet the original intent of appointees from various organizations, municipalities, and interests, to address organizational changes and to ensure equal representation by the Town and City. Following this effort, TFMG will make every effort to fill all Board vacancies and maintain a full complement of Board members through the entirety of the Lease.
- d. The use of the Property shall be limited to passive recreation, associated uses, and field-based and non-motorized trail use, with exception to the parking lot, which may be used by other organizations for special events for no more than fifteen (15) days per calendar year (i.e., Champlain Valley Exposition, Essex High School, etc.) for overflow parking. Such use must be approved by the TFMG and agreed to by the Essex Police Department. TFMG shall not approve the use of the field space for parking or other use, except for

passive recreation and field sports, unless otherwise agreed to by the Essex Junction City Council and the Town of Essex Selectboard.

- e. TFMG will ensure inclusive and equitable field rental opportunities to current and future field-based recreation users to adapt to facility use needs and demands.
 - f. Finances:
 - i. A facility fee structure shall be established and posted by the TFMG for each of the next three operating seasons of this Lease, with the facility fee structure being included in the annual summary presented to the City Council and Town Selectboard each fall.
 - ii. Upon request, the TFMG shall make its financial records available for reasonable inspection and copying at reasonable times to the Lessor and the public.
 - g. It shall be made clear to the public, through signs and/or other mediums, that the Property is available to the general public for passive recreation and other uses, subject to reasonable regulations that may be adopted by the TFMG Board of Directors.
 - h. TFMG shall not discriminate based on race, religion, national origin, or sex, in any aspect of its operations, permitting, and approved sub-leases.
 - i. After the expiration of this Lease, neither the Town nor the City shall have any further obligation to TFMG, unless otherwise mutually agreed upon. TFMG shall leave the Property in a satisfactory condition or be financially responsible for the restoration of the Property by the Lessor or their private contractors.
4. **ASSIGNMENT:** This Lease may not be assigned without the prior written approval of the Town and City, which may be withheld for any reason. Assignment shall not be construed to mean regular field rentals, which are in the ordinary course of TFMG operations.
5. **TERMINATION:** This Lease may be terminated prior to its expiration in accordance with the provisions set forth in the Management Agreement under Section VIII.
6. **RELEASE OF LIABILITY.** – TFMG agrees to release, indemnify and hold harmless the Town and City, their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Property. Such indemnity shall include but not limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Lease or use of the Property by TFMG or its customers or users.

- 7. **INVALID PROVISIONS:** In the event that any covenant, condition, or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition, or provision shall not impact the remaining covenants, conditions or provisions, provided that the validity of any such covenant, condition or provision does not materially prejudice either the Town, City or TFMG in its respective rights and obligations contained in the valid covenants, conditions, or provisions of this Lease.
- 8. **PREVIOUS AGREEMENTS:** This writing supersedes and takes precedence over all other agreements written or oral, regarding the subject matter of this Lease, with the exception of the Management Agreement which is expressly made a part hereof and incorporated herein, and it is intended by the parties hereto as the final, complete, and exclusive expression of their agreement.

Dated at Essex Junction, Vermont, this 17 day of January, 2023.

Janet Bush
 Witness
 STATE OF VERMONT
 COUNTY OF CHITTENDEN, SS

TREE FARM MANAGEMENT GROUP
Jason Hennekey
 It's Authorized Agent
 Jason Hennekey

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Jason Hennekey duly authorized agent of the Tree Farm Management Group, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Tree Farm Management Group.

Cheryl Brown
 Notary Public State of Vermont
 Commission #0009833
 Commission Expires: 1/31/2023

Cheryl Brown ^{Essex} Deputy Town Clerk
 Notary Public
 Commission Expires 1/31/2023

Janet Brown
 Witness

TOWN OF ESSEX
Gregory S. Duggan
 It's Authorized Agent
 Gregory S. Duggan

STATE OF VERMONT
 COUNTY OF CHITTENDEN, SS

Cheryl Brown
 Notary Public State of Vermont
 Commission #0009833
 Commission Expires: 1/31/2023

Cheryl Brown
 Cheryl Brown
 Deputy Town Clerk Essex
 Notary Public
 Commission Expires 1/31/2023

At Essex Junction in said County and State, this 17th day of January 2023, personally appeared Gregory S. Duggan duly authorized agent of the Town of Essex, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Town of Essex.

Jon Beer
Witness

CITY OF ESSEX JUNCTION

Regina Mahony
It's Authorized Agent
Regina Mahony

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS

At Essex Junction in said County and State, this 17 day of January, 2023, personally appeared Regina Mahony duly authorized agent of the City of Essex Junction, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the City of Essex Junction.

Cheryl Brown
Notary Public State of Vermont
Commission #0009833
Commission Expires: 1/31/2023

Cheryl Brown
Cheryl Brown Essex
Deputy Town Clerk
Notary Public
Commission Expires 1/31/2023

State of Vermont
County of Chittenden, SS

Management Agreement

- I. This Management Agreement is made between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452 and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 and the Tree Farm Management Group Corporation ("TFMG") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 05452 ("Management Agreement") is made on this 17th day of January, 2023, and effective as of January 1, 2023.
- II. This Management Agreement governs the operation of approximately 98 acres of field and wooded areas at the Tree Farm Recreation Facility ("Facility"), which is currently and shall continue to be used exclusively for field-based sports, non-motorized trail use and associated uses as defined below. This Management Agreement is being entered into to ensure that the management of the Tree Farm Recreation Facility is coordinated jointly between the Town and the City.
- III. **Definitions** - Throughout this Management Agreement, the following definitions apply:
 - a. Facility - the field and wooded areas (comprising approximately 98 of the 99 acres) of the Tree Farm Recreation Facility. This does not include the approximately one-acre area where the Buildings (as defined in the 02/15/2010 memorandum of understanding between the Town and City) are located.
 - b. Field-based sports - refers to soccer, lacrosse, rugby, ultimate Frisbee, flag football, or other use deemed appropriate by the Town and City and in conformance with this Agreement.
 - c. Field area - refers to the area currently utilized for field-based sports, as indicated on the attached map in purple and green.
 - d. Wooded area - refers to the forested area, as indicated on the attached map in green/gray and dotted.
 - e. Existing Trails - refers to the trails already in use in the wooded area.
 - f. Proposed Trails - refers to all additions to the network of existing trails.
 - g. Non-motorized trail use - refers to the following uses of any existing or proposed trails except for the existing VAST snowmobile trail: walking, hiking, cross-country skiing,

snowshoeing, running, or other use deemed appropriate by the Town and City and in conformance with this Agreement.

- h. School - refers to any of the public schools serving the residents of Essex and Essex Junction.

IV. Operations - The following section governs the operations of the Facility:

- a. The Facility will be open for reservations from 8 a.m. until dusk each day, from late May – October. The Facility is accessible to the public year-round by ways of the recreation path, adjacent public roads or overflow parking area.
- b. TFMG will be responsible for setting and maintaining the Facility schedule. When the Facility schedule has been updated, copies will be provided to the Essex Parks and Recreation Department, the City of Essex Junction Recreation and Parks Department, and the Essex Police Department. This will also be posted on the TFMG website and linked to municipal websites.
- c. TFMG will be responsible for submitting a current profit and loss statement, and a complete list of assets and liabilities to the Town and City no later than April 15, 2023. The parties shall endeavor to mutually agree upon the list of assets and liabilities on or before June 1, 2023. This Lease shall be subject to termination procedures in the event the parties are unable to agree on TFMG's listing of assets and liabilities.
- d. TFMG will create and approve a management plan for its operations at the Facility and will provide copies of said plan to the managers of the Town and City for review and comment. The management plan should cover all aspects of TFMG's operational plans, including maintenance, event and activity management, rules and regulations, emergency response, capital planning, traffic, and insurance. The management plan shall be completed no later than 12/31/23.
- e. General use entry to the Facility will be via the main gate located along the northwest section of the Facility along Old Colchester Road. Facility users will be instructed to use the gate for entry and exit and to connect with Route 2A in accordance with agreed-upon traffic flow practices
- f. Parking is allowed at designated locations only. Providing overflow parking and any transportation to and from those lots is the responsibility of TFMG.
- g. A traffic management plan approved by the Essex Police Department shall be required for larger special events.
- h. TFMG shall be responsible for maintenance and oversight of the existing trail system in the wooded area. Construction of any proposed trail must first receive approval from the Town

and City. Trails may be used for non-motorized activities only, apart from the existing VAST trail. The Town Conservation & Trails Committee will be consulted regarding any proposed trail. TFMG will supply an annual report to the Conservation & Trails Committee regarding the trail network, conditions, and use. TFMG is permitted to utilize resources and connections with the School for necessary updates the trail network may need in preparation to host a race at the Facility.

- i. The TFMG shall obtain 501(c)3 non-profit status no later than 12/31/23. The TFMG shall maintain throughout this agreement positive standing with the State and Federal government as a recognized legal business entity and 501(c)3 non-profit organization. Failure to maintain either designation is grounds for the Municipalities to terminate this Management Agreement. A copy of TFMG's annual 990 federal filing shall be sent to the Municipalities upon completion each year.

V. Fees - TFMG shall set and retain all fees reasonably necessary to sustain the orderly and efficient operation of the Facility. This does not include fees related to municipal use by the Town and City, which will be set separately.

VI. Insurance – TFMG shall procure commercial general liability insurance and premises insurance for the Facility and shall include the Town of Essex and the City of Essex Junction named as additional insureds. Coverage shall be combined with single limits of \$1,000,000 for each occurrence and \$2,000,000 aggregate.

VII. Indemnification and Hold-Harmless – TFMG agrees to indemnify and hold harmless the Town and City, and their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Facility. Such indemnity shall include but not be limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Management Agreement or use of the Facility by TFMG or its customers or users.

VIII. Miscellaneous –

- a. Any use of the Facility not covered in this Agreement, shall be subject to mutual approval by the Town and City. All applicable covenants and restrictions on the property apply.
- b. The Town and City are not responsible for damaged or stolen property or equipment.
- c. Priority will be given to Town and City uses of the Facility when possible and in accordance with TFMG's management plan.

- d. All disputes regarding usage of the fields shall first be referred to TFMG for resolution. TFMG's decisions on field usage may be appealed to a special four-member panel consisting of two members of the Town Selectboard and two members of the City Council appointed by the respective bodies as necessary. In the event of a 2-2 vote on the special appeal panel, TFMG's decision on field usage will be upheld.
- e. Any forestry education activities pursued by the School first need the approval of the Town and City.
- f. Any proposed commercial activity inconsistent with the goal of preserving open space for recreational uses and natural resource protection is strictly prohibited. This does not include hosting of tournaments, league activity, temporary advertising (i.e., during league or tournament play), field sponsorship, or general concessions operated by TFMG. Any proposed commercial activity shall first be discussed by and between TFMG and the Town and City Managers and referred to the Town Selectboard and City Council for approval.
- g. TFMG will make its financial records available for inspection and copying upon request by the Town and/or City.
- h. If at any time, for any reason, the TFMG is no longer managing the Facility, pursuant to the TFMG's original and current by-laws, and aligned with the mutual goals of the Town, City and TFMG, TFMG shall dissolve as a Corporation and the assets of the Corporation, after all debts and liabilities identified pursuant to section IV.c above have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, equally to the Town of Essex and City of Essex Junction for the benefit of their Recreation and Parks Departments. This shall include all physical and financial assets of the Corporation. This will ensure the continued efficient and orderly operation of the Facility and be made in recognition that the assets were acquired by TFMG from rentals of the municipally owned Facility and for the benefits of the users and community.

IX. Term - This Agreement shall be in effect from the date of signing until December 31, 2025.

- a. The Agreement shall be reopened within the first 24 months of the current lease for the purpose of discussing another extension, amendment, termination, or other management agreement.
- b. The Town and City reserve the right to terminate this Agreement prior to its expiration if (1) TFMG is not adequately performing the duties described in either this Agreement or the Management Plan, or (2) any party to this Agreement has otherwise materially breached this Agreement. It shall be

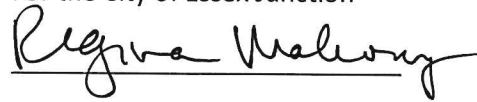
- within the sole discretion of the municipalities to determine whether TFMG is adequately performing its duties. The legislative body of both municipalities must each vote affirmatively to terminate this Agreement prior to its expiration.
- c. Prior to early termination of this Agreement, the party seeking to terminate the Agreement must notify the other parties in writing of any and all reasons the party is seeking to terminate the Agreement. Notice must detail the reasons set forth that the party is seeking termination and if termination is being sought on the basis of breach, the party alleging breach must set forth in detail the breach alleged. The breaching party shall be afforded 120 days to cure any alleged breach or deficiency prior to termination (“Corrective Action Period”).
 - d. Following the Corrective Action Period, the non-breaching party shall have 30 days to review the corrective actions taken by the alleged breaching party to determine whether the breaching party has achieved compliance with the terms of this Agreement or the Management Plan. If the compliance has not been achieved and the deficiency or breach has not been corrected, the non-breaching party may elect to proceed with terminating this Agreement. Both municipal legislative bodies must again vote affirmatively to terminate this Agreement prior to its expiration. Any joint determination shall be sent to the other party in writing.
 - e. TFMG may voluntarily terminate this Agreement upon 90 days advance, written notice to the Town and City. In so doing, TFMG forfeits all rights or claims to use of the Facility, and interim management of the Facility shall jointly be conducted by the Parks and Recreation Departments of the Town of Essex and City of Essex Junction, including all physical and financial assets after all debts have been satisfied for the continued operation of the Facility.
 - f. At the time of the termination of this Agreement, either at its expiration or prior to its expiration, the Parties hereto agree that, after all debts have been satisfied, TFMG shall transfer in equal shares to the Town and City any and all funds, monies or revenues earned and accrued, in its possession or control at the time of the termination of this Agreement. All unencumbered physical assets shall remain with the facility for the continued operation of the facility.

For the Town of Essex



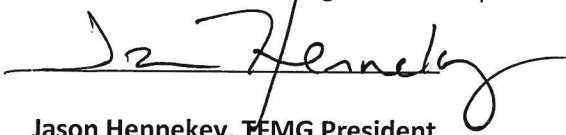
Greg Duggan, Town Manager

For the City of Essex Junction



Regina Mahony, City Manager

For the Tree Farm Management Group



Jason Hennekey, TFMG President

Dated (Town): 1/17/23

Dated (City): 1/17/23

Dated (TFMG): 1/17/23



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: December 11, 2024
Agenda Item: Board and Committee Appointments

Issue: The City has open positions on the Police Community Advisory Board, the Recreation Advisory Committee, and the Governance Committee.

- Police Community Advisory Board: 2 open positions
- *New* Recreation Advisory Committee: 7 open positions
- *New* Governance Committee: 7 open positions

Discussion: The following includes the full list of applicants for the open positions. Those previously interviewed are marked as such:

Police Community Advisory Board (2 open positions)

- David Harrington (In-Person)
- Jenny Parker (In-Person)

Governance Committee (7 open positions)

- Joshua Birmingham (In-Person)
- Steve Eustis (In-Person)
- Deb McAdoo (In-Person)
- Candace Morgan (In-Person)
- Brian Sheldon (In-Person)
- Gabrielle Smith (In-Person)

Recreation Advisory Committee (7 open positions)

- Joshua Birmingham - Also interviewing for the Governance Committee (In-Person)
- Rachel Hamm Vaughan (In-Person)
- Cora Delucia (interviewed 10/30)
- Jeff Dube (interviewed 11/13)
- Jocelyn Emilo (interviewed 11/13)

- Patrick Lynch (interviewed 11/13)
- Bridget Meyer (interviewed 11/13)
- Michael Thorne (interviewed 11/13)
- Nichole Rogerson (interviewed 11/13)

Because the Recreation Advisory Committee is a new long-term Committee, here is the membership term information. The recommended motion is set to stagger these initial terms accordingly.

MEMBERSHIP

The City Council will appoint the members of the Recreation Advisory Committee. Members shall be residents of the City of Essex Junction. The Recreation Advisory Committee shall consist of seven voting members to include at least one youth (age 13-17) representative. Age determination shall be based on the member’s age as of July 1, at the start of their appointment.

Member terms shall be staggered and for a duration of two years. Following initial appointments, terms shall begin on July 1 and terminate on June 30 of the year the term expires.

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider the appointments to the Police Community Advisory Board, the Recreation Advisory Committee, and the Governance Committee.

Recommended Motion: “I move that the City Council enter into executive session to discuss the 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) for a three-year term and (Name) for a two-year term to the Police Community Advisory Board.”

“I make a motion to appoint (Name), (Name), and (Name) for a two-year term from now until June 30, 2025, and from July 1, 2025 to June 30, 2027, to the Recreation Advisory Committee. I also make the motion to appoint (Name), (Name), and (Name) for a one-year term from now until June 30, 2025, and from July 1, 2025 to June 30, 2026, to the Recreation Advisory Committee.

“I make a motion to appoint (Name), (Name), (Name), (Name), (Name), and (Name) to the Governance Committee until the completion of the outlined work or by November 1, 2025.”

Attachments: Applications for the following:

- PCAB – David Harrington
- PCAB – Jenny Parker
- RAC/GOV – Joshua Birmingham
- RAC- Rachel Hamm Vaughan

Gov – Steve Eustis
Gov – Deb McAdoo
Gov – Candace Morgan
Gov – Brian Shelden
Gov – Gabrielle Smith

View results

Respondent

25

Anonymous

24:45

Time to complete

1. Full name *

David T. Harrington

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
- Governance Committee
- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

In the past, I was always an active member of my community. Now that some previous health issues have been resolved, I feel that it is time for me to become active again. I am retired and have plenty of time to devote to committee work.

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

I retired from the Vermont State Police at the rank of Captain after 28 years of service. I held a variety of different positions, including the Commander of the Internal Affairs Unit. In that role, it was my responsibility to report monthly to the State Police Advisory Committee on related matters. During my tenure as Station Commander at Middlesex, I established the very first citizen advisory committee that was structured much like your committee. I also served on the Barre Town School Board for eight years. I think I have a unique understanding of the importance of communication between the public and private sector.

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

I hope to broaden my knowledge of the current issues facing the police and the community they serve.

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

I am currently retired and have ample time to be a reliable committee member.

View results

Respondent

28

Anonymous

20:20

Time to complete

1. Full name *

Jenny Alexandra Parker

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):

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- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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 longstanding nurse who has specialized in both critical care and pediatric mental health, former EMT on an advanced care ambulance, and as a graduate student working towards becoming a psychiatric mental health nurse practitioner (PMHNP) I feel I am uniquely qualified to join this committee as someone who is passionate about advocating for those whose voices are often underserved as well as having simultaneously had the privilege of working alongside law enforcement both in hospital and in the field, appreciating on a firsthand basis the complexity of their role in our community. I would love to join the Police Community Advisory Board (PCAB) to act as a collaborative problem solver between both our community and our police service, seeking to understand as much as possible between both parts, bringing compassion, education, and commitment to bettering our community relations.

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

I hold a Bachelor of Science in Nursing (BSN) as well as an Associate's Degree of Applied Science in Emergency and Disaster Management (AASD). I am presently a graduate student at Norwich University completing my Psychiatric Mental Health Nurse Practitioner's degree (PMHNP) after which I hope to work specifically with children and youth in our immediate community. I have worked in healthcare for the past 20 years both in critical in-hospital and pre-hospital care as well as in mental health. As a former EMT on a field ambulance and ER nurse, I have had a close working relationship with the police services where I practiced. I know firsthand what it feels like to go onto a scene where there is an active mental health crisis and threat to my life or the life of others, I also know firsthand how patients can respond to skilled therapeutic communication/de-escalation as well as their reported fear of being misunderstood. I can draw upon both professional skills and academic evidence-based literature in attempts to understand and support all parties towards achieving a common goal for our community's growth.

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

During my term on the PCAB I hope to earn the respect of my peers as a thoughtful, non-judgmental, and collaborative voice of measured reason. I hope to support an enhanced relationship between our community and policing to make both parties feel more secure, heard, and valued. I would love to explore educational opportunities to enhance mental health skill building between both police and community members, particularly those most at risk for high-risk mental health police encounters. As the single mother of a toddler who attends the EJPR Park Street Preschool and who will continue on to our local elementary and secondary schools, I would love to explore ways to enhance child and young adult relationship building with our police force to break down stigmas and improve communication and accessibility between both parties.

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

Thank you for your consideration of my application!

View results

Respondent

29

Anonymous

07:16

Time to complete

1. Full name *

Joshua Birmingham

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):

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- Chittenden Solid Waste District (CSWD)
- Development Review Board
- Governance Committee
- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

I recently bought a house in Essex Junction. I am an avid hiker and enjoy being outdoors. I wish to join this committee because I have the time, temperament, and capability to serve on it.

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

I am a supervisor with U.S. Citizenship & Immigration Services, so I am used to schedules, meetings, and coordinating with others. I have a Masters in Public Administration from the University of New Hampshire.

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

Making Essex Junction parks better, more enjoyable, easier to access, and more programs for adults in Essex Junction.

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

I am interested in other committees if my talents and abilities would be better suited there.

View results

Respondent

30

Anonymous

06:38

Time to complete

1. Full name *

Rachel Hamm Vaughan

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):

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- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

I have personal and professional ties to the recreation space and our family consistently accesses EJP spaces and programming.

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

My younger child is enrolled at EJP PreK, my older child is a Rec Kid and Camp Maple Street camper, and both have availed themselves of many offerings through EJP and thoroughly enjoyed accessing recreational spaces.

Additionally, my professional work with Special Olympics Vermont has brought many representatives from Parks and Rec departments around the state (and sometimes beyond) into my network.

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

exploring cost-efficient ways to expand programming, maintain current incredible infrastructure, and learn where our city needs to plan and invest in upgrades.

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

Not at this time

View results

Respondent

18

Anonymous

17:33

Time to complete

1. Full name *

Steven Eustis

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

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- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

I have been involved with Essex Junction government since I first joined a committee in 1997. I follow the government relatively closely and would like to be involved in any major changes associated with our transition to a city.

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

I was on the EJ Community Development Committee 1997-1998, Board of Trustees 1998-2003, and Moderator 2003-present. Besides Essex Junction, I follow events in the statehouse and other communities in the county and enjoy municipal government in general. I have a master's degree in electrical engineering with a minor in forestry. I have built houses, designed roads, been an active user of most City departments over the years, and bicycle commuted for 30 years to work in the city. I have worked for the Pennsylvania Department of Transportation, IBM, GlobalFoundries, and now Marvell Semiconductor design. I read the minutes of most City Committee meetings and try to attend at least several meetings each year in addition to any required Moderator duties.

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

I hope to help Essex Junction design any needed changes in our government structure in an equitable way that gives us an effective, fair, and representative government structure that is accessible to residents and easy to understand.

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

I am very excited about the possibilities of this committee.

View results

Respondent

22

Anonymous

07:30

Time to complete

1. Full name *

Deb McAdoo

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

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- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

I want to join this committee because I think I can help; I offer a unique perspective, having actively contributed to past initiatives (Budgets to Ballots, Essex Governance Group, Our Village Our Voice). These experiences have given me a real understanding of the complexities involved in governance and the nuances of our community's needs. I believe I can help shape an optimal governance model that reflects the diverse voices of our residents and ensures a thriving future for all.

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

My formal education includes a master's in public health and my informal education includes an honorable discharge with just under 6 years of active US military service; these experiences strengthened my leadership abilities, discipline, and strategic thinking. Professionally, I have developed and supported human service programs for the State of Vermont for 13 years and supported research at the University of Vermont for 15 years. Essex Junction has been my home for over two decades, this time has been deeply rooted in raising my three children and engaging in volunteer school and community service activities. This intersection of professional ability, experience, and civic engagement allows me to offer constructive insights and practical solutions that will help this committee's work.

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

My goal is to use my background, alongside my passion for collaborative problem-solving, to help shape a best governance model that reflects the diverse voices of our residents and ensures a thriving future for all. In earlier efforts, we explored the potential merger with the Town, working through many variables, opinions, and competing interests. I purposefully concluded that process without preconceived notions about the ideal outcome, recognizing that sound governance must emerge from careful deliberation, broad input, and thoughtful compromise. If selected, I aim to help design a governance framework that is not only structurally sound but also inclusive, transparent, and reflective of the needs and aspirations of our diverse community. Ultimately, I want our governance model to encourage meaningful civic participation, ensuring residents feel heard and valued throughout the process.

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

This work is pivotal to the long-term success and sustainability of our community. My personal investment in Essex Junction has only deepened over time, especially as I now have adult children and grandchildren living here. I trust the process that has brought us to this point and am ready to contribute to the next phase. I look forward to collaborating with others to develop a governance structure that honors our past, meets the demands of the present, and lays a strong foundation for future generations.

View results

Respondent

26

Anonymous

11:27

Time to complete

1. Full name *

Candace Morgan

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying to join the *

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- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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 we face the future in our newly established City, independent of the Town, the question of governance and building a sustainable framework for engagement is key. I was pleased to see the formation of this committee start asking these questions and would welcome the chance to participate as we plan our future.

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

I have over 12 years of experience working in or with state and local government. This has included many roles that interface with municipalities across Vermont and review the rules and procedures that guide their work. Throughout my career I have also spent a lot of time reviewing policies and procedures. And I am an ardent observer of all things local government. Before the merger into EWSD, I served on the policy committee for the Prudential Committee for a number of years as well.

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

I would like to serve as a member of a team focused on discussing the future governance of Essex Junction, listening to options and reviewing best practices for municipalities of comparable size and scope. At the end, would like to present a good path forward to the City Council and City Manager and see the recommendations through.

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

Please be in touch with any further questions. This is a topic I am very interested in and would welcome the opportunity to participate!

View results

Respondent

19

Anonymous

20:16

Time to complete

1. Full name *

Brian Shelden

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

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- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

The intersection between maps, census data, and their affects on policy throughout American history has had profound effects, including up until today. As such, fair representation is very important to me.

The first time I got involved in community service was collecting signatures for an Austin ballot initiative that created single-member City Council districts. At the time, all the City Council members lived within a few miles of City Hall; I personally lived still within the City but 13 miles away. This seemed unfair, especially to the communities of color who had no representation.

As the campaign listened to the community, I watched with interest how the proposal improved to follow the Voting Rights Act of 1968; and how it attempted to take politics out of drawing lines by creating a Citizen Redistricting Board. Members of the CRB could not *be* politicians or lobbyists, and had to pledge to not run for office for 10 years. I voted for the proposal because it seemed like such a fair way to minimize gerrymandering.

While I'm not sure Essex Junction is large enough for a similar proposal; I'd love to be on the board that listened to what the new City wants and came to a determination.

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

Besides my interests in the citizen redistricting Board in Austin, I was a member of the Town of Essex Board of Civil Authority during the 2022 Vermont State Re-apportionment. In that capacity, i experimented with some software tools to come up with some examples.

As former Chair of the Town of Essex Economic Development Commission, I am familiar with the rules and time commitment of a Vermont Municipal committee.

Last, I will propose, if selected, that in addition to holding public forums on this issue, the committee should knock on doors in the community to find out what the whole City thinks. This will help get maximum buy-in from the community; not matter what it suggests to the City Council.

As a political volunteer and candidate, I have knocked on doors about 7 states, and almost 10 different Vermont towns. I have also trained volunteers to do so, as well. I would be an excellent candidate for this role if the committee decides to go this way.

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

Listen to the community, and see what style of governance models we want going forward.

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

Thank you for considering my application.

View results

Respondent

27

Anonymous

15:33

Time to complete

1. Full name *

Gabrielle Smith

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

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- Planning Commission
- Police Community Advisory Board
- Rec Advisory Committee
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? *

I would like to contribute to the process of exploring future governance possibilities for the City. I was very involved in the Heart & Soul of Essex and Our Village, Our Voices. I was also involved in the Essex Governance Group several years ago. This group specifically explored various options for representation for the Town/Village. The future of the City, equitable representation, and policy-making processes are important to me, and I would be glad to volunteer with fellow residents to work with City staff and Councilors on this matter.

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

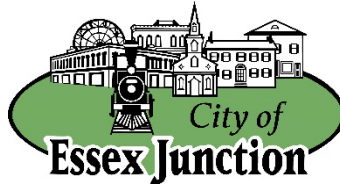
I have lots of experience, training and background related to this work. Locally, my volunteer time and leadership with the Heart & Soul of Essex and Our Village, Our Voices gave me great opportunities to learn about our municipality, its history, and our potential as a community. I built relationships with many other residents, and I would bring that network of connections to this process. I worked for the Orton Family Foundation, now Community Heart & Soul, for seven years. I travelled the country working with small cities and towns in areas such as civic engagement, promoting volunteerism, building funding partnerships, providing technical support, and fostering strong networks.

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

I hope to be a strong contributor towards meeting the purpose of this committee - to explore governance structures to ensure equitable representation of voices at policy-making tables, advise the City Council, study governance considerations for the City, and connect residents to this process. I would reach out through my networks and advocate for inclusive resident engagement to raise awareness of the process and share reliable information to City residents.

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

Nothing to add.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director & Susan McNamara-Hill, City Clerk

Meeting Date: December 11, 2024

Agenda Item: City Council Budget Engagement and Annual Meeting Deadlines

Issue: The Communications Department and City Clerk have drafted a Council budget engagement schedule and annual meeting deadlines. This schedule is for the Council to review and discuss any changes they would like to see made.

Discussion:

Budget Engagement

The budget engagement schedule includes a community meal and coffee chats for residents to attend, learn more, and discuss the budget.

January and February will focus on gathering feedback from the residents about the budget. In addition to the regular City Council meetings, there will be a Community Meal and three Coffee Chats with the Community. Department Heads will again produce videos discussing their budget.

The Community Meal was held on a Saturday at noon at CVE last year. The Communications Director looked for availability at CVE from January 13-31. CVE is only available on Saturday, January 25. The decision will be on whether to have a morning (9AM), afternoon (Noon) or evening (6 PM) meal.

Meetings with various groups can also be scheduled during this two-month window based on the availability of the groups and the Council.

Annual Meeting Deadlines

This schedule also includes important deadlines for the Annual Meeting.

The Annual Meeting Warning must be finalized at the February 26 City Council meeting so that it can be printed on the ballot and in the City Newsletter and Annual Report.

The Informational Hearing can now be held 30 days preceding the Annual Meeting instead of the 10 days it was previously. The ballots and newsletter will be mailed to residents on March 19. Staff suggest that the Council hold the Informational Hearing the week of March 17-21 or March 24-28 so that residents who might vote early can hear information on the ballot items before they vote. The best days during those weeks would be Monday, March 17, or Tuesday, March 25, as there are other committee meetings scheduled on other nights during those weeks.

Cost: None

Recommendation: No action is needed. However, Staff would like feedback on the time of day for the January 25th Community Meal and the date for the Informational Meeting now that it can be held within 30 days of the annual meeting.

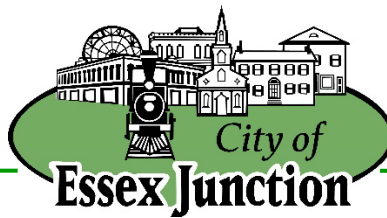
Recommended Motion: None

Attachments: DRAFT Budget Engagement Schedule & Annual Meeting Deadlines

2025 Budget Engagement Schedule & Annual Meeting Deadlines

The following are the potential dates for the Council to engage with residents on the budget (highlighted in yellow) and some of the deadlines that are coming up for the 2025 Annual City Meeting. The Annual City Meeting will be held by Australian ballot on Tuesday, April 8, 2025.

January	Department Head Budget Videos will be produced
January 8	CC Meeting & Budget Work Session
January 14	Coffee Chat at Nest
January 22	CC Meeting & Budget Work Session <ul style="list-style-type: none"> Warn Public Hearing on the Budget
January 25 (Saturday)	Community Meal and Budget Discussion
January 28	Coffee Chat Virtual 6 PM
February 4	Coffee Chat at Boxcar Bakery
February 12	CC Meeting & Budget Work Session <ul style="list-style-type: none"> Public Hearing on the Budget (<i>as required by City Charter Section 904</i>) Adoption of Resolution for bond vote <ul style="list-style-type: none"> The Council should adopt a resolution <i>that the public interest or necessity demands the _____ (description of project) and that the cost ... will be too great to be paid out of the ordinary annual income and revenue, and a proposition of incurring a bonded debt to pay for public improvements will be submitted to the qualified voters of the City at Annual City Election on April 8, 2025. (Wording in italics is taken from VSA 24, Section 1755).</i>
February 21	Last day to file petitions signed by at least 5% of the voters with the City Clerk for Articles to be included in the City Meeting Warning. (<i>Not less than 47 days before the Annual Meeting</i>)
February 26	CC Meeting <ul style="list-style-type: none"> Budget Finalized Adoption of Warning for Annual City Meeting
February 27 through March 9	Warning for the Annual Meeting to be posted in two public places, plus in or near the Clerk's office, and on the City website between these dates. (<i>No earlier than 40, nor later than 30 days before the Annual Meeting</i>) Additionally, the Informational Hearing warning could be done at this same time.
March 3	Deadline for nominating petitions to be filed with City Clerk by 5 p.m. (<i>6th Monday before Election</i>). Each petition must contain at least 30 valid signatures.
March 12	CC Meeting
Week of March 17	Publish Notice of Bond Vote in local newspaper. (<i>Notice must be published once a week for 3 consecutive weeks</i>). #1
March 17, March 19, or March 24	Informational Hearing on Ballot Items (<i>This Informational Hearing as required by 17 V.S.A. §2680(h) needs to be held between March 10th and April 7th. The warning of the hearing must be posted at least 10 days prior to the hearing</i>)
March 19	Ballots must be ready by this date, and absentee ballots must be mailed no later than this date. (<i>20 days before election</i>).
Week of March 24	Publish Notice of Bond Vote in local newspaper. (<i>Notice must be published once a week for 3 consecutive weeks</i>). #2
March 26	CC Meeting
March 29	Publish Budget in local newspaper (or send in Newsletter by this date). (<i>Budget must be published at least 10 days before meeting</i>).
Week of March 31	Publish Notice of Bond Vote in local newspaper. (<i>Notice must be published once a week for 3 consecutive weeks</i>). #3
April 3	Publish Warning in local newspaper (if it has not been mailed out in Annual Report/Newsletter). (<i>Warning must be published at least 5 days before meeting</i>).
April 8	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Champlain Valley Exposition) Note: The vote will be with the school election.



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: December 11, 2024
Subject: Executive session for a contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract associated with the 2 Lincoln renovation project.

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:

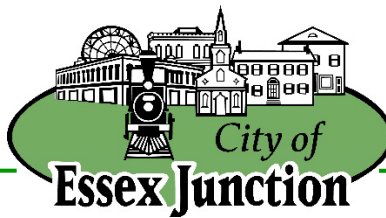
If the City Council wishes to enter executive session, the following motions are recommended:

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, City Manager and Harlan Smith."



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: December 11, 2024

Subject: Executive Session discuss Confidential Attorney-client Communications regarding a Public Official

Issue: The issue is whether the City Council will enter executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body.

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. Confidential attorney-client communications can be a protected discussion.

Cost: N/A at this time

Recommendation:

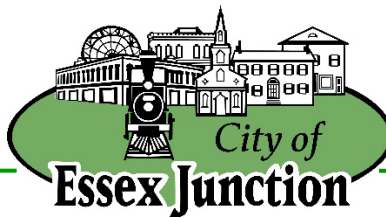
If the City Council wishes to enter executive session, the following motions are recommended:

Motion #1

"I move that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications would place the city at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss confidential attorney-client communications regarding a Public Official, pursuant to 1 V.S.A. § 313(a)(1)(F) and 1 V.S.A. § 313(a)(3) to include the City Council and City Manager."



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: December 11, 2024

Subject: Executive Session for personnel evaluation (quarterly check-in) of the City Manager

Issue:

The issue is whether the City Council will enter executive session to have a personnel evaluation (quarterly check-in) with the City Manager.

Discussion:

To have a complete and thorough discussion about this topic, an executive session may be necessary. The evaluation of an employee can be a protected discussion.

Recommended Motion:

"I move that the City Council enter into executive session to discuss a personnel evaluation (quarterly check-in), pursuant to 1 V.S.A. § 313(a)(3) to include the City Council and the City Manager."

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
November 13, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Chris Gaboriault, Fire Chief; Susan McNamara-Hill, City Clerk, Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director;

OTHERS PRESENT: Alexis Brown, Lauren Chicote, Rolenda Corrow, Paul Courtois, Jeff Dube, George Dunbar, Jocelyn Emilo, Christine Gaynor-Patterson, Gabe Handy, Shawn Handy, Pat Lynch, Bridget Meyer, Nick Meyer, Jordan Mitchell, Meghan O'Rourke, Nichole Rogerson, Brad Rubman, Brian Sheldon, Cindy Smith, Richard Smith, Jason Struthers, Saramichelle Stultz, Dennis Thibeault, Mike Thorne, Tim Tremblay, Sarah Volinsky, Jim Waite, Nick Warner, Resa.

1. **CALL TO ORDER**

City Council President Chawla called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Brad Rubman spoke as a representative of the Autumn Pond development, which will eventually comprise 417 units once the final phase of construction is completed. He spoke about the rental registry proposal, saying that it does not seem like a practical way to monitor rental units, given the myriad types of inspections that units go through on an annual basis.

Christine Gaynor-Patterson spoke about the rental registry item. She shared an anecdote about a friend who moved into a rental unit and then discovered that it suffered from unsafe living conditions and had to move out of Essex Junction as a result. She emphasized that there need to be some measure of protections for renters to live in safe units.

5. **PUBLIC HEARING**

a. Public Hearing on Ordinance 8 Regulations of Motor Vehicles

City Council President Chawla opened the public hearing.

City Manager Mahony outlined the changes to the ordinance as proposed. She said the changes generally relate to the Crescent Connector and traffic pattern change coming out of Global Foundries, as well as additions around the Whitcomb Farms neighborhood.

There were no public comments.

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

b. Public Hearing on Stormwater Management and Utility Ordinances

City Council President Chawla opened the public hearing.

56
57 Water Quality Superintendent Mandigo outlined the proposed ordinance changes, saying that some chapters
58 are being amended, some are proposed additions to the municipal code as ordinances, and that there is also
59 an additional stormwater utility credit manual. She noted amendments to Chapter 19 that would reference
60 the City's stormwater ordinance rather than the Town's ordinance, and establish policies and procedures
61 related to stormwater for the City. She noted the creation of Chapter 20 in the municipal code for stormwater
62 management. She also noted the creation of Chapter 21, which would create a stormwater utility, outline its
63 administration, development, and procedures, establish the residential units assigned to each parcel, form a
64 stormwater enterprise fund, and would establish a stormwater billing and collections system and credit
65 manual for fees for non-single-family parcels. She provided a brief description of what a stormwater utility is,
66 how it is funded, and how it manages stormwater. She spoke about next steps, which include a second public
67 hearing on December 11th, approving the ERU rate, and setting the next ERU rate as part of the Fiscal Year
68 2026 budget process.

69
70 The following public comments were received:

- 71 • Gabe Handy asked about the methodology used to calculate the stormwater fees assessed for each
72 property. Water Quality Superintendent Mandigo replied that a consultant helped calculate the
73 amount of impervious surface for every non-single-family residential parcel through aerial
74 assessment. Mr. Handy expressed concern about increasing costs of doing business in Essex
75 Junction, between tax increases and new fees such as this. Water Quality Superintendent Mandigo
76 noted that since separating from the Town, the City needed to create its own stormwater management
77 system and create a funding mechanism for stormwater capital that doesn't impact the General Fund,
78 as well as create an equitable way for all parcels to contribute funds.
- 79 • Rolenda Corrow asked several clarifying questions, and Water Quality Superintendent Mandigo
80 provided more detail, and City Manager Mahony asked Ms. Corrow to reach out to her directly with
81 other questions regarding her specific situation.
- 82 • George Dunbar suggested having a definition of impervious surfaces articulated in the ordinance,
83 and Water Quality Superintendent Mandigo noted that there is a definition included in Chapter 20. He
84 asked several clarifying questions about exemptions in the ordinance, and Water Quality
85 Superintendent Mandigo provided answers.
- 86 • Saramichelle Stultz asked if there were considerations during separation about the funds the City
87 paid into the Town's stormwater fund, and City Council President Chawla replied that this was a
88 negotiation item and that any capital funds remaining that were paid into the Town would remain with
89 the Town. Ms. Stultz asked about the impacts of missing the EPA-mandated deadlines for
90 compliance, and Water Quality Superintendent Mandigo replied that these deadlines and milestones
91 are requirements of the federal government on the State, and that any action resulting in missing the
92 milestones would be passed down from the State to the municipalities covered by these requirements.

93
94 **Councilor Haney made a motion, seconded by Councilor Certa, to close the public hearing. The**
95 **motion passed 5-0.**

96
97 **6. BUSINESS ITEMS**

98 a. Discussion and Consideration of Amendments to Ordinance 8 Regulations of Motor Vehicles

99
100 **City Council President Chawla made a motion, seconded by Councilor Certa, that the City Council**
101 **approve the amendments to Essex Junction Municipal Ordinance Chapter 8: An Ordinance Relating**
102 **to Motor Vehicle Regulations. The motion passed 5-0.**

103
104 b. Discussion and Consideration of Stormwater Related Ordinances – Amendments to Ordinance 19
105 (Stormwater Permit Transfer), New Ordinance 20 (Stormwater Management) and New Ordinance 21
106 (Stormwater Utility)

107 Councilor Certa asked how stormwater utility formation will impact the line items related to stormwater in the
108 FY25 General Fund budget. City Manager Mahony replied that there is currently \$230,000 in the General
109 Fund budget for stormwater management, which is funding the bare minimum necessary to comply with
110 regulations. She said that it isn't funding a stormwater management position, nor supporting stormwater-
111 related capital projects, both of which are needed. She said that any stormwater utility rate for FY25 assumes
112 the costs above \$230,000, since the \$230,000 is already included in the General Fund budget for this fiscal
113 year. She said that any stormwater utility fee for FY25 would begin in February 2025 or later.
114

115 **City Council President Chawla made a motion, seconded by Councilor Certa, to hold a public hearing**
116 **at the City Council's December 11, 2024 meeting to further discuss the stormwater utility ordinances**
117 **discussed at tonight's meeting. The motion passed 5-0.**
118

119 c. Department Head Brief to Council, Susan McNamara-Hill, City Clerk

120 City Clerk McNamara-Hill began by speaking about highlights from the last six months. She noted that staff
121 moved into the Senior Center space in July for the duration of 2 Lincoln Street renovations and that most are
122 currently teleworking due to space constraints. She spoke about primary elections held in August, as well as
123 the General Election held last week. She noted that all elections have generally gone smoothly, though they
124 have experienced high turnout. She spoke about a traffic pattern change when exiting the polls that worked
125 well and was an improvement over prior elections. Councilor Certa said that he had a very positive
126 experience at the election, and said that he appreciated Clerk McNamara-Hill being present on site for the
127 entirety of Election Day. Councilor Haney commended Clerk McNamara-Hill and her staff's work to run a
128 smooth election. She also asked how residents can be prepared for the upcoming reappraisal and appeal
129 process, and Clerk McNamara-Hill recommended that people attend the training that VLCT will put on.
130 Councilor Miller congratulated Clerk McNamara-Hill for receiving the State Treasurer of the Year award.
131

132 d. *Recreation Advisory Committee Interviews and Consideration of Appointments

133 The City Council interviewed Jeff Dube, Jocelyn Emilo, Pat Lynch, Bridget Meyer, Nichole Rogerson, and
134 Mike Thorne for seats on the Recreation Advisory Committee (RAC). Each candidate introduced themselves
135 and spoke about their backgrounds, qualifications, and interest in serving the community on the RAC. The
136 Council asked each candidate about their experience in the parks, what their favorite parks and park activities
137 are, how the parks could be improved, their vision for a healthy parks department, what kinds of programming
138 EJRP should have and offer for the community. Candidates spoke about their variety of reasons for wanting
139 to serve on the RAC, what perspectives they could offer the RAC, and suggestions for identifying sustainable
140 funding sources for programming. Candidates were given the opportunity to ask questions of the Council.
141

142 e. Annual Winooski Valley Parks District Presentation and Discussion

143 Nick Warner, Executive Director, and Lauren Chicote, Operations Manager, of the Winooski Valley Parks
144 District, presented the WVPD Annual Report. They provided a brief overview of the District, which includes
145 8 municipalities and a portfolio of over 1,700 acres of permanently conserved land across 18 public parks.
146 He said that the participating municipalities supply over 80% of the funding for the district, which is used to
147 fund the district's three staff. He spoke about leveraging grants and a significant number of volunteers to
148 support the district as well. He spoke about number of significant flooding events that have occurred over the
149 last several years, noting that they have learned a lot about water resiliency through those experiences. He
150 spoke about the properties the district is in the process of acquiring, including a 29-acre parcel owned by the
151 Town of Williston, a parcel that would enlarge the Colchester Pond park, and working on a canoe launch with
152 the Town of Essex.
153

154 f. Annual Town Meeting TV Presentation and Discussion

155 Meghan O'Rourke, Projects Director, and Jordan Mitchell, Director of Operations, of CCTV, presented the
156 Town Meeting TV Annual Report for FY25 and budget proposal for FY26. Ms. Mitchell spoke about the
157 coverage provided to Essex Junction over the past year, which included 38 City Council, Development
158 Review Board, and Planning Commission meetings, as well as more general non-municipal meeting
159 coverage. She highlighted a monthly program co-hosted by City Manager Mahony and Communications

160 Director Snellenberger called Junction City News, which has helped with community outreach. She noted
161 that Town Meeting TV is funded by cable subscribers of Comcast and Burlington Telecom, and that municipal
162 contributions help to cover other operating costs. She noted that this year, Town Meeting TV is requesting a
163 contribution of \$14,586 for general operating funds from Essex Junction, which represents a 5% increase
164 over the prior year. She spoke about Town Meeting TV's work to diversify its revenue sources, given that
165 cable revenue is declining. She noted that they received legislatively appropriated funding in the prior year.
166

167 Councilor Certa asked what is being considered for additional revenue diversification, such as a broadband
168 user fee. Ms. O'Rourke replied that they are monitoring legislation and regulatory activity at the national level
169 that could affect funding, but that they don't have a clearer roadmap for the next ten years in this area. Other
170 Councilors thanked Town Meeting TV staff for their work to produce municipal meeting recordings.
171

172 g. Discussion and Consideration of a Rental Registry Program

173 City Manager Mahony began by noting that this topic has been discussed at four City Council meetings last
174 autumn and winter, and that a proposal did not move forward at that time. She said that it still remains
175 important for the Council to consider a rental registry and inspection program for the City for a number of
176 reasons. She said that staff are proposing starting with a rental registry program, which would come at no
177 fee to property owners and landlords, and would allow the City to inventory the rentals it has in the City. She
178 said that they could move forward with a rental inspection program in the future, once data is collected from
179 the registry. She said that this current proposal does not include any ordinance creation or amendments.
180 She confirmed that the software that would be used to track rentals is already available for the Fire
181 Department to use.
182

183 City Council President Chawla added that the state may develop a statewide system in the future, which
184 would eliminate the need for the City to have its own rental registry and inspection program, but said that the
185 data collected from a registry would be valuable. Councilor Miller asked if the Fire Department has the
186 capacity and budget to stand up and collect the data necessary to populate the registry. Chief Gaboriault
187 replied that the Fire Department would begin by putting together a questionnaire of basic information about
188 the rental properties and asking high volume landlords test it out, and then insert a flyer in next year's tax bill
189 asking that all rental owners complete the survey. He said that this would be no-cost and would not be
190 administratively complex. He said that this would also provide more insight into properties for improved
191 emergency response. Councilor Certa expressed concern that this could detract from other high-priority
192 activities and initiatives in the community, and that its ultimate goal still seems to be to inform an inspection
193 program. Councilor Haney said that this data collection would be important for the City's development needs
194 and for the Fire Department's ability to safely evacuate people from burning buildings. She asked about data
195 on complaints from tenants received by the Health Officer and where that would be housed. City Manager
196 Mahony noted that tenant complaints go directly to the state fire marshal. She said staff can provide health
197 officer data and can reach out to the state fire marshal to see what complaint data they have received.
198 Councilor Certa said that they need to think through what they will do with the information and data collected
199 through a rental registry. City Council President Chawla said that this proposal seems like a good first step
200 to obtain more detailed information on the City's rental housing stock.
201

202 The following public comments were received:

- 203 • George Dunbar asked what compliance mechanism the City will use to ensure that it has an accurate
204 database rather than just estimates. City Manager Mahony replied that this intended initial step
205 assumes compliance.
- 206 • Resa said that if one of the uses of the data is to determine how many individuals reside in a home
207 for purposes of fire rescue, that is difficult to ascertain even with this survey. Chief Gaboriault said
208 that the information in the survey is more than the City currently has, and would be good information
209 to have when responding to an emergency at a residence.

- Rolenda Corrow suggested sending a survey to everyone (even single-family home owners) in the City to obtain the information the Fire Department says will be useful. She also asked why the City doesn't already have this information.
- Gabe Handy said the system currently isn't broken and doesn't think this proposed data collection is necessary, given the number of inspections each rental unit needs to go through.
- Jason Struthers said this is an obvious cash grab and is an attempt to incrementally implement the inspection program. He said it would represent the third-highest fee in the state and is a redundant proposal. He asked how this proposal helps the housing crisis. He asked how the Fire Department would respond differently to a call based on the collected data. He also asked what issues renters are causing in the City.
- Jim Waite asked what finite decisions will come out of this finite proposal.
- Brian Shelden said the point of this proposal is tenant safety and the City would be collecting data to know where it can be doing a better job with public safety.
- Alexis Brown noted that because the City already has around 95% of this data, this exercise would simply confirm the data that the City already has. She also spoke about the state's strong smoke detector and carbon monoxide laws. She spoke about the City's low vacancy rate. She emphasized that she supports data collection on rentals but that most landlords do not want an inspection program due to affordability.

Councilor Haney made a motion, seconded by City Council President Chawla, that the City Council authorize staff to move forward with a rental housing registry program. The motion passed 4-1 (Councilor Miller dissenting).

h. ****Discussion and Consideration of an Executive Session to discuss a Contract See #9b below.**

7. CONSENT ITEMS

- a. Approve Meeting Minutes: October 30, 2024
- b. Approve Amendments to Banner Policy Application and Increase the Fee
- c. Execute the Step 1 Planning Loan for the Pump Station Improvements – River St., Maple St., West St.
- d. Approve Development Fee Schedule Amendments

Councilor Thibeault made a motion, seconded by City Council President Chawla, to approve the consent agenda with a minor change to the development fee schedule (#7d), to in the first paragraph, last sentence, remove the words "school impact fees" and delete the extra "s" at the end of the paragraph. The motion passed 5-0.

8. COUNCILOR COMMENTS & CITY MANAGER REPORT:

City Manager Mahony noted that the Library is currently working on their strategic plan and have fielded a survey and encouraged residents to take it. She said there are still several minor punch list items on the Crescent Connector project. City Council President Chawla spoke about a very positive letter received about the Public Works Department and thanked them for their service. Councilor Certa thanked the Fire Department for putting on a great lifesaving event.

9. READING FILE

- a. Check Warrant #24059 11/01/2024
- b. Regional Boards and Committees Minutes Memo
- c. October Financial Reports
- d. Property Valuation and Review Letter from VT Department of Tax and Form RA-308
- e. Reappraisal November 2024 Update and Timeline
- f. Lead Service Line Inventory Notification Letters
- g. Bike Walk Advisory Committee 10/22/2024

262 h. Police Community Advisory Board Minutes 10/15/2024
263

264 10. **EXECUTIVE SESSION**

265 a. *An Executive Session may be needed for the appointment of public officials
266 None.

267
268 b. **An Executive Session may be needed to discuss a Contract
269

270 **Councilor Certa made a motion, seconded by City Council President Chawla that the City Council**
271 **make the specific finding that premature disclosure of the contractual matters would place the city**
272 **at a substantial disadvantage. The motion passed 5-0.**
273

274 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
275 **enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the**
276 **City Council, City Manager, and Mark Brislin, EJRP. The motion passed 5-0.**
277

278 **Councilor Thibeault made a motion, seconded by City Council President Chawla, to exit executive**
279 **session. The motion passed 5-0 at 10:59 P.M.**
280

281 11. **ADJOURN**

282
283 **Councilor Thibeault made a motion, seconded by City Council President Chawla, to adjourn the**
284 **meeting. The motion passed 5-0 at 10:59 P.M.**
285

286 Respectfully Submitted,
287 Amy Coonradt

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

Please Print

Applicant's Name: Brenna Deavitt

Organization: Champlain Valley Exposition

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

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

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

Application for: Street Banner Gas Lamp Banners Event Flags

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

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

Dates to be hung: From: 6/6/25 To: 6/23/25

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

Signed:  Date: 11/21/2024

Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$350 fee received: Yes No
Application complete: Yes No

City Council approval (date): _____

LIABILITY WAIVER

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

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

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

Event: Vermont Renaissance Faire

The banner(s)/event flags will be hung from 6/6/25 to 6/23/25
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature]

Date: 11/21/24

CITY OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: Joanne Pfaff

Date: 11/26/24

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

Please Print

Applicant's Name: Brenna Deavitt

Organization: Champlain Valley Exposition

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

Address: 05 Pearl St., Essex Jct, VT 05402

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

Application for: Street Banner Gas Lamp Banners Event Flags

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

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

Dates to be hung: From: 8/15/25 To: 8/31/25

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

Signed:  Date: 11/21/2024

Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$350 fee received: Yes No
Application complete: Yes No

City Council approval (date): _____

LIABILITY WAIVER

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

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

Event: Champlain Valley Fair

The banner(s)/event flags will be hung from 8/15/25 to 8/31/25
date date

OWNER'S ACKNOWLEDGMENT:

By:  Date: 11/21/24

CITY OF ESSEX JUNCTION ACKNOWLEDGMENT:

By:  Date: 11/26/24

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

Please Print

Applicant's Name: Brenna Deavitt

Organization: Champlain Valley Exposition

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

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

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


Application for: Street Banner Gas Lamp Banners Event Flags

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

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

Dates to be hung: From: 9/1/25 To: 9/14/25

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

Signed:  Date: 11/21/2024

Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$350 fee received: Yes No
Application complete: Yes No

City Council approval (date): _____

LIABILITY WAIVER

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

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

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

Event: National Street Rod Association Car Show

The banner(s)/event flags will be hung from 9/11/25 to 9/14/25
date date

OWNER'S ACKNOWLEDGMENT:

By: B. McGill

Date: 11/21/24

CITY OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: Joanne Pfaff

Date: 11/26/24

LIABILITY WAIVER

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

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

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

Event: Champlain Valley Craft & Antique Expo

The banner(s)/event flags will be hung from 10/3/25 to 10/19/25
date date

OWNER'S ACKNOWLEDGMENT:

By: [Signature] Date: 11/21/24

CITY OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: [Signature] Date: 11/26/24

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

Please Print

Applicant's Name: Champlain Valley Exposition ↗

Organization: Brenna Deavitt ↙

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

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

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

Application for: Street Banner Gas Lamp Banners Event Flags

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

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

Dates to be hung: From: 10/3/25 To: 10/19/25

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

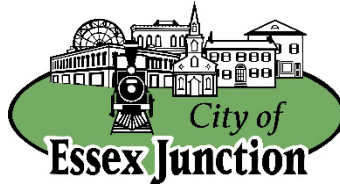
Signed: Brenna Deavitt Date: 11/21/2024

Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No Waiver signed: Yes No
\$350 fee received: Yes No
Application complete: Yes No

City Council approval (date): _____



Memo

To: Essex Junction City Council
From: Chelsea Mandigo, Water Quality Superintendent
Meeting Date: December 11, 2025
Agenda Item: VTRANS FY 2026 Better Roads Grant Program Application-Brickyrd Rd

Issue: To apply for the Vermont Agency of Transportation FY 2026 Better Roads Grant Program to complete a stormwater outfall stabilization project located on Brickyrd and to accept the agreement if awarded.

Discussion: In 2019, the State issued the Municipal Roads General Permit (MRGP) as part of our MS4 permit to significantly reduce stormwater-related erosion from both paved and unpaved municipal roads. This permit requires municipalities to create a plan for stabilizing their road stormwater drainage systems, which will assist the State in achieving the Lake Champlain Phosphorus Total Maximum Daily Load (TMDL).

A Road Erosion Inventory (REI) was conducted to assess the condition of all hydrologically connected road segments—specifically, 300-foot segments of road that have a catch basin discharging within 500 feet of a state water body or wetland. As required by our MS4 permit we need to prioritize upgrading the road segments categorized as "does not meet" standards, which indicate significant gully erosion at the stormwater outfall.

The Chittenden County Regional Planning Commission (CCRPC) receives funding from the State to support municipalities in complying with the MRGP. This support includes engineering assistance, inventory data management, and field investigations. For this round, our City was selected to receive free engineering support to develop a stabilization project for one of our outfalls that does not meet standards. The selected outlet is located along Brickyrd Road and discharges into an unnamed tributary of Indian Brook.

The project involves replacing the existing pipe between two catch basin structures in the street with a larger pipe and upgrading the outlet pipe. The stone outlet from the new pipe to the tributary will be stabilized and a plunge pool created. This upgrade will ensure that the outfall meets current design requirements for stormwater infrastructure and will help improve the water quality of Indian Brook.

Cost: The grant award cap is \$20,000 with a 20% match required. The project is estimated to cost up to \$35,000. The City must provide the match and any additional costs if the total exceeds the grant award plus the match which is estimated to be up to \$15,000. The funds would come from the FY 26 Stormwater Enterprise Fund Matching Grant account and the FY 26 Stormwater Enterprise Fund Storm Sewer Maintenance account.

Recommendation: It is recommended that the City Council authorize staff to submit the grant application and authorize the City Manager to sign the grant agreement for this outfall stabilization project if awarded.



FY2026 Vermont Better Roads Grant Program

Due by Friday December 27th, 2024

The Vermont Agency of Transportation is pleased to announce the 28th year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by the VT Agency of Transportation with partnership through the Vermont Agency of Natural Resources. The Vermont Better Roads Program promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality around the State.

Please note that the application scoring of the Better Roads Program is intended to be in line with the State's Clean Water Act (Act 64), as well as the Municipal Roads General Permit (MRGP). In an effort to prioritize funding for projects that are providing significant water quality improvements, applicants must indicate whether or not the projects that they intend to construct will be in full compliance with the MRGP. Please see application and scoring sheet for more information. If you have questions, please feel free to contact Better Roads staff.

Better Roads funding may not be used as match for other state or federally funded programs.

This application may be downloaded at the following address:

<http://vtrans.vermont.gov/highway/better-roads>



FY2026 Better Roads Grant Categories



A. Road Erosion Inventory and/or BMP Implementation Planning

Category A applications are currently being solicited for FY2025, and awards are being made on a first come, first serve basis until 12/31/24 or funds are exhausted. If additional funding becomes available, we will solicit via a new (FY26) grant cycle. Please find the current solicitation for FY25 here: <https://vtrans.vermont.gov/highway/better-roads>

Categories B, C, and D – Current Solicitation

Projects may be enhancements of a scheduled project that provide additional erosion control benefits, such as ditch stabilization in conjunction with a culvert replacement, or may be a stand-alone erosion control solution. Project selection will be prioritized based on the selection criteria attached to this application.

B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation/Retrofit for both gravel and paved roads (Maximum Grant Amount \$20,000)

Example projects:

- ◆ Stone or grass lined ditches
- ◆ Check dams, splash pools or other energy dissipaters
- ◆ Road-side rain gardens
- ◆ Small Culverts (<36")
- ◆ Infiltration Practices
- ◆ Level spreader
- ◆ Stormwater infrastructure installation, rehab or replacement
- ◆ Catch basin outlet stabilization

C. Correction of a Stream Bank, Lake shore or Slope Related Problem (Maximum Grant Amount \$40,000)

Example projects:

- ◆ Stream bank stabilization
- ◆ Slope stabilization, retaining walls
- ◆ Lake shore stabilization

D. Structure/culvert installation or replacement for culverts equal to or larger than 36" (Maximum Grant Amount \$60,000) This Category is intended to fund one single culvert / structure that is not under the MRGP jurisdiction. Linear projects on MRGP eligible road segments should apply as Category B.

Structures or culverts funded in this category must meet size requirements from a hydraulic study or from consultation with an Agency of Natural Resources River Management Engineer (for in-stream culverts). Additional erosion control work may be considered eligible as part of a project in this category but must be within a continuous work area of the 36" or larger culvert.

Example projects

- ◆ Box culvert or bridge
- ◆ Bottomless arch, round culvert or squash pipe larger than 36" in width
- ◆ Projects may also include other erosion control practices needed.



Application Material Guidance



All work should be completed in accordance with specifications contained in the *Vermont Better Roads Manual* <https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf>

All awards will be subject to the terms and conditions set forth in our standard VTrans grant agreements including:

- Attachment C –Standard State Provisions for Contracts and Grants (12/15/2017) (link: [Forms | Buildings and General Services \(vermont.gov\)](#))
- Attachment D – Other Provisions
- Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

Please refer to our website at the following link for State and Federal requirements that will be included as part of these agreements. <https://vtrans.vermont.gov/highway/better-roads>

Supporting Documentation will enhance your application. You may acquire supporting documentation from an Agency of Natural Resources (ANR) River Management Engineer, ANR Lakes and Ponds Section staff, ANR Watershed Basin Planner, VTrans District Technical Staff, or Regional Planning Commission staff. **See page 15 for contact information.**

Permits – Towns are responsible for ensuring compliance with all applicable permits for their projects. If you have questions regarding what type of permit you might need or who to contact for a permit, please call one of the individuals on the contact list for assistance.

Applications must be received on or before **Friday, December 27th, 2024.**

Please send completed applications to:

Email: BetterRoads@vermont.gov

Phone: (802) 828-4585 (802) 595-6184

Emailed applications are required

The deadline to complete work for Categories B/C/D projects is September 30th, 2026. The deadline to submit final reports and invoices for these Category B,C,D grants will be December 30th, 2026.



The grant should represent a maximum of 80% of total project cost. A minimum 20% local match is required and can be met through cash expenditures as well as services such as staff and use of equipment (not funded by state or federal dollars). Final payment of grant award will be made upon submission and approval of invoices.

Municipalities may apply for more than one grant but are only eligible for the maximum grant amount of each category. For instance, a municipality could apply for two small Category B grants if the total of both grants is under the \$20,000 maximum award. Additionally, a municipality could apply for both a Category B and a Category D project, etc.

Examples of how to calculate the required 20% match/requested grant amount:

Total Eligible Project Cost:

Category B- \$25,000 Categories C- \$50,000 Category D- \$75,000

Maximum Grant Award:

Category B- \$20,000 Categories C- \$40,000 Category D- \$60,000

Formula:

If Total Project Cost is **more** than the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} - \text{Maximum Grant Award}$$

If Total Project Cost is **less** than or equal to the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} \times 0.2$$



Cover Sheet

Please complete this page ONCE and return with your Grant Category Application(s)

Town/Organization: City of Essex Junction

Primary Contact Person (Responsible for Signing Grant Agreement): Regina Mahony

Title: Municipal Manager

Address: 2 Lincoln St, Essex Jct, VT 05452

Street Address *Town* *Zip*

Primary Contact Person Email: Chelsea Mandigo Phone: (802)878-6943 x1705

SAM unique ID #: L116QGJM4RJ9_ Fiscal Year End Month (MM): 06

Town Clerk / Admin email: Susan McNamara-Hill <SMcnamarahill@essexjunction.org>

Road Foreman Name: Ricky Jones Road Foreman Email: rjones@essexjunction.org



Vermont Better Roads Grant Program



CATEGORY B/C/D

Please complete one application per project you are applying for.

Please check the Category you are applying for:

- B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation
- C. Correction of a Stream Bank, Lake Shore or Slope Related Problem
- D. Structure/culvert 36" diameter or greater

Municipality: City of Essex Junction

Road Name: Brickyard Rd TH #: 410 Structure # (if applicable): 1OLET1085

Road Type: Paved or Unpaved (select one) Road Class: 1 2 3 4 (select one)

Please provide a thorough description of the erosion/water quality problem (ex. Roadway has steep slope with no ditch which is causing severe roadway erosion, which outlets into the Lamoille River):

Corrugated metal outlet pipe from a pair of catch basins that has failed, causing gully erosion under the outlet and outlet channel to an unnamed tributary of Indian Brook. The cross culvert and and outlet are undersized by todays standards.

Has the town completed an MRGP compliant road erosion inventory?

- Yes No In progress

Project Length (linear feet along roadway): 0 ft.

Number of structures/culverts replaced/repaired: 2

Average slope of roadway: 0-5% 5-10% >10%

Provide a VERY detailed map of project location showing start and end points: Included

Provide a sketch of project location showing distances and project details: Included



Vermont Better Roads Grant Program



Please provide the Road Segment ID (RSID) for your project. If several, please list all. In addition to the RSID please indicate what the resulting rating of each segment before construction as well as after construction in accordance with the MRGP.* (i.e., Fully Meets Standard, Partially Meets, Does Not Meet) For assistance, please contact Better Roads Staff (802)828-4585.

RSID	Hydrologically Connected?		Pre-construction MRGP Conformance			Post-construction MRGP Conformance		
	Yes	No	Fully Meets	Partially Meets	Does Not Meet	Fully Meets	Partially Meets	Does Not Meet
EJCT055	X				X	X		
EJCT5587.1	X				X	X		

*In order to "Fully Meet" the standards the road segment must have proper crown, removal of shoulder berms, proper ditching, proper conveyance and no erosion present at culvert inlets and outlets.



Vermont Better Roads Grant Program



Environmental Concerns:

All projects require a review of potential impacts by our environmental team. To expedite the review process, please check the boxes below that describe existing structures/conditions to be replaced/maintained (if any) and the project description that applies (if any).

Existing Structures:	
<input type="checkbox"/> Steel/Plastic Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert – Take pictures	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Foundation remains, mill ruins, stone walls, other – Take pictures	<input type="checkbox"/> Stone abutments or piers – Take pictures
<input type="checkbox"/> Buildings within 300 feet of work - Take pictures	
Project Description:	
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> All work will be completed from the existing road or shoulder
<input type="checkbox"/> Reestablishing existing ditches only	<input type="checkbox"/> There will be excavation within 300 feet or a river or stream – Take pictures
<input type="checkbox"/> The structure is being replaced on existing location/alignment	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Excavation within a floodplain – Take pictures	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> Tree cutting/clearing – Take pictures	<input type="checkbox"/> The roadway will be realigned

Please describe the project and how it will create a positive water quality benefit (ex. Reshape 500' of ditch and line with 12 inch minus stone, to prevent sediment from entering the Lamoille River at the bottom of the hill):

Replacing a 12" CMP with new 18" HDPE with a stablized plunge pool at the location of existing outfall. The desgin of the pool with absord impact of discharge, prevent additional erosion and trap suspended particles, trash and debris. Improving water quality unnammed trib to Indian Brooke

Please list any professionals or partners that assisted with planning this project (ANR River Management Engineer, Army Corps of Engineers, VTrans staff, Basin Planner, RPC staff, etc.):

Watershed Consulting Associates, CCRPC

Is the project located in the town "Right of Way?" (select one) Yes No Both

Please be aware, Municipalities are required to have an Agreement for Entry & Liability Release for any impacted properties (prior to the start of construction.)

We have an existing easement in place with HOA. See Attachment D



Vermont Better Roads Grant Program



Budget:

Please attach a project budget and confirm below that is attached:

Project budget IS attached See Attachment E

Are you applying to other grant programs to help fund this project? If so, what programs? Please note that Better Roads requires a 20% local match and Better Roads funding may not be used as match for other state or federally funded programs. NO

Requested Grant Amount:	\$ 20,000
+	
Local Match:	\$ 15,000
=	
Total Project Cost:	\$ 35,000

Requested Grant Amount Max:
 \$20,000 Category B
 \$40,000 Category C
 \$60,000 Category D

See page 6 for more information on calculating match

Estimated Completion Date: October 2025

REQUIRED ATTACHMENTS:

Please use the documentation checklist below to ensure that all of the relevant items regarding your application have been included. **It is preferred that your application is a single PDF file.**

- Grant application cover sheet
- Grant application form, including chart with RSID and MRGP compliance before and after project completion
- Itemized Cost estimate for labor, equipment, and materials (see enclosed Cost Estimate Worksheet). If applicable, please break down funding by source (i.e. different grant sources).
- Detailed Project Location Map
- Sketch of proposed project and erosion control measures or other management practices, including distances in feet
 - Also show approximate location of town/other right-of-way and/or property lines and limits of work
- Photos must be color and clear to see.
 - Please make sure there are enough photos to get a good idea of the project area
- Other appropriate supporting documents.

By signing this application, I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

SIGNATURE OF APPLICANT:

Name: _____ Title: _____

MUST BE TOWN ADMINISTRATOR/MANAGER OR SELECT BOARD CHAIR



Vermont Better Roads Grant Program



Vermont Better Roads Category B/C/D Grant Proposal Scoring Criteria

All applications will be scored on a sliding scale elected by the Better Roads Grant Selection Committee. Road BMP upgrades are considered the highest priority for grant funding when road segments are “hydrologically-connected,” currently “not meeting” MRGP standards, and road slopes are greater than 10%

- 1. Is the project using Best Management Practices (BMPs) that are proven and likely to maximize long term success, such as practices contained within the new VTrans Better Roads Manual and/or VT DEC MRGP Standards?? [maximum 20 points]**
 - The proposed project utilizes appropriate BMPs and has maximized the likelihood of long-term success (16-20 points)
 - The proposed project utilizes some appropriate BMPs but more could be done to increase the likelihood of success (11-15 points)
 - The proposed project does not utilize appropriate BMPs, or it is unclear whether the BMPs will be used appropriately and the likelihood of success is uncertain (0-10 points)

- 2. What are the expected Water Quality Benefits within the watershed? [maximum 25 points]**
 - Project will lead to significant improvements to water quality (21-25 points)
 - Project will lead to moderate improvements to water quality (16-20 points)
 - Project will lead to small improvements to water quality (1-15 points)
 - Project will lead to no obvious improvements to water quality (0 points)

- 3. Is the project in or does stormwater runoff from the project area drain into a hydrologically connected segment? [maximum 20 points]**
 - Yes; the entire project is in connected segment(s) (20 points)
 - Partially; part(s) of the project are in connected segments (5-19 points)
 - No; this project is not in a connected segment (0-5 points)

- 4. Will the project result in full compliance of one or more segments in accordance with the Municipal Roads General Permit (MRGP)? [maximum 25 points]**
 - All segments within the project will be in full compliance (25 points)
 - One or more segments will be in full compliance, with all other segments in partial compliance (11 – 24 points)
 - One or more segments will be a minimum of partial compliance (1- 10 points)
 - Project does not meet compliance or not applicable (does not have hydrologically connected segments) (0 points)

- 5. Is the project cost effective? [maximum 10 points]**
 - The cost of the project is low and the expected benefits are high (8-10 points)
 - The cost of the project is average and the expected benefits are average (5-7 points)
 - The cost of the project is high and the expected benefits are low (0-4 points)

Brickyard Rd MRGP Improvements

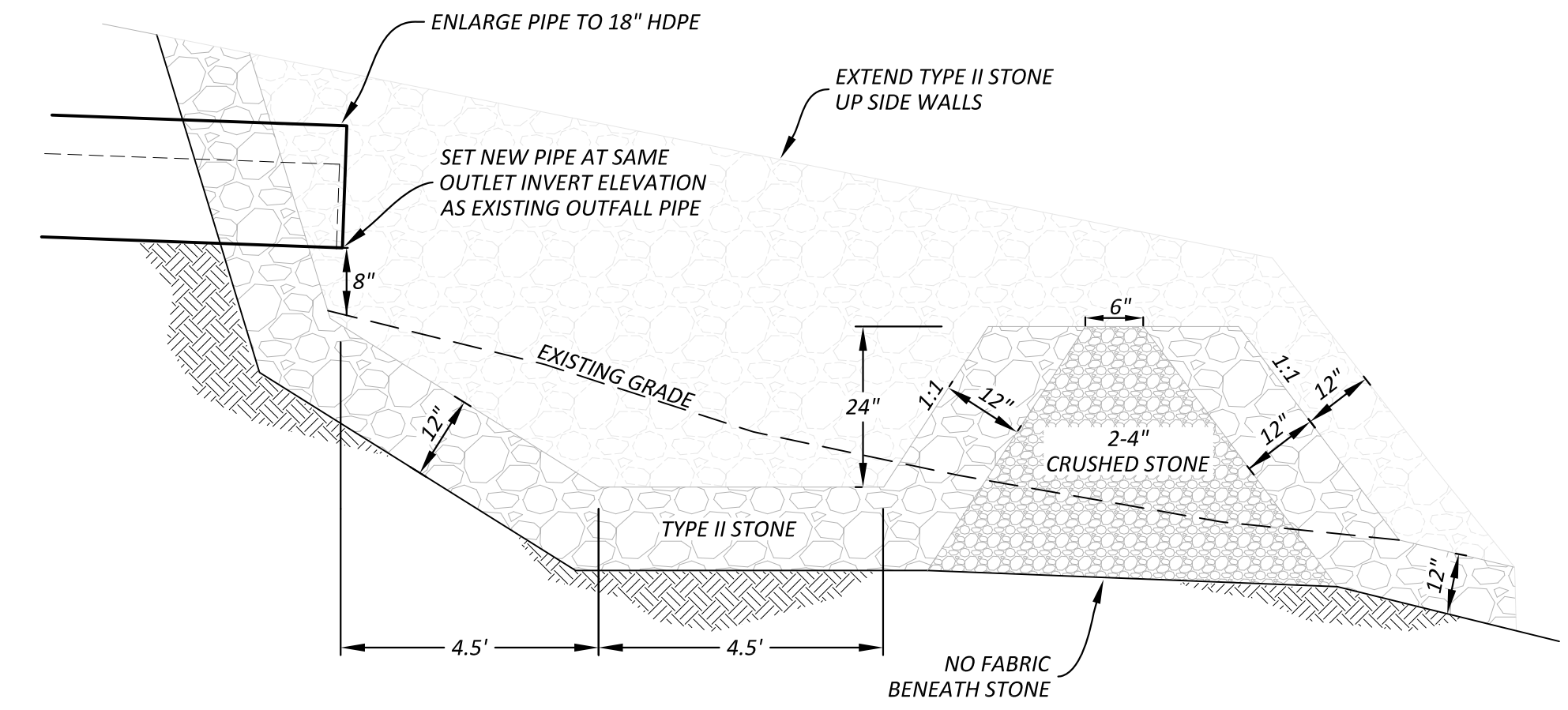
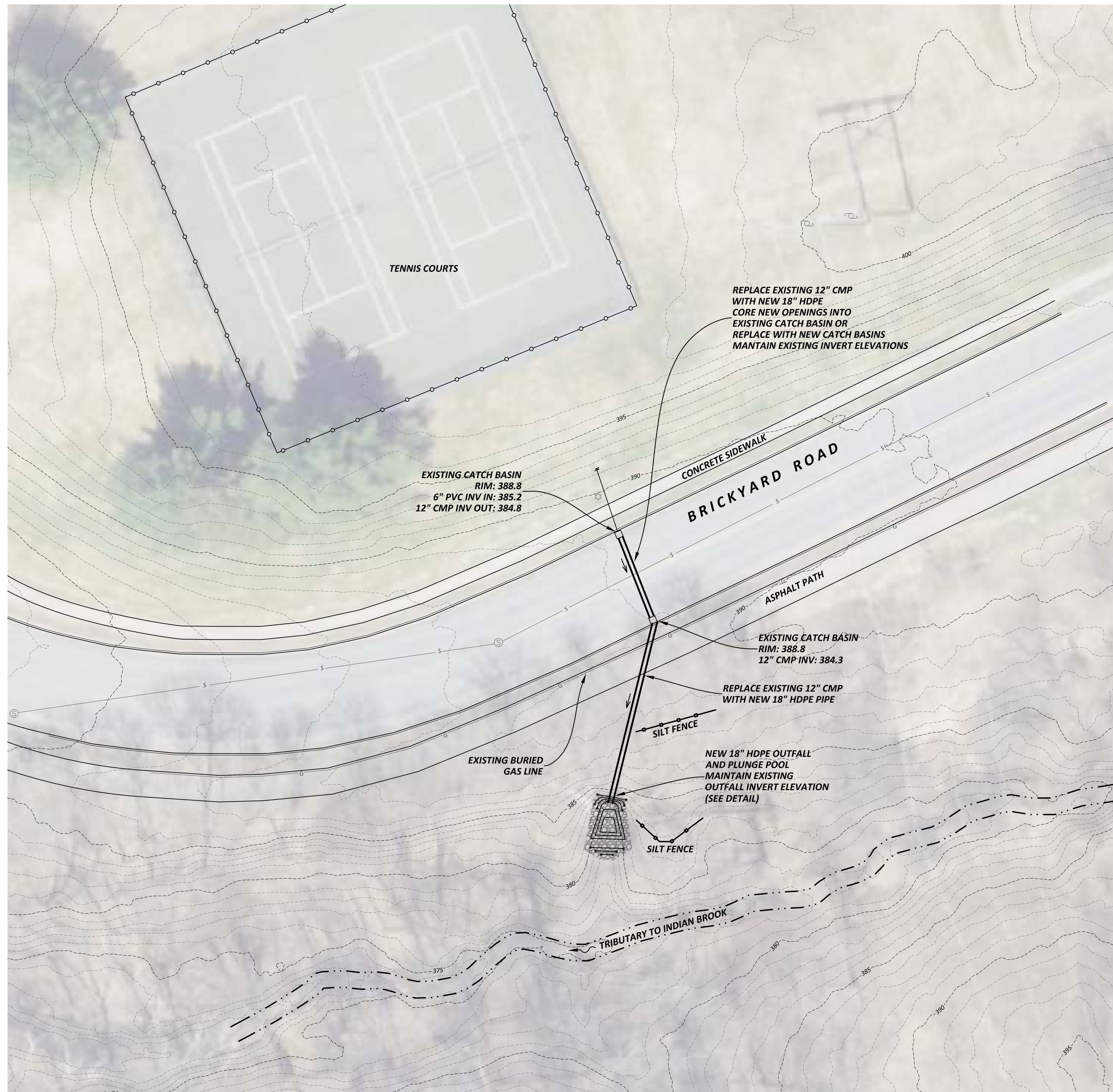
6/23/2023

Essex Junction, VT

Opinion of Probable Costs

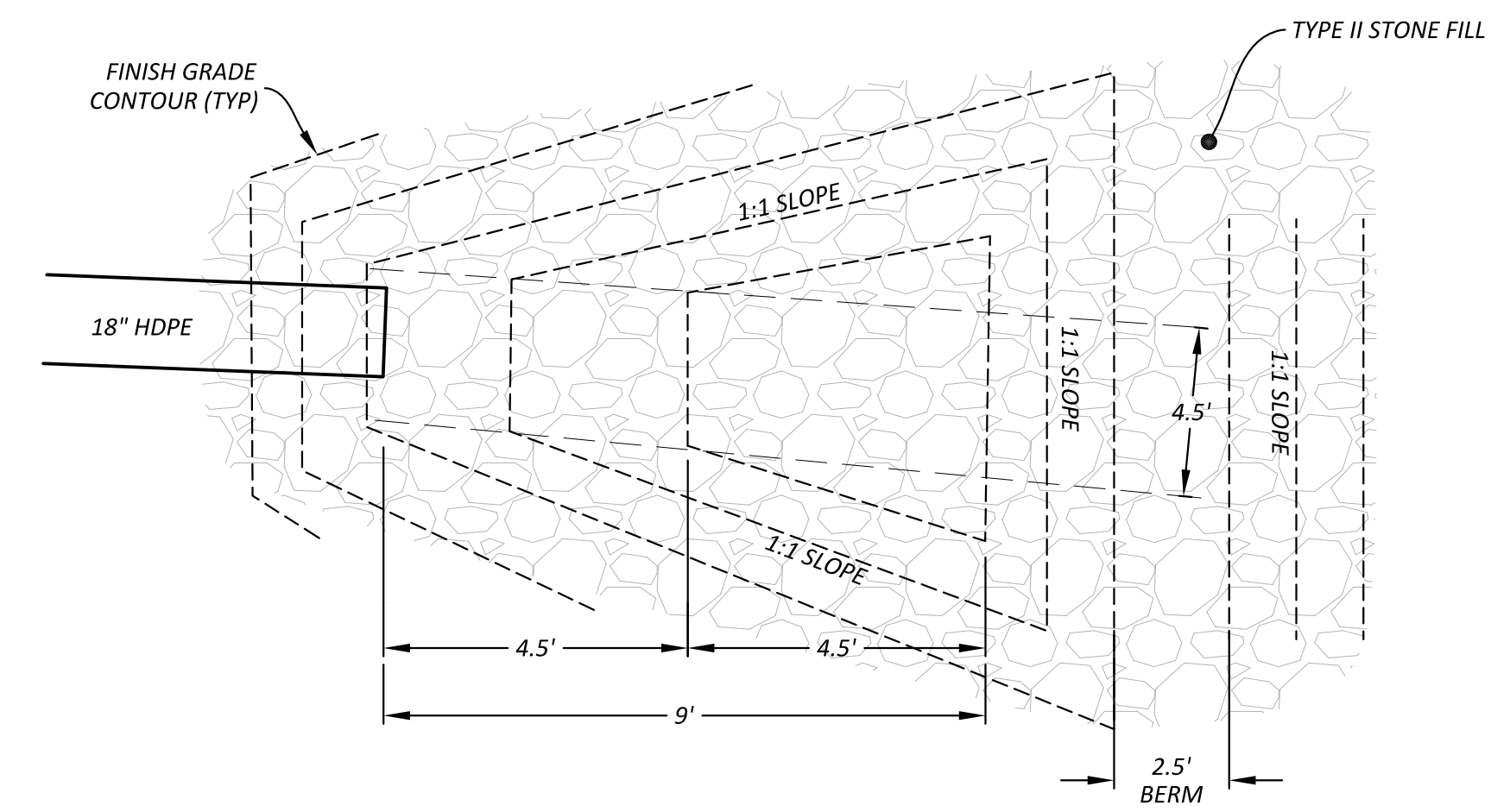


<i>Vtrans Code</i>	<i>Item</i>	<i>Description</i>	<i>Amount</i>	<i>Unit</i>	<i>Amount</i>	<i>Unit</i>	<i>Total</i>
NA	Mobilization/Demobilization		1.00	LS	\$ 2,000.00	\$/LS	\$ 2,000
653.2	Rolled erosion control product	Temporary erosion control	25.00	SY	\$ 1.66	\$/SY	\$ 42
653.475	Silt fence	Temporary erosion control	50.00	LF	\$ 4.10	\$/LF	\$ 205
203.28	Excavation of Surfaces and Pavement	Pipe replacement	7.00	CY	\$ 27.74	\$/CY	\$ 194
203.15	Trench Excavation of Earth	Pipe replacement	75.56	CY	\$ 19.02	\$/CY	\$ 1,437
203.15	Common Excavation & Grading	Plunge pool grading	21.00	CY	\$ 12.35	\$/CY	\$ 259
201.15	Removing Medium Trees	Site excavation	6.00	EA	\$ 577.31	\$/EA	\$ 3,464
601.09	18" CPEP	Culvert	84.00	LF	\$ 57.27	\$/LF	\$ 4,811
604.20	Precast Reinforced Concrete Catch Basin	Catch Basin	2.00	EA	\$ 4,013.12	\$/EA	\$ 8,026
301.25	Subbase of crushed gravel	Plunge pool	2.00	CY	\$ 40.21	\$/CY	\$ 80
613.1	Stone Fill (type I)	Plunge pool	2.65	CY	\$ 52.30	\$/CY	\$ 139
404.65	Emulsified Asphalt	Road repaving	94.00	CWT	\$ 22.00	\$/CWT	\$ 2,068
651.15	Seed	Gully restoration	4.00	LB	\$ 8.73	\$/LB	\$ 35
Subtotal Construction Cost:							\$ 22,760.04
Final Design & Stake-out							\$6,000
COVID Contingency (25%)							\$5,690
Total (rounded to the next highest \$1,000) =							\$35,000



PROFILE VIEW

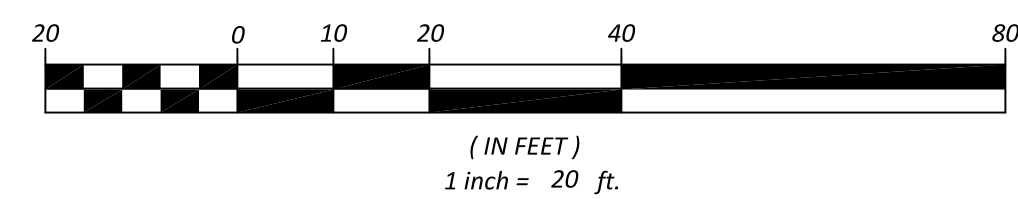
TYPE II STONE FILL (VAOT SEC. 706.04(B))
THE LONGEST DIMENSION OF THE STONE SHALL VARY FROM 2 INCH TO 36 INCHES, AND AT LEAST 50 PERCENT OF THE VOLUME OF THE STONE IN PLACE SHALL HAVE A LEAST DIMENSION OF 12 INCHES.



PLAN VIEW

OUTFALL/PLUNGE POOL DETAIL
NTS

SITE PLAN

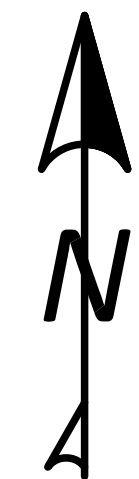


LEGEND

- EXISTING CONTOUR
- FINISH GRADE CONTOUR
- STREAM
- SANITARY SEWER LINE
- GAS LINE
- UTILITY POLE
- ☆ LIGHT POLE
- CATCH BASIN
- ⊙ SEWER MANHOLE

NOTES

1. EXISTING TOPOGRAPHY IS FROM VT LIDAR DATA. EXISTING STORMWATER INFRASTRUCTURE ELEVATIONS ARE FROM GPS SURVEY CONDUCTED ON 6/12/23.
2. ALL UNDERGROUND UTILITIES MUST BE LOCATED PRIOR TO ANY CONSTRUCTION OR DISTURBANCE.



CONCEPT

CCRPC HIGH PRIORITY EROSION SITES
ESSEX JUNCTION, VERMONT

BRICKYARD ROAD OUTFALL
STORMWATER IMPROVEMENT PLAN



Stormwater Management | Water Quality | Erosion Control
208 Flynn Ave, Suite 2H P.O. Box 4413
Burlington, VT 05406
Mobile: 802.922.4871 | Main: 802.497.2367
www.watershedca.com

APPROVED BY:	AT	DRAWN BY:	SMS	SCALE:	NOTED
DATE:	11/26/24	CHECKED BY:	AT	SHEET:	1 OF 1

CCRPC ROAD EROSION/BRICKYARD.DWG

Memorandum



To: Chris Dubin, Chittenden County Regional Planning Commission
From: Watershed Consulting Associates, LLC
Date: June 28, 2023
Re: *Essex – FY23 Water Quality/Transportation Planning*

Attachments:

- ✓ A-1 Conceptual Design Plan and Detail Sheets
 - ✓ A-2 Hydraulics & Hydrologic Report
 - ✓ A-3 Cost Estimate
-

Dear Chris,

This memo is to provide you with conceptual erosion treatment design plans, cost estimates, and supporting materials for the stormwater improvement project on Brickyard Road in Essex, Vermont. The project is designed to address impaired stormwater conveyance, and erosion, road drainage and grader berms along a section of road that drains into an unnamed tributary of Indian Brook.

Existing Conditions

The project outfall (EJCT 055) is located on the southside of Brickyard. The outfall is fed by a 12" CMP pipe with connection to two catch basins on Brickyard Road. The outlet pipe, as well as the connection pipe between the two catch basins, is in critical condition, undersized, and in need of replacement as shown in Figure 1.



Figure 1. EJCT 055 is eroded, perched and undersized.

The drainage area is 1.516 acres of developed land with 0.772 (50.90%) impervious surface (Figure 2). Soils are characterized as Munson and Raynham silt loams with a Hydrologic Soil Group (HSD) rating of C/D, indicative of poor infiltration capacity.

Existing rip rap stone extends from the outfall to the stream. Notable gully erosion can be found around and downstream of the existing outfall. This erosion has undercut the outfall, the result of which is a perched outfall which will likely further exacerbate future erosion.

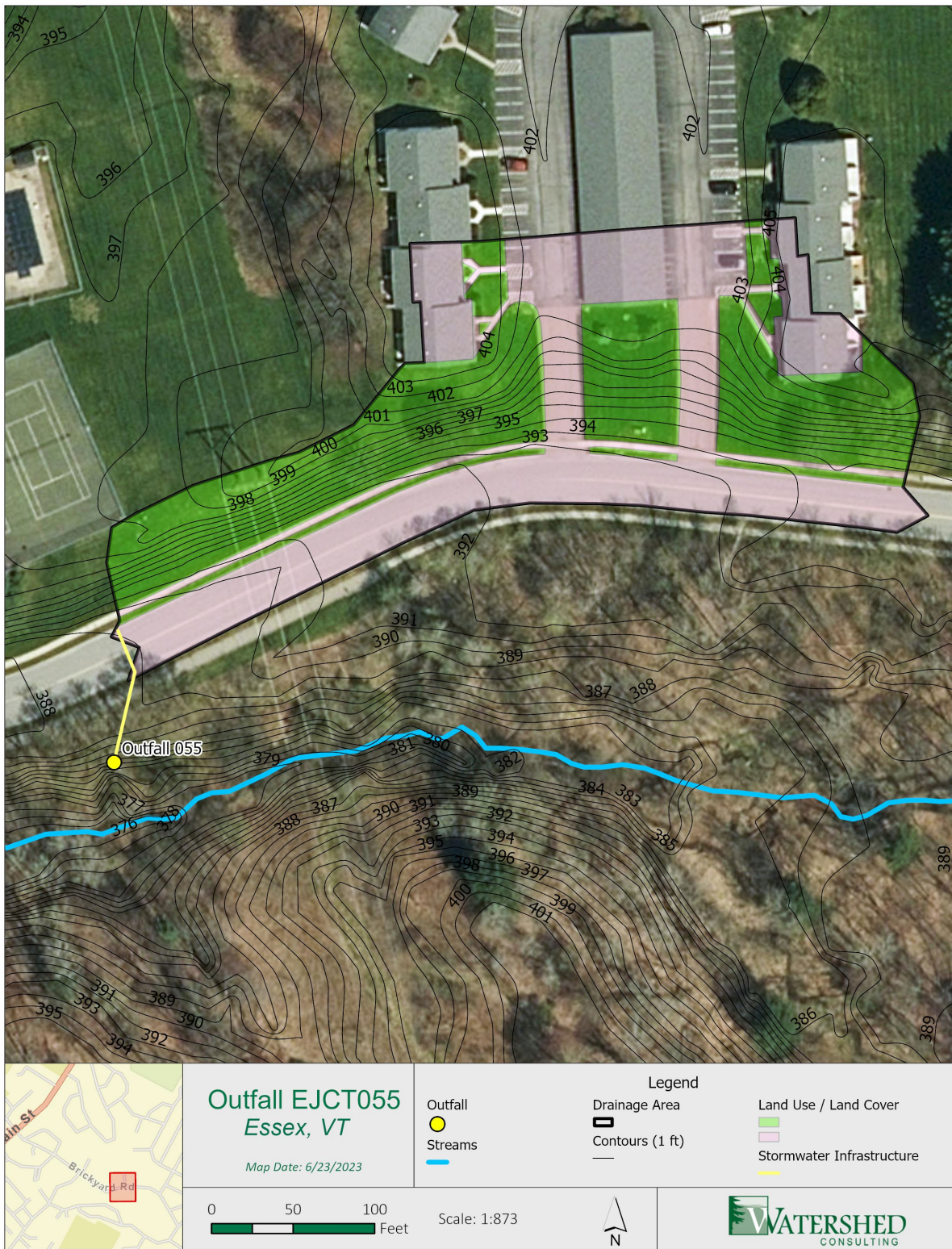


Figure 2. Drainage area and land cover.

Proposed Conditions

Our proposed plan on Brickyard Road consists of replacing the existing 12" CMP with new 18" HDPE and providing a stabilized plunge pool at the location of the existing outfall (See the attachment A-1 Conceptual Design Plan and Detail Sheets). The plunge pool is designed in accordance with the VT Hydraulics Manual. It is stabilized with riprap underlain by a crushed stone layer to absorb the impact of the discharge, prevent additional erosion, and allow suspended particles to settle trapping trash and debris.

A hydraulics and hydrologic model was conducted to ensure that the proposed culvert replacement was adequately sized (See the attachment A-2 Hydraulics & Hydrologic Report). The model shows that the existing culvert is inadequately sized to handle flows of the 25-year storm event or greater. The proposed increased size will be able to pass flows of the 100-year storm event.

As detailed in Attachment A-3, the estimated total cost for the completion of the proposed design is \$35,000 for the improvements on Brickyard Rd. Materials costs were determined by the Vermont Agency of Transportation 5 Year Averaged Price List (June 2015 – June 2020). Mobilization/demobilization and construction engineering fees were applied to the subtotal construction cost in accordance with the State of Vermont Drinking Water State Revolving Fund (DWSRF) Guidance Document Number 9, Engineering Allowance for DWSRF Projects.

Sincerely,

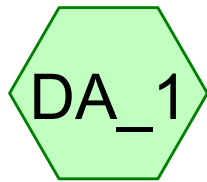


Andres Torizzo
Principal

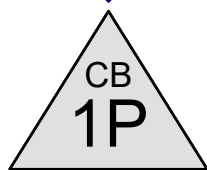


Thomas Adler
Water Resources Engineer

Existing Conditions

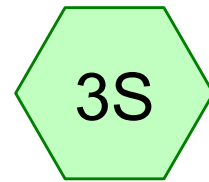


DA_1

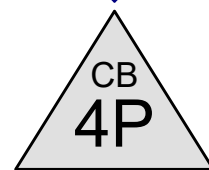


12" CMP

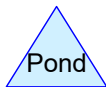
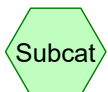
Proposed Conditions



DA_1



18" HDPE



Routing Diagram for Brickyard

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Brickyard

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Project Notes

Rainfall events imported from "NRCS-Rain.txt" for 9011 VT Essex

Rainfall events imported from "NRCS-Rain.txt" for 9010 VT Chittenden

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Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	25-Year	NRCC 24-hr	A	Default	24.00	1	3.86	2
2	50-Year	NRCC 24-hr	A	Default	24.00	1	4.49	2
3	100-Year	NRCC 24-hr	A	Default	24.00	1	5.21	2

Brickyard

Area Listing (selected nodes)

Area (acres)	CN	Description (subcatchment-numbers)
1.489	80	>75% Grass cover, Good, HSG D (3S, DA_1)
1.543	98	Paved Parking, HSG D (3S, DA_1)
3.032	89	TOTAL AREA

Brickyard

Soil Listing (selected nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
3.032	HSG D	3S, DA_1
0.000	Other	
3.032		TOTAL AREA

Brickyard

Ground Covers (selected nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	1.489	0.000	1.489	>75% Grass cover, Good	3S, DA_1
0.000	0.000	0.000	1.543	0.000	1.543	Paved Parking	3S, DA_1
0.000	0.000	0.000	3.032	0.000	3.032	TOTAL AREA	

Brickyard

Pipe Listing (selected nodes)

Line#	Node Number	In-Invert (feet)	Out-Invert (feet)	Length (feet)	Slope (ft/ft)	n	Width (inches)	Diam/Height (inches)	Inside-Fill (inches)
1	1P	384.31	382.00	60.0	0.0385	0.025	0.0	12.0	0.0
2	4P	384.31	382.00	60.0	0.0385	0.020	0.0	18.0	0.0

Brickyard

NRCC 24-hr A 25-Year Rainfall=3.86"

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Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 3S: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>2.55"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=6.24 cfs 0.322 af

Subcatchment DA_1: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>2.55"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=6.24 cfs 0.322 af

Pond 1P: 12" CMP Peak Elev=389.09' Inflow=6.24 cfs 0.322 af
Primary=5.35 cfs 0.317 af Secondary=0.93 cfs 0.005 af Outflow=6.24 cfs 0.322 af

Pond 4P: 18" HDPE Peak Elev=385.60' Inflow=6.24 cfs 0.322 af
Primary=6.24 cfs 0.322 af Secondary=0.00 cfs 0.000 af Outflow=6.24 cfs 0.322 af

Total Runoff Area = 3.032 ac Runoff Volume = 0.644 af Average Runoff Depth = 2.55"
49.10% Pervious = 1.489 ac 50.90% Impervious = 1.543 ac

Brickyard

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NRCC 24-hr A 25-Year Rainfall=3.86"

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Summary for Subcatchment 3S: DA_1

[49] Hint: Tc<2dt may require smaller dt

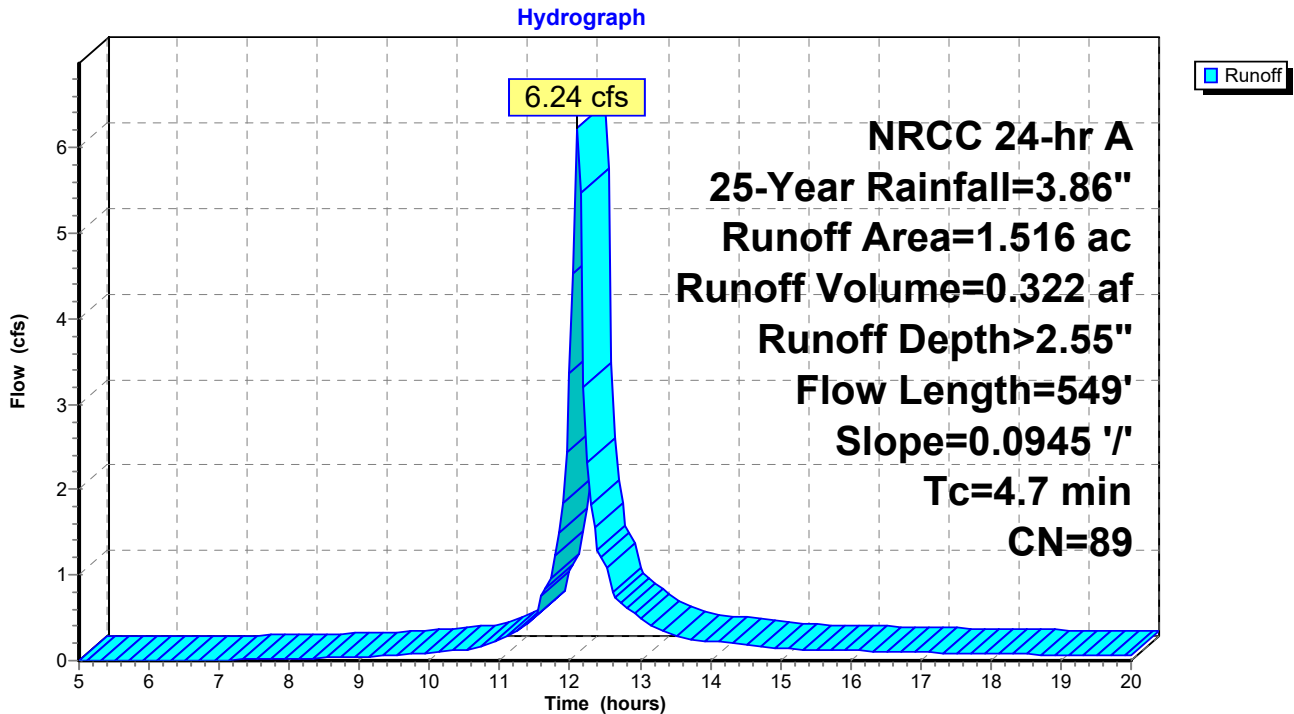
Runoff = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af, Depth> 2.55"
Routed to Pond 4P : 18" HDPE

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
NRCC 24-hr A 25-Year Rainfall=3.86"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment 3S: DA_1



Brickyard

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NRCC 24-hr A 25-Year Rainfall=3.86"

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Summary for Subcatchment DA_1: DA_1

[49] Hint: Tc<2dt may require smaller dt

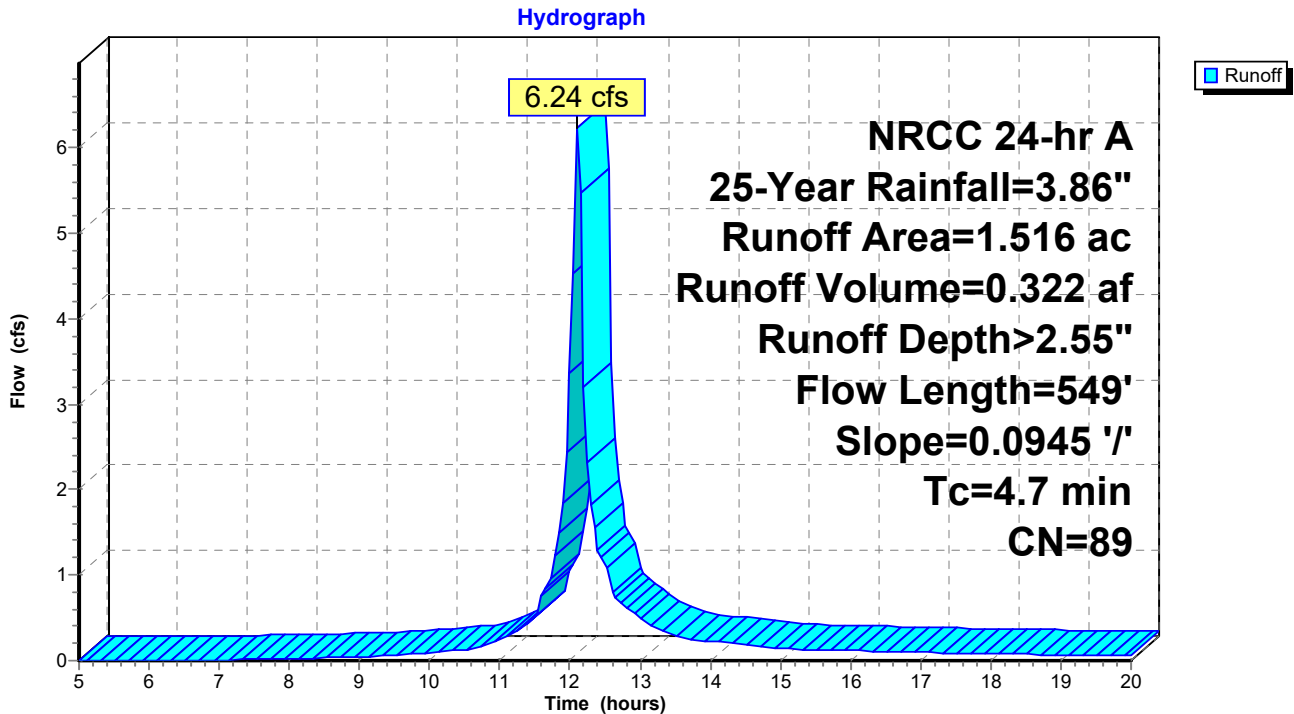
Runoff = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af, Depth> 2.55"
Routed to Pond 1P : 12" CMP

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
NRCC 24-hr A 25-Year Rainfall=3.86"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment DA_1: DA_1



Summary for Pond 1P: 12" CMP

[57] Hint: Peaked at 389.09' (Flood elevation advised)

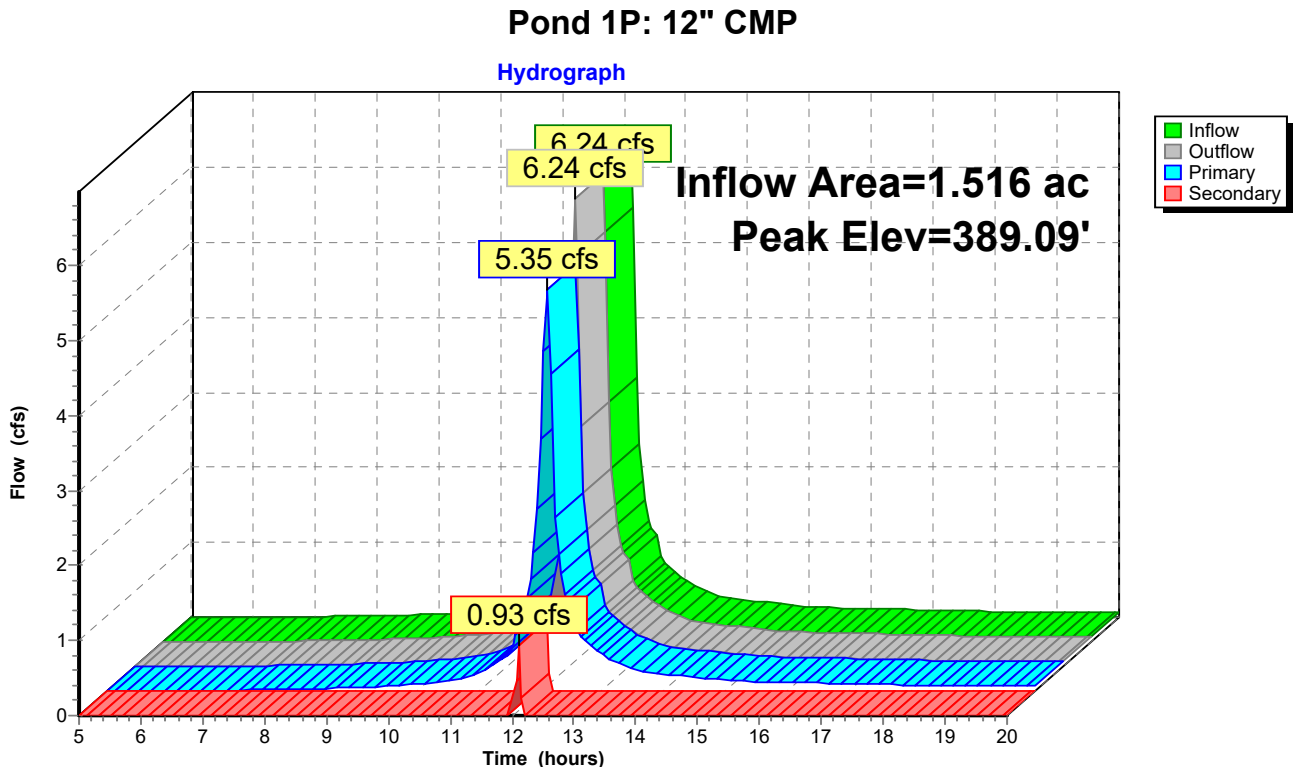
Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 2.55" for 25-Year event
 Inflow = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af
 Outflow = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af, Atten= 0%, Lag= 0.0 min
 Primary = 5.35 cfs @ 12.12 hrs, Volume= 0.317 af
 Secondary = 0.93 cfs @ 12.10 hrs, Volume= 0.005 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 389.09' @ 12.12 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	12.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 '/ Cc= 0.900 n= 0.025 Corrugated metal, Flow Area= 0.79 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=5.26 cfs @ 12.12 hrs HW=388.89' (Free Discharge)
 ↳1=Culvert (Barrel Controls 5.26 cfs @ 6.69 fps)

Secondary OutFlow Max=0.85 cfs @ 12.10 hrs HW=388.91' (Free Discharge)
 ↳2=Orifice/Grate (Weir Controls 0.85 cfs @ 1.04 fps)



Summary for Pond 4P: 18" HDPE

[57] Hint: Peaked at 385.60' (Flood elevation advised)

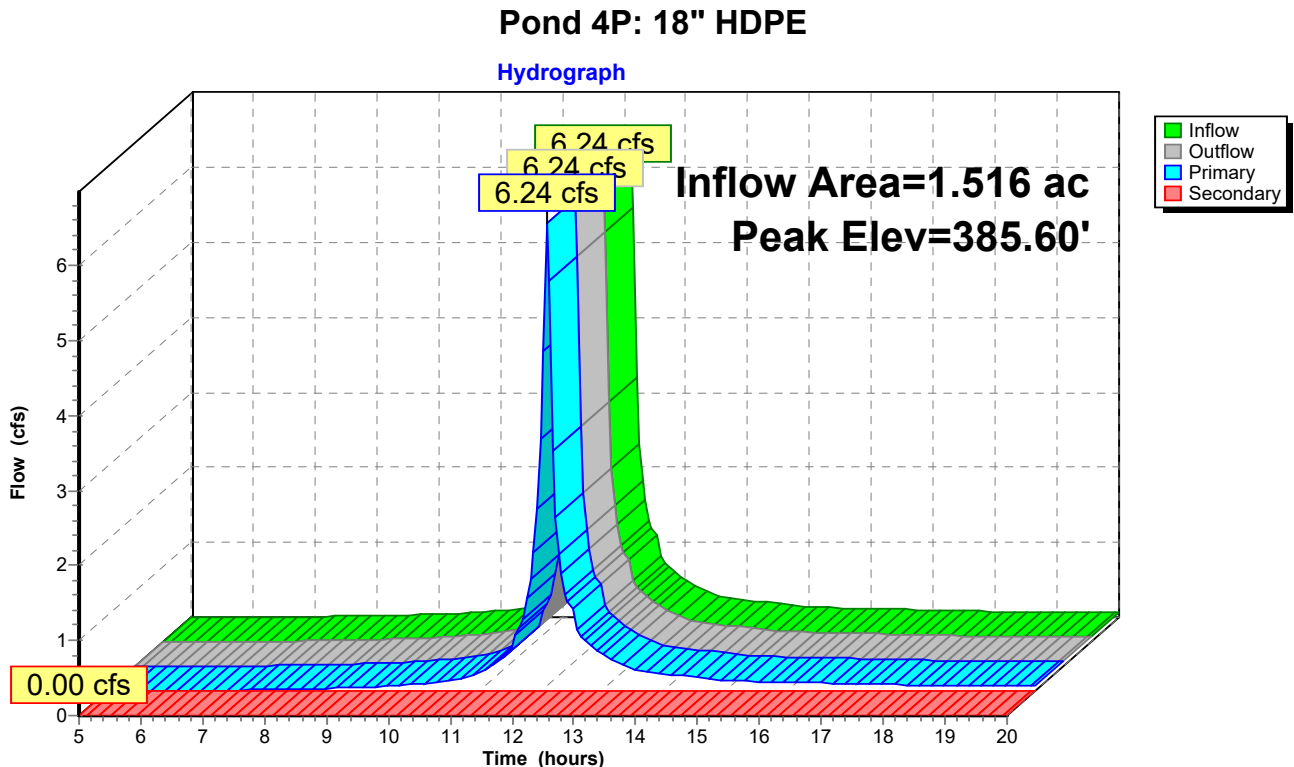
Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 2.55" for 25-Year event
 Inflow = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af
 Outflow = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af, Atten= 0%, Lag= 0.0 min
 Primary = 6.24 cfs @ 12.11 hrs, Volume= 0.322 af
 Secondary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 385.60' @ 12.11 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	18.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 '/ Cc= 0.900 n= 0.020 Corrugated PE, corrugated interior, Flow Area= 1.77 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=6.05 cfs @ 12.11 hrs HW=385.57' (Free Discharge)
 ↳1=Culvert (Inlet Controls 6.05 cfs @ 3.82 fps)

Secondary OutFlow Max=0.00 cfs @ 5.00 hrs HW=384.31' (Free Discharge)
 ↳2=Orifice/Grate (Controls 0.00 cfs)



Brickyard

NRCC 24-hr A 50-Year Rainfall=4.49"

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Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 3S: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>3.12"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=7.53 cfs 0.394 af

Subcatchment DA_1: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>3.12"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=7.53 cfs 0.394 af

Pond 1P: 12" CMP Peak Elev=389.01' Inflow=7.53 cfs 0.394 af
Primary=5.31 cfs 0.378 af Secondary=2.23 cfs 0.015 af Outflow=7.53 cfs 0.394 af

Pond 4P: 18" HDPE Peak Elev=385.84' Inflow=7.53 cfs 0.394 af
Primary=7.53 cfs 0.394 af Secondary=0.00 cfs 0.000 af Outflow=7.53 cfs 0.394 af

Total Runoff Area = 3.032 ac Runoff Volume = 0.788 af Average Runoff Depth = 3.12"
49.10% Pervious = 1.489 ac 50.90% Impervious = 1.543 ac

Summary for Subcatchment 3S: DA_1

[49] Hint: Tc<2dt may require smaller dt

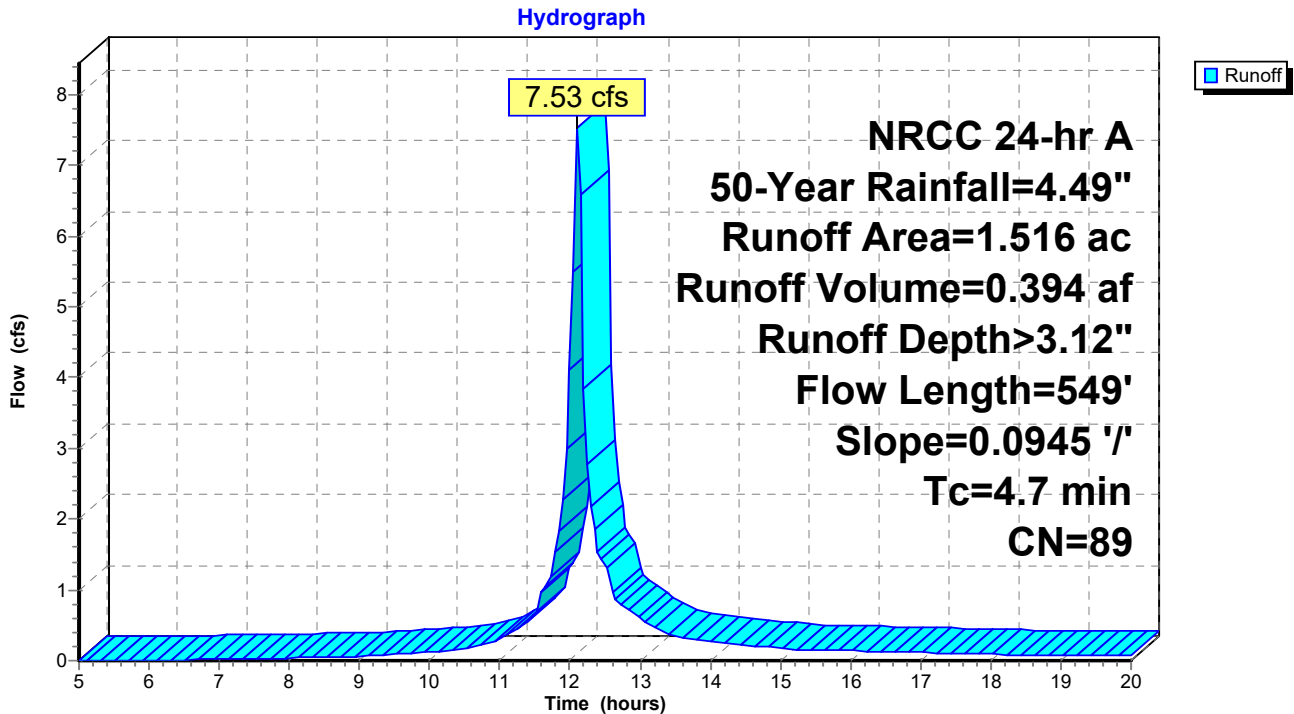
Runoff = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af, Depth> 3.12"
 Routed to Pond 4P : 18" HDPE

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 NRCC 24-hr A 50-Year Rainfall=4.49"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment 3S: DA_1



Summary for Subcatchment DA_1: DA_1

[49] Hint: Tc<2dt may require smaller dt

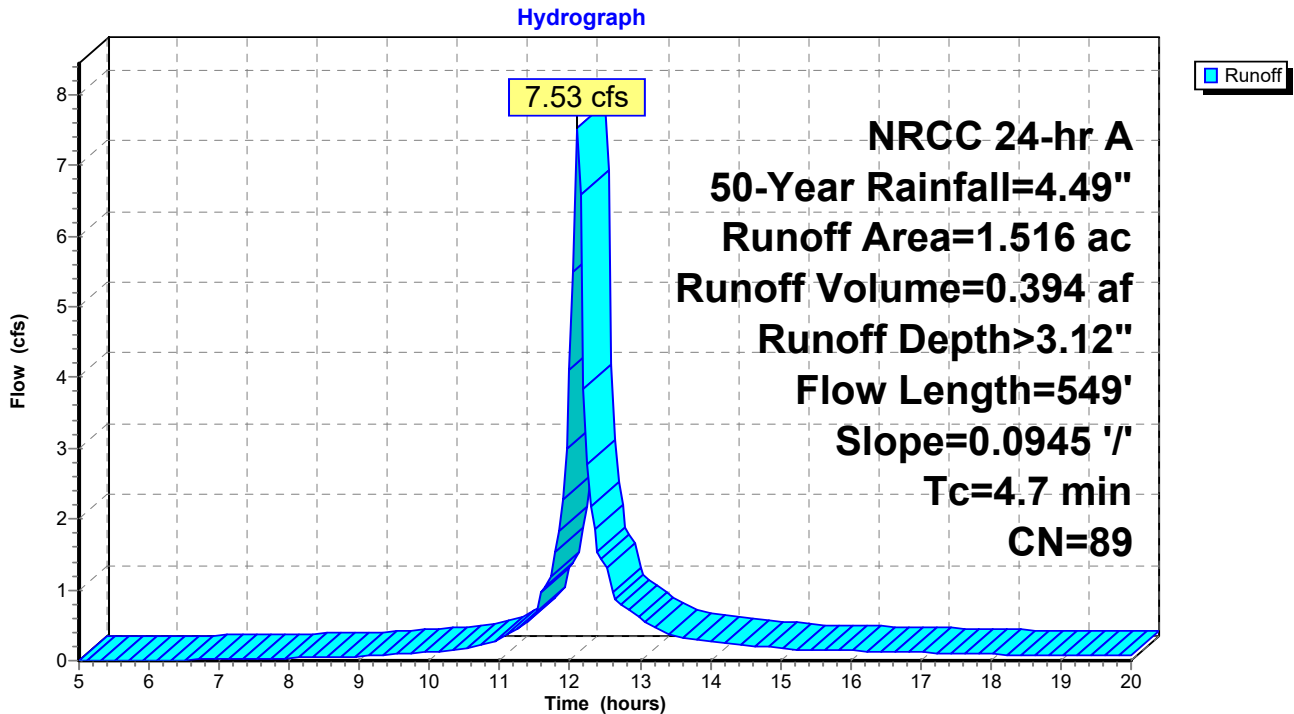
Runoff = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af, Depth> 3.12"
 Routed to Pond 1P : 12" CMP

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 NRCC 24-hr A 50-Year Rainfall=4.49"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment DA_1: DA_1



Summary for Pond 1P: 12" CMP

[57] Hint: Peaked at 389.01' (Flood elevation advised)

Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 3.12" for 50-Year event
 Inflow = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af
 Outflow = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af, Atten= 0%, Lag= 0.0 min
 Primary = 5.31 cfs @ 12.11 hrs, Volume= 0.378 af
 Secondary = 2.23 cfs @ 12.11 hrs, Volume= 0.015 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 389.01' @ 12.11 hrs

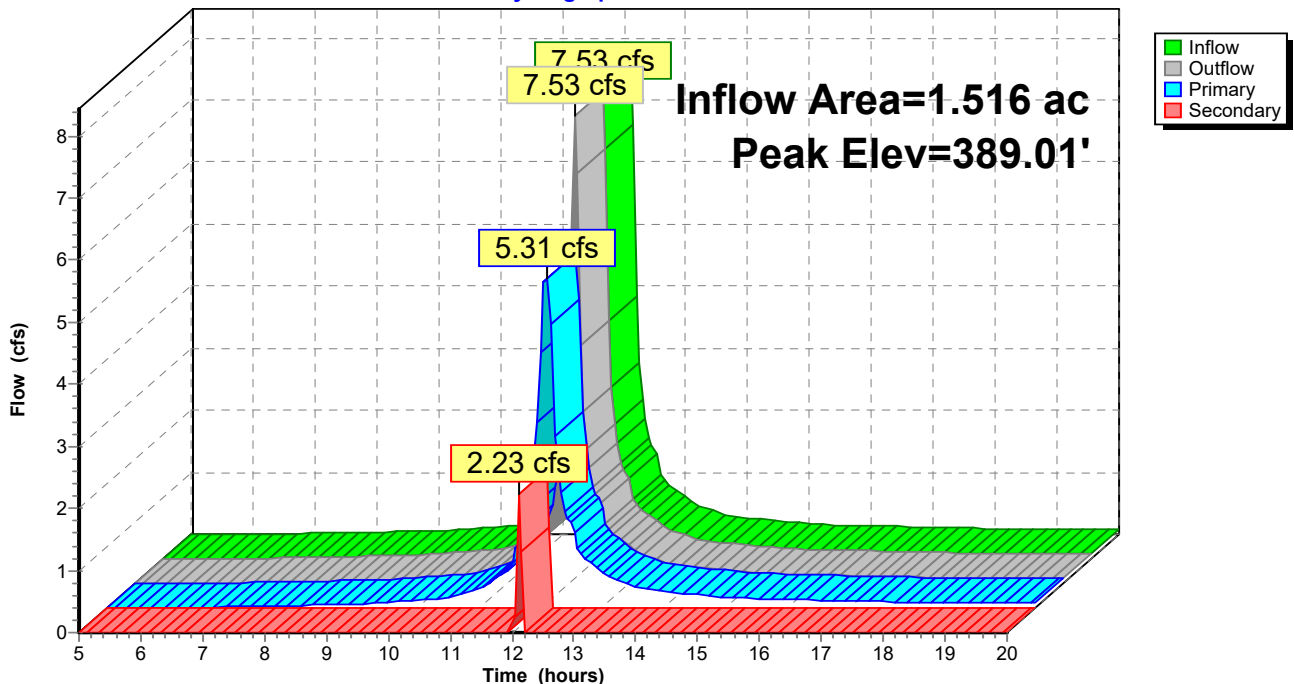
Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	12.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 ' / Cc= 0.900 n= 0.025 Corrugated metal, Flow Area= 0.79 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=5.30 cfs @ 12.11 hrs HW=388.99' (Free Discharge)
 ↳1=Culvert (Barrel Controls 5.30 cfs @ 6.75 fps)

Secondary OutFlow Max=2.00 cfs @ 12.11 hrs HW=388.99' (Free Discharge)
 ↳2=Orifice/Grate (Weir Controls 2.00 cfs @ 1.39 fps)

Pond 1P: 12" CMP

Hydrograph



Summary for Pond 4P: 18" HDPE

[57] Hint: Peaked at 385.84' (Flood elevation advised)

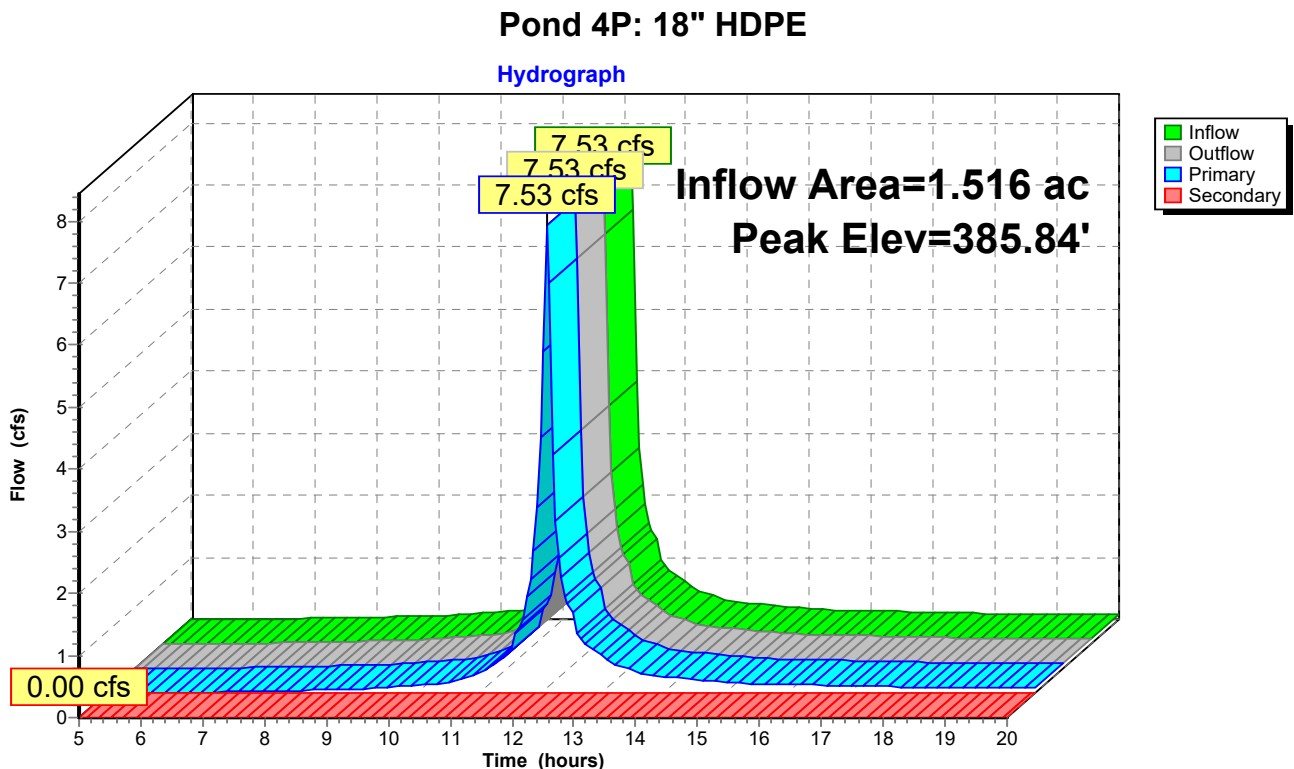
Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 3.12" for 50-Year event
 Inflow = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af
 Outflow = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af, Atten= 0%, Lag= 0.0 min
 Primary = 7.53 cfs @ 12.11 hrs, Volume= 0.394 af
 Secondary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 385.84' @ 12.11 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	18.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 '/ Cc= 0.900 n= 0.020 Corrugated PE, corrugated interior, Flow Area= 1.77 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=7.33 cfs @ 12.11 hrs HW=385.80' (Free Discharge)
 ↳1=Culvert (Inlet Controls 7.33 cfs @ 4.15 fps)

Secondary OutFlow Max=0.00 cfs @ 5.00 hrs HW=384.31' (Free Discharge)
 ↳2=Orifice/Grate (Controls 0.00 cfs)



Brickyard

NRCC 24-hr A 100-Year Rainfall=5.21"

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Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 3S: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>3.78"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=9.01 cfs 0.477 af

Subcatchment DA_1: DA_1 Runoff Area=1.516 ac 50.90% Impervious Runoff Depth>3.78"
Flow Length=549' Slope=0.0945 '/' Tc=4.7 min CN=89 Runoff=9.01 cfs 0.477 af

Pond 1P: 12" CMP Peak Elev=389.08' Inflow=9.01 cfs 0.477 af
Primary=5.34 cfs 0.446 af Secondary=3.67 cfs 0.031 af Outflow=9.01 cfs 0.477 af

Pond 4P: 18" HDPE Peak Elev=386.18' Inflow=9.01 cfs 0.477 af
Primary=9.01 cfs 0.477 af Secondary=0.00 cfs 0.000 af Outflow=9.01 cfs 0.477 af

Total Runoff Area = 3.032 ac Runoff Volume = 0.954 af Average Runoff Depth = 3.78"
49.10% Pervious = 1.489 ac 50.90% Impervious = 1.543 ac

Summary for Subcatchment 3S: DA_1

[49] Hint: Tc<2dt may require smaller dt

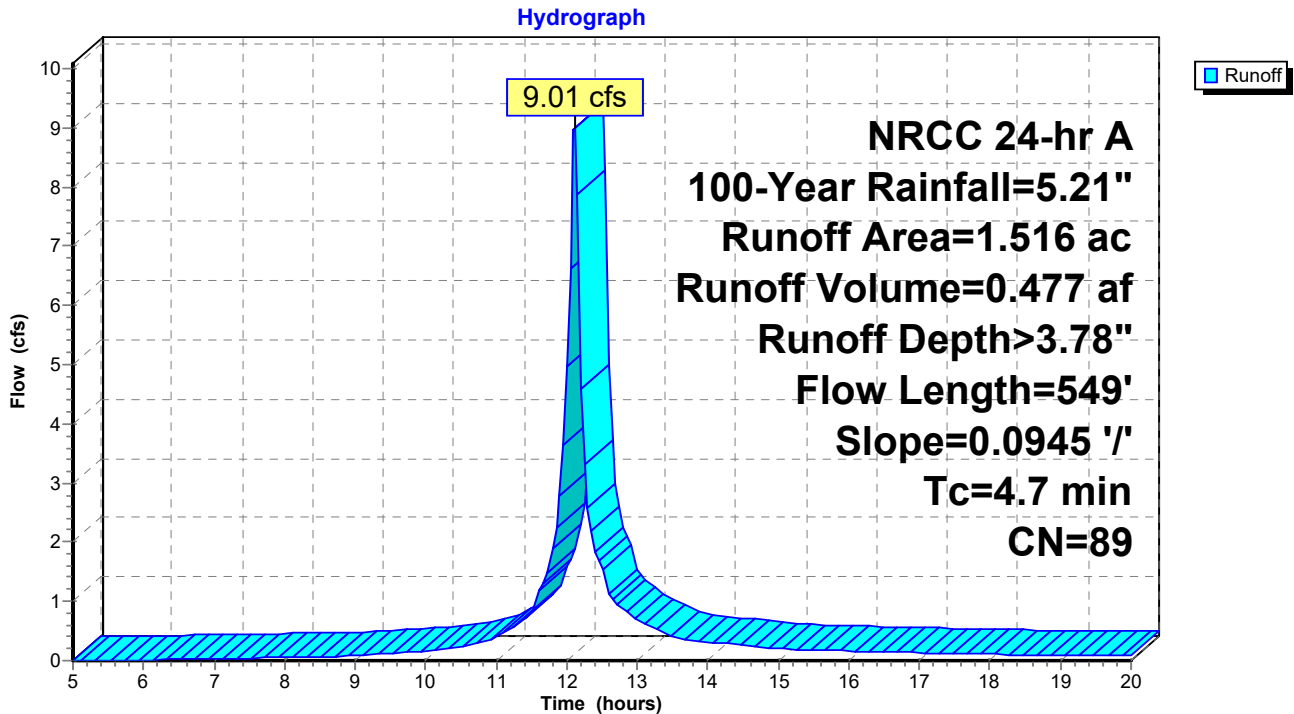
Runoff = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af, Depth> 3.78"
 Routed to Pond 4P : 18" HDPE

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 NRCC 24-hr A 100-Year Rainfall=5.21"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment 3S: DA_1



Brickyard

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NRCC 24-hr A 100-Year Rainfall=5.21"

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Summary for Subcatchment DA_1: DA_1

[49] Hint: Tc<2dt may require smaller dt

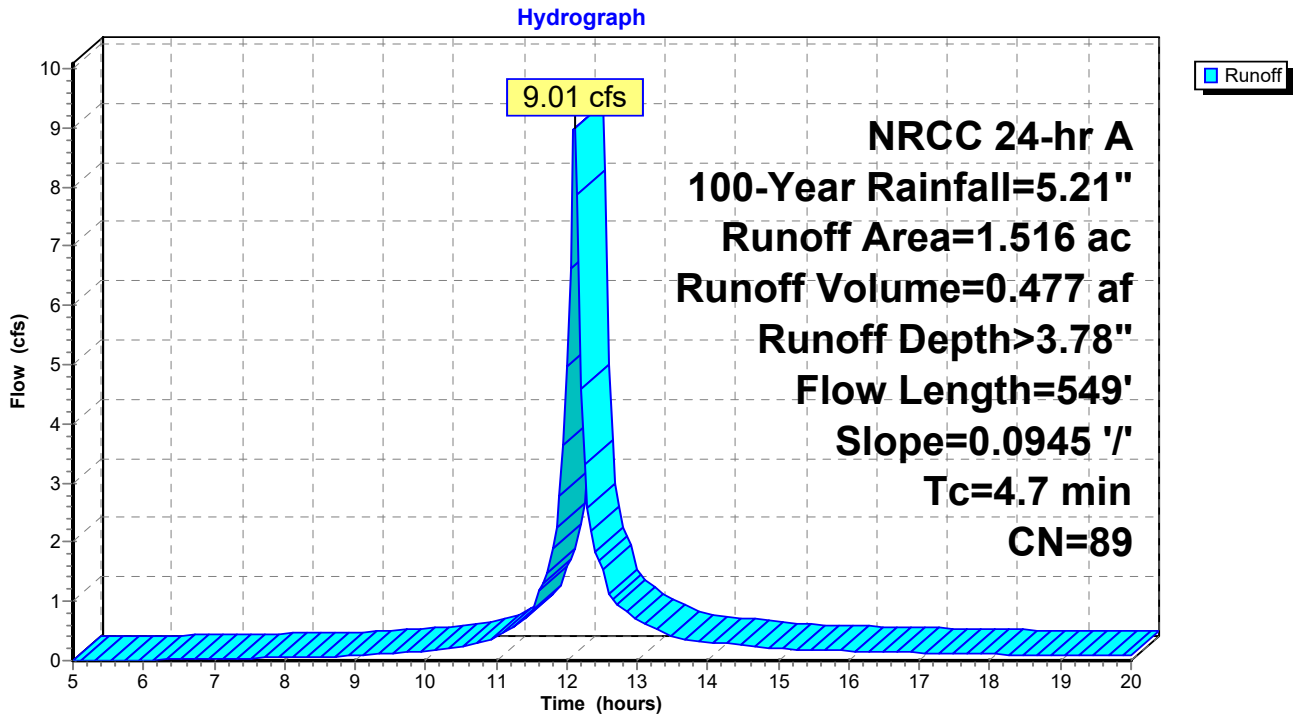
Runoff = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af, Depth> 3.78"
Routed to Pond 1P : 12" CMP

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
NRCC 24-hr A 100-Year Rainfall=5.21"

Area (ac)	CN	Description
0.744	80	>75% Grass cover, Good, HSG D
0.772	98	Paved Parking, HSG D
1.516	89	Weighted Average
0.744		49.10% Pervious Area
0.772		50.90% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
4.7	549	0.0945	1.96		Lag/CN Method, Contour Length= 6,241' Interval= 1'

Subcatchment DA_1: DA_1



Summary for Pond 1P: 12" CMP

[57] Hint: Peaked at 389.08' (Flood elevation advised)

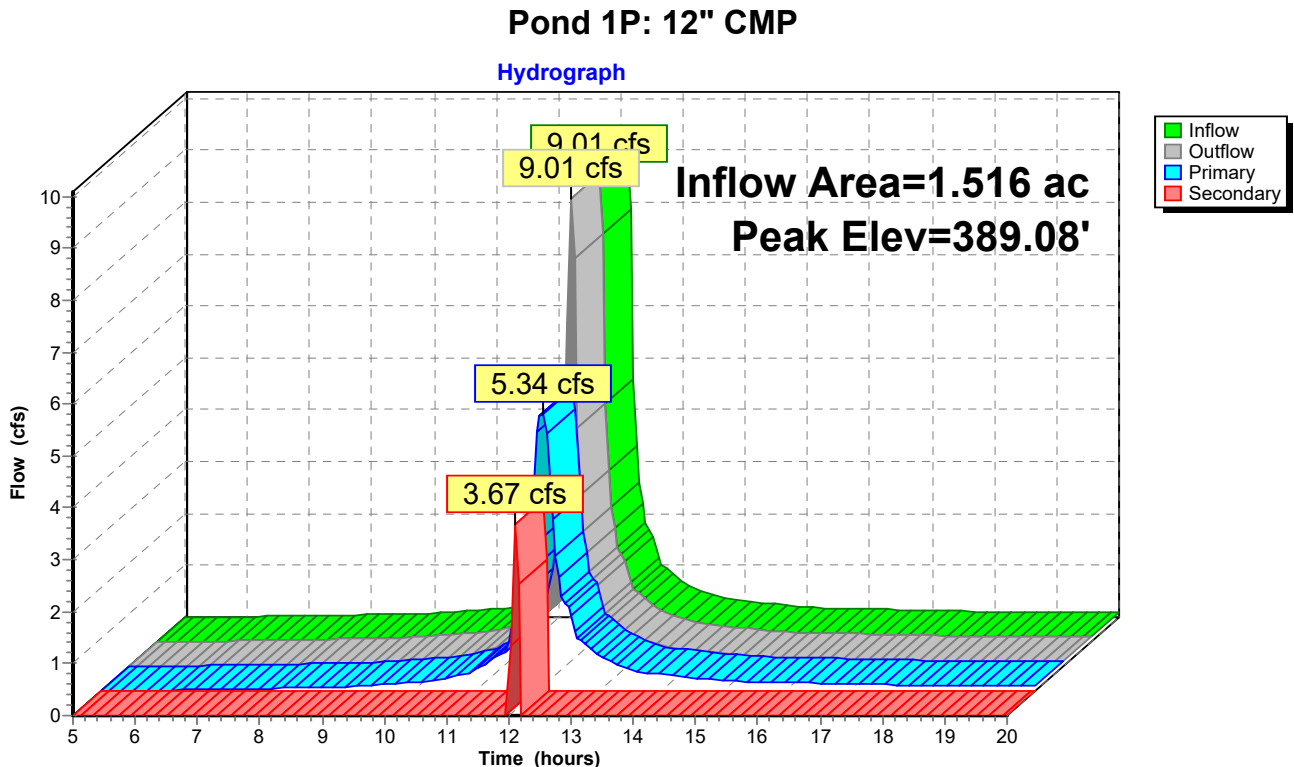
Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 3.78" for 100-Year event
 Inflow = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af
 Outflow = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af, Atten= 0%, Lag= 0.0 min
 Primary = 5.34 cfs @ 12.11 hrs, Volume= 0.446 af
 Secondary = 3.67 cfs @ 12.11 hrs, Volume= 0.031 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 389.08' @ 12.11 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	12.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 '/ Cc= 0.900 n= 0.025 Corrugated metal, Flow Area= 0.79 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=5.33 cfs @ 12.11 hrs HW=389.07' (Free Discharge)
 ↳1=Culvert (Barrel Controls 5.33 cfs @ 6.79 fps)

Secondary OutFlow Max=3.41 cfs @ 12.11 hrs HW=389.07' (Free Discharge)
 ↳2=Orifice/Grate (Weir Controls 3.41 cfs @ 1.66 fps)



Brickyard

Summary for Pond 4P: 18" HDPE

[57] Hint: Peaked at 386.18' (Flood elevation advised)

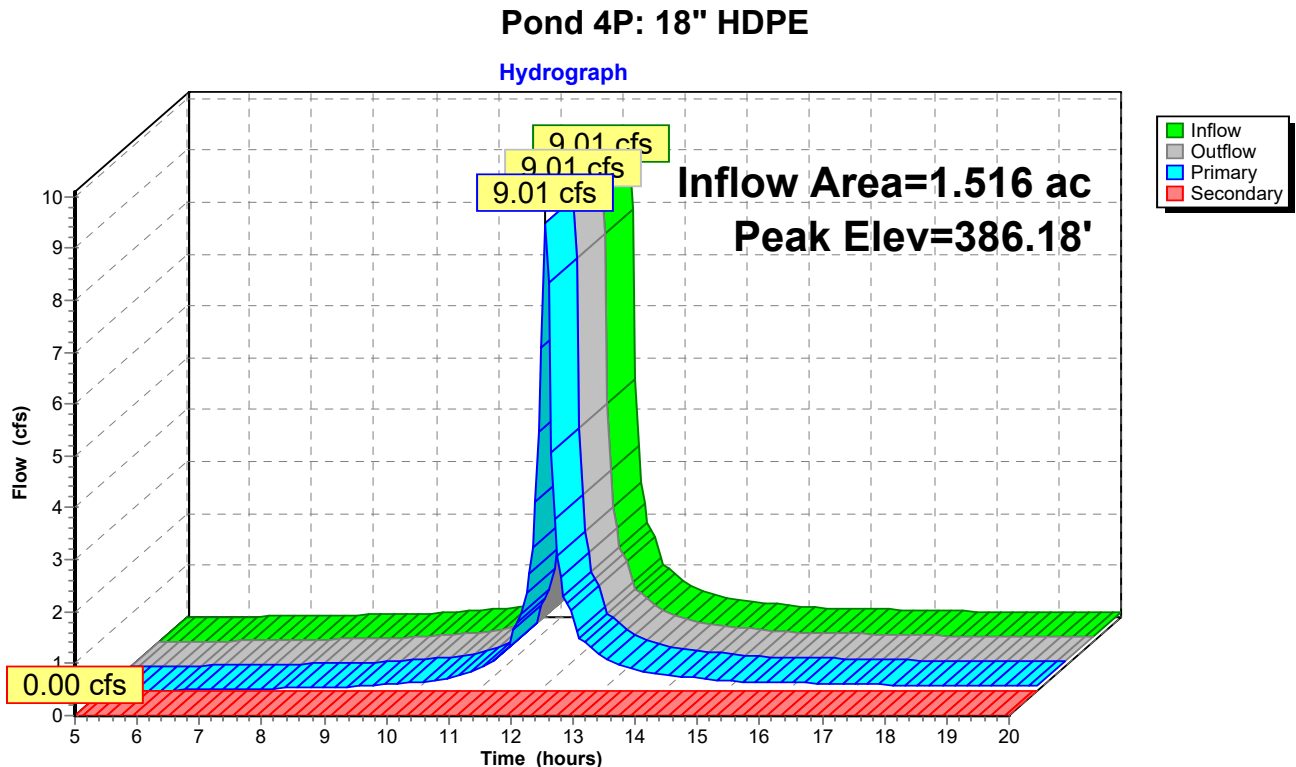
Inflow Area = 1.516 ac, 50.90% Impervious, Inflow Depth > 3.78" for 100-Year event
 Inflow = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af
 Outflow = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af, Atten= 0%, Lag= 0.0 min
 Primary = 9.01 cfs @ 12.11 hrs, Volume= 0.477 af
 Secondary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
 Peak Elev= 386.18' @ 12.11 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	384.31'	18.0" Round Culvert L= 60.0' CMP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 384.31' / 382.00' S= 0.0385 '/ Cc= 0.900 n= 0.020 Corrugated PE, corrugated interior, Flow Area= 1.77 sf
#2	Secondary	388.81'	24.0" x 24.0" Horiz. Orifice/Grate C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=8.77 cfs @ 12.11 hrs HW=386.12' (Free Discharge)
 ↳1=Culvert (Inlet Controls 8.77 cfs @ 4.96 fps)

Secondary OutFlow Max=0.00 cfs @ 5.00 hrs HW=384.32' (Free Discharge)
 ↳2=Orifice/Grate (Controls 0.00 cfs)



982 595

EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS THAT Essex Park East

Condominium Association of Essex Junction in the County of Chittenden and State of Vermont (hereafter "Grantor"), in consideration of TEN AND MORE DOLLARS paid to its full satisfaction by the VILLAGE OF ESSEX JUNCTION, a Vermont municipal corporation, (hereafter "Grantee"), by these presents, does GIVE, GRANT, SELL, CONVEY, REMISE, RELEASE, AND CONFIRM unto the said Grantee, its successors and assigns, an easement in perpetuity, for the purpose of accessing, installing, repairing, maintaining, stabilizing, inspecting, restoring and/or replacing municipal infrastructure, including pipes, lines, and/or swales, together with all appurtenances thereto, on, under and through property located in Essex in the County of Chittenden and State of Vermont, described as follows, viz.:

Being an easement for the modification, construction, operation, repair, inspection, maintenance, access to, and replacement of a storm water drainage system, including cutting trees and constructing and maintaining an access path, on and across a portion of the lands of the Grantors acquired by the within Grantor by the Declaration of Condominium of Essex Park East Condominium dated June 24, 1986 and recorded in Volume 204 at Page 268 of the Town of Essex Land Records. Also being a portion of the lands conveyed to Essex Parks Associates by Warranty Deed dated April 18, 1985 and recorded in Volume 189, page 489 of the Town of Essex Land Records. Reference is hereby made to the above-mentioned instruments, the records thereof and the references therein made, all in further aid of this description.

Grantor, and its heirs, successors and assigns, shall have the right to make use of the surface of the land subject to this easement such as shall not be inconsistent with the use of the easement by the within Grantee, but specifically shall place no structures, landscaping or other improvements within said easement which shall prevent or interfere with the Grantee's ability to exercise its rights granted hereunder.

The Grantee for itself and its successors and assigns agrees that any premises affected by

its entry onto the land pursuant to this easement shall be restored to its condition prior to such entry or better, to the extent reasonable and consistent with the construction, maintenance and use of an access path and the storm water drainage system, at its own cost and within a reasonable time. Trees cut and/or removed pursuant to this easement may or may not be replaced at the sole discretion of Grantee.

The Grantor, having been fully informed of its right to receive just compensation for the acquisition of its property, hereby acknowledges, waives and releases the municipality from the Grantor's right to receive just compensation determined by an appraisal as well as the municipality's obligation (if applicable) to perform and provide an appraisal.

TO HAVE AND TO HOLD said granted premises, with all privileges and appurtenances thereof, to the said Grantee, and its successors and assigns, to its own use and behoof forever; and furthermore, the said Grantor, for its heirs, successors and assigns, does covenant with the said Grantee, and its successors and assigns, that from and after the ensealing of these presents the said Grantor has good right and title to convey the same in the manner aforesaid, that it is **FREE FROM EVERY** encumbrance, and that it hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever.

IN WITNESS WHEREOF, I have caused my name and seal to be hereunto set this 27 day of June, 2017.

IN THE PRESENCE OF:

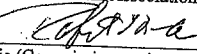
[Handwritten signature]

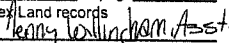
By *[Handwritten signature]*
Duly Authorized Agent of Essex Park East
Condominium Association (GRANTOR)

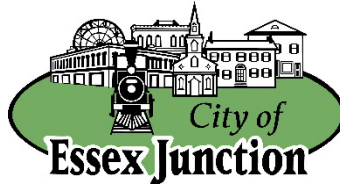
982 597

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.

At Essex Junction, this 27 day of June, 2017, Scott Michaud, personally appeared and acknowledged this instrument, by sealed and subscribed, to be free act and deed and the free act and deed of Essex Park East Condominium Association.

Before me, 
Notary Public (Commission expires 2/10/2019)

Essex, Vermont Town Clerk's Office
August 31, 2017 at
2 o'clock 15 minutes P M
Received for record and recorded in
book 982 on page 595-597
of Essex Land records
Attest: 
Town Clerk



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: December 11, 2024
Agenda Item: Chittenden County Communications Union District Representative Re-Appointment

Issue: Re-appointment of a City Representative to serve on the Chittenden County Communications Union District (CCCUD) board.

Discussion: Marta Pauer-Tursi is currently the City Representative on the CCCUD board. As this is a calendar year position, her one-year term expires on December 31, 2024. The CCCUD recently updated their bylaws, changing the term length from a one-year term to a two-year term. Ms. Pauer-Tursi has made it known that she would like to continue to serve as the City Representative on this board.

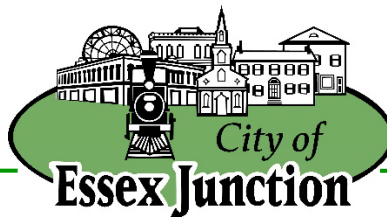
Cost: None

Recommendation: It is recommended that the City Council reappoint Marta Pauer-Tursi to a two-year term with the Chittenden County Communications Union District Board.

Recommended Motion:

“I make a motion to re-appointment Marta Pauer-Tursi to a two-year term with the Chittenden County Communications Union District Board with a term ending on December 31, 2027.”

Attachments: None



MEMORANDUM

To: City Council, Acting as the Local Cannabis Control Commission
From: Christopher Yuen, Community Development Director
Meeting Date: December 11, 2024
Subject: Retailer Cannabis license application – The High Bar; Ravendel LLC

Issue

The issue is whether the City Council, acting as the Local Cannabis Control Commission (LCCC), will approve the Cannabis Retailer, VT S-000010393 license, for The High Bar; Ravendel LLC on 159 Pearl Street.

Discussion

On October 29, 2024, the City received notice of a pending license application for a cannabis retailer at 159 Pearl 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 license.

The authority of the Local Cannabis Control Commission is limited to zoning. Cannabis retail is permitted in the Highway-Arterial (HA) Zoning District, where the 139 Pearl Street property is located. This address is not within a cannabis retail prohibition zone.

The applicant holds a valid Zoning Permit (No. 100) for Cannabis Retail use at the address, and therefore, this land use is in compliance with the Land Development Code.

Note that until recently, other commercial tenants on 159 Pearl Street have displayed sandwich board signs in a manner that is non-compliant with the Land Development Code. As of last week, the signs have been removed.

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 Retail Cannabis license for The High Bar; Ravendel LLC”

Attachments

Local Cannabis License renewal application and Zoning Permit

City of Essex Junction, Vermont
ZONING PERMIT

No. 100 Date Issued: December 2, 2024

Parcel Number: 1040090000

Location: 159 Pearl Street

Issued to: Cheeseman Investment LLC

FOR USE/CONSTRUCTION OF: Change of Use-
Retail Sales To Cannabis
Retail Establishment
1,000 sf. +/-



C. Yuen

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: December 17, 2024

** Certificate of Occupancy required upon completion*



City of Essex Junction, VT
Zoning Permit Application

For Office Use:

Permit # 100

Property description (address) for application

159 Pearl Street, Suite 8, Essex Junction, VT 05452

General information

Applicant Nina Dell Isola Day Phone (603) 531-9065
Address P.O. Box 115, Greenland, NH 03840
Email Address nin@ravendel.com

Owner of Record (attach affidavit if not applicant)

Applicant Doug Cheeseman Day Phone (802) 598-9738
Address 268 Buckingham Drive, Colchester, VT 05446
Email Address doug034@aol.com

Property information

Zoning District Uwy-Arterial Current Use Commercial Tax Map Page # 40
Lot # 90 Lot size sf 4000
Street frontage (public or private) _____ feet
Proposed number of stories _____ Proposed height _____

Lot coverage (include all structures and impervious surface)

Existing (sq.ft.) 1,000 plus proposed (sq.ft.) 0 equals 1,000 total sq.ft.
Divided by _____ lot sq.ft. equals _____ percent of lot coverage

SPAN: 208-066-11343; PARCEL ID: 1040090000

Source of size information () Deed, () Survey, () Tax Map, () Other. If other, explain: Lease + VT Parcel Viewer

Describe proposed new use(s) and or structure(s)

Retail cannabis store

Dimensions or areas of proposed new structures(s) or new uses(s):

Estimated starting date 12/1/24

Estimated completion date _____

Attach a site plan that clearly indicates the location of the structure or use, distance to all property lines, and all other information as specified on the zoning permit application checklist or in the Land Development Code. Provide an explanation for any items not submitted.

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the Land Development Code and any conditions placed upon approval of this application.

Applicant

[Signature]

Date

10/23/24

Land Owner (if different)

Date

11/21/2024



RECEIVED

Staff Action

NOV 27 2024

Date received City of Essex Junction Approved Denied

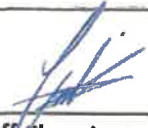
Permit Valid Date December 17, 2024

Explain (if denied) _____

Other approvals/conditions (note type/attach other signed approvals): _____

Cannabis retail license is subject to approval by Essex Junction Local Cannabis

Control Commission and by Vermont Cannabis Control Board



Staff Signature

December 2, 2024
Date

Fee Amount:
\$280.00
Change of
Use & C/O

Fee Verified:
PAID
DEC 02 2024

City of Essex Junction





**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: RAVENDEL, LLC

Doing Business

As: The High Bar

Mailing Address: [REDACTED]

**Telephone
Number:** [REDACTED]

2. Owner/Agent Contact Information

Name: Nicola Dell Isola

Mailing Address: [REDACTED]

**Telephone
Number:** [REDACTED]

Email: [REDACTED]

3. Address where use will occur in the City

159 Pearl Street, Ste 8, Essex Junction

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 checked="" type="checkbox"/> Retail		10/25/24	Not yet issued
<input type="checkbox"/> Manufacturing*			(application S-0000 10393)
<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?	11/26/24
Has the zoning permit been issued? If yes, please attach to application.	NOT YET (application submitted)
Utility	
Is an allocation for water being requested?	No
If yes, how many gallons per day have been requested?	—

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?	-
What is the Biological Oxygen Demand of the wastewater?	-
Have fees for allocations been paid or is a payment plan in place with the City?	-

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  ID hpotkP1CKWwugHKKGGL45x

Date 11/26/2024

Printed Name Nicola Dell Isola

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

Parcel Code: 1040090000

Received By: Chris Yuen

Department Sign Offs

Fire: Chris Gaboriault
Chris Gaboriault (Dec 1, 2024 10:39 EST)

Police: Ron Hoague

Planning & Zoning: [Signature]
Recommended
Action: _____

Wastewater: Chelsea H. Mandigo

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____

MEMORANDUM

TO: City Council and Regina Mahony, City Manager
FROM: Susan McNamara-Hill, City Clerk
DATE: December 11, 2025
SUBJECT: Dog License fees

Issue

The issue is whether or not the fees for dog licenses should be increased by \$2 starting January 1, 2025.

Discussion

Fees collected for dog licenses are currently \$9 for spayed or neutered dogs and \$13 for dogs if not spayed or neutered. The State of Vermont collects \$5 of each fee paid. As of 1/1/25 the State of Vermont will be collecting an additional \$2 per license (Act 167 of 2024).

In order to retain the City's fee of \$4 for spayed/neutered dogs and \$8 for intact dogs, it would be necessary to raise the fees charged to dog owners to \$11 for spayed/neutered dogs and \$15 for intact dogs as of January 1, 2025.

Cost

There is no additional cost associated with this proposal.

Recommendation

The City Clerk's staff recommends that the dog license fees be increased as proposed starting January 1, 2025.

Recommended Motion

I move that the City Council raise the fees by \$2 per license starting January 1, 2025.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	11/07/24	RV ANTIFREEZE 455243125268	210-5-40-12-610.000 General Supplies	113.22	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/01/24	RUST-SUNBST YLW 1 EA RE 7 552430648898	210-5-40-12-610.000 General Supplies	60.68	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/04/24	TRAILER CONNECTOR 1 EA 64 552430952592	210-5-40-12-610.000 General Supplies	5.49	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/05/24	FUSED ACCESSORY for Truck 552431021935	210-5-13-10-610.000 General Supplies	9.02	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/06/24	Supplies for the whacker 552431121975	210-5-40-12-610.000 General Supplies	27.10	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/12/24	MCRFBR TOWEL GLASS for sh 552431752869	210-5-40-12-610.000 General Supplies	7.80	53960	11/15/24
05290	ADVANCE AUTO PARTS	11/13/24	Headlight bulb 552431852877	210-5-40-12-430.000 R&M Vehicles & Equipment	17.08	53960	11/15/24
28555	ALLEGIANCE TRUCKS	10/17/24	Repair on Truck #7 12200470001	210-5-40-12-430.000 R&M Vehicles & Equipment	6422.97	53963	11/15/24
80172	ALPHA ELEVATOR COMPANY	10/31/24	BL ElevatorContractOCT24 4772	210-5-41-21-400.000 Contracted Services	900.00	53965	11/15/24
19815	AMAZON CAPITAL SERVICES	11/12/24	BL FNDNJ NOV24 144KNCP3N3TF	210-5-90-00-991.000 Library Donation Expense	89.99	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	11/07/24	Office Supplies 19WRMTR9GVNN	210-5-30-10-610.000 General Supplies	21.99	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	10/31/24	BL ARepl+ABooks OCT24 1I6DLQQYCXG3	210-5-90-00-640.201 Adult Collection replacem	39.91	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	10/31/24	BL ARepl+ABooks OCT24 1I6DLQQYCXG3	210-5-35-10-640.201 Adult Collection	157.20	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	10/30/24	BL JBooks NOV24 1L737DH43PF6	210-5-35-10-640.202 Juvenile Collection	29.45	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	11/09/24	BL Supplies NOV24 1LWK71L3RF1T	210-5-35-10-610.000 General Supplies	304.10	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	11/09/24	MSP Supplies 1PRJPDKQTC4W	210-5-30-12-610.000 General Supplies	18.98	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	11/01/24	BL FNDNBooks NOV24 1Q766DKCJV37	210-5-90-00-991.000 Library Donation Expense	284.60	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	11/13/24	BL Supplies NOV24 1RFDT49DCDRL	210-5-35-10-610.000 General Supplies	57.98	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	10/31/24	Office Supplies 1XRJWKMYDNVQ	210-5-30-10-610.000 General Supplies	23.98	53966	11/15/24
19815	AMAZON CAPITAL SERVICES	10/29/24	BL Supplies OCT24 1YKHGXLYJ14R	210-5-35-10-610.000 General Supplies	218.52	53966	11/15/24
25055	AQUARIUS LANDSCAPE SPRINK	10/30/24	Sprinkler Winterization 2 5580302	210-5-41-20-431.000 R&M Buildings & Grounds	166.00	53969	11/15/24
25055	AQUARIUS LANDSCAPE SPRINK	10/30/24	Winterization Vet. Mem. P 5580303	210-5-40-12-571.000 Streetscape Maintenance	106.00	53969	11/15/24
02420	AUTOZONE	11/01/24	15 IN 1 GLOSS SUN Rust-01 03236554458	210-5-25-10-610.000 General Supplies	25.20	53970	11/15/24
80061	BASSICK, LINDA	11/01/24	BL CProg Music NOV24 0014	210-5-35-10-840.202 Childrens Programs	100.00	53971	11/15/24
02235	BOUND TREE MEDICAL LLC	10/23/24	EMS Supplies 85535167	210-5-25-10-613.000 Program Supplies	351.99	53974	11/15/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	09/16/24	BL JBooks SEP24 B6857750	210-5-35-10-640.202 Juvenile Collection	62.96	53976	11/15/24
00530	09/16/24	BL JBooks SEP24 B6857750	210-5-35-10-610.000 General Supplies	8.08	53976	11/15/24
00530	09/16/24	BL JBooks SEP24 B6857773	210-5-35-10-640.202 Juvenile Collection	12.41	53976	11/15/24
00530	09/16/24	BL JBooks SEP24 B6857773	210-5-35-10-610.000 General Supplies	1.01	53976	11/15/24
00530	10/30/24	BL JBooks NOV24 B6885755	210-5-90-00-640.202 Juvenile Collection repl	22.66	53976	11/15/24
00530	10/30/24	BL JBooks NOV24 B6885755	210-5-35-10-610.000 General Supplies	2.02	53976	11/15/24
00530	10/30/24	BL JBooks NOV24 B6885802	210-5-35-10-640.202 Juvenile Collection	100.89	53976	11/15/24
00530	10/30/24	BL JBooks NOV24 B6885802	210-5-35-10-610.000 General Supplies	6.06	53976	11/15/24
26395	08/31/24	Drainage Assessment - wor 2022-1114	210-5-40-13-899.000 Matching Grant Funds	5332.10	53978	11/15/24
V04609	11/01/24	BL ABooks NOV24 2127208	210-5-35-10-640.201 Adult Collection	100.68	53979	11/15/24
V0461	11/05/24	BL Newspapers OCT24 128	210-5-35-10-640.201 Adult Collection	456.50	53980	11/15/24
06185	11/08/24	Security sevices 4816	210-5-12-10-820.000 Elections	528.00	53981	11/15/24
80169	11/05/24	ELECTION WORKER 20241105 CH	210-5-12-10-120.000 Part Time Salaries	67.50	53983	11/15/24
12435	11/04/24	Tuition 1104202402	210-5-25-10-500.000 Training, Conf, Dues	200.00	53984	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-30-10-210.000 Group Insurance	16085.92 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-2-00-00-210.006 Health Ins. Copay	2165.94 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-30-12-210.000 Group Insurance	2518.49 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-10-10-210.000 Group Insurance	6673.03 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-13-10-210.000 Group Insurance	812.42 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-40-12-210.000 Group Insurance	7823.62 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-12-10-210.000 Group Insurance	1706.07 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-16-10-210.000 Group Insurance	1624.84 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-35-10-210.000 Group Insurance	9830.25 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	210-5-40-13-210.000 Group Insurance	563.00 E	11155	11/15/24
21210	10/31/24	WATERBREAK COOLER AGRMENT 9294587314	210-5-40-12-610.000 General Supplies	50.00	53986	11/15/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
17895	CLEAN NEST	11/01/24	City Bldg Cleaning Octobe 15420	210-5-41-20-420.000 Cleaning Services	811.89	53987	11/15/24
17895	CLEAN NEST	11/01/24	City Bldg Cleaning Octobe 15420	210-5-41-21-420.000 Cleaning Services	3104.23	53987	11/15/24
17895	CLEAN NEST	11/01/24	EJRP Cleaning October 15422	210-5-41-26-420.000 Cleaning Services	3293.58	53987	11/15/24
06955	CLEMENS DIANE	11/05/24	PRESIDING OFFICER 20241105 CL	210-5-12-10-120.000 Part Time Salaries	1095.00	53988	11/15/24
17025	COONRADT AMY	11/06/24	Recording Secretary CC 10 0192	210-5-11-10-330.000 Professtional Services	144.00	53990	11/15/24
38280	CRYSTAL ROCK BOTTLED WATE	11/08/24	2 Lincoln Bottled Water O 177222771108	210-5-41-20-610.000 General Supplies	21.71	53992	11/15/24
23660	D & M FIRE & SAFETY EQUIP	11/05/24	BL FireExtings NOV24 62639	210-5-41-21-400.000 Contracted Services	487.00	53993	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	TRC Meeting Sept 2024 24810 110424	210-5-16-10-330.000 Professional Services	418.26	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	Code Updates Sept 2024 24813 110424	210-5-16-10-330.000 Professional Services	740.00	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	Stormwater improve HS 24815 110424	210-1-00-00-130.002 Exchange - Billable	370.00	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	September 1-September 30, 24816110424	210-5-40-12-330.000 Professional Services	185.00	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	inventory pavement marki 24820110424	210-5-40-12-330.000 Professional Services	1572.50	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	Whitcomb Woods Sept 24821 110424	210-1-00-00-130.002 Exchange - Billable	231.25	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/11/24	October 1- October 31, 20 24823 111124	210-5-40-12-330.000 Professional Services	195.00	53995	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	September 1- September 30 24823110424	210-5-40-12-330.000 Professional Services	138.75	53995	11/15/24
25290	EBSCO SUBSCRIPTION SERVIC	11/06/24	BL TechSubs 11.24-10.25 91011008802	210-5-35-10-505.000 Tech. Subs, Licenses	1059.25	53999	11/15/24
25290	EBSCO SUBSCRIPTION SERVIC	11/06/24	BL TechSubs 11.24-10.25 91011008802	210-1-00-00-120.000 Prepaid Expenses	503.60	53999	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	Water / Sewer 10162024	210-5-41-22-410.000 Water and Sewer Charges	179.75	E1115241	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	Public Works Sewer/Water 101624PW	210-5-40-12-571.000 Streetscape Maintenance	1008.53	E1115243	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	Public Works Sewer/Water 101624PW	210-5-40-12-410.000 Water and Sewer Charges	964.68	E1115243	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	MSP Water 203762271	210-5-41-26-410.000 Water and Sewer Charges	1485.55	E1115244	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	MSP Pool Water 203762281	210-5-41-26-410.000 Water and Sewer Charges	2185.39	E1115245	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	MSP Maint Bldg Water 203762291	210-5-41-26-410.000 Water and Sewer Charges	85.88	E1115246	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	Park Street Water 203762301	210-5-41-23-410.000 Water and Sewer Charges	228.65	E1115247	11/15/24
05020	ESSEX JCT CITY OF	10/16/24	2 Lincoln Water/Sewer Oct 203762321	210-5-41-20-410.000 Water and Sewer Charges	165.08	E1115248	11/15/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05020	10/16/24	2 Lincoln Water Sprinkle 203762331	210-5-41-20-410.000 Water and Sewer Charges	85.28	E1115249	11/15/24
05020	10/16/24	BL Water-Sewer Q1-FY25 203762351	210-5-41-21-410.000 Water and Sewer Charges	204.20	E 11151	11/15/24
05020	10/16/24	Cascade Park Water 203762431	210-5-41-26-410.000 Water and Sewer Charges	47.38	E 11153	11/15/24
V0777	10/15/24	ER digital ad Oct 24 393771	210-5-10-10-540.000 Advertising	145.00	54004	11/15/24
V0777	10/31/24	ER ad Nov 24 395155	210-5-10-10-540.000 Advertising	615.00	54004	11/15/24
V0795	10/31/24	Due to Town Oct 2024 103124	210-2-00-00-215.000 Due to Town	284.15	54005	11/15/24
31875	11/08/24	75 Maple Water/Sewer 323035021	210-5-41-26-410.000 Water and Sewer Charges	133.65	54006	11/15/24
29510	11/05/24	ELECTION WORK 2hr @\$15 20241105 EU	210-5-12-10-120.000 Part Time Salaries	30.00	54007	11/15/24
23000	10/29/24	MSP ShurPac pathways 900230002521	210-5-30-12-431.000 R&M Buildings & Grounds	831.13	54009	11/15/24
23000	10/31/24	MSP ShurPac Pathways 900230002529	210-5-30-12-431.000 R&M Buildings & Grounds	483.65	54009	11/15/24
19005	11/01/24	EJRP FirstLight Disconnec 18557123	210-5-41-26-530.000 Communications	3250.83	54010	11/15/24
80170	11/05/24	BL MuseumPass Jan-Dec25 HILDENE NOV2	210-5-90-00-991.000 Library Donation Expense	125.00	54011	11/15/24
34895	11/01/24	11 JACKSON ST trash remov 1828831	210-5-40-12-425.000 Trash Removal	144.99	54013	11/15/24
34895	11/01/24	2 Lincoln Garbage October 1828832	210-5-41-20-425.000 Trash Removal	320.90	54013	11/15/24
34895	11/01/24	Railroad Ave - PEARL ST, 1828833	210-5-40-12-425.000 Trash Removal	585.53	54013	11/15/24
34895	11/01/24	Beech Street - BARREL ON 1829004	210-5-40-12-425.000 Trash Removal	83.28	54013	11/15/24
34895	11/01/24	MSP Trash Nov 1829769	210-5-41-26-425.000 Trash Removal	440.15	54013	11/15/24
26400	07/01/24	Member Assessment Install 2025-0041-2	210-5-19-10-800.102 GMT	83205.00	54014	11/15/24
80032	11/05/24	BL ABooks 112024 GRAFTON 1120	210-5-35-10-640.201 Adult Collection	10.00	54016	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-41-23-622.000 Electricity	52.07	54018	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-40-12-622.200 Streetlight Electricity	278.14	54018	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-41-20-622.000 Electricity	132.35	54018	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-41-22-622.000 Electricity	132.34	54018	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-41-21-622.000 Electricity	635.21	54018	11/15/24
07010	11/08/24	Multi solar accounts 10/9 110824D	210-5-40-12-622.000 Electricity	38.09	54018	11/15/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V1161	ICMA RETIREMENT TRUST-401	11/08/24	Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	6042.49 E	11158	11/15/24
V1160	ICMA RETIREMENT TRUST-457	11/08/24	Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	2904.93 E	11157	11/15/24
17425	ICMA ROTH PLAN 706287	11/08/24	Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	150.00 E	11154	11/15/24
33495	INGRAM LIBRARY SERVICES I	10/23/24	BL ABooks+FNDbks OCT24 84393932	210-5-35-10-640.201 Adult Collection	814.72	54022	11/15/24
33495	INGRAM LIBRARY SERVICES I	10/23/24	BL ABooks+FNDbks OCT24 84393932	210-5-90-00-991.000 Library Donation Expense	52.07	54022	11/15/24
33495	INGRAM LIBRARY SERVICES I	10/23/24	BL ABooks+FNDbks OCT24 84393932	210-5-90-00-991.000 Library Donation Expense	65.31	54022	11/15/24
37715	INTEGRITY COMMUNICATIONS	10/11/24	BL ContractService OCT24 43961	210-5-41-21-400.000 Contracted Services	214.14	54023	11/15/24
V1165	INTERNAL REVENUE SERVICE	11/08/24	Payroll Transfer PR-11/08/24	210-2-00-00-210.002 Federal Inc Tax W/H	44632.80 E	11159	11/15/24
27670	IROQUOIS MANUFACTURING, I	10/30/24	MOTOR 12VDC 1/3 HP-LOW PR 170897	210-5-40-12-430.000 R&M Vehicles & Equipment	467.04	54024	11/15/24
27670	IROQUOIS MANUFACTURING, I	11/11/24	Truck #1 spinner motor ca 171020	210-5-40-12-430.000 R&M Vehicles & Equipment	17.27	54024	11/15/24
27670	IROQUOIS MANUFACTURING, I	11/13/24	GEAR BOX KIT,ELECTRIC 171050	210-5-40-12-430.000 R&M Vehicles & Equipment	641.41	54024	11/15/24
V9454	LENNY'S SHOE & APP	08/28/24	Street Uniform for Troy 4025374	210-5-40-12-612.000 Uniforms	434.97	54027	11/15/24
V10130	LOWE'S BUSINESS ACCOUNT	10/30/24	Supplies for the shop 92095	210-5-40-12-610.000 General Supplies	18.30	54028	11/15/24
V10130	LOWE'S BUSINESS ACCOUNT	10/31/24	Saw blades Public works 94203	210-5-13-10-610.000 General Supplies	16.61	54028	11/15/24
V10130	LOWE'S BUSINESS ACCOUNT	10/21/24	Black vinyl letters 94856	210-5-13-10-610.000 General Supplies	11.36	54028	11/15/24
V10130	LOWE'S BUSINESS ACCOUNT	10/21/24	Weed whacker string head 95621	210-5-13-10-610.000 General Supplies	35.22	54028	11/15/24
26920	MAYVILLE DARBY	10/30/24	CRC Recording Secretary 1 29	210-5-13-10-190.000 Board Member Payments	42.00	54031	11/15/24
03070	MINUTEMAN PRESS	10/31/24	UB Mailing Oct 2024 59169	210-5-40-13-540.000 Advertising	554.91	54033	11/15/24
80158	MISSION SQUARE TRADITINAL	11/08/24	Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	269.23 E	11156	11/15/24
V10462	MONAGHAN SAFAR DUCHAM PL	10/31/24	legal Oct 2024 Oct 2024	210-5-40-13-330.000 Professional Services	2898.50	54034	11/15/24
V10462	MONAGHAN SAFAR DUCHAM PL	10/31/24	legal Oct 2024 Oct 2024	210-5-10-10-320.000 Legal Services	1785.00	54034	11/15/24
14585	MUNICIPAL EMERGENCY SERVI	10/22/24	EN91-AA IN2139009	210-5-25-10-570.000 Other Purchased Services	611.96	54037	11/15/24
29675	MURRAY PATRICK	11/05/24	ELECTION WORKER 20241105 MU	210-5-12-10-120.000 Part Time Salaries	90.00	54038	11/15/24
10220	NEW ENGLAND AIR SYSTEMS L	10/24/24	BLBLDGS HVAC OCT24 202089	210-5-41-21-431.000 R&M Buildings & Grounds	7153.00	54039	11/15/24
19325	OPEN APPROACH INC	11/01/24	IT Services November 2023 24454	210-5-14-10-505.000 Tech. Subs, Licenses	5274.09	54043	11/15/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	11/01/24	IT Services November 2023	24454	210-5-14-10-330.000 Professional Services	8305.00	54043	11/15/24
19325	11/01/24	IT Services November 2024	24606	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	54043	11/15/24
V10729	10/16/24	BL J DigiBooks OCT24	01459DA24316	210-5-35-10-640.202 Juvenile Collection	691.04	54044	11/15/24
V10729	11/05/24	BL ADigibooks 112024	01459DA24346	210-5-35-10-640.201 Adult Collection	494.32	54044	11/15/24
23420	11/12/24	MSP Portolets Nov	T634557	210-5-30-12-330.000 Professional Services	330.00	54045	11/15/24
V9862	11/08/24	DECK IDLER ASM	41216	210-5-40-12-430.000 R&M Vehicles & Equipment	219.43	54047	11/15/24
24100	11/06/24	FINISHED TRAFFIC SIGNS-TY	206978	210-5-40-12-572.000 Traffic Control	61.45	54050	11/15/24
V10554	11/08/24	BL JBooks NOV24	0001313971	210-5-35-10-640.202 Juvenile Collection	27.98	54051	11/15/24
V10554	10/23/24	BL ABooks OCT24	1299916	210-5-35-10-640.201 Adult Collection	71.20	54051	11/15/24
V10554	11/01/24	BL FNDNBooks NOV24	1307748	210-5-90-00-991.000 Library Donation Expense	72.00	54051	11/15/24
V10554	11/13/24	BL ABooks NOV24	1319434	210-5-35-10-640.201 Adult Collection	48.00	54051	11/15/24
80054	09/20/24	BL J DigiBooks SEP24	475754	210-5-35-10-640.202 Juvenile Collection	62.44	54052	11/15/24
24410	10/31/24	BL CourierGrant-9 OCT24	80272444	210-5-35-10-890.000 Federal Grant Expenditure	238.86	54053	11/15/24
05380	11/05/24	2 Lincoln Postage October	1105244061	210-5-10-10-560.000 Postage	1009.75	54054	11/15/24
25330	10/28/24	STEEL ANGLE 1-1/4"x1-1/4"	285128	210-5-40-12-610.000 General Supplies	657.20	54055	11/15/24
37430	10/23/24	Fluid Film Undercoating	BC03310	210-5-40-12-430.000 R&M Vehicles & Equipment	675.00	54056	11/15/24
37430	10/30/24	Fluid Film Undercoating	BC03312	210-5-40-12-430.000 R&M Vehicles & Equipment	396.96	54056	11/15/24
37430	10/08/24	Work done on Truck #5	RC87199	210-5-40-12-430.000 R&M Vehicles & Equipment	6838.59	54056	11/15/24
37430	10/17/24	Repair on Truck #34	RC87293	210-5-40-12-430.000 R&M Vehicles & Equipment	7233.83	54056	11/15/24
37430	10/22/24	Inspection and fluid chan	RC87356	210-5-40-12-430.000 R&M Vehicles & Equipment	942.50	54056	11/15/24
37430	10/22/24	Work #6 Freightliner 108S	RC87358	210-5-40-12-430.000 R&M Vehicles & Equipment	12977.21	54056	11/15/24
80069	05/14/24	Professional Services fro	33703	210-5-40-13-330.000 Professional Services	2645.00	54057	11/15/24
18010	10/28/24	Flares 10 22 24	3446294	210-5-25-10-750.000 Machinery & Equipment	120.08	54058	11/15/24
03180	10/30/24	Alarm System Inspection	25663	210-5-41-26-400.000 Contracted Services	771.48	54059	11/15/24
03180	10/30/24	Security System Service	25664	210-5-41-26-431.000 R&M Buildings & Grounds	951.33	54059	11/15/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-40-12-622.200 Streetlight Electricity	151.14	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-41-26-622.000 Electricity	1836.32	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-41-22-622.000 Electricity	356.76	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-41-20-622.000 Electricity	356.76	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-41-23-622.000 Electricity	234.43	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-41-21-622.000 Electricity	752.66	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I	Service period: 10/9/24-1 271SH	210-5-40-12-622.000 Electricity	111.11	54060	11/15/24
09105	11/05/24	SECURE SHRED	EJRP Shred Service Nov 472844	210-5-30-10-330.000 Professional Services	24.00	54062	11/15/24
09105	11/05/24	SECURE SHRED	Shred bin 2 linc 472850	210-5-12-10-610.000 General Supplies	24.00	54062	11/15/24
29835	10/30/24	SHERWIN-WILLIAMS	Maint Supplies 60573A	210-5-30-12-610.000 General Supplies	26.98	54063	11/15/24
80163	09/26/24	SIBER SLED DOGS LLC	BL A+C Progrm NOV25 000074	210-5-35-10-895.000 State and Other Grant Exp	250.00	54064	11/15/24
80163	09/26/24	SIBER SLED DOGS LLC	BL A+C Progrm NOV25 000074	210-5-35-10-840.202 Childrens Programs	37.00	54064	11/15/24
80163	09/26/24	SIBER SLED DOGS LLC	BL A+C Progrm NOV25 000074	210-5-35-10-840.201 Adult Programs	38.00	54064	11/15/24
23855	10/24/24	SOUTHWORTH-MILTON, INC.	Battery for Generator 2218250B	210-5-41-22-431.000 R&M Buildings & Grounds	321.50	54065	11/15/24
23855	10/29/24	SOUTHWORTH-MILTON, INC.	EJFD Generator Service SCINV860385	210-5-41-22-431.000 R&M Buildings & Grounds	780.82	54065	11/15/24
36825	11/06/24	THE SMALL ENGINE CO INC	Switch for lawn mower 102719	210-5-30-12-610.000 General Supplies	46.70	54071	11/15/24
20865	11/05/24	TOWLE ANN	ELECTION WORKER 20241105 TO	210-5-12-10-120.000 Part Time Salaries	86.25	54073	11/15/24
21000	11/06/24	UNIFIRST CORPORATION	BL MatsService 112024 1080242382	210-5-41-21-400.000 Contracted Services	62.50	54075	11/15/24
19350	11/01/24	VERIZON CONNECT FLEET USA	SUBSCRIPTION Vehicle Trac 611000067618	210-5-35-10-505.000 Tech. Subs, Licenses	151.60	54078	11/15/24
25315	10/31/24	VESPA'S PIZZA PASTA & DEL	City Pizza Friday 103124D	210-5-30-10-610.000 General Supplies	136.00	54080	11/15/24
11935	10/25/24	VIKING-CIVES USA	GUTTER BROOM 4536729	210-5-40-12-610.000 General Supplies	577.50	54081	11/15/24
23395	11/06/24	VILLAGE HARDWARE - WILLIS	5PK 18mm Snap Blade and s 519115	210-5-40-12-810.112 Tree Advisory Committee	30.15	54082	11/15/24
23395	11/12/24	VILLAGE HARDWARE - WILLIS	3/16x4x6 Carb Hamm Bit 519143	210-5-40-12-610.000 General Supplies	11.38	54082	11/15/24
23395	11/13/24	VILLAGE HARDWARE - WILLIS	Glade 8.3OZ App Aerosol f 519156	210-5-40-12-610.000 General Supplies	16.12	54082	11/15/24
30210	09/23/24	VLCT	Welcoming and Engaging Co MIS20240047	210-5-11-10-500.000 Training, Conferences, Du	100.00	54083	11/15/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	11/08/24	VMERS DB 110800 Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	19723.26	54084	11/15/24
80130	11/08/24	VMERS DC 110800 Payroll Transfer PR-11/08/24	210-2-00-00-210.004 Retirement Payable	2916.40	54085	11/15/24
V2413	11/08/24	VT DEPT OF TAXES Payroll Transfer PR-11/08/24	210-2-00-00-210.003 State Inc Tax W/H	6086.54	E 111510	11/15/24
29825	10/22/24	VT GAS SYSTEMS MSP VT Gas Nov 157875610222	210-5-41-26-621.000 Natural Gas/Heating	81.36	54086	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	210-5-41-21-621.000 Natural Gas/Heating	215.40	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	210-5-41-23-621.000 Natural Gas/Heating	102.33	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	210-5-41-22-621.000 Natural Gas/Heating	80.17	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	210-5-40-12-621.000 Natural Gas/Heating	82.43	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	210-5-41-20-621.000 Natural Gas/Heating	128.04	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS MSP Gas November 810044102224	210-5-41-26-621.000 Natural Gas/Heating	90.94	54088	11/15/24
07565	10/25/24	W B MASON CO INC Brownell Cleaning Supplie 250065020	210-5-41-21-610.000 General Supplies	31.99	54091	11/15/24
07565	10/28/24	W B MASON CO INC MSP Trash Liners 250097557	210-5-30-12-610.000 General Supplies	465.24	54091	11/15/24
07565	10/30/24	W B MASON CO INC Office Supplies 250161858	210-5-30-10-610.000 General Supplies	22.98	54091	11/15/24
07565	10/31/24	W B MASON CO INC Acordian File Folder 250177946	210-5-12-10-610.000 General Supplies	33.29	54091	11/15/24
07565	11/01/24	W B MASON CO INC 2 Lincoln Trash Bags 250220331	210-5-41-20-431.000 R&M Buildings & Grounds	49.39	54091	11/15/24
07565	11/04/24	W B MASON CO INC 2 Lincoln Supplies Nov 20 250245341	210-5-10-10-610.000 General Supplies	82.97	54091	11/15/24
07565	11/05/24	W B MASON CO INC PS Trash Liners 250273416	210-5-30-12-610.000 General Supplies	86.98	54091	11/15/24
07565	11/08/24	W B MASON CO INC 2 Lincoln Cleaning Suppli 250369943	210-5-41-20-431.000 R&M Buildings & Grounds	27.40	54091	11/15/24
80164	10/15/24	WT COX INFORMATION SERV BL A.Mags+J.Mags OCT24 3141847	210-5-35-10-640.201 Adult Collection	6168.81	54093	11/15/24
80164	10/15/24	WT COX INFORMATION SERV BL A.Mags+J.Mags OCT24 3141847	210-5-35-10-640.202 Juvenile Collection	510.29	54093	11/15/24

11/15/24

City of Essex Junction Accounts Payable

04:00 pm

Check Warrant Report # 24061 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

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

343875.42

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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 \$ ***343,875.42
 Let this be your order for the payments of these amounts.

11/15/24

City of Essex Junction Accounts Payable

04:00 pm

Check Warrant Report # 24061 Current Prior Next FY Invoices For Fund (MEMORIAL PARK FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
32575	11/12/24	2 Bricks Memorial Park 11122024	221-5-00-00-431.000 R&M Buildings & Grounds	490.00	53972	11/15/24
Report Total				490.00		

To the Treasurer of City of Essex Junction, We Hereby certify
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listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *****490.00
Let this be your order for the payments of these amounts.

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25715	11/11/24	DONALD L. HAMLIN CONSULT Crescent Phase 2 Oct 2024 22822 111124	230-5-16-10-890.824 Cres. Connector	33490.34	53995	11/15/24
36240	11/05/24	DUBOIS & KING INC Crescent Connector Projec 1124001	230-5-16-10-890.824 Cres. Connector	847.01	53997	11/15/24
03280	10/04/24	ENGINEERS CONSTRUCTION IN Re: ESSEX JCT STP 5300 (1 8026	230-5-16-10-890.824 Cres. Connector	770989.28	54003	11/15/24
V10462	10/31/24	MONAGHAN SAFAR DUCHAM PL legal Oct 2024 Oct 2024	230-5-16-10-890.824 Cres. Connector	1461.90	54034	11/15/24
Report Total				806788.53		

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 \$ ***806,788.53
Let this be your order for the payments of these amounts.

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
80077	BREADLOAF CONSTRUCTION CO	10/31/24	2 Lincoln Renovations 23708-103124	Oct 232-5-41-20-890.832 2 Lincoln Street Renovati	61723.03	53975	11/15/24
25715	DONALD L. HAMLIN CONSULT	11/04/24	2 Lincoln Renovations 23-803092024	Sep 232-5-41-20-890.832 2 Lincoln Street Renovati	484.00	53995	11/15/24
39425	SCOTT & PARTNERS INC	11/07/24	2 Lincoln Renovations 5521	Oct 232-5-41-20-890.832 2 Lincoln Street Renovati	2725.00	54061	11/15/24
Report Total					64932.03		

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 \$ ****64,932.03
 Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	10/31/24	CHAMPLAIN WATER DISTRICT Water Oct 2024 103124	254-5-54-70-411.400 CWD Water Purchase - Glob	242183.77	53982	11/15/24
23435	10/31/24	CHAMPLAIN WATER DISTRICT Water Oct 2024 103124	254-5-54-70-411.400 CWD Water Purchase - Glob	4220.70	53982	11/15/24
23435	10/31/24	CHAMPLAIN WATER DISTRICT Water Oct 2024 103124	254-5-54-20-411.000 CWD Water Purchase	47017.17	53982	11/15/24
23435	10/31/24	CHAMPLAIN WATER DISTRICT Water Oct 2024 103124	254-5-54-20-411.000 CWD Water Purchase	819.40	53982	11/15/24
40855	11/13/24	CIGNA HEALTH AND LIFE INS Health Nov 2024 111324 7728	254-5-54-20-210.000 Group Insurance	3550.29	E 11155	11/15/24
25715	11/04/24	DONALD L. HAMLIN CONSULT Main Street North Indian 21806110424	254-5-54-70-723.004 Main St Water Line	1752.00	53995	11/15/24
25715	11/04/24	DONALD L. HAMLIN CONSULT Iroquois Ave waterline re 24807110424	254-5-54-70-723.005 Iriquois Ave Water Line	2002.01	53995	11/15/24
25715	11/04/24	DONALD L. HAMLIN CONSULT Railroad Avenue waterline 24819110424	254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	580.00	53995	11/15/24
40025	10/30/24	E J PRESCOTT INC 95E SERV BOX SLIP W/CVR 6412478	254-5-54-20-610.000 General Supplies	275.73	53998	11/15/24
05020	10/16/24	ESSEX JCT CITY OF Public Works Sewer/Water 101624PW	254-5-54-20-410.000 Water and Sewer Charges	47.38	E1115243	11/15/24
32035	11/07/24	GMWEA Event Registration Fall T 1089	254-5-54-20-500.000 Training, Conf, Dues	95.00	54015	11/15/24
V9454	08/21/21	LENNY'S SHOE & APP Uniform for Corey B. 4024346	254-5-54-20-612.000 Uniforms	325.00	54027	11/15/24
10110	10/30/24	MCGOVERN MECHANICAL CORP 10/18/24 - Residential wa 2147	254-5-54-70-750.001 Meter Replacement Program	900.00	54032	11/15/24
03070	10/31/24	MINUTEMAN PRESS UB Mailing Oct 2024 59169	254-5-54-20-560.000 Postage	625.77	54033	11/15/24
80059	11/11/24	MSK ENGINEERS Project 1461-001 ESSEX JU 17221	254-5-54-70-723.006 Service Line Inventoy	19209.27	54036	11/15/24
V2227	11/04/24	TI-SALES, INC. Neptune 360 Advanced Modu 0177485	254-5-54-20-505.000 Tech. Subs, Licenses	5306.84	54072	11/15/24
V2227	11/06/24	TI-SALES, INC. Test Bench Water Meter Te 0177599	254-5-54-20-610.000 General Supplies	70.00	54072	11/15/24
00710	10/31/24	UPS STORE Package 3568103124	254-5-54-20-610.000 General Supplies	12.73	54076	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	254-5-54-20-621.000 Natural Gas/Heating	43.07	54087	11/15/24

11/15/24

City of Essex Junction Accounts Payable

04:00 pm

Check Warrant Report # 24061 Current Prior Next FY Invoices For Fund (WATER FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

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

329036.13

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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 \$ ***329,036.13
 Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
42625	11/01/24	ALDRICH & ELLIOTT PC Prof Serv 9.29. 2024 to 1 82635	255-5-55-70-730.003 10 Year Engineer Evaluati	7170.00	53962	11/15/24
14685	10/31/24	ALLIANCE GROUP SERV LLC Cogen control, capacitor 076649	255-5-55-30-570.000 Other Purchased Services	1875.00	53964	11/15/24
14685	10/31/24	ALLIANCE GROUP SERV LLC Cogen control, capacitor 076649	255-5-55-30-435.000 COGEN	2179.65	53964	11/15/24
14685	10/31/24	ALLIANCE GROUP SERV LLC Capacitor replacement. 077518	255-5-55-30-431.000 R&M Buildings	335.00	53964	11/15/24
11375	11/01/24	CASELLA WASTE MANAGEMENT 10/31/24 2YD FL SERVICE M 3629813	255-5-55-30-421.000 Grit Disposal	1260.81	53977	11/15/24
23455	09/30/24	CHITTENDEN SOLID WASTE DI SEP24 Biosolids 20999	255-5-55-30-568.000 Biosolids Subcontractor	18412.88	53985	11/15/24
40855	11/13/24	CIGNA HEALTH AND LIFE INS Health Nov 2024 111324 7728	255-5-55-30-210.000 Group Insurance	6366.93	11155	11/15/24
17895	11/01/24	CLEAN NEST WW Facility Cleaning Oct 15425	255-5-55-30-330.000 Professional Services	325.44	53987	11/15/24
V10347	11/05/24	EHRlich PEST CONTROL MAINTENANCE 70240110	255-5-55-30-431.000 R&M Buildings	94.95	54000	11/15/24
V10734	10/21/24	ENCORE ESSEX JUNCTION SOL WWTP - Fixed Monthly Paym 2410WWTP	255-5-55-30-622.000 Electricity	2969.11	54001	11/15/24
06870	11/04/24	ENDYNE INC Essex Jct. WWTF TKN Only 511061	255-5-55-30-340.000 Technical Services	35.00	54002	11/15/24
06870	11/07/24	ENDYNE INC Essex Jct. WWTF TKN Only 511336	255-5-55-30-340.000 Technical Services	35.00	54002	11/15/24
06870	11/08/24	ENDYNE INC SHT NY Bi-Monthly 511604	255-5-55-30-568.000 Biosolids Subcontractor	1716.00	54002	11/15/24
05020	10/16/24	ESSEX JCT CITY OF WWTF Multi Sewer/Water ac 101624D	255-5-55-30-410.000 Water and Sewer Charges	2717.73	1115242	11/15/24
38955	10/29/24	F W WEBB COMPANY 0 CTRL VLV BRS 1/2 F BUNA 87952453	255-5-55-30-570.000 Other Purchased Services	80.00	54008	11/15/24
38955	10/30/24	F W WEBB COMPANY Hypo Chemical Tank equali 88001200	255-5-55-30-570.000 Other Purchased Services	439.09	54008	11/15/24
38955	10/31/24	F W WEBB COMPANY 0 SOLV CEM CLR PVC ALL WT 88020642	255-5-55-30-570.000 Other Purchased Services	19.30	54008	11/15/24
32035	10/31/24	GMWEA Membership Renewal Member 791	255-5-55-30-500.000 Training, Conf, Dues	300.00	54015	11/15/24
24785	10/30/24	GRAINGER CAM AND GROOVE COUPLING, 4 9299143447	255-5-55-30-610.000 General Supplies	43.62	54017	11/15/24
24785	11/05/24	GRAINGER SOLENOID VALVE, BRASS, NC, A 9305345473	255-5-55-30-570.000 Other Purchased Services	250.34	54017	11/15/24
V1093	10/23/24	HOLLAND CO., INC. Sodium Bisulfite Solution PI30151	255-5-55-30-619.000 Chemicals	4728.15	54021	11/15/24
80171	11/07/24	KOMLINE-SANDERSON CORP Hyd. Cylinder, 3.25x5 (St 42061611	255-5-55-30-570.000 Other Purchased Services	3527.32	54026	11/15/24
V10462	10/31/24	MONAGHAN SAFAR DUCHAM PL legal Oct 2024 Oct 2024	255-5-55-30-320.000 Legal Services	225.00	54034	11/15/24
V1661	11/04/24	NORTH CENTRAL LABORATORIE Supplies for lab 511363	255-5-55-30-618.000 Laboratory Supplies	1856.74	54041	11/15/24
19325	11/01/24	OPEN APPROACH INC November PS 2024 Comms 24537	255-5-55-30-340.000 Technical Services	130.00	54043	11/15/24

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	OPEN APPROACH INC	11/01/24	IT Services November 2024 24606	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	54043	11/15/24
V2159	SURPASS CHEMICAL CO INC	11/08/24	Sodium Hydroxide Membrane 391031	255-5-55-30-619.000 Chemicals	17402.41	54068	11/15/24
02970	USA BLUE BOOK INC	11/08/24	2.5 Gal PP Carboy w/Hose INV00537928	255-5-55-30-618.000 Laboratory Supplies	210.65	54077	11/15/24
29825	VT GAS SYSTEMS	10/22/24	09/18/24-10/17/24 24681	255-5-55-30-621.000 Natural Gas/Heating	549.60	54087	11/15/24
07565	W B MASON CO INC	11/05/24	Case of paper 250269155	255-5-55-30-610.000 General Supplies	39.99	54091	11/15/24
VI633	WILMINGTON TRUST	10/30/24	AR1-004 debt payment AR1-004 1030	255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	406.16	54092	11/15/24
VI633	WILMINGTON TRUST	10/30/24	AR1-004 debt payment AR1-004 1030	255-2-00-00-250.001 AR1-004	2731.66	54092	11/15/24
Report Total					78483.53		

To the Treasurer of City of Essex Junction, We Hereby certify
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aggregating \$ ****78,483.53
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
40855	11/13/24	CIGNA HEALTH AND LIFE INS Health Nov 2024 111324 7728	256-5-56-40-210.000 Group Insurance	2331.64	E 11155	11/15/24
05020	10/16/24	ESSEX JCT CITY OF WWTF Multi Sewer/Water ac 101624D	256-5-56-40-410.000 Water and Sewer Charges	130.85	E1115242	11/15/24
07010	11/08/24	GREEN MOUNTAIN POWER CORP Multi solar accounts 10/9 110824D	256-5-56-40-622.000 Electricity	119.81	54018	11/15/24
07010	11/08/24	GREEN MOUNTAIN POWER CORP Multi solar accounts 10/9 110824D	256-5-56-40-434.002 West Street PS Costs	86.28	54018	11/15/24
07010	11/08/24	GREEN MOUNTAIN POWER CORP Multi solar accounts 10/9 110824D	256-5-56-40-434.001 Susie Wilson PS Costs	94.75	54018	11/15/24
10110	10/30/24	MCGOVERN MECHANICAL CORP 10/18/24 - Residential wa 2147	256-5-56-70-750.001 Meter Replacement Program	1800.00	54032	11/15/24
03070	10/31/24	MINUTEMAN PRESS UB Mailing Oct 2024 59169	256-5-56-40-560.000 Postage	1270.51	54033	11/15/24
19325	11/01/24	OPEN APPROACH INC November PS 2024 Comms 24537	256-5-56-40-340.000 Technical Services	560.00	54043	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I Service period: 10/9/24-1 271SH	256-5-56-40-434.001 Susie Wilson PS Costs	333.16	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I Service period: 10/9/24-1 271SH	256-5-56-40-622.000 Electricity	472.98	54060	11/15/24
17505	11/11/24	SAND HILL SOLAR LLC KSI I Service period: 10/9/24-1 271SH	256-5-56-40-434.002 West Street PS Costs	424.70	54060	11/15/24
36130	10/23/24	VERIZON WIRELESS VSAT Pump Stations September 2 9977092504	256-5-56-40-434.002 West Street PS Costs	78.43	54079	11/15/24
36130	10/23/24	VERIZON WIRELESS VSAT Pump Stations September 2 9977092504	256-5-56-40-433.000 R&M Infrastructure	304.50	54079	11/15/24
36130	10/23/24	VERIZON WIRELESS VSAT Pump Stations September 2 9977092504	256-5-56-40-434.001 Susie Wilson PS Costs	78.43	54079	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	256-5-56-40-621.000 Natural Gas/Heating	51.45	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	256-5-56-40-434.002 West Street PS Costs	46.83	54087	11/15/24
29825	10/22/24	VT GAS SYSTEMS 09/18/24-10/17/24 24681	256-5-56-40-434.001 Susie Wilson PS Costs	45.89	54087	11/15/24
VI633	10/30/24	WILMINGTON TRUST AR1-004 debt payment AR1-004 1030	256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	1837.81	54092	11/15/24
VI633	10/30/24	WILMINGTON TRUST AR1-004 debt payment AR1-004 1030	256-2-00-00-250.001 AR1-004	12360.41	54092	11/15/24

11/15/24

City of Essex Junction Accounts Payable

04:00 pm

Check Warrant Report # 24061 Current Prior Next FY Invoices For Fund (SANITATION FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

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

22428.43

To the Treasurer of City of Essex Junction, We Hereby certify
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 aggregating \$ ****22,428.43
 Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06490	10/01/24	Park St Fence 100124D	259-5-30-16-330.000 Professional Services	1381.69	53959	11/15/24
07305	10/31/24	Pool Chemicals 5511541851	259-5-30-11-431.000 R&M Buildings & Grounds	211.40	53961	11/15/24
19815	11/04/24	Preschool Supplies 13TM3DL6HNVY	259-5-30-16-610.000 General Supplies	384.98	53966	11/15/24
19815	11/05/24	Preschool Supplies 166DL6YRD4KP	259-5-30-16-610.000 General Supplies	73.78	53966	11/15/24
19815	11/01/24	Preschool Supplies 17JKC7N6RF69	259-5-30-16-610.000 General Supplies	945.65	53966	11/15/24
19815	11/04/24	RK CPR Supplies 1C1V7HPVH4X7	259-5-30-15-610.000 General Supplies	15.98	53966	11/15/24
19815	11/11/24	RK MSP Summit/Hia Supplie 1CNJQ4GVGCF9	259-5-30-15-610.000 General Supplies	14.34	53966	11/15/24
19815	11/04/24	VC Supplies 1FQPXFGR13T7	259-5-30-15-610.000 General Supplies	140.07	53966	11/15/24
19815	11/08/24	RK MSP EES Supplies 1KVF3VVQJ7TH	259-5-30-15-610.000 General Supplies	173.86	53966	11/15/24
19815	10/31/24	Preschool Supplies 1L737DH4HGFP	259-5-30-16-610.000 General Supplies	141.15	53966	11/15/24
19815	11/09/24	RK EES Supplies 1MPHK7X3RDF1	259-5-30-15-610.000 General Supplies	113.71	53966	11/15/24
19815	11/06/24	RK Hiawatha Supplies 1N7VTQVMJ6FW	259-5-30-15-610.000 General Supplies	159.00	53966	11/15/24
19815	10/31/24	RK Hiawatha Supplies 1NDK7G1LDTF1	259-5-30-15-610.000 General Supplies	10.60	53966	11/15/24
19815	11/06/24	RK Hiawatha Supplies 1XL7L7F6JD1K	259-5-30-15-610.000 General Supplies	41.49	53966	11/15/24
19815	11/11/24	RK FMS Supplies 1XQYRKFLHFRQ	259-5-30-15-610.000 General Supplies	65.41	53966	11/15/24
25370	11/21/24	RK EES 11/21 112124D	259-5-30-15-330.000 Professional Services	275.00	53973	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	259-5-30-15-210.000 Group Insurance	6499.36 E	11155	11/15/24
40855	11/13/24	Health Nov 2024 111324 7728	259-5-30-16-210.000 Group Insurance	8936.65 E	11155	11/15/24
17895	11/01/24	EJRP Cleaning October 15422	259-5-30-16-420.000 Cleaning Services	3293.58	53987	11/15/24
25120	11/07/24	EJRP Timesheets October 440105	259-5-30-10-505.000 Tech. Subs, Licenses	896.00	53989	11/15/24
31545	10/29/24	Preschool Supplies 102924D	259-5-30-16-610.000 General Supplies	110.95	53991	11/15/24
80025	11/12/24	RK Refund - Desranleau \$6 198436	259-4-30-15-020.313 Childcare - AS	654.00	53994	11/15/24
05020	10/16/24	West St Gardens Water 203762361	259-5-30-14-410.000 Water and Sewer Charges	601.09 E	11152	11/15/24
80168	10/09/24	Anything Goes Trip 11/23 135	259-5-30-14-610.000 General Supplies	240.00	54012	11/15/24
80025	11/06/24	RecKids Refund - Healy \$7 198337	259-4-30-15-020.313 Childcare - AS	759.00	54019	11/15/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80025	11/04/24	RecKids Refund - Hill	\$71 198176	259-4-30-15-020.313 Childcare - AS	719.00	54020	11/15/24
28895	10/05/24	Kindermusik October	1028	259-5-30-14-330.000 Professional Services	1344.00	54025	11/15/24
80126	11/12/24	Art Club Nov-Dec	111224D	259-5-30-14-330.000 Professional Services	4743.00	54029	11/15/24
80025	11/05/24	RecKids Refund - Mason	\$6 198300	259-4-30-15-020.313 Childcare - AS	654.00	54030	11/15/24
80025	11/06/24	RecKids Refund - Moore	\$7 198332	259-4-30-15-020.313 Childcare - AS	706.00	54035	11/15/24
80052	10/16/24	Pumpkin Palooza	101624D	259-5-30-14-610.000 General Supplies	5520.00	54040	11/15/24
80025	11/05/24	RecKids Refund - Ojala	\$5 198301	259-4-30-15-020.313 Childcare - AS	574.00	54042	11/15/24
19325	11/01/24	PS Dell Latitude	24638	259-5-30-16-610.000 General Supplies	1240.00	54043	11/15/24
80025	11/05/24	RecKids Refund - Palardy	198316	259-4-30-15-020.313 Childcare - AS	1244.00	54046	11/15/24
29425	10/29/24	MSP Sum/Hia K Snack	272007	259-5-30-15-610.000 General Supplies	90.43	54048	11/15/24
29425	10/29/24	RK EES Snack	272540	259-5-30-15-610.000 General Supplies	94.11	54048	11/15/24
29425	10/31/24	Vac Camp Snack	273850	259-5-30-15-610.000 General Supplies	48.95	54048	11/15/24
29425	10/31/24	RK Summit Snack	273891	259-5-30-15-610.000 General Supplies	167.57	54048	11/15/24
29425	10/31/24	Vac Camp Snack	273899	259-5-30-15-610.000 General Supplies	66.32	54048	11/15/24
29425	10/31/24	Vac Camp Snack	273902	259-5-30-15-610.000 General Supplies	27.12	54048	11/15/24
29425	11/04/24	RK MSP EES Snack	274296	259-5-30-15-610.000 General Supplies	322.34	54048	11/15/24
29425	11/04/24	RK Hiawatha Snack	274503	259-5-30-15-610.000 General Supplies	84.09	54048	11/15/24
29425	11/05/24	RK Sum/Hia K Snack	276001	259-5-30-15-610.000 General Supplies	128.59	54048	11/15/24
29425	11/05/24	RK EES Snack	276227	259-5-30-15-610.000 General Supplies	276.55	54048	11/15/24
29425	11/05/24	RK FMS Snack	276566	259-5-30-15-610.000 General Supplies	148.32	54048	11/15/24
29425	11/06/24	RK Westford Snack	276827	259-5-30-15-610.000 General Supplies	153.85	54048	11/15/24
29425	11/06/24	RK Summit Snack	277464	259-5-30-15-610.000 General Supplies	132.40	54048	11/15/24
29425	11/06/24	RK Fleming Snack	277466	259-5-30-15-610.000 General Supplies	222.35	54048	11/15/24
29425	11/11/24	RK MSP Sum/Hia Snack	279202	259-5-30-15-610.000 General Supplies	70.46	54048	11/15/24
29425	11/11/24	RK Westford Snack	279577	259-5-30-15-610.000 General Supplies	47.06	54048	11/15/24

For Check Acct 01 (GENERAL FUND) All check #s 11/15/24 To 11/15/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	11/11/24	RK FMS Snack 279626	259-5-30-15-610.000 General Supplies	210.80	54048	11/15/24
45825	SPARE TIME	11/01/24	Vac Camp 11/1 44130940	259-5-30-15-330.000 Professional Services	792.00	54066	11/15/24
23495	STUDENT TRANSPORTATION OF	11/07/24	Vac Camp Bus 11/1 70280658	259-5-30-15-580.000 Travel	1158.76	54067	11/15/24
14695	THE BIG BLUE TRUNK	11/05/24	Train Hop 12/13 2657	259-5-30-14-330.000 Professional Services	525.00	54069	11/15/24
27970	THE PORTABLE MINI GOLF CO	10/30/24	EES RK 10/16 000401	259-5-30-15-330.000 Professional Services	350.00	54070	11/15/24
80025	TRACY, KIRSTEN	11/07/24	RecKids Refund - Tracy \$1 198354	259-4-30-15-020.313 Childcare - AS	1244.00	54074	11/15/24
06195	VT INSTITUTE OF NATURAL S	11/11/24	RK MSP EES K 11/14 RP570	259-5-30-15-330.000 Professional Services	492.50	54089	11/15/24
38200	VT RECREATION & PARKS ASS	11/05/24	VRPA Track Meet 110524D	259-5-30-14-610.000 General Supplies	416.00	54090	11/15/24
Report Total					50152.31		

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 \$ ****50,152.31
Let this be your order for the payments of these amounts.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	11/11/24	Hyd Fluid 455243165	210-5-30-12-610.000 General Supplies	77.78	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/14/24	TRAILER CONNECTOR 1 EA 64 552431952908	210-5-40-12-610.000 General Supplies	4.99	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/14/24	TRAILER CONNECTOR 1 EA 64 552431952915	210-5-40-12-610.000 General Supplies	9.98	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/14/24	Hyd hose 552431992952	210-5-40-12-430.000 R&M Vehicles & Equipment	79.57	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/15/24	Supplies for the shop 552432052931	210-5-40-12-610.000 General Supplies	73.80	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/15/24	Repair parts for Truck #6 552432052942	210-5-40-12-430.000 R&M Vehicles & Equipment	9.29	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/18/24	Shop supplies 552432322355	210-5-40-12-610.000 General Supplies	34.99	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/18/24	Repair parts for Truck #7 552432322356	210-5-40-12-430.000 R&M Vehicles & Equipment	24.21	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/18/24	Repair Supplies for Truck 552432322372	210-5-40-12-430.000 R&M Vehicles & Equipment	14.62	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/20/24	Supplies for the shop 552432522449	210-5-40-12-610.000 General Supplies	30.69	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/20/24	Supplies for Public works 552432549185	210-5-40-12-610.000 General Supplies	197.25	54094	11/26/24
05290	ADVANCE AUTO PARTS	11/21/24	Supplies for the shop 552432622480	210-5-40-12-610.000 General Supplies	24.72	54094	11/26/24
19815	AMAZON CAPITAL SERVICES	11/12/24	Seniors Supplies 14NDYD6QJY44	210-5-30-10-610.000 General Supplies	261.92	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/16/24	BL APrograms NOV24 1CJ4C7LQM7F9	210-5-35-10-840.201 Adult Programs	78.26	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/14/24	Park Supplies 1FRPFN6D41HN	210-5-30-12-610.000 General Supplies	19.83	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/13/24	BL JBooks NOV24 1H41CCRF9JH4	210-5-35-10-640.202 Juvenile Collection	75.02	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/12/24	Office Supplies 1HN61GCKMY1N	210-5-30-10-610.000 General Supplies	34.89	54097	11/26/24
29410	BERGENDAHL DOROTHY	11/20/24	BL BrdStipend NOV24 BERG112024	210-5-35-10-190.000 Board Member Payments	50.00	54101	11/26/24
30125	BIEBER PHILLIP	11/14/24	Stipend BWAC November 202 111424Bieber	210-5-16-10-190.000 Board member Payments	50.00	54102	11/26/24
80017	BOWKER ERIC	11/14/24	Stipend BWAC November 202 111424Bowker	210-5-16-10-190.000 Board member Payments	50.00	54103	11/26/24
16030	BROWN ELECTRIC	04/03/24	Past Due: Provide labor a 38654	210-5-40-12-610.200 Streetlight Supplies	394.00	54104	11/26/24
16030	BROWN ELECTRIC	11/08/24	81 Main St. Crosswalk Pro 39214	210-5-40-12-572.000 Traffic Control	404.00	54104	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	210-5-17-10-850.000 Community Events and Cele	4.99	54105	11/26/24
26395	CCRPC	09/30/24	Drainage Assessment - wor 2022-1130	210-5-40-13-899.000 Matching Grant Funds	694.00	54106	11/26/24
V10617	CHADWICK-BAROSS	11/15/24	Repair of 015 BB SW-4S Eq L10496	210-5-40-12-430.000 R&M Vehicles & Equipment	8305.55	54107	11/26/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
21120	11/14/24	CHAMPLAIN MEDICAL URGENT	DOT PHYSICAL 11-14-24 00070959-00	210-5-25-10-330.000 Professional Services	110.00	54108	11/26/24
21210	11/21/24	CINTAS LOC # 68M 71 M	Shop supplies 4212288828	210-5-40-12-610.000 General Supplies	180.41	54111	11/26/24
21210	11/15/24	CINTAS LOC # 68M 71 M	SERVICE - Cabinet Organiz 5239908410	210-5-40-12-610.000 General Supplies	35.40	54111	11/26/24
30100	11/15/24	COBRAHELP	COBRA HELPS Dec 24 326630	210-5-10-10-330.000 Professional Services	44.20	54113	11/26/24
17025	11/18/24	COONRADT AMY	Recording Secretary City 0194	210-5-11-10-330.000 Professtional Services	216.00	54114	11/26/24
24305	11/15/24	DEMCO INC	BL Supplies NOV24 7568962	210-5-35-10-610.000 General Supplies	919.50	54116	11/26/24
25715	10/14/24	DONALD L. HAMLIN CONSULT	Amtrak Grant Imp Aug 2024 22811 101424	210-5-16-10-330.000 Professional Services	405.00	54117	11/26/24
25715	11/11/24	DONALD L. HAMLIN CONSULT	Amtrak Grant Oct 2024 bld 22811 111124	210-5-16-10-330.000 Professional Services	720.00	54117	11/26/24
25715	10/14/24	DONALD L. HAMLIN CONSULT	Amtrak Platform August 20 24802 101424	210-5-40-12-330.000 Professional Services	195.00	54117	11/26/24
25715	11/11/24	DONALD L. HAMLIN CONSULT	Amtrak Platform Oct 2024 24802 111124	210-5-40-12-330.000 Professional Services	146.25	54117	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT	TRC Old Colchester Oct 2 24810 11132A	210-5-16-10-330.000 Professional Services	372.01	54117	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT	Hotel Pre CO inspection 24810 11132B	210-1-00-00-130.002 Exchange - Billable	326.43	54117	11/26/24
25715	11/04/24	DONALD L. HAMLIN CONSULT	Code updates Sept 2024 24813 11042A	210-5-16-10-330.000 Professional Services	740.00	54117	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT	EJ-Pavement Marking Inven 24820 111324	210-5-40-12-330.000 Professional Services	138.75	54117	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT	Engineering 49 Pearl Stre 24822 111324	210-5-16-10-330.000 Professional Services	92.50	54117	11/26/24
80021	10/29/24	FIRST NATIONAL BANK OF OM	2 Lincoln Supplies Octobe 0837067	210-5-10-10-610.000 General Supplies	62.44	54123	11/26/24
80021	10/17/24	FIRST NATIONAL BANK OF OM	Mun Day Clemens McCormick 10775210189	210-5-16-10-500.000 Training, Conf, Dues	70.00	54123	11/26/24
80021	11/06/24	FIRST NATIONAL BANK OF OM	VT Development Conference 10998271583	210-5-10-10-500.000 Training, Conf, Dues	190.00	54123	11/26/24
80021	11/01/24	FIRST NATIONAL BANK OF OM	GOCO Nov 2024 142547	210-5-10-10-505.000 Tech. Subs, Licenses	734.68	54123	11/26/24
80021	11/07/24	FIRST NATIONAL BANK OF OM	VT Housing Conf PC 14749-15375	210-5-16-10-500.000 Training, Conf, Dues	570.00	54123	11/26/24
80021	11/06/24	FIRST NATIONAL BANK OF OM	CIGNA WELLNESS VISA CARDS 17471	210-5-10-10-210.000 Group Insurance	906.80	54123	11/26/24
80021	11/05/24	FIRST NATIONAL BANK OF OM	Wellness Benefit Gift Car 4130639	210-5-10-10-210.000 Group Insurance	3325.00	54123	11/26/24
80021	11/07/24	FIRST NATIONAL BANK OF OM	Admin time tracking Oct 2 440046	210-5-13-10-505.000 Tech. Subs, Licenses	280.00	54123	11/26/24
80021	11/07/24	FIRST NATIONAL BANK OF OM	Brownell time tracking Oc 440484	210-5-13-10-505.000 Tech. Subs, Licenses	204.00	54123	11/26/24
80021	10/30/24	FIRST NATIONAL BANK OF OM	Delta Drill Press Safety 4501266650	210-5-40-12-610.000 General Supplies	47.26	54123	11/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	10/29/24	FIRST NATIONAL BANK OF OM Fire Dept. supplies 5201037	210-5-25-10-610.000 General Supplies	19.76	54123	11/26/24
80021	11/04/24	FIRST NATIONAL BANK OF OM VT Housing Conf CYuen JNNQDYFHMBG	210-5-16-10-500.000 Training, Conf, Dues	190.00	54123	11/26/24
80021	10/29/24	FIRST NATIONAL BANK OF OM TAC Greatest Tree Contest TAC10292024	210-5-40-12-810.112 Tree Advisory Committee	215.85	54123	11/26/24
244635	10/22/24	FIRST NATIONAL BANK OMAHA Managers Luncheon 102224 102224	210-5-10-10-500.000 Training, Conf, Dues	18.61	54125	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-640.202 Juvenile Collection	315.04	54126	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-840.201 Adult Programs	15.80	54126	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-840.202 Childrens Programs	19.08	54126	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-500.000 Training, Conf, Dues	510.58	54126	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-610.000 General Supplies	297.30	54126	11/26/24
21845	11/19/24	FIRST NATIONAL BANK OMAHA BL Assrted NOV24 0017 1124	210-5-35-10-505.000 Tech. Subs, Licenses	385.61	54126	11/26/24
21835	10/26/24	FIRST NATIONAL BANK OMAHA Pizza for Crew Working Pu 28850	210-5-25-10-610.000 General Supplies	120.95	54127	11/26/24
25410	11/19/24	FIRST NATIONAL BANK OMAHA Postage 480518	210-5-12-10-560.000 Postage	84.00	54128	11/26/24
16000	11/14/24	FISHER AUTO PARTS Supplies for truck in Pub 485263	210-5-40-12-430.000 R&M Vehicles & Equipment	182.39	54129	11/26/24
16000	11/20/24	FISHER AUTO PARTS Fluids for Truck #15 and 485890	210-5-40-12-430.000 R&M Vehicles & Equipment	137.02	54129	11/26/24
16000	11/21/24	FISHER AUTO PARTS Supplies for Truck #7 486089	210-5-40-12-430.000 R&M Vehicles & Equipment	244.38	54129	11/26/24
20470	10/31/24	GLOBAL MONTELLO ATT: FLEE Oct Vehicle fuel 322016	210-5-25-10-626.000 Gasoline	413.01	54131	11/26/24
20470	10/31/24	GLOBAL MONTELLO ATT: FLEE Oct Vehicle fuel 322016	210-5-30-12-626.000 Gasoline	292.82	54131	11/26/24
20470	10/31/24	GLOBAL MONTELLO ATT: FLEE Oct Vehicle fuel 322016	210-5-40-12-626.000 Gasoline	1638.73	54131	11/26/24
80139	10/29/24	GOLDRING, LESLIE TAC Stipend October 2024 102924Goldri	210-5-40-12-190.000 Board Member Payments	50.00	54132	11/26/24
07010	11/14/24	GREEN MOUNTAIN POWER CORP Non solar accounts 10/13/ 111424NS	210-5-40-12-622.000 Electricity	847.32	54134	11/26/24
07010	11/14/24	GREEN MOUNTAIN POWER CORP Non solar accounts 10/13/ 111424NS	210-5-40-12-622.200 Streetlight Electricity	11539.21	54134	11/26/24
07010	11/08/24	GREEN MOUNTAIN POWER CORP MSP Power Nov 112475MAPLE2	210-5-41-26-622.000 Electricity	45.73	54135	11/26/24
07010	11/08/24	GREEN MOUNTAIN POWER CORP MSP Power Nov 112475Maple	210-5-41-26-622.000 Electricity	315.99	54136	11/26/24
07010	11/15/24	GREEN MOUNTAIN POWER CORP Railroad xing 1016-11.15. 3616111524	210-5-40-12-622.200 Streetlight Electricity	452.75	54138	11/26/24
07010	11/15/24	GREEN MOUNTAIN POWER CORP Park/ RRsignal 1016-11152 8592111524	210-5-40-12-622.200 Streetlight Electricity	148.77	54139	11/26/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80091	11/20/24	BL BrdStipend NOV24	HERG112024	210-5-35-10-190.000 Board Member Payments	50.00	54140	11/26/24
21335	09/28/24	Seniors Cribbage Sept	092824D	210-5-30-10-330.000 Professional Services	200.00	54142	11/26/24
21335	10/29/24	Seniors October	10292024	210-5-30-10-330.000 Professional Services	500.00	54142	11/26/24
21335	10/29/24	Seniors Wed Rental Oct	102924D1	210-5-30-10-330.000 Professional Services	200.00	54142	11/26/24
21335	10/29/24	Senior Luncheon Rental Oc	102924D2	210-5-30-10-330.000 Professional Services	375.00	54142	11/26/24
80087	11/10/24	Copier Lease November 202	542305446	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	54144	11/26/24
80087	11/10/24	Copier Lease November 202	542305446	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	54144	11/26/24
80087	11/10/24	Copier Lease November 202	542305446	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	54144	11/26/24
80087	11/10/24	Copier Lease November 202	542305446	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	54144	11/26/24
V9454	11/20/24	Boots for Jamie McMahon i	4036919	210-5-40-12-612.000 Uniforms	145.00	54148	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-30-12-210.000 Group Insurance	73.20	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-16-10-210.000 Group Insurance	103.85	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-30-10-210.000 Group Insurance	219.60	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-40-13-210.000 Group Insurance	12.08	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-35-10-210.000 Group Insurance	256.20	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-13-10-210.000 Group Insurance	146.40	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-40-12-210.000 Group Insurance	124.27	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-12-10-210.000 Group Insurance	73.20	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024	1659182	210-5-10-10-210.000 Group Insurance	146.40	54149	11/26/24
26920	11/11/24	PC Minutes Nov 7 2024	30	210-5-16-10-330.000 Professional Services	120.00	54151	11/26/24
24620	11/19/24	Turn indicator light assy	1660068	210-5-40-12-430.000 R&M Vehicles & Equipment	63.16	54152	11/26/24
24960	11/15/24	Dental Dec 2024	111524 6197	210-5-30-12-210.000 Group Insurance	110.02	54153	11/26/24
24960	11/15/24	Dental Dec 2024	111524 6197	210-5-13-10-210.000 Group Insurance	382.50	54153	11/26/24
24960	11/15/24	Dental Dec 2024	111524 6197	210-5-30-10-210.000 Group Insurance	791.22	54153	11/26/24
24960	11/15/24	Dental Dec 2024	111524 6197	210-5-16-10-210.000 Group Insurance	147.89	54153	11/26/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024	111524 6197	210-5-35-10-210.000 Group Insurance	466.30	54153	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024	111524 6197	210-5-10-10-210.000 Group Insurance	416.78	54153	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024	111524 6197	210-5-40-12-210.000 Group Insurance	411.62	54153	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024	111524 6197	210-5-12-10-210.000 Group Insurance	72.15	54153	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024	111524 6197	210-5-40-13-210.000 Group Insurance	23.81	54153	11/26/24
80081	11/14/24	O'BRIEN JOHN Stipend BWAC November 202	111424OBrien	210-5-16-10-190.000 Board member Payments	50.00	54155	11/26/24
V10554	11/21/24	PHOENIX BOOKS BURLINGTON BL ABooks NOV24	1327279	210-5-35-10-640.201 Adult Collection	38.40	54159	11/26/24
25140	11/08/24	PIKE INDUSTRIES INC Asphalt Maple St., Pearl	1307414	210-5-40-12-605.000 Summer Construction Suppl	226.48	54160	11/26/24
80054	11/07/24	PLAYAWAY PRODUCTS LLC BL JAudBooks NOV24	480748	210-5-35-10-640.202 Juvenile Collection	69.94	54161	11/26/24
80069	11/12/24	RAFTELLIS FINANCIAL CONSU Professional Services fro	36333	210-5-40-13-330.000 Professional Services	3760.00	54163	11/26/24
00275	11/13/24	SB SIGNS INC lawn signs	31334	210-5-12-10-610.000 General Supplies	112.50	54165	11/26/24
42565	11/06/24	SEVEN DAYS DRB Meeting Nov 2024	242445	210-5-16-10-540.000 Advertising	94.64	54167	11/26/24
29835	11/18/24	SHERWIN-WILLIAMS 9" HEAVY DUTY 5-WIRE pol	68584	210-5-13-10-610.000 General Supplies	22.07	54168	11/26/24
80140	10/29/24	SHORTSLEEVE, ANDREA TAC Stipend October 2024	102924Shorts	210-5-40-12-190.000 Board Member Payments	50.00	54169	11/26/24
23855	11/18/24	SOUTHWORTH-MILTON, INC. Parts for repair - Elemen	3413560	210-5-40-12-430.000 R&M Vehicles & Equipment	116.00	54170	11/26/24
29090	11/14/24	SUNBELT RENTALS Lynch Pins	000162138474	210-5-13-10-610.000 General Supplies	13.29	54171	11/26/24
11935	11/07/24	VIKING-CIVES USA Replacement light for Tru	4537012	210-5-40-12-430.000 R&M Vehicles & Equipment	180.00	54174	11/26/24
11935	11/07/24	VIKING-CIVES USA JOHNSTON GUTTER BROOMS fo	4537034	210-5-40-12-610.000 General Supplies	316.00	54174	11/26/24
11935	11/18/24	VIKING-CIVES USA Blades for Public Works	4537361	210-5-40-12-610.000 General Supplies	1155.00	54174	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-30-12-210.000 Group Insurance	23.69	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-35-10-210.000 Group Insurance	96.20	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-30-10-210.000 Group Insurance	150.78	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-13-10-210.000 Group Insurance	73.95	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-10-10-210.000 Group Insurance	73.95	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024	821708621	210-5-12-10-210.000 Group Insurance	14.02	54176	11/26/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024 821708621	210-5-40-12-210.000 Group Insurance	88.63	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024 821708621	210-5-16-10-210.000 Group Insurance	33.36	54176	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024 821708621	210-5-40-13-210.000 Group Insurance	4.63	54176	11/26/24
28470	11/22/24	VMERS DB 110800 Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	20506.69	54177	11/26/24
80130	11/22/24	VMERS DC 110800 Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	2990.62	54178	11/26/24
07565	11/11/24	W B MASON CO INC MSP Vacuum 250394582	210-5-30-12-610.000 General Supplies	242.11	54179	11/26/24
05375	11/22/24	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-11/22/24	210-2-00-00-210.005 Misc Deductions Payable	170.00 E	11261	11/26/24
17140	11/22/24	THE EDGE (VILLAGE) Payroll Transfer PR-11/22/24	210-2-00-00-210.005 Misc Deductions Payable	365.75 E	11262	11/26/24
17425	11/22/24	ICMA ROTH PLAN 706287 Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	150.00 E	11263	11/26/24
80158	11/22/24	MISSION SQUARE TRADITINAL Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	269.23 E	11264	11/26/24
V1160	11/22/24	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	4698.33 E	11265	11/26/24
V1161	11/22/24	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-11/22/24	210-2-00-00-210.004 Retirement Payable	6098.10 E	11266	11/26/24
V1165	11/22/24	INTERNAL REVENUE SERVICE Payroll Transfer PR-11/22/24	210-2-00-00-210.002 Federal Inc Tax W/H	47400.16 E	11267	11/26/24
V2413	11/22/24	VT DEPT OF TAXES Payroll Transfer PR-11/22/24	210-2-00-00-210.003 State Inc Tax W/H	6440.36 E	11268	11/26/24
05375	11/08/24	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-11/08/24	210-2-00-00-210.005 Misc Deductions Payable	170.00 E	112524	11/25/24
25715	11/11/24	DONALD L. HAMLIN CONSULT Pocket Park Oct 2024 22815 111124	220-5-00-00-720.002 1 Main; Road Res-Q	180.00	54117	11/26/24
25715	11/19/24	DONALD L. HAMLIN CONSULT Crescent Connector Nov 5 22822 111924	230-5-16-10-890.824 Cres. Connector	4987.74	54117	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT Cascade Park Plans Oct 20 24810 111324	233-5-00-00-730.002 Buildings & Facilities	97.50	54117	11/26/24
80010	11/25/24	CLARK, SARAH Utility Refund Clark 002107 REF	254-2-00-00-200.002 Overpayments Payable	267.77	54112	11/26/24
25715	11/13/24	DONALD L. HAMLIN CONSULT CEJ-Main Street Waterline 21806 111324	254-5-54-70-723.004 Main St Water Line	230.68	54117	11/26/24
20470	10/31/24	GLOBAL MONTELLO ATT: FLEE Oct Vehicle fuel 322016	254-5-54-20-626.000 Gasoline	265.12	54131	11/26/24
07010	11/14/24	GREEN MOUNTAIN POWER CORP Non solar accounts 10/13/ 111424NS	254-5-54-20-622.000 Electricity	91.12	54134	11/26/24
27840	11/18/24	MADISON NATIONAL LIFE INS Life Ins Dec 2024 1659182	254-5-54-20-210.000 Group Insurance	51.24	54149	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024 111524 6197	254-5-54-20-210.000 Group Insurance	197.17	54153	11/26/24
V2227	11/14/24	TI-SALES, INC. Neptune T-10 Meter Integr 0177897	254-5-54-70-750.001 Meter Replacement Program	416.12	54172	11/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
21230	VISION SERVICE PLAN (CT)	11/19/24	Vision Dec 2024 821708621	254-5-54-20-210.000 Group Insurance	36.83	54176	11/26/24
05290	ADVANCE AUTO PARTS	11/14/24	Washer fluid for vehicles 552431949060	255-5-55-30-430.000 R&M Vehicles & Equipment	40.92	54094	11/26/24
14685	ALLIANCE GROUP SERV LLC	08/31/24	Repair to Lab Heat pump N 075410	255-5-55-30-431.000 R&M Buildings	285.00	54096	11/26/24
26290	CHAMPLIN ASSOC. INC.	10/28/24	Service Call - 10/21/2024 5027	255-5-55-30-570.000 Other Purchased Services	318.00	54109	11/26/24
23455	CHITTENDEN SOLID WASTE DI	11/12/24	Disposal of waste 11004085	255-5-55-30-421.000 Grit Disposal	717.65	54110	11/26/24
25715	DONALD L. HAMLIN CONSULT	11/13/24	49 Pearl St - October 1 - 24822 11132A	255-5-55-30-330.000 Professional Services	92.50	54117	11/26/24
06870	ENDYNE INC	11/15/24	Essex Jct. WWTF TKN 512217	255-5-55-30-340.000 Technical Services	35.00	54119	11/26/24
06870	ENDYNE INC	11/18/24	Essex Jct. BioSolids Land 512352	255-5-55-30-567.000 Biosolids Land Applicatio	6090.00	54119	11/26/24
06870	ENDYNE INC	11/18/24	PFAS Crop tissue test for 512383	255-5-55-30-568.000 Biosolids Subcontractor	5640.00	54119	11/26/24
04640	FASTENAL INDUSTRIAL & CON	11/12/24	HWE16050B RubberHose 1369 VTBUR333143	255-5-55-30-610.000 General Supplies	65.03	54121	11/26/24
29280	FIRST NATIONAL BANK OMAH	11/19/24	WWTF Visa 10/23/24-11/14/ 0481111924	255-5-55-30-435.000 COGEN	8.99	54122	11/26/24
29280	FIRST NATIONAL BANK OMAH	11/19/24	WWTF Visa 10/23/24-11/14/ 0481111924	255-5-55-30-500.000 Training, Conf, Dues	293.00	54122	11/26/24
29280	FIRST NATIONAL BANK OMAH	11/19/24	WWTF Visa 10/23/24-11/14/ 0481111924	255-5-55-30-570.000 Other Purchased Services	38.56	54122	11/26/24
20470	GLOBAL MONTELLO ATT: FLEE	10/31/24	Oct Vehicle fuel 322016	255-5-55-30-626.000 Gasoline	216.18	54131	11/26/24
24785	GRAINGER	11/15/24	REPLACEMENT EYE WASH BOTT 9317527902	255-5-55-30-609.000 Safety Supplies	16.48	54133	11/26/24
24785	GRAINGER	11/15/24	CAM AND GROOVE COUPLING, 4 9318415461	255-5-55-30-610.000 General Supplies	47.06	54133	11/26/24
24785	GRAINGER	11/19/24	Eye wash bottles for the 9320271811	255-5-55-30-609.000 Safety Supplies	16.48	54133	11/26/24
07010	GREEN MOUNTAIN POWER CORP	11/20/24	39 Cascade 10/21/24-11/19 1124Cascade	255-5-55-30-622.000 Electricity	9613.52	54137	11/26/24
V1093	HOLLAND CO., INC.	11/19/24	Sodium Bisulfite Solution PI30531	255-5-55-30-619.000 Chemicals	5943.96	54141	11/26/24
80087	KONICA MINOLTA PREMIER FI	11/10/24	Copier Lease November 202 542305446	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	54144	11/26/24
29500	LAMELL LUMBER CORP.	11/13/24	5 bags of shavings 124160	255-5-55-30-610.000 General Supplies	22.50	54145	11/26/24
41005	LARAMIE WATER RESOURCES L	11/01/24	EQ Blower #1 at WWTF repa 1584	255-5-55-70-722.018 Flow EQ Blowers	688.00	54146	11/26/24
27840	MADISON NATIONAL LIFE INS	11/18/24	Life Ins Dec 2024 1659182	255-5-55-30-210.000 Group Insurance	244.12	54149	11/26/24
42805	MARYLAND BIOCHEMICAL CO.I	11/12/24	Bacteria for wastewater t 11SS1053	255-5-55-30-619.000 Chemicals	7198.66	54150	11/26/24
24960	NORTHEAST DELTA DENTAL	11/15/24	Dental Dec 2024 111524 6197	255-5-55-30-210.000 Group Insurance	382.84	54153	11/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
15450	11/19/24	PEAK MOTOR AND PUMP Submersible Motor oil 100322	255-5-55-30-570.000 Other Purchased Services	261.00	54157	11/26/24
23395	11/15/24	VILLAGE HARDWARE - WILLIS 12x15 FBG Insulation 519167	255-5-55-30-610.000 General Supplies	24.69	54175	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024 821708621	255-5-55-30-210.000 Group Insurance	80.74	54176	11/26/24
26290	07/31/24	CHAMPLIN ASSOC. INC. Service Call - CASCADE ST 4784	256-5-56-40-434.000 R&M Pump Stations	386.40	54109	11/26/24
26290	08/28/24	CHAMPLIN ASSOC. INC. SERVICE CALL - Maple St P 4845	256-5-56-40-434.000 R&M Pump Stations	280.00	54109	11/26/24
25715	11/04/24	DONALD L. HAMLIN CONSULT pipeline and manhole reh 2481411424	256-5-56-70-722.001 Manhole Rehab	1803.75	54117	11/26/24
29280	11/19/24	FIRST NATIONAL BANK OMAH WWTF Visa 10/23/24-11/14/ 0481111924	256-5-56-40-434.000 R&M Pump Stations	721.68	54122	11/26/24
20470	10/31/24	GLOBAL MONTELLO ATT: FLEE Oct Vehicle fuel 322016	256-5-56-40-626.000 Gasoline	462.41	54131	11/26/24
07010	11/14/24	GREEN MOUNTAIN POWER CORP Non solar accounts 10/13/ 111424NS	256-5-56-40-622.000 Electricity	512.17	54134	11/26/24
41005	11/15/24	LARAMIE WATER RESOURCES L Repair at West Street pum 1601	256-5-56-40-434.002 West Street PS Costs	2660.95	54146	11/26/24
27840	11/18/24	MADISON NATIONAL LIFE INS Life Ins Dec 2024 1659182	256-5-56-40-210.000 Group Insurance	80.52	54149	11/26/24
24960	11/15/24	NORTHEAST DELTA DENTAL Dental Dec 2024 111524 6197	256-5-56-40-210.000 Group Insurance	177.99	54153	11/26/24
V2227	11/14/24	TI-SALES, INC. Neptune T-10 Meter Integr 0177897	256-5-56-70-750.001 Meter Replacement Program	832.23	54172	11/26/24
21230	11/19/24	VISION SERVICE PLAN (CT) Vision Dec 2024 821708621	256-5-56-40-210.000 Group Insurance	34.71	54176	11/26/24
19815	11/15/24	AMAZON CAPITAL SERVICES Vac Camp Supplies 11CT4YQXKNYM	259-5-30-15-610.000 General Supplies	117.42	54097	11/26/24
19815	11/19/24	AMAZON CAPITAL SERVICES RK EES Supplies 11TW6QDP1J3R	259-5-30-15-610.000 General Supplies	27.49	54097	11/26/24
19815	11/18/24	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1631V7M346JJ	259-5-30-15-610.000 General Supplies	18.73	54097	11/26/24
19815	11/13/24	AMAZON CAPITAL SERVICES RK Summit Supplies 16MXPF19CFX6	259-5-30-15-610.000 General Supplies	231.30	54097	11/26/24
19815	11/16/24	AMAZON CAPITAL SERVICES Park Supplies- Light Disp 1FG6J9TTPRMX	259-5-30-12-610.000 General Supplies	29.98	54097	11/26/24
19815	11/12/24	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1HN61GCKLWRC	259-5-30-15-610.000 General Supplies	22.39	54097	11/26/24
19815	11/19/24	AMAZON CAPITAL SERVICES RK Fleming Supplies 1L4PHDV43GPW	259-5-30-15-610.000 General Supplies	21.99	54097	11/26/24
19815	11/19/24	AMAZON CAPITAL SERVICES PS Supplies 1LGLXJ4Y37Q1	259-5-30-16-610.000 General Supplies	149.97	54097	11/26/24
19815	11/14/24	AMAZON CAPITAL SERVICES RK FMS Supplies 1MJYQG13LKJ	259-5-30-15-610.000 General Supplies	28.98	54097	11/26/24
19815	11/18/24	AMAZON CAPITAL SERVICES Park Supplies - Light Dis 1N7NFFHF1W3D	259-5-30-12-610.000 General Supplies	14.99	54097	11/26/24
19815	11/15/24	AMAZON CAPITAL SERVICES RK S/H K Supplies 1NKQFLHPDL1T	259-5-30-15-610.000 General Supplies	92.23	54097	11/26/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	11/19/24	RK EES Supplies 1RQ6QRRJ33WL	259-5-30-15-610.000 General Supplies	35.44	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/19/24	RK Hiawatha Supplies 1RWXGXX43P41	259-5-30-15-610.000 General Supplies	59.61	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/18/24	RK Summit Supplies 1VCKQJM33ML9	259-5-30-15-610.000 General Supplies	6.99	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/15/24	PS Supplies 1VHXT4W6FF3Q	259-5-30-16-610.000 General Supplies	89.96	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/12/24	VacCamp Supplies 1W3VVXJG19CM	259-5-30-15-610.000 General Supplies	52.95	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/12/24	RK EES Supplies 1XQYRKFLMJV3	259-5-30-15-610.000 General Supplies	56.73	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/19/24	VacCamp Supplies 1YCGH6V439NV	259-5-30-15-610.000 General Supplies	147.18	54097	11/26/24
19815	AMAZON CAPITAL SERVICES	11/14/24	PS Supplies 1YYXM1XY4RYC	259-5-30-16-610.000 General Supplies	18.29	54097	11/26/24
25595	AMERICAN RED CROSS	11/13/24	RK Staff CPR Training 22738260	259-5-30-15-330.000 Professional Services	228.00	54100	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-12-610.000 General Supplies	73.57	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-15-530.000 Communications	907.22	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-14-610.000 General Supplies	6802.97	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-16-610.000 General Supplies	364.93	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-11-610.000 General Supplies	12.83	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-10-505.000 Tech. Subs, Licenses	505.02	54105	11/26/24
22670	CAPITAL ONE CREDIT CARD -	11/15/24	EJRP CC Oct/Nov 11246508	259-5-30-15-610.000 General Supplies	689.64	54105	11/26/24
19065	CPL ELECTRICAL CONSTRUCTI	11/14/24	Park Street Lighting 1986	259-5-30-16-330.000 Professional Services	1475.00	54115	11/26/24
04330	EWSD CHILD NUTRITION	11/08/24	VacCamp Lunch 11/1 3214	259-5-30-15-610.000 General Supplies	420.75	54120	11/26/24
00445	G B MECHANICAL TRUCK CENT	11/01/24	EJRP Truck Installation 27983	259-5-30-12-330.000 Professional Services	1499.56	54130	11/26/24
00445	G B MECHANICAL TRUCK CENT	11/11/24	EJRP Truck Installation 27984	259-5-30-12-330.000 Professional Services	2921.12	54130	11/26/24
00445	G B MECHANICAL TRUCK CENT	11/01/24	EJRP Truck Installation 27985	259-5-30-12-330.000 Professional Services	15254.67	54130	11/26/24
20470	GLOBAL MONTELO ATT: FLEE	10/31/24	Oct Vehicle fuel 322016	259-5-30-15-626.000 Gasoline	84.85	54131	11/26/24
28895	KINDERMUSIK WITH RACHEL L	10/30/24	Kindermusik October 1029	259-5-30-14-330.000 Professional Services	1680.00	54143	11/26/24
80087	KONICA MINOLTA PREMIER FI	11/10/24	Copier Lease November 202 542305446	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	54144	11/26/24
80087	KONICA MINOLTA PREMIER FI	11/10/24	Copier Lease November 202 542305446	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	54144	11/26/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80174	11/19/24	Cheerleading Coach 111924D	259-5-30-14-330.000 Professional Services	750.00	54147	11/26/24
27840	11/18/24	Life Ins Dec 2024 1659182	259-5-30-16-210.000 Group Insurance	255.18	54149	11/26/24
27840	11/18/24	Life Ins Dec 2024 1659182	259-5-30-15-210.000 Group Insurance	475.29	54149	11/26/24
24960	11/15/24	Dental Dec 2024 111524 6197	259-5-30-16-210.000 Group Insurance	484.46	54153	11/26/24
24960	11/15/24	Dental Dec 2024 111524 6197	259-5-30-15-210.000 Group Insurance	299.37	54153	11/26/24
45250	11/06/24	July 4th Fireworks PREPAY 110624D	259-1-00-00-120.000 Prepaid Expenses	14400.00	54154	11/26/24
80173	11/19/24	Cheerleading Coach 111924D	259-5-30-14-330.000 Professional Services	750.00	54156	11/26/24
29425	11/12/24	RK Hiawatha Snack 278520	259-5-30-15-610.000 General Supplies	196.99	54158	11/26/24
29425	11/12/24	RK Westford Snack 279578	259-5-30-15-610.000 General Supplies	23.43	54158	11/26/24
29425	11/13/24	RK FMS Snack 279627	259-5-30-15-610.000 General Supplies	15.03	54158	11/26/24
29425	11/12/24	RK EES Snack 280248	259-5-30-15-610.000 General Supplies	129.54	54158	11/26/24
29425	11/14/24	RK Summit Snack 281448	259-5-30-15-610.000 General Supplies	221.99	54158	11/26/24
29425	11/18/24	RK FMS Snack 283787	259-5-30-15-610.000 General Supplies	165.82	54158	11/26/24
29425	11/18/24	RK Snack 283794	259-5-30-15-610.000 General Supplies	39.20	54158	11/26/24
29425	11/19/24	RK Fleming Snack 284428	259-5-30-15-610.000 General Supplies	218.05	54158	11/26/24
29425	11/19/24	RK EES Snack 284675	259-5-30-15-610.000 General Supplies	88.14	54158	11/26/24
80071	11/14/24	Clinical Supervision Oct 111424D	259-5-30-15-330.000 Professional Services	300.00	54162	11/26/24
20620	11/14/24	Playgroup October 111424D	259-5-30-14-330.000 Professional Services	300.00	54164	11/26/24
10435	11/13/24	RK Staff Hats 21163	259-5-30-15-610.000 General Supplies	770.00	54166	11/26/24
29090	10/29/24	Pumpkin Event Tent Heat 161014587000	259-5-30-12-442.000 Rental Vehicles/Equip	478.20	54171	11/26/24
29090	10/31/24	Holiday Lights Lift 161076557000	259-5-30-12-442.000 Rental Vehicles/Equip	5344.61	54171	11/26/24
25315	11/14/24	RK Training 11/14 111424D	259-5-30-15-610.000 General Supplies	222.00	54173	11/26/24
21230	11/19/24	Vision Dec 2024 821708621	259-5-30-16-210.000 Group Insurance	94.73	54176	11/26/24
21230	11/19/24	Vision Dec 2024 821708621	259-5-30-15-210.000 Group Insurance	72.04	54176	11/26/24
07565	11/13/24	RK Supplies 250461199	259-5-30-15-610.000 General Supplies	31.89	54179	11/26/24

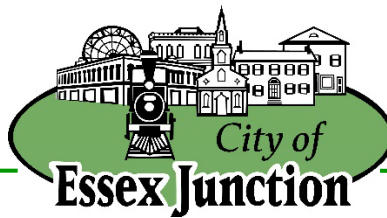
11/26/24
10:47 am

City of Essex Junction Accounts Payable
Check Warrant Report # 24062 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 11/25/24 To 11/26/24

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CDeLibac

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	11/14/24	W B MASON CO INC RK Cleaning Supplies 250487940	259-5-30-15-610.000 General Supplies	8.38	54179	11/26/24
Report Total				257050.97		

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 \$ ***257,050.97
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: December 11, 2024
Subject: November 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 11/30/24 therefore the year to date actuals are for the period 7/1/24-11/30/24, and the month actuals are for the month of November.

While we will continue to receive November invoices over the coming weeks, we are about 42% of the way through the fiscal year. The General Fund revenue is just under 97% of budget or \$11,381,065 and expenditures are just over 36% of budget or \$4,329,064.

The Water Fund operating revenue is just under 29% of budget or \$519,234 and operating expenditures are just under 37% of budget or \$666,530. The Wastewater Fund operating revenue is just under 47% of budget or \$1,386,507 and operating expenditures are just under 34% of budget or \$1,006,850. The Sanitation Fund operating revenue is just over 31% of budget or \$304,596 and operating expenditures are just over 44% of budget or \$334,228.

There are currently 431 utility accounts with balances totaling \$85,776, all of which is delinquent as utility bills were due on November 21st. There are currently no properties with water shut off.

The EJRP Program Fund revenue is just under 39% of budget or \$1,452,265 and expenditures are just over 49% of budget or \$1,886,019.

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, as well as quarterly transfers for capital and administrative allocations between funds.

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	11,110,346.00	10,991,923.42	118,422.58	98.93%	2,984.14
210-4-00-00-020.001 PILOT Tax Agreements	8,800.00	8,800.00	0.00	100.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	190,891.00	95,445.50	95,445.50	50.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	95,446.00	47,723.00	47,723.00	50.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	190,891.00	95,445.50	95,445.50	50.00%	0.00
210-4-00-00-020.057 Admin Fee - EJRP Progs	45,000.00	0.00	45,000.00	0.00%	0.00
210-4-00-00-042.001 PILOT Revenue	8,000.00	16,646.20	-8,646.20	208.08%	5,146.20
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	0.00	3,436.00	0.00%	0.00
210-4-00-00-042.005 State Act 68 Revenue	39,000.00	44,248.67	-5,248.67	113.46%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	34,986.29	-32,486.29	1,399.45%	31.14
210-4-00-00-080.001 State District Court Fine	4,500.00	2,439.50	2,060.50	54.21%	115.00
210-4-00-00-085.000 Penalties	30,000.00	32,639.27	-2,639.27	108.80%	0.00
210-4-00-00-086.000 Interest	8,000.00	9,133.14	-1,133.14	114.16%	1,992.32
210-4-00-00-098.000 Misc Revenue	1,500.00	1,634.75	-134.75	108.98%	1,336.40
Total General Revenues	11,743,010.00	11,381,065.24	361,944.76	96.92%	11,605.20
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	50.00	32.00	18.00	64.00%	11.00
210-4-12-10-020.004 Recording Fees	55,000.00	24,355.00	30,645.00	44.28%	5,851.00
210-4-12-10-020.010 Printing and Duplication	4,000.00	219.75	3,780.25	5.49%	58.00
210-4-12-10-020.011 Online Land Records	0.00	122.50	-122.50	100.00%	64.75
210-4-12-10-020.013 Sale of Certified Copy	6,000.00	640.00	5,360.00	10.67%	110.00
210-4-12-10-020.023 Records Preservation	0.00	8,816.00	-8,816.00	100.00%	2,124.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	70.00	2,805.00	2.43%	0.00
210-4-12-10-030.002 Hunting and Fishing	10.00	5.00	5.00	50.00%	0.00
210-4-12-10-030.003 Marriage Licenses	630.00	345.00	285.00	54.76%	75.00
210-4-12-10-030.004 Animal Licenses	2,700.00	226.00	2,474.00	8.37%	12.00
210-4-12-10-030.005 Green Mountain Passport	100.00	94.00	6.00	94.00%	2.00
210-4-12-10-030.006 DMV Registrations	99.00	15.00	84.00	15.15%	6.00
Total Clerk Revenue	71,464.00	34,940.25	36,523.75	48.89%	8,313.75
210-4-14-10 Information Technology					
Total Information Technology	0.00	0.00	0.00	0.00%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	47,000.00	8,735.00	38,265.00	18.59%	1,900.00
Total ComDev Revenues	47,000.00	8,735.00	38,265.00	18.59%	1,900.00
210-4-17 EconDev Revenues					

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
Total EconDev Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-25 Fire Revenues					
Total Fire Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-30 EJPJ Revenues					
210-4-30-10-020.000 Charges for Services	9,500.00	750.00	8,750.00	7.89%	0.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
Total EJPJ Revenues	9,500.00	1,500.00	8,000.00	15.79%	0.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	683.80	-683.80	100.00%	683.80
210-4-35-10-041.000 State and Other Grant Rev	0.00	3,300.00	-3,300.00	100.00%	500.00
210-4-35-10-098.000 Misc Revenue	650.00	417.90	232.10	64.29%	65.50
Total Library Revenues	650.00	4,401.70	-3,751.70	677.18%	1,249.30
210-4-40 PW Revenues					
210-4-40-12-042.006 State Aid to Highways	130,000.00	128,709.65	1,290.35	99.01%	0.00
210-4-40-12-098.000 Misc Revenue	2,500.00	1,940.90	559.10	77.64%	850.00
Total PW Revenues	132,500.00	130,650.55	1,849.45	98.60%	850.00
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	877.99	-877.99	100.00%	0.00
210-4-90-00-640.201 Adult Collection replacem	0.00	468.95	-468.95	100.00%	123.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	427.00	-427.00	100.00%	112.00
Total Other Sources and Uses	0.00	1,773.94	-1,773.94	100.00%	235.00
Total Revenue	12,004,124.00	11,563,066.68	441,057.32	96.33%	24,153.25
Total Revenues	12,004,124.00	11,563,066.68	441,057.32	96.33%	24,153.25
210-5-10-10 Administration					
210-5-10-10-110.000 Regular Salaries	356,253.00	134,807.43	221,445.57	37.84%	26,828.36
210-5-10-10-210.000 Group Insurance	115,354.00	44,057.40	71,296.60	38.19%	9,934.16
210-5-10-10-220.000 Social Security	27,438.00	10,521.47	16,916.53	38.35%	2,204.96
210-5-10-10-225.000 Act 76 Childcare Tax	1,184.00	475.12	708.88	40.13%	85.86
210-5-10-10-230.000 Retirement	31,295.00	11,768.03	19,526.97	37.60%	2,378.11
210-5-10-10-290.000 Other Employee Benefits	5,978.00	350.00	5,628.00	5.85%	350.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-10-10-320.000 Legal Services	45,000.00	7,429.00	37,571.00	16.51%	1,785.00
210-5-10-10-330.000 Professional Services	8,031.00	591.10	7,439.90	7.36%	44.20
210-5-10-10-340.000 Technical Services	0.00	696.30	-696.30	100.00%	0.00
210-5-10-10-442.000 Rental Vehicles/Equip	6,717.00	1,037.67	5,679.33	15.45%	165.54
210-5-10-10-500.000 Training, Conf, Dues	10,982.00	2,163.53	8,818.47	19.70%	208.61
210-5-10-10-505.000 Tech. Subs, Licenses	15,851.00	9,494.96	6,356.04	59.90%	734.68
210-5-10-10-530.000 Communications	3,408.00	3,005.43	402.57	88.19%	0.00
210-5-10-10-540.000 Advertising	29,530.00	6,116.21	23,413.79	20.71%	760.00
210-5-10-10-550.000 Printing and Binding	8,000.00	0.00	8,000.00	0.00%	0.00
210-5-10-10-560.000 Postage	9,310.00	4,375.79	4,934.21	47.00%	1,009.75
210-5-10-10-580.000 Travel	2,000.00	34.95	1,965.05	1.75%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	984.89	4,015.11	19.70%	145.41
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	1,507.09	4,492.91	25.12%	0.00
210-5-10-10-850.000 Community Events and Cele	500.00	500.00	0.00	100.00%	0.00
Total Administration	688,831.00	239,916.37	448,914.63	34.83%	46,634.64
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	13,800.00	250.00	13,550.00	1.81%	0.00
210-5-11-10-190.001 City Council Payments	12,500.00	3,125.00	9,375.00	25.00%	0.00
210-5-11-10-220.000 Social Security	956.00	239.05	716.95	25.01%	0.00
210-5-11-10-225.000 Act 76 Childcare Tax	41.00	10.30	30.70	25.12%	0.00
210-5-11-10-330.000 Professtional Services	33,608.00	14,995.00	18,613.00	44.62%	360.00
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,800.50	1,762.50	89.96%	100.00
210-5-11-10-540.000 Advertising	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,075.00	46.67	2,028.33	2.25%	0.00
210-5-11-10-831.000 Special or New Programs	20,000.00	0.00	20,000.00	0.00%	0.00
Total Legislative	102,243.00	34,466.52	67,776.48	33.71%	460.00
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	157,132.00	65,071.48	92,060.52	41.41%	13,013.36
210-5-12-10-120.000 Part Time Salaries	7,426.00	2,136.25	5,289.75	28.77%	1,368.75
210-5-12-10-130.000 Overtime	453.00	372.28	80.72	82.18%	263.87
210-5-12-10-210.000 Group Insurance	30,302.00	16,459.22	13,842.78	54.32%	4,074.41
210-5-12-10-220.000 Social Security	12,919.00	5,091.74	7,827.26	39.41%	1,032.77
210-5-12-10-225.000 Act 76 Childcare Tax	557.00	230.00	327.00	41.29%	41.36
210-5-12-10-230.000 Retirement	15,396.00	6,379.72	9,016.28	41.44%	1,292.43
210-5-12-10-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-12-10-330.000 Professional Services	192.00	48.00	144.00	25.00%	0.00
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	1,049.48	1,950.52	34.98%	0.00
210-5-12-10-505.000 Tech. Subs Licenses	4,200.00	1,428.00	2,772.00	34.00%	0.00
210-5-12-10-550.000 Printing and Binding	1,500.00	491.70	1,008.30	32.78%	0.00
210-5-12-10-560.000 Postage	500.00	430.38	69.62	86.08%	84.00
210-5-12-10-580.000 Travel	500.00	394.18	105.82	78.84%	0.00
210-5-12-10-610.000 General Supplies	3,776.00	967.76	2,808.24	25.63%	230.53
210-5-12-10-735.000 Technology: Hardware, Sof	2,000.00	0.00	2,000.00	0.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-12-10-820.000 Elections	15,867.00	733.53	15,133.47	4.62%	528.00
Total Clerk	256,470.00	101,283.72	155,186.28	39.49%	21,929.48
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	287,174.00	108,008.84	179,165.16	37.61%	21,668.32
210-5-13-10-190.000 Board Member Payments	1,400.00	100.00	1,300.00	7.14%	0.00
210-5-13-10-210.000 Group Insurance	57,813.00	16,304.93	41,508.07	28.20%	3,107.28
210-5-13-10-220.000 Social Security	23,190.00	8,907.77	14,282.23	38.41%	1,790.41
210-5-13-10-225.000 Act 76 Childcare Tax	1,000.00	391.28	608.72	39.13%	69.65
210-5-13-10-230.000 Retirement	27,366.00	10,298.87	17,067.13	37.63%	2,070.74
210-5-13-10-250.000 Unemployment Insurance	3,834.00	1,572.29	2,261.71	41.01%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	4,888.93	16,293.07	23.08%	0.00
210-5-13-10-290.000 Other Employee Benefits	1,400.00	350.00	1,050.00	25.00%	0.00
210-5-13-10-330.000 Professional Services	14,310.00	991.18	13,318.82	6.93%	-88.00
210-5-13-10-335.000 Audit	14,453.00	894.15	13,558.85	6.19%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,758.00	105.00	1,653.00	5.97%	0.00
210-5-13-10-505.000 Tech. Subs, Licenses	21,999.00	12,069.28	9,929.72	54.86%	484.00
210-5-13-10-520.000 PACIF Insurance	103,615.00	20,833.22	82,781.78	20.11%	0.00
210-5-13-10-550.000 Printing and Binding	3,883.00	2,794.56	1,088.44	71.97%	0.00
210-5-13-10-560.000 Postage	2,800.00	1,886.84	913.16	67.39%	0.00
210-5-13-10-580.000 Travel	1,140.00	53.51	1,086.49	4.69%	5.00
210-5-13-10-610.000 General Supplies	800.00	0.00	800.00	0.00%	-711.42
Total Finance	589,117.00	190,450.65	398,666.35	32.33%	28,395.98
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	118,981.00	45,739.70	73,241.30	38.44%	8,305.00
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	63,026.00	30,018.38	33,007.62	47.63%	5,324.09
210-5-14-10-735.000 Tech Hardware, Software,	41,604.00	1,347.00	40,257.00	3.24%	0.00
Total Information Technology	228,611.00	77,105.08	151,505.92	33.73%	13,629.09
210-5-15-10 Assessing					
210-5-15-10-330.000 Professional Services	89,068.00	22,267.66	66,800.34	25.00%	0.00
210-5-15-10-505.000 Tech. Subs, Licenses	500.00	1,035.00	-535.00	207.00%	0.00
Total Assessing	89,568.00	23,302.66	66,265.34	26.02%	0.00
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	223,763.00	85,847.90	137,915.10	38.37%	18,151.82
210-5-16-10-190.000 Board member Payments	14,400.00	2,200.00	12,200.00	15.28%	150.00
210-5-16-10-210.000 Group Insurance	33,625.00	16,384.45	17,240.55	48.73%	3,274.93
210-5-16-10-220.000 Social Security	18,142.00	6,883.35	11,258.65	37.94%	1,428.22
210-5-16-10-225.000 Act 76 Childcare Tax	783.00	281.62	501.38	35.97%	48.53
210-5-16-10-230.000 Retirement	21,347.00	6,942.41	14,404.59	32.52%	1,388.48
210-5-16-10-290.000 Other Employee Benefits	1,050.00	350.00	700.00	33.33%	0.00
210-5-16-10-320.000 Legal Services	16,978.00	4,070.40	12,907.60	23.97%	864.40
210-5-16-10-330.000 Professional Services	25,780.00	4,447.27	21,332.73	17.25%	3,607.77

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-500.000 Training, Conf, Dues	5,890.00	2,247.99	3,642.01	38.17%	830.00
210-5-16-10-505.000 Tech. Subs., Licenses	600.00	0.00	600.00	0.00%	0.00
210-5-16-10-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-16-10-540.000 Advertising	3,650.00	388.96	3,261.04	10.66%	94.64
210-5-16-10-550.000 Printing and Binding	1,000.00	475.60	524.40	47.56%	0.00
210-5-16-10-560.000 Postage	350.00	0.00	350.00	0.00%	0.00
210-5-16-10-580.000 Travel	8,400.00	1,094.40	7,305.60	13.03%	240.10
210-5-16-10-610.000 General Supplies	3,000.00	24.63	2,975.37	0.82%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
210-5-16-10-899.000 Matching Grant Funds	6,000.00	0.00	6,000.00	0.00%	0.00
Total Community Development	396,078.00	131,638.98	264,439.02	33.24%	30,078.89
210-5-17-10 Economic Development					
210-5-17-10-850.000 Community Events and Cele	0.00	18.37	-18.37	100.00%	4.99
Total Economic Development	0.00	18.37	-18.37	100.00%	4.99
210-5-18-10 Health & Human Services					
210-5-18-10-800.106 Essex Rescue	196,338.00	0.00	196,338.00	0.00%	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	2,841,023.00	710,254.84	2,130,768.16	25.00%	0.00
Total Health & Human Services	3,057,361.00	730,254.84	2,327,106.16	23.89%	0.00
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,720.00	13,720.00	0.00	100.00%	0.00
210-5-19-10-800.102 GMT	249,615.00	166,410.00	83,205.00	66.67%	83,205.00
210-5-19-10-800.103 County Tax	58,604.00	34,185.67	24,418.33	58.33%	0.00
210-5-19-10-800.104 Chamber of Commerce	965.00	965.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	31,472.00	31,472.00	0.00	100.00%	0.00
Total County & Regional Functio	354,376.00	246,752.67	107,623.33	69.63%	83,205.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	302,400.00	111,039.13	191,360.87	36.72%	25,368.22
210-5-25-10-210.000 Group Insurance	3,400.00	2,464.00	936.00	72.47%	0.00
210-5-25-10-220.000 Social Security	23,134.00	8,525.01	14,608.99	36.85%	1,971.16
210-5-25-10-225.000 Act 76 Childcare Tax	998.00	391.80	606.20	39.26%	76.28
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	3,537.25	16,462.75	17.69%	0.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	432.00	568.00	43.20%	0.00
210-5-25-10-330.000 Professional Services	7,000.00	3,103.00	3,897.00	44.33%	508.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	3,556.34	22,443.66	13.68%	0.00
210-5-25-10-500.000 Training, Conf, Dues	7,000.00	442.48	6,557.52	6.32%	200.00
210-5-25-10-505.000 Tech. Subs, Licenses	8,000.00	5,948.43	2,051.57	74.36%	0.00
210-5-25-10-530.000 Communications	3,361.00	584.50	2,776.50	17.39%	0.00
210-5-25-10-570.000 Other Purchased Services	11,000.00	11,416.08	-416.08	103.78%	611.96
210-5-25-10-610.000 General Supplies	4,000.00	1,468.21	2,531.79	36.71%	165.91
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	1,970.25	43,029.75	4.38%	0.00
210-5-25-10-612.000 Uniforms	32,000.00	3,802.53	28,197.47	11.88%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-25-10-613.000 Program Supplies	7,500.00	1,077.34	6,422.66	14.36%	351.99
210-5-25-10-626.000 Gasoline	6,500.00	1,678.07	4,821.93	25.82%	413.01
210-5-25-10-750.000 Machinery & Equipment	22,000.00	2,785.99	19,214.01	12.66%	120.08
Total Fire	530,293.00	164,222.41	366,070.59	30.97%	29,786.61
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	461,786.00	174,742.58	287,043.42	37.84%	36,333.88
210-5-30-10-120.000 Part Time Salaries	0.00	2,593.16	-2,593.16	100.00%	333.76
210-5-30-10-210.000 Group Insurance	189,293.00	84,854.76	104,438.24	44.83%	20,573.77
210-5-30-10-220.000 Social Security	35,603.00	13,561.19	22,041.81	38.09%	2,782.76
210-5-30-10-225.000 Act 76 Childcare Tax	1,536.00	560.25	975.75	36.47%	101.64
210-5-30-10-230.000 Retirement	40,590.00	13,500.78	27,089.22	33.26%	2,794.07
210-5-30-10-290.000 Other Employee Benefits	2,100.00	1,050.00	1,050.00	50.00%	350.00
210-5-30-10-330.000 Professional Services	21,424.00	3,852.00	17,572.00	17.98%	1,299.00
210-5-30-10-442.000 Rental Vehicles/Equip	1,776.00	747.00	1,029.00	42.06%	149.40
210-5-30-10-500.000 Training, Conf, Dues	3,155.00	781.33	2,373.67	24.76%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	0.00	11,701.12	-11,701.12	100.00%	0.00
210-5-30-10-530.000 Communications	2,640.00	1,076.00	1,564.00	40.76%	170.00
210-5-30-10-561.000 CC Processing Fees	200.00	80.61	119.39	40.31%	0.00
210-5-30-10-610.000 General Supplies	15,000.00	3,692.41	11,307.59	24.62%	501.76
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	10,000.00	7,500.00	57.14%	0.00
Total EJP Administration	796,603.00	322,793.19	473,809.81	40.52%	65,390.04
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	143,767.00	56,288.92	87,478.08	39.15%	10,915.58
210-5-30-12-120.000 Part Time Salaries	56,341.00	38,829.28	17,511.72	68.92%	6,683.51
210-5-30-12-130.000 Overtime	0.00	165.92	-165.92	100.00%	0.00
210-5-30-12-210.000 Group Insurance	40,769.00	13,912.54	26,856.46	34.13%	2,749.90
210-5-30-12-220.000 Social Security	15,400.00	7,275.15	8,124.85	47.24%	1,343.39
210-5-30-12-225.000 Act 76 Childcare Tax	664.00	352.83	311.17	53.14%	56.15
210-5-30-12-230.000 Retirement	14,447.00	5,478.58	8,968.42	37.92%	1,091.56
210-5-30-12-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
210-5-30-12-330.000 Professional Services	12,603.00	13,026.40	-423.40	103.36%	330.00
210-5-30-12-431.000 R&M Buildings & Grounds	12,013.00	5,907.97	6,105.03	49.18%	1,314.78
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	2,925.00	0.00	2,925.00	0.00%	0.00
210-5-30-12-500.000 Training, Conf, Dues	2,000.00	235.46	1,764.54	11.77%	0.00
210-5-30-12-530.000 Communications	1,320.00	90.00	1,230.00	6.82%	90.00
210-5-30-12-610.000 General Supplies	30,000.00	17,925.44	12,074.56	59.75%	984.60
210-5-30-12-626.000 Gasoline	1,500.00	1,645.96	-145.96	109.73%	292.82
Total EJP Parks and Facilities	334,949.00	161,634.45	173,314.55	48.26%	25,852.29
210-5-30-13 Adult Programs					
210-5-30-13-330.000 Professional Services	0.00	1,300.00	-1,300.00	100.00%	0.00
210-5-30-13-500.000 Training, Conferences, Du	0.00	1,291.95	-1,291.95	100.00%	0.00
210-5-30-13-530.000 Communications	0.00	118.34	-118.34	100.00%	0.00

GENERAL FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-13-610.000 General Supplies	0.00	283.40	-283.40	100.00%	0.00
Total Adult Programs	0.00	2,993.69	-2,993.69	100.00%	0.00
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	458,449.00	169,862.71	288,586.29	37.05%	36,474.16
210-5-35-10-120.000 Part Time Salaries	146,548.00	49,837.19	96,710.81	34.01%	10,148.80
210-5-35-10-190.000 Board Member Payments	5,500.00	400.00	5,100.00	7.27%	100.00
210-5-35-10-210.000 Group Insurance	158,376.00	61,714.69	96,661.31	38.97%	11,982.75
210-5-35-10-220.000 Social Security	46,605.00	16,516.84	30,088.16	35.44%	3,440.38
210-5-35-10-225.000 Act 76 Childcare Tax	2,010.00	760.91	1,249.09	37.86%	146.00
210-5-35-10-230.000 Retirement	48,190.00	17,829.16	30,360.84	37.00%	3,397.88
210-5-35-10-290.000 Other Employee Benefits	2,450.00	700.00	1,750.00	28.57%	350.00
210-5-35-10-340.000 Technical Services	3,000.00	1,060.00	1,940.00	35.33%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,901.00	1,640.00	2,261.00	42.04%	328.00
210-5-35-10-500.000 Training, Conf, Dues	6,500.00	3,457.96	3,042.04	53.20%	510.58
210-5-35-10-505.000 Tech. Subs, Licenses	13,500.00	7,532.40	5,967.60	55.80%	1,596.46
210-5-35-10-530.000 Communications	2,640.00	1,020.00	1,620.00	38.64%	180.00
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	989.51	2,010.49	32.98%	0.00
210-5-35-10-610.000 General Supplies	12,200.00	4,011.05	8,188.95	32.88%	1,814.57
210-5-35-10-640.201 Adult Collection	52,000.00	20,613.42	31,386.58	39.64%	8,359.83
210-5-35-10-640.202 Juvenile Collection	26,000.00	11,083.32	14,916.68	42.63%	1,957.46
210-5-35-10-735.000 Tech: Equip/Hardware	9,000.00	1,240.00	7,760.00	13.78%	0.00
210-5-35-10-755.000 Furniture & Fixtures	8,000.00	883.30	7,116.70	11.04%	0.00
210-5-35-10-840.201 Adult Programs	2,000.00	503.91	1,496.09	25.20%	132.06
210-5-35-10-840.202 Childrens Programs	4,500.00	2,526.62	1,973.38	56.15%	156.08
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	137.66	1,362.34	9.18%	0.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	238.86	-238.86	100.00%	238.86
210-5-35-10-895.000 State and Other Grant Exp	0.00	3,300.00	-3,300.00	100.00%	250.00
Total Brownell Library	1,016,569.00	377,859.51	638,709.49	37.17%	81,563.87
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	247,092.00	82,747.06	164,344.94	33.49%	19,401.18
210-5-40-12-120.000 Part Time Salaries	28,323.00	10,028.45	18,294.55	35.41%	1,497.77
210-5-40-12-130.000 Overtime	28,237.00	5,387.98	22,849.02	19.08%	600.00
210-5-40-12-190.000 Board Member Payments	3,000.00	200.00	2,800.00	6.67%	100.00
210-5-40-12-210.000 Group Insurance	135,833.00	53,779.39	82,053.61	39.59%	8,175.11
210-5-40-12-220.000 Social Security	23,615.00	7,489.08	16,125.92	31.71%	1,629.29
210-5-40-12-225.000 Act 76 Childcare Tax	1,019.00	311.61	707.39	30.58%	67.07
210-5-40-12-230.000 Retirement	24,809.00	7,896.01	16,912.99	31.83%	1,994.34
210-5-40-12-250.000 Unemployment Insurance	432.00	167.36	264.64	38.74%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	3,478.40	9,121.60	27.61%	0.00
210-5-40-12-290.000 Other Employee Benefits	1,400.00	700.00	700.00	50.00%	700.00
210-5-40-12-330.000 Professional Services	20,000.00	4,489.00	15,511.00	22.45%	2,571.25
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	964.68	2,535.32	27.56%	964.68
210-5-40-12-422.000 Snow Removal	21,000.00	0.00	21,000.00	0.00%	0.00
210-5-40-12-425.000 Trash Removal	9,500.00	4,112.95	5,387.05	43.29%	813.80
210-5-40-12-430.000 R&M Vehicles & Equipment	100,000.00	87,601.45	12,398.55	87.60%	46,205.48

GENERAL FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	743.05	9,256.95	7.43%	0.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	0.00	13,000.00	0.00%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,864.00	503.60	3,360.40	13.03%	70.40
210-5-40-12-451.000 Summer Construction Servi	300,000.00	187,068.32	112,931.68	62.36%	0.00
210-5-40-12-500.000 Training, Conf, Dues	3,500.00	119.88	3,380.12	3.43%	0.00
210-5-40-12-505.000 Tech. Subs, Licenses	0.00	6,551.56	-6,551.56	100.00%	0.00
210-5-40-12-520.000 PACIF Insurance	17,800.00	3,923.84	13,876.16	22.04%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	1,589.07	2,910.93	35.31%	45.00
210-5-40-12-540.000 Advertising	500.00	0.00	500.00	0.00%	0.00
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	12,066.98	7,933.02	60.33%	1,114.53
210-5-40-12-572.000 Traffic Control	33,000.00	11,308.97	21,691.03	34.27%	465.45
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	165,000.00	0.00	165,000.00	0.00%	0.00
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	8,037.92	36,962.08	17.86%	226.48
210-5-40-12-609.000 Safety Supplies	3,000.00	184.79	2,815.21	6.16%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	8,767.01	26,232.99	25.05%	4,474.27
210-5-40-12-610.200 Streetlight Supplies	15,000.00	3,222.60	11,777.40	21.48%	394.00
210-5-40-12-612.000 Uniforms	2,700.00	2,333.43	366.57	86.42%	145.00
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	323.85	3,876.15	7.71%	82.43
210-5-40-12-622.000 Electricity	4,500.00	5,988.34	-1,488.34	133.07%	996.52
210-5-40-12-622.200 Streetlight Electricity	138,000.00	47,649.60	90,350.40	34.53%	12,570.01
210-5-40-12-626.000 Gasoline	50,000.00	7,742.90	42,257.10	15.49%	1,638.73
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	46.00	9,954.00	0.46%	246.00
210-5-40-12-890.834 Emerald Ash Borer	0.00	1,035.00	-1,035.00	100.00%	0.00
Total Highways	1,552,924.00	578,560.13	974,363.87	37.26%	107,188.79
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	32,814.00	12,351.92	20,462.08	37.64%	2,470.38
210-5-40-13-120.000 Part Time Salaries	17,760.00	9,666.25	8,093.75	54.43%	0.00
210-5-40-13-210.000 Group Insurance	9,040.00	3,138.96	5,901.04	34.72%	603.52
210-5-40-13-220.000 Social Security	3,875.00	1,670.03	2,204.97	43.10%	187.82
210-5-40-13-225.000 Act 76 Childcare Tax	167.00	74.54	92.46	44.63%	0.00
210-5-40-13-230.000 Retirement	2,871.00	870.41	2,000.59	30.32%	0.00
210-5-40-13-250.000 Unemployment Insurance	7.00	14.55	-7.55	207.86%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	717.60	1,482.40	32.62%	0.00
210-5-40-13-330.000 Professional Services	42,000.00	41,527.00	473.00	98.87%	9,303.50
210-5-40-13-451.000 Summer Construction Servi	25,000.00	3,767.68	21,232.32	15.07%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-40-13-510.000 Permit, License, Registra	18,166.00	13,108.00	5,058.00	72.16%	0.00
210-5-40-13-540.000 Advertising	2,000.00	554.91	1,445.09	27.75%	554.91
210-5-40-13-570.000 Other Purchased Services	5,000.00	44.89	4,955.11	0.90%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	30,000.00	8,425.14	21,574.86	28.08%	0.00
210-5-40-13-580.000 Travel	1,500.00	140.75	1,359.25	9.38%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	0.00	1,200.00	0.00%	0.00
210-5-40-13-899.000 Matching Grant Funds	35,250.00	6,026.10	29,223.90	17.10%	6,026.10
Total Stormwater	230,850.00	102,098.73	128,751.27	44.23%	19,146.23

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	620.00	2,380.00	20.67%	0.00
210-5-41-20-410.000 Water and Sewer Charges	750.00	250.36	499.64	33.38%	250.36
210-5-41-20-420.000 Cleaning Services	15,000.00	3,173.44	11,826.56	21.16%	811.89
210-5-41-20-425.000 Trash Removal	4,000.00	1,283.60	2,716.40	32.09%	320.90
210-5-41-20-431.000 R&M Buildings & Grounds	5,000.00	2,524.97	2,475.03	50.50%	242.79
210-5-41-20-530.000 Communications	10,600.00	3,469.01	7,130.99	32.73%	0.00
210-5-41-20-610.000 General Supplies	2,150.00	679.01	1,470.99	31.58%	21.71
210-5-41-20-621.000 Natural Gas/Heating	5,800.00	298.69	5,501.31	5.15%	128.04
210-5-41-20-622.000 Electricity	8,500.00	2,702.33	5,797.67	31.79%	489.11
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	69.98	6,930.02	1.00%	0.00
Total 2 Lincoln Street	61,800.00	15,071.39	46,728.61	24.39%	2,264.80
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	6,350.00	3,856.59	2,493.41	60.73%	1,663.64
210-5-41-21-410.000 Water and Sewer Charges	540.00	204.20	335.80	37.81%	204.20
210-5-41-21-420.000 Cleaning Services	30,000.00	12,291.39	17,708.61	40.97%	3,104.23
210-5-41-21-431.000 R&M Buildings & Grounds	23,300.00	8,910.82	14,389.18	38.24%	7,153.00
210-5-41-21-530.000 Communications	4,470.00	1,004.82	3,465.18	22.48%	0.00
210-5-41-21-610.000 General Supplies	1,800.00	999.68	800.32	55.54%	31.99
210-5-41-21-621.000 Natural Gas/Heating	7,200.00	422.51	6,777.49	5.87%	215.40
210-5-41-21-622.000 Electricity	14,650.00	6,941.13	7,708.87	47.38%	1,387.87
210-5-41-21-755.000 Furniture and Fixtures	2,155.00	0.00	2,155.00	0.00%	0.00
Total Brownell Library	90,465.00	34,631.14	55,833.86	38.28%	13,760.33
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	600.00	0.00	600.00	0.00%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	179.75	320.25	35.95%	179.75
210-5-41-22-420.000 Cleaning Services	250.00	0.00	250.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,500.00	1,978.17	6,521.83	23.27%	1,102.32
210-5-41-22-530.000 Communications	4,140.00	329.75	3,810.25	7.96%	0.00
210-5-41-22-610.000 General Supplies	1,500.00	42.69	1,457.31	2.85%	0.00
210-5-41-22-621.000 Natural Gas/Heating	5,000.00	252.58	4,747.42	5.05%	80.17
210-5-41-22-622.000 Electricity	8,000.00	2,702.30	5,297.70	33.78%	489.10
210-5-41-22-755.000 Furniture and Fixtures	2,000.00	0.00	2,000.00	0.00%	0.00
Total Fire Station	30,490.00	5,485.24	25,004.76	17.99%	1,851.34
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	2,000.00	387.50	1,612.50	19.38%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,150.00	228.65	921.35	19.88%	228.65
210-5-41-23-420.000 Cleaning Services	0.00	2,282.00	-2,282.00	100.00%	0.00
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	9,946.16	5,053.84	66.31%	0.00
210-5-41-23-530.000 Communications	3,100.00	1,509.04	1,590.96	48.68%	0.00
210-5-41-23-621.000 Natural Gas/Heating	3,900.00	353.58	3,546.42	9.07%	102.33
210-5-41-23-622.000 Electricity	5,900.00	1,649.32	4,250.68	27.95%	286.50

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Park Street School	31,050.00	16,356.25	14,693.75	52.68%	617.48
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	3,000.00	2,074.44	925.56	69.15%	771.48
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	3,937.85	3,862.15	50.49%	3,937.85
210-5-41-26-420.000 Cleaning Services	32,500.00	12,506.54	19,993.46	38.48%	3,293.58
210-5-41-26-425.000 Trash Removal	4,900.00	1,910.60	2,989.40	38.99%	440.15
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	1,451.50	28,548.50	4.84%	951.33
210-5-41-26-530.000 Communications	9,150.00	5,468.85	3,681.15	59.77%	3,250.83
210-5-41-26-610.000 General Supplies	6,500.00	383.87	6,116.13	5.91%	0.00
210-5-41-26-621.000 Natural Gas/Heating	6,500.00	551.81	5,948.19	8.49%	172.30
210-5-41-26-622.000 Electricity	36,500.00	16,726.57	19,773.43	45.83%	2,198.04
Total Maple St. Park and Pool	136,850.00	45,012.03	91,837.97	32.89%	15,015.56
Total Buildings	350,655.00	116,556.05	234,098.95	33.24%	33,509.51
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	198.39	-198.39	100.00%	39.91
210-5-90-00-640.202 Juvenile Collection repl	0.00	195.13	-195.13	100.00%	22.66
210-5-90-00-920.000 Transfer btwn funds (capi	1,031,574.00	515,787.00	515,787.00	50.00%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	2,500.00	2,500.00	50.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	2,936.32	-2,936.32	100.00%	688.97
Total Transfers and Misc.	1,036,574.00	521,616.84	514,957.16	50.32%	751.54
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	200,574.00	50,143.41	150,430.59	25.00%	0.00
210-5-95-00-950.903 Capital Imp Principal	135,135.00	155,395.79	-20,260.79	114.99%	0.00
210-5-95-00-955.903 Capital Imp Interest	56,344.00	0.00	56,344.00	0.00%	0.00
Total Debt Service	392,053.00	205,539.20	186,513.80	52.43%	0.00
Total Expenditures	12,004,125.00	4,329,064.06	7,675,060.94	36.06%	587,526.95
Total GENERAL FUND	-1.00	7,234,002.62	-7,234,001.62		-563,373.70

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	57,051.46	54,948.54	50.94%	0.00
220-4-00-00-060.000 Interest Income	0.00	9,347.93	-9,347.93	100.00%	0.00
Total Revenues	112,000.00	66,399.39	45,600.61	59.29%	0.00
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	2,767.50	-2,767.50	100.00%	180.00
220-5-00-00-720.005 Crescent Connector Amenit	109,000.00	0.00	109,000.00	0.00%	0.00
220-5-00-00-899.000 Matching Grant Funds	250,000.00	0.00	250,000.00	0.00%	0.00
Total Expenditures	359,000.00	2,767.50	356,232.50	0.77%	180.00
Total ECONOMIC DEVELOPMENT FUND	-247,000.00	63,631.89	183,368.11	-25.76%	-180.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
221-4-00-00-050.000 Donation Revenue	0.00	618.00	-618.00	100.00%	0.00
221-4-00-00-060.000 Interest Income	0.00	43.82	-43.82	100.00%	0.00
Total Revenues	0.00	661.82	-661.82	100.00%	0.00
221-5-00-00-431.000 R&M Buildings & Grounds	0.00	490.00	-490.00	100.00%	490.00
Total Expenditures	0.00	490.00	-490.00	100.00%	490.00
Total MEMORIAL PARK FUND	0.00	171.82	-171.82	-100.00%	-490.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Revenues	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total ARPA FUNDS	0.00	0.00	0.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
224-4-00-00-015.000 LOT Revenue	874,432.00	263,103.52	611,328.48	30.09%	263,103.52
224-4-00-00-060.000 Interest Income	0.00	11,016.62	-11,016.62	100.00%	0.00
Total Revenues	874,432.00	274,120.14	600,311.86	31.35%	263,103.52
224-5-00-00-920.000 Transfer to Capital	1,000,000.00	500,000.00	500,000.00	50.00%	0.00
224-5-40-12-573.000 Sidewalk Improve/Repairs	218,608.00	0.00	218,608.00	0.00%	0.00
Total Expenditures	1,218,608.00	500,000.00	718,608.00	41.03%	0.00
Total LOCAL OPTION TAX	-344,176.00	-225,879.86	570,055.86	65.63%	263,103.52

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,918.00	0.00	15,918.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	26,911.31	-26,911.31	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	1,584,744.00	792,372.00	792,372.00	50.00%	0.00
Total Revenue	1,600,662.00	819,283.31	781,378.69	51.18%	0.00
230-4-16-10-040.824 Cres. Connector	0.00	1,938,885.51	-1,938,885.51	100.00%	678,355.63
Total Revenues	1,600,662.00	2,758,168.82	-1,157,506.82	172.31%	678,355.63
230-5-16-10-890.824 Cres. Connector	0.00	2,310,939.64	-2,310,939.64	100.00%	810,911.87
230-5-40-10-720.000 Railroad Ave Rd/Wtr Line	116,927.00	0.00	116,927.00	0.00%	0.00
230-5-40-10-720.002 Iroquois Ave Road and Wat	1,520,449.00	2,952.68	1,517,496.32	0.19%	0.00
230-5-40-13-722.002 Sliplining of Pipes	30,000.00	0.00	30,000.00	0.00%	0.00
230-5-40-13-722.003 Old Colchester Box Culver	50,000.00	0.00	50,000.00	0.00%	0.00
Total Expenditures	1,717,376.00	2,313,892.32	-596,516.32	134.73%	810,911.87
Total GEN FUND CAP RESERVE	-116,714.00	444,276.50	-327,562.50	-380.65%	-132,556.24

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	430.88	-430.88	100.00%	0.00
231-4-00-00-060.000 Interest Income	0.00	13,214.11	-13,214.11	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	283,450.00	141,725.00	141,725.00	50.00%	0.00
Total Revenues	283,450.00	155,369.99	128,080.01	54.81%	0.00
231-5-25-10-751.001 Ladder Truck Frame Replac	293,593.00	0.00	293,593.00	0.00%	0.00
231-5-40-12-751.002 4Wd Pickup - Trk #3	63,000.00	40,663.20	22,336.80	64.54%	0.00
231-5-40-12-751.009 Dump Truck #5	262,500.00	0.00	262,500.00	0.00%	0.00
Total Expenditures	619,093.00	40,663.20	578,429.80	6.57%	0.00
Total ROLLING STOCK FUND	-335,643.00	114,706.79	220,936.21	-34.18%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
232-4-00-00-060.000 Interest Income	0.00	16,014.93	-16,014.93	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	25,000.00	25,000.00	50.00%	0.00
Total Revenues	50,000.00	41,014.93	8,985.07	82.03%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	269,394.55	-269,394.55	100.00%	64,932.03
232-5-41-21-730.004 Flooring	75,000.00	0.00	75,000.00	0.00%	0.00
Total Expenditures	75,000.00	269,394.55	-194,394.55	359.19%	64,932.03
Total BUILDING MAINT FUND	-25,000.00	-228,379.62	253,379.62	913.52%	-64,932.03

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
233-4-00-00-060.000 Interest Income	0.00	307.20	-307.20	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	113,380.00	56,690.00	56,690.00	50.00%	0.00
Total Revenues	113,380.00	56,997.20	56,382.80	50.27%	0.00
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.002 Buildings & Facilities	0.00	97.50	-97.50	100.00%	97.50
233-5-00-00-740.001 Landscaping	12,000.00	12,000.00	0.00	100.00%	0.00
233-5-00-00-740.005 Park Amenities	47,198.00	72,258.97	-25,060.97	153.10%	0.00
233-5-00-00-740.006 Pool Improvements	6,500.00	0.00	6,500.00	0.00%	0.00
233-5-00-00-750.001 Maintenance Equipment	32,056.00	29,107.20	2,948.80	90.80%	0.00
Total Expenditures	113,380.00	113,463.67	-83.67	100.07%	97.50
Total EJRP CAP RESERVE	0.00	-56,466.47	56,466.47	-100.00%	-97.50

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	1,600,514.00	439,653.21	1,160,860.79	27.47%	327.05
254-4-54-20-021.001 Water Large User Fees	194,672.00	59,508.18	135,163.82	30.57%	13,253.00
254-4-54-20-024.000 Utility Connection Fees	7,000.00	2,750.00	4,250.00	39.29%	0.00
254-4-54-20-060.000 Interest Income	1,000.00	11,384.51	-10,384.51	1,138.45%	0.00
254-4-54-20-085.000 Penalties	5,000.00	5,938.50	-938.50	118.77%	2,635.78
254-4-54-20-098.000 Misc Revenue	150.00	0.00	150.00	0.00%	0.00
Total Water Revenues	1,808,336.00	519,234.40	1,289,101.60	28.71%	16,215.83
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	1,119,530.02	-1,119,530.02	100.00%	246,404.47
254-4-54-70-092.000 Transfer to Capital	510,000.00	255,000.00	255,000.00	50.00%	0.00
Total Nonoperating Revenues	510,000.00	1,374,530.02	-864,530.02	269.52%	246,404.47
Total Revenues	2,318,336.00	1,893,764.42	424,571.58	81.69%	262,620.30

254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	146,915.00	36,610.19	110,304.81	24.92%	6,037.82
254-5-54-20-120.000 Part Time Salaries	0.00	187.55	-187.55	100.00%	0.00
254-5-54-20-130.000 Overtime	13,669.00	2,032.32	11,636.68	14.87%	300.00
254-5-54-20-210.000 Group Insurance	94,158.00	24,216.06	69,941.94	25.72%	3,899.81
254-5-54-20-220.000 Social Security	12,491.00	2,936.58	9,554.42	23.51%	478.98
254-5-54-20-225.000 Act 76 Childcare Tax	539.00	119.97	419.03	22.26%	12.39
254-5-54-20-230.000 Retirement	14,879.00	3,247.93	11,631.07	21.83%	384.09
254-5-54-20-250.000 Unemployment Insurance	184.00	77.48	106.52	42.11%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	2,208.94	4,991.06	30.68%	0.00
254-5-54-20-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-335.000 Audit	5,477.00	447.07	5,029.93	8.16%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	47.38	152.62	23.69%	47.38
254-5-54-20-411.000 CWD Water Purchase	722,132.00	222,640.88	499,491.12	30.83%	47,836.57
254-5-54-20-430.000 R&M Vehicles & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
254-5-54-20-433.000 R&M Infrastructure	25,000.00	6,051.42	18,948.58	24.21%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	190,891.00	95,445.50	95,445.50	50.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	4,500.00	179.00	4,321.00	3.98%	95.00
254-5-54-20-505.000 Tech. Subs, Licenses	2,551.00	6,623.29	-4,072.29	259.64%	5,306.84
254-5-54-20-520.000 PACIF Insurance	6,974.00	576.70	6,397.30	8.27%	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	563.90	1,936.10	22.56%	0.00
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,800.00	1,232.84	2,567.16	32.44%	625.77
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	4,468.83	2,531.17	63.84%	358.46
254-5-54-20-612.000 Uniforms	1,350.00	325.00	1,025.00	24.07%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	115.20	5,884.80	1.92%	0.00
254-5-54-20-621.000 Natural Gas/Heating	3,500.00	179.57	3,320.43	5.13%	43.07

WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-622.000 Electricity	1,400.00	310.07	1,089.93	22.15%	91.12
254-5-54-20-626.000 Gasoline	3,000.00	686.23	2,313.77	22.87%	265.12
254-5-54-20-735.000 Tech: Equip/Hardware	1,676.00	0.00	1,676.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	510,000.00	255,000.00	255,000.00	50.00%	0.00
Total Operating Expenses	1,808,336.00	666,529.90	1,141,806.10	36.86%	65,782.42
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	1,105,190.02	-1,105,190.02	100.00%	246,404.47
254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	127,745.00	580.00	127,165.00	0.45%	580.00
254-5-54-70-723.004 Main St Water Line	0.00	90,841.00	-90,841.00	100.00%	1,982.68
254-5-54-70-723.005 Iriquois Ave Water Line	418,164.00	11,874.03	406,289.97	2.84%	2,002.01
254-5-54-70-723.006 Service Line Inventoy	0.00	83,826.57	-83,826.57	100.00%	19,209.27
254-5-54-70-750.001 Meter Replacement Program	10,284.00	6,456.96	3,827.04	62.79%	1,316.12
254-5-54-70-955.000 Bond Interest Expense	0.00	62,332.13	-62,332.13	100.00%	0.00
Total NonOperating Expenses	556,193.00	1,361,100.71	-804,907.71	244.72%	271,494.55
Total Expenditures	2,364,529.00	2,027,630.61	336,898.39	85.75%	337,276.97
Total WATER FUND	-46,193.00	-133,866.19	180,059.19	289.80%	-74,656.67

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	1,075,639.00	297,588.73	778,050.27	27.67%	0.00
255-4-55-30-022.001 City: Septage Discharg	55,000.00	135,489.76	-80,489.76	246.35%	40,782.70
255-4-55-30-022.002 City: Leachate Revenue	1,000.00	804.29	195.71	80.43%	141.74
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	753,285.00	376,642.50	376,642.50	50.00%	0.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,030,988.00	515,494.00	515,494.00	50.00%	0.00
255-4-55-30-025.003 Tri-Town: Septage	25,000.00	0.00	25,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	18,000.00	18,000.00	50.00%	0.00
255-4-55-30-060.000 Interest Income	0.00	29,791.18	-29,791.18	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	3,946.58	-446.58	112.76%	1,794.18
255-4-55-30-098.000 Misc Revenue	0.00	8,750.00	-8,750.00	100.00%	1,750.00
Total Operating Revenue	2,980,512.00	1,386,507.04	1,594,004.96	46.52%	44,468.62
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	287,609.92	-287,609.92	100.00%	0.00
255-4-55-70-042.009 Williston Debt Payment	0.00	295,453.82	-295,453.82	100.00%	0.00
255-4-55-70-042.010 Essex Jct. Debt Payment	0.00	279,766.00	-279,766.00	100.00%	0.00
255-4-55-70-092.000 Transfer to Capital	460,000.00	230,000.00	230,000.00	50.00%	0.00
Total Nonoperating Revenues	460,000.00	1,092,829.74	-632,829.74	237.57%	0.00
Total Revenues	3,440,512.00	2,479,336.78	961,175.22	72.06%	44,468.62
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	467,036.00	153,990.68	313,045.32	32.97%	29,964.46
255-5-55-30-120.000 Part Time Salaries	8,880.00	4,896.56	3,983.44	55.14%	0.00
255-5-55-30-130.000 Overtime	44,888.00	16,039.30	28,848.70	35.73%	2,941.90
255-5-55-30-210.000 Group Insurance	157,225.00	40,694.17	116,530.83	25.88%	7,614.31
255-5-55-30-220.000 Social Security	41,515.00	13,722.47	27,792.53	33.05%	2,585.36
255-5-55-30-225.000 Act 76 Childcare Tax	1,791.00	594.12	1,196.88	33.17%	105.20
255-5-55-30-230.000 Retirement	45,999.00	14,936.10	31,062.90	32.47%	3,066.38
255-5-55-30-250.000 Unemployment Insurance	672.00	282.96	389.04	42.11%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	6,357.37	19,042.63	25.03%	0.00
255-5-55-30-290.000 Other Employee Benefits	3,150.00	0.00	3,150.00	0.00%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	1,035.00	1,965.00	34.50%	225.00
255-5-55-30-330.000 Professional Services	8,300.00	2,043.67	6,256.33	24.62%	547.94
255-5-55-30-335.000 Audit	5,188.00	423.53	4,764.47	8.16%	0.00
255-5-55-30-340.000 Technical Services	26,250.00	3,520.00	22,730.00	13.41%	235.00
255-5-55-30-340.001 Lab Testing	0.00	35.00	-35.00	100.00%	0.00
255-5-55-30-410.000 Water and Sewer Charges	3,500.00	2,717.73	782.27	77.65%	2,717.73
255-5-55-30-421.000 Grit Disposal	17,600.00	5,760.89	11,839.11	32.73%	1,978.46
255-5-55-30-430.000 R&M Vehicles & Equipment	3,000.00	40.92	2,959.08	1.36%	40.92
255-5-55-30-431.000 R&M Buildings	26,625.00	5,857.10	20,767.90	22.00%	714.95
255-5-55-30-435.000 COGEN	35,000.00	15,822.58	19,177.42	45.21%	2,188.64
255-5-55-30-442.000 Rental Vehicles/Equip	3,384.00	792.25	2,591.75	23.41%	158.45
255-5-55-30-491.000 Administrative Fees	95,446.00	47,723.00	47,723.00	50.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	9,000.00	2,806.39	6,193.61	31.18%	968.41

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-505.000 Tech. Subs, Licenses	16,405.00	2,385.29	14,019.71	14.54%	50.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	278.00	10,722.00	2.53%	0.00
255-5-55-30-520.000 PACIF Insurance	44,059.00	9,941.59	34,117.41	22.56%	0.00
255-5-55-30-530.000 Communications	12,620.00	4,895.29	7,724.71	38.79%	270.00
255-5-55-30-540.000 Advertising	750.00	0.00	750.00	0.00%	0.00
255-5-55-30-567.000 Biosolids Land Applicatio	205,200.00	6,090.00	199,110.00	2.97%	6,090.00
255-5-55-30-568.000 Biosolids Subcontractor	305,046.00	95,846.51	209,199.49	31.42%	25,768.88
255-5-55-30-570.000 Other Purchased Services	140,000.00	58,363.00	81,637.00	41.69%	6,808.61
255-5-55-30-609.000 Safety Supplies	3,000.00	581.47	2,418.53	19.38%	32.96
255-5-55-30-610.000 General Supplies	9,000.00	3,192.44	5,807.56	35.47%	242.89
255-5-55-30-611.000 Small Tools & Equipment	5,000.00	2,990.39	2,009.61	59.81%	0.00
255-5-55-30-612.000 Uniforms	7,050.00	1,414.87	5,635.13	20.07%	0.00
255-5-55-30-618.000 Laboratory Supplies	28,000.00	8,406.04	19,593.96	30.02%	2,067.39
255-5-55-30-619.000 Chemicals	495,000.00	180,612.89	314,387.11	36.49%	35,273.18
255-5-55-30-621.000 Natural Gas/Heating	25,500.00	3,697.66	21,802.34	14.50%	549.60
255-5-55-30-622.000 Electricity	170,000.00	56,630.19	113,369.81	33.31%	12,582.63
255-5-55-30-626.000 Gasoline	4,250.00	682.25	3,567.75	16.05%	216.18
255-5-55-30-735.000 Tech Hardware, Software,	4,284.00	0.00	4,284.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	1,500.00	750.00	750.00	50.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	460,000.00	230,000.00	230,000.00	50.00%	0.00
Total Operating Expenses	2,980,513.00	1,006,849.67	1,973,663.33	33.78%	146,005.43
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	100,000.00	14,791.92	85,208.08	14.79%	0.00
255-5-55-70-722.014 Digester Maintenance	52,500.00	14,996.55	37,503.45	28.56%	0.00
255-5-55-70-722.018 Flow EQ Blowers	40,000.00	35,480.00	4,520.00	88.70%	688.00
255-5-55-70-722.019 Waste Primary Sludge #2 U	40,000.00	48,914.15	-8,914.15	122.29%	0.00
255-5-55-70-722.020 Digester Flare/Flame Arre	248,400.00	0.00	248,400.00	0.00%	0.00
255-5-55-70-730.001 Energy Conservation	10,000.00	0.00	10,000.00	0.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	0.00	12,906.00	-12,906.00	100.00%	7,170.00
255-5-55-70-750.001 Generator	52,000.00	0.00	52,000.00	0.00%	0.00
255-5-55-70-750.002 IT Upgrades	11,000.00	0.00	11,000.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	406.16	-406.16	100.00%	406.16
255-5-55-70-955.002 RZEDB Interest	0.00	17,379.15	-17,379.15	100.00%	0.00
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	167,185.69	-167,185.69	100.00%	0.00
Total Nonoperating Expenses	553,900.00	312,059.62	241,840.38	56.34%	8,264.16
Total Expenditures	3,534,413.00	1,318,909.29	2,215,503.71	37.32%	154,269.59
Total WASTEWATER FUND	-93,901.00	1,160,427.49	-1,066,526.49	-1,235.80%	-109,800.97

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	887,899.00	251,765.90	636,133.10	28.36%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,500.00	12,945.61	20,554.39	38.64%	0.00
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	4,529.70	25,470.30	15.10%	0.00
256-4-56-40-026.000 Allocation Fees	0.00	8,168.00	-8,168.00	100.00%	0.00
256-4-56-40-060.000 Interest Income	5,000.00	23,720.13	-18,720.13	474.40%	0.00
256-4-56-40-085.000 Penalties	3,000.00	3,256.40	-256.40	108.55%	1,480.62
256-4-56-40-098.000 Misc Revenue	0.00	210.00	-210.00	100.00%	0.00
Total Operating Revenues	974,399.00	304,595.74	669,803.26	31.26%	1,480.62
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	423,900.00	-423,900.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	172,000.00	86,000.00	86,000.00	50.00%	0.00
Total Nonoperating Revenues	172,000.00	509,900.00	-337,900.00	296.45%	0.00
Total Revenues	1,146,399.00	814,495.74	331,903.26	71.05%	1,480.62

256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	134,743.00	50,377.94	84,365.06	37.39%	9,193.32
256-5-56-40-120.000 Part Time Salaries	0.00	187.55	-187.55	100.00%	0.00
256-5-56-40-130.000 Overtime	20,392.00	2,925.01	17,466.99	14.34%	300.00
256-5-56-40-210.000 Group Insurance	43,997.00	19,201.81	24,795.19	43.64%	3,876.94
256-5-56-40-220.000 Social Security	12,497.00	4,260.72	8,236.28	34.09%	758.84
256-5-56-40-225.000 Act 76 Childcare Tax	539.00	179.96	359.04	33.39%	25.79
256-5-56-40-230.000 Retirement	14,934.00	5,015.31	9,918.69	33.58%	837.73
256-5-56-40-250.000 Unemployment Insurance	143.00	60.22	82.78	42.11%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	2,021.36	4,078.64	33.14%	0.00
256-5-56-40-290.000 Other Employee Benefits	700.00	0.00	700.00	0.00%	0.00
256-5-56-40-330.000 Professional Services	6,000.00	0.00	6,000.00	0.00%	0.00
256-5-56-40-335.000 Audit	2,882.00	235.25	2,646.75	8.16%	0.00
256-5-56-40-340.000 Technical Services	14,800.00	2,800.00	12,000.00	18.92%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	130.85	369.15	26.17%	130.85
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	0.00	6,000.00	0.00%	0.00
256-5-56-40-433.000 R&M Infrastructure	5,000.00	7,550.65	-2,550.65	151.01%	304.50
256-5-56-40-434.000 R&M Pump Stations	12,000.00	8,940.49	3,059.51	74.50%	1,388.08
256-5-56-40-434.001 Susie Wilson PS Costs	11,500.00	10,148.65	1,351.35	88.25%	552.23
256-5-56-40-434.002 West Street PS Costs	13,500.00	6,783.62	6,716.38	50.25%	3,297.19
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,917.78	-117.78	106.54%	0.00
256-5-56-40-491.000 Administrative Fees	226,891.00	113,445.50	113,445.50	50.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	1,668.00	675.07	992.93	40.47%	0.00
256-5-56-40-520.000 PACIF Insurance	6,310.00	453.91	5,856.09	7.19%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
256-5-56-40-530.000 Communications	0.00	90.00	-90.00	100.00%	0.00
256-5-56-40-560.000 Postage	6,000.00	2,503.06	3,496.94	41.72%	1,270.51

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
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	180.00	820.00	18.00%	180.00
256-5-56-40-612.000 Uniforms	1,350.00	145.00	1,205.00	10.74%	0.00
256-5-56-40-621.000 Natural Gas/Heating	1,500.00	210.69	1,289.31	14.05%	51.45
256-5-56-40-622.000 Electricity	12,000.00	5,383.36	6,616.64	44.86%	1,104.96
256-5-56-40-626.000 Gasoline	6,000.00	2,403.99	3,596.01	40.07%	462.41
256-5-56-40-735.000 Tech: Equip/Hardware	3,403.00	0.00	3,403.00	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	172,000.00	86,000.00	86,000.00	50.00%	0.00
Total Operating Expenses	759,149.00	334,227.75	424,921.25	44.03%	24,294.80
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	4,599.99	35,400.01	11.50%	1,803.75
256-5-56-70-722.005 Maple/River/West St PS	12,900.00	0.00	12,900.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	0.00	28,300.00	0.00%	0.00
256-5-56-70-722.009 West St PS Emergency Repa	0.00	28,187.13	-28,187.13	100.00%	0.00
256-5-56-70-723.005 Iriquois Ave Water Line	13,050.00	0.00	13,050.00	0.00%	0.00
256-5-56-70-750.001 Meter Replacement Program	20,880.00	12,563.91	8,316.09	60.17%	2,632.23
256-5-56-70-910.000 Transfer to WWTF	0.00	279,766.00	-279,766.00	100.00%	0.00
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	1,837.81	-1,837.81	100.00%	1,837.81
Total Nonoperating Expenses	115,130.00	326,954.84	-211,824.84	283.99%	6,273.79
Total Expenditures	874,279.00	661,182.59	213,096.41	75.63%	30,568.59
Total SANITATION FUND	272,120.00	153,313.15	-425,433.15	56.34%	-29,087.97

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
257-4-57-50-060.000 Interest Income	0.00	37.14	-37.14	100.00%	0.00
Total Revenues	0.00	37.14	-37.14	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total STORMWATER FUND	0.00	37.14	-37.14	-100.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
----- 258-4-33-13-060.000 Interest Income	0.00	170.76	-170.76	100.00%	0.00
Total Revenues	0.00	170.76	-170.76	100.00%	0.00
----- Total Expenditures	0.00	0.00	0.00	0.00%	0.00
----- Total SENIOR CENTER FUND	0.00	170.76	-170.76	-100.00%	0.00
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-4-30-10-060.000 Interest Income	0.00	15,470.85	-15,470.85	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	79,581.00	73,747.57	5,833.43	92.67%	0.00
259-4-30-11-020.305 Pool Memberships	44,315.00	16,444.20	27,870.80	37.11%	0.00
259-4-30-11-020.306 Swim Lessons	48,431.00	11,775.50	36,655.50	24.31%	0.00
259-4-30-12-020.308 Facility & Field Rental	32,489.00	10,917.00	21,572.00	33.60%	0.00
259-4-30-14-020.311 Youth Programs	361,480.00	79,501.50	281,978.50	21.99%	4,460.00
259-4-30-14-020.312 Adult Programs	147,575.00	54,256.75	93,318.25	36.77%	263.00
259-4-30-14-050.000 Donation Revenue	34,900.00	4,500.00	30,400.00	12.89%	0.00
259-4-30-14-050.150 Memorial Day Parade	0.00	6,650.00	-6,650.00	100.00%	0.00
259-4-30-15-020.313 Childcare - AS	1,500,072.00	570,415.76	929,656.24	38.03%	38,740.64
259-4-30-15-020.315 Shared Staffing Contract	171,360.00	0.00	171,360.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	624,996.00	231,838.93	393,157.07	37.09%	5,395.80
259-4-30-17-020.313 Childcare - DC	689,296.00	360,572.75	328,723.25	52.31%	0.00
259-4-30-17-040.835 Special Accommodation Gra	0.00	16,174.50	-16,174.50	100.00%	0.00
Total Revenues	3,734,495.00	1,452,265.31	2,282,229.69	38.89%	48,859.44

259-5-30-10 Administration

259-5-30-10-210.000 Group Insurance	0.00	-810.49	810.49	100.00%	0.00
259-5-30-10-250.000 Unemployment Insurance	4,154.00	1,749.14	2,404.86	42.11%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	7,062.89	42,937.11	14.13%	0.00
259-5-30-10-330.000 Professional Services	4,500.00	1,500.00	3,000.00	33.33%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	1,968.00	827.50	1,140.50	42.05%	165.50
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	6,940.28	2,559.72	73.06%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	17,570.00	9,251.48	8,318.52	52.65%	1,401.02
259-5-30-10-550.000 Printing and Binding	10,500.00	3,590.00	6,910.00	34.19%	0.00
259-5-30-10-560.000 Postage	7,103.00	2,077.42	5,025.58	29.25%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	20,774.28	-20,774.28	100.00%	0.00
259-5-30-10-910.000 Trnsfr Between Funds (non	45,000.00	0.00	45,000.00	0.00%	0.00
Total Administration	150,295.00	52,962.50	97,332.50	35.24%	1,566.52

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	117,879.00	86,545.76	31,333.24	73.42%	0.00
259-5-30-11-130.000 Overtime	0.00	1,365.89	-1,365.89	100.00%	0.00
259-5-30-11-220.000 Social Security	9,018.00	6,725.29	2,292.71	74.58%	0.00
259-5-30-11-225.000 Act 76 Childcare Tax	389.00	353.38	35.62	90.84%	0.00
259-5-30-11-330.000 Professional Services	5,194.00	8,188.67	-2,994.67	157.66%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	28,847.00	15,674.70	13,172.30	54.34%	211.40
259-5-30-11-610.000 General Supplies	4,132.00	481.79	3,650.21	11.66%	12.83
Total Pool	165,459.00	119,335.48	46,123.52	72.12%	224.23

259-5-30-12 Parks and Facilities

259-5-30-12-120.000 Part Time Salaries	9,422.00	2,200.35	7,221.65	23.35%	0.00
259-5-30-12-220.000 Social Security	721.00	168.32	552.68	23.35%	0.00
259-5-30-12-225.000 Act 76 Childcare Tax	31.00	5.91	25.09	19.06%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	90,622.38	-81,622.38	1,006.92%	19,667.35
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	6,322.81	7,477.19	45.82%	5,822.81

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	2,799.21	1,200.79	69.98%	0.00
259-5-30-12-530.000 Communications	0.00	420.00	-420.00	100.00%	0.00
259-5-30-12-610.000 General Supplies	0.00	7,635.11	-7,635.11	100.00%	118.54
Total Parks and Facilities	36,974.00	110,174.09	-73,200.09	297.98%	25,608.70
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	56,163.00	20,128.00	36,035.00	35.84%	2,873.60
259-5-30-14-120.000 Part Time Salaries	52,922.00	6,261.63	46,660.37	11.83%	282.13
259-5-30-14-210.000 Group Insurance	27,393.00	0.00	27,393.00	0.00%	-350.00
259-5-30-14-220.000 Social Security	8,391.00	2,028.44	6,362.56	24.17%	237.99
259-5-30-14-225.000 Act 76 Childcare Tax	362.00	84.03	277.97	23.21%	9.79
259-5-30-14-230.000 Retirement	4,945.00	1,923.10	3,021.90	38.89%	172.42
259-5-30-14-290.000 Other Employee Benefits	350.00	350.00	0.00	100.00%	350.00
259-5-30-14-330.000 Professional Services	433,805.00	157,762.56	276,042.44	36.37%	10,092.00
259-5-30-14-410.000 Water and Sewer Charges	1,500.00	601.09	898.91	40.07%	601.09
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	0.00	2,000.00	0.00%	0.00
259-5-30-14-500.000 Training, Conf, Dues	8,077.00	1,238.95	6,838.05	15.34%	0.00
259-5-30-14-530.000 Communications	1,098.00	165.00	933.00	15.03%	0.00
259-5-30-14-610.000 General Supplies	27,773.00	36,154.46	-8,381.46	130.18%	12,978.97
Total Recreation Programs	626,079.00	226,697.26	399,381.74	36.21%	27,247.99
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	576,341.00	190,451.10	385,889.90	33.04%	49,911.80
259-5-30-15-120.000 Part Time Salaries	491,920.00	143,896.89	348,023.11	29.25%	47,989.22
259-5-30-15-130.000 Overtime	0.00	3,747.47	-3,747.47	100.00%	212.06
259-5-30-15-210.000 Group Insurance	122,197.00	47,061.58	75,135.42	38.51%	11,207.12
259-5-30-15-220.000 Social Security	83,264.00	26,588.77	56,675.23	31.93%	7,582.12
259-5-30-15-225.000 Act 76 Childcare Tax	3,592.00	1,158.40	2,433.60	32.25%	308.98
259-5-30-15-230.000 Retirement	58,286.00	18,577.58	39,708.42	31.87%	4,595.37
259-5-30-15-290.000 Other Employee Benefits	3,850.00	700.00	3,150.00	18.18%	350.00
259-5-30-15-330.000 Professional Services	96,400.00	5,344.03	91,055.97	5.54%	2,437.50
259-5-30-15-500.000 Training, Conf, Dues	33,241.00	5,047.16	28,193.84	15.18%	0.00
259-5-30-15-530.000 Communications	7,920.00	4,100.26	3,819.74	51.77%	1,042.22
259-5-30-15-580.000 Travel	0.00	1,158.76	-1,158.76	100.00%	1,158.76
259-5-30-15-610.000 General Supplies	69,084.00	35,963.62	33,120.38	52.06%	7,287.67
259-5-30-15-626.000 Gasoline	5,500.00	247.18	5,252.82	4.49%	84.85
Total After School Care	1,531,595.00	484,042.80	1,067,552.20	31.20%	134,167.67
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	351,704.00	125,031.94	226,672.06	35.55%	27,787.93
259-5-30-16-120.000 Part Time Salaries	14,024.00	5,689.06	8,334.94	40.57%	1,203.30
259-5-30-16-130.000 Overtime	0.00	382.70	-382.70	100.00%	0.00
259-5-30-16-210.000 Group Insurance	131,414.00	44,924.37	86,489.63	34.19%	10,337.05
259-5-30-16-220.000 Social Security	28,504.00	10,435.36	18,068.64	36.61%	2,296.29
259-5-30-16-225.000 Act 76 Childcare Tax	1,230.00	426.46	803.54	34.67%	91.99
259-5-30-16-230.000 Retirement	32,564.00	11,786.95	20,777.05	36.20%	2,232.09

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-16-290.000 Other Employee Benefits	2,450.00	1,400.00	1,050.00	57.14%	700.00
259-5-30-16-330.000 Professional Services	6,665.00	14,090.94	-7,425.94	211.42%	2,856.69
259-5-30-16-420.000 Cleaning Services	32,500.00	9,088.70	23,411.30	27.97%	3,293.58
259-5-30-16-441.000 Rental Land/Buildings	1,860.00	0.00	1,860.00	0.00%	0.00
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	747.00	-747.00	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	11,750.00	1,861.26	9,888.74	15.84%	0.00
259-5-30-16-530.000 Communications	0.00	181.88	-181.88	100.00%	0.00
259-5-30-16-580.000 Travel	2,592.00	0.00	2,592.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	10,500.00	41,072.24	-30,572.24	391.16%	3,607.36
Total Preschool	627,757.00	267,118.86	360,638.14	42.55%	54,555.68
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	72,644.00	37,250.83	35,393.17	51.28%	-3.91
259-5-30-17-120.000 Part Time Salaries	420,770.00	392,302.31	28,467.69	93.23%	0.00
259-5-30-17-130.000 Overtime	0.00	19,304.52	-19,304.52	100.00%	0.00
259-5-30-17-220.000 Social Security	37,746.00	33,794.34	3,951.66	89.53%	0.00
259-5-30-17-225.000 Act 76 Childcare Tax	1,628.00	1,966.25	-338.25	120.78%	0.00
259-5-30-17-330.000 Professional Services	111,981.00	48,950.75	63,030.25	43.71%	0.00
259-5-30-17-580.000 Travel	0.00	25,749.19	-25,749.19	100.00%	0.00
259-5-30-17-610.000 General Supplies	30,009.00	66,370.08	-36,361.08	221.17%	0.00
Total Summer Day Camps	674,778.00	625,688.27	49,089.73	92.73%	-3.91
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,832,937.00	1,886,019.26	1,946,917.74	49.21%	243,366.88
Total EJRP PPROGRAMS FUND	-98,442.00	-433,753.95	532,195.95	440.62%	-194,507.44
Total All Funds	-1,034,950.00	8,092,392.07	-7,057,442.07	-781.91%	-906,579.00

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>		
		\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract; additional \$13,300 assigned 8/19/24
Balance of assigned amount by Council for architect/engineering services contract	(22,817.84)	
Balance of assigned amount by Council for construction manager services	(30,682.89)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
Total Expenses to Date	(502,243.86)	see Spending Detail worksheet
Balance of Funds Available	2,937,307.01	

updated 12/4/24

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		986,078.22	
	Q1	284,780.40	
	Q2	223,554.85	
	Q3	219,797.53	
	Q4	232,463.92	
	Interest Accrued	25,481.52	allocated monthly
LOT Funds Received FY25		274,120.14	
	Q1	263,103.52	
	Q2		
	Q3		
	Q4		
	Interest Accrued	11,016.62	allocated monthly
Less:			
FY23 IT Migration Balance of Funds Avail.		-	
FY24 Expenses	(262,239.00)		rebranding, capital transfer, IT migration and paving actual spent to date
Rebranding Balance of Funds Avail.	(27,500.00)		\$40,000 assigned during budget, \$12,500 reassigned to Strategic Planning by Council
Strategic Planning Balance of Funds Avail.	-		\$30,000 assigned during budget, \$12,500 added from Rebranding by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
Capital Transfer Balance of Funds Avail.	-		recurring quarterly entry
Paving Balance of Funds Avail.	-		\$20,000 assigned during budget, additional \$20,000 assigned by Council
2 Lincoln Renovation	(256,842.00)		assigned by Council 6/12/24
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)		Council authorized to reassign to 2 Lincoln Renovation project 6/12/24
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)		Council authorized to reassign to 2 Lincoln Renovation project 6/12/24
FY25 Expenses to Date	(500,000.00)		
Sidewalks per Policy	(218,608.00)		25% of projected revenue
FY25 Capital Transfer Balance of Funds Avail.	(500,000.00)		
	Balance of LOT Funds Available	<u>71,818.35</u>	
	Projected Remaining FY25 LOT Revenue	<u>611,328.48</u>	\$874,432 projected, less actual funds received to date
	Projected FY25 LOT Fund Balance	<u>683,146.83</u>	

updated 12/4/24

Economic Development Fund Balance Detail

FY24 Economic Development Fund Balance PRELIMINARY	869,061.06	
Economic Development Funds Received FY25	59,796.85	
	<i>Property Taxes</i>	57,051.46 will be allocated around 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	2,745.39 allocated monthly
Less:		
		\$302,936 estimated, less \$24,933.60 actual spend in FY23, less \$4,855 actual spend in FY24, less \$2,767.50 actual spent to
Main St Park	(275,914.90)	date FY25
Crescent Connector	(109,000.00)	estimated
Amtrak Grant Match	(250,000.00)	estimated
Balance of Economic Development Funds Available	<u>293,943.01</u>	
Projected FY25 Economic Development Fund Revenue	54,948.54	
Projected FY25 Economic Development Fund Balance	<u>348,891.55</u>	

updated 12/4/24

MEMORANDUM

TO: City Council and Regina Mahony, City Manager
FROM: Susan McNamara-Hill, City Clerk
DATE: December 11, 2024
SUBJECT: 2025 Candidate Information

Issue

The purpose of this memo is provide information regarding candidates for the 2025 Annual City Election.

Discussion

Candidates for local office are required to submit a petition with at least 30 qualified voter signatures in order to have their name placed on the ballot.

Petition and Candidate Consent forms may be picked up at the City Clerk's office. Completed petitions and consent forms are required to be delivered to the clerk no later than 5:00 p.m. on March 3, 2025 (the sixth Monday preceding the date of election 17 VSA §2681(a)(1)(A)).

Offices available this year are:

City Council – one 3 year term (Incumbent Raj Chawla)

Champlain Water District Commissioner – one 3 year term (Incumbent Aaron Martin has served in one seat for both the Town and the City; this is now a new City seat)

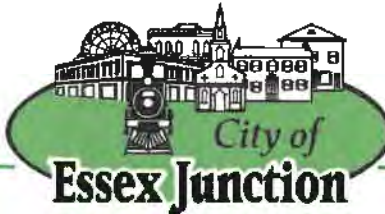
Library Trustee – one 5 year term (Incumbent Ann Wadsworth)

Cost

There is no additional cost associated with this information.

Recommendation

The provided information does not require any action.



November 7, 2024

Holly R. Anderson
Clerk of the Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Re: Lightshift 16MW/52MWh battery energy storage system on GlobalFoundries Robinson Parkway Campus, Essex Junction

Dear Ms. Anderson,

The City of Essex Junction has received the 45-day notice of the above-named application submitted by Lightshift Energy to develop a 16MW/52MWh battery energy storage system to be located off Robinson Parkway in Essex Junction, VT on a parcel owned by GlobalFoundries, Inc.

The City's Planning Commission has reviewed this project's conformance with the Essex Community Enhanced Energy Plan, and with the Essex Junction Comprehensive Plan, both of which were adopted in 2019.

Essex Community Enhanced Energy Plan Renewable Energy Goal

As this project is associated with a solar power generation, the City finds that this project aligns with the intent of the Renewable Energy Generation Goal of the Enhanced Energy Plan, which aims to "generate between 211,386 and 353,629 MWh of renewable energy by 2050".

Constraints Policies

The Enhanced Energy Plan states that renewable energy facility development should be located to avoid state and local known constraints and to minimize impacts to state and local possible constraints. Our review indicates that the following constraints are located on the property:

State Possible Constraints

- **Agricultural and Hydric Soils.** Primary Agricultural Soils underlie a majority of the site, some of which may be considered previously impacted by the development of the existing parking lots. The City of Essex Junction requests that further impacts to the agricultural soils be minimized in accordance with the recommendations of the Vermont Agency of Agriculture, Food, and Markets.

Local Known Constraints

- **Slopes of 20% and steeper are NOT considered to be Local Known Constraints within the City of Essex Junction.** While the Enhanced Energy Plan generally lists the slopes of 20% and steeper to be a "local known constraint", the City does not prohibit the siting of solar generation in these areas (unlike the Town of Essex, which does). As such, these areas are not shown within Map 2 of the Plan within the boundaries of the City of Essex Junction.

Siting Policies

Policy 11 of the "Siting Policies" states:

- Where feasible, pair renewable energy generation with electrical energy storage to ensure energy is utilized to the fullest potential, to increase resiliency/reliability of electricity during outages, and to decrease fossil fuel usage during peak periods. Renewable energy generation projects that can accommodate energy storage are strongly encouraged.

Since the proposed energy storage project is located on the same property as the Essex A North Lot and Essex B1 Parking Lot Solar projects, the City finds that the proposed energy storage project is consistent with the aforementioned policy.

This review is based on the information currently available. The City of Essex Junction will review and comment on materials submitted as the Section 248 review process continues.

Thank you for your time and attention.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Clemens".

Diane Clemens
Essex Junction Planning Commission Chair

CC: Essex Junction City Council
Chris Yuen, Essex Junction Community Development Director

November 19, 2024

By E-Mail

City of Essex Junction City Council
2 Lincoln Street
Essex Jct., VT 05452

City of Essex Junction Planning Commission
2 Lincoln Street
Essex Jct., VT

Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404

Re: Case No. 24-3397-PET: Petition of Essex VT BESS 1 LLC for Certificates of Public Good, pursuant to 30 V.S.A. §§ 231 and 248(j), authorizing the ownership, installation, and operation of a 16 MW AC battery electric storage project to be located in Essex Junction, Vermont to be known as the “Essex VT BESS Project”

Dear City Council Members and Commissioners:

The purpose of this letter is to provide you with notice that Essex VT BESS 1 LLC (“Essex VT BESS”) has filed a Petition pursuant to 30 V.S.A. § 248(j) with the Public Utility Commission (“Commission”) for approval of a 16 MW battery energy storage project to be located adjacent to an existing electric switchyard in Essex Junction, Vermont (the “Project”). An electronic copy of the complete Petition can be accessed using the following link: <http://bit.ly/4eEHkiP>.¹

The Commission deemed Essex VT BESS’s Petition administratively complete on November 19, 2024 and established a deadline of December 20, 2024 for any comments on whether the petition raises a significant issue with respect to the substantive criteria of 30 V.S.A. Section 248.

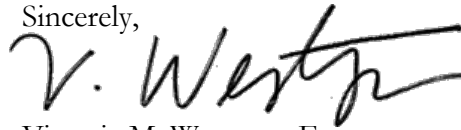
The Project has been assigned Case No. 24-3397-PET by the Commission. A copy of all Petition materials and all documents related to this proceeding are available on the Commission’s electronic filing website, ePUC, by looking up this case number at <http://epuc.vermont.gov>. The PUC has issued a Citizens’ Guide to the Vermont Public Utility Commission’s Section 248 Process, which can be found on the PUC website at <https://puc.vermont.gov/document/citizen-guide-public-utility-commission>, and further information on public participation in this process can be

¹ Per email correspondence of November 5, 2024 with our office, each recipient has consented to receive an electronic copy of the Petition materials. If you would like a hard copy instead, please reach out and we would be happy to send one.

found at <https://puc.vermont.gov/document/public-participation-and-intervention-proceedings-public-utility-commission> and <https://puc.vermont.gov/document/section-248j-procedures>.

Thank you, and please reach out with any questions.

Sincerely,



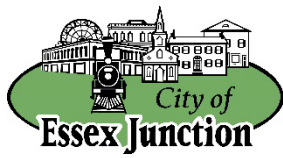
Victoria M. Westgate, Esq.

Counsel for Essex VT BESS 1 LLC



Making a difference is our practice.





**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES
DRAFT**

*Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
Thursday, November 14th
2024, 7:00 PM*

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. **MEMBERS PRESENT**

John O'Brien (chair), Russ Miller-Johnson (vice chair), Eric Bowker, Philip Bieber

2. **OTHERS PRESENT**

Michael Giguere (City staff)

3. **CALL TO ORDER**

John called the meeting to order at 7:03 pm.

4. **DETERMINE WHO WILL TAKE MINUTES**

Michael volunteered to take minutes.

5. **AGENDA ADDITIONS/CHANGES**

Michael added Bike Locker Advertisement as an agenda topic, and Buffered Lane Striping on Pearl and Park Street Engineering Student Project as staff updates.

Russ added Traffic Calming Cameras as a member update.

6. **MINUTES FOR APPROVAL**

a. October 22nd, 2024

Russ made a motion to approve, seconded by Eric. Minutes from October 22nd, 2024 are unanimously approved (4-0).

7. **PUBLIC TO BE HEARD**

No public comments were made.

8. **BUSINESS ITEMS**

a. Bicycle Friendly Community application review

The committee worked together on renewing the City's application to the League of American Bicyclists as a Bicycle Friendly Community.

Russ made a motion to approve giving Michael the ability to make application edits outside of meeting time as necessary before reviewing final submissions with the committee, seconded by Eric. The motion passed unanimously (4-0).

The committee used the 2019 application as a baseline and worked through the sections on Contact Information, Community Profile, and Engineering. 2020 census data was used to answer questions as required by the application. The group ended working on the application at 8 pm and decided to continue collaborating on the application process.

9. **ADJOURN**

The meeting was adjourned at 8:12 pm once a member left and quorum was no longer met.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 7, 2024
DRAFT**

MEMBERS PRESENT: Diane Clemens, Chair; Scott McCormick, Vice-Chair; Elena Juodisius; Elijah Massey, Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Jeff Arango, Hope Freije, Sarah Lukins, Erica Lumsden, Matt Lumsden, John O'Brien, Bayla Steinke, Tam Tran, Lexi, Sian

1. CALL TO ORDER

Ms. Clemens called the meeting to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Lumsden said that he and his wife are realtors in Essex Junction. His real estate firm operates 24/7, and he would like to be able to keep his sandwich board sign up during all hours as well. Ms. Clemens said that the sign can always be out if the business operates 24/7.

4. MINUTES

a. October 10, 2024

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to approve the minutes of October 10, 2024. Motion passed 5-0.

5. BUSINESS ITEMS

a. Connect the Junction Transit Oriented Development Master Plan presentation on Public and Stakeholder Feedback

Mr. Arango, Managing Principal of Framework, presented the outcomes of the recent design charette. This project is federally funded and ten communities in northwestern Vermont are participating. During the charette, the consultants held site tours and communicated with residents in a variety of locations. One specific example was tabling at the high school Homecoming game to ask children to detail their favorite place in the community. Remote options were available for some of the presentations. At the charette, participants were able to answer live polling questions via their cell phones. Mr. Arango discussed public input on the most valued things about the area, the biggest challenges, and ideas for improvement. The assets, challenges and opportunities in Essex Junction were mapped.

Mr. Arango said that major themes include prioritizing pedestrians/cyclists, mitigating sound, incorporating green space, increasing housing supply, and connectivity. Other major ideas include prioritizing people, adding amenities to development, and eliminating the idea of Essex Junction as a commuter "pass through". Ms. Freije, also of Framework, discussed the feedback that biking and walking on Pearl Street is unsafe and reviewed potential options for improvement. Ms. Lukins, also of Framework,

discussed capitalizing on the Crescent Connector by creating interconnected greenspaces. She said that many of these ideas are pilot interventions, which will allow the City to determine if they are successful before committing to a long-term investment. The existing angled parking on Main Street was discussed, with Mr. McCormick stating that it is difficult and makes the road less walkable. Testing the possibility of pedestrianizing Main Street and Railroad Avenue was discussed, although Mr. Arango reconfiguring Main Street to two lanes, routing traffic from Main Street to Park Street through the Crescent Connector.

Post Office Square was discussed, with Mr. Arango noting the possibility of adding temporary street-facing commercial structures or for mixed-use redevelopment in the long-term. He said that there may be opportunities to increase building height to six stories, especially in the back of buildings. This would also provide opportunities to include housing and address the affordability crisis. Mr. McCormick suggested a bike path along the rail tracks and asked if modular homes had been used in other communities to increase housing access. Mr. Arango presented a revised version of Post Office Square, with six stories in the back, a plaza space, mixed-use units, and an access road. Ms. Clemens expressed concern about displacing businesses, and Mr. Arango said that he had been in touch with the property owner and that the project could take many forms and will likely take many years. During the charette, feedback on the six-story potential was mixed, but it was acknowledged that additional height may increase the financial viability of the redevelopment of these parcels, because the per-unit construction costs are lower the more floors you add. Mr. McCormick asked about whether there is sufficient housing demand to justify this scale of redevelopment. Mr. Yuen stated that regional data continues to show a severe housing shortage, and that these housing units would likely be filled if they were built. Mr. Yuen also discussed how the forthcoming municipalized housing targets stemming from the most recent Statewide Housing Needs Assessment may require that municipal plans be further adjusted. Ms. Freije discussed efforts to improve public spaces and make them more reflective of the community. Mr. Arango discussed a focus on Essex Junction for the local community, rather than a space for commuters to pass through. A written charette summary will be made public soon. Framework will take feedback from the community and develop a master plan, subsequent code updates and implementation strategy and schedule. Mr. McCormick asked about public input and engagement in the process and Mr. Yuen said that online commenting would be available on the draft. Mr. McCormick suggested attending existing meetings and events to gain additional feedback.

Ms. Clemens said that it would be difficult to include additional code updates at this point, as public hearings would need to occur. She also questioned the level of cooperation that private landowners would have with this project. Mr. McCormick said that there would be significant public feedback on the reduction in lanes on Pearl Street. Ms. Clemens expressed concern about the changes to the Veteran's Memorial Park. Mr. McCormick said that additional conversation needs to be had on how to publicize this plan, which will be discussed at the next meeting. In public comment, Mr. Tran expressed support for the plan in general but questioned having a six-story building in front of the fairgrounds. Mr. O'Brien, a member of the Bike/Walk Advisory Committee, offered help with outreach and engagement.

b. Land Development Code Amendments Proposal Public Hearing

Mr. Yuen said that the Transit-Oriented Development Master Plan will result in changes to the Land Development Code (LDC) and Comprehensive Plan over the next two years; however, there is a separate initiative currently underway to make amendments to the Land Development Code in the short-term. This public hearing is for the latter initiative. There are six themes in proposed amendments to the LDC: sign regulation changes, residential density, site/dimensional standards, stormwater regulations, food trucks,

and technical corrections. A US Supreme Court case stated that sign regulations must be content neutral. Signs can be regulated based only on time, place and manner. Sandwich boards are still allowed with restrictions. Residential density limits in the MF3 and R-O districts are proposed to be to be increased to allow for additional housing and to allow for a smooth density gradient between the city center and the outer residential districts, where density limits have already raised in 2023. Mr. Yuen discussed the impact on individual zoning districts and showed many examples of existing structures that do not meet setback the existing density and setback requirements but blend in with the neighborhood. The front setbacks for in several zoning districts would be reduced to fifteen-feet to match existing development patterns. He reviewed the special design standards in R1/R2, breaking up the property into three zones for the purpose of parking and having a twenty-foot driveway width maximum. In current standards, a duplex cannot have an accessory unit and would need to be considered a second principal structure, which is not permitted. A second principal structure, and up to four units total, is proposed in the new regulations.

Food trucks are currently permitted as temporary uses, in place for fewer than 6 months in every year, although the enforcement of this restriction has been lax since Covid. An amendment would officially allow for year-round operation. Administrative review will be allowed for triplexes and fourplexes. A fifty-foot setback would be necessary for cannabis cultivation. In public comment, Mr. Tran discussed sandwich board regulations, stating that he has been cited at his business in the past. The sign is very heavy and difficult to be brought in every night, especially in the winter. He suggested seasonal regulations for allowing sandwich boards signs out at night.

c. Land Development Code Amendments Planning Commission Discussion

Ms. Clemens will send grammatical corrections to Mr. Yuen. Mr. Yuen brought up the definition of hard surface, and the recommended update not to consider gravel hard surface for accessibility purposes. There are currently no landscaping requirements for duplexes and single-family homes, but there are strict landscaping requirements for developments undergoing site plan approval, which would no longer apply to triplexes and fourplexes if those are to be administratively approvable. He said that the Tree Advisory Committee has proposed requiring street trees for triplexes and fourplexes. He discussed footprint lots, which are allowable for ownership and finance purposes but not for zoning. Mr. Massey requested additional discussion on parking requirements. He said that he is concerned that the new triplex and fourplex driveway requirements may prevent sidewalks and other pedestrian safety features. Ms. Clemens said that this holds residential units to the same standard as businesses, where parking is required in the side or back. Ms. Juodisius said that she would prioritize limiting disruption to the lot. Mr. McCormick said that he does not see a solution to people parking in front of a lot. Mr. Yuen said that the LDC currently requires triplexes and above to be treated as multi-family properties in terms of curb cuts. Limiting curb cuts to 27 feet maximum is still an improvement from the previous maximum of 30 feet. The PC decided on a 27-foot limit for the width of curb cuts for triplexes and fourplexes without additional curbing or landscaping requirements.

The PC discussed public comments on the signage requirements. Ms. Clemens questioned how to determine if a business is truly open 24/7, and how to determine how many at-home businesses are present in Essex Junction. Mr. Yuen said that there are no changes proposed to the freestanding regulations, and said that Mr. Lumsden is currently maxed out on the size of his freestanding sign. The PC discussed a variety of options including increasing the size of freestanding signs. Ms. Clemens said that she would like to hear from businesses to see if this would meet their needs. All agreed to leave it as is. Street trees were discussed, with street trees in the right of way seen as a positive element. Ms. Clemens asked how

many permit extensions were allowable. Mr. Yuen explained some reasons why projects may slow down and need additional time to go through. He said that if additional permitting and review requirements were added it may further delay housing projects that are already hindered by factors such as the financing or construction contractor availability.

SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY that the Planning Commission submit the Land Development Code Amendments as discussed to the City Council for consideration. No vote, motion failed.

Discussion on motion: Ms. Paschall discussed tapering of development between high-density areas and the outer residential districts (R1 and R2). Ms. Clemens said that the DRB can make waivers for this. After some discussion, the PC decided to increase properties in the RO and MF3 districts to a maximum of six units per lot.

SCOTT MCCORMICK made a motion, seconded by ELIJAH MASSEY that the Planning Commission submit the LDC amendments as discussed, including the amendments to RO and MF3 of up to six units to the City Council for consideration. Motion passed 5-0.

d. Global Foundries Battery Project letter of support

Mr. Yuen said that this is a similar letter that was presented for the solar panel project. All were in favor.

ELIJAH MASSEY made a motion, seconded by SCOTT MCCORMICK, to have the Planning Commission direct or support Chair Clemens in signing the letter for support for the Global Foundries Battery Project. Motion passed 5-0.

6. MEMBERS UPDATES

Ms. Clemens said that she and Mr. McCormick attended the Agency of Natural Resources Municipal Day. They will also attend the statewide housing conference. Mr. McCormick discussed how to blend smart housing with affordable housing. The PC will discuss future plans at the next meeting. Mr. Massey asked about the status of the mural grant project.

7. STAFF UPDATES

Mr. Yuen discussed updates on the progress of home creation in Chittenden County. He will be attending the statewide Housing Conference and the Vermont Developers Conference in the coming weeks.

8. ADJOURN

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to adjourn the meeting at 10:10 PM. Motion passed 5-0.

Respectfully submitted,
Darby Mayville

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
NOVEMBER 21, 2024
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Maggie Massey, Vice Chair; Luke Brockmeier; Cristin Gildea, Dylan Zwicky.

ADMINISTRATION: Michael Giguere, City Planner; Chris Yuen, Community Development Director.

OTHERS PRESENT: Gabe Handy, Greg Dixon, Hannah Hansen, Nicole Hansen, Gary Sevcik, Jeff York.

1. Additions or Amendments to Agenda

John Alden called the meeting to order at 6:30 P.M.

There were no additions or changes to the agenda.

2. Public to be Heard

None.

3. Approval of Minutes

a. September 19, 2024

MOTION by Maggie Massey, SECOND by Luke Brockmeier, to approve the minutes from September 19, 2024 with minor technical corrections (see below). The motion passed 5-0.

Mr. Alden noted that the minutes stated that he called the meeting to order but that the meeting proceeded absent a chair, and City Planner Giguere confirmed that Mr. Alden was present and that though his status as chair had lapsed, he remained chair until such time that a new chair is elected. He said that he would make a technical correction to the minutes to clarify this.

4. Election of Chair and Vice-Chair

City Planner Giguere called for nominations for Chair and Vice Chair for the Development Review Board.

MOTION by Luke Brockmeier, SECOND by Cristin Gildea, to elect John Alden as Chair of the Development Review Board. The motion passed 5-0.

MOTION by Cristin Gildea, SECOND by John Alden, to nominate Maggie Massey as Vice Chair of the Development Review Board. The motion passed 5-0.

5. Public Hearing

a. Variance application for a garage reconstruction built 3.5 feet from side property line at 37 Jackson Street in the R2 District by Hannah and Nicole Hansen, owners.

Mr. Alden swore in all members of the public and applicants who will give testimony at tonight's meeting.

Hannah Hansen spoke as the Applicant, saying that when she purchased her property the garage was in poor condition, with caving in roof and bowing walls, and needed to be replaced. She noted that after reviewing options, they have determined that rebuilding it on the current footprint makes the most sense to maintain the character of the farmhouse and surrounding neighborhood. She said that this requires a variance, as the garage is sited 3 feet from the side boundary line of the property in this district, and that the ordinance requires at least an 8-foot setback. She noted that the new garage would be similarly sized, with proposed dimensions of 12 feet by 18 feet, but will be 6.5 feet taller than the current 10-foot tall structure. She said the parcel of land is long and skinny, and there is not sufficient space to move the garage closer to the house and be within that 8-foot setback. She said they have considered alternatives, such as moving the garage, but said that other options would be costlier. She also noted that other properties in the neighborhood have garages closer than the 8-foot setback in the neighborhood. She confirmed that they will not use the extra garage space as an apartment, but as a studio space, and will strive to maintain privacy both for adjacent neighbors and for herself. Mr. Brockmeier asked about the reason for the 8-foot setback requirement in zoning, and Community Development Director Yuen explained the reasoning behind various setback requirements. Ms. Gildea pointed out that many properties in the City will need to be grandfathered into requirements, given that they do not adhere to the new 8-foot setbacks. Mr. Giguere noted that the Planning Commission will need to take older neighborhoods like this into consideration with future LDC updates and any changes to setback requirements. He said that this application was flagged because the code prevents an existing nonconformity from being rebuilt, but acknowledged that the increased height will also need to be discussed by the Board. Mr. Alden noted that because the applicant is not seeking to enlarge the original footprint, and the increased height seems reasonable, he does not see any issues with the application. Other Board members concurred.

Mr. Alden closed the public hearing.

MOTION by Dylan Zwicky, SECOND by Maggie Massey, that the Development Review Board approve the variance for a garage to be built 3 feet from the side property line and on or within the existing foundation at 37 Jackson Street in the R2 District. The motion passed 5-0.

6. Public Meeting

- a. Conceptual site plan review for the construction of a triplex with parking at 162 West Street in the R2 District by Franklin South LLC, owner.

Greg Dixon, a consulting engineer with Krebs and Lansing, and Gabe Handy, property owner, spoke on the conceptual site plan. Mr. Dixon noted that this project attempts to take advantage of some of the new laws passed by the state to try and promote condensed housing within city centers to provide needed missing middle housing types. He said that this would be for a triplex, though they have approached this within the regulations for duplexes. He noted that they are requesting a front setback waiver for the stoops going into the property, noting that the actual building setback is still within the setback requirements. Ms. Gildea asked if the Applicant is requesting a height variance, and Mr. Dixon replied that they believe they can build within the 35-foot limit. He also noted that the drawings include staircases to enter the buildings, but that they will not be moving forward with this feature. He noted that there are two entrances to each unit. Mr. Handy noted that he has built similarly-designed properties in Winooski and that they were well-received and in high demand. Mr. Alden said that the attempt to get as much housing onto this lot as possible is admirable and said that it fits into the character of the

neighborhood well. He noted the multiple variances, but said he did not have problems with most of them individually. He noted the variance for a driveway within 6 inches of the property line, which gave him pause because the designs don't have a formal building survey yet, and 6 inches feels tight. Mr. Handy said they would obtain a formal survey. Mr. Alden noted that because building height is measured at peak, that incentivizes flat roofed designs, and he asked that this be taken back to the Planning Commission for their consideration. He said a lighting plan is required at final site review, and Mr. Dixon said that because these units would be privately owned, they did not want to lock them into rigid lighting commitments, but acknowledged that lighting will be within coding requirements. Mr. Brockmeier stressed the importance of approving plans that are compliant with all requirements prior to obtaining certificates of occupancy. Mr. Alden said that regarding curb cuts, it would be helpful to see how wide it would have to be for two-way car traffic in and out of the properties, saying that 14 feet might be a good minimum distance. He said that he thinks 24-30 feet is too wide. Mr. Brockmeier said he is comfortable with widening it at the outset. Mr. Alden asked whether a waiver for a driveway variance is possible and City Planner Giguere noted that there is no provision for a variance in the code. Board members agreed to see the finalized survey results prior to making a decision about the variance. Mr. Alden asked about the trees and whether construction would disturb them, and Mr. Dixon replied that there are two smaller pines near the property line (but all in the neighboring property) that may be affected but they will try to avoid disturbing them. Mr. Alden said they can keep this as an item to review at final site plan review. He noted that the final plan will require a formal landscape plan. He noted that the City prefers paving be with concrete, but does not have formal requirements about this and leaves it to the DRB's discretion. He said that given that the surrounding sidewalks are asphalt then it might not make sense to require new pavings be concrete. Mr. Dixon noted that because this is a multi-family unit next to a single-family unit, the buffer requirements are 15 feet but they are currently at 8 feet because the property has always had an 8-foot setback. He noted that the building next to this proposed development is larger than this one, so the 8-foot buffer does not give him concern. Director Yuen agreed, saying that this is an item being taken up by the Planning Commission, because the setback requirements don't differ according to building size, but to whether the units are single-family or multi-family, which doesn't always make sense. Mr. Alden said that they should at least see some more landscaping as a buffer. Ms. Gildea asked about the driveway within the rear setback, and Mr. Dixon said that they can work on tightening this up for final site plan review.

The following public comments were received:

- Gary Sevcik, an adjacent resident, asked where snow storage will be located, and whether there will be handicap accessibility for the building. He also expressed concern about Mr. Handy's treatment of the property to date.
- Mike Domingue, an adjacent resident, provided written comment. He said that the 6-inch proposed variance from the edge of the driveway to the property line gave him cause for concern, particularly around damage from plows during snow removal. He asked what proactive steps are being taken to limit potential damage, and who the liable party would be if damage were to occur.

Mr. Alden noted that in terms of architectural features, having stronger elements where the windows and roof peaks are would reinforce the image that Mr. Handy is trying to pursue with the design. Ms. Gildea asked about snow removal, and Mr. Handy replied that there is room for snow collection next to the driveway and parking areas. Ms. Gildea asked whether a fence could be required on both sides of the property, and City Planner Giguere said he will look into the 15-foot buffer regulations to see what else

it requires. Mr. Brockmeier asked if there is something that could be done at the landscaping stage for the drainage of the snowmelt so that it's not running onto the adjacent neighbor's property. Mr. Dixon noted that the soil is sandy and that they could grade some areas to guide the snowmelt away from adjacent properties. Mr. Alden asked if there are accessibility requirements, and Mr. Handy replied that one unit must be made adaptable for accessibility, but not necessarily accessible from the start.

Mr. Alden closed the public meeting portion of this plan review.

In order to best position the Applicant and Board for final site plan approval, Mr. Alden suggested that the DRB review each of the variance requests in detail to provide as much feedback to the Applicant as possible. The DRB reviewed the following variances and waiver requests:

- Front setback requirement: Mr. Alden noted that the building itself meets the setback requirement, and the features in question are the stoops and overhangs. He said he is comfortable with this. Other Board members agreed.
- Special design standards: City Planner Giguere noted that this pertains to the requirement that no more than 30% or 20 feet of linear frontage space be taken up by parking, and that this design's proposed location of parking in the rear makes sense. Mr. Alden said he is supportive of locating the parking in the back of the building. Other Board members agreed.
- Smaller curb cut requirement: Mr. Alden noted that they discussed this previously, suggesting that the developer widen the curb cut to allow one car to idle while another enters.
- Driveway setback requirement: Mr. Alden said that the DRB would like to see a 2-foot buffer and enough sense that a property line, such as a fence, will not be damaged by snow removal activities. He noted that the DRB is generally uncomfortable with the 6-inch proposal, and would like some way to ensure that the neighbor's fence is not damaged by snow removal.
- 15-foot buffer requirement: Mr. Alden said that he would like the DRB to work with this waiver, given the low impact of this multi-family dwelling building and its small size. He said he would be willing to give some flexibility on this, and would welcome a proposal from the Applicant on further buffer works, such as landscaping or fencing.
- Use of asphalt rather than concrete: Mr. Alden said the DRB is fine with permitting the sidewalk to be reconstructed with asphalt rather than concrete.

Director Yuen asked for clarification on what should be required of the lighting plan. Mr. Dixon said that they will provide more information in a lighting plan that conforms with the City's lighting regulations.

The Development Review Board then reviewed staff comments and proposed conditions that weren't previously covered:

- Submission of detailed traffic control plan for the installation of utilities: City Planner Giguere noted that the City is looking for more details on when closures or partial closures would take place for residents.
- Boundary survey to confirm property line locations: Mr. Alden noted that it would be good to have a final survey when the final site plan review is conducted.
- Grading: Mr. Alden requested plans to depict proposed grading throughout the project site.
- Driveway and rear setback: Mr. Alden said that the Applicant still needs to demonstrate how this is either a variance or not a variance.

Mr. Alden requested that additional considerations be added around how snow storage will be handled and whether this is covered in the HOA.

MOTION by Dylan Zwicky, SECOND by Cristin Gildea, to approve the conceptual plan with the proposed conditions and with the comments on the waiver and variance requests as discussed. The motion passed 5-0.

7. Public Hearing

- a. Final site plan review for the construction of a triplex with parking; variance of side setback for driveway at 162 West Street in the R2 District by Franklin South LLC, owner.

MOTION by Dylan Zwicky, SECOND by Maggie Massey, to close the public hearing and continue the public hearing on this item to December 19, 2024. The motion passed 5-0.

8. Other Development Review Board Items

Community Development Director Yuen provided an overview on the Land Development Code (LDC) amendments currently being considered by the Planning Commission. He noted that there are two large planning efforts occurring currently, which include the Transit-Oriented Development Master Plan and the Comprehensive Plan update, both of which will feed into future LDC amendments. He also noted that there are technical adjustments that are slated for inclusion in 2024 LDC amendments. He spoke about the 2024 LDC amendments in more detail, noting that they pertain to rewriting of sign regulations, adjustment of residential density limits to meet statutory requirements and to reduce barriers to small scale housing construction, adjustment of site, dimensional and design standards for small-scale development, changes to stormwater regulations, regulation of food trucks, and correction of technical inconsistencies. He also noted additional items that were added into the amendments, including a definition of “hard surface” for parking, a shade tree requirement for triplexes and fourplexes, requirements for professional land surveys, requirements around footprint lots, and requirements around fire access. He noted that the 15-foot buffer may still be considered for tweaking, such as potentially requiring it for 5-plexes and above.

Mr. Zwicky and Ms. Massey left the meeting.

9. Adjournment

MOTION by Luke Brockmeier, SECOND by Cristin Gildea, to adjourn the meeting. The motion passed 3-0.

The meeting was adjourned without objection at 9:38 P.M.

RScty: AACoonrad

Essex Tree Committee Minutes October 29 2024

In attendance Warren Spinner, Nick Meyer, Steve Rivard , Rich Boyer, Leslie Goldring, Andrea Shortsleeve, Max Seaton, Ashley Snellenberger, Mark Kalloz.

Welcome Nick opened with welcome comments.

Agenda Additions none

Public to be heard, none

August minutes approved.

Greatest Tee Contest: Rich Boyer welcomed the Greatest Tree contest winners, with short background on the contest, and expressed appreciation to Northfield Savings Bank for their generous donation. “The greatest tree contest continues to inspire our residents to connect with and appreciate the natural beauty around us” said Mr Boyer. Warren also welcomed the winners and spoke of the attributes of the tree submissions. Nick gave short history and background of the Essex tree committee, and its mission. examples are advocate for trees for the city, advising land use committee and development reviews and accountability. Nick also reiterated good cooperation from public works department and reminded the group we can plant trees on private property with limitations.

1st place : 1st place honors went to a Freeman's Maple tree located at 6 school St. nominated by Hugh Gibson.

2nd place: 2nd place winner is a Red Oak tree located at 12 Hillcrest Rd. nominated by Tim Kemerer

3rd place: Is a sugar Maple tree located at 5 summit St. nominated by Beth Paul.

Each winning tree has been recognized not only for its beauty but also for it’s importance in enhancing our communities environment. 1st place winner received a \$100 prize while the runners up were awarded \$50 each generously donated by the Northfield Savings Bank.

Fall planting: 9 trees to be planted at Maple street park, within the next two weeks. 38 trees must come out of the Branch Out Burlington nursery. Warren covered the memorial planting of a Matador Maple tree at Essex High School in memory of deceased math teacher Art Pellerin.

EAB Grant: Ash tree removal continues on Hayden Wilkinson Lavoie Cushing streets with interplanting of new varied species.

Land Development Code Changes: Request from Chris Yeun Development Director regarding Tri-plexes and Four- Plexes to promote more dense housing. Requests recommendations and guidance as to trees on small lots, setbacks, and screening. Our committee will work with him on these initiatives.

Calendar: Steve has volunteered to be custodian of the calendar with help from Leslie. Mary Jo Engle may return to our group and lead a tree walk, Leslie and Max expressed interest in helping. Google Doc Training will be led by Rich in November it is suggested to bring a laptop to this meeting.

Connect Essex Jct Initiative Workshop: Nick attended and took part in the downtown walk as part of the proposed revamp of the downtown development structure. The group is seeking a new downtown master transportation plan. One example floated was the increase of green space at Veterans Memorial Park.

Policies: Warren, Andrea, and Ashely, will form a committee to revisit our policies and be sure they align with new updated State Rules and Regulations, at which time it will be necessary to update our webpage.

Next Meeting: Nov 21 4 pm in the Kolvoord Room at the Brownell Public Library.

November Meeting Minutes Essex Tree Committee. . 11/21/.2024. In attendance:Nick Meyer. Steve Rivard.Max Seaton.Andrea Shortsleeve Rich Boyers. Leslie Goldring.

Welcome all by Nick

Additions to agenda: None.

Public to be heard: None.

October minutes approved.

Fall tree planting: Very Successful,with help from Parks and Recreation. Primarily in Maple Street Park. All 11 trees have been mulched.

EAB letter to residents: Leslie suggested we elaborate on the easement information when approaching homeowners.

West Street Triplex landscape planning. Nick discussed the city's increased density plan for residential units. Andrea brought up a concern about honeysuckle invasive, and also suggested to ask the.Developer for the Scientific Latin name for the honeysuckles. Nick noted thatThe Tree Committee has oversight on street trees only.

Tree walk update.Project remains in planning stage.Nick, Leslie, and Max walked in Maple Street Park and discussed ideas about tree identification. Lead Educator At Essex High School.Wants to assign a tree to each of his forestry program students, to write an essay .Nick suggested that the Tree Committee give him parameters. Andrea suggested a QR code to bring up a "StoryMap". An example of this is used by Catamount Community Forest. Andrea will send out sample links for the group. We would need cooperation from the city if they have the GIS software for this project.

Other business.The potential to improve a trail behind the Maple St. bike park was discussed. Nick allowed that the city is looking at traffic calming and is putting together a manual. The city has asked for the tree committee, input on protocol.

Changes in the land development code, potential to plant st. trees every 40 feet.

Meeting adjourned 5 30 pm. Next meeting Thursday December 19 at the Library.



**NOVEMBER
2024**

COMMUNITY CONNECTION

Essex Community Justice Center's
Periodic E-Fanzine

From the Director - FY24 A Year in Review

Restorative Justice Panel Process Story

Restorative Justice Work within the
Women's Correctional Facility

Taking Steps to Become a more Language
Accessible Organization

Restorative Justice Panel Highlights

Reentry Highlights

Highlights on Outreach to Victims of
Serious Crime in Essex

Restorative Conflict Assistance Program
Collaboration Highlights

Intern Corner

ECJC Photo Album

A Heartfelt Thank You
**TO ALL OF OUR
AMAZING VOLUNTEERS!**
We couldn't do it without you!

fanzine [fan-zeen]

noun

1. a magazine, usually produced by amateurs, for fans of a particular group (in this case, OUR VOLUNTEERS!)

From the Director - FY2024- A Year in Review

Hello ECJC volunteers and community partners!!

It is hard to believe that Thanksgiving is upon us! During this season of Giving Thanks, we want to express our deepest appreciation and gratitude to all of our amazing volunteers at the Essex CJC. You are a wonderful community helping to create a world in which every human life is valued. Thank you for sharing yourselves, your skills and knowledge to help improve lives and build communities that are safe, expansive and resilient, and where the response to conflict and crime is restorative and healing and reduces further harms.

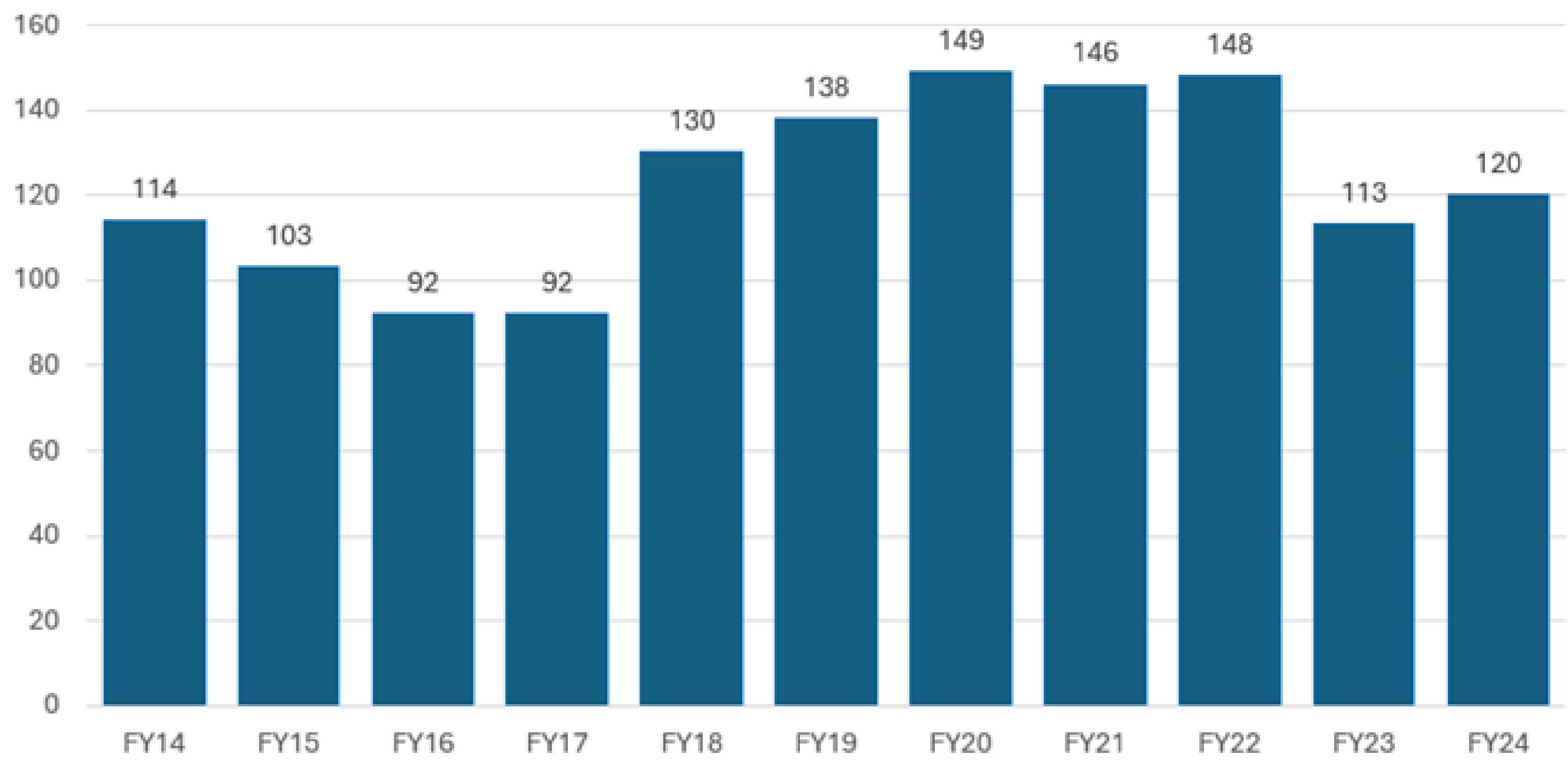
The amount of service provided by the Essex CJC in FY24 was remarkable and highlights the programs our communities can offer through a strong network of volunteers.

During FY24 425 volunteer hours resulted in:

- 148 Restorative Justice Panels/Processes, 121 of which were referred in FY24, with an 84% successful completion rate.
- 2 Circles of Support and Accountability (CoSAs) for people reentering their communities from incarceration.

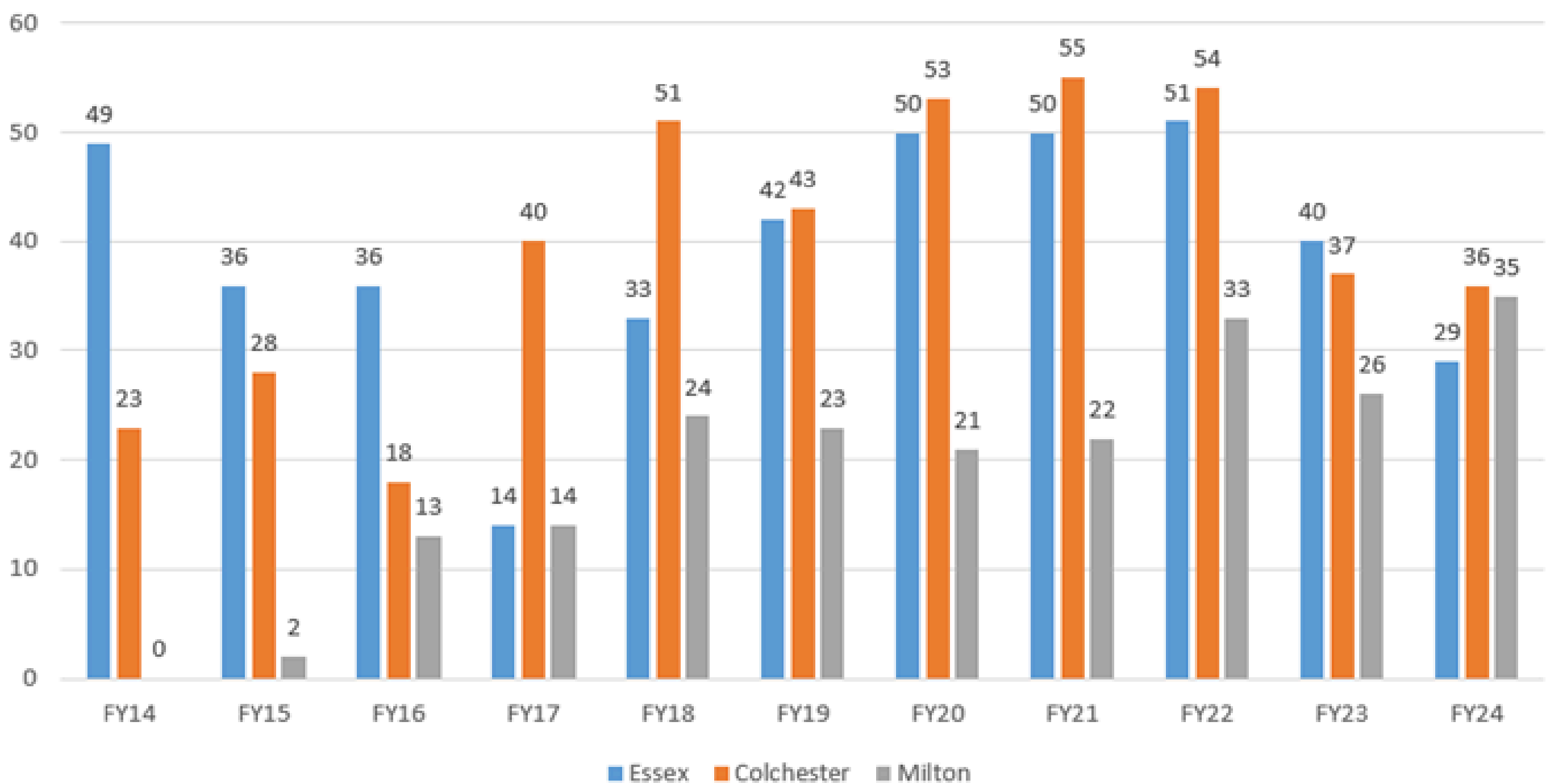
Each year we try to look back at how we did. We compile data that we gather for our funders, we look at referrals from each of the Police Departments we work with and we compile all of the surveys handed out to responsible and affected parties during the year that are filled out and returned. What follows in the next few pages are the results of all of that looking back.

ECJC Total Direct Referrals from Law Enforcement FY14 - FY24



This chart shows the total number of referrals received by the ECJC each year since FY14. Referral sources include Direct Referrals from Law Enforcement, Reparative Probation referrals from the VT Department of Corrections and referrals from the Department for Children and Families/Family Court.

Essex Community Justice Center Direct Referrals by PD FY14 - FY24



This chart shows on the Direct Referrals from Law Enforcement broken down by the Police Departments we serve - Essex, Colchester and Milton. You will find additional information about these Direct Referrals in the Restorative Justice Panel Highlights starting on page 7 of the newsletter.

After every Restorative Justice Panel or Process is completed all panel participants are provided with a survey to offer feedback. We are continually striving to improve our program offerings through feedback from participants.

"The agreement was the perfect solution by including a plan to work with the victim/community to fix what was damaged. We enjoyed working with the community. The CJC staff was excellent and showed compassion. I feel that the meeting with the victim was the most impactful part of the process."

Parent of Responsible Party

"It was a nice balance of accountability and compassion. I felt like my child was well supported. I felt pretty connected to my community to begin with, but it was nice to meet everyone. Having to talk to the panel made it real for my child."

Parent of Responsible Party

"Throughout meetings and conversations with the people impacted, I was able to understand and analyze my impacts. The safe driving class I took and my meetings allowed me to brainstorm safer driving. I also created a safe driving plan with my driving class. I personally focused on repairing [harm] with the people around me rather than my community as a whole. I was able to repair broken trust with the people around me. I felt more connected to my family as a community. I'm sure there is still more to resolve but I was able to resolve as much as I can for now."

Responsible Party

"The apology from the responsible party was key to my daughter being able to move past the issue. The restitution certainly was helpful since the AirPods that were stolen and thrown away were purchased with money that she had earned. I believe it was a great learning opportunity for both parties."

Mother of Affected Party

"Everyone was very sympathetic and non-judgmental. Everyone listened and responded with compassion. My child was very lucky to go through this process, but still learned a valuable lesson. It is great to see the helpfulness to do better for our community in a non-judgmental way!"

Parent of a Responsible Party

Following is a story that recounts the experience of a Restorative Panel processes in FY24. All names have been changed to protect the identity of the involved parties.



Sarah's Story

Sarah was referred to the Essex CJC for a negligent operation charge as the result of a collision with another vehicle when she took her eyes off the road to retrieve an object in her car.

Essex CJC staff reached out to Sarah as the responsible party to update her on the status of the referral, explain next steps and answer any questions. This type of outreach was also provided to the other vehicle driver, Steve, who was listed as the Affected Party. After learning more about the process, both parties had the opportunity to consider being involved in the process. Sarah took responsibility for what happened and saw the restorative panel process as a positive way to make amends and move forward. Steve agreed to participate in panel as a means to learn more about what happened, share his story and collect restitution. With both parties confirmed, the Essex CJC moved forward with scheduling a panel meeting.

During the first meeting both parties shared what happened to them that evening on the road. Sarah was driving home from work one evening when she looked down for a moment, identifying that it was not to look at her phone, or to change the music. This led to her swerving halfway into the other lane. Steve swerved to the right to avoid the collision, but Sarah's car still ended up sideswiping Steve's car. When the volunteers asked both parties to share about the impact the collision caused, Steve shared that he is a first responder, and due to his work, he has experience with these types of accidents. Sarah shared that she felt horrible and wanted to reconcile this situation, but the restitution was well over \$3,000, and Sarah did not make much money. Steve was very open to the Restorative Justice process but was concerned that he would not receive his full restitution from the responsible party.

The panel volunteers were able to navigate the perspectives of both parties and move toward an agreement that met their needs. Sarah agreed to write a letter of apology and pay the full restitution to Steve. Sarah was able to make the commitment because she wanted to make things right, understood how important the restitution was to Steve, and learned that the panel was open to giving her extra time to pay. Steve acknowledged that additional time was needed due to Sarah's financial situation. It took months, but Sarah paid the restitution in full. Steve was so grateful for this that he wrote a letter to Sarah to express his gratitude. This quote from Steve's letter highlights his gratitude: "I also wanted to let you know how much I appreciate you following through with your agreement. Not just for the monetary compensation I received from you, but for the sheer act of standing true to your word."

**Restorative Justice Work within the
Chittenden Regional Correctional Facility
(CRCF) - Vermont's Women's
Correctional Facility**

The Essex Community Justice Center has been doing work inside the women's correctional facility for several years, starting with developing a skills based curriculum to teach the women conflict resolution skills in the Honor's Unit, where they were piloting having a unit where there was no correctional officer stationed.

That grew into holding community building circles with the women in the Honor's Unit. We then co-taught a Restorative Justice 101 class with UVM Sociology Professor, Kathy Fox, to a core group of women who then became the CRCF Restorative Justice Council within CRCF. The women on the RJ Council became trainers of the RJ 101 curriculum and they are now teaching the class to other women incarcerated at CRCF. They have taught 5 rounds of the class to other women at CRCF at this point. They also hold "circles" every week where other women at CRCF can come to them who are experiencing or causing conflict/harm to try and resolve those situations. We are now working with the Superintendent at CRCF to form an ad hoc Restorative Justice work-group at CRCF to help further implement restorative practices at the facility with the women and the staff.



Peer-led class at Vermont women's prison teaches restorative justice principles

Restorative justice is a process that focuses on the offender repairing the harm caused by their actions, and uses dialogue and empathy rather than punishment. Vermont's only women's prison has had restorative...

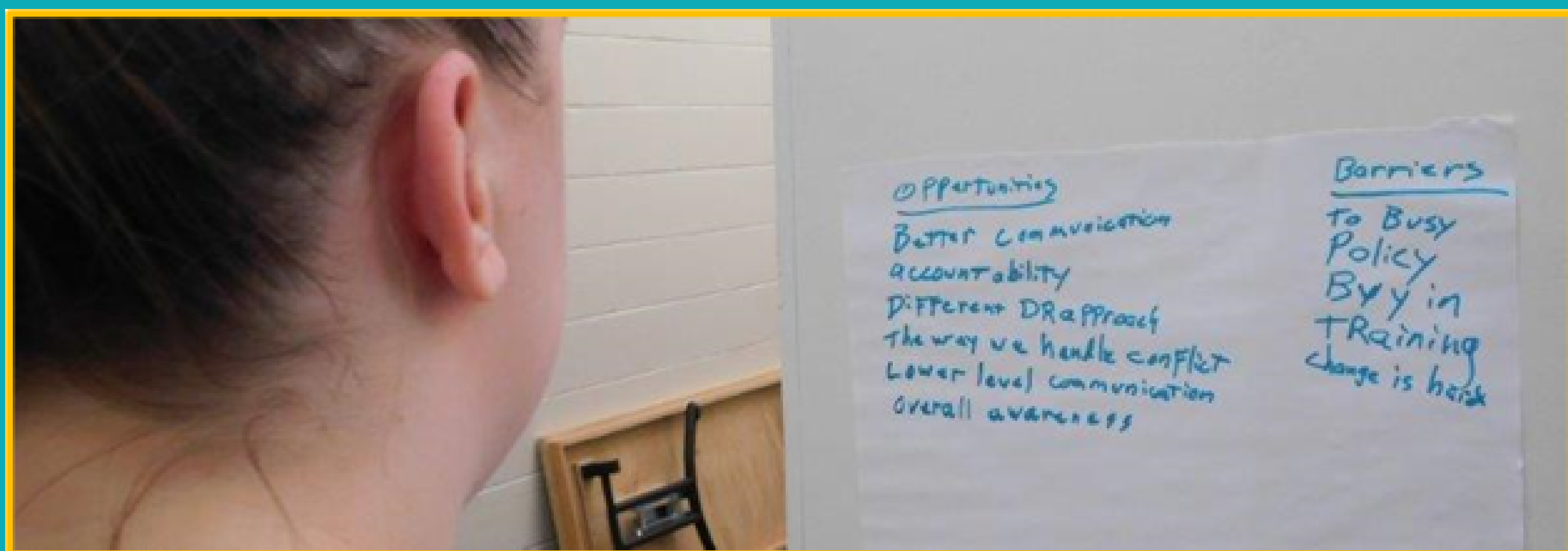
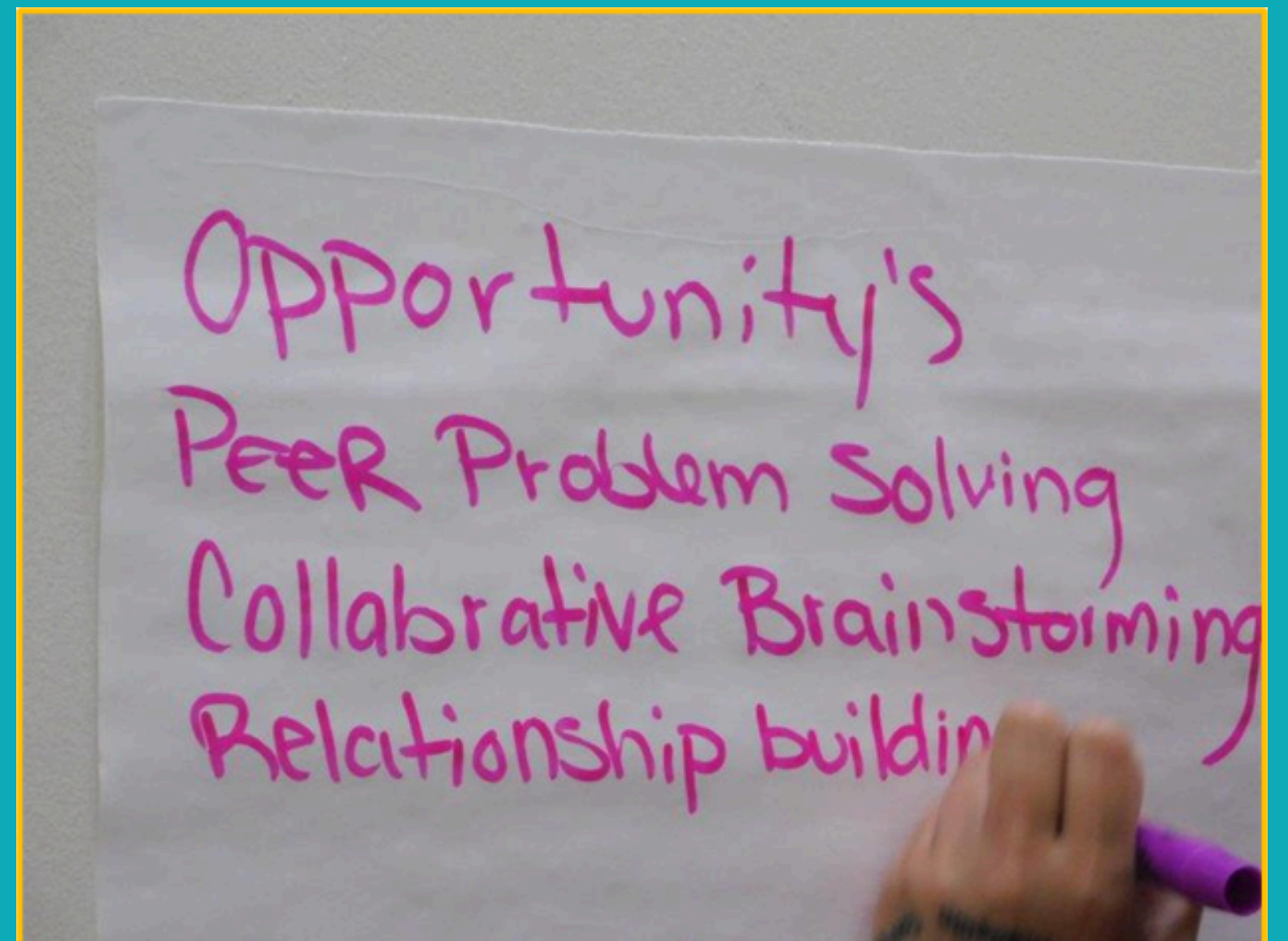
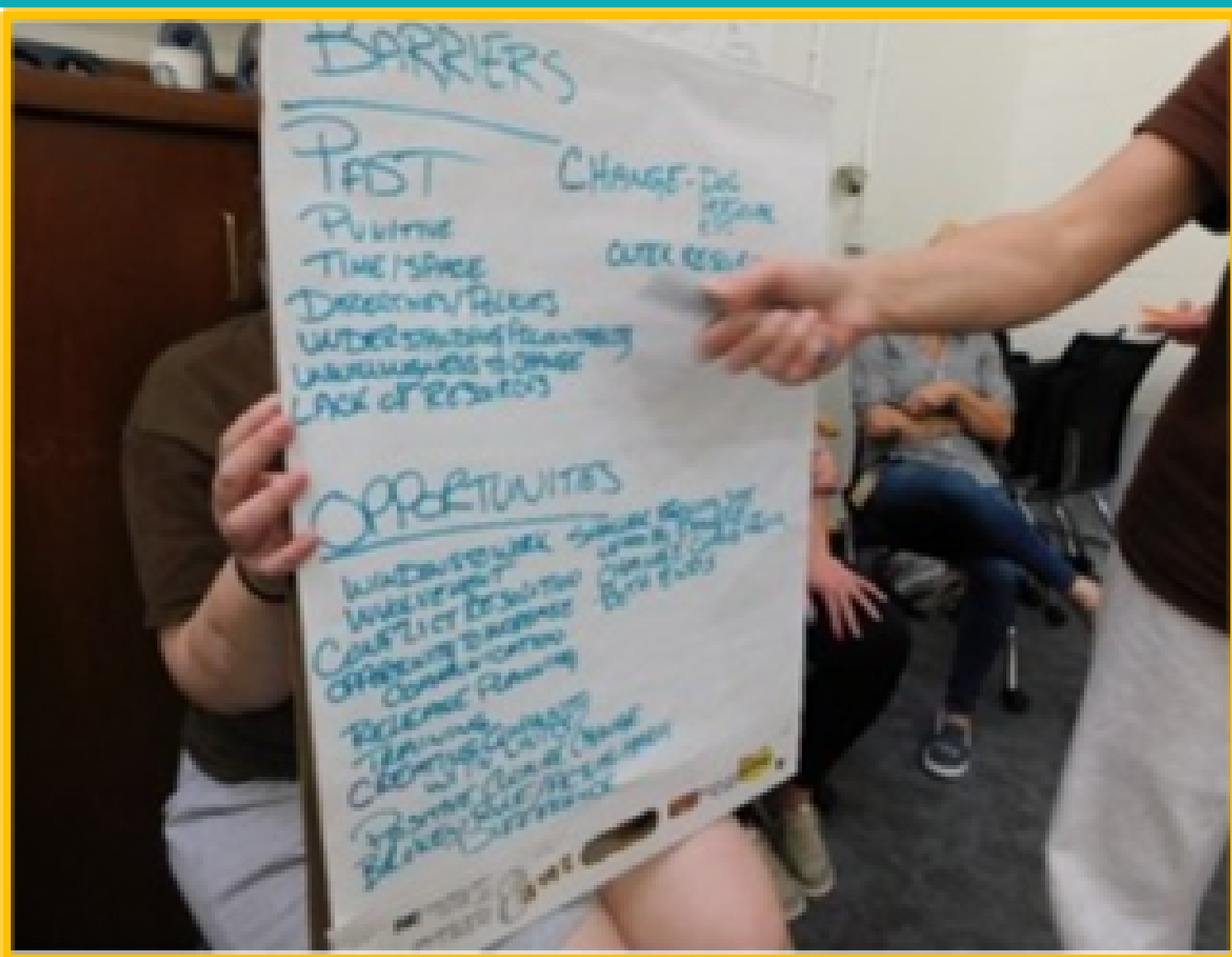
Vermont Public aired a story about the RJ Council and class the women teach on 9/24/24. You can listen to it here!



With the successful launch of the Restorative Justice Council at CRCF the Superintendent and leadership staff had an interest in expanding the foundational knowledge of restorative justice throughout the facility. In August, ECJC staff again collaborated with Kathy Fox, who has since retired and is now volunteering with us, to offer a two-part training on restorative justice to security

staff, casework staff and service providers at CRCF. The incarcerated women who are on the RJ Council at CRCF helped us develop the training. Over the course of two mornings, 20+ staff came together to explore restorative principles, practices and the approaches available to put them into action at CRCF. During the second session, the women on the Restorative Justice Council joined the training and led a number of the learning activities. It was an incredible opportunity to hold space for incarcerated individuals, correctional staff and community members to reflect on the possibility of a more restorative framework at the facility.

Below are some pictures we got of the training days and some feedback from participants.



Below are some comments collected in our training surveys.

"I enjoyed learning more about Restorative Justice and how it's being used in our setting. Having the CRCF council come in and discuss their experiences and give examples of how they are using it was very helpful to see. I work with some of the clients on the council and I can see how impactful RJ has been to them as a person and on their experiences here."

"This was a really good intro to RJ. I would love to see more in-depth processes and more on how to implement RJ practices into the carceral system."

Taking Steps to Become a more Language Accessible Organization

After an inspiring training this past spring, by former St. Johnsbury Restorative Justice Center Director, Omara Rivera-Vazquez, ECJC staff took steps this summer and fall to develop a guiding document for Language Access Planning. While ECJC has always been committed to ensuring our services are inclusive, equitable and accessible, after the training, it was clear there would be a significant benefit to creating a concrete policy and plan. Framework. With actions and thoughts documented on paper, there is a clear vision of our goal to serve all clients in our service area, including those who speak or sign a language other than English.

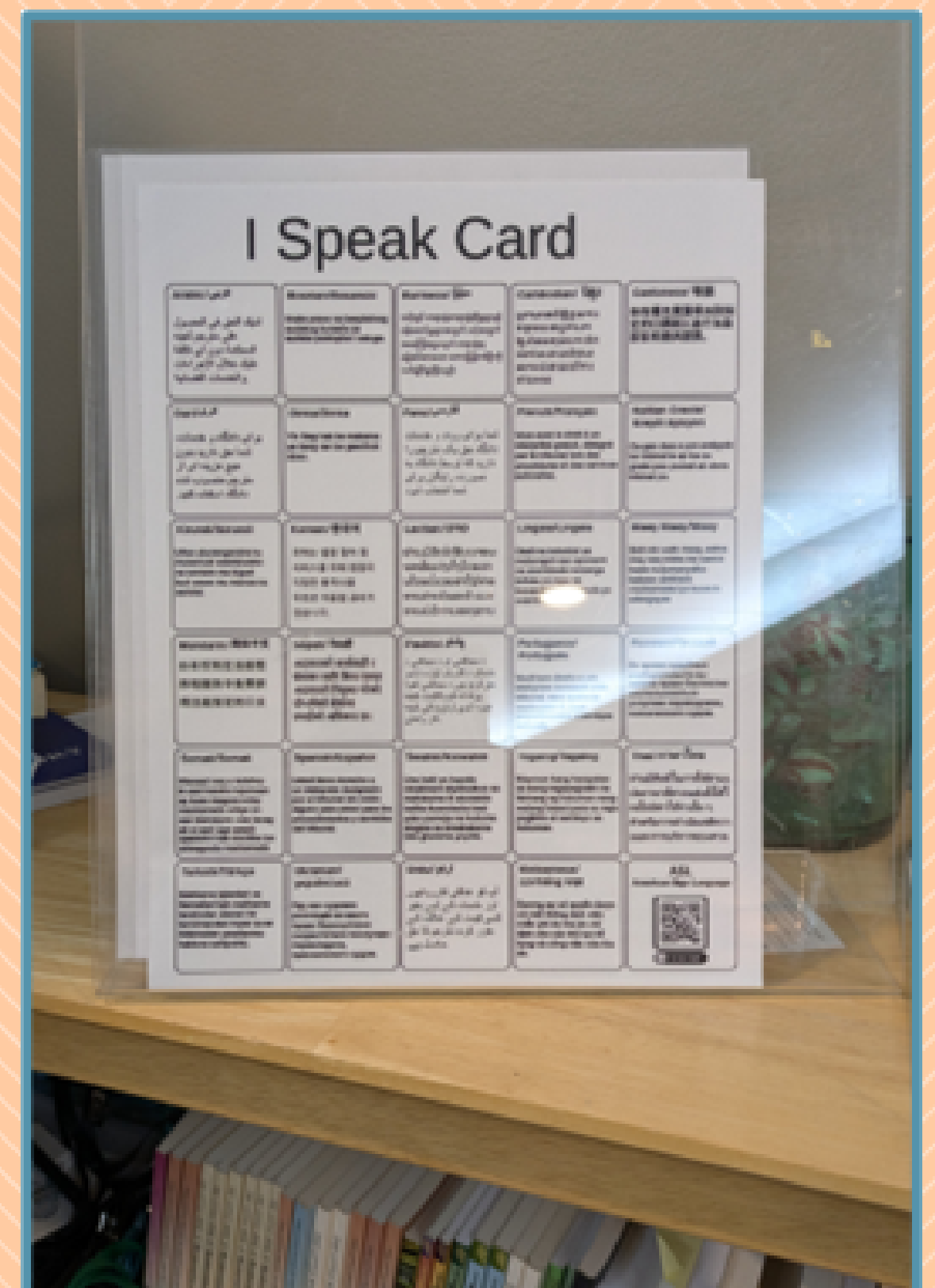


The training was presented within a "Language Justice" framework, which follows the equity learning and work we have been engaged in over the last few years. An important thing we learned is to not use the term "Limited English Proficiency (LEP)". LEP is a term commonly used by federal government sources and some State of Vermont sources to describe people who do not fluently speak or read English. "The Vermont Office of Racial Equity does not recommend using "LEP" due to the biased nature of the term "limited English proficiency." Characterizing people solely by their lack of English

proficiency is disrespectful to their other language skills and inappropriately privileges English speakers above those who speak or sign other languages."

Our new guiding document is in the final stages and will be made publicly available soon. It includes clear actions for the ECJC to take in order to ensure we are providing better language access through a comprehensive and long-term approach. In addition to revamped training opportunities, updated materials and new partnerships, you will see visuals strategically positioned to initiate the conversation, such as the I-SPEAK Card, pictured to the right. This card, placed right at the CJC entrance, provides an immediate opportunity to identify the language someone speaks or signs if it is other than English. Tobin, our current BSW intern, is working to further update the card by adding country flags as a tool to assist language identification in cases where someone may have limited literacy skills.

ECJC language access work is an on-going commitment and we look forward to future conversations. Please reach out with your thoughts as we move forward.



Restorative Justice Panel Highlights

From Susanna -

Essex Panels

At the end of Fiscal Year 2024 (July 1, 2023 to June 30, 2024) the following information was shared about Essex Referrals:

- Referrals from the Essex PD have dropped considerably in the past two years. The following information is about these direct referrals from the Essex PD.
- Seven (7) of the 29 referrals were kick-backs from the States Attorney's Office.
- In FY23 there were 12 cases (out of 40) that were driving related. That means that in FY23 30% of referrals were driving related. In FY 24 there were 16 cases (out of 29) that were driving related. In FY24 55% of cases were driving related. Most excessive speed cases were referred to Safe Driving classes rather than being seen in panel.
- In FY23 the Essex PD referred 15 property crime cases (embezzlement, false pretenses, larceny, petit larceny, and retail theft). This was an increase, as there were between 7-10 of these case types in FY19-FY22. In FY24 this dropped to 1 property crime case (retail theft).
- In FY23 78% of cases referred by the Essex PD had an affected party. In FY24 48% of cases referred by the Essex PD had an affected party. This makes sense given that Excessive Speed, Negligent Operation, and Driving with License Suspended cases usually have no listed affected party.
- We strive to ensure that restorative justice panels are victim centered. CJC staff continue to do outreach to all (100%) affected parties referred to the CJC. 58% of affected parties chose to participate in the RJ process.
- In FY23 Essex CJC panel volunteers contributed 257 hours of service on all panels (direct referral from police, restorative probation, etc). In FY24 Essex CJC panel volunteers contributed 199 hours of service on all panels. This reduction makes sense since Excessive Speed cases are being diverted from panel.
- The average age of responsible parties in both FY23 and FY24 was 29 years old. In FY23 and FY24 the UVM social work interns recruited several of their friends to be volunteers on restorative justice panels. We are delighted that all these college students graduated in May 2024. However, we are sad to lose them as volunteers as they move on to their next adventures. We are now working to recruit volunteers under the age of 30.

While Essex PD referrals went down, the number of referrals from the VT State Police and VT Probation and Parole both increased in FY 24.

In the first quarter of FY 25 (July 1 – September 30, 2024)...

- The Essex PD referred 8 cases. One of those cases was a kick-back from the States Attorney's Office.
- Of those 8 cases, 2 were assaults, 2 were excessive speed, 2 were unlawful trespass, 1 involved disorderly conduct and 1 was a case of operating a car without the owner's consent.
- Six of the 8 cases had a listed affected party. Only the excessive speed cases did not.
- The age of the responsible party ranged from 12 – 35.
- We have not received any restorative probation cases where the incident took place in Essex.

Restorative Justice Panel Highlights - continued

From Michelle -

Colchester Panels

Referrals from the Colchester PD only decreased from 37 in FY2023 to 36 in FY2024 (July 2023–June 2024). The following includes additional information about these direct referrals from the Colchester PD.

- In FY24 there were 9 cases (out of 36) that were driving related which is 25% of all referrals in FY24. Other crime types include Unlawful Trespass (6), Unlawful Mischief (4), 3 each of Weapon at School, Embezzlement, Negligent Operation, Leaving Scene of an Accident, and Retail Theft.
- In FY23 73% of cases referred by the Colchester PD had an affected party. In FY24 77% of cases referred by the Colchester PD had an affected party.
- We strive to ensure that restorative justice panels are victim centered. CJC staff continue to do outreach to all (100%) affected parties referred to the CJC. In FY24 56% of affected parties chose to participate in some way in the RJ process.
- In FY23 Colchester CJC panel volunteers contributed 180 hours of service on all panels (direct referral from police, restorative probation, etc.) In FY24 Colchester CJC panel volunteers contributed 145 hours of service on all panels. This decrease is not a reflection of fewer panels, rather in utilizing a smaller number of volunteers for some panels.
- The average age of responsible parties in FY24 was 28 years old as compared to 27 years old in FY23. In FY23 and FY24 the UVM social work interns recruited several of their friends and classmates to be volunteers on restorative justice panels. Since they all graduated in May 2024, we were sad to lose them as volunteers as they move on to their next adventures. We are now working to recruit more volunteers under the age of 30.

Since the start of FY2025 (beginning July 1, 2024):

- We have received 12 additional direct referrals and one restorative probation referral (as of November 1), most of which involved affected parties.
- Crime types include Leaving Scene of Accident, Unlawful Mischief, Weapon at School, Unlawful Trespass, and Operating Vehicle without Owner's Consent.
- Volunteers contributed approximately 20 hours of service on panels. (Note: Cases were slow during the summer months but have picked up recently.)
- The age of responsible parties ranged from 12 to 65 years.
- We collected over \$3,500 in restitution for affected parties since July 2023.

Milton Panels

Referrals from the Milton PD have increased from 26 in FY2023 to 35 in FY2024 (July 2023–June 2024). The following includes additional information about these direct referrals from the Milton PD.

- In FY24 there were 17 cases (out of 35) that were driving related which is 48% of all referrals in FY24. 11 of the referrals were for Excessive Speed, most of which were referred to Safe Driving classes rather than being seen in panel. In FY23 10 cases (out of 26/38%) were driving related referrals, 6 of which were for Excessive Speed.
- In FY23 73% of cases referred by the Milton PD had an affected party. In FY24 66% of cases referred by the Milton PD had an affected party. The decrease can be attributed to an increase in Excessive Speed referrals that do not involve affected parties.

Restorative Justice Panel Highlights - continued

- We strive to ensure that restorative justice panels are victim centered. CJC staff continue to do outreach to all (100%) affected parties referred to the CJC. In FY24 78% of affected parties chose to participate in some way in the RJ process.
- In FY23 Milton CJC panel volunteers contributed 95 hours of service on all panels (direct referral from police, restorative probation, etc.) In FY24 Milton CJC panel volunteers contributed 120 hours of service on all panels. This can be attributed to the increase in direct referrals in FY24.
- The average age of responsible parties in went down from 28 years old in FY23 to 25 in FY24 with 48% of responsible parties being 15-18 years old. In FY23 and FY24 the UVM social work interns recruited several of their friends and classmates to be volunteers on restorative justice panels. Since they all graduated in May 2024, we were sad to lose them as volunteers as they move on to their next adventures. We are now working to recruit more volunteers under the age of 30.

Since the start of FY2025 (July 1, 2024):

- We have received 15 additional direct referrals and one restorative probation referral (as of November 1), 6 of which involved affected parties.
- Crime types include Excessive Speed (9 cases), Grand Larceny, Simple Assault, Retail Theft, and Possession of Child Pornography.
- Volunteers contributed approximately 20 hours of service on panels. (Note: Cases were slow during the summer months but have picked up recently.)
- The age of responsible parties ranged from 15 to 75 years.
- We collected nearly \$2,500 in restitution for affected parties since July 2023.

Reentry Highlights

From Stacy -

Following a long lull in reentry referrals ECJC is now seeing an uptick in requests for CoSAs. This is great news! It means more of our returning community members are actively seeking out the accountability and extra support a CoSA provides as they become integral parts of the community we all share. It also means the need for volunteers with time and willingness to serve on a CoSA is increasing quickly. I have found myself in the dissonant position of having a wealth of volunteers with a dearth of available time. If you or someone you know has about an hour a week and a desire to support fellow community members exiting incarceration, please reach out to me.

Highlights on Outreach to Victims of Serious Crime in Essex

Stacy and Susanna have done outreach to 81 victims of crime since July 1st. The majority of the victims experienced a larceny. 30 percent of the victims experienced a physical (not sexual) assault. In addition there were cases of burglary, domestic / family violence, threats and stalking. Of the people we reached out to, 38 responded to our outreach to get information about our program or have needs related to the crime addressed. The majority of the people who responded to our outreach wanted a listening ear to describe their experience and how it has impacted them. Some engaged in safety planning, sought compensation for care they needed after the incident, or wanted information about the police or court process. When we talk with a victim of crime, the conversations can be 5 minutes, or multiple hours over days or weeks. One lesson we have learned from this work is that it is important to lock up your valuables. We recommend locking your car doors, not leaving your keys in your car, and locking your bicycle.

Restorative Conflict Assistance Program Highlights

The Essex CJC has been collaborating with the Burlington CJC in their Conflict Assistance Program for the past year. The main goal of the collaboration for Essex CJC is to co-facilitate a series of community workshops throughout the year called the Restorative Conflict Workshop Series. In FY24 Barbara Shaw-Dorso (Burlington CJC) and Stacy Jones (Essex CJC) co-facilitated 12 workshops in Burlington and Essex to 123 participants. Here is a link to the program if you would like to learn more. <https://www.burlingtoncjc.org/conflict-assistance-program>



BURLINGTON COMMUNITY JUSTICE CENTER & **ESSEX COMMUNITY JUSTICE CENTER**
SERVING NORTHERN CHITTENDEN COUNTY

A FREE RESTORATIVE CONFLICT WORKSHOP SERIES

HAVE YOU BEEN INVOLVED IN CONFLICTS AND WISH YOU HAD MORE TOOLS?

ARE YOU INTERESTED IN WORKING ON YOUR CONFLICT SKILLS?

DO YOU WISH YOU COULD PREVENT CONFLICTS FROM ESCALATING?

JOIN us for one or both workshops being offered FREE. We'll learn together about restorative justice, identity and power in conflicts, and explore tools for engaging with conflict constructively. Both trainings are introductory level and will include time for reflection, small group discussion and skill building. This is an IN-PERSON opportunity, class size is limited, please register to participate. Please contact Barbara at the Burlington Community Justice Center for more information or with any questions:
bshawdorso@burlingtonvt.gov



From Stacy -

My colleague, Barbara Shaw-Dorso, and I have continued our work in delivering community-based workshops focused on the skills of healthy and generative engagement in conflict or challenging conversations. We have also seen an increase in the number of local organizations seeking to hold workshops for their staff or those who they serve. These requests have come from parties spanning multiple sectors including housing, forestry, family education, victims' services, and faith communities, to name a few. It seems there is a great deal of interest in our community to build more capacity around using conflict as an opportunity to learn and grow rather than as an event to avoid or solve.

INTERN Corner

Please help us welcome our new UVM Social Work Intern for the 2023-2024 academic school year

Hi Everyone! My name is Tobin Calder, and I am a senior at UVM in the social work department. I will be interning at the Essex CJC this year! I am really excited to learn more about the restorative process and to be a part of community connections forming and repairing. In addition to the CJC, I work at an organization called HCRS, working with children. I really enjoy being around animals, and riding horses in Woodstock, Vermont, where I am from!



ECJC Photo Album



ECJC staff and volunteers at the Vermont Restorative Justice, Community & Volunteer Conference in Lake Morey in June



ECJC staff tabling at National Night Out in August



Staff from ECJC, Burlington CJC, Steps to End Domestic Violence, Hopeworks, and Safespace at a retreat to deepen our relationships as community partners in June



ECJC staff & volunteers at our annual Volunteer Appreciation Event in July



For those of you who haven't been in our space recently, we did an office reboot last spring and this is what it looks like now!

Essex Community
Justice Center Staff

Karen Dolan

Colchester/Milton Panel
Coordinator

Jill Evans

Director

Amanda Morissette

Restorative Reentry
Coordinator

Michelle Teegarden

Restorative Justice
Specialist

Susanna Weller

Essex Panel Coordinator

Jena Fillion

UVM Social Work Intern



137 Iroquois Ave, Suite 101
Essex Junction, VT 05452
Phone: (802) 872-7690

www.essexcjc.org

Vision:

The Essex Community Justice Center envisions safe, expansive and resilient communities in which the response to conflict and crime is restorative and healing, enhances community and reduces further harms.

Mission:

The Essex Community Justice Center creates opportunities with the communities we serve for restorative approaches to crime and conflict that;

- Promote justice for those affected by crime by focusing on the harm caused
- Allow those responsible for harm to accept active responsibility for addressing and repairing the harm they caused
- Educate, build empathy, restore dignity, and enable healing
- Support the needs of those reintegrating from prison into a more connected community life
- Strengthen individuals and the communities we serve through education and support to prevent further harms

Values:

We believe that all people living in a community are **interconnected** through a web of relationships, and that conflict and crime harms and affects people—victims, family members, community members, offenders and others. We believe that conflict and crime damages relationships, and disrupts peace and **safety** in the community. We believe in the inherent worth and **dignity** of every person and that no one should be defined by their biggest mistakes. We believe that justice is more likely to be achieved when victims, affected parties and the community are engaged in and central to the justice process. We believe that all victims of crime should have access to restorative processes upon request. We believe that effective **restorative** processes build **empathy**, restore dignity, **re-empower** victims, enable **healing** and strengthen communities as we strive toward a just society in which all lives have equal value. We believe in **reintegration**, supporting the needs of offenders and removing barriers to successful reentry while also encouraging **accountability**/acceptance of **responsibility** for harm caused. We believe that restorative justice nurtures **hope** - the hope of healing for victims, the hope of change for offenders, and the hope of greater civility for society.